MINUTES
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
TECHNICAL COMMITTEE MEETING
July 13, 2016

Technical Members Present:	Jason Thomas, City of Bloomfield Steven Saavedra (Alt), City of Farmington David Sypher, City of Farmington Stephen Lopez (Alt), NMDOT District 5 Andrew Montoya, Red Apple Transit Fran Fillerup, San Juan County
Technical Members Absent:	Bill Watson, City of Aztec Cindy Lopez, City of Farmington Paul Brasher, NMDOT District 5
Staff Present:	Duane Wakan, MPO Planner Derrick Garcia, MPO Associate Planner June Markle, MPO Administrative Aide
Staff Absent:	Mary Holton, MPO Officer
Others Present:	Robin Elkin, Planning Liaison, NMDOT Larry Hathaway, Policy Committee Alternate, San Juan County

1. CALL TO ORDER

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

Mr. Fillerup asked everyone in attendance to introduce themselves.

2. APPROVE THE MINUTES FROM THE JUNE 22, 2016 TECHNICAL COMMITTEE MEETING

Mr. Lopez moved to approve the minutes from the June 22, 2016 Technical Committee meeting. Mr. Sypher seconded the motion. The motion was passed unanimously.

3. COMPLETE STREETS

Subject:	Complete Streets
Prepared by:	Duane Wakan, MPO Planner
Date:	June 29, 2016

BACKGROUND or PREVIOUS WORK
▪ Complete Streets are a means of designing a roadway so that it accommodates all modes of travel, including driving, walking, biking, and transit. ▪ Staff has worked with the Complete Streets Advisory Group (CSAG) on content, and design guidelines for the FMPO planning area. ▪ The Advisory Group held its last meeting on September 3, 2015 and reviewed the draft Complete Streets Design Guidelines document. ▪ Technical Committee Workshops were held on February 24, March 16, and April 26 to review and provide edits to the draft Design Guidelines document. ▪ The Technical Committee reviewed the Intersection section on June 22, 2016 and their recommendations have been included.

CURRENT WORK
▪ The revised Intersection section of the Design Guidelines document has been updated. ▪ Minor revisions to the section on equity now include references to environmental justice.

INFORMATION ITEM
▪ For Technical Committee review and comments.

DISCUSSON: Mr. Wakan presented the final draft of the intersection chapter of the Complete Streets Design Guidelines for review by the Technical Committee. Following the review in June, Staff took those recommendations and made some minor changes and updated verbiage.

The Technical Committee reviewed the revisions page by page:

Page 1 - Multi-Modal Intersections

- Reverse order of paragraphs three and four for better flow;
- Consider adding something about functional classifications in 2nd paragraph after ..."guidelines for each road type...";
- Also consider adding a reference to ITE.

It was noted that this document is not intended to recommend design treatments since it is meant to be broad design guidelines. The overall document is intended to provide an overview of concepts from throughout the country and the West. The ideas presented could be used if appropriate for future improvements at specific intersections. The examples presented are to illustrate points and to depict concepts the region is looking to have.

Page 2 - Pedestrians

- Focus is too heavy on peds/bikes. Driving around the community where there are bike paths, few bikes are seen. With the recommended changes, the cost per individual bike/ped user will be extremely high. Want balance;

- When talking about corner radii, cannot omit the reason a large radius would be needed in order to facilitate truck/RV traffic. The reader needs to understand why larger radii are used:
- Is this more important for the section on vehicles;
- A page dedicated to each mode of travel, but radii addressed in the pedestrian section and not in the others;
- Since radii discussed in the Pedestrian section only, need to explain why large radii are built and considered;
- Add something in 3rd paragraph about accommodating large vehicle movements;
- Was the illustration from the NACTO Urban Street Design Guide going to be removed? Previous comments indicated this picture was technical and difficult to interpret;
    - Consider a better explanation in 3rd paragraph of the illustration;
    - Illustration serves a purpose;
    - Keep graphics but offer clarification.

Page 3 - Cyclists

- Quote used in the 2nd paragraph is misleading: some believe the quote means a reduction in accidents refers to "bike" accidents only and not to "all" accidents;
- Need to be accurate in what the actual accident reduction would be: will not get a 10% reduction in all accidents;
- The study cited did not say the accident reduction was for "bike accidents" only: do not want to misquote author;
- Consider removing the quote;
- Consider adding, "In one study, they found that...";
- Reduction percentage will vary across various cities: consider revising to say "...reduce accidents by up to...";
- Ask for clarification of the reference before it is used: see if this was more than one study, more than a single intersection, more than a single city;
- To gain consensus on this section, the statement will be removed.

It was explained that the illustrations shown on this page are examples only and not necessarily recommendations for any local intersection. Although the illustrations are more urban in nature, they demonstrate a general way for these amenities to be applied. The actual concepts will be left up to the designers and changes implemented will be addressed on a case-by-case basis to keep them context sensitive.

Page 4 - Vehicles

- Concern with the word "undermine" in the 3rd sentence of the 2nd paragraph;
- If radii are too generous and designed for the larger vehicles, a "fast" right hand turn can be created: this is what the intersection design is trying to mitigate;
- Change "undermine" to "cause for concern" or "negatively impact". This change is simple and the members agreed with the word change to "negatively impact".

Conclusion

- Include ITE reference;
- Add heading for Works Cited and make a separate section for Resources (include those already listed).

Equity Section

Mr. Wakan explained that this re-written Equity section is more explicit in highlighting some of the Federal requirements on environmental justice. The purpose of the added language is to clarify how environmental justice applies when seeking federal or state project funding.

- Recommendation to paraphrase quote by National Rural Health Association's CEO in 3rd paragraph;
- In last sentence in 4th paragraph: "Recent regulations not require...", add the word "Federal" after "Recent...regulations now...";
- Entities with staff of 50 or more are required to produce Title VI and ADA plans in order to be eligible for state or federal funding. Tribal entities are the only ones exempt from this requirement;
- Importance of including economic considerations when speaking to inequity: 2nd sentence of 1st paragraph insert "economic class" somewhere in that sentence;
- 2nd sentence, 2nd paragraph after "older adults", add "economically disadvantaged";
- 3rd paragraph speaks to inequity in transportation and what can be done in a rural setting (i.e.: sidewalks, bike lanes, rural transit);
- However, then the 3rd paragraph begins talking about rural residents being less healthy...what is the connection with inequity in transportation? Do we need the 2nd part of this paragraph?;
- Consider deleting the 2nd part of the paragraph and discuss the ideas for a rural area - "provide amenities in a rural setting where appropriate" (wider shoulder, detached multi-use trail, rural transit) and work with community/land owners to make these happen. Good examples of rural amenities seen at RTPO meeting at Laguna Pueblo;
- 5th paragraph, last sentence: delete the phrase "Because a community if only as strong as its weakest link..." Just end paragraph with "Weaving equity into place making...".

Mr. Sypher asked when the final draft of the Design Guidelines might be ready for the Technical Committee to review before making their final recommendation. Mr. Wakan said the final draft will be issued in August. Mr. Sypher asked that the final draft be issued at least two weeks prior to the Technical Committee meeting of August 10. Mr. Wakan said that Staff should have no problem getting the draft out to the Technical Committee members two weeks prior to their next meeting.

Mr. Wakan asked that if there are any grammar, punctuation, or syntax edits to the document, to please send those to Staff now. Any further edits to content will be discussed when the Technical Committee reviews the entire draft document in August. Mr. Fillerup stated that it is hoped to get a recommendation from the Technical Committee in August.

Mr. Sypher said that when the full document comes together for review, there could likely be more edits or adjustments desired by the Technical Committee members. Mr. Fillerup noted that the document could still go to the Policy Committee with recommended changes. He recommended that the document be reviewed as a whole, realizing that not every page can say everything that the members would like to be said. Mr. Fillerup reminded the group that these are guidelines only and it is not meant to write specific codes for any ordinance.

ACTION: The chapters were reviewed.

4. TAP/RTP PROJECTS

Subject:	TAP/RTP Projects
Prepared by:	Derrick Garcia, MPO Associate Planner
Date:	July 6, 2016

BACKGROUND

- The MPO issued the call for projects for TAP and RTP funding in FFY2018 and 2019 on May 12, 2016.
- All Project Feasibility Forms (PFF) must be received by the MPO by 5:00 p.m. on July 14, 2016.
- A PFF meeting will be scheduled following the July 14 deadline and will include the sponsoring agency, MPO staff, and NMDOT representatives.
- If the project is deemed feasible at this meeting, the sponsoring agency will be invited to prepare the final application packet that will be due to the MPO in November 2016 (deadline to be announced later).
- All applications must be submitted to NMDOT before November 30, 2016.
- The FMPOs Website provides links to other related information, such as the updated TAP/RTP application, a sample resolution of sponsorship, the Project Feasibility Form (PFF), and the Project Identification Form (PIF).
- Considerations for projects:
  - FAST Act, the Federal transportation legislation enacted in December 2015, further TAP and RTP programs.
  - Projects may include pedestrian and bicycle facilities; safe routes to school projects; infrastructure improvements that provide non-drivers better access to transit; environmental mitigation; and, other improvements to the transportation system.
  - The minimum amount an agency can apply for is $75,000.
  - The maximum amount an agency can apply for is $2 Million.
  - TAP projects must be consistent with the New Mexico Transportation Plan and the MPO's 2040 Metropolitan Transportation Plan (MTP), as well as with other locally adopted plans.
  - Both TAP and RTP are cost reimbursement programs which require a 14.56% local match.

CURRENT WORK
▪ PFFs must be submitted to the MPO by July 14, 2016 at 5:00 p.m. ▪ PFF meeting will be scheduled following the July 14 deadline.

INFORMATION ITEM
▪ This item is presented for information purposes only.

DISCUSSION: Mr. Garcia reported that July 14, 2016 is the deadline for TAP/RTP Project Feasibility Forms (PFF) to be submitted to the MPO. Staff has received four or five to date, but work is still ongoing. Following the July 14th deadline, Staff will work with all the NMDOT representatives to set a meeting for the PFF meeting. Project(s) deemed feasible at this meeting will then prepare a final application packet that will be due to the MPO in October or November prior to the November 30th NMDOT submittal deadline.

Mr. Wakan said that the entities are welcome to attend in person the PFF meetings with NMDOT. If unable to attend in person, an entity representative will need to be available by conference phone to answer any project questions that might arise during the review of their project(s).

Mr. Fillerup asked if FMPO could request that those meetings happen preferably during August to allow more time to address any questions and provide a more complete and accurate application. Mr. Wakan stated that Staff will coordinate with District 5 and Robin Elkin to schedule a date for this meeting as quickly as possible.

Mr. Sypher asked if there would be a local selection committee to review and prioritize the projects. Mr. Fillerup said the scoring committee is used for new projects being added to the TIP and not for the TAP process. Every TAP PFF submitted will be forwarded on to the meeting with NMDOT. Funding of the projects(s) will come from this statewide committee and the MPO cannot offer any recommendation or ranking.

Mr. Sypher asked about the TIP selection committee and how they were selected/appointed and the length of their term. Mr. Fillerup noted that the committee members last time were volunteers.

ACTION: The report was received.

5. 2016 SPRING TRAFFIC COUNTS

Subject:	2016 Spring Traffic Counts
Prepared by:	Derrick Garcia, MPO Associate Planner
Date:	July 13, 2016

BACKGROUND
▪ The MPO maintains traffic counts for over 220 locations throughout the MPO area. ▪ Locations are counted according to a three-year cycle and change periodically. ▪ Staff split the administration of the annual traffic count calendar into spring and fall iterations which began 2013. ▪ NMDOT Traffic Count Division has asked the FMPO to count an additional 15 locations which have been spread out over the spring and fall schedule.

CURRENT WORK
▪ The MPO scheduled 47 weekday volume counts (~21 Speed & Class) to take place on the week of April 25th. ▪ The consultant team is contracted to conduct traffic counts in the Fall of 2016. ▪ Aggregating data for trend analysis. ▪ Interactive traffic count map now available on FMPO website. (www.fmtn.org/375/MPO-Traffic-Counts)

INFORMATION ITEM
▪ Staff will present a report on the 2016 Spring Weekday Traffic Counts.

DISCUSSION: Mr. Garcia summarized the recent spring traffic counts (see details on Pages 4-6 of the Agenda). There were 47 counts taken, 21 of which were speed and class. The 2014-2016 data, however, has not yet been verified by NMDOT's traffic count division. Mr. Garcia also showed the interactive map of the traffic count locations published on the MPO website.

Mr. Sypher said he noticed a few that stood out with marked contrast to previous counts and asked if the MPO planned to follow up and verify the validity of those counts and ensure the accuracy of the numbers. Mr. Garcia said he would check with TRA to ensure there were no issues encountered on their end. Mr. Fillerup asked if Staff would follow up on those locations with sharp, drastic changes and report back at the next Technical Committee meeting.

Mr. Sypher said he had noticed two locations with significant change and offered, if desired, the City of Farmington could provide new counts to help verify the accuracy of the previous counts.

ACTION: The report was received.

6. CRASH ANALYSIS

Subject:	Crash Analysis
Prepared by:	Duane Wakan, MPO Planner
Date:	July 7, 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. ▪ Staff was able to get access to 2013 and 2014 crash data sets provided from the University of New Mexico Crash and Safety Division via the State of New Mexico DOT. ▪ Staff now has aggregated five years of crash data (2010-2014) which will be much richer and useful when applying for Highway Safety Improvement Program funds. ▪ More recent crash data sets lack apple to apple details and require geo-coding work in order to be consistent with data sets provided by NMDOT.

CURRENT WORK
▪ Update a series of crash data maps for the MPO planning area as well as for each entity within the MPO from 2010-2014. ▪ Using GIS mapping techniques staff is creating hot spot maps for vehicular and pedestrian hazard areas. ▪ Staff is working on before/after studies on US 64 using access management controls as designed and constructed in the City of Bloomfield as a case study for the Access Management Plan (AMP). ▪ Integrate historic crash data with the MPOs travel demand model (Bob Shull).

INFORMATION ITEM
▪ This is an informational item requesting feedback from the Technical Committee members.

DISCUSSION: Mr. Wakan said the MPO has acquired some data from the state for the entire county. The MPO has data from 2009 to 2012 in the database and the state just recently provided the 2013 and 2014 data.

Mr. Wakan stated that having the five years of data will aid entities seeking HSIP funds. It will also be valuable to have this information to integrate into the new safety plan that MPO plans to develop.

Mr. Wakan gave a presentation on preparing to develop the Safety Plan and using the now available crash data information. He presented some information from the National Highway Transportation Safety Administration (NHTSA) on the economic costs to a crash, who pays the most, and who is responsible for remediation.

MPO staff will be studying:

- Crash rates per linear mile;
- Thermal hot spot mapping with weighted values (KABCO: K = Fatality, A = Incapacitating injury, B = Immediate medical attention injury, C = Minor injury with follow-up, O = Property damage only) for each person involved in the crash. This provides a more human element to the crashes;
    - Ped/Cycle

    - Fatalities
    - Corridor analysis
- Crash Trends (alcohol, animal related, etc.);
- Safe Route to School (crashes adjacent to elementary schools across the MPO during the school day).

Mr. Wakan presented the crash incidents for the Aztec corridor for the downtown area as well as the West Aztec Boulevard. The data showed the number of incidents, who/what were involved in the crash, and the number of incidents per linear mile.

For Bloomfield, with the completion of the access management controls, Staff is able to look at the changes in hot spot mapping before and after access management.

In Farmington, Staff reviewed the 20th Street corridor. The PowerPoint showed the frequency of accidents and where they were occurring. Data also showed that the crash rate per linear mile is higher on West Main Street than on East Main Street indicating that there are more hazards in the downtown area. The 20th Street corridor is most dangerous for bicyclists while the downtown area is most dangerous for pedestrians.

Mr. Wakan stated that Staff is working to complete this information for San Juan County, Kirtland, and the Crouch Mesa area until the entire MPO area is mapped. Additionally, the maps will be refined and more narrative added going forward. This will be important content for the access management plan and the safety plan for the future and help to identify needed countermeasures.

Mr. Lopez asked if there were correlations between the high volume traffic intersections and the higher incident of accidents. Mr. Wakan said that this has not been studied yet. Staff has been looking at peak hour traffic volumes and could look at a peak hour and then look to see when the crashes have occurred. Mr. Lopez thought that this information could suggest improvements that could be made at intersections that could mitigate crashes. Mr. Wakan stated that this crash data will be uploaded to the travel demand model to identify hot spots and project future crash sites.

Mr. Fillerup asked if the raw data that went into the analyses could be made available. Mr. Wakan said Staff would work on providing the data used to produce these summaries. Mr. Wakan said that data more recent than 2014 is difficult to acquire because the databases maintained by the local entities do not all have the same level of information available and each collects their information differently. Staff believes discussions with E911 are needed to ensure consistency in collecting data. Mr. Lopez said Albuquerque or Santa Fe may have different accident formatting that could be used as an example. Mr. Wakan thought that if the region could use the format given by the state, this would ensure all the reporting and uploading was being done consistently and timely.

Mr. Saavedra asked what the definition of "truck" was in the data presented. Mr. Wakan said the state's definition was not known, but noted that FHWA has 13 vehicle classifications and there are six or seven different options for a truck. Mr. Lopez said the separation is commercial trucks versus private vehicles.

Mr. Lopez asked about including crash history data into the traffic count information (Page 7 of the agenda). He noted that District 5 counts on being able to access and incorporate local crash data into their statewide information. He thought this information would be especially pertinent for US 64. Mr. Wakan said Staff would review this request.

ACTION: The report was received.

7. STATUS OF TIP PROJECTS

Subject:	Status of TIP Projects
Prepared by:	Duane Wakan, MPO Planner
Date:	July 6, 2016

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

TRACKING INFORMATION (2016-2021 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

CURRENT WORK

▪ Top Regional Priority Projects
  o East Arterial Route Phase II- Meeting results with NMDOT ROW and Environmental Division- New mapping- Land-Fill issue updates?
  o Pinon Hills Boulevard Bridge Phases I & II
▪ Surface Transportation Program Funds (STP) - funds can be used to repair structurally deficient bridges.
▪ Projects being specified in the 2040 MTP and added to the TIP require scoring committee review
  o One TC member, one PC member and MPO Staff

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 reported that there have been some recent TIP modifications: Red Apple Transit requested some funds for design and construction of transit stops be moved; San Juan County also requested the movement of some funds. Mr. Wakan asked if there were updates from the Technical Committee members.

Pinon Hills Boulevard

Mr. Sypher reported that the City of Farmington has been given an extension until August 31 on Phase I of the Pinon Hills Boulevard project. A pre-PS&E is being scheduled for July 29, but Mr. Lopez said he needed to confirm the availability of Mr. Paul Brasher on this date. Mr. Sypher and Mr. Armendariz need to discuss funding, but they are working to resolve the remaining. The environmental comments have been received and the City of Farmington is checking on all the certifications.

Mr. Sypher said the City of Farmington met with the right-of-way division last Friday and there seems to have been a major miscommunication. The City has made a dozen inquiries since July 29, 2015 regarding the status. NMDOT thought the city was asking about an earlier submittal instead of the most recent submittal appraisals. The main reviewer has been on vacation until today and will now confirm which appraisals he actually reviewed. It is believed he reviewed the "secondary" appraisals that dealt with side issues and were not used for the actual purchase. The actual purchase appraisals were not submitted until November and NMDOT thought these were the same appraisals as the original submittal. Mr. Sypher said the City hopes this has been the issue and, if so, hopes to be able to meet the August 31 deadline. If this is not the issue, a retro appraisal process would need to take place that would make meeting the August 31 very difficult if not impossible.

Mr. Sypher said the City of Farmington will need a TIP amendment this fall for the Foothills and 20th Street sidewalk projects to ensure they are eligible projects. Mr. Wakan asked that the City of Farmington download the TIP change request form from the MPO website and then submit to the MPO.

CR 350/390

Mr. Fillerup said the PS&E meeting was held for the intersection of CR 350/390 project. Conversations are continuing on some bid documents.

Pinon Hills Boulevard (Phase III) for San Juan County is still going through right-of-way remapping and environmental re-evaluation. The County met yesterday with the title examiner and coordinated the sharing of the title work and reviews. The environmental re-evaluation is being conducted with BLM as the coordinating agency. Cheney/Walters/Echols is working on the remapping of some of the right-of-way mapping that did not get reflected on the maps submitted and approved.

US 64

Mr. Lopez said that F100112 - Phase V of US 64 is going out to bid and F100113 is being planned for construction in 2019. Timing of construction of F100113 will be based on completion of F100112 allowing for a separation of at least one year to ensure all the construction related issues on the previous project have been completed.

*On 8/10/16, a verbatim transcription was requested for this portion of the meeting minutes. [Begin verbatim record]:

Fran Fillerup: I want to ask if, maybe in a future meeting, if the District can help clarify and answer... Do you recall the question I posed about pursuing funding through, for instance, the new STP and how it's been, that grant's been modified, that grant program...and what I've been trying to do is figure out how to apply for federal money. What I'm used to is there's a TAP or RTP call, or some other kind of program that issues a call, and then it's kind of known what the process is and the timing. I looked at the T/LPA Handbook and it sort of just refers to writing a letter to the District and then adding it to the TIP and providing back-up material about a project. It doesn't really say whether you should think you're going to get funding or not or if there's ever a period that it is awarded. That's always been unclear to me how anything other than TAP and RTP, for instance, gets funded.

Stephen Lopez: I believe it has to go through the same process like with a PFF...

Fillerup: Okay. Is there a time frame or do I just prepare a PFF and apply?

Lopez: I think Robin might be able to help or Danial Watts or...

Fillerup: I posed the question to Danial and then I asked for a follow-up and haven't heard an answer from him either. I asked Shawn Sandoval and haven't heard from him.

Duane Wakan: I think this is an issue we have as a bullet item because the STP, Surface Transportation Program, is the most flexible...

Lopez: for use.

Wakan: for use or...for example you can reconstruct off system bridges. We have some bridges in Bloomfield and the county that they have mentioned a need for some STP funds to get those fixed.

Lopez: Right...'cause that's the most flexible and it's probably in the highest demand by the...

Wakan: Correct.

Lopez: So, you have to have good justification in the letter as far as documentation and...

Fillerup: Okay.

Lopez: The existing conditions and if you have any inspection reports to back up your request for replacement of a bridge for example.

Fillerup: Okay.

Lopez: (inaudible)...and to determine a priority of projects for STP.

Fillerup: And then is there...there must be a decision point, right, for money within a certain year, correct?

Lopez: Probably need to coordinate with Rebecca and then DOT management as far as prioritization of STP funding.

Fillerup: Okay. Can we get information...so I mean the T/LPA Handbook is kind of what guides then on that...in that regard?

Lopez: Yes. It's kind of vague as far as that process goes.

Fillerup: Is there a date when, a known date, or at least a month when a decision is going to be made?

Lopez: We get our federal funding, as far as what we get from FHWA, in September...the start of their fiscal year so we can find out how much money we are going to get for each federal funding classification at that time. And then...

Fillerup: I don't have a doubt that I could request it to be added to the TIP and it would get added. So will I know that it is funded if it ends up in the STIP?

Lopez: Yes.

Fillerup: That's how I would know?

Lopez: Yes.

Fillerup: Okay.

David Sypher: That's how you know something's funded is when it ends up in the STIP?

Lopez: Yes.

Sypher: You remember you said that.

Lopez: Well...that's my experience...

Sypher: (laughter)...that was a trick question

Fillerup: So, but what I would do is apply for...I would basically say my funding is - STP funding

Lopez: if that's what you wanted.

Fillerup: That's what I would say when I applied...

Lopez: if you were applying for that type of funding...

Fillerup: ...that's how I apply.

Lopez: Yes.

Fillerup: Alright.

[End verbatim record].

Mr. Elkin added that the process was going in the direction of the PFF process for most projects. Along with completing the PFF and holding a meeting with NMDOT staff, the project must be in the local MTP, fiscally constrained, and then it will be part of the statewide prioritization ranking process.

Mr. Wakan stated that projects being requested to be added to the TIP will have to be scored and ranked. Staff would like to get most of the projects seeking inclusion in the TIP compiled before holding the meeting to rank and score the projects. Currently, the MPO has only received the application for the Downtown Main Street project. Mr. Wakan asked for the entities and NMDOT to submit their requests prior to the August process. There is a quarterly e-mail call for projects sent out by the MPO.

Mr. Sypher asked if clarification could be provided on the term of the selection committee, how they are appointed and when their next review is scheduled. This information will be provided. There are new project applications being submitted to the MPO now and they will be added to the TIP as part of the next amendment cycle. Once all have been received, Staff will coordinate a meeting to prioritize the projects.

ACTION: The TIP projects were reviewed.

8. NMDOT REPORTS

District 5 - Stephen Lopez

NM 170 - the preliminary design will help to identify how to program the phases for this project. Planning years are anticipated to be 2022 and 2023.

Planning Division - Robin Elkin

Mr. Robin said the Planning Division has been working on the MPOs' UPWPs, quarterly invoicing, and completion of the QARs. FMPO did a good job with their UPWP.

Mr. Elkin suggested reversing the order of the agenda items to have the presentations better connect with the other (i.e.: Safety Plan and Complete Streets) and interpreting say, Complete Streets, through the filter of the Safety Plan.

9. INFORMATION ITEMS

Subject:	Information Items
Prepared by:	Derrick Garcia, MPO Associate Planner
Date:	July 5, 2016

INFORMATION ITEMS

a. **Shiprock Youth Conference.** Staff participated in the Shiprock Youth Conference on June 29, 2016 and had adults and children design Complete Streets concepts.

b. **FFY2017-2018 UPWP.** The budget tables for 2017 and 2018 have been adjusted slightly to reflect distribution formulas agreed upon by NMDOT and the MPOs.

c. **Other.**

DISCUSSION:
a. Staff attended the Shiprock Youth Conference on June 29 and had interactive sessions where complete streets concepts were presented to adults and students. Mr. Garcia showed some of the designs that were completed by the participants during the conference and commented that with the limited information they had, they were able to produce some great examples and doable concepts.

b. Mr. Wakan explained NMDOT requested some corrections be made to the FFY2017-2018 budget tables. The difference requires only minor tweaking to the budget and will not affect the MPO work activities.

The Technical Committee discussed how best to review the proposed adjustments:

- Present what categories the money would come out of so know what activities might be impacted;
- Eight different activity areas; all funding could come out of one category;
- Adjustment is a downward adjustment ($3,000 over the two-year period) so local match contributions will be slightly less than anticipated. If the adjustment had been upward, a full UPWP budget amendment would have been required;
- Can Staff present on this budget revision in August. Only minor adjustment, but it would be good to review;
- This small dollar amount adjustment can be made to the budget with an administrative amendment;
- Provide simple spreadsheet to explain the line items) affected and by how much; ensure that an activity is totally eliminated from the UPWP because of lack of funds;
- Present at the August Technical Committee meeting to keep committee informed;
- Mr. Elkin recommended that it be kept informal and done quickly; do not wait until August to review since it was already submitted past the deadline;

- Easiest way would be to take $3,000 from the Safety Plan and then when receive the $7,000 award from the FAST Act, put that all toward the Safety Plan;
- No Committee concern with this proposal;
- Document this recommendation in the meeting minutes.

c. Grant writing seminar. Mr. Garcia said Staff was proposing to host a grant writing seminar for any interested entity staffs. This workshop would assist the entities in ensuring all required elements (technical, demographic, social, long-range planning aspects) are included on grant applications. Staff also recommends the possibility of organizing grant writing steering committees within each entity.

Mr. Fillerup recommended the workshop be presented by someone familiar with transportation projects. Mr. Lopez added that each grant has different criteria that would also need to be understood by the presenter. Mr. Wakan said the workshop would consider the basic principles/elements required when applying for TAP/Brownsville/TIGER and also provide options for applying for non-traditional grants. The MPO can provide backup information and data to assist with the grant request, but Staff cannot provide the actual grant writing.

Staff will research who/what is available, cost, and availability. Staff will ensure they have the needed transportation background.

10. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF

Mr. Sypher said he had done some follow-up research on the access management plan and found that the City of Farmington had adopted the plan. It was then put on hold for a short time until provisions for a variance were made. Subsequently, it was brought back and adopted by the City Council and it is an active part of the city's process. Mr. Wakan reported that the other entities had also adopted the plan. It was recommended that the access management plan be added to the September or October agenda to begin addressing what needs to be done with, or to, the document.

Mr. Lopez recommended using the State's access management plan as a reference for these discussions.

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

11. BUSINESS FROM THE FLOOR

There was no business from the Floor.

12. ADJOURNMENT

Adjourned at 12:28 pm

Fran Fillerup, Chair

June Markle, MPO Administrative Aide