

MINUTES
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
TECHNICAL COMMITTEE MEETING
August 10, 2016

Technical Members Present: Bill Watson, City of Aztec
Cindy Lopez, City of Farmington
David Sypher, City of Farmington
Paul Brasher, NMDOT District 5
Andrew Montoya, Red Apple Transit
Fran Fillerup, San Juan County

Technical Members Absent: Jason Thomas, City of Bloomfield

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

Staff Absent: Derrick Garcia, MPO Associate Planner

Others Present: Larry Hathaway, San Juan County
Nica Westerling, City of Farmington

1. CALL TO ORDER

Mr. Fillerup called the meeting to order at 10:02 a.m.

2. APPROVE THE MINUTES FROM THE JULY 13, 2016 TECHNICAL COMMITTEE MEETING

Ms. Lopez moved to approve the minutes from the July 13, 2016 Technical Committee meeting. Mr. Brasher seconded the motion.

Mr. Sypher asked that the portion of the July 13, 2016 minutes shown on Page 23 (paragraphs 2-5) of the current agenda be revised to reflect verbatim minutes.

Ms. Lopez withdrew her motion to approve the July 13, 2016 meeting minutes pending the re-write of the section noted by Mr. Sypher. Approval of the July 13, 2016 minutes was tabled until the next Technical Committee meeting.

3. SAFETY PLAN

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

BACKGROUND

- 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

CURRENT WORK

- Establish a steering committee to ascertain regional safety goals and objectives
- Create a RFQ/P to attract the appropriate consultant
- MPO Intern is currently creating the preliminary crash data maps for use in the public participation process
- 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
- MPO Staff will present the timeline for moving forward with development of the Safety Plan.

INFORMATION ITEM

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

DISCUSSION: Mr. Wakan provided an update on development of the regional Safety Plan. Along with establishing a steering committee to ascertain regional safety goals and objectives, Staff has been preparing the preliminary crash data maps and other materials for use in the public outreach meetings. The data shows the existing travel conditions county-wide dissected by intersection, corridor, and area of concern.

The next step is to integrate this historic crash data into the MPO's travel demand model and run the analyses. This work will be contracted out to Mr. Bob Shull.

Mr. Sypher said that the City's traffic division should have very current and up-to-date crash data available. The City is now receiving that information directly from the police department and the software is operating correctly. Mr. Sypher thought it was important that the most current data be used in the study. He asked if Staff had been provided this information from the City's traffic division. Mr. Wakan said he had not heard from the traffic division and no 2015 or 2016 data has been incorporated. He explained that only the City of Farmington has this updated data, and using it would throw off the hot spot mapping as it would not be reflecting the same time frame as the rest of the county. Staff does plan to do some specific studies for the City of Farmington regarding the adaptive signals installed on East Main. They are working to

get crash data that would be able to show the before and after safety picture along this corridor. It is anticipated that the adaptive signals have improved the safety of this roadway.

Mr. Wakan reported that Staff has been working the Farmington Police Department to get crash data. However, after 30 days or so, the data is dumped and access is no longer available. Additionally, the information from the police department is not geocoded. Mr. Wakan said he would speak with Mr. Isaac BlueEyes in the traffic division to see if his data is geocoded. If the data is not geocoded, the process to do so is very lengthy.

Mr. Wakan explained the timeline for development of the safety plan:

- Begin travel demand model work with a tentative deadline to analyze and upload by the end of September;
- Hire a facilitator for the public engagement in mid-September to early October;
- Begin public events in mid-October;
- Hire consultant to write plan in mid-October to early November;
- Present final draft plan to MPO Committees in early 2017.

Mr. Fillerup asked what the product would look like. He asked if the plan would actually be several smaller studies with recommendations focused on the highest priority locations, highlighting the different types of hazards, crash locations, and unsafe locations. Mr. Wakan said the public process will actually determine the look of the end product safety plan. He anticipates highlighting problematic area within the region and through analysis by Staff and the consultant, will try to determine where and why the problems are occurring and identify counter-measures.

Mr. Fillerup asked if the four E's - Engineering, Education, Enforcement and Emergency Medical Services (EMS) - listed in the agenda would be included as part of the purchasing request for services. Ms. Holton commented that the steering committee will have a lot of input on what the final document will look like. She encouraged those interested to participate on the committee.

Mr. Wakan said the steering committee would be developed in mid-September or early October. He anticipates that the facilitator would also help with these discussions. Ms. Holton reported that Staff had looked at other safety plans and those could be made available to the Technical Committee. An established Safety Plan will put the entities in a better position to receive state funding in the future. Ms. Lopez thought that having safety plan templates/outlines would be helpful in developing the FMPO safety plan. She said the expectations of NMDOT need to be considered when developing the safety plan. Mr. Wakan said NMDOT will be stakeholders in the process and invited to participate.

ACTION: The report was received.

4. FFY2017-2018 UNIFIED PLANNING WORK PROGRAM

Subject:	FFY2017-2018 Unified Planning Work Program
Prepared by:	Duane Wakan, MPO Planner
Date:	August 3, 2015

BACKGROUND

- The Unified Planning Work Program (UPWP) is the fiscal year work plan for the MPO.
- The FFY2017-2018 UPWP will cover planning activities and work products to be completed from October 1, 2016 to September 30, 2018.
- The final UPWP was adopted by the Policy Committee in a special meeting on June 23, 2016.
- NMDOT requested some corrections be made to the FFY2017-2018 budget tables.

CURRENT WORK

- Staff over budgeted \$5,022 in FFY 2017 and \$2,564 in FFY2018 totaling \$7,585.
- Staff was alerted to program FAST Act funds in the amount of \$8,509 which includes local match into the FFY2017 budget.
- The \$8,509 in FAST Act funds will need to be expended by Dec 31, 2017.
- Staff alerted NMDOT that those funds to be applied to complete the Safety Plan.
- The net difference was + \$924.00 to the overall budget over FFY17-18.
- The Technical Committee expressed no concern with the proposed adjustment at the July 13, 2016 meeting

INFORMATION ITEM

- It is recommended that the Technical Committee receive a report on the administrative adjustment to the FFY2017-2018 UPWP.

DISCUSSION: Mr. Wakan reported on the changes made to the UPWP budget due to the budget numbers for FFY2017 and FFY2018 being programmed incorrectly. The budget was over by \$5,022 in FFY2017 and \$2,564 in FFY2018. The state alerted the MPO that they would be receiving \$8,509 in FAST Act funds and those needed to be programmed into the UPWP. This offset much of the budget overage and left a difference of \$924 to be programmed into the two years. Mr. Wakan said that since this change impacts less than 20% of the overall budget, the adjustment can be made administratively.

Mr. Wakan stated that the FAST Act funds of \$8,509 will need to be spent by December 31, 2016. This money will be dedicated to development of the safety plan and NMDOT has been made aware of this plan.

ACTION: The report was received.

5. STATUS OF TIP PROJECTS

Subject:	Status of TIP Projects
Prepared by:	Duane Wakan, MPO Planner
Date:	August 2, 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)

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

CURRENT WORK

- Top Regional Priority Projects
 - East Arterial Route Phase II- Meeting results with NMDOT ROW and Environmental Division- New mapping- Land-Fill issue updates?
 - 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
 - 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 asked the Technical Committee members for their project updates:

East Arterial - Phase IB

Mr. Watson reported that paving of Phase IB of the East Arterial project is expected to be completed by the end of August or the beginning of September. Final cleanups will follow paving.

East Arterial - Phase II

Issues continue with Phase II of the East Arterial project due to the landfill that was discovered late in the project. The Bureau of Land Management will be transferring ownership of the 10-acre parcel where the landfill is located back to the City of Aztec so the City will then own that parcel. Mr. Watson said this process could take as long as one year to complete. Once this is finalized, the City expects to have the remainder of the right-of-way cleared and be able to go to PS&E sometime next summer. Mr. Watson also stated that Aztec expects to add onto Phase II in the fall of 2017.

Mr. Wakan reported on a previously designated state match that NMDOT has requested be changed to a local match. Mr. Watson said the City of Aztec was aware of this change. Because of the right-of-way delays, no money will be spent on this project until FY2018. Mr. Sypher urged Mr. Watson to get the final sunset date for the funding to ensure the funding can be moved forward. Mr. Wakan said he would follow up with Rebecca Maes on this issue and report back to Mr. Watson.

Mr. Watson stated that right-of-way has been an issue mostly due to the landfill. The City of Aztec is moving forward with a waste disposal plan which will all be incorporated into the environmental document. Mr. Brasher asked where all the landfill material/debris will go. Mr. Watson replied that the only place it can go is to the county landfill because a new landfill cannot be opened. Cost to move the landfill material is expected to be approximately \$1,000,000.

Pinon Hills Boulevard - Phase I

Mr. Sypher reported that FHWA and NMDOT have pulled the funding for this project. The City of Farmington has requested to move forward with the approval process to have a shelf-ready project. Mr. Sypher has some further discussions pending with City Manager, Rob Mayes, and Farmington City Council and then he hoped to speak with Mr. Watson and Mr. Fillerup. All of the City of Farmington submittals will be in this week as promised. Mr. Sypher reminded Mr. Brasher that the City still needs the single source letter from District 5.

Mr. Sypher explained further the STP-Small Urban funding was not eligible to be moved forward. However, more disturbing, NMDOT had committed to provide \$4,000,000 in 2020 and 2021 with the City of Farmington providing a \$2,000,000 match in both of those years and NMDOT elected not to honor this agreement. When this happened and it was reported to FHWA, FHWA pulled the plug on the project because the funding was pulled. When funding for F100101 was pulled, project #F100100 was then also eliminated.

Mr. Watson asked the reason for NMDOT pulling the funding. Mr. Sypher said the City of Farmington has not received an explanation. The previous District 5 Engineer had made the funding commitment so Mr. Brasher did not participate in the current discussions. Mr. Sypher again said he would explain in more detail what had transpired outside of the official meeting setting. Mr. Watson thought it strange to pull funding

from a project that had been ongoing for years. Mr. Sypher replied that once he understood NMDOT's process, having the funds pulled would not seem strange.

Pinon Hills Boulevard - Phase III

Mr. Fillerup reported that Phase III of the Pinon Hills Boulevard, the County is making progress. With BLM as the coordinating agency, the re-evaluation of the environmental document has been undertaken and right-of-way mapping is being redone. The County has issues with the design phase funding and they have requested an extension of the agreement. They have not yet received a response to that extension request.

Mr. Fillerup asked if the modification to move the funding had been completed. Mr. Wakan reported that some of the STIP information has not been updated on the NMDOT website. He will follow up with Ms. Maes to make sure the changes are updated.

US 64 - Phase 5

Mr. Brasher reported that Phase 5 of US 64 is in design. NMDOT will be putting gaps between the phases of US 64 in order to fully finish up the current project and address any punch list items before the next phase is started.

Mr. Fillerup asked when the intersection of US 64 and CR 350 might go to construction. Mr. Brasher stated that this will be a concrete intersection and would probably be constructed in early 2018.

NM 173

Mr. Brasher said the utility issues that are taking some time to work out and has pushed the project more than a year out. NMDOT's legal division is working with Williams Energy to determine responsibility for getting the gas lines out of the way of the planned construction. Mr. Brasher commented that this is a significant issue and will be so especially in subsequent phases of the project and is precedent setting as well.

Mr. Wakan asked if, due to the construction delay, the proposed phase from milepost 2 to 3.5 should be moved to 2017. Mr. Brasher agreed that this would be prudent. Mr. Wakan asked if Mr. Brasher would complete a TIP change form for this project. He noted that Mr. Stephen Lopez is familiar with the form and it is available on the MPO website.

CR 350/390 Intersection

Mr. Fillerup said the bid book took some time along with completing approval of a spec sheet. All this is now finished. The County has not received the signed cooperative agreement back from NMDOT. The County hopes to bid construction of the project this fall, but depending on when the signed cooperative agreement is received from NMDOT, construction will likely go into 2017.

Vereda de Rio San Juan River Trail

Mr. Wakan said the City of Bloomfield projects will be removed from the TIP at the end of the current federal fiscal year.

Kirtland Walk Path

Mr. Fillerup said the engineers have begun working on the design scope for the Kirtland Walk Path. He had no additional update on this project.

Mr. Wakan asked if a design agreement had been in place before the consultant was hired. Mr. Fillerup said this was necessary to show the County's finance department that the project could be invoiced and request payment.

Red Apple Transit - Capital/Operating

Mr. Montoya said the more accurate figure should be \$1,100,000. Mr. Wakan said this change will need to go through an amendment process. Additionally, funding for the Red Apple hub has been moved from the construction phase to design.

ACTION: The report was received.

6. 2016 SPRING TRAFFIC COUNT

Subject:	2016 Spring Traffic Counts
Prepared by:	Derrick Garcia, MPO Associate Planner
Date:	August 3, 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. Several of the locations were in marked contrast to previous counts and Staff was asked to follow up and verify the validity of those counts and ensure the accuracy of the numbers.

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.fmtm.org/375/MPO-Traffic-Counts)
- Staff checked with TRA to ensure there were no issues encountered during the actual counts.

INFORMATION ITEM

- An update on the 2016 Spring Weekday Traffic Counts to address those locations with significant changes.

DISCUSSION: Mr. Wakan reported that Staff had reviewed several count locations that had noticeable changes during the 2016 spring traffic counts vs. earlier counts (Page 6 of the Agenda).

For site #BL155 (US 550 from Sullivan Road to US 64) the tubes were pulled up and the count is not a good count. Mr. Sypher questioned if the consultant could not be asked to go out and correct the problem. Mr. Wakan replied that if there is an equipment failure, TRA will redo the count at no charge. If, however, a city sweeper pulls up the counter, the consultant is not responsible for that failure.

The other count that was questionable was #FM188 (30th Street from Hutton to College Boulevard). This count showed that the westbound count was twice as high as the eastbound traffic in the same section. There were no equipment failures noted, and Mr. Wakan suggested that the discrepancy could be due to the construction on 20th Street and drivers using 30th Street as an alternate route. Mr. Sypher asked that this count not be considered as accurate and be pulled from published information on traffic counts.

Mr. Wakan reported that TRA has been scheduled for early September to do the fall traffic counts. The count list will be sent out for review by the entities so any areas of conflict can be removed from the list and rescheduled for a later count. The draft list was briefly reviewed by the Technical Committee. Counts on 30th Street will be delayed until construction on 20th Street is completed and the Bloomfield count, BL155, added back onto the fall list.

Mr. Brasher asked if the counts were taken when schools were in session. Mr. Wakan stated that spring counts were taken during the 2015-2016 school year.

ACTION: The report was received.

7. REPORTS FROM NMDOT

District 5 - Paul Brasher

Mr. Brasher spoke to the commitment by FHWA and NMDOT to ensure that all funded projects are built in strict compliance with ADA. Because FHWA has taken a stricter stance on this, NMDOT now needs to take a more active role in local government projects. He noted several projects involving sidewalks and pedestrian detours that were not being constructed in strict compliance with ADA and had to be re-built.

Mr. Brasher explained that he was not necessarily speaking about sidewalk slopes or ramps, but pedestrian detours during construction and the need to have ADA accessible sidewalk detours during actual sidewalk construction. The sidewalk detours must be made as compliant and in accordance to ADA requirements as the actual completed sidewalk. The requirements for compliance are stringent with few exceptions. He recommended that particular attention be paid to ADA compliance in project design and construction since FHWA is firm and unyielding on these requirements.

Mr. Sypher stated that FHWA does understand changes due to topographical or geographical constraints, but if it is specified a certain way in your design plans, those

plans cannot be deviated from. There is no latitude or tolerance to go outside the design plans.

There was also discussion on the acceptable length of smart level to be used. NMDOT recommended, and the City of Farmington used, a two foot smart level; FHWA said to use a four foot level. The information received from the two agencies is conflicting. Mr. Brasher said that FHWA is accepting the two foot level. Mr. Sypher said FHWA did not accept the two foot level with the City of Farmington's project. He added that getting the design approved was a lengthy and time-consuming process and urged the other entities to be sure to strictly adhere to the construction design plans.

Mr. Wakan said that from Staff trainings on the established CFRs, FHWA has their requirements and the state has their own. If the state's requirements meet the minimum federal requirements and goes beyond, the state's requirements are the ones the entities must comply with.

Planning Division - Robin Elkin

Mr. Elkin was not in attendance and there was no report from the Planning Division.

Mr. Watson asked if the City of Farmington had an agreement with NMDOT to maintain state highways through the city. Mr. Sypher said they do not, but are in negotiations to get agreements in place. He said there some materials and signal maintenance considerations that were partially outlined and agreed to by handshake. However, there are no formal agreements and reimbursements from NMDOT have been very limited.

Mr. Watson asked if the County had established one for litter. Mr. Fillerup said the County does have an agreement with NMDOT for litter pick up. In this same agreement, there is consideration for blading on NM 57. Mr. Brasher thought the agreement also said the County was responsible for filling potholes on NM 57. Mr. Fillerup said he would follow up on this because he was only aware of providing the blading.

Mr. Watson expressed concern over sand accumulating on US 550 following rain storms and asked if it was the City of Aztec's responsibility to clean that up. Mr. Brasher replied that it was not the city's responsibility and that NMDOT takes care of all state roads except by special exception. Mr. Watson added that the City of Aztec does not believe they should be responsible for maintaining the highway or, if they do, they should be reimbursed for the costs. Mr. Watson explained to Mr. Brasher that it is very difficult to get the local maintenance crews to respond to these types of issues. Because of this, and with the recent heavy rains, City of Aztec crews will be called on to vacuum out the storm drains along US 550. Mr. Watson stated that this is a problem and where do the entities draw the line on maintaining the state highways.

Mr. Brasher said that NMDOT does maintain the state facilities, but there are a lot of miles to maintain and only limited funding to go around. He recommended that out of self-defense, the cities should take care of any issues. Mr. Fillerup asked if the entity does the work can they then request reimbursement from NMDOT. Mr. Brasher said not without an agreement already in place.

Mr. Sypher explained that when he said the City of Farmington had no agreements in place he was speaking of signal agreements and some maintenance items. He said there is an old '70's agreement that says NMDOT will provide materials and the city will provide the labor. NMDOT, however, has said they will not honor this agreement so the city would have to take legal action to get them to honor the agreement.

Mr. Sypher said he believes that NMDOT counts on the fact that local residents will hold the city accountable for the repair and upkeep of roadways within the city limits since they are unaware these are actually the responsibility of NMDOT. Mr. Brasher countered that this was not a statement of policy and the public does call the state with roadway issues.

Mr. Wakan said Staff could do some research on what other nearby states have as far as maintenance agreements to help develop some similar language for FMPO entities and NMDOT. Mr. Sypher said that in his experiences in Oregon and Washington, their legislatures tackled this problem and defined what would be addressed by the state and what would be maintained by local governments. The issues in New Mexico are addressed on a case-by-case basis. Mr. Watson said there is also the liability issue of cities doing work on state/federal highways.

Mr. Fillerup recommended planning a joint meeting with NMDOT and the local entities to discuss maintenance agreements and issues. Perhaps this could be put on the September Technical Committee agenda which would give all parties time to prepare and speak to the issues. Mr. Sypher thought it would be more productive to have a workshop dedicated to discussing these specific issues with all parties in attendance so everyone can be on the same page. Mr. Wakan said this joint meeting could follow the September 14 Technical Committee meeting in Bloomfield. He asked Mr. Brasher to coordinate with the appropriate NMDOT staff that would attend and provide that list to Mr. Wakan who could then send out a calendar invitation to all. This joint meeting will focus on maintenance issues in the FMPO area.

Other points made about current issues:

- Lack of flexibility in what NMDOT says they "will do";
- When asked what NMDOT "can" do, they say "this is all we'll do";
- Discuss in detail at September meeting what "can" be done as well as the limitations;
- Need to understand what can/should/needs to be done;
- Consider all agency budgets and manpower constraints;
- How can we cooperate with each other;
- Competing demands throughout District 5;
- Limited resources are not just at the state level.

8. RED APPLE TRANSIT UPDATE

Subject:	Red Apple Transit Update
Prepared by:	Derrick Garcia, MPO Associate Planner
Date:	August 3, 2016

BACKGROUND or PREVIOUS WORK

- Staff will need to collect transit data on an ongoing basis to comply with MAP-21 performance measurement requirements.
- New ridership collection methods have been in place since March 2015 using tablets which can also collect basic demographic data.
- Several route changes were implemented in August 2015 as a way to: (1) remove non-revenue miles; (2) add service to concentrated areas; (3) get workers into the COF by 8 am; (4) get students to San Juan College by 8 am; and, (5) provide a link with Navajo Transit.
- 2015 Ridership volumes decreased by 4.54 percent compared to 2014 volumes. Revenue during the same period went up by 9.69 percent.

CURRENT WORK

- Total ridership for 2016 (to date) has increased by 4.83% compared to the same time period in 2015.
- Staff is currently in process of obtaining boarding and alightment data from Ride-Right.

INFORMATION ITEM

- This is an information report requesting feedback from Technical Committee members.

DISCUSSION: Mr. Wakan provided an update on Red Apple Transit ridership. Accurate data has been difficult to obtain from the transit provider, Ride Right. Once clearer data is available, Staff will update the graphs shown on Pages 8 and 9 of the Agenda. Although the data shows a 4.83% increase in ridership compared to last year, Mr. Montoya said the actual increase is 9.3%.

The MPO intern is tabulating the boarding and alightment data to produce data by specific routes and stops. Ride Right has a Microsoft Access program that Staff will be able to access and tie in GIS directly to their database.

ACTION: The report was received.

9. REVIEW AND CONSIDER RECOMMENDING APPROVAL OF THE FINAL DRAFT OF THE COMPLETE STREETS DESIGN GUIDELINES

Subject:	Complete Streets
Prepared by:	Duane Wakan, MPO Planner
Date:	August 2, 2016

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 were included.
- The Technical Committee reviewed the Intersection and Equity sections on July 23, 2016. Those recommendations have been included.

CURRENT WORK

- Provide final editorial updates per recommendations from the Technical Committee.
- Seek recommended approval by the Technical Committee.
- Seek approval by the Policy Committee on August 25, 2016.

ACTION ITEM

- Staff recommends that the Technical Committee complete a final review of the final draft Design Guidelines and considering recommending approval to the Policy Committee.

DISCUSSION: Mr. Fillerup noted that this was an Action Item and asked the Technical Committee to consider recommending approval of the Design Guidelines to the Policy Committee. He thought it might be helpful for this portion of the meeting minutes to be included and made part of the presentation to the Policy Committee to provide a background to the vote.

A separate page (#14) for Multi-Modal was distributed to the Technical Committee. Mr. Wakan noted that the text in blue was new while the text in red reflected changes recommended at previous meetings.

Following is document discussion:

- Reformatting to 11"x17" changed layout of text and pictures;
- Dignitary quote
 - One provided by Gayla McCulloch;
 - This is a personal quote and does not necessarily represent her position as a Farmington City Councilor or that of the City Council;
 - Obtain a quote from a dignitary from each entity;
 - Seek input from Policy Committee and Advisory Group members;
 - Put all these on a separate page in the document;
 - Use all the quotes you receive;
 - Use more local comments rather than so many from the outside;
 - Use quotes as part of a promotional package to advertise/promote Design Guidelines.
- Final review of this document is not a simple review; entire structure has changed and now new comments have been created;
- Balance the sections (six pages of multi-modal; two pages for most others);
- Not ready to make comments to the document; schedule another workshop;

- Good topics/bones; still needs tweaks and polishing (grammar, spelling, punctuation);
- Want a final additional page-by-page review to ensure all items are finalized.

The Technical Committee decided to hold a workshop to review the Design Guidelines documents and to provide their final edits and recommendations. The members were urged to bring all their comments and recommended re-writes to the workshop and be prepared to present those final comments. Mr. Wakan will make the changes to the document as they are discussed and agreed to during the meeting so that all changes are captured at that time and a final document produced. The meeting was scheduled for Wednesday, August 24, 2016 beginning at 9:00 a.m. at the MPO Office.

ACTION: The report was received.

10. INFORMATION ITEMS

Subject:	Information Items
Prepared by:	Derrick Garcia, MPO Associate Planner
Date:	August 2, 2016

INFORMATION ITEMS

- TAP Project Feasibility Review.** MPO and entities staff met with District 5 engineering staff and NMDOT planning representatives in Santa Fe on August 8th to review and discuss TAP project feasibility forms.
- Grant Writing Workshop.** Mr. Garcia attended a grant writing workshop in Albuquerque on July 20 and 21, 2016.
- Update on the 30th Street Pedestrian Boulevard.** Staff assisted San Juan Safe Communities Initiative in submitting a Letter of Interest for the People for Bikes Community Grant Program. Update on application status will be received by September 2nd. More information on grant can be found at <http://www.peopleforbikes.org/pages/grant-guidelines>
- APA Affiliate Memberships.** The applications for APA Affiliate Membership for each Policy Committee member have been received. Several Technical Committee members, who were not already APA members, were also registered for Affiliate Membership.
- Other.**

DISCUSSION: a. MPO and entities staff met with District 5 to conduct the TAP Project Feasibility Review on August 8. All applications were deemed feasible, but recommendations were made to provide more details and specifics on the projects. Staff will work with the entities to assist in providing this additional requested information.

b. Mr. Garcia attended a grant writing workshop in Albuquerque and gathered some good ideas on how to improve FMPO grant pursuits.

c. Staff provided graphics and maps to assist San Juan Safe Communities in submitting a Letter of Interest for the People for Bikes Community Grant Program for the 30th Street Pedestrian Boulevard project.

There was also a TAP project feasibility form for the Safe Routes to School coordinator position written by San Juan Safe Communities Initiation and applied for through the Farmington School District.

d. APA Affiliate Memberships were received for all Policy Committee members and those Technical Committee members who are not already APA members.

10. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF

Mr. Fillerup thanked District 5 for the Project Feasibility Review held on Monday, August 8.

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

11. BUSINESS FROM THE FLOOR

There was no business from the Floor.

12. ADJOURNMENT

Mr. Fillerup adjourned the meeting at 12:16 pm



Fran Fillerup, Chair



June Markle, MPO Administrative Aide

