

**M I N U T E S**  
**FARMINGTON METROPOLITAN PLANNING ORGANIZATION**  
**TECHNICAL COMMITTEE MEETING**  
**May 23, 2013**

Technical Members Present: Roshana Moojen, Alternate, City of Aztec  
Brad Ellsworth, City of Bloomfield  
Fran Fillerup, Alternate, City of Farmington  
Nica J. Westerling, City of Farmington  
Dave Keck, San Juan County

Technical Members Absent: Cynthia Lopez, City of Farmington

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

Staff Absent: None

Also Present: Stephan Bach, NMDOT  
Brian Degani, NMDOT  
Roger Drayer, City of Farmington  
Mayor Scott Eckstein, City of Bloomfield  
Phil Gallegos, Liaison, NMDOT  
Norm Tucker, City of Bloomfield

**1. CALL TO ORDER**

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

**2. APPROVE THE MINUTES FROM THE APRIL 25, 2013 TECHNICAL COMMITTEE MEETING**

Ms. Moojen made a motion to approve the minutes from the April 25, 2013 Technical Committee meeting. Mr. Ellsworth seconded the motion. The motion to approve the minutes was passed unanimously.

**3. AMENDMENT #6 TO THE FY2013-2018 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AND AMENDMENT #1 TO THE FY2014-2019 TIP**

<b>Subject:</b>	FY2013-2018 TIP Amendment #6
<b>Prepared by:</b>	Joe Delmagori, MPO Planner
<b>Date:</b>	May 15, 2013

#### BACKGROUND

- On May 15, 2013 the Farmington MPO advertised Amendment #6 to the FY2013-FY2018 Transportation Improvement Program and Amendment #1 to the FY2014-2019 TIP.
- The amendment revises six projects as described in the attached notice.

#### CURRENT WORK

- Revised projects include the project description for Safe Routes to School Infrastructure, additional funding for Red Apple Transit Operating, and additional funding for the East Arterial in Aztec.
- Farmington and San Juan County have been awarded safety projects that will be added to the TIP.
- The East Pinon Hills Blvd project in 2015 will have a change to its NMDOT control number.
- A public hearing on Amendments #6 and #1 will be held on May 23, 2013 during the Technical Committee meeting.

#### RECOMMENDATION

- It is recommended that the Technical Committee hold a public hearing on and recommend approval of Amendment #6 to the FY2013-2018 TIP and Amendment #1 to the FY2014-2019 TIP.

**DISCUSSION:** Mr. Delmagori stated that Amendment #6 to the FY2013-2018 Transportation Improvement Program (TIP) and Amendment #1 to the FY2014-2019 TIP were both needed because there were revisions to projects in both FY2013 and FY2014. The FY2013 TIP will finish up at the end of the federal fiscal year on September 30, 2013 and the FY2014-2019 TIP will begin on October 1, 2013.

Mr. Keck opened the public hearing on Amendment #6 to the FY2013-2018 Transportation Improvement Program (TIP) and Amendment #1 to the FY2014-2019 TIP.

Mr. Delmagori explained the six projects that were included in Amendment #6 and Amendment #1:

- **Safe Routes to School Infrastructure** - revises the project description for projects funded through the Safe Routes to School Program (SRTS) for federal fiscal year (FFY) 2013 in the amount of \$250,000 for the City of Farmington. Mr. Delmagori noted that project descriptions changed and the funding was expanded to cover two other projects. He said the cost estimates for the original projects were lower than anticipated which allowed for the addition of these other projects. The new project description is shown below:

Current Project Description	New Project Description
Construct sidewalks on Hutton Ave near Animas Elementary and on Hydro Plant Rd near McCormick Elementary	Construct sidewalks on Hutton Ave near Animas Elementary; on Windsor near Mesa Verde Elementary; and on Hydro Plant Rd and McCormick School Rd near McCormick Elementary

- **San Juan Blvd/Scott Ave Intersection** - adds this safety project to the Regionally Significant List from the Unfunded List in the amount of \$375,000 in FFY2014 using Highway Safety Improvement Program (HSIP) funding for the City of Farmington.
- **CR 350/CR 390 Intersection Improvements** - adds this safety project to the Regionally Significant List from the Unfunded List in the amount of \$650,000 in FFY2014 using HSIP funding for San Juan County.
- **Red Apple Transit 5307 Operating** - increases federal 5307 funding in FFY2013 from \$593,523 to \$691,836 (local match of \$691,836 increases overall total to \$1,383,672).
- **East Arterial** - adds funding for this project in the amount of \$2,812,000 (\$2,402,573 federal, \$409,427 match) in FFY2013 using Surface Transportation Program (STP) funding for the City of Aztec. Total project funding is increased to \$3,400,000 (currently the project is funded with a \$588,000 earmark). The funding will be for Phases 1B1 and 1B2, constructing a new intersection and road at US 550 south of the city and moving in a northeast direction.
- **East Pinon Hills Blvd** - this FFY2015 project will be moved from control number F100150 (to be deleted) to control number F100100. This project is the extension of Pinon Hills over the Animas River. No changes will occur to the project description, termini, fiscal year, source, or amount.

There were no public comments received. Mr. Keck closed the public hearing.

**ACTION:** Mr. Ellsworth moved to recommend approval of Amendment #6 to the FY2013-2018 TIP and Amendment #1 to the FY2014-2019 TIP. Ms. Moojen seconded the motion. The motion was passed unanimously.

**4. CONSIDER RECOMMENDING APPROVAL OF THE MPO TITLE VI PLAN**

<b>Subject:</b>	Title VI Plan
<b>Prepared by:</b>	Joe Delmagori, MPO Planner
<b>Date:</b>	May 15, 2013

#### BACKGROUND

- The FHWA MPO Review indicated that the MPO needs to develop a Title VI Plan.
- MPO staff worked with the NMDOT Office of Equal Opportunities to develop the Title VI Plan.
- Both MPO committees have received updates on the development of the Title VI plan.
- The Title VI Plan needs to be approved by September 2013.

#### CURRENT WORK

- The plan includes non-discrimination statements of policy and Title VI assurances
- The plan identifies Title VI actions relating to the transportation planning requirements (UPWP, TIP, MTP) and the public involvement process.
- As the fiscal agent for the MPO, the City of Farmington will handle Title VI procedures specifically relating to Title VI complaints, reporting, and training.
- The Title VI Plan references a Limited English Proficiency (LEP) Plan; this is an activity that the MPO will take on at a later time.

#### RECOMMENDATION

- It is recommended that the Technical Committee review and consider recommending approval of the MPO Title VI Plan.

**DISCUSSION:** Mr. Delmagori reported on the draft MPO Title VI Plan. Following the Federal Highway Administration (FHWA) review of the MPO in September 2012, one of the corrective actions was for the MPO to develop a Title VI Plan. Over the past several months, Staff has been working with NMDOT's Office of Equal Opportunity and also gathering information from the City of Farmington's Title VI Plan to assist in creating the Title VI Plan for the MPO.

Mr. Delmagori said that the draft Title VI Plan had been presented to both the Policy and Technical Committees over the past several months. Mr. Delmagori reviewed the newest changes to the document for the Technical Committee:

#### Section V, Page 8

This section provides a brief overview of the MPO organization and explains that it is housed under the City of Farmington's Community Development Department. It also explains that the City of Farmington is the fiscal agent for the MPO.

#### Section VI, Pages 9 and 10

This section explains the responsibilities of the Title VI Coordinator and also the coordination to take place between MPO Staff and the Coordinator to ensure that Title VI requirements continue to be met. Also noted is that the program will be monitored and evaluated as appropriate.

Mr. Delmagori noted that the complaint procedures section was not changed from the information provided in the NMDOT boilerplate. The particular section on reporting a Title VI complaint was drafted to include some sections of the City of Farmington's Title VI Plan. Any potential complaints against the MPO would be filed through the Human Resources Department of the City of Farmington. The complainant would also have the right to file a complaint with NMDOT as well as the other agencies listed.

Mr. Delmagori noted that NMDOT would like a statement inserted in this section that states the MPO will alert NMDOT to the fact that a complaint has been filed whether or not the complainant decided to notify NMDOT themselves. This statement has not yet been added to the draft MPO Title VI Plan, but will be added to Page 11 before the Policy Committee reviews the document at their June meeting.

#### Page 11 and 12

The sections on filing a Title VI complaint and the complaint form itself were written based on information provided in the City of Farmington's Title VI Plan. Mr. Delmagori noted that the Complaint Form is shown as Appendix B of the Plan document.

#### Pages 12 and 13

These pages detail the Limited English Proficiency section. Mr. Delmagori explained that pursuant to an Executive Order, any treatment based upon a person's inability to speak, read, write, or understand English is a type of discrimination. Until the MPO develops its own Limited English Proficiency Plan, the MPO will reference the City of Farmington's LEP Plan.

Mr. Delmagori added that the Limited English Proficiency Plan will also be part of the MPO's FY2014 Unified Planning Work Plan (UPWP). NMDOT has asked that the MPO include a timeline for development of this Plan. A statement detailing this timeframe will be included in this section of the Title VI Plan for the Policy Committee review in June.

Mr. Delmagori stated that the NMDOT has reviewed the draft and, except for the few minor suggested additions he discussed, has accepted the final draft document. Additionally the document has been vetted through the MPO process over the past several months, and Mr. Delmagori believed it was a good working document. He noted that the document can be amended at a later time if needed.

Mr. Fillerup noted that on Page 12 it says that a complaint against the MPO would be answered by the City Manager for the City of Farmington. Mr. Delmagori stated that the City Manager's decision would be final, but the complainant could appeal to the other agencies noted in the document. Mr. Fillerup asked if this was the typical process used by other MPOs. Mr. Delmagori stated this process would be unique for the MPO as there are no other complaint processes in place for other MPO documents. This is the first document with a procedure that is outside of the MPO process. Mr. Delmagori said Staff would see how other MPOs handle their Title VI complaints.

**ACTION:** Mr. Ellsworth moved to recommend approval of the MPO Title VI Plan. Ms. Moojen seconded the motion. The motion was passed unanimously.

**5. CONSIDER RECOMMENDING APPROVAL OF THE FFY2014-2015 UPWP AND THE FFY2014-2015 BUDGET**

<b>Subject:</b>	FFY2014-2015 Unified Planning Work Program
<b>Prepared by:</b>	Joe Delmagori, MPO Planner
<b>Date:</b>	May 15, 2013

**BACKGROUND**

- The Unified Planning Work Program (UPWP) is the fiscal year work plan for the MPO.
- Starting in FFY2014, the MPO is moving its UPWP to cover planning activities and work products to be completed during the federal fiscal year (October to September).
- In addition, the MPO has agreed to move to a two-year UPWP (covering FFY2014 and 2015).
- The Policy Committee approved an amendment on April 23 that extends the FY2013 UPWP by three months to cover July 1-September 30, 2013.

**CURRENT WORK**

- Staff has developed work activities for the FFY2014-2015 UPWP.
- Annual activities will include reporting and budgeting, the traffic count program, TIP maintenance, GIS, and Safe Routes to School activities.
- Major new and ongoing activities will include the MTP update, continued development of the Complete Streets process, transit data collection activities, a functional classification update with NMDOT, and calibrating/validating the traffic model.
- Staff has prepared a budget using PL and 5303 estimates from NMDOT.

**RECOMMENDATION**

- It is recommended that the Technical Committee review and recommend approval of the FFY2014-2015 UPWP and FFY2014-2015 Budget.

**DISCUSSION:** Mr. Delmagori reported that this is the first time the Unified Planning Work Program (UPWP) would be on the federal fiscal year from October to September. Several months back, the Policy Committee approved an amendment that extended the FY2013 UPWP by three months to cover July 1 - September 30, 2013. Beginning October 1, the MPO will begin the FFY2014-2015 UPWP.

Mr. Delmagori reviewed the FFY2014-2015 UPWP and FFY2014-2015 Budget:

### Section I, Pages 1-10

Mr. Delmagori said the introductory section is formatted similar to past documents. The only changes noted on these first few pages were mainly to the dates.

### Section II, Page 11

The first program area noted is Administration and Operation of the MPO. These are the typical annual activities taken on by the MPO. The major changes to this Section are to the calendar which now shows two tables that reflect activities expected to occur in FFY2014 and FFY2015. Mr. Delmagori noted that there were few changes to the activities themselves as these are typical annual activities taken on by the MPO.

Mr. Delmagori stated that both the Bylaws and Joint Powers Agreement (JPA) will need to be reviewed and approved by September 2015.

### Section III - General Development and Comprehensive Planning, Page 17

Mr. Delmagori reported that more significant changes to the document begin with the General Development and Comprehensive Planning Section.

Included in this section is the Metropolitan Transportation Plan (MTP). Mr. Delmagori said this was the long range plan for the MPO and that it needed to be updated every five years. Staff plans to begin revising this document this fall. Pages 17-19 detail the major representative products that Staff will work on in order to begin updating the MTP. The final targeted adoption date for the MTP document is April 2015.

### Complete Streets, Page 19

As one of the major ongoing activities, Staff will continue to work on Complete Streets. It is hoped the Complete Streets Advisory Group will finish the vision, goals and values this summer and they would then move on to looking at the land use context areas and developing road types. Following this, the Advisory Group would begin the development of the Complete Streets design guidelines. Mr. Delmagori stated the MPO Complete Streets guidelines are hoped to be completed by April 2014.

### Traffic Count Program, Page 20

The Traffic Count Program remains relatively the same and is an ongoing activity. Mr. Delmagori stated that the MPO will likely work into the traffic count consultant contract the taking of weekend counts at least once or possibly twice per year to track traffic changes throughout the year and from the weekday counts. The contract with the consultant is up for renewal this summer and weekend counts will be incorporated into the City's RFQ process with the new contract.

### Intelligent Transportation Systems (ITS)

No major changes. Mr. Delmagori noted that in a couple years, the MPO will want to review the architecture to see if there is a need for updates.

### Access Management Plan, Page 22

Mr. Delmagori stated that this document was last approved in January 2009. Staying with MPO policy to review and update documents every three to five years, this Plan will need to be reviewed and updated during FFY2014. Additionally, the Technical Committee suggested this Plan be reviewed in conjunction with the development of Complete Streets guidelines.

#### Title VI Plan, Page 22

This Plan is already in progress. This section of the UPWP contains language about adhering to Title VI requirements and monitoring and evaluating the Title VI program especially in regard to some of the major MPO documents.

#### Limited English Proficiency Plan, Page 23

Mr. Delmagori stated Staff will begin work on this in the fall with completion hopefully in six to eight months.

### **Section IV - Long Range Transportation Planning, Page 24**

#### Traffic Demand Model

Staff plans to look at the calibration/validation process for the model throughout the summer months. This model will be used for the MTP update later in the year. This work item also includes any traffic model runs that might be requested by the entities to support transportation studies.

#### Functional Classification System, Page 26

Mr. Delmagori said the changes here are primarily to work with NMDOT to review their functional classifications and database and updating that appropriately. The MPO has already adopted its Major Thoroughfare Plan and this Plan will be used to assist NMDOT with their updates.

#### US 64 Final Design

Mr. Delmagori stated this category would address any additional meetings called to discuss future phases of this project.

#### Corridor and sub-Area Studies

Mr. Delmagori asked for the entities to let Staff know if they have identified any corridor studies. The UPWP would then be revised to include this additional information in preparation for the Policy Committee meeting in June.

#### Air Quality and Ozone Standards

Mr. Delmagori said this category would continue in the UPWP in the event the New Mexico Environmental Department (NMED) issues any new ozone information. San Juan County is currently near the threshold for ozone non-attainment.

Ms. Westerling asked if there were any anticipated reductions in the ozone standards that could put the MPO into non-attainment. Mr. Delmagori said Staff would check with the New Mexico Environmental Department (NMED) to see if any changes were pending or anticipated.

### **Section V - Short Range Transportation Planning**

#### Transit Programs

Mr. Delmagori said the MPO would be hiring interns again for Red Apple Transit data collection activities. MPO Staff will also assist the Red Apple and First Transit staff with planning and evaluating potential route changes.

### Safe Routes to School (SRTS)

Staff will continue to support SRTS initiatives. Additionally they will continue to assist the City of Farmington's Traffic Engineer and the SRTS Coordinator in any evaluation activities and will continue to take the student arrival counts in the fall and spring.

### NMDOT Planning Products

Mr. Delmagori said this category would be to assist NMDOT with their planning process. The NMDOT process is expected to begin in the next month or two and take approximately 18 months to complete.

### Section VI - Transportation Improvement Program (TIP), Page 30

Mr. Delmagori said the MPO would be changing to a two-year TIP update which will more closely align with the STIP update which occurs every two years. This change was also recommended by the FHWA during the MPO review completed last fall.

Mr. Delmagori commented that beginning late in 2014 and into early 2015 will be the targeted time for the next TIP update.

### Section VII - Budget Summary

Mr. Delmagori said the budget section shows the estimated MPO budget. He noted that the MPO has not yet received the work authorizations from NMDOT, but which are expected in the next few months. Once those have been received, the MPO budget will be updated accordingly.

Mr. Delmagori said that based on a formula developed by the MPOs and NMDOT in October 2012, FMPO can anticipate a base federal PL amount of \$196,487 and approximately \$36,000 in FTA 5303 funding. Mr. Delmagori referred to Page 23 of FFY2014-2015 UPWP document which showed the breakdown of the required matches for this funding, the additional local funding that the entities would be required to provide if the federal funding ran out, and the overall MPO budget that is being reviewed through the City of Farmington's budget process. The targeted MPO final budget number is \$326,798. Mr. Delmagori stated that the final budget number does not factor in any potential carryover money from FY2013 into FY2014. He noted that this information should be available in September or October.

Mr. Delmagori said this completed the review of the more significant changes and updates to the FFY2014-2015 UPWP. Ms. Westerling asked if the entities have been alerted to any potential shortfalls. Mr. Delmagori said this has not been done. NMDOT has informed Staff that planning funds are typically safe and are considered separate from federal construction funds. He added that shortfalls are not anticipated to be an issue for concern.

**ACTION:** Ms. Westerling moved to recommend approval of the FFY2014-2015 UPWP and FFY2014-2015 Budget. Mr. Ellsworth seconded the motion. The motion was passed unanimously.

**6. RECEIVE A REPORT ON POPULATION/EMPLOYMENT DATA FOR THE BASE AND FUTURE YEARS OF THE REGIONAL TRAFFIC MODEL**

<b>Subject:</b>	Population/Employment Base and Projections
<b>Prepared by:</b>	Duane Wakan, MPO Associate Planner
<b>Date:</b>	May 15, 2013

**BACKGROUND or PREVIOUS WORK**

- Staff completed its revisions and updates to the Traffic Analysis Zones (TAZ) boundaries.
- The Policy Committee approved the new TAZ boundaries on April 23.
- Updating population and employment for these TAZs for base and future years is the next step in the regional model update process.

**CURRENT WORK**

- Population and employment for a new 2012 baseline, a new 2025 mid-year, and a new 2040 long-range are being created by collecting and aggregating Census Data, County GIS address points, local school enrollment numbers, and local expertise.
- Staff will assign population and employment distribution based on feedback from land-use planners, developers and other data sources.
- Staff will work to incorporate the new TAZ boundaries and data series into the traffic model.

**RECOMMENDATION**

- It is recommended that the Technical Committee receive an update to population/employment data for the base and future years of the regional traffic model.

**DISCUSSION:** Mr. Wakan reported that at the Technical Committee meeting in April, several different methodologies for gathering population/employment data were presented and discussed.

Along with the assistance of the entities, Staff has looked to the Mid-Region Council of Governments (MRCOG) and Four Corners Economic Development Services (4CEDs) to determine the area's collective data needs and to begin sharing information. Mr. Wakan said that any and all resources can help the region project population/employment.

Mr. Wakan reviewed the three different approaches to projecting population and engaging the public in the process:

Trend

This is the most efficient approach but the least accurate.

Mr. Wakan reported that Staff investigated more on the Trend approach. He said Staff wanted to take population/employment data from the historical databases and try to extrapolate them out to a mid-year of 2025 and a long range timeframe of 2040. The process can begin by looking at the households in each TAZ boundary. By taking the number of households in each boundary and applying a 2.3 person/household multiplier (2010 Census) and using a conservative or more aggressive growth rate (1-2%), future data can be extrapolated.

Mr. Wakan said this process can begin now, but recommended MPO staff use a high-quality gauge provided by a demographic forecast specialist such as the Bureau of Business & Economic Research (BBER) at the University of New Mexico. Mr. Wakan believed getting some population/employment numbers from a specialist such as BBER for the mid-year and long range was crucial when attempting to distribute those numbers across the MPO TAZ structure. Mr. Wakan has asked BBER to begin compiling a cost estimate for providing county-wide and MPO boundary area population/employment figures. It is anticipated that high-quality forecasts can be acquired before the beginning of July.

Mr. Wakan noted that both BBER and a private sector company provided a 2040 year population forecast for the San Juan County Growth Management Plan. Using both these options could help provide several scenarios for building the land use model. Mr. Wakan said Staff had contacted both Four Corners Economic Development Services (4CEDS) and the Northwest New Mexico Council of Governments. He said that neither of these agencies had population/employment projections and the projections in San Juan County's Growth Management Plan are now three to five years old.

#### Dynamic

This approach uses a land use model incorporating population/employment/zoning and does a good job of projecting future changes based on land use which, in turn, affects population/employment.

Mr. Wakan noted that MRCOG uses their TAZ structure and applies it to the land use model. Their current land use model is this dynamic approach. MRCOG plans to purchase the basic model for approximately \$60,000 and then incorporate additional features for another \$50,000-\$60,000. Mr. Wakan noted that MRCOG will use the land use and traffic demand models together for different planning projects. None of the local entities in San Juan County use this type of model.

Mr. Wakan stated that one of the variables used in this type of modeling is zoning boundaries which the County does not currently deploy. Land use data is available, but this information must be incorporated into a model. This could be accomplished if the County were to update their Growth Management Plan. Ms. Westerling suggested Staff speak with Mr. Paul Montoia who compiles population projections for the City of Farmington's water department.

Mr. Wakan said the dynamic approach can be used as a regional planning tool. He noted that MRCOG uses a tool called UrbanSim to forecast and visualize what may happen in the future. This is a data-driven product and does not typically engage the public in the overall process.

## Scenario

This approach strongly encourages the public process and incorporates the community vision and values. A land use model is also used to articulate the different scenarios.

Mr. Wakan said this approach would also need population /employment projections. Also essential to this approach is engaging the public in identifying community values. The model can then develop three to four separate scenarios based on public input. This type of approach complies well with MAP-21 requirements to do scenario planning and to engage the public. Mr. Wakan noted that this approach requires partnerships with the local entities, economic organizations, and the community.

Mr. Wakan also mentioned another model developed by the University of Illinois called Land Use Evolution & Impact Assessment Model (LEAM). This model applies a regional rural county context to develop different scenarios.

Mr. Wakan said that Staff was working on developing some basic population/employment numbers, but will look into possible assistance on projections from BBER and a private sector consultant. Mr. Fillerup said Staff was doing a good job of using the available data sources and recommended finding out the consultant's methodology before actually contracting with the consultant. He believed Staff might already have better information and assumptions than could be provided by another outside source.

Mr. Wakan spoke of a report compiled by 4CEDs that detailed county-wide trends in relation to the oil and gas industry. He commented that forecasting changes in population/employment needs to be considered from this perspective as well. Mr. Wakan said this information was important in providing an understanding of what San Juan County's outlook may be, based on permits and activity in the oil and gas industry. Mr. Wakan said he was not sure Staff had the technical expertise to build in the needed model complexity and hoped that BBER would provide this for the MPO.

Mr. Fillerup suggested also contacting the State Department of Workforce Solutions. Since this agency already collects information regarding employment, they could provide a needed employment dynamic for the model. He also recommended taking a hard look at the household size number used for the model. The number needs to be realistic for San Juan County as it will become a multiplying factor going forward. Mr. Wakan replied that this was one of the reasons a land use model is so important because it looks at land consumption projections over time. Mr. Fillerup added that gathering input from the entities on anticipated land use and trends is critical and he appreciated that Staff had sought out entity input.

**ACTION:** The report was received.

## **7. RECEIVE A REPORT FROM NMDOT**

Mr. Phil Gallegos with District 5 said that with current staffing shortages at NMDOT, Mr. David Quintana has been temporarily reassigned. Mr. Gallegos will be focused on

the District's ITS program and, for the next two or three months, will be the contact for the MPOs and RPOs.

Mr. Gallegos said that work on the intersection of US 64 and US 550 was delayed due to some potential contamination of the area which has now been cleared. The contractor is now gearing up and this section of the project will be completed this summer. NMDOT plans to do some public outreach and send out flyers to the businesses for traffic control purposes. Additionally, NMDOT will have live traffic updates on their website.

Phase 3 of the US 64 project will continue west from Bloomfield for another two miles. The project will be let in August and, unless there is a mild winter, construction will not begin until next spring. Mr. Gallegos said the letting of the project was delayed due to an issue with the Lee Acres Water Association. The main water line for the association is in NMDOT right-of-way and must be relocated. Mr. Gallegos said NMDOT did not catch the problem until now. Additionally, the Lee Acres Water Association does not have the required funding to pay for the relocation project. NMDOT has entered into a cooperative agreement with the Association and NMDOT will assume the relocation costs for now and allow Lee Acres to reimburse them over time.

Mr. Gallegos said that Phase 4 of the US 64 project is under design. This section will begin a year after Phase 3 and will take the construction almost to McGee Park. Design work will then begin on the next phase. Mr. Gallegos said there are three more phases which are expected to take five more years. He stated that parts of the projects are being made shovel-ready in advance, so there could be letting adjustments and the projects might proceed quicker than expected. Mr. Gallegos said the fund for the letting adjustments is on a state-wide basis, so money is given to those projects that are shovel-ready.

Mr. Keck commented that the intersection of US 64 and CR 350 will be quite a project. Mr. Gallegos agreed and said there was no grade separation. The location of the potential signals were identified in the original study and a full build-out on those will be spaced at one-half mile intervals, but will not be installed until signal arms are in.

Mr. Gallegos said the projects on US 64 west of Farmington and the one on NM 371 in San Juan County are underway. He stated that the majority of the work in District 5 will be concentrated in the FMPO area for the next few years. Mr. Gallegos said that many of NMDOT construction staff have been transferred here and will be permanently located here for the next several years. Additionally, District 5 is now fully staffed on their maintenance crew located in the Farmington area.

Mr. Gallegos reported that planned work on NM 173 has been delayed. District 5 plans to expand the scope of the project and put it out to consultant design. The improvements would be expanded further out on NM 173 to address the rolling hills and drop offs in that roadway section. Mr. Gallegos stated that District 5 plans to develop a \$6,000,000-\$8,000,000 project that will be completed in phases. The project currently has \$2,000,000 in safety funding and District 5 plans to use \$750,000 of this to hire a consultant to design the entire section. Mr. Gallegos said the first phase of construction was expected to begin next fall and the rest would be phased accordingly. This project will be funded totally with safety money and will not impact

the District's target. Mr. Gallegos said that the HSIP funding is state-wide and there are usually substantial funds in this program. The project on NM 173 will be expanded to about six miles.

Mr. Keck noted that the segment between the East Arterial project in Aztec and the beginning of the safety project on NM 173 is only about a mile in distance. Mr. Gallegos said the safety project will likely be expanded and extended back to US 550. Mr. Gallegos explained that District 5 will look at the entire roadway section to ensure it qualifies for safety funding. Mr. Keck added that the intersection of NM 173 and US 550 also needs to be considered for future funding. Mr. Gallegos said the District plans to be pro-active on the entire stretch of NM 173 and that it has been on their radar for a long time.

Mr. Delmagori asked about the proposed work on NM 371. Mr. Gallegos said the work currently being completed by District 5 is all maintenance type work and the NM 371 project is considered a permanent fix. There is a kickoff meeting for this project, however, that will be held in the next week or so in Santa Fe or Albuquerque. The project will be the entire section from I-40 up to Farmington. District 5 will be looking at permanent improvements to the entire corridor which includes the intersection of NM 371 and N36. Mr. Keck commented that the concrete section of NM 371 that goes up the hill from N36 is in need of a crack fill. Mr. Gallegos said they were aware of the problems and the need for improvements to be done quickly.

#### **8. RECEIVE A PRESENTATION ON THE TRANSPORTATION ALTERNATIVES PROGRAM (TAP) GUIDELINES**

<b>Subject:</b>	Transportation Alternatives Program
<b>Prepared by:</b>	Joe Delmagori, MPO Planner
<b>Date:</b>	May 16, 2013

#### **BACKGROUND or PREVIOUS WORK**

- MAP-21 has created the new Transportation Alternatives Program (TAP).
- TAP merges Transportation Enhancements (TPE), Safe Routes to School (SRTS), and Recreational Trails into one program.
- Funding for TAP projects will be based on a competitive process.
- NMDOT worked with the MPOs/RPOs to develop guidelines for the project selection process.
- FHWA approved the TAP guidelines on May 9.

#### **CURRENT WORK**

- Staff provided an overview of the TAP program to the Technical Committee on April 25.
- A Call for TAP projects was issued on May 16.
- The MPO will use the summer months to review, score, and select eligible

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| <ul style="list-style-type: none"><li>projects for inclusion in the TIP.</li><li>▪ Brian Degani with NMDOT will give a presentation on the TAP guidelines to the Technical Committee on May 23.</li></ul> |
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<b>RECOMMENDATION</b>
<ul style="list-style-type: none"><li>▪ It is recommended that the Technical Committee receive a presentation on the Transportation Alternatives Program (TAP) guidelines.</li></ul>



Mr. Brian Degani with the NMDOT Planning Division gave a presentation on the Transportation Alternatives Program (TAP).

What Is TAP

- Transportation Alternatives Program (TAP) new under MAP-21 (the new two-year transportation bill)
- TAP combines several previous programs:
  - Transportation Enhancements (TE)
  - Safe Routes to Schools
  - Scenic Byways
- Cost reimbursement program and requires 14.56% local match. Once a project is approved through the entire process, the entity will bill NMDOT for all the costs and submit all the documentation and justification to show the project has been completed.
- NMDOT is sub-allocating funding directly to MPOs/RPOs for programming into TIP/STIP.
- MPOs/RPOs must use competitive process guidelines created by NMDOT to award funding. These guidelines were created in collaboration with RPOs and MPOs on April 5.
- Rosa Kozub is the TAP Coordinator

Mr. Degani explained that the FMPO is expected to receive \$341,614 in federal TAP funds for both FFY2014 and FFY2015. These estimates were derived using the 2010 Census. It is a population-driven matrix according to the urban zone areas, urban clusters, urbanized areas, and rural areas. He noted that the “anywhere” funding will be determined by NMDOT using the project scoring. Mr. Degani said the scoring criteria would actually be implemented by each MPO. Mr. Degani emphasized that NMDOT is awaiting confirmation of the final funding amounts from FHWA and the dollars shown above are still considered estimates.

Mr. Degani said that FMPO will program funding for both years this cycle to allow for phased planning, design and construction. FMPO will also have to consider how to fulfill the MAP-21 guidelines. Each MPO will structure their own internal scoring system, rank and prioritize their projects, and determine the project readiness and the shovel-readiness of projects. Mr. Degani said that the more points a project received the higher the ranking. Some factors that will be included in the scoring are environmental, ITS, railroad clearances, and certifications.

Ms. Westerling said that these scoring factors will not be given by NMDOT unless the project is already in the STIP. She noted that a local project is not required to obtain environmental clearances, but is required for a federally funded project. The cost for an environmental clearance is substantial and is only good for five years. Ms. Westerling said that working to obtain NMDOT funding for a project can be ineffective since the environmental clearance can cost \$20,000 for project funding of \$100,000.

Mr. Degani said he understood the issue. He said there may be situations where project clearances already exist or NMDOT's environmental division may know within an area if there are potential problems. He believed it was imperative to work together with NMDOT to overcome some of the obstacles. Ms. Westerling said that getting projects implemented within the TAP guidelines was going to be very difficult and wondered how an entity would get project clearances when the project was not in the TIP or STIP.

Mr. Degani agreed that working with the scoring criteria would be very important for the entities. He stated that many of the issues can be resolved by working with the TAP Coordinator, NMDOT management and the MPO. Mr. Delmagori also clarified that FMPO will determine its own scoring process that will be used in ranking FMPO projects. He also made clear that the total amount of funding for FMPO will be \$341,614 plus the local match.

Mr. Degani said each MPO must be innovative depending on the type of project, the cost of the project, and the total funding available. He suggested that entities look at phasing projects. He stated that using the Census data, the decisions were made as fairly as possible, but it is all population driven. NMDOT will assist the MPOs in the process wherever they can.

Ms. Westerling asked if a NMDOT would give clearances for a project not on the STIP. Mr. Gallegos said he recognized this as an issue and would speak with Planning about the scoring process because no one will be ready if the project is not yet programmed. Mr. Gallegos also commented that the environmental division needs to evaluate the projects and issue their clearance based on that evaluation. Mr. Delmagori stated that clearances were only one aspect of the scoring. If all else is equal, then the MPO's ranking of projects could be determined by the other scoring categories. Mr. Gallegos said he would speak with the environmental division because projects are typically not given clearances until they are funded. Mr. Gallegos said this is an issue that needs to be addressed.

Mr. Degani continued with the TAP presentation:

What Projects Are Eligible (pages 9 & 10 of the TAP Guidelines)

- Planning, design and construction of facilities for pedestrian, bicycle, other non-motorized forms of transportation
- Reconstruction or rehabilitation of pedestrian, bicycle or non-motorized transportation facilities, but not routine maintenance
- Conversion of abandoned railroad corridor for pedestrians, bicyclists, or other non-drivers
- Safe Routes to Schools (SRTS) projects:
  - Within 2 miles of K-8 school

- Infrastructure: pedestrian and bicycle facilities and/or access
- Non-infrastructure: examples include walking school buses, or bicycle education
- Coordinator: funding for a SRTS coordinator
- Certain vegetation management practices in transportation ROWs
- Preservation of historic transportation facilities
- Archeological activities relating to impacts from TAP-eligible projects
- Others that are listed in NM TAP Guide (page 9)
- Projects are not required to be on a Federal-aid highway

Ms. Westerling asked if the school had to be enrolled in the SRTS program or could any school qualify for the funding. Mr. Degani believed TAP funding was available for projects within two miles of any K-8 school. Ms. Westerling said the rule used to be that the school had to be in the SRTS program to receive SRTS funding. She noted that Farmington has ten elementary schools, but only four schools that participate in SRTS. Mr. Degani said he would check to see if the school had to be in the SRTS program or if any elementary school would qualify for TAP funding.

Ms. Westerling said that with such limited TAP money, the MPO will have to decide if SRTS projects are more important than an infrastructure project.

#### What Projects Are Ineligible

- Routine maintenance
- Safety and educational activities for pedestrians and bicyclists (unless in K-8 school)
- Landscaping and scenic enhancements as independent projects
- Historic preservation unrelated to historic transportation facilities
- Transportation museums
- Others that are listed in NM TAP Guide (page 10)

#### Who Can Apply (page 8 of NM TAP Guide)

- Local governments
- Tribal governments
- Transit agencies
- Regional transportation authorities
- School districts / schools
- State and Federal natural resource or public land agencies

#### Who is Ineligible to Apply (page 8 of NM TAP Guide)

- Nonprofit agencies
- NMDOT
- MPOs / RPOs

#### Estimated NMDOT Timeline

May 2013: MPOs/RPOs issue call for applications

Oct. 1, 2013: List of selected project submitted to NMDOT TAP Coordinator for final review

Oct. 15, 2013: MPOs/RPOs submit projects for STIP preview; Local Government Agreement Union (LGAU) begins Cooperative Project Agreement process

Dec. 2013: Transportation Commission STIP meeting

July 15, 2014: Certifications and final designs for FFY14 projects due to NMDOT  
Sept. 30, 2014: NMDOT obligates FFY14 TAP project funds and issues notices to proceed

July 15, 2015: Certifications and final designs for FFY15 projects due to NMDOT  
Sept. 30, 2015: NMDOT obligates FFY15 TAP project funds and issues notices to proceed

### Application Process

Mr. Degani said that sponsoring agencies should first consult with the MPO Staff to ensure project and agency eligibility. By the deadline that will be established by each MPO, sponsoring agencies will need to have submitted:

- Project Identification Form (new)
- TAP Application (supplement to PIF)
- Resolution of Sponsorship (indicating proof of match, maintenance, and budget)
- Letter(s) of Support regarding ROW (if not entirely contained in sponsoring entity's jurisdiction)

### TAP Application

PIF and TAP Application are used to measure:

- Project readiness
- Planning (e.g. ICIP, comprehensive plans, safety plans, etc.)
- Project's contribution to:
  - Economic vitality - this could be a project that promotes tourism
  - Safety and security
  - Connectivity
  - Protection and enhancement of the environment
  - Efficient system management and operation
  - System preservation

Ms. Westerling asked for copies of Mr. Degani's presentation and also the TAP Guidelines. Mr. Delmagori said he would e-mail them out to all the members

Mr. Delmagori stated that the MPO needs to determine their timeframe for reviewing the project list and submitting it to NMDOT. If the list of projects needs to be to NMDOT by October 1, the Policy and Technical Committees will need to approve the project list at their September meetings. This leaves the months of June and July for the Technical Committee to discuss, select, and rank the projects. Mr. Delmagori said a special Policy Committee would likely need to be called for August in order to review the project list with those members prior to approving the list.

Mr. Delmagori asked the Technical Committee members to review the guidelines and the scorecard that were distributed to them last week. He noted that the driving factor will likely be the amount of funding the MPO is to receive. Mr. Delmagori said the MPO may want to focus on a certain type of project since funding is minimal.

Mr. Delmagori said that in the current TIP there are two sidewalk projects on 20<sup>th</sup> Street in Farmington and Bergin Lane in Bloomfield. The Bergin Lane project is near a middle school and would be eligible. Both of these projects have been identified from previous years and that might earn them additional points on the scorecard. Mr. Delmagori noted that each of these projects alone exceeded the total amount of TAP

funding available. Ms. Westerling added that the cost of the sidewalk on 20<sup>th</sup> Street is shown at \$491,000 and this figure is low because it was calculated seven years ago.

Mr. Delmagori recommended that Staff prepare some scenarios for discussion in June by both the Policy and Technical Committee members. The July Technical Committee meeting could then be used to do the scoring. Ms. Westerling asked what the amount of non-infrastructure SRTS money was. Mr. Delmagori said it was \$25,000 and is used to pay for the SRTS Coordinator and purchase marketing materials.

Mr. Delmagori stated that answers to the questions that came up during today's meeting would be asked of the TAP Coordinator. Both the Policy and Technical Committees will have brainstorming sessions in June and then begin the scoring process in July.

**ACTION:** The report was received.

**9. REVCEIVE A REPORT ON THE MAY 6 COMPLETE STREETS ADVISORY GROUP MEETING**

<b>Subject:</b>	Complete Streets
<b>Prepared by:</b>	Duane Wakan, MPO Associate Planner
<b>Date:</b>	May 16, 2013

**BACKGROUND or PREVIOUS WORK**

- Complete Streets is a means of designing a roadway so that it accommodates all modes of travel, such as walking, biking, and transit.
- Overview presentations on Complete Streets have been given to all councils/commissions and several organizations.
- The Complete Streets Advisory has developed values and goals that indicate the need and importance of Complete Streets.
- The Advisory Group held their fourth meeting on May 6th.

**CURRENT WORK**

- The MPO worked with the Advisory Group to confirm Complete Streets values.
- On May 6, the Advisory Group members completed an exercise where they identified a series of goals based on the value statements articulated at the April 3<sup>rd</sup> meeting.
- Staff then modified and compiled common themes and statements into specific goals.
- The values and goals will be used to create a Complete Streets vision statement.

**RECOMMENDATION**

- It is recommended that the Technical Committee receive a report on the May 6 Complete Streets Advisory Group meeting.

**DISCUSSION:** Mr. Wakan reported on the Complete Streets Advisory Group meeting held on May 6. Mr. Wakan said that each meeting is building on itself and all the elements to establishing Complete Streets guidelines are being developed.

Mr. Wakan said the Advisory Group took the six values they had identified for Complete Streets - Multi-Modal, Connectivity, Health, Safety, Economic Vitality, and Aesthetics - and began to identify a series of goals based on the value statements that were articulated at the April 3<sup>rd</sup> meeting.

Following the development and discussion of each of the goals that the Advisory Group members established, Staff then modified and compiled the common themes and statements into specific goals. Mr. Wakan briefly reviewed some of the draft goals as presented in the agenda.

This same process was followed for all six of the value statements. Mr. Wakan stated that many of the values identified for Complete Streets align well with potential TAP projects.

Mr. Wakan shared information from a webinar entitled "Bicycling Means Business" presented by The League of American Bicyclists. The webinar focused on several cities - Memphis, New York City, Indianapolis, Portland, and Tulsa - where added or improved bicycle amenities have encouraged new business and more jobs, improved retail sales, increased tourism, and helped employers reduce health care costs. Additionally, these communities recognized the cost effectiveness of providing bike accommodations and pedestrian amenities.

Mr. Wakan commented that New Mexico is one of the states with the fastest rising health care costs. It is important to recognize the improved health and well-being of a community that is bicycle and pedestrian friendly, as well as the lowered health care costs associated with these amenities.

**ACTION:** The report was received.

**10. RECEIVE A REPORT ON THE WEEKEND TRAFFIC COUNTS TAKEN ON MAY 3-5**

<b>Subject:</b>	Weekend Traffic Counts
<b>Prepared by:</b>	Duane Wakan, MPO Associate Planner
<b>Date:</b>	May 16, 2013

#### BACKGROUND

- The Policy Committee requested additional weekend traffic counts be taken for weekday/weekend comparative purposes.
- MPO Staff, with input from the local entities, provided the consultant with 32 weekend count locations.
- Counts were conducted over the weekend of May 3rd - 5th

#### CURRENT WORK

- Staff has prepared a summary of initial count results for review.
- Staff is comparing the results with previous count totals to identify any discrepancies.

#### RECOMMENDATION

- It is recommended that the Technical Committee receive a report on the 2013 Weekend Traffic Counts results.

**DISCUSSION:** Mr. Wakan reported that the Policy Committee had requested that additional weekend traffic counts be taken to provide a weekday/weekend comparison. The traffic count consultant conducted this study over the weekend of May 3-5, 2013.

Mr. Wakan said the traffic count list incorporated the endpoints throughout the MPO where vehicles are entering or leaving the MPO boundaries. He commented that overall there was a 19% reduction in traffic compared to weekday numbers.

Mr. Wakan reviewed the data collected at some of the count locations using the MPO interactive map:

- On US 550 leaving Aztec and heading north towards Colorado, the count showed a 21% reduction compared to the weekday traffic count conducted at that location last fall. The peak for the northbound traffic was at 4:15 p.m. on Saturday afternoon. The same trends were seen on Sunday. The trend for the southbound traffic was similar, but the peak came at approximately 3:15 p.m.
- At 30<sup>th</sup> and Largo there was just a 2% reduction in the overall average daily traffic (ADT) volumes. The peak on Friday was at 5:15 p.m. Volumes began to build early on Saturday and peaked at 3:00 p.m. Traffic volumes on Sunday were similar.
- At the intersection of US 64 and US 550 in Bloomfield, there was a 25% reduction over the weekend. Peak volumes on Friday and Saturday were at 5:15 p.m., while Sunday's peak volumes were several hours earlier.

Ms. Westerling wondered if the weekday counts were also down or was it only the weekend shopping volumes that were down. Mr. Delmagori stated that the weekday counts have also been dropping. Staff was surprised that the weekend count data showed that these volumes were either at or below the weekday counts. He

commented that the perception has been that traffic volumes increased significantly on the weekend.

Ms. Westerling said she would support continuing the weekend counts maybe every three years to continue to determine traffic patterns. Mr. Delmagori said Staff planned to continue the counts once or twice each year to get a better assessment of the trends.

The Committee discussed some possible reasons for the lower weekend traffic volumes:

- Downturn in the economy
- Oil and gas industry layoffs and fewer company vehicles
- Carpooling
- Changing work hours/schedules to decrease commuting
- Shopping in town after the workday

Mr. Keck stated that Staff needs to provide this information to local commissions and councils. This is the data local governments are interested in, but they are not aware that the MPO can provide this information to them. Mr. Delmagori agreed that this would be a strong presentation that would show traffic counts at specific locations for the past ten years. Mr. Wakan said the interactive traffic count map Staff created can be shared with the entities provided they have an ESRI account to access the information.

Mr. Keck commented that the county GIS system has some great information available and San Juan County is the only county in the state with this type of data. He said the problem is that people do not know this information is available. The fact that this information is easily accessible by the community needs to be promoted and advertised. Mr. Wakan said the City of Farmington is updating their website which will bring the MPO website into the City's website. Once this is completed, these interactive maps will be embedded onto the MPO website so the public can easily access the information. Ms. Westerling said the problem is that the public does not know this information is out there. Mr. Keck suggested the MPO give an annual presentation to let the public know of this data and that it is available to them. He added that many of the MPO functions are not understood and Staff should give presentations that not only describe the big picture of the MPO, but focus in on one theme and thoroughly explain that one concept.

Mr. Wakan commented that Mr. Steve Krest, the Traffic Engineer for the City of Farmington, will be doing some traffic counts of his own and comparing volumes.

**ACTION:** The report was received.

## 11. INFORMATION ITEMS

<b>Subject:</b>	Information Items
<b>Prepared by:</b>	Joe Delmagori, MPO Planner
<b>Date:</b>	May 16 , 2013

### INFORMATION ITEMS

- a. **MPO Interns.** Staff will seek to hire two interns to assist with transit data collection activities starting in June. Interviews are currently being conducted.
- b. **Safe Routes to School (SRTS) Activities.** The SRTS coordinator worked with the four participating schools (Apache, Ladera, McKinley & Mesa Verde) to organize events and market participation in the International Walk and Bike to School Day on May 8. The Coordinator also organized a successful Bike Rodeo at Mesa Verde Elementary on May 3.
- c. **APA Transportation Planning Workshop.** Joe Delmagori attended this workshop in Dallas, TX on May 10. The workshop discussed MAP-21 and new approaches to transportation planning.
- d. **NMDOT Long Range Plan Kickoff Meeting-** Staff will attend a meeting in Albuquerque on June 4 to gain insight to NMDOTs statewide long range planning activities.
- e. **MPO Quarterly** - The Farmington MPO will host the MPO Quarterly on June 18 at the MPO office.
- f. **Other.**

**DISCUSSION:** Mr. Delmagori said the MPO interviewed three applicants for the summer intern positions. Offers will be made to two of the three and they are expected to begin work the first part of June.

Mr. Delmagori explained the SRTS coordinator worked with the four participating schools (Apache, Ladera, McKinley and Mesa Verde) to organize a hugely successful International Walk and Bike to School Day on May 8. The Coordinator also organized a popular bike rodeo at Mesa Verde Elementary on May 3.

Mr. Delmagori attended an APA Transportation Planning Workshop in Dallas on May 10. He said he would send one of the workshop presentations highlighting innovative practices from around the country to the Technical Committee members.

Mr. Delmagori will be attending the NMDOT Long Range Plan kickoff meeting on June 4 in Albuquerque.

The Farmington MPO will host the MPO Quarterly Meeting on June 18 at the MPO office. Mr. Delmagori invited all the Policy and Technical Committee members to attend.

Mr. Delmagori provided Mr. Keck and Ms. Westerling with copies of the MPO letter of support for their TIGER application.

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

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

**12. BUSINESS FROM THE FLOOR**

There was no business from the floor.

**13. ADJOURNMENT**

Mr. Ellsworth moved to adjourn the meeting. Ms. Moojen seconded the motion. Mr. Keck adjourned the meeting at 12:21 p.m.

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Dave Keck, Chair

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June Markle, MPO Administrative Aide