M I N U T E S
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
TECHNICAL COMMITTEE MEETING
June 27, 2013

Technical Members Present:	Cynthia Lopez, City of Farmington Nica J. Westerling, City of Farmington Dave Keck, San Juan County
Technical Members Absent:	Roshana Moojen, Alternate, City of Aztec Brad Ellsworth, City of Bloomfield
Staff Present:	Joe Delmagori, MPO Planner Duane Wakan, MPO Associate Planner June Markle, MPO Administrative Aide
Staff Absent:	Mary Holton, MPO Officer
Also Present:	Ken George, Interim Public Works Director, Aztec Ron Allen, Citizen Larry Hathaway, San Juan County

1. CALL TO ORDER

Mr. Keck called the meeting to order at 10:30 a.m. after a quorum was met.

2. APPROVE THE MINUTES FROM THE MAY 23, 2013 TECHNICAL COMMITTEE MEETING

Ms. Lopez made a motion to approve the minutes from the May 23, 2013 Technical Committee meeting. Mr. Keck seconded the motion. The motion to approve the minutes was passed unanimously.

3. RECEIVE A REPORT ON THE PROJECT SELECTION PROCESS AND UPCOMING SCHEDULE FOR THE TRANSPORTATION ALTERNATIVES PROGRAM (TAP)

Subject:	Transportation Alternatives Program
Prepared by:	Joe Delmagori, MPO Planner
Date:	June 19, 2013

BACKGROUND or PREVIOUS WORK
▪ MAP-21 has created the new Transportation Alternatives Program (TAP). ▪ Funding for TAP projects will be based on a project selection process. ▪ Final TAP guidelines were developed and approved in April. ▪ An overview of the guidelines and project selection process were presented to the Technical Committee on May 23.

CURRENT WORK
▪ The MPO needs to determine how the projects will be scored. ▪ Staff has developed a recommended procedure for the project selection process and will discuss it with the Technical Committee on June 27. ▪ The entities need to confirm which TAP-eligible projects they are submitting for the TAP process. ▪ Staff has developed a TAP schedule for key items and deadlines.

RECOMMENDATION
▪ It is recommended that the Technical Committee receive a report on the project selection process and upcoming schedule for the Transportation Alternatives Program (TAP).

DISCUSSION: Mr. Delmagori reported on the project selection process and upcoming schedule for the Transportation Alternatives Program (TAP). TAP is a new funding program under the new MAP-21 transportation bill. With TAP funding, FMPO will receive a dedicated amount of federal money from which to program projects. Mr. Delmagori stated that funding for TAP projects will be based on submitting applications and a project selection process.

Mr. Delmagori referred to Pages 2 and 3 of the Agenda which provided responses from NMDOT on some recent TAP questions asked by the entities. Mr. Delmagori also reviewed the FMPO Federal funding and local match estimates shown below:

Population Area Target	FFY 2014	FFY 2015
Pop. 4,999 or less (Rural)	$ 23,293	$ 23,293
Pop. 5,000 to 200,000	$106,999	$106,999
Pop. 200,001+	$0	$0
Anywhere	$211,322	$211,322
Federal Total:	**$341,614**	**$341,614**
Local Match	$58,215	$58,215
TAP Total for FMPO	$399,829	$399,829

Although these amounts must still be approved by FHWA, NMDOT believes them to be solid amounts.

Mr. Delmagori said that the subtotals shown must be used in areas with those population thresholds. As an example, at least $23,293 must be applied to an area with a population of 4,999 or less. If the funds are not used for a non-urban area project, the funding would be returned to NMDOT.

Mr. Delmagori said that the local entities would qualify for the $106,999. The "anywhere" subtotal can be used to support the other two funding categories. Mr. Delmagori said the TAP total of $399,829 is what FMPO can expect to receive for both FFY2014 and FFY2015. The funding breakdown is 85.44% federal funding and 14.56% local matching funds and this breakdown would apply to any project in the rural or urban categories.

Ms. Lopez asked if funding from different federal sources could be combined to reach the total cost of a project. Ms. Westerling commented that it can be done but is difficult.

The Committee discussed how a rural area was defined. Mr. Delmagori noted that these areas would be based on the geographies as defined by the Census Bureau. Ms. Westerling asked specifically about the far north end of Foothills and whether that would be eligible for the rural funding. Mr. Wakan reviewed a map showing the urbanized area and the urban clusters of Aztec, Bloomfield, and Kirtland. It was determined that the area of Farmington Ms. Westerling was asking about would be eligible for the rural funding. Staff will send out to the entities a copy of the map depicting the urbanized area and urban clusters.

Mr. Keck asked if the rural funding amount could be used for improvements to Red Apple bus stops in the rural areas. Mr. Delmagori pulled up the eligible list of projects. Ms. Westerling suggested that improvements to these stops could be made to bring the stops into compliance with ADA requirements. Mr. Keck said projects in the rural areas will require more creative planning to ensure projects were of value to the area. One of the areas eligible for funding is abandoned railroad corridors and trails. Ms. Lopez said this could be a consideration for the area, but regaining the rights-of-way could take some time. Mr. Keck said this would be more difficult for San Juan County. Mr. Keck suggested the Technical Committee members get together and discuss possible projects for these rural areas.

Mr. Delmagori reported that projects can be phased over the two federal fiscal years by doing design work in year one and the actual construction in year two. Multi phases of a project can also be completed over the two fiscal years. Mr. Delmagori said that projects for FFY2014 and FFY2015 need to be scored now since there will not be another scoring process next year.

Mr. Delmagori explained the proposed calendar for project selection:

- June 2013 – determine procedure for conducting the project selection process
- Early to mid-July –finalize list of TAP projects submitted by the entities; conduct the project selection process

- July 25 – The Technical Committee recommends approval of TAP projects
- August (Special Policy Meeting) – The Policy Committee approves the TAP projects for the FMPO
- September – The Policy Committee amends the TIP to include the TAP projects
- October 1 – Approved TAP projects submitted to NMDOT; all local resolutions and letters of support need to be completed.

Mr. Delmagori reported that MPO Staff will be scoring the TAP projects submitted. Since the MPO is not eligible to submit projects on their own, they can be a neutral party in reviewing the applications. He noted that at the MPO Quarterly Meeting, other MPOs are also using their staff members to conduct project scoring. Mr. Delmagori stated that the Policy Committee had agreed to this method as well at their June meeting.

Mr. Delmagori again reviewed the proposed timeline, stating that projects should be submitted to Staff by July 12. Staff will score the projects during the week of July 15. This timing will allow the final list of projects to be discussed for recommended approval by the Technical Committee at the July 25 meeting. The final list will then be presented at a special Policy Committee meeting scheduled for August 7. This gives the selected entities approximately six weeks to get their TAP project applications completed and to provide the resolution and letters of support by the October 1 deadline.

Mr. Delmagori stated that the MPO had already identified some enhancements projects on 20th Street in Farmington and the sidewalk project on Bergin Lane in Bloomfield. Additionally, on the TIP Unfunded Project List there are four priorities that could also be selected for TAP consideration. These are potential projects to work from, but Mr. Delmagori also made a Call for Projects so the entities could add other potential projects for consideration.

ACTION: The report was received.

4. RECEIVE A STATUS REPORT ON UPDATES TO POPULATION/EMPLOYMENTY PROJECTIONS AND THE UPDATE TO THE REGIONAL TRAFFIC MODEL

Subject:	Population/Employment Base and Projections
Prepared by:	Duane Wakan, MPO Associate Planner
Date:	June 20, 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 used historical population & employment data sources to extrapolate mid-year and long-range projections for the county and MPO boundary. ▪ Future population and employment distribution is based on base year TAZ distributions. ▪ Staff will re-assign population and employment distribution based on feedback from land-use planners, developers and other data sources. ▪ A consultant will be hired to do the calibration/validation update to the model. ▪ Staff is developing a work schedule for traffic model update activities that will be completed in-house and by the consultant.

RECOMMENDATION
▪ It is recommended that the Technical Committee receive a status report on updates to population/employment projections and the update to the regional traffic model.

DISCUSSION: Mr. Wakan provided a status report on updates to population/employment projections and an update to the regional traffic model.

Staff has been working to update population and employment for the TAZs for the base and future years so that they can be used for the traffic demand model. Mr. Wakan said that each of the different possible approaches to projecting population/employment had recently been reviewed with the Policy and Technical Committees. Staff has decided to use the Trend approach for the MPO projections.

Mr. Wakan said the Trend approach looks at the data, the data sources, and the history of the data. For population numbers, the Census Bureau provided data for every decade back to 1900. Staff will focus in on the years of 1970 – 2010 to provide a good trend for the model. Mr. Wakan stated that the Bureau of Business & Economic Research at UNM (BBER) has already provided some projections for San Juan County that are readily available. The MPO extrapolation method will be a "best line fit (R^2)" approach.

Referencing his presentation, Mr. Wakan explained a graph which illustrates San Juan County population from 1960 to 2010 from the Census Bureau. The graph also includes the population projections for 2020 to 2040 provided by BBER.

Mr. Wakan said that using this data, Staff calculated the FMPO population as a subset of the total population. The MPO population is what is actually needed for the traffic demand model. Mr. Wakan explained that Staff tried to extrapolate what the MPO percent of the total county population would look like in the future. For the model, the MPO is looking at the mid-year of 2025 and the long range year of 2040. Mr. Wakan reported that Staff took the percentage of total population and multiplied that by the BBER forecast numbers. This provided the MPO population forecasts for 2025 and 2040 which were 119,316 and 138,505 respectively. Ms. Westerling asked if this projection

assumed the MPO boundary remained the same. Mr. Wakan said it did assume the boundary remained constant. He noted that although the MAP boundary may grow, it was not ever expected to encompass the entire county. Staff believes that 80% of the total population is a realistic number for the 2040 forecast. Mr. Wakan showed several graphs that depicted how population forecasts for 2025 and 2040 were broken down into the 2010 base year TAZ structure.

The graph for 2025 showed growth heading west to Kirtland and Fruitland as well as to the south. Moving out to 2040, growth continues west but growth is also shown between Farmington and Bloomfield as well as on the north side of Bloomfield. Ms. Lopez asked how Staff was calculating where future growth was anticipated. Mr. Wakan said the methodology used was to take the percent of total population and multiply that by the projection numbers to give the MPO population. In the same way, Staff took the TAZ structure percent of total and multiplied it by the 2025 values and then did a distribution based on what is currently planned. The percent of total remained constant in the distribution, but Staff has not yet met with the local planners to get updated growth factors. Mr. Wakan stated that the next step is to learn from the planners what the land constraints might be, which areas are already built out, and which population numbers might shift out of one TAZ and into others. The numbers presented for the Technical Committee were preliminary pending these discussions with the local entities.

Mr. Wakan reported that employment projections were more difficult since the data was only available every ten years from 1970 to 2010. Staff is looking at two different data sources to determine which provides the best information: Bureau of Economic Analysis - Regional Economic Information System (BEA REIS) and the Quarterly Workforce Indicators (US Census Bureau). The Quarterly Workforce Indicators provides data for every year but only goes back to 1996. The MPO extrapolation method for employment will also be a “best line fit (R^2)” approach.

Mr. Wakan presented information that took the county employment number and, using a conservative growth rate, extrapolated the 2010 number of 45,455 to be 57,566 in 2025 and 61,853 in 2040. Mr. Allen asked where the increase in employment was coming from. Mr. Wakan replied that Staff is simply providing best fit projections at this time.

Mr. Wakan said that New Mexico Workforce Solutions provided some employment information but it only projected out to 2020. Their projection was 55,653. This compared to the Bureau of Economic Analysis projection of 55,914 for 2020. Using the same data set, Staff produced a more aggressive growth rate which showed employment for 2020 at 63,163. Mr. Wakan noted that the aggressive scenario might be more accurate if the oil and gas industry was to boom again.

Mr. Wakan said the other data source Staff is using to determine employment numbers comes from the Census Bureau and is called Quarterly Workforce Indicators. Staff is able to create specific geographic employment numbers using the Census Bureau’s On The Map tool. Mr. Wakan said the two different data sets produced very similar future employment numbers.

Mr. Wakan said that Staff wanted to determine the FMPO employment percentage as a subset of the county's employment number. The model showed the outlying parts of the county gaining more jobs in the future than the MPO area. In 2002, the MPO area had 97% of all the jobs in the county, but according to the model's trend, in 2040 the MPO will only have 80% of all the jobs in the county. Mr. Wakan stated that this trend might not hold up especially if the oil and gas industry was to pick up.

Mr. Wakan explained how employment was distributed over the MPO area to show where the highest concentration of jobs is currently and then compared that to the years of 2025 and 2040. Through a series of maps, he illustrated that these forecasts show employment increasing to the west of Farmington in 2025 and northward into Aztec in 2040.

The next step in this process is to hire a consultant to calibrate and validate the traffic demand model, which is a software program that is used to predict future traffic flows. Mr. Wakan said the MPO anticipated hiring the consultant in mid-July and hoped to have the work completed in three to four months. This will lead into the long-range metropolitan transportation planning activities expected to begin in late fall.

A meeting has been scheduled with the Four Corners Economic Development Services (4CEDS) and oil and gas industry representatives to discuss and review the population/employment numbers. Mr. Wakan has also scheduled meetings with local planners and developers.

The Committee asked about oil and gas employees who work in a remote location, but whose base location is typically elsewhere. Mr. Wakan said this was possible and that the actual employment numbers could be concentrated in urbanized Farmington or along one of the corridors. The data from New Mexico Workforce Solutions is based on where the headquarters are located even though the employee may travel outside of the area to their worksite.

ACTION: The update was received.

5. RECEIVE A REPORT FROM NMDOT

There were no representatives from NMDOT in attendance.

6. RECEIVE A REPORT ON THE JUNE 5 COMPLETE STREETS ADVISORY GROUP MEETING

Subject:	Complete Streets
Prepared by:	Duane Wakan, MPO Associate Planner
Date:	June 20, 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 its latest meeting on June 5, 2013.

CURRENT WORK
▪ On June 5th, the MPO worked with the Advisory Group to confirm Complete Streets values and goals. ▪ Goals statements were then used to articulate a vision statement developed by the advisory group. ▪ Staff introduced the concept of defining new land use context areas and road types for the development of Complete Streets design guidelines.

RECOMMENDATION
▪ It is recommended that the Technical Committee receive a report on the June 5th Complete Streets Advisory Group meeting.

DISCUSSION: Mr. Wakan reported on the June 5 Complete Streets Advisory Group meeting. The Advisory Group confirmed their goals to support the core values and also developed a draft vision statement.

Mr. Wakan referred to Page 6 and 7 of the Agenda which listed the Advisory Group's Complete Streets core values and final draft goals. Mr. Wakan noted the new goals made by the Advisory Group to three of the six values:

Multi-Modalism:
Added: Encourage the local governments to develop a mechanism for constructing sidewalks for infill and vacant lots

Connectivity:
Added: Encourage the local governments to develop a mechanism for constructing sidewalks for infill and vacant lots.

Added: Integrate and enhance natural land forms and topographies into the design and construction of roads and neighborhoods

Economic Vitality:
Added: Develop design guidelines that can be flexibly designed to the scale of development considered; encourage the development of open spaces that attract pedestrian activity and use of the space.

Ms. Westerling asked about changing: flexibly “designed” to “adapted” or “applied”. Mr. Wakan said this recommendation would be presented to the Advisory Group for them to consider along with any other additional changes or wordsmithing.

Ms. Westerling also recommended considering adding language to having sidewalks installed in new developments when they are constructed. She noted that developers install the infrastructure in new subdivisions except for the sidewalks. Sidewalks are frequently not installed until construction on a particular lot has begun. Mr. Wakan noted that the Advisory Group wanted to see the local entities develop a mechanism for infilling those areas with missing sidewalks.

Ms. Westerling clarified that she was referring to a new development as opposed to an infill. She said developers used to be required to install sidewalks when the subdivision was built so the connection was there before the homes were actually built. The developers, however, complained about having to tear out a sidewalk when a new driveway was installed. Ms. Westerling noted that an example of this could be found along Victoria Way. She said the developer built the street but never completed the sidewalk which is a necessary piece of infrastructure. Now, as a Safe Routes to School project, the city of Farmington will be completing the missing sidewalk section. Ms. Lopez said the issue of requiring the construction of sidewalks for all residential/commercial lots could be re-addressed by the Advisory Group at their next meeting.

Ms. Westerling also suggested encouraging a connection to the front door of a business. She said that oftentimes the sidewalk is there but does not get the customer to the front door of the business. There is public infrastructure along the street, but no safe access to the business. Ms. Westerling cited an example of WalMart where a customer has to cross the entire parking lot section to get from the sidewalk into the store. At other times, the individual has to get into a vehicle lane to actually reach the store. Ms. Lopez said that there was a recent zoning change to help address this issue especially where the business has a private driveway to different commercial properties. Mr. Wakan asked if Ms. Lopez would discuss this issue at the next Advisory Group meeting and explain the steps the city has taken to help alleviate the problem.

Mr. Wakan read and reviewed the Advisory Group Complete Streets final draft vision statement shown on Page 7 of the Agenda. It was noted that the vision statement is lengthy, but Mr. Delmagori added that the Advisory Group agreed that the first iteration of the vision statement would include all the values and key statements that had been identified. This vision statement will be reviewed and reconsidered at the Advisory Group meeting on July 9. It is expected that at this meeting the Advisory Group will recommend approval of the values, goals, and vision to the Technical and Policy Committees.

ACTION: The report was received.

7. INFORMATION ITEMS

Subject:	Information Items
Prepared by:	Joe Delmagori, MPO Planner
Date:	June 20, 2013

INFORMATION ITEMS

a. **Transit Data Collection.** Staff hired two interns to assist with transit data collection activities starting June 3 through early fall. Transit data collection activities include on-board counts, passenger counts and the administration of surveys.

b. **Update on the FHWA MPO Review.** A status of MPO work relating to the corrective actions and the recommendations from the FHWA MPO Review will be provided at the meeting.

c. **MPO Quarterly.** The Farmington MPO hosted the MPO Quarterly on June 18 at the MPO office. Topics included the Transportation Alternatives Program (TAP), UPWP Policies and Procedures manual, a State-wide linear referencing system, and TIP/STIP database coordination.

d. **Safe Routes to School Call for Applications.** NMDOT is accepting letters of intent for possible SRTS infrastructure funds through SAFETEA-LU. Any K-8 school is eligible.

e. **Other**

DISCUSSION: Mr. Delmagori reported that the MPO hired two interns on June 3 to assist with transit data collection activities. Each week the interns ride two different bus routes and track on-board counts and the origin and destination of the individual passengers.

Mr. Delmagori updated the Technical Committee on the status of MPO work relating to the corrective actions and the recommendations from the FHWA following the MPO review last fall. In terms of the corrective actions, Mr. Delmagori reported that all of the identified corrective actions have been completed or are nearing completion. The first corrective action was to have a Title VI Plan for the MPO. The Policy Committee approved this Plan at their June 20 meeting. The second corrective action related to the distribution of Staff hours and how they related to either the federal PL or the 5303 transit funds received by the MPO. Staff has worked with the city's finance department to develop an internal template that would track Staff hours based on whether the work was on transit, planning, or was a work activity that was considered "non-reimbursable". Staff has a worksheet to track daily and weekly time. This information is then sent to Finance at the end of the month for them to use to populate a form that is then submitted to FHWA. Mr. Delmagori reported that the

hours tracking procedure is now in the final stages of being automated through the City's electronic payroll system.

Mr. Delmagori commented that FHWA had asked if they could use our hours tracking template as a model for other MPOs in the state. Mr. Delmagori will be sending them a copy of this worksheet.

The final corrective action was to have better coordination between the TIP and the STIP. The new FFY2014-2019 TIP which goes into effect in October will now be in sync with the FFY2014-2017 STIP. FMPO was asked to use a software program that NMDOT uses for internal database purposes. Staff is working with the STIP unit to make this changeover.

Mr. Delmagori said that one of the recommendations made by FHWA was for the MPO to update the JPA to include MAP-21 language. Mr. Delmagori continues to work with Mr. Monge-Oviedo to finalize the wording required for this document.

Mr. Delmagori reported on a successful MPO Quarterly held at the MPO office on June 18.

Mr. Delmagori had issued a letter from NMDOT with regards to letters of intent for SRTS projects. Under the old SAFETEA-LU bill, there is $1,800,000 in federal funds available for SRTS projects. The deadline to submit letters of intent is August 30. Any infrastructure project within two miles of a K-8 school will be considered. NMDOT has not guaranteed these funds, but Mr. Delmagori recommended any potential projects be submitted for consideration.

At the May Technical Committee meeting, the members had asked about the current air quality status for the MPO. Mr. Delmagori provided a report he received from the New Mexico Environmental Department. This report provided a three-year snapshot of the four air quality stations in San Juan County. In 2010 and 2011, the stations were reporting values of 0.064 to 0.066. The values for 2012 show the number climbing to 0.071. Mr. Delmagori reported that the existing air quality threshold for attainment is at 0.075 so the MPO is still under. A few years ago, however, the EPA talked about reducing the threshold to 0.07 or possibly to something lower. Mr. Delmagori said there has been no new information on possibly changing this threshold. The report, however, showed that the stations in the county are getting close to the current threshold. If this area was put into non-attainment, there would be some new regulations with regard to transportation funding and the planning process.

Ms. Westerling asked how long an area had to be in non-attainment before the funding restrictions were implemented. Mr. Delmagori said that once an area reached the threshold of .075 they become in non-attainment. There is a grace period following this in which to take corrective actions.

Mr. Delmagori reported on a special Policy Committee meeting scheduled for August 7 at 1:30 p.m. at the MPO Office.

8. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF

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

9. BUSINESS FROM THE FLOOR

Mr. Ron Allen asked about installing a continuous turn lane along NM 516 to replace the raised and grassy medians. He believed this would alleviate traffic concerns and close calls along this corridor as drivers attempt to make left-hand turns. Mr. Keck said he has heard arguments on both sides of this issue and there are many concerns to be considered. Ms. Westerling commented that a number of years back NMDOT was conducting a corridor study on NM 516 to see what type of improvements might be needed.

Mr. Allen commented on stretches of US 550 where barriers have been erected that do not allow left turns. He believed these barriers had directly impacted traffic to a local business and led to its closing. Additionally, NMDOT does not maintain the roadway. He would like NMDOT to maintain what is already built and not build anything new.

Mr. Allen suggested that local entities opt out of projects in order to make a statement to NMDOT. It was noted that without federal funding, projects in the area would not be completed and Mr. Keck said that NMDOT does have jurisdiction over most of the roads in the area. Ms. Westerling said it was difficult because the local entities have no jurisdiction over the major roadways in the area, but they are the ones who receive the complaints about the roads and often have to make the repairs.

Mr. Keck thanked Mr. Allen for his comments. He suggested that if Mr. Allen was seeking further remedy, he could discuss his concerns with the District 5 Transportation Commissioner, Butch Mathews, or could contact the current Acting Cabinet Secretary at NMDOT, Tom Church.

There was no additional business from the floor.

10. ADJOURNMENT

Ms. Westerling moved to adjourn the meeting. Ms. Lopez seconded the motion. Mr. Keck adjourned the meeting at 11:55 p.m.

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Dave Keck, Chair June Markle, MPO Administrative Aide