

MINUTES
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE MEETING
February 22, 2018

Policy Members Present:

Sherri Sipe, City of Aztec
Nate Duckett, City of Farmington
Linda Rodgers, City of Farmington
Lawrence Lopez (Alt.), North Region Design
Center Director, NMDOT
Mark Duncan, San Juan County

Policy Members Absent:

Curtis Lynch, City of Bloomfield
Eric Strahl, City of Bloomfield
Anthony Lujan, Deputy Secretary, NMDOT

Staff Present:

Mary Holton, AICP, MPO Officer
Derrick Garcia, MPO Associate Planner
June Markle, MPO Administrative Assistant

Staff Absent:

None

Others Present:

Ken Hosen, KFH Group
Chris Cordova, KFH Group
Hannah Glover, Farmington Daily Times
Andrew Montoya, Transit Manager
Brad Fisher, North Region Design Center,
NMDOT
Warren Unsicker, CEcD, Four Corners Economic
Development, Inc.
Somie Chavez, Planning Liaison, NMDOT

1. CALL TO ORDER

Councilor Duckett called the meeting to order at 1:30 p.m.

2. APPROVE THE MINUTES FROM THE JANUARY 25, 2018 POLICY COMMITTEE MEETING

Mr. Duncan moved to approve the minutes from the January 25, 2018 Policy Committee meeting. Councilor Rodgers seconded the motion. The motion to approve the minutes was approved unanimously.

3. PRESENTATION – RED APPLE TRANSIT OPERATIONAL ANALYSIS STUDY

Subject:	Presentation – Red Apple Transit Operational Analysis Study
Date:	February 22, 2018

PRESENTATION

Mr. Ken Hosen, Vice President of KFH Group will present on the Operational Analysis study for the Red Apple Transit hub relocation. This study is expected to begin in February 2018.

In 2017, the FMPO approved the allocation of up to \$30,000 of its FTA 5303 funds for this project. Depending on timing, some FHWA PL funds may also be utilized. The project was approved for funding under Section 4.4 of the MPO's current UPWP.

Mr. Andrew Montoya, Transit Manager for the City of Farmington along with local management of Red Apple Transit will manage the project and provide monthly reports to the Technical Committee.

PRESENTATION: Mr. Ken Hosen with KFH Group gave a presentation on an operational analysis study for the proposed new transit hub. Mr. Hosen and his associate, Bennett Powell, will actually be kicking off the study this week by riding transit routes and looking at bus stops and the current hub. Mr. Chris Cordova of Southwest Planning and Marketing is also part of the study team and will lead the outreach effort. They hope to generate interest and get meaningful input from the community.

Below is a summary of Mr. Hosen's presentation:

- Several proposed new hub sites already identified by architect and City of Farmington;
- Four-month study timeline beginning now. Key elements of the study:
 - Strong outreach
 - Site and facility issues – size, location, access, plus other factors
 - Bus stop assessment
 - Operational considerations – route revisions as warranted
 - Connectivity – ensuring transfers are seamless
 - Implementation planning – educating the public
- Outreach efforts:
 - Focus groups with targeted stakeholders – tourism, business, health and service providers;
 - Will ride the buses to get input from customers and drivers;
 - Conduct stakeholder interviews;
 - Possibly one or two public meetings to ensure Title VI requirements are met and all interested parties can provide their input.

Mr. Duncan asked if having buses all arriving at the hub at one time would be more expensive than having arrival times staggered. Mr. Hosen said only one transfer site is needed and it is not more expensive to have the buses arrive simultaneously and will provide easy access for transfers to any route.

Councilor Duckett asked if the study would look at bringing in regional bus service to the area. Mr. Hosen replied that discussions with Navajo Transit and North Central Regional Transit District (NCRTD – the Blue Bus) would be planned. Additionally, there is a bus from Durango that currently stops in Aztec and, perhaps, they could be encouraged to come into Farmington. Mr. Hosen added that the Council of Governments (COG) in Southwest Colorado is also doing a transit study and KFH will speak with them about coming into Farmington and using the hub. Greyhound will not bring a bus to the Farmington any more, but they will help support and partially fund connecting feeder services. Greyhound no longer services communities such as Farmington because it is not on an interstate system. This restructuring brought about the federal rural intercity funding program, which provides money to run rural intercity transit service and is controlled by the state.

Councilor Duckett stated that he thought a critical component for future transit efforts was in providing connectivity with the Navajo Nation. Mr. Hosen said they would be recommending that Navajo Transit bus come all the way into the new hub so their riders can transfer quickly and easily and access the entire Red Apple system.

4. PRESENTATION – STATE OF THE REGION'S ECONOMY

Subject:	Presentation – State of the Region's Economy
Date:	February 22, 2018

PRESENTATION

Mr. Warren Unsicker, CEcD, Chief Executive Officer, Four Corners Economic Development, Inc. will present on the State of the Region's Economy.

Mr. Unsicker will focus on the big picture for the region, the need and plans to diversify the region's economy. He will also include information about a recent forum held at San Juan College.

PRESENTATION: Mr. Warren Unsicker, Chief Executive Officer of Four Corners Economic Development, Inc. provided a presentation on the region's economy and the efforts of Four Corners Economic Development, Inc. A summary of his presentation follows:

- Economic Development Trends
 - o Business retention and expansion (PESCO, Raytheon, and Openloop (produces hydraulic springs for heavy tractors and trucks));
 - o GRT is up for the region;
 - o Acquisitions:

- Logos purchased WPX natural gas assets (and WPX has sold off their oil assets, but buyer has not yet been named);
 - Hilcorp purchased XTO and ConocoPhillips assets.
 - Regional Focus and effort by 4CED
- Marketing
 - Industry target conferences – rail, air and trucking freight companies; outdoor industry (the manufacturers that are creating the goods on the shelves at sporting goods stores) – those looking to expand and possibly relocate their distribution centers and warehouses; establish long-term relationships as the region works to bolster its image; data centers – region offers redundant fiber to support their product – data – out to their customers: ample and inexpensive power is available in the region for these types of facilities: and low instances of inclement weather;
 - Foreign Direct Investment
 - Chinese investors
 - United States is safe place to invest money
 - Site Selector Events
 - Showcase the state and communities in business expansion efforts
 - Visits to State Capital – competitive landscape and need to seek incentive funds that can help with efforts.
- Protecting our Base Jobs
 - PNM legislative action: 4CEDs worked on three different bills none of which were successful;
 - Visit business headquarters to encourage continued investment in the region.
- Strategic Industry Targets for Diversification
 - Agriculture
 - NAPI – need to add value-added processes (raw potatoes into potato chips);
 - Education – continue to encourage options at San Juan College for work force development;
 - Energy – defend and protect current facilities, but also look to expand into new areas (petrochemical manufacturing);
 - Health Care – expand into retirement options; not job seekers, but would bring money from the outside into the area and produce jobs in health care;
 - Location Neutral – telecommunications and data centers (back office industries);
 - Manufacturing – work with existing manufacturers to find new product lines and assist in insulating them from the ups and downs of the oil industry;
 - Tourism/Adventure Travel – region has untapped resources and working to change image (Jolt Your Journey efforts and Main Street revitalization); keep people engaged and happy and attract and retain the workforce, and increase GRT;
 - Transportation – working to initiate railroad demand study to see what products could be railed out; and airport, commercial, and freight as strategic priorities.
- Future Growth
 - 4 Corners Future Forum: was a strategic planning retreat; 140 attendees;

- Regional Economic Consortium
 - Visit to Minnesota to learn more about what they have done to increase regional initiatives to help San Juan County develop same;
 - Partnering with Chicago multi-state group on initiatives;
 - Federal Forum – attract federal legislators and agencies to encourage their participation in regional efforts
 - Entrepreneurship Forum – how entrepreneurs can also become involved with regional initiatives

Councilor Duckett thanked Mr. Unsicker and stated how appreciative the region is of their efforts. All the local entities need to participate and keep up the positivity going forward.

5. FFY2018-2023 TIP AMENDMENT #2

Subject: FFY2018-2023 TIP Amendment #2
Prepared by: Derrick Garcia, MPO Associate Planner
Date: February 22, 2018

BACKGROUND

- On February 7, 2018, the Farmington MPO advertised Amendment #2 to the FFY2018-2023 Transportation Improvement Program (TIP).
- The amendment involves three projects in the TIP as described in the attached notice.
- The proposed amendment was published on the MPO's website and advertised with the Daily Times on 2/7/2018.
- The Technical Committee recommended approval of the amendment at their meeting on February 14.

AMENDED TIP PROJECTS

- F100113 – US64 Widening Phase VI, NMDOT
- F100290 – CR 5500 Bridge Replacement, San Juan County
- F100300 – East Blanco Bridge, City of Bloomfield

ACTION ITEM

- It is recommended by staff that the Policy Committee consider approval of proposed Amendment #2 to the FFY2018-2023 Transportation Improvement Program (TIP) and the Self-Certification to Amendment #2.

APPLICABLE CITATIONS

- § 450.328 TIP revisions and relationship to the STIP.
- (a) An MPO(s) may revise the TIP at any time under procedures agreed to by the cooperating parties consistent with the procedures established in this part for its development and approval. In nonattainment or maintenance areas for transportation-related pollutants, if a TIP amendment involves non-exempt projects (per 40 CFR part 93), or is replaced with an updated TIP, the MPO(s)

and the FHWA and the FTA must make a new conformity determination. In all areas, changes that affect fiscal constraint must take place by amendment of the TIP. The MPO(s) shall use public participation procedures consistent with § 450.316(a) in revising the TIP, except that these procedures are not required for administrative modifications.) After approval by the MPO(s) and the Governor, the State shall include the TIP without change, directly or by reference, in the STIP required under 23 U.S.C. 135. In nonattainment and maintenance areas, the FHWA and the FTA must make a conformity finding on the TIP before it is included in the STIP. A copy of the approved TIP shall be provided to the FHWA and the FTA.

- (c) The State shall notify the MPO(s) and Federal land management agencies when it has included a TIP including projects under the jurisdiction of these agencies in the STIP.

DISCUSSION: Mr. Garcia reported that Amendment #2 to the FFY2018-2023 Transportation Improvement Program (TIP) included three projects. Mr. Garcia referred to Pages 6-9 of the Agenda that show the new formatting for TIP project management and provided details for each of the projects.

F100300 – East Blanco Bridge

- Change Project Type to Bridge-Replacement;
- Move \$560,511 forward into the first four years of the TIP;
- Local MAP Funds in 2018 of \$72,749 and local match of \$24,247;
- Local MAP funds in 2019 of \$347,643 and local match of \$115,881;
- Update funds in the information year of 20230 of the TIP to \$1,943,113.

F100290 – CR 5500 Bridge Replacement

- Update the project with Bridge #8130; identifying the project with a formal bridge number;
- Move funds forward into the first four years of the TIP;
- Local bond funds in 2018 of \$604,511;
- Local bond funds in 2019 of \$4,395,489;

F100113 – US 64-Phase VI

- Add 2018 STP Urban funds of \$2,563,200 and local match to make the change a total of \$3,000,000;

The advertisement for this Amendment ran from February 7-21, 2018 with no public comments received then or during the public hearing during the Technical Committee meeting of February 14, 2018. The Technical Committee did recommend approval of Amendment #2.

Councilor Duckett opened the public hearing for Amendment #2 to the FFY2018-2023 TIP. No comments were received. Councilor Duckett closed the public hearing.

ACTION: Commissioner Sipe moved to approve proposed Amendment #2 to the FFY2018-2023 Transportation Improvement Program (TIP) and the Self-Certification to Amendment #2. Councilor Rodgers seconded the motion. The motion was passed unanimously.

**6. REVIEW THE PROPOSED CHANGES ALONG WITH COMMENTS
/RECOMMENDATIONS RECEIVED FROM POLICY COMMITTEE MEMBERS TO THE
JPA AND COMMITTEE BYAWS TO ADD KIRTLAND TO THE MPO**

Subject: Review the Proposed Changes along with
Comments/Recommendations received from
Policy Committee Members to the JPA and
Committee Bylaws to Add Kirtland to the MPO
Prepared by: Mary L Holton, AICP, MPO Officer
Date: February 22, 2018

BACKGROUND

- The cities of Aztec, Bloomfield, and Farmington, and San Juan County formed and have participated in the Metropolitan Planning Organization through the Joint Powers Agreement (JPA) since 2003.
- As discussed previously, MPO Staff has been coordinating to add the Town of Kirtland to the MPO beginning in 2018.
- The Kirtland Board of Trustees voted on December 12, 2017, to join the MPO.
- Proposed revisions to the JPA and Committee Bylaws documents to include Kirtland have been drafted and they are enclosed for review and discussion by the Policy Committee.
- The Committee will note that many of the proposed revisions in both documents were included in previous proposals that the Committee reviewed over the past summer and fall.

CURRENT WORK

- A Town of Kirtland representative is being invited to attend all MPO Meetings.
- MPO Staff will continue to draft revisions to the documents until the Policy Committee deems that the documents are ready for consideration for a recommendation to the Policy Committee by the Technical Committee.
- A 30-day public review period and a public hearing are required prior to the adoption of the documents by the Policy Committee. *Staff is tentatively planning to schedule this review/consideration/adoption for the April 2018 cycle.*
- The JPA requires the approval of the boards, councils, and commissions of the five (5) member entities and the NM Department of Finance Administration before it can take effect.

INFORMATION ITEM

- Review the proposed JPA and Committee Bylaws documents and provide input.
- Members of the Policy Committee should share the proposals with their boards, councils, and commissions, as well as managers, for input.

APPLICABLE CITATIONS

- 23 U.S. Code § 134 - Metropolitan transportation planning

- 23 CFR 450.310 - Metropolitan planning organization designation and re-designation
- 23 CFR 450.314 - Metropolitan planning agreements
- Joint Powers Agreement Act, being Sections 11-1-1 et. Seq., NMSA 1978, as amended.
- NMDOT Planning Procedures Manual (PPM), Metropolitan Planning Organizations, Internal Structure, pages 46-48 of the PPM.

DISCUSSION: Ms. Holton reported that this continues to be a discussion item for the Policy Committee members. New and previous versions of the documents were sent to the Policy Committee members after the January meeting to allow for comparison and comments. One set of comments from Eric Strahl (see Page 46 of the Agenda) were received and his recommendations, along with the current versions of the Joint Powers Agreement (JPA) and Committee Bylaws were included in the meeting agenda.

Although Mr. Strahl was not able to attend the meeting, Ms. Holton asked the members to consider his comments and to have the Policy Committee provide some direction on possible changes to the two documents. Following is Mr. Strahl's comments along with a summary of Policy Committee discussion of each item:

Joint Powers Agreement

Section 5(B): Budgeting and Cost Allocation

The second sentence of this section reads as follows: "The fiscal agent may require the payment of the anticipated annual required local match from each of the member entities prior to the beginning of each budget year." Changing from quarterly to an annual, advance payment represents a significant change to the Joint Powers Agreement. Given this, I believe such a change should be discussed and approved by the Policy Committee before going into effect rather than just having the fiscal agent unilaterally implementing it.

Ms. Holton noted that this concern was likely a carryover from when the NWNMCOG was going to take over as the fiscal agent of the MPO and was designed to assist with their cash issues. Because the City of Farmington has elected to continue as the fiscal agent, Ms. Holton recommended that this section of the JPA revert to the original wording.

There was consensus from the Policy Committee on Ms. Holton's recommendation.

Section 9(B): Termination

In the third line of this section, the word "four" should be changed to "three."

Ms. Holton said she would have to look at this again. Councilor Duckett noted that this Section says, "...three of the five parties" which sounded like a super majority vote was required to remove a member. He asked if this could be defined as a "super" majority. Ms. Holton said a super majority is also known as a two-thirds majority. If another member is added to the JPA, there will be additional participants in the JPA. The wording could be changed to "two-thirds" or "super majority".

There was consensus from the Policy Committee on the wording: "two-thirds".

Bylaws and Operating Procedures
Section 4(A): MPO Officer Designated

Even though the individual who will be the MPO Officer will work for the NWNMCOG (the subcontractor) and will be supervised by its Executive Director, the position itself is technically still an FMPO position that is required by federal and state statutes and regulations that established the MPO system. The FMPO through its Policy Committee is thus still ultimately responsible for this individual's performance and work products. Given this, I believe the phrase "with the concurrence of the FMPO Policy Committee" should be inserted in the second line after the words "shall designate."

Councilor Duckett stated that he had read this section and believed by adding the wording noted, the Policy Committee is given the option to be included and has oversight.

There was consensus from the Policy Committee on adding the wording: "with the concurrence of the FMPO Policy Committee".

State (New Mexico) Recommendations for MPO Bylaws

In reviewing these recommendations, I noticed two situations in which recommended topics/language do not appear to be addressed in our draft bylaws:

Staff Structure and Function

Under the new bylaws, the City of Farmington would serve as the FMPO's fiscal agent and the NWNMCOG would serve as its administrative services provider. These state recommendations indicate that the "Role of COG/EDD as Fiscal Agent and role of COG/EDD Executive Director" should be addressed in some manner.

The role of the City of Farmington as Fiscal Agent is currently not addressed in any detail in the bylaws. Even though the NWNMCOG will be contracting with the City of Farmington to provide administrative services, these services will be for the FMPO. As a result, I believe that the role of the Administrative Services Agent (NWNMCOG) should also be discussed in these bylaws.

Ms. Holton explained that discussions with the COG are still very preliminary for an inter-governmental service agreement. Additionally, a tentative meeting with NMDOT is planned for March to go over the initial draft of the agreement to get their input. The changes to the JPA and the Bylaws are to consider adding the town of Kirtland. The agreement with the COG would be for management services of the MPO and the City of Farmington would be sub-contracting that work to the COG. The COG will not be a party to the JPA or the Bylaws as they will not be a member entity of the JPA.

Commissioner Sipe thought that, perhaps, Mr. Strahl was still intermingling the COG as a fiscal agent versus the COG as a sub-contractor. Ms. Holton agreed that this might be the case. She added that there are still unknowns, as the service agreement has not been drafted. The service agreement is hoped to be in place by July 1, 2018. Until the JPA and Bylaws are adopted by the Policy Committee and approved by each entity and the Department of Finance and Administration (DFA) for the state, the Town of Kirtland cannot sit on the Policy Committee. The entire process for adoption is lengthy.

Ms. Holton recommended postponing any decisions on this until the draft service agreement is ready for review.

Bylaws

Under the "Member Policy Training" section, it states as follows: "The Bylaws shall specify types of trainings for new members to the Policy and Technical Committees, as well as training required by the adoption of new state and federal regulations, policies, and procedures."

Ms. Holton stated that the MPO has set up a training program through the Corrective Action Plan that has been approved by NMDOT. Ms. Holton said she would like to see the types of training left open-ended and allow for creativity in what is presented. More information could be provided if desired by the Policy Committee. The members thought that simply saying quarterly training would be conducted was sufficient.

Ms. Holton said there is no Policy Committee in March and urged the members to take some extra time to review the documents and continue to provide input on the direction for the JPA and Bylaws.

7. REPORTS FROM NMDOT

District 5 – Lawrence Lopez

Mr. Lopez reported that work on the US 64 widening project continues. NMDOT hopes to let the project this summer.

NMDOT is working with the City of Farmington to close out the contracts on two of the phases of the 20th Street project. Mr. Lopez thought the next phase of the project had been advertised or was about to be advertised.

Mr. Lopez said the eStip program is currently available through the NMDOT website. It is a good resource providing live updates and mapping options.

Mr. Lopez introduced Bradley Fisher, the T/LPA Program at the North Region Design Center. Mr. Fisher is the entity's contact for projects such as 20th Street.

Councilor Duckett added that the City of Farmington had issued the advertisement for the Foothills enhancement project.

Planning Bureau – Somie Chavez

Ms. Chavez stated that Rosa Kozub had issued the estimated work program budgets for FFY2019-2020 so that the MPOs could begin work on their new FFY2019-2020 UPWPs.

The Coalition for Recreational Trails has announced a call for nominations. Details of the program and the nomination form were issued by NMDOT in the NMDOT Govt to Govt Update for 2/19/18. Applications are due on April 6, 2018. The Policy Committee members asked for this information to be shared with them. Ms. Holton noted that the Govt to Govt Update is always shared with the Technical Committee as well as entity planning staffs, and would gladly also forward this information to the Policy Committee. A joint MPO/RTPO meeting is schedule in Albuquerque on March 28-29, 2018. Along with member discussions, NMDOT will present on performance measures and provide a tutorial on the eStip program.

8. COMMITTEE MEMBER DISCUSSION ITEMS

Subject:	Committee Member Discussion Items
Date:	February 22, 2018

DISCUSSION ITEMS

No discussion items were presented for this Agenda item.

9. INFORMATION ITEMS

Subject:	Information Items
Prepared by:	Mary Holton, AICP, MPO Officer and Derrick Garcia, MPO Associate Planner
Date:	February 22, 2018

INFORMATION ITEMS

- a. **T/LPA Handbook Update.** From the NMDOT Govt to Govt Update for the week of 1/29/18, Rosa Kozub stated that the T/LPA Handook update is underway. NMDOT plans a release date of this summer with training sessions to follow.
- b. **Presentation: Project Conception to Completion.** Mr. Josh Johnson, Program Manager for the New Mexico LTAP Center, will give a presentation on project conception to completion to the Technical Committee meeting on April 11, 2018.
- c. **Best Practices for MPO Project Prioritization Presentation.** Staff gave a presentation to the Technical Committee on best practices for project prioritization (Chapter 4 of the MTP).
- d. **Update on 2017 MPO Traffic Counts.** Attached is a summary of the FMPO traffic count data. In total, counts were collected at 70 locations throughout the MPO in the calendar year 2017.
- e. **Update on Safe Routes to School.**

DISCUSSION: a. NMDOT is currently working on an update of the T/LPA Handbook. Plans are to have to ready for release this summer.

b. Project Conception to Completion training will be provided to the Technical Committee members at their meeting on April 11, 2018 by Josh Johnson, the Program Manager for the New Mexico LTAP Center.

c. Staff provided a presentation to the Technical Committee on the best practices for project prioritization. The research came primarily from the other two smaller New Mexico MPOs, Santa Fe and Mesilla Valley. The presentation compared how they ranked and prioritized projects for their MTP in order to provide guidance on how FMPO could update the project prioritization chapter (Chapter 4) of the 2040 MTP.

d. The 2017 FMPO traffic counts are summarized and shown on Page 50 of the Agenda. There were 70 count locations with slightly more than 40 also being speed and class count locations. Those locations are noted in the table where a speed is listed in the Avg/Spd column. This data proved beneficial for San Juan County when they were deciding on whether to close down CR5500 to one lane of traffic. The information showed excessive speeds on the roadway as well as bridge load limits being exceeded.

e. Ms. Holton spoke with Patience Williams who is the Coordinator for the Healthy Kids/Health Community program with the San Juan County Partnership and the Coordinator for the Safe Routes to School (SRTS) program. Ms. Holton provided her with a copy of the NMDOT handbook for SRTS and discussed the MPO's continuing participation with student arrival counts. Ms. Williams is hoping to be able to do one kid count this spring. Ms. Holton also spoke with her about funding opportunities and Ms. Williams said she is looking for grants and funding for the program. Ms. Holton provided her the contact information for the state's TAP Coordinator where funding for SRTS might be available.

10. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF

Policy Committee members welcomed Brad Fisher.

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

11. PUBLIC COMMENT ON ANY ISSUES NOT ON THE AGENDA

There was no public comment on any issues not on the agenda

12. ADJOURNMENT

Mr. Duncan moved to adjourn the meeting; Commissioner Sip seconded the motion. Councilor Duckett adjourned the meeting at 2:14 p.m.


Councilor Nate Duckett, Chair


June Markle, Administrative Assistant