

**MINUTES**  
**FARMINGTON METROPOLITAN PLANNING ORGANIZATION**  
**TECHNICAL COMMITTEE MEETING**  
**April 11, 2018**

Technical Members Present: Steven Saavedra, City of Aztec  
Jason Thomas, City of Bloomfield  
Cindy Lopez, City of Farmington  
Paul Brasher, District 5, NMDOT  
Fran Fillerup, San Juan County

Technical Members Absent: Virginia King, City of Farmington  
Andrew Montoya, Red Apple Transit Manager

Staff Present: Mary Holton, MPO Officer  
Derrick Garcia, MPO Associate Planner  
June Markle, MPO Administrative Assistant

Staff Absent: None

Others Present: Nancy Lauro, Russell Planning & Engineering  
Josh Johnson, NMLTAP  
Taylor Clem, City of Farmington  
Dan Flack, Representative from Town of Kirtland  
Shannon Glendenning, Planning Liaison, NMDOT  
Larry Hathaway, San Juan County

**1. CALL TO ORDER**

Cindy Lopez called the meeting to order at 10:02 a.m.

**2. APPROVE THE MINUTES FROM THE MARCH 14, 2018 TECHNICAL COMMITTEE MEETING**

Mr. Thomas moved to approve the minutes from the March 14, 2018 Technical Committee meeting. Mr. Saavedra seconded the motion. The motion to approve the minutes passed unanimously.

**3. PRESENTATION - KICKOFF FOR FMPO BICYCLE & PEDESTRIAN PLAN UPDATE**

<b>Subject:</b>	Presentation - FMPO Bicycle & Pedestrian Plan Update by Russell Planning & Engineering
<b>Date:</b>	April 11, 2018

## PRESENTATION

Ms. Nancy Lauro, AICP and Senior Planner with Russell Planning & Engineering will present on the FMPO Bicycle & Pedestrian Plan Update.

The City of Farmington's City Council approved awarding the Update contract to Russell Planning & Engineering of Durango, Colorado. The kickoff for this project will be in April. Staff has contacted the member entities for mapping information regarding their current and planned bike and pedestrian facilities and this information will then be provided to Russell Engineering. The Update is expected to be completed in January 2019.

**PRESENTATION:** Nancy Lauro, AICP, Senior Planner with Russell Planning & Engineering provided an introduction to the early work she and others at Russell Planning & Engineering are doing on the FMPO Bicycle & Pedestrian Plan update. Shown below is a summary of Ms. Lauro's presentation:

- Russell Planning & Engineering is located in Durango, Colorado and are a cycling and pedestrian oriented business;
  - Most employees cycle to work.
  - Other team members for this project will be Animas Design for the website design and Groundwork Studio to assist in organizing public outreach and "pop-up" events to build excitement;
  - Will be reaching out to Safe Routes to Schools, parks planners, and local trails groups
  - Hope to also help generate some interest from the MPO area in NMDOT's bike and pedestrian statewide plan.
- Preliminary work such as understanding the background and the efforts that have been taken in the past, along with the infrastructure of the area;
  - Initial progress made on mapping;
  - Working to gather more information; Technical Committee members were asked for assistance with these efforts;
  - River Reach Foundation has done a lot of work to promote the river trail and getting access to the river; great to have private initiatives.
- 2008 MPO Bike/Ped Plan being used as model to build on;
  - Existing goals: encourage walking/biking, increase quality and quantity of biking and pedestrian facilities, promoting the ideas of walking and biking to the community, and educating motorists.
  - Important issues: missing connections, lack of bike/ped facilities, no feeling of safety afforded on existing sidewalks and bike routes, where safe and separated facilities are available there is good recreational use, but need to encourage more use by people who typically commute by vehicle
  - Biggest change since 2008 is the need for economic development and promote outdoor recreation; new issue that was not captured well in 2008 Plan.
- Plan Outline
  - Provide Russell Engineering with all ideas;
  - Build on the overall vision, background, public involvement
  - Celebrate progress and volunteer activities and available opportunities

- Policy
  - Guidance
  - Models
  - Recommended/preferred standards
- Implementation
  - Identify potential regional and local improvements
  - Strategies
  - Cost estimates
- Website & Public Engagement
  - Provide contact information for Russell Engineering; how best to incorporate Update information into existing entity websites;
  - Pop-up opportunities - where people are walking and biking to engage them and gather suggestions;
  - Names of key players to help with developing the Update
- Mapping
  - A Masters student in Planning at Cornell University produced the draft bike/ped map; he is doing this as his school project; need to provide him with the most current data;
  - List of maps/figures/tables from 2008 Plan - what is missing and what needs to be included in the Update.

Ms. Holton reminded the Technical Committee members that they are the steering coming for the development of the Plan Update. MPO Staff is handling much of the legwork as a cost saving measure. Ms. Lauro will attend several future meetings in person, but most monthly updates will be provided by conference call.

It was decided that Derrick Garcia would coordinate input from the Committee members and forward it to Ms. Lauro:

- Identify all stakeholders;
- Contacts for entity parks and recreation departments, Facebook authors, as well as websites;
- Local trails groups;
- Half marathon scheduled in Aztec could be used to help publicize the Plan;
- Complete Streets initiative and the HQ site in downtown Farmington can help get out the information;
- Other functions/events/groups who can participate in publicizing the development of the Plan and provide input.

The Technical Committee was reminded that this is a regional plan and all communities are being incorporated. Kirtland will also be involved as they are expected to become a member of the MPO this summer. Additionally, Ms. Lauro said that prioritized project lists for each community would be developed along with the MPO's regional plan.

#### 4. PRESENTATION - NMLTAP TRAINING

<b>Subject:</b>	Presentation - NMLTAP Training by Josh Johnson, NMLTAP Program Manager
<b>Date:</b>	April 11, 2018

#### PRESENTATION

Mr. Josh Johnson, NMLTAP Program Manager will present on the services provided by the NMLTAP program. This is the education offering for the Technical Committee for this quarter.

During the Spring of 2017 the New Mexico Department of Transportation began a partnership with the University of New Mexico's Civil Engineering Department to provide local governments and municipalities in New Mexico with technical assistance, trainings and information as part of the Federal Highway Administration's Local Technical Assistance Program (LTAP).

Mr. Johnson can be contacted at: (505) 277-0767 or by email: [jsjohns@unm.edu](mailto:jsjohns@unm.edu)

**PRESENTATION:** Josh Johnson is the Program Manager for the New Mexico Local Technical Assistance Program (NMLTAP). They support workforce development by providing training in surface transportation across the state. Their four focus areas are: Roadway & Worker Safety, Workforce Development, Infrastructure Management, and Organizational Excellence.

LTAP was created in 1982 by the Federal Highway Administration to answer a need for training and technical assistance at the local level. The NMLTAP Center exists as a partnership between the NMDOT and the University of New Mexico. Up until 2017, NMLTAP facilities were located at NMDOT in Santa Fe. At that time, the decision was made to contract out the services and UNM was awarded the contract. Along with two part-time directors, one who is focused on transportation and the other on construction management, Mr. Johnson is the only full-time staff.

NMLTAP provides training through affordable workshops and sessions to improve safety and meet local needs. Typical topics include:

- Roadway and Workplace Safety
- Heavy Equipment Training
- MUTCD Standards
- Workforce Development
- Surveying
- GIS and Geospatial Applications
- Safety Data Collection and Analysis
- Bicycle and Pedestrian Safety

NMLTAP provides resources and information typically at no-cost through their online library. Resources are available for viewing, downloading, or check-out on their

website at: [ltap.unm.edu/library](http://ltap.unm.edu/library). Some upcoming trainings include: ADA Compliance in Farmington on May 31, 2018; Road Safety 365, NHI Transportation Performance Management for Pavements (focus is for MPO and RTPPO employees). Most trainings are free while some others may have a registration fee. All training information is available on the NMLTAP website as well as in the brochure Mr. Johnson handed out.

Several of their courses are planned to be presented at least once a year: NHI Traffic Signal Design & Operation, MUTCD & Work Zones, Introduction to GIS, and Introduction to Geospatial Surveying. Mr. Johnson and the Center are developing trainings on Roadway Safety Data Collection, Asset Management, Road Drainage, Maintenance & Design, Open Source Data & GIS Software, as well as Grant Writing.

Mr. Johnson noted that NMDOT is close to completing their update of the L/TPA Handbook. Once that is finished, the cradle to grave training will be redeveloped and the NMLTAP Center will begin offering that training statewide.

### 5. FFY2018-2023 TIP AMENDMENT #3

<b>Subject:</b>	FFY2018-2023 TIP Amendment #3
<b>Prepared by:</b>	Derrick Garcia, MPO Associate Planner
<b>Date:</b>	April 11, 2018

#### BACKGROUND

- On May 9, 2018 the 15-day public comment period for Amendment #3 to the FFY2018-2023 Transportation Improvement Program (TIP) will begin.
- The Technical Committee will consider recommending approval of the amendment to Policy Committee at their meeting on May 9, 2018.
- The proposed amendment will be published on the MPO's website and advertised with the Daily Times on 5/9/2018.

#### INFORMATION ITEM

- This is an information item only; no action will be sought for Amendment #3 until May.

#### 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 this Staff Report was to remind the Technical Committee members of the call for Amendment #3 to the FFY2018-2023 TIP. All project changes must be submitted to the MPO by May 1, 2018. To date, two change requests have been received: Glade Run Recreation Area by San Juan County and the project on NM 173 from NMDOT.

**6. STATUS OF TIP PROJECTS**

<b>Subject:</b>	Status of TIP Projects
<b>Prepared by:</b>	Derrick Garcia, MPO Associate Planner
<b>Date:</b>	April 11, 2018

**BACKGROUND**

- The STIP Protocols, finalized in early 2014, require that each MPO shall develop a process to monitor the progress and status of each project in the first two years of the TIP. These monthly reviews help correct inconsistencies in the TIP, STIP, the MPO's MTP, Agreement Request Forms (ARFs), etc.
- The next scheduled TIP Amendment cycle begins next month.
- FFY2018-Q3 TIP amendment requests will be due to Staff no later than May 1, 2018. The amendments will be considered by Technical Committee on May 9th and by Policy Committee on May 24th.
- Presentation on NMDOT's eSTIP website.

**TRACKING INFORMATION (2018-2023 TIP)**

Local Agreement Status (ARF)	ITS/Sys ENG Certification
ROW Certification	Public Involvement Certification
Design Completion 30 - 60 - 90%	
Environmental Certification	
Utilities Certification	
Railroad Certification	
Archeology Certification	

### PROJECTS CURRENTLY ON FMPO TIP

- Aztec  
F100091 - East Aztec Arterial Phase II
- Bloomfield  
F100300 - East Blanco Bridge
- Farmington  
F100099 - Foothills Drive Enhancement Phase II  
F100100 - East Pinon Hills Blvd Extension Phase I  
F100101 - East Pinon Hills Blvd Extension Phase II  
F100132 - 20<sup>th</sup> Street Phase III  
F100221 - Anesi Trail and Pedestrian Bridge  
TF00001 - Red Apple Transit
- San Juan County  
F100021 - East Pinon Hills Blvd Extension Phase III  
F100240 - Glade Run Recreation Area Trails  
F100270 - Kirtland Schools Walk Path System  
F100290 - CR 5500 Bridge Replacement
- NMDOT  
F100112 - US64 Phase V  
F100113 - US64 Phase VI

### CURRENT WORK

- Top Regional Priority Projects
  - East Arterial Route Phase II-
  - Pinon Hills Boulevard Bridge Phases I & II
  - Kirtland School Walk Path System
- Surface Transportation Program Funds (STP) - funds can be used to repair structurally deficient bridges.
- Integration of all FMPO TIP projects on to new eSTIP website.
- Public eSTIP website can be viewed at <https://estip.dot.state.nm.us/>

### INFORMATION ITEM

- This is an information item only. Committee members will have an opportunity to provide feedback regarding TIP project status and details.

**DISCUSSION:** Mr. Garcia presented an overview of NMDOT's eSTIP website. The new website has been simplified and made the reporting capabilities very useful. On the public website, statewide projects can be viewed with an interactive map along with funding breakdowns for each.

The internal portion of the website allows for viewing of all TIP projects as well as project details. Numerous reports for each project can be created and accessed. Access to the website can be made available to each entity, but it is recommended that those interested first receive thorough training on the website and its operation. Any added action or change made to a project notifies the MPO and also NMDOT.

Mr. Fillerup asked if information about maintenance projects and/or district spending could be accessed. Mr. Garcia said the public website can be searched by county, lead

agency, and/or fiscal year, or by using the interactive map. District 5 projects can be viewed along with project funding levels for each.

Mr. Garcia asked the Technical Committee members for their project updates:

East Arterial Route

Mr. Saavedra reported on a change order for over \$100,000 was received from the engineering firm on the project. The Aztec City Commission as of April 10, 2018 approved the costs.

East Blanco Bridge

Mr. Thomas reported that the City of Bloomfield is working to get an agreement for the right-of-way, mapping, and the title search work completed.

East Pinon Hills Blvd. Extension

Mr. Fillerup stated that the design work of Phase III of the Pinon Hills Boulevard extension project continued.

Glade Run Recreation Area

This project will be amended to move the bulk of the funding to FY2019 and for two years of funding rather than one.

Kirtland Walk Path

This project is a TAP project and is awaiting receipt of the construction agreement. NMDOT is not yet releasing cooperative agreements for construction for TAP projects as FHWA has not authorized those releases.

CR 5500 Bridge Replacement

The preliminary design details for CR5500 bridge replacement are also in the works and being funded with local funds. Waiting to receive an agreement on the capital outlay that San Juan County received. Once this is received an amendment will be required to change the type of funding from local bonds to capital outlay.

NM 173

Mr. Brasher stated that NMDOT's HSIP project on NM 173. They are looking to fund this project with \$4,000,000 in FY2021. This would move the project from the unfunded outer years of the STIP where it is currently. The project would include addressing the vertical curves and pavement rehab for about two miles from Aztec.

Mr. Brasher discussed some of the gas transmission and water line issues that initially delayed this project. NMDOT is still working on resolving these issues.

US 64 - Phases V and VI

These final two design phases of the US 64 widening project are being completed. F100112 still has some right-of-way issues on the eastern most section of that phase. District 5 expects to let the project late this year so construction will not begin until 2019 with completion sometime in 2020.



Anesi Trail and Pedestrian Bridge

Taylor Clem reported that an amendment for this project will likely be needed due to the recent bond refinancing. He will get with Mr. Garcia to get this addressed.

No City of Farmington representatives were present at the meeting, so the other City projects were not updated.

**7. PROJECT PRIORITIZATION METHODOLOGY - CHAPTER 4 OF THE 2040 MTP**

<b>Subject:</b>	Project Prioritization Methodology-Chapter 4 of the Current 2040 MTP
<b>Prepared by:</b>	Derrick Garcia, Associate Planner
<b>Date:</b>	April 11, 2018

**BACKGROUND**

- Direction was given during the February 14, 2018 Technical Committee meeting to organize a subcommittee to review the FMPO's Project Prioritization Methodology in Chapter 4 of the MTP.
- Fran Fillerup, Steven Saavedra, and Paul Brasher volunteered to be part of the subcommittee along with Derrick Garcia.
- The subcommittee's first meeting was held on March 19, 2018 with Fran Fillerup, Steven Saavedra, and Derrick Garcia participating.
- The next scheduled meeting is on April 16, 2018.

**HIGHLIGHTS OF DISCUSSION FROM 3/19/18 MEETING**

- It was discussed and confirmed that the purpose and goal of the subcommittee was to make recommendation the Technical Committee on a *replacement* (rather than a minor amendment) to the FMPO's Project Prioritization Method.
- With this goal in mind some of the following questions and observations were posed:
  - How do we get away from basing the prioritization on the quality of the application from the local agency and judgment of the staff, TC, and PC?
  - If the goal is to make the PPM more quantitative, which qualitative aspects are important and how do they get incorporated?
  - A new PPM should be incorporated prior to the 2019 Call for Projects/TIP Update and the 2045 MTP Update.

**INFORMATION ITEM**

- This is an information item only. Committee members will have an opportunity to provide feedback to the discussion points presented.

**DISCUSSION:** Mr. Garcia reported that during the February 14 Technical Committee meeting, it was requested that a subcommittee be formed to review project prioritization methodology in Chapter 4 of the 2040 MTP. Volunteers for the subcommittee were: Fran Fillerup, Steven Saavedra, Paul Brasher, and MPO Staff, Derrick Garcia.

The subcommittee held their first meeting on March 19 with Fran, Steven, and Derrick attending. The next meeting will be on April 16, 2018 at 1:30 p.m. in Commission Chambers at Aztec City Hall. They believed that a replacement to this Chapter was needed rather than simply an amendment. The subcommittee also addressed:

- How do we get away from basing the prioritization on the quality of the application from the local agency and judgment of the staff, TC, and PC?
- If the goal is to make the PPM more quantitative, which qualitative aspects are important and how do they get incorporated?
- A new PPM should be incorporated prior to the 2019 Call for Projects/TIP Update and the 2045 MTP Update.

The subcommittee believed that the FMPO is doing what the other MPOs in the state are doing to prioritize their projects. That is, information about each of the projects is gathered and then a score is assigned or value applied. Additionally, they thought that a more quantitative method would be very expensive and labor/data intensive.

Ms. Lopez thought it was important to consider how the prioritization of new projects were incorporated with existing projects and others prioritized prior to the implementation of the PPM. Mr. Garcia said the consensus among the subcommittee members was that projects already in the TIP have already been given priority placement. Being on the TIP implies funding has been already identified for the project. The prioritization methodology is to look at how to prioritize future, unfunded projects.

Mr. Brasher commented that as the outer years of the STIP get closer and closer, the decision has to be made which projects will be brought into the earlier years and which ones remain in the outer years. Mr. Garcia stated that this is something the MPO wants to be able to discuss with District 5 in order to be able to convey the local priorities. The MPO has not previously participated in these discussions with District 5 and they are wanting those conversations to happen way ahead of time.

## **8. REPORTS FROM NMDOT**

### **District 5 - Paul Brasher**

Mr. Brasher said he had already addressed the two NMDOT projects: US 64 and NM 173 and that he had nothing further to report.

### **Planning Division - Shannon Glendenning**

Shannon Glendenning introduced herself as the interim FMPO Planning Liaison. As reported last month, Somie Chavez has left NMDOT to accept another position.

Ms. Glendenning stated that some of the items she planned to discuss were in Agenda Item #10, so she briefly mentioned that the MPO/RTPO joint meeting held on March 28-29, 2018 was very successful.

The New Mexico Energy Road Map for this region is being updated by the New Mexico Energy, Mining & Natural Resources Department. Ms. Glendenning reported that previously the plan had looked primarily at energy development. They are now looking more broadly and she thought the bike/ped plan update and complete streets might be included. She said this is available on their website.

The 2018 New Mexico TransCon conference is taking in place in Las Cruces next week, April 18-20, 2018.

#### **9. COMMITTEE MEMBER DISCUSSION ITEMS**

<b>Subject:</b>	Committee Member Discussion Items
<b>Date:</b>	April 11, 2018

#### **DISCUSSION ITEMS**

No items were presented for discussion by Technical Committee members.

#### **10. INFORMATION ITEMS**

<b>Subject:</b>	Information Items
<b>Prepared by:</b>	Mary L Holton, AICP, MPO Officer and Derrick Garcia, MPO Associate Planner
<b>Date:</b>	April 11, 2018

#### **INFORMATION ITEMS**

- a. **Update from the MPO/RTPO Joint Meeting.** This joint meeting was held in Albuquerque on March 28 and 29. The next MPO Quarterly is scheduled for June 4-5, 2018 in Farmington.
  - a. TAP/RTP/CMAQ Flex Application guides and applications will soon be available. Application process will be similar to the 2016 application period.
- b. **Quality Assurance Review.** The Quality Assurance Review (QAR) was held with Planning Liaison Shannon Glendenning and staff on April 10. A copy of the review form is attached.
- c. **Report on the continued preparation of the FFY2019-2020 UPWP.** Staff continues preparing the draft UPWP that begins October 2018 and is due to

NMDOT by the end of this month. The new UPWP is to be considered for adoption by the Committees in May. The draft will be provided to the Committees for input as soon as it is available.

- d. **Update on the Corrective Action Plan (CAP).** NMDOT has advised that “for a number of the findings on FMPO’s Corrective Action Plan (CAP), FMPO has been in compliance for a full year and therefore, we can close those findings.” Please see the attached update for a summary of closed findings and other notes on implementation.
- e. **Update on the Red Apple Transit Operational Analysis Study.** Andrew Montoya will provide an update on the Operational Analysis Study currently underway.

**DISCUSSION:** a. Mr. Garcia reported that MPO Staff attended the MPO/RTPO joint meeting in Albuquerque on March 28-29. The e-STIP coordination meeting with NMDOT was held on March 28 and the joint meeting with the members of the state’s MPOs, RTPOs, and NMDOT was held on March 29.

One of the highlights of the meeting was the announcement that there will be a TAP/RTP/CMAQ guide coming out this fall. The project application process will be similar to 2016 and Mr. Garcia recommended getting started early on any application and offered his assistance in drafting those applications.

Ms. Glendenning and MPO Staff participated in the Quality Assurance Review (QAR) on April 10. It will be several weeks before she has completed her final write-up. Staff explained the loss of some files due to the cyber-attack to the City of Farmington computer systems in January. Ms. Holton was able to recover some of those files from her hard drive and then added them to the MPO network.

Ms. Holton reported on the preparation of the FFY2018-FFY2019 UPWP. The proposed tasks and work products are fairly well defined with only the financials still needing to be added. A full draft of the new UPWP is due to Ms. Glendenning by the end of April. The final draft document will be considered by the Technical and Policy Committees in May.

Ms. Holton stated that the most recent Corrective Action Plan (CAP) was provided in the meeting agenda. The CAP was reviewed by NMDOT in February and many of the findings were closed out at that time. Some findings will continue until the end of 2018. Ms. Holton pointed out that Finding #8, the requirement to include the appropriate citation(s) to applicable NMDOT Policy & Procedures Manual (PPM), Code of Federal Regulations (CFR), U.S. Code (USE), UPWP, and STIP Procedures, is being included in recent staff reports for both the Technical and Policy Committees.

Ms. Holton noted that Andrew Montoya was unable to attend the meeting, but he did provide a copy of his monthly report which refers to the RFP for the operational analysis for the Red Apple transit hub. The MPO is partially funding this study, but no invoices have been received to date. The analysis is expected to be completed in May

so the MPO is expecting some invoicing soon. Mr. Montoya will continue to provide monthly updates on this project to both committees.

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

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

**12. PUBLIC COMMENT ON ANY ISSUES NOT ON THE AGENDA**

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

**13. ADJOURNMENT**

Mr. Brasher moved to adjourn the meeting. Mr. Thomas seconded the motion. The motion was passed unanimously and Ms. Lopez adjourned the meeting at 11:20 a.m.

  
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Cynthia Lopez, Chair

  
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June Markle, Administrative Assistant