

MINUTES
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE MEETING
April 26, 2018

Policy Members Present: Nate Duckett, City of Farmington
Sean Sharer, City of Farmington
Lawrence Lopez (Alt.), North Region Design
Center Director, NMDOT
John Beckstead, San Juan County

Policy Members Absent: Sherri Sipe, City of Aztec
Curtis Lynch, 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: Nancy Lauro, Russell Planning & Engineering
Julie Baird, Assistant City Manager, City of
Farmington
Hannah Glover, Farmington Daily Times
Larry Hathaway, San Juan County

Mr. Hathaway sat in as the Alternate for San Juan County until Commissioner Beckstead arrived.

1. CALL TO ORDER

Councilor Duckett called the meeting to order at 1:35 p.m.

2. APPROVE THE MINUTES FROM THE FEBRUARY 22, 2018 POLICY COMMITTEE MEETING

Councilor Sharer moved to approve the minutes from the February 22, 2018 Policy Committee meeting. Mr. Lopez seconded the motion. The motion to approve the minutes was approved unanimously.

3. PRESENTATION – FMPO BICYCLE & PEDESTRIAN PLAN UPDATE

Subject:	Presentation – FMPO Bicycle & Pedestrian Plan Update by Russell Planning & Engineering
Date:	April 26, 2018

PRESENTATION

Ms. Nancy Lauro, AICP, with Russell Planning & Engineering presented on the FMPO Bicycle & Pedestrian Plan Update.

The contract for this project was awarded to Russell Planning & Engineering of Durango, Colorado. MPO 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 kick-off for this project occurred on April 11, 2018 with a presentation to the Technical Committee. The Technical Committee will serve as the steering committee for the project. Expected completion of the project is January 2019. MPO Staff plans to provide you with monthly progress reports. At this meeting, Russell will ask you to recommend/identify stakeholders that they should consult during the project.

PRESENTATION: Ms. Nancy Lauro gave a brief presentation on the work Russell Engineering is doing for the FMPO Bicycle & Pedestrian Plan Update. The following is a summary of her 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;
 - Get contacts for entity parks and rec departments, Facebook authors, as well as for websites
 - Local trail groups
 - Complete Streets initiative and the HQ site in downtown Farmington
 - Other functions/events/groups who would be interested in helping publicize the development of the Plan and provide input.
 - Safe Routes to Schools
 - Entity park and rec planners
 - Center for Independence
 - Hope to 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;
 - Gathering information and want FMPO to assist with these efforts;
 - Working to keep project affordable; using Strava to help determine current use rather than actually counting (Strava only counts bicycling and runners; no off-roading);
 - River Reach Foundation has done a lot of work to promote the river trail and in getting access to the river; great to have private initiatives;
 - Technical Committee will be steering committee for the project.
- 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
 - Want to focus on economic development, promote outdoor recreation, encourage people to stay;
 - Economic development is a new consideration that was not captured well in 2008 Plan.
- Plan Outline
 - Provide Russell Engineering with all ideas;
 - Build on the overall vision, background and existing facilities, 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 information into existing entity websites;
 - Pop-up opportunities – where people are walking and biking to engage them and gather suggestions; Staff to assist with these efforts;
 - Names of key players to help with developing the Update.

Ms. Holton stated that Ms. Lauro would be providing monthly progress updates to the Technical and Policy Committees on the plan. Mayor Duckett mentioned the Outdoor Industry Recreation Initiative public meeting scheduled for April 26 at the Farmington Civic Center. He thought this might provide a great opportunity to publicize the work being done by Russell Engineering on the Bike/Ped Plan Update.

4. DRAFT ISA BETWEEN THE CITY OF FARMINGTON AND THE NWNMCOG FOR MANAGEMENT AND ADMINISTRATIVE SERVICE FOR THE FMPO

Subject:	Draft ISA between the City of Farmington and the NWNMCOG for management and administrative service for the FMPO
Date:	April 26, 2018

PRESENTATION

The City of Farmington, Fiscal Agent for the FMPO, has drafted a proposed Intergovernmental Services Agreement (ISA) that would contract the City with NWNMCOG for management and administrative services for the FMPO. It has been reviewed by the City Attorney and the City's Procurement Officer, as well as by NWNMCOG staff. The NWNMCOG Board also reviewed the proposed agreement at their meeting on April 18. City staff additionally met with NMDOT staff, including Anthony Lujan, Tammy Haas, Jessica Griffin, Rosa Kozub, and Shannon Glendenning, on March 28 for their input, which has been incorporated. They additionally provided encouragement for the agreement.

Assistant City Manager Julie Baird plans to attend to present this item and receive your input. Because the agreement will be between the City and the COG, Farmington City Council and the COG Board will have final decision-making authority on the agreement.

The proposed ISA is enclosed with the agenda.

PRESENTATION: Ms. Julie Baird stated that the City of Farmington has had several meetings over the last couple of months with NWNMCOG and also one with NMDOT to discuss the details and progress of the proposed changes in operation of the MPO. In addition, Rob Mayes and Ms. Baird recently attended the NWNMCOG Board meeting in Gallup to discuss disagreements, visions, and get some direction from them on how to continue moving forward with changes.

The proposal is for the City of Farmington to remain as the fiscal agent and for them to then contract with the NWNMCOG to take on the day-to-day operations of the MPO. A draft Intergovernmental Services Agreement (ISA) was provided in the agenda for the Policy Committee and Ms. Baird said that input and recommendations on the ISA are being sought from the Policy Committee members.

Ms. Baird explained that the broad timeframe being considered currently is that the City of Farmington would move forward with the contract as soon as possible so that the NWNMCOG can begin the hiring process for the MPO Officer. This could mean that the City of Farmington and the NWNMCOG would work in tandem prior to October 1, which is the proposed date to make the actual changeover in responsibility and operation. Up until October 1, the oversight of MPO operations and completion of the quarterly reimbursement requests would remain with Ms. Holton and the City of Farmington while training the MPO Officer and NWNMCOG members in the MPO responsibilities.

Ms. Baird said that Mr. Mayes made the commitment to the NWNMCOG Board that the City of Farmington intended to keep the COG whole and not burden them financially. The ISA would provide an operational benefit to the City of Farmington and provide the NWNMCOG the opportunity to be more involved with San Juan County again.

Mr. Larry Hathaway stated that, as a NWNMCOG Board member, he thought the proposed agreement would be good for all the parties and agreed with Ms. Baird that it would provide the opportunity for greater COG presence in San Juan County. He thought the negotiations were moving in a good direction.

Ms. Holton stated that the City of Farmington's attorney and procurement officer, as well as NMDOT have reviewed the ISA. All recommended edits were incorporated into the proposed ISA.

5. REPORTS FROM NMDOT

District 5 – Lawrence Lopez

Mr. Lopez reported that NMDOT moved the submittal to the end of May on the final design for the last two phases of the US 64 expansion. The projects should then let in July with the contractor's notice to proceed coming in October. Mr. Lopez said he did not know if the selected contractor would begin the project at that time or wait until 2019.

Some of the current local government projects that are in the design phase include: Foothills Drive Enhancement, Glade Run Recreation Area Trails, Kirtland Schools Walk Path, and 20th Street, Phase III.

Mr. Garcia asked about the proposed project on NM 173. Mr. Lopez said this project had previously been planned and NMDOT as engaged a consultant to redesign the portion of NM 173 that had previously been designed and not the entire length of the roadway.

Mr. Lopez stated that the project planned for La Plata Highway is not currently showing up in the STIP because NMDOT plans to use redistribution funding for the construction of this project. The mill and inlay project will be from approximately milepost 2 to 10, to improve the roadway pavement, but not do anything to the underlying surface and culverts would only be replaced if they are damaged. There will be an amendment to the STIP forthcoming for this project. Final obligation is expected by July.

Shannon Glendenning – Planning Division

Ms. Glendenning introduced herself to the Policy Committee.

Planning Division updates included:

- MPO Quarterly in June being hosted by FMPO;
- Funding opportunities:
 - CDC – state physical activity and nutrition funding opportunity; funding projects in 15 states; a combination of public health and transportation;
 - BUILD Transportation Discretionary Grant (formerly TIGER) – recreational trails in rural multi-modal networks;
 - National Park Service-River Trails & Conservation Assistance Program; help improve community development; assist with developing application preparation or facilitate projects; no funding.

6. COMMITTEE MEMBER DISCUSSION ITEMS

Subject:	Committee Member Discussion Items
Date:	April 26, 2018

DISCUSSION ITEMS

Policy Committee members presented no items for discussion.

7. INFORMATION ITEMS

Subject:	Information Items
Prepared by:	Mary L Holton, AICP, MPO Officer and Derrick Garcia, MPO Associate Planner
Date:	April 26, 2018

INFORMATION ITEMS

- a. **FFY2018-2023 TIP Amendment #3.**
Amendments to the TIP are currently being reviewed and accepted by Staff and are due no later than May 1st. Important TIP Amendment #3 dates: Amendment forms due to MPO Staff - May 1, Technical Committee review - May 9, Policy Committee Consideration - May 24.
- b. **Update from the MPO/RTPO Joint Meeting.** This joint meeting was held in Albuquerque on March 28 and 29. The following MPO Quarterly is scheduled for June 4-5, 2018 in Farmington.
 1. TAP/RTP/CMAQ Flex Application guides and applications will soon be available. Application process will be similar to 2016 application period.
- c. **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.
- d. **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.

- e. **Update on the Corrective Action Plan (CAP).** NMDOT advised, “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.
- f. **Update on the Red Apple Transit Operational Analysis Study.** A copy of the report submitted by Andrew Montoya on the Operational Analysis Study currently underway is enclosed.

DISCUSSION:

TIP Amendment #3 will be considered in May. All amendment requests need to be submitted to Staff by May 1.

A joint MPO/RTPO meeting was held in Albuquerque in late March along with NMDOT. One of the discussion items from that meeting was that TAP/RTP/CMAQ Flex applications for FFY2020 would soon be available. The application criteria will be similar to the 2016 application period. Mr. Garcia said the MPO region has been successful in obtaining these grants in the past and urged Policy Committee members to speak with their entity staffs on possible future projects.

Mr. Garcia also noted the upcoming MPO Quarterly to be held in Farmington at the MPO Office on the afternoon of June 4 and the morning of June 5. Policy Committee members were encouraged to participate, but to please let Staff know well prior of the meeting date of their attendance so any required open meeting notifications can be advertised. A draft agenda will be sent out shortly so members can identify sessions of interest.

Earlier this month, Shannon Glendenning conducted the QAR with FMPO Staff. Ms. Glendenning commented that the review went well and she is working on completing her findings and write-up. Ms. Holton added that a QAR is an annual evaluation and review of their work products that NMDOT conducts with each MPO. A copy of the QAR questionnaire was included with the meeting agenda.

Ms. Holton said the draft UPWP has been submitted to Ms. Glendenning as well as Policy and Technical Committee members for review. This is the guiding document for the MPO’s work for the next two years. The document will not be re-published until the final draft is ready for considered approval by the committees.

Ms. Holton stated that some desired items in the bike/ped plan had to be trimmed due to the limitations of available funding. One of the items that was eliminated was the regional bike/ped map. However, in discussion with Taylor Clem, with the City of Farmington’s Park & Rec Department and Derrick Garcia, a solution was developed. This will be an added work product included in the new UPWP. Ms. Holton will highlight this in May when the FFY2019-2020 UPWP is reviewed and discussed by the committees.

Additionally, the Town of Kirtland has been included as one of the entities in the bike/ped plan as they will soon be joining the MPO.

Ms. Holton asked the Policy Committee members to review the draft UPWP, ask questions, and to provide her with their input.

A copy of the Corrective Action Plan (CAP) was included on Pages 18-24 of the Agenda. Ms. Holton referred to Pages 23-24 and specifically Item #8. This finding required that staff meeting memos be modified to include the applicable federal and state policies and procedures. Staff began including this information for each appropriate staff report for both Policy and Technical Committee meeting agendas. The other findings in the CAP were cleared up previously and it is hoped that the FMPO will be free from all the CAP requirements by the end of FFY2018.

Andrew Montoya provided his March monthly report for the Red Apple Transit. This report shows ridership numbers but, more importantly the highlights of the operational analysis study. The consultant provided an overview in February. The study is moving forward, but there were no major updates to report. The FMPO has earmarked up to \$30,000 to help fund this study.

8. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF

The new Policy Committee members, Councilor Sean Sharer from Farmington and Commissioner John Beckstead from San Juan County were welcomed to the Policy Committee.

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

9. PUBLIC COMMENT ON ANY ISSUES NOT ON THE AGENDA

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

10. ADJOURNMENT

Councilor Sharer moved to adjourn the meeting; Mr. Lopez seconded the motion. Councilor Duckett adjourned the meeting at 2:15 p.m.


Nate Duckett, Policy Committee Chair


June Markle, Administrative Assistant