

**MINUTES**  
**FARMINGTON METROPOLITAN PLANNING ORGANIZATION**  
**POLICY COMMITTEE MEETING**  
**May 24, 2018**

Policy Members Present: Sherri Sipe, City of Aztec  
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: Curtis Lynch, City of Bloomfield  
Anthony Lujan, Deputy Secretary, NMDOT

Staff Present: Mary Holton, AICP, MPO Officer  
Derrick Garcia, MPO Associate Planner  
Karen Walker, Administrative Assistant

Staff Absent: June Markle, MPO Administrative Assistant

Others Present: Shannon Glendenning, Planning Liaison, NMDOT  
Brad Fisher, North Region Design Center,  
NMDOT

**1. CALL TO ORDER**

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

**2. APPROVE THE MINUTES FROM THE APRIL 26, 2018 POLICY COMMITTEE MEETING**

Mr. Lopez moved to approve the minutes from the April 26, 2018 Policy Committee meeting. Councilor Sharer seconded the motion. The motion to approve the minutes was approved unanimously.

**3. 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>	May 24, 2018

**BACKGROUND**

- On May 9, 2018, the 15-day public comment period for Amendment #3 to the FFY2018-2023 Transportation Improvement Program (TIP) began.

- The proposed amendment was noticed in the Farmington Daily Times on May 9, 2018 and was also published on the MPO's website.
- The Technical Committee recommended approval of the amendment at their meeting on May 9, 2018 unanimously with a vote of 6-0.

#### **AMENDED TIP PROJECTS**

- F100170 - NM 173 Safety Improvements (NMDOT)
- F100240 - Glade Run Recreation Area Trails (San Juan County)
- F100310 – NM 170 (NMDOT)

#### **ACTION ITEM**

- It is recommended that the Policy Committee approve Amendment #3 to the FFY2018-2023 TIP and the Self-Certification to Amendment #3.

#### **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 presented the three projects that make up Amendment #3 to the FFY2018-2023 TIP (details of each project shown on Page 5-8 of the Agenda):

- F100170 – NM 173 Safety Improvements – Move project from FFY2023 to FFY2018 (PE/Design) and FFY2021 (Construction):
  - \$70,000 of PE/Design funds in FFY2018
  - \$4,200,000 for construction in FFY2021
- F100240 – Glade Run Recreation Area Trails – Move portion of project back one year from FFY2018 to FFY2019:
  - FFY2018 - \$175,000 of RTP/local match funds
  - FFY2019 - \$525,000 of RTP/local match funds
- F100310 – NM 170 – Add new project to the TIP
  - \$5,620,000 in construction funds in FFY2021

Amendment #3 was noticed in the Daily Times from May 9 through May 23, 2018. No written or verbal public comments were received during this period.

Mayor Duckett opened the public hearing for proposed Amendment #3 to the FFY2018-2023 TIP. No comments were received. Mayor Duckett closed the public hearing.

**ACTION:** Commissioner Sipe moved to approve proposed Amendment #3 to the FFY2018-2023 TIP. Councilor Sharer seconded the motion. The motion was unanimously approved by a vote of 5-0.

#### **4. LETTERS OF SUPPORT FOR BUILD GRANTS**

<b>Subject:</b>	Letters of Support for BUILD Grants
<b>Prepared by:</b>	Mary L Holton, AICP, MPO Officer
<b>Date:</b>	May 24, 2018

#### **DISCUSSION ITEMS**

The City of Farmington and San Juan County have requested letters of support for their application(s) for BUILD (formerly, TIGER) Grants. MPO Staff solicited all of the member entities, including Kirtland, to see if there were other support letters that may be needed.

Included in the Agenda is a prepared letter of support. The Policy Committee is asked to authorize the Chairman to sign the letter(s).

The MPO was also asked to request similar letters of support from Secretary Church of the NM Department of Transportation. We are asking the Policy Committee to authorize MPO Staff to make that request.

**DISCUSSION:** Mr. Garcia referred to Page 10 of the Agenda, which showed a proposed letter of support for the federal joint BUILD grant being submitted by the City of Farmington and San Juan County for the construction of the Pinon Hills Boulevard/CR 3900 project. The Policy Committee is being asked to authorize the Chairman to sign the letter.

Chair Duckett explained that this grant used to be known as the TIGER Grant, but has now been renamed BUILD Grant. He believed the Policy Committee thought the Pinon Hills Boulevard project is the number one transportation project in the region. Several letters of support for this project have been written in the past as well.

Ms. Holton added that this item was also to obtain authorization from the Policy Committee to approach NMDOT Secretary Church for a letter of support from their agency as well.

Mr. Garcia stated that this project is in the informational (or outer) years of the current STIP. At a recent meeting in Santa Fe, Mr. Garcia ran into Deputy Secretary Anthony

Lujan. Deputy Secretary Lujan said to send him an e-mail about the potential requested letter of support and he would be happy to sign such a letter.

**ACTION:** Commissioner Beckstead moved to authorize Chair Duckett to sign the letter of support for the Pinon Hills Boulevard/CR 3900 BUILD Grant Program Application. Commissioner Sipe seconded the motion. The motion was approved unanimously by a vote of 5-0.

**5. REVIEW OF THE PROPOSED FFY2019-2020 UNIFIED PLANNING WORK PROGRAM (UPWP)**

<b>Subject:</b>	Review of the proposed FFY2019-2020 Unified Planning Work Program (UPWP)
<b>Prepared by:</b>	Mary L Holton, AICP, MPO Officer
<b>Date:</b>	May 24, 2018

**BACKGROUND**

- The Unified Planning Work Program (UPWP) is the MPO's work plan for two federal fiscal years. The UPWP pairs the MPO's required work tasks/products with the MPO's available funding.
- The FFY2019-2020 UPWP will cover planning activities and work products to be completed from October 1, 2018 to September 30, 2020.
- Based on the NMDOT Planning Procedures Manual (PPM), the MPO needed to provide a draft UPWP to NMDOT in late April. NMDOT will provide their input/revisions in Late May/Early June. The MPO Committees will need to approve the UPWP in June.
- Staff is utilizing May to introduce the proposed UPWP to the Committees. A copy of the most current draft is enclosed.
- A 30-day public comment period was noticed from April 22, 2018 to May 21, 2018, and being extended into June.
- On page 9 of the document, there are five (5) major work program tasks listed as headings. These headings are pretty much standardized amongst MPOs. Subtasks are listed below each heading. You should be aware that the same numbering system is utilized in the MPO's quarterly invoicing system and in the MPO's financial reports, including the Annual Performance & Expenditure Report (APER), which we submit at the end of every FFY.

**CURRENT WORK**

- Annual activities in the UPWP include administering the MPO's programs, TIP development and management, development of performance measures, GIS activities, Safe Routes to School activities, transit data collection and mapping, among others.
- Major activities in this UPWP include the preparation and completion of the 2045 MTP Update, completion of the Bike & Ped Update, land-use and transportation scenario planning activities, and travel demand modeling updates.

- Per NMDOT direction, staff projects that FHWA PL funds of \$228,637 and FTA 5303 funds of \$72,856 (both including local matches) for each of the two (2) federal fiscal years will be available to the FMPO.
- The proposed UPWP also anticipates the transition from the City of Farmington to the NWNMCOG for the management of the MPO, expected changes in personnel, as well as changes currently proposed in the JPA to the local matches.

#### **ACTION ITEM**

- It is recommended that the Policy Committee provide staff with input on the proposed FFY2019-2020 UPWP, and open the meeting up for any public comments.

**DISCUSSION:** Ms. Holton explained that the proposed FFY2019-2020 Unified Planning Work Program (UPWP) is the MPO's work plan for the next two years and aligns with available funding.

This proposal has been sent out to both MPO committees previously for review and Ms. Holton said today's meeting was to continue to gather input from the Policy Committee. She is waiting for a review and comments from NMDOT that are expected around June 1. Once those comments are received, Ms. Holton will incorporate them into the draft UPWP and that revised document will be presented for considered approval at the Policy Committee on June 28.

Ms. Holton referred to Page 21 of the Agenda, which showed the five major work program tasks along with their subtasks. Then on Page 43 of the Agenda, Ms. Holton noted the budget summary for the MPO. As a placeholder, NMDOT authorized the MPO to estimate their budget numbers for FFY2019 and 2020 at the grant levels for the previous two federal fiscal years. The Total MPO Budget for both FFY19 and FFY20 is \$301,493.05 that includes the reimbursable grant amounts plus the matching funds required of the entities. This estimated budget would begin on October 1, 2018 and assumes that Kirtland will be a member of the MPO at that time.

Ms. Holton reviewed some of the entity required match amounts explaining how the total local match amounts were a combination of both PL (planning) and 5303 (transit). Ms. Holton then described how, using this information the costs were estimated for, as an example, the MPO Staff wages shown in Task 1 on Page 22 of the Agenda. Subtotals for each of the five tasks listed in the UPWP are shown on Pages 22, 27, 29, 34, and 38 of the Agenda, and then are summarized in Appendix A on Page 44 of the Agenda. The detail for Task #5-Special Studies & Activities is shown on Page 46 of the Agenda.

Ms. Holton asked the Policy Committee members to review this proposed UPWP and to make this information available to their entity's management group. This proposed FFY2019-2020 UPWP will be brought back to the Policy Committee in June for their considered approval.

## **6. QUARTERLY EDUCATION PRESENTATION – 2017 TRANSPORTATION PLANNING PROCESS BRIEFING BOOK**

<b>Subject:</b>	Quarterly Educational Presentation – 2017 Transportation Planning Process Briefing Book
<b>Prepared by:</b>	Mary L Holton, AICP, MPO Officer
<b>Date:</b>	May 24, 2018

### **PRESENTATION**

A copy of the 2017 Transportation Planning Process Briefing Book published by FHWA and FTA will be provided to you to keep as an additional reference, along with a brief presentation at your meeting.

**DISCUSSION:** Ms. Holton mentioned that this item was the Policy Committee's quarterly educational presentation. She also noted that the Planning Magazine issued by APA has a special section on transportation in the May issue. All Policy Committee members have been provided memberships to APA as part of their MPO participation.

Mary distributed The Transportation Planning Process Briefing Book to each of the committee members along with a brief presentation that provided an overview of the book. The Briefing Book was updated last year and is a publication of the Federal Highway Administration and the Federal Transit Administration. Part I of the book discusses transportation planning and its relationship to decision-making. Some of the highlights from Part I are:

- Transportation planning typically follows these steps:
  - Engaging the public and stakeholders to establish shared goals and visions;
  - Monitoring existing conditions;
  - Forecasting future growth, including assessing land uses;
  - Identifying transportation needs;
  - Analyzing strategies;
  - Developing plans/programs;
  - Estimating impacts;
  - Developing a financial plan.
- What is a Metropolitan Planning Organization? (Pages 4-6)
- What is a State Department of Transportation? (Page 7-8)
- What are the key products of the transportation planning process (Pages 9-12)
- Federal Funding (Pages 12-14)

Part II of the book presents short descriptions of the key products that are prepared as part of the transportation planning process. Highlights from Part II are:

- Major Policy & Planning Considerations/Issues – Statutory Requirements
  - Air Quality
  - Congestion Management Process

- Transportation Equity
  - Financial Planning & Programming
  - Performance-Based Planning (Programming Measures and Targets)
  - Planning Data & Tools: Models, GIS, Visualization, Forecasting
  - Public Involvement
  - Safety
  - Security
  - Transportation Asset Management
  - Transportation System Management & Operations
- Other Policy & Planning Consideration/Issues
    - Climate Change
    - Freight Movement
    - Land Use and Transportation
    - Planning and Environmental Linkages – Sustainability
    - Scenario Planning
    - Travel Model Improvement Program

Ms. Holton highlighted the Performance-Based Planning & Programming (PBPP) under the Major Policy & Planning Considerations/Issues–Statutory Requirements noted above:

Performance Measures and performance targets will be discussed more frequently and are to address major policy and planning considerations/issues. These were initiated with MAP-21 and continued with the FAST Act. The intent is to guide decision-making so that transportation agency goals and public expectations are ensured. State DOTs and MPOs are required by FHWA/FTA to set measures/targets on an ongoing basis.

Other types of performance measures/targets are:

- Accessibility: including population proximity to employment sites, as well as ADA compliance;
- Mobility: including travel time, travel length, time lost to congestion, percent of on-time performance;
- Economic development: including jobs created, new housing starts, new businesses;
- Quality of life: including environmental issues, fuel consumption per vehicle mile traveled;
- Safety: including the number of traffic fatalities and serious injuries.

**7. REVIEW AND FINALIZE THE PROPOSED JPA AND COMMITTEE BYLAWS TO ADD KIRTLAND TO THE MPO**

<b>Subject:</b>	Review and Finalize the Proposed JPA and Committee Bylaws to Add Kirtland to the MPO
<b>Prepared by:</b>	Mary L Holton, AICP, MPO Officer
<b>Date:</b>	May 24, 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 prepared. They are enclosed for review and discussion by the Policy Committee.
- The Committee will note that many of the proposed revisions in both documents, including changes to the local match funding formula and the increase in representation on the MPO committees, were included in previous proposals that the Policy Committee reviewed in mid-to-late CY 2017.
- NMDOT Staff have continually reviewed the proposed documents and have guided MPO Staff with input.

### **CURRENT WORK**

- A Town of Kirtland representative is being invited to attend all MPO Meetings. However, Kirtland representatives cannot be seated on the MPO committees until the adoption/approval process is complete, which is anticipated in late July or early August.
- Staff is requesting that the Policy Committee complete their review and finalize the proposed documents at their May 24 meeting, so that they can be considered for adoption next month.
- A 30-day public review period and a public hearing are required prior to the adoption of the documents by the Policy Committee.

### **INFORMATION ITEM**

- Review the proposed JPA and Committee Bylaws documents and provide input and direction to staff.
- Members of the Policy Committee are again encouraged to share the proposals with their boards, councils, and commissions, as well as their managers, for input and direction.
- It is anticipated that the final JPA and Committee Bylaws will be considered for approval by the MPO Committees in June. If approved then, consideration of the proposed JPA by the boards, councils, or commissions of the individual member entities will be scheduled in July. Upon completion of the adoption process, the JPA will be sent to the NM Department of Finance and Administration for State Approval.

### **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



- 23 U.S. Code § 134 - Metropolitan transportation planning
- Joint Powers Agreement Act, being Sections 11-1-1 et. Seq., NMSA 1978, as amended.
- NMDOT Planning Procedures Manual, Metropolitan Planning Organizations, Internal Structure, pages 46-48

**DISCUSSION:** Ms. Holton said the review of the JPA and the Committee Bylaws began back in July 2017. Since that time, they have been brought forward for discussion and consideration several more times. The primary focus for the changes to these documents has been to add the Town of Kirtland to the MPO. Until the JPA is approved by each MPO Committee, each local entity's boards and commissions, and the State, a representative from Kirtland cannot actually be seated as a member of the MPO.

Ms. Holton noted a recent change recommended by Rosa Kozub with the Planning Division of NMDOT shown on Page 2 of the JPA.

"WHEREAS, FMPO will carry out the purpose and all duties specified in 23 CFR §Subpart C."

The JPA reflects the current population estimates for the MPO's population in the planning area. Ms. Holton referred to Page 9 Section A of the JPA that show the current population estimates from the U.S. Census Bureau, 2010-2014 American Community Survey. Population in the City of Farmington has decreased while there has been an increase in the incorporated areas of San Juan County. These population estimates are used to pro-rate each entity portion of the required local match. Using this same data, the membership numbers were adjusted in the new proposed JPA. One of the concerns with increasing the membership of the Policy Committee will be the ability to meet a needed quorum.

Commissioner Sipe said she had been approached again by City of Aztec staff expressing their concern over increasing the City of Farmington's membership to three members in the new JPA especially with their population declining. Ms. Holton recommended that these concerns be made known to the Mayor and Commission members so that these concerns can be addressed now. Commissioner Sipe said she felt obligated to raise the concern again because City of Aztec staff had approached her again. She stated that she never thought this was an issue and that the Policy Committee worked together well and made their decisions fairly. Mayor Duckett agreed and added that he thought the Policy Committee never weighted Farmington's needs more strongly than the needs of the other entities. It was reiterated that the MPO looks at transportation needs at a regional level and works cooperatively with its members to find solutions.

Ms. Holton urged the Policy Committee members to share the JPA with their Councils and Commissions as well as their legal counsel since this will be the final proposed document that will be presented for considered approval in June.

Ms. Holton said the MPO was proposing no changes in the Bylaws since the last time it was presented; however, she asked them to consider adding authority to the Policy Committee to make proclamations. Various MPOs around the country do make proclamations for special weeks or months throughout the year. Recent proclamations

by the City of Aztec and the City of Farmington were made naming May 2018 as National Bike Month. Since this authority was not spelled out in the Bylaws, the MPO was unable to make such a proclamation. It was clarified that the MPO would draft the proclamation, but approval would be made by the Policy Committee and signed by the Policy Committee Chair. Several members expressed being in favor of adding this authority to the Bylaws. Ms. Holton said she would draft some wording to add this authority as an addendum to the Bylaws. The final draft of the Bylaws will be brought to the Policy Committee next month for considered approval.

## **8. REPORTS FROM NMDOT**

### **District 5 – Lawrence Lopez**

Mr. Lopez said that he had spoken with Mr. Garcia after last month's meeting regarding the type of information and updates that would be most beneficial for him to report on for the Policy Committee meetings. One of the items mentioned was to provide detail on the T/LPA projects in the MPO.

Mr. Lopez said construction and final design on the US 64 projects has been pushed to the end of June due to ongoing right-of-way issues. NMDOT anticipates resolution of these issues by that time. Some of the other project updates include:

#### **East Aztec Arterial**

Mr. Lopez along with Brad Fisher, the T/LPA Coordinator at the North Region Design Center just met with Kathy Lamb with the City of Aztec on the challenges in being able to get this project completed in FY2018. Along with the challenges being faced, they discussed potential solutions to keeping the project moving forward. The City of Aztec has notified NMDOT that some of the funding for this project may need to be pushed out to next year. Mr. Lopez is hopeful that the issues can be worked out for FY2018.

Mr. Lopez added that as a federally funded project, NMDOT is constrained by FHWA requirements. With all projects such as this, he hoped a better line of direct communication could be established so all issues are made apparent and openly discussed.

#### **Foothills Drive Extension**

The City of Farmington will be applying for future funding. The issues with this project are right-of-way related.

#### **Kirtland Schools Walk Path**

This project will be finalized and should be obligated in time for FY2018 construction.

#### **20<sup>th</sup> Street – Phase III**

This is scheduled for FY2019 construction and NMDOT is working with the MPO to get additional design funds.

#### **Planning Bureau – Shannon Glendenning**

Ms. Glendenning reported on the finalization of the New Mexico Bike Plan. The public comment closes on June 15 for the prioritized networks and design guidelines.

Ms. Glendenning encouraged participation in the survey on NMDOT's public involvement plan. The survey is to assist NMDOT in determining what procedures might be working and how to better inform the public.

FHWA is hosting several upcoming webinars on funding opportunities, financial rules, and uniform guidance, which MPO Staff will be attending. The Multi-Objective Decision Analysis training is scheduled for May 31. This training will be looking at how to prioritize projects and make appropriate selections. The MPO Quarterly will be hosted by FMPO on June 4 and 5.

Mayor Duckett asked if a guide of accommodations, and restaurants could be provided to those attending the MPO Quarterly. Staff will look into providing this.

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

<b>Subject:</b>	Committee Member Discussion Items
<b>Date:</b>	May 24, 2018

#### **DISCUSSION ITEMS**

Policy Committee members presented no additional discussion items for the Agenda.

#### **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>	May 24, 2018

#### **INFORMATION ITEMS**

- a. **National Bike Month.** The City of Aztec and City of Farmington issued proclamations regarding National Bike Month. The MPO encourages the other member entities to do the same. As information, the MPO would have done likewise, but no authority exists in the Committee Bylaws.
- b. **Bicycle/Pedestrian Plan Update.** Our consultant, Nancy Lauro with Russell Planning & Engineering, called into the Tech Committee meeting using the MPO's GoToMeeting service to provide them with a report. She reported that she has provided maps as surveys for Bike to School Day at Mesa Verde Elementary on May 9 (see attached). Those will be collected and provide to MPO Staff next week for transmittal to Nancy. She is also getting in touch with the four (4) area school districts, as she wants to collect similar input

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

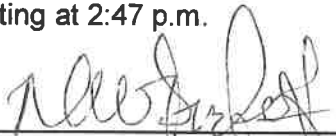
There was no business from the Chairman, Members and Staff.

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

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

**13. ADJOURNMENT**

Commissioner Sipe moved to adjourn the meeting. Councilor Sharer seconded the motion. The motion was approved unanimously. Councilor Duckett adjourned the meeting at 2:47 p.m.



Nate Duckett, Policy Committee Chair

  
June Markle, Administrative Assistant