

MINUTES
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE MEETING
SEPTEMBER 26, 2019

Policy Members Present: Sheri Sipe, City of Aztec
Jeanine Bingham-Kelly, City of Farmington
Sean Sharer, City of Farmington
Julie Baird, City of Farmington
Dan Flack (Alt.), Town of Kirtland
David Quintana, NMDOT District 5
John Beckstead, San Juan County
Glojean Todacheene, San Juan County

Policy Members Absent: Mark Duncan, Town of Kirtland

Staff Present: Mary Holton, AICP, MPO Officer
June Markle, MPO Administrative Assistant

Staff Absent: None

Others Present: Joseph Moriarty, Planning Liaison, NMDOT (via
phone)
Sharon Cruz, NMDOT, North Region Design
Center
Manual Maestas, NMDOT, North Region Design
Center
Larry Hathaway, San Juan County

1. CALL TO ORDER

Chair Sharer called the meeting to order at 1:30 p.m.

2. APPROVE THE MINUTES FROM THE AUGUST 22, 2019 POLICY COMMITTEE MEETING

Commission Sipe moved to approve the minutes from the August 22, 2019 Policy Committee meeting. Mr. Quintana seconded the motion. The motion passed unanimously.

3. ANNUAL ELECTION OF OFFICERS

Subject: Annual Election of Officers
Date: September 26, 2019

BACKGROUND

- As outlined in the MPO Committee Bylaws, the annual Election of Officers occurs in September to allow newly elected members to become familiar with Policy Committee proceedings.
- Each September, the Policy Committee selects the Chair and Vice-Chair from their membership. The elected members will serve until the following annual election (September 2020).
- The Chair presides over the meetings and is responsible for the other duties which are outlined in the Committee Bylaws and Operating Procedures document.
- The Vice-Chair presides over the meetings in the absence of the Chair.
- Councilor Sean Sharer has been serving as the current Policy Committee Chair, while Commissioner Sipe has been serving as the current Vice-Chair.

ELECTION

- Elect a Policy Committee Chair and Vice-Chair who will serve until September 2020.

ACTION ITEM

- It is recommended that the Policy Committee accept nominations and the Committee members vote to elect the Policy Committee Chair and Vice-Chair.

DISCUSSION: Ms. Holton said that each September the Policy Committee elect the Chair and Vice Chair from their membership to serve for the next year. She asked the Policy Committee members to accept nominations for these two positions.

Commissioner Sipe nominated Sean Sharer to continue as Chair for the next year. Mr. Beckstead seconded the nomination.

Chair Sharer nominated Sheri Sipe to continue as Vice Chair. Commissioner Todacheene seconded the nominations.

There were no other nominations for Chair or Vice Chair. The vote was unanimous to elect Sean Sharer as Policy Committee Chair and Sheri Sipe as Vice Chair for the next year.

4. REVIEW THE DRAFT PUBLIC PARTICIPATION PLAN (PPP)

Subject:	Review of the Draft Public Participation Plan
Prepared by:	Mary Holton, AICP, MPO Officer
Date:	September 26, 2019

BACKGROUND

- The current Public Participation Plan (PPP) was adopted on January 19, 2012 and amended on January 28, 2016.
- The PPP must be reviewed/updated at least every five (5) years, prior to the

updating the MTP.

- The draft PPP was revised purposely to address issues raised in the MPO's recent Quality Assurance Review (QAR) by NMDOT.
- The draft has been revised to reflect changes discussed at the August TC Meeting and minor typographical errors.
- The required 45-day public comment period for the draft PPP ran from August 11 – September 26, 2019.
- The Technical Committee recommended their approval on September 11.

CURRENT WORK

- Substantive changes in the revised PPP include:
 1. Adding Kirtland as a member entity and NWNMCOG as the MPO's administrative agent.
 2. Enlarging the MPO's public outreach efforts by:
 - a. Publishing and posting public notices for draft and final documents in English and Spanish (page 11 of the draft PPP).
 - b. Adding Public Comment forms at meetings and different locations (page 15 and Appendix B of the draft PPP).
 - c. Adding locations for posting meeting notices, public comment forms, and draft planning documents (page 20 of the draft PPP).
 3. Adding FAST Act language to Planning Goals (pages 4-5 of the draft PPP).
- Both Committees reviewed the draft PPP in August.

ACTION ITEM

- Staff and the Technical Committee recommend adoption of the 2019 Public Participation Plan (PPP) and Policy Committee Resolution 2019-8.

APPLICABLE CITATION

- 23 CFR 450.316

DISCUSSION: Ms. Holton reported that the proposed 2019 Public Participation Plan (PPP) was presented in draft form at the August Policy Committee meeting. Several changes have been incorporated into the final version of the PPP after input from both MPO committees. Staff recommends that the 2019 Public Participation Plan (PPP) be adopted.

Chair Sharer opened the public hearing. There were no comments received from committee members or the public. Chair Sharer closed the public hearing.

ACTION: Commissioner Sipe moved to adopt the 2019 Public Participation Plan (PPP) and Policy Committee Resolution 2019-8. Mr. Beckstead seconded the motion. The motion was passed unanimously.

Chair Sharer added that a lot of work had been put into developing the PPP and thanked Staff for their work and dedication in making this happen

5. 2020 ANNUAL MEETING SCHEDULE

Subject:	2020 Annual Meeting Schedule
Prepared by:	Mary L. Holton, AICP, MPO Officer
Date:	September 26, 2019

BACKGROUND

- Each year the Policy Committee approves a resolution ensuring compliance with the open meetings act and establishes its meeting schedule for the coming year.
- NMDOTs STIP Procedures Manual outlines an annual calendar for TIP Amendments which may impact the meeting schedule on a quarterly basis. This schedule has been considered in developing this proposal.
- Additionally, a draft of the 2045 Metropolitan Transportation Plan (MTP) may be presented in July prior to considered adoption by the Policy Committee in August or September 2020. This may necessitate an additional meeting in July.

CURRENT WORK

- Staff is presenting, herein, a proposed meeting schedule for discussion with the Policy Committee.
- It is suggested that the Policy Committee hold eight (8) regular meetings during 2020. The additional meeting in June is needed to consider scheduled adoption of the FFY2021-2022 UPWP.
- Meetings are recommended for January, February, April, May, June, August, September, and November.
- The Committee's Meetings can continue to be held on the fourth Thursday at 1:30 pm, unless otherwise indicated, on a rotating basis among the entities.
- Staff compared the Policy Committee schedule with the Technical Committee schedule, as well as with the RTPO, NMDOT, and other possible competing schedules, and has concluded that the proposed Policy Committee schedule remains the most efficient and workable.

INFORMATION ITEM

- Staff recommends that the Policy Committee review the proposed 2020 meeting calendar and provide their comments or questions. Considered adoption of the 2020 Meeting Schedule and Policy Committee Resolution 2019-9 will be considered on November 21, 2019.

DISCUSSION: Ms. Holton asked that the Policy Committee review the proposed 2020 meeting schedule and to let Staff know if the dates work. Considered adoption committee would consider its approval in November.

The proposed schedule shows the meetings continuing to be held on the fourth Thursday at 1:30 p.m. in January, February, April, May, June, August, September, and November. The meetings will also continue to rotate among the entities. Commissioner Sipe commented that the number of meetings appear to have increased over the last few years. Ms. Holton explained that there is a minimum number of meetings as stated in the Bylaws, but approval of TIP and UPWP amendments throughout the year also

denotes when meetings are necessary in order to obtain Policy Committee considered approvals.

Mr. Quintana asked if the Policy Committee would consider moving their meeting time to the morning so that NMDOT representatives are able to get back to Santa Fe in time to attend the Santa Fe MPO Policy Board meetings which occur on this same day of the month at 5:30 p.m. The Policy Committee did not have an issue with considering this change and decided to look at 10:30 a.m. Ms. Markle will follow up with the City/Town Clerks to see if the meeting facilities are available for 10:30 a.m. meetings.

6. REPORTS FROM NMDOT

Planning Bureau – Joseph Moriarty

Mr. Moriarty reported that the new 2020 federal fiscal year begins on October 1, 2019. The FMPO has received the Notice to Proceed that released their FFY2020 work funds. These funds are administered through NMDOT and assist the MPO with funding the planning and programming process.

The Planning Bureau is continuing with development of the long range transportation plan. Research by the consultants is ongoing with an internal steering committee formed to review the results of this research in December. Early next spring the MPOs will be invited to participate in a stakeholder meeting where they can offer their comments to the plan. The targeted completion date is the fall of 2020.

District 5 – David Quintana

Mr. Quintana reported that all current projects are on schedule.

With the recent call for TIP Amendment #1, District 5 will be submitting several projects to be amended into the FFY2020-2025 TIP:

- Addition of signalized intersection for NM 371 and N36;
- Pavement preservation project for US 550 from Aztec to Colorado;
- Study for a future phased project on NM 173 (identify potential alternatives for the additional 19 miles of NM 173 not being addressed in the current HSIP project).

Mr. Quintana stated that he had accepted a new position with NMDOT's general office and would no longer be the District 5 representative. He said that a new representative may be in place by November.

Commissioner Todacheene asked about future work on US 550 from Shiprock to the Arizona state line. Mr. Quintana said there is an ongoing study and the consultant is working to identify project phases that will subsequently be programmed. The first phase has already been programmed into 2021 and that is to replace the Red Wash Creek Bridge. The District also submitted an application for a Federal Build Grant of \$25,000,000. If they get some of this funding, the project timeline will speed up.

Commissioner Todacheene also asked who was responsible for replacing and maintaining the street lights in Shiprock. Mr. Quintana said that the District has a global

lighting agreement with the Navajo Nation, so the responsibility falls to the Navajo Nation and Navajo DOT.

Chair Sharer asked if there were any future plans for resurfacing East Murray Drive (US 64). Mr. Quintana said the District has some concerns with utility work permitted by the City of Farmington. They believe that much of the trenching was not compacted adequately and repaving could likely result in more rutting/potholes. He said he would follow up with Paul Brasher to see if some maintenance work was planned, but thought it might be too late in season.

7. COMMITTEE MEMBER DISCUSSION ITEMS

Subject:	Committee Member Discussion Items
Date:	September 26, 2019

DISCUSSION ITEMS

There were no additional discussion items provided by Policy Committee members for inclusion in the Agenda.

8. INFORMATION ITEMS

Subject:	Information Items
Prepared by:	MPO Staff
Date:	September 26, 2019

INFORMATION ITEMS

- a. **MTP Update.** Mr. Aaron Sussman, Planner, with Bohannon Huston (BHI) reported to the Technical Committee on September 11 on the development of the 2045 Metropolitan Transportation Plan (MTP). BHI is building a project website (<https://www.bhinc.com/fmpo2045mtp/>) that will provide basic information on the MTP and the planning process. Additionally, they are working on an online interactive map and questionnaire (<https://bhi.mysocialpinpoint.com/fmpo2045mtp#/>) to gather public comments and recommendations.

Aaron is asking that you review the noted sites and provide him with any comments/changes you may have, and is asking for any October 2019 events scheduled in your entity or the region so that he can start setting up the plan's initial outreach. Aaron may be emailed at asussman@bhinc.com.

- b. **PPP Activities.** Please see the attached FMPO comment card. A verbal report will be provided at your meeting.

DISCUSSION: Ms. Holton reported that Aaron Sussman, Planner with Bohannon-Huston met with the Technical Committee to update them on the development of the 2045 MTP and, specifically, the building of the project websites. The website that will provide basic information about the MTP is <https://www.bhinc.com/fmpo2045mtp/> and the online interactive map and public questionnaire can be viewed at <https://bhi.mysocialpinpoint.com/fmpo2045mtp#/>.

Before these links go live to the public, which is expected sometime in mid-October, Mr. Sussman would like to have Policy Committee input and ideas. Also planned for mid-October are several public outreach events to begin the discussion with the public and gather their input. These events will be informal in nature rather than a formal open house or public meeting. An event in Kirtland is still being organized, hopefully at the Kirtland Youth Center. Mr. Beckstead said the Youth Center has a new director and he would provide Ms. Holton with that contact information. Once all the events have been scheduled, Staff will send out that information to the Committees as well as the outreach partners.

Once BHI has the public outreach events scheduled Staff will provide that information to the Committee. These event

The initial sections of the Public Participation Plan (PPP) have been fully implemented. The new tri-fold with a public comment section was distributed to all the public outreach partners throughout the county last week.

Ms. Holton also reported that the call for projects for the first amendment to the FFY2020-2025 TIP was sent out on September 23. This amendment will come to the Policy Committee for consideration in November.

9. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF

Chair Sharer recognized Ms. Sharon Cruz, the new T/LPA Coordinator at the North Region Design Center.

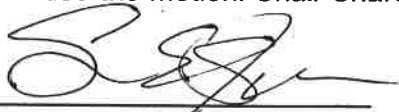
There was no business from the Chairman, Members and Staff.

10. PUBLIC COMMENT ON ANY ISSUES NOT ON THE AGENDA

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

11. ADJOURNMENT

Commissioner Todacheene moved to adjourn the meeting and Commissioner Sipe seconded the motion. Chair Sharer adjourned the meeting at 1:55 p.m.



Sean Sharer, Policy Committee Chair


June Markle, Administrative Assistant