

**MINUTES**  
**FARMINGTON METROPOLITAN PLANNING ORGANIZATION**  
**POLICY COMMITTEE MEETING**  
**APRIL 19, 2012**

Policy Members Present: Pat Lucero, City of Bloomfield  
Dan Darnell, City of Farmington  
Dr. Jim Henderson, San Juan County

Policy Members Absent: Sherri Sipe, City of Aztec  
Gayla McCulloch, City of Farmington

Staff Present: Mary Holton, MPO Officer  
Joe Delmagori, MPO Planner  
Duane Wakan, MPO Associate Planner  
June Markle, MPO Administrative Aide

Staff Absent: None

Also Present: Dave Keck, San Juan County, Technical  
Committee Member  
Larry Hathaway, San Juan County

**1. CALL TO ORDER**

Dr. Jim Henderson called the meeting to order at 1:35 p.m.

**2. APPROVE THE MINUTES FROM THE MARCH 15, 2012 POLICY COMMITTEE MEETING**

Mr. Darnell made a motion to approve the minutes from the March 15, 2012 Policy Committee meeting. Mr. Lucero seconded the motion. The motion passed unanimously.

**3. ANNUAL ELECTION OF OFFICERS**

<b>Subject:</b>	Annual Election of Officers
<b>Prepared by:</b>	Joe Delmagori, MPO Planner
<b>Date:</b>	April 11, 2012

**BACKGROUND**

- Each April the Policy Committee selects the Chair and Vice-Chair from their membership who will serve until the following annual election.
- The Chair presides over the meetings and is responsible for the other duties outlined in the Committee Bylaws and Operating Procedures document.
- The Vice-Chair presides over the meetings in the absence of the Chair.

- During the past year Dr. Henderson served as the Policy Committee Chair and Mr. Pat Lucero served as the Vice Chair.

**RECOMMENDATION**

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

**DISCUSSION:** Mr. Delmagori stated that each April the Policy Committee selects the Chair and Vice-Chair from their membership who will serve until the following annual election. He added that a nomination and approval by the membership is all that is required. Mr. Delmagori noted that Ms. Sipe and Ms. McCulloch, although not present at today’s meeting, were eligible for nomination. Mr. Darnell asked if Dr. Henderson and Mr. Lucero planned to remain as Policy Committee members for the coming year and they both said they did. Dr. Henderson, however, will reach his term limit as County Commissioner in December which will also complete his official service on the MPO Policy Committee. Dr. Henderson may continue to serve as the Policy Committee Chair until that time. Mr. Darnell asked if Dr. Henderson and Mr. Lucero were interested in continuing to serve as Chair and Vice-Chair, respectively, for the next year and both said they were.

**ACTION:** Mr. Darnell made a motion to retain the same slate of officers – Dr. Henderson as MPO Policy Committee Chair and Mr. Pat Lucero as MPO Policy Committee Vice Chair and to do so by voice acclamation. Dr. Henderson asked if there were any additional nominations. There were no other nominations. Mr. Lucero seconded the motion. The motion passed unanimously.

**4. FY2013-2018 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) (PC RESOLUTION 2012-1)**

<b>Subject:</b>	FY2013-2018 Transportation Improvement Program (TIP)
<b>Prepared by:</b>	Joe Delmagori, MPO Planner
<b>Date:</b>	April 11, 2012

**BACKGROUND**

- The MPO updates the TIP on an annual basis.
- Staff has met with member entities, the Red Apple Transit and NMDOT to revise project information.
- Final revisions have been made to the TIP.
- Priority lists based on funding source for the MPO were revised by the Technical Committee.
- A 30-day public comment period closed on April 9 and a public hearing on the TIP was held during the Technical Committee meeting on March 22.

### CURRENT WORK

- Project information for all sections of the TIP has been completed.

### RECOMMENDATION

- It is recommended that the Policy Committee:
  - a. Review the FY2013-2018 TIP
  - b. Adopt the FY2013-2018 TIP (PC Resolution 2012-1)

**DISCUSSION:** Mr. Delmagori reported that the FY2013-2018 Transportation Improvement Program (TIP) update has been finalized. Over the past several months, MPO staff has worked with the member entities, NMDOT, and the Red Apple Transit to revise and update project information, fiscal years, funding amounts, and descriptions wherever necessary.

#### TIP Introduction

The Introduction explains the TIP, highlights the federally funded projects expected to happen in the MPO in the near term, and provides additional financial information showing how the MPO projects compare to District 5 projects overall. The Introduction is mainly public information provided along with the TIP project lists. Mr. Delmagori said that the end of the Introduction on Page 6 shows a summary of public comments. Added to this section were the comments of Mr. Gary Giron with Bloomfield Public School made at the March 15, 2012 Policy Committee meeting regarding the Bergin Lane project in Bloomfield.

#### Project Lists

Mr. Delmagori reported that the project lists are the same as presented at the March 15 Policy Committee meeting. There have been no subsequent additions, changes, or public comments.

The projects lists consist of the Regionally Significant projects which are the federally funded projects of the area as well as other locally funded projects on arterials or collector streets. Mr. Delmagori said the Non-Regionally Significant project list is all other projects that fall on local streets or in county locations outside of the MPO boundary. The Unfunded project list includes project priorities sorted by funding source.

Mr. Delmagori stated the public comment period closed on April 9<sup>th</sup> and there were no other public comments received other than those presented by Mr. Giron on March 15. At their March 22 meeting, the Technical Committee recommended adoption of the FY2013-2018 TIP.

Dr. Henderson asked about the comment in the Agenda Item itself which stated that priority lists based on funding source for the MPO were revised by the Technical Committee. Mr. Delmagori clarified that these revisions were made by the Technical Committee at their February meeting. The revisions were to the four projects on the Unfunded Project List under the Transportation Enhancement Program (TPE) Priority (page 8). The four projects were rearranged based on revised priorities by the entities. These changes were previously presented to the Policy Committee at the March meeting and no further revisions have been made since that time.

**ACTION:** Mr. Lucero moved to adopt the FY2013-2018 Transportation Improvement Plan (PC Resolution 2012-1). Mr. Darnell seconded the motion. The motion was passed unanimously.

5. **ADOPT A RESOLUTION APPROVING THE ANNUAL MPO SELF-CERTIFICATION DOCUMENT (PC RESOLUTION 2012-2)**

<b>Subject:</b>	MPO Self-Certification Document
<b>Prepared by:</b>	Joe Delmagori, MPO Planner
<b>Date:</b>	April 11, 2012

**CURRENT WORK**

- As stated in 23 CFR 450.334, the MPO is required to complete the self-certification process annually.
- Self-certification indicates that the MPO is addressing the transportation planning process and the major issues within the metropolitan area.
- The self-certification document will become part of the MPO FY2013 UPWP.

**RECOMMENDATION**

- It is recommended that the Policy Committee adopt Resolution 2012-2, approving the Self Certification document, finding that the Farmington Metropolitan Planning Organization meets the requirements for Self-Certification.

**DISCUSSION:** Mr. Delmagori reported that PC Resolution 2012-2 for approval of the Self-Certification document is another annual activity addressed by the MPO. Because the MPO covers an area with a population under 200,000 and is not considered a transportation management area, the MPO must simply self-certify that they are addressing the transportation planning process and the major issues within the metropolitan area.

**ACTION:** Mr. Darnell moved to approve the Self-Certification document and adopt Resolution 2012-2. Mr. Lucero seconded the motion. The motion was passed unanimously.

6. **APPROVE THE FY2013 UNIFIED PLANNING WORK PROGRAM AND FY2013 UPWP BUDGET**

<b>Subject:</b>	FY2013 Unified Planning Work Program (UPWP) and FY2013 Budget
<b>Prepared by:</b>	Joe Delmagori, MPO Planner
<b>Date:</b>	April 11, 2012

**BACKGROUND**

- The Unified Planning Work Program (UPWP) is the fiscal year work plan for the MPO.
- The FY2013 UPWP describes planning activities and work products to be completed from July 1, 2012 to June 30, 2013.

- Staff met with the entities to discuss new activities for FY2013.
- Staff reviewed the draft UPWP with both the Technical and Policy Committees in March.

#### **CURRENT WORK**

- Staff has developed a list of activities that are expected to be included in the FY2013 UPWP.
- Revisions to the draft list of activities, products, and timeframes have been made.
- The federal PL and 5303 portions of the FY2013 UPWP Budget have been developed based on funding estimates from NMDOT.
- Staff will review the UPWP with the Policy Committee on April 19, 2012.

#### **RECOMMENDATION**

- It is recommended that the Policy Committee approve the FY2013 UPWP and the FY2013 Budget.

**DISCUSSION:** Mr. Delmagori explained that the Unified Planning Work Program (UPWP) is a federal requirement of the MPO and outlines the activities that MPO Staff anticipates taking on during the FY2013. This document was reviewed at the March meeting and this is now the final draft. It includes the introduction which outlines what the UPWP is, the major accomplishments of FY2012, and the various activities and roles of the Policy and Technical Committees as well as of Staff.

Mr. Darnell asked Mr. Delmagori to review some of the items of note in the UPWP as Mr. Lucero was not present at the March meeting to hear the discussion.

Mr. Delmagori stated that beginning on Page 10 of the document, the program areas are detailed. Some of the planned activities include renewing the Committee Bylaws and Operating Procedures and the Joint Powers Agreement (JPA). Work on these documents will begin this summer and be wrapped up by September when both documents are up for renewal.

On Page 15, Mr. Delmagori noted that under Metropolitan Transportation Plan section, the MPO will take on updating the Intelligent Transportation Systems (ITS) architecture. Mr. Lucero asked if federal funding might be available for development of ITS. Mr. Delmagori replied that this was possible, but the first step was to develop the architecture that outlines the applications to occur, describe the stakeholders to the process, and provide an implementation plan. Mr. Delmagori added that having some message signs on US 64 would be ideal. He plans to have an ITS overview and outline of activities ready for the June meeting.

On Page 18, the MPO will be working on the model calibration and validation process for the regional traffic model which will include the 2010 Census data and updating the population and employment numbers in the MPO area. This new information will enable the model to give better representation of current and future network conditions.

Page 23 shows a new section entitled NMDOT Planning Products. Mr. Delmagori explained that the NMDOT Planning Division had informed the MPO of their own work plan and asked the MPO to provide assistance with some of their activities. Some of those activities were

assistance would be provided to NMDOT were with regional data for the update to the State Long Range Plan, functional classification updates, potential changes to the Census data that might apply at the state level, review of available planning funds, and assisting with any updates to the Public Participation Plan or other policies and procedures.

Mr. Darnell asked if the MPO already assisted NMDOT with these items. Mr. Delmagori said they did, but having this section in the UPWP was to formalize the process. He noted that NMDOT updates many of their activities and documents every three to five years just like the MPO and these products may not have been updated for several years. NMDOT has asked that these activities be included in each MPO's UPWP.

Mr. Delmagori reviewed the FY2013 budget numbers on Page 26. The budget is being developed based on estimates from NMDOT. The official work authorizations will not be received until late May or early June. The maximum MPO budget is \$326,250 for the planning work for FY2013. The federal portion of the MPO budget is \$223,756 which means that approximately 68% of expenditures are covered at the federal level. The total local entity contribution is a maximum of \$102,494. Mr. Delmagori stated that once the actual work authorizations are provided, Staff will compile the final budget numbers.

**ACTION:** Mr. Darnell moved to approve the FY2013 UPWP and the FY2013 Budget. Mr. Lucero seconded the motion. The motion was passed unanimously.

## **7. MPO MAJOR THOROUGHFARE PLAN POLICY AND PROCEDURES DOCUMENT**

<b>Subject:</b>	MPO Major Thoroughfare Plan Policy and Procedures Document
<b>Prepared by:</b>	Joe Delmagori, MPO Planner
<b>Date:</b>	April 11, 2012

### **BACKGROUND**

- The MPO approved a regional Major Thoroughfare Plan in 2011.
- The purpose of the regional Major T-Plan was to provide the local entities with a regional planning tool that identifies current road classifications, proposed classification changes, and proposed new road corridors.
- Staff reviewed the draft MPO Major T-Plan Policy and Procedures document with the Technical Committee in March.

### **CURRENT WORK**

- Staff has completed the MPO Major T-Plan Policy and Procedures document
- The policy and procedures document establishes guidance for development of the Major T-Plan and the process for making amendments.
- The document describes the importance of having revisions be completed and approved by the local entities prior to any revisions by the MPO.

## **RECOMMENDATION**

- It is recommended that the Policy Committee approve the MPO Major Thoroughfare Plan Policy and Procedures document.

**DISCUSSION:** Mr. Delmagori reported that Staff had developed the MPO Major Thoroughfare Plan Policy and Procedures document. The document outlines how the MPO would develop and amend its major thoroughfare plan. Mr. Delmagori stated the development of the thoroughfare plan last year illustrated the need for outlining how the MPO plan would interact with each local entity's individual thoroughfare plan.

This policy document can be found on Pages 12-14 of the agenda. Mr. Delmagori said that it is a basic procedures document stating why there is a thoroughfare plan, the purpose, and states that any potential changes would be worked out at the local level first so that any issues are addressed by local planning and engineering staffs. Recommendations from the local governments would then be made to the MPO and the MPO Committees could then take appropriate action.

Mr. Delmagori presented the document to the Technical Committee at their March meeting and they recommended approval by the Policy Committee.

**ACTION:** Mr. Lucero moved to approve the MPO Major Thoroughfare Plan Policy and Procedures document. Mr. Darnell seconded the motion. The motion was passed unanimously.

### **8. RECEIVE A REPORT FROM NMDOT**

No representatives from NMDOT were able to attend the meeting.

Mr. Delmagori recapped discussion with Mr. David Quintana from the March Technical Meeting. District 5 is continuing to review traffic information collected at the intersection of NM 371 and Navajo 36. The District is working to identify funding and to program a project to address the situation.

Another discussion item were the repairs to NM 516. Mr. Delmagori said road construction signs have been posted along NM 516 in preparation for the repaving project. NMDOT held a pre-construction meeting with representatives from San Juan County and the City of Aztec. Construction should begin later in April and continue through May.

Mr. Delmagori reported that the intersection of Light Plant Road and NM 516 in Aztec will also receive geometric improvements and pedestrian amenities. The project is expected to begin at the end of the summer.

Mr. Delmagori also reported that Mr. Ray Matthew, Planning Liaison with NMDOT, has decided not to move Tennessee and will be staying on with NMDOT.

## 9. RECEIVE A REPORT ON THE WALKABLE COMMUNITIES WORKSHOP

<b>Subject:</b>	Walkable Communities Workshop
<b>Prepared by:</b>	Joe Delmagori, MPO Planner
<b>Date:</b>	April 11, 2012

### BACKGROUND

- The MPO is coordinating with Dan Burden and the Walkable and Livable Communities Institute (WALC) to organize a Walkable Communities Workshop for the MPO.
- This workshop would provide information and various examples on how to successfully develop walkable communities.
- Day one will be the formal workshop and day two will include walking audits and site visits in Farmington and Aztec.
- This workshop will assist with the MPO development of a Complete Streets policy and a Pedestrian Safety Action plan.

### CURRENT WORK

- The workshop and walking tours are scheduled for May 30-31, 2012.
- Staff issued a questionnaire to the entities seeking input on topics that will help develop the agenda and content of the workshop.
- Walking audits have been identified in Farmington and in Aztec.
- A list of stakeholders and groups who will be invited to attend has been identified.

### RECOMMENDATION

- It is recommended that the Policy Committee receive a report on the Walkable Communities Workshop.

**DISCUSSION:** Mr. Delmagori said plans for the Walkable Communities Workshop are moving forward. Mr. Dan Burden with the Walkable and Livable Communities Institute (WALC) is a national advocate for walking and biking. He travels throughout the country giving workshops to show communities how to implement various improvements to provide better access to walking or biking.

The MPO's workshop is planned for May 30 and 31. Day one will be the formal workshop presentation. Mr. Burden will explain what a walkable community is, what it takes to achieve, some of the barriers and obstacles that must be overcome, as well as funding options.

Day two of the workshop on May 31 will include walking audits and site visits in Farmington and Aztec. The City of Farmington would like to have an audit in the metropolitan redevelopment area (MRA) of the downtown area. Other options being considered are 20<sup>th</sup> and 30<sup>th</sup> Streets. Mr. Delmagori said the City of Aztec has asked for an audit on West Aztec Boulevard (NM 516) at the Westside Plaza area, as well as their downtown area. Mr. Delmagori did not hear back from the City of Bloomfield on suggested audit sites. Mr. Lucero recommended the West Blanco area or along South First Street down to the ball fields and intersecting with the river walk. Mr.

Delmagori commented that the walking audits are still being developed, so a walking audit for Bloomfield can still be incorporated into the schedule. The audits should take about 1-2 hours each so three to four audits can be completed.

Mr. Delmagori said invitations are being sent out to as many stakeholder groups as possible. Once the agenda has been finalized, press releases and advertising will also be sent out. Staff hopes to have attendance numbers confirmed by the second week in May.

**ACTION:** The report was received.

#### 10. RECEIVE A REPORT ON RED APPLE TRANSIT MONTHLY RIDERSHIP

<b>Subject:</b>	Red Apple Transit Monthly Update
<b>Prepared by:</b>	Joe Delmagori, MPO Planner
<b>Date:</b>	April 11, 2012

#### **RED APPLE REPORT**

- In 2011, Red Apple Transit reached 150,000 in annual ridership for the first time with a total ridership of 150,446.
- The new routes with additional stops and new timetables all went into effect on February 6, 2012.
- Ridership in 2012 through two months was 24,005; in 2011 ridership was 22,844 which is a 5% increase.
- Ridership for the Farmington routes between January and February did drop by approximately 2,300 which is likely attributed to the new route changes.
- The Aztec and Bloomfield ridership was constant for the first two months of 2012.
- Kirtland ridership increased by 66% between January and February.

#### **RECOMMENDATION**

- It is recommended that the Policy Committee receive a report on the Red Apple Transit monthly ridership.

**DISCUSSION:** Mr. Delmagori reiterated that in 2011, Red Apple ridership reached 150,000 for the first time. On February 6, the new routes and the additional stops went into effect. There have been some calls and complaints about the new system, but it is believed people just need to adapt to and familiarize themselves with the changes. Mr. Delmagori noted that ridership for the first two months of 2012 showed a 5% increase over the same time frame in 2011. Farmington ridership saw a slight decrease, but ridership on the regional routes increased.

**ACTION:** The report was received.

## 11. INFORMATION ITEMS

<b>Subject:</b>	Information Items
<b>Prepared by:</b>	Joe Delmagori, MPO Planner
<b>Date:</b>	April 11, 2012

### INFORMATION ITEMS

- a. **2010 Urbanized Areas.** The Census Bureau released the list of urbanized areas and urban clusters on March 26, 2012. The 2010 Farmington Urbanized Area had a population of 53,049.
- b. **Transportation Bill Reauthorization.** Although the Senate passed their new bill MAP-21, the House did not. On March 29, Congress passed another Continuing Resolution effective through June 30, 2012.
- c. **Joint Powers Agreement and Committee Bylaws.** Each of these documents is up for renewal in September 2012. In the coming months, Staff will begin working with the committees to revise the JPA and the Bylaws.
- d. **Student Arrival Counts.** As part of the evaluation of the Safe Routes to School (SRTS) program, student arrival counts will be taken at McKinley and Mesa Verde on April 17-19 and at Ladera and Apache on April 24-26.
- e. **Other.**

**DISCUSSION:** Mr. Delmagori reported that at the end of March, the Census Bureau released the information on urbanized areas and urban clusters for the 2010 Census. The Farmington urbanized area showed a population of 53,049 which is a slight decrease from the 2000 Census. Mr. Delmagori said Staff was expecting an increase of a few thousand and had no ready explanation for the decrease. The early half of the decade saw substantial growth with a slowing down in growth seen during the last few years. The Census numbers actually show a net change of only a few hundred people. Staff will research the information and see if any answers can be formulated.

Mr. Darnell suggested possibly obtaining some numbers from the electric utility. He stated that after the last census in 2000, some major discrepancies were noted in census figures compared to what the utility listings showed. Mr. Darnell added that he believed the vacancy rates were handled differently for the 2010 Census than in the past and that this might have affected the numbers for the Farmington area. Mr. Delmagori said Staff would look into this further and see if any more information could be gathered from utility listings.

Mr. Delmagori reported that on March 29, Congress just passed another Continuing Resolution for SAFETEA-LU effective through June 30. Just yesterday, the House passed another Continuing Resolution to continue funding through September 30 which is the end of the federal fiscal year. Congress could be hoping to buy more time in which to draft a long-term bill, but the upcoming presidential election may make this difficult.

Mr. Delmagori stated that work to revise both the Joint Powers Agreement and Committee Bylaws will begin this summer. Both documents will be up for renewal in September.

Mr. Delmagori said that the student arrival counts were taken this week at McKinley and Mesa Verde on April 17-19 and are scheduled at Ladera and Apache on April 24-26. These counts are done each fall and spring as part of the evaluation process for the Safe Routes to School program. How the students arrive at school is counted and the numbers are tabulated and averaged over a three-day period. Mr. Delmagori stated that these counts had been taken for several years and Staff can now compare counts from semester to semester and year to year. A summary report will be available for the Committee's June meeting.

Mr. Delmagori introduced the new MPO Associate Planner, Mr. Duane Wakan. Mr. Wakan said he was from Spokane, Washington, but was familiar with the area as he has been here to visit family. He added that he looked forward to working with the MPO and Committee members.

## **12. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF**

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

## **13. BUSINESS FROM THE FLOOR**

There was no additional business from the floor.

## **14. ADJOURNMENT**

Mr. Lucero made a motion to adjourn the meeting. Mr. Darnell seconded the motion. Dr. Henderson adjourned the meeting at 2:15 p.m.

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Dr. James Henderson, Chairman

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June Markle, MPO Administrative Aide