

MINUTES
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
SPECIAL POLICY COMMITTEE MEETING
March 10, 2014

Policy Members Present: Sherri Sipe, City of Aztec
Dan Darnell, City of Farmington
Gayla McCulloch, City of Farmington

Technical Members Absent: Scott Eckstein, San Juan County
Appointment of Representative Pending,
(City of Bloomfield)

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

Staff Absent: None

Also Present: None

1. CALL TO ORDER

Councilor Darnell called the meeting to order at 4:05 p.m.

2. AMENDMENT TO THE FFY2014-2015 UNIFIED PLANNING WORK PROGRAM AND BUDGET

Subject:	FFY2014-2015 UPWP & Budget Amendment
Prepared by:	Joe Delmagori, MPO Planner
Date:	March 3, 2014

BACKGROUND OR PREVIOUS WORK

- The Policy Committee approved a UPWP budget amendment in January 2014 to reflect final PL Work Authorization and carryover amounts.
- In February, the NMDOT Planning Bureau informed the MPO of the need to amend the FFY2014-2015 UPWP and budget based on funding changes.
- Federal PL carryover funds from FY2012 are being removed from the MPO budget.
- Current federal FFY2014 PL funds are being revised to show an increase.
- NMDOT has approved the use of FFY2013 federal PL funds in FFY2014.

- UPWP budget amendments need to be provided to NMDOT by March 15 as described in the Planning Procedures Manual (PPM).

CURRENT WORK

- Due to budget constraints, the FY2012 federal PL carryover funds in the amount of \$72,863.82 are being removed from the UPWP budget.
- Due to an administrative error, federal PL funds for FFY2014 total \$198,985 rather than \$170,013.
- The FFY2013 federal PL funds in the amount of \$196,487 stay the same.
- Based on the amendment, the total PL federal funds for the MPO now equal \$395,472.
- The change in federal PL funds, from January's amendment to this amendment, is about \$43,000 less.
- MPO staff has provided justification to NMDOT that federal PL funds from FFY2013 and FFY2014 will be spent by September 30, 2014 with minimal carryover.

RECOMMENDATION

- It is recommended that the Policy Committee review the changes included in the amendment and approve the amendment to the FFY2014-2015 UPWP and Budget.

DISCUSSION: Mr. Delmagori reported that the Technical Committee had met an hour earlier and were given this presentation and they recommended approval of the FFY2014-2015 UPWP and Budget.

Mr. Delmagori explained that in January, the Policy Committee had approved the budget amendment based on all the final work authorizations from NMDOT and the carryover amount. Staff was then informed about one month later that carryover amounts are being consolidated as much as possible. There are budget constraints coming down from FHWA to the state DOTs affecting federal PL carryover funds. It was stated that these funds will be scrutinized by NMDOT in an effort to minimize carryover amounts from year to year. Mr. Delmagori said that FMPO would need to be more diligent about carryover amounts in the future.

Mr. Delmagori reported that NMDOT had made an administrative error in the federal PL money for FFY2014. This amount went from \$170,013 to \$198,985 for an increase of \$28,972. This amount helped offset the loss of the FY2012 carryover amount of \$71,863.82 that FMPO was informed about.

Mr. Delmagori referred to Page 2 of the Agenda which showed the UPWP Budget approved by the Policy Committee on January 16, 2014. The column on the far right of the page entitled FFY2014 Final Budget is where the MPO budget was at currently. Mr. Delmagori then referred the Policy Committee members to Page 3 of the Agenda which compared the FFY2014 Budget figure of \$438,363.28 approved in January 2014 to the budget amendment now being proposed.

UPWP Budget for the Farmington MPO (pending approval March 2014)

Fund Source	FFY2014 Amended Budget (Jan 2014)		Approved FFY2013 Carryover (Feb 2013)	Revised FFY2014 Authorized Amt (Feb 2013)	Removed FY2012 Carryover (Feb 2013)	FFY2014 Final Budget (Mar 2014)
FHWA PL - Federal Share	\$ 438,363.82		\$ 196,487.00	\$ 198,985.00	\$ 71,863.82	\$ 395,472.00
FHWA PL Required Match	\$ 74,702.45		\$ 33,483.74	\$ 33,909.43	\$ 12,246.46	\$ 67,393.17
FHWA PL Total	\$ 513,066.27		\$ 229,970.74	\$ 232,894.43	\$ 84,110.28	\$ 462,865.17
FTA 5303 - Federal Share	\$ 51,175.87					\$ 51,175.87
FTA 5303 Required Match	\$ 12,793.97					\$ 12,793.97
FTA 5303 Total	\$ 63,969.84					\$ 63,969.84
Federal Share of MPO Budget	\$ 489,539.69					\$ 446,647.87
Local Required Match	\$ 87,496.42					\$ 80,187.14
Additional Local Funding Total	\$ 0.00					\$ 0.00
MPO Grand Budget	\$ 577,036.11					\$ 526,835.01
Maximum Total Local Contribution (Required Match & Additional Local)	\$ 87,496.42					\$ 80,187.14
Maximum Aztec Share (10%)	\$ 8,749.64					\$ 8,018.71
Maximum Bloomfield Share (10%)	\$ 8,749.64					\$ 8,018.71
Maximum Farmington Share (60%)	\$ 52,497.85					\$ 48,112.28
Maximum SJ County Share (20%)	\$ 17,499.28					\$ 16,037.43

Note: FFY2015 budget figures will be amended to the budget when available

Mr. Delmagori explained that the first column in the chart above showed the FFY2014 Budget amounts approved in January 2014 (from Page 2). The chart above from Page 3 of the Agenda is the purpose of the UPWP Budget Amendment being sought:

Original FFY2014 Amended Budget (Jan. 2014)	\$438,363.82
Approved FFY2013 Carryover (Feb. 2014)	\$196,487.00
Revised FFY2014 Authorized Amt. (Feb. 2014)	\$198,985.00
Removed: FY2012 Carryover (Feb. 2014)	<u>\$71,863.82</u>
FFY2014 Final Budget (Mar 2014)	\$395,472.00

Mr. Delmagori said that, overall, there was a loss to the FMPO of approximately \$43,000. The impact to the budget was not as great as the loss of the FY2012 Carryover of \$71,863.82 because of the administrative error in the FFY2014 Authorized Amount which increased that amount from \$170,013 to \$198,985 (an additional \$28,972).

Mr. Delmagori stated that there were no changes to the FTA 5303 funding. To reflect the PL funding loss, the overall MPO budget was decreased. The MPO Grand Budget which is both the Federal Share and the Local Required Matches totaled \$526,835.01. Mr. Delmagori said it was expected that the \$198,985 would be a good target for what federal PL will be for the near future.

Mr. Delmagori referred to Pages 4 and 5 of the Agenda which detailed the spending of the \$395,472.00. These items would also become part of the UPWP document as supplemental information. He noted that the chart details the specific line items and

identified how much money was anticipated being spent on each. This information is provided to further justify how the MPO will use the funding this federal fiscal year.

Mr. Delmagori explained some of the line items noted on Pages 4 and 5 of the Agenda:

- Community Development intern will do some MPO work;
- Hire planning consultant for a public participation and survey efforts for the 2040 MTP;
- Alignment study of potential options and preferred alignment for the Highline Road (from Crouch Mesa/CR 350 to US 550).

Other conventional line item amounts were increased to allow for extra conferences, training, and advertising of MTP activities.

Mr. Delmagori noted that the Technical Committee had pointed out that on Page 5 of the Agenda the local match amount for "Vehicles" was left off. He explained that the total estimated amount for the vehicle was \$24,000.00. The federal PL portion would be 85.44% of that or \$20,505.60. The local match amount would be the remaining 14.56% or \$3,494.40.

Mr. Delmagori said that he kept estimated expenditures of total federal PL funds slightly under the FFY2014 Final Budget amount of \$395,472.00 to allow for flexibility. He said Staff planned to have less than \$10,000 in carryover from FFY2014 to FFY2015. Ms. Holton commented that because of the change in the federal share, the entity matches were reduced.

Councilor Darnell asked where the Highline Study stood. Mr. Delmagori said the MPO would be responsible for hiring and paying for the consultant services. The consultant would work in cooperation with all four entities as the Highline Road was a critical link to the entire area.

Councilor McCulloch asked if money was spent on the study but there was no money to actually construct the road, was the money on the study being wasted. Mr. Delmagori said the study will put more emphasis on finding the money to build the road and makes it more of a priority. Ms. Holton added that the study could provide additional justification for the project. MPO funding can only be used for planning and not for construction.

Ms. Holton recommended including other players in the discussion and said that she thought the Farmington School District was very interested in this project to help get students to the various schools. Mr. Delmagori added that with the pending construction of the East Arterial project in Aztec there could be a connection between the East Arterial and the Highline Road to improve potential traffic flows.

Councilor Darnell asked what the study would entail since the roadway is already there but it just is not paved. Mr. Delmagori agreed that the area is open and there would be little to no impact on built neighborhoods. He said the study would address where the road would end and how it would impact regional traffic. The study will provide a comparison of scenarios to determine the best alignment and impact on traffic flows.

Commissioner Sipe said that the study helps to get the project shovel ready and move it forward. Mr. Delmagori reiterated that the study helps to justify the project by providing statistics and the evaluation analysis for the project.

ACTION: Councilor McCulloch moved to approve the amendment to the FFY2014-2015 UPWP and Budget. Commissioner Sipe seconded the motion. The motion was approved unanimously.

3. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF

Mr. Delmagori reported that Staff made an administrative change to the Joint Powers Agreement (JPA) that was approved in January. NMDOT informed Staff that the Annual List of Obligated Projects needed to be included in the JPA as an action taken by the MPO, so Staff made that addition. No additional amendments or approvals were required. The JPA is now ready to be signed by the entities and Staff will work to get it on the local governments' meeting agendas.

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

4. BUSINESS FROM THE FLOOR

There was no business from the floor.

5. ADJOURNMENT

Commissioner Sipe moved to adjourn the meeting. Councilor McCulloch seconded the motion. Councilor Darnell adjourned the meeting at 4:18 p.m.

Dan Darnell, Chair

June Markle, MPO Administrative Aide