

MINUTES
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
TECHNICAL COMMITTEE MEETING
DECEMBER 15, 2011

Technical Members Present: Mike Huber, City of Aztec
Brad Ellsworth, City of Bloomfield
Cindy Lopez, City of Farmington
Chico Quintana, City of Farmington, Alternate
Dave Keck, San Juan County

Staff Present: Joe Delmagori, MPO Planner
June Markle, MPO Administrative Aide

Technical Members Absent: Nica Westerling, City of Farmington

Staff Absent: Mary Holton, MPO Officer

Also Present: David Quintana, NMDOT District 5, via telephone
Ray Matthew, Planning Liaison, NMDOT
Fran Fillerup, City of Farmington, Alternate
Larry Hathaway, San Juan County, Alternate

1. CALL TO ORDER

Ms. Lopez called the meeting to order at 10:05 a.m.

2. APPROVE THE MINUTES FROM THE NOVEMBER 17, 2011 TECHNICAL COMMITTEE MEETING

Mr. Keck made a motion to approve the minutes from the November 17, 2011 Technical Committee meeting. Mr. Ellsworth seconded the motion. The motion to approve the minutes passed unanimously.

3. ADOPT TC RESOLUTION 2011-1

FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item

Subject:	Annual Meeting Resolution
Prepared by:	Joe Delmagori, MPO Planner
Date:	December 7, 2011

BACKGROUND

- The attached TC Resolution 2011-1 establishes the procedures to be followed and notice to be given pursuant to the provisions of the New Mexico Open Meetings Act, provides for the annual determination of reasonable notice of

meetings, and establishes the meeting times, dates and locations for the Farmington Metropolitan Planning Organization Technical Committee meetings during calendar year 2012.

CURRENT WORK

- The Technical Committee will hold twelve regular meetings during 2012.
- Meetings will be held each month.
- The attached TC Resolution 2011-1 will implement the following meeting schedule: meetings occur on the fourth Thursday at 10:00 am, except in November and December when it will occur on the third Thursday.
- Technical Committee meetings will rotate among the entities.
- The members have the opportunity to modify the meeting schedule as necessary prior to adopting the resolution.

RECOMMENDATION

- It is recommended that the Technical Committee adopt TC Resolution 2011-1.

DISCUSSION: Mr. Delmagori stated that the first few pages of the Resolution detailed the typical information on how the MPO will communicate with the public regarding meetings and agenda information. The 2012 regular Technical Committee Meeting schedule will continue with meetings being held on the 4th Thursday of each month at 10:00 a.m. and rotating between the four entities. For the months of November and December, the meeting date is moved back to the 3rd Thursday of the month to avoid conflicts with the Thanksgiving and Christmas holidays.

ACTION: Mr. Ellsworth moved to adopt TC Resolution 2011-1. Mr. Keck seconded the motion. The motion was passed unanimously.

4. PUBLIC PARTICIPATION PLAN

FARMINGTON METROPOLITAN PLANNING ORGANIZATION Agenda Item

Subject: Public Participation Plan Update
Prepared by: Joe Delmagori, MPO Planner
Date: December 7, 2011

BACKGROUND or PREVIOUS WORK

- The Public Participation Plan (PPP) guides the public involvement activities conducted by the MPO.
- The PPP describes how the MPO and the public communicate with each other and how information is distributed and provided.
- The PPP describes the procedures the MPO must follow with regards to public comment periods, adopting and amending documents, and complying with

the Open Meetings Act.

- The PPP was adopted on January 17, 2007 and is required to be updated every five years.
- Each committee reviewed the document in November.

CURRENT WORK

- The PPP update includes more descriptions on the MTP, TIP, public participation requirements related to transit, Title VI, and Environmental Justice.
- The 45-day public comment period opened on November 20 and interested parties, stakeholders, and the general public were notified.

ATTACHMENTS

- The final draft PPP is available on the MPO website.
- It is being provided under separate cover to the Technical Committee members.

ANTICIPATED WORK

- Approve the PPP update in January 2012.

RECOMMENDATION

- It is recommended that the Technical Committee:
 - Hold a public hearing on the Public Participation Plan update.
 - Recommend approval of the update to the Public Participation Plan.

DISCUSSION: Ms. Lopez opened the public hearing on the Public Participation Plan update. Mr. Delmagori reported that this draft PPP had been reviewed by both the Policy and Technical Committee members in November, and no additional changes have been made since that time.

Mr. Delmagori reiterated some of the updates and changes previously made to the PPP:

FTA Public Participation Requirements - this section was added following recommendations made after the FTA Triennial Review of the Red Apple Transit;

Environmental Justice and Title VI - information has been added and updated to this section to reflect the additional focus placed on Environmental Justice and Title VI;

Metropolitan Transportation Plan (MTP) - additional information was included in this section that describes the MTP process;

Transportation Improvement Program (TIP) - information was added to better illustrate both the process and the public notification requirements;

Appendix C New Mexico Inspection of Public Records Act - revised to show where the document can be found and read, but no longer included in the PPP;

TIP/STIP Appendix - this Appendix has been deleted. The TIP/STIP protocols are available from the MPO and are referenced in the TIP section of the PPP.

Ms. Lopez recommended several changes to the document:

- Page 4 #2 under Reasonable Public Access to Technical and Policy Information, the sentence reads, "...available to meet with outside groups outside of normal business hours." Delete one of the words "outside".
- Final bullet on Page 15, "Other administrative (lead agency, contingency, funding source)". Need to add the word "revisions" or "changes" after the word "administrative".

Mr. Fillerup also asked about the Social Media section of the PPP. He noted that this new section says only that, "The MPO may consider investigating the parameters and the usefulness of social media as a means of public involvement". Mr. Fillerup would like to see the MPO actually investigate the use of social media and not just "consider investigating". He also suggested that Social Media be added to the Table of Contents. Mr. Delmagori said that he is unsure how social media would work for MPO business and wants to keep this section general in nature for the time being, but agreed to make the change indicating the MPO will investigate the use of social media. He also noted that the Table of Contents will be finalized once the PPP review has been completed.

Mr. Delmagori reported that the 45-day comment period was opened up on November 20th and will run until the first week in January. No comments have been received to date. The Policy Committee will be asked to approve the PPP at their January 19, 2012 meeting. Ms. Lopez asked if approval by the Technical Committee was being sought even with the public comment period still open. Mr. Delmagori said that Staff was seeking approval of the PPP update and if any comments were received then they will be brought to the attention of the Policy Committee.

ACTION: Mr. Chico Quintana moved to recommend approval of the update to the Public Participation Plan. Mr. Ellsworth seconded the motion. The motion was passed unanimously.

5. FY2012-2017 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

FARMINGTON METROPOLITAN PLANNING ORGANIZATION Agenda Item

Subject:	FY2012-2017 TIP Amendment #1
Prepared by:	Joe Delmagori, MPO Planner
Date:	December 7, 2011

BACKGROUND

- On December 7, 2011 the Farmington MPO advertised Amendment #1 to the

FY2012-FY2017 Transportation Improvement Program.

- The amendment moves funding for two projects from FY2011 to FY2012 due to the funding not being obligated in FY2011.

CURRENT WORK

- The two projects moving from FY2011 to FY2012 are the TCSP funding for the Pinon Hills Extension project in Farmington and the earmark funding for CR 7500 in San Juan County.
- No changes are occurring to project details or funding amounts.
- The MPO is holding a 30-day public comment period from December 7, 2011 to January 6, 2012.
- A public hearing on Amendment #1 will be held during the December 15, 2011 Technical Committee meeting.

ANTICIPATED WORK

- Approve Amendment #1 to the FY2012-2017 TIP at the January 19, 2012 Policy Committee meeting.

ATTACHMENTS

- Public Notice describing Amendment #1.

RECOMMENDATION

- It is recommended that the Technical Committee hold a public hearing on and recommend approval of Amendment #1 to the FY2012-2017 TIP.

DISCUSSION: Mr. David Quintana was contacted by telephone to allow his participation in the discussion of this agenda item.

Ms. Lopez opened the public hearing on Amendment #1 to the FY2012-2017 TIP.

Mr. Delmagori reviewed Amendment #1 which revised the funding year from 2011 to 2012 for the Pinon Hills East and Animas River Bridge Construction project (CN F100100) and San Juan County Road 7500 project (CN F100040). An amendment was necessary because these projects were actually moved from one TIP/STIP to another. Except for the funding year change, no other revisions to these projects were made.

ACTION: Mr. Keck made a motion to recommend approval of Amendment #1 to the FY2012-2017 TIP. Mr. Ellsworth seconded the motion. The motion passed unanimously.

6. RECEIVE A REPORT FROM NMDOT

Mr. David Quintana reiterated that the deadline to apply for safety (HSIP) funds is January 6, 2012. He stated that District 5 will be submitting an application for game fencing along US

550 north of Aztec. Mr. Delmagori asked Mr. Quintana to send a copy of that application to the MPO for their records.

Mr. Quintana stated that there is an on-line application for scenic byway funding. Any requests must be submitted to Mr. Claude Morelli by December 29th.

Mr. Ray Matthew reported that Mr. Frank Sharpless, the Transit/Rail Division Director, is now the Acting Planning Director for the Planning Division. Two STIP meetings for Districts 4 and 5 were cancelled due to weather with no new meeting dates scheduled.

Mr. Matthew said that Congress had signed a six-month spending bill, but authorized it for 12 months. This makes things difficult for NMDOT who is now trying to obligate funds over this 12-month period.

Along with the two programs mentioned by Mr. Quintana, Mr. Matthew said there are some other discretionary programs available, but most are for small dollar amounts. Mr. Delmagori added that the discretionary programs applicable to New Mexico are Transportation Community System Preservation Program and Public Lands.

Mr. Huber said he hoped to revamp his TCSP application from the spring and resubmit it before the December 29th deadline. He said the short notice of funds being available has made it difficult to get the application prepared prior to the deadline. Mr. Matthew said that NMDOT had just been notified of the available program funds themselves and had gotten the information out as quickly as possible. He stated that when NMDOT management was informed of the Scenic Byways program they, at first, decided that since the funds had come over so abruptly and there was only \$68,000 for the entire state, they were not going to have a call for projects. There was, however, interest in applying for the funds so NMDOT decided to go forward with the cycle. Mr. Matthew reported that there are some additional funds available under the Safety program as NMDOT took funds previously used for behavioral programs and allocated them toward projects.

Mr. Keck clarified that there were two Safety projects that were being submitted by the MPO. Mr. Delmagori stated that the two projects for the MPO were the intersection of CR 350 and CR 390 and the section of Light Plant Road near the middle school in Aztec. Mr. Delmagori asked Mr. Ellsworth if Bloomfield would be submitting an application for Bergin Lane. Mr. Ellsworth said Bloomfield would not have an application ready for that project. Mr. Delmagori restated that with the application for US 550 that District 5 is submitting, FMPO would have three Safety project applications.

Mr. Delmagori asked if there was information to share on progress of existing Safety projects. Mr. Keck reported that San Juan County's project at the intersection of CR 350 and CR 3720 went out to bid and they plan to award the contract on January 3, 2012. They are currently awaiting approval of the project by NMDOT. Mr. Keck stated that they received only three bids, all from local companies. The low bidder was Four Corners Materials and their bid of \$1,500,000 was right on target with the engineering estimate.

Mr. Huber reported that the project for improvements at the intersection of NM 516 and Light Plant Road is a NMDOT-led project. He said that NMDOT was still securing some of the rights-of-way for the project. Mr. David Quintana added that they are working to contract with a consultant to complete the required ROW and survey mapping. He expects the consultant to

be selected in the next month or two and that the project should be out by July or August 2012.

ACTION: The reports were received.

7. RECEIVE A REPORT ON THE METHODOLOGY USED FOR ESTIMATING THE NUMBER OF UNIQUE RIDERS WHO USE RED APPLE TRANSIT

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item**

Subject:	Red Apple Transit Unique Rider Methodology
Prepared by:	Joe Delmagori, MPO Planner
Date:	December 7, 2011

BACKGROUND or PREVIOUS WORK

- Transit data has been collected during the summer and fall months to better understand ridership characteristics and trends.
- The information will be used to further justify the recommendations made in the Red Apple Transit Study report.
- This information was used to help estimate the number of unique riders that use the Red Apple system.

CURRENT WORK

- Unique riders are defined as the number of individuals who actually use the system.
- These individuals account for the approximately 148,000 annual trips on Red Apple.
- Using survey responses and ridership characteristics, staff developed a range of estimated unique riders.
- Staff is presenting this information to Farmington City Council on December 13 and to the Technical Committee on December 15.

ATTACHMENTS

- A summary of the unique rider methodology will be presented at the meeting.

ANTICIPATED WORK

- Write a report that summarizes the transit data collection activities and documents the analysis and unique rider methodology.

RECOMMENDATION

- It is recommended that the Technical Committee receive a report on the methodology used for estimating the number of unique riders who use Red Apple Transit.

DISCUSSION: Mr. Delmagori distributed information on the unique rider methodology used to determine the number of individuals actually using the Red Apple System which had been requested by Farmington City Council. Although there are over 148,000 annual rides, the actual number of individual riders is much lower. Mr. Delmagori explained that the summary table showed how the data collected was used to determine that individual rider number.

Mr. Delmagori stated that part of the data collected included a survey from which 176 responses were received. One of the questions on the survey was, "How often do you use the Red Apple Transit"? Answers ranged from a few times/year to 7+ times/week. Using the number of responders and their stated ride frequency, Staff was able to determine how many rides were taken throughout the year which totaled 35,000. With this number, Staff then calculated that 23% of the total ridership was captured, which led to an estimate of 745 unique riders. A second methodology took the frequency of how often each route was used and applied those frequencies to how many passengers were counted using the routes. This methodology was intended to account for the variation in how often people ride the bus and which routes they take. This resulted in an estimate of 1,063 riders. This range of unique riders accounts for the approximately 148,000 annual trips. On average, each person is taking 3 to 4 rides per week, which is in line with the responses provided by the survey.

Mr. Delmagori believes the survey provided good results since the answers came directly from those who use the Red Apple Transit. Although the survey does not account for how riders might change their travel patterns throughout the year, Staff chose to assume for the first methodology that ridership was as stated in the survey for the entire year. The methodologies were fairly simplistic, but provided a stable and confident baseline from which to make future changes and improvements to the system.

Mr. Bob Campbell presented the information to Farmington City Council on December 13th. Mr. Delmagori stated he was confident with the outcome and the numbers achieved. Mr. Delmagori mentioned that Mr. Campbell had the NMDOT Transit Bureau review the numbers to provide an outside perspective and they said the range of 700-1100 unique riders was probable and believable.

ACTION: The report was received.

8. RECEIVE A REPORT ON THE DRAFT REAUTHORIZATION BILL MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY (MAP-21)

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item**

Subject:	Transportation Reauthorization
Prepared by:	Joe Delmagori, MPO Planner
Date:	December 7, 2011

BACKGROUND or PREVIOUS WORK

- SAFETEA-LU is currently set to expire on March 31, 2012.
- The Senate has issued a draft reauthorization bill titled Moving Ahead for Progress in the 21st Century (MAP-21).
- The draft bill MAP-21 was issued on November 3, 2011.

CURRENT WORK

- It is a two-year bill that provides \$109 billion for highway and transit projects.
- The proposed bill would consolidate federal programs from about 90 to less than 30.
- Core highway programs are reduced from seven to five.
- The bill will place emphasis on freight and safety improvements.
- Revising programs could possibly give states more flexibility to apply funds to the most needed projects.
- State DOTs and MPOs will need to incorporate performance-based measures and targets into the planning process.
- New information from AMPO summarizes the potential allocation of funding, the MPO tier structure, and requirements for the MTP and TIP.

ATTACHMENTS

- AMPO summary on Metropolitan Planning.

ANTICIPATED WORK

- Monitor the features of the proposed reauthorizations on federally funded projects, the planning process, and impacts to MPOs and state DOTs.

RECOMMENDATION

- It is recommended that the Technical Committee receive a report on draft reauthorization bill MAP-21.

DISCUSSION: Mr. Delmagori reiterated some of the major changes in the draft reauthorization bill and which have been detailed in AMPO's MAP-21 summary are:

- Consolidation of Federal programs;
- Flexibility of funding;
- Emphasis on safety and freight;
- Performance measures and targets;
- Tier structure.

Mr. Delmagori reported that 50% of allocated funding is now proposed to go to the Transportation Mobility Program which is essentially the Surface Transportation Program (STP); the other 50% would go to the Congestion Mitigation and Air Quality Program (CMAQ) which now includes the Transportation Enhancement Program (TPE).

The proposed tier system continues to be part of the proposed bill. With the available information, Mr. Delmagori believes FMPO should be okay since we currently meet the requirements, which states an MPO must have the staff to develop the long-range plan and the TIP and must have the ability to do traffic modeling.

Mr. Matthew added that with the proposed collapsing of the federal funding categories, the categories remaining cover broader areas and funds would be assigned to those larger, less specific areas. Each state would decide how its funds would be allocated among each of these broader categories. Ms. Lopez asked if the state is given the power to allocate funds, it means they could choose to allocate all funds to one program, and how then would the MPO make their requirements known. Mr. Matthew said that each state would have this discretion, but even a small MPO could vote to not include that certain program in their TIP if it was not applicable to them. The MPO, working in conjunction with NMDOT, could request that funds be moved to another program area. Mr. Matthew added that federal and state emphasis is on maintenance of the system and not additional capacity.

ACTION: The report was received.

9. RECEIVE A REPORT ON THE FY2013-2018 TIP SCHEDULE

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item**

Subject:	FY2013-2018 Transportation Improvement Program (TIP)
Prepared by:	Joe Delmagori, MPO Planner
Date:	December 7, 2011

BACKGROUND

- The TIP is a short-term program of projects expected to be completed in the next six years.
- The MPO updates the TIP on an annual basis.
- The TIP update process includes revising existing project information, adding new projects, and developing TIP priority projects.

CURRENT WORK

- A Call for Projects is being issued in December.
- The TIP update will proceed based on the following schedule.

TIP SCHEDULE

MONTH	ACTION
December 2011	Call for Projects made & issue Project Identification Forms
January 2012	Staff will meet individually with the entities, NMDOT, and Red Apple Transit to review project information; priorities are developed
February 2012	Cooperative efforts to develop the draft TIP and priority lists
February - March 2012	Entities finalize project information and priorities and an agreed-to list of projects for the first year of

	the TIP.
Early March - early April 2012	30-day Public Comment period is advertised and opened
March 22, 2012	Technical Committee holds public hearing on and recommends adoption of TIP
April 19, 2012	Policy Committee adopts the FY2013-2018 TIP

RECOMMENDATION
<ul style="list-style-type: none"> ▪ It is recommended that the Technical Committee receive a report on the FY2013-2018 Transportation Improvement Program schedule.

DISCUSSION: Mr. Delmagori will be sending out a formal memo to all entities as a call for projects to begin the TIP update process. In January, Staff will meet with each entity to discuss projects on the TIP and unfunded lists and make necessary revisions. Staff will then bring this information to the January Technical Committee meeting to begin priority discussions and see how the draft TIP is coming together.

ACTION: The report was received.

10. INFORMATION ITEMS

FARMINGTON METROPOLITAN PLANNING ORGANIZATION Agenda Item

Subject:	Information Items
Prepared by:	Joe Delmagori, MPO Planner
Date:	December 7, 2011

INFORMATION ITEMS

- a. **MPO Associate Planner.** A status report on the hiring process will be provided at the meeting.
- b. **2011 Traffic Count Program.** All traffic counts have been submitted to NMDOT for review. Once approved, staff will post the counts into the TCDS program on the MPO website.
- c. **FY2012 Safety Projects.** Applications are due to NMDOT by January 6, 2012. Staff is requesting that the entities submit their applications to the MPO by December 22.
- d. **FY2011 Annual List of Federally Obligated Projects.** This list shows details of transportation projects that received federal funding between October 1, 2010 and September 30, 2011.
- e. **Other.**

DISCUSSION: Mr. Delmagori reported that during the past month there had been 20 applications received for the Associate Planner position, of which only 3-4 were qualified. A supplemental questionnaire was sent to those applicants to better gauge their interest and qualifications. Those responses were due on December 16th and Mr. Delmagori will review those questionnaires before the holidays and hopes to have some in-person interviews in January.

Mr. Delmagori said that the 2011 Traffic Counts were submitted to NMDOT for their review. NMDOT has completed their review and Staff expects to receive that information next week. Staff will have a report on the 2011 traffic counts for the Committee next month.

The FY2012 Safety Projects were discussed earlier in the meeting. Mr. Delmagori will finalize those applications and submit them to NMDOT next week.

Mr. Delmagori compiled the FY2011 Annual List of Federally Obligated Projects and submitted it to FHWA and NMDOT.

Mr. Delmagori contacted the Transit & Rail Division of NMDOT to inquire about the State Rail Plan since there had been no information since last spring. Mr. Tim Harris resigned from the Division and no draft Plan was completed. Mr. Bill Craven, also with the Transit & Rail Division said he anticipates the draft Rail Plan will be ready in February 2012.

11. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF

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

12. BUSINESS FROM THE FLOOR

There was no additional business from the floor.

13. ADJOURNMENT

Mr. Keck made a motion to adjourn the meeting. Mr. Ellsworth seconded the motion. Ms. Lopez adjourned the meeting at 10:53 a.m.

Cynthia Lopez, Chair

June Markle, MPO Administrative Aide