

MINUTES
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
TECHNICAL COMMITTEE MEETING
MARCH 22, 2012

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

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

Technical Members Absent: Nice Westerling, City of Farmington
Dave Keck, San Juan County

Staff Absent: None

Also Present: David Quintana, NMDOT District 5, via telephone
Dr. Jim Henderson, Policy Committee Chair

1. CALL TO ORDER

Mr. Huber called the meeting to order at 10:03 a.m.

2. APPROVE THE MINUTES FROM THE FEBRUARY 23, 2012 TECHNICAL COMMITTEE MEETING

Mr. Ellsworth made a motion to approve the minutes from the February 23, 2012 Technical Committee meeting. Ms. Lopez seconded the motion. The motion to approve the minutes passed unanimously.

3. FY2013-2018 TRANSPORTATION IMPROVEMENT PLAN (TIP)

FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item #3

Subject:	FY2013-2018 Transportation Improvement Program (TIP)
Prepared by:	Joe Delmagori, MPO Planner
Date:	March 14, 2012

BACKGROUND

- The TIP is a short-term program of projects expected to be completed in the next six years.
- Staff met individually with each member entity, NMDOT, and Red Apple Transit to review project information.
- The MPO priority lists were modified by the Technical Committee on February 23 based on updated project information.
- The Policy Committee reviewed the draft FY2013-2018 TIP on March 15.

CURRENT WORK

- Staff made final changes to the TIP to reflect additions, deletions, and new project information.
- The 30-day public comment period on the final draft of the FY2013-2018 opened on March 4 and closes on April 9.

RECOMMENDATION

- It is recommended that the Technical Committee:
 - a. Hold a public hearing on the FY2013-2018 TIP
 - b. Recommend adoption of the FY2013-2018 Transportation Improvement Program.

DISCUSSION: Mr. Huber opened the public hearing on the FY2013-2018 Transportation Improvement Plan (TIP).

Mr. Delmagori reviewed the documents for the FY2013-2018 TIP. He noted that the federally funded projects in the STIP are also included in this information. The new section included in the TIP package is the introductory material. This section explains the TIP and highlights the federally funded projects from 2013 to 2015. It also includes an agreed to project list which covers the first year of the TIP/STIP.

The last several pages of the introduction detail financial information. Mr. Delmagori charted the FHWA funding sources and compared the overall amount programmed to NMDOT District 5 to those amounts programmed to the MPO. On the transit side, Mr. Delmagori reported that there are no capital dollars programmed to the MPO for the near future, but the Red Apple Transit will continue to receive the 5307 funding for operating expenses. All public comments received during the public comment period will also be included on the last page before the final review and approval by the Policy Committee at their April meeting.

Mr. Delmagori reported that there have been no changes to the **Regionally Significant Project List** since the Committee's last review. He noted that all the federally funded 2012 projects are listed at the beginning of the list to maintain consistency with the STIP. Following this, the projects are grouped by entity.

The **Non-Regionally Significant Project List** also had no changes since it was last reviewed in February.

Mr. Delmagori explained that the modifications made to the Unfunded Project List by the Technical Committee in February were accepted last week by the Policy Committee. The City of Farmington had requested a Surface Transportation Program (STP) Priority project be added. The project is to rebuild the traffic signal at the intersection of NM 516 (East Main) and Cliffside. Should fiscal year-end closeout money become available, this small \$250,000 project could potentially be a good choice. Since this project was not discussed with the Technical Committee, it is currently listed as the last project in the STP priority. Mr. Chico Quintana said this project could remain as the final project on the list.

The projects shown on the General Listing are the unfunded “wish list” projects that will move up in priority as projects on the other lists are completed. The City of Farmington’s Parks Department asked that a project to construct a pedestrian bridge as part of the Berg Park to Boyd Park river trail system be added to this list. Mr. Delmagori explained that this would continue the river trail system southwest from the Broadway/Scott intersection. There were no other changes to this listing.

There were no public comments to the FY2013-2018 TIP. Mr. Huber closed the public hearing.

ACTION: Ms. Lopez moved to recommend adoption of the FY2013-2018 Transportation Improvement Program. Mr. Ellsworth seconded the motion. The motion was passed unanimously.

4. RECOMMEND APPROVAL OF THE FY2013 UNIFIED PLANNING WORK PROGRAM AND FY2013 UPWP BUDGET

FARMINGTON METROPOLITAN PLANNING ORGANIZATION Agenda Item #4

Subject:	FY2013 Unified Planning Work Program (UPWP)
Prepared by:	Joe Delmagori, MPO Planner
Date:	March 13, 2012

BACKGROUND

- The Unified Planning Work Program (UPWP) is the fiscal year work plan for the MPO, covering planning activities and work products to be completed from July 1, 2012 to June 30, 2013.
- Staff has reviewed the draft FY2013 UPWP with both Committees.
- The FY2013 UPWP budget has been developed based on estimates from NMDOT.

CURRENT WORK

- Staff has finalized revisions to the list of activities and work products expected to be completed in FY2013.
- For the FY2013 UPWP budget, staff is anticipating \$188,481 in federal PL and \$35,275 in federal FTA 5303 funding.
- Staff reviewed the UPWP with the Policy Committee on March 15.

RECOMMENDATION
<ul style="list-style-type: none">▪ It is recommended that the Technical Committee recommend approval of the FY2013 UPWP and FY2013 UPWP Budget.

DISCUSSION: Mr. Delmagori stated that both Committees have reviewed this document over the past couple of months. The document now contains the introduction which explains the purpose of the Unified Planning Work Program (UPWP) and what the program itself involves. Mr. Delmagori explained some of the additional items included in the Introduction:

-The MPO Annual Self-Certification section will be acted upon by the Policy Committee at their April meeting. Once the signatures to this document have been obtained, it will be incorporated into the final UPWP.

-The FY2012 UPWP Accomplishments are those that the MPO has completed to-date. Any additional accomplishments completed over the next few months will be added to this section at a later time.

-SAFETEA-LU and the planning factors will continue as part of the UPWP. Any changes made at the federal level would be added to this section at that time.

-The Livability Principles have now been incorporated into the Introduction.

Mr. Delmagori said the main formatting of the UPWP details the various work items, representative products, calendars and schedules of when the activities are to take place, and expected Staff hours to be expended to complete the work. There have been no changes to the UPWP sections as the primary activities were covered during the past month.

Mr. Delmagori said the Planning Division of NMDOT has included some blanket items that they want incorporated into each MPO's UPWP. He noted that these items are minor in nature and he would incorporate them in the final document for the Policy Committee. The NMDOT work items would involve MPO assistance with the following items:

- Update to NMDOT long-range plan
- Update to the State's Public Participation Plan (PPP)
- Functional classifications
- 2010 Census
- Urbanized areas for MPOs

Mr. Delmagori stated he would find an appropriate location within the UPWP for these NMDOT activities. Some of the other NMDOT requests for information, such as traffic count maps and tracking of time and expenditures, are already completed on an annual basis by FMPO. Mr. Delmagori said that a blanket category of how the MPO can assist NMDOT with its respective products was all the UPWP required.

ACTION: Mr. Hathaway moved to recommend approval of the FY2013 UPWP and FY2013 UPWP Budget. Mr. Quintana seconded. The motion was passed unanimously.

5. MPO MAJOR THOROUGHFARE PLAN POLICY DOCUMENT

FARMINGTON METROPOLITAN PLANNING ORGANIZATION Agenda Item #5

Subject:	MPO Major T-Plan Policy Document
Prepared by:	Joe Delmagori, MPO Planner
Date:	March 14, 2012

BACKGROUND

- The MPO approved a regional Major Thoroughfare Plan in 2011.
- The purpose of the regional Major T-Plan was to identify current road classifications, proposed classification changes, and proposed new road corridors.
- The Major T-Plan provided the local entities with a regional planning tool.

CURRENT WORK

- Staff has developed the MPO Major T-Plan Policy document
- The policy 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 Technical Committee:
 - a. Review the Policy Document
 - b. Recommend approval of the MPO Major Thoroughfare Plan Policy Document.

DISCUSSION: Mr. Delmagori stated the development of the thoroughfare plan last year has illustrated the need for outlining how the MPO plan would interact with the individual thoroughfare plans of the local entities. Mr. Delmagori said that it became important to have a document to explain this process and how issues, such as amendments and changes, would be addressed. Mr. Delmagori developed a working policy document for review by the Technical Committee.

The first page of the policy document contains the general description, definition, and purpose of a Major T-Plan. It also outlines the reasons for having a comprehensive document for identifying existing and future regional classifications. It discusses the way to preserve rights-of-way for roads not currently needed, but which may be required in the future to address congestion. The document discusses strengthening connections between land use and transportation as well as the review of various subdivisions and developments.

Sections C and D of the Policy Document address the history and development of the MPO Major T-Plan. The next section speaks to the process of amending the document itself. Any identified modifications should be initiated at the local level first so that

any issues or specific details are handled by local planning and engineering staffs. These would then be worked through the respective public development processes. From here, the corresponding advisory committees would review and take action, followed by action of the local council or commission of that entity. After the local government(s) has acted, the MPO would be notified. Staff will continue to work with the individual entities when appropriate, but no MPO action will be considered until all concerns have been addressed locally.

The end of the policy document states that the MPO could initiate a proposed amendment. Any action would first occur at the local level then followed with MPO action. Mr. Delmagori stated that since the MPO works on a regional level, they might identify the need for potential changes. Also road improvements might be identified every five years when the MPO updates its long-range transportation plan.

Mr. Delmagori believes this document outlines a process that had not been defined previously and that it should help streamline the process for future changes. Mr. Hathaway asked if the document would be reviewed and updated every five years. Mr. Delmagori said that it would be reviewed at least every five years in conjunction with the long-range plan, but would also be reviewed on a case-by-case basis if other potential changes arose.

ACTION: Ms. Lopez moved to recommend approval of the MPO Major Thoroughfare Plan Policy Document. Mr. Ellsworth seconded the motion. The motion was passed unanimously.

6. RECEIVE A REPORT FROM NMDOT

Mr. David Quintana reported on the intersection of NM 371 and Navajo 36. District 5 has completed a new traffic count since the casino opened which showed the number of vehicles had increased and that the intersection warranted a traffic signal. NMDOT is working to identify funding and program a project to address the situation. He stated that the Traffic Engineer would be discussing the issue with Mr. Miguel Gabaldon in the next week. Mr. Quintana said NMDOT should know within the next month or so when a project for that intersection would be set to start.

The re-surfacing project planned for NM 516 has a pre-construction meeting scheduled for April 3 at 10:00 a.m. at the Bloomfield Project Office. Mr. Quintana reported that Mr. Keck and Mr. Huber have been invited to the conference and Mr. Hathaway commented that Mr. Keck is planning to attend. Mr. Huber said he would be out of town that day and asked if he could dial in to the conference. Mr. Quintana said he would check to make sure this option was available at the project office.

Mr. Quintana also reported that the project for the intersection of NM 516 and Light Plant Road will be coming out this summer. The NM 516 and Light Plant Road intersection will be removed from the NM 516 re-surfacing project and be addressed later in the summer as part of the intersection project.

Mr. Delmagori asked Mr. Quintana about the sound wall designs for US 64. The information he received last month on the opportunity for local entities to propose some natural or cultural designs for the sound walls was forwarded to Mr. Keck and Mr.

Ellsworth. Mr. Quintana said there was approximately two months in which to make the design decisions and recommended working with Mr. Bill Hutchinson to get the specs and contracts worked out. Mr. Delmagori added that since the sound walls would be located in Bloomfield and San Juan County, he had initially only notified those two entities, but said that the design decisions could be branched out to all the entities for consideration.

Ms. Lopez asked where the sound walls were going to be located. Mr. Quintana said they are scheduled to be installed between mile markers 58 and 60. He said he would send Mr. Delmagori the currently planned locations, but added there could still be some later adjustments in the actual locations. Ms. Lopez also asked about the size of the panels. Mr. Quintana said the panels typically vary in height from 5'-10' and would provide further details at the next meeting.

Mr. Delmagori reported that Mr. Ray Matthew submitted his resignation from NMDOT effective March 30. MPO Committee members and Staff thanked him for his expertise and assistance to the MPO, and wished him much success in the future.

At the Policy Committee meeting earlier in the month, Mr. Matthew reported that he had completed his review of the functional classifications changes requested by the MPO and had forwarded them on within NMDOT. Following NMDOT's review, the final review of the requested changes will be done by FHWA. Mr. Delmagori reported that these functional classifications clean-ups and the addition of some new roads were identified when the MPO worked on the thoroughfare plan. He anticipates that all the clarification issues will receive approval by the FHWA while the new road classifications may need to be re-addressed at a later time.

Mr. Delmagori said that Ms. Anne McLaughlin, Bureau Chief for the Planning Division, will be the MPO liaison until a new planner is hired.

7. RECEIVE A REPORT ON PREPARATIONS FOR A WALKABLE COMMUNITIES WORKSHOP

FARMINGTON METROPOLITAN PLANNING ORGANIZATION Agenda Item #7

Subject:	Walkable Communities Workshop
Prepared by:	Joe Delmagori, MPO Planner
Date:	March 14, 2012

BACKGROUND

- The MPO is coordinating with Dan Burden to organize a one-day Walkable Communities Workshop for the MPO.
- This workshop would provide various case studies on how to successfully develop walkable communities.
- Walking audits and site visits will likely be included.
- This workshop will assist with the MPO development of a Complete Streets policy and a Pedestrian Safety Action plan.

CURRENT WORK

- Staff is working to develop the agenda and content of the workshop and expects to hold the workshop in May.
- Staff is identifying the various groups that will be invited to attend.
- MPO members are encouraged to offer suggestions on what to include in the workshop.

RECOMMENDATION

- It is recommended that the Technical Committee receive a report on preparations for a Walkable Communities Workshop.

DISCUSSION: Mr. Delmagori described an upcoming Walkable Communities Workshop the MPO is planning for May. He has been in contact with Mr. Dan Burden and his staff with the Walkable and Livable Communities Institute (WALC). Mr. Burden travels throughout the country teaching walkability and how a community can improve their walking conditions or re-invigorate areas of a city through walkable means.

Mr. Delmagori explained that the workshop can be tailored to the needs of any areas within San Juan County. WALC will make a formal presentation and include case studies, conduct walking audits and provide recommendations for the areas, speak with councils and/or commissions, MPO Committees, or host an evening public meeting. Mr. Delmagori commented that there are numerous ways the workshop can be structured based on the MPO's direction to WALC. Mr. Delmagori said preliminary dates for the workshop are planned for the end of May.

Mr. Delmagori asked the Committee for ideas on possible areas of each city that might be a good candidate for a walking audit, their thoughts on what information each entity would like to take away from the workshop, potential participants, and other recommendations.

Ms. Lopez asked if the date at the end of May coincided with the Technical Committee Meeting. Mr. Delmagori said, yes. The Technical Committee meeting that month is scheduled for May 24. The WALC Institute has reserved the dates of May 23-25 for the MPO. The presenters, however, will be returning from the east coast on Tuesday, May 22, so to give them time for travel, the MPO workshop would likely be held on May 24 & 25. The following week with the Memorial Day Holiday is also available and the MPO could consider the dates of May 29-June 1.

Ms. Mary Holton asked if the budget allowed for at least two days of training so that there would be sufficient time for different audit sites to be assessed. Mr. Delmagori said a two-day training was being proposed and that the MPO would pick up the full cost of the workshop. He noted the workshop cost would include a base charge of \$4500 plus all travel and expenses for two presenters.

Ms. Holton added that this would provide the entities an opportunity to identify a neighborhood in their community to participate in an assessment. She said that the MRA Commission is very interested in having a walking audit in a Farmington location that would be opened up to the public as well as the City's decision makers. Mr.

Delmagori replied that a full or half-day formal session could then be followed by walking audits in two or three cities.

Mr. Huber commented that he would like to invite Mayor Burbridge and Ms. Roshana Sullivan and would select a section of Aztec for a walking assessment.

Mr. Delmagori asked what days of the week would be preferable. Mr. Huber said the City of Aztec would prefer a Wednesday and Thursday workshop because the City offices are typically closed on Fridays. Mr. Quintana asked if all walking audits could be done in a day's time. Mr. Delmagori said he believed that would be feasible since the audits should only take about 1-2 hours each.

Ms. Lopez recommended holding the workshop during the last week of May when more dates are available. She recommended holding the workshop for more than two days because of the interest expressed by Farmington's MRA Commission and possible multiple areas of Farmington they would recommend for audits. She stated that Sullivan Avenue has always been an area of concern and add to that Pinon Hills and other potential spots that might benefit by this type of assessment. Ms. Lopez also recommended discussing this with the Public Works Department to see what other Farmington areas they would like considered. Ms. Holton added that the MRA is very interested in connecting and bringing the Animas District closer to the downtown area.

Mr. Huber asked if there were limitations to the scale or size of an ideal audit area. Mr. Delmagori said this would likely simply be on a case-by-case basis and the size could be determined by the entity. He did recommend limiting the area to a size that could be walked in an hour or two. Mr. Delmagori said that then following each audit, the participants would gather to discuss and assess the findings and make initial recommendations for improvements.

Mr. Delmagori said the working list of groups to invite includes:

NMDOT	Law Enforcement	SRTS
Hospital/Health Care	Elected Officials	Bike Club
Aztec Trails/Open Spaces	Homeowners' Assoc.	Navajo Nation

He encouraged the Committee members to let him know of others they would like to invite to participate. Over the next week or two, Mr. Delmagori plans to have a rough agenda drafted, meeting sites identified, and the list of participants finalized.

ACTION: The report was received.

8. INFORMATION ITEMS

FARMINGTON METROPOLITAN PLANNING ORGANIZATION Agenda Item #8

Subject:	Information Items
Prepared by:	Joe Delmagori, MPO Planner
Date:	March 13, 2012

INFORMATION ITEMS

- a. **Transportation Reauthorization Bill.** Staff will provide an update on the MAP-21 bill at the March 22 Technical Committee meeting.
- b. **Safe Routes to School Program.** Student arrival counts are scheduled for McKinley and Mesa Verde on April 17-19 and for Ladera and Apache on April 24-26. A Walk to School day and bike rodeo are planned for April 18.
- c. **MPO Quarterly.** Joe Delmagori will be attending the next MPO Quarterly meeting in Albuquerque on March 27.
- d. **National APA Planning Conference.** Several local planners will be attending this conference in Los Angeles on April 13-17.
- e. **Other.**

DISCUSSION: Mr. Delmagori reported that the Senate passed MAP-21 last week which is their version of the transportation reauthorization bill. Mr. Delmagori was unable to find any current status on the amendment to this Senate bill that would grandfather in all currently existing small MPOs. He reported there has been much discussion that the House will not accept the Senate bill and they prefer to extend SAFETEA-LU again. Following the Easter recess, both House and Senate are expected to resume work on this issue.

Mr. Delmagori reported that Staff will be conducting student arrival counts at for McKinley and Mesa Verde on April 17-19 and at Ladera and Apache on April 24-26. The MPO keeps a tally of how students arrive at school and does a comparison from semester to semester.

Mr. Delmagori plans to attend the Quarterly MPO Meeting in Albuquerque on March 27.

The National American Planners Association planning conference will be held in Los Angeles on April 13-17. Mr. Delmagori reported that he and several local planners are planning to attend.

The new Associate Planner, Duane Wakan, will begin work with the MPO on April 9.

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

Ms. Lopez made a motion to adjourn the meeting. Mr. Ellsworth seconded the motion. Mr. Huber adjourned the meeting at 10:50 a.m.

Mike Huber, Chair

June Markle, MPO Administrative Aide