

MINUTES
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
TECHNICAL COMMITTEE MEETING
APRIL 24, 2014

Technical Members Present: Bill Watson, City of Aztec
Cynthia Lopez, City of Farmington
Nica J. Westerling, City of Farmington
Dave Keck, San Juan County

Technical Members Absent: Teresa Brevik, City of Bloomfield

Staff Present: Fran Fillerup, Acting MPO Planner
Duane Wakan, MPO Associate Planner
Dee Dee Moore, Community Development
Office Mgr.

Staff Absent: Mary Holton, MPO Officer
June Markle, MPO Administrative Aide

Also Present: Bil Homka, City of Aztec

The audio recording of this meeting failed.

1. CALL TO ORDER

Ms. Lopez called the meeting to order at 10:11 a.m.

2. APPROVE THE MINUTES FROM THE MARCH 27, 2014 TECHNICAL COMMITTEE MEETING

Mr. Keck made a motion to approve the minutes from the March 27, 2014 Technical Committee meeting. Mr. Watson seconded the motion. The motion to approve the minutes was passed unanimously.

3. 2040 METROPOLITAN TRANSPORTATION PLAN (MTP)

Subject:	2040 Metropolitan Transportation Plan (MTP)
Prepared by:	Fran Fillerup, Acting MPO Planner
Date:	April 16, 2014

BACKGROUND OR PREVIOUS WORK

- The Metropolitan Transportation Plan (MTP) is the long range planning document that addresses transportation needs for the next twenty-five years.
- The MPO's MTP is updated every five years and the 2035 MTP was adopted in 2010.
- Development of the 2040 MTP began in November 2013 and is expected to be adopted in April 2015.
- Overview presentations have been given to the Technical and Policy Committees, entity Councils and Commissions, and other organizations.
- The Stakeholder Workshop was held on February 5.
- The Technical Committee reviewed the goals and objectives on March 27.

CURRENT WORK

- Staff will discuss key questions about the 2040 MTP with the Policy Committee on April 17. (The 2035 MTP can be found online at fmtn.org, under government select Metropolitan Planning Organization, select Metropolitan Transportation Plan, then follow the 2035 MTP link near the bottom of the page.)
- Identify goals and strategies that will guide the articulation of the 2040 Mission and Vision Statements.
- Previously developed population and employment data will be reviewed.
- Staff is developing an RFQ to hire a consultant to work on the public participation efforts for the 2040 MTP.

RECOMMENDATION

- It is recommended that the Policy Committee:
 - a. Provide comments on key questions regarding the 2035 MTP;
 - b. Review and discuss the MTP goals and objectives;
 - c. Review current and future population/employment data;
 - d. Review overall MTP timeline.

DISCUSSION: Mr. Fillerup reported that some of the 2040 Metropolitan Transportation Plan (MTP) items were discussed at the March Technical Committee meeting. The MTP is updated every five years and staff is in the middle of the 2040 update.

The population/employment numbers approved last year by the Technical and Policy Committees will be the data used for the MTP update as well as in the 2040 traffic model update.

Mr. Fillerup referred to Pages 2 and 3 of the Agenda which showed some questions to consider and reflect on as development of the 2040 MTP update goes forward. The list of questions and statements looked at the items that had worked for the 2035 MTP update that was adopted in 2010. The list also considered those items that need to now be updated and revised for the 2040 MTP. Additionally there are other items that need to be added to 2040 MTP update such as the work on Complete Streets done by the Complete Streets Advisory Group, and using more data from the Census to address differing age groups within the county and the MPO area.

Mr. Fillerup asked the Technical Committee members to please review the questions and to provide their input and recommendations on what they think should be included in the 2040 MTP update.

Mr. Fillerup said the MPO would be contracting with a consultant to tackle the public outreach and marketing aspects of the 2040 MTP update. The consultant would organize meetings among stakeholder groups and local councils/commissions, conduct surveys, and provide on-line interactive maps. The MPO would be directing the work of the consultant. Mr. Wakan stated it was important to be innovative in trying to gather information to be included into the new document. He added that more geographic-specific information would be sought from the Cities of Aztec and Bloomfield and San Juan County.

Ms. Westerling thought it was important to get feedback from those with concerns and complaints about the Red Apple Transit. She noted there had been some strong concerns raised about the transit system six to eight months ago. Mr. Wakan said the MPO would continue to work with Mr. Bob Campbell on the issues raised. It was noted that input from transit stakeholders such as Ms. Daisy Swadesh and the San Juan Center for Independence was critical.

Mr. Wakan reported that San Juan College had a student advisory group that was looking into transit concerns, but leadership is currently lacking to continue the group. Ms. Westerling and Ms. Lopez also recommended including local bike groups and seeing if there was a pedestrian/walking club to include them as stakeholders. Some other groups to include are the Full Engagement Training group with San Juan Regional, National Site Professional Engineers (NSPE), American Institute of Architects (AIA), San Juan County's Homebuilders Association (SJCHBA), and the Affordable Housing Alliance (AHA).

Mr. Fillerup referred to the Gantt chart on Pages 7-11 of the Agenda. He spoke about MPO progress to date and the need for the public participation step to be implemented to ensure all stakeholders are included in the process. Mr. Fillerup noted that the Bike/Ped Plan would assist in keeping that portion of the MTP on track and the MPO would be working with NMDOT on the freight portion of the MTP.

Mr. Wakan stated that Staff would work with the Technical and Policy Committees along with the current 2035 MTP document to identify future projects. Ms. Westerling said that at a recent budget meeting, Mayor Roberts stated that he wanted to find a way to fund the Pinon Hills extension project.

Mr. Fillerup stated that another big part of developing the MTP is to incorporate performance measures as spelled out in MAP-21. Mr. Wakan said that Staff is gathering data and researching methodologies now in preparation for putting the performance measures in place. He added that FHWA has finally released some guidance on performance measures and Staff will give a presentation on this at a future meeting.

Mr. Watson asked if the consultant for the public participation process had been hired and what the time frame for this might be and if that was within the budget. Mr. Fillerup said the RFQ dollar amount was expected to be set at \$50,000, it should be finalized and out to bid within the next month, and that it was budgeted. The

Committee also discussed who might be hired: engineering firm, IT firm that would focus efforts via the Internet, and also a group who would conduct person-to-person surveys.

ACTION: The report was received.

4. RECEIVE A REPORT ON THE SPRING 2014 TRAFFIC COUNT LOCATION LIST

Subject:	2014-2015 Traffic Count Program
Prepared by:	Duane Wakan, MPO Associate Planner
Date:	April 14, 2014

BACKGROUND

- The MPO maintains traffic counts for over 220 locations throughout the MPO area.
- Locations are counted according to a three-year cycle and periodically change due to the deletion or addition of various locations.
- Staff split the annual traffic count list into a semi-annual calendar which began in the fall of 2013.
- The 2014 Traffic counts are in the second year of a three-year cycle.

CURRENT WORK

- The MPO scheduled 47 weekday and 10 weekend volume counts (16 Speed/Class) to take place on the week of April 27, 2014.
- MPO Staff has renewed a one-year contract with a consultant to take counts for 2014 and 2015.

RECOMMENDATION

- Staff recommends that the Technical Committee receive a report on the 2014-2015 Traffic Count Program.

DISCUSSION: Mr. Wakan referred the Technical Committee members to Page 13 of the Agenda which listed the spring 2014 weekday traffic count locations. Page 14 listed the locations for the spring weekend count as well as the recount locations that failed last fall.

Mr. Wakan said the weekday counts are scheduled for April 29, 30, and May 1, with the weekend counts following on Friday - Sunday, May 2-4. The City of Farmington had two conflicts with the count locations due to street resurfacing and waterline repairs. Mr.

Watson thought the City of Aztec had scheduled crack sealing on most of the Aztec streets shown on the count location list for the first week in May. He said this could affect counts at those locations. Mr. Wakan asked for the Technical Committee members to notify him as soon as possible of any anticipated conflicts. Staff split the annual traffic count list into a semi-annual calendar which began in the fall of 2013. Mr. Wakan noted that there were flow maps and spreadsheets available for use by the Technical Committee to review the areas to be counted.

Mr. Wakan stated that the contract with Traffic Research & Analysis, Inc. (TRA). Mr. Keck and Mr. Watson both asked for copies of the contract.

ACTION: The report was received.

5. RECEIVE A REPORT FROM NMDOT

There were no NMDOT or District 5 representatives present at the meeting and no project or planning updates were provided to MPO Staff prior to the meeting.

The Technical Committee members again discussed some of their issues with District 5 and NMDOT.

- City of Aztec has received the \$3,800,000 for the East Arterial project, the project cannot move forward without it first being added into the STIP. Concern over building another road to nowhere;
- Lack of District 5 and NMDOT representation at Committee meetings;
- Numerous cancellations of previously scheduled workshops;
- Entities doing work on roads that should be maintained by NMDOT;
- Need maintenance agreements between entities and District 5 to continue to provide routine maintenance items;
- Lack of staff and red tape;
- Cost and timing of getting environmental certifications;
- District 5 said last fall that they would be hiring of two additional staff members who would work directly with local governments;

Mr. Wakan said the workshop with NMDOT is planned for May 6. Mr. David Quintana had asked Staff if the meeting could be moved to 10:00 a.m. to allow NMDOT and District 5 staff the opportunity to travel up to Farmington that morning. The Technical Members recommended that lunch be provided to allow more time for discussion. Mr. Wakan said that lunch was going to be brought in. Mr. Keck stated that the meeting needed to be organized to stay on track and to be able to thoroughly discuss the issue regarding maintenance concerns and local priorities. Mr. Wakan asked if the members wanted the meeting time to remain at 9:00 a.m. Everyone agreed that the start time was not as important as being able to have a five-hour block of time. Mr. Wakan said he would make Mr. Quintana aware of this discussion.

Mr. Keck reported that he had spoken with San Juan County executive staff about the current list of issues. He said that it was important to not push the technical problems onto the politicians and for the Technical Committee members to resolve those directly with NMDOT and District 5. Mr. Keck noted, however, that without seeing

some improvement on the part of NMDOT, the concerns will be brought to the attention of the Policy Committee and local executive staff.

Ms. Lopez recommended that all incidents be documented and a comprehensive list be provided so that specifics could be discussed during the workshop. The Technical Committee discussed the current workshop agenda and agreed that it was good.

Mr. Keck mentioned the idea of the communities joining together to consider bonds to help fund some of the larger local projects since receiving federal funding to complete these projects in their entirety likely would not be possible.

Mr. Wakan said he would send a copy of the workshop agenda out to the Technical Committee members again.

6. RECEIVE AN UPDATE ON COMPLETE STREETS

Subject:	Complete Streets
Prepared by:	Duane Wakan, MPO Associate Planner
Date:	April 16, 2014

BACKGROUND or PREVIOUS WORK

- Complete Streets is a means of designing a roadway so that it accommodates all modes of travel, including driving, walking, biking, and transit.
- Staff has worked with the Advisory Group on development of land use context areas (LUCAs) and road typology overlays.
- The Advisory Group held its latest meeting on April 16.

CURRENT WORK

- The Road Typologies and LUCAs were discussed and consolidated by the advisory group to steer the design guideline process. Two groups formed and revised the number of road typologies from eight total; one group identified four typologies and the other group identified five. Additionally, one group narrowed the number of LUCAs from eight total to five.
- Staff will identify and summarize common themes to be considered in the design guideline creation process.
- Prepare and submit CS progress updates and documents to Dan Burden as he prepares for his workshops with the Advisory Group in May.
- Staff will continue to apply the four themes (Adoptability, Resourcefulness, Flexibility & Simplicity) as activities continue to move forward.

RECOMMENDATION

- It is recommended that the Technical Committee receive an update on Complete Streets.

DISCUSSION: Mr. Wakan reported that the last meeting of the Complete Streets Advisory Group was held on April 16.

At that meeting, Mr. Wakan said that the Advisory Group had split into two groups to discuss and try to consolidate the list of road typologies and land use context areas. One group reduced the list of road typologies from nine to five and the other group reduced the list to four. With limited time, one group was also able to reduce the land use context areas from eight to five.

Mr. Wakan said the consolidations were right in line with what other communities have developed. The Advisory Group efforts to-date will be discussed with the Walkable & Livable Communities Institute (WALC) so they can prepare their comments and recommendations for the May 12 Complete Streets presentation to the Advisory Group. WALC will provide some ideas on what the Advisory Group might consider and how best to proceed.

The Complete Streets presentations will be held on May 12 and 13 at the Farmington Civic Center.

ACTION: The report was received.

7. REVIEW AND DISCUSS THE HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) APPLICATION AND NEW CHANGES

Subject: Highway Safety Improvement Program (HSIP)
Prepared by: Duane Wakan, MPO Associate Planner
Date: April 16, 2014

BACKGROUND

- The HSIP program is part of an ongoing mission to reduce traffic crashes causing fatalities and serious injuries in New Mexico.
- The NMDOT has changed the administration of funds to the HSIP program for FFY 2014-2017.
- Local governments must send their applications first to their respective MPO or RTPPO for review, processing and approval.
- Projects will be submitted by the MPO to NMDOT's General Office- Traffic Technical Support Bureau.
- Safety submittals are now ongoing with application to be reviewed by a rotating committee once every 3 months.

CURRENT WORK

- Staff will collect the most recent history of crash data (5 years) at the MPO level that can be used as part of the application process.
- Staff will work with committee members and local entity staff to assist with the application process.
- NMDOT has established goals for funding cities, counties, tribes as lead agencies. As part of this goal they wish to allocate \$569,100 or 10% of the total MPO funds (\$5,691,000) to the Farmington MPO.
- Bullet List Calendar of important HSIP application dates is being confirmed by the MPO.

RECOMMENDATION

- It is recommended that the Technical Committee receive a report on the administration changes to the Highway Safety Improvement Program.

DISCUSSION: Mr. Wakan explained that the HSIP program was part of an ongoing mission to reduce traffic crashes causing fatalities and serious injuries in New Mexico. The NMDOT has changed the administration of funds to the HSIP program for FFY 2014-2017. Local governments must still first send their applications to their respective MPO or RTPO for review, processing and approval. From there, the projects will be submitted by the MPO to NMDOT's General Office Traffic Technical Support Bureau.

Mr. Wakan said that submittals for safety projects were now ongoing with applications to be reviewed by a rotating committee once every three months. Mr. Wakan also stated that NMDOT would like to receive HSIP applications two weeks prior to any review committee meetings. NMDOT will put forward established hard deadlines for the entities and MPOs to follow. The review committee would be meeting quarterly with the first meeting scheduled in Santa Fe on May 2. Mr. Wakan volunteered to be part of this first review committee.

The Technical Committee members discussed how best to meet the submittal deadlines, who should review the projects, and how to prioritize projects from the entities. Mr. Wakan said he would make the Technical Committee members aware of what gets decided at the May 2 committee review and that there would be further direction from the Safety Bureau provided following that meeting.

Mr. Wakan said he had spoken to the San Juan Safe Community board on the MPO's crash data. He said they explained to him that local law enforcement currently does not get a GPS (x-y coordinate) location when handling an accident. They provide an intersection, time of day, lighting, and then complete a hand-written report that is batched to NMDOT every night. Mr. Wakan said it was interesting to learn that there was no technology involved in the process and several board members then questioned the accuracy of the information being shared from NMDOT and the crash bureau at UNM.

Mr. Wakan said he thought it was important for all the agencies to understand the need for accuracy and suggested the Technical or Policy Committees consider opportunities to collect more complete data collection from law enforcement.

Mr. Wakan said he would forward the application format to the members. It was also suggested that a sample application be included so the entities could replicate what was required to be included in the application.

ACTION: The report was received.

8. RECEIVE A REPORT ON THE FFY2015-2016 UNIFIED PLANNING WORK PROGRAM (UPWP)

Subject:	FFY2015-2016 Unified Planning Work Program
Prepared by:	Fran Fillerup, Acting MPO Planner
Date:	April 16, 2014

BACKGROUND

- The Unified Planning Work Program (UPWP) is the fiscal year work plan for the MPO.
- In FY2014, the MPOs agreed to align the work activities and budget with the federal fiscal year to provide for better coordination and timely distribution of PL funds.
- The UPWP covers planning activities and work products to be completed during two federal fiscal years, 2015 and 2016, consistent with MPOs throughout the state. The time covered will be October 2014 to September 2016.

CURRENT WORK

- Staff is working with the entities and NMDOT to identify projects for FFY2015-2016.
- Staff has reviewed the current UPWP to identify partially completed projects that may carry into FFY2015.
- Staff will work with NMDOT to develop PL and 5303 estimates for the MPO budget.
- Based on the NMDOT Planning Procedures Manual, a working draft will be provided to NMDOT by April 30. The UPWPs for MPOs throughout the state are transitioning to a similar format.

RECOMMENDATION

- It is recommended that the Policy Committee receive a report on the FY2015-2016 Unified Planning Work Program.

DISCUSSION: Mr. Fillerup reported that the FY2015-2016 Unified Planning Work Program (UPWP) was the document that outlined the MPO planning work for the next two years.

For consistency with the other MPOs, NMDOT has now provided a template that detailed the information required. Staff is working with that template to update the UPWP with the new work plan data.

Mr. Fillerup outlined the major tasks in the UPWP document:

- Task 1 - Program Support and Administration
- Task 2 - TIP
- Task 3 - General Development and Data Collection/Analysis
- Task 4 - Transportation Planning
- Task 5 - Special Studies, Projects and Programs

Mr. Fillerup said this was currently a draft of the final document. The final UPWP would be presented to the Technical Committee at their May meeting with adoption sought at the Policy Committee meeting in June.

ACTION: The report was received.

9. INFORMATION ITEMS

Subject:	Information Items
Prepared by:	Fran Fillerup, Acting MPO Planner
Date:	April 16, 2014

INFORMATION ITEMS

- a. **Traffic Demand Model update.**
- b. **NMDOT/Technical Committee Workshop.** This workshop is scheduled for May 6 at the MPO Office.
- c. **National APA Conference.** Mr. Wakan will be attending the National APA Conference in Atlanta on April 26 - 30, 2014.
- d. **Complete Streets Workshop.** The Complete Streets Workshops and Safe Routes to School events are scheduled for May 12 & 13, 2014.
- e. **Other.**

DISCUSSION: Mr. Wakan said that an update on the just completed traffic demand model update would be presented at the Technical Committee meeting in May. Mr. Wakan recommended having this model available on the MPO website. Information from the model was provided to the City of Aztec and San Juan County for their TIGER grant applications. Mr. Wakan said this would be a useful tool for the MPO.

Discussion on the NMDOT/Technical Committee Workshop was held earlier in the meeting.

Mr. Wakan reported that he would be attending the National APA Conference in Atlanta on April 26-30.

Mr. Wakan reported on the work that still needed to be done on updating the functional classifications. Those streets designated as collectors now needed to be divided between major and minor categories. Staff provided NMDOT with a list of non-matching road classifications which was approved by the MPO process, but subdividing of collectors had not been done. Mr. Wakan stated that Staff would be meeting with each entity's staff to review the functional classification listings.

10. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF

Ms. Lopez reported that the New Mexico League of Zoning Officials would be meeting in Farmington on April 20-May 2 at the Red Lion Inn. She said the group met twice a year and provided informational training and the opportunity to network with other communities with similar issues. Cost for the full conference is \$230 for late registration.

Mr. Keck spoke on the issue of possibly floating a bond for a road project. He noted how impressed he was at how Pinon Hills and the High Line Road tied in. Ms. Westerling said there had been a lot of thought given to those projects. The Technical Committee members also discussed:

- the \$22,000,000 project for NM 516 and Pinon Hills Boulevard;
- how CR3950 tied into Wildflower and Andrea Drive which included both the adult and juvenile detention centers;
- having High Line Road tied into US 550 to the north which has been found to be physically impossible;
- Pinon Hills extension and river crossing would take 18-24 months to complete; bring jobs to the area;

Ms. Lopez asked about a traffic study on NM 516 and US 64 to help with public participation and support for the Pinon Hills extension. Mr. Wakan said that the new model update can now provide graphics for use in public outreach.

Mr. Watson reported that Mr. Bil Homka had been hired as the new Community Development Director for the City of Aztec. He is replacing Roshana Moojen and will be the City of Aztec's Alternate for the Technical Committee.

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

11. BUSINESS FROM THE FLOOR

There was no business from the Floor.

12. ADJOURNMENT

Ms. Lopez adjourned the meeting at 11:41 a.m.

Cynthia Lopez, Chair

June Markle, MPO Administrative Aide