# MINUTES FARMINGTON METROPOLITAN PLANNING ORGANIZATION SPECIAL TECHNICAL COMMITTEE MEETING MARCH 10, 2014

**Technical Members Present:** Teresa Brevik, City of Bloomfield

Fran Fillerup, Alternate, City of Farmington

Nica J. Westerling, City of Farmington

Bill Watson, City of Aztec **Technical Members Absent:** 

> Cynthia Lopez, City of Farmington Dave Keck, San Juan County

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: Larry Hathaway, San Juan County

In the absence of Cynthia Lopez, Chair and Dave Keck, Vice Chair, Ms. Nica J. Westerling served as the Acting Chair.

### 1. CALL TO ORDER

Ms. Westerling called the meeting to order at 3:03 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

March 3, 2014 Date:

## **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 \$71,863.82 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 Technical Committee review the changes included in the amendment and recommend approval of the amendment to the FFY2014-2015 UPWP and Budget.

**DISCUSSION**: Mr. Delmagori reported that over the past few weeks, Staff was informed by Planning Liaison Brian Degani that there was a need to amend the FMPO budget due to several items as explained below:

Mr. Delmagori stated that due to an administrative error by NMDOT, the FFY2014 federal funding amount given to the MPO of \$170,013 should have been \$198,985.

Due to tighter budget constraints, much of which was coming from FHWA down to the state level, the amount of federal PL carryover money going forward would be restricted. Mr. Delmagori explained that the MPOs would need to spend their funding throughout the current fiscal year. If the money was not spent, the MPOs would need to explain and justify how they planned to spend the money during the upcoming year. FFY2013 PL funds were approved for carryover, but the FY2012 federal PL carryover in the amount of \$71,863.82 was removed from the UPWP Budget.

Mr. Delmagori also reported that late last year, the Planning Division of NMDOT implemented a Planning & Procedures Manual. This manual is the overall guiding document that explains the deadlines and requirements for the MPO process. One of the new deadlines required that amendments to budgets and UPWPs be completed by December 31. Staff had not recognized that these new requirements had already been implemented and had missed the December 31 deadline. FMPO would receive approval of the carryover funding if information and a UPWP budget amendment were approved and provided to NMDOT by March 15.

The Technical Meeting today was called to take action on the UPWP Budget prior to March 15 which is the 2<sup>nd</sup> quarter FFY2014 deadline for amendments.

Mr. Delmagori referred to Page 2 of the Agenda. This chart showed the current federal PL amounts for the UPWP Budget that was presented to the Policy Committee on January 16, 2014 for their approval. At that meeting, the following federal funding amounts were approved:

 FFY2013 Authorized Amt. (July 2013)
 \$196,487.00

 FY2013 Carryover (Oct. 2013)
 \$71,863.82

 FFY2014 Authorized Amt. (Dec. 2013)
 \$170,013.00

FFY2014 Final Budget (Dec. 2013) \$438,363.82

Mr. Delmagori referred the Technical Committee members to Page 3 of the Agenda which compared the FFY2014 Amended Budget (Jan. 2014) 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)

UPWP Budget for the Farmington N	IFU	<u> </u>	prova									
	FFY2014			Approved		Revised		Removed			V004.4 Einel	
		Amended		FFY2013		FFY2014		FY2012		FFY2014 Final		
Formal Common	Budget				Carryover		Authorized Amt				Budget	
Fund Source	_	(Jan 2014)			(Feb 2013)		(Feb 2013)		(Feb 2013)	-	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	
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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	
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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 Amended Budget amounts approved in January 2014. The UPWP Budget amendment will make the following adjustments to the federal PL:

Approved FFY2013 Carryover (Feb. 2014)
Revised FFY2014 Authorized Amt. (Feb. 2014)
Removed: FY2012 Carryover (Feb. 2014)

\$198,985.00 -\$71,863.82

\$196,487.00

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 compensate for 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. This funding will cover the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters of FFY2014 which is from January 2014 to the end of the federal fiscal year on September 30, 2014. The bottom of Page 3 of the agenda also shows the changes to the entity shares with the approval of the budget amendment.

Mr. Delmagori referred to Pages 4 and 5 of the Agenda which detailed the spending of the \$395,472.00. He noted that planned Federal PL expenditures will total \$393,861.31 which gives some flexibility in the overall total. Mr. Delmagori noted that a small amount of carryover will likely be approved by NMDOT provided any needed revisions are alerted to them in a timely fashion.

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 survey for the 2040 MTP;
- Alignment study of potential options for the Highline Road (from Crouch Mesa to US 550).

Ms. Westerling asked about the dollar amount shown on Page 5 of the Agenda for Vehicles. Mr. Delmagori 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 which was inadvertently not included on the chart would be the remaining \$3,494.40. Ms. Holton stated that this was pending since the vehicle has not yet been delivered and the exact price of the vehicle was not known. Once the exact cost is known, this line item will be adjusted appropriately.

**ACTION:** Ms. Brevik moved to recommend approval of the amendment to the FFY2014-2015 UPWP and Budget. Mr. Fillerup seconded the motion. The motion was passed unanimously.

#### 3. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF

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

4. BUSINESS FROM THE FLOOR	
There was no business from the floor.	
5. <u>ADJOURNMENT</u>	
The meeting adjourned at 3:19 p.m.	
Nica J. Westerling, Acting Chair	 June Markle, MPO Administrative Aide