

MINUTES
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE MEETING
June 25, 2020

Policy Members Present: Rosalyn Fry, City of Aztec
Julie Baird, City of Farmington
Jeanine Bingham-Kelly, City of Farmington
Sean Sharer, City of Farmington
Paul Brasher, NMDOT, District 5

Policy Members Absent: John Beckstead, San Juan County
Glojean Todacheene, San Juan County
Thomas Wethington, Town of Kirtland

Staff Present: Beth Escobar, AICP, Planning Manager
Peter Koepfel, MPO Officer
Kathryn Leys, MPO Associate Planner
June Markle, MPO Administrative Assistant

Staff Absent: None

Others Present: Joseph Moriarty, Planning Liaison, NMDOT

Due to the ongoing COVID-19 health concern, the members of the Policy Committee listed above as "Policy Members Present" attended via the GoToMeeting link as did Beth Escobar, Peter Koepfel, and Joseph Moriarty. Chair Sharer, Kathryn Leys and June Markle attended in person.

Chair Sharer also clarified that when a vote is called for it will be presumed that all are voting in the affirmative unless an objection(s) is raised.

1. CALL TO ORDER

Chair Sharer called the meeting to order at 10:35 a.m.

2. APPROVE THE MINUTES FROM THE MAY 28, 2020 POLICY COMMITTEE MEETING

Mr. Brasher moved to approve the minutes from the May 28, 2020 Policy Committee meeting. Councilor Bingham-Kelly seconded the motion. The motion passed unanimously with no opposition.

3. FFY2021-2022 PROPOSED UNIFIED PLANNING WORK PROGRAM (UPWP)

Subject:	FFY2021-2022 Proposed Unified Planning Work Program (UPWP)
Prepared by:	Peter Koeppel MPO Officer
Date:	June 25, 2020

BACKGROUND

- The Unified Planning Work Program (UPWP) is the MPO's work plan for two federal fiscal years. The UPWP pairs the MPO's required work tasks/products with the MPO's anticipated funding.
- The FFY2021-2022 UPWP will cover planning activities and work products to be completed from October 1, 2020 to September 30, 2022.
- Based on the Planning Procedures Manual (PPM), the MPO needs to provide a draft UPWP to NMDOT in late April, receive input/corrections from NMDOT by June 1 (NMDOT comments have been incorporated), and obtain the approvals by the Committees in June, before submitting the final version to NMDOT before July 1.
- Both the Committees reviewed the proposed FFY2021-2022 UPWP during their May 2020 meetings.
- A 30-day public comment period was noticed from May 24, 2020 to June 22, 2020
- Page 9 of the document outlines the five major work program tasks for the MPO; these tasks are based on a format provided by NMDOT. Subtasks are listed below. You should be aware that the same numbering system is utilized in the MPO's quarterly invoicing system and in our financial reports, including the Annual Performance & Expenditure Report (APER), which we prepare and submit at the end of every FFY.
- The Technical Committee recommended their approval on June 10, 2020.

CURRENT WORK

- Annual activities in the UPWP include administering the MPO's programs, TIP development and management, development of performance measures, GIS activities, Safe Routes to School activities, transit data collection and mapping.
- Major activities for the FFY2021-2022 UPWP will include implementing the policies of the 2045 Metropolitan Transportation Plan, land-use and transportation planning support activities, transportation performance management, and travel demand modeling updates.
- Per NMDOT direction, staff projects that FHWA PL funds of \$244,019.97 and FTA 5303 funds of \$74,386.25 (both including local matches) for each of the two (2) federal fiscal years will be available. Those numbers are subject to change.

ACTION ITEM

- The Technical Committee and Staff recommend that the Policy Committee consider approval of the proposed FFY2021-2022 UPWP and PC Resolution 2020-2.

DISCUSSION: Mr. Koeppel reported that the draft document was presented during the May 28, 2020 Policy Committee meeting for review and comment. All comments

received from both Committees have been incorporated into the final draft UPWP being considered. Mr. Koepfel provided a brief summary of the UPWP, which is a statement of the work the MPO plans to carry out for the next two-year period and includes:

- A description of the planning work and resulting products;
- Who will perform the work;
- Time frames for completing the work;
- Cost of the work;
- Source(s) of funds.

The planning activities detailed in the UPWP are organized into five categories:

- Program Administration and Management
- Transportation Improvement Program (TIP)
- General Development and Data Collection/Analysis
- Transportation Planning
- Special Studies and Activities

The budgets shown for the two years of the proposed UPWP are best guess estimates considering the fact that the current federal transportation bill is set to expire at the end of September 2020. The Technical Committee recommended their approval on June 10, 2020.

Chair Sharer opened the public hearing; no comments were received. Chair Sharer closed the public hearing.

ACTON: Mr. Brasher moved to approve proposed FFY2020-2022 UPWP and Policy Committee Resolution 2020-2. Councilor Bingham-Kelly seconded the motion. The motion passed with no objections.

4. FINAL PROPOSED JOINT POWERS AGREEMENT (JPA) AND COMMITTEE BYLAWS AND OPERATING PROCEDURES

Subject:	Review final proposed Joint Powers Agreement (JPA) and Committee Bylaws and Operating Procedures
Prepared by:	Beth Escobar, AICP, Community Works Planning Manager
Date:	June 25, 2020

BACKGROUND

- The cities of Aztec, Bloomfield, and Farmington, and San Juan County formed and have participated in the Metropolitan Planning Organization through the Joint Powers Agreement (JPA) since 2003 and Kirtland was added to the FMPO in June 2018.
- Recommended changes include: cleanup of both documents, clarification in the Bylaws of the attendance requirements for committee members, changing the annual elections for the Policy Committee to January and also adding an

option to hold virtual meetings when necessitated by health concerns to the committee bylaws. The JPA is being amended to reflect the City of Farmington as the Fiscal Agent and the estimated population numbers have been updated.

- Comments from the May 20th Technical Committee meeting and the May 28th Policy Committee meeting have been incorporated into the draft.
- The Technical Committee recommended their approval on June 10.

CURRENT WORK

- The 30-day public review period was posted on May 24, 2020.
- Action on the JPA and the Committee Bylaws documents will be sought by both committees in June.

ACTION ITEM

- The Technical Committee and Staff recommend that the Policy Committee consider approval of the JPA and Committee Bylaws.

APPLICABLE CITATIONS

- 23 U.S. Code § 134 - Metropolitan transportation planning
- 23 CFR 450.310 - Metropolitan planning organization designation and re-designation
- 23 CFR 450.314 - Metropolitan planning agreements
- 23 U.S. Code § 134 - Metropolitan transportation planning
- Joint Powers Agreement Act, being Sections 11-1-1 et. Seq., NMSA 1978, as amended.
- NMDOT Planning Procedures Manual, Metropolitan Planning Organizations, Internal Structure, pages 46-48

DISCUSSION: Ms. Escobar stated that all comments received from the Policy and Technical Committees were incorporated into the final proposed Joint Powers Agreement (JPA) and Committee Bylaws shown in the Agenda.

Chair Sharer opened the public hearing on the proposed JPA and Committee Bylaws; no comments were received. Chair Sharer closed the public hearing.

ACTION: Mr. Brasher moved to approve the Joint Powers Agreement and the Committee Bylaws. Councilor Bingham-Kelly seconded the motion. The motion was approved unanimously with no objections.

5. LETTER OF SUPPORT – TRAIL OF THE ANCIENTS BYWAY

Subject:	Letter of Support – Trail of the Ancients Byway
Prepared by:	Beth Escobar, AICP, Community Works Planning Manager
Date:	June 25, 2020

BACKGROUND

- The New Mexico Council of Governments and New Mexico Council of Governments and New Mexico Department of Transportation have requested a letter of support from the FMPO for the nomination for a National Scenic Byway designation for the portion of the Trail of the Ancients Byway within New Mexico. This designation would support the regional economy and facilitate the connection to the nationally designated Trail of the Ancients Byways in Utah and Colorado.
- At their May 20, 2020 meeting the Technical Committee considered recommending approval to the Policy Committee, but several questions were raised concerning this possible designation.
- Action on the item was tabled in May; item was re-considered on June 10 by the Technical Committee after their questions and concerns were addressed. They recommended their approval for the Policy Committee Chair to sign the proposed Letter of Support.

CURRENT WORK

- The Northwest New Mexico Council of Governments (NWNMCOG) provided answers to the questions raised at the Technical Committee meeting of May 20:
 - A revised copy of the map of the proposed portion of the byway designation is attached.
 - NM 57 is not included in the current State Byway, so is not eligible for inclusion in the nomination letter.
 - Does the designation impact existing conditions? It does not although could be a selling point for future improvement projects in the STIP.
 - Will existing billboards be required to be removed and/or future billboards prohibited? Existing and future billboards will follow local land use ordinances and State and Federal regulations that exist at that time. NWNMCOG's current Corridor Management Plan defers decisions and any enforcement to the appropriate governmental body.
 - Are there any other impacts to be aware of? NWNMCOG said not to their knowledge.
 - Has the Navajo Nation been asked to support this designation? Yes.

ACTION ITEM

- Staff and the Technical Committee recommend that the Policy Committee consider approval for the Policy Committee Chair to sign the proposed Letter of Support.

DISCUSSION: Ms. Escobar reported that the proposed Letter of Support for the Trail of the Ancients Byway was reviewed by the Technical Committee in May. They had some questions and concerns and tabled their discussion until those could be addressed. The Northwest New Mexico Council of Governments (NWNMCOG) provided responses to the questions raised by the Technical Committee and, at the June 10 Technical Committee, it was recommended that the Policy Committee consider authorizing the Policy Committee Chair to sign the proposed Letter of Support.

ACTION: Ms. Baird moved to authorize the Policy Committee Chair to sign the proposed Letter of Support for the Trail of the Ancients Byway. Mr. Brasher seconded the motion. The motion passed unanimously with no objections.

6. REPORTS FROM NMDOT

Paul Brasher – District 5

Mr. Brasher had no project updates.

Joseph Moriarty – Planning Bureau

Mr. Moriarty mentioned the recent reorganization in NMDOT's Planning Bureau with the creation of a new Planning Division consisting of the Data Management Bureau, the Research Bureau and the Multi-Modal Planning & Programming Bureau. Mr. Moriarty will continue to serve as the FMPO Planning Liaison.

Mr. Moriarty thanked the FMPO Committees and staff for preparing, considering, and approving the UPWP and budget in a timely fashion.

With continuing health constraints, public workshops for NMDOT's 2045 Plan will be held in a virtual webinar format. The workshops are scheduled for either the week of July 13 or July 20 and invitations will be sent out once the details of the workshops have been finalized. The website is <https://newmexico2045plan.com/>.

7. COMMITTEE MEMBER DISCUSSION ITEMS

Subject:	Committee Member Discussion Items
Date:	June 25, 2020

DISCUSSION ITEMS

There were no additional discussion items provided by Policy Committee members for inclusion in the Agenda.

8. INFORMATION ITEMS

Subject:	Information Items
Prepared by:	MPO Staff
Date:	June 25, 2020

INFORMATION ITEMS

- a. **Summary of the 2045 MTP Update.** Aaron Sussman of Bohannon Huston provided an update to the Technical Committee on June 10. Highlights of that presentation include:

- Distribution of two new draft chapters: Climate Change and Security & Emergency Planning;
- Next step is to develop the funding and financial considerations as well as finalizing the list of projects;
- Two virtual public outreach events upcoming:
 - 6/24/20 - 12-1 PM
<https://us02web.zoom.us/j/86556433709?pwd=M3luMG9yN1BuK1ZLQytlZklQUWlFZz09>
 - 6/24/20 - 7-8 PM
<https://us02web.zoom.us/j/89846878634?pwd=SkNtUW5ldU50RnJnaDZvZzdvdIRiZz09>

- b. **Quality Assurance Review (QAR) Results.** The final QAR checklist and report from Joe Moriarty with NMDOT are attached.
- c. **FMPO Facebook Page.** Staff has revived the MPO Facebook page. Please watch for current updates and items of interest to the MPO area.
- d. **City of Farmington's Off Road Vehicle Trail Head Map.** The City of Farmington has prepared an Off Road Vehicle Trail Head Map (see attached). This map identifies access to BLM and federal lands from public and private roads within the municipal boundary.

The purpose of this map is twofold: to

- Support the City's Outdoor Recreation Industry Initiative (ORII). This map provides access information to residents and tourists.
- Identify accesses that have become problematic to surrounding residences and eliminate them from any official, approved access.

DISCUSSION: Mr. Koepfel reported that Aaron Sussman, the consultant with Bohannon Huston provided an update on the 2045 MTP to the Technical Committee on June 10. Two additional chapters to the plan were presented on Climate Change, and Security and Emergency Planning. Additionally, two virtual public open houses were held on June 24. Public feedback was received specifically on increasing public transit and the updating of river trails throughout the region.

The annual Quality Assurance Review (QAR), which is the yearly review of an MPO and its operations over the past year, was held with Mr. Moriarty in April. His final checklist and report are attached on Pages 46-58 of the Agenda. The review went well overall with some items noted for follow-up.

Ms. Leys commented that Staff has recently reactivated their Facebook page and plans to continue to keep it updated. She encouraged Policy Committee members to share the page with their entities as well as others and to let Staff know of any items they would like to see shared on the page.

Ms. Escobar explained that the City of Farmington recently published the Off Road Vehicle Trail Head Map (Page 59 of the Agenda) to encourage visitation in the area and

to address comments/concerns raised by the community regarding unauthorized off-road vehicle access to wilderness and BLM areas. The map formalizes the access points for off-road vehicle use. It is anticipated that some discussion of off-road vehicles will be included in the FMPO's 2045 MTP.

Chair Sharer asked if the City has reached out to the all of the user groups, the people who actually use the trails, for their comments. Ms. Escobar said she did not believe that had been done, but would get it distributed to all and ask for feedback. Chair Sharer said he thought there were more access points than just those currently shown on the map and believed the user groups could provide additional information and detail on other trailheads being used.

9. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF

Chair Sharer asked if, with the ongoing health safety concerns and required precautions, there might be consensus among the Policy Committee to hold their meetings at the MPO Office instead of rotating the meetings among the entities. He recommended that this be considered until the health situation stabilizes and activities normalize. The Policy Committee agreed and there was consensus. The next Policy Committee is on August 27 and it will be held at the MPO Office. At that meeting, the Committee will reassess resuming the rotation of meetings among the entities.

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

10. PUBLIC COMMENT ON ANY ISSUES NOT ON THE AGENDA

There was no public comment on any issues not on the agenda

11. ADJOURNMENT

Mr. Brasher moved to adjourn the meeting. Councilor Bingham-Kelly seconded the motion. Chair Sharer adjourned the meeting at 10:57 a.m.


Sean Sharer, Policy Committee Chair


June Markle, Administrative Assistant