

**MINUTES**  
**FARMINGTON METROPOLITAN PLANNING ORGANIZATION**  
**POLICY COMMITTEE MEETING**  
**SEPTEMBER 20, 2012**

Policy Members Present: Sherri Sipe, City of Aztec  
Dan Darnell, City of Farmington  
Dr. Jim Henderson, San Juan County  
Pat Lucero, City of Bloomfield

Policy Members Absent: Gayla McCulloch, City of Farmington

Staff Present: Mary L. Holton, MPO Officer  
Joe Delmagori, MPO Planner  
Duane Wakan, MPO Associate Planner  
June Markle, MPO Administrative Aide

Staff Absent: None

Also Present: Maggie Ryan, Planning Liaison, NMDOT  
Larry Hathaway, San Juan County

**1. CALL TO ORDER**

Dr. Jim Henderson called the meeting to order at 1:30 p.m.

**2. APPROVE THE MINUTES FROM THE AUGUST 7, 2012 SPECIAL POLICY COMMITTEE MEETING**

Mr. Darnell made a motion to approve the minutes from the August 7, 2012 Special Policy Committee meeting. Mr. Lucero seconded the motion. The motion passed unanimously.

**3. CONSIDER APPROVING THE INTELLIGENT TRANSPORTATION SYSTEMS (ITS) ARCHITECTURE FOR THE FARMINGTON MPO**

<b>Subject:</b>	ITS Overview
<b>Prepared by:</b>	Joe Delmagori, MPO Planner
<b>Date:</b>	September 12, 2012

**BACKGROUND**

- Intelligent Transportation Systems (ITS) are communication applications that help manage congestion, improve traveler information, and improve safety.
- ITS applications in the MPO would primarily focus on traffic management and

operations, vehicle maintenance, regional traveler and transit information, emergency management, and work zone management.

#### **CURRENT WORK**

- The ITS Architecture is the planning tool that describes who is involved with ITS development and what type of ITS applications might be implemented.
- The ITS Architecture is a coordinating program that is flexible and can be updated as necessary.
- MPO staff developed the ITS Architecture in July and August.
- MPO staff met with the Technical Committee members and other local staff individually to give a general overview of the ITS Architecture.
- The Technical Committee recommended approval of the ITS architecture on August 23.

#### **EXAMPLES OF ITS**

- Dynamic Message Signs on NM 516, US 550, and US 64.
- Information signs located at the perimeter of the MPO boundary that provide traffic and weather conditions.
- Arterial management and signal optimization on East Main St.
- Bus arrival times and other transit information.

#### **RECOMMENDATION**

- It is recommended that the Policy Committee approve the Intelligent Transportation Systems (ITS) architecture for the Farmington MPO.

**DISCUSSION:** Mr. Delmagori explained that the Intelligent Transportation Systems Architecture (ITS) is the various applications, devices, and technologies to help manage congestion, improve safety in corridors, and improve traveler information. The Farmington MPO ITS Architecture will consist of four or five primary categories.

Mr. Delmagori said that some examples of ITS include dynamic message signs on highways and the interstate which inform travelers of accidents or detours ahead on the roadway, or the time it will take to reach a particular destination. This is the type of application FMPO could use on US 64 between Bloomfield and Farmington or on US 550 heading south towards Albuquerque to alert motorists to potential severe weather. Mr. Delmagori stated that the MPO architecture would tie in with the state ITS architecture as they are working to update the architecture for the entire state. Upon approval, the FMPO architecture would be submitted for inclusion in the state architecture.

Mr. Delmagori explained that this is the planning tool that the MPO will use for identifying and coordinating ITS projects, involving stakeholders, and defining roles/responsibilities. The document is flexible and can be updated as necessary.

Mr. Delmagori gave a summary of the basics of ITS and the main components of the ITS Architecture.

#### **Start**

This section is the basic name, description and participating agencies in ITS. This is a 25-year plan and is contiguous with the MPO long-range plan.

### Planning

This describes the goals and objectives that ITS will strive to accomplish. This section is also linked to the MPO long-range plan and any areas of the MTP that address safety and/or ITS.

### Stakeholders

This tab identifies the agencies and/or other organizations that would be involved with ITS. Examples of those that would be included are fire, police, public works, traffic engineering, NMDOT District 5, Red Apple Transit, as well as Navajo and Ignacio Transit.

### Inventory

This section lists the type of ITS applications to be used by the stakeholders. These are the devices used to help implement ITS and other emergency management activities. For the transit side, these could include kiosks at bus stops to tell riders the time the next bus arrives or provide for applications actually on the bus to give riders information about the next bus stop.

### Services

This tab takes the pre-determined categories within the ITS program and matches them to the inventory applications. The major categories of traveler information, work zone safety, and emergency management are connected to the devices, vehicles, and kiosks described in the Inventory tab.

### Ops Concept

This section relates to the roles and responsibilities to be assigned to the appropriate stakeholder. As an example, Traffic Engineering would be responsible for overseeing the maintenance and operations of the close-circuit cameras and other field devices mounted on traffic signals to monitor traffic flow.

Mr. Darnell asked how cameras located at the Continental Divide are powered. Ms. Holton said that for the most part devices located in remote locations are solar powered.

Ms. Holton added that the reason for development and review of the ITS Architecture is to get in step for funding and be able to then actually implement the program. Mr. Delmagori added that ITS is typically tacked on to an identified project and is incorporated in the design and engineering process of that project.

### Requirements

This tab takes the applications identified on the Inventory tab and matches them to particular functions. As an example, road field devices will communicate with traffic management centers and will monitor traffic and/or weather conditions.

Mr. Delmagori noted that each tab builds upon the previous tab. This is where the flexibility of the program will be important. Any changes made to the Inventory tab will update each subsequent tab accordingly.

### Interface

This is a tabular summary of ITS applications and how the functions are interconnected. The user can see exactly what has been incorporated into the program.

Mr. Lucero asked if the ITS Architecture would be compatible with a motor vehicle GPS system. Mr. Delmagori said this information could be transmitted from the operations center to a GPS system, but is not currently available. Dr. Henderson asked if this would be tied into emergency response groups. Mr. Delmagori said ITS would tie into emergency management as well as local fire and police departments.

Ms. Sipe asked where the funding for ITS Architecture would come from. Mr. Delmagori responded that Staff is only seeking approval of the planning tool for the ITS Architecture. The funding would be identified when a specific project is identified. There are no specific set dollar amounts and exact costs for a dynamic messaging sign were not available.

Ms. Sipe asked if the MPO and local entities would need to establish a traffic engineering center. Ms. Holton responded that for the lesser densely population areas, NMDOT would coordinate these efforts through Santa Fe or Albuquerque. The ITS Architecture provides the coordination and communication for these functions.

Ms. Holton clarified that Staff was actually requesting Policy Committee approval to provide the local information to the state. She added this was the initial step of identifying stakeholders and coming together to start the process to eventually receive Federal and State funding to implement ITS into improvements and projects. Mr. Delmagori said this is to alert the State ITS Bureau of where FMPO stands and to have something in place for the future.

Mr. Lucero asked if this would include Amber Alerts. Mr. Delmagori said that Amber Alerts are sent using the dynamic messaging systems. Mr. Lucero also asked if there was additional funding available elsewhere for this type of messaging. Ms. Holton stated that public safety funding was likely available

Mr. Darnell asked about the inclusion of the word "consider" in the wording for Agenda Item #3 which states, ""Consider" Approving the Intelligent Transportation Systems (ITS) Architecture for the Farmington MPO"". Ms. Holton stated she had directed Staff to add the word "consider". She believed that to use the word "approve" rather than "consider approving" was presumptuous and Staff needed to initially offer it to the Policy Committee for their consideration before seeking approval.

**ACTION:** Mr. Darnell moved to approve the Intelligent Transportation Systems (ITS) architecture for the Farmington MPO. Ms. Sipe seconded the motion. The motion was passed unanimously.

#### **4. CONSIDER APPROVING THE COMMITTEE BYLAWS AND OPERATING PROCEDURES DOCUMENT**

<b>Subject:</b>	Committee Bylaws and Operating Procedures
<b>Prepared by:</b>	Joe Delmagori, MPO Planner
<b>Date:</b>	September 12, 2012

## BACKGROUND

- The Committee Bylaws and Operating Procedures provide the guidance for the Policy and Technical committees.
- Descriptions of the Chair and Vice-Chair for each committee, removal and replacement process, and voting procedures are contained within this document.
- The Bylaws are formally updated in conjunction with the Joint Powers Agreement every three years.
- Both Committees have reviewed the Bylaws.
- The 30-day public comment period closed on August 31, 2012 and no public comments were received.
- The Technical Committee recommended approval of the Bylaws on August 23.

## CURRENT WORK

- Final revisions to the Bylaws include clarifying how members are designated to the committees, definitions for Special and Emergency meetings, moving the Policy Committee Election of Officers from April to September, and clarifying the telephone voting procedure.

## RECOMMENDATION

- It is recommended that the Policy Committee approve the update to the Committee Bylaws and Operating Procedures.

**DISCUSSION:** Mr. Delmagori reported that the Committee Bylaws and Operating Procedures had been reviewed by both Policy and Technical Committee members over the past several months and changes had been discussed. Primary changes to the document include: clarifying how many members are designated to the committees, definitions for Special and Emergency meetings, moving the Policy Committee Election of Officers from April to September, and clarifying the telephone voting procedure. Mr. Delmagori noted that the changes would apply to both the Policy and Technical Committees.

Dr. Henderson asked if Ms. Holton was satisfied with the changes made to the document. Ms. Holton said she had reviewed the document several months ago and had discussed some items with Staff prior to the revised document being presented for consideration to the MPO Committees.

**ACTION:** Ms. Sipe moved to approve the update to the Committee Bylaws and Operating Procedures. Mr. Lucero seconded the motion. The motion was passed unanimously.

## **5. RECEIVE A REPORT FROM NMDOT**

Ms. Maggie Ryan reported that she had delivered the Work Authorization for State FY 2012-2013 which authorizes the FMPO to seek reimbursement from NMDOT for work performed pursuant to the MPO's Unified Planning Work Program (UPWP). She noted that the carryover funds from last year were also approved.

Ms. Ryan stated that the Federal Highway Administration (FHWA) review of the MPO completed earlier in the month had gone well. Ms. Ryan will be assisting Staff with the changes recommended by the review team.

Ms. Ryan said the Planning Division is currently interviewing to fill several openings in their department.

Mr. David Quintana was not able to attend the meeting but sent a project update:

- US 64 - Phase II: The contractor is to be substantially completed with the project by the end of the year. They are currently slightly behind schedule;
- US 64 Phase III: This Phase will continue west from Bloomfield heading back toward Farmington and will be let in December. Construction will commence in spring of 2013;
- US 64 Phase IV: NMDOT is under contract negotiations for final design of project. This will bring the project close to the area of McGee Park. This is a 2015-2016 project;

Dr. Henderson asked how far west the project was to continue. Mr. Delmagori said he thought Phase IV would finish up approximately one mile east of the light at US 64 and CR 350. Dr. Henderson said he would like to know where the construction was to end as there is a company that has recently relocated just to the east of CR 350 and they have safety concerns for their employees should construction be planned at their highway access. Mr. Delmagori stated that Staff has a document at the office which shows each completed section of the corridor and this could provide the information Dr. Henderson was requesting.

- Repaving project on US 64 from mile marker 47- 48.7 (La Plata Highway to Harper Hill area) was let in August. A contract should be executed by the end of October;

Dr. Henderson asked if improvements to La Plata Highway up to the Colorado state line had been discussed recently. He said that in the past there had been archeological concerns. Mr. Delmagori said he remembered those issues, but would relay the request to District 5 and see if there is any recent information available.

- NM 371: District 5 is doing a corridor study along NM 371 from I-40 up to Farmington focusing on the intersection with N36. This study will begin in early 2013. District 5 will program projects based on outcome of study.

Mr. Delmagori has alerted Mr. Quintana that Farmington and San Juan County want to be involved with this process and the study outcomes.

## **6. RECEIVE A PRESENTATION ON COMPLETE STREETS AND REVIEW THE COMPLETE STREETS WORK PLAN**

<b>Subject:</b>	Complete Streets Presentation
<b>Prepared by:</b>	Joe Delmagori, MPO Planner
<b>Date:</b>	September 12, 2012

### BACKGROUND

- Complete Streets is a means of designing a roadway so that it accommodates all modes of travel, such as walking, biking, and transit.
- Complete Streets promote safety for all users.
- Elements of Complete Streets include: wide sidewalks, buffer zones, on-street parking, bike lanes, bus shelters, pedestrian median refuge, and ADA compliance.
- Many cities have implemented Complete Streets policies to be used when designing new roads or retrofitting existing corridors.
- A presentation by Julie Luna with the Mid-Region Council of Governments that summarizes their work relating to a Complete Street policy was given to the Technical Committee on July 26.

### CURRENT WORK

- Staff is collecting information on Complete Streets resolutions and policies from other MPOs and cities.
- Staff is developing a work plan that outlines activities relating to Complete Streets.
- Staff anticipates three primary steps: developing a Complete Streets resolution, policy statement, and design guidelines.
- Staff is preparing to develop an advisory group that would assist with the Complete Streets process.
- A presentation on Complete Streets and the work plan will be provided at the Policy Committee meeting on September 20.

### BENEFITS OF COMPLETE STREETS

- Better accessibility for various modes.
- Increased safety through slower vehicle speeds and more pedestrian and bicycle amenities.
- Reduction in crashes and fatalities.
- Reduced transportation costs.
- Opportunities for economic growth and activity.

### RECOMMENDATION

- It is recommended that the Policy Committee receive a presentation on Complete Streets and review the Complete Streets work plan.

**DISCUSSION:** Mr. Delmagori reported that one of the projects identified in the MPO long-range plan was to develop a policy and guidelines for Complete Streets. He explained that Complete Streets is a means of designing a roadway so that it accommodates all modes of travel - walking, biking, transit, and motorists.

Mr. Delmagori presented an overview of Complete Streets to the Policy Committee:

#### General

Complete Streets encompasses numerous options and it is not a one size fits all concept. It must work in conjunction with the land uses around it and within the land use context.

Mr. Delmagori presented some good examples of Complete Streets where low speeds are used which allows for bikes to share the actual travel lanes, sidewalks on both sides of the roadway, on-street parking, and/or benches along the city streets.

The presentation also showed images of poor design and planning. Examples were provided showing no sidewalks which forces pedestrians to walk in the roadway with traffic or along a shoulder and of a bus shelter or power pole placed in the middle of a sidewalk. Many Complete Streets ideas are simple and inexpensive, such as installing a section of sidewalk to fill in a gap or striping a corridor in a different way to allow for bicyclists.

#### Elements of Complete Streets

- Designed for all users to move safely along and across corridors
- Appropriate to local context and needs (i.e.: residential neighborhood or commercial corridor)
- Encourage system connectivity and integration
- Utilize best engineering practices balanced with user needs
- May require amending policies, practices and design
- Implement specific process for exceptions

Mr. Delmagori said that Complete Streets is implemented primarily when new construction is planned, but if there are opportunities, it should also be considered during a retrofit or reconstruction.

#### What Can Be Done to Implement Complete Streets

Some ideas to implement Complete Streets would be to stripe for on-street parking, shoulders, bike lanes, sharrows (triangular shaped markings on roadway to denote shared space with bicycles), and crosswalks. Low cost options should be considered whenever and wherever possible.

#### Benefits

Some of the benefits of Complete Streets are: mobility for all users, safety, equity for non-drivers, less congestion, economic vitality, health, quality of life, and environmental benefits.

#### Safety

Statistics show that walking and biking in a safe environment will decrease accidental deaths and injuries due to traffic crashes.

#### Considerations to Implementing Complete Streets

- Who uses the street
- How the street is used
- Development types and densities
- Street connectivity
- Adjacent land use
- Natural features
- Topography
- Mobility
- Accessibility

Mr. Delmagori noted that understanding context will help in designing Complete Streets. This information will channel into the policy and design guidelines that are developed.

- Road Functional Classification
- Urban vs. Rural Setting
- Land Uses of Area
- Presence of Transit
- Presence of Pedestrians

Mr. Delmagori reported that over the past few months, Staff has been researching Complete Streets to become more familiar with the concepts and has developed a Complete Streets Work Plan. Additionally, presentations have been made to both MPO Committees to give them a better understanding of Complete Streets and what the future may hold for the area.

Mr. Delmagori said the next step would be to create an advisory group to assist with the development of the Complete Streets policy and design guidelines. This group would consist of individuals who have an interest in transportation and who bring ideas from different backgrounds. In addition to Staff and members of the Policy and Technical Committees, other planners and engineering staff, along with representatives from the health industry, bike groups, NMDOT District 5, Metropolitan Redevelopment Area for the City of Farmington, and perhaps other local elected officials should be invited to participate.

Mr. Delmagori said the first major activity is to develop a resolution that would outline the purpose and need for Complete Streets. He added that he plans to work through the MPO process initially to get a resolution in place. Mr. Delmagori said there are many examples of resolutions already adopted by other cities and counties that can be used to develop a resolution for FMPO. Some of the entities that have already passed Complete Streets resolutions include the Las Cruces MPO, the City of Las Cruces, Dona Ana County, the Mid-Region Council of Governments, and the Santa Fe MPO, City, and County. Mr. Delmagori noted that all of the major urban areas in the state have adopted Complete Streets resolutions.

Mr. Delmagori said that once a resolution has been created and approved through the MPO Committees, it will then be turned over to the local planning staffs for presentation to and consideration by their respective councils/commissions. Staff would hope to have a final resolution to present to the Policy Committee at either their November or January meeting.

Mr. Darnell said there had been a traffic engineering study done on Dustin Avenue near Brookside Park due to a fatality earlier this year. He learned from this that often it can be the motorists who actually determine the speed of a roadway by how fast they feel comfortable driving. Mr. Darnell said that it appears that Complete Streets could be, within certain parameters, whatever the community wants it to be. But he also wondered how divergent is Complete Streets going to be from accepted traffic engineering practices – will they be on the same page or radically different. Mr. Delmagori said he believes Complete Streets will fill in the gaps where traffic studies may not be all-encompassing. He added that Complete Streets is another useful planning tool.

Mr. Delmagori stated the final steps in the work plan, the policy statement and the design and implementation guidelines, will be contingent on the resolution. He does not anticipate any of these latter work activities beginning until 2013. The policy statement will outline where, when and how Complete Streets will be implemented and address any exceptions. This will then lead into the development of the design and

implementation guidelines that will create designs and define standards for implementing Complete Streets when a project is identified.

Mr. Delmagori said the work plan time frame gives approximately two-three months for each activity to be developed and approved. Completion of all phases of the Complete Streets work plan is not expected until the summer of 2013.

**ACTION:** The presentation was received.

Dr. Henderson excused himself from the meeting. Vice Chair Pat Lucero chaired the remainder of the meeting.

## **7. RECEIVE A REPORT ON THE STATE OF FEDERALLY FUNDED PROJECTS IN THE FY2012-2017 TIP**

<b>Subject:</b>	Status of TIP Projects
<b>Prepared by:</b>	Joe Delmagori, MPO Planner
<b>Date:</b>	September 11, 2012

### **BACKGROUND**

- The STIP Protocols, finalized in January 2012, indicate that a status report on projects in the current TIP will be provided twice a year.
- The status report is given during the TIP update cycle and again in August or September.
- Reviewing the status of projects is an opportunity to review project details, programmed amounts, and any potential situations that may affect funding.

### **CURRENT WORK**

- Staff will present the list of current TIP/STIP projects that are receiving federal funding during the Policy Committee meeting on September 20.
- Staff will also review the amendments and adjustments that occurred during FY2012.

### **RECOMMENDATION**

- It is recommended that the Policy Committee receive a report on the status of federally funded projects in the FY2012-2017 TIP.

**DISCUSSION:** Mr. Delmagori reported that STIP protocols established in January 2012 outlined the need for a status report to be given by Staff twice a year. The time frame of August-September has been established as one of those two times a year along with the development of the new TIP in February and March. Mr. Delmagori reviewed the federally funded FY2012-2017 TIP projects:

### US 64

This is a FY2012 project on US 64 between Troy King and La Plata Highway for pavement preservation. The project should begin this fall or early in FY2013.

### Safe Routes to School Phase II Infrastructure

There are three projects all of which will happen in FY2013:

- Construction/repair of sidewalks on Apache Street approaching Auburn Avenue near Apache Elementary;
- Construction of a raised crosswalk at the intersection of Boyd and Monterey for McKinley Elementary to slow down traffic;
- Completing sidewalks along Victoria Way from San Juan College heading east for Mesa Verde Elementary.

### 20<sup>th</sup> Street

Fill in the gaps in sidewalks along 20<sup>th</sup> Street from Santiago to Main. This is a FY2014 project using STP/Enhancement funding.

### Farmington Avenue & Pinon Hills Boulevard

This project is funded with STP/Enhancement funds. The project is to construct sidewalks in two locations: on Farmington Avenue from 20<sup>th</sup> to 30<sup>th</sup> Streets; and along Pinon Hills Boulevard from Butler to East Main Street.

### Extension of Pinon Hills Boulevard (two projects)

Farmington has received funding from the Transportation Community System Preservation Program (TCSP) to complete some right-of-way acquisition and other design aspects for the corridor from the current end of Pinon Hills to CR 3000.

The smaller roadway section scheduled for 2015 is being funded under the Surface Transportation Program (STP). This project is to rebuild the intersection of East Main and Pinon Hills making it a four-way intersection. Additionally it would construct the roadway from East Main to Hubbard. This would then serve as another outlet for the neighborhood to the west and will ultimately upgrade to an arterial once the bridge is constructed.

Mr. Darnell asked if there was project money included for sound abatement. He added that residents on both sides of the intersection are very concerned about the noise issue. Ms. Holton said she was not sure if funding was available for noise abatement, but Staff would look into it and report back.

### Intersection of Light Plant Road and NM 516

This project has received Highway Safety Improvement Program funding to improve the intersection. This project is expected to begin shortly.

### North Animas River Bridge

This project, scheduled for FY2013 and FY2014, is a pedestrian bridge utilizing STP/Enhancements funding that will be constructed over the Animas River connecting Aztec Ruins National Monument to the planned Main Ave extension.

### East Arterial Route – Phase IB

Aztec has finished the northern part of the East Arterial project which spurs off of NM 173 and connects to the new sports complex on NM 173. Phase IB will now focus on the southern section and its intersection with US 550. Aztec also has a Federal Earmark and TCSP funding for this project.

### NM 173

The project on NM 173 is funded through the High Risk Rural Road Safety Program to make site improvements and shoulder work from milepost 2 to milepost 3.5.

Mr. Darnell asked how this particular section of roadway was chosen. Mr. Delmagori replied that the first two miles had already been completed and this project was to extend the improvements the extra mile and one-half. Ms. Sipe commented that late last year, repairs were made to many of the worst areas.

### Bergin Lane

This project is funded with STP/Enhancements money for 2015 and is to construct sidewalks from US 64 to Blanco Boulevard. These improvements will serve the junior high school as well as the school administration buildings.

### US 64

Phase II of this project from US 550 heading west for two miles from Bloomfield is being finished up. Phases III and IV will continue construction from MP 60 to 62 and from MP 58 to 60 respectively.

### Verada De Rio San Juan Trail (Phase II)

This project is to continue the river walk to South First Street in Bloomfield and is being funded by the Recreational Trails Program.

### CR 7950

San Juan County has received Federal High Priority Project (HPP) funding for design and construction of approximately eight miles of CR 7950.

### CR 7500

This project is for chip seal and other road repairs to approximately six miles along CR 7500. It is being funded with Federal Earmark money. Mr. Keck informed Staff that San Juan County will be supplementing this project with local funds. This change will require a TIP amendment.

### CR 7150 (Bridge #8105)

This project is to make repairs to an old military bridge on CR 7150. Funding for this project is from Federal Bridge Replacement and Rehabilitation, Bureau of Indian Affairs (BIA), San Juan County, and Navajo DOT.

### Red Apple Transit Operations

Annual operating costs for the Red Apple Transit system is received through Federal Transit Authority (FTA) 5307 funds.

**ACTION:** The report was received.

## **8. RECEIVE A REPORT ON THE MPO REVIEW HELD ON SEPTEMBER 5-6, 2012**

<b>Subject:</b>	MPO Review by FHWA
<b>Prepared by:</b>	Joe Delmagori, MPO Planner
<b>Date:</b>	September 11, 2012

### **BACKGROUND**

- On September 5-6, the FHWA New Mexico Division conducted a review of the Farmington MPO.
- The purpose of the review was to better understand how the transportation planning process is being carried out by the MPO and its staff.
- The review team looked at the major MPO documents, MPO transit activities, and the public participation process for compliance with federal requirements.
- The MPO budget and other financials were also reviewed.

### **CURRENT WORK**

- The review consisted of hour long sessions that reviewed the multiple planning activities conducted by the MPO.
- During the review, staff answered questions about the various planning documents, transit activities, and public participation practices.
- For each session, the review team identified the appropriate planning efforts being done as well as areas for improvement.
- Several Technical and Policy Committee members attended the review and met with the team members.

### **RECOMMENDATION**

- It is recommended that the Policy Committee receive a report on the FHWA review of the Farmington MPO.

**DISCUSSION:** Mr. Delmagori reported on the Federal Highway Administration (FHWA) review of the MPO held on September 5 and 6, 2012. The purpose of the review was to better understand how the transportation planning process is being carried out by the MPO and its staff. Overall the review went well and preliminary comments and observations by the review team are shown below:

#### Commendations:

- The high level of engagement of the Policy & Technical Committees members in the planning process
- The amount and level of innovation of the work products produced by staff in-house and not contracting out to consultants
- The high level of public outreach utilizing events
- Good record keeping & tracking of expenditures
- Good check & balance system (requirement for 3 signatures) in place for payroll

#### Recommendations:

- Need for the NMDOT/District to participate face-to-face & communicate on projects with the Policy Committee
- Need to become involved with NMDOT in the development of their revised process/procedures
- Noticing/Advertising of issues/meetings to minority populations needs to follow Title VI procedures and be available in other languages
- Need to list CFDA numbers in financial statements

Corrective Actions:

- Development of a Title VI Plan
- Standardize TIP information with STIP
- Labor distribution - Charge specific time spent on projects to specific funding (PL and 5303 funds and non-reimbursable time) in ExecuTime

Mr. Delmagori reported that a full report from FHWA should be issued in the next several months. This report will provide more detail on all the areas reviewed. Mr. Rodolfo Monge-Oviedo at the Federal Highway Administration (FHWA) New Mexico Division who led the review team plans to attend an upcoming Policy Committee meeting to provide the full review observations. Mr. Lucero and Ms. Sipe commented on the good job done by Staff.

**ACTION:** The report was received.

**9. RECEIVE A COMPARISON SUMMARY OF TRANSIT DATA COLLECTED IN JUNE AND JULY 2012**

<b>Subject:</b>	Transit Data Collection June-July
<b>Prepared by:</b>	Duane Wakan, MPO Associate Planner
<b>Date:</b>	September 12, 2012

**BACKGROUND or PREVIOUS WORK**

- MPO interns are collecting ridership, transfer and survey data from June-September 2012.
- Boarding and alightments are collected at each stop by route.
- The Farmington routes data is collected during two-hour increments in the AM, Mid-Day and PM hours.
- The Regional routes data is collected during all three daily runs.

**DATA COLLECTION SUMMARY**

- Blue route is the most popular route, due in part to the fact that it provides a direct connection between Orchard Plaza and the Civic Center.
- The Green Route also does well since many of its stops were maintained after the route change.
- Kirtland is the most popular regional route, due in part to more stops and a connection at the Civic Center.
- Ridership numbers collected in July are higher than June, which is reflective of the overall ridership increase between the two months

**RECOMMENDATION**

- It is recommended that the Policy Committee receive a report on the summary of transit data collected in June and July of 2012.

**DISCUSSION:** Mr. Wakan reported that the interns continue to gather ridership data for the Red Apple. They collect boarding and alightment numbers at each stop on each route. The Farmington routes data is typically collected during two-hour increments in the morning, mid-day, and afternoon hours. Data for the three Regional routes is collected on all three daily runs.

Mr. Wakan stated that the Blue route is the most popular route which is due in part because it provides a direct connection between Orchard Plaza and the Civic Center. Orchard Plaza and the Civic Center continue to be the most utilized transfer locations. Mr. Wakan also noted that Kirtland is the most popular regional route, due in part to additional stops as well as a connection at the Civic Center. Ridership numbers in July were higher than in June.

Mr. Darnell noted that ridership on the Green route nearly doubled from June to July. He asked if Staff knew what had caused this increase. Mr. Darnell said that there had been a summer lunch program at Sycamore Park that ran from late June to early August and perhaps this had sparked the increase. Mr. Delmagori said the Green route does serve Sycamore Park and the lunch program could have created the increase. He added that Staff will review the July data and the ridership numbers between certain stops to see if they can determine a reason(s) for the increase.

**ACTION:** The report was received.

## **10. RECEIVE A REPORT ON MONTHLY RIDERSHIP FOR RED APPLE TRANSIT**

<b>Subject:</b>	Red Apple Transit
<b>Prepared by:</b>	Duane Wakan, MPO Associate Planner
<b>Date:</b>	September 12, 2012

### **RED APPLE REPORT**

- The new routes with additional stops and new timetables all went into effect on February 6, 2012.
- Ridership in 2012 through the first six months was 61,994; in 2011 ridership was 72,221 during the same period, which is a 14% decrease.
- From April through June, there has been a slight increase in Farmington ridership numbers.
- Aztec saw its highest monthly ridership in April but has decreased in May and June.
- Bloomfield ridership continues to rebound after its lowest total in March.
- Kirtland has seen an increase in ridership since the route was revised in February.

### **RECOMMENDATION**

- It is recommended that the Policy Committee receive a report on monthly ridership for the Red Apple Transit.

**DISCUSSION:** Mr. Wakan reported on the actual ridership information provided by First Transit. Following the February route changes and for the first seven months of 2012, overall ridership has seen a 14% decrease.

Mr. Wakan stated that some positive results have been seen with the new routes and stops. The Kirtland route has increased their ridership since February and the Bloomfield route continues to grow. Staff hopes to see continuing growth as the August and September ridership numbers are compiled.

Mr. Darnell commented on the graph on Page 13 that shows that following the February 6, 2012 route changes, ridership decreased significantly. Mr. Wakan said it is hoped that following an adjustment period to the new routes, ridership will rebound. He added that preliminary numbers for August show that ridership has increased.

Mr. Wakan spoke of an initiative in Las Cruces to promote increased transit ridership by encouraging New Mexico State students to use transit by including transit passes as part of their tuition. Mr. Darnell added that the Rail Authority is offering a pre-tax option to commuters for their Rail Runner fees. Ms. Holton said Staff would drill down into the collected survey data to see if there is a way to determine what has caused the differences in ridership.

**ACTION:** The report was received.

## **11. INFORMATION ITEMS**

<b>Subject:</b>	Information Items
<b>Prepared by:</b>	Duane Wakan, MPO Associate Planner
<b>Date:</b>	September 12, 2012

### **INFORMATION ITEMS**

- a. **TAZ Boundary Alignments.** Staff is working on boundary alignment changes to current Traffic Analysis Zones (TAZs) to be implemented in the traffic model.
- b. **2012 Traffic Count Locations.** Staff is finalizing a schedule with TRA consultants to conduct traffic counts at 88 locations throughout the MPO boundary in late September to early October.
- c. **AMPO Annual Conference.** Joe Delmagori attended the annual MPO conference in Saratoga Springs, NY on September 10-14.
- d. **Training/MPO Quarterly.** MPO Staff will be attending training sessions on project development and the Census in Albuquerque on September 25; staff will also attend the next MPO Quarterly in Santa Fe on September 26.
- e. **NMAPA Conference.** Duane Wakan will be attending the statewide planning conference in Rio Rancho on October 8-10.
- f. **Other.**

**DISCUSSION:** Mr. Wakan reported that Staff has already worked with the cities of Aztec and Bloomfield to review the preliminary drafts of the Traffic Analysis Zones (TAZs) alignments. The entities have provided recommendations on what they would like to see implemented. Mr. Wakan will be meeting in the coming weeks with representatives of San Juan County and the City of Farmington.

Mr. Wakan said the 2012 traffic count locations have been uploaded and sent to the consultant. Staff is waiting to receive the schedule on when the data will be collected.

Mr. Delmagori just returned from the AMPO Annual Conference in Saratoga Springs, New York. He said there was much discussion of MAP 21 and the impact to MPOs. Discussion also focused on the performance measures and targets since these are the largest new addition to MPO work. This work, however, is at least three years away from being implemented by the MPOs as DOTs and states must first define their roles.

Mr. Wakan stated that MPO Staff would be attending the MPO Quarterly in Santa Fe on September 26 and also training session on project development and the Census on September 25 in Albuquerque. Ms. Holton encouraged any interested Policy Committee member to attend the MPO Quarterly meeting. At the MPO Quarterly hosted by FMPO in June, she was impressed with the discussion items and the sharing of information between NMDOT and the MPO staffs.

Mr. Wakan will be attending the statewide NMAPA planning conference on October 8-10 in Rio Rancho.

#### **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. Lucero made a motion to adjourn the meeting. Mr. Darnell seconded the motion. The meeting was adjourned at 3:03 p.m.

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Dr. James Henderson, Chair

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June Markle, MPO Administrative Aide