

MINUTES
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
TECHNICAL COMMITTEE MEETING
FEBRUARY 28, 2013

Technical Members Present: Mike Huber, City of Aztec
Brad Ellsworth, City of Bloomfield
Cynthia Lopez, City of Farmington
Nica J. Westerling, 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

Technical Members Absent: None

Staff Absent: None

Also Present: None

1. CALL TO ORDER

Mr. Keck called the meeting to order at 10:07 a.m.

2. APPROVE THE MINUTES FROM THE JANUARY 24, 2013 TECHNICAL COMMITTEE MEETING

Ms. Lopez made a motion to approve the minutes from the January 24, 2013 Technical Committee meeting. Mr. Ellsworth seconded the motion. The motion to approve the minutes was passed unanimously.

3. AMENDMENT #5 TO THE FY2013-2018 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Subject:	FY2013-2018 TIP Amendment #5
Prepared by:	Joe Delmagori, MPO Planner
Date:	February 18, 2013

BACKGROUND

- On February 10, 2013 the Farmington MPO advertised Amendment #5 to the FY2013-FY2018 Transportation Improvement Program.
- The amendment adds three projects to the TIP and revises one other project as described in the attached notice.

CURRENT WORK

- The City of Farmington will be receiving additional Safe Routes to School Infrastructure and Non-Infrastructure funding for sidewalks and other educational activities.
- San Juan County is receiving School Bus Route funding for maintaining county roads that serve as school bus routes.
- San Juan County is also modifying the funding sources and amounts for the bridge on CR 7150.
- A public hearing on Amendment #5 will be held on February 28, 2013 during the Technical Committee meeting.

RECOMMENDATION

- It is recommended that the Technical Committee hold a public hearing on and recommend approval of Amendment #5 to the FY2013-2018 TIP.

DISCUSSION: Mr. Delmagori stated that Amendment #5 to the current FY2013-2018 TIP adds three projects to the TIP and revises one other project.

Mr. Keck opened the public hearing on Amendment #5.

Mr. Delmagori explained the TIP changes as detailed in Amendment #5:

- Adds three projects to the TIP funded through the Safe Routes to School Program (SRTS) for federal fiscal year 2013 in the amount of \$250,000 for the City of Farmington (new Control Number W500040).

Project Name	Termini	Project Description
Hutton Ave	20 th St to Cliffside	Install 5' sidewalk on the east side of Hutton
Hutton Ave	Animas Elementary School to 20 th St	Install 5' sidewalk on the east side of Hutton
Hydro Plant Rd	Ivie Ave to McCormick School Rd	Install curb and gutter and 5' sidewalk

- Adds an additional \$25,000 in SRTS funds for non-infrastructure activities (e.g. SRTS Coordinator, educational activities) in FFY2013 for the City of Farmington (existing CN W500011).
- Adds Navajo Nation School Bus Routes funding to the TIP in FFY2013 in the amount of \$210,000 for San Juan County (new CN 5100361).

Mr. Delmagori said that in the past, the STIP showed the Navajo Nation School Bus funding, but San Juan County was informed that the TIP must now also reflect this funding source.

- Modifies funding sources and amounts for the current CR 7150 project in the TIP for San Juan County (existing CN F100180).

	Existing Project Details	Revised Project Details
Project Year	FFY2013	FFY2013
Project Description	Bridge Repair	Bridge Repair
Project Termini	Bridge #8105 on CR 7150	Bridge #8105 on CR 7150
Project Cost and Funding Source	\$1,000,000 in BIA funds, \$700,000 in National Highway Performance Program, \$250,000 in Local County funds, & \$250,000 in Navajo DOT funds	\$1,500,000 in Navajo DOT funds, \$700,000 in National Highway Performance Program, & \$350,000 in Local County funds
Total Project Cost	\$2,200,000	\$2,550,000

Mr. Delmagori reported that the public comment period on Amendment #5 begin on February 10 and will conclude on March 13, 2013. Upon recommended approval by the Technical Committee, it will be brought to the Policy Committee for approval at their March meeting.

There were no public comments. Mr. Keck closed the public hearing.

ACTION: Ms. Lopez moved to recommend approval of Amendment #5 to the FY2013-2018 TIP. Mr. Ellsworth seconded the motion. The motion was passed unanimously.

4. DRAFT FY2014-2019 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Subject:	FY2014-2019 Transportation Improvement Program (TIP)
Prepared by:	Joe Delmagori, MPO Planner
Date:	February 19, 2013

BACKGROUND

- The TIP is a short-term program of projects expected to be completed in the next six years.
- The TIP update process includes revising existing project information, adding new projects, and developing TIP priority lists.

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| <ul style="list-style-type: none">▪ A Call for Projects was issued in December to start the TIP update process.▪ Staff presented the current TIP projects on January 24. |
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CURRENT WORK

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| <ul style="list-style-type: none">▪ Staff met with the entities, Red Apple, and NMDOT individually to discuss any updates to their project information.▪ The draft TIP has been developed based on these meetings.▪ The TIP Priority lists will be reviewed and modified with the Technical Committee on February 28.▪ The STIP is scheduled to be updated later this year. |
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RECOMMENDATION

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| <ul style="list-style-type: none">▪ It is recommended that the Technical Committee review the projects in the FY2014-2019 TIP and develop TIP Priority Lists by funding source. |
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Mr. David Quintana with NMDOT District 5 was unable to be reached by telephone for this discussion.

DISCUSSION: Mr. Delmagori reported that the TIP is reviewed on an annual basis and provides the opportunity to revise existing project information and to add any newly identified projects, as well as to review the established priority lists. Mr. Delmagori stated that the statewide STIP is also due for updating later this year. This may allow for the programming of additional FMPO projects for the latter years of the STIP. The programming for FY2014 and FY2015 is already set, but the outer years of FY2016 and FY2017 could provide the opportunity for programming of additional projects.

During the past month, Staff met with each entity to discuss their own projects and the priority lists. Mr. Delmagori noted that projects from FY2012 and FY2013 have been removed from the lists because the TIP is now moving into FY2014. He reviewed the current TIP projects for the Committee and asked for comments and modifications:

Regionally Significant Project List

City of Bloomfield

Bergin Lane - \$1,000,000 project for sidewalks. This project will fall into the new Transportation Alternatives Program (TAP) funding. Mr. Delmagori stated that information on TAP is still forthcoming from NMDOT so the future of this project is not certain. He recommended retaining the enhancement type projects in the TIP that are shown for FY2014 and FY2015 and stated the TIP could be amended or modified at a later time if necessary.

City of Farmington

20th Street - This is a FY2014 project and will also fall under TAP.

The next five projects on the list were locally funded projects.

Page 3 shows a phase of the E Pinon Hills Blvd project funded under the Surface Transportation Program (STP). This phase will rebuild the intersection of Pinon Hills and NM 516 and construct the roadway down to Hubbard.

Page 4 shows NMDOT-led projects. Mr. Delmagori said he had not received an update on project details from District 5 for their two projects. The first is Phase IV of US 64 project for FY2014 and FY2015 for \$8,325,000. Based on previous discussions with District 5, this amount may only be one-half of the actual cost of the project. The second NMDOT project is for safety improvements on NM 173. This project was programmed for FY2013, but there has been no word from District 5 on whether it is still planned for FY2013.

With Red Apple Transit annual FTA 5307 operating funding, Mr. Delmagori reported that MAP-21 increased the programmed funding from approximately \$560,000 to \$668,606. He said that this money can be used for capital purchases and the City of Farmington anticipates purchasing a new bus with part of these funds.

Mr. Keck asked about the City of Aztec's safety project on Light Plant Road and NM 516. Mr. Huber said construction should begin this summer.

Non-Regionally Significant Project List

Mr. Delmagori said this list includes projects that are on local streets or that fall primarily outside of the MPO. There are three Farmington projects and two San Juan County projects on the list.

Mr. Delmagori stated the two San Juan County projects - CR 7500 and CR 7950 - do include some federal funding. Because the projects are funded in both FY2013 and FY2014, the project list does still show the FY2013 funding for these projects.

Unfunded Project List

Mr. Delmagori discussed the General Listing which began on Page 9 of the Unfunded Project List. He asked the Technical Committee members as he went through the list to consider if any of these projects should be brought forward for consideration under the priority lists. Mr. Delmagori said these projects are eligible for federal funding and could potentially be programmed into the STIP.

The Technical Committee members reviewed the list of projects. Mr. Delmagori noted two new projects from the Farmington Parks & Recreation Department. One is to construct a number of pedestrian bridges over the Animas River and the other is to construct a new river trail along the Glade Wash.

The NMDOT projects shown on the General Listing have not been verified by District 5. Staff has kept them on the list until an update from NMDOT is received.

San Juan County did not identify any Unfunded Projects for the General Listing.

Ms. Westerling asked if the Old Aztec Hwy/NM 516 project shown on Page 17 of the list was to relocate the intersection or to improve it where it was currently located. She

stated that where Lakewood Street is tied in will be determined by what happens to this intersection. Ms. Westerling added that originally the intersection was going to be relocated. Mr. Keck asked if this intersection had a bad accident history. Ms. Westerling replied that it was not high on the City of Farmington's list of bad intersections, but added that the six lanes of traffic and a poor sight line have made it more problematic. Mr. Delmagori said Staff would follow up with District 5 on this project.

Bridge Priority

The Committee reviewed the three projects on the Bridge Priority listing:

- E Pinon Hills Blvd - new bridge over the Animas River
- E Blanco Blvd - bridge replacement just east of US 550
- CR 5500 - bridge replacement

The Committee agreed that the current placement of these projects was appropriate.

Highway Safety Improvement Program Priority

Mr. Delmagori reported that the two recent safety applications were added to this listing which include a project at the San Juan/Scott Intersection (included on NMDOT's transparency report) and one at US 550/NM 173. Word on whether these safety applications were approved is not expected until April. Mr. Delmagori recommended that if the projects were not approved, they be kept on the priority list.

Mr. Keck stated that it is also possible that the San Juan County project at CR 350/CR 390 might be fully funded this year. Based on the Road Safety Audit (RSA) that was completed last year, the Safety Bureau informed Mr. Keck that the project would be funded for approximately \$600,000. Mr. Keck said the RSA process was very thorough in investigating and analyzing the needs of the intersection. It was determined that a signal was not needed, but a right hand turn lane would be added along with curb, gutter, and sidewalks to better define the intersection. Mr. Delmagori asked if Mr. Steve Eagan with the Safety Bureau had said when the project would be completed. Mr. Keck said he was given no specific time frame, but was told the project would be funded.

Mr. Ellsworth commented that the City of Bloomfield has \$1,000,000 in TAP funding for the Bergin Lane sidewalk project, but that this unfunded project would actually be to widen the roadway.

The Technical Committee agreed that the current placement of these HSIP projects was good.

Surface Transportation Program (STP) Priority

Mr. Delmagori noted that this program name stayed the same moving from SAFETEA-LU to MAP-21. This list includes:

- E Pinon Hills Blvd (the road section)
- CR 3900 (County portion of E Pinon Hills Blvd)
- East Arterial Route - Aztec - Phase 1B
- East Arterial Route - Aztec - Phase 2
- Bergin Lane - Bloomfield (similar to HSIP project to improve the road)
- E Blanco Blvd - Bloomfield - road reconstruction

- Pinon Hills Blvd - Butler to 30th Street road widening
- US 64 Phase 5
- CR 7100

The Technical Committee reviewed these nine projects and agreed the list was good as shown.

Transportation Alternatives Program (TAP) Priority

Mr. Delmagori stated that the funding level for the TAP program has been cut significantly and each project will be subject to the competitive process which has yet to be established by the Planning Division. Mr. Delmagori recommended keeping all the current projects on the list, but recommended the Committee consider alternatives once more information is learned about the program and process. He said that on the Regionally Significant List, the Bergin Lane and the 20th Street projects alone would meet or exceed the potential amount of TAP funding received.

Mr. Delmagori reviewed the projects included on the TAP Priority listing:

- Wildflower Pkwy
- Animas River Trail System
- US 64 - landscaping

Mr. Delmagori stated that in conversations with NMDOT, landscaping is not eligible under TAP. This project may be dropped from the TAP Priority list.

- 5th Street - Bloomfield

Mr. Delmagori said that 5th Street was identified as a local road and has not been identified as a potential collector. This project may be dropped from the TAP Priority list.

Ms. Lopez asked if the way the MPO ranked the projects could be considered part of the competitive process. She believed that how the local entities cooperated together in ranking the projects could be used as part of the scoring for the competitive process. Mr. Delmagori replied that the criteria and measures identified by the Planning Division are still under consideration and there could be an opportunity for MPO input and suggestions. Mr. Delmagori said he would discuss it with Ms. Maggie Ryan on a planned telephone conversation that afternoon.

Mr. Delmagori noted that the two Bloomfield projects referenced above be moved from the TAP Priority Listing to the General Listing. This could potentially allow the eligible Animas River Pedestrian Bridges, the River Trail along Glade Wash, and Aztec's North Main Avenue pedestrian projects to be moved from the General Listing onto the TAP Priority Listing. Mr. Huber asked if Bloomfield had other projects they wanted included in the TAP Priority Listing. Mr. Ellsworth said there were no other projects for Bloomfield at this time.

Ms. Westerling asked what the annual TAP funding amount was expected to be. Mr. Delmagori said he thought it was to be between \$200,000 and \$300,000 per year. Ms. Westerling said that none of the projects currently on the TAP Priority Listing would fit those criteria. She recommended the projects be reduced in size or split into phases

so they could meet the projected annual amount of TAP funding. Mr. Wakan added that Ms. Ryan had said there was the possibility that unused TAP funds from other MPOs could be given to those in need of additional funds. Mr. Delmagori noted that STP funding might be considered if there were sidewalk or bike improvements attached to a road project. He also reported that Ms. Ryan had said HSIP funds might also be available.

Ms. Westerling stated that with the cost of the projects on this list, they would need to be done in phases or broken down into smaller segments. She added, however, that at least a block at a time needed to be completed and the blocks in some areas could be long. Mr. Huber commented that trail and pedestrian improvements are easily scaled back and that a section at a time can be completed if and when funding became available.

Ms. Westerling commented that trying to break the \$2,400,000 Wildflower Parkway project into smaller segments would be difficult. She said sidewalks could be constructed for the section from Yarrow to Andrea, but if the roadway was not widened and bike lanes installed at the same time, the sidewalk would not be where it ultimately needed to be. Ms. Westerling added that it was easy to add sidewalks after the fact, but not as easy to add in a road section later. Mr. Delmagori asked if there was sufficient right-of-way that would allow for a buffer between the sidewalk and the eventual street improvements. Ms. Westerling said that right-of-way was probably not available.

Mr. Wakan asked if there was a way to use the Complete Streets concepts of pedestrian amenities dictating road usage versus the current standard of roadways dictating pedestrian amenities as a positive aspect for funding. He speculated if the use of Complete Streets designs could be included as part of the competitive process. Mr. Delmagori asked Ms. Westerling to let him know if the City of Farmington decided to split this project into smaller phases. In the meantime, he asked if the Wildflower Pkwy project should remain as the number one project on the TAP Priority List or be shuffled around with some of the lower cost projects. Ms. Westerling said it could remain as the number one project on the list knowing that it would not be funded, but hoping that District 5 would then consider the second priority project on the list.

Mr. Delmagori asked if any of the other TAP-eligible projects should be added to the current priority list. Ms. Lopez said she thought the two trails projects mentioned earlier should be moved from the General Listing and be included on the TAP Priority list. Ms. Westerling also asked that the project description for the Animas River Pedestrian Bridges be changed to "Construct 5 pedestrian/bike bridges over the Animas River". Mr. Delmagori said he would make the noted change to add the word "bike". The Committee decided to move the Animas River Pedestrian Bridges from the General Listing to priority #3 on the TAP Priority List and the River Trail project from the General Listing to priority #4 on the TAP Priority List.

Mr. Delmagori will make the noted revisions and present the draft TIP to the Policy Committee at their March meeting. At the March Technical Committee meeting, recommended adoption of the final draft TIP will be sought. Final adoption of the TIP by the Policy Committee will be sought at their April meeting.

ACTION: The projects in the FY2014-2019 TIP were reviewed and TIP Priority Lists by funding source developed.

5. RECEIVE A REPORT ON AN AMENDMENT TO THE FY2013 UNIFIED PLANNING WORK PROGRAM, EXTENDING THE UPWP AND THE BUDGET FROM JULY 1 TO SEPTEMBER 30 SO THE ANNUAL WORK PLAN AND BUDGET MATCH THE FEDERAL FISCAL YEAR

Subject:	FY2013 UPWP Amendment
Prepared by:	Joe Delmagori, MPO Planner
Date:	February 20, 2013

BACKGROUND or PREVIOUS WORK

- Recently the MPOs agreed to extend the current UPWP by three months so that work activities and budget align with the federal fiscal year.
- Extending the FY2013 UPWP by three months from July 1 to September 30 will allow better coordination and timely distribution of PL funds.
- NMDOT Planning has requested that the amendment for extending the FY2013 UPWP be approved by April 30.

CURRENT WORK

- MPO staff is preparing an amendment that will extend the UPWP work activities and MPO budget by three months to bridge the gap.
- No significant changes will be made to the work products; rather, additional time for various activities currently in the UPWP will be identified.
- Staff is evaluating potential budget scenarios with NMDOT Planning to determine how the MPO will be funded for the three months.

RECOMMENDATION

- It is recommended that the Technical Committee receive a report on an amendment to the FY2013 UPWP, extending the UPWP and the budget from July 1 to September 30 so the annual work plan and budget match the federal fiscal year.

DISCUSSION: Mr. Delmagori reported on an amendment to the FY2013 Unified Planning Work Program (UPWP). The State and MPOs agreed to extend the current UPWP so that it would match the federal fiscal year from October to September. This requires an extension to the existing UPWP to bridge the gap of July, August, and September.

Mr. Delmagori said Staff did not anticipate any major changes to the work activities themselves. He added that Staff will mainly extend some of the existing projects such

as the Red Apple Transit data collection, work on Complete Streets guidelines and policies, validation and calibration of the traffic model, and a potential additional traffic count study. Mr. Delmagori said the Policy Committee had requested this project be considered to gather some weekend counts and to note the difference between weekend and weekday traffic patterns. Ms. Westerling suggested these weekend counts be taken at the first of a month when traffic was the heaviest.

Mr. Delmagori stated that in addition to the extension to the UPWP, the UPWP budget will also need to be amended. NMDOT had informed Staff that the MPO will need to continue using the existing PL money to bridge the three-month extension. Mr. Delmagori stated that the remaining FTA 5303 funds will be used to hire summer interns for the transit data collection activities and staff time. The traffic count money has already been exhausted for the year.

Mr. Delmagori will provide a proposed budget for the Technical Committee to review at the March meeting along with the proposed list of work activities to extend through the additional three months of the UPWP.

ACTION: The report was received.

6. RECEIVE A REPORT FROM NMDOT

No representative from NMDOT was in attendance at the meeting. Mr. Delmagori reported that Ms. Ryan had planned to attend the meeting but some unexpected issues forced her to cancel her plans. Mr. Quintana could not be reached by telephone.

Mr. Delmagori said that if the MPOs want to smooth out their boundaries based on new 2010 Census data, they must submit that information to the Planning Division by April 15. Staff reviewed all the urbanized areas and clusters and determined that those areas had not stretched out and believed the existing boundaries are good.

The Planning Division had recommended taking a look at functional classifications of roadways that fall within the MPO. Mr. Delmagori said Staff planned to take this project on since it has been approximately ten years since a thorough review of the classifications has been conducted. Staff will be reviewing the traffic count database with NMDOT's Traffic Bureau in March and once the information is verified, the MPO will begin updating the functional classifications.

Mr. Delmagori said that because the UPWP will be changed over to the federal fiscal year, the actual approval of the next UPWP can be completed later in the summer months. Mr. Delmagori noted that Staff would begin development of the UPWP during April and May and seek final adoption of the FY2014 UPWP in June.

Mr. Delmagori reported that under the HSIP program, there was word from NMDOT that each MPO and RPO in the state would be given a dedicated amount of money. This is similar to the TAP funding where the state amount is divided up and split among the MPOs and RPOs. Information from NMDOT indicated that FMPO would be given \$550,000 for FY2013. This money will be for projects that are shovel-ready and

are able to be obligated in FY2013. Mr. Delmagori said this money is separate from the safety application requests.

Mr. Delmagori also reported that Ms. Ryan has submitted her resignation to NMDOT. They have asked her to reconsider and just take an extended leave of absence. Mr. Delmagori said that Ms. Ryan is weighing her options but, if she decides to leave, her last day is March 7. The Planning Division has not yet named a replacement liaison for FMPO.

7. RECEIVE A SUMMARY OF THE MPO FHWA REVIEW FINAL REPORT

Subject:	FHWA MPO Review
Prepared by:	Joe Delmagori, MPO Planner
Date:	February 20, 2013

BACKGROUND or PREVIOUS WORK

- On September 5-6, 2012, FHWA New Mexico Division conducted a review of the MPO and its planning process.
- The MPO received a few commendations as well as corrective actions and recommendations.
- The MPO FHWA Review Final Report was submitted on January 31 and shared with the MPO members.

CURRENT WORK

- Some of the corrective actions and recommendations have specific deadlines for completing the work.
- Some recommendations are contingent on working cooperatively with departments at NMDOT.
- Staff has summarized work relating to the corrective actions and the recommendations for discussion with the Technical Committee.

RECOMMENDATION

- It is recommended that the Technical Committee receive a summary of the MPO FHWA Review Final Report.

DISCUSSION: Mr. Delmagori stated that the FHWA New Mexico Division conducted a review of the MPO and its planning process last September. The final FHWA report of the audit was received in January and distributed to all Committee members. Mr. Delmagori reported that overall FMPO received a good report, but a few corrective action items were identified.

Mr. Delmagori reviewed each of the FHWA recommendations and Staff's plan to meet the requirements:

- Corrective Action #1
The Farmington MPO needs to work with the NMDOT Office of Equal Opportunity Programs on developing and adopting an Environmental Justice/ Title VI plan as soon as possible.

Mr. Delmagori said that Staff was aware that a Title VI plan was needed. He noted the Corrective Action required a plan be in place by September. Mr. Delmagori will introduce the boilerplate document that Staff will use to develop a Title VI plan in the discussion of Agenda Item #8.

- Corrective Action #2
The Farmington MPO must identify a remedy for the labor distribution on timesheet approach to meet requirements of 2 CFR 225 for tracking time to multiple Federal grants. This finding needs to be resolved within 90 days of this report and presented to the FHWA New Mexico Division Office for concurrence.

Mr. Delmagori explained that this corrective action related to how Staff tracked their work hours. Staff has used an internal spreadsheet to track the hours spent on a particular activity related to the UPWP. FHWA requires the hours be tracked by funding source. Staff must show how many hours go to PL funding, how many go to the 5303 transit account, and how many hours are non-reimbursable. Staff is working with the City of Farmington's Finance department to establish work orders within the internal timesheet program which will eventually carry over to payroll.

- Corrective Action #3:
The Farmington MPO staff needs to list the projects in the TIP according to the appropriate Fiscal Year (FY) or time period. The TIP database needs to be updated to what the other MPOs in the State of NM are using for consistency.

Mr. Delmagori said this corrective action referred to having the appropriate fiscal years and timeframes shown between the TIP and STIP and also having consistency in the TIP database. With the ongoing update to the FY2014 TIP, Staff will match years between the TIP and the STIP. Mr. Delmagori said that updating the database is a formatting issue and Staff will work with the STIP Unit after the TIP is completed to develop a new way of presenting the TIP. Mr. Delmagori noted that all project details would remain the same. The only change would be in how the TIP looked on paper and how it would be presented to the public.

Mr. Delmagori reviewed that eight recommendations listed in the FHWA report:

- Recommendation #1:
The Farmington MPO, the State DOT, and the Transit operator must update the current JPA to meet federal requirements and the new provisions of MAP-21. In addition, it will be beneficial to include a conflict resolution clause to address disagreements. A revised and updated JPA and corresponding supplemental documents (other agreements or Bylaws) must be submitted to FHWA and FTA for informational purposes by June, 2013, with the final draft signed by the responsible parties by September, 2013.

Mr. Delmagori explained that the JPA must be updated to meet federal requirements and to address the new MAP-21 transportation bill provisions. Additionally, a conflict resolution clause needs to be included in the JPA. Staff will work with Mr. Rodolfo Monge-Oviedo to learn what statements are required to be included. Mr. Delmagori plans to work on an amendment to the JPA with the Committees during March and April and then ask Mr. Monge-Oviedo to review it in early April. Once this amendment has been approved by the Policy Committee, it will have to be presented before each local entity for their approval. Following all local approvals, the document would need to be sent to the State for their review and approval. Mr. Delmagori stated that the deadline for the final revisions is September.

- Recommendation #2:

The Farmington MPO needs to address the practice of consolidating under one CFDA funding in their financial statements. Funding needs to be split between transit and FHWA as required under the Transit CFDA of 20.505. The City of Farmington should inform their auditors of the necessary correction to ensure the FY12 SEFA is correctly stated.

Mr. Delmagori reported that this Recommendation would fall to the City of Farmington's Finance Department. The recommendation required that funding be split between transit and regular planning activities and not be consolidated under one Catalog of Federal Domestic Assistance (CFDA). Staff is working with the MPO's finance representative to get this resolved.

- Recommendation #3:

No further action or follow up is recommended regarding the corrective action identified in the Federal Transit Administration Triennial Review

Mr. Delmagori noted that Recommendation #3 simply stated that no further action was required on items identified during the Red Apple Transit Triennial Review. The City of Farmington resolved all outstanding issues when the FTA conducted their review last year.

- Recommendation #4:

The Farmington MPO should evaluate the effectiveness of the Public Participation Plan (PPP) and explore and integrate other social media options in their public outreach toolbox

Mr. Delmagori stated this Recommendation related to the effectiveness of the Public Participation Plan (PPP). Staff expects to begin working on this in the summer after the Title VI plan has been developed. This Recommendation suggests looking into social media and how that might be utilized as a resource for public involvement.

- Recommendation #5:

The Farmington MPO and NMDOT need to work in cooperation on the development and implementation of the UPWP Policies and Procedures to be developed in the near future, and;

The Farmington MPO and NMDOT need to work on resolving the traffic count and functional classification network updates, concerns and problems

Mr. Delmagori said the first part of this Recommendation was being overseen by the Planning Division of NMDOT. Staff is working with them to develop and implement the UPWP policies and procedures.

For the second recommendation, Staff plans to meet with the Traffic Bureau in March to address traffic count concerns and updates. Staff has created a side-by-side spreadsheet which shows the existing traffic count database versus what NMDOT has in their system. Mr. Delmagori noted there are a handful of discrepancies primarily with traffic sections that do not match. Mr. Delmagori expects this Recommendation to be met in the next few months.

- Recommendation #6:
It is strongly recommended that the Farmington MPO develops a project prioritization methodology that clearly explains how different projects/programs compete against each other and how different considerations are weighted. This approach will provide important information to elected officials and the general public. FHWA NM Division will assist the Farmington MPO on identifying and bringing technical assistance on Fiscal Constraint, project prioritization methodologies, and cost estimates for best practices if requested.

Mr. Delmagori explained that this Recommendation related to the prioritization of projects through the long-range transportation plan process. He stated the MPO will begin updating this plan this fall.

- Recommendation #7:
Farmington MPO is encouraged to continue working with NMDOT on the implementation of the STIP Policies and Procedures.

Mr. Delmagori stated the MPO has been involved with the STIP Unit when they develop policies and procedures. The last major revision to the policies and procedures was implemented in January 2012 and Staff was involved with this process.

- Recommendation #8:
The Farmington MPO and the transit operator collaboratively need to ensure that an effective cooperative process by which project information on obligated Federal funds is provided by the recipient grantee agency to the MPO. The information provided should be adequate for the MPO to produce and publish the Annual Listing of Obligated Projects within 90 days of the close of the MPO program year. This information sharing process is recommended to be included in the MOA or other appropriate agreement and be disseminated in accordance with the PPP techniques and in accordance with 23 CFR 450.332. This information should be listed in the MPO website.

Mr. Delmagori stated that this Recommendation related to the Annual Listing of Obligated Projects. Staff needs to take a more thorough look at the development

of this list which, for FY2013, will be prepared from October to December 2013. Staff will assess the process for any areas of deficiency or needed improvement.

Mr. Delmagori reported that Mr. Rodolfo Monge-Ovieda planned to attend the March 21 Policy Committee meeting to review and summarize the final report of the FHWA audit. He invited any interested Technical Committee member to attend this meeting,

ACTION: The report was received.

8. RECEIVE A REPORT ON THE DEVELOPMENT OF A TITLE VI PLAN FOR THE MPO

Subject:	Title VI Plan
Prepared by:	Joe Delmagori, MPO Planner
Date:	February 19, 2013

BACKGROUND

- The FHWA MPO Review indicated that the MPO needs to develop a Title VI Plan.
- This plan would also include an Environmental Justice component.
- The Title VI Plan would ensure that the MPO prevents discrimination from low income or minority populations.
- The Environment Justice component would ensure that no single aspect of the population would bear a disproportionate share of impacts from transportation decisions.
- The Title VI Plan needs to be adopted by September 2013.

CURRENT WORK

- Staff is using a Title VI boilerplate plan from NMDOT as the basis for its Title VI Plan.
- This boilerplate will be reviewed with the Technical Committee on February 28.
- Development of the Title VI Plan will include a non-discrimination Statement of Policy, procedures for training, public involvement, handling complaints, and resolving issues.

RECOMMENDATION

- It is recommended that the Technical Committee receive a report on the development of a Title VI Plan for the MPO.

DISCUSSION: Mr. Delmagori reported that this was a Corrective Action in the FHWA review conducted last fall. Staff needs to develop a Title VI Plan that includes an

Environmental Justice component, a statement of non-discrimination, procedures for training and public involvement, and a process for handling complaints.

Mr. Delmagori contacted Mr. Damian Segura with the Office of Equal Opportunity with NMDOT. Mr. Segura provided a boilerplate of the Title VI Plan used at NMDOT. Mr. Delmagori reviewed this boilerplate for the Technical Committee members. He noted there was a lot of legal verbiage and references to United States code which is required to be in the State's plan, but may or may not be required in the MPO's Title VI Plan. There were also many sections that referred to property, projects, land acquisition, and deeds. These types of activities are not performed by the MPO and this language would probably not be required in the MPO plan.

Based on the technical language, Appendix A would most likely need to be included in the MPO's Title VI Plan. Other sections of the boilerplate which appear necessary to be included in the MPO plan are the Public Participation Plan (PPP) and Organization/ Staff Responsibilities relating to Title VI.

Mr. Delmagori said it was not known if the responsibilities of the Title VI Coordinator would fall to the MPO or to one of the entities. Ms. Westerling noted that the City of Farmington's Title VI Coordinator was the HR Director.

Ms. Holton stated that the language relating to contracts would be an issue between NMDOT and each entity in terms of funding. Mr. Delmagori stated that the MPO's Title VI Plan will be geared more toward the transportation, planning, and public participation processes identified through the MPO's PPP.

Mr. Delmagori said Staff would prepare a working draft of the MPO's Title VI Plan for presentation at the March meeting.

ACTION: The report was received.

9. RECEIVE A SUMMARY OF THE COMPLETE STREETS ADVISORY GROUP MEETING

Subject:	Complete Streets
Prepared by:	Joe Delmagori, MPO Planner
Date:	February 19, 2013

BACKGROUND or PREVIOUS WORK

- Complete Streets is a means of designing a roadway so that it accommodates all modes of travel, such as vehicles, walking, biking, and transit.
- Complete Streets promote safety for all users, improve connectivity among modes, and help create economic growth.
- The Complete Streets Advisory Group was organized in October 2012.
- In the past few months, staff has given overview presentations on Complete Streets to the local councils/commissions and other organizations so they would gain a better understanding of Complete Streets.

CURRENT WORK

- The MPO is working to develop regional guidelines as the first step in the Complete Streets process.
- The Advisory Group met on February 12.
- At that meeting, staff introduced three CS guidebooks that will serve as a reference for developing CS for the MPO.
- The guidebooks have vision statements and goals that will assist the MPO.
- The guidelines define land use context areas and road types as a means of better representing communities and the role that streets have within those communities.
- CS guidelines - such a travel lanes, widths of sidewalks, presence of medians and bike lanes - will be based on the matching of these land use context areas and road types.

RECOMMENDATION

- It is recommended that the Technical Committee receive a summary of the Complete Streets Advisory Group meeting.

DISCUSSION: Mr. Wakan provided a brief recap of the recent February 12 Advisory Group meeting and items discussed.

Mr. Wakan commented that Staff hoped to illustrate for the Advisory Group some of what other cities had done to design and implement Complete Streets. Charlotte began by defining their assets as well as their deficiencies. They discovered that their older neighborhoods were more favorable to Complete Streets designs because they were built with pedestrians in mind and not cars. The question was how to balance the needs of the pedestrian and the automobile. Mr. Wakan added that Charlotte's guiding principles included: streets that provided mobility and economic development goals, a safety component, and ensuring that the planning and designing of Complete Streets was a collaborative effort. Mr. Wakan said the MPO and Advisory Group members were working together to develop regional guidelines for the area as their first step in the Complete Streets process.

Mr. Wakan referred to Page 15 of the Agenda which showed a chart from the PennDOT Smart Transportation Guidebook that described land use contexts from rural to urban. One of the steps for the Advisory Group is to describe the land use contexts in the MPO and what they see happening in the region. Once this process has been established, the road typology can then be addressed. This road typology becomes more conducive to the development of Complete Streets. Mr. Wakan noted pictures were provided to the Advisory Group of local road segments to assist in identifying how our areas and neighborhoods might help to develop specific classifications for this area and its needs.

Mr. Wakan said once the road typology is defined, the Advisory Group would begin to develop a design matrix or guidelines for the MPO. They would then consider how the road classifications in the MPO related to the MPO land use contexts. Mr. Delmagori commented that the PennDOT Guidebook demonstrated that sometimes arterials and collectors do not relate to the land use context as it transitions from neighborhood to

neighborhood. He added that this process with the Advisory Group would provide an opportunity to develop a design matrix and to determine how a collector might look in a suburban neighborhood versus a commercial district.

Ms. Holton stated that this process needed to include all information already approved in other documents such as the MTP and documents from each of the different entities. She commented that a proposal needs to be developed based on what has worked previously for this region. This should then be included in the MPO plan and should also incorporate the flexibility or range of options provided by the examples from other cities. Ms. Lopez added that the Access Management Plan also needed to be used as it already exists for the region.

Ms. Lopez said that she believed the Advisory Group needed to establish for themselves what they want to see, what they value, and what direction they want to take. She said she believes this visioning process should be the first step. Before deciding on road classifications and land use descriptions, the Advisory Group should define what it is that the community wants and values. Ms. Lopez said the Advisory Group needed to determine what they liked and did not like so the community values could come through clearly. Ms. Westerling added that it would be important to include potential costs associated with the visions as this would impact how much at one time could be completed. She said that current budget constraints do not allow for Complete Streets projects. She has funding for maintenance projects only. With funding so limited she saw no hurry in developing the Complete Streets designs and guidelines because there would be no near term funding available for this type of construction and or improvement.

The Committee discussed how best to seek help from the Advisory Group. Ms. Lopez commented that each individual in the Group has their own vision and the Group vision needs to be developed by combining the individual perspectives. The goal is to bring everything together and not try to accomplish too much too fast. Ms. Lopez reiterated that the Advisory Group needs to have buy-in to Complete Streets concepts and take ownership of the ideas developed. She believed this had to begin by determining what their values were for this community. Ms. Westerling commented that, as Complete Streets designs are developed and potential adoption sought, there will be complaints from developers about the additional right-of-way requirements and the subsequent impact to their subdivisions. Ms. Lopez said that Complete Streets is about accommodating amenities which include narrower streets. She added that it is important to visually demonstrate how Complete Streets would fit into different areas and how streets can be made "complete". Ms. Lopez restated that the Advisory Group must first determine if this is something they value. Mr. Delmagori stated that he agreed that the visioning creates the framework and then the details would start to fall into place after that.

ACTION: The report was received.

10. INFORMATION ITEMS

Subject:	Information Items
Prepared by:	Joe Delmagori, MPO Planner
Date:	February 20, 2013

INFORMATION ITEMS

- a. **Population/Employment and TAZ Updates.** Staff is working to finalize updates to population and employment data and the TAZ boundaries for the base, mid-range, and long range years of the regional traffic model. Staff will be coordinating meetings with the individual entities for final review of the data.
- b. **FY2014 UPWP.** Staff will be developing the FY2014 UPWP (October 1, 2013 to September 30, 2014) in the coming months. Anticipated approval will be in June 2013.
- c. **Rocky Mountain Land Use Institute Conference.** Duane Wakan will be attending this conference in Denver on March 6-8.
- d. **MPO Quarterly.** The next MPO Quarterly will be hosted by Albuquerque on March 19.
- e. **Other.**

DISCUSSION: Mr. Wakan reported that Staff continued to work on the traffic analysis zones (TAZ) boundaries and to finalize updates to the population and employment data. Ms. Westerling asked how often updated Census information was received. Mr. Wakan replied that the population data is updated every 10 years while employment data is published every year. He added that land use context must also be considered as well as the zones where growth and development are anticipated.

Mr. Wakan said Staff is working to develop the FY2014 UPWP which would cover the period from October 1, 2013 to September 30, 2014. Staff expects to bring the final draft to the Policy Committee in June for their approval.

Mr. Wakan will be attending a land use conference in Denver the week of March 6-8.

Mr. Wakan plans to attend the next MPO Quarterly in Albuquerque on March 19.

Mr. Wakan reported that NMDOT issued a notice asking the MPOs to remind local entities about ensuring they meet federal regulations for ADA compliance when designing their sidewalks and intersections.

11. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF

Mr. Huber said he had accepted another position with the City of Belton, Texas. His last day with the City of Aztec will be March 20. He thanked everyone and said he had enjoyed working with such great people. Mr. Delmagori thanked Mr. Huber for his strong support of the MPO and for his service on the Technical Committee representing the City of Aztec.

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

12. BUSINESS FROM THE FLOOR

There was no business from the floor.

13. ADJOURNMENT

Ms. Westerling moved to adjourn the meeting. Ms. Lopez seconded the motion. Mr. Keck adjourned the meeting at 11:40 a.m.

Dave Keck, Chair

June Markle, MPO Administrative Aide