

MINUTES
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
TECHNICAL COMMITTEE MEETING
August 26, 2010

Technical Members Present: Julie Baird, City of Bloomfield
Chico Quintana, City of Farmington, Alternate
Dave Keck, San Juan County
Cindy Lopez, City of Farmington
Roshana Moojen, City of Aztec

Technical Members Absent: Nica J. Westerling, City of Farmington

Staff Present: Joe Delmagori, MPO Planner
Martin Lucero, MPO Associate Planner
Kathy Bonnell, MPO Administrative Aide

Staff Absent: Bob Campbell, MPO Officer

Also Present: Linda Sillers, San Juan Center for Independence
Lee Cabeza de Vaca, NMDOT
Ray Matthew, NMDOT
Phil Gallegos, NMDOT

1. CALL TO ORDER

Ms. Baird called meeting to order at 10:10 am.

2. APPROVE THE MINUTES FROM THE July 22, 2010 TECHNICAL COMMITTEE MEETING

Mr. Keck motioned to approve the minutes from the July 22, 2010 Technical Committee meeting and Mr. Quintana seconded the motion. Motion was passed unanimously.

3. APPROVE FY2011-2016 TIP AMENDMENT #1

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item**

Subject:	FY2011-2016 TIP Amendment #1
Prepared by:	Joe Delmagori, MPO Planner
Date:	August 17, 2010

BACKGROUND

- On August 1, 2010 the Farmington MPO advertised Amendment #1 to the FY2011-FY2016 Transportation Improvement Program.
- The amendment modifies funding to Phase II of the US 64 Farmington to Bloomfield widening project.

CURRENT WORK

- The original amount in High Priority Projects funding for Phase II was \$4,987,476; an additional \$3,020,344 has now been authorized for a total of \$8,007,820.
- The TIP now reflects the \$3,000,000 in Local funds being used by the City of Bloomfield for relocation of city utilities.
- The MPO is holding a 30-day public comment period from August 1, 2010 to September 3, 2010.
- Hold a public hearing on FY2011-2016 TIP Amendment #1 during the August 26, 2010 Technical Committee meeting.

ANTICIPATED WORK

- Present any public comments to the Technical Committee.
- Approve Amendment #1 to the FY2011-2016 TIP at the September 9th Policy Committee meeting.

ATTACHMENTS

- Public Notice describing the funding changes in Amendment #1.

RECOMMENDATION

- It is recommended that the Technical Committee hold a public hearing on and recommend approval of Amendment #1 to the FY2011-2016 TIP.

DISCUSSION: Mr. Delmagori informed the committee that the NMDOT advised the MPO there was a need for an amendment to the FY2011-2016 TIP. Mr. Delmagori explained the funding modifications for Phase II of the US64 Farmington to Bloomfield project. The amendment includes additional funding under the High Priority Project program. It also includes the local funding that the City of Bloomfield is allocating to the relocation of city utilities. Mr. Delmagori explained that the MPO needs to hold a public hearing on the amendment and is seeking recommended approval from the Technical Committee for Amendment #1 to the FY2011-2016 TIP. Ms. Baird opened the public hearing. No comments were made from the public. Ms. Baird closed the public hearing and asked for a motion on the amendment. .

ACTION: Ms. Lopez recommended approval of Amendment #1 to the FY2011-2016 TIP and Mr. Keck seconded the motion. The motion passed unanimously.

4. RECOMMENDED ADOPTION OF THE MPO MAJOR THOROUGHFARE PLAN

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item**

Subject:	MPO Major Thoroughfare Plan
Prepared by:	Martin Lucero, MPO Associate Planner
Date:	August 17, 2010

BACKGROUND or PREVIOUS WORK

- Staff has met with member entities to discuss the proposed MPO Major Thoroughfare Plan.
- Staff identified road classifications that differ between the local agencies and NMDOT.
- In the development of the MTP, consideration has been given to all transportation modes including transit alternatives, bicycle, and pedestrian.
- Staff reviewed NMDOT criteria for functional classifications.
- Staff in conjunction with the Technical Committee members identified differences in road classifications.

CURRENT WORK

- Work with NMDOT to review the state designation for classified roadways within the MPO.
- Completion of a classification table that highlights the various proposed classification changes.
- MPO presentations to planning and zoning commissions for each member entity.
- MPO presentations to entity councils and commissions.

ANTICIPATED WORK

- The development of a Roadway Classification Map showing all existing and future roadway designations.
- MPO Policy Committee adoption of the MTP in September.
- NMDOT and FHWA approval of changes to road classifications.

BACKUP MATERIAL

- Classification table showing differences in classifications, proposed changes to the state classified roadway system, and classifications for new roads. (Provided under separate cover to the Technical Committee).
- Guiding principles for the Major Thoroughfare Plan.

RECOMMENDATION

- It is recommended that the Technical Committee recommend adoption of the MPO Major Thoroughfare Plan.

DISCUSSION: Mr. Lucero passed out the classification table for the Farmington MPO Major Thoroughfare Plan for review. He explained the color codes for the table and requested that each entity look at the updated list for their City. Mr. Quintana questioned if the list had been updated since the last review. Mr. Lucero confirmed that updates had been made to the table after staff had visited with each entity and their respective planning & zoning boards.

Ms. Baird asked for a motion to recommend adoption of the MPO Major Thoroughfare Plan. Mr. Keck made the motion to recommend adoption of the MPO Major Thoroughfare Plan and Ms. Moojen seconded the motion. Mr. Lucero then asked the committee to review the resolution to be brought to the Policy Committee. Ms. Baird asked how this plan was adopted last time. Mr. Lucero stated that this is new and the MPO is hoping to take it to each entity for adoption after the MPO adopts the plan on the regional level.

Ms. Lopez asked what if the cities don't adopt it. Mr. Lucero stated the MPO realizes the entity has the option of adopting the plan in whole or in part or not adopting it at all. He also stated this is the reason the MPO worked with each entity to develop the plan. Ms. Baird asked what process the MPO needs to go through for the state to recognize the plan. Mr. Lucero stated the plan needs to be adopted by the Committees, and then the MPO will take it to each entity for approval. When these steps are taken it will then be submitted to the State, and the State will forward it to FHWA for approval.

Mr. Delmagori stated with a regional thoroughfare plan it will make it easier to add new thoroughfares in the future. Mr. Matthew stated the process that Mr. Delmagori is referring to is a Federal request to have all regionally significant roads classified accordingly and entered into the federal system. He cautioned that although functionally classified roads are eligible for federal funding, the amount of federal funds does not necessarily increase if more roads are added to the system. The NMDOT is looking at the functional classification of roads so they may be evaluated for future funding.

Mr. Lucero asked the Technical Committee if there were any objections with recommending adoption of the MPO Major Thoroughfare Plan by resolution. Being no objections, the Technical Committee agreed to present the MPO Major Thoroughfare Plan to the Policy Committee for adoption.

ACTION: Mr. Keck made the motion to recommend adoption of the Major Thoroughfare Plan and Ms. Moojen seconded the motion. The motion passed unanimously.

5. APPROVAL OF THE FY2011 UPWP BUDGET AMENDMENT:

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item**

Subject:	FY2011 UPWP Budget Amendment
Prepared by:	Joe Delmagori, MPO Planner
Date:	August 16, 2010

BACKGROUND or PREVIOUS WORK

- The MPO prepared its FY2011 Budget based on initial funding estimates from NMDOT for FHWA PL and FTA 5303.
- Work Authorizations have been received by the MPO with official amounts for PL and 5303 funding.
- The new statewide PL formula goes into effect in FY2011.

CURRENT WORK

- The MPO is receiving \$175,213 in federal PL for FY2011 as a result of the new formula.
- Federal PL funding for the traffic count program will remain at \$10,680.
- The MPO will have \$45,305 in FY2010 PL carryover.
- The MPO is receiving \$23,151 in federal FTA 5303 funding, which is \$349 less than what was estimated in April.
- Larger federal amounts are reducing the overall local contribution.
- The FY2011 UPWP budget has been updated to reflect final funding amounts.

ATTACHMENTS

- The FY2011 UPWP Budget Amendment.

RECOMMENDATION

- It is recommended that the Technical Committee recommend approval of the amendment to the FY2011 UPWP Budget.

DISCUSSION: Mr. Delmagori informed the Committee that each March and April an estimated budget is put together for the MPO based on the PL and 5303 funding amounts provided by NMDOT. An official Work Authorization is finalized in June and issued to the MPO with the official funding amounts for the upcoming fiscal year. Mr. Delmagori discussed the budget changes. FY2011 will be the first year of the new PL distribution formula and the Farmington MPO is receiving nearly twice the amount of federal PL as previous years. The Federal PL funding for the planning activities and the traffic count remain as originally estimated, but the MPO will have a carryover from the FY2010 PL funds in the amount of \$45,305. The MPO will receive \$23,151 in Federal FTA 5303 funding which is \$349 less than what was estimated in April. The MPO's overall budget was lowered to \$301,623. With the carryover and the increase in federal PL, it will help reduce the local contributions.

ACTION: Ms. Lopez made a motion to recommended approval of the FY2011 UPWP Budget amendment. Mr. Keck seconded the motion. The motion passed unanimously.

6. HOLD DISCUSSION ON THE TIP-STIP PROTOCOLS

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item**

Subject: TIP-STIP Protocols
Prepared by: Joe Delmagori, MPO Planner
Date: August 17, 2010

BACKGROUND

- The Transportation Improvement Program (TIP) is the short range program of projects expected to be completed within six years.
- All projects with federal funding are included in the TIP.
- Regionally significant projects are also part of the TIP.
- The Statewide TIP (STIP) includes all federally funded projects within the state.
- The TIP must be included without change into the STIP.
- TIP protocols were reviewed with the Technical Committee on June 24.

CURRENT WORK

- STIP protocols will be discussed on August 26.
- NMDOT will provide information and guidance on the TIP-STIP process.

GUIDELINES

- All projects or particular phase of the project included in the adopted TIP will

be programmed to the amount needed to complete the project or phase and in a timeframe that allows all project requirements to be met by the obligation authorization deadline.

- When project costs rise or fall as a result of forces outside the project sponsor's control or projects are unable to be completed in the timeframe originally estimated, an amendment or an adjustment is needed.

BACKUP MATERIAL

- TIP-STIP Protocols.

RECOMMENDATION

- It is recommended that the Technical Committee hold a discussion on the TIP-STIP protocols.

DISCUSSION: Mr. Delmagori requested an open discussion on the TIP and STIP. Mr. Delmagori introduced Mr. Gallegos who passed out a STIP Programming presentation packet for the committee to review. Mr. Gallegos explained to the committee the changes and process for getting a project into the STIP. The STIP structure consists of several steps that need to be taken in order to be processed in a timely manner. The work breakdown structure is formatted to help the entity complete a detailed scope prior to submitting paperwork by August 15th for federal funding. The process outlined here is not intended to replace any communication that leads to the modification of the TIP and STIP. These protocols are intended to provide a framework for communicating decisions agreed to among the appropriate participants.

After a change to the TIP is approved by the Policy Committee, the MPO staff will send correspondence to the District Engineer with a request to change the STIP. The District Engineer then sends a letter to the STIP Coordinator transmitting MPO documentation of the change and provides a copy of the transmittal letter to MPO staff. Mr. Gallegos also discussed that if a change is initiated by the NMDOT, the District Engineer will send a correspondence to the MPO staff requesting the change with copies to appropriate entities. In the presentation a flow chart was given that explains the process for a TIP or STIP change.

Mr. Delmagori stated that the required 30 day public comment period will not always coincide with the quarterly amendment process. Mr. Gallegos stated it is also harder to stay within a quarterly cycle when the amendment is not turned in on time.

Mr. Delmagori mentioned there is difficulty in getting projects into the STIP process because funding is already committed to certain projects in the near term. Mr. Martinez suggested the locals should start a logical phasing process for other projects to better prepare for future funding. With a phasing process in place, the project has a better chance of being selected for funding.

Mr. Quintana interjected with a question regarding requirements that were not listed in the presentation such as utility clearance and rail road clearance which can be done quickly but most often prolong the process. Mr. Gallegos stated that he will add these clearances to the

power point so they are included in the process. Ms. Baird asked about the process for receiving a STIP number. She discussed how an earmark will typically need a STIP number yet the project cannot get into the STIP because it does not have obligated funding. Mr. Martinez stated he will help an entity with getting a DOT number and enter that number in when funds become available. Mr. Delmagori stated it would be helpful if the entities inform MPO staff when there is a change in their project. Mr. Gallegos mentioned he tries to check project status quarterly or once a month to see if anything needs immediate attention.

ACTION: The report was received.

7. RECEIVE REPORT FROM NMDOT

DISCUSSION: Mr. Martinez discussed the safety project to be done in City of Aztec at the intersection of NM516 and NM574. The DOT hired a outsource company to design the improvements on the intersection. Mr. Martinez also discussed the FHWA was here for a week to review the ARRA project; he stated they took care of all the issues while they were out here. He also stated that the State is processing ARRA reimbursements and that 54% of all obligated ARRA funds have been processed. They need to be at 60% by the end of September. He praised the good work that is being done by the entities. Mr. Keck stated he had copies for his project to give to Mr. Martinez. Mr. Martinez stated it would be a good thing to have copies for their files if there was ever a question on needing any paperwork for the projects. Mr. Quintana stated the paperwork that requested by Martha helped a lot as far as clarifications. Mr. Martinez stated if help was needed to contact Keith Randy.

Mr. Lucero mentioned the Aztec City Commission requested information regarding the NM574 project. They asked how many miles it would go along NM574. Mr. Martinez stated it was under evaluation at this time and that it is not how many miles rather how much work can be done with the amount of funding provided. He also stated that sidewalks would be completed on one side but most of work will be at the intersection.

Mr. Quintana asked about the additional ARRA funding that was mentioned at the last meeting. Mr. Martinez stated that an amended agreement was in draft form at this time and a letter should be sent out within the week. He also stated there was \$600,000 left from ARRA and distributed to District 5. The money came from projects that were under bid, and the City of Farmington and City of Santa Fe were chosen to receive this money to help with their projects. He also stated there might be some more funds in the future.

Ms. Baird requested information regarding an amended agreement on some projects that were under bid. Mr. Martinez stated he will have to find out if there will be correspondence on the under bid projects in the Bloomfield.

Mr. Delmagori requested information on the additional ARRA funding and asked if it will require an amendment. Mr. Martinez stated he will look into it because he didn't know the answer at this time. Mr. Matthew said an amendment will be needed because the amount of additional money will exceed 15% of the current cost. He suggested to Mr. Delmagori to amend the TIP to reflect the STIP.

Mr. Matthew stated he has no news at this time. Mr. Cabeza De Vaca introduced himself and passed out booklets with information on the new Retroreflectivity Signs.

ACTION: The report was received

8. RECEIVE REPORT ON RED APPLE TRANSIT STUDY

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item**

Subject:	Red Apple Transit Study
Prepared by:	Joe Delmagori, MPO Planner
Date:	August 17, 2010

BACKGROUND or PREVIOUS WORK

- The MPO and Red Apple Transit are working with LSC Consulting to determine future transit needs and make recommendations for expansion options.
- LSC Consulting developed a Technical Memorandum that determined current transit need and identified future transit demand out to the year 2035.
- The second public meeting on the transit study was held on July 29th.
- Other stakeholder meetings were held to review the Technical Memo.

CURRENT WORK

- The Technical Memo provided transit need based on targeted population groups.
- Data on population densities, major employers, and travel patterns was collected to better identify areas needing transit service.
- Demand estimation was developed for 2020 and 2035 and initial observations for service expansion were made.
- Presentation material outlined overall system concepts and possible options to revising the existing transit system.

ANTICIPATED WORK

- LSC will develop Technical Memorandum #2, which will identify scenarios that reallocate existing resources for system improvements and expansion options based on additional resources.
- Hold the third series of stakeholder and public meetings.

RECOMMENDATION

- It is recommended that the Technical Committee receive a report on the Red Apple Transit Study.

DISCUSSION: Mr. Delmagori discussed the Technical Memorandum that was issued by LSC. He state the consultant is coming up with new assessments on the Red Apple Transit. The study targeted the areas with the highest population density and major employment areas. He also stated the demand for transit in 2020 and 2035 will begin to determine where future expansion will be needed. He also discussed that LSC ranked the populations of the census tracks to determine where the greatest need will be.

Mr. Delmagori stated the consultant suggested expansion options might include adding new stops or possibly adding more stops to existing routes. He also discussed the various proposals for possibly changing the routes.

Mr. Delmagori stated the documents are at the MPO office for anyone interested in reviewing the study. Mr. Delmagori stated there will be another round of meetings in October to get feedback on the proposed expansion options. He also discussed the final report will be completed in December.

ACTION: The report was received.

9. RECEIVE REPORT ON MPO ROADWAY INVENTORY

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item**

Subject: Roadway Inventory
Prepared by: Martin Lucero, MPO Associate Planner
Date: August 16, 2010

BACKGROUND

- In July 2007, the MPO issued out its first Roadway Inventory of federally classified roads.
- The Road Inventory identified several road characteristics, such as number of lanes, speed limits, and presence of sidewalks and/or bike facilities.

CURRENT WORK

- Staff has performed site visits to various intersections and to federally classified roadways.
- Additional roadways have been recorded in anticipation of them being classified in the near future.
- The Roadway Inventory list has been updated to reflect current conditions.

ANTICIPATED WORK

- The Roadway Inventory will be posted to the Farmington MPO website and issued to member entities.

ATTACHMENTS

- The Roadway Inventory has been provided to the members under separate cover.

RECOMMENDATION

- It is recommended that the Technical Committee receive a report on the MPO Roadway Inventory.

DISCUSSION: Mr. Lucero discussed the roadway inventory, explaining that it has been updated from the 2007 version. The MPO staff has driven the roads and updated the database to reflect current conditions. He also stated the Roadway Inventory is on the MPO website if anyone is interested in reviewing it.

ACTION: The report was received.

10. INFORMATION ITEM

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item**

Subject:	Information Items
Prepared by:	Martin Lucero, MPO Associate Planner
Date:	August 16, 2010

INFORMATION ITEMS

- a. **FY2010 Performance & Expenditure Report.** The yearend report that summarizes major planning accomplishments and the MPO budget for FY2010 has been completed. It has been submitted to FHWA, FTA, NMDOT, and the local entities.
- b. **Safe Routes to School Update.** In Farmington and Bloomfield, parent surveys are being provided in student welcome packets. Student arrival counts are scheduled to be taken in mid-September at the Farmington schools.
- c. **Other.**

DISCUSSION: Mr. Delmagori stated to the committee the contract for the traffic count program has expired and the MPO is in the process right now to award a contract with a new company. He also discussed the Complete Streets Webinar that will be held on August 31 if anyone is interested in participating. Ms. Baird stated there is interest but unfortunately August 31 is bad timing. Mr. Delmagori suggested it be held at the annex because of the interest expressed by Farmington staff. He will meet with the interested parties and get everything coordinated. Mr. Delmagori discussed how LSC would like to present to the Technical Committee but the consultant has a scheduling conflict with the next meeting on September 23. For that reason, the members agreed to push back their Technical meeting two weeks to October 7. He stated he will get the public notice out regarding the changes.

11. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF

DISCUSSION: Mr. Delmagori stated he wanted to check on the status of the most recent safety projects. Mr. Keck mentioned everything is on track for his project on CR 350. Mr. Delmagori said Steve Krest has a project on East Main and he needs to communicate with the Safety Bureau for the coordination of a safety study. Mr. Quintana stated he will have Mr. Krest call Mr. Delmagori to give him an update.

12. BUSINESS FROM THE FLOOR

Discussion: There was no business from the floor

13. ADJOURNMENT

DISCUSSION: Ms. Lopez made the motion to adjourn. Mr. Keck seconded the motion. Meeting adjourned at 11:30 a.m.

Julie Baird- Chair

Kathy Bonnell- Admin Aide