

MINUTES
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
TECHNICAL COMMITTEE MEETING
OCTOBER 27, 2011

Technical Members Present:

Mike Huber, City of Aztec
Cindy Lopez, City of Farmington
Nica Westerling, City of Farmington
Dave Keck, San Juan County

Staff Present:

Mary L. Holton, MPO Officer
Joe Delmagori, MPO Planner
June Markle, MPO Administrative Aide

Technical Members Absent:

Brad Ellsworth, City of Bloomfield

Staff Absent:

Martin Lucero, MPO Associate Planner

Also Present:

Phil Gallegos, Assistant District Engineer, NMDOT
Ray Matthew, Planning Liaison, NMDOT
David Quintana, Tech. Support Engineer, NMDOT
Fran Fillerup, City of Farmington, Alternate
Dr. James Henderson, Policy Committee
Larry Hathaway, San Juan County, Alternate

1. CALL TO ORDER

Ms. Lopez called the meeting to order at 10:05 a.m.

2. APPROVE THE MINUTES FROM THE SEPTEMBER 22, 2011 TECHNICAL COMMITTEE MEETING

Mr. Keck made a motion to approve the minutes from the September 22, 2011 Technical Committee meeting. Mr. Huber seconded the motion. The motion to approve the minutes passed unanimously.

To give NMDOT District 5 additional time to arrive at the meeting, Ms Lopez requested that members review the draft Public Participation Plan. The Red Apple Transit ridership report was also heard before NMDOT arrived.

3. REVIEW THE UPDATE TO THE PUBLIC PARTICIPATION PLAN (PPP)

FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item

Subject:	Public Participation Plan Update
Prepared by:	Joe Delmagori, MPO Planner
Date:	October 20, 2011

BACKGROUND or PREVIOUS WORK

- The Public Participation Plan (PPP) guides the public involvement activities conducted by the MPO.
- The PPP describes how the MPO and the public communicate with each other and how information is distributed and provided.
- The PPP describes the procedures the MPO must follow with regards to public comment periods, adopting and amending documents, and complying with the Open Meetings Act.
- The PPP was adopted on January 17, 2007 and is required to be updated every five years.

CURRENT WORK

- The PPP update will be reviewed by the Technical Committee, Policy Committee, interested parties, and the public from October through January.
- The PPP update will include more descriptions on the MTP, TIP, Title VI, and Environmental Justice.

ATTACHMENTS

- The draft PPP is being provided under separate cover.

ANTICIPATED WORK

- Open the required 45-day public comment period in November.
- Post the draft PPP for public review.
- Finalize the draft PPP.
- Hold a public hearing at the December 15 Technical Committee meeting.
- Adopt the PPP update in January 2012.

RECOMMENDATION

- It is recommended that the Technical Committee review the update to the Public Participation Plan.

DISCUSSION: Mr. Delmagori stated that the MPO is required to update the Public Participation Plan (PPP) every five years. The current PPP was adopted in January 2007 and the MPO needs to adopt the Plan in January 2012. The PPP describes how the MPO interacts with the public, how information is distributed with regard to the different planning activities and documents, and how the public can provide input and feedback to the MPO. Mr. Delmagori reviewed the areas where Staff is recommending significant proposed changes/updates:

Inspection of Records/Availability of Proposed Documents

The PPP will now reference the Inspection of Records Act instead of including the Act as an appendix. The document is available for review at the MPO office. An online link could also be added to the PPP to make this information available there.

FTA Public Participation Requirements (new section)

This additional section came about following the Red Apple's three-year review with the Federal Transit Administration (FTA). In their review, the FTA noted that the PPP needed some additional information with regard to public involvement requirements for the Program of Projects (POP). The MPO will make available to the public the amount of FTA 5303 planning funds in the annual Unified Planning Work Program (UPWP); any capital operating funding will be included in the TIP; all information will be available to the public and interested parties; public hearings will be held; any comments received will be addressed by Staff, Policy and Technical Committee members and included as an appendix to the TIP. Upon adoption, the transit projects will be included in the adopted TIP, which will be available to view at the MPO office, the website, and other locations as appropriate.

Environmental Justice and Title VI

This section is strengthened with goals related to Environmental Justice and Title VI. The section details the actions the MPO will take to meet the stated goals.

Mr. Huber noted that item #3 of this section should be changed from "The City of Farmington does not discriminate"... to "The Farmington MPO does not discriminate"...

Public Involvement Tools

The MPO website and the newsletter will continue as is.

Visualization Techniques

The MPO will continuously seek ways to improve its visualization techniques.

MPO Logo

All MPO documents and agendas will continue to include the MPO logo. The MPO might consider updating the current logo or developing a new logo.

Consultation with Interested Parties

Staff believes the current list is accurate and complete, but asked the members to let Staff know if other groups should be added.

Public Comment and Response to Comments

This section will be updated to state that public comments will be archived by the MPO.

Metropolitan Transportation Plan (MTP)

This section will be revised to list the typical elements of the MTP. Revisions to the MPO process in updating the MTP are also being recommended, specifically the public meetings that are held at key points in the update process. The process of providing status reports to the Technical and Policy Committees will also be added to this section. The adopted MTP will be available on the MPO website and available at the MPO office for those interested.

Transportation Improvement Program (TIP)

This section will include information to more fully describe this document and what it entails. Detailed information of the priority lists is recommended for inclusion in this section.

Appendix B: Farmington MPO Area Map

The final version of the PPP will include an updated map of the Farmington MPO area.

Appendix C: Inspection of Records

Rather than include the Inspection of Records document (14-2-1 NMSA 1978) in the PPP, it will simply note where it can be accessed.

Appendix D: Additional Locations for Posting MPO Documents

Ms. Lopez recommended that Farmington City Hall be added to the current list of posting locations in Appendix D.

Appendix E: State Transportation Improvement Plan Protocols

The STIP Protocols will be made available upon request but not detailed in the actual PPP.

Mr. Fillerup asked if the MPO had considered using social media networks to get information in addition to the survey work currently being conducted. He added that training on the use of social media is available through the American Planning Association. Mr. Delmagori said he would do some research on this topic and see what other MPOs have found to be successful.

Mr. Delmagori stated that the Policy Committee will review this document at their November 10th meeting; a 45-day public comment will be opened around November 20; at the December 15th Technical Committee meeting, the Technical Committee members will be asked to recommend adoption of the Public Participation Plan; and then in January 2012, the MPO will seek adoption by the Policy Committee of the PPP.

ACTION: The Public Participation Plan was reviewed.

4. RECEIVE A STATUS REPORT ON THE RED APPLE MONTHLY RIDERSHIP

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item**

Subject:	Red Apple Transit Update
Prepared by:	Joe Delmagori, MPO Planner
Date:	October 20, 2011

RED APPLE UPDATE

- Overall ridership reached 12,352 passengers in August, an increase of 19% over the previous month.
- Farmington ridership has maintained a healthy average each month.
- Bloomfield ridership decreased throughout the summer months but rebounded in August
- Kirtland and Aztec routes have seen gradual increases for much of the year.
- The ridership report is attached.

RECOMMENDATION

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

DISCUSSION: Mr. Delmagori reported that ridership on the Red Apple over the last eight months has increased 6% compared to the same time frame in 2010. Overall the individual routes are doing well.

ACTION: The report was received.

5. RECEIVE A PRESENTATION ON ROAD MAINTENANCE DONE FOR STATE HIGHWAYS IN DISTRICT 5

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item**

Subject: State Highway Maintenance
Prepared by: Joe Delmagori, MPO Planner
Date: October 20, 2011

BACKGROUND or PREVIOUS WORK

- At the May 26 Technical Committee meeting, District Engineer Miguel Gabaldon and Assistant District Engineer Dave Martinez discussed state highway maintenance issues with the members.
- A Joint Policy/Technical Committee meeting was then held on July 27 to discuss a maintenance partnership between District 5 and member entities.
- At that meeting, District 5 and the entities agreed to share maintenance resources and establish partnerships when projects are identified.
- District 5 agreed to gather information on road maintenance done in the past five to ten years.
- Road maintenance projects have been identified for locations in the MPO on US 64 and on NM 516.

CURRENT WORK

- Miguel Gabaldon will provide information on maintenance done for state highways.
- This presentation was tabled at the September 22 Technical Committee meeting.
- This information will help NMDOT and the entities to determine maintenance priorities in San Juan County.

RECOMMENDATION

- It is recommended that the Technical Committee receive a presentation on road maintenance done for state highways in District 5.

DISCUSSION: Mr. Phil Gallegos introduced Mr. Dave Quintana, the new Technical Support Engineer for District 5 as the MPO's new contact person.

Mr. Gallegos presented a list showing road maintenance projects completed by NMDOT in the past ten years. He specifically noted the chip and crack seal and overlay work that has been done on US 64. He also added that two chip seal projects are scheduled for next spring: NM 173 from MM 0 – 18.2 and NM 511 from MM 0 – 2.5. Mr. Gallegos said he could not report on any future overlay projects NMDOT might be completing. He did state that due to budget issues, any overlay projects would be delayed until the next fiscal year. Due to cuts in their contract maintenance budget, NMDOT has only \$3,000,000 available for maintenance projects district-wide. Although no additional funds were approved during the special session, it is anticipated that this item will be reintroduced in the regular session where additional funding may be approved.

Mr. Keck asked about the mill and inlay work Mr. Miguel Gabaldon had stated in July would be done on the outer lanes of both US 64 and NM 516. Mr. Gallegos stated that he was unsure why this work was not shown on the Contract Maintenance Projects list, but Mr. Gabaldon or Mr. Quintana would be addressing any questions at the Policy Committee Meeting in November.

Mr. Huber asked if NMDOT could provide the total maintenance budget for District 5 for each of the years shown on the Contract Maintenance Projects list so the entities could see what percentage of the District's total funds came to San Juan County over the last ten-year period. Mr. Gallegos said he would send that information to Mr. Delmagori.

Ms. Westerling noted that the several projects on the list show no cost. She said the US 64 Emergency Culvert Replacement shown for years 2007-2008 had been completed by the City of Farmington for NMDOT and there should be expenses shown for this work.

After initial discussion and concerns over whether maintenance work on US 64 and NM 516 could be funded this year, Mr. Delmagori stated that he recalled this inlay was going to be funded with Federal fiscal year closeout money. Mr. Gallegos agreed that these projects would, indeed, be funded this year with construction scheduled to begin in the spring of 2012. Both lanes of NM 516 in both directions from the turnoff to Farmington Lake east through Aztec to NM 173 are scheduled for repair. Mr. Gallegos said this work is expected to go out to bid in January 2012.

Mr. Huber asked if NMDOT could meet with the City of Aztec regarding roadway sections that may need some base course work done. Mr. Gallegos said there were no funds available for base course work. Mr. Keck recommended that to repair these "bird baths" at the median breaks that Mr. Huber was speaking of, NMDOT needs to mill straight through the intersections. Mr. Gallegos said they could review specific areas of concern with the City of Aztec, but that there were no reconstruction funds available. Ms. Westerling suggested the City of Aztec do the pre-prep work for NMDOT and Mr. Huber said they would work with the NMDOT on having

these problem areas prepared before NMDOT is ready to begin their repairs. Mr. Gallegos said he and Mr. Quintana would begin looking at possibly increasing the quantities of necessary materials. Mr. Gallegos and Mr. Keck briefly discussed the use, and pros and cons of “cutler” material.

Mr. Gallegos updated the Committee members on the US 64 project. Work on the next design phase of the project has begun and will go out to bid in the fall of 2012 with construction beginning in 2013. The next phase of US 64 will begin the two-mile segments of the project. Mr. Gallegos stated the next two phases are currently under-programmed, so the TIP will need to be amended to reflect this. Mr. Gallegos reported that bids have been coming in low and NMDOT hopes that if this continues, they can up the money and complete the two-mile segments more quickly. The lower bids on US 64 are what provided the extra funds to make pavement repairs on US 64 and NM 516. NMDOT plans to complete the US 64 project in Bloomfield in 2012 and start heading toward Farmington in 2013. Mr. Gallegos reported that the US 64 project is moving slowly, has encountered expensive right-of-way costs along the corridor, and each two-mile segment is expected to cost \$14,000,000-\$15,000,000.

ACTION: The report was received.

6. RECEIVE A REPORT FROM NMDOT

Mr. Gallegos stated the TIP and STIP are looking good and NMDOT is now providing information to the MPO in a timelier manner. He said the amendment cycle will shift out by one month (March instead of February). NMDOT hopes this will eliminate the need for a special amendment for the federal closeout.

Mr. Ray Matthew reported the Planning Division has hired a new planner, Mr. Michael Wright, who may be attending the Policy Committee Meeting in November. Mr. Matthew also commented that the Planning Division will be embarking on a long-range plan update for the State. Additionally, NMDOT will be offering NEPA training December 12-16. Seats for this training will be offered first to those governments implementing projects within the next 12-18 months. Mr. Matthew said that if availability remained, other MPO or RPO representatives would be invited.

Mr. Matthew said that FHWA has directed the Planning Division to abandon their efforts on TIMS (Traffic Information Management System) and to resume their use of the CHDB (Consolidated Highway Database).

Mr. Matthew reported that the Obama Administration has ceased plans to implement more stringent air quality standards for ozone and the current standard of 75 ppm will remain in effect. Even though San Juan County is very near the 75 ppm, the new calculation method would throw out the highest reading in a three-year average. Ms. Westerling noted that APS has shut down two of their stacks which should significantly impact the air quality in the area. Mr. Matthew agreed and said that for the FMPO, air quality levels were impacted mainly by stationary sources and not by mobile sources.

7. **HIGHWAY SAFETY IMPROVEMENT PROGRAM**

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item**

Subject:	Safety Project Prioritization
Prepared by:	Joe Delmagori, MPO Planner
Date:	October 20, 2011

BACKGROUND

- The NMDOT is requesting proposals for safety improvement projects for consideration for funding in FY2012 and FY2013.
- The final submittal deadline to NMDOT is January 6, 2012.
- Projects will be prioritized and submitted by the MPO.
- All projects received are in competition at the state level.

CURRENT WORK

- At the October 27 Technical Committee meeting, the entities will present their safety projects.
- The committee members will determine a recommended prioritized list.
- The FY2012-2017 TIP currently includes a list of prioritized safety projects.
- There is an opportunity to modify/update the list as necessary.
- Locations mentioned in the NMDOT FY2011 Transparency Report may also be eligible as safety projects.
- The recommended prioritized list will be presented to the Policy Committee members for final approval.

CRITERIA

- The safety memo that describes the full details for applying was provided to the entities on October 17.
- Some key criteria to assist with project selection include:
 - Cost should be \$2,000,000 or less.
 - Crash analysis showing a history of serious crashes or fatalities.
 - A safety study showing the project will reduce traffic hazards.

RECOMMENDATION

- It is recommended that the Technical Committee:
 - a. Receive presentations from those entities submitting projects.
 - b. Determine a priority list of projects for the MPO.
 - c. Recommend approval of the prioritized list of Safety projects.

DISCUSSION: Mr. Delmagori stated that NMDOT's Traffic Safety Bureau has called for 2012-2013 safety project applications with a submittal deadline of January 6, 2012. The MPO needs to identify which projects to submit applications for and then develop a prioritized list to accompany those applications. Mr. Delmagori referenced the memo from Steve Eagan, Safety Project Engineer for NMDOT, which stated criteria for any project was a cost of \$2,000,000 or less and ready for construction in 1-2 years. Mr. Delmagori also provided a transparency report from the Safety Bureau which spoke of severe crashes statewide at intersections and on urban and rural highways of which a handful of locations were in San Juan County. A copy of the unfunded TIP safety project priority list approved by the MPO earlier this year was distributed. Mr. Delmagori said that all this information can be considered and discussed again or the Technical Committee can recommend the prioritized list be taken wholesale. Mr. Keck said he liked the list as is, and Ms. Westerling and Mr. Huber agreed that the MPO's priorities haven't changed since the list was approved.

The three safety priority projects are road improvements to Bergin Lane in Bloomfield, phase I of road construction on Light Plant Rd in Aztec, and reconstruction of the CR 350/CR 390 intersection in San Juan County. Mr. Keck mentioned the need to change the San Juan County project listed from \$1,300,000 to \$1,500,000.

ACTION: Mr. Keck moved to recommend approval of the prioritized list of Safety projects as established. Ms. Westerling seconded the motion. The motion was passed unanimously.

8. INFORMATION ITEMS

FARMINGTON METROPOLITAN PLANNING ORGANIZATION Agenda Item

Subject:	Information Items
Prepared by:	Joe Delmagori, MPO Planner
Date:	October 20, 2011

INFORMATION ITEMS

- a. **MPO Major Thoroughfare Plan.** The MPO Major T-Plan, as amended by the Policy Committee on July 27, has been approved by San Juan County (September 20), Bloomfield (September 26), and Aztec (October 11). Staff is seeking approval by Farmington on October 25.
- b. **TIP-STIP Protocols.** NMDOT and the MPOs are finalizing their review of the updated TIP-STIP Protocols. Staff anticipates giving a presentation to the committees on the updated protocols in the next couple of months.
- c. **Transit Data Collection Activities.** Interns continue to collect ridership data through October. Staff will finalize analysis in November and present the information in December.

- d. **Red Apple Transit Public Meetings.** The City of Farmington is hosting a series of public meetings to gather input on proposed route changes. MPO staff is assisting with these meetings.
- e. **Other.**

DISCUSSION: Mr. Delmagori reported that the MPO Major Thoroughfare Plan was brought to the San Juan County, Aztec, and Bloomfield and was approved by those entities on the dates noted. Mr. Delmagori then brought the MTP to the Farmington City Council to receive their approval to the revisions made at the Joint Policy/Technical Committee Meeting held in July. The Farmington City Council did not approve the revised Plan and wants the MPO to review the Glade Road area again. Once the City of Farmington's thoroughfare plan has been discussed and reviewed at the local level, then the MPO Major Thoroughfare Plan will be brought back to both the Technical and Policy Committees to be readdressed.

Mr. Delmagori stated that the TIP-STIP protocols have been updated. The MPOs across the state provided their feedback and it is anticipated that this revised document will be much improved going forward and will help procedures happen in a more timely fashion. Once finalized, Mr. Delmagori will present this information to Committee members.

The transit data collection activities will be wrapped up on October 28th. Mr. Delmagori said there is data for two summer months as well as for two fall months to compare and contrast information. During November, Staff will analyze the data to determine the more popular stops vs. the least used stops, study transfer rates to see how riders move around town, and develop the unique rider number. Mr. Delmagori will present this information to the Farmington City Council in early December and then to both MPO Policy and Technical Committees.

Mr. Delmagori reported that the Red Apple Transit is proposing several route changes to the Farmington routes and has been hosting some public meetings to gather input on the potential changes. Attendance at most of the meetings to date has been very light. The Red Apple hopes to improve the headways of the one-hour loops as well as add a stop at the new location of the San Juan Center for Independence. Mr. Delmagori stated that the proposed changes are interim steps to get closer to the line routes recommended in the transit study. There will be an additional meeting held at the San Juan Center for Independence in the next week or so, as well as San Juan College.

Mr. Delmagori mentioned how PL funding for the MPO could change based on some NMDOT pre-planning scenarios:

- If all formulas remain the same, FMPO would receive \$209,000 in PL money which is \$25,000 more than the MPO currently receives;
- If Roswell becomes an MPO, FMPO would receive about \$195,000;
- Mr. Delmagori also said that NMDOT could potentially cut their budget by 37%. Mr. Matthew added that NMDOT is doing an analysis and pre-planning based on anticipated cuts in Federal funding. NMDOT is currently operating under a six-month continuation of the prior funding bill which provides higher funding levels. The current House bill is proposing the 37% cut in federal funding based on a drop in revenues. Mr. Matthew said both the House and Senate bills would result in major policy changes. One allows States more discretion in how they choose funding within the major categories and to cut the

funding areas from 100 to 7 or 8. Mr. Matthew added that the Planning Division believes there will be a much stronger emphasis on the higher federally functionally classified roads. Because of new lower funding levels, the emphasis will be on maintaining the most important roads, particularly those with the highest traffic. If the 37% budget cut happens, the MPO would received \$132,000;

- If Roswell becomes and MPO and the 37% reduction in funding is seen, the MPO would receive \$123,000.

Mr. Delmagori said that even if the MPO should receive the \$123,000, it is more than the MPO's original baseline funding level of \$85,000. Any of the above scenarios keeps the MPO above the baseline number. Mr. Delmagori stated there is a very good possibility that Roswell will be included as an MPO once census population numbers are finalized next year. Should funding levels reach the \$132,000 or \$123,000, those dollars would most likely be spent in the first 8-9 months of the fiscal year and would require a sizeable contribution from the local entities to finish out the remained of the year.

9. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF

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

10. BUSINESS FROM THE FLOOR

There was no additional business from the floor.

11. ADJOURNMENT

Ms. Westerling made a motion to adjourn the meeting. Mr. Keck seconded the motion. Ms. Lopez adjourned the meeting at 11:12 a.m.

Cynthia Lopez, Chair

June Markle, MPO Administrative Aide