

MINUTES
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE MEETING
January 28, 2016

Policy Members Present: Sherri Sipe, City of Aztec
Linda Rodgers, City of Farmington
Scott Eckstein, San Juan County
Paul Brasher, NMDOT District 5

Policy Members Absent: Curtis Lynch, City of Bloomfield
Nate Duckett, City of Farmington

Staff Present: Duane Wakan, MPO Planner
Fran Fillerup, MPO Associate Planner
June Markle, MPO Administrative Aide

Staff Absent: Mary Holton, MPO Officer

Others Present: Brian Degani, NMDOT Planning
Robin Elkin, NMDOT Planning Liaison
Larry Hathaway, San Juan County
David Sypher, City of Farmington

Mr. Wakan introduced Mr. Robin Elkin who will be the new Planning Liaison for the MPO.

1. CALL TO ORDER

Commissioner Sipe called the meeting to order 1:35 p.m.

2. APPROVE THE MINUTES FROM THE NOVEMBER 19, 2015 POLICY COMMITTEE MEETING

Commissioner Eckstein moved to approve the minutes from the November 19, 2015 Policy Committee meeting. Councilor Rodgers seconded the motion. The motion was passed unanimously.

3. FFY2015-2016 UPWP AMENDMENT

Subject:	FFY2015-2016 UPWP Amendment
Prepared by:	Fran Fillerup, MPO Associate Planner
Date:	January 18, 2016

BACKGROUND

- The MPO maintains a Unified Planning Work Program (UPWP) document which sets forth the tasks the MPO will undertake in a fiscal year.
- In November, staff presented changes to tasks within the UPWP based on the 2040 MTP and direction from FHWA.
- In December, staff presented a summary of carry over requests and new total budget amounts for the FHWA PL grant and the FT 5303 grant.
- According to Appendix A of the document, the total MPO budget amount for FFY 2016 is \$369,168.97. The previous MPO budget amount for FFY2016 was \$302,458. Increases are due to new award letters and requested carryover in the FHWA PL and FTA 5303 grants.
- The total estimated expenses are \$367,000. Details are also provided in the second table of Appendix A.
- The Technical Committee recommended approval on January 13, 2016.

ACTION

- The Draft Amendment to the FFY 2015-2016 UPWP is presented for consideration and final action by the Policy Committee.

DISCUSSION: Mr. Fillerup noted that a copy of the Unified Planning Work Program (UPWP) showing the proposed changes was sent out with the agenda for the meeting. This document outlines the tasks the MPO Staff will undertake during the FFY2015-2016. The Technical Committee recommended approval of the UPWP at their January 13 meeting.

Mr. Fillerup reviewed some of the changes being proposed in the document:

- The UPWP covers the two-year federal fiscal period of 2015-2016;
- Additional tasks identified from the MTP (bike/ped inventory, transit studies including the HUB study, corridor/alignment study);
- New funding table showing the requested and subsequently approved carry-forward dollars;
- Substantial FTA 5303 funding allowed to be carried over: much of it will be allocated to transit studies and projects;
- New MPO budget for FFY2016 is approximately \$370,000; expenses are estimated at \$367,000.

ACTION: Commissioner Eckstein moved to approve the amendment to the FFY2015-2016 Unified Planning Work Program (UPWP). Councilor Rodgers seconded the motion. The motion was passed unanimously.

4. PUBLIC PARTICIPATION PLAN AMENDMENT

Subject:	Public Participation Plan Amendment
Prepared by:	Duane Wakan, MPO Planner
Date:	January 18, 2016

BACKGROUND

- The current Public Participation Plan (PPP) was adopted on January 19, 2012.
- The PPP needs to be reviewed and amended at least every five years.
- An overview of amendments are as follows:
 - The public comment period is proposed to be 15 days instead of 30 days. (See page 14). NMDOT has recommended, and the other MPOs throughout the state have already adopted this change for most documents including TIP amendments. A new TIP adoption would continue to have a 30-day comment period.
 - At their November 19 meeting, the Policy Committee recommended the use of social media in MPO outreach efforts and this is reflected in this amendment. (See pages 8 and 9).
 - Representation by NMDOT on the Policy Committee, and by NMDOT and Red Apple Transit on the Technical Committee, are updated. (See page 2.)
 - Newsletters will be published at least three times per year (previously, four newsletters have been published). (See page 8.)
 - Planning factors of MAP-21 have been clarified and are included. (These may again be updated as similar federal guidance is provided as part of FAST Act, the new multi-year transportation bill.) (See page 2.)
 - A series of demographic maps will be produced to help comply with Title VI of the Civil Rights and issues of environmental justice. (See page 7.)
 - Amendments related to these and other minor changes are shown as track changes in the Draft Amendment of the PPP.
 - In November, the Policy Committee also recommended developing a Citizens (Civic) Advisory Committee. Staff will present on this topic in February, and several documents may be amended in the future.
- The 45-day public noticing requirement for the Public Participation Plan began on November 29, 2015.
- The Technical Committee recommended approval on January 13, 2016.

ACTION ITEM

- It is recommended that the Policy Committee consider approval of the proposed changes to the Public Participation Plan.

DISCUSSION: Mr. Wakan reviewed the proposed changes to the Public Participation Plan (PPP) that were presented to the Policy Committee in November. The Technical Committee recommended approval of the PPP amendment on January 13, 2016.

Mr. Wakan reviewed the proposed changes to the PPP:

- Add NMDOT representatives as voting members to the Policy and Technical Committees; add Red Apple Transit representative as voting member to the Technical Committee;
- Planning factors and goals updated from SAFTEA-LU to MAP-21. This will have to be updated again with the newest transportation legislation, FAST Act.
- The new Project Prioritization Process that will be used in developing the TIP;

- Title VI ensures that planning is distributed equitably across the region. The MPO will perform environmental justice mapping to show where in the region the area of needs are located;
- Newsletter will be published three times per year;
- Social media presence (Facebook) will be developed. Have reviewed requirements and guidelines with City of Farmington representative;
- Develop new Citizens' (Civic) Advisory Committee – Staff will research how best to form this committee; MPO will report to the CAC much like the Policy and Technical Committees;
- Projects considered for a new TIP will be ranked and scored prior to being added to the TIP;
- TIP amendments will now have a 15-day public notice requirement rather than the 30-day used previously. This is to allow more flexibility in reacting to needed changes and aligns the FMPO with the other MPOs in the state.

ACTION: Councilor Rodgers moved to approve the revisions to the Public Participation Plan (PPP). Commissioner Eckstein seconded the motion. The motion was approved unanimously.

5. RED APPLE TRANSIT UPDATE

Subject:	Red Apple Transit Update
Prepared by:	Duane Wakan, MPO Planner
Date:	January 21, 2016

BACKGROUND or PREVIOUS WORK

- Staff will need to collect transit data on an ongoing basis to comply with MAP-21 performance measurement requirements.
- New ridership collection methods have been in place since March 2015 using tablets which can also collect basic demographic data.
- Red Apple Transit recently released a Transit Trip Planner interface which can be accessed on the Red Apple Transit and MPO websites.

CURRENT WORK

- Several route changes were implemented in August 2015 as a way to: (1) remove non-revenue miles; (2) add service to concentrated areas; (3) get workers into the COF by 8 am; (4) get students to San Juan College by 8 am; and, (5) provide a link with Navajo Transit.
- 2015 Ridership volumes decreased by 4.54 percent compared to 2014 volumes. Revenue during the same period went up by 9.69 percent*
- Farmington routes decreased by -4.08 percent while the regional routes decreased by -7.55 percent.

INFORMATION ITEM

- This is an information report requesting feedback from Policy Committee members.

DISCUSSION: Mr. Wakan presented an update on the Red Apple Transit and an overview of how it has performed over the last calendar year. Mr. Wakan referred to the charts on Pages 4 and 5 of the Agenda.

Mr. Wakan explained that MAP-21 requires the MPO to establish performance measures and begin tracking all transportation movement where possible. In the past, monthly ridership numbers were provided by Ride Right, but Staff did not have the ability to measure how the buses were being ridden (i.e.: what stops were being used and where riders were boarding and alighting). Modest tracking information was provided by the summer interns hired by the MPO.

Ride Right has now issued tablets to their drivers to enable them to capture more accurate ridership data. Additionally, a new trip planner was implemented on the RAT and MPO websites. Using Google transit, riders can plan out their route before leaving home.

Mr. Wakan reviewed some of the data shown in the charts on Page 5:

- Following substantial route changes made in 2011, annual ridership dropped off in 2012;
- Additional modest route changes made in August 2015 resulted in a slight ridership drop off for 2016;
- Regional routes have remained steady; Farmington routes down slightly overall;
- Many recent industry changes in the region have affected population;
- Consider measuring performance based on per capita (population) to better capture ridership numbers.

Mr. Wakan noted that volumes had decreased overall by approximately 5%; however, revenues went up during the same period by 9.69%. There was no increase in fares, so Staff will be looking to determine how these numbers were reached. It may be that the technology being used by the drivers is not actually capturing all the ridership as was anticipated.

There have been increases in ridership to and from the college. The MPO plans to hire an intern later in the year to help tabulate and analyze the ridership numbers and have them ready when the MPO begins detailing its performance measures to NMDOT and FHWA.

Mr. Wakan showed some of the recent MPO website updates and improvements to the Red Apple Transit page. Staff developed an interactive map that shows how close regional residents are to a bus stop. This will assist in finding gaps in routes and service and show how moving a stop may affect ridership. The map shows some of the current coverage gaps in the RAT system. Mr. Wakan also stated that the mapping analysis is tied to the existing street networks and that future studies will consider network changes or proposed changes such as trails or opening dead-end cul-de-sac. Improved connectivity and accessibility will be illustrated using GIS mapping techniques.

Mr. Wakan showcased the transit trip planner and recommended that the transit trip planner information be added to all the local entity websites.

Mr. Wakan reviewed the final three transit HUB sites identified by Huitt-Zollars in their recent study (a copy of this study is available on the MPO website). They studied a host of variables such as minimum land acreage, connectivity, traffic, safety, operation and construction costs, as well as the economic development impact. The final draft from Huitt-Zollars is expected next week.

Mr. Brasher asked how bike lanes and trails/paths related to the bus routes. Mr. Wakan replied that Staff does plan to study this and noted that other states have used FTA 5309 funds to help build bike lanes that connect to transit stops. Staff plans to do the analyses of how far from bus stops could bike lanes be built using the FTA 5309 program. He added that with any facility or new bus stop, the required amenities would need to be included.

ACTION: The report was received

6. NMDOT REPORTS

District 5 Update – Paul Brasher

Mr. Brasher reported that District 5 is working on 12 projects in the MPO area. He stated that a lot of NMDOT's work is focused on the widening of US 64. US 64 is 2300 mile long, originating in North Carolina and ending just across the Arizona border. Additionally, there are projects to enhance safety along the corridor that include improving intersections and lighting.

Mr. Brasher said that the bridge replacement project on NM 574 in La Plata scheduled for this year is complicated by the limited right-of-way. Because of this, a new bridge cannot be constructed next to the existing bridge and to close NM 574 during the construction process would require a 30 mile detour. NMDOT does not want to close the roadway and is looking at potential design options this year with construction taking place next year. Mr. Brasher also stated that the bridge is in a FEMA-designated flood hazard zone and a residence upstream of the bridge sits below the flood zone. NMDOT is working to ensure the final design will allow water to pass under the bridge and not create back-ups to the residences.

Mr. Brasher did not update any of the projects but noted the ongoing projects in the MPO area:

- Intersection of CR 350 and CR 390;
- Bloomfield San Juan River Trail;
- 20th Street sidewalks in Farmington;
- Southside River trail;
- Pinon Hills Boulevard extension;
- NM 574 bridge;
- Street lighting improvements along US 64 between milepost 20 and 22;
- Two intersection improvement projects along US 64 in Shiprock;
- Safety improvements at N36 and NM 371.

Commissioner Eckstein commented on the numbers of potholes along US 550. Mr. Brasher said that snow removal in District 5 has involved more pass lane miles this winter than any other district. After snow removal, the maintenance group handles guard rail replacement, some re-striping, and pothole repairs.

Commissioner Sipe also mentioned a number of recent potholes along NM 516 near the intersection with US 550 (near Safeway). She noted that this corridor was recently resurfaced and wanted to alert NMDOT to the pothole issues before they worsened and further deteriorated the new surfacing.

Commissioner Sipe also asked if the safety project on NM 173 was still scheduled for 2017. Mr. Brasher said that it was.

Mr. Wakan said Staff had added the new TIP to the MPO website and that it could be downloaded for easy reference. Mr. Brasher said it was very helpful and provided some great information. Mr. Wakan stated that Staff will eventually be adding a storyboard that will provide a picture with each link.

Planning Division Update – Brian Degani

Mr. Degani provided the following written Planning Division update, but also attended in person and provided additional comments and highlights shown below:

Fixing America's Surface Transportation (FAST) Act Transportation Bill

Both the U.S. House and Senate passed the Fixing America's Surface Transportation (FAST) Act, which is five-year legislation for improving the Nation's surface transportation infrastructure, including roads, bridges, transit systems, and rail transportation network. The bill is intended to provide the following: reform and strengthen transportation programs, refocus on national priorities, provide long-term certainty and more flexibility for states and local governments, streamline the project approval processes, and maintain a strong commitment to safety. The bill, once signed into law by President Obama, will be the first long-term transportation authorization legislation (1,300 pages) in the United States to be passed in a decade since SAFETEA-LU in 2005. More information on the FAST Act can be found on-line. It is anticipated that the roll-out of the proposed regulations would occur in early 2016.

MPO Workshop on Performance Measures occurred on 12/16/15 in Las Cruces. The Required Performance Measures (Final Rule May 23, 2016) on the **NHS Pavement Condition, NHS Bridge Condition and Safety** were discussed. Overviews were provided by FHWA-NM and NMDOT on coordinated performance measures and data requirements. A framework for future discussions on coordination, data and modeling, plan consistency integration, project selection/evaluation criteria/methodology and on-going discussions and topics were presented. More information will be discussed by FMPO staff at the TC meeting.

T/LPA Project Updates

Please provide Tribal Local Planning (TLPA) project updates at each meeting on the status of your local projects to the FMPO staff so they can continually update the

spreadsheet so local entities, NMDOT District 5, TLPA Coordinator, and the NMDOT Planner Liaison can work in a concerted effort towards keeping all of the projects on-track.

The NMDOT FY2015-FY2016 Statewide Work Program Amendment No.4 was submitted to FHWA for review and task/project approvals. **The Farmington MPO Unified Planning Work Program (UPWP) adjustment to carry forward FY15 remaining funds to the FY16 UPWP (CN P515110) was approved.**

Red Apple FTA Transfer – FTA Transfers are currently on hold until the new FTA TrAMS is launched probably sometime in February or March. FTA is in the process of updating their TEAM grants management system to TrAMS and they are not able to accept funds transfers or transfer funds to FHWA.

Upcoming Meetings/Trainings/Timelines

National Highway Institute Trainings

- **Federal-Aid Highways 101** – three two-day sessions scheduled week of 2/22/16 and 2/29/16 in Las Cruces, Albuquerque and Santa Fe. This class is mandatory for all MPO and RTPO Planners/Planning Program Managers.
- **Highway Program Financing** –Sessions are scheduled for 3/15/16-3/16/16 in Santa Fe, 3/29/16-3/30/16 in Albuquerque and 4/5/16-4/6/16 in Las Cruces. If you already registered, please contact Cecilia Romero, Continuing Education/Workforce Development Coordinator, Northern NM College, by email at cromero@nmmc.edu or phone at (575) 581-4117, to change or confirm your registration. This class is mandatory for all MPO and RTPO Planners/Planning Program Managers.

Mr. Degani stated that NMDOT is waiting for the rollout of the proposed regulations for the new transportation bill, Fixing America's Surface Transportation (FAST) Act. This rollout will hopefully happen in March or April. The regulations will spell out the activities, eligibility and the other information that provides guidance to NMDOT and the MPOs.

The MPO workshop on performance measures was held in December as part of the MPO Quarterly. FHWA requires that NMDOT establish performance measures on categories of National Highway Protection Plan (NHPP), NHS, pavement preservation, safety, and bridges that go through the MPO boundary areas. NMDOT will be working closely with each of the MPOs to assist them in collecting and analyzing their data and then providing that information to NMDOT. A framework for future discussions on coordination, data and modeling, plan consistency integration, project selection/evaluation criteria/methodology and on-going topics were also presented.

Mr. Degani said that Tribal Local Planning (TLPA) project updates need to be presented at each Technical Committee meeting to MPO Staff can continually update the spreadsheet to allow local entities, District 5, TLPA Coordinator, and the Planning Liaison can work together to keep all the projects on track. It is important to keep the projects moving forward so they do not get moved to an inactive list for lack of progress.

NMDOT submitted Amendment 4 to their FY2015-2016 Statewide Work Program to FHWA for review and approval. Part of this Amendment was the request for FMPO to carry forward FY15 remaining funds (\$5,855) to FY16 and this was approved.

Mr. Degani reported that FTA transfers are currently on hold until the new FTA TrAMS is launched in a couple of months. Until this is completed, the transfer of Red Apple Transit administration from FHWA to FTA will be on hold.

Several trainings are scheduled for February and March and are mandatory for all MPO and RTOP Planners:

- Federal Aid Highways 101
- Highway Program Financing

7. INFORMATION ITEMS

Subject:	Information Items
Prepared by:	Fran Fillerup, MPO Associate Planner
Date:	January 18, 2016

INFORMATION ITEMS

- Complete Streets Design Guidelines.** The Complete Streets draft edits are now available for review on the MPO website. The Technical Committee will review the document and hold a meeting specifically about the Design Guidelines during February (date to be determined).
- TIP Call for Projects.** Staff sent out a Call for Projects for the FFY 2016-2021 TIP Amendment cycle.
- Transportation Acronym List.** The MPO has an acronym list on its website under the heading of MPO Documents. (See www.farmingtonmpo.org.) Please note other terms which may need to be added.
- MPO/NMDOT Meeting on Performance Measures.** On December 16, 2015, staff of FHWA, NMDOT and MPOs throughout the state met in Las Cruces to coordinate performance measurement in the state's NM Transportation Plan and MPO MTP's.
- Transportation Research Board Conference.** Mr. Wakan attended the Transportation Research Board Annual Conference the week of January 10.
- Other**

DISCUSSION: a. The Complete Streets Design Guidelines document is available for review on the MPO website. The Technical Committee will hold a meeting in February specifically to review the Design Guidelines.

b. Staff sent out a Call for Projects for the FFY2016-2021 TIP Amendment cycle, but no projects were brought forward.

c. Staff has updated the Transportation Acronym List and copies were distributed to the Policy Committee members. The list is also available on the MPO website under the heading "MPO Documents".

d. The MPOs and NMDOT discussed Performance Measures at the MPO Quarterly in December. FHWA requires that federal funds spent on the transportation system meet performance targets. This discussion is ongoing on what the specific measures will be and who will be counting and analyzing the data collected.

e. Mr. Wakan attended the Transportation Research Board (TRB) conference in Washington, DC the week of January 100. Mr. Wakan reported that this is an academic conference highlighting research projects on modeling, pavement preservation, transit, multi-modal transportation trends, roundabouts, safety design, travel demand models and more. Mr. Brasher asked what Mr. Wakan saw as the latest trends. Mr. Wakan replied that there was a lot of conversation on collecting data, tracking how people move through an area, and how to then use this information in calibrating a travel demand model. Additional discussion focused on the millennial generation, where they are migrating to; the changing way they use transportation, and the need for communities to adapt to this changing environment by looking a demand-based transportation and building more sidewalks and bike lanes to match the changing preferences.

8. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF

Mr. Brasher asked about scenario planning and the linking of transportation to land used in the region and if areas in the FMPO area did not have zoning. Commissioner Eckstein replied that the County does not have zoning currently and it is not planned for the near future. There was a plan on growth management that was recently considered and tabled indefinitely. A business license registration plan was just passed, but the public outcry made even this difficult.

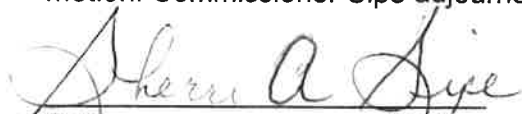
There was no additional business from the Chairman, Members or Staff.


9. BUSINESS FROM THE FLOOR

There was no business from the floor.

10. ADJOURNMENT

Councilor Rodgers moved to adjourn the meeting. Commissioner Eckstein seconded the motion. Commissioner Sipe adjourned the meeting at 2:30 p.m.


Commissioner Sipe, Vice Chair


June Markle,
MPO Administrative Aide