

**MINUTES**  
**FARMINGTON METROPOLITAN PLANNING ORGANIZATION**  
**POLICY COMMITTEE MEETING**  
**May 26, 2016**

Policy Members Present: Curtis Lynch, City of Bloomfield  
Nate Duckett, City of Farmington  
Jimmy Voita, San Juan County  
Stephen Lopez, NMDOT, District 5

Policy Members Absent: Sherri Sipe, City of Aztec  
Linda Rodgers, City of Farmington

Staff Present: Mary Holton, MPO Officer  
Duane Wakan, MPO Planner  
June Markle, MPO Administrative Aide

Staff Absent: None

Others Present: David Sypher, City of Farmington  
Larry Hathaway, San Juan County

**1. CALL TO ORDER**

Councilor Duckett called the meeting to order at 1:35 p.m.

**2. APPROVE THE MINUTES FROM THE APRIL 28, 2016 POLICY COMMITTEE MEETING**

Commissioner Lynch moved to approve the minutes from the April 28, 2016 Policy Committee meeting. Mr. Voita seconded the motion. The motion was passed unanimously.

**3. FFY2016-2021 TIP AMENDMENT #3**

<b>Subject:</b>	FFY2016-2021 TIP Amendment #3
<b>Prepared by:</b>	Duane Wakan, MPO Planner
<b>Date:</b>	May 16, 2016

<b>BACKGROUND</b>
<ul style="list-style-type: none"><li>▪ On May 8, 2016 the Farmington MPO advertised Amendment #3 to the FFY2016-2021 Transportation Improvement Program (TIP).</li><li>▪ The amendment addresses an NMDOT project in the TIP</li><li>▪ The Technical Committee held a public hearing on TIP Amendment #3. No comments were received.</li><li>▪ The Technical Committee recommended approval on May 11, 2016.</li></ul>

#### AMENDED TIP PROJECTS

- NMDOT has requested a change to #F100112 – Phase V of US 64.
- Adds a design phase for \$350,000 in FY2017 (\$299,040 STP Flex & \$50,960 State Match)
- Adds a construction phase in the amount of \$1,491,929.76 in FY17 (\$1,193,544 HPP & \$298,386 State Match)

#### ACTION ITEM

- It is recommended that the Policy Committee consider approval of Amendment #3 to the FFY2016-2021 Transportation Improvement Program (TIP) and the Self-Certification to Amendment #3 to the FFY2016-2021 TIP.

**DISCUSSION:** Mr. Wakan explained that NMDOT has requested this TIP Amendment for Phase V of the US 64 project to add a design phase for \$350,000 in FY2017 and a construction phase for \$1,492,929.76 also in FY2017.

Mr. Wakan reported that a public hearing on this Amendment was held on May 11, 2016 during the MPO Technical Committee meeting with no comments received. The Technical Committee also recommended their approval on May 11.

**ACTION:** Councilor Lynch moved to approve Amendment #3 to the FFY2016-2021 Transportation Improvement Program (TIP) and the Self-Certification to Amendment #3 to the FFY2016-2021 TIP. Mr. Lopez seconded the motion. The motion was approved unanimously.

#### 4. PROPOSED MPO FISCAL YEAR 2017 BUDGET

<b>Subject:</b>	Proposed MPO Fiscal Year 2017 Budget
<b>Prepared by:</b>	Duane Wakan, MPO Planner
<b>Date:</b>	May 3, 2016

#### BACKGROUND or PREVIOUS WORK

- The Joint Powers Agreement (JPA) requires that the MPO Policy Committee “develop and approve an annual budget that is adequate to fund the required activities of the MPO.” It also states the FMPOs Budget operate on the Federal Fiscal Year (October 1 through September 30)
- The MPO has submitted a proposed budget to the City of Farmington, which anticipates federal grant funding levels to be the same beginning October 1, 2016, as was what was available on October 1, 2015.
- The new Federal Transportation Bill FAST Act has allocated additional funding for Metropolitan Planning activities to each State.
- The FMPO is expected to receive an additional \$7,270 in PL funds with a local match amount of \$1,239 totaling \$8,509. This will not be official until we receive a Purchase Order from NMDOT.
- The Technical Committee recommended approval of the proposed FY2017 MPO budget.

### CURRENT WORK

- Anticipated Annual Matches by the Local Entities (Oct 1, 2016 to Sept 30, 2017):
  1. City of Farmington - \$35,914
  2. San Juan County - \$11,971
  3. City of Aztec - \$5,986
  4. City of Bloomfield - \$5,986

### ACTION ITEM

- It is recommended that the Policy Committee consider approval of the proposed MPO FY2017 budget.

**DISCUSSION:** Mr. Wakan explained one of the budget spreadsheets provided to each Policy Committee member. Ms. Holton noted that this MPO budget had just been approved by City of Farmington. She commented that the MPO has to comply with two budget time frames, the City of Farmington's fiscal year of July to June and the federal fiscal year of October to September.

Mr. Wakan said Staff had provided an estimate of what would be spent in the remaining quarter of FY2016 from April through June. This estimate is preliminary and is based on what was spent during the previous five years. Also shown is the running balance that the MPO will need to spend during the last quarter of FFY2016, July 1 through September 30. Mr. Wakan noted that this amount of \$149,304.13 is a good sum of money for the MPO to spend. Staff plans to hire a consultant to develop the safety plan and also beginning a study for the Red Apple Transit. Mr. Wakan reported that NMDOT's Planning Division has told Staff that any monies not spent will be absorbed back into their budget. NMDOT has understood that the Associate Planner position has been vacant for several months and they may allow a rollover into FFY2017. This rollover is not guaranteed, however.

Mr. Voita as about the local match amounts. Mr. Wakan explained that each of the local entities is required to contribute a percentage of the total MPO grant amount each year. Mr. Voita commented that he was not in favor of spending money simply so it would not be lost. Ms. Holton replied that the MPO is very judicious with its funding and adhere to the strict standards set by the City of Farmington which is the MPO's fiscal agent. Due to the unanticipated Associate Planner vacancy, the MPO has saved quite a bit of money this year. These savings will provide more than enough money for the development of the safety plan and the new Associate Planner is expected to begin in mid-June.

Councilor Duckett asked what happened to any unspent funds. Ms. Holton replied that unspent funds go back to NMDOT and are absorbed by the Planning Division for planning purposes. Councilor Duckett asked if these funds might come back to the MPO in some other form. Ms. Holton said that the MPO had received a rollover of their unspent FFY2015 funds. Councilor Duckett asked if NMDOT informed the MPO of potential rollover funds beforehand. Mr. Wakan said this information is typically not provided beforehand by the Planning Division. Mr. Wakan also responded to Mr. Voita concern of spending money judiciously and noted that all the funds are programmed in the current Unified Planning Work Program (UPWP). The tasks Staff is working to complete and spending money on are fully outlined in the UPWP. Ms. Holton passed around the new draft UPWP for FFY2017-2018 that Staff is developing that outlines the job tasks and expenses anticipated to be completed in the next two years. Mr. Lopez

added that the MPO has a process that must be followed in order to get funding approved and only those qualified projects are approved by NMDOT.

Mr. Wakan referred to the FMPO's 2016 and 2017 Budget Outlook spreadsheet provided to the Policy Committee members. He reviewed the current budget numbers and the additional funds expected from the Fixing America's Surface Transportation (FAST) Act legislation. With the new FAST Act, PL funds in FFY2017 are expected to increase from \$192,211 to \$207,125 while FTA5303 funding is expected to remain consistent as in years past at approximately \$57,000.

Mr. Wakan said that the local match amounts on the spreadsheet are the amounts anticipated by Staff that the entities will need to budget. If the MPO were to receive any rollover funds, the local match amounts would increase proportionally. Ms. Holton added that the City of Farmington is very cognizant and observant of any potential local match increases that might affect the entities.

**ACTION:** Mr. Voita moved to approve the MPO FY2017 budget. Councilor Lynch seconded the motion. The motion was approved unanimously.

## **5. FFY2017-2018 UNIFIED PLANNING WORK PROGRAM**

<b>Subject:</b>	FFY2017-2018 Unified Planning Work Program
<b>Prepared by:</b>	Duane Wakan, MPO Planner
<b>Date:</b>	May 17, 2015

### **BACKGROUND**

- The Unified Planning Work Program (UPWP) is the fiscal year work plan for the MPO.
- The FFY2017-2018 UPWP will cover planning activities and work products to be completed from October 1, 2016 to September 30, 2018.
- Based on the Planning Procedures Manual (PPM), the MPO needs to provide a draft UPWP to NMDOT in April with final approval in June.
- The Technical Committee received a report on the FFY2017-2018 UPWP on May 11, 2016.
- A UPWP boilerplate is being used by all the MPOs in the state.

### **CURRENT WORK**

- Staff is working with the entities and NMDOT to identify work programs for FFY2017-2018.
- Annual activities will include reporting and budgeting, the traffic count program, TIP maintenance, GIS activities, and Safe Routes to School activities, transit data collection and mapping.
- Major activities will include land-use and transportation scenario planning, transit study, travel demand modeling, and data collection for performance measures and public health involvement, completion of safety plan.
- Staff estimates base 5303 Transit funds in the amount of \$57,119 in both FFY2017 and FFY2018.

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| <ul style="list-style-type: none"><li>▪ Staff estimates base Planning funds (PL) in the amount of \$207,125 in both FFY2017 and FFY2018.</li></ul> |
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<b>INFORMATION ITEM</b>
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| <ul style="list-style-type: none"><li>▪ It is recommended that the Policy Committee receive a report on the FFY2017-2018 UPWP.</li></ul> |
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**DISCUSSION:** Mr. Wakan stated that the Unified Planning Work Program (UPWP) is an outline of the activities the MPO anticipates taking on during the two-year period. The final FFY2017-2018 UPWP will need to be approved and sent to NMDOT in June. This will necessitate a special Policy Committee be held in June.

Mr. Wakan reviewed some of the new items incorporated into the draft FFY2017-2018 UPWP:

- Format from previous UPWPs retained; updated with FAST Act language

Fixing America's Surface Transportation (FAST) Act was explained to the Policy Committee. This new legislation, along with a financial component, was signed into law in December 2015. The FAST Act incorporates much of what was in the previous transportation bill, MAP-21. Mr. Lopez added that there are additional reporting requirements under the new FAST Act. Mr. Wakan said that the reporting requirements were forthcoming in MAP-21, but there was insufficient time to actually begin reporting. The FAST Act is re-emphasizing these reporting requirements.

- New allowed tasks with the FAST Act:
  - o Storm water mitigation
    - EPA gave presentation in February in Farmington on Animas River discharge
    - Information is available on NMDOT's website.
  - o Travel & tourism
- FAST Act focuses on the resiliency of transportation system;
- Ensure coordination with transit (Shiprock/Colorado/Albuquerque);

The listed UPWP Tasks are project areas that Staff plans to work on during 2017 and 2018:

- Task 1 – Program Administration & Management
  - o Tasks done as needed
  - o JPA effective through 2018
  - o New technologies for website to enhance public engagement will be done accordingly
- Task 2 – Transportation Improvement Program (TIP)
  - o Updated as needed – monthly with TIP modifications; quarterly with TIP amendments
  - o New projects added when presented
- Task 3 – General Development & Data Collection/Analysis
  - o Reporting and collection tasks – traffic count, population/employment, and land use; information is distributed to entities and private sector
  - o Travel demand model maintenance; software upgrades; GIS

- Functional classification updates
- Ride Right's software system allows collection of ridership numbers for every stop
- Task 4 - Transportation Planning
  - Studies to pursue
  - Amend and update the "living" documents as needed: MTP, ITS Architecture, and Access Management Plan;
  - Complete a safety plan in FY2017

Ms. Holton added that the safety plan will be developed for the region and provides the regional perspective when looking at all the needed safety improvements and better aligns these projects for future funding.

- Update Complete Streets document if needed
- Red Apple Transit Studies are needed, but with no budget for studies, the MPO's FTA 5303 budget will help with this: assess the movement of the transit hub and the impact to the routes and timing
- Scenario planning – coordinate land use and transportation
- Task 5 – Special Studies & Activities
  - Coordinate with public health
  - Storm water management
  - Travel and tourism – articulate vision
  - Regional models of cooperation – work with surrounding neighbors even those outside the MPO area.

Shiprock falls under the jurisdiction of the Northwest Regional Transportation Planning Organization (NWRTPO), but is in closer proximity to the MPO. The MPO has assisted the Shiprock Planning Commission and the Navajo DOT Planner, but coordinates these efforts with the NWRTPO. The expenses for these activities are not great and can easily be incorporated into the MPO budget.

The final draft of the FFY2017-2018 UPWP will be presented for recommended approval at the special June Policy Committee meeting. The current UPWP draft can be found on the MPO website under the category of MPO Documents.

**ACTION:** The report was received.

## **6. REVIEW THE COMMITTEE BYLAWS – COMMITTEE MEMBER ATTENDANCE REQUIREMENTS**

<b>Subject:</b>	Committee Bylaws and Operating Procedures – Committee Member Attendance
<b>Prepared by:</b>	Mary Holton, MPO Officer
<b>Date:</b>	May 17, 2016

### **BACKGROUND**

- The Committee Bylaws and Operating Procedures provide the guidance for the Policy and Technical Committees and were approved on May 28, 2015.

- Regular committee member attendance was considered important and both committees discussed this at length.
- Language from the Bylaws states:
  - *Attendance by members is required at all Policy Committee meetings. If a Policy Committee member fails to attend seventy-five (75) percent of the Policy Committee meetings in a twelve-month calendar period, (for Technical Committee members also: or fails to attend fifty (50) percent of the Technical Committee meetings in person in a twelve-month calendar period) his membership may be terminated.*
  - *The Chair shall speak with a Policy Committee member who is subject to removal through non-attendance to determine if that member will make a commitment to attend Policy Committee meetings. If the member cannot make the commitment, the Chair will send a recommendation to the corresponding City or County Manager that a new member from that entity be designated to serve on the Policy Committee.*
  - *The MPO Policy Committee may remove any Policy Committee member upon the grounds of malfeasance or nonfeasance of office through an affirmative vote of three (3) members.*
- The Technical Committee meeting day was changed from Thursday to Wednesday to accommodate NMDOT attendance.

#### **CURRENT WORK**

- NMDOT attendance, either in person or by phone, continues to be inconsistent.
- Present to Policy Committee for further discussion and possible action.

#### **INFORMATION ITEM**

- The proposal is submitted for the Policy Committee's review and input only.

**DISCUSSION:** Ms. Holton referred to Page 6 of the Agenda. In May of 2015, the MPO Bylaws were changed at the strong urging of FHWA and NMDOT to include NMDOT members on the Policy and Technical Committees. This added member also increased the number needed for a quorum. This has created attendance issues and today's meeting was almost cancelled because we could not make a quorum. Ms. Holton thanked Mr. Lopez for stepping in to represent NMDOT in Mr. Brasher's place.

Ms. Holton noted that NMDOT attendance has been inconsistent. Most times this can be absorbed because other members are able to attend. This agenda item is to convey and reiterate the importance of regular committee member attendance and asked that this information be passed on to NMDOT.

Ms. Holton referred to Page 7 which showed committee member meeting attendance in 2015 and 2016 had improved, but was still inconsistent. She added it was important to ensure NMDOT/District 5 attendance in person or by phone at both the Policy and Technical Committee meetings. Councilor Duckett concurred with the assessment.

Mr. Wakan added that the Technical Committee meeting scheduled was changed from Thursday to Wednesday to better accommodate NMDOT attendance. It was hoped that this change would accommodate all and encourage improved attendance by NMDOT.

Mr. Wakan also stated that the Technical Committee members have alternates assigned who attend meetings in the absence of the regular member. Mr. Wakan encouraged the Policy Committee members to also have alternates appointed. Ms. Holton said that per the Bylaws, the Policy Committee members are named by each entity's Mayor or City/County Manager and can be either an elected or appointed official of the entity. The Policy Committee asked MPO Staff to follow up with a letter to their governing body recommending that Policy Committee alternates to be appointed.

**ACTION:** The report was received.

## **7. REPORTS FROM NMDOT**

### **District 5 – Stephen Lopez**

Mr. Lopez reported on some District 5 projects:

- Amendment 3 – Changes to Phase 5 of the US 64 project
- Project on NM 173 – does the MPO have traffic projections and truck volumes for this kind of roadway; this information helps with pavement design;

Mr. Wakan replied that the MPO's travel demand model has information out to the year 2040, however isolating truck volumes is not a strong element for this model, but Staff can provide a special model that would isolate the information requested. Brian Degani with NMDOT also has a statewide travel demand model that might provide some additional information.

- Roadway in front of Sunray Casino; had considered concrete pavement in this area, but due to excessive cost, NMDOT is getting approval to use asphalt for this section instead;
- Project on CR 3500 for a bridge that is structurally insufficient; is currently a San Juan County project using all local funds.

### **Planning Division**

There was no report from the Planning Division.

## **8. INFORMATION ITEMS**

<b>Subject:</b>	Information Items
<b>Prepared by:</b>	Duane Wakan, MPO Planner
<b>Date:</b>	April 17, 2016

### **INFORMATION ITEMS**

- a. **Associate Planner.** An offer of employment for the Associate Planner position was made to, and accepted by, Derrick Garcia.



- b. **MPO QAR.** The MPO Quality Assurance Review was conducted on May 2 with representatives of NMDOT's Planning Division.
- c. **TAP & RTP Call for Projects.** NMDOT has issued a call for TAP/RTP projects. Click on the link for the guidelines:  
[http://dot.state.nm.us/content/dam/nmdot/planning/FFY18-19\\_TAP-RTP\\_Guide.pdf](http://dot.state.nm.us/content/dam/nmdot/planning/FFY18-19_TAP-RTP_Guide.pdf)
- d. **MPO Quarterly.** The Farmington MPO will host the MPO Quarterly on June 13 & 14.
- e. **Special Policy Committee Meeting.** A special Policy Committee meeting will need to be scheduled in June (possibly June 16 or 23) to consider approval of the FFY2017-2018 Unified Planning Work Program (UPWP).
- f. **Other**

#### **DISCUSSION:**

a. Derrick Garcia has accepted the Associate Planner position and will begin work in mid-June.

b. The MPO's Quality Assurance Review was conducted on May 2 with Jessica Griffin and Robin Elkin of NMDOT's Planning Division. Both groups are working together to address common needs.

c. The TAP and RTP call for projects was recently issued. The MPO website has all the required forms and documents, a list of dates and deadlines for the MPO and NMDOT, and available funding maximum and minimums.

If a project is deemed feasible by NMDOT, the MPO will direct the entity to begin the formal application process and will assist and supplement the application with data and/or maps.

Mr. Lopez asked if field reviews were conducted to explain the projects details. This type of review is beneficial for District 5 in better understanding the overall project. Ms. Holton said this would likely be done prior to submitting the project for NMDOT consideration. Mr. Wakan reminded the group that entities should be considering projects that are included in their ICIP, in the MPO's MTP and included on the TIP as those projects score higher with NMDOT.

Mr. Wakan encouraged the Policy Committee member to learn about the projects being proposed by their entity and vetted with the local council or commission. The MPO recommends that these discussions take place so an entity's projects can be prioritized.

Mr. Lopez said NMDOT would like to participate in the project review process prior to the PFF application to help narrow down the potential project list to those most eligible and worthwhile. Additionally, NMDOT participation can assist the planning agencies in understanding the required engineering designs and environmental requirements.

Councilor Lynch asked for a list of MPO acronyms. Additionally, it was noted that Mr. Voita needed to receive the new member orientation and training material. Staff will

provide this information as requested. Mr. Lopez said the T/LPA Handbook also has a list of all the acronyms and this handbook can be downloaded from either the NMDOT or MPO websites.

d. The MPO Quarterly will be held on June 13 & 14 in Farmington. All Policy and Technical Committee members are welcome to attend either of the sessions. A walking tour of US 64 in Bloomfield is planned for the afternoon of June 13. The meeting will begin on June 14 and will be held at the MPO Office. Mr. Maurice Williams with UNM (bicycle and pedestrian safety promotions) plans to attend and offer his recommendations and possible funding for raising safety awareness and offer suggestions that might help remediate pedestrian and bicycle concerns along US 64.

e. Special Policy Committee is needed in June for the Policy Committee members to consider approval of the FFY2017-2018 UPWP. The members present decided to hold this meeting on June 23 at 1:30 p.m. at the MPO Office.

f. Ms. Holton reported that during the MPO QAR, NMDOT pointed out the need for ongoing training and education opportunities for Policy and Technical Committee members. There is an APA membership for planning board and commission members. The MPO would pay the annual participation fee (\$130/year) if the Policy Committee members were interested. The Policy Committee members present said they would be interested in this membership.

#### **9. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF**

Mr. Voita asked what percentage of the state budget goes to NMDOT. NMDOT receives the majority of its construction and planning funds from FHWA through the FAST Act. Funding for NMDOT staff comes from the gas tax revenues. NMDOT must also come up with any required state match for projects equal to 15% similar to the local entity matches.

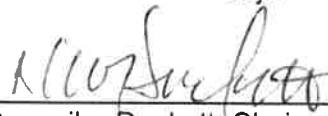
There was no additional business from the Chairman, Members and Staff.


#### **10. BUSINESS FROM THE FLOOR**

There was no business from the floor.

#### **11. ADJOURNMENT**

Councilor Duckett adjourned the meeting at 2:50 p.m.

  
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Councilor Duckett, Chair

  
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June Markle,  
MPO Administrative Aide