MPO POLICY COMMITTEE AGENDA

February 28, 2019
1:30 p.m.

Council Chambers
Farmington City Hall
800 Municipal Drive
Farmington, New Mexico
This regular meeting will be held in Council Chambers at Farmington City Hall, 800 Municipal Drive, Farmington, New Mexico.

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<td>1. Call meeting to order</td>
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<td>2. Approve the minutes from the January 24, 2019 Policy Committee Meeting.</td>
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<td>Presented by Nancy Lauro, AICP, Russell Planning &amp; Engineering</td>
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<td>4. Review and consider adoption of proposed Policy Committee (PC) Resolution 2019-2 regarding adoption of the 2019 Bicycle and Pedestrian Plan:</td>
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<td>a. Review proposed Policy Committee Resolution 2019-2 regarding the 2019 Bicycle and Pedestrian Plan;</td>
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<tr>
<td>b. Hold a public hearing on proposed Policy Committee Resolution 2019-2 regarding the 2019 Bicycle and Pedestrian Plan;</td>
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<tr>
<td>c. Consider approval of proposed Policy Committee Resolution 2019-2 regarding adoption of the 2019 Bicycle and Pedestrian Plan.</td>
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<td><strong>Action Item</strong></td>
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<td><strong>Presented by: Jeff Kiely</strong></td>
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<td>5. Quarterly Education Presentation: A Review of the MPO’s Public Participation Plan (PPP) in advance of preparing the 2045 Major Transportation Plan (MTP)</td>
<td>6-29</td>
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<td><strong>Presented by: Mary Holton</strong></td>
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<td>6. Reports from NMDOT</td>
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<td>a. Update from District 5 (Lawrence Lopez)</td>
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<td>b. Update from the Planning Bureau (Joseph Moriarty)</td>
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<td>7. Committee Member Discussion Item(s)</td>
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<td><strong>No additional items were presented for inclusion on the meeting agenda.</strong></td>
<td>30</td>
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<td>8. Information Items</td>
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<td>a. NMDOT’s 2019 Annual Hardship Sale &amp; 2019 Annual Public Entity Sale</td>
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<td>b. TIP Amendment #6 to be considered at Special Policy Committee Meeting on March 13 at 11:30 a.m. in Bloomfield</td>
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<td>c. Corrective Action Plan (CAP)</td>
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<td>d. 2019 TIP Amendment Schedule</td>
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<td>e. T/LPA ADA/Title VI Compliance</td>
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<td><strong>Presented by: Jeff Kiely</strong></td>
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<td>9. Business from Chairman, Members, and Staff</td>
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<td>10. Public Comment on Any Issues Not on the Agenda</td>
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<td>11. Adjournment</td>
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*The public body may only take action on an item if it is listed for action on the publicly noticed agenda.*
ATTENTION PERSONS WITH DISABILITIES: If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the MPO Administrative Assistant at the Downtown Center, 100 W Broadway, Farmington, New Mexico or at 505-599-1466 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the MPO Administrative Assistant if a summary or other type of accessible format is needed.
MONTHLY REPORT

Ms. Nancy Dosdall Lauro, AICP and Senior Planner with Russell Planning & Engineering will make a presentation on the final draft of the 2019 Bicycle & Pedestrian Plan. The Plan can be viewed at: https://www.fmtn.org/DocumentCenter/View/18564/20190123-FMPO-MASTERPLAN_21319_Posted

The Policy Committee will consider adoption of the 2019 Bicycle & Pedestrian Plan at the February meeting.
BACKGROUND
- April 11, 2018 marked the kickoff for the FMPO’s 2019 Bicycle & Pedestrian Plan.
- The Technical Committee was the Steering Committee for the project.
- During May and June 2018, the consultant, Russell Planning & Engineering and the project manager, Nancy Lauro conducted background research with each of the MPO entities.
- Throughout the summer of 2018, public outreach meetings and pop-up events were held in each of the communities along with Riverfest, July 5 celebration in Bloomfield, and the San Juan County Fair.
- In July the online survey was opened to encourage and gather public input on the Plan.
- During the fall months, the consultant worked with the entities to finalize their prioritized improvement lists.
- Comments were received throughout the project from the public, government officials, Technical and Policy Committee members, MPO Staff, and members of NMDOT. Final comments were requested to be submitted by January 11, 2019.
- A 30-day public comment period was advertised on January 27, 2019 through February 25, 2019.

ANTICIPATED WORK
- Seek adoption of proposed PC Resolution 2019-2 and the 2019 Bicycle and Pedestrian Plan at the Policy Committee meeting on February 28, 2019.

ATTACHMENTS

ACTION ITEM
- Staff recommends the Technical Committee consider recommending adoption of proposed PC Resolution 2019-2 regarding the 2019 Bicycle and Pedestrian Plan.
• **State of New Mexico.**

  o **State Law NMSA 67-3-62** requires that provisions for pedestrian, bicycle, and equestrian traffic shall be considered as part of all NMDOT projects.

  o The **New Mexico 2040 Plan** provides guidance to address the long-term needs of New Mexico’s transportation system. In particular, the 2040 Plan prioritizes investments among the state-owned transportation facilities and identifies Priority Tiers for the various modes included in the statewide transportation system.

    The 2040 Plan places an emphasis on multi-modal transportation as a means of achieving a range of statewide goals and objectives. Among these stated objectives, the 2040 Plan considers the need to “provide multimodal access and connectivity for community prosperity,” including making bicycling safer and more feasible on state roads.

• **Farmington Metropolitan Transportation Plan.**

  As quoted in the FMPO’s draft *2019 Bicycle and Pedestrian Plan* now under consideration:

    In listing goals for the next 25 years, the MTP mentions active transportation as a means for managing traffic congestion, improving accessibility, and promoting healthy living. Equity was also a focus of the 2040 MTP, and the six livability principles as developed by the US Department of Transportation (USDOT), Housing and Urban Development (HUD), and the Environmental Protection Agency (EPA) were included as part of its goals and policies. In four of the six stated principles, the MPO lists bicycle and pedestrian projects as actionable items that will increase transportation choices and affordable living throughout its communities.

    The 2040 MTP was the first MTP issued by the FMPO that utilized the Complete Streets approach, going as far as to add an entire chapter dedicated to the methodology. The MTP also included a prioritized list of regional bicycle and pedestrian transportation improvement projects that were organized by expected completion date. The implementation timeframe of these identified TIP’s ranged from 5 years to over 15 years, providing the MPO and its member entities with an organized list of active transportation improvements.
PUBLIC NOTICE

The Farmington MPO is advertising proposed Policy Committee Resolution 2019-2 regarding considered adoption of the Farmington MPO’s 2019 Bicycle and Pedestrian Plan. This public comment period meets all of the applicable requirements of the federal transportation bill MAP-21, the FAST Act, and the federal transit requirements of Section 5307(c) (1-7).

As required by federal law and the Farmington MPO Public Participation Plan, the FMPO is holding a 30- day Public Comment Period and then Public Hearings on proposed Policy Committee Resolution 2019-2 regarding adoption of the 2019 Bicycle and Pedestrian Plan. The 30-day comment period is from January 27, 2019 through February 25, 2019. The public may also make comments on the proposed resolution at the following meeting:

**Public Hearing:** During the Farmington MPO Technical Committee meeting at 10:00 a.m. on **Wednesday, February 13, 2019** in Commission Chambers at San Juan County’s Administrative Building, 100 South Oliver, Aztec, New Mexico 87410. Final approval on the proposed resolution will be sought during the Farmington MPO Policy Committee meeting at 1:30 p.m. on **Thursday, February 28, 2019** in Council Chambers at Farmington City Hall, 800 Municipal Drive, Farmington, New Mexico 87401.

**Written comments** may be sent to the Farmington MPO at:
Fax: (505) 599-1299
Mail: Farmington MPO, 800 Municipal Drive, Farmington, New Mexico, 87401
Email: jkiely@nwnmcog.org

The public may view this proposed Resolution at:

For more information, contact Interim FMPO Officer Jeff Kiely at (505) 722-4327.
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE RESOLUTION NO. 2019-2

TO ADOPT THE FARMINGTON MPO’S 2019 BICYCLE AND PEDESTRIAN PLAN

WHEREAS, the Farmington MPO is the designated metropolitan planning organization for the municipalities of Aztec, Bloomfield, Farmington, Kirtland, and the urbanized area of San Juan County; and

WHEREAS, the Farmington MPO, in cooperation with the member entities, and with technical planning work performed by Russell Planning & Engineering, Inc. developed the 2019 Bicycle and Pedestrian Plan that identifies improvements and establishes corridors to preserve in support of the creation of a regional and local walking and biking network; and

WHEREAS, the intention of the Bicycle and Pedestrian Plan is to guide development of a bicycle and pedestrian network that provides for connectivity, safety, and additional modal choices to residents and visitors in the Farmington MPO service area and to encourage walking and biking as viable options for commuting; and

WHEREAS, the Bicycle and Pedestrian Plan outlines policies and recommended standards to guide bicycle and pedestrian planning; and

WHEREAS, the Bicycle and Pedestrian Plan provides funding and implementation strategies for the expansion of existing walking and biking networks; and

WHEREAS, opportunities for public involvement were provided throughout the Bicycle and Pedestrian Plan process, including public outreach events held in Aztec, Bloomfield, Farmington, at the San Juan County Fair, extensive local advertising, a public review and comment period on the final draft of the Plan, and public hearings on February 13, 2019 and February 28, 2019; and

WHEREAS, the Farmington MPO Technical Committee served as the Plan’s Steering Committee and provides the MPO Policy Committee with technical advice and recommendations, and concurs with this resolution.

NOW THEREFORE, BE IT RESOLVED BY THE POLICY COMMITTEE OF FARMINGTON METROPOLITAN PLANNING ORGANIZATION (FMPO):

That the Farmington Metropolitan Planning Organization (FMPO) hereby adopts the 2019 Farmington MPO Bicycle and Pedestrian Plan.

PASSED, SIGNED, APPROVED AND ADOPTED this 28th day of February, 2019.

SEAL

ATTEST:

June Markle, FMPO Administrative Assistant

Sean Sharer, FMPO Policy Committee Chairman
In advance of preparing the MPO’s Major Transportation Plan this year, the MPO needs to update its PPP soon so that the MTP’s Public Outreach can begin in early summer. Much of the work on the MTP will commence in September in accordance with the UPWP with a planned completion date one year later. The last PPP is enclosed for your review. A copy of the recent Public Involvement Plan adopted by NMDOT will be attached to your agenda email. Best practices will be included in your presentation, and the committee be asked to provide staff with direction and input prior to preparing the draft update.
# Farmington MPO Public Participation Plan

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Introduction

The Public Participation Plan guides the public involvement activities conducted by the Farmington Metropolitan Planning Organization (MPO). The plan encourages active public participation in identifying and commenting on transportation issues, programs and projects at every stage of the planning process. Specific public involvement procedures are identified for various MPO activities. Every effort is made to reach traditionally underserved populations, including low income and minority households and persons with disabilities. The procedures and tools for public involvement are summarized in Appendix A.

Background

The Farmington MPO was created in 2003 with responsibility for transportation planning in the cities of Aztec, Bloomfield, Farmington and the urbanized area of San Juan County, New Mexico. Federal regulations require that an MPO be designated to carry out a comprehensive, continuing and coordinated transportation planning process for urbanized areas with a population of 50,000 or more. The City of Farmington is the fiscal and administrative agent for the Farmington MPO. The Farmington MPO boundary map is shown in Appendix B.

Committee Structure

As shown in Table 1, two committees provide guidance to the Farmington MPO. The Policy Committee is the forum for cooperative decision-making on transportation related matters. Consisting of five principal elected officials of local government, the Policy Committee provides policy guidance and direction for the urban transportation planning process. Representatives of the Federal Highway Administration (FHWA) and the New Mexico Department of Transportation (NMDOT) may be ex-officio (non-voting) members of the Policy Committee.

The Technical Committee is an advisory committee to the Policy Committee. The five members of the Technical Committee are selected from the staffs of each of the local governmental entities. Representatives from the FHWA and NMDOT may be ex-officio members of the Technical Committee.
Table 1: Farmington MPO Committee Structure

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<th>Voting Members</th>
<th>Policy Committee</th>
<th>Technical Committee</th>
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<tbody>
<tr>
<td>City of Aztec</td>
<td>(Elected) 1</td>
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<td>City of Bloomfield</td>
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<td>1</td>
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<tr>
<td>City of Farmington</td>
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<td>2</td>
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<tr>
<td>San Juan County</td>
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<tr>
<td>New Mexico Department of Transportation</td>
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<td>Red Apple Transit</td>
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<tr>
<th>Non-Voting</th>
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<tr>
<td>Federal Highway Administration</td>
<td>Ex-officio¹</td>
<td>Ex-officio¹</td>
</tr>
<tr>
<td>MPO Officer</td>
<td>Staff Ex-officio, Staff</td>
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¹Policy Committee may make appointment under Joint Powers Agreement

**Planning Factors**

The cornerstone of MAP-21’s highway program transformation is the transition to a performance and outcome-based program. States will invest resources in projects to achieve individual targets that collectively will make progress toward national goals.

MAP-21 establishes national performance goals for Federal highway programs:

- **Safety** - To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
- **Infrastructure condition** - To maintain the highway infrastructure asset system in a state of good repair.
- **Congestion reduction** - To achieve a significant reduction in congestion on the NHS.
- **System reliability** - To improve the efficiency of the surface transportation system.
- **Freight movement and economic vitality** - To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
- **Environmental sustainability** - To enhance the performance of the transportation system while protecting and enhancing the natural environment.
- **Reduced project delivery delays** - To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies’ work practices.
Meetings, Notices, Access

Federal and state laws set certain requirements and guidelines for public notice, public access to information, the provision of timely information, and the inclusion of traditionally underserved segments of the population. The Farmington MPO will take specific actions to comply with statutory requirements and to promote active public involvement in transportation planning.

Open Meetings

Open public meetings are required where Federal-aid highway or transit projects are involved. The New Mexico Open Meetings Act requires reasonable notice to the public of meetings where public policy is formulated, public business is discussed, or authorized actions are taken. All meetings of the Farmington MPO Policy Committee and its advisory committees are subject to the provisions of the New Mexico Open Meetings Act. The following specific actions will be taken to ensure compliance with the Act:

1. The Policy Committee will meet at least quarterly, with the specific day, time and location determined by annual resolution. The regular Policy Committee meeting locations typically rotate among the member entities.
2. The Technical Committee will meet monthly, with the specific day, time, and location determined by annual resolution.
3. Through resolution, the Policy Committee and its advisory committees will make an annual determination of reasonable notice.
4. Notices for special meetings of the Policy Committee and its advisory committees will be published in the Farmington Daily-Times at least three (3) days prior to the meeting date.
5. Meeting notices will be posted at least three (3) days prior to the meeting date at the Farmington Municipal Building, 800 Municipal Drive. Meeting notices may also be posted at additional locations, such as those listed in Appendix D.
6. Notices will be available in alternative formats.
7. Agendas and supporting documentation will be available for review at least twenty-four (24) hours in advance of the meeting.

Reasonable Public Access to Technical and Policy Information

Technical and policy information is used to develop plans and the Transportation Improvement Program (TIP). Reasonable public access to that information will be made through the following specific actions:
1. The Farmington MPO staff will be available during business hours to discuss technical and policy information with citizens and other interested parties.
2. Through prior arrangement, Farmington MPO staff will be available to meet with groups outside of normal business hours.
3. The Farmington MPO will maintain a library of past and current transportation planning studies and materials that will be available for review during normal business hours.
4. Copies of materials will be available for the cost of reproduction and postage.

**Inspection of Records/Availability of Proposed Documents**

All Farmington MPO work products are available for public inspection. Inspection and availability of Farmington MPO documents will be as follows:

2. Draft or proposed documents and amendments will be available to the public free of charge at the Farmington MPO Office (100 W Broadway, Farmington).
3. Draft or proposed documents and amendments will be available for review at additional locations, such as those listed in Appendix D, where feasible and appropriate.
4. If requested from the public, documents or portions of documents will be transcribed into alternative formats.

**FTA Public Participation Requirements**

As a recipient of federal transit planning funds and the developer of the Transportation Improvement Program (TIP), the MPO must meet the following public participation requirements for the Program of Projects (POP):

- Make available to the public information on amounts available to the recipient under this section and the program of projects the recipient proposes to undertake.
  - FTA 5303 planning funds will be made available in the annual Unified Planning Work Program (UPWP); any funding dedicated to capital purchases or operations of the transit system will be included in the TIP.
- Develop, in consultation with interested parties, including private transportation providers, a proposed program of projects for activities to be financed.
  - On an annual basis, the MPO will consult with Red Apple Transit and the NMDOT Transit Bureau to develop the Program of Projects (POP) as part of the annual TIP development process. Interested parties will have an opportunity to review the TIP during its development.
• Publish a proposed program of projects in a way that affected citizens, private transportation providers, and local elected officials have the opportunity to examine the proposed program and submit comments on the proposed program and the performance of the recipient.
  o Prior to adoption of any newly developed TIP, the MPO will hold a 30-day public comment period to solicit input on near-term transportation projects, including transit projects.
• Provide an opportunity for a public hearing in which to obtain the views of citizens on the proposed program of projects.
  o The public will have the opportunity to provide comments at a public hearing at either the MPO Technical or Policy Committee meetings.
• Ensure that the proposed program of projects provides for the coordination of public transportation services assisted under section 5336 of this title with transportation services assisted from other United States Government sources.
  o The POP will include capital and operating funding for Red Apple Transit that will be used to carry out public transportation services.
• Consider comments and views received, especially those of private transportation providers, in preparing the final program of projects.
  o Any comments received, whether from the transit provider or the public, will be reviewed by MPO staff and brought to the attention of the MPO Policy and Technical Committees. A summary of public comments will be included in the TIP.
• Make the final program of projects available to the public.
  o Transit planning activities and projects that will be undertaken by the MPO will be included in the annual UPWP. The UPWP and the adopted TIP will be made available to the public on the MPO website and at the MPO office.

**Environmental Justice and Title VI**
The needs of those traditionally underserved by the existing system will be sought and considered by the Farmington MPO.

Environmental Justice (EJ) is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. The MPO will work to ensure that the transportation system considers the needs of all people and that minorities, low-income, elderly, and the disabled do not bear a disproportionate share of the negative impacts resulting from the transportation system.

EJ concerns and goals should be considered throughout all public engagement efforts, from project planning through construction and operation. This includes public outreach
conducted during transportation planning and during the environmental reviews required by the National Environmental Policy Act (NEPA).

Through its public involvement efforts, the MPO will strive to achieve the following environmental justice goals:

• To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
• To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
• To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

Title VI states that no person shall, on the ground of race, color, or national origin, be excluded from participation in, denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The MPO will ensure that the input and feedback from all people will be considered in the development of MPO planning documents and activities.

The following actions relating to Environmental Justice and Title VI are meant to reduce the barriers for participation in the decision-making process by low income, minority or disabled individuals.

1. When possible, public meetings will be held in locations that are convenient to low and moderate income neighborhoods and accessible to disabled populations. Such locations include community centers, senior centers and schools. Where possible, MPO staff will meet at the locations of businesses, neighborhood groups, stakeholders, and other agencies.
2. Upon request, all MPO work products and documents will be made available in alternative formats, including Braille, large type and languages other than English.
3. The following statement will be included in all MPO documents: The Farmington MPO does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the provision of services. This document can be made available in alternative formats by calling the MPO Office at 599-1466 (voice) or 599-1168 (TTY).
4. The following statement will be included in all meeting announcements:
   If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the MPO Administrative Aide at the Downtown Center, 100 W
Broadway, Farmington, New Mexico, at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the MPO Administrative Aide if a summary or other type of accessible format is needed.

5. Agencies and organizations that represent low income, minority and disabled populations will be identified and included in MPO mailings.

6. The MPO will periodically evaluate Environmental Justice actions and Title VI requirements to ensure effectiveness of public involvement.

7. The MPO will produce a series of demographic maps illustrating income, race, health and other regional data that will inform the public of potential EJ areas.

Public Involvement Tools and Activities

The Farmington MPO will use a variety of tools to educate and inform the public. The efficacy of these tools and activities in educating and involving the public will be evaluated continuously.

Master Mailing List

A master mailing list maintained by MPO staff will be used to notify interested parties of upcoming meetings and other events. The mailing list includes neighborhood associations, community groups, business and professional groups, environmental groups, special interest groups, elected and appointed officials, affected agencies and interested citizens. The list is customized so that recipients receive only items of particular interest.  

The mailing list is updated continuously.

Newsletter

A newsletter will be produced at least three times a year. It will be distributed to all parties on the master mailing list. Each issue will contain staff contact information, meeting schedules, project highlights, results of technical activities, information on policy issues and decision making activities, and current planning project status reports. 

The newsletter will be produced on a quarterly basis.

MPO Website

The Farmington MPO maintains a website (www.farmingtonmpo.org). The website is continuously updated to provide the most current information available. The Public Participation Plan is available on the MPO website. The website also includes:
• Meeting calendars, agendas, and minutes
• MPO work products, maps, and publications
• The Metropolitan Transportation Plan and Transportation Improvement Program
• Current MPO and advisory committee information
• Contact information
• Red Apple Transit studies and data collection activities
• Safe Routes to School activities
• Traffic count information
• Links to related agencies

Visualization Techniques
The MPO will utilize user-friendly visualization techniques for describing transportation plans, corridor studies, and other documents. These techniques may include GIS for mapping proposed and existing projects, charts and diagrams, surveys, and the posted presentations. The MPO will continuously seek ways to improve its visualization techniques.

Social Media
Social media provides fast and convenient ways of communication which could prove beneficial for the MPO and its interaction with stakeholders, interested parties, and the general public. The MPO will create and maintain a social media presence for engaging stakeholders and the general public regarding its work.

MPO Logo
The Farmington MPO adopted a logo that assists the public in recognizing MPO products and activities. The logo is used on all products and publications of the Farmington MPO.

Consultation with Interested Parties
When developing or updating its plans, the MPO will make strong efforts to consult with a variety of organizations and groups that are affected by or play a role in achieving an efficient transportation system. The list of interested parties shall include, but not be limited to:
  o Local planning and engineering staffs
- NMDOT
- Local transit and paratransit providers
- Northwest NM Council of Governments (also acts as Northwest Regional Planning Organization)
- Bicycle and pedestrian organizations
- Disabled community
- School transportation providers
- Bureau of Land Management
- Local economic development groups
- Environmental protection agencies
- Airports
- Freight companies/ oil and gas industry
- Local Native American tribal governments
- Historic preservation organizations
- Safety/emergency dispatch
- Citizens Advisory Committees

To avoid potential conflict and as part of the consultation process, the MPO will make reasonable efforts to review any available planning documents that have been developed by these agencies.

**Media Contacts and Advertising**

Members of the media are critical in getting information to the public of significant transportation activities and issues. The MPO will maintain ongoing communication with the media through various means, including press releases, interviews, and submitting articles to the local news media.

The Farmington Daily Times will be used as the primary print media for advertising transportation issues of interest to the general population. Other newspaper outlets may also be utilized. Public service announcements and interviews may be broadcast on local radio stations.

**Record Archiving**

Copies of plans and studies produced by the Farmington MPO will be made available at the Farmington MPO Office for review and/or comment. Permanent records will be kept at the Farmington MPO Office.

**Meetings and Hearings**

Meetings and hearings are used to both inform the public and solicit their input on specific plans, studies or projects. All of the MPO committee meetings include date,
time, and location on the agenda for general public comment on transportation-related items.

Public Comment and Response to Comments
Public comment forms will be available at meetings where specific issues are being presented at public meetings. The comment forms may be mailed to the MPO office or given to MPO staff at the meeting.

Oral or written comments received through the hearing process will be included as an appendix to the document under review or will be summarized and presented to the adopting body. Public comments made to the MPO by phone or by email will be responded to in a timely manner and the comments will be archived by the MPO.

MPO Work Products
The intensity, scope, and duration of public involvement will vary depending on the MPO work product. The following section outlines the MPO’s basic work product types and the minimum input, review, comment and hearing opportunities that will be offered before adoption.

Metropolitan Transportation Plan (MTP)
The Metropolitan Transportation Plan (MTP) is a comprehensive plan of the transportation system that looks at least 20 years into the future. The Farmington MPO adopted the current MTP on September 24, 2015. Federal law requires that major updates occur at least every five years after it is adopted. As stated in 23 CFR 450.322, the typical elements of the MTP include:

- Goals and objectives
- Existing and future population and employment conditions
- Public participation activities
- Identification of future projects for all transportation modes
- Policies and strategies relating to the modes, the environment, and operations
- A financial plan for fiscal constraint

The MTP update would include these steps:

- MPO staff will engage the public through proactive public outreach efforts to elicit comments and suggestions during the entire MTP update process.
• MPO staff will hold public meetings at key points in the update process; typically formal public meetings will occur every three to four months.
• Development and updates of the MTP will include consultation with the organizations and agencies described in the “Consultation with Interested Parties” section.
• Status reports on development of the MTP will be continuously given to the Technical and Policy Committees.
• The draft Metropolitan Transportation Plan will be presented to the MPO advisory committees for review and comment at the beginning of the public comment period.
• The comment period on the draft MTP will last for a minimum of 30 days.
• The MPO will hold at least one formal public hearing, typically at a Technical Committee meeting, to solicit public comment on the draft Metropolitan Transportation Plan. The formal public hearing will occur toward the end of the public comment period.
• The Final Draft MTP will be presented to the MPO advisory committees for recommendation to the Policy Committee for adoption.
• Public comments received will be presented to the Policy Committee at the time the MTP is considered for adoption by the Policy Committee. All public comments received will be made part of the final adopted document as part of the appendix.

The adopted MTP will be posted on the MPO website and made available at the MPO office. Any amendments to the MTP will follow the process described on pages 13-14.

Transportation Improvement Program (TIP)
The Transportation Improvement Program (TIP) is a short-term listing of projects expected to be constructed in the immediate future. The TIP is updated at least every four years. As stated in 23 CFR 450.324, the MPO, in cooperation with NMDOT, the transit operator, and the entities, shall develop a TIP for the metropolitan planning area. The TIP shall include:

• All federally funded projects with regional significance
• Project details such as project description, termini, phases of the project, and funding source and year
• Financial information that demonstrates how the TIP will be implemented

The TIP development schedule and key steps in the process are shown in Table 2.

The MPO TIP will typically include additional information for the public:
Priority lists of projects categorized by funding source to be used for future programming and for fiscal year closeout
- Locally funded projects
- A list of non-regionally significant projects (construction projects on local roads or those outside the MPO boundary)
- A general listing of unfunded projects to illustrate transportation needs for the area

The MPO will provide opportunity for interested parties and the public to comment on the TIP during its development. The process for making amendments to the TIP is described on page 14.

The TIP-STIP Protocols describe procedures to be undertaken by the MPO and NMDOT to ensure that each document is consistent and that amendments are handled in a timely manner. The protocols are available upon request from MPO staff.

Table 2: New TIP Development Schedule

<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>December</td>
<td>Issue Call for Projects and provide project identification application forms to the member entities.</td>
</tr>
<tr>
<td>January</td>
<td>MPO staff meets individually with the entities and NMDOT to review project information and make necessary revisions such as financial funding sources, fiscal years and project scope and termini descriptions.</td>
</tr>
<tr>
<td>February</td>
<td>MPO Technical Committee, staff, and NMDOT will run each proposed new TIP project through the MPOs Project Prioritization Process to score and rank transportation projects in the TIP.</td>
</tr>
<tr>
<td>March</td>
<td>Minimum 30 day comment period on draft TIP is advertised. The draft TIP is made available for final review by the entities, NMDOT, interested parties, and the general public. MPO Policy Committee reviews the draft TIP. The Technical Committee holds a public hearing and recommends adoption of the TIP.</td>
</tr>
<tr>
<td>April</td>
<td>The Policy Committee adopts the TIP. MPO submits the adopted TIP to NMDOT, the entities, and posts it on the MPO website. The adopted TIP is sent to the Governor for approval.</td>
</tr>
</tbody>
</table>

Public Participation Plan

The Public Participation Plan will be updated at least every five years, based on the following process:
• The MPO will inform interested parties about the plan update process and will provide the draft PPP for their input.
• The comment period on the updated Public Participation Plan will last at least forty-five (45) days.
• The PPP will be made available for review at the MPO Office (100 W Broadway, Farmington) and the Farmington Community Development office (805 Municipal Dr.). Where feasible and appropriate, the PPP may be posted at additional locations, such as those listed in Appendix D.
• Notices regarding the update and the public comment period will be posted in local newspapers and on the MPO website.
• The updated Public Participation Plan will be presented to the MPO advisory committees for review and recommendation to the Policy Committee for adoption.

Policies and Standards
Policies and standards for supporting the multi-modal transportation needs in the region will be developed over time, often in conjunction with the development of the MTP or other planning documents. These policies and standards will be available for public review and comment during advertised Policy and Technical Committee meetings.

Area Studies and Corridor Plans
From time to time, the MPO will undertake area studies and corridor plans where there is a specific need of intensive study to determine potential transportation needs. Involving persons who might be affected directly by the study results will be accomplished through the following process:

• Notice will be sent by regular mail to those residing within or owning property within the study area and those 300 feet outside of the study area.
• At least one public input meeting will be held at a location convenient to the affected persons.
• The Technical Committee will forward their recommendation to the Policy Committee.
• The Policy Committee will adopt the area study or corridor plan.

Amendments to Adopted Documents
Amendments to documents such as the Metropolitan Transportation Plan and the Transportation Improvement Program are occasionally necessary after they have been adopted. With the exception of emergency or exempt projects, amendments will use the following process:
• The MPO will announce the proposed amendment to the MTP, TIP, or other MPO planning document at a Technical Committee meeting and through an advertisement in the local newspaper stating the availability of the amendment.
• The public comment period will last a minimum of 15 days.
• The TIP Amendment process will adhere to procedures outlined in the TIP-STIP Protocols, available upon request from MPO staff.
• Amendments will be reviewed by the MPO advisory committees with a recommendation to the Policy Committee for adoption.
• A formal public hearing to accept public comment will be held before the Policy Committee takes action on the proposed amendment.

Amendments Exempt from the Public Involvement Process
Some amendments to adopted documents are exempt from the public involvement process. These are:

• Emergency projects, necessary for the safety and welfare of the citizenry
• Minor revisions or technical amendments, such as:
  o Minor cost changes
  o Minor changes in project scope or cost shares
  o Splitting projects
  o Typographical corrections
  o Other administrative revisions (lead agency, contingency, funding source)
## Appendix A: Summary of Farmington MPO Public Participation Plan Procedures and Tools

<table>
<thead>
<tr>
<th>Public Involvement Component</th>
<th>Meetings</th>
<th>Comment Period (minimum)</th>
<th>Public Participation Techniques (typical)</th>
<th>Additional Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Adopted Documents and Plans, Studies</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Metropolitan Transportation Plan (MTP)</td>
<td>Meetings held at key stages of development Pro-active strategies for public involvement Consultation with interested parties Public hearing on draft Technical Committee Policy Committee</td>
<td>30 days</td>
<td>Legal notice Newspaper advertisements Newsletter Website Comment forms</td>
<td>Update every 5 years Public Comments received included in the MTP</td>
</tr>
<tr>
<td>Transportation Improvement Program</td>
<td>Public hearing on draft Technical Committee Policy Committee</td>
<td>30 days</td>
<td>Legal notice Newspaper advertisements Newsletter Website Comment forms</td>
<td>MPO typically updates TIP bi-annually Public comments received included in the TIP</td>
</tr>
<tr>
<td>Public Participation Plan and Revisions</td>
<td>Consultation with interested parties Technical Committee Policy Committee</td>
<td>45 days</td>
<td>Legal notice Newspaper advertisements Newsletter Website Comment forms</td>
<td>Updated every 5 years Summary of public comments received provided to Policy Committee</td>
</tr>
<tr>
<td>Area Studies and Corridor Plans</td>
<td>Public input Technical Committee Policy Committee</td>
<td>30 days</td>
<td>Letter to property owners Legal notice Newspaper advertisements Website</td>
<td>Notice sent to those in study area and within 300 feet of study area boundaries Public input meeting(s) held a location convenient to those affected</td>
</tr>
<tr>
<td>Public Involvement Component</td>
<td>Meetings</td>
<td>Comment Period (minimum)</td>
<td>Public Participation Techniques (typical)</td>
<td>Additional Comments</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------</td>
<td>--------------------------</td>
<td>------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Amendments to Adopted Documents (MTP, TIP, other Planning documents)</td>
<td>Public hearing Technical Committee Policy Committee</td>
<td>15 days</td>
<td>Legal notice Newspaper advertisement Website</td>
<td>For those amendments not exempt</td>
</tr>
<tr>
<td>Amendments Exempt from Public Involvement</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>• Emergency projects, necessary for the safety and welfare of the citizenry • Minor revisions or technical amendments, such as: ○ Minor cost changes ○ Minor changes in project scope or cost shares ○ Splitting projects ○ Typographical corrections ○ Other administrative (lead agency, contingency, funding source)</td>
</tr>
</tbody>
</table>

**Open Committee Meetings**

<table>
<thead>
<tr>
<th>Policy Committee</th>
<th>Determined by annual resolution (typically January, March, April, June, September, November)</th>
<th>N/A</th>
<th>Newspaper advertisement for annual meeting schedule Newsletter Website</th>
<th>Location rotates among member cities and county Time determined by annual resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Committee</td>
<td>Determined by annual resolution (typically every month)</td>
<td>N/A</td>
<td>Newspaper advertisement for annual meeting schedule Newsletter Website</td>
<td>Location rotates among member cities and county Time determined by annual resolution</td>
</tr>
<tr>
<td>Public Involvement Component</td>
<td>Meetings</td>
<td>Comment Period (minimum)</td>
<td>Public Participation Techniques (typical)</td>
<td>Additional Comments</td>
</tr>
<tr>
<td>------------------------------</td>
<td>----------</td>
<td>--------------------------</td>
<td>------------------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Master Mailing List</td>
<td>N/A</td>
<td>N/A</td>
<td>Upon request and through comment forms, website, public meetings</td>
<td>Maintained and updated regularly</td>
</tr>
<tr>
<td>Newsletter</td>
<td>N/A</td>
<td>N/A</td>
<td>Sent to those on Master Mailing List</td>
<td>Produced quarterly</td>
</tr>
<tr>
<td>MPO Website</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Maintained and updated regularly</td>
</tr>
<tr>
<td>Staff Presentations</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Upon request; subject to staff availability</td>
</tr>
</tbody>
</table>
Appendix B: Farmington MPO Area Map
Appendix C: New Mexico Inspection of Public Records Act, 14-2-1 NMSA 1978

The New Mexico Inspection of Public Records Act, 14-2-1 NMSA 1978 is available upon request at the MPO office.

It is also available online at: http://www.nmag.gov/pdf/ipra_fourth_edition_final07.pdf
Appendix D: Additional Locations for Posting MPO Documents

The MPO will post meeting notices, public comment forms, and planning documents at additional locations as appropriate and feasible. These locations may include:

- Farmington City Hall, 800 Municipal Dr., Farmington, NM
- Aztec City Hall, 200 W Chaco, Aztec, NM
- Bloomfield City Hall, 915 N First St., Bloomfield, NM
- San Juan County Administrative Building, 100 S Oliver, Aztec, NM
- Farmington Public Library, 2101 N Farmington Ave, Farmington, NM
- Aztec Public Library, 319 S Ash, Aztec, NM
- Bloomfield Public Library, 333 S 1st Street, Bloomfield, NM
- Farmington Civic Center, 200 W Arrington, Farmington, NM
- Aztec Senior Center, 101 S Park, Aztec, NM
- Bloomfield Multi-Cultural Center, 333 S 1st Street, Bloomfield, NM
Appendix E: Public Review and Comment on the Plan

The Farmington MPO Public Participation Plan was opened for public review and comment on November 20, 2011 and ended on January 6, 2012. It was advertised in the Farmington Daily Times and the document was available at the MPO office, the Farmington Community Development Office, and on the MPO website. A public hearing was held on December 15, 2011 during the MPO Technical Committee meeting.

No public comments were received during these periods.
DISCUSSION ITEMS

There were no additional discussion items provided by Policy Committee members for inclusion in the Agenda.
a. **Notifications from NMDOT.** Information on NMDOT’s 2019 Annual Hardship Sale and 2019 Annual Public Entity Sale were emailed to Committee Members on February 4. Copies of those two opportunities are also included in the Agenda.

b. **TIP Amendment #6.** Two projects in TIP Amendment #6 will be considered at a Special Policy Committee Meeting at 11:30 a.m. on March 13, 2019 in Council Chambers at Bloomfield City Hall:
   - City of Aztec – Move funding for the Aztec East Arterial from FY18 to FY19, and;
   - San Juan County – Change a control number and funding to reflect a State Capital Outlay award.

c. **Corrective Action Plan (CAP).** The previous CAP established on 2/23/17 and subsequently amended on 10/27/17 was resolved and is considered closed. However, due to several instances of non-conformance, a new 2019 CAP was established on January 11, 2019 (see attached).

d. **2019 TIP Amendment Schedule.** In alignment with NMDOT’s amendment schedule, a copy of the 2019 FMPO TIP Amendment Schedule is attached for information.

e. **T/LPA ADA and Title VI Compliance.** As of February 2, 2019, Aztec, Bloomfield, Farmington, and San Juan County are currently in compliance with NMDOT’s District 5 T/LPA ADA/Title VI Compliance. Compliance must be in place before the LPA can receive NMDOT funding.

The Town of Kirtland also needs to begin the required compliance reporting (see attached list).

The Town should review/submit:
- ADA Policy for LPAs with fewer than 50 employees
  https://www.adagov/pca toolkit/chap2toolkit.htm
- Title VI Policy – To access NMDOT’s Title VI Boilerplate, go to:
  http://dot.state.nm.us/content/dam/nmdot/OEOP/Title_VIBoilerplate_LGA.pdf
- Letter certifying the LPA has fewer than 50 employees. This letter should include the names and positions of their current employees.
- For additional information, contact Linda Ramos, NMDOT ADA/Title VI Program Coordinator, at linda.ramos@state.nm.us
January 31, 2019

New Mexico Public Entities

SUBJECT: NMDOT 2019 ANNUAL PUBLIC ENTITY SALE

Public entities may purchase surplus automotive and major road equipment from the New Mexico Department of Transportation (NMDOT) via use of their own capital outlay funds or Local Government Road Funds.

Public entities are defined as:
- State agencies;
- Local public bodies;
- School districts;
- State educational institutions;
- Municipalities; and
- Tribal organizations.

Public entities are “NOT” allowed to participate in both the NMDOT Entity Sale and Hardship Sale.

Automotive and major road equipment consists of light duty vehicles, medium/heavy duty trucks and highway heavy and/or off road equipment.

Public entities are expected to provide check, money order or purchase order in order to purchase items at the annual public entity sale.

Title and/or Bill of Sales will be issued on the date purchased. The purchaser will be responsible for proper title and registration through the Motor Vehicle Division of the New Mexico Taxation and Revenue Department within 30 days according to State Statutes.

Public entities who are planning to participate that have questions should email Matthew S. Chavez at matthew.chavez@state.nm.us by no later than Friday, June 10, 2019.

NMDOT will conduct the 2019 Annual Public Entity Sale on Wednesday, July 10, 2019 from 8:00 AM – 4:30 PM at the NMDOT Auction Yard located at 7315 Cerrillos Road, Santa Fe, NM. Sale will begin promptly at 8:00 AM.

Sincerely,

John H. Kraul
NMDOT State Fleet Equipment Manager
January 31, 2019

New Mexico Incorporated Municipality or County

SUBJECT: NMDOT 2019 ANNUAL HARSHIP SALE

The Local Government Road Fund is administered by the New Mexico Department of Transportation (NMDOT). The annual $500,000.00 fund shall be used only by incorporated municipalities and counties to purchase surplus automotive and major road equipment.

In order to qualify for a MAX of $25,000 – municipalities or counties must submit:

1. A Letter of Justification explaining the entity’s financial hardship
   Justification should be no longer than 2-3 pages;
2. A Resolution or Certification indicating financial hardship; and,
3. An Equipment Wish List of items they are interested in acquiring at the Sale.

Items must be received by March 31, 2019 at the following address:

New Mexico Department of Transportation
Fleet Management Bureau – SB-2
Attn: Matthew S. Chavez, Management Analyst
P.O. Box 1149
Santa Fe, NM 87504-1149

NMDOT will then coordinate with NM Department of Finance and Administration Local Government Division for financial analysis and confirmation of hardship.

NMDOT will also submit request to the State Transportation Commission.

A letter will be sent notifying each entity of their request no later than June 30, 2019:

NMDOT will conduct the 2019 Annual Hardship Sale on Wednesday, July 31, 2019 from 8:00 AM – 4:30 PM at the NMDOT Auction Yard located at 7315 Cerrillos Road, Santa Fe, NM. Sale will begin promptly at 8:00 AM

Please contact Matthew S. Chavez at matthew.chavez@state.nm.us or (505) 660-8885 with questions.

Sincerely,

John H. Kraul
NMDOT State Fleet Equipment Manager
January 11, 2019

Mary Holton
Community Development Director
City of Farmington
800 Municipal Dr.
Farmington, NM 87401
Via Email: mholton@fmtn.org

Jeff Kiely
Executive Director
Northwest New Mexico Council of Governments
106 W. Aztec Ave.
Gallup, NM 87301
Via Email: jkiely@nwnm cog.org

Ms. Holton and Mr. Kiely,

This letter is in reference to the Farmington Metropolitan Organization’s (FMPO) existing Corrective Action Plan (CAP) and ongoing issues of non-conformance by FMPO. I am including both the City of Farmington (City) and Northwest New Mexico Council of Governments (NWNMCOG) on this letter, as the City is fiscal agent for FMPO, and NWNMCOG is the City’s subcontractor, currently acting in the MPO Officer role.

NMDOT and FMPO established the CAP on 2/23/17 and subsequently amended it on 10/27/17. The findings in the 10/27/17 amended CAP are resolved and considered closed (see attached). Please review the “Notes on Implementation” column. NMDOT’s expectation is that FMPO will continue to comply with the “Plan for Implementation” in the 10/27/17 amended CAP.

Due to ongoing instances of non-conformance, the CAP will stay open and NMDOT is adding new findings. For simplicity, the new findings are included in a separate document, also attached. Please review the attached 2019 CAP and provide the required information in the asterisked columns. FMPO’s responses are due to NMDOT no later than January 25, 2019. NMDOT will then review FMPO’s responses and either ask for additional information or approve the implementation plan. Per Table 4 of NMDOT’s Planning Procedures Manual (PPM) (MPO Chapter, p. 82), once NMDOT and FMPO agree to a final CAP, the MPO Officer must share the CAP with the Policy Committee Chair and other parties as appropriate. NMDOT will monitor FMPO’s progress on the CAP implementation plan. Consequences of continued non-conformance are also included in Table 4 of the PPM.

NMDOT recognizes that FMPO is undergoing staffing and structural changes. NMDOT Statewide Planning Bureau staff are available to meet with both the City and NWNMCOG staff to review the NMDOT’s Planning Procedures Manual (PPM), which outlines many of FMPO’s required work products.
If you have any questions about this letter or the attached CAPs, and/or wish to schedule a meeting to review the PPM, please contact the FMPO Planning Liaison, Joe Moriarty, at joseph.moriarty@state.nm.us or 505-470-8143.

Sincerely,

[Signature]

Rosa Kozub, AICP
Gov’t to Gov’t Unit Supervisor

Cc Via Email: Tamara Haas, NMDOT Asset Management and Planning Division Director
Jessica Griffin, NMDOT Statewide Planning Bureau Chief
Rebecca Maes, NMDOT STIP Manager
David Quintana, NMDOT Assistant District 5 Engineer
Stephen Lopez, NMDOT District 5 Technical Support Engineer
Joe Moriarty, NMDOT FMPO Planning Liaison
Manuel Chavez, NMDOT STIP Program
# | Finding                                                                 | Recommendations                                                                                                           | Plan For Implementation*                                                                                         | Person Responsible* | Implementation Date* | Completion Date*      | Notes on Implementation                                                                 |
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lack of management of the Transportation Improvement Program (TIP), which is a federally-mandated MPO work product (23 CFR §450.326) and is required by NMDOT’s Planning Procedures Manual (PPM). This finding is based on delayed staff response to administrative modification request from NMDOT, and not opening/closing monthly administrative modifications on the required schedule.</td>
<td>Use and/or establish TIP management procedures, including timelines and staff assignments. Reference NMDOT’s State Transportation Improvement Program (STIP) Manual to understand requirements and timelines.</td>
<td>Staff shall establish TIP management procedures, including timelines &amp; staff assignments regarding FMPO TIP amendments and administrative modifications. Staff shall also monitor the eSTIP to ensure that TIP administrative modifications are opened and closed on the required schedule.</td>
<td>MPO Officer</td>
<td>January 23, 2019</td>
<td>March 31, 2019 and standard operating procedure going forward</td>
<td>Note: This CAP is an amendment to the previous CAP, originally agreed to on 2/23/17 and amended on 10/27/17. For simplicity, these new findings are contained in a separate document. The findings on the 10/27/17 CAP are closed.</td>
</tr>
<tr>
<td>2</td>
<td>Non-responsive to emails from NMDOT (particularly from the STIP Unit). This finding is based on numerous requests from the STIP Unit for FMPO’s TIP schedule, as well as the issues noted in Finding 1.</td>
<td>Respond to emails and other forms of communication, and prioritize internally as necessary. NMDOT considers routine non-responsiveness regarding required work products to be a non-conforming activity. Please see Table 4 in the PPM for the consequences of non-conformance.</td>
<td>Email correspondence shall be more efficiently processed and responded to; ‘routinely, within two working days, and as soon as possible when required.</td>
<td>MPO Officer</td>
<td>January 11, 2019</td>
<td>January 31, 2019 and standard operating procedure going forward</td>
<td>*To be completed by FMPO. If activity is ongoing, note that in the Completion Date field.</td>
</tr>
</tbody>
</table>
February 5, 2019

**TIP Amendment Schedule**

for the

Farmington MPO

**Calendar Year 2019**

In alignment with the Amendment Schedule established by the New Mexico Department of Transportation under the overall management of the State Transportation Improvement Program (STIP), the Farmington MPO has established the following schedule for submission by local public agencies of amendments to the MPO’s Transportation Improvement Program (TIP). The current TIP covers fiscal years 2018 through 2021 and has been amended four times across five amendment cycles.

<table>
<thead>
<tr>
<th>Amendment #</th>
<th>Call for TIP Amendments</th>
<th>Completed Amendment Forms Due to MPO</th>
<th>Technical Committee Agenda Published</th>
<th>Technical Committee Review &amp; Public Hearing</th>
<th>Public Comment Period</th>
<th>Policy Committee Meeting For Approval</th>
<th>Submit to NMDOT</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>1/29/19</td>
<td>2/5/19</td>
<td>2/6/19</td>
<td>2/13/19</td>
<td>2/13 – 2/28/19</td>
<td>2/28/19</td>
<td>3/15/19</td>
</tr>
<tr>
<td>7</td>
<td>4/10/19</td>
<td>4/24/19</td>
<td>5/1/19</td>
<td>5/8/19</td>
<td>5/5 – 5/19/19</td>
<td>5/23/19</td>
<td>6/14/19</td>
</tr>
<tr>
<td>8</td>
<td>7/17/19</td>
<td>7/31/19</td>
<td>8/7/19</td>
<td>8/14/19</td>
<td>8/4 – 8/18/19</td>
<td>8/22/19</td>
<td>9/13/19</td>
</tr>
<tr>
<td>9</td>
<td>10/9/19</td>
<td>10/23/19</td>
<td>10/30/19</td>
<td>11/6/19</td>
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Signed: [Signature]

Jeffrey G. Kieley
Interim MPO Officer

37
NMDOT DISTRICT 5
T/LPA ADA/TITLE VI COMPLIANCE
As of 2/01/2019

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<th>CITY</th>
<th>ADA TRANSITION PLAN 50+ EMPLOYEES</th>
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**COUNTY**

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**KEY**

N/A Not Applicable
✓ Compliant
N/C Noncompliant
----- No documents received
The draft minutes from the
January 24, 2019
Policy Committee meeting
are on the following pages
M I N U T E S
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE MEETING
January 24, 2019

Policy Members Present: Jeanine Bingham-Kelly, City of Farmington
Sean Sharer, City of Farmington
Julie Baird City of Farmington
Lawrence Lopez (Alt), NMDOT District 5
Dan Flack (Alt.), Town of Kirtland

Policy Members Absent: Sherri Sipe, City of Aztec
Curtis Lynch, City of Bloomfield
John Beckstead, San Juan County
Glojean Todacheene, San Juan County

Staff Present: Jeff Kiely, Interim MPO Officer
June Markle, MPO Administrative Assistant

Staff Absent: None

Others Present: Joseph Moriarty, Planning Liaison, NMDOT (via phone)
David Quintana, NMDOT District 5
Rebecca Maes, NMDOT

1. CALL TO ORDER
Chair Sharer called the meeting to order at 1:33 p.m.

2. APPROVE THE MINUTES FROM THE NOVEMBER 15, 2018 POLICY COMMITTEE MEETING
Mr. Lopez moved to approve the minutes from the November 15, 2018 Policy Committee meeting. Ms. Baird seconded the motion. The motion was approved unanimously.

3. NATIONAL PERFORMANCE MANAGEMENT MEASURES FOR HIGHWAY SAFETY IMPROVEMENT PROGRAM (PM 1)

Subject: National Performance Management Measures for Highway Safety Improvement Program (PM 1)
Prepared by: MPO Staff
Date: January 24, 2019
BACKGROUND

- 23 CFR §490 Subpart B – National Performance Management Measures for Highway Safety Improvement Program (see attached).
- The FHWA requires that MPOs establish targets for five (5) safety performance measures for all public roads in the MPO planning area within 180 days after the State establishes each target.
- The five Performance Measures to be considered are:
  - Number of Fatalities;
  - Number of Serious Injuries;
  - Fatalities per 100 Million vehicle miles travelled (VMT);
  - Serious Injuries per 100 Million VMT;
  - Number of Non-Motorized Fatalities and Serious Injuries.
- The first three targets are common measures and must be identical to the targets established for the Highway Safety Plan (HSP).
- MPOs may: Agree to support State target OR establish specific numeric targets for a safety performance measure (number or rate).
- Reporting is done on an annual basis, leaving the choice to adopt State standards vs. establish MPO specific targets up to the MPO Policy Committee each year.
- A 15-day public comment period will be held from January 6 to January 20, 2019.
- The Technical Committee recommended approval of PC Resolution 2019-1 on January 9, 2019.

CURRENT ISSUES & RECOMMENDATIONS

- This item was presented to the Policy Committee in November for their information only. It will be brought back to both the Technical and Policy Committees in January for their considered adoption.
- Staff recommends that the state standards be adopted for FFY2019.
- FMPO Policy Committee action is due no later than February 27, 2019.

FUTURE WORK

- The Technical Committee’s support for the Policy Committee’s upcoming decision on January 24 to adopt the State’s standards for FFY19 will be sought during the January 9, 2019 Technical Committee meeting.
- The Safety Targets (along with the other Performance Management standards) will need to be amended into the MTP in the next amendment/update cycle.
- FMPO’s MTP isn’t due for an update until 2020. A resolution each year will suffice until then.

ATTACHMENTS

- Proposed Policy Committee Resolution 2019-1 with Exhibit A.
**ACTION ITEM**

- Hold a public hearing on proposed Policy Committee Resolution 2019-1 regarding adoption of NMDOT’s FFY2019 PM-1 Performance Measure Targets.
- Consider approval to the Policy Committee of proposed Policy Committee Resolution 2019-1 regarding adoption of the PM 1 Highway Safety Performance Measure Targets.

**APPLICABLE CITATIONS**

Requirement for MPOs to establish performance targets for Federal-aid highway measures and public transportation established by USDOT.
- 23 USC 134(h)(2)
- 49 USC 5303(h)(2)
- 49 USC 5304(d)(2)

Requirements to include discussion in the metropolitan and statewide improvement program as to how the planned program will achieve State/MPO targets:
- 23 USC 134(j)(2)(D)
- 23 USC 135(g)(4)
- 49 USC 5303(j)(2)(D)
- 49 USC 5304(g)(4)

**DISCUSSION:** Mr. Kiely explained that each MPO is part of a statewide and nationwide network of organizations formed for the express purpose of ensuring local officials have the opportunity to understand federal policy and funding, how it impacts the local communities, and be able to provide input into those priorities and policies.

The National Performance Management Measures (PM-1) for the Highway Safety Improvement Program is an annual performance measure mainly related to federal facilities. Mr. Kiely stated that NMDOT was instrumental in producing these performance measure since there are few federal facilities in the MPO area. MPOs may elect to establish their own specific numeric targets for a safety performance measure or support the State target. This performance measures policy was reviewed by both FMPO Committees last year and, at the Technical Committee of January 9, was recommended for adoption. MPO Staff also recommends adoption of the State targets as presented in proposed Policy Committee Resolution 2019-1.

Chair Sharer opened the public hearing. There were no comments expressed. Chair Sharer closed the public hearing.

**ACTION:** Ms. Baird moved to approve Policy Committee Resolution 2019-1 regarding adoption of the PM 1 Highway Safety Performance Measure Targets. Councilor Bingham-Kelly seconded the motion. The motion was passed unanimously.
4. REPORTS FROM NMDOT

Lawrence Lopez – District 5

Mr. Lopez announced the appointment of a new Secretary of Transportation, Michael Sandoval. No new deputy secretary has yet been named and Anthony Lujan has retired. Mr. Sandoval has instructed Mr. Lopez to continue attending the FMPO Policy Committee meetings for the time being. Mr. Lopez remains the North Region Design Center Manager so will also continue to be a resource for any District 5 federally funded projects.

Mr. Lopez had no design updates on the ongoing widening of US 64.

Mr. Quintana mentioned that the expansion on US 64 is continuing with some lane closures as early preparations for the spring have begun. District 5 plans to being the bridge replacement on NM 574 near La Plata beginning in the spring. Also planned is a mill and inlay project on La Plata Highway.

Joseph Moriarty – Planning Division

Mr. Moriarty reported that NMDOT understands that even with the federal shutdown, FHWA is still current staffed and open. For now, the shutdown is not affecting MPO operations throughout the state since FFY2019 funding has already been obligated. However, due to the shutdown, there are no new obligations and projects that require new funding may be affected. If the entity has received a “notice to proceed”, the funds for that project have been obligated and the project can move forward.

Both NMDOT’s Bike & Pedestrian Plan and the Public Involvement Plan are now complete and posted on their website.

5. COMMITTEE MEMBER DISCUSSION ITEMS

Subject: Committee Member Discussion Items  
Date: January 24, 2019

DISCUSSION ITEMS

There were no additional discussion items provided by Policy Committee members for inclusion in the Agenda.

6. INFORMATION ITEMS

Subject: Information Items  
Prepared by: MPO Staff  
Date: January 24, 2019
f. **Report on FFY2020 PLUS CMAQ Non-Mandatory Program Project Submittal.**
San Juan County’s Diesel Replacement project was deemed feasible for the FFY2020 PLUS CMAQ Non-Mandatory Program. The completed application form and required materials (including Resolution of Sponsorship) was submitted to NMDOT by the deadline of Thursday, December 27, 2018.

NMDOT’s CMAQ Coordinator sent an e-mail listing the 16 project applications that were submitted for funding consideration. A copy of that e-mail is attached.

g. **FTA Section 5303 Carryover Funding.** The FTA issued an award letter for carryover funds for FFY17 and FFY18. For 2017 the FTA Section 5303 carryover funding is $34,682.14 and for 2018 the carryover funding is $58,284.84. The total match for the carryover funding required from the MPO is $23,241.75. A copy of the award letter is attached.

h. **Update on FMPO Bike/Ped Plan.** Ms. Nancy Dosdall Lauro, AICP and Senior Planner with Russell Planning & Engineering updated the Technical Committee on January 9. A copy of her PowerPoint presentation is attached.

   Additionally, at the December 12, 2018 Technical Committee meeting, the members decided that January 9, 2019 would be the deadline for providing any additional comments on the Plan to Russell Planning. Ms. Lauro plans to have the final draft completed by the week of January 21.

i. **Update on MPO Officer search and interviews held.** The interviewing team interviewed two candidates on the afternoon of December 12. One candidate, although highly qualified, is a current PERA retiree who did not want to discontinue his PERA payments and re-enroll as a PERA regular employee. The second candidate had less experience, his employment history showed many short-term positions, and his salary requirement was significantly above the pay range for the position. The interviewing team met again on December 18 to review and discuss their thoughts on both candidates. It was decided to re-advertise the MPO Office and the Planner positions simultaneously.

**DISCUSSION:** Mr. Kiely reported that funding was awarded to San Juan County to replace a diesel vehicle through the FFY2020 PLUS CMAQ Non-Mandatory Program. The included e-mail (Page 10 of the Agenda) from Sky Tallman, CMAQ Coordinator for NMDOT reported that 16 applications requesting CMAQ funding were received by the department. The CMAQ Committee will rate, rank, and select projects that will be awarded funding.

The FMPO was notified of available carryover funds for FFY17 ($34,682.14) and FFY18 ($58,284.84) from Federal Transit Bureau. The required total match from the MPO to spend these funds is $23,241.75. (A copy of the award letter is on Page 12 of the Agenda).
Nancy Lauro with Russell Planning gave a PowerPoint presentation to the Technical Committee on January 10 on the progress of the FMPO 2019 Bike & Pedestrian Plan (a copy of her presentation is on Pages 15-38 of the Agenda). Over the course of the last several months, the Technical Committee members have provided substantial input on the Plan. Chair Sharer asked if Ms. Lauro could make a presentation on the final Plan at the February 28 meeting of the Policy Committee. Mr. Kiely said he thought that could be worked out.

Mr. Kiely reported that following the initial 60-days of advertising for an MPO Officer candidate, only two applicants were finally interviewed. One was a current PERA retiree who was not interested in returning to work for a public employer. The other candidate’s background did not suggest strong administrative or transportation planning experience. He stated that he would be interested in being considered for a Planner position. With advice from the interviewing team, both the MPO Officer and the Planner position have been re-advertised. The postings will be kept open until suitable applicants can be identified and the jobs filled.

A renewed corrective action plan (CAP) was given to the MPO on two issues: failure to update the TIP on the required schedule and poor responsiveness to e-mails and other requests from NMDOT. Mr. Kiely believes this will be squared away shortly and anticipates that this will not be an ongoing issue once the MPO is properly staffed.

The Policy Committee considered the appointment of Dan Flack as the Alternate Policy Committee representative for the Town of Kirtland by Mayor Duncan. The FMPO Committee Bylaws state, “Alternates may be designated by the participating member’s governing body…for their voting member; the alternates must also be either an elected official (preferable) or an appointed government official of the governing body…” The question considered by the Policy Committee was since Mr. Flack was not an actual employee of the Town of Kirtland, but an outside contractor, could he be appointed per the Bylaws. The Policy Committee reached consensus that because Mayor Duncan had made the appointment and Kirtland has so few staff to appoint as an alternate, Mr. Flack could be seated as the Policy Committee Alternate for the Town of Kirtland.

7. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF

Chair Sharer thanked San Juan County, NMDOT, and the City of Farmington for their quick response to resolving a traffic issue encountered recently at the light at the intersection of US 64 and CR 350.

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

8. PUBLIC COMMENT ON ANY ISSUES NOT ON THE AGENDA

There was no public comment on any issues not on the agenda.
9. **ADJOURNMENT**

Mr. Lopez moved to adjourn the meeting. Councilor Bingham-Kelly seconded the motion. The motion was approved unanimously. Chair Sharer adjourned the meeting at 2:19 p.m.

_________________________        ___________________________
Sean Sharer, Policy Committee Chair        June Markle, Administrative Assistant