MPO TECHNICAL COMMITTEE
AGENDA

August 14, 2019
10:00 a.m.

Council Chambers
Bloomfield City Hall
915 North First Street
Bloomfield, New Mexico
AGENDA
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
TECHNICAL COMMITTEE MEETING
August 14, 2019   10:00 AM

This regular meeting will be held in Council Chambers in Bloomfield City Hall, 915 North First Street, Bloomfield, New Mexico.

<table>
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<tr>
<th>ITEM</th>
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<tbody>
<tr>
<td>1. <strong>Call to Order:</strong> Call meeting to order</td>
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<tr>
<td>2. <strong>Minutes:</strong> Approve the minutes from the July 10, 2019 Technical Committee Meeting.</td>
<td>76-82</td>
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<tr>
<td>3. <strong>2045 MTP Kickoff</strong>&lt;br&gt;Presented by: MTP Consultants</td>
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<td>4. Consider recommending approval to the Policy Committee of proposed Amendment #4 to the FFY2019-2020 Unified Planning Work Program (UPWP) and proposed Policy Committee 2019-4&lt;br&gt;a. Review the proposed changes to Amendment #4 to the FFY2019-2020 UPWP&lt;br&gt;b. Hold a public hearing on proposed Amendment #4 to the FFY2019-2020 UPWP&lt;br&gt;c. Consider recommending approval to the Policy Committee of proposed Amendment #4 to the FFY2019-2020 UPWP and proposed Policy Committee Resolution 2019-4</td>
<td>1-40</td>
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<td><strong>ACTION ITEM</strong>&lt;br&gt;Presented by: Mary L. Holton, AICP</td>
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<td>5. <strong>TIP Project Updates from Technical Committee Members:</strong> Members will provide updates on their TIP projects.</td>
<td>41-42</td>
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<tr>
<td>6. <strong>Review the draft Public Participation Plan (PPP)</strong>&lt;br&gt;Presented by: Mary L. Holton, AICP</td>
<td>43-54</td>
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<tr>
<td>7. <strong>Quarterly Education:</strong> Integrating Resilience into the Transportation Planning Process&lt;br&gt;Presented by: Mary L. Holton, AICP</td>
<td>55-70</td>
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<tr>
<td>8. <strong>Reports from NMDOT</strong>&lt;br&gt;a. Update from the Planning Bureau (Joseph Moriarty)&lt;br&gt;b. Update from District 5 (David Quintana)</td>
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<tr>
<td>9. <strong>Committee Member Discussion Item(s)</strong>&lt;br&gt;<em>No additional discussion items were presented for inclusion on the Agenda.</em></td>
<td>71</td>
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<tr>
<td>10. <strong>Information Items</strong>&lt;br&gt;a. MTP Update&lt;br&gt;b. FFY2020 -FFY2021 TIP Amendment Schedule&lt;br&gt;c. New NM-LTAP Trainings for the Fall&lt;br&gt;d. TIP Project Updates&lt;br&gt;e. MPO Quarterly&lt;br&gt;Presented by: Mary L Holton, AICP</td>
<td>72-74</td>
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<td>11. <strong>Business from Chairman, Members, and Staff</strong></td>
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<td>12. <strong>Public Comment on Any Issues Not on the Agenda</strong></td>
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<td>13. <strong>Adjournment</strong></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.
BACKGROUND

- The MPO maintains a Unified Planning Work Program, which sets forth the tasks the MPO will undertake in a given fiscal year.
- The Policy Committee approved the MPO’s two-year FFY2019-2020 UPWP on June 28, 2018. The NMDOT approved the first amendment (administrative) in December 2018. The Policy Committee approved the second amendment on March 15. The MPO submitted the third amendment (administrative) to correct a scrivener’s error on July 30, 2019.
- This fourth amendment is necessary to shift the FTA FFY2017 & FFY2018 carry-over funds (second amendment) from FFY2019 to FFY2020 to assist in paying for the preparation of the MTP.
- On August 4, the required 15-day public review/comment period for Amendment #4 to the FFY2019-2020 Unified Planning Work Program (UPWP) began. The notice was posted on the MPO’s website and in the Daily Times.
- The Technical Committee will consider recommending approval of the proposed amendment and PC Resolution on August 14, 2019.

CURRENT WORK and ATTACHMENTS

- A “red-lined” copy of the proposed revisions to the current FFY2019-2020 UPWP is enclosed.
- Proposed Policy Committee Resolution 2019-4.

STAFF RECOMMENDATION, APPLICABLE CITATIONS, CONSEQUENCES OF NON-COMPLIANCE

- MPO Staff recommends that the MPO Technical Committee recommend approval of Amendment #4 to the FFY2019-20 UPWP and Policy Committee (PC) Resolution 2019-4 to the MPO Policy Committee.
- The NMDOT Policy and Procedures Manual requires the submittal of an Amendment on a quarterly basis (March 15; June 15; September 15 (in odd-numbered FFYs); December 15).
- The following citation is applicable: § 450.308 Funding for transportation planning and unified planning work programs. See next page for the citation.
- Consequences of not following this citation: The MPO would be in violation of § 450.308. NMDOT would likely issue a Corrective Action Plan (CAP) to the MPO, which could potentially delay reimbursements.
- §450.308 Funding for transportation planning and unified planning work programs.
(a) Funds provided under 23 U.S.C. 104(d), 49 U.S.C. 5305(d), and 49 U.S.C. 5307, are available to MPOs to accomplish activities described in this subpart. At the State's option, funds provided under 23 U.S.C. 104(b)(2) and 23 U.S.C. 505 may also be provided to MPOs for metropolitan transportation planning. At the option of the State and operators of public transportation, funds provided under 49 U.S.C. 5305(e) may also be provided to MPOs for activities that support metropolitan transportation planning. In addition, an MPO serving an urbanized area with a population over 200,000, as designated by the Bureau of the Census, may at its discretion use funds sub-allocated under 23 U.S.C. 133(d)(4) for metropolitan transportation planning activities.

(b) An MPO shall document metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 in a unified planning work program (UPWP) or simplified statement of work in accordance with the provisions of this section and 23 CFR part 420.

(c) Except as provided in paragraph (d) of this section, each MPO, in cooperation with the State(s) and public transportation operator(s), shall develop a UPWP that includes a discussion of the planning priorities facing the MPA. The UPWP shall identify work proposed for the next 1- or 2-year period by major activity and task (including activities that address the planning factors in §450.306(b)), in sufficient detail to indicate who (e.g., MPO, State, public transportation operator, local government, or consultant) will perform the work, the schedule for completing the work, the resulting products, the proposed funding by activity/task, and a summary of the total amounts and sources of Federal and matching funds.

(d) With the prior approval of the State and the FHWA and the FTA, an MPO in an area not designated as a TMA may prepare a simplified statement of work, in cooperation with the State(s) and the public transportation operator(s), in lieu of a UPWP. A simplified statement of work shall include a description of the major activities to be performed during the next 1- or 2-year period, who (e.g., State, MPO, public transportation operator, local government, or consultant) will perform the work, the resulting products, and a summary of the total amounts and sources of Federal and matching funds. If a simplified statement of work is used, it may be submitted as part of the State's planning work program, in accordance with 23 CFR part 420.

(e) Arrangements may be made with the FHWA and the FTA to combine the UPWP or simplified statement of work with the work program(s) for other Federal planning funds.

(f) Administrative requirements for UPWPs and simplified statements of work are contained in 23 CFR part 420 and FTA Circular C8100, as amended (Program Guidance for Metropolitan Planning and State Planning and Research Program Grants).
FARMINGTON METROPOLITAN PLANNING ORGANIZATION (FMPO)

Aztec • Bloomfield • Farmington • Kirtland • San Juan County

FEDERAL FISCAL YEARS 2019-2020
UNIFIED PLANNING WORK PROGRAM

October 1, 2018 through September 30, 2020

Administered under contract with the City of Farmington
by Northwest New Mexico Council of Governments
106 West Aztec Avenue
Gallup, NM 87301
(505) 722-4327
ewilliams@nwnmcog.org
http://www.farmingtonmpo.org

Approved by Policy Committee: 6/28/18
Administrative Amendment #1: 12/15/18
Formal Amendment #2: 03/15/19
Administrative Amendment #3: 07/30/19
Proposed Formal Amendment #4: 08/22/19
Farmington MPO Membership and Staff

**Farmington MPO Policy Committee**

<table>
<thead>
<tr>
<th>City of Aztec</th>
<th>Sherri Sipe</th>
<th>Commissioner</th>
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<td>City of Bloomfield</td>
<td>Curtis Lynch</td>
<td>Councilor</td>
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<td>City of Farmington</td>
<td>Sean Sharer</td>
<td>Councilor</td>
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<td></td>
<td>Jeanine Bingham-Kelly</td>
<td>Councilor</td>
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<td></td>
<td>Julie Baird</td>
<td>Assistant City Manager</td>
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<tr>
<td>Town of Kirtland</td>
<td>Mark Duncan</td>
<td>Mayor</td>
</tr>
<tr>
<td>San Juan County</td>
<td>John T. Beckstead</td>
<td>Commissioner</td>
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<td></td>
<td>Glojean Todacheene</td>
<td>Commissioner</td>
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<tr>
<td>NMDOT</td>
<td>David Quintana</td>
<td>Assistant District Engineer</td>
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**Farmington MPO Technical Committee**

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<tr>
<th>City of Aztec</th>
<th>Steven Saavedra</th>
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<tr>
<td>City of Bloomfield</td>
<td>Jason Thomas</td>
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<tr>
<td>City of Farmington</td>
<td>Helen Landaverde</td>
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<td></td>
<td>Virginia King</td>
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<td>Town of Kirtland</td>
<td>Dan Flack</td>
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<tr>
<td>San Juan County</td>
<td>Fran Fillerup</td>
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<td>Nick Porell</td>
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<tr>
<td>Red Apple Transit Montoya</td>
<td>Andrew Montoya</td>
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<td>NMDOT</td>
<td>David Quintana</td>
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**Federal and State Representatives**

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<tr>
<th>Federal Highway Administration</th>
<th>Rodolfo Monge-Oviedo</th>
<th>Planning Management Leader</th>
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<tr>
<td>New Mexico Department of Transportation (NMDOT)</td>
<td>Joseph Moriarty</td>
<td>FMPO Planning Liaison</td>
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<tr>
<td>NMDOT</td>
<td>Stephen Lopez</td>
<td>Technical Support Engineer</td>
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**Northwest Regional Transportation Planning Organization**

| Robert Kuipers | RTPO Program Manager Northwest NM Council of Governments |

**MPO Staff**

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<thead>
<tr>
<th>Evan Williams</th>
<th>Exec. Dir., NWNMCOG</th>
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<tbody>
<tr>
<td>Mary L Holton, AICP</td>
<td>MPO Officer</td>
</tr>
<tr>
<td>June Markle</td>
<td>MPO Administrative Assistant</td>
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**Special Thanks for Providing Data or Comments:**

Federal Highway Administration – New Mexico Division
Federal Transit Administration Region VI
NMDOT Transportation Planning and Safety Division
NMDOT District 5

This report was funded in part through grants from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation. The views and opinions of the authors or agency expressed herein do not necessarily state or reflect those of the U.S. Department of Transportation. Farmington Metropolitan Planning Organization fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information or to obtain a Title VI Complaint Form, please contact the City of Farmington Title VI Coordinator (Tom Swenk) at (505) 599-1133-tel. (505) 599-8419-fax, by email to tswenk@fmtn.org.
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I. INTRODUCTION

This Unified Planning Work Program (UPWP) is a mechanism for listing and organizing the Farmington Metropolitan Planning Organization’s transportation planning activities that will be undertaken during the time period covered. This document was developed in accordance with the Fixing America’s Surface Transportation (FAST) Act that was signed into law by President Obama on December 4, 2015, federal regulation, Statutory citation: FAST Act § 1201; 23 U.S.C. 134 and builds upon previous Federal Transportation bills such as MAP-21.

A. FMPO General Overview

The Farmington Metropolitan Planning Organization (FMPO or MPO) is a regional planning organization that develops policies and makes decisions about transportation planning in the northeast corner of San Juan County, New Mexico. It is a forum for the communities in the area, including the cities of Aztec, Bloomfield, Farmington, and Kirtland and areas of San Juan County, to address common regional transportation issues.

While FMPO’s fiscal agent is the City of Farmington, the City has contracted with the Northwest New Mexico Council of Governments to provide management and administrative services to the FMPO, including the eventual employment of three (3) professional planners. This UPWP includes planning for this transition.

B. Transportation Planning

Federal law requires that every metropolitan area with a population over 50,000 have a designated Metropolitan Planning Organization to qualify for receipt of federal highway and transit funds.¹ FMPO employees provide planning, coordination, and administrative support to the FMPO Policy Committee which is the MPO’s policy-making body, as well as the FMPO Technical Committee, and other groups formed to provide technical assistance and community input on transportation planning efforts. Work tasks and responsibilities with respect to transportation planning for the MPO are detailed in this document, the Unified Planning Work Program. Refer to Appendix B for a map of the FMPO Planning Area.

C. Governance and Committees

The FMPO is governed by its Policy Committee which is composed of elected/appointed officials from the City of Aztec, the City of Bloomfield, the City of Farmington, the Town of Kirtland, and San Juan County. Membership, officers and voting procedures are in accordance with the Bylaws adopted by the Policy Committee. The Technical Committee and other groups formed as needed provide the Policy Committee with guidance on matters related to project planning, funding, bicycle and pedestrian issues, complete streets, freight, roadway access management, and other specific matters related to transportation planning.

D. Unified Planning Work Program Requirements

A Unified Planning Work Program (UPWP) must be developed by each MPO in cooperation with the state and public transportation operators² which identifies the work of the MPO over a one or two year period. The development of the UPWP is the joint responsibility of the MPO, State DOT, other state departments, public transportation operators and other planning and implementation agencies. The UPWP must identify work by major activity and task including those that address

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¹ 23 USC 134(d).
² 23 CFR 450.308(c)
the planning factors in 23 CFR 450.306(a) which are listed in section G, below. Other requirements include a discussion of planning priorities facing the metropolitan planning area. This UPWP meets all federal requirements and covers a two-year period.

The UPWP developed by an MPO must include:

- A description of the work to be accomplished;
- Who shall perform the work for an activity/task;
- A schedule for completing the activity/task;
- Resulting products of the activity /task;
- Proposed funding by activity/task;
- A summary of the total amounts and sources of federal and matching funds;
- Identification of any incomplete work elements/activities carried over from previous fiscal years;
- A summary of the work program that shows federal share by type of fund, matching rate by type of fund, state and/or local matching share and other state or local funds; and,
- Estimated costs and staff hours for each task.

The FMPO will assume 2,080 work hours per staff per Federal Fiscal year (6,240 hours total for 3.0 FTEs). Hourly and biweekly rates of pay for most Federal civilian employees are computed as required by 5 U.S.C. 5504(b).

The MPO is required to develop a long range Metropolitan Transportation Plan (MTP) that reflects the public vision for a safe, accessible, and efficient multi-modal transportation system. It includes goals and objectives as well as performance measures to show progress towards their achievement. The UPWP identifies the strategies and activities to guide MPO staff toward implementation of the MTP 2015-2040. It is also designed to provide baseline data to enable development of performance measures for future updates of the MTP. The UPWP FFY 2019 & FFY 2020 is a two year program with an authorized budget allocated to these tasks and development of listed products. The MPO, working in partnership with the New Mexico Department of Transportation (NMDOT), will accomplish its tasks in accordance with federal government regulations and review by the Federal Highways Administration and the Federal Transit Administration.

E. UPWP Development Process and Opportunities for Public Input

The MPO staff develops the work program and budget for the next upcoming period in accordance with the following schedule. (Exact dates may vary by a few days.)

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<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>May 1st Even Years</td>
<td>1st Draft of UPWP to NMDOT Transportation Planning &amp; Safety Division (TPSD).</td>
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<tr>
<td>May 1st Even Years</td>
<td>Proposed UPWP is posted online for Public Review and Comment. Begin 30-day public comment period.</td>
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<td>May Even Years</td>
<td>Presentations on proposed UPWP to be made to both committees, opportunities for public comment at meetings.</td>
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<td>May 31st Even Years</td>
<td>MPO &amp; NMDOT TPSD meeting on Draft UPWP</td>
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<td>June 1st - June 15th</td>
<td>MPO staff revise proposed UPWP if necessary</td>
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<tr>
<td>June Even Years</td>
<td>Technical Committee reviews and makes recommendation regarding Draft UPWP; opportunity for public comment at meeting. Policy Committee votes on Approving UPWP; opportunity for public comment at meeting</td>
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<tr>
<td>July 1st Even Years</td>
<td>MPO submits approved UPWP to NMDOT TPSD</td>
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3 23 CFR 450.308(c)
Aug 1st Even Years  NMDOT TPSD submits UPWP to FHWA-NM Division and FTA-Region VI for Review
Sept 1st Even Years  FHWA-NM Division & FTA-Region VI comments on UPWPs to NMDOT TPSD
Sept 8th Even Years  NMDOT TPSD submits final UPWPs (with changes, if any) to FHWA-NM Division and FTA-Region VI
Oct 1st Even Years  Effective Date of UPWP at Beginning of Federal Fiscal Year

The public may participate in the development of the UPWP in a few ways. The first is to attend Policy and Technical Committee meetings which are regularly scheduled and are open to the public. To learn more about these meetings, please contact June Markle at (505) 599-1466 or email at jmarkle@fmtn.org. The public can also review the draft document during the 30-day public comment period. During this time, an electronic copy of the UPWP will be posted on the FMPO website at www.farmingtonmpo.org. Additionally, information in the FMPO Public Participation Plan can also be found on the website. (It is noted that formal amendments to the UPWP only require a 15-day public comment period.)

Amendments to the UPWP are required periodically to accommodate new tasks, award of funding grants and changes in work priorities. Amendments are scheduled, if needed, on a quarterly basis with the approved UPWP amendment submitted to NMDOT TPSD on the last day of each Federal Fiscal Year Quarter (December 31, March 31, June 30 & September 30). Opportunities for public comment on UPWP amendments are available at any Policy or Technical Committee meeting at which the item will be discussed. Agendas for these meetings are posted online at farmingtonmpo.org.

F. Funding Sources for Transportation Planning Activities

Regional transportation planning efforts in the area are financed primarily through federal funds. (FHWA Section 112 funds, FHWA State Planning and Research (SPR) grant funds, FTA Section 5303 funds.) Funds from local jurisdictions provide the required matching funds to receive the federal funds. Local funds also provide additional funds for transportation planning purposes. Occasionally, state funds or grants are used for general transportation planning. Special federal planning grants for specific programs are also utilized when the MPO is awarded these types of funds.

G. Metropolitan Planning- Fixing America’s Surface Transportation (FAST) Act

The newest transportation bill, FAST Act continues the Metropolitan Planning program. The Program establishes a cooperative, continuous, and comprehensive framework for making transportation investment decisions in metropolitan areas. Program oversight is a joint Federal Highway Administration/Federal Transit Administration responsibility. Program features include the following:

- Support for intercity bus and commuter vanpools
- Selection of MPO officials
- Consultation with other planning officials
- Scope of planning process - The FAST Act expands the scope of consideration of the Metropolitan Planning process to include:
  - improving transportation system resiliency and reliability;
  - reducing (or mitigating) the storm-water impacts of surface transportation; and
  - enhancing travel and tourism
- Capital investment and other strategies
• Resilience and environmental mitigation activities
  o The FAST Act expands the focus on the resiliency of the transportation system as well as activities to reduce storm-water runoff from transportation infrastructure. In addition, it requires strategies to reduce the vulnerability of existing transportation infrastructure to natural disasters.

• Transportation and Transit enhancement activities- The FAST Act continues to require a metropolitan transportation plan to include transportation and transit enhancement activities. When proposing these activities, the plan must include:
  
  Consideration of the role that intercity buses may play in reducing congestion, pollution, and energy consumption in a cost-effective manner; and,
  
  Strategies and investments that preserve and enhance intercity bus systems (including those that are privately owned and operated.

• Participation by interested parties in the planning process. The FAST Act explicitly adds public ports and certain private providers of transportation, including intercity bus operators and employer-based commuting programs to the list of interested parties that an MPO must provide with reasonable opportunity to comment on the transportation plan.

H. Planning Priorities for the Metropolitan Planning Area

The FMPO places high priority on bringing to fruition the vision of its 2040 Metropolitan Transportation Plan “for a safe, efficient and reliable multi-modal transportation system that meets the needs of residents and visitors in the region.” The MPO entities, Committees and staff work together with the public, NMDOT and other agencies to maintain the existing transportation system and to guide future system development to meet needs identified within the region.
## II. WORK PROGRAM TASKS

The MPO’s work program tasks are described in this section and are organized as shown below. Funding sources for all tasks are included in Appendix A.

### Task 1- Program Administration and Management

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<td>Joint Powers Agreement</td>
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<td>State and Federal Coordination</td>
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### Task 2- Transportation Improvement Program (TIP)

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### Task 3 - General Development and Data Collection/Analysis

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<td>Development Review</td>
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<td>Planning Consultation &amp; Local Transportation Planning Assistance</td>
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### Task 4 - Transportation Planning

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<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Metropolitan Transportation Plan (MTP)</td>
</tr>
<tr>
<td>4.2</td>
<td>Safety Analysis and Planning</td>
</tr>
<tr>
<td>4.3</td>
<td>Bike and Pedestrian Planning/Complete Streets</td>
</tr>
<tr>
<td>4.4</td>
<td>Transit System Studies</td>
</tr>
<tr>
<td>4.5</td>
<td>Scenario Planning</td>
</tr>
<tr>
<td>4.6</td>
<td>Access Management Plan</td>
</tr>
</tbody>
</table>

### Task 5 - Special Studies and Activities

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1</td>
<td>Public Health Activities</td>
</tr>
<tr>
<td>5.2</td>
<td>Stormwater Management</td>
</tr>
<tr>
<td>5.3</td>
<td>Travel and Tourism</td>
</tr>
<tr>
<td>5.4</td>
<td>Regional Models of Cooperation</td>
</tr>
</tbody>
</table>
Task 1 - Program Administration and Management

This consists of activities necessary for the administration, management, and operation of the MPO. This includes basic overhead, administrative costs, UPWP development, budget and financial management, annual and quarterly reports, general public participation, and public information.

Estimated Cost for Task 1 (includes all subtasks):
- FFY 2019 = $138,138
- FFY 2020 = $126,642

<table>
<thead>
<tr>
<th>Task 1 Program Admin &amp; Mgmt.</th>
<th>Estimated Staff Hours</th>
<th>Estimated Avg. Staff Rate</th>
<th>Estimated Staff Cost</th>
<th>Estimated Consultant Cost</th>
<th>Estimated Other Costs</th>
<th>Estimated Task Cost</th>
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<td>$126,642</td>
<td>$0</td>
<td>$0</td>
<td>$126,642</td>
</tr>
</tbody>
</table>

See budget notes in Appendix A

1.1 Program Support and Administration

This task encompasses general administration and oversight of the MPO. Included in this task are: staff meetings, day-to-day MPO activities, preparing for, posting, and holding Policy and Technical Committee meetings, and other similar administrative activities. This includes monitoring MPO progress in meeting scheduled deadlines in various state and federal policies, procedures and regulations.

Responsibilities: MPO staff and other agencies as necessary

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products:
- Administrative oversight and procedures
- Preparation of meeting agendas, staff memos
- Preparation of meeting minutes and records archiving
- Staff meetings
- Administrative duties
- Day-to-day MPO activities

1.2 UPWP - Unified Planning Work Program and Quarterly & Annual Reporting

Monitor and revise, if necessary, the current UPWP. Develop the following UPWP for the next fiscal period(s). Prepare quarterly reports on the progress of main tasks and an annual report at the end of each Federal Fiscal Year.

Responsibilities: MPO staff and other agencies as necessary, including member entities, Red Apple Transit, and NMDOT.

Source of Funds: FHWA, FTA, Local Funds for Match

Reimbursement Invoices are due the 25th day of the month following each FFY quarter.
1.3 Title VI Plan and Monitoring (includes Environmental Justice)

Title VI states that no person shall, on the grounds 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. Information will be available by request in languages other than English which are commonly used within the area. To comply with Title VI, the MPO developed and approved a Title VI Plan on September 28, 2017. The next update is scheduled for adoption in September 2021, unless the need arises due to new federal legislation.

**Responsibilities:** MPO staff and other agencies as necessary.

**Source of Funds:** FHWA, FTA, Local Funds for Match

### Main Products and Schedule by Month

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Quarterly Reports</td>
<td>X X X X X X X X X X</td>
<td>X X X X X X X X X X</td>
</tr>
<tr>
<td>Annual Perf. &amp; Expen. Rpt.</td>
<td>X X X X X X X X X X</td>
<td>X X X X X X X X X X</td>
</tr>
<tr>
<td>1st Draft UPWP (FY 2021-22)</td>
<td></td>
<td>P P P X</td>
</tr>
<tr>
<td>Approve New UPWP</td>
<td></td>
<td>X X X X X X X X X X</td>
</tr>
<tr>
<td>Amend. UPWP (if needed)</td>
<td></td>
<td>X X X X X X X X X X</td>
</tr>
</tbody>
</table>

Key: X=due; P=in progress; D=done

1.4 Public Participation

The Farmington MPO will actively involve the public in all relevant projects, activities, and public meetings pursuant to the New Mexico Open Meetings Act and in accordance with the adopted MPO Public Participation Plan. (For the cost associated with public participation work done on the MTP or other plans, see that subtask.)

- Maintain a Master MPO Mailing and Contact List that is updated at a minimum semi-annually
- Prepare, post, and distribute a biannual (Spring, Fall) MPO Newsletter digitally.
- Prepare and advertise public notices for meetings, action items, and public comment periods in the newspaper and on-line
- Engage the public throughout the development of all plans, including the upcoming Metropolitan Transportation Plan (MTP) update
- Consult with interested stakeholders and advisors shown in the Public Participation Plan (PPP) when developing MPO policies, plans, and documents
- Implement the use of social media as a means of engaging the public
- Distribute Public Service Announcements (PSAs)
• Develop and implement pro-active strategies when soliciting public comments and involvement
• Update the PPP for adoption in September 2019 for usage with the preparation of the 2045 MTP and subsequent planning documents for the next five (5) years.

Responsibilities: MPO staff and other agencies as necessary.

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MPO Quarterly Newsletter</td>
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<td>X</td>
</tr>
<tr>
<td>Update the PPP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintain a Master MPO Mailing and Contact List</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Prepare and advertise public notices for meetings, action items, and public comment periods</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Key: X=due; P=in progress; D=done

1.5 Website and Other Communications

The MPO maintains and updates a website to provide general information about itself and its planning work, posts public notices, advertises on-going development of plans and projects, and solicits for public input. Maintenance and upgrades are necessary as technology and visual preferences change. Staff will work with vendors on an as-needed basis.

Responsibilities: MPO Staff

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Website Maint &amp; Update</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Key: X=due; P=in progress; D=done

1.6 Staff Training and Professional Development

Staff will attend meetings designed to enhance technical/professional skills and to promote coordination among the Farmington MPO, member entities, surrounding regional transportation planning organizations (RTPOs), Navajo Nation and other tribal governments, and State and Federal Highway Administrations.

Attendance is dependent upon review of conference course/session offerings, conference costs, travel costs, conference location, employee work schedules and work load, etc. and may be subject to change. Other workshops and conferences may be attended by staff depending on funding availability and course offerings.

Responsibilities: MPO staff.

Source of Funds: FHWA, FTA, Local Funds for Match, Local Non-Matching Funds

Representative Conferences, Training and Workshops:

• Legal training offered by New Mexico Municipal League, including the NM Open Meetings Act, IPRA, NM Governmental Conduct Act
• Statewide Trainings and Meetings (e.g. RPO, NMAPA, NMDOT)
• MPO Quarterly Meetings
• Association of Metropolitan Planning Organizations (AMPO) Conference
• APA State and National Conferences
• VISUM Training Course
• Webinars hosted by APA, ITE, NHI and other transportation organizations

Main Products and Schedule by Month

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>MPO Quarterly Mtgs</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Other Conferences/Training</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Key: X=due; P=in progress; D=done

1.7 Committee Member Training

Committee member training and workshops are to educate policy board members and possibly other committee members as to their roles and responsibilities regarding the transportation planning process, major policies and policy issues and the Planning Procedures Manual (PPM). The following represents the MPO’s training plan for its committees: (1) One-on-one orientation sessions are scheduled with new members before they start serving on the committees. Information & Documentation Books are prepared, updated, and provided at these sessions. Members retain these books as reference guides. (2) An MPO 101 PowerPoint presentation has been prepared and will be provided at the orientation sessions for new members. (3) Members of both committees have been provided with national and state memberships to American Planning Association (Annual cost: $1,155). This membership provides members with Planning magazine, published monthly, and full access to APA’s website, including access to Planning Advisory Service publications. (4) Free or inexpensive webinars from ITE, NHI, AMPO, and APA are routinely offered to members of the committees. At times, the MPO has hosted these webinars. (5) Relevant technical trainings will be developed and provided during regular meetings to the Technical Committee quarterly. The Policy Committee will be provided an overview of these trainings in the same months, in addition to trainings on broader transportation planning topics.

Responsibilities: MPO staff and other agencies as needed.

Source of Funds: FHWA, FTA, Local Funds for Match, Local Non-Matching Funds

Main Products and Schedule by Month

<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Committee member training</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Key: X=due; P=in progress; D=done
1.8 Joint Powers Agreement

The current JPA became effective on October 1, 2018, which included the Town of Kirtland for the very first time. While revisions to the Committee Bylaws were also necessary, they are typically processed on an “as needed” basis.

Responsibilities: MPO staff, member entities.

Source of Funds: FHWA, FTA, Local Funds for Match, Local Non-Matching Funds

Main Products and Schedule by Month

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>JPA Amendment Adoption</td>
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<td>X</td>
</tr>
<tr>
<td>Committee Bylaws Amendment</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Key: X=due; P=in progress; D=done</td>
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</tbody>
</table>

1.9 State and Federal Coordination

Staff will promote coordination among the Farmington MPO, other NM MPOs and RTPOs, and State and Federal Transportation agencies, including the development/adoptions of FHWA-required Performance Measures.

Responsibilities: MPO staff, member entities, NMDOT, other agencies.

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Meetings, coop w/ NMDOT &amp; other agencies</td>
<td>X X X X X X X X X X X X X X X X X X X X X X</td>
<td>X X X X X X X X X X X X X X X X X X X X X X X X</td>
</tr>
<tr>
<td>MPO Quarterly Meetings</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Development, Adoption of Performance Measures</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Key: X=due; P=in progress; D=done</td>
<td></td>
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</table>

Total for Task 1

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
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<tr>
<td>3rd Q. Report</td>
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<tr>
<td>4th Q. Report</td>
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<td></td>
</tr>
<tr>
<td>End of Year Report – Supplemental, if needed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Task 2 – Transportation Improvement Program (TIP)

This task covers the development, monitoring, and management of the Transportation Improvement Program (TIP) which implements transportation projects through federal, state, and local funding programs. The TIP spans a period of six years with the first four years constituting the federal TIP and the 5th and 6th year serving as informational or planning years. The TIP must comply with the requirements of 23 CFR 450.324, including being fiscally constrained.

Estimated Cost for Task 2 (includes all subtasks):
FFY 2019 = $10,500
FFY 2020 = $9,813

<table>
<thead>
<tr>
<th>Task 2 TIP Activities</th>
<th>Estimated Staff Hours</th>
<th>Estimated Avg. Staff Rate</th>
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<th>Estimated Consultant Cost</th>
<th>Estimated Other Costs</th>
<th>Estimated Task Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFY 2019</td>
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<td>$42</td>
<td>$10,500</td>
<td>$0</td>
<td>$0</td>
<td>$10,500</td>
</tr>
<tr>
<td>FFY 2020</td>
<td>218</td>
<td>$45</td>
<td>$9,813</td>
<td>$0</td>
<td>$0</td>
<td>$9,813</td>
</tr>
</tbody>
</table>

See budget notes in Appendix A

2.1 TIP Development

Develop and adopt a list of projects meeting the requirements of 23 CFR 450.324, including being fiscally constrained, which are to be funded with federal transportation funds, state and/or local funds.

**Responsibilities:** MPO Staff, member entities, NMDOT and Red Apple Transit.

**Source of Funds:** FHWA, FTA, Local Funds for Match

**Main Products and Schedule by Month**

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>10 11 12 01 02 03 04 05 06 07 08 09</td>
<td>10 11 12 01 02 03 04 05 06 07 08 09</td>
</tr>
<tr>
<td>Develop TIP Priorities</td>
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<td>X X X X X</td>
</tr>
<tr>
<td>FFY 2020-2025 TIP Development</td>
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<td>X X X X</td>
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<tr>
<td>1st Draft FFY 2020-2025 TIP</td>
<td>X X X X X</td>
<td>X X X X X</td>
</tr>
<tr>
<td>Post/Advertise FFY 2020-2025 TIP for Public Review</td>
<td>X X X X X</td>
<td>X X X X X</td>
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<tr>
<td>Adopt FFY 2020-2025 TIP</td>
<td>X X X X X</td>
<td>X X X X X</td>
</tr>
</tbody>
</table>

Key: X=due; P=in progress; D=done

2.2 TIP Management

Monitor the progress of projects in the TIP, ensuring they continue to meet all requirements, including fiscal constraints. Revise the TIP to accommodate increased or decreased funding, to delay or advance projects as progress monitoring dictates.

Revisions fall into two categories: TIP Administrative Modifications which are minor revisions and TIP Amendments, which require approval by the Policy Committee after the required public input period and a recommendation by the Technical Committee. The MPO is responsible for the MPO’s TIP database and the quality assurance/quality control of all TIP amendments and TIP files, which are submitted to the NMDOT STIP Unit. TIP Projects are also reviewed with the Technical Committee and updated on a monthly basis. The MPO also is responsible for ensuring that Intelligent Transportation System projects are added to the TIP as funding becomes available through State and local sources.
Responsibilities: MPO staff manages the TIP and processes TIP Administrative Modifications signed by the MPO Officer. TIP Amendments are processed upon recommendation/approval by the local entities, NMDOT, and Red Apple Transit. MPO Staff submits amendments, certifications to NMDOT via the eSTIP Program.

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

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<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Updates on Existing TIP Projects</td>
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<td>X X X X X X X X X X X X X X X X X X</td>
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<tr>
<td>TIP Modifications</td>
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<td>X X X X X X X X X X X X X X X X X X</td>
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<tr>
<td>Call for amendments</td>
<td>X X X X X X X X X X X X X X X X X</td>
<td>X X X X X X X X X X X X X X X X X X</td>
</tr>
<tr>
<td>TC consider TIP Amendment(s)</td>
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<td>X X X X X X X X X X X X X X X X X X</td>
</tr>
<tr>
<td>PC adopt TIP Amendment(s)</td>
<td>X X X X X X X X X X X X X X X X X</td>
<td>X X X X X X X X X X X X X X X X X X</td>
</tr>
<tr>
<td>Add ITS Projects to TIP</td>
<td>As needed</td>
<td>As needed</td>
</tr>
</tbody>
</table>

Key: X=due; P=in progress; D=done

2.3 Annual Project Listing and Obligation Report

In accordance with 23 CFR 450.332 the MPO shall prepare an annual report (no later than 90 days following the end of the program year on September 30th) on the status of projects in that program year’s TIP and the status of the obligation of the funds programmed in that year.

Responsibilities: MPO Staff, local entities, NMDOT and Red Apple Transit.

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1st Draft Annual Project Listing</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Final Annual Project Listing</td>
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<td>X</td>
</tr>
</tbody>
</table>

Key: X=due; P=in progress; D=done

Total for Task 2

<table>
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<td>3rd Q. Report</td>
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<td></td>
</tr>
<tr>
<td>4th Q. Report</td>
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</tr>
<tr>
<td>End of Year Report – Supplemental, if needed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Task 3 - General Development and Data Collection/Analysis**

This consists of general planning activities, data collection, socioeconomic projections, mapping services, travel demand/traffic forecasting, development review, and local assistance.

Estimated Cost for Task 3 (includes all subtasks):
FFY 2019 = $59,190
FFY 2020 = $49,316

<table>
<thead>
<tr>
<th>Task 3 Gen Dev Data Collection/Analysis</th>
<th>Estimated Staff Hours</th>
<th>Estimated Avg. Staff Rate</th>
<th>Estimated Staff Cost</th>
<th>Estimated Consultant Cost</th>
<th>Estimated Other Costs</th>
<th>Estimated Task Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFY 2019</td>
<td>945</td>
<td>$42</td>
<td>$39,690</td>
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<td>FFY 2020</td>
<td>700</td>
<td>$45</td>
<td>$31,500</td>
<td>$13,500</td>
<td>$4,316</td>
<td>$49,316</td>
</tr>
</tbody>
</table>

See budget notes in Appendix A

### 3.1 Traffic Counting and Reporting

On a statewide contract, NMDOT annually collects and processes traffic data for routine monitoring of the transportation network. Counts are collected on major roads in the FMPO region (Aztec, Bloomfield, Farmington, Kirtland, and San Juan County) for a total of approximately 225 count locations. Each location is counted once every three years and all counts are reviewed to confirm they meet the Highway Performance Monitoring System standards of FHWA and the NMDOT.

Counts may include speed, directional volume data, and vehicle classification. Data is archived and logged into the traffic counts database and shared with local agencies for use in transportation planning activities. NMDOT has transitioned to the use of Transportation Data Management Software whereby the data will be uploaded onto a web-based system. All reports and analyses are made available to member agencies and the general public. Counts can be viewed via an online interactive map on the MPO website. The MPO also prepares a Traffic Flow Map based on the counts annually.

**Responsibilities:** MPO staff, NMDOT, MPO entities, and other agencies as necessary.

**Source of Funds:** FHWA, Local Funds for Match

**Main Products and Schedule by Month**

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Assist with Traffic Counts</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Prepare the Annual Traffic Flow Map</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Key: X=due; P=in progress; D=done

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1st Q. Report</td>
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<tr>
<td>2nd Q. Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd Q. Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th Q. Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>End of Year Report – Supplemental, if needed</td>
<td></td>
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</tr>
</tbody>
</table>
3.2 Travel Demand Model Maintenance

The MPO currently uses VISUM as its travel demand modeling program. Model runs are conducted upon request by various agencies and for development of the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP). Updates are done periodically, to the model's socioeconomic and demographic data, the roadway network and transit network. In FFY 2013, staff hired a consultant for the calibration and validation process for the model. Coordinate with NMDOT to ensure statewide model interface with the MPO model. In FFY2017, the MPO purchased updates and extensions to the software, and sent both planners to PTV America for hands-on training with VISSIM, VISTRO, and VISUM.

Responsibilities: MPO staff and other agencies as necessary

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Data Collection Activities</td>
<td>X</td>
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</tr>
<tr>
<td>Model Calibration/Update/Validation</td>
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<td>X</td>
</tr>
<tr>
<td>Model Runs</td>
<td>As needed.</td>
<td>As needed.</td>
</tr>
</tbody>
</table>

Key: X=due; P=in progress; D=done

3.3 Software Upgrades

MPO staff periodically purchases software which serves its planning functions. Software purchased include traffic demand modeling, GIS, design software for complete streets and other visioning projects and desktop publishing.

Responsibilities: MPO staff and other agencies as necessary

Source of Funds: FHWA, FTA, Local Funds for Match, Local Non-Matching Funds

Main Products and Schedule by Month

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Software Purchases/Upgrades</td>
<td>As needed.</td>
<td>As needed.</td>
</tr>
</tbody>
</table>

Key: X=due; P=in progress; D=done
3.4 GIS Data Development and Maintenance

Provide Geographic Information Systems (GIS) maps and data in support of transportation planning within the metropolitan planning area. This includes GIS analytical and cartographic support for the planning products, scenario planning and other technical studies, and maintaining system maps.

Responsibilities: MPO staff and other agencies as necessary

Source of Funds: FHWA, FTA, Local Funds for Match, Local Non-Matching Funds

Main Products and Schedule by Month

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<tbody>
<tr>
<td>GIS Data Collection &amp; Maint</td>
<td>X X X X X X X X X X X X X X X X X</td>
<td>X X X X X X X X X X X X X X X X X X</td>
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</tbody>
</table>

Key: X=due; P=in progress; D=done

3.5 Development Review

The MPO will assist member local agencies, and NMDOT with reviews of development plans of regional significance and with traffic forecasts as requested. Plans will be reviewed for consistency with the MTP, TIP, and other pertinent planning documents and plans.

Forecasts requested by developers often come to the attention of the MPO through one of the entities. The MPO cannot perform a Traffic Impact Analysis (TIA) or Traffic Impact Study (TIS) for developers. Developers and the local entities may obtain information which the MPO has already compiled or collected.

Responsibilities: MPO staff and other agencies as necessary.

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Development Reviews</td>
<td>X X X X X X X X X X X X X X X X X</td>
<td>X X X X X X X X X X X X X X X X X X</td>
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<tr>
<td>Traffic Count Inquiries</td>
<td>X X X X X X X X X X X X X X X X X</td>
<td>X X X X X X X X X X X X X X X X X X</td>
</tr>
</tbody>
</table>

Key: X=due; P=in progress; D=done
3.6 Data Collection and Reporting Activities

Staff collects, maintains, and analyzes data from various sources that results in informed recommendations, reporting/monitoring and planning implementation. Staff provides data and forecasts for transportation planning purposes on the TAZ level and for use by member entities, state and federal agencies. Sources include demographic and socioeconomic data for the metropolitan planning area, semi-annual kid counts (in support of the Safe Routes to School program), transit ridership, crash data, and other bicycle and/or pedestrian activities not currently tracked.

Responsibilities: MPO Staff, local entities, and other agencies as necessary

Source of Funds: FHWA, FTA, Local Funds for Match, Local Non-Matching Funds

Main Products and Schedule by Month

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Demographic &amp; socioeconomic data</td>
<td>Ongoing as needed.</td>
<td>Ongoing as needed.</td>
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<tr>
<td>Semi-Annual Kid Counts</td>
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<tr>
<td>Tabulation &amp; Analysis of Transit Ridership Counts</td>
<td>P</td>
<td>P</td>
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<tr>
<td>Bike/Pedestrian Counts</td>
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<td>As needed.</td>
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<tr>
<td>Crash Data Reporting</td>
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<td>X</td>
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</table>

Key: X=due; P=in progress; D=done

3.7 Planning Consultation and Local Transportation Planning Assistance

The MPO will review the work of local agencies in the development of the transportation element of their comprehensive plans and other planning documents, as requested.

MPO staff will assist local agencies with grant applications where possible, as well as progressing capital improvement projects funded in the TIP through the project development process, certification process, and the process for the obligation of funds.

This subtask also includes routine, cooperative planning efforts with NMDOT, FHWA, FTA, other federal agencies, tribal governments, municipalities, Red Apple Transit, natural resource agencies, and other similar agencies.

Responsibilities: MPO staff and other agencies as necessary.

Source of Funds: FHWA, FTA, Local Funds for Match
Main Products and Schedule by Month

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Transp. Element In Plans</td>
<td>As requested and as MPO resources allow.</td>
<td>As requested and as initiated by the TIP coordinator.</td>
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<tr>
<td>Capital Project Assistance</td>
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Key: X=due; P=in progress; D=done

Total for Task 3

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<td>3rd Q. Report</td>
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<td>4th Q. Report</td>
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<tr>
<td>End of Year Report – Supplemental, if needed</td>
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Task 4 - Transportation Planning

This includes the development, writing and monitoring of the long-range Metropolitan Transportation Plan (MTP), travel forecasting, coordinating with the state's long-range transportation plan and other studies. It also includes Intelligent Transportation Systems (ITS) planning, safety analyses, and other short to medium range planning activities.

Estimated Cost for Task 4 (includes all subtasks):
- FFY 2019 = $95,819.25
- FFY 2020 = $244,268.98

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<thead>
<tr>
<th>Task 4 Trans. Planning</th>
<th>Estimated Staff Hours</th>
<th>Estimated Ave. Staff Rate</th>
<th>Estimated Staff Cost</th>
<th>Estimated Consultant Cost</th>
<th>Estimated Other Costs</th>
<th>Estimated Task Cost</th>
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<tbody>
<tr>
<td>FFY 2019</td>
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<td>$42</td>
<td>$48,342</td>
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<td>$99,225</td>
<td>$135,000</td>
<td>$10,043.98</td>
<td>$244,268.98</td>
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</table>

See budget notes in Appendix A

4.1 Metropolitan Transportation Plan (MTP)

The Metropolitan Transportation Plan (MTP) forms the basis for all transportation planning and projects within the metropolitan planning area. The MTP covers all modes of transportation that may serve the current and future needs of the region. The plan conforms to federal regulations as set forth in 23 CFR 450.

As required by MAP-21, the MTP needs to be updated every five years and may be amended, as necessary. The FMPO adopted the 2040 Metropolitan Transportation Plan on September 24, 2015.

The 2045 Metropolitan Plan is due for adoption in September 2020. A full year is planned to be utilized to prepare this Plan, meaning that work should begin no later than September 2019. The FTA carry-over funds represented in FFY19 Q2 Amendment #2 should assist the MPO to utilize the services of consultants in preparing the MTP. Performance Measures and related reports are required to be adopted as required by FHWA and included in the 2045 MTP.
Responsibilities: MPO staff serves as the lead, with assistance by a consultant for the 2045 MTP. The development of the MTP is a cooperative effort by the MPO, its member entities and NMDOT, with coordination and input from several other agencies and stakeholders. The MPO Technical Committee will serve as the project’s Steering Committee.

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

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<thead>
<tr>
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<tr>
<td>Cont. Public Participation Process</td>
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<td>10 11 12 01 02 03 04 05 06 07 08 09</td>
</tr>
<tr>
<td>MTP Amendments</td>
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<tr>
<td>2045 MTP</td>
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</tr>
</tbody>
</table>

Key: X=due; P=in progress; D=done

4.2 Safety Analysis and Planning

In accordance with 23 CFR 490, the MPOs are required to adopt Performance Safety Targets annually no later than the end of February. The MPOs have the option of adopting the State’s Performance Safety Targets, or adopting their own.

Responsibilities: MPO staff, member entities, consultant(s).

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Safety Performance Targets Review, Adoption</td>
<td>P P X</td>
<td>P P X</td>
</tr>
<tr>
<td>1st Q. Report</td>
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<tr>
<td>4th Q. Report</td>
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<tr>
<td>End of Year Report – Supplemental, if needed</td>
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</tbody>
</table>

Key: X=due; P=in progress; D=done
4.3 Bike and Pedestrian Planning/Complete Streets

This task includes tasks related to Bike and Pedestrian Planning, including updating the MPO’s 2008 Bicycle/Pedestrian Plan with a consultant, currently planned for completion in early FFY2019.

The Technical Committee may recommend updating the Complete Streets Design Guidelines periodically. However, a review for an update should be scheduled for September 22, 2021 (5 years after the document’s adoption).

Responsibilities: MPO staff
Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Update the 2008 Bicycle &amp; Pedestrian Plan</td>
<td>P P P P X</td>
<td>P P P P X</td>
</tr>
<tr>
<td>Implementation assistance</td>
<td>As needed</td>
<td>As needed</td>
</tr>
<tr>
<td>Complete Streets Design Guideline amendments</td>
<td>As needed</td>
<td>As needed</td>
</tr>
</tbody>
</table>

Key: X=due; P=in progress; D=done

4.4 Transit System Studies

The MPO assists the Red Apple Transit in its efforts to provide efficient bus service throughout the MPO area. The City of Farmington, together with its sub-contractor, operates Red Apple Transit. The MPO assists the Red Apple Transit in funding, where possible, with specific long-range planning studies, developing surveys, hub studies and other transit related activities. As part of the Ladders of Opportunity, transit studies will identify transportation connectivity gaps in accessing essential services such as health care, employment, schools/education, and recreation. Resulting plans will encourage infrastructure development and operational solutions that provide the public and underserved populations adequate access to mentioned essential services.

Responsibilities: MPO serves as lead in coordination with member agencies, regional transit providers, possible consultants, and NMDOT.

Source of Funds: FTA, Local Funds for Match

Main Products and Schedule by Month

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Funding for Red Apple Studies</td>
<td>As funding allows and as needed.</td>
<td>As funding allows and as needed.</td>
</tr>
<tr>
<td>Development of Surveys</td>
<td>As needed.</td>
<td>As needed.</td>
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</tbody>
</table>

Key: X=due; P=in progress; D=done
4.5 Scenario Planning

The FMPO is available to undertake studies using scenario planning software. This will help the member entities to illustrate future planning scenarios as it relates to the built environment such as analyzing density, zoning, environmental constraints, utilities, infrastructure & travel demands in relation to coordinating land-use & transportation.

Responsibilities: MPO, member entities, regional transit providers, and NMDOT.

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Technical training</td>
<td>As needed.</td>
<td>As needed.</td>
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<tr>
<td>Data Collection</td>
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<td>As needed.</td>
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<tr>
<td>Scenario development</td>
<td>As requested.</td>
<td>As requested.</td>
</tr>
</tbody>
</table>

Key: X=due; P=in progress; D=done

4.6 Access Management Plan

In 2009, the MPO Policy Committee adopted an Access Management Plan (AMP). The plan set forth standards for access points along collectors and arterials being constructed or retrofitted within the MPO boundary. Use of the AMP was presented to the entities for their acceptance into their own standards with mixed success. The MPO will review the AMP in FFY2019 with the Technical Committee to determine if an update is needed.

Responsibilities: MPO staff, member entities, with consultation by NMDOT.

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Review/Update the AMP</td>
<td>As needed.</td>
<td>As needed.</td>
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</table>

Key: X=due; P=in progress; D=done

Total for Task 4

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<tr>
<td>1st Q. Report</td>
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<tr>
<td>End of Year Report – Supplemental, if needed</td>
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</tbody>
</table>
Task 5 - Special Studies and Activities

This task covers transportation planning activities that do not fall under the categories above. These are plans and projects which are important to the entities and the MPO and address the transportation planning needs of the communities within the MPO.

Estimated Cost for Task 5 (includes all subtasks):
FFY 2019 = $11,298
FFY 2020 = $21,114

<table>
<thead>
<tr>
<th>Task 5 Special Studies &amp; Activities</th>
<th>Estimated Staff Hours</th>
<th>Estimated Ave. Staff Rate</th>
<th>Estimated Staff Cost</th>
<th>Estimated Consultant Cost</th>
<th>Estimated Other Costs</th>
<th>Estimated Task Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFY 2019</td>
<td>269</td>
<td>$42</td>
<td>$11,298</td>
<td>$0</td>
<td>$0</td>
<td>$11,298</td>
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<tr>
<td>FFY 2020</td>
<td>136</td>
<td>$45</td>
<td>$6,114</td>
<td>$0</td>
<td>$15,000</td>
<td>$21,114</td>
</tr>
</tbody>
</table>

See budget notes in Appendix A

5.1 Public Health Planning and Collaboration

Integrate a public health component into transportation planning. Emphasize the benefits of using alternative modes of travel and personal active transportation to reduce the growing incidents of chronic disease.

Staff Activities:

- Develop partnerships and alliances with Public and Community Health agency staff and advocates in furthering active transportation initiatives
- Coordinate events and promotional activities that encourage walking, cycling and transit
- Identify and review existing studies, data and information relevant to the public health and to the FMPO planning area that may support active transportation. Work with public health agencies to develop strategies that promote active transportation

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Public Health Partnership</td>
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<td>Ongoing.</td>
</tr>
<tr>
<td>Development</td>
<td></td>
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<tr>
<td>Event Coordination</td>
<td></td>
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<tr>
<td>Studies, Forums and Strategies</td>
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</tbody>
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Key: X=due; P=in progress; D=done

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<td>4th Q. Report</td>
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<tr>
<td>End of Year Report –</td>
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<tr>
<td>Supplemental, if needed</td>
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</tbody>
</table>
5.2 Stormwater Management

Support and encourage the integration of storm-water management principles and best practices into street design standards to reduce (or mitigate) the pollutant impacts of both pervious and impervious transportation surfaces. It is acknowledged that the member entities are dealing with this issue daily and it is ultimately their responsibility to meet federal requirements. However, the MPO will provide support and resources where possible.

Staff Activities:

- Host webinars and meetings for member entities to learn and discuss best practices
- Support educational opportunities and the sharing of knowledge
- Work with member entities, regional governments, and NMDOT on implementation of policies and best-practices

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

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<tbody>
<tr>
<td>Staff education</td>
<td>Ongoing</td>
<td>Ongoing</td>
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<tr>
<td>Education/outreach</td>
<td>Ongoing</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

Key: X=due; P=in progress; D=done

5.3 Travel and Tourism

Integrate transportation planning and tourism activities to foster economic development and resiliency.

Staff Activities:

- Provide support and promote tourism in the region
- Work with member entities and local agencies, business chambers, economic development boards to extend resources and skills
- Coordinate with regional entities outside of the MPO on transportation projects that provide connectivity and infill gaps
- Work with member entities, the Convention and Visitors Bureau, the Outdoor Recreation Industry Initiative (O.R.I.I), and other area GIS resources upon the completion of the Bike and Pedestrian Plan Update in early 2019 to develop and publish an online regional bicycle and pedestrian map system that can be downloaded to apps on smartphones.

Source of Funds: FHWA, FTA, Local Funds for Match
Main Products and Schedule by Month

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<tr>
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<tbody>
<tr>
<td>Staff education</td>
<td>10 11 12 01 02 03 04 05 06 07 08 09</td>
<td>10 11 12 01 02 03 04 05 06 07 08 09</td>
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<tr>
<td>Development of online bike &amp; ped map</td>
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<td>P P P P P P P X</td>
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<tr>
<td>Coordinate w/ regional governments and tourism boards</td>
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Key: X=due; P=in progress; D=done

5.4 Regional Models of Cooperation

Ensure a regional approach to transportation planning by promoting cooperation and coordination across Transit Agencies, MPO and State boundaries to improve the effectiveness of transportation decision-making as it relates to project delivery, congestion management, safety, freight, livability and commerce across boundaries. Where applicable, partner with NMDOT and RTPOs to conduct transportation planning in nonmetropolitan areas.

Staff Activities:

- Attend planning meetings, coordinate presentations and planning activities and best practices
- Coordinate long-range transportation projects, such as identifying regional trail opportunities, transit gaps, and other multi-modal projects

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Staff meetings, presentations</td>
<td>10 11 12 01 02 03 04 05 06 07 08 09</td>
<td>10 11 12 01 02 03 04 05 06 07 08 09</td>
</tr>
<tr>
<td>Coordinate long-range projects and plans</td>
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Key: X=due; P=in progress; D=done

Total for Task 5

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Appendices
## Appendix A – Budget Summary – Financial Resources Available

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<tr>
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<td>FTA 5303 - Total</td>
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<td>Total MPO Budget</td>
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<td>Local Match PL (Planning) *</td>
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<td>Aztec (7%)</td>
<td>$ 2,451.82</td>
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<tr>
<td>Bloomfield (8%)</td>
<td>$ 2,802.08</td>
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<td></td>
<td>Bloomfield (8%)</td>
<td>$ 2,802.08</td>
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<tr>
<td>Farmington (48%)</td>
<td>$ 16,812.48</td>
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<td>Farmington (48%)</td>
<td>$ 16,812.48</td>
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<tr>
<td>Kirtland (1%)</td>
<td>$ 390.26</td>
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<td></td>
<td>Kirtland (1%)</td>
<td>$ 390.26</td>
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<tr>
<td>SJ County (36%)</td>
<td>$ 12,609.36</td>
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<td>SJ County (36%)</td>
<td>$ 12,609.36</td>
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<tr>
<td>Local Match Total PL Planning*</td>
<td>$ 35,026.00</td>
<td></td>
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<td>Local Match Total PL Planning*</td>
<td>$ 35,026.00</td>
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<tr>
<td>Local Match 5303 (Transit) *</td>
<td></td>
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<td></td>
<td>Local Match 5303 (Transit) *</td>
<td></td>
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<tr>
<td>Aztec (7%)</td>
<td>$ 1,041.41</td>
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<td>Aztec (7%)</td>
<td>$ 2,658.37</td>
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<tr>
<td>Bloomfield (8%)</td>
<td>$ 1,190.18</td>
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<td>Bloomfield (8%)</td>
<td>$ 3,069.52</td>
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<tr>
<td>Farmington (48%)</td>
<td>$ 7,141.08</td>
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<td>Farmington (48%)</td>
<td>$ 18,957.11</td>
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<tr>
<td>Kirtland (1%)</td>
<td>$ 148.77</td>
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<td>Kirtland (1%)</td>
<td>$ 381.35</td>
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<tr>
<td>SJ County (36%)</td>
<td>$ 5,355.81</td>
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<td>SJ County (36%)</td>
<td>$ 13,722.84</td>
<td></td>
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<tr>
<td>Local Match Total 5303 (Transit)*</td>
<td>$ 14,877.25</td>
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<td></td>
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<td>Local Match Total 5303 (Transit)*</td>
<td>$ 38,119.00</td>
<td></td>
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<tr>
<td>Total Local Match Planning + Transit*</td>
<td>$ 49,908.25</td>
<td></td>
<td></td>
<td></td>
<td>Total Local Match Planning + Transit*</td>
<td>$ 73,345.00</td>
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</table>

* Local Match includes planning and transit funds.
Appendix A – Budget Summary – Proposed Expenditures and Total Funds

<table>
<thead>
<tr>
<th>FFY2019</th>
<th>Estimated Task Costs</th>
<th>Estimated Total MPO Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1 Program Admin &amp; Management</td>
<td>$138,138.00</td>
<td></td>
</tr>
<tr>
<td>Task 2 Transportation Improvement Program</td>
<td>$10,500.00</td>
<td></td>
</tr>
<tr>
<td>Task 3 Gen Dev. Data Collection/Analysis</td>
<td>$59,190.00</td>
<td></td>
</tr>
<tr>
<td>Task 4 Transportation Planning</td>
<td>$95,819.25</td>
<td></td>
</tr>
<tr>
<td>Task 5 Special Studies &amp; Activities</td>
<td>$11,298.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$314,945.25</strong></td>
<td><strong>$314,945.25</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FFY2020</th>
<th>Estimated Task Costs</th>
<th>Estimated Total MPO Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1 Program Admin &amp; Management</td>
<td>$126,642.00</td>
<td></td>
</tr>
<tr>
<td>Task 2 Transportation Improvement Program</td>
<td>$9,813.00</td>
<td></td>
</tr>
<tr>
<td>Task 3 Gen Dev. Data Collection/Analysis</td>
<td>$49,316.00</td>
<td></td>
</tr>
<tr>
<td>Task 4 Transportation Planning</td>
<td>$224,268.98</td>
<td></td>
</tr>
<tr>
<td>Task 5 Special Studies &amp; Activities</td>
<td>$21,114.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$431,153.98</strong></td>
<td><strong>$431,153.98</strong></td>
</tr>
</tbody>
</table>

**Budget Notes**
Estimated Avg. Staff Rate represents an estimate of hourly wages and benefits for the MPO Officer, Associate Planner, and Administrative Assistant positions for FFY2019, and for the MPO Officer, the Senior Planner, and the Associate Planner for FFY2020. The Bike and Ped Plan Update consultants completed that project in March 2019. Public outreach on the MTP is scheduled to begin in August/September 2019. The MTP should be kicked off in September 2019.
Appendix B – Farmington Metropolitan Planning Organization Boundary Map

Farmington Metropolitan Planning Organization
# Appendix C - Consultant and Vendor Services Summary

<table>
<thead>
<tr>
<th>Subtask</th>
<th>Consultant/Vendor</th>
<th>Est. Total Cost</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Traffic Counting and Reporting</td>
<td>Traffic Count Collection Firm</td>
<td>$14,000 ($7,500 in FFY2019, $6,500 in FFY2020)</td>
<td>NMDOT has started contracting for the MPO’s traffic count program. Minimal funding is being retained in case the MPO needs to supplement this activity.</td>
<td>FFY2019 &amp; FFY2020</td>
</tr>
<tr>
<td>3.1 Traffic Counting and Reporting</td>
<td>Web-based transportation data management support for the MPO’s traffic count</td>
<td>$9,000 ($4,500/ year)</td>
<td>NMDOT currently requires the MPO to maintain a subscription to Midwestern Software Solutions (MS2).</td>
<td>FFY2019 &amp; FFY2020</td>
</tr>
<tr>
<td>3.3 Travel Demand Model Maintenance/Training Modules</td>
<td>Travel demand model consultant</td>
<td>$15,000 ($7,500/ year)</td>
<td>Update to the MPO’s travel demand model, including the input of data and calibration for model runs that will be conducted by the MPO.</td>
<td>FFY2019 &amp; FFY2020</td>
</tr>
<tr>
<td>4.1 Develop and implement the 2045 Metropolitan Transportation Plan, remainder of update.</td>
<td>Transportation Planning and/or Communications Firm</td>
<td>$150,000</td>
<td>MTP Update to the MPO’s MTP will begin in late FFY2019 and is scheduled for completion in FFY2020.</td>
<td>FFY2019 &amp; 2020</td>
</tr>
<tr>
<td>4.3 Completion of the Bike and Pedestrian Plan Update</td>
<td>Planning Firm Awarded to Russell Planning &amp; Engineering</td>
<td>Balance of $30,000</td>
<td>Update began in FFY2018 and was completed in March 2019</td>
<td>FFY 2019</td>
</tr>
<tr>
<td>4.4 Transit System Studies</td>
<td>Provide funding for Red Apple planning studies.</td>
<td>As funding allows.</td>
<td>This may not be possible during this time because of expenses related to the MTP Update.</td>
<td>FFY2019 &amp; FFY2020</td>
</tr>
<tr>
<td>4.5 Scenario Planning</td>
<td>Training &amp; Model Development</td>
<td>$5,000 ($2,500/year)</td>
<td>The MPO seeks to improve its ability to model land use and transportation scenarios.</td>
<td>FFY2019 &amp; FFY2020</td>
</tr>
<tr>
<td>5.3 Travel and Tourism</td>
<td>Work on MPO Website and/or the provision of outside GIS assistance</td>
<td>$15,000</td>
<td>Work with member entities, the Convention and Visitors Bureau, the Outdoor Recreation Industry Initiative (O.R.I.I), and other area GIS resources upon the completion of the Bike and Pedestrian Plan Update in 2019 to develop and publish an online regional</td>
<td>FFY2020</td>
</tr>
<tr>
<td></td>
<td></td>
<td>bicycle and pedestrian map system that can be downloaded to apps.</td>
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</table>
Appendix D – UPWP Adoption Resolution

POLICY COMMITTEE RESOLUTION NO. 2018-3


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

WHEREAS, the Town of Kirtland is anticipated to become a member entity in the Farmington MPO prior to the beginning of FFY 2019, and its membership in the MPO has been considered in this UPWP; and

WHEREAS, the Farmington MPO Policy Committee is the decision-making body for the MPO; and

WHEREAS, the Farmington MPO Technical Committee provides the MPO Policy Committee with technical advice and recommendations, and concurs with this resolution; and

WHEREAS, the Farmington MPO is responsible, with the New Mexico Department of Transportation, for addressing the planning process in accordance with 23 CFR 450.314; and

WHEREAS, the Farmington MPO annually addresses the major transportation issues in the metropolitan planning area; and

WHEREAS, the policy and procedures manual issued by the New Mexico Department of Transportation requires the preparation and adoption of the FFY 2019-FFY 2020 UPWP between April-June 2018; and

WHEREAS, the New Mexico Department of Transportation also requires the submittal of the adopted FFY 2019-FFY 2020 UPWP before July 1, 2018.

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

Section 1. The Federal Fiscal Years 2019-2020 Unified Planning Work Program for the Farmington Metropolitan Planning Organization is hereby adopted by the MPO.

Section 2. This resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 28th day of June, 2018.

Kate Duckett,
FMPO Policy Committee Chairman

June Maxie,
FMPO Administrative Assistant

Legal Department
Approved by in accordance with
Date: 7/10/2018
Appendix E – Expenditure Reports (Quarters 1-4 and End of Year)
### Appendix F – UPWP Amendment Summaries, Adopted Resolutions

**Date:** March 15, 2019  
**Entity:** Farmington MPO  
**Contact Name:** Mary L Holton, AICP, MPO Officer  
**UPWP Amendment #:** 2 (FFY 2019, Q2)  
**Federal Award ID #**  
NM-2017-3-000, NM-2018-005-00

<table>
<thead>
<tr>
<th>Staff Hours or Budget Line Items being changed (Indicate Task # or Budget Category. Add rows as needed)</th>
<th>Current Budgeted Amount</th>
<th>Revised Amount</th>
<th>Percent Change</th>
<th>Brief Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1: Program Administration &amp; Management</td>
<td>$138,151.00</td>
<td>$138,138.00</td>
<td>-0.01%</td>
<td>Within 20% change allowed for Admin. Amendment</td>
</tr>
<tr>
<td>Task 2: Transportation Improvement Program</td>
<td>$10,496.45</td>
<td>$10,500.00</td>
<td>0.03%</td>
<td>Within 20% change allowed for Admin. Amendment</td>
</tr>
<tr>
<td>Task 3: General Development, Data Collection &amp; Analysis</td>
<td>$59,172.36</td>
<td>$59,190.00</td>
<td>0.03%</td>
<td>Within 20% change allowed for Admin. Amendment</td>
</tr>
<tr>
<td>Task 4: Transportation Planning</td>
<td>$80,846.58</td>
<td>$197,032.98</td>
<td>143.71%</td>
<td>Exceeds 20% change allowed for Admin. Amendment</td>
</tr>
<tr>
<td>Task 5: Special Studies &amp; Activities</td>
<td>$26,287.86</td>
<td>$26,298.00</td>
<td>0.04%</td>
<td>Within 20% change allowed for Admin. Amendment</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>$314,954.25</strong></td>
<td><strong>$431,158.98</strong></td>
<td><strong>36.90%</strong></td>
<td>Exceeds 20% change allowed for Admin. Amendment</td>
</tr>
</tbody>
</table>

Please indicate if amendment is administrative or formal and provide detailed justification based upon requirements in the PPM.

**Amendment Type (Administrative/Formal)**  

- **Formal**
  - **Justification:** Both Task 4 and the Overall Total exceed the 20% change in funding allowed for an Administrative Amendment. The carry-over FTA awards will provide the MPO with additional consultant resources to complete the MTP.

**Approval by MPO/RTPO Boards**

- **Review Committee/Board:**  
  - **Date Approved:** March 13, 2019
- **Policy Committee/Board:**  
  - **Date Approved:** March 13, 2019
POLICY COMMITTEE RESOLUTION NO. 2019-3

TO ADOPT AMENDMENT NO. 2 TO THE FARMINGTON METROPOLITAN PLANNING ORGANIZATION'S FEDERAL FISCAL YEARS 2019-2020 UNIFIED PLANNING WORK PROGRAM (UPWP), IN ACCORDANCE WITH 23 CFR §420 AND 23 CFR §450.314.

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

WHEREAS, the Farmington MPO Policy Committee is the decision-making body for the MPO; and

WHEREAS, the Farmington MPO Technical Committee provides the MPO Policy Committee with technical advice and recommendations, and concurs with this resolution; and

WHEREAS, the Farmington MPO is responsible, with the New Mexico Department of Transportation, for addressing the planning process in accordance with 23 CFR 450.334; and

WHEREAS, the Farmington MPO annually addresses the major transportation issues in the metropolitan planning area; and

WHEREAS, the New Mexico Department of Transportation’s Transit Bureau on December 26, 2018 notified the Farmington MPO that the MPO would be allowed to carry-forward its 2017 FTA Section 5303 unexpended balance of $34,682.14 and its 2018 FTA Section 5303 unexpended balance of $56,284.84. The required local match amount for the carryover funding is $23,241.75. This change prompted the need to amend the MPO’s current Unified Planning Work Program (UPWP); and

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

Section 1. Amendment No. 2 to the Federal Fiscal Years 2019-2020 Unified Planning Work Program for the Farmington Metropolitan Planning Organization is hereby adopted by the MPO.

Section 2. This resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 13th day of March, 2019.

Sean Sharer
FMPO Policy Committee Chairman

June Markle
FMPO Administrative Assistant
POLICY COMMITTEE RESOLUTION NO. 2019-4

TO ADOPT AMENDMENT # 4 TO THE FARMINGTON METROPOLITAN PLANNING ORGANIZATION'S FEDERAL FISCAL YEARS 2019-2020 UNIFIED PLANNING WORK PROGRAM (UPWP), IN ACCORDANCE WITH 23 CFR §420 AND 23 CFR §450.314.

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

WHEREAS, the Farmington MPO Policy Committee is the decision-making body for the MPO; and

WHEREAS, the Farmington MPO Technical Committee provides the MPO Policy Committee with technical advice and recommendations, and concurs with this resolution; and

WHEREAS, the Farmington MPO is responsible, with the New Mexico Department of Transportation, for addressing the planning process in accordance with 23 CFR 450.334; and

WHEREAS, the Farmington MPO annually addresses the major transportation issues in the metropolitan planning area; and

WHEREAS, the New Mexico Department of Transportation’s Transit Bureau on December 26, 2018 notified the Farmington MPO that the MPO would be allowed to carry-forward its 2017 FTA Section 5303 unexpended balance of $34,682.14 and its 2018 FTA Section 5303 unexpended balance of $58,284.84. The required local match amount for the carryover funding is $23,241.75. This change prompted the need to amend the MPO’s current Unified Planning Work Program (UPWP); and

WHEREAS, this additional funding is planned to be used primarily for the development of the 2045 MTP and the funding needs to be moved to FFY2020; and

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

Section 1. Amendment No. 4 to the Federal Fiscal Years 2019-2020 Unified Planning Work Program for the Farmington Metropolitan Planning Organization is hereby adopted by the MPO.

Section 2. This resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 22nd day of August, 2019.

Sean Sharer
FMPO Policy Committee Chairman

June Markle,
FMPO Administrative Assistant
BACKGROUND

- The STIP Protocols, finalized in early 2014, require that each MPO shall develop a process to monitor the progress and status of each project in the first two years of the TIP. These monthly reviews help correct inconsistencies in the TIP, STIP, the MPO’s MTP, Agreement Request Forms (ARFs), etc. and provide for discussion among the members and NMDOT representatives.
- The Policy Committee approved the new FFY2020-2025 TIP during a Special meeting on July 25, 2019.
- The projects on the new FFY2020-2025 TIP are listed below.

TRACKING INFORMATION (2018-2023 TIP)

<table>
<thead>
<tr>
<th>Local Agreement Status (ARF)</th>
<th>ITS/Sys ENG Certification</th>
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<tr>
<td>ROW Certification</td>
<td>Public Involvement Certification</td>
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<td>Design Completion 30 - 60 - 90%</td>
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<td>Environmental Certification</td>
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<td>Utilities Certification</td>
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<td>Railroad Certification</td>
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<tr>
<td>Archeology Certification</td>
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</table>

PROJECTS ON FMPO FFY2020-2025 TIP

- **Aztec**
  - F100091 - East Aztec Arterial Phase II
- **Bloomfield**
  - F100300 - East Blanco Bridge
- **Farmington**
  - F100099 - Foothills Drive Enhancement Phase II
  - F100100 - East Pinon Hills Blvd Extension Phase I
  - F100101 - East Pinon Hills Blvd Extension Phase II
  - F100132 - 20th Street Phase III
  - TF00001 - Red Apple Transit
- **San Juan County**
  - F100021 - East Pinon Hills Blvd Extension Phase III
  - F100240 - Glade Run Recreation Area Trails
  - F100270 - Kirtland Schools Walk Path System
  - F100290 - CR 5500 Bridge Replacement
  - F100320 - Kirtland Schools Walk Path Extension
### INFORMATION ITEM

- This is an information item only. Committee members will have an opportunity to provide any needed feedback/updates regarding current TIP project status and details.
BACKGROUND

- The current Public Participation Plan (PPP) was adopted on January 19, 2012 and amended on January 28, 2016.
- The PPP must be reviewed/updated at least every five (5) years, prior to updating the MTP.
- The PPP has been revised purposely to address issues raised in the MPO's recent Quality Assurance Review (QAR) by NMDOT, specifically in Item 8 (pages 8-9 of the QAR).

CURRENT WORK and ATTACHMENTS

- Substantive changes in the revised PPP include:
  1. Adding Kirtland as a member entity and NWNMCOG as the MPO’s administrative agent.
  2. Enlarging the MPO’s public outreach efforts by:
     a. Publishing and posting public notices for draft and final documents in English and Spanish (page 11 of the draft PPP).
     b. Adding Public Comment forms at meetings and different locations (page 15 and Appendix B of the draft PPP).
     c. Adding locations for posting meeting notices, public comment forms, and draft planning documents (page 20 of the draft PPP).
  3. Adding FAST Act language to Planning Goals (pages 4-5 of the draft PPP).
- The required 45-day public review/comment period for the draft PPP is from August 11 - September 26.
- Both Committees will review the draft PPP in August.
- A copy of the QAR is attached; a copy of the draft PPP will be sent separately.

INFORMATION ITEM & APPLICABLE CITATION

- The Technical Committee is asked to review the draft and provide staff with questions and comments at this meeting.
- Both Committees will consider the revised PPP for approval in September.
- 23 CFR 450.316
Initial QAR Meeting:

<table>
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<th>Entity (MPO): Farmington MPO</th>
<th>Reviewer: Joseph Moriarty</th>
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<tbody>
<tr>
<td></td>
<td>Review date: 4/10/19</td>
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</table>

Personnel interviewed (list names and positions):
Mary Holton, MPO Officer
June Markle, Administrative Assistant

QAR Follow-Up Meeting (if applicable):

<table>
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<th>Entity (MPO):</th>
<th>Reviewer:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Review date:</td>
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</tbody>
</table>

Personnel interviewed (list names and positions):

---

1. **Summarize results of agency audit, including any findings for the year ending June 30, 2018.**

Provide context for any quotes, indicating the audit section in which the finding is found. Additionally, review the Single Audit Section and highlight any findings related to the PL grant.

The City of Farmington’s Comprehensive Annual Financial Report (CAFR) for FY 2018 was released on 12/17/18. The independent auditors’ report was conducted by Clifton Larson Allen, LLP. In preparation of the QAR process the CAFR was submitted by the MPO Officer to the GTG Planning Liaison on 2/13/19.

The City of Farmington’s CAFR identified two findings. The first finding (2018-001) related to controls surrounding cash receipt processing. This finding has limited applicability to the PL grant. However, the second finding (2018-002) relates to the controls surrounding the procurement process. The audit noted the City lacked a complete understanding of the procurement process and adherence to all requirements. The audit also, “recommended that the City document the reasons for, and appropriate approval of, exceptions to its policy of obtaining competitive bids and the basis for, and appropriate approval of, the selection of a particular vendor.” City of Farmington management indicated they addressed this finding with staff trainings on November 2, 2018 and will continue to address this finding by re-emphasizing the importance of due diligence with staff.

The audit did not note any federal award findings and questioned costs. In addition, two prior year findings were resolved: finding 2017-001 (Preparation of the Schedule of Expenditures of Federal Awards) and 2017-002 Equipment and Real Property Management.

Additionally, the audit is: Current ☑ On file ☑ Posted to the website ☑

**General summary:** The City of Farmington’s Fiscal Year 2018 CAFR was received on 2/13/19 and identified two findings. The most applicable finding from the perspective of the PL grant relates to controls and requirements surrounding the procurement process. The audit did not identify any findings related to federal awards and costs. Two findings from the previous year (2017-001 and 2017-002) were also resolved.
Concerns/Issues: The finding that relates to the procurement process is a concern since the City of Farmington is the fiscal agent for the MPO and therefore the MPO uses the City’s procurement process. From the FHWA PL program perspective, the City of Farmington needs to establish consistent internal procedures, controls, and oversight to ensure that all federal requirements related to an open and competitive procurement process are met. All federal grants must comply with 2 CFR 200. Additionally, the Federal Aid Highway Program funds, which include the funds used for the MPO, must comply with 23 CFR. Federal procurement regulations “pass-through” to grantees (City of Farmington), to sub-grantees (NWNMCOG), and any potential vendors or consultants where federal funding is used.

Best Practices: Procurement training conducted for City staff is a positive step.

Follow-Up Needed On: Keep NMDOT informed on City’s resolution of the audit finding related to the City’s procurement processes.

Notes from Follow-Up QAR:

2. Planning Products – are the following current, on file and posted to the website (PDF)?

<table>
<thead>
<tr>
<th>Current</th>
<th>On file</th>
<th>Posted to the website</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>☑</td>
<td>☑ Metropolitan Transportation Plan (MTP)</td>
</tr>
<tr>
<td>☑</td>
<td>☑</td>
<td>☑ Transportation Improvement Program (TIP)</td>
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<td>☑</td>
<td>☑</td>
<td>☑ Unified Planning Work Program (UPWP)</td>
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<td>☑</td>
<td>☑</td>
<td>☑ Public Participation Plan (PPP) (update in conjunction with MTP)</td>
</tr>
<tr>
<td>☑</td>
<td>☑</td>
<td>☑ Title VI Plan with contact person identified (update every 3 yrs)</td>
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<td>☑</td>
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<td>☑ Annual Performance and Expenditure Report (APER)</td>
</tr>
<tr>
<td>☑</td>
<td>☑</td>
<td>☑ Annual Listing of Obligated Projects</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A Air Quality Conformity letter (for EPMPO)</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A Congestion Management Plans (for applicable MPOs)</td>
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<tr>
<td>☑</td>
<td>☑</td>
<td>☑ Other plans (list below)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FMPO 2019 Bicycle and Pedestrian Plan</td>
</tr>
</tbody>
</table>

General summary: The above FMPO Planning Products were visually inspected by the Planning Liaison and confirmed to be current, on file, and posted on the FMPO website http://fmtn.org/364/Farmington-MPO. The internal files are filed logically and are well organized. The Planning Products posted on the FMPO website are available as links from the main webpage, organized by Planning Product themes.

Concerns/Issues: The Title VI Plan does not have a specific contact person identified, but directs the reader to the Human Resources Director at the City of Farmington. This is acceptable, provided the contact information listed is consistent even during staff turnover (i.e. a generic email address or main desk phone number). The Planning Liaison asked for a “cleaned-up” version of the Annual Performance and Expenditure Report (APER) be posted on the web-site. Current version is a low resolution scanned version of the document. FMPO staff to create and post a pdf file of the APER document on the website. Ensure that documents posted to the website are available in sufficient resolution so they are legible and accessible to the public. Post documents in a final pdf format. Once a new document is posted FMPO staff perform a “user test” of the document to confirm legibility and accessibility.

1 ‘On file’ assumes an electronic copy; hard copies are optional.
2 Title VI Contact should be a specific person that works at the entity; ideally the contact information should be stable (e.g. ADA.TitleVI@xxcog.org or a general phone number) so that even if the person leaves, the contact information stays active.
accessibility. Recommend a regular check to make sure all the documents on the web site are current as part of best MPO management practices. (See discussion below regarding project management process.)

Best Practices: Continue to use TIP Amendment Schedule as part of standard MPO management procedures to guide future amendments per 2/11/19 Corrective Action Plan.

Follow-Up Needed On: Confirm that email and/or phone number provided for the Title VI contact is permanent and stable, so even in times of staff transition Title VI information received is still actively monitored.

Notes from Follow-Up QAR:

3. Boards/Committees - are the following current, on file and posted to the website for all boards and committees?

<table>
<thead>
<tr>
<th>Current</th>
<th>On File</th>
<th>Posted to the website</th>
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<tbody>
<tr>
<td>☑</td>
<td>☑</td>
<td>☑ Bylaws</td>
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<td>☑</td>
<td>☑</td>
<td>☑ Members, including Chair and Vice Chair</td>
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<tr>
<td>☑</td>
<td>☑</td>
<td>☑ Schedule of meetings</td>
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<tr>
<td>☑</td>
<td>☑</td>
<td>☑ Agendas (posted to website 72 hours prior to meeting)</td>
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<tr>
<td>☑</td>
<td>☑</td>
<td>☑ Meeting minutes (for the past 2 years)</td>
</tr>
<tr>
<td>☑</td>
<td>☑</td>
<td>☑ Approved documents (i.e. signed resolutions)</td>
</tr>
</tbody>
</table>

General summary: The above Board and Committee materials are current and posted to the website. Current bylaws posted on website on 4/16/19. Agendas are posted a week in advance and meeting minutes are available for the past 2 years.

Concerns/Issues: Concerned about the standing of the alternate that has been appointed to the Policy Committee by the Town of Kirtland. FMPO staff indicated that this individual is under contract to the Town of Kirtland to provide engineering services. NMDOT is unclear whether this person is also an elected or appointed official of the Town. The June 28, 2018 Farmington MPO Committee Bylaws and Operating Procedures indicate that Policy Committee alternates must also be either an elected official or an appointed government official of the governing body, except for the NMDOT member. It is also recommend that the FMPO staff consider establishing a consolidated project management process to monitor items related to both long term Planning Products and short term Board and Committee items so the most up-to-date and current documents are posted on the web site. (A Gantt Chart is a useful project management tools in this regard.) This would help staff visualize the lead time that is necessary for regular occurring Planning Products to be completed within their mandatory deadlines.

Follow-Up Needed On: Research and determine official standing of Kirtland Policy Committee alternate. Compare official standing to the Bylaws to determine appropriateness of appointment. Communicate the outcome to NMDOT.

Notes from Follow-Up QAR:

4. Financials - Reporting and Documentation

☑ Reimbursement Packets consistently submitted in a timely, complete, and accurate fashion?
Reimbursement Packets include cover letters, Quarterly Reports, Budget Reports, Expenditure Summary, Invoices and supporting documentation? Are these provided with the Reimbursement Packets and maintained on file?

1. **Budget Report**: track expenditures by line-item as defined by task in the UPWP budget
2. **Expenditure Summary**: provide a summary of federal funds expended plus local match paid, by quarter.

Is the documentation on file, well-organized, and accessible?

3. **Security**: what measures does the MPO take to ensure their IT systems are secure?

General summary: Financial reporting and documentation submitted in a timely manner per the PPM. Documentation is complete and accurate. City of Farmington IT Department responsible for FMPO IT security. The MPO uses the City of Farmington’s servers to store and backup data. Rigorous IT procedures and protocols put in place by the City of Farmington since January 2018 ransom ware attack of system, i.e. no thumb or external drives allowed on any City of Farmington PC’s. Access is strictly monitored by IT staff. FMPO data backed-up on a regular basis to the City of Farmington server. Data residing on the FMPO website is also a built-in redundancy.

Concerns/Issues: How the NWNMCOG contractor accounts for time and expenses remains a concern. Reimbursements requests cannot cross-over Federal program years. (For example, expenses that occurred during FFY18 are not eligible for payment with FFY19 funds.)

Best Practices: MPO fiscal agent (City of Farmington) requiring monthly reimbursement packets from NWNMCOG rather than on a quarterly basis. As the MPO’s fiscal agent the City of Farmington needs to continue to scrutinize NWNMCOG reimbursement packets to ensure only allowable costs are included per 2 CFR 200 and PPM requirements.

Follow-Up Needed On: N/A

Notes from Follow-Up QAR:

A. **Timesheets and Timesheet Summary** - All MPO staff who charge time to a federally funded task are required to maintain internal, accurate, and current time records using database and spreadsheets comparable to the MPO Time Tracking workbook provided in the Planning Procedures Manual. GTG Liaison must randomly test a week to ensure the timesheets are on file and that they match what was included in that reimbursement packet.

- Is the MPO able to provide access to timesheets?
- Is supporting documentation available to track activities?
- Is the amount of time spent on MPO duties and billed to FHWA or FTA funds clearly indicated?

N/A In the event that work hours involve multi-tasking among several federally-funded tasks, does the MPO have a Cost Allocation Plan or Indirect Cost Agreement in place to address the specifics of each situation?

General summary: Timesheets and time tracking records maintained by the FMPO were available for Planning Liaison review. City of Farmington uses Executime software to track time, attendance and job codes (PL or FTA) of COF employees that work for the MPO. Timesheets for MPO staff members working for the City of Farmington were found to be consistent with reimbursement packets.
Concerns/Issues: Time record keeping related to the NWNMCOG remain a concern. MPO fiscal agent (City of Farmington) needs to continue to monitor NWNMCOG time record keeping to ensure only eligible time and expenses related to MPO duties are reimbursed.

Best Practices: N/A

Follow-Up Needed On: N/A

Notes from Follow-Up QAR:

B. Contract Awards

☐ No Contractor Awards during the time period covered by this QAR

OR:

☑ Published Notice in Newspaper for Invitation for Bid or Request for Proposals (RFP) (advertisement), copy of ad

☑ Bidder’s list at bid opening: Company(s) and quotation sheet(s); or copies of proposals received

☑ Award Letter, “NOTICE OF AWARD”/”NOTICE TO PROCEED” Forms

☑ All subsequent notices: starts, suspends, resumes, and completions

☑ Copy of fully executed Contract on file

☑ All invoicing (copies) for contractors, vendors, suppliers

General summary: The only contract that was awarded by the MPO was to Russel Planning and Engineering to complete the FMPO 2019 Bicycle and Pedestrian. This contract started on March 14, 2018 and ended on March 13, 2019. The contract and invoices were inspected by the Planning Liaison during the QAR site review.

Concerns/Issues: The Russel Engineering and Planning invoices where unclear regarding the time period that the invoice spanned. Russel Engineering and Planning numbered their invoices but did not indicate the period of time that the invoice covered. This is important so that services are not inadvertently billed and paid twice. It is recommended that the FMPO require consultants to provide a specific invoice number as well as identify the time period of service (beginning date and ending date) of the work on the invoice cover page. It is also a best practice to require consultants (and sub-consultants) to include time sheets in the invoice package for the period of service invoiced. This is a good check to make sure the hours billed in the invoice align with the actual time sheet records of the consultant. This is especially good management practice for consultants that have limited experience working on federally funded projects.

Best Practices: N/A

Follow-Up Needed On: N/A

Notes from Follow-Up QAR:

C. Inventory of capital assets acquired with Federal Aid Highway Program funds valued at $5,000 and greater

☐ Not applicable

OR:

☑ Are there property records that include a description of the property, serial or other identification number, source of property, who holds title, acquisition date, cost of property, percentage of Federal participation, location, use and condition of property and ultimate disposition data including date of disposal and sale price?
Is there a physical inventory of the property with results reconciled with property records (at least once every 2 years)?

Is there a control system developed to ensure adequate safeguards to prevent loss, damage or theft of property? If there was an occurrence did NMDOT investigate and what were the results of that investigation?

Are there adequate maintenance procedures developed to keep property in good condition?

Note: Disposition of items of equipment at current, per-unit, fair market value in excess of $5,000 may be retained or sold and the awarding agency (FHWA) has the right to an amount calculated by multiplying the current market value or proceeds from sale by awarding agency’s share of the equipment.

General summary: MPO staff indicated that a 2014 Ford Explorer 4x4 model was the only capital asset purchased by Federal Highway Program funds by the MPO. It was purchased for $23,892 and received by the City of Farmington on 5/7/14, VIN#1FM5K8B88EGB774619. MPO staff provided a printed copy of an email to the Planning Liaison from Joey Roadhouse (City of Farmington) to Shannon Glendenning (NMDOT) “Re: Information on the MPO Explorer (Unit #10407) Requested by NMDOT” dated April 11, 2018 detailing the capital asset purchased by Federal Highway Program funds by the MPO.

Concerns/Issues: A capital asset inventory of all assets acquired with Federal Aid Highway Program funds valued at $5,000 and greater that meets requirements of 2 CFR 200.313(e) must be maintained and updated. This capital asset inventory needs to be available for inspection by NMDOT and/or FHWA. Update inventory annually in advance of the QAR Site Reviews. This inventory was not available for annual QAR Site Review, conducted on 4/10/19.

Best Practices: N/A

Follow-Up Needed On: FMPO must have capital asset inventory of all assets acquired with Federal Aid Highway Program funds valued at $5,000 and greater available for annual QAR Site Review. FMPO did not have this inventory available at the QAR Site Review. Once obtained from the City of Farmington, FMPO staff should email it to the FMPO Planning Liaison.

Notes from Follow-Up QAR:

5. Structure/Intergovernmental & Other Agreements

General summary:
Cooperative Agreement with NMDOT (Contract Number D16019) dated 8/9/18 is current and on file and posted on the FMPO website. Cooperative Agreement term: August 9, 2018 through September 30, 2022.

Intergovernmental Services Agreement (ISA): Farmington Metropolitan Planning Organization (FMPO): Administrative and Management Services (dated 9/18/19) is current and is on file at the MPO. ISA term: August 15, 2018 through August 14, 2019. This ISA is between the City of Farmington and the Northwest New Mexico Council of Governments to provide Administrative and Management Services to the Farmington Metropolitan Planning Organization.

**Concerns/Issues:** N/A

**Best Practices:** Continue to keep on file and post on website as appropriate.

**Follow-Up Needed On:** N/A

**Notes from Follow-Up QAR:**

### 6. MPOs: Traffic Counts and Other Roadway Data

- [x] Is the MPO’s traffic count program aligned with NMDOT?
- [x] Are traffic flow maps available and posted on the MPO’s website?
- [x] Are Functional System maps available and posted on the MPO’s website?
- [x] Has the MPO worked with NMDOT to maintain Functional and NHS designations?

**General summary:** The NMDOT Data Management Bureau (Traffic Monitoring Program) is leading and coordinating traffic counts for the Farmington MPO, (as well as other smaller MPOs across the state). The FMPO is currently waiting on calibrated 2018 AADT counts from NMDOT for the Farmington region. The Farmington MPO is still maintaining their Midwestern Software Solutions (MS2) license, a web-based Transportation Data Management System that is used by the FMPO to compile and analyze traffic data. FMPO staff indicated that traffic flow maps and functional system maps are posted on the FMPO website, but they are dated. FMPO staff also indicated that they coordinate with NMDOT to maintain Functional and NHS designations.

**Concerns/Issues:** How the FMPO MS2 license relates to the NMDOT Traffic Monitoring Program remains a concern. The NMDOT Traffic Monitoring Unit is not coordinating with FMPO on how to best utilize the MS2 license that FMPO is maintaining. FMPO may elect to discontinue the MS2 license, unless it determines that the features offered by maintaining the license are beneficial to FMPO. The NMDOT Planning Bureau recognizes the challenges FMPO faces in updating their traffic flow and functional system maps. The foundational data that is necessary to produce these maps is contingent on the cooperation of the NMDOT Traffic Monitoring Unit.

**Best Practices:**

**Follow-Up Needed On:** FMPO needs to update their traffic flow and functional system maps.

**Notes from Follow-Up QAR:**

### 7. Staff & Board/Committee Member Training and Professional Development
Is there a training/professional development plan for MPO staff and how is it being implemented?

Have all MPO staff attended the basic NHI courses when offered [e.g. Federal-Aid Highways 101 (last offered spring 2014), Highway Program Funding (last offered winter 2016)]?

Has an MPO Planner attended a NM Open Meetings Act training?

Is the MPO following the UPWP training plan for Board/Committee Members? Are additional resources needed to implement the training plan?

- What is the outreach to non-participating members? *(Detail below)*

| General summary: FMPO staff indicated that there are ongoing training and professional opportunities for staff. Specifically, FMPO staff will be participating in the 2 CFR 200 Trainings (May 14 and 15, 2019) as well as eSTIP trainings at NMDOT. FMPO staff also indicated that they have participated in National Highway Institute (NHI) courses. FMPO staff have also attended the NM Open Meetings Act training. FMPO staff have instituted quarterly trainings for Technical Committee and Policy Committee members at TC and PC meetings. FMPO staff indicated that the meeting agendas for both the Technical Committee and Policy Committee meetings includes opportunities for input by members (under the Business from Chairman, Members, and Staff standard agenda item) and from the public (Public Comment on Any Issues Not on the Agenda standard agenda item). |
| Concerns/Issues: N/A |
| Best Practices: In the last year and since the last QAR, FMPO added the Town of Kirtland to the MPO via the JPA. FMPO staff also indicated that the recent change in the JPA that increased the membership of the committees resulted increased participation at TC and PC meetings |
| Follow-Up Needed On: N/A |
| Notes from Follow-up QAR: |

8. Public Involvement & Outreach/Environmental Justice/Title VI

- Is public attendance at meetings encouraged and tracked?
- Is public input received, addressed, and documented?
- Is there outreach to Environmental Justice/minority communities?
- Do meetings comply with the NM Open Meetings Act?
- Are Environmental Justice and Title VI complaints documented, addressed and tracked?
- Is NMDOT GTG Liaison informed of all complaints and resolution in a timely manner?

| General summary: FMPO staff indicated the public attendance is tracked through a sign-in sheet available at each TC and PC meetings. Public attendance is also tracked through the minutes of each meeting. Emails received from the public are included as public comments as part of the TC and PC agenda packets for committee members. |
| Concerns/Issues: Outreach to Environmental Justice/minority communities is recognized as an issue by FMPO staff. The City of Farmington participates in other Federally funded programs where outreach to Environmental Justice/minority communities has been flagged. The City of Farmington and FMPO are coordinating to address these concerns. The FMPO intends to address improved outreach to Environmental Justice/minority communities through a revised Public Participation Plan. Recommend exploring low cost methods to improve outreach to the public that may not have internet access and/or Environmental Justice/minority communities. |
Justice/minority communities. Possible outreach methods include: community based bulletin boards, public service announcements, and public access TV/Radio.

<table>
<thead>
<tr>
<th>Best Practices</th>
<th>FMPO TC and PC meetings comply with NM Open Meeting Act. Public attendance encouraged. Opportunity for public comment included as a regular agenda item for all meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow-Up Needed On</td>
<td>Improve outreach to the public that may not have internet access and/or Environmental Justice/minority communities.</td>
</tr>
</tbody>
</table>

**9. Tracking all TIP projects – how is the MPO Planner doing this?**

<table>
<thead>
<tr>
<th>General summary</th>
<th>FMPO staff indicated that MPO tracks TIP projects through the monthly Technical Committee meeting updates that the TC members provide. FMPO staff also monitors the eSTIP to make sure that the local public agencies within the MPO enter their amendments in the eSTIP correctly.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concerns/Issues</td>
<td>Updates for TIP projects are sometimes not provided at the Technical Committee meetings. A good approach to improve the monthly TIP project updates is to have TC committee members prepare and communicate their updates to MPO staff 2 to 3 days in advance of the TC meeting. A brief written update would suffice. Using these brief written monthly TIP updates, a consolidated table would be compiled by MPO staff. Ultimately this consolidated table of TIP Updates would be made available and/or displayed during the TCC meetings. This way other committee members, MPO staff, and the public in attendance can better follow and comprehend the updates. TC members would continue to provide their TIP project update verbally at the meeting and be available to answer questions or clarify issues regarding the project. This more systematic approach would also serve as an early warning system to avoid any future programming issues related to design and engineering schedules, ROW/Environmental certifications, lapsing funding, etc.</td>
</tr>
<tr>
<td>Best Practices</td>
<td>N/A</td>
</tr>
<tr>
<td>Follow-Up Needed On</td>
<td>N/A</td>
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</table>

**Notes from Follow-up QAR:**

**10. Nonconformance issues during the time period since the last QAR:**

- Have there been nonconformance issues (per PPM) since the last QAR?
- If so, is there a Corrective Action Plan underway?

The FMPO Corrective Action Plan (CAP) spanned the 2017 to 2019 time frame. The FMPO CAP amendment finalized on February 11, 2019 was closed on April 12, 2019. NMDOT and FMPO agreed to the previous CAP on 2/23/17 and amended it on 10/27/17. All FMPO CAP findings are considered closed as of April 12, 2019.

**11. Overall organization:**

- Are files organized, easy to find, and backed up?
- Does MPO have a shared drive everyone uses or are files stored on separate PCs? (Multiple employees need to have access to all files reviewed in this QAR.)

- How are files/documents archived? *(Detail below)*
General summary: File structure visually inspected by Planning Liaison. Files where logically organized and easy to find. Per the 9/18/18 City of Farmington/NWNMCOG Intergovernmental agreement (ISA) the City of Farmington IT Department, including its GIS Division will provide services to the FMPO, including the purchase and maintenance of personal computers, peripherals, networks, telephones and software. The FMPO’s website will continue as an extension of the City’s website. City of Farmington uses a shared drive network system. Network data is backed up on a regular basis. Network use is restricted to authorized personnel only. Authorization from Departmental Head to get access to network is required. All MPO employees have access to the MPO drive and data. Access is provided to NWNMCOG Executive Director. All IT resources under Fiscal Agent (City of Farmington) control.

Concerns/Issues: N/A

Best Practices: Since January 2018 ransom ware attack of Farmington’s network system access is strictly monitored by IT staff. Robust IT procedures put in place by the City of Farmington.

Follow-Up Needed On: N/A

Notes from Follow-Up QAR:

12. Additional notes and comments:

The Farmington MPO website is an effective tool to disseminate information to the public about MPO activities. Consider refreshing the website as updated data (traffic counts, maps, and plans) become available. MPO physical and digital files are maintained in an efficient and logical manner. MPO Officer and Administrative Assistant very responsive during QAR Site Review.

13. GTG Liaison: Please provide a summary of the review, including issues/findings and follow up needed, along with a timeline for MPO to address any findings.

The most applicable findings from Farmington’s 2018 financial audit relates to controls and requirements surrounding the procurement process. The City of Farmington as the MPO’s fiscal agent needs to acknowledge and understand that Federal regulations pass-through to grantees, sub-grantees, and to any vendors or consultants when federal funding is used. Therefore, it is important for City and MPO staff to participate in training opportunities that address federal procurement and 2 CFR 200 requirements.

The following specific items need to be addressed by the FMPO:

1. MPO Officer to provide a progress report regarding the City’s resolution of the audit finding related to the City’s procurement processes.

2. MPO Officer to confirm that email and/or phone number provided for the Title VI contact is permanent and stable.

3. FMPO staff to research and determine official standing of Kirtland Policy Committee alternate per the current MPO Committee Bylaws and Operating Procedures.
4. Capital asset inventory of all assets acquired by the FMPO with Federal Aid Highway Program funds valued at $5,000 and greater to be made available at annual QAR Site Reviews. FMPO must send the current inventory to GTG Liaison.

5. MPO Officer to provide progress report regarding updates to FMPO traffic flow and functional system maps.

6. MPO staff to identify methods to improve outreach to the public that may not have internet access and/or Environmental Justice/minority communities.

NMDOT GTG Planning Liaison will check in with MPO staff at six months from the date this QAR was emailed to the FMPO (noted below) to review progress on follow-up items included above.

Follow-up Recommendations for next QAR:

<table>
<thead>
<tr>
<th>Review and Sign-off</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Submitted to GTG Supervisor on (DATE) Joseph Moriarty (5/22/19)</td>
</tr>
<tr>
<td>Reviewed and Approved by (NAME) on (DATE) Rosa Kozub (5/29/19)</td>
</tr>
<tr>
<td>Final Report (pdf) emailed to MPO on (DATE) 5/29/19</td>
</tr>
</tbody>
</table>
PRESENTATION

Recent disasters, including wildfires in California, flooding in Colorado, ice storms in Atlanta, and hurricanes from the Gulf Coast to the Northeast, have endangered the long-term investments that Federal, state, and local governments have made in transportation infrastructure.

Transportation agencies across the country are assessing ways to ensure that our nation’s transportation infrastructure is resilient—prepared for and able to withstand, respond to, and quickly recover from potential disruptions.

Addressing this critical issue is included in the U.S. Department of Transportation Strategic Plan for FY 2018-2022, which includes development of new tools to improve transportation infrastructure durability and resilience as a priority innovation area. It also states that infrastructure should be made resilient and durable to withstand extreme weather events.

Doing so will reduce future maintenance costs over the full life cycle of transportation assets. In addition, The Fixing America’s Surface Transportation (FAST) Act, signed into law in December 2015, requires agencies to consider resiliency during transportation planning processes.

FHWA is developing resources for State DOT and MPO planners on integrating resilience into the transportation planning process. FHWA has developed a white paper and fact sheet and is developing case studies, a Q&A document, and a handbook. FHWA also sponsored three peer exchanges to explore approaches to incorporating resilience into the planning process with State DOTs, MPOs and other stakeholders.

Three (3) short readings have been provided to you: “Resilience and Transportation Planning,” “Considering Resilience in Transportation Planning: Laying the Groundwork,” and, “Building Resilient Transportation.”

Please review the readings and be prepared to discuss the concepts and methods discussed in the readings for inclusion into the new MTP.
RESILIENCE AND TRANSPORTATION PLANNING
The nation’s transportation system is essential to the economic prosperity and quality of life of communities. In order to play this critical role infrastructure must be secure and resilient to a myriad of hazards. Resilience is the ability to anticipate, prepare for, and adapt to changing conditions and withstand, respond to, and recover rapidly from disruptions. The Fixing America’s Surface Transportation (FAST) Act, signed into law in December 2015, requires agencies to take resiliency into consideration during transportation planning processes.

Following passage of the FAST Act, the Federal Highway Administration and the Federal Transit Administration updated the metropolitan and statewide transportation planning regulations to reflect these new requirements. The transportation planning rule includes:

- A new planning factor for states and metropolitan planning organizations (MPOs) to consider and implement: improving the resiliency and reliability of the transportation system (23 CFR 450.206(a)(9) and 23 CFR 450.306(b)(9)).
- A recommendation for MPOs to consult with agencies and officials responsible for natural disaster risk reduction when developing a metropolitan transportation plan and the transportation improvement program (23 CFR 450.316(b)).
- A requirement that the metropolitan transportation plan assess capital investment and other strategies that reduce the vulnerability of the existing transportation infrastructure to natural disasters (23 CFR 450.324(g)(7)).

CLIMATE AND EXTREME WEATHER RESILIENCE
The impacts of a changing climate and extreme weather events are one of the hazards that threaten our nation’s transportation systems. Flooding, extreme heat, and severe storm events endanger the long-term investments that Federal, state, and local governments have made in transportation infrastructure. Changes in climate have intensified the magnitude, duration, and frequency of these events for many regions in the United States, a trend that is projected to continue. As a result, transportation agencies across the country are assessing ways to protect, preserve, and improve their assets in the face of increasing climate change and extreme weather events.

OPPORTUNITIES TO CONSIDER CLIMATE RESILIENCE IN TRANSPORTATION PLANNING
State Departments of Transportation (DOTs) and MPOs across the country are conducting vulnerability assessments to understand the vulnerability of their transportation systems to the impacts of climate change and extreme weather. The transportation planning process provides a key opportunity for transportation agencies to proactively identify projects and strategies to address the vulnerabilities identified through the assessments and to promote resilience at the systems level, thereby meeting the FAST Act resiliency requirements outlined above.
At each stage of the transportation planning process, agencies have opportunities to integrate resilience:

**Regional Vision & Goals:** Establish goals and performance measures related to resilience (e.g., system reliability, sustainability, reduced delays).

In Tampa, Florida, the Hillsborough MPO’s long range transportation plan includes an objective to increase the security and resiliency of the multimodal transportation system, with an associated performance measure on reducing the recovery time and economic impact of a major storm. The plan also outlines an investment plan needed to achieve the objective of the vulnerability reduction program.

**Long Range Transportation Plan:** Use information on resilience to identify strategies and investment scenarios during development of statewide and metropolitan long range transportation plans.

The Capital Area Metropolitan Planning Organization (CAMPO) in Austin, Texas integrated the results of its vulnerability assessment into its 2040 Regional Transportation Plan. The plan summarizes the climate-related risks to the region’s transportation system and identifies potential measures that the CAMPO region can implement to proactively increase the transportation system’s climate resiliency. Priority action items included in the plan are: increasing extreme weather resiliency by evaluating the adequacy of potential wildfire and flood evacuation routes; identifying opportunities to increase system redundancy and alternate routes; and advancing best practices in addressing drought related impacts on the transportation system.

**Project Evaluation and Prioritization:** Use resilience as a factor for project prioritization.

The Maryland Department of Transportation’s State Highway Administration (SHA) is using the results of its vulnerability assessment to delineate coastal locations vulnerable to flooding. This data is intended to help the agency screen new project plans and designs for resilience to future climate impacts. The SHA will use the screening mechanism to inform its Highway Needs Inventory, a planning document that lists major capital construction projects.

**Project Development:** Consider resilience in project design and engineering.

The Massachusetts Department of Transportation developed the Highway Project Intake app, a web-based GIS application designed to improve agency coordination and expedite project delivery. The app allows users to access over 30 location-based transportation, safety, environmental, and vulnerability data layers, including an inventory of flood prone areas. Project planners can utilize the tool to identify vulnerability issues and adaptation solutions early in the project planning process.

**LEARN MORE**

FHWA is developing resources to assist transportation agencies with integrating resilience into the transportation planning process. For more information, visit the FHWA’s Sustainability and Resilience website at [http://www.fhwa.dot.gov/environment/sustainability/resilience/](http://www.fhwa.dot.gov/environment/sustainability/resilience/) or contact:

Heather Holsinger  
Sustainable Transport and Resilience Team  
Heather.Holsinger@dot.gov  
202-366-6263

Jody McCullough  
Planning Oversight and Stewardship Team  
Jody.McCullough@dot.gov  
202-366-5001
Considering Resilience in Transportation Planning: Laying the Groundwork

- Heather Holsinger - FHWA (Moderator)
- Allison Yeh - Hillsborough MPO
- Tracey Frost - CALTRANS
- Johnny Olson - CDOT
Sixteen Billion-Dollar Disasters in 2017

U.S. 2017 Billion-Dollar Weather and Climate Disasters

North Dakota, South Dakota, and Montana Drought Spring–Fall 2017
Western Wildfires, California Firestorm Summer–Fall 2017
California Flooding February 8–22
Colorado Hail Storm and Central Severe Weather May 8–11
Midwest Severe Weather June 27–29
Midwest Severe Weather June 12–16
South/Southeast Severe Weather March 26–28
Midwest Tornado Outbreak March 6–8
Central/Southeast Tornado Outbreak February 28–March 1
Missouri and Arkansas Flooding and Central Severe Weather April 25–May 7
Southeast Freeze March 14–16
Southern Tornado Outbreak and Western Storms January 20–22
Hurricane Harvey August 25–31
Hurricane Irma September 6–12
Hurricane Maria September 19–21

This map denotes the approximate location for each of the 16 billion-dollar weather and climate disasters that impacted the United States during 2017.
**Resilience**: the ability to anticipate, prepare for, and adapt to changing conditions and withstand, respond to, and recover rapidly from disruptions.
Integrating Resilience

Goal: Integrate consideration of resilience in transportation decision making

• In support of 23 U.S.C. § 503(b)(3)(B)(viii), which directs the U.S. Department of Transportation “to carry out research and development activities … to study vulnerabilities of the transportation system to … extreme events and methods to reduce those vulnerabilities.”
Extreme Weather Resilience Policy

- USDOT FY 2018-22 Strategic Plan: “DOT will increase its effectiveness in ensuring that infrastructure is resilient enough to withstand extreme weather”
- FHWA Order 5520 commits FHWA to integrating extreme weather risk consideration into programs
- Extreme weather resilience eligible for FHWA funds
- Emergency relief program guidance encourages cost-effective resilience strategies
• Risk-based asset management plans must address risks associated with current and future environmental conditions (23 CFR 515)

• Assets requiring repeated repair require analysis of alternatives (23 CFR 667)

• State and metropolitan transportation planning should now include resilience as a planning factor (23 USC 134, 23 CFR 450)

• Metropolitan transportation plans shall include an assessment of capital investment and other strategies to... reduce the vulnerability of the existing transportation infrastructure to natural disasters (23 CFR 450.324(f)(7))
FHWA Initiative: Integrating Resilience into the Transportation Planning Process
https://www.fhwa.dot.gov/environment/sustainability/resilience/ongoing_and_current_research/planning/

- Workshops and Peer Exchanges
- White Paper
- Q&A Document (October 2018)
- Case Studies (November 2018)
- Handbook (December 2018)
FHWA Resilience Resources

- Gulf Coast 2 Study
- Resilience Pilots - State DOTs, MPOs, FLMAs
- Hurricane Sandy Project
- Tools

https://www.fhwa.dot.gov/environment/sustainability/resilience/

Vulnerability & Adaptation Framework

Engineering Guidance (HEC-25 & 17)

Project Development

Operations & Maintenance

Guidebooks under development on integrating resilience in:
- Asset Management
- Transportation Planning
- Nature-based solutions
Approaches to Incorporating Resilience in Planning?

- Include resilience in transportation plan goals and objectives
- Identify, evaluate, and adopt strategies to address identified vulnerabilities
- Screen projects during planning to avoid making investments in particularly vulnerable areas
- Include resilience in the criteria for evaluating projects for funding
- Consider future environmental conditions in corridor planning studies
THANK YOU!

Heather Holsinger – Heather.Holsinger@dot.gov
Allison Yeh – yeha@plancom.org
Tracey Frost – Tracey.Frost@dot.ca.gov
Johnny Olson - j.olson@state.co.us
EXTREME WEATHER EVENTS DISRUPT U.S. TRANSPORTATION

State and regional transportation agencies across the country are facing extreme weather events that damage roads and bridges and cost large sums to repair, not to mention the cost to the economy from disrupted travel. These events—including heat waves, drought, tropical storms, high winds, storm surges and heavy downpours—are becoming more frequent and severe as the climate changes.

FHWA IS RESPONDING

These climate risks threaten the considerable federal investment in transportation infrastructure and FHWA is responding:

- FHWA issued an order committing the agency to integrating climate risk considerations into the delivery and stewardship of FHWA programs.
- Climate adaptation activities are eligible for FHWA funding, including vulnerability assessments and design and construction of projects or features to protect assets from damage associated with climate change.
- FHWA’s updated emergency relief program guidance reflects climate resilience.
- FHWA implemented transportation law passed in 2012 which requires states to develop risk-based asset management plans and to consider alternatives for facilities repeatedly needing repair or replacement with federal funding.
- FHWA implemented transportation law passed in 2015 requiring the transportation planning process to include resilience as a planning factor and for metropolitan areas to develop resilience strategies.
- FHWA developed tools and guidance for systematic consideration of climate risks at transportation system and project levels.

WHAT CAN TRANSPORTATION AGENCIES DO TO BUILD RESILIENCE?

Know your vulnerabilities

Departments of transportation (DOTs), metropolitan planning organizations (MPOs), and others can begin with a vulnerability assessment for their area using FHWA’s Vulnerability Assessment Framework, a guidebook and online resource detailing key steps and in-practice examples. Based on the experience of pilot projects and other work, each step of the framework has tools, case studies, videos and other resources associated with it. For instance, FHWA’s Climate Data Processing Tool processes publicly available, but large and unwieldy data sets into local temperature and precipitation projections tailored to transportation practitioners.
Transportation Agencies Using FHWA Resources to Build Resilience

FHWA has partnered with state DOTs, MPOs and others across the country to assess vulnerabilities and analyze opportunities to improve resilience. Projects vary in scope and emphasis and include: state-wide vulnerability assessments, analyses of engineering options for improving resilience of specific road segments, analysis of opportunities to protect assets by mimicking nature, incorporating climate risks into asset management, and deploying and monitoring adaptation solutions. Many projects were led by our partners, while others were cooperative projects led by FHWA.

Utah DOT is developing metrics and thresholds to incorporate annual risk information into transportation planning and investment decisions. Threats included in the analysis are wildfires, floods, and earthquakes.

To contain landslides along I-77 in Carroll County, VA, Virginia DOT built the below soil nail supported toe wall, as a first step in an adaptive response to the slide that includes building additional walls, higher on the slope, if needed. Virginia DOT’s current pilot is deploying and testing flood barriers, such as the type pictured above. Using the USGS Hazard Mitigation Cost Effectiveness Tool, MassDOT found its benefit cost ratio for the temporary flood barriers is 58:1.

The U.S. DOT Gulf Coast Study included sophisticated storm surge modeling under sea level rise and stronger hurricane scenarios.

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The California Department of Transportation (Caltrans) analyzed the vulnerability of over 16,000 assets in Caltrans District 1 (northern CA). Caltrans then developed adaptation strategies for four prototype locations. To address sea level rise along Highway 101 on Humboldt Bay, Caltrans considered increased armorin/flood walls, elevated infrastructure, and relocated structures.

The MPO for Tampa, FL included climate resilience analysis in their transportation plan, finding that adaptation actions would cost $31M, but avoid $265M in losses.

Following Hurricane Sandy, FHWA partnered with the tri-state region on a multi-jurisdictional vulnerability assessment and analysis of adaptation solutions.

Delaware DOT developed a design to protect a section of the State Route 1 corridor from coastal flooding using oyster reefs to break waves, marsh and dune plantings to prevent erosion and a tide flap on the stormwater outfall to prevent backflow. Some of the techniques are similar to those of a living shoreline project in the Delaware Inland Bays, pictured above.

Tennessee DOT conducted a multimodal vulnerability assessment for the state, obtaining key information for asset management. Landslides, tornados, and river flooding are risks.

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The U.S. DOT Gulf Coast Study included sophisticated storm surge modeling under sea level rise and stronger hurricane scenarios.

The MPO for Tampa, FL included climate resilience analysis in their transportation plan, finding that adaptation actions would cost $31M, but avoid $265M in losses.
Use the transportation planning process

The metropolitan and statewide transportation planning process provides key opportunities for taking climate change into account. Resilience and sustainability should be considered early during decision-making at the systemwide level, when options and priorities are considered for transportation investments to meet multiple community goals. FHWA is developing resources, including a white paper, case studies, and a handbook, on options and real world examples for integrating resilience into the transportation planning process.

Incorporate climate risks into design and asset management

Transportation agencies can consider climate impacts when planning new assets or rehabilitating existing assets. Risk based asset management involves identification of a sequence of actions to manage and preserve assets over the long term, and provides a platform for inventorying assets, evaluating risks to those assets, and prioritizing capital improvements to make them more resilient to future environmental conditions. FHWA supported six States to pilot methods for addressing resilience in asset management and is developing a guidebook on this topic.

Transportation agencies can also take advantage of Synthesis of Approaches for Addressing Resilience in Project Development (2017), developed to support project-level adaptation work. It provides key lessons learned for a range of engineering disciplines developed from more than two dozen engineering-informed adaptation studies.

Agencies can use FHWA's Adaptation Decision-making Assessment Process (ADAP) for engineering transportation assets to be more resilient to climate impacts, which was developed under Phase II of the Gulf Coast Study, and refined in the Post-Hurricane Sandy Transportation Resilience Study as well as engineering studies developed to support the synthesis report. The process includes consideration of multiple alternatives and cost benefit analysis.

Agencies can prioritize “no regrets” actions that improve resilience of assets to existing stressors, have co-benefits, or cost little relative to the overall value of the asset. They can build flexibility into designs to allow for changes in the future given inevitable uncertainty regarding future emissions levels and precise timing and severity of impacts. For example, agencies can design flood walls that can be heightened in the future with minimum additional expense.

FHWA's updated Hydraulic Engineering Circular (HEC) 25: Highways in the Coastal Environment, includes guidance on estimating future sea levels and storm surges along with designing protection measures such as revetments, beach nourishment, and bridge deck elevation. FHWA also provides guidance on how to incorporate information on changing precipitation patterns in HEC 17: Highways in the River Environment - Floodplains, Extreme Events, Risk, and Resilience (2016). Finally, FHWA is providing information on how transportation agencies can use nature-based strategies -- such as restoration of beaches, dunes, wetlands, and reefs – to protect roads from coastal flooding while also benefiting the environment.

Incorporate climate risks into design and asset management

FHWA Emergency Relief (ER) funds can be used to rebuild a damaged asset more resiliently if consistent with current standards or if economically justified. As shown in the photo above, an articulated concrete block revetment system protected segments of US 98 along the Gulf Coast of Florida from the Category 4 storm surge of Hurricane Michael in 2018. Where the engineered revetment system was not in place, Hurricane Michael washed the road away. Florida DOT is working closely with the FHWA Florida Division office on adding the protection to additional segments to prevent damage in the future.

Operations and maintenance

Operations and maintenance strategies can also lessen climate impacts on transportation. Examples include more frequent cleaning of storm-drains, improved plans for weather emergencies, closures and rerouting, traveler information systems, debris removal, early warning systems, prepositioning materials, damage repairs, and performance monitoring. See FHWA's guide on this topic for more information.

FHWA will continue partnering with federal, state and local agencies on the shared goal of a transportation system that provides safe mobility under current and future conditions, supporting the nation's economy and quality of life.

LEARN MORE

FHWA's resilience website offers publications, policies, guidance, webinar recordings, and tools for assessing vulnerabilities and building resilience.

https://www.fhwa.dot.gov/environment/sustainability/resilience/

Contact: Michael Culp, Sustainable Transport and Resilience Team Leader, michael.culp@dot.gov, 202-366-9229
DISCUSSION ITEMS

There were no additional discussion items provided by Technical Committee members for inclusion in the Agenda.
### INFORMATION ITEMS

a. **MTP Update.** Selection of the consultant is currently scheduled by the Farmington City Council (Fiscal Agent) on August 13, 2019. A report will be provided to you at your meeting.

b. **FFY2020-2025 TIP Amendment Schedule.** A proposed schedule has been sent to NMDOT for their review/approval. The first amendment is tentatively slated to begin with the call for projects in September or October 2019 for the committees’ consideration/ adoption to occur in November. A status report will be provided to you at your meeting.

c. **New NM-LTAP Trainings for the Fall.** Attached is a schedule of upcoming inexpensive trainings available to employees of your entity.

d. **TIP Project Updates.** The MPO’s QAR Item #9 provided a recommendation that the TC members prepare and communicate their updates to MPO staff 2-3 days in advance of the TC meeting. MPO Staff could then compile a consolidated table for use at the meeting. Please be prepared to discuss this at your meeting.

e. **MPO Quarterly.** The MPO Quarterly is scheduled for September 18 and 19 in Santa Fe. The meeting on Wednesday will be the updates from the MPOs and NMDOT along with any other pending discussion items. There will be training on Thursday on pedestrian safety led by FHWA on their STEP program – Safe Transportation for Every Pedestrian.
Register **TODAY** for Trainings Near You

NM-LTAP is dedicated to providing training opportunities that fit your needs. That is why we offer trainings across the state to help our transportation workforce develop the skills they already have and learn ways to enhance their work. NM-LTAP is your workforce development center and your needs are our priority. Register today for a course near you! Don’t see one that works for you? Call to request a course for your agency.

**Introduction to Online Mapping**
**August 7, 2019 in Albuquerque, NM**

Online mapping or Web mapping is a process of compiling and delivering geo-spatial data in the form of an interactive web application. Online mapping services allow users to interact with geographic data, query data, finding landmarks, obtaining addresses, etc. This course provides information on current and emerging online mapping technologies and capabilities. The emphasis of this class will be hands-on experience in the following aspects of Internet-enabled mapping.

**Americans with Disabilities Act Compliance**
**August 13, 2019 in Las Vegas, NM**
**September 11, 2019 in Las Cruces, NM**

The Americans with Disabilities Act (ADA) requirements have been in effect since 1990, yet state and local jurisdictions all across the country have dealt with severe penalties from the U.S. Department of Justice for failure to provide the required facilities. This class identifies the laws that involve ADA required facilities associated with public rights of way. Also included are discussions about the entire pedestrian facility, including sidewalks and curb ramps. Requirements for completing and maintaining a transition plan are also included. A person doesn’t have to look very hard to find newly constructed pedestrian facilities that do not meet ADA requirements. Doing it right the first time is repeatedly stressed throughout this class.

**Roadway Drainage**
**September 10, 2019 in Las Cruces, NM**

This course will discuss basic road design characteristics as they relate to drainage, soil characteristics, basic hydrology (drainage areas, runoff factors, and rainfall intensity), hydraulics (culvert materials, sizing culvert, sizing ditches), and placement of culverts, culvert end treatments, and culvert and ditch maintenance. The participants will have an understanding of the makeup of roadway drainage and the qualities that increase the service life of the road. This course is set up to create discussion among participants, to include local conditions, concerns and techniques. While this course does not provide design criteria for engineers, it is intended to cover the needs of all people responsible for roads, from managers to operators.
Roadway Safety 365
October 29, 2019 in Roswell, NM
To help reduce the number and severity of crashes on local and rural roadways, the FHWA Office of Safety has developed this one day Road Safety 365 workshop as part of a package of focused products for local and rural governments. Road Safety 365 is designed to provide local and rural agencies with practical and effective ways to incorporate safety solutions into daily activities as well as the project development process.

Asphalt Pavement Maintenance
October 30, 2019 in Roswell, NM
This seminar provides information on specific maintenance techniques for asphalt pavements. Topics include pavement preservation concepts, preventative and corrective repairs, identifying types of pavement distress and their causes, selecting candidates for pavement preservation, and methods for repairing pavement failures.

Associated Contractors of New Mexico

The Associated Contractors of New Mexico (ACNM) and NM-LTAP are teaming up to provide trainings to members of local agencies. From Flagger Training to OSHA certifications, NM-LTAP is your resource for low-cost trainings. Register through NM-LTAP and receive ACNM courses for only $25.

New Course Catalog

The New Mexico LTAP Center provides technical assistance and training to support workforce development with the aim of helping local governments and municipalities across New Mexico meet their transportation needs. Our mission is to provide technology transfer in the surface transportation arena, and to promote surface transportation and worker safety to all New Mexico public works and transportation agencies. NM-LTAP provides low cost trainings that range from workforce development to leadership development.

Just as no two people are the same, so is the case for New Mexico communities. Our courses are not one size fits all and we work with you to develop the skills you need. Take a look at the courses we offer on our website and request a course near you.

Register today for New Mexico LTAP Courses

ltap.unm.edu  (505) 277-0767  ltap@unm.edu
The minutes from the

July 10, 2019

Technical Committee meeting

are on the following pages.
M I N U T E S  
FARMINGTON METROPOLITAN PLANNING ORGANIZATION  
TECHNICAL COMMITTEE MEETING  
July 10, 2019  

Technical Members Present:  
Steven Saavedra, City of Aztec  
Jason Thomas, City of Bloomfield  
Nica Westerling (Alt), City of Farmington  
Dan Flack, Town of Kirtland  
David Quintana, NMDOT District 5 (via phone)  
Andrew Montoya, Red Apple Transit  
Fran Fillerup, San Juan County  
Nick Porell, San Juan County  

Technical Members Absent:  
Helen Landaverde (Alt), City of Farmington  

Staff Present:  
Mary Holton, MPO Officer  
June Markle, Administrative Assistant  

Staff Absent:  
None  

Others Present:  
Joseph Moriarty, Liaison, NMDOT Planning Bureau  
Larry Hathaway, San Juan County  
Scott Martin, San Juan County  
Glojean Todacheene, San Juan County Commissioner  
Robert Kuipers, Northwest RTPO Program Manager & other members of the RTPO  

1. CALL TO ORDER  

Chair Nick Porell called the meeting to order at 10:00 a.m.  

2. APPROVE THE MINUTES FROM THE JUNE 12, 2019 TECHNICAL COMMITTEE MEETING  

Mr. Fillerup moved to approve the minutes from the June 12, 2019 Technical Committee meeting. Mr. Montoya seconded the motion. The motion to approve the minutes passed unanimously.  

3. FY2020-2025 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) DEVELOPMENT  

Subject:  
FFY2020-2025 Transportation Improvement Program (TIP) Development  

Prepared by:  
Mary L Holton, AICP, MPO Officer  

Date:  
July 10, 2019  

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The TIP is a short-term program of projects expected to be completed in the next four (4) years.
- Projects included in the TIP must be regionally significant and fiscally constrained.
- The TIP adoption process includes updating project information, adding new projects, and developing a TIP priority list.
- A Call for Projects was issued on May 20, 2019 to start the new TIP adoption process.
- There were no new projects to the TIP, therefore the PPM Review was not required.

Staff has continued to discuss updates to current projects and/or new projects with the entities, Red Apple Transit, and NMDOT.
- The TIP has been developed based on this input. There are a total of 15 projects proposed for the new TIP.
- The STIP is scheduled to be updated with FHWA by NMDOT in August 2019.
- The new TIP needs to be submitted to NMDOT by August 9, 2019.
- A 30-day public comment period on the new TIP opened on June 23. Public hearings will be held during the July 10 Technical Committee meeting and a Special Policy Committee meeting on July 25, 2019.

The TIP is required to be fiscally constrained. The projects listed have identified detailed funding sources as required.

MPO Staff recommends that the Technical Committee review the projects and consider recommending approval of the draft FFY2020-2025 TIP and the Self-Certification for the new FFY2020-2025 TIP to the Policy Committee.

49 CFR Parts 625 and 630.

DISCUSSION: Ms. Holton reported that the proposed FFY2020-2025 TIP has been reviewed over the past few meetings. Beginning on Page 3 of the Agenda is the current TIP project list, the public notice advertising the new TIP, the individual project description sheets, proposed Policy Committee Resolution 2019-7, and the Self-Certification for the FFY2020-2025 TIP. The list of the 15 projects to be included on the proposed FFY2020-2025 TIP are available at: https://www.fmtn.org/DocumentCenter/View/19797/Draft-FFY2020-2025-TIP_61819.

Ms. Holton asked that each Technical Committee member review their projects to ensure they are correct. Staff does recommend the Technical Committee recommend approval to the Policy Committee.

Mr. Saavedra stated that the City of Aztec is still trying to get clarification on the capital outlay funding awarded to them for the Aztec East Arterial project. Ms. Holton
replied that there would be four amendment cycles during FFY2020 and an amendment to this project can be made during one of those cycles. Chair Porell said he thought capital outlay funding would likely be awarded in September.

The Committee discussed a retention pond and piping project that was receiving capital outlay funding, but the contract for the project had to be obtained through NMDOT even though it was not a transportation project. Even requesting clarification from the capital outlay oversight group has not provided any definitive answers.

Chair Porell opened the public hearing. No comments were received. Chair Porell closed the public hearing.

**ACTION:** Mr. Thomas moved to recommend approval of the draft FFY2020-2025 TIP and Policy Committee Resolution 2019-7 to the Policy Committee. Ms. Westerling seconded the motion. The motion to recommend approval passed unanimously.

4. **FMPO & NWRTPO INTRODUCTIONS AND OPPORTUNITIES FOR FUTURE COLLABORATION**

**Subject:** FMPO and NWRTPO Introductions and Opportunities for Future Collaboration  
**Prepared by:** Robert Kuipers, RTPO Program Manager  
**Date:** July 10, 2019

**PRESENTATION**

Mr. Robert Kuipers, the RTPO Program Manager, will introduce RTPO Committee members and staff to the FMPO Technical Committee to begin to build a relationship between the agencies and to understand commonalities on how they might collaborate on transportation opportunities in the region.

The RTPO is encouraged and directed in its annual Regional Work Program to “Coordinate the RTPO’s planning program with other RTPOs and any Metropolitan Planning Organizations (MPOs) or other agencies impacted by and or associated with activities contained in the RWP”.

**DISCUSSION:** Mr. Kuipers said he and the other RTPO members hoped to build a strong working relationship between the RTPO and the FMPO and to begin looking at future opportunities for collaboration on transportation projects within the region. As an example he mentioned the needed safety and traffic flow improvements for the intersection of NM 371 and N 36. Chair Porell noted that this project has already been awarded capital outlay money with Navajo DOT overseeing the project design. Another example would be roads improved to the MPO boundary and, if there was a connection to a major RTPO corridor, the RTPO might want to extend the improvements into the
more rural nearby area. Although the opportunities for collaboration might be few, Mr. Kuipers thought it was important to being up the discussion.

RTPO Members who participated in the meeting with Mr. Kuipers: Jeff Irving, NWRTPO Chair, McKinley County Road Superintendent, Alicia Santiago, City of Gallup Public Works Department, Don Jaramillo, City of Grants Projects Manager, Larry Joe, Northern Navajo, Navajo DOT, Dave Deutsaw, Pueblo of Acoma Public Works Department, Trina Martin, Ramah Navajo Chapter, Gary Porter, Cibola County Transportation Director, Neala Krueger, NMDOT Planning Division Liaison to a number of RTPOs, JoAnn Garcia, NMDO District 6 Liaison to NWRTPO, and Marticia Holiday, NMDOT District 6.

Chair Porell said that the new Public Works Engineer for San Juan County, Scott Martin, would be participating with the RTPO as the County’s new representative.

5. STATUS OF TIP PROJECTS

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<th>Subject:</th>
<th>Status of TIP Projects</th>
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<tr>
<td>Prepared by:</td>
<td>MPO Staff</td>
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BACKGROUND

- The STIP Protocols, finalized in early 2014, require that each MPO shall develop a process to monitor the progress and status of each project in the first two years of the TIP. These monthly reviews help correct inconsistencies in the TIP, STIP, the MPO’s MTP, Agreement Request Forms (ARFs), etc. and provide for discussion among the members and NMDOT representatives.
- The Technical Committee will consider recommending approval to the Policy Committee of the new FFY2020-2025 TIP at this meeting.

TRACKING INFORMATION (2018-2023 TIP)

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<thead>
<tr>
<th>Local Agreement Status (ARF)</th>
<th>ITS/Sys ENG Certification</th>
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<tr>
<td>ROW Certification</td>
<td>Public Involvement Certification</td>
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<td>Design Completion 30 - 60 - 90%</td>
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<tr>
<td>Environmental Certification</td>
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<td>Utilities Certification</td>
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<td>Railroad Certification</td>
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<td>Archeology Certification</td>
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INFORMATION ITEM

- This is an information item only. Committee members will have an opportunity to provide any needed feedback/updates regarding current TIP project status and details.
- Once the new TIP is adopted, the full list of projects will updated prior to the committee’s August meeting so that the full review can resume.
DISCUSSION: With the adoption of a new TIP under consideration, current project updates could wait until after the new TIP has been adopted unless something critical needs to be addressed today. The Technical Committee was agreeable to postponing the discussion on project updates until August.

6. REPORTS FROM NMDOT

Joseph Moriarty – Planning Bureau
Mr. Moriarty had no Planning updates to report.

David Quintana – District 5
Mr. Quintana stated that the project for the intersection of NM 371 and N 36 is under development and is at approximately 30% design. This will be amended and added into the new TIP during the first amendment cycle. Navajo Nation DOT will be taking the lead on the project design while NMDOT will lead the project construction.

Paving on US 64 is ongoing and on schedule; completion is also on schedule.

Replacement of the bridge in La Plata has about 75 days until completion.

The NM 170 mill and fill project from mileposts 2-8 on NM 170 is expected to begin on July 22. There will be one lane road closure using a pilot car during the construction.

Mr. Quintana reported that all project applications submitted for the state’s call for projects have been forwarded to Planning. Each District was asked to rank their list of projects in order of District priority. This was completed and submitted to POD. From there the applications will go to the Secretary and then to the Transportation Commission for consideration in August.

Mr. Quintana said there has been no word on filling the Transportation Commissioner vacancy for District 5.

Chair Porell reported that the County Manager, City of Farmington Mayor, and several County Commissioners have expressed concern over the overgrown weeds in the medians along the state highways. He asked if Mr. Quintana knew what NMDOT’s schedule was for mowing the medians or if there was a specific schedule. Mr. Quintana said he would look into the issue and report back to the Committee.

Mr. Fillerup asked if the project on NM 170 would have signage on the roadway during construction to notify motorists of the one-lane roadway and pilot car. He thought this information would be of special interest to the farmers/land owners and first responders needing to travel the roadway. Mr. Quintana replied that there would be typical work zone signage would be posted and he would look into what additional notifications could be made and will provide that information to the MPO to forward to the Technical Committee. (Email update from Mr. Quintana later the same day: message boards will be posted two weeks prior to the beginning of construction and that the construction is now scheduled to begin on August 5.)
7. COMMITTEE MEMBER DISCUSSION ITEMS

<table>
<thead>
<tr>
<th>Subject:</th>
<th>Committee Member Discussion Items</th>
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DISCUSSION ITEMS

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

8. INFORMATION ITEMS

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INFORMATION ITEMS

a. Consultation on the Public Participation Plan (PPP). The proposed PPP has been revised to address many of the issues raised in the MPO’s recent Annual Quality Assurance Review (QAR). Joe has reviewed the proposed PPP, and has made suggestions to broaden the MPO’s consultation process and notice locations. As a result, MPO staff is asking for your input regarding:

If there should be any additional locations added to the following list for public notices:

- Aztec City Hall, 200 W Chaco, Aztec, NM
- Bloomfield City Hall, 915 N First St., Bloomfield, NM
- Farmington City Hall, 800 Municipal Dr., Farmington, NM
- Kirtland Town Hall, 47 RD 6500, Kirtland, NM
- San Juan County Administrative Building, 100 S Oliver, Aztec, NM
- Aztec Public Library, 319 S Ash, Aztec, NM
- Bloomfield Public Library, 333 S 1st Street, Bloomfield, NM
- Bloomfield Senior Center, 124 Ash Ave., Bloomfield, NM 87413
- Farmington Public Library, 2101 N Farmington Ave, Farmington, NM
- Farmington Civic Center, 200 W Arrington, Farmington, NM
- Bonnie Dallas Senior Center, 109 E. La Plata St., Farmington, NM
- Farmington Indian Center, 100 E Elm St, Farmington, NM
- Sycamore Park Community Center, 1051 Sycamore St, Farmington, NM
- Aztec Senior Center, 101 S Park, Aztec, NM
- Bloomfield Multi-Cultural Center, 333 S 1st Street, Bloomfield, NM
- San Juan Center for Independence, 1204 San Juan Blvd, Farmington, NM
- San Juan County Housing Authority, 7450 E. Main St., Suite C, Farmington, NM
Additionally, are there any neighborhood organizations and/or civic organizations that should be added to the MPO’s consultation lists?

DISCUSSION: Ms. Holton reported that a draft of the Public Participation Plan (PPP) has been provided to Joe Moriarty for his review. With his recommendations provided, she is working to finalize the PPP draft and get it out for the required 45-day review period. Ms. Holton wanted to consult with the Technical Committee to get their input on the list of locations for publication noted above that includes those currently used for CDBG purposes. Ms. Holton asked if there were additional locations where noticing of the PPP should be included.

Some of the additional locations recommended by the Technical Committee included:
- Educational institutions - all San Juan College campuses, UNM branch/Highlands on 30th Street in Farmington;
- Transit stops - will work with Andrew Montoya on gathering this list;
- Neighborhood or civic organizations - Steven Saavedra offered to coordinate with one in Aztec that meets at Aztec’s City Hall.

Ms. Holton explained that it is important to capture as many people as possible especially minorities, low income, and elderly. Mr. Fillerup commented that the list presented was very comprehensive.

Chair Porell asked what documents are included in the posting. Ms. Holton replied that the agenda, draft PPP and information on where/when the final document would be available for viewing. Chair Porell thought it might be beneficial to include a short description of what the MPO is and what it does since he thought there were likely many people who know little about the MPO.

9. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF

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

10. PUBLIC COMMENT ON ANY ISSUES NOT ON THE AGENDA

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

11. ADJOURNMENT

Mr. Flack moved to adjourn the meeting. Mr. Saavedra seconded the motion. The motion passed unanimously and Chair Porell adjourned the meeting at 10:32 a.m.