MPO POLICY COMMITTEE
MEETING AGENDA

September 26, 2019
1:30 p.m.

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

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<td>1. <strong>Call to Order:</strong> Call meeting to order</td>
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<td>2. <strong>Minutes:</strong> Approve the minutes from the August 22, 2019 Policy Committee Meeting.</td>
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| 3. **Hold the Annual Election of Officers**  
**ACTION ITEM**  
Presented by: Mary L. Holton, AICP | 1 |
| 4. **Consider adoption of the proposed 2019 Public Participation Plan (PPP) and proposed Policy Committee Resolution 2019-8**  
a. Review the proposed revised draft 2019 PPP  
b. Hold a public hearing on the proposed 2019 PPP  
c. Consider adoption of the proposed 2019 Public Participation Plan (PPP) and proposed Policy Committee Resolution 2019-8  
**ACTION ITEM**  
Presented by: Mary L. Holton, AICP | 2-25 |
| 5. **Review and discuss the proposed 2020 Policy Committee Meeting Schedule and proposed Policy Committee Resolution 2019-9**  
Presented by: Mary L. Holton, AICP | 26-31 |
| 6. **Reports from NMDOT**  
a. Update from the Planning Bureau *(Joseph Moriarty)*  
b. Update from District 5 *(David Quintana)* | |
| 7. **Committee Member Discussion Item(s)**  
*No additional discussion items were presented for inclusion on the Agenda* | 32 |
| 8. **Information Items**  
a. MTP Update  
b. PPP Activities  
**Presented by: Mary L Holton, AICP** | 33-35 |
| 9. **Business from Chairman, Members, and Staff** | |
| 10. **Public Comment on Any Issues Not on the Agenda** | |
| 11. **Adjournment** | |

*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

- As outlined in the MPO Committee Bylaws, the annual Election of Officers occurs in September to allow newly elected members to become familiar with Policy Committee proceedings.
- Each September, the Policy Committee selects the Chair and Vice-Chair from their membership. The elected members will serve until the following annual election (September 2020).
- The Chair presides over the meetings and is responsible for the other duties which are outlined in the Committee Bylaws and Operating Procedures document.
- The Vice-Chair presides over the meetings in the absence of the Chair.
- Councilor Sean Sharer has been serving as the current Policy Committee Chair, while Commissioner Sipe has been serving as the current Vice-Chair.

ELECTION

- Elect a Policy Committee Chair and Vice-Chair who will serve until September 2020.

ACTION ITEM

- It is recommended that the Policy Committee accept nominations and the Committee members vote to elect the Policy Committee Chair and Vice-Chair.
### 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 draft PPP was revised purposely to address issues raised in the MPO’s recent Quality Assurance Review (QAR) by NMDOT.
- The draft has been revised to reflect changes discussed at the August TC Meeting and minor typographical errors.
- The required 45-day public comment period for the draft PPP ran from August 11 – September 26, 2019.
- The Technical Committee recommended their approval on September 11.

### 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).
- Both Committees reviewed the draft PPP in August.
- Copies of the revised draft PPP and PC Resolution 2019-8 are attached.

### ACTION ITEM

- Staff and the Technical Committee recommend adoption of the 2019 Public Participation Plan (PPP) and Policy Committee Resolution 2019-8.

### APPLICABLE CITATION

- 23 CFR 450.316
Public Participation Plan

Farmington Metropolitan Planning Organization
Aztec, Bloomfield, Farmington, Kirtland,
and San Juan County, New Mexico

Farmington MPO, 100 W Broadway, Farmington, NM 87401
# Farmington MPO Public Participation Plan

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Introduction

Pursuant to 23 CFR 450.316, this Public Participation Plan guides the public involvement activities conducted by the Farmington Metropolitan Planning Organization (FMPO). The plan seeks to be inclusive to all community members and to encourage active public participation in assisting the MPO to identify and provide input on transportation issues, programs and projects at every stage of the MPO’s planning process. Specific public involvement procedures are identified within this Plan for various MPO activities. Every effort is made to reach and encourage participation by all persons, including traditionally underserved populations, low-income persons, minority households, persons with Limited English Proficiency (LEP), and persons with disabilities. Outreach methods and tools for public involvement are addressed in the Public Involvement section of this Plan.

Background

The Farmington MPO, initially formed in 2003, has the responsibility for the regional transportation planning for the MPO’s planning area, which includes the cities of Aztec, Bloomfield, Farmington, the Town of Kirtland, and the urbanized area of San Juan County, New Mexico. Federal regulations require that an MPO be designated to carry out a comprehensive, continuing and coordinated transportation planning process for urbanized areas with a population of 50,000 or more. The Northwest New Mexico Council of Governments (NWNMCOG) is the administrative agent for the Farmington MPO, while the City of Farmington continues to serve as the MPO’s Fiscal Agent. The Farmington MPO planning area map is depicted in Appendix A.

Committee Structure

As shown in Table 1, two committees provide guidance to the Farmington MPO. The Policy Committee, the governing body for the MPO, is also the forum for cooperative decision-making on transportation related matters. Consisting of nine (9) elected or appointed officials of local government and the New Mexico Department of Transportation (NMDOT), the Policy Committee provides policy guidance and direction for the urban transportation planning process. Representatives
of the Federal Highway Administration (FHWA), as well as the New Mexico Department of Transportation (NMDOT) may also be appointed ex-officio (non-voting) members of the Policy Committee.

The Technical Committee is an advisory committee to the Policy Committee. The nine (9) members of the Technical Committee are selected from the staffs of each of the local governmental entities, Red Apple Transit, and the New Mexico Department of Transportation (NMDOT). Representatives from the FHWA and NMDOT may also be ex-officio members of the Technical Committee.

Table 1: Farmington MPO Committee Structure

<table>
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<tr>
<th>Voting Members</th>
<th>Policy Committee</th>
<th>Technical Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Aztec</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>City of Bloomfield</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>City of Farmington</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Town of Kirtland</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>San Juan County</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>New Mexico Department of Transportation</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Red Apple Transit</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Non-Voting</th>
<th></th>
<th></th>
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<tbody>
<tr>
<td>Federal Highway Administration</td>
<td>Ex-officio¹</td>
<td>Ex-officio¹</td>
</tr>
<tr>
<td>MPO Officer</td>
<td>Staff</td>
<td>Ex-officio, Staff</td>
</tr>
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¹Policy Committee may make appointments under the Joint Powers Agreement

Planning Goals

The Farmington Metropolitan Planning Organization, in cooperation with NMDOT, shall address the seven (7) National Planning Goals in the Fixing America’s Surface Transportation (FAST) Act, listed below, by establishing performance targets.

<table>
<thead>
<tr>
<th>Goal Area</th>
<th>National Goal</th>
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<tbody>
<tr>
<td><strong>Safety</strong></td>
<td>To achieve a significant reduction in traffic fatalities and serious injuries on all public roads</td>
</tr>
<tr>
<td><strong>Infrastructure condition</strong></td>
<td>To maintain the highway infrastructure asset system in a state of good repair</td>
</tr>
<tr>
<td><strong>Congestion reduction</strong></td>
<td>To achieve a significant reduction in congestion on the National Highway System</td>
</tr>
<tr>
<td><strong>System reliability</strong></td>
<td>To improve the efficiency of the surface transportation system</td>
</tr>
<tr>
<td><strong>Freight movement and economic vitality</strong></td>
<td>To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development</td>
</tr>
<tr>
<td><strong>Environmental sustainability</strong></td>
<td>To enhance the performance of the transportation system while protecting and enhancing the natural environment</td>
</tr>
<tr>
<td><strong>Reduced project delivery delays</strong></td>
<td>To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices</td>
</tr>
</tbody>
</table>

**Meetings, Notices, Access**

Federal and state laws set certain requirements and guidelines for public notice, public access to information, the provision of timely information, for all citizens, including the inclusion of traditionally underserved segments of the population. The Farmington MPO will comply with all requirements and will take specific actions to promote active public involvement in transportation planning. These actions will include the posting of notices throughout the MPO’s planning area, and
providing notices, meeting agendas, proposed draft documents, and final documents in other languages, as requested in advance.

**Open Meetings**

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

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

**Reasonable Public Access to Technical and Policy Information**

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

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

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

1. The Farmington MPO will follow the requirements of the Inspection of Public Records Act, 14-2-1 NMSA 1978. A copy is available by calling the MPO office and is online at: http://public.nmcompcomm.us/nmpublic/gateway.dll/?f=templates&fn=default.htm
2. Draft or proposed documents and amendments will be available to the public free of charge at the Farmington MPO Office (100 W Broadway, Farmington), via telephone (505-599-1466), US Mail, email to/from the MPO, or can be downloaded online from the MPO’s website.
3. Draft or proposed documents and amendments will be available for review at listed locations in Appendix B.
4. If requested from the public, documents or portions of documents will be transcribed into alternative formats or languages.

**FTA Public Participation Requirements**

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

- Make available to the public information on amounts available to the recipient under this section and the program of projects the recipient proposes to undertake.
  - FTA 5303 planning funds will be made available in the annual Unified Planning Work Program (UPWP); any funding dedicated to capital purchases or operations of the transit system will be included in the TIP.
Develop, in consultation with interested parties, including private transportation providers, a proposed program of projects for activities to be financed.
  - On an annual basis, the MPO will consult with Red Apple Transit and the NMDOT Transit Bureau to develop the Program of Projects (POP) as part of the annual TIP development process. Interested parties will have an opportunity to review the TIP during its development.

Publish a proposed program of projects in a way that affected citizens, private transportation providers, and local elected officials have the opportunity to examine the proposed program and submit comments on the proposed program and the performance of the recipient.
  - Prior to adoption of any newly developed TIP, the MPO will hold a 30-day public comment period to solicit input on near-term transportation projects, including transit projects.

Provide an opportunity for a public hearing in which to obtain the views of citizens on the proposed program of projects.
  - The public will have the opportunity to provide comments at a public hearing at either the MPO Technical or Policy Committee meetings.

Ensure that the proposed program of projects provides for the coordination of public transportation services assisted under section 5336 of this title with transportation services assisted from other United States Government sources.
  - The POP will include capital and operating funding for Red Apple Transit that will be used to carry out public transportation services.

Consider comments and views received, especially those of private transportation providers, in preparing the final program of projects.
  - Any comments received, whether from the transit provider or the public, will be reviewed by MPO staff and brought to the attention of the MPO Policy and Technical Committees. A summary of public comments will be included in the TIP.

Make the final program of projects available to the public.
Transit planning activities and projects that will be undertaken by the MPO will be included in the annual UPWP. The UPWP and the adopted TIP will be made available to the public on the MPO website and at the MPO office.

**Environmental Justice and Title VI**

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

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

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

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

Title VI states that no person shall, on the basis of race, color, or national origin, be excluded from participation in, denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The MPO will ensure that the input and feedback from all people will be considered in the development of MPO planning documents and activities.
The following actions relating to Environmental Justice and Title VI are meant to reduce the barriers for participation in the decision-making process by low income, minority or disabled individuals.

1. When possible, public meetings will be held in locations that are convenient to low and moderate income neighborhoods and accessible to disabled populations. Such locations include community centers, senior centers and schools. Where possible, MPO staff will meet at the locations of businesses, neighborhood groups, stakeholders, and other agencies.

2. Upon request, all MPO work products and documents will be made available in alternative formats, including Braille, large type and languages other than English.

3. The following statement will be included in all MPO documents: The Farmington MPO does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the provision of services. This document can be made available in alternative formats by calling the MPO Office at 599-1466 (voice) or 599-1168 (TTY).

4. The following statement will be included in all meeting announcements: If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the MPO Administrative Aide at the Downtown Center, 100 W Broadway, Farmington, New Mexico, at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the MPO Officer if a summary or other type of accessible format is needed.

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

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

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

Public Involvement – Outreach, Methods, and Activities

The Farmington MPO will use a variety of methods to encourage public involvement amongst all community members, including those without internet service and those with Limited English Proficiency (LEP). The efficacy of these methods and activities in keeping the public informed and encouraging participation will be evaluated continuously.
Low-Income, Minority, Language and Special Needs Participation Encouragement

The issue of the number of households and persons with Limited English Proficiency (LEP) in the community was researched to look at the language needs in the MPO’s planning area. According to 2013-2017 American Community Survey 5-Year Estimates, the largest “Limited English speaking household” group at 890 households or 2.12%, “Other languages” would most likely include Navajo speakers because of the proximity of the Navajo Nation to the MPO’s planning area. Navajo is historically a spoken and not a written language. A recent internet search indicates that no newspapers are currently published in the Navajo language and that the Navajo Nation continues to publish their public notices in the Navajo Times in English.

The next largest “Limited English speaking household” group at 617 households (approximately 1,858 persons) or 1.47% of all households in San Juan County speak Spanish.

Appendix D details language usage in San Juan County. This research provides the justification for printing required Public Notices in English and Spanish.

To specifically address the need and Federal requirement to encourage participation in the planning, development, and review of MPO documents by underserved populations, low-income persons, minority households, persons with Limited English Proficiency (LEP), and persons with disabilities, the following steps shall be taken:

- Public hearing notices for draft and final documents will be published in English and Spanish in the local newspaper.

- All public hearing notices for draft and final documents will also be physically posted in public spaces in the Aztec City Hall, the Bloomfield City Hall, the Farmington City Hall, the Kirtland Town Hall, the San Juan County Administration Building, the Farmington Indian Center (to target Native Americans), the Sycamore Park Community Center (to target Hispanics and Low Income Families and Individuals), the San Juan Center for Independence (to target the Disabled), and the Bonnie Dallas Senior Center, the Bloomfield Senior Center, and the Aztec Senior Center (to target the Elderly). The timing of these postings will match the timing of the public hearing notices placed in the newspaper.
**Mailing Lists, Email Lists**

Mailing lists, including email lists, maintained by MPO staff will be used to notify interested parties of upcoming meetings, proposals, and other events. Mailing lists will include neighborhood associations, community groups, community-based organizations, non-profit organizations, business and professional groups, environmental groups, special interest groups, elected and appointed officials, affected agencies and interested citizens. The lists may be customized so that recipients receive only items of particular interest. At all public meetings, workshops, outreach meetings, and consultations, attendees will be given the opportunity to provide their email address so that they may be notified of any future notices regarding the development of MPO plans, documents, and Requests for Proposals. The mailing lists will be updated continuously.

**Newsletter**

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

**MPO Website**

The Farmington MPO maintains a website (www.farmingtonmpo.org). The website is continuously updated to provide the most current information available. The Public Participation Plan is available on the MPO website. The website also includes:

- Meeting calendars, agendas, and minutes
- Proposed and Final MPO work products, maps, and publications
- The Metropolitan Transportation Plan and Transportation Improvement Program
- Current MPO and advisory committee information
- Contact information
- Red Apple Transit studies and data collection activities
- Safe Routes to School activities
- Traffic count information
Targeted Surveys
When appropriate, such as during the preparation of the Metropolitan Transportation Plan, the MPO may use targeted surveys to assist in identifying the region’s transportation needs, existing services available to meet those needs, assessing any gaps in meeting those needs, and developing strategies to address outstanding needs. Surveys will be provided in various locations and formats, and if requested, in various languages.

Visualization Techniques
The MPO will utilize user-friendly visualization techniques for describing transportation plans, corridor studies, and other documents. These techniques may include GIS for mapping proposed and existing projects, charts and diagrams, and in various languages.

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

The Farmington Daily Times will be used as the primary print media for advertising transportation issues of interest to the general population. Other newspaper outlets may also be utilized.

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

Public Service Announcements (PSAs)
Create and run public service announcements about the MPO’s programs and its processes to inform, educate and promote public involvement.
National Bike Month, Take Transit Month
Use these national recognition months to promote the MPO and alternative modes of transportation. Activities may include resolutions, public service announcements, keynote speakers, neighborhood meetings or other activities.

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

Consultation with Interested Parties
When developing or updating its plans, the MPO will make every efforts to consult with a variety of organizations and groups that are affected by or play a role in achieving an efficient transportation system. The list of interested parties shall include, but not be limited to:

- Local planning and engineering staffs
- NMDOT
- Local transit and paratransit providers
- Northwest NM Council of Governments (also acts as Northwest Regional Planning Organization)
- Bicycle and pedestrian organizations
To avoid potential conflict and as part of the consultation process, the MPO will review any available planning documents that have been developed by these agencies.

**Public Comment and Response to Comments**

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

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

**MPO Work Products**

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

The Metropolitan Transportation Plan (MTP) is a comprehensive plan of the transportation system that looks at least 20 years into the future. The Farmington MPO adopted the current MTP on September 24, 2015. Federal law requires that major updates occur at least every five years after it is adopted. The MTP must be prepared in accordance with 23 CFR 450.324, as amended, and the NMDOT Planning Procedures Manual, which is available upon request from the MPO staff.

The adopted MTP will be posted on the MPO website and made available at the MPO Office. Any amendments to the MTP will follow the process described above.

**Transportation Improvement Program (TIP)**

The Transportation Improvement Program (TIP) is a short-term listing of projects expected to be constructed in the immediate future. A new TIP is adopted every two (2) years. As stated in 23 CFR 450.326, the MPO, in cooperation with NMDOT, the transit operator, and the entities, shall develop a TIP for the metropolitan planning area. The TIP shall include:

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

The TIP development schedule and key steps in the process are provided in the NMDOT STIP Procedures Manual. The MPO’s TIP may include additional information for the public, such as:

- Priority lists of projects categorized by funding source to be used for future programming.
- Locally funded projects

The NMDOT STIP Procedures Manual is available upon request from the MPO staff.

**Public Participation Plan**

The Public Participation Plan (PPP) will be updated in accordance to 23 CFR 450.316 at least every five years, in conjunction with the MTP, based on the following process:
The MPO will inform interested parties about the plan update process and will provide the draft PPP for their input.

- The comment period on the updated Public Participation Plan will last at least forty-five (45) days.
- The draft PPP will be made available for review at the MPO Office (100 W Broadway, Farmington), as well at additional locations, including those listed in Appendix B.
- Notices regarding the update and the public comment period will be posted in the local newspaper and on the MPO website.
- The updated Public Participation Plan will be presented to the MPO Tech Committee for review and recommendation to the Policy Committee, prior to the Policy Committee’s adoption.

**Policies and Standards**

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

**Area Studies and Corridor Plans**

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

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

Amendments to documents such as the Metropolitan Transportation Plan and the Transportation Improvement Program are occasionally necessary after they have been adopted. With the exception of emergency or exempt projects, amendments will use the following process:

The MPO will announce the proposed amendment to the MTP, TIP, or other MPO planning document at a Technical Committee meeting and through an advertisement in the local newspaper stating the availability of the amendment.

- The public comment period will last a minimum of 15 days.
- The TIP Amendment process will adhere to procedures outlined in the NMDOT STIP Procedures Manual.
- Amendments will be reviewed by the MPO Tech Committee for a recommendation to the Policy Committee for adoption.

Amendments Exempt from the Public Involvement Process

Some amendments to adopted documents are exempt from the public involvement process. These include:

- Emergency projects, necessary for the safety and welfare of the citizenry;
- Minor revisions or technical amendments, such as:
  - Minor cost changes
  - Minor changes in project scope or cost shares
  - Splitting projects
  - Typographical corrections
  - Other administrative revisions (lead agency, contingency, funding source)
Appendix A: Farmington MPO Area Map

Farmington Metropolitan Planning Organization
Appendix B: Locations for Posting MPO Documents

The MPO will post meeting notices, public comment forms, and draft planning documents* at locations throughout the MPO’s planning area to provide outreach to all citizens, especially targeting those persons who have been traditionally under-served. These locations include:

- Aztec City Hall*, 201 W Chaco, Aztec, NM T
- Bloomfield City Hall*, 915 N First St., Bloomfield, NM
- Farmington City Hall*, 800 Municipal Dr., Farmington, NM T
- Kirtland Town Hall*, 47 RD 6500, Kirtland, NM T
- San Juan County Administrative Building*, 100 S Oliver, Aztec, NM T
- Farmington MPO Office*, 100 West Broadway, Farmington, NM T
- Aztec Public Library, 319 S Ash, Aztec, NM T
- Aztec Senior Center*, 101 S Park, Aztec, NM T
- Bonnie Dallas Senior Center*, 109 E. La Plata St., Farmington, NM T
- Bloomfield Multi-Cultural Center, 333 S 1st Street, Bloomfield, NM
- Bloomfield Senior Center*, 124 Ash Ave., Bloomfield, NM 87413
- Bloomfield Public Library, 333 S 1st Street, Bloomfield, NM
- Farmington Civic Center, 200 W Arrington, Farmington, NM
- Farmington Indian Center*, 100 E Elm St, Farmington, NM T
- Farmington Public Library, 2101 N Farmington Ave, Farmington, NM T
- Sycamore Park Community Center*, 1051 Sycamore St, Farmington, NM T
- San Juan Center for Independence*, 1204 San Juan Blvd, Farmington, NM T
- San Juan County Housing Authority, 7450 E. Main St., Suite C, Farmington, NM T
- San Juan College, 4601 College Blvd, Farmington, NM 87402 T
- San Juan College-West Campus, 69 County Road 6500, Kirtland, NM T
- San Juan College-East Campus, 315 S. Ash, Aztec, NM
- San Juan College-30th Street Education Center, 3401 E 30th Street, Farmington, NM T
- San Juan College-S Hutton Campus, 800 S Hutton Road, Farmington, NM T

* denotes a location that will have draft planning documents available for review/T denotes Red Apple service is nearby
Please consult with Red Apple for specifics - Phone 505-325-3409

Revised Draft September 2019
Revisions indicated in Red
Appendix C: Public Review and Comment on this PPP

The Draft Farmington MPO Public Participation Plan will be opened for public review and comment on August 11, 2019, and will end on September 26, 2019. It will be noticed in the Farmington Daily Times and at the locations listed in Appendix B. The draft document will be available at the MPO office, the Aztec City Hall, the Bloomfield City Hall, the Farmington City Hall, the Kirtland Town Hall, the San Juan County Administration Office, the Farmington Indian Center, the Sycamore Park Community Center, the San Juan Center for Independence, the Bonnie Dallas Senior Center, the Bloomfield Senior Center, and the Aztec Senior Center, and on the MPO website. Public hearings will be held on the draft document on September 11, 2019, and on September 26, 2019.

All Public Comments received on the draft document will be included in this Appendix.
Appendix D: Language Analysis

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<thead>
<tr>
<th>Household Language by Household Limited English Speaking Status</th>
<th>Farmington MSA</th>
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<tbody>
<tr>
<td></td>
<td>Households</td>
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<tr>
<td>Total Households:</td>
<td>41,999</td>
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<tr>
<td>English only</td>
<td>25,042</td>
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<tr>
<td>Spanish:</td>
<td>5,481</td>
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<tr>
<td>Limited English speaking household</td>
<td>617</td>
</tr>
<tr>
<td>Not a limited English speaking household</td>
<td>4,864</td>
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<tr>
<td>Other Indo-European languages:</td>
<td>269</td>
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<tr>
<td>Limited English speaking household</td>
<td>7</td>
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<tr>
<td>Not a limited English speaking household</td>
<td>264</td>
</tr>
<tr>
<td>Asian and Pacific languages:</td>
<td>188</td>
</tr>
<tr>
<td>Limited English speaking household</td>
<td>34</td>
</tr>
<tr>
<td>Not a limited English speaking household</td>
<td>154</td>
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<tr>
<td>Other languages:</td>
<td>11,019</td>
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<tr>
<td>Limited English speaking household</td>
<td>890</td>
</tr>
<tr>
<td>Not a limited English speaking household</td>
<td>10,129</td>
</tr>
</tbody>
</table>

If Public Notices are in English and Spanish Only,  
Estimate of Households that would be At Risk of not be informed of MPO Public Actions  
931 2.22%

Notes:  
Because the Other Languages Category is assumed to be predominately Navajo or other Native American Languages, due to the proximity of the Navajo Nation, the Farmington MPO will post public notices at the Farmington Indian Center where Navajo language assistance is readily available.  
Navajo is historically a spoken and not a written language. A recent internet search indicates that no newspapers are currently published in the Navajo language and that the Navajo Nation continues to publish their public notices in the Navajo Times in English.  
This table details language usage in the Farmington MSA/San Juan County. This research provides the justification for printing required Public Notices in English and Spanish.  
Estimates for household size from the 2013-2017 ACS include 3.01 persons for the Farmington MSA/San Juan County.
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE RESOLUTION NO. 2019-8

TO ADOPT FARMINGTON MPO’S 2019 PUBLIC PARTICIPATION PLAN (PPP)

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

WHEREAS, the FMPO, in cooperation with the member entities and the New Mexico Department of Transportation (NMDOT) have developed the 2019 Public Participation Plan (PPP) that guides the public involvement activities conducted by the FMPO for the next five years pursuant to 23 CFR 450.316.

WHEREAS, the plan seeks to be inclusive to all community members and to encourage active public participation in assisting the MPO to identify and provide input on transportation issues, programs, and projects at every stage of the MPO’s planning process.

WHEREAS, specific public involvement procedures are identified within this Plan for various MPO activities. Every effort is made to reach and encourage participation by all persons, including traditionally underserved populations, low-income persons, minority households, persons with Limited English Proficiency (LEP), and persons with disabilities.

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

That the Farmington Metropolitan Planning Organization (FMPO) hereby adopts the Farmington MPO 2019 Public Participation Plan (PPP).

PASSED, SIGNED, APPROVED AND ADOPTED this 26th day of September 2019.

__________________________
Sean Sharer, FMPO Policy Committee Chairman

SEAL

ATTEST:

__________________________
June Markle, FMPO Administrative Assistant
BACKGROUND

- Each year the Policy Committee approves a resolution ensuring compliance with the open meetings act and establishes its meeting schedule for the coming year.
- NMDOTs STIP Procedures Manual outlines an annual calendar for TIP Amendments which may impact the meeting schedule on a quarterly basis. This schedule has been considered in developing this proposal.
- Additionally, a draft of the 2045 Metropolitan Transportation Plan (MTP) may be presented in July prior to considered adoption by the Policy Committee in August or September 2020. This may necessitate an additional meeting in July.

CURRENT WORK

- Staff is presenting, herein, a proposed meeting schedule for discussion with the Policy Committee.
- It is suggested that the Policy Committee hold eight (8) regular meetings during 2020. The additional meeting in June is needed to consider scheduled adoption of the FFY2021-2022 UPWP.
- Meetings are recommended for January, February, April, May, June, August, September, and November.
- The Committee’s Meetings can continue to be held on the fourth Thursday at 1:30 pm, unless otherwise indicated, on a rotating basis among the entities.
- Staff compared the Policy Committee schedule with the Technical Committee schedule, as well as with the RTPO, NMDOT, and other possible competing schedules, and has concluded that the proposed Policy Committee schedule remains the most efficient and workable.

INFORMATION ITEM

- Staff recommends that the Policy Committee review the proposed 2020 meeting calendar and provide their comments or questions. Considered adoption of the 2020 Meeting Schedule and Policy Committee Resolution 2019-9 will be considered on November 21, 2019.
## POLICY COMMITTEE

All meetings will be held at 1:30 p.m. at the locations listed below. 
*MPO will seek final approval to TIP Amendments in the months highlighted below.*

<table>
<thead>
<tr>
<th>Date</th>
<th>Location and City</th>
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<tr>
<td>January 23, 2020</td>
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FARMINGTON METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE RESOLUTION NO. 2019-9

A Resolution Establishing the Procedures to be Followed and Notice to be Given Pursuant to the Provisions of the New Mexico Open Meetings Act, Providing for the Annual Determination of Reasonable Notice of Meetings, and Establishing the Meeting Times, Days and Locations for the Farmington Metropolitan Planning Organization Technical Committee During the Calendar Year 2020.

WHEREAS, the Policy Committee of the Farmington Metropolitan Planning Organization (FMPO) met in regular session in Council Chambers at Kirtland Town Hall, 47 Road 6500, Kirtland, New Mexico on November 21, 2019 at 1:30 p.m. in accordance with the law; and

WHEREAS, Sections 10-15-1 (B) of the Open Meetings Act (NMSA 1978, Section 10-14-1 to 10-15-4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

WHEREAS, any meetings subject to the Open Meetings Act at which discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

WHEREAS, Section 10-15-1(D) of the Open Meetings Act requires the Policy Committee of the FMPO to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED BY THE Farmington Metropolitan Planning Organization Policy Committee that:

1. For calendar year 2020, the regular meeting of the FMPO’s Policy Committee will be held at the times, dates, and places as shown on the attached Exhibit “A” hereto.

2. An agenda for such meetings will be available at least seventy-two (72) hours prior to the meeting from the office of the Farmington Metropolitan Planning Organization, Downtown Center Building, 100 W Broadway, Farmington, New Mexico.

3. Notice of regular meetings will be given by publishing a list of regular meetings to be held in each calendar year in the Farmington Daily Times or another newspaper of general circulation in San Juan County in January of each year. The notice shall indicate when and where a copy of the agenda for each meeting may be obtained. A copy of this notice and the list of regular meetings will also be posted in the foyer of

Farmington MPO
PC Resolution 2019-9
the Farmington City Hall, 800 Municipal Drive, Farmington, New Mexico and in similar public places in the city/town hall buildings for the entities of Aztec, Bloomfield, Kirtland, New Mexico, along with the other locations as noted in the MPO’s Public Participation Plan. This notice shall be posted in January of each year and shall remain posted throughout the calendar year. Copies shall also be sent via regular mail or fax to any local television stations and radio broadcast stations at their request.

4. Special meetings may be called by the Committee Chair or by a majority of Committee members upon three (3) days’ notice. If time exists for a notice of such meeting to be published in the legal notices of the Farmington Daily Times or another newspaper of general circulation in San Juan County prior to the meeting, such notice shall be published. If not, notice shall be given by e-mail, fax or some other instantaneous method to a newspaper of general circulation, any local television station and at least one local radio broadcasting station. The notice shall include an agenda for the meeting or information on how members of the public may obtain a copy of the agenda. The agenda shall be available to the public at least twenty-four hours before any special meeting.

5. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the FMPO or its participating governmental agencies from substantial financial loss. The Committee will avoid emergency meetings whenever possible. Emergency meetings may be called by the Committee Chair or a majority of the members of the Committee upon twenty-four (24) hours’ notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall be given, except as to the amount of time required, in the manner provided above for special meetings.

6. In addition to other information as specified above, all notices and agendas shall include the following language: “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.”

7. The Policy Committee of the FMPO may close a meeting to the public only if the subject matter of such discussion or action is accepted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.

(a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Committee taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable
specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.

(b) If the decision to hold a closed meeting is made when the committee is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specified provision of law authorizing the closed meeting and the subject to be discussed with reasonable specificity, is given to the members and to the general public.

(c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.

(d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussion in a closed meeting shall be made by vote of the Committee in an open public meeting.

PASSED AND ADOPTED this 21st day of November, 2019.

Sean Sharer, MPO Policy Committee Chair

June Markle, MPO Administrative Assistant

Legal Department
Approved as to form
By: ________________________________
Date: 9/11/19
*PROPOSED*
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
2020 Regular Meeting Schedule

**POLICY COMMITTEE**

All meetings will be held at 1:30 p.m. at the locations listed below.  
MPO will seek final approval to TIP Amendments in the months highlighted below.

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FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item #7

Subject: Committee Member Discussion Items
Date: September 26, 2019

DISCUSSION ITEMS

There were no additional discussion items provided by Policy Committee members for inclusion in the Agenda.
a. **MTP Update.** Mr. Aaron Sussman, Planner, with Bohannan Huston (BHI) reported to the Technical Committee on September 11 on the development of the 2045 Metropolitan Transportation Plan (MTP). BHI is building a project website ([https://www.bhinc.com/fmppo2045mtp/](https://www.bhinc.com/fmppo2045mtp/)) that will provide basic information on the MTP and the planning process. Additionally, they are working on an online interactive map and questionnaire ([https://bhi.mysocialpinpoint.com/fmppo2045mtp#/](https://bhi.mysocialpinpoint.com/fmppo2045mtp#)) to gather public comments and recommendations.

Aaron is asking that you review the noted sites and provide him with any comments/changes you may have, and is asking for any October 2019 events scheduled in your entity or the region so that he can start setting up the plan's initial outreach. Aaron may be emailed at asussman@bhinc.com.

b. **PPP Activities.** Please see the attached FMPO comment card. A verbal report will be provided at your meeting.
Farmington Metropolitan Planning Organization (FMPO)

The Farmington Metropolitan Planning Organization is responsible for regional transportation planning activities for the Cities of Aztec, Bloomfield, and Farmington, the Town of Kirtland and the adjoining areas of San Juan County.

FMPO Office:
100 W Broadway
Second Floor, Downtown Center
Farmington, NM 87401
Phone: 505-599-1382
Email: mholton@fmtn.org

The 3C Planning Process:
An MPO cooperates with its members—local entities, local transit operators, the state DOT, the FHWA, the FTA, and the public to develop comprehensive transportation plans through a continuing planning process.

The MTP is currently being updated and is scheduled for completion in August/September 2020 — Get Involved!

The MPO is a forum for discussion:
- A place to discuss transportation issues
- Search for solutions
- Develop plans and priorities

What is the MTP?
- Metropolitan Transportation Plan
- Long range planning document
- Minimum 20-year planning horizon
- Updated every five years
- The framework for transportation decisions
- Identifies future projects to address transportation issues, concerns
- Cooperative effort among MPO, its members, NMDOT, interested parties, and the public.

Get Involved!
What is an MPO?

An MPO is a federally mandated regional policy body, required in urbanized areas with populations over 50,000, and designated by local officials and the governor of the state. An MPO is responsible in cooperation with the state and other transportation providers for carrying out the metropolitan transportation planning requirements.

Public Comments may be dropped off, mailed, or emailed to FMPO:
The draft minutes from the
August 22, 2019
Policy Committee meeting
are on the following pages
Policy Members Present:  
Jeanine Bingham-Kelly, City of Farmington
Sean Sharer, City of Farmington
Julie Baird, City of Farmington
Dan Flack (Alt.), Town of Kirtland
Larry Hathaway (Alt.), San Juan County

Policy Members Absent:  
Sheri Sipe, City of Aztec
Curtis Lynch, City of Bloomfield
David Quintana, NMDOT District 5
John Beckstead, San Juan County
Glojean Todacheene, San Juan County

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

Staff Absent:  
None

Others Present:  
Joseph Moriarty, Planning Liaison, NMDOT (via phone)
Aaron Sussman, BHI, MTP Consultant (via phone)

1. CALL TO ORDER

Chair Sharer called the meeting to order at 1:32 p.m.

2. APPROVE THE MINUTES JUNE 27, 2019 POLICY COMMITTEE MEETING AND THE JULY 25, 2019 SPECIAL POLICY COMMITTEE MEETING

Councilor Bingham-Kelly moved to approve the minutes from the June 27, 2019 Policy Committee meeting and the minutes from the July 25, 2019 Policy Committee Special meeting. Mr. Hathaway seconded the motion. The motion passed unanimously.

3. MTP UPDATE – BOHANNAN HUSTON

Ms. Holton introduced Aaron Sussman, Planner, with Bohannan Huston that was awarded the contract to develop the 2045 MTP.

A summary of Mr. Sussman’s presentation is summarized below:

**Project Team**
Bohannan Huston – Lead Consultant
Sites Southwest – public/stakeholder outreach effort
EcoResource Management Systems, Inc. (Bob Shull) – travel demand modeling
Toole Design – conduct bicycle, pedestrian, and complete streets analyses.

**What Is An MTP**
- Revised every five years
- Consider current and projected regional transportation needs
- Develop a transportation vision for the region
- Consider how to best utilize the federal funding available to the region and meet regional needs.

**Key MTP Components**
- Existing conditions
- Growth projections and land use
- Distribution of population and jobs to understand trips that people take
- Analysis for all modes of transportation (integrate newly adopted Bike/Ped Plan into the MTP)
- Funding analysis
- Project lists (update and revise list from the 2040 MTP)

**Key Considerations from the 2040 MTP**
- Responded to higher levels of projected growth
- Emphasized maintenance needs
- Looked at Complete Streets
- Introduced prioritization process and performance measures for the first time (consider progress made)

**Growth Projections**
- Population growth projected to be much higher in the previous MTP
- Revised projections now show a 7% total growth between 2010 and 2040 rather than 40%.
- Changing age dynamics: increasing share of senior citizens (65 and older) from 11% to 18%. These citizens are typically not commuters as they are usually outside the labor force.

**Traveling Modeling and 2045 Trend Scenario**
- 2045 MTP update includes updates to travel demand model
- New population and growth forecasts at subarea level (not just county level)
- Travel modeling of current and projected roadway conditions

**Additional Focus Areas**
- Integration of the new Bicycle & Pedestrian Plan
- Freight: truck, air, and rail
- Performance measures and progress since 2015
- Review/update prioritization process (tie investments to the goals and objectives of the plan)
- Climate change analysis (NMDOT requirement)
Public/Stakeholder Outreach
Phase 1 (Fall 2019) – information gathering: public meetings across FMPO communities as well as online outreach (project website, interactive map, questionnaire).

Phase 2 (early 2020) – regional needs and strategies and review priorities: public meeting and focus groups.

Phase 3 (summer 2020) – draft MTP – final public meeting and focus groups.

Role of FMPO Technical Committee
Serve as Steering Committee
Develop goals and objectives
Help identify local agency needs and priorities
Update project lists
Review draft MTP
Receive monthly updates from BHI

Role of FMPO Policy Committee
Final approval and adoption
Regular updates from BHI
Help identify local agency needs and priorities, as appropriate

Schedule
12-month update process
Plan must be completed and adopted by September 2020

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4. FFY2019-2020 UPWP AMENDMENT #4 AND POLICY COMMITTEE (PC) RESOLUTION 2019-4

Subject: FFY2019-2020 UPWP Amendment #4 and Policy Committee (PC) Resolution 2019-4
Prepared by: Mary Holton, AICP, MPO Officer
Date: August 22, 2019

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 recommended their approval of the proposed amendment and PC Resolution on August 14, 2019.

**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).

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**ACTION ITEM**

- The Technical Committee and Staff recommend that the Policy Committee consider approval of proposed Amendment #4 to the FFY2019-2020 UPWP and proposed Policy Committee Resolution 2019-4.

**DISCUSSION:** Ms. Holton reported that Amendment #4 to the FFY2019-2020 Unified Planning Work Program (UPWP) is needed to shift the FTA carryover funds from FFY2017 and FFY2018 and to be allowed to spend them in FFY2019, FFY2020 or both. The majority of the funds will be moved to FFY2020 to help with the cost of developing the MTP. A red-lined copy of the proposed UPWP is on Pages 4-41 of the Agenda. The required 15-day public comment period began on August 4. Ms. Holton stated that the Technical Committee along with Staff recommend approval of Amendment #4.

Chair Sharer opened the public hearing. No comments were received. The public hearing was closed.

**ACTION:** Mr. Hathaway moved to approve Amendment #4 to the FFY2019-2020 UPWP and Policy Committee Resolution 2019-4. Councilor Bingham-Kelly seconded the
motion. The motion to approve Amendment #4 and Policy Committee Resolution 2019-4 was unanimously approved.

5. REVIEW OF THE DRAFT PUBLIC PARTICIPATION PLAN

Subject: Review of the Draft Public Participation Plan
Prepared by: Mary Holton, AICP, MPO Officer
Date: August 22, 2019

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:
  4. Adding Kirtland as a member entity and NWNMCOG as the MPO’s administrative agent.
  5. 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).
  6. 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 out separately.

INFORMATION ITEM & APPLICABLE CITATION

- The Policy 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

DISCUSSION: Ms. Holton reported that the Public Participation Plan (PPP) is currently in the 45-day public comment review period that will end by September 26. Both the
Technical and Policy Committees will consider adoption of the revised PPP at their September meetings.

The PPP is an MPO work document that is updated prior to developing a new MTP. The PPP is then applied to the MPO’s public participation process for the next five years. The previous PPP was adopted on January 19, 2012 and amended on January 28, 2016. The PPP is required to be reviewed and updated every five years. Many of the current changes are a result of issues raised by NMDOT in the MPO’s Quality Assurance Review (QAR) received in April 2019 (copy of the QAR on pages 43-53 of the Agenda).

The substantive changes in the revised PPP include:
- Kirtland added as a member entity and the NWNMCOG as the MPO’s administrative agent;
- Enlarge the MPO’s public outreach efforts by:
  - Publishing and posting public notices for draft and final documents in English and Spanish (page 11 of the draft PPP);
  - Adding Public Comment forms at meetings and different location (page 15 and Appendix of the draft PPP);
  - Adding locations for posting meeting notices, public comment forms, and draft planning documents (page 20 of the draft PPP); additionally, the MPO Office will be added to this list along with San Juan College campus locations;
- FAST Act language added to Planning Goals (pages 4-5 of the draft PPP).

Chair Sharer asked if Staff had received any public input to date. Ms. Holton replied that the MPO has received no public input.

6. QUARTERLY EDUCATION: INTEGRATING RESILIENCE INTO THE TRANSPORTATION PLANNING PROCESS

| Subject: | Quarterly Education: Integrating Resilience into the Transportation Planning Process |
| Prepared by: | Mary L Holton, AICP, MPO Officer |
| Date: | August 22, 2019 |

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.”

DISCUSSION: Ms. Holton reported that NMDOT has directed the MPO to include climate change/resiliency analysis in the MTP. Recent federal regulations in the FAST Act require the MPO to deal with resilience in the transportation planning documents and, primarily, the MTP.

The FHWA defines resilience as “the ability to anticipate, prepare for, and adapt to changing conditions and withstand, respond to, and recover rapidly from disruptions”. Resilience in transportation planning means to look at the area’s vulnerabilities and decide how to protect the transportation infrastructure. Early pilot projects that began in 2011 and sponsored by USDOT and FHWA looked at vulnerabilities in Arizona with high heat and in Florida with excessive water concerns. The issues will vary from region to region. Page 56 of the Agenda shows a chart depicting opportunities to integrate resilience at each stage of the transportation planning process.

REPORTS FROM THE NMDOT
Planning Bureau – Joseph Moriarty
Mr. Moriarty reported that there have been internal changes in NMDOT’s Planning Bureau and a revised PPM will be coordinated to reflect the changes made.

NMDOT has begun work on the state’s long-range transportation plan update with an internal kickoff. Their consultant is beginning to look at conditions and needs, research trends, and review performance measures the Stakeholder workshops are planned for the early spring of 2020 and the MPOs will be invited to participate in those meetings.

District 5 – David Quintana
Mr. Quintana was unable to participate in the meeting, but provided a written update that Ms. Holton shared:
- F100112/113 (US 64) – partial traffic switch to new side to work on the south side of the highway drainage extensions. Subgrade operations and pipe placement continues. Project on schedule.
- F100310 (NM 170) – two mile mill and fill operations ongoing; no distressed areas discovered to date and no issues dealing with rush hour traffic. Shortened the work zone to one mile earlier in the week so traffic flowed smoother and there were less delays.

Chair Sharer commented on the intersection of US 64 and Andrea Drive has become very dangerous for traffic on Andrea Drive trying to turn west toward Farmington and asked if something could be done to make it safer. With the construction, the intersection is congested, an awkward configuration, and traffic on US 64 is not stopping at the traffic light. Ms. Holton said she would pose that question to David Quintana of District 5.

8. COMMITTEE MEMBER DISCUSSION ITEMS

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DISCUSSION ITEMS

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

9. INFORMATION ITEMS

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INFORMATION ITEMS

c. FFY2020-2025 TIP Amendment Schedule. A proposed schedule has been approved by NMDOT. See attached.

DISCUSSION: A copy of the final proposed FFY2020-2025 TIP Amendment Schedule is provided on Page 72 of the Agenda. The schedule is for two years with planned quarterly amendment cycles. The first call for amendments will be on September 23.

It is extremely important that a quorum can be met for any Policy and Technical Committee meeting in order to recommend or take action. This is a reminder to all Committee members that telephonic voting and participation at meetings is allowed when attendance by a member is not possible.
10. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF

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

11. PUBLIC COMMENT ON ANY ISSUES NOT ON THE AGENDA

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

12. ADJOURNMENT

Councilor Bingham-Kelly moved to adjourn the meeting and Mr. Hathaway seconded the motion. Chair Sharer adjourned the meeting at 2:10 p.m.

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