

MINUTES
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE MEETING
January 26, 2017

Policy Members Present: Sherri Sipe, City of Aztec
Nate Duckett, City of Farmington
Linda Rodgers, City of Farmington
Stephen Lopez (Alternate), NMDOT, District 5 (via phone)
Jimmy Voita, San Juan County

Policy Members Absent: Curtis Lynch, City of Bloomfield
Paul Brasher, NMDOT District 5

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

Staff Absent: None

Others Present: Brian Degani, NMDOT Planning Liaison (via phone)
Larry Hathaway

1. CALL TO ORDER

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

2. APPROVE THE MINUTES FROM THE POLICY COMMITTEE PORTION OF THE DECEMBER 8, 2016 SPECIAL JOINT POLICY/TECHNICAL COMMITTEE MEETING

Councilor Rodgers moved to approve the minutes from the Policy Committee portion of the December 8, 2016 Special Joint Policy/Technical Committee meeting. Commissioner Sipe seconded the motion. The motion was approved unanimously.

3. COMMITTEE BYLAWS & OPERATING PROCEDURES – AMENDMENT #1

Subject:	Committee Bylaws and Operating Procedures – Amendment #1
Prepared by:	Duane Wakan, MPO Planner
Date:	January 16, 2017

BACKGROUND

- The Committee Bylaws and Operating Procedures provide the guidance for the Policy and Technical committees.
- The Bylaws are formally updated in conjunction with the Joint Powers Agreement every three years and can be amended as needed.
- The current Bylaws were adopted on May 28, 2015.
- The new Bylaws govern from October 1, 2015, through September 30, 2018.
- The Technical Committee reviewed the proposed revisions for the sections on Technical Committee and Staff responsibilities on January 11, 2017 and recommended approval of Amendment #1.

CURRENT WORK

- The amendment is being proposed primarily to allow for Policy and Technical Committee members to add items to an agenda before it is finalized and distributed.

ACTION ITEM

- It is recommended that the Policy Committee approve Amendment #1 to the Committee Bylaws & Operating Procedures to the Policy Committee.

DISCUSSION: Mr. Wakan reported that this amendment to the Committee Bylaws & Operating Procedures was primarily to allow for input on the agenda from Policy and Technical Committee members prior to the agenda being finalized and distributed.

Mr. Wakan referred to Pages 14, 15, and 17 of the Agenda and noted the proposed changes. The new language provides committee members the opportunity to add an item to the agenda and, working with Staff, to develop a staff report that would later be presented to the entire committee at the scheduled meeting. Page 17 of the Agenda reiterated the MPO Officer and Staff responsibilities and stated that all agendas would go through the MPO Officer prior to distribution. The same language and changes were also proposed for the Technical Committee.

Councilor Duckett said he thought this was a positive change and appreciated the opportunity it offered committee members to get the draft agenda early and to review the anticipated meeting items. He asked if getting an agenda out this early put a strain on Staff. Mr. Wakan said it was not a strain to get the agenda out early as it prompted Staff to frame what needed to be discussed in order to then develop the staff reports. Councilor Duckett reiterated that he thought this was good public policy.

ACTION: Councilor Rogers moved to approve Amendment #1 to the Committee Bylaws & Operating Procedures to the Policy Committee. Mr. Voita seconded the motion. The motion was passed unanimously.

4. NMDOT REPORTS

Planning Division – Brian Degani

Mr. Degani stated that he was the new NMDOT liaison replacing Robin Elkin.

Mr. Degani reported that the Transportation Alternatives Program (TAP) scoring committee will meet on February 6 to review the submitted TAP applications. Mr. Wakan asked if the application review would also include the applications for the Recreational Trails Program (RTP). Mr. Degani noted that Danial Watts is in charge of both programs, but he would verify if the RTP applications were going to be reviewed at the same time as the TAP applications and report back. Mr. Wakan noted that the Santa Fe MPO would be representing all the MPOs on this scoring committee this year.

Mr. Lopez had not yet joined the meeting by telephone, so the Policy Committee moved on to Agenda Item #5. Following completion on Agenda Item #5, Mr. Lopez was contacted by phone and provided the following update:

District 5 – Stephen Lopez

Mr. Lopez had no updates or changes from the December meeting to report. He stated that NMDOT is proceeding with US 64 project F100112 as planned and they will initiate the design portion of the last phase of US 64 heading into Farmington.

Councilor Duckett asked for an update on whether the Pinon Hills Boulevard extension project had made it onto the STIP. Mr. Lopez replied that project had been deleted from the STIP. Mr. Lopez stated that it, and all the MPO projects needed to be included, will be in the upcoming Amendment #6 to the STIP which the State Transportation Commission will consider in February.

Mr. Wakan said NMDOT told the MPO that because there are no federal funds for Phases I and II of the Pinon Hills Boulevard project, the TIP is not fiscally constrained and these projects need to be removed. The City of Farmington instructed Staff to officially delay removing these projects until the formal amendment process begins again in February and March. Since neither the Technical nor Policy Committee approved the MPO removing these projects from the TIP, they cannot now be removed administratively even though that was the instruction from NMDOT. Mr. Wakan stated that the MPO would work with NMDOT on this issue.

Mr. Wakan also reported that the MPO wanted to ensure that some of the other projects in the TIP amendment were properly imported into the STIP database by the state. The STIP public notice had some issues and Mr. Wakan communicated with the STIP Coordinator, Rebecca Maes that the East Arterial Route and the Kirtland Walk Path needed to be corrected. She confirmed that they would be accurately reflected in the STIP. Mr. Wakan also said that he was not sure if some local TAP projects had been added to the final iteration of the STIP. Mr. Lopez said NMDOT was still in the process of adding all the projects to the STIP based on approval for funding for each project.

5. UPDATE ON RED APPLE TRANSIT RIDERSHIP

Subject:	Red Apple Transit Update
Prepared by:	Derrick Garcia, MPO Associate Planner
Date:	January 17, 2017

BACKGROUND or PREVIOUS WORK

- Staff will need to collect transit data on an ongoing basis to comply with MAP-21 performance measurement requirements.
- Ride Right was awarded their contract with the requirement to collect boarding and alightment data using on-board technology.
- These new ridership collection methods have been in place since March 2015 using bus-based tablets.
- Staff secured nineteen months of ridership data (March 2015 – September 2016) totaling in over 180,000 rows of tabular data requiring manual resolution.
- The Technical Committee received this report on January 11, 2017.

CURRENT WORK

- Boarding and alightment figures are in the process of being summarized by both route and stops.
- Overlapping bus stops are being aggregated for the purpose of GIS analysis and mapping.
- Additional analytics are being conducted on transfer rates, bus passes, boarding rates, and discount fare boarding rates.

INFORMATION ITEM

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

DISCUSSION: Mr. Garcia provided a Red Apple Transit ridership update. Data from the last half of 2016 was just received from Ride Right and Staff is analyzing all boardings and alightments for each route.

Mr. Garcia reported that having a full calendar year of data provides the opportunity to analyze each route:

- Most popular stops;
- Breakdown of fares (pass, full fare, child, etc.);
- Transfers:
 - What are the most popular stops;
 - What are the most popular transfer combinations?
- Federal ruling regarding performance management:
 - Able to determine mode splits and determine transit efforts to reduce congestion which could impact CMAQ funding;
 - Baseline data helps determine annual ridership trends by stop and/or route (percent increase/decrease at same time last year).

Mr. Garcia provided a chart that showed the boardings and alightments for each of the stops on the Aztec route for the entire year of 2016. He noted that there no riders boarded or alighted at the Microtel Inn which is available as a "call in" option. He explained that riders call Ride Right if they want the bus to stop at this location. This is similar to how riders get to the BLM Office and the Four Corners Regional Airport locations.

Mr. Garcia stated that Staff would be compiling this data going forward and asked the Policy Committee to let Staff know of any additional information on the transit routes they would like to see compiled.

Mr. Stephen Lopez with NMDOT District 5 was contacted by phone to provide his update (see above).

6. COMPLETE STREET FUNDING

Subject:	National Complete Streets Grant
Prepared by:	Duane Wakan, MPO Planner
Date:	January 17, 2017

GRANT PROGRAM

- Smart Growth America has a technical assistance grant program via the U.S. Environmental Protection Agency Office of Sustainable Communities, which helps facilitate local solutions to local development challenges.
- The tools and trainings help: use land strategically, maximize existing resources, and invest public funds in ways that catalyze quality private development. They have worked with 70 communities across the country
- **Complete Streets Consortium Series-** is a new workshop series for three units of government within the same state. The three applicants join together to form a consortium, with each unit of government receiving their own workshop that builds on the other workshop in the series.
- Workshops articulate the relationship between land-use and transportation, different modes of travel, multimodal integration, and Complete Streets implementation.
- Staff would consider some benefit from complete street implementation strategies and best practices. Because we have developed regional design guidelines and policies it is felt we **would not** require any updates to our CS Plan.
- Eligibility is open to subdivisions of local government, Indian tribe, or regional governments. They do not need to be geographically adjacent but must make a case they are committed, coordinated and justify assistance. A workshop must take place within the jurisdiction of each applying entity.
- Smart Growth America expects to select one consortium of three applicants to receive free technical assistance in this application cycle.

APPLICATION PROCESS

- The deadline for the new Complete Streets Consortium Series in Thursday February 2, 2017 at 5:00 PM EDT.
- Applications must be uploaded to the Smart Growth America web page application portal or via by the same deadline.
- MRCOG and Santa Fe MPO asked if the FMPO would join forces to create a consortium to pursue this grant which would require the signature from the Policy Committee Chairman.

- The application process is also open to all entity members in the State of NM and is attached to this staff report.

ACTION ITEM

- Staff had insufficient time to gain a recommendation from the TC.
- It is recommended that the Policy Committee support the consortium of State MPOs or encourage a local consortium within the FMPO.

DISCUSSION: Mr. Wakan reported on an opportunity for a technical assistance grant program offered by Smart Growth America through the Environmental Protection Agency's Office of Sustainable Communities. This is a call for applicants interested in pursuing technical assistance for Complete Streets projects. The grant is open to applicants who create a consortium of three different cities or regional governments which can include regional transportation organizations like MPOs.

The Santa Fe MPO and Mid-Region Council of Governments (MRCOG) contacted Staff to see if FMPO wanted to participate in forming a consortium of MPOs to seek this funding. Mr. Wakan said both MRCOG and FMPO have established complete streets design guidelines while Santa Fe has a resolution but no guidelines. Although the MPO has received a lot of technical knowledge, but this funding, if awarded, could benefit the MPO on implementation strategies, the use of simple treatments to create complete streets, and help communicate with the public on how complete streets could work.

The application process also required a letter of support from the Policy Committee to Smart Growth. Mr. Wakan said he wanted to present the concept to the Policy Committee to see if there was interest. If the MPO did not choose to form the consortium, perhaps the local entities might consider forming a consortium.

Councilor Duckett asked if there was any downside to forming the consortium. Mr. Wakan said he did not think there was any negative impact. If awarded the funding, the MPO would need to stress that they were interested in implementation strategies, not in changing any of our existing design guidelines.

Ms. Holton added that this could be a good vehicle for the other communities to come together and get their own technical assistance to stimulate local interest in complete streets designs. She thought this could be a positive opportunity. Commissioner Sipe asked if the local councils/commissions needed to give their approval to pursue. Ms. Holton said this would not be a commitment by the local entities if the MPO participated with the other two MPOs in the state. Mr. Wakan would speak with each of the entities on how any implementation strategies might be deployed in their area and only if an actual project was proposed and funding needed to be sought.

Mr. Garcia also noted that another requirement for receiving the grant is that representatives from each MPO would present on their complete streets designs at each of the other entities in the consortium. This means that planners from Santa Fe and Albuquerque would present here so we could learn what they are working on and staff and members of our local entities would travel to the other cities and present on what our region has accomplished with complete streets. This would be a very beneficial and educational process for all.

Mr. Wakan stated that there were several options for the Policy Committee to consider: support the consortium of the three MPOs or recommend that the three cities consider applying as their own consortium.

ACTION: Commissioner Sipe moved to support the State MPOs in forming a consortium and applying for this technical assistance grant. Councilor Rodgers seconded the motion. The motion was approved unanimously.

Mr. Wakan said he would draft a letter of support that would be forwarded to all Policy Committee members for their review and input. Once approved by the committee, the letter would be given to Councilor Duckett to sign as Chair of the Policy Committee.

7. COMMITTEE MEMBER DISCUSSION ITEM(S)

No items were received from Committee Members.

8. INFORMATION ITEMS

Subject:	Information Items
Prepared by:	Derrick Garcia, MPO Associate Planner
Date:	January 16, 2017

INFORMATION ITEMS

- a. **GIS Intern**-- Todd Gabhart, the MPO's GIS intern since last June completed his work at the MPO on December 15.
- b. **NMDOT Planning Liaison**-- Brian Degani has replaced Robin Elkin's role as the MPO's NMDOT Planning Liaison.
- c. **Citizens Advisory Committee**—Staff continues to recruit members of the community to serve on the CAC. Draft bylaws will be presented at the next meeting for review.
- d. **Lincoln Davis Wakan**-- Duane welcomed a new member to his family over the holidays.

DISCUSSION: Mr. Garcia reported that the MPO's GIS intern, Todd Gabhart, completed his work at the MPO on December 15. He has provided a good foundation of transit and crash/safety data for Staff to build on.

Mr. Garcia reiterated that Mr. Brian Degani has taken over as the NMDOT Planning Liaison for the MPO.

Mr. Wakan reported that Staff is still receiving periodic notices of interest and support in participating on the Citizens Advisory Committee (CAC). Staff is still seeking names of additional potential members.

Staff reached out late last year and tried to contact Linda Thompson who was referred by Commissioner Sipe. Ms. Thompson was not able to be reached. Councilor Duckett offered the name of Matthew Clugson (320-7542).

Everyone congratulated Mr. Wakan on the birth of his newest son, Lincoln Davis.

9. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF

Mr. Lopez asked if the MPO had ever modeled the East Aztec Arterial using a t-model similar to what had been done for the Pinon Hills Boulevard project to determine if there were congestion relief features that would warrant it being a valid relief route.

Mr. Wakan responded that modeling had been done on that route. The congestion relief being sought is not for all the vehicles on Main Street but simply to move the large trucks and semis off of Main Street. These heavy vehicles are damaging the historic buildings downtown and creating serious safety concerns for both pedestrians and local traffic. The route is being developed for purposes of the city's economic vitality. The information specific to this project is not on the MPO website, but Mr. Wakan can provide the information requested. The 2010, 2025 and 2040 information is all modeled. Mr. Degani also asked for peak hour data for 2010 and 2025.

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

10. BUSINESS FROM THE FLOOR

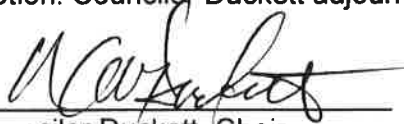
Mr. Degani said he had learned that the RTP Scoring Committee discussed earlier will be meeting the week after the TAP Scoring Committee (sometime the week of 2/13/17). He will gather more information from Danial Watts as the meetings progress.

Mr. Garcia asked if the scoring committee meetings were public meetings and, if so, would minutes from the meetings be produced. Mr. Degani said he would need to check with Mr. Watts before he could answer that question.

There was no additional business from the Floor

11. ADJOURNMENT

Councilor Rodgers moved to adjourn the meeting. Commissioner Sipe seconded the motion. Councilor Duckett adjourned the meeting at 2:10 p.m.


Councilor Duckett, Chair


June Markle, Administrative Assistant