

MINUTES
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
TECHNICAL COMMITTEE MEETING
January 11, 2017

Technical Members Present: Steven Saavedra (Alternate), City of Aztec
Jason Thomas, City of Bloomfield
Cindy Lopez, City of Farmington
Nica Westerling (Alternate), City of Farmington
Stephen Lopez (Alternate), NMDOT District 5
Andrew Montoya, Red Apple Transit
Fran Fillerup, San Juan County

Technical Members Absent: Bill Watson, City of Aztec
David Sypher, City of Farmington
Paul Brasher, NMDOT District 5

Staff Present: Derrick Garcia, MPO Associate Planner
June Markle, MPO Administrative Assistant

Staff Absent: Mary Holton, MPO Officer
Duane Wakan, MPO Planner

Others Present: Terri Kennedy, Citizen
Eddie Smylie, City of Farmington
Larry Hathaway, San Juan County
Nick Porell, San Juan County

1. CALL TO ORDER

Mr. Fillerup called the meeting to order at 10:00 a.m.

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

The Technical Committee members discussed the minutes from the December 8, 2016 Special Joint Meeting and NMDOT's concern that the statement highlighted below was incorrect and their request that the minutes be changed.

Mr. Wakan said it was unheard of for a TIP amendment to come to an MPO without the entity's prior knowledge. Ms. Holton referred to the letter from NMDOT (Page 25) where the removal of the funding was requested. NMDOT was then directed to complete the MPO's required form to request this change. **To date, that form has not been received from NMDOT.**

Since Staff had just been made aware of NMDOT's concern this morning, they asked for time to go back and review the audio tape of the meeting to ensure the minutes accurately recorded what was said.

ACTION: Ms. Westerling moved to table approval of the December 8, 2016 minutes to allow time for Staff to review the audio recording. Ms. C. Lopez seconded the motion. The motion was approved unanimously.

3. ANNUAL ELECTION OF OFFICERS

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|---------------------|-----------------------------|
| Subject: | Annual Election of Officers |
| Prepared by: | Duane Wakan, MPO Planner |
| Date: | January 3, 2017 |

BACKGROUND

- At the first meeting of the New Year, the Technical Committee selects the Chair and Vice-Chair from their membership who will serve until the next annual election.
- The Chair presides over the meetings and is responsible for the other duties outlined in the Committee Bylaws and Operating Procedures document.
- The Vice-Chair presides over the meetings in the absence of the Chair.
- Current Chair (Fran Fillerup), current Vice Chair (David Sypher).

ELECTION

- Elections will take place to elect a Chair and Vice-Chair for the Technical Committee for 2017.

RECOMMENDATION

- It is recommended that the Technical Committee accept nominations and vote to elect the Chair and Vice-Chair for 2017.

DISCUSSION: Mr. Fillerup reported that he has served as the Technical Committee Chair and David Sypher has served as Vice Chair for the past year.

Nominations for Chair

Ms. C. Lopez nominated Fran Fillerup for Chair; Mr. Fillerup nominated Jason Thomas for Chair. No other nominations were received.

ACTION: There were five votes to elect Fran Fillerup as Chair of the Technical Committee and one for Jason Thomas (Mr. S. Lopez had not yet arrived for the meeting).

Nominations for Vice Chair

Mr. Fillerup nominated Jason Thomas for Vice Chair. No other nominations were received.

ACTION: The vote to elect Jason Thomas as Vice Chair of the Technical Committee was unanimous.

4. COMMITTEE BYLAWS & OPERATING PROCEDURES - AMENDMENT #1

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| Subject: | Committee Bylaws and Operating Procedures - Amendment #1 |
| Prepared by: | Duane Wakan, MPO Planner |
| Date: | January 3, 2017 |

BACKGROUND

- The Committee Bylaws and Operating Procedures provide the guidance for the Policy and Technical committees and the current Bylaws were adopted on May 28, 2015.
- The Bylaws are formally updated in conjunction with the Joint Powers Agreement every three years and can be amended as needed.
- The current Bylaws govern from October 1, 2015, through September 30, 2018.

CURRENT WORK

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

ACTION ITEM

- The Technical Committee is asked to consider recommending approval of Amendment #1 to the Committee Bylaws & Operating Procedures to the Policy Committee.

DISCUSSION: Mr. Fillerup commented that the highlighted sections of the Bylaws already addressed some of the concerns raised previously by members and the new red-lined sections were proposed changes to resolve the remaining outstanding member concerns.

Below is a review of the sections discussed:

Page 15 of the Agenda

Written notice of meetings (agendas) and supporting documentation shall be provided to the Technical Committee members on the following schedule:

Regular Meetings - one (1) week notice
Special Meetings - four (4) day notice
Emergency Meetings - four (4) hours prior to the meeting

The highlighted section noted above addresses the issue of providing a meeting agenda with all supporting documentation prior to the meeting. This is something already being done by Staff.

A new section being proposed for this section of the Bylaws:

To afford Technical Committee members an opportunity to add items to the agenda, a draft agenda will be sent out approximately one week prior to the final agenda being distributed (approximately two weeks before the upcoming Technical Committee meeting). Committee members proposing additional agenda items will need to work

with MPO Staff on the scope of the final report. Staff and the MPO Officer (or designee) will review and approve all final agendas before they are distributed to the Technical Committee.

This proposed change has been implemented by Staff for the last two Technical Committee meetings. Mr. Garcia noted that it was important for the Committee member(s) proposing additional agenda items to work with MPO Staff on the scope of their final report and to allow for the coordination with other plans.

Some of the changes in the section on MPO Staff Responsibilities include:

Page 11 of the Agenda

The MPO Officer shall be the primary staff person for the Policy Committee, responsible for directing all operational functions of the MPO.

The MPO Planner and Associate Planner are responsible for preparing agendas and staff reports in a timely fashion as described in the Bylaws for all committee meetings.

Mr. Fillerup noted that these sections clarified concerns of Mr. Sypher as to who set the final agenda. The proposed change to allow Technical Committee members the option to add agenda items seemed to be working well. Mr. Fillerup stated that there were several member presentations included to today's agenda. The final agenda is then set by the MPO Officer and Staff rather than the Chair or someone else.

These same changes are included in the section for Policy Committee members.

Mr. Fillerup opened the Floor to allow for any comments from those in attendance.

ACTION: Ms. C. Lopez moved to recommend approval of Amendment #1 to the Committee Bylaws & Operating Procedures. Mr. Saavedra seconded the motion. The motion was passed unanimously.

5. STATUS OF TIP PROJECTS

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|---------------------|---------------------------------------|
| Subject: | Status of TIP Projects |
| Prepared by: | Derrick Garcia, MPO Associate Planner |
| Date: | January 2, 2017 |

BACKGROUND

- The STIP Protocols, finalized in early 2014, indicate that each MPO shall develop a process to monitor the progress and status of each project in the first two years of the TIP. These monthly reviews help correct inconsistencies in the TIP, STIP, the MPO's MTP, Agreement Request Forms (ARFs), etc.
- The next scheduled TIP Amendment cycle begins in late February 2017.

| TRACKING INFORMATION (2016-2021 TIP) | |
|--|---|
| <ul style="list-style-type: none"> ▪ Local Agreement Status (ARF) ▪ ROW Certification ▪ Design Completion 30 - 60 - 90% ▪ Environmental Certification ▪ Utilities Certification ▪ Railroad Certification ▪ Archeology Certification | <ul style="list-style-type: none"> ▪ ITS/Sys ENG Certification ▪ Public Involvement Certification |

| CURRENT WORK |
|--|
| <ul style="list-style-type: none"> ▪ Top Regional Priority Projects <ul style="list-style-type: none"> ○ East Arterial Route Phase II- ○ Pinon Hills Boulevard Bridge Phases I & II ○ Kirtland School Walk Path System ▪ Surface Transportation Program Funds (STP) - funds can be used to repair structurally deficient bridges. ▪ Projects being specified in the 2040 MTP and added to the TIP require scoring committee review <ul style="list-style-type: none"> ○ One TC member (Bill Watson), one PC member (to be determined) and MPO Staff |

| INFORMATION ITEM |
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| <ul style="list-style-type: none"> ▪ This is an information item only. Committee members will have an opportunity to provide feedback regarding TIP project status and details. |

Mr. S. Lopez arrived to the meeting.

DISCUSSION: Mr. Garcia asked for any project updates from the Technical Committee members:

Kirtland Walk Path

Mr. Fillerup reported that the consultant has begun the initial studies and design for this project. The County has been meeting by phone every two weeks with Brad Fisher which has been helpful.

CR 3900 - Phase 3 of Pinon Hills Boulevard Extension

San Juan County is proceeding with the same two items: right-of-way mapping on which comments have been received and the environmental review. The Army Corps of Engineers 404 permit has been submitted with a meeting upcoming on January 25.

CR350/CR390

This intersection project was let to bid last year, but the bids that came in were all high. San Juan County plans to re-bid but is working to get approval with NMDOT to provide some materials and some self-performing tasks. Mr. Fillerup stated that Brad Fisher said they would need to request to add some self-performance items (provide base course material, install signage, and perform striping and seeding) from Patricia

Balliger (sp?) (Construction Land Engineer for local government projects), but San Juan County has not had any response from NMDOT. Mr. Fillerup asked if Mr. S. Lopez could follow up on this or approve it so they can begin advertising the project as they still plan to go to construction this summer.

Mr. S. Lopez asked if the consultant has separated these items out in the design. If so, Mr. S. Lopez said he did not see any problems as long as the materials met NMDOT specifications. Mr. S. Lopez said that Paul Brasher's signature was required as the District Engineer and Mr. Fisher would need to request that from Mr. Brasher. Mr. Fillerup asked if Mr. S. Lopez would follow up with Mr. Fisher on this request. Mr. S. Lopez said he would and asked for copies of all the e-mails on this project. Mr. Fillerup said he would get that done today.

Pinon Hills Boulevard

Ms. Westerling commented that the City of Farmington is still waiting for a response from NMDOT on the path forward on the right-of-way for the Pinon Hills Boulevard project. The request was submitted approximately three months ago and there has been no response.

Mr. S. Lopez asked for an e-mail summarizing the status of the issues so he is aware of all the attempts to get clarification.

East Arterial Route

Mr. Saavedra said there was no update on this project. The City of Aztec is working with BLM to get the land acquisition completed and rushing it to ensure it will meet all the federal requirements. The City of Aztec paperwork is completed and they are just waiting to hear back from BLM.

6. REPORTS FROM NMDOT

District 5 Update

Mr. S. Lopez said there were no new updates at this time. He stated that all the TIP amendments are now in place in the STIP.

Ms. Westerling asked when the Transportation Commission meeting to approve the STIP was being held. Mr. S. Lopez said on Wednesday, January 18 in Santa Fe. The STIP can be found on the NMDOT website under "Doing Business With Us".

Planning Division Update

Mr. Elkin was not present at the meeting and no Planning Division updates were provided.

7. RED APPLE TRANSIT UPDATE

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|---------------------|---------------------------------------|
| Subject: | Red Apple Transit Update |
| Prepared by: | Derrick Garcia, MPO Associate Planner |
| Date: | January 3, 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.

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 reported that the Red Apple Transit data was compiled largely by the MPO Intern, Todd Gabhart who completed his work at the MPO in December.

Mr. Garcia showed some of the data that is available from Ride Right along with the analyses the MPO can provide to highlight unique boardings and alightments, average annual boardings at each stop, route specific data, and more. The current data covers an 18-month period (March 2015 thru September 2016), but all of the 2016 data should be available soon and the MPO will update the report.

Ms. Westerling commented that when submitting an application for funding, the raw data is what NMDOT requires. The maps the MPO develops are good and easy to understand, but the actual numbers are what are requested to be included with any application. Mr. S. Lopez added that the actual numbers help to show the difference between an FMPO application and the other entities that are applying for funding. Mr. Garcia said the raw data information is available and can be provided when required.

Mr. Saavedra asked about the data for the recently halted Bloomfield route. Mr. Garcia said that all the data for the Bloomfield route would end as of October 1, 2016 unless the City of Bloomfield decided to reinstate the route.

Ms. Westerling asked when the last community survey/study had been conducted. Mr. Montoya responded that the MPO data was used to see where new routes were being requested prior to implementing the new stops and routes. Mr. Montoya said that currently most of the city was being fairly well serviced.

8. COMMITTEE MEMBER DISCUSSION ITEMS

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|-----------------|-----------------------------------|
| Subject: | Committee Member Discussion Items |
| Date: | January 3, 2017 |

DISCUSSION ITEMS

- a. **MPO Bide/Ped Plan Update.** Mr. Sypher was not able to attend the meeting, so his presentation was postponed until February.
- b. **East Blanco Bridge.**- Presented by Jason Thomas

Mr. Thomas gave a presentation on the only current transportation project in Bloomfield which is the replacement of the East Blanco Bridge. Below are some of the highlights of the proposed project:

- Constructed in 1962 as a Highway 64 bridge;
- Bridge is functionally obsolete per NMDOT in 2009 with deck crack widths that are “frequent and excessive in width”;
- Ranked #3 in the TIP and listed in the MPO MTP; the number one priority for the City of Bloomfield
- Four crashes with two fatalities;
- Pedestrian cantilevered bridge added, but it is not ADA compliant;
- Previous channel stabilization efforts have failed;
- The concept plan was completed by Smith Engineering in 2009 and adopted by Bloomfield City Council in 2016;
 - Includes improvements from Hare Street to Saiz Lane
 - Future improvements to include Blanco from Executive Drive to Saiz Lane
 - One lane in each direction; bike path in each direction; sidewalk on both sides
- Two funding sources in place:
 - Local Government Road Fund \$208,853, local match waived; \$164,736 remaining; expires 12/31/17;
 - Municipal Arterial Program Fund - Federal share is \$420,383 (75%) and city share is \$140,128 (25%); expires 6/30/17;
- Proposed budget:
 - Total project budget estimate - \$1,869,435
 - Available budget:
 - NMDOT-LGRF - \$164,736
 - NMDOT-MAP - \$420,383
 - Required city match for MAP - \$140,128
 - Budget shortfall is \$1,144,188
- Moving forward:
 - Applied for TIGER 8 funding last year - was not awarded
 - Applied for Capital Outlay last year - was not awarded

- Have acceptable proposal from CH2M for environmental and design
- Consultant has agree to a compressed schedule of four months
- Need NMDOT (working with Brad Fisher) to sign off on task order so work can begin
- Hope to begin work on the project in the next couple of weeks.

Mr. S. Lopez asked if the City of Bloomfield had an application with the Corps of Engineers for working in the channel as part of the design. Mr. Thomas replied that the City has worked with them, and a Corps study was done in 2011. However, all the studies have since expired.

Once the project begins the traffic will be detoured to US 64 or Saiz Lane. Mr. Thomas said there will likely be some grumbling from the schools, but Ms. Westerling noted if the project can be done during the summer, the schools would not be affected.

The Technical Committee discussed other possible funding sources. Mr. Thomas stated the City has just begun the process and wanted to present an overview of the project as well as the anticipated shortfall. Although this bridge is a major route for the local area, it is not on the National Highway System (NHS) and there are many other NMDOT routes that are non-NHS routes. Mr. S. Lopez said funds for these routes are much smaller amounts and NMDOT needs take precedence over any other bridge work and all available funding is used for those routes.

Mr. Fillerup stated that the MPO's MTP began including bridge information and considering adding bridges to the roadway projects. He thought it would be interesting to compare bridges such as those on NM 173, NM 574, CR 5500 and begin to prioritize these regional bridges for consideration of non-NHS funding. Mr. Fillerup thought it would be a good idea to compile a list of bridges in the area that were both on and off the NHS and asked the MPO to look into this. The contact at NMDOT is Patrick Romero.

9. INFORMATION ITEMS

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|---------------------|---------------------------------------|
| Subject: | Information Items |
| Prepared by: | Derrick Garcia, MPO Associate Planner |
| Date: | January 4, 2017 |

INFORMATION ITEMS

- a. **Staff Trainings.** Staff received customized travel demand modeling software training (VISSIM, VISUM, and VISTRO) at PTV America in Portland, Oregon on November 28-December 1.

Mr. Garcia attended the MPO Quarterly in Las Cruces on December 4 and 5.

- b. **GIS Intern.** Todd Gabhart, the MPO's GIS intern since last May completed his work at the MPO on December 15.

c. Other.

DISCUSSION: a. Mr. Garcia reported on the Staff trainings over the past several months.

b. The MPO's GIS intern, Todd Gabhart, completed his work on December 15.

c. Duane Wakan and his wife had a new baby boy on December 28, 2016.

10. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF

Mr. Fillerup asked about the continuation of the quarterly meetings with NMDOT staff. Mr. Garcia said he would look into this. The Technical Committee members thought these meetings were valuable.

Mr. S. Lopez stated that the District 5 representatives wanted to ask if the Policy and Technical Committee meetings could be combined to allow for better attendance and less travel each month for District 5 staff. The limited number of staff makes traveling to meetings twice a month difficult.

The Technical Committee members discussed the concerns and issues with this request and said they would look at possible options.

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

11. BUSINESS FROM THE FLOOR

There was no business from the Floor.

12. ADJOURNMENT

Mr. Fillerup adjourned the meeting at 11:15 a.m.



Fran Fillerup, Chair



June Markle, Administrative Assistant