

**MINUTES**  
**FARMINGTON METROPOLITAN PLANNING ORGANIZATION**  
**SPECIAL POLICY COMMITTEE MEETING**  
**June 14, 2017**

Policy Members Present: Sally Burbridge (Alternate), City of Aztec  
Nate Duckett, City of Farmington  
Linda Rodgers, City of Farmington (via phone)  
Stephen Lopez (Alternate), NMDOT, District 5  
Larry Hathaway (Alternate), San Juan County

Policy Members Absent: Curtis Lynch, City of Bloomfield  
Paul Brasher, NMDOT, District 5  
Mark Duncan, San Juan County

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

Staff Absent: None

Others Present: Andrew Montoya, Red Apple Transit Manager  
Evan Williams, NWNMCOG  
Robert Kuipers, NWNMCOG

**1. CALL TO ORDER**

Councilor Duckett called the meeting to order at 1:40 p.m.

**2. APPROVE THE MINUTES FROM THE MAY 25, 2017 POLICY COMMITTEE MEETING**

Mayor Burbridge moved to approve the minutes from the May 25, 2017 Policy Committee meeting. Mr. Hathaway seconded the motion. The motion was approved unanimously.

**3. POLICY COMMITTEE RESOLUTION 2017-2: RESOLUTION TO ADOPT THE PROPOSED TRANSIT PERFORMANCE TARGETS FROM RED APPLE'S TRANSIT ASSET MANAGEMENT (TAM) PLAN**

<b>Subject:</b>	Policy Committee Resolution 2017-2: Resolution to Adopt the Proposed Transit Performance Targets from Red Apple's Transit Asset Management (TAM) Plan
<b>Prepared by:</b>	Mary Holton, AICP, MPO Officer
<b>Date:</b>	June 14, 2017

#### BACKGROUND

- The MPO received the following email from the Federal Transit Administration and David Harris/NMDOT on January 19, 2017:  
Subject: FTA Reminder: State of Good Repair Performance Targets Are Due  
FTA today issued a Dear Colleague letter for transit agencies and Metropolitan Planning Organizations (MPOs) to remind them of timeframes to meet requirements of the Transit Asset Management Final Rule and the Metropolitan and Statewide and Nonmetropolitan Transportation Planning Final Rule published in 2016.  
The TAM Final Rule requires transit providers to set performance targets for state of good repair by January 1, 2017. The Planning Rule requires each MPO to establish targets not later than 180 days (June 30, 2017) after the date on which the relevant state or provider of public transportation establishes its performance targets.

#### CURRENT WORK

- Andrew Montoya presented Red Apple's **REVISED** TAM Plan to the MPO Policy Committee on May 25. Andrew will be available for any questions regarding the targets at your meeting.
- A resolution to adopt these performance targets was considered by the MPO Technical Committee earlier today. The Technical Committee is forwarding a recommendation of: \_\_\_\_\_.

#### ACTION ITEM

- Hold a public hearing on PC Resolution 2017-2
- MPO Staff recommended that the Technical Committee forward a recommendation of approval of PC Resolution 2017-2 to the Policy Committee.
- The Policy Committee's consideration of the resolution is scheduled for June 14, 2017.
- The adoption of the Transit Performance Targets is due to NMDOT on June 30, 2017.

**DISCUSSION:** Ms. Holton explained that there had been an amendment to the Policy Committee (PC) Resolution 2017-2 during the earlier held Technical Committee meeting. They recommended that a column be added on the left-hand side of the chart to denote the "asset class" which would differentiate between revenue vehicles, non-revenue vehicles, equipment and facilities. This was part of the Technical Committee's motion to recommend approve.

Ms. Holton said Staff would make the recommended changes and get the document ready for signature next week assuming it is adopted today. She noted that Andrew Montoya was present should the Policy Committee members have any questions.

Councilor Duckett opened the public hearing. There were no public comments received. Councilor Duckett closed the public hearing.

**ACTION:** Mr. Hathaway moved to adopt PC Resolution 2017-2 with the aforementioned changes. Councilor Rodgers seconded the motion. The motion was passed unanimously.

**4. FFY2017-2018 UPWP AMENDMENT #2 AND POLICY COMMITTEE (PC) RESOLUTION #3**

<b>Subject:</b>	FFY2017-2018 UPWP Amendment #2 and Policy Committee (PC) Resolution #3
<b>Prepared by:</b>	Mary Holton, AICP, MPO Officer
<b>Date:</b>	June 5, 2017

**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 FFY 2017-2018 UPWP in June 2016, and approved the first amendment in November 2016.
- This second amendment was prompted by NMDOT in early April for the MPO to account for a FFY18 PL funding decrease of \$10,783, and to add a detailed training plan for MPO staff and MPO Committee members as outlined in Finding #7 in the MPO's Corrective Action Plan. Additional updates and revisions are proposed and are indicated in red in the draft document.

**CURRENT WORK and ATTACHMENTS**

- A "red-lined copy" of the revised pages/sections of the current FFY2017-2018 UPWP to be changed by Amendment #2 is attached separately.

**ACTION ITEM**

- MPO Staff recommended that the MPO Technical Committee forward a recommendation of approval of Amendment #2 to the FFY2017-18 UPWP and approval of Policy Committee (PC) Resolution #3 to the MPO Policy Committee.
- The Technical Committee forwards a recommendation of: \_\_\_\_\_

**DISCUSSION:** Ms. Holton reported that there was a change on Page 7 of the Agenda which was identified during the earlier Technical Committee meeting. The Northwest Regional Planning Organization Planner should be Robert Kuipers and not Brian Howe. The draft document was provided several weeks ago to both committees for their review and comment. Several recommended changes were received from the Technical Committee and these were incorporated into the current draft document.

Councilor Duckett opened the public hearing. No public comments were received. Councilor Duckett closed the public hearing.

**ACTION:** Mayor Burbridge moved to adopt Amendment #2 to the FFY2017-2018 UPWP and PC Resolution 2017-3. Mr. Hathaway seconded the motion. The motion was passed unanimously.

**5. FFY2018-2023 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) DEVELOPMENT**

<b>Subject:</b>	FY2018-2023 Transportation Improvement Program (TIP) Development
<b>Prepared by:</b>	Derrick Garcia, MPO Associate Planner
<b>Date:</b>	June 5, 2017

**BACKGROUND**

- The TIP is a short-term program of projects expected to be completed in the next six years.
- Projects included in the TIP must be fiscally constrained.
- The TIP update process includes revising existing project information, adding new projects, and developing TIP priority lists.
- A Call for Projects was issued on February 27, 2017 to start the TIP update process.
- A Project Review Committee made up of a Policy Committee member (Mr. Duckett), and two Technical Committee members (Mr. Fillerup and Mr. Sypher and MPO Staff reviewed the TIP projects on May 1<sup>st</sup>. Scoring was completed using the MPO's projection prioritization method (PPM) adopted in the MTP.

**CURRENT WORK**

- Staff met with the entities, Red Apple, and NMDOT individually to discuss any updates to their project information.
- The draft TIP has been developed based on these meetings.
- The STIP is scheduled to be updated summer 2017.
- Projects already found in the 2016-2021 TIP are not required to be scored.
- The new TIP needs to be submitted to NMDOT by June 30.
- A 30-day public comment period on the new TIP opened on May 14, 2017, a public hearing will be held during the June 14<sup>th</sup> Technical & Policy Committee Meetings.

**PROJECTS FROM PREVIOUS TIP (2016-2021)**

- Those projects in the 2016-2021 TIP with funding occurring in 2016-19 are carried forward, are listed here:
- East Arterial Route, Phase II (F100091)
- East Pinon Hills Boulevard Extension Phase I (F100100)
- East Pinon Hills Boulevard Extension Phase II (F100101)
- East Pinon Hills Boulevard Extension Phase III (F100021)
- US 64 Phase V (F100112)
- US 64 Phase VI (F100113)
- CR 350/390 Intersection (F100210)
- Kirtland Schools Walk Path System (F100270)

- 20<sup>th</sup> Street Phase III (F100132)
- Foothills Drive Enhancements Phase II (F10099)
- Downtown Complete Streets Project (F10040)
- Anesi Trail (F100221)
- Glade Run Recreation Area Trails (F100240)
- NM 173 (F100170)
- Red Apple Transit Capital/Operating (TF00001)

#### CALL FOR PROJECTS APPLICATION

- New projects being added to the TIP will need to submit an application found on the FMPOs website.
  - Project Prioritization Application
- Five (5) Call for Project Applications were submitted to MPO Staff. A summary of the Scoring Committee's scores/ranking will be presented to the Technical Committee by Staff.
  - East Blanco Bridge (Bloomfield)
  - Bridge Improvement CR 5500 (San Juan County)
  - Among the Waters Extension (Farmington)
  - Gateway Museum Trail (Farmington)
  - Gwynhaven Trail Extension (Farmington)

#### FUNDING and FISCAL CONSTRAINT

- The TIP is required to be fiscally constrained. The projects listed have identified funding, or anticipated funding can be based on a reasonable expectation for available funds.

#### ACTION ITEM

- The Technical Committee is forwarding a recommendation of \_\_\_\_\_. It is recommended that the Policy Committee concur with the Technical Committee.

**DISCUSSION:** Mr. Garcia stated that the Policy Committee would be voting on the list of projects shown on Pages 45 and 46 of the Agenda. Any other information prepared for this agenda item is for informational and reference purposes only.

Mr. Garcia reported that this TIP process began in February with the call for projects. The table of Page 44 of the Agenda shows the combined project ranking from the 2015 and the 2017 call for project submissions. Unranked projects shown were a result of them being added to the TIP via an amendment and were outside a typical call for projects.

Mayor Burbridge asked how the Technical Committee voted on this item. Mr. Garcia explained that the Technical Committee voted unanimously to recommend adoption of the proposed FFY2018-2023 TIP minus the two "alternatives" shown in red on Page 45 for projects F100100 and F100101 respectively.

Councilor Rodgers noted that the bridge improvement on CR 5500 is shown with a ranking of "5", yet this bridge is in dire need of repair and wondered at the low ranking.

Councilor Duckett commented that when scoring the projects, many factors are considered. One of those is if the project is listed in official planning documents, such as the ICIP, in which case the project will receive additional points in the scoring process. Councilor Duckett stated that although it ranks number five, the need for this project is well recognized by all parties and is a high priority for the county.

Mr. S. Lopez asked about a recent meeting David Sypher had with NMDOT management to discuss obtaining a local bond to make the Pinon Hills Boulevard projects fiscally constrained. Councilor Duckett if that was required of every entity in the state. Ms. Kozub replied that all TIPs are required to be fiscally constrained. Ms. Holton added that, included in the Agenda, is an e-mail from Mr. Sypher to Rebecca Maes regarding this conversation and understood agreement. There has been no response to this e-mail from NMDOT.

Ms. Holton said that there will be a STIP procedures meeting on June 30th where more information on TIP development and requirements is expected to be made available. She stated that she expects that more identification of funding sources is likely to be required and noted the resolution from the City of Bloomfield on Pages 58 and 59 of the Agenda as a model of what will be required by NMDOT.

Ms. Kozub stated that the City of Farmington is required to provide documentation for the projects to remain in the first four years of the STIP and passage of a bond would be sufficient to demonstrate the fiscal constraint. NMDOT has not yet seen this documentation from the City of Farmington and without it the entire TIP could be found not to be fiscally constrained which could impact other projects in the TIP.

Councilor Duckett opened the public hearing. There were no public comments received. Councilor Duckett closed the public hearing.

**ACTION:** Councilor Duckett moved to approve the FFY2018-2023 Transportation Improvement Program (TIP) as recommended by the Technical Committee. Mayor Burbridge seconded the motion. The motion was passed unanimously.

Councilor Duckett reported that the right-of-way approval was just received for Phase I of the Foothills project and \$1,000,000 in Minor Arterial Program (MAP) funds was also received for Phase II of Foothills.

## **6. REPORTS FROM NMDOT**

### **District 5 – Stephen Lopez**

Mr. S. Lopez reported on a public meeting to be held tomorrow on the US 64 project for construction from milepost 56 to 58. NMDOT plans to let both remaining phases of the project for construction in FFY2018.

### **Planning Division – Rosa Kozub**

Ms. Kozub had no additional report from the Planning Division.

## **7. COMMITTEE MEMBER DISCUSSION ITEMS**

<b>Subject:</b>	Committee Member Discussion Items
<b>Date:</b>	June 6, 2017

### **DISCUSSION ITEMS**

Mayor Burbridge said she planned to provide Staff with her review of the Bylaws and JPA for the City of Aztec next week.

No other discussion items were presented.

## **8. INFORMATION ITEMS**

<b>Subject:</b>	Information Items
<b>Prepared by:</b>	Mary Holton, AICP, MPO Officer and Derrick Garcia, MPO Associate Planner
<b>Date:</b>	June 1, 2017

### **INFORMATION ITEMS**

- a. **Staff Training.** Derrick Garcia attended the Association of MPO's Planning Tools & Training Symposium in St. Louis, MO in May. Topics covered ranged from Performance Measures, Community Outreach, and background information on Federal Regulations regarding MPO planning material and documents.

**DISCUSSION:** Mr. Garcia attended AMPO's Planning Tools & Training Symposium in St. Louis, Missouri. A lot of information was presented on federally required documents, performance measures, and best practices from other MPOs. Following this training, Mr. Garcia recommended the MPO look at updating their Public Participation and Title VI plans in the near future.

## **9. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF**

Ms. Holton reminded the Policy Committee members of the special meeting scheduled for July 19 to discuss the JPA and Bylaws with representatives of NWNMCOG and NMDOT at the MPO Office. Draft documents will be provided to members prior to the meeting. Also to be addressed at this meeting will be the NMDOT's anticipated TIP amendment for Phases 5 and 6 of the US 64 project.

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

**10. PUBLIC COMMENT ON ANY ISSUES NOT ON THE AGENDA**

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

**11. ADJOURNMENT**

Councilor Duckett adjourned the meeting at 2:00 p.m.

  
Councilor Duckett, Chair

  
June Markle, Administrative Assistant