

MINUTES
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE SPECIAL MEETING
October 19, 2017

Policy Members Present: Sherri Sipe, City of Aztec
Eric Strahl, City of Bloomfield
Nate Duckett, City of Farmington
Linda Rodgers, City of Farmington
Mark Duncan, San Juan County
Anthony Lujan, Deputy Secretary, NMDOT

Policy Members Absent: Curtis Lynch, City of Bloomfield

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

Staff Absent: Derrick Garcia, MPO Associate Planner

Others Present: Julie Baird, Assistant City Manager, City of Farmington
David Sypher, City of Farmington
Nica Westerling, City of Farmington
Somie Chavez, NMDOT (via telephone)
Rebecca Maes, NMDOT
Lawrence Lopez, North Region Design Center Director, NMDOT
Fran Fillerup, San Juan County

1. CALL TO ORDER

Councilor Duckett called the meeting to order at 1:36 p.m.

2. APPROVE THE MINUTES FROM THE SEPTEMBER 28, 2017 POLICY COMMITTEE MEETING

Commissioner Sipe moved to approve the minutes from the September 28, 2017 Policy Committee meeting. Councilor Rodgers seconded the motion. The motion was approved unanimously.

3. PROPOSED REVISIONS TO THE JOINT POWERS AGREEMENT AND THE COMMITTEE BYLAWS

Subject: Proposed Revisions to the Joint Powers Agreement and the Committee Bylaws to Add Kirtland and Transfer of the MPO Fiscal Agent
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Prepared by: Mary L Holton, AICP, MPO Officer
Date: October 19, 2017

BACKGROUND

- The cities of Aztec, Bloomfield, and Farmington, and San Juan County currently participate in the Metropolitan Planning Organization through the Joint Powers Agreement (JPA).
- The proposal includes the addition of the Town of Kirtland to the MPO and the Transfer of the Fiscal Agent to the Northwest New Mexico Council of Governments (NWNMCOG).
- The JPA and the Bylaws explains the responsibilities of the fiscal agent and the functions and organizational structure of the MPO, including the Policy and Technical Committees. The documents also describe the roles and work products required of the MPO.
- The Policy Committee first met on July 19, 2017 to discuss this item. Representatives of NMDOT attended this meeting and have been included in reviews of the proposal. The Committee's requested changes have been incorporated into the proposals.
- Staff received additional input/comments from Eric Strahl/Bloomfield and from Rosa Kozub/NMDOT. These comments were discussed during the August and September meetings.
- During the September meeting, the committee directed staff to bring the item back to them in October for further discussion.

CURRENT WORK

- The new documents are currently anticipated to go into effect from April 1, 2018 through September 30, 2020.

RECOMMENDATION

- The Policy Committee should review the proposals and provide staff with input, direction, changes, etc. so that drafts can be finalized and presented for public review/input during the public noticing.

DISCUSSION: Ms. Holton stated that at the September meeting, the Policy Committee asked to retain the Joint Powers Agreement and the Committee Bylaws for this meeting for further discussion and review. Ms. Holton turned the floor over to Julie Baird.

Ms. Baird reported that the City of Farmington had continued to work with the Northwest New Mexico Council of Governments (COG) to determine how best to proceed with management for the FMPO. There are been a lot of meetings to discuss the issues and, in very recent conversations, it has been decided that some of the concerns regarding the cash flow issue and financial management ability for the COG to oversee the MPO as a stand-alone is not feasible at this point.

Ms. Baird presented the City of Farmington's proposal to remain as the fiscal agent for the MPO. The City of Farmington would then contract for services with the COG to run the day-to-day operations of the MPO. Ms. Baird stated that this proposal solves the financial management and cash flow issues as well as the concerns expressed by the COG board. She noted that the COG is getting back on track after having recently lost their long-time finance person. The proposal also allows the City of Farmington to have an arm's length in terms of staffing and their management of the MPO and a step back from having an MPO Officer who is also a City of Farmington employee.

Ms. Baird stated that this proposal is what the City of Farmington is willing to do and asked the Policy Committee members to present this proposal to their agencies for consideration and support. If the entities have additional recommendations, she asked each Policy Committee member to please bring those back to the Policy Committee for further review and consideration. Ms. Baird added that there are still many details to consider. The JPA and Committee Bylaws will go back to the old versions with revisions being made to only specific aspects of the documents to address funding.

Part of the changes will be to address funding. Ms. Baird said that NMDOT wants to see a full time MPO Officer and thought the MPO entities and committees also wanted to see this happen. Unfortunately, there are no additional federal funds available to provide the budget for an MPO Officer, so to add a full-time individual for this position local match increases are likely to be necessary. This increase would be something the entities would need to consider and agree to. Ms. Baird said the City of Farmington was not proposing this change to take place during this budget year. The transition would go through this fiscal year until there is a contract with the COG. The COG will then have to decide who in their organization would serve as the MPO Officer. The City of Farmington would like to establish a time line for increasing the local matches and to be able to move toward a full-time MPO Officer.

Commission Sipe clarified that the City of Farmington would remain as the fiscal agent for the MPO and maintain a cash flow, but would contract with the COG for day-to-day management of the MPO. Ms. Baird said that was correct. The COG would handle all the planning and administrative functions for the MPO and would submit invoices to the City of Farmington for payment. Additionally, the City of Farmington's accounting staff would continue to provide assistance with the quarterly requests for reimbursement.

Commissioner Sipe asked if the MPO employees would then be employees of the COG rather than the City of Farmington. Ms. Baird said this was correct, but there could be a longer transition period. Given where June Markle is in her years of employment, she may remain as a City of Farmington employee that is assigned to the COG. Ms. Baird clarified that these are details that have not been addressed yet but assured everyone that the City of Farmington wants to do what is fair for their employees. Ms. Baird added that progress on getting a Senior Planner on board has been delayed. This is a vital position and the COG needs to be involved with the process.

Commissioner Sipe asked when the City of Farmington would like to have thoughts and answers back from the entities. Ms. Baird said the City of Farmington would, hopefully, like responses from the entities in four to six weeks on the first two parts of the proposal: the City of Farmington remaining the fiscal agent and then contracting with the COG to handle the MPO planning and administrative functions. Considering the budgetary impact will take more time and more discussions. The City of Farmington has good

background information on the actual costs associated with the MPO. However, they have absorbed many other costs such as use of the building and office space, insurance, and others that reimbursement for has never been requested. These types of expenses will take more time for the City of Farmington to gather in order to get a full financial picture of all the costs.

Councilor Duckett asked what additional costs would be incurred if all four MPO positions were staffed (MPO Officer, Senior Planner, Associate Planner, and Administrative Assistant). Ms. Holton said the MPO staffing structure is currently at four employees, but there are ways to move this around. Some of the other MPOs do not have the administrative position and utilize a pool from the member entities to get this work accomplished. In these instances, the MPO Officer is charged with all the financial reporting and accounting along with their regular planning and administrative responsibilities. Ms. Holton stated that there were different scenarios that could be considered and when better numbers and data are available she would provide that to the Policy Committee.

Ms. Baird reminded all that having a full-time MPO Officer was the goal, but that this could take time to achieve. Increasing the local matches could be done over a period of a couple of years as this goal is achieved. She added that the benefit of the COG is that they have other planners so, perhaps initially, the MPO Officer would only be a half time position as it is now with Ms. Holton. The following year this percentage could be raised to three-quarters time, so getting a full-time MPO Officer might take two fiscal years to achieve. Ms. Holton said having someone in the role of MPO Officer is needed as they are the ones to approve expenditures.

Councilor Duckett reiterated that the Policy Committee members needed to get feedback from their entity so a decision could be given to the City of Farmington on moving forward with their proposal. Once this first step has been agreed on by the entities, then the City of Farmington can gather and provide the actual financial picture. Mr. Strahl said he still had some concerns with the issue of the COG being an independent contractor. He thought the wording of the proposed JPA should be reviewed with this in mind.

Ms. Holton stated that with this recent proposal, the agreement would be between the City of Farmington and the COG and would be a completely separate agreement. No reference to this would be contained in the JPA. The new JPA would be very similar to the current JPA. The only proposed changes to the JPA will be to add Kirtland which is something Ms. Holton will be working on with the Town of Kirtland.

Councilor Duckett asked the Policy Committee to get back with their entity responses within the next four weeks to allow for the Senior Planner position to be hired and begin work on some of the MPO projects that have been on hold.

Commissioner Sipe asked if the City of Farmington had begun compiling the numbers for contracting with the COG and how that would impact the budget. Ms. Baird said numbers are being gathered and that the City of Farmington has a good handle on the federal match dollars and the funds the MPO typically uses. Future and City of Farmington absorbed costs are still being assembled. During the next four weeks, the City of Farmington will work to provide firmer numbers and costs. As Ms. Holton stated earlier, the City of Farmington would have the actual contract with the COG and if, at any

time, the COG was unhappy with the services, they would have to inform the City of Farmington.

Ms. Baird encouraged all the Policy Committee members to send their questions and concerns to her or Ms. Holton and to please share this discussion with their agencies and encourage their input as well. Councilor Duckett recommended holding presentations for each of the communities on the importance and benefit of the MPO and the role they play in regional transportation.

4. 2018 ANNUAL MEETING SCHEDULE

Subject:	2018 Annual Meeting Schedule
Prepared by:	Mary L Holton, AICP, MPO Officer
Date:	October 19, 2017

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.

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 2018. The additional meeting in June is needed to consider a scheduled amendment to the 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.
- Approval of the 2018 meeting schedule and formal action to adopt a meeting resolution will be sought in November.

INFORMATION ITEM

- It is recommended that the Policy Committee review the draft of the proposed 2018 meeting schedule and advise staff of any issues.

DISCUSSION: Ms. Holton referred to Page 38 of the meeting Agenda for the proposed 2018 Policy Committee meeting schedule. She asked the members to review the dates and to let staff know of any conflicts. The proposed schedule does not currently show meetings in Kirtland, but this can be adjusted should they become a member. If no

changes are received from the members, this meeting schedule along with the Open Meetings Resolution will be presented for consideration at the November 16th meeting.

5. REPORTS FROM NMDOT

Deputy Secretary Anthony Lujan

Deputy Secretary Lujan reported that during the September meeting, the members had asked for a presentation on District 5 targets and the types of available funding. He asked Rebecca Maes to provide that presentation. Shown below is a summary of her presentation:

District 5 Targets

NHPP	National Highway Performance Program (Program may be used for any project on the National Highway System (NHS))	\$17,302,990
STPF	Surface Transportation Block Grant (STBG) Program Flex (Flexible program may be used anywhere on the federal aid system)	\$3,767,940
STPS	STBG Program – Areas with population over 5K to 200K (Only used on projects in areas with population over 5K to 200K)	\$3,283,020
STPR	STBG Program – Areas with population 5K and under (Only used on projects in areas with population 5K and under)	\$1,571,628

Other Types of Funds

The following are awarded through the Planning Division. Must make application with Planning. NMDOT cannot be the lead on any project with TAP funding:

TAPF	Transportation Alternatives Flex Flexible program may be used for any project outside of those specified for TAPL, TAPS, or TAPR
TAPL	Transportation Alternatives-Urbanized Areas with population over 200K Only used on projects in areas with population over 200K
TAPS	Transportation Alternatives-Areas with population over 5K to 200K Only used on projects in areas with population over 5K to 199 K
TAPR	Transportation Alternatives-Areas with Population 5K and under Only used on projects in areas with population 5K and under

The following are awarded through the Planning Division. Must make application with Planning.

RTP	Recreational Trails Program Eligible under TAP for recreational projects
HSIP	Highway Safety Improvement Program Safety projects consistent with the SHSP and which correct or improve hazardous road location or feature or addresses a highway safety problem
HRRR	High Risk Rural Roads Special Rule Only used for construction and operational improvements on high risk rural roads
CQX	CMAQ Flexible Funding Generally used for transportation projects that reduce transportation-related emissions

The remainder of Ms. Maes' presentation was a list of 2018 projects programmed throughout District 5, including the transit projects.

Mr. Duncan asked about Control #5101260 which shows it being pavement preservation on US64 (in Shiprock from milepost 21.5 to 24.5). Ms. Maes explained that this project is being completed with repurposed funds (note Fund Code of RPF9 and RPS9). Repurposed funds are old earmarked dollars that FHWA returns to the state and must be used within 50 miles of the original earmark.

Deputy Secretary Lujan explained that NMDOT reviewed their leftover and old earmarked funds and asked USDOT if those funds could be expended. This was approved, but NMDOT had to expend the funds within 20 months and they had to be used within 50 miles of the original earmarked area. NMDOT moved these funds to maintenance.

Councilor Duckett asked about Control #5100500 for bridge replacement on NM 574. Deputy Secretary Lujan said this bridge is on the La Plata Highway where it meets NM 574. This is a timber bridge that has needed to be replaced for the last four years. This project will be let for construction in July 2018

Ms. Maes also explained that funding was available to any entity through the Local Government Road Fund (LGRA). These funds can be applied for by submitting a letter to District 5 and providing details of the project; its location, project scope, estimated cost, justification for construction, and certification that the roadway is on part of a state highway.

Nica Westerling commented that the LGRA fund was used for the Complete Streets project on Farmington's Main Street that City Council just approved this week. Councilor Duckett said this was a great example of the use of this funding source.

Deputy Secretary Lujan said he hoped this presentation demonstrated to the Policy Committee that the District 5 funding has been spread fairly throughout the district to build projects of significance with the funding available.

Councilor Duckett asked about the chip sealing that was recently completed on La Plata Highway and the resulting issues with broken windshields. Deputy Secretary Lujan explained that it was decided to do pothole patching and chip seal on the road. He said that this section was determined to be a good candidate for chip seal. Deciding to do the chip seal was based on the condition of the roadway and available budget. To do an overlay would have required the addition of shoulders. If done correctly, chip seal can add two to four years of life to a roadway.

Deputy Secretary Lujan explained that during this project everything that could go wrong did go wrong. A dump truck knocked out a power line, the truck tires melted in the chip seal, and then a freak rainstorm happened right after the oil was poured which did not allow for the oil to set. Deputy Secretary Lujan also stated they construction crew had significant issues with motorists who were driving way too fast and would not slow down. Last week a sealant was applied to the area that will allow the oil to seep into any remaining cracks and this process will be continued for the rest of this year. Once temperatures improve, District 5 has plans to come back, add shoulders and do an overlay from mile marker 4 to 12.

Planning Division

Ms. Somie Chavez had joined the meeting via telephone but was disconnected from the conference call at this point in the meeting.

6. COMMITTEE MEMBER DISCUSSION ITEMS

Subject:	Committee Member Discussion Items
Date:	October 12, 2017

DISCUSSION ITEMS

No discussion items were brought forward by the Committee Members.

7. INFORMATION ITEMS

Subject:	Information Items
Prepared by:	Mary Holton, AICP, MPO Officer
Date:	October 19, 2017

INFORMATION ITEMS

- a. **MPO Quarterly.** Mr. Garcia attended the MPO Quarterly in Santa Fe on October 3 and 4, 2017.
- b. **FFY2018-2023 Q1 TIP Amendment.** The Technical Committee members have been notified of the Friday, October 20, 2017 deadline to submit their TIP amendment request forms to the MPO.
- c. **UPWP Amendment.** Because the FFY2017 federal funds are rolling over for use in FFY2018, NMDOT has directed the MPO to amend its UPWP. The proposed amendment is scheduled for consideration by the committees in November as the amendment is due to NMDOT by December 15.
- d. **MTP Amendment #1 Update.** Staff is working with the Technical Committee on revisions to Chapters 4, 5 and 9 of the Metropolitan Transportation Plan.

DISCUSSION:

- a. Derrick Garcia attended the MPO Quarterly in Santa Fe on October 3-4, 2017. NMDOT provided a significant update to the state's bike plan currently being undertaken. Ms. Rosa Kozub will be presenting this plan to the Technical Committee on November 1. The state's consultant is hosting a public outreach meeting to explain the plan on November 16 at the Farmington Civic Center.
- b. The Technical Committee members have until October 20 to submit their project amendments to be included in the 1st Quarter TIP Amendment cycle for the new FFY2018-2023 TIP.

c. The proposed UPWP Amendment is needed to update the MPO expenditures from FFY2017 and identify the remaining funds that will be rolling over into FFY2018. This amendment will be presented for consider in November. Ms. Holton reported that the estimated funds rolling over into FFY2018 are \$85,751.03 and these funds will be added to the FFY2018 PL and FTA work authorizations for a total MPO budget for FFY2018 of \$387,244.08. All these figures still need to be verified by NMDOT before they can be finalized.

Councilor Duckett asked how this compared to FFY2017. Ms. Holton noted that the MPO budget for FFY2017 was \$315,212.75. The left over funds were due in part to reduced personnel costs, but also reducing the traffic counts to only one time during the year instead of twice (\$12,000 vs. \$22,000).

Councilor Duckett asked about an update to the MPO's bike/ped plan. Ms. Holton said this had been postponed but plans are to begin work on this in January. With no full-time Senior Planner, the initial work will be contracted out. Ms. Holton has added \$60,000 in the current MPO budget to begin the RFP process to hire a consultant. She anticipates this plan will cost upwards of \$100,000. Councilor Duckett said he would be interested in being involved in the details of a bike plan.

David Sypher said the City of Farmington is performing a detailed inventory of the City's bike ways that would be available to the MPO when they are ready to review this information.

d. Mr. Garcia has been working with members of the Technical Committee to consider revisions to Chapters 4, 5, and 9 to the 2040 MTP. The revisions are primarily looking at priority projects (bike and ped) and this will be presented to the Policy Committee in the next few months.

8. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF

Commissioner Sipe complimented the City on the repaving of 20th Street as well as the entrance sign to the city at Farmington Lake.

Ms. Holton asked if there were any questions on the FFY2017 4th Quarter Report that was distributed to the Policy Committee. There were no questions asked.

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

9. PUBLIC COMMENT ON ANY ISSUES NOT ON THE AGENDA

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

10. ADJOURNMENT

Councilor Duckett adjourned the meeting at 2:26 p.m.



Councilor Duckett, Chair



June Markle, Administrative Assistant