

MINUTES
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE MEETING
January 25, 2018

Policy Members Present: Sally Burbridge (Alt.), City of Aztec
Eric Strahl (Alt.), City of Bloomfield
Nate Duckett, City of Farmington
Linda Rodgers, City of Farmington
Lawrence Lopez (Alt.), North Region Design
Center Director, NMDOT
Mark Duncan, San Juan County

Policy Members Absent: Curtis Lynch, City of Bloomfield
Anthony Lujan, Deputy Secretary, NMDOT

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

Staff Absent: None

Others Present: Steven Saavedra, City of Aztec
Kay Rose, Purchasing, City of Farmington
Somie Chavez, Planning Liaison, NMDOT
Fran Fillerup, San Juan County
Larry Hathaway, San Juan County

1. CALL TO ORDER

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

2. APPROVE THE MINUTES FROM THE NOVEMBER 16, 2017 POLICY COMMITTEE MEETING

The minutes from the November 16, 2017 meeting are currently unavailable. They will be provided for Policy Committee review and approval as soon as our files can be restored.

3. NATIONAL PERFORMANCE MANAGEMENT MEASURES

Subject:	National Performance Management Measures for Highway Safety Improvement Program
Prepared by:	Derrick Garcia, MPO Associate Planner
Date:	January 15, 2018

BACKGROUND

- 23 CFR §490 Subpart B – *National Performance Management Measures for Highway Safety Improvement Program (see attached)*.
- The FHWA requires that MPOs establish targets for five (5) safety performance measures for all public roads in the MPO planning area within 180 days after the State establishes each target.
- The five Performance Measures to be considered are: 1) Number of Fatalities, 2) Rate of Fatalities per 100 Million VMT (Vehicle Miles Traveled), 3) Number of Serious Injuries, 4) Rate of Serious Injuries per 100 Million VMT (Vehicle Miles Traveled), and 5) Number of Non-Motorized Fatalities and Non-Motorized Serious Injuries
- MPOs may: Agree to support State target **OR** establish specific numeric targets for a safety performance measure (number or rate).
- Reporting is done on an annual basis, leaving the choice to adopt State standards vs. establish MPO specific targets up to the MPO Policy Committee each year.
- The Technical Committee recommended approval on January 10, 2018.

CURRENT ISSUES

- FMPO Policy Committee action is due no later than February 27, 2018.

ACTION ITEM

- Hold a public hearing on the Safety Performance Measure Targets and the proposed PC Resolution 2018-1.
- Consider approval of the Safety Performance Measure Targets and proposed Policy Committee Resolution 2018-1.

APPLICABLE CITATIONS

Requirement for MPOs to establish performance targets for Federal-aid highway measures and public transportation established by USDOT.

- 23 USC 134(h)(2)
- 49 USC 5303(h)(2)
- 49 USC 5304(d)(2)

Requirements to include discussion in the metropolitan and statewide improvement program as to how the planned program will achieve State/MPO targets:

- 23 USC 134(j)(2)(D)
- 23 USC 135(g)(4)
- 49 USC 5303(j)(2)(D)
- 49 USC 5304(g)(4)

DISCUSSION: Mr. Garcia reported that Policy Committee consideration and approval is being sought for the National Performance Management Measures for the Highway Safety Improvement Program. This is a federal requirement regarding traffic performance management and safety performance measures is one aspect of this legislation.

The FHWA requires that MPOs establish targets for five (5) safety performance measures for all public roads in the MPO planning area within 180 days after the State establishes each target. FMPO must establish and publish their targets by February 27, 2018. MPOs may agree to either support State target **OR** establish specific numeric targets for a safety performance measure (number or rate). Reporting is done on an

annual basis, so the Policy Committee may choose each year whether to adopt the State standards or establish MPO-specific targets.

The five Performance Measures to be considered are: 1) Number of Fatalities, 2) Rate of Fatalities per 100 Million VMT (Vehicle Miles Traveled), 3) Number of Serious Injuries, 4) Rate of Serious Injuries per 100 Million VMT (Vehicle Miles Traveled), and 5) Number of Non-Motorized Fatalities and Non-Motorized Serious Injuries

Mr. Garcia said that the Technical Committee had recommended approval of adopting the State's standards at their meeting on January 10, 2018. Ms. Holton added that Staff also recommended the approval of the state's performance measures targets.

Councilor Duckett asked when the prior year's data would be available in order to see how the MPO had measured up. Mr. Garcia replied that VMT can only be measured in the past or as a projected number; there is no current data available. Ms. Holton added that the data is collected at the county level and it would be difficult to calculate the numbers for the boundaries of the metropolitan planning area only.

Mayor Burbridge asked if it made sense to have a standard or target for something that we are unable to measure. Mr. Garcia explained that VMT measured traffic in a geographical area. By adopting the state's targets, the MPO agrees to plan and program their projects in support of those targets. Councilor Duckett asked if the MPO could set a standard that was lower than the state's target. Mr. Garcia said the MPO could do that, but would be held to that target and would have to show that the planned projects supported those numbers.

Ms. Holton said that the standards are set on an annual basis. Both the state and the MPOs will be required to set their standards annually. Mr. Garcia stated that this nationwide ruling has just been implemented, so many MPOs have opted to adopt their state's standards for this initial period. Mayor Burbridge asked if the MPO was held to the standards set by the state. Mr. Garcia said only the state would be held to the performance standards and for measuring them. Any projects planned in or by the MPO would need to meet the standards set. The state is also the entity charged with calculating the results.

It was asked if there was any historical data for the state. Mr. Garcia referenced the information beginning on Page 7 of the agenda which showed the data (five-year rolling average) published by the state for each of the five measures.

Councilor Duckett opened the public hearing the Safety Performance Measure Targets and the proposed PC Resolution 2018-1. No comments were received from those in attendance. Councilor Duckett closed the public hearing.

ACTION: Mr. Duncan moved to approve the Safety Performance Measures Targets and proposed PC Resolution 2018-1. Councilor Rodgers seconded the motion. The motion was passed unanimously.

4. REVIEW THE PROPOSED CHANGES TO THE JPA AND COMMITTEE BYLAWS TO ADD KIRTLAND TO THE MPO

Subject: Review the Proposed Changes to the JPA and Committee Bylaws to Add Kirtland to the MPO
Prepared by: Mary L Holton, AICP, MPO Officer
Date: January 25, 2018

BACKGROUND

- The cities of Aztec, Bloomfield, and Farmington, and San Juan County formed and have participated in the Metropolitan Planning Organization through the Joint Powers Agreement (JPA) since 2003.
- As discussed previously, MPO Staff has been coordinating to add the Town of Kirtland to the MPO beginning in 2018.
- The Kirtland Board of Trustees voted on December 12, 2017, to join the MPO.
- Proposed revisions to the JPA and Committee Bylaws documents to include Kirtland have been initially drafted. They are enclosed for review and discussion by the Policy Committee.
- The Committee will note that many of the proposed revisions in both documents were included in previous proposals that the Committee reviewed over the past summer and fall.

CURRENT WORK

- A Town of Kirtland representative is being invited to attend all MPO Meetings.
- MPO Staff will continue to draft revisions to the documents until the Policy Committee deems that the documents are ready for consideration for a recommendation to the Policy Committee by the Technical Committee.
- A 30-day public review period and a public hearing are required prior to the adoption of the documents by the Policy Committee.
- The JPA requires the approval of the boards, councils, and commissions of the five (5) member entities and the NM Department of Finance Administration before it can take effect.

INFORMATION ITEM

- Review the proposed JPA and Committee Bylaws documents and provide input.
- Members of the Policy Committee should share the proposals with their boards, councils, and commissions, as well as managers, for input.

APPLICABLE CITATIONS

- 23 U.S. Code § 134 - Metropolitan transportation planning
- 23 CFR 450.310 - Metropolitan planning organization designation and re-designation
- 23 CFR 450.314 - Metropolitan planning agreements
- 23 U.S. Code § 134 - Metropolitan transportation planning
- Joint Powers Agreement Act, being Sections 11-1-1 et. Seq., NMSA 1978, as amended.
- NMDOT Planning Procedures Manual, Metropolitan Planning Organizations, Internal Structure, pages 46-48

DISCUSSION: Ms. Holton referred to Page 11 of the Agenda. The Board of Trustees for the Town of Kirtland voted on December 12, 2017 to join the MPO. In order to add Kirtland to the MPO, revisions to the JPA and Committee Bylaws are necessary.

On Pages 12-44 of the Agenda are proposed revisions for both the JPA and the Bylaws. These current proposals are similar to previous editions presented for consideration by the Policy Committee. Ms. Holton asked that the Policy Committee provide additional comments and revisions to both of these documents to allow for final draft documents to be developed. Once all the recommendations and changes have been implemented, a 30-day public comment period will be opened and the documents will go to the Technical Committee for their review and consideration. Once the Technical Committee has made their recommendation, the documents will be brought back to the Policy Committee for formal consideration and approval sought. After approval by the Policy Committee, the JPA must be presented to each member entity's governing body for approval and execution of the document. The Bylaws can simply be approved by the Policy Committee.

Ms. Holton explained that the JPA and Bylaws shown in the Agenda are the most current revised documents and include previous Policy Committee comments as well as recommendations by NMDOT. She encouraged the documents be shared with other individuals and Council/Commission members at each of the entities. The Policy Committee asked for copies of the previous documents be e-mailed to them in order to compare with the latest revisions. It was decided that all comments and recommendations from the members be provided to Ms. Holton within the next seven days.

Ms. Holton stated that until the revised JPA and Bylaws are approved and adopted by the Policy Committee and all member entities, Kirtland representatives cannot be seated. Once the Policy Committee has approved the documents, gaining final adoption by the entities will take at least a month to complete.

5. REPORTS FROM NMDOT

District 5 – Lawrence Lopez

Mr. Lopez reported that NMDOT continues to work with the City of Farmington on the Foothills Extension project - Phases I and II. The PS&E has been completed. Because the project is broken into both federal and state funding, there have been some coordination activities required before the contract can be let. Phase I is federally funded while Phase II is being funded with state funds.

The PS&E for the Kirtland Schools Walkpath was held last week.

Phases V and VI of the US 64 projects are currently in design with the anticipated letting in the summer or fall. These final large phases of the US 64 project will complete the expansion of US 64 and will extend over the next several years.

Planning Bureau – Somie Chavez

Ms. Chavez reported that NMDOT's Planning Work Program was approved by FHWA which also included FMPO's amendment to their UPWP to use carryover funds from FFY2017 in FFY2018.

Ms. Chavez stated also that the FMPO has submitted their 1st Quarter FFY2018 report and billings to NMDOT and she will begin reviewing the information provided.

6. COMMITTEE DISCUSSION ITEM(S)

Subject:	Committee Member Discussion Items
Date:	January 25, 2018

DISCUSSION ITEMS

- a. Discussion regarding Eric Strahl's letter dated 12/5/17 (RE: "NWNMCOG Assumption of FMPO Administrative and Transportation Planning Responsibilities, Filling Two Vacant, FMPO Positions").

DISCUSSION: Councilor Duckett asked Mr. Strahl if he wanted to open the discussion on his letter to the MPO dated 12/5/17.

Mr. Strahl explained that he thought it was important to establish a timeline and implementation process for bringing the NWNMCOG on as the administrative agent, filling the MPO Office and Senior Planner positions, and then beginning the work on the upcoming bike/ped plan update. Councilor Duckett said the thought Mr. Strahl presented some good thoughts and his input was appreciated.

Ms. Holton said the current City of Farmington draft proposal is for the City to remain as the fiscal agent for the MPO, but to contract with the COG to manage the administrative responsibilities of the MPO. Julie Baird, the Assistant City Manager for the City of Farmington is handling these discussions and Policy Committee members are encouraged to contact her with their thoughts and concerns. Ms. Holton reported that a meeting is planned with Mr. Jeff Kiely, Executive Director for the COG for January 30. Mr. Kiely wants to present a proposal to his Board at their meeting on February 21, 2018.

Ms. Holton stated that all the comments and recommendations she has received from the Policy Committee have already been given to Ms. Baird. If, however, there are additional comments or input from the Policy Committee, Ms. Holton encouraged the members to share those thoughts.

Mr. Duncan stated that the County was in support of first filling the MPO Officer position, but was not receptive to filling both the MPO Office and MPO Planner positions. Speaking also for the Town of Kirtland, they would support filling the MPO Officer position, but not both open MPO positions.

7. INFORMATION ITEMS

Subject:	Information Items
Prepared by:	Mary Holton, AICP, MPO Officer and Derrick Garcia, MPO Associate Planner
Date:	January 25, 2018

INFORMATION ITEMS

- a. **Newly Elected Technical Committee Chair and Vice Chair for 2018.** At their January meeting, the Technical Committee elected Farmington representative Cynthia Lopez, Chair, and Bloomfield representative Jason Thomas, Vice-Chair.
- b. **Training provided to Technical Committee on their role to the Policy Committee.** This training resulted from the October 2017 amendment to the MPO's Corrective Action Plan's Finding #7: "FMPO has been directed to prepare and present specifically to the Technical Committee on their role to the Policy Committee⁴. This training will be developed by the MPO Officer, to include applicable CFRs, and will be provided during Q2 of FFY2018". The attached presentation was provided to the Technical Committee in January.
- c. **This quarter's training for the Policy Committee.** Warren Unsicker, CEO of Four Corners Economic Development, Inc., will speak at the February 22nd Policy Committee meeting on the "State of the Region's Economy".
- d. **Desire of Policy Committee to receive minutes (or sections thereof) from Technical Committee meetings.** The Technical Committee wanted to see if the Policy Committee would like to receive their meeting minutes on a regular basis.

DISCUSSION: Mr. Garcia reported that the Technical Committee had elected Ms. Cynthia Lopez, representative from Farmington as their Chair for 2018 and Mr. Jason Thomas the Bloomfield representative as the Vice Chair.

Ms. Holton provided training to the Technical Committee at their meeting on January 10 on their role to the Policy Committee. This training was mandated by the MPO's Corrective Action Plan of October 2017. Ms. Holton referred to a copy of that training found on Pages 52-56 of the Agenda and to the definition of "metropolitan planning organization" as defined by Federal law under 23 USC § 134 as meaning the policy board of an organization designated as an MPO.

Training for the Policy Committee will be on February 22 when Warren Unsicker, CEO of Four Corners Economic Development, Inc., will speak on the "State of the Region's Economy". Ms. Holton said that the Technical Committee members would be invited to attend this meeting to hear his presentation.

It was discussed at the Technical Committee meeting on January 10 about the desire of the Policy Committee to have a copy of their meeting minutes provided in the Policy Committee meeting agenda packets in addition to simply being notified of their recommended actions in the staff reports. There was consensus by the Policy Committee members to receive a copy of the Technical Committee meeting minutes.

8. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF

There was no 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. CLOSED MEETING

Councilor Duckett explained that purpose of the Closed Meeting was to discuss a request for proposals for the FMPO Bicycle & Pedestrian Plan Update pursuant to Section 10-15-1H(6) NMSA 1978. He noted that confidentiality requirements continue to be in effect until a contract has been executed.

Mr. Lopez moved to close the meeting to discuss the item noted above. Mr. Duncan seconded the motion. The motion to go to a Closed Meeting was passed unanimously.

Mr. Duncan moved to return to an Open Meeting; Councilor Rodgers seconded the motion. The motion to open the meeting was passed unanimously. Upon returning from the Closed Meeting, Councilor Duckett reported that the only item discussed was the request for proposals for the FMPO Bicycle & Pedestrian Plan Update. No other matters were discussed during the Closed Meeting.

11. ADJOURNMENT

Mr. Duncan moved to adjourn the meeting; Councilor Rodgers seconded the motion. Councilor Duckett adjourned the meeting at 2:14 p.m.



Councilor Duckett, Chair



June Markle, Administrative Assistant