

**DRAFT MINUTES  
FARMINGTON METROPOLITAN PLANNING ORGANIZATION  
TECHNICAL COMMITTEE MEETING  
March 14, 2018**

Technical Members Present: Steven Saavedra, City of Aztec  
Jason Thomas, City of Bloomfield  
Virginia King, City of Farmington  
Cindy Lopez, City of Farmington  
Paul Brasher, District 5, NMDOT  
Andrew Montoya, Red Apple Transit Manager  
Nick Porell (Alt.), San Juan County

Technical Members Absent: Fran Fillerup, San Juan County

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

Staff Absent: Derrick Garcia, Associate MPO Planner

Others Present: Rosalyn Fry, Commissioner, City of Aztec  
Julie Baird, Assistant City Manager, City of Farmington  
Taylor Clem, City of Farmington  
Larry Hathaway, San Juan County  
Dan Flack, Representative from Town of Kirtland  
Rosa Kozub, NMDOT  
Larry Hathaway, San Juan County

**1. CALL TO ORDER**

Cindy Lopez called the meeting to order at 10:00 a.m.

**2. APPROVE THE MINUTES FROM THE FEBRUARY 14, 2018 TECHNICAL COMMITTEE MEETING**

Mr. Thomas moved to approve the minutes from the February 14, 2018 Technical Committee meeting. Mr. Saavedra seconded the motion. The motion to approve the minutes passed unanimously.

**3. PRESENTATION - RED APPLE TRANSIT OPERATIONAL ANALYSIS STUDY**

<b>Subject:</b>	Presentation - Red Apple Transit Operational Analysis Study
<b>Date:</b>	March 14, 2018

## PRESENTATION

Mr. Andrew Montoya, Transit Manager will present on the Operational Analysis study for the Red Apple Transit hub relocation. This study is expected to begin soon.

In 2017, the FMPO approved the allocation of up to \$30,000 of its FTA 5303 funds for this project. Depending on timing, some FHWA PL funds may need to be utilized as well. The project was approved for funding under Section 4.4 of the MPO's current UPWP.

Mr. Montoya will manage the project and provide monthly reports to the Technical Committee.

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**DISCUSSION:** Mr. Montoya gave a presentation on the Red Apple Transit operational analysis study. Below is a summary of that presentation:

- An operational study is one of the requirements to build a transit hub
  - Will determine what changes are required to the existing bus system to move it to a new location;
- Feasibility study completed in 2017; two locations in the downtown area identified that were feasible for a transit hub;
  - Sites not approved by City Council until it is determined that they can house a new hub;
- Three firms submitted proposals to the RFP put out this January;
  - KFH Group is the most experienced in working with cities of similar size to Farmington;
  - Twenty-two years of experience;
  - Have completed hundreds of plans for systems the size of the Red Apple Transit;
- KFH Consultant Staff
  - Ken Hoson - will lead study (contact information: [khosen@KFHGroup.com](mailto:khosen@KFHGroup.com), (512) 372-8807);
  - Bennett Powell - will review existing services and needed changes, and identify new bus stops;
  - Chris Cordova - will lead the outreach effort and public meetings.
- Project Goals
  - Analyze the proposed sites, determine the facility size and layout of interior and exterior;
  - Assess the need to revise routes to properly access the new hub;
  - Identify possible new stops;
  - Gather public input;
  - Present findings to City Council.
- Key Elements of the Study
  - Bring together the five city routes and three regional routes into one location;
  - Bring in connecting service to transfer (i.e.: North Central Regional Transit District "Blue Bus" (NCRTD) and Navajo Transit.
- Outreach Efforts

- Two initial planned group meetings with targeted stakeholders and riders:
  - Held on March 22, 2018 at 11:30 a.m. and 6:30 p.m. at the Downtown Center (MPO Office location), 100 West Broadway, Farmington;
- Stakeholder interviews
- Ride the bus routes.
- Scope of Work
  - Project has already begun and will take four months to complete (estimated to be completed at the end of May);
  - Project kick off
  - Outreach efforts
  - Evaluation of Hub/Transfer Center (site plan and building review)
  - Operational recommendations (routing and bus stops)
  - Draft and Final Reports (final presentation to City Council).

Mr. Saavedra asked what the public outreach efforts would include. Mr. Montoya explained that KFH Group is bringing together a group of individuals to ask them, in a working group setting, what changes should be considered and what they would like to see in the future transit system. Although the format will be more of a focus group meeting, any interested party is invited to attend.

#### **4. STATUS OF TIP PROJECTS**

Subject:	Status of TIP Projects
Prepared by:	Mary Holton, AICP, MPO Officer
Date:	March 14, 2018

<b>BACKGROUND</b>
<ul style="list-style-type: none"> <li>• The STIP Protocols, finalized in early 2014, require 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.</li> <li>• The next scheduled TIP Amendment cycle begins next month.</li> <li>• FFY2018-Q3 TIP amendment requests will be due to Staff no later than May 4, 2018. The amendments will be considered by Technical Committee on May 9th and by Policy Committee on May 24th.</li> </ul>

<b>TRACKING INFORMATION (2018-2023 TIP)</b>	
Local Agreement Status (ARF) ROW Certification Design Completion 30 - 60 - 90% Environmental Certification Utilities Certification Railroad Certification Archeology Certification	ITS/Sys ENG Certification Public Involvement Certification.

#### CURRENT WORK

- Top Regional Priority Projects
  - 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.
- Integration of all FMPO TIP projects on to new eSTIP website.
- Public eSTIP website can be viewed at <https://estip.dot.state.nm.us/>

#### INFORMATION ITEM

- This is an information item only. Committee members will have an opportunity to provide feedback regarding TIP project status and details.

**DISCUSSION:** Ms. Holton asked the Technical Committee members to provide their project updates:

#### Bridge on CR 5500

Mr. Porell stated that San Juan County had received \$2.5M in state capital outlay money for the bridge on CR 5500. He asked Mr. Brasher to explain who the review authority for this project would be. Mr. Brasher stated that San Juan County would be working with Stephen Lopez, the Technical Support Engineer and Jeff Johnson, the Bridge Support Engineer. The project is currently in the preliminary design phase and a consultant has been hired. With the addition of the state funds, the scope of work will change somewhat in terms of required certifications. San Juan County hopes to have the project design completed by year end and to begin construction next year.

#### Kirtland Walk Path

This project is awaiting the construction cooperative agreement from NMDOT. The project is currently tied up with the construction civil rights bureau and three special provisions in the contract documents need to be signed off on. Brad Fisher with the North Region Design Center is working with Lawrence Lopez to leverage release of this agreement. San Juan County is still hopeful to be able to complete this project this summer, but the recent delays are affecting that timeline.

#### CR 350/390

The work is physically complete, but the contractor is in default of the contract as Desert Utility Paving has gone out of business. San Juan County is working with surety for claims against the payment bond.

#### Glade Run Recreational Trails

This project is held up at NMDOT due to federal funding issues. Lack of a federal budget has delayed issuance of this agreement. This two-phase agreement was programmed for this year, but being able to execute the required clearances by June 15 will be extremely difficult to complete. San Juan County is working with the Planning Bureau on these issues.

### CR 3900

The remainder of the project design has been funded with local bond funds. San Juan County plans to complete the design, secure rights-of-way, and await possible future funding for construction.

### NM 64 Widening

Mr. Brasher reported that drawings for the last four-mile segment of US 64 are expected to be completed in April and NMDOT will go out to bid in July. He stated there have been some last minute drainage and right-of-way issues, but NMDOT is optimistic that they will be ironed out.

### East Blanco Bridge

Mr. Thomas stated that the City of Bloomfield received MAP funding for relocation of the utilities and right-of-way acquisition. They are still waiting to hear back from NMDOT on clarification on the use of some temporary construction easements or simple acquisitions. The City of Bloomfield decided to proceed with the simple acquisitions and they are working with a local firm to begin scoping out the appraisal work.

### 20th Street (Phase III)

Ms. King reported that project design for Phase III went out to bid on February 25, 2018.

The City of Farmington is still in the paperwork process for Phases I and II of the 20<sup>th</sup> Street project and extensions of contract have been requested in order to close out these two projects.

### Foothills Drive Enhancements (Phase II)

The contract on this project was received back on March 9.

### East Pinon Hills Boulevard (Phase I)

The reimbursement request has been submitted, but there has been no response yet from NMDOT.

### San Juan Boulevard & Scott Avenue Intersection

The reimbursement request has been submitted and the City of Farmington is waiting to hear back from NMDOT.

### Red Apple Transit

Mr. Montoya will be providing monthly updates on the progress of the operational analysis study.

## **5. REPORTS FROM NMDOT**

### **District 5 - Paul Brasher**

Mr. Brasher reported that NMDOT has a STIP project to reconstruct twenty-two miles of US 64 from the Arizona border to Shiprock.

District 5 is also planning to replace a bridge, rehabilitate the pavement and increase shoulder widths on NM 170 across the La Plata river.

Planning Bureau - Rosa Kozub

Ms. Kozub stated that Somie Chavez had resigned from NMDOT and Shannon Glendenning, the Recreational Trails Program Coordinator, will be the interim FMPO liaison.

Draft UPWPs from the MPOs are due to NMDOT by the end of April. The preliminary FFY2019 budget numbers have already been provided to the MPOs.

Upcoming in the next couple of months will be the Quality Assurance Reviews with all the statewide MPOs and RTPOs.

Another call for TAP and Recreational Trails projects will be coming out this spring.

The State's bike plan is still in the works with a draft for public review available in April or May. Additional public meetings will be held following release of the draft plan.

The T/LPA handbook update is in process. NMDOT is working to make this manual more user friendly going forward. Once the handbook is released, NMDOT will provide training to the MPOs.

NMDOT has begun updating their public involvement process. This process outlines how projects are presented for public comment and allow for review if desired. A survey will be published to help capture effective engagement and outreach tools for the different parts of the state.

The Cooperative Agreement between NMDOT and the MPOs expires at the end of FFY2018. An update will be provided to staffs at the MPO quarterly meeting being held at the end of the month.

**6. COMMITTEE MEMBER DISCUSSION ITEMS**

<b>Subject:</b>	Committee Member Discussion Items
<b>Date:</b>	March 14, 2018

**DISCUSSION ITEMS**

No items were presented for discussion by Technical Committee members.

## 7. 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>	March 14, 2018

### INFORMATION ITEMS

- a. **Update on the Technical Committee's subcommittee's work on reviewing the Project Prioritization Methodology (PPM).**  
Direction was given to Staff during the February 14<sup>th</sup> Technical Committee meeting to organize a subcommittee to review the FMPO's Project Prioritization Method. The subcommittee's first meeting is currently planned for March 19, 2018.
- b. **NMLTAP Training at Technical Committee meeting on April 11, 2018.**  
During the Spring of 2017 the New Mexico Department of Transportation began a partnership with the University of New Mexico's Civil Engineering Department to provide local governments and municipalities in New Mexico with technical assistance, trainings and information as part of the Federal Highway Administration's Local Technical Assistance Program (LTAP).  
  
Previously, LTAP services had been coordinated by NMDOT's Planning Bureau. NMLTAP Program Manager Josh Johnson will be here next month to present on the services provided by the NMLTAP Program.  
  
Contact information for Josh - Phone: (505) 277-0767, E-mail: [jsjohns@unm.edu](mailto:jsjohns@unm.edu)
- c. **Upcoming Training: FHWA's ADA Compliance Program at FMPO Offices on the Second Floor at 100 W Broadway on May 31, 2018.** This full-day course (8a-4p) sponsored by NMLTAP provides attendees with an understanding of the authorities, regulations, and coverage of the ADA Compliance Program; an overview of the FHWA's ADA compliance program; and clarifies ADA compliance standards. Registration will be \$20 per person.
- d. **Report on the Update on the MPO's Bike and Pedestrian Plan.** A verbal report is planned.
- e. **Report on the next scheduled TIP Amendment.** FFY2018-Q3 TIP amendment requests will be due to Staff no later than May 4, 2018. The amendments will be considered by Technical Committee on May 9<sup>th</sup> and by Policy Committee on May 24<sup>th</sup>.
- f. **Report on the preliminary preparation of the FFY2019-2020 UPWP.** A verbal report is planned.

**DISCUSSION:** The first meeting of the sub-committee decided upon by the Technical Committee in February to discuss and review the project prioritization methodology in the current MTP is scheduled for Monday, March 19. The sub-committee is expected to include Fran Filler, Steven Saavedra, Paul Brasher, and Derrick Garcia.

Training for Technical Committee members in April will be presented by Josh Johnson the NMLTAP Program Manager. He will present on the technical assistance, trainings, and information available as part of the FHWA's Local Technical Assistance Program (LTAP).

On May 31, 2018, Mr. Johnson will be in Farmington to conduct a full-day course on FHWA's ADA Compliance Program. The course will provide an overview of the Program along with an understanding of the authorities, regulations, and coverage of the Program, and help to clarify ADA compliance standards. The course will be held at the FMPO Office and registration is \$20 per person.

The City of Farmington's City Council approved awarding the MPO bike/ped plan update contract to Russell Planning & Engineering. The kickoff for this project will be April. Derrick Garcia will be contacting all the member entities for mapping information regarding their current and planned bike and pedestrian facilities. This information will then be provided to the consultant.

The FFY2018 Quarter 3 TIP amendment requests will be due to Staff no later than May 4, 2018. The amendments will be considered by the Technical Committee on May 9<sup>th</sup> and by the Policy Committee on May 24<sup>th</sup>.

Ms. Holton has begun the preliminary development of the FFY2019-2020 UPWP which will be effective on October 1, 2018. Different projects that will be coming up during this time period will be: completion and adoption of the bike/ped plan update; additional MPO staffing; update to the public participation plan (following completion of the new JPA) to add the FAST Act and recent freight issues; the 2045 MTP update and adoption that will be due in September 2020 with work beginning in 2019. The draft FFY2019-2020 UPWP is due to NMDOT by the end of April and will be brought to the Technical Committee for review shortly.

Mr. Porell asked about the significant change in price in the bike/ped plan update. Ms. Holton said the MPO had identified \$60,000 in funding, but this was not included in the RFP so the evaluation committee would focus only on the consultant they believed would do the best job. Mr. Porell asked what changes might have occurred in the scope of the project. Ms. Holton said she was waiting to receive the final document and reminded the Technical Committee that they would be the steering committee for this project. Russell Engineering will make an in-person kickoff presentation to both MPO committees and then present monthly via GoToMeeting.

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

Mr. Saavedra noted that Leadership San Juan has approached municipalities in the area to encourage participation in declaring the first week of April as "safety week" in terms of distracted driving and to piggyback on Farmington's "Slow Down" campaign.



Commissioner Rosalynn Fry was introduced by Mr. Saavedra. She has expressed interest in possibly serving as an alternate to the MPO Policy Committee.

Mr. Montoya reported that the contract for Ride Right, the current operator of the Red Apple Transit system has expired, but they are on a three-month extension until June 1. The new Red Apple Transit contract has been awarded to Capacity Builders (LouGo's Taxi).

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


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

Mr. Hathaway commented that on NM 516 between Aztec and Farmington at the turnoff to Farmington Lake there is are two flashing 45 mph speed limit sign that are posted in between the 55 mph signs. He thought there was approximately 20 feet between the 45 and the 55 mph signs. Mr. Brasher said District 5 has hired a new traffic engineer and he will make him aware of this issue.

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

**12. ADJOURNMENT**

Mr. Thomas moved to adjourn the meeting. Mr. Montoya seconded the motion. The motion was passed unanimously and Ms. Lopez adjourned the meeting at 10:43 a.m.

  
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Cynthia Lopez, Chair

  
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June Markle, Administrative Assistant