

MINUTES
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE MEETING
September 27, 2018

Policy Members Present:

Sherri Sipe, City of Aztec
Nate Duckett, City of Farmington
Sean Sharer, City of Farmington
Larry Hathaway (Alt), San Juan County

Policy Members Absent:

Curtis Lynch, City of Bloomfield
Anthony Lujan, Deputy Secretary, NMDOT

Staff Present:

Mary Holton, AICP, MPO Officer
June Markle, MPO Administrative Assistant

Staff Absent:

None

Others Present:

Rebecca Maes, STIP Manager, NMDOT
Mike Stark, San Juan County
David Quintana, NMDOT
Nancy Lauro, Russell Planning & Engineering
Jeff Kiely, Director, Northwest New Mexico
Council of Governments

1. CALL TO ORDER

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

2. APPROVE THE MINUTES FROM THE AUGUST 23, 2018 POLICY COMMITTEE MEETING

Mr. Hathaway moved to approve the minutes from the August 23, 2018 Policy Committee meeting. Councilor Sharer seconded the motion. The motion to approve the minutes was approved unanimously.

3. ANNUAL ELECTION OF OFFICERS

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| Subject: | Annual Election of Officers |
| Date: | September 27, 2018 |

BACKGROUND

- As outlined in the MPO Committee Bylaws, the annual Election of Officers occurs in September to allow newly elected members to become familiar with Policy Committee proceedings.
- Each September, the Policy Committee selects the Chair and Vice-Chair from their membership who will serve until the following annual election.
- The Chair presides over the meetings and is responsible for the other duties which are outlined in the Committee Bylaws and Operating Procedures document.
- The Vice-Chair presides over the meetings in the absence of the Chair.
- Mayor Duckett has been serving as the current Policy Committee Chair, while Commissioner Sipe has been serving as the current Vice-Chair.

ELECTION

- Elections are to take place to select a Policy Committee Chair and Vice-Chair until September 2019.

RECOMMENDATION

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

DISCUSSION: Ms. Holton explained that the annual election of officers is outlined in the Committee Bylaws & Operation Procedures document. The September election allows newly elected members to become familiar with Policy Committee proceedings prior to the election. The Policy Committee selects a Chair and Vice Chair from their membership who will serve until the following annual election.

Mayor Duckett nominated Sean Sharer as Chair or Vice Chair. Councilor Sharer said he would accept the Chair nomination. Councilor Sharer nominated Commissioner Sipe as Vice Chair. There were no other nominations or discussion.

ACTION: The Policy Committee voted unanimously to elect Councilor Sharer as Chair of the Policy Committee and Commissioner Sipe as the Vice Chair.

4. REVIEW AND APPROVE THE PROPOSED FFY2019 FMPO BUDGET FOR NON-REIMBURSABLE EXPENDITURES

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|-----------------|---|
| Subject: | Review and Approve the Proposed FFY2019 FMPO Budget for Non-Reimbursable Expenditures |
| Date: | September 27, 2018 |

BACKGROUND

- As outlined in the MPO JPA effective October 1, 2018, “any expenditure deemed non-reimbursable by NMDOT shall require the advance approval of the Policy Committee and shall be subject to the funding formula contained in Paragraph A” (Section 5.B, page 9).
- Non-reimbursable expenditures include those that are deemed ineligible by NMDOT to be reimbursed by the Planning PL and FTA 5303 federal grants.
- These expenditures include refreshments for meetings, bottled water for the MPO, and similar purchases.
- In previous years, the MPO has budgeted a total of \$1,500 for these expenditures a year. The expenditures are typically expended as needed by MPO employees via the fiscal agent, and then the fiscal agent has been reimbursed with payments from the member entities on a quarterly basis. This amount is recommended for FFY2019.
- MPO Staff will need to propose a maximum amount to the Policy Committee on an annual basis before the start of each FFY.
- Applying the JPA's new reimbursement formula: Aztec would pay \$105; Bloomfield would pay \$120; Farmington would pay \$720; Kirtland would pay \$15; and the County would pay \$540. Of course, these reimbursement payments would be spread over four quarters.
- Recent such expenditures have been absorbed by the City of Farmington's Community Development Department.

RECOMMENDATION

- It is recommended that the Policy Committee review and consider the proposal to approve up to \$1,500 for the MPO's FFY2019 to ensure sufficient funding for these expenditures is available to the MPO during FFY2019 (October 1, 2018 – September 30, 2019).

DISCUSSION: Ms. Holton stated that this recommendation was different than how the non-reimbursable expenses were treated in the past. Previously, expenses that were not reimbursable (i.e.: meeting refreshments, snacks, water, etc.) under the PL or FTA grants, were paid for entirely by the fiscal agent. In past years, the MPO Division within the Community Development Department of the City of Farmington would earmark about \$1,500 for the year to cover these types of expenses.

With the new JPA, a provision was added that any reimbursement deemed non-reimbursable by NMDOT would require the advance approval of the Policy Committee and would be subject to the local match funding formula. This action item is being presented prior to the start of the new federal fiscal year to allow the MPO to have funds available for these types of purchases. Expenses would be invoiced to each of the entities based on the reimbursement formula shown in the JPA:

| | | <u>Annual Maximum</u> |
|-----------------|-----|-----------------------|
| Aztec | 7% | \$105 |
| Bloomfield | 8% | \$120 |
| Farmington | 48% | \$720 |
| Kirtland | 1% | \$15 |
| San Juan County | 36% | \$540 |

These expenses would be reimbursed as they occurred and the dollar amounts shown above would not be exceeded in the federal fiscal year of October through September.

For the past year, the Community Development Department has been covering these expenditures for the MPO. The reimbursement formula has not been applied previously as the fiscal agent used to pay all these costs.

Mayor Duckett thought it was a good policy to spread the costs out among each of the entities. Ms. Holton said this was being brought to the Policy Committee for consideration so that the approval would be in place beginning October 1. The first invoice these charges could show up would be the quarterly billing for the first quarter of FFY19 (January 2019).

ACTION: Commissioner Sipe moved to recommend the approval of up to \$1,500 for the MPO's FFY2019 budget to ensure sufficient funding for non-reimbursable expenditures is available to the MPO during FFY2019 (October 1, 2018 – September 30, 2019). Councilor Sharer seconded the motion. The motion was passed unanimously.

5. CALL FOR PROJECTS: FFY2020 PLUS CMAQ NON-MANDATORY PROGRAM

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| Subject: | Call for Projects: FFY2020 Plus CMAQ Non-Mandatory Program |
| Prepared by: | Mary Holton, AICP |
| Date: | September 27, 2018 |

BACKGROUND

- Beginning with the federal Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 through the most recent law, Fixing America's Surface Transportation Act or "FAST Act," signed on December 4, 2015, the NMDOT receives federal funds to administer a variety of programs, including the CMAQ program. The CMAQ program provides a flexible funding source to the State and T/LPAs for transportation projects and programs that help meet the requirements of the Clean Air Act. Mandatory CMAQ funding is made available to areas that do not meet the National Ambient Air Quality Standards for ozone, carbon monoxide, or particulate matter (for nonattainment areas) and for former nonattainment areas that are now in compliance (maintenance areas).
- Currently, El Paso Metropolitan Planning Organization (EPMPO) is the only recipient of mandatory CMAQ funds for a portion of southern Dona Ana County that is in non-attainment. Non-mandatory CMAQ funding is administered by NMDOT and is available statewide for projects and programs that improve air quality and reduce congestion.
- NMDOT administers CMAQ on behalf of the FHWA. Pursuant to the FAST Act, transportation projects that fall into one of the following three broad categories are eligible for CMAQ funding:
 1. Projects that reduce the number of vehicle trips and/or vehicle miles traveled (VMT);

- 2. Projects that reduce emissions related to traffic congestion; and/or
- 3. Projects that reduce the per mile rate of vehicle emissions through improved vehicle and fuel technologies.
- All T/LPAs receiving federal aid highway program funding must fulfill specific requirements to successfully complete their project. T/LPAs wishing to pursue CMAQ funding must consult the T/LPA Handbook prior to applying for funds in order to fully understand the requirements. A current copy of the T/LPA Handbook can be found at:
[http://dot.state.nm.us/content/dam/nmdot/Local Government Agreement Unit/TLG A HANDBOOK.pdf](http://dot.state.nm.us/content/dam/nmdot/Local_Government_Agreement_Unit/TLG_A_HANDBOOK.pdf)

APPLICATION PROCESS

- Eligible Tribal/Local Public Agencies (T/LPAs) submitting a grant application under this program must first complete and submit electronically a Project Feasibility Form (PFF) to the Farmington MPO prior to submitting a CMAQ Application.
- Following receipt of the PFF, the MPO will set up a meeting with the Agency and NMDOT representatives to determine the project eligibility and feasibility to meet the funding deadlines. If the project meets these criteria, then the Agency may submit a CMAQ Application Package to the MPO.
- The deadline to submit a PFF electronically to MPO Staff is Wednesday, October 3, 2018 at 5:00 pm (PFF's can be submitted at any time before this deadline).
- Project applications must fully follow the directions contained in the New Mexico DOT's Congestion Mitigation and Air Quality Improvement (CMAQ) Non-Mandatory Program Guide.

APPLICATION SCHEDULE SUMMARY

- Wednesday August 15, 2018 – Release of Call for Projects
- Wednesday October 3, 2018 – Deadline to Submit Project Feasibility Form Electronically to FMPO Staff (5:00PM)
- Monday October 15 - Friday October 19, 2018 (Tentative) – Feasibility Review of submitted PFFs with LPAs, FMPO, & NMDOT staff – Meeting(s) will be set up and scheduled by the FMPO. Additional forms to be provided once PFFs are approved by District 5.
- Monday December 3, 2018 – Deadline for Local Public Agencies to Submit CMAQ Application Form & required materials (including Resolution of Sponsorship) Electronically to FMPO Staff (5:00PM)
- Thursday December 27, 2018 – Deadline for the Farmington MPO to Submit Completed CMAQ Project Applications to the NMDOT CMAQ Program Coordinator (5:00PM)

CURRENT WORK

- The Call for Projects was released on August 15, 2018.

INFORMATION ITEM

- This is an information item only.

DISCUSSION: Ms. Holton explained that this Agenda item was informational only and had been shared by e-mail several times prior.

This Congestion, Mitigation, and Air Quality (CMAQ) program provides a flexible funding source to the State and T/LPAs for transportation projects and programs that help meet the requirements of the Clean Air Act. Mandatory CMAQ funding is made available to areas that do not meet the National Ambient Air Quality Standards for ozone, carbon monoxide, or particulate matter (for nonattainment areas) and for former nonattainment areas that are now in compliance (maintenance areas).

Currently, non-mandatory CMAQ funding is available statewide for projects and programs that improve air quality and reduce congestion. Ms. Holton asked that the Policy Committee members to speak with their Technical Committee members and encourage them to look into this funding opportunity for local CMAQ projects. The deadline for submittal of the Project Feasibility Forms (PFF) is October 3. The FMPO will ensure that the PFFs are collected and forwarded to the NMDOT review committee. It is hoped that the feasibility review meeting can be held the week of October 15.

6. REPORTS FROM NMDOT

District 5 – Rebecca Maes

Rebecca Maes introduced David Quintana who has returned to NMDOT's District 5 in an engineering capacity.

Ms. Maes had no additional updates since the August meeting.

Planning Liaison – Joseph Moriarty

Mr. Moriarty was not able to attend.

7. COMMITTEE MEMBER DISCUSSION ITEMS

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|-----------------|-----------------------------------|
| Subject: | Committee Member Discussion Items |
| Date: | September 27, 2018 |

DISCUSSION ITEMS

Policy Committee members presented no additional discussion items for addition to the Agenda.

8. INFORMATION ITEMS

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|---------------------|---------------------|
| Subject: | Information Items |
| Prepared by: | Mary L Holton, AICP |
| Date: | September 27, 2018 |

INFORMATION ITEMS

- a. **Review & provide input on the proposed CY2019 MPO Policy Committee Meeting Schedule** – See attached. The resolution adopting the schedule will be on your November agenda.
- b. **Update on the FMPO Bike/Ped Plan.** From the Consultant, Nancy Lauro, Russell Engineering: The Update to the Bicycle and Pedestrian Plan is nearing completion. Three public events have been completed including the San Juan County Fair multi-day event. Holding the public events at well attended community activities generated lots of comments and awareness of the plan. The people we spoke with were almost universally in support of safer infrastructure for non-motorized transportation. Many individuals that reported that they don't currently walk or bike but thought that they might if safer infrastructure was available. Even the anti-bicycle drivers (there were only a few!) thought that separated infrastructure would be helpful to prevent conflicts. Most people mentioned education of drivers and bicyclists as a priority.

Drafts of the plan chapters should be out for review soon. The draft project priorities were sent to committee members on 9/19, once we have them finalized we will get cost estimates completed.

- c. **MRA Plan Update for the City of Farmington** – The City's consultants for this project – Liza Miller and Ben Savoca with Architectural Research Consultants, Inc. presented the attached presentation to the MPO Tech Committee on September 12.
- d. **Report on FFY2020-21 Transportation Alternatives Program (TAP) & Recreation Trails Program (RTP) – FMPO PFF Submittals, Next steps**

The following projects were deemed feasible at the PFF Meetings on August 14:

City of Aztec

Aztec's Downtown Road Diet

City of Farmington

Foothills Drive Enhancement Phase II

Foothills Drive Pedestrian and Traffic Calming Improvements

San Juan County

Kirtland Schools Path Extension

Glade Run Recreation Area (GRRRA) Extension

Farmington Municipal School District

Safe Routes to Schools Program

The next steps for these projects are:

- Friday October 26, 2018 – Deadline for Agencies to Submit TAP/RTP Project Application Electronically to MPO Staff (5:00PM) – Including the completed application form & required materials (including Resolution of Sponsorship) as one (1) PDF file

- Friday November 30, 2018 – Deadline for the Farmington MPO to Submit TAP/RTP Project Applications to the NMDOT TAP/RTP Coordinator (5:00PM)

e. Performance Measures (PM 2) Presentation by Tammy Haas at the MPO on September 13.

As the Committee is aware, NMDOT recommends that the FMPO consider setting our own targets, as opposed to what the NMDOT has set for the state, so that the MPO's targets will be relevant, realistic and attainable. Tammy Haas, Director of Asset Management & Planning Division for NMDOT worked closely with other NMDOT staff and their consultants to establish the State Targets for PM 2. She presented to members of the Tech Committee and staff (including Jeff Kiely) regarding the FMPO's need to develop some of its own targets. The PM 2 targets report adopted the state is attached. The following indicates the targets the MPO must consider and Tammy's recommendations that were provided at the meeting:

| Performance Measure | 4 Year (2021) Targets Required/NMDOT Recommendations |
|--|--|
| <p align="center">PM 2 - Bridge</p> | <ul style="list-style-type: none"> • Percentage of NHS bridges classified as in good condition – <i>Recommendation: Do not adopt the state's target of 30.0%/Adopt the MPO's current status of 10.0%.</i> • Percentage of NHS bridges classified as in poor condition – <i>Recommendation: Adopt the state's target of 2.5% as the MPO's current status stands at 0%.</i> |
| <p align="center">PM 2 - Pavement</p> | <ul style="list-style-type: none"> • Not Applicable as FMPO MPA has no Interstate: Percentage of pavement on the Interstate System in good condition • Percentage of pavement on the non-Interstate NHS in good condition – <i>Recommendation: Adopt the state's target of 34.2% as the MPO's projection for 2021 is 41%.</i> • Not-Applicable as FMPO MPA has no Interstate: Percentage of pavement on the Interstate System in poor condition • Percentage of pavement on the non-Interstate NHS in poor condition – <i>Recommendation: Adopt the state's target of 12.0% as the MPO's projection for 2021 is 10%.</i> |

Note: Direction for the above targets will be placed on the Tech Committee's Agenda in October. Both Committees will consider the resolution adopting the MPO's targets in November.

| Performance Area | CFR | FHWA/FTA | Final Rule Publication Date | Final Rule Effective Date | Target-Setting Frequency | State DOT Target-Setting Deadline | MPO Target-Setting Deadline |
|--|------------|----------|-----------------------------|---------------------------|--------------------------|-----------------------------------|-----------------------------|
| PM2 - Pavement & Bridge Perf. Measures | 23 CFR 490 | FHWA | January 18, 2017 | May 20, 2017 | Every four years | May 20, 2018 | November 20, 2018 |

- f. **MPO’s Transition Status between the City of Farmington and NWNMCOG.** The transition has started.
- g. **Status of Updates to the MPO’s Title VI Plan & Public Participation Plan.** NMDOT has recommended that the MPO’s Title VI Plan be updated with the MPO’s Coordinator’s name and the MPO’s new structure after October 1. NMDOT has also advised that the revisions to the Public Participation Plan to include FAST Act provisions, the MPO’s new structure, and to consider NMDOT’s revised PPP can be delayed until early CY2019 so that its update will be appropriately timed prior to staff starting on the update to the MTP.
- h. **Upcoming MPO Quarterly in Santa Fe on October 2-3.** Jeff Kiely will attend the Quarterly to represent the MPO.
- i. **Your Next Meeting – November 15, 2018 at San Juan County.**

DISCUSSION: Ms. Holton referred to Page 33 of the Agenda which showed the proposed 2019 Policy Committee meeting schedule. She asked the Policy Committee to review the dates for any conflicts and stated that it would be brought back for final review and considered adoption in November.

Ms. Holton introduced Nancy Lauro, the consultant with Russell Planning & Engineering who has been working on the FMPO Bike/Ped Plan Update. Ms. Lauro said some of the chapter drafts are close to being ready for review, but she is really trying to get comments from the entities on their project lists that were developed with historical information and recent public outreach efforts. She has meetings scheduled with the City of Bloomfield and San Juan County to discuss their lists, but wants input from the other entities. Ms. Lauro said this input from the entities is critical before doing any cost estimates and needs to be incorporated into the plan along with her analysis, the public input and the information from the previous plan. She said the draft document is due in October and encouraged all comments be sent to her.

The City of Farmington’s MRA Plan Update consultant presented to the Technical Committee on September 12. Their presentation is part of the Agenda on Pages 34-51.

The next steps for the TAP/RTP projects that were deemed feasible are shown on Page 31 of the Agenda.

Ms. Tammy Haas, Division Director for the Asset Management & Planning Division of NMDOT, gave a presented on Performance Measure (PM) 2. She worked closely with other NMDOT staff and their consultants to establish the states PM 2 targets. She presented to members of the Technical Committee and staff regarding the FMPO’s need

to develop some of its own targets. The following indicates the targets the MPO must consider and reflect Ms. Haas' recommendations provided during the meeting:

| Performance Measure | 4 Year (2021) Targets Required/NMDOT Recommendations |
|--|--|
| <p align="center">PM 2 - Bridge</p> | <ul style="list-style-type: none"> • Percentage of NHS bridges classified as in good condition – <i>Recommendation: Do not adopt the state's target of 30.0%/Adopt the MPO's current status of 10.0%.</i> • Percentage of NHS bridges classified as in poor condition – <i>Recommendation: Adopt the state's target of 2.5% as the MPO's current status stands at 0%.</i> |
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The direction for the above targets will be placed on the Technical Committee's agenda in October and both FMPO committees will consider the resolution adopting the MPO's targets in November.

Ms. Holton reported that the transition of the FMPO between the City of Farmington and the NWNMCOG has started. Jeff Kiely provided a copy of the transitional organizational chart to the Policy Committee. He noted that FMPO staff will be hired and paid by the NWNMCOG, but they will perform work identified by the FMPO committees and NMDOT. In the event of employee issues, the Policy Committee has recourse through the COG as they would through the City of Farmington previously.

Mr. Kiely reported that the position of MPO Officer was broadly advertised for a month with no applicants. The print media was very expensive and will not be used again, but the posting will continue to October 17 and will be advertised with APA and national and statewide networks. There were a couple of people who expressed interest in the position, but they did not officially apply. Interviews will take place following the close of the application period and Mr. Kiely asked if a member of the Policy Committee would be interested in participating in those interviews. Mayor Duckett asked that Mr. Kiely provide updates on when those interviews might take place and the Policy Committee will see who among them is available to assist with the selection.

Ms. Holton said some minor changes to the Title VI (Tom Swenk must actually be named as the Title VI Coordinator for the City of Farmington) along with the organizational changes can be done after October 1. The Public Participation Plan (PPP) needs to also be updated to include provisions from the FAST Act, changes to the

MPO structure, and include the state's new PPP which is under consideration. Shannon Glendenning stated that it would be okay to wait until January 2019 to update the PPP. This will allow the PPP to be updated prior to beginning the MTP update planned for September 2019.

Mr. Kiely will be attending the MPO Quarterly in Santa Fe on October 2 and 3 to represent the FMPO.

The next Policy Committee meeting is on November 15, 2018.

Mr. Kiely said the NWNMCOG Board is having a Board Meeting on November 14 at the MPO Office. He invited all Policy Committee members to stop by near the end of the afternoon for a short reception and to provide an opportunity for the COG Board to meet leaders from the local entities.

9. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF

There was no 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 Sharer moved to adjourn the meeting. Commissioner Sipe seconded the motion. The motion was approved unanimously. Mayor Duckett adjourned the meeting at 2:10 p.m.



Sean Sharer, Policy Committee Chair



June Markle, Administrative Assistant