

MINUTES
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE MEETING
May 28, 2020

Policy Members Present: Rosalyn Fry, City of Aztec
Julie Baird, City of Farmington
Jeanine Bingham-Kelly, City of Farmington
Sean Sharer, City of Farmington
Paul Brasher, NMDOT District 5
John Beckstead, San Juan County
Thomas Wethington, Town of Kirtland

Policy Members Absent: Glojean Todacheene, San Juan County

Staff Present: Beth Escobar, AICP, Planning Manager
Peter Koepfel, MPO Officer
Kathryn Leys, MPO Associate Planner
June Markle, MPO Administrative Assistant

Staff Absent: None

Others Present: Joseph Moriarty, Planning Liaison, NMDOT

Due to the ongoing COVID-19 health concern, the members of the Policy Committee listed above as "Policy Members Present" attended via GoToMeeting as did Beth Escobar, Peter Koepfel, and Joseph Moriarty. Chair Sharer, Kathryn Leys and June Markle attended in person.

1. CALL TO ORDER

Chair Sharer called the meeting to order at 10:32 a.m.

2. WELCOME NEW POLICY COMMITTEE MEMBERS

Chair Sharer welcomed City of Aztec Mayor Pro-Tem Rosalyn Fry and Town of Kirtland Mayor Thomas Wethington as new members to the FMPO Policy Committee.

3. INTRODUCTION OF NEW FMPO STAFF

Chair Sharer welcomed the new FMPO Staff members, Kathryn Leys MPO Associate Planner and Peter Koepfel, MPO Officer.

4. APPROVE THE MINUTES FROM THE FEBRUARY 27, 2020 POLICY COMMITTEE MEETING

Mr. Brasher moved to approve the minutes from the February 27, 2020 Policy Committee meeting. Councilor Bingham-Kelly seconded the motion. The motion was passed unanimously with no opposition.

5. AMENDMENT #3 TO THE FFY2020-2025 TIP

Subject:	Amendment #3 to the FFY2020-2025 TIP
Prepared by:	Peter Koepfel, MPO Officer
Date:	May 28, 2020

BACKGROUND

- The Call for Projects for the FFY2020-2025 TIP Amendment #3 was sent out on March 24, 2020 and April 1.
- The Public Notice for Amendment #3 to the FFY2020-2025 TIP was published on the MPO's website and in the Daily Times on May 10.
- The amendment currently includes two new San Juan County bridge projects.
- The Technical Committee recommended approval of proposed Amendment #3 to Policy Committee at their meeting on May 20.

AMENDED TIP PROJECTS

- San Juan County's projects are for two bridge projects for STIP Year 2025:
 - Bridge 3121
 - Bridge 8111

ANTICIPATED WORK

- Hold public hearings on TIP Amendment #3 on May 28, 2020.

ATTACHMENTS

- The approved TIP Amendment Schedule and e-STIP descriptions for Amendment #3 to the FFY2020-2025 TIP.
- The Self Certification for Amendment #3 to the FFY2020-2025 TIP.

ACTION ITEM

- It is recommended that the Policy Committee consider approval of proposed Amendment #3 to the FFY2020-2025 TIP and the Self-Certification to Amendment #3 at their May 28, 2020 meeting.

APPLICABLE CITATIONS

- § 450.328 TIP revisions and relationship to the STIP.
- (a) An MPO(s) may revise the TIP at any time under procedures agreed to by the cooperating parties consistent with the procedures established in this part for its development and approval. In nonattainment or maintenance areas for transportation-related pollutants, if a TIP amendment involves non-exempt projects (per 40 CFR part 93), or is replaced with an updated TIP, the MPO(s) and the FHWA and the FTA must make a new conformity determination. In all areas, changes that affect fiscal constraint must take place by amendment of the TIP. The MPO(s) shall use public participation procedures consistent with § 450.316(a) in revising the TIP, except that these procedures are not required for administrative modifications.) After approval by the MPO(s) and the Governor, the State shall include the TIP without change, directly or by reference, in the STIP required under 23 U.S.C. 135. In nonattainment and maintenance areas, the FHWA and the FTA must make a conformity finding on the TIP before it is included in the STIP. A copy of the approved TIP shall be provided to the FHWA and the FTA.
- (c) The State shall notify the MPO(s) and Federal land management agencies when it has included a TIP including projects under the jurisdiction of these agencies in the STIP.

DISCUSSION: Mr. Koeppel explained the overall purpose of the Transportation Improvement Program (TIP). TIP Amendment #3 was to add two new bridge replacement projects for San Juan County: Bridge #3121 on CR 3000 and Bridge #8111 on CR 3500. The bridges were built in 1967 and 1970 and are showing their age. San Juan County believed it was time to begin planning for their replacement.

Mr. Koeppel stated that background information on the projects was available in the Agenda. He added that Staff recommends approval as did the Technical Committee at their meeting on May 20, 2020.

Chair Sharer opened the public hearing. There were no comments received. The public hearing was closed.

ACTION: Mr. Brasher moved to approve TIP Amendment #3 and the Self-Certification to Amendment #3. Commissioner Beckstead seconded the motion. The motion was passed unanimously with no opposition.

6. REVIEW AND PROVIDE COMMENTS ON THE PROPOSED CHANGES TO THE JOINT POWERS AGREEMENT (JPA) AND COMMITTEE BYLAWS AND OPERATING PROCEDURES

Subject:	Review and provide comments on the Joint Powers Agreement (JPA) and Committee Bylaws and Operating Procedures proposals
Prepared by:	Beth Escobar, AICP, Interim MPO Officer
Date:	May 28, 2020

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. Kirtland was added to the FMPO in June 2018.
- Recommended changes include: cleanup of both documents and also adding an option to hold virtual meetings when necessitated by health concerns.
- The proposed changes were reviewed by the FMPO Technical Committee at their May 20th meeting and recommended changes are reflected in the current draft.

CURRENT WORK

- The 30-day public review period will be posted on May 24, 2020.
- Action on the JPA and the Committee Bylaws documents will be sought by the Policy Committee in June.

ACTION ITEM

- Provide comments and recommendations to the proposed JPA and Committee Bylaws documents.
- Members of the Policy Committee are encouraged to share the proposals with their Councils and Commissions.
- It is anticipated that the final JPA and Committee Bylaws will be considered for approval by the MPO Policy Committee on June 25, 2020. If approved then, consideration of the proposed JPA by the boards, councils, or commissions of the individual member entities will be scheduled in July. Upon completion of the adoption process, the JPA will be sent to the NM Department of Finance and Administration for State Review/Approval.

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. Escobar reported that the JPA and Committee Bylaws documents both expire in September. The draft document changes, which consist mainly of administrative cleanup items and providing for virtual meetings in the event of a public emergency, were presented to the Technical Committee on May 20. Recommended changes provided at that meeting have been incorporated. Staff is seeking Policy Committee comments and edits prior to final considered approval in June.

It was clarified that the public emergency would be one declared by a public/governmental entity (Page 7 of the Bylaws). The Policy Committee recommendations will be incorporated and the documents brought back to both committees for approval in June.

7. FFY2021-2022 PROPOSED UNIFIED PLANNING WORK PROGRAM (UPWP)

Subject:	FFY2021-2022 Proposed Unified Planning Work Program (UPWP)
Prepared by:	Peter Koepfel MPO Officer
Date:	May 28, 2020

BACKGROUND

- The Unified Planning Work Program (UPWP) is the MPO's work plan for two federal fiscal years. The UPWP pairs the MPO's required work tasks/products with the MPO's anticipated funding.
- The FFY2021-2022 UPWP will cover planning activities and work products to be completed from October 1, 2020 to September 30, 2022.
- Based on the Planning Procedures Manual (PPM), the MPO needed to provide a draft UPWP to NMDOT in late April, and have that draft reviewed for a recommendation/approval by the Committees in June.
- This month, we are asking both Committees to review the draft of the FFY2021-2022 Unified Planning Work Program, providing us with input. A copy of the most current draft is enclosed.
- A 30-day public comment period will be noticed from May 24, 2020 to June 22, 2020.
- Page 9 of the document outlines the five major work program tasks for the MPO; these tasks are based on a format provided by NMDOT. Subtasks are listed below. You should be aware that the same numbering system is utilized in the MPO's quarterly invoicing system and in our financial reports, including the Annual Performance & Expenditure Report (APER), which we prepare and submit at the end of every FFY.

CURRENT WORK

- Annual activities in the UPWP include administering the MPO's programs, TIP development and management, development of performance measures, GIS activities, Safe Routes to School activities, transit data collection and mapping.
- Major activities for the FFY2021-2022 UPWP will include the implementing the policies of the 2045 Metropolitan Transportation Plan, land-use and transportation planning support activities, transportation performance management, and travel demand modeling updates.
- Per NMDOT direction, staff projects that FHWA PL funds of \$244,019.97 and FTA 5303 funds of \$74,386.25 (both including local matches) for each of the two (2) federal fiscal years will be available. Those numbers are subject to change.

ANTICIPATED WORK

- Meet with NMDOT in late May-early June to discuss and incorporate any changes.
- Hold public hearings on the proposed FFY2021-2022 UPWP in June.
- Seek final approval of the FFY2021-2022 UPWP by the Policy Committee at the June 25, 2020 meeting.

ATTACHMENTS

- The current draft of the 2021-2022 UPWP can be downloaded by clicking the following link: https://www.fmtn.org/DocumentCenter/View/21716/FFY2021-22-draft-FMPO-UPWP_to-NMDOT-on-50620

INFORMATION ITEM

- It is recommended that the Policy Committee provide staff with input on the proposed UPWP. We also ask that the meeting be opened up for public comments.

DISCUSSION: Mr. Koepfel reported on the FFY2021-2022 Unified Planning Work Program (UPWP). The UPWP is a two-year budget and work program that outlines the priorities for FMPO work: description of the planning work and resulting products, who will perform the work, time frames for completing the work, cost of the work, and source of funds.

There are five general work categories following an NMDOT template and is standard among the state's MPOs:

- Program Administration & Management – the essential and vital behind the scenes work: budget, reporting, trainings, billing, website maintenance, ensuring state and federal coordination;
- Transportation Improvement Program (TIP) – list of upcoming transportation projects planned for the next four years;
- General Development & Data Collection/Analysis – traffic counts, modeling, GIS, and other data collection work to assist the member entities;
- Transportation Planning – producing and implementing MTP, safety analysis, public transportation, bike and pedestrian planning;
- Special Studies & Activities – plans and projects important and relevant to MPO and entities such as public health activities, travel and tourism.

The budget summary complete the UPWP document and shows the estimated federal funds, required local match, and expenditures per task (Pages 28 and 29 of UPWP). The funding for the next two years is unclear as the FAST Act is expiring at the end of September with no transportation bill to yet replace it.

Mr. Koepfel encouraged the Policy Committee members to provide their comments and recommendations to be incorporated into the final draft UPWP document. Both committees will be consider the final draft in June after which it will be sent to NMDOT in order to be ready for the beginning of the federal fiscal year which is October 1, 2020.

8. QUARTERLY EDUCATION - INRIX U.S. NATIONAL TRAFFIC VOLUME SYNOPSIS

Subject:	INRIX U. S. National Traffic Volume Synopsis
Prepared by:	Beth Escobar, AICP, Interim MPO Officer
Date:	May 28, 2020

PRESENTATION

INRIX is a private company providing location-based data and analytics related to traffic and transit.

On March 23, 2020, INRIX published a traffic volume synopsis comparing traffic volumes from March 14-20 to volumes in February, demonstrating a marked decrease in all categories of traffic, both nationwide and for specific large cities and metropolitan area, related to the COVID-19 pandemic and state instituted stay-at-home orders.

This data is provided as informational only. Staff was unable to find any more current data, but will keep tracking this phenomenon.

DISCUSSION: Ms. Escobar reported that INRIX is a private traffic data collection company and the information provided is from the first week (March 14-20) of the national self-quarantine. The data shows the drop in traffic in larger cities in the U.S. that was attributed to the COVID-19 pandemic.

Ms. Escobar said that this information started a very good discussion among the Technical Committee members regarding pooling individual traffic count information among the entities. Staff and Technical Committee members are working on this and hope to have some summaries available in June. The regional saw some drastic reductions in traffic in early March and then it began building back up in April and May although it is not back to pre-March count levels.

9. REPORTS FROM NMDOT

Paul Brasher – Update from District 5

Mr. Brasher reported that the final two phases of the widening of US 64 is winding down with expected completion by September 11. He expressed appreciation for the good cooperation received from the and governmental agencies throughout the project.

Remedial construction work on the old wooden expansion bridge on NM 574 just east of NM 170 is underway. During construction, one lane of the bridge will be closed to traffic. Construction is expected to be completed in July.

Reconstruction of the intersection of US 64 and US 491 will begin on June 8.

Joseph Moriarty – Update from the Planning Bureau

Mr. Moriarty has been working with Staff on developing the FFY2021-2022 UPWP. The Notice to Proceed is expected to be issued to the FMPO in September. The Planning Division is confident that the FAST Act will have a continuing resolution.

The Statewide Long Range Transportation Plan is underway and this will lead to the NM2045 Plan (see NMDOT's website *NM2045Plan.com*) for more information and please complete the online survey. Public outreach is currently on hold, but when public meetings do start up the FMPO will be notified.

10. COMMITTEE MEMBER DISCUSSION ITEMS

Subject:	Committee Member Discussion Items
Date:	May 28, 2020

DISCUSSION ITEMS

There were no additional discussion items provided by Policy Committee members for inclusion in the Agenda.

11. INFORMATION ITEMS

Subject:	Information Items
Prepared by:	MPO Staff
Date:	May 28, 2020

INFORMATION ITEMS

- a. **2045 MTP Update.** Please see Peter Koepfel's summary of the 2045 MTP Update presented to the Technical Committee on May 20 by Aaron Sussman of Bohannon Huston.
- b. **UPWP Amendment #6.** Amendment #6 to the UPWP was necessitated to reduce the FMPO's budget by \$32.03 to align with adjusted FHWA and FTA grant award amounts.
- c. **Committee Input on Future Committee Trainings.** Please provide FMPO Staff with any recommendations on items of interest for future quarterly education presentations.
- d. **Annual FMPO Quality Assurance Review (QAR).** The MPO's Annual Quality Assurance Review (QAR) with NMDOT was held on remotely on Wednesday,

May 13, 2020. Once finalized by NMDOT, results of the QAR will be shared with the Committee.

- e. **Consider nomination of a Policy Committee Vice Chair.** As Sherri Sipe's term as a Commissioner for the City of Aztec has ended, the naming of a Vice Chair for the Policy Committee needs to be considered.

Ms. Escobar reported that the 2045 MTP update is moving forward. BHI has continued to produce draft chapters that are being reviewed by the Technical Committee and staff. Staff has had discussions with Aaron Sussman about digital public outreach in June hosted in several phases: Facebook or other digital platform meeting.

Administrative Amendment #6 to the UPWP was processed for \$32.03 to align the actual FMPO budget with what had been anticipated.

The annual Quality Assurance Review (QAR) was held on May 13 with Joseph Moriarty of NMDOT. His final findings were received earlier this week.

Ms. Escobar encouraged the committee members to let Staff know of any specific training topics they would like to learn more about.

Ms. Escobar asked if the Policy Committee if they would like to nominate a new Vice Chair. Chair Sharer asked if there was anyone interested in being considered for this position. Councilor Bingham-Kelly volunteered to be nominated for the position. Chair Sharer formally nominated Councilor Jeanine Bingham-Kelly as Vice Chair of the Policy Committee. Mr. Brasher seconded the nomination. The vote to name Councilor Bingham-Kelly as Vice Chair to the Policy Committee was approved with no opposition.

12. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF

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

13. PUBLIC COMMENT ON ANY ISSUES NOT ON THE AGENDA

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

14. ADJOURNMENT

Mr. Brasher moved to adjourn the meeting. Councilor Bingham-Kelly seconded the motion. Chair Sharer adjourned the meeting at 11:00 a.m.



Sean Sharer, Policy Committee Chair



June Markle, Administrative Assistant