

**Minutes
Farmington Metropolitan Planning Organization
Policy Committee Meeting
March 13, 2008**

The Policy Committee of the Farmington Metropolitan Planning Organization met on Thursday, March 13, 2008, at 5:30 p.m. in the Bloomfield Council Chambers, 915 N. 1st Street, Bloomfield, New Mexico.

Members Present:

Dan Darnell, City of Farmington
Mayor William Standley, City of Farmington
Chairman Dr. Henderson, San Juan County
Sam Hinson, City of Bloomfield

Members Absent:

Sally Burbridge, City of Aztec

Staff Present:

Joe Delmagori, MPO Planner
Robert Messenger, MPO Associate Planner
Virginia Turney, Secretary

Staff Absent

None

Also Present:

Dr. Bob Widoe, NMDOT
Steve Christensen, Technical Committee

1. CALL TO ORDER

Dr. Henderson called the March 13, 2008, Policy Committee meeting to order at 5:35 p.m.

2. APPROVAL OF THE MINUTES FROM THE January 17, 2008, POLICY COMMITTEE MEETING

Mr. Darnell motioned and Mr. Hinson seconded the motion to approve the minutes from the January 17, 2008, meeting.

3. BICYCLE/PEDESTRIAN PLAN

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item**

Subject:	Bicycle/Pedestrian Plan
Prepared by:	Robert Messenger, MPO Associate Planner
Date:	March 3, 2008

BACKGROUND or PREVIOUS WORK

- The Technical Committee has recommended Policy Committee approval of the walking and biking policies and evaluation criteria for prioritizing projects.
- The Bicycle/Pedestrian Advisory Group (BPAG) has gone through the second and third iterations of selecting draft lists of the top 20-30 priority projects at the January 29 and February 19 meetings, respectively.

CURRENT WORK

- Develop draft lists and maps of walking and biking projects for the MPO region and for local projects in Aztec, Bloomfield, and Farmington.
- Refinement of cost estimates for proposed projects.

ANTICIPATED WORK

- Work with entity staff to evaluate and prioritize projects:
 1. Into short, medium, and long range lists on the regional level; and,
 2. Into local entity-specific lists
- Development of bicycle/pedestrian standards for all road classifications as well as for new commercial and residential developments.
- Determine potential funding sources.
- Revise draft of bicycle/pedestrian plan.

BACKUP MATERIAL

- Evaluation criteria to be used to rank and prioritize regional walking and biking improvements.
- Walking and biking policies.
- BPAG list of walking and biking improvements with voting results.
- Draft of MPO regional list of walking and biking projects.
- Draft map of pedestrian and bicycle networks for the MPO region. Large maps will be available at the meeting for review.

RECOMMENDATION

- It is recommended that the Policy Committee:
 1. Approve criteria to be used to rank and prioritize regional walking and biking improvements
 2. Approve walking and biking policies
 3. Review BPAG voting for walking and biking improvements
 4. Review the draft list and map of MPO regional routes

Discussion: Mr. Messenger said the Technical Committee has reviewed the projects, policies and criteria and recommended approval of the criteria and policies. Mr. Messenger said BPAG has voted on the improvements. Mr. Darnell asked if the voting was done by different people at the different meetings or if it was the same people showing up at all the meetings and voting on the same improvements. Mr. Messenger said there was some overlap with some BPAG voting and that is why the BPAG has only a partial say in the process.

Mr. Messenger said the MPO has received approximately 100 surveys regarding the plan and staff will need to put the information into a useable form.

Mr. Hinson asked if the responses were from equally divided MPO areas. Mr. Messenger said most responses were coming from the Northeast part of Farmington. Mr. Christensen said the Technical Committee had discussed how the advertisements need to change so people in other cities would feel welcome at the meetings. Mr. Christensen said the combined ATOS/BPAG meeting worked well at getting other input from different areas. Mr. Messenger said there was

a good cross-section of the public at that meeting. Dr. Wideo said that getting public participation was a problem throughout the entire state, especially for biking and walking plans.

Mayor Standley suggested including Leadership San Juan in any outreach efforts for walking and biking surveys. Linda Benson is part of the Alumni Association for this group, and it would be a good idea to contact her to get with that organization for information as well.

Mr. Darnell asked if only the criteria and policies were to be approved. Mr. Messenger said they were to be approved.

Action: Mr. Darnell motioned and Mr. Hinson seconded the motion to approve criteria to be used to rank and prioritize regional walking and biking improvements and to approve walking and biking policies. The motion passed unanimously, 4-0.

4. **FY2009-2014 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item

Subject:	FY2009-2014 Transportation Improvement Program (TIP)
Prepared by:	Joe Delmagori, MPO Planner
Date:	March 4, 2008

BACKGROUND

- The MPO updates the TIP on an annual basis.
- The TIP update process includes revising existing project information, adding new projects, and developing a TIP priority list and financial plan.
- The draft FY2009-2014 is available for public comment.

CURRENT WORK

- The TIP Introduction section has been updated, which includes a list of federally funded projects in the MPO, the TIP priority lists, and TIP financial plan.
- Regionally significant projects have been updated during discussions with the entities.
- Non-regionally significant and unfunded requests are provided as Appendix A.
- The required 30-day public comment period on the draft TIP is open from Wednesday, March 5 through Friday, April 4.
- The Policy Committee is asked to review the draft TIP on March 13.

ATTACHMENTS

- Draft TIP Introduction, including the priority lists and financial plan.
- Regionally-Significant, Non-Regionally Significant, and Unfunded projects expected to be part of the FY09-14 TIP.

TIP SCHEDULE

TIMEFRAME	ACTION
December 13, 2007	Call for Projects & Project Identification Forms issued
January 16, 2008	Project ID Forms submitted to MPO
January – February 2008	Entities review project lists and develop priorities
February 28, 2008	The Technical Committee develops a TIP priority list; approves the draft TIP to publish for the 30-day public comment period.
Early March – early April 2008	30-day Public Comment period is opened
March 27, 2008	Technical Committee holds a public hearing on and recommends adoption of TIP
April 10, 2008	Policy Committee adopts the FY2009-2014 TIP

RECOMMENDATION
<ul style="list-style-type: none"> ▪ It is recommended that the Policy Committee review the draft FY2009-2014 TIP.

Discussion: Mr. Delmagori presented the staff report and explained the MPO updates the TIP on an annual basis. The existing TIP projects have been revised where necessary and new TIP projects have been added. Mr. Delmagori said the Technical Committee had reviewed the TIP. Mr. Christensen added the Technical Committee had reviewed the TIP and had added projects and revised other projects.

Mr. Christensen said the Technical Committee had changed some wording on projects to match Federal statements. Dr. Wideo said it was necessary to match the FHWA wording on the projects so FHWA could more easily track Federal funding. Dr. Wideo said the wording would need to remain the same on the TIP and STIP. Mr. Delmagori said he took the literal descriptions from the FHWA information and put it directly into the TIP.

Mayor Standley asked if all the projects on the TIP had funding. Mr. Delmagori said the projects should have a dedicated funding source. Mayor Standley asked if the funding for the FY2008 projects was in place. Mr. Delmagori said the Federal share of funding listed in the TIP for the FY2008 projects is in place.

Mayor Standley asked where the cost estimations came from. Mr. Delmagori said the MPO had met with the entities staff as well as the NMDOT to determine cost estimations. Mayor Standley asked if the Federal Earmark funding could be in jeopardy if the project was not completed in time. Dr. Wideo said the Federal Earmark funding is set and as long as the project is slated to be done the earmark will remain.

Mr. Darnell said the only earmark he could find was Pinon Hills Boulevard. Mr. Delmagori said the other earmarks were listed and explained where the earmarks were listed.

Mr. Delmagori asked if the state had any information on the Capital Outlay. Dr. Wideo said he had not seen the list yet. Mr. Christensen said he heard the City of Aztec project made it through. Mr. Darnell asked if the County Road 390 project was the same City of Farmington Capital Outlay project. Mr. Delmagori said he would need to consult with Ms. Westerling and would report back.

Action: Policy Committee reviewed the FY2009-2014 TIP.

5. FY2009 UPWP
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item

Subject:	FY2009 UPWP
Prepared by:	Robert Messenger, MPO Associate Planner
Date:	March 4, 2008

BACKGROUND

- The Unified Planning Work Program (UPWP) is the fiscal year work plan for the MPO.
- The FY2009 UPWP will cover work activities from July 1, 2008 through June 30, 2009.
- Entities are asked to submit new projects and other planning tasks to be accomplished by the MPO during UPWP development.
- The most important project in FY2009 will be starting the update to the Metropolitan Transportation Plan.

CURRENT and ANTICIPATED WORK

- Staff has developed a draft list of activities, products, and timeframes expected to be included in the FY2009 UPWP.
- A draft budget is also provided based on estimates from PL and 5303 funding letters provided by NMDOT.
- Staff will review and modify the draft FY2009 UPWP with the Policy Committee on March 13.
- UPWP development will continue during March.
- The MPO will seek approval of the annual work plan in April.

ATTACHMENTS

- Draft FY2009 UPWP describing activities by program area and estimated MPO budget.

UPWP SCHEDULE

MONTH	ACTION
January-February 2008	Issue the Call for Projects
February - March 2008	Develop UPWP program areas
March 27, 2008	Technical Committee recommends approval of UPWP
April 10, 2008	Policy Committee approves the FY2009 UPWP

RECOMMENDATION

- It is recommended that the Policy Committee review the draft FY2009 UPWP and suggest revisions/additions/deletions to the UPWP.

Discussion: Mr. Messenger presented the staff report and said starting the MTP will be the most important project within the upcoming year. The Access Management Plan, Bicycle/Pedestrian Plan, Aztec Network Study, Traffic Counts, ITS and other general development projects will continue. Mr. Messenger presented the long range UPWP projects.

Mr. Darnell asked if Safe Routes to School (SR2S) was part of the UPWP. Mr. Messenger said it was. Mr. Darnell asked if CBDG funds could be combined with SR2S funding. Dr. Widoe said it would be possible. Dr. Widoe said there is three years' worth of accumulated funds and entities can request up to \$200,000. He also said entities can use Community Development Block Grant (CDBG) monies as leverage for SR2S grants. Dr. Widoe said the SR2S funding had to be used within a 2-mile area from a school. Mr. Darnell said he would like to look into getting SR2S funding. Dr. Widoe said one of the biggest disadvantages is the schools have to put up the funding first and then be reimbursed, which makes many school administrators not want the funding.

Mr. Delmagori presented the UPWP budget and explained the MTP funding. Mr. Delmagori explained the reason for the increase in the budget is because of the MTP update; however, the MPO could receive additional funding to cover the MTP.

Mayor Standley asked for an explanation of the local overmatch. Mr. Delmagori explained the PL and 5303 don't cover all the MPO expenses and the MPO will need to use local overmatch funding by the end of the fiscal year. Mr. Delmagori said the MPO has never used the entire local overmatch and from past years only needs to use that funding around the last half of the third quarter and the fourth quarter. Mr. Delmagori said the approximate estimate of \$160,000 for the MTP update was included in the local overmatch and the amount will be split 50-50 for FY09 and FY10, and be shown as \$83,000 for FY2009.

Action: Report was received.

**6. ACCESS MANAGEMENT
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item**

Subject:	Access Management
Prepared by:	Joe Delmagori, MPO Planner
Date:	March 4, 2008

BACKGROUND or PREVIOUS WORK

- Access Management policies have been finalized with the Technical Committee.
- Definitions and functions for eight road classifications and their respective typical road sections have been completed.
- Standards and objectives to support the policies have been identified.

CURRENT WORK

- Typical urban and rural road sections are provided for review.
- For some section, variations are provided to compensate for all anticipated scenarios
- The sections are intended to show the ideal placement of all elements when a

road section reaches full build out.

ANTICIPATED WORK

- Spacing standards for signalized and unsignalized intersections will be discussed by the Technical Committee.
- Develop standards for driveway spacing and corner clearance.
- Access management standards for medians.

BACKUP MATERIAL

- Policies and supporting standards.
- Draft urban and rural road section diagrams.

RECOMMENDATION

- It is recommended that the Policy Committee receive a status report on draft access management policies and standards.

Discussion: Mr. Delmagori presented the staff report. The Technical Committee has reviewed the access management policies and definitions and functions for eight road classifications and their respective typical road sections. Mr. Delmagori said the Technical Committee is still discussing the access and driveway issues.

Mr. Hinson asked if the NMDOT standards were used. Mr. Delmagori said they had been used as well as the entity standards.

Mr. Darnell said there is an access study that was done in Detroit which dealt with left-hand turns and asked if the MPO had reviewed the study. Mr. Delmagori said he had not heard of the study but would investigate it further.

Mr. Darnell said he had heard of some concerns about how the entities would work together on this plan and its implementation. Mr. Delmagori said the MPO would like to have the plan in place for the entire MPO area so development would be uniform throughout the area.

Mr. Christensen said the Technical Committee is not close on finalizing the plan and both the City of Aztec and San Juan County had many issues with the plan and neither entity is comfortable with bigger roads. Mr. Christensen added that it would be harder for people, including school children, to cross the bigger roads.

Mr. Hinson asked if the standards could be different from the DOT standards. Mr. Delmagori said the standards need to meet the DOT requirements. Dr. Wideo said they have to meet the DOT standards, but if an entity wants more stringent standards the DOT would have no problems with that.

Mr. Delmagori said road sections and design issues are still being discussed by the Technical Committee and once some conclusions are reached they will be forwarded to the Policy Committee.

Action: Report was received.

7. **SOCIOECONOMIC DATA**
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item

Subject:	Socioeconomic Data
Prepared by:	Robert Messenger, MPO Associate Planner
Date:	March 3, 2008

BACKGROUND or PREVIOUS WORK

- The MPO is finalizing the process of collecting and assigning socioeconomic data to update the base (from 2003 to 2005) and forecast (2030) years in the Regional Travel Model.
- Staff has assigned data on new residential and commercial permits for 2004 and 2005 from San Juan County (includes Aztec and Bloomfield) and Farmington to their TAZ.
- School enrollment and employment numbers have been assigned to TAZ.
- Collection, analysis, and assignment of employment data from the oil and gas industry to TAZ.
- Collection, analysis, and assignment of major employer data to TAZ.

CURRENT WORK

- Completing the update to the base and forecast years.
- Reviewing existing land use data in TAZ that may require more evaluation of employment amounts and categories.
- Developing work tasks and schedules with PTV America, the consultant hired to update and expand the model for the MPO.

ANTICIPATED WORK

- Meet with entities to review the data collection and data distribution to TAZ.
- Continue working with PTV to update the travel model, which will include calibration/validation and expanding the model to have AM Peak Hour and Daily capabilities.

BACKUP MATERIAL

- A table showing tasks and timeframes associated with this activity.

RECOMMENDATION

- It is recommended that the Policy Committee receive a report on the update to the socioeconomic data.

Discussion: Mr. Messenger said the land use data collection update is 90-95% complete and the MPO is working with PTV on the model. Mr. Delmagori said it would take approximately three more months for PTV to finish the update and expansion of the regional model.

Action: Report was received.

8. **AZTEC TRANSPORTATION NETWORK STUDY (TNS)**
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item

Subject:	Aztec Transportation Network Study (TNS)
Prepared by:	Joe Delmagori, MPO Planner
Date:	March 3, 2008

BACKGROUND or PREVIOUS WORK

- On November 8th, Wilson & Co. provided a status report of the Aztec TNS:
 - Total of 65 intersection turn counts taken in September and October
 - There were 17 tube counts taken (48 hr, 7-day volume and classification counts).
 - Level of Service Analysis completed in January.
 - Origin-Destination data taken on October 11th and results were provided in the draft Aztec TNS report.
 - The draft report was made available for review in January.

CURRENT WORK

- NMDOT consultants met to review the draft report on February 20:
 - On NM 516, 2 signalized intersections and 4 unsignalized intersections have an LOS F rating.
 - US 550 has one LOS F rating.
 - After matching traffic entering and exiting the study area, it was concluded that 76% of traffic begins/ends in Aztec and 24% of traffic travels through.
 - A final report on the Aztec TNS will be issued in March.
 - Local entity and MPO work related to this study will be developed in the coming months.

BACKUP MATERIAL

- February 20 agenda that includes the project update.
- February 20 meeting minutes describing changes and revisions to the draft report.

RECOMMENDATION

- It is recommended that the Policy Committee receive a status report on the Aztec Transportation Network Study.

Discussion: Mr. Delmagori presented the staff report. Mr. Delmagori said there are six intersections on NM516 with an LOS F rating and one on US 550 with an LOS F rating.

Mr. Delmagori said Wilson & Co. will have the final report done by the end of the month and the MPO work for the project has been put into the UPWP for next year.

Action: Report was received.

9. NMDOT REPORT

Discussion: Dr. Wideo said he had already discussed the earmark issue. Dr. Wideo said Mike Procter of FHWA will be doing some training on modern roundabouts throughout the state and he is encouraging the public to attend.

Dr. Wideo said that August 15 is the drop dead date to get project certifications into FHWA. Dr. Wideo said he will be willing to work with the entities on the certification.

Dr. Wideo said Royce Gchachu of Zuni Pueblo is now one of two chairs of the NWRPO. The June 11th meeting of the NWRPO is tentatively scheduled in San Juan County.

Dr. Wideo said the NWNMCOG is planning on holding town hall meetings to discuss House Memorial 35 at the Tamaya resort. Mr. Darnell asked if it was just a northwest meeting. Dr. Wideo said it was a state wide meeting.

Dr. Wideo informed the Technical Committee that on May 14th and 15th the Bicycle Pedestrian Equestrian quarterly meeting will be held in Aztec.

Dr. Wideo said GRIP II had some adjustments to funding because the New Mexico Finance Authority (NMFA) originally did a conservative estimate of bonding capacity. After reviewing the original estimate, the NMFA determined that there is an additional 3.5 million dollars in bonding capacity. The NMFA will sell the remainder of 2008 bonds in June. Only 14 million dollars is available for 2009 that has not already been obligated and there are 69 entities competing for this amount.

Dr. Wideo said the LTAP training academy in Roswell has considerable training facilities and materials and Tom Platero with the Navajo DOT is the Chair of the LTAP Advisory Committee. Dr. Wideo encouraged the Technical Committee to have the entities use the LTAP resources. Mr. Hinson said the City of Bloomfield has used the training in the past with good results.

Action: Report was received.

11. INFORMATION ITEMS

FARMINGTON METROPOLITAN PLANNING ORGANIZATION Agenda Item

Subject:	Information Items
Prepared by:	Joe Delmagori, MPO Planner
Date:	March 3, 2008

INFORMATION ITEMS

- a. **Red Apple Transit Report.** Ridership surpassed the 100,000 passenger mark in 2007. The latest ridership reports are attached.
- b. **Year of Expenditure Meeting.** According to SAFETEA-LU, revenue and cost estimates for the MTP need to use inflation rates for 'year of expenditure dollars'. The FMPO will likely use 2% for estimating outer year estimates during the MTP update.
- c. **FY2008 UPWP 2nd Quarter Report.** The 2nd Quarter report summarizes MPO activities between October and December 2007. It is available on the MPO website.
- d. **Quarterly Newsletter.** The current newsletter is available on the MPO website.
- e. **Other**

Discussion: Mr. Delmagori presented the staff report.

Action: Report was received.

12. Business

- a. **Chairman** – none
- b. **Members** – none
- c. **Staff** – Mr. Messenger mentioned he is resigning as Associate Planner. The Policy Committee and staff thanked him for his time and his work done with the MPO.

13. Business from the Floor

None

14. Adjournment

Mr. Hinson motioned and Mr. Darnell seconded the motion to adjourn the meeting. Dr. Henderson adjourned the meeting at 7:17 p.m.

Chair, Dr. Jim Henderson

Secretary, Virginia Turney