

**Minutes
Farmington Metropolitan Planning Organization
Policy Committee Meeting
April 16, 2008**

The Policy Committee of the Farmington Metropolitan Planning Organization met on Thursday, April 16, 2008, at 5:30 p.m. in the San Juan County Commission Chamber, 100 S. Oliver, Aztec, New Mexico.

Members Present: Dan Darnell, City of Farmington
Mayor William Standley, City of Farmington
Sam Hinson, City of Bloomfield

Members Absent: Larry Marcum, City of Aztec
Chairman Dr. Henderson, San Juan County

Staff Present: Joe Delmagori, MPO Planner
Virginia Turney, Secretary

Staff Absent: Mike Sullivan, MPO Officer

Also Present: Dave Martinez, NMDOT
Dave Keck, Technical Committee

1. CALL TO ORDER

Mr. Hinson called the March 13, 2008, Policy Committee meeting to order at 5:40 p.m.

2. APPROVAL OF THE MINUTES FROM THE March 13, 2008, POLICY COMMITTEE MEETING

Mr. Darnell motioned and Mayor Standley seconded the motion to approve the minutes from the March 13, 2008, meeting.

**3. ANNUAL ELECTION OF OFFICERS
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item**

| | |
|---------------------|-----------------------------|
| Subject: | Annual Election of Officers |
| Prepared by: | Joe Delmagori, MPO Planner |
| Date: | April 1, 2008 |

CURRENT WORK

- On an annual basis, the Policy Committee selects the Chair and Vice-Chair from their membership who will serve until the next annual election.
- The Chair presides over the meetings and is responsible for the other duties outlined in the Bylaws and Operating Procedures document.
- The Vice-Chair presides over the meetings in the absence of the Chair.

RECOMMENDATION

- It is recommended that the Policy Committee accept nominations and vote to

elect the Chair and Vice-Chair.

Discussion: Mr. Delmagori informed the Policy Committee that the officers needed to be elected. Mr. Hinson opened up the nominations. Mr. Darnell said Dr. Henderson asked not be elected this time. Mayor Standley nominated Mr. Hinson as chair. Mr. Darnell seconded the motion. Mayor Standley nominated Mr. Darnell as the vice-chair Mr. Hinson seconded the nomination.

Action: Mr. Hinson was nominated and voted to be the Chair of the Policy Committee. Mr. Darnell was nominated and voted to be the Vice-Chair of the Policy Committee. The motions passed unanimously 3-0.

**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: April 1, 2008

BACKGROUND

- The MPO updates the TIP on an annual basis.
- The entities and each MPO committee have reviewed and provided comments on the draft FY2009-2014 TIP.
- No public comments on the TIP were received during the 30-day comment period or during the public hearing held on March 27.
- The Technical Committee recommended adoption of the FY2009-2014 TIP on March 27.

CURRENT WORK

- The TIP Introduction section has been completed, which includes a list of federally funded projects in the MPO, the TIP priority lists, and TIP financial plan.
- Staff completed final revisions to the regionally significant project list.
- Non-regionally significant and unfunded requests are provided as Appendix A.

ATTACHMENTS

- Final Draft of the FY2009-2014 TIP (provided under separate cover to committee members and entity staff; document also available on MPO website).

| 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 |

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|-------------------------|---|
| February 28, 2008 | The Technical Committee develops a TIP priority list; approves the draft TIP to publish for the 30-day public comment period. |
| March 5 – April 4, 2008 | 30-day Public Comment period |
| 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 adopt the FY2009-2014 TIP through PC Resolution 2008-2. | |

Discussion: Mr. Delmagori presented the staff report and said the Technical Committee has recommended adoption of the TIP. Mr. Delmagori gave a brief explanation of the projects. Mr. Hinson asked what the non-regional list was. Mr. Delmagori said it was a list of the projects that fell just outside the MPO area. The unfunded list is projects within the MPO area that have no funding available and when funding becomes available the projects will move up on the list.

Action: Mr. Darnell motioned and Mayor Standley seconded the motion to adopt the FY2009-2014 TIP through the Policy Committee Resolution 2008-2. The action passed unanimously 3-0.

**5. MPO SELF-CERTIFICATION DOCUMENT
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item**

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| Subject: | MPO Self-Certification Document |
| Prepared by: | Joe Delmagori, MPO Planner |
| Date: | April 1, 2008 |

| CURRENT WORK | |
|---|--|
| <ul style="list-style-type: none"> ▪ As stated in 23 CFR 450.334, the MPO is required to complete the self-certification process annually. ▪ Self-certification indicates that the MPO is addressing the transportation planning process and major issues within the metropolitan area. ▪ The self-certification document will become part of the MPO FY2009 UPWP. | |

| ATTACHMENTS | |
|---|--|
| <ul style="list-style-type: none"> ▪ The MPO Self-Certification document, including supplemental information that summarizes how the MPO is effectively carrying out the planning process and its requirements. ▪ PC Resolution 2008-3. | |

| RECOMMENDATION | |
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| <ul style="list-style-type: none"> ▪ It is recommended that the Policy Committee adopt Resolution 2008-3, finding | |

that the Farmington Metropolitan Planning Organization meets the requirements for Self-Certification.

Discussion: Mr. Delmagori presented the staff report. Mr. Darnell asked if the signatures on the resolutions need to be changed from Dr. Henderson to Mr. Hinson. Mr. Delmagori said the MPO would make those changes and have Mr. Hinson sign the resolutions.

Action: Mr. Darnell motioned and Mayor Standley seconded the motion to adopt Resolution 2008-3, finding that the Farmington Metropolitan Planning Organization meets the requirements for Self-Certification. The motion passed unanimously 3-0.

**6. FY2009 UNIFIED PLANNING WORK PROGRAM
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item**

Subject: FY2009 Unified Planning Work Program
Prepared by: Joe Delmagori, MPO Planner
Date: April 1, 2008

BACKGROUND

- The Unified Planning Work Program (UPWP) is the fiscal year work plan for the MPO.
- Staff reviewed activities, projects, other planning tasks, and the budget with each MPO committee during March.
- The update to the Metropolitan Transportation Plan (MTP) will begin during the last half of FY2009.
- The Technical Committee recommended approval of the FY2009 UPWP at their March 27 meeting.

CURRENT WORK

- Staff has completed a list of activities that are expected to be worked on in FY2009.
- Staff developed the MPO budget based on PL and 5303 funding estimates received from NMDOT.
- Additional state funding for the MTP update is still undetermined at this time.
- The final draft is provided for final review and action.

ATTACHMENTS

- Final Draft of the FY2009 UPWP (provided under separate cover to the committee members and entity staff; also available on the MPO website).

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 approve the FY2009 UPWP.

Discussion: Mr. Delmagori presented the staff report. Mr. Hinson asked if there had been any feed back on the JPA and entity costs. Mr. Delmagori said there had not been any questions raised about the JPA and entity costs.

Mayor Standley asked how involved are the Technical Committee and the MPO in the development of the UPWP. Mr. Delmagori said they work hand in hand in the UPWP development. Mayor Standley asked if there were any upcoming concerns. Mr. Delmagori said there were not any upcoming concerns but the Metropolitan Transportation Plan (MTP) process is set to begin in the FY2009 fiscal year.

Mayor Standley asked if the US 64 project is in the UPWP. Mr. Delmagori said it is listed on pages 20 and 21 and the MPO will issue progress reports and attend design team meetings to gather information, but the MPO will not actually be working on the project. Mayor Standley asked if there is concern about the project and the High School National Finals Rodeo in July. Mr. Delmagori said the MPO could ask the NMDOT if the project was on schedule. Mayor Standley said the MPO needs to get with the NMDOT to make sure the project is done as soon as possible and if the project is not done by the time the event happens if it could be stopped during the event. Mr. Martinez said the contractors are aware of the rodeo and he will stay on top of any issues that may happen. Mr. Delmagori asked the NMDOT keep everyone in the loop on the project status. Mr. Hinson said he believed the Policy Committee brought this issue up a year ago and the NMDOT said they would work around the rodeo. Mr. Keck said that Ms. Beth Utley is in contact with the NMDOT and a letter was sent requesting work stoppage during the rodeo.

Mayor Standley asked how far the US 64 project would go. Mr. Martinez said the current project is funded for this year, but there is \$10 million a year for the upcoming phases in 2010 and 2011. There is also an earmark to acquire right-of-way for the utilities. Mr. Delmagori said the first project is approximately six-tenths of a mile, and Phase 2 and Phase 3 will be on the Bloomfield side of the project.

Mr. Delmagori said the MTP will be the biggest project on the UPWP and the MPO will need to hire a consultant to help. The project will be worked on during two fiscal years: half will be completed in 2009 and half will be completed in 2010.

Mr. Darnell asked where the traffic counts are located and if any are on West Main Street in Farmington. Mr. Delmagori said there are traffic counts on West Main Street, and a list of the counts can be found on the MPO webpage. Mr. Darnell said he would like to see a traffic count done on the Twin Peaks after Halliburton moves into the area. Mr. Delmagori said that count can be added. Mayor Standley asked if the other entities share the traffic count information. Mr. Delmagori said they do share information.

Mayor Stanley asked what the Traffic Count information was used for. Mr. Delmagori said the MPO used it to help with long range planning. Mr. Hinson asked if the information was used in VISUM. Mr. Delmagori said it was used in VISUM to help in the Traffic Model update. Mr. Delmagori said it could also be used to show the need for Transit routes and park and ride options.

Mayor Standley asked if there was any progress with Safe Routes to School. Mr. Delmagori said the MPO has sent information but none of the schools seem to be interested in the program. Mayor Standley asked what the lack of interest would be caused from. Mr. Delmagori said the schools seem to be discouraged by the application and funding process, the schools would need to fund the project and then get reimbursed, which is the biggest deterrent to the project. Mr. Delmagori said the Las Cruces MPO has a SR2S pilot project that has been awarded funding and he will keep the Policy Committee informed of the progress of the project. Mr. Delmagori said the other big issue is the safety regarding children walking to schools that parents do not feel safe letting their kids walk to school. Mayor Standley said he hoped the new drug free zones around Farmington schools would help with safety issues.

Mr. Delmagori presented the budget tables. Mayor Standley asked if the cities of Aztec and Bloomfield were being adequately served. Mr. Delmagori said he felt they were being adequately served and the service the MPO provides to each of the entities is not based upon who supplies the most funding.

Action: Mayor Standley motioned and Mr. Darnell seconded the motion to approve the FY2009 UPWP. The motion passed unanimously.

**7. SCENIC BYWAYS LETTER OF SUPPORT
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item**

Subject: Scenic Byways Letter of Support
Prepared by: Joe Delmagori, MPO Planner
Date: April 1, 2008

| CURRENT WORK |
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| <ul style="list-style-type: none"> ▪ The NMDOT Tourism Department requested letters of intent to apply for FY2008 Scenic Byways funds in February. ▪ The Aztec Chamber of Commerce submitted an application to fund a marketing program for the Trail of the Ancients Scenic Byway. ▪ The Chamber applied for \$40,000 to create and distribute brochures, posters, commercials, and ads that educate visitors about the byway. ▪ The Scenic Byways Coordinator has asked the MPO to submit a letter of support for this scenic byways application. |

| ATTACHMENTS |
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| <ul style="list-style-type: none"> ▪ Project summary and cost breakdown of the scenic byways application. ▪ MPO Letter of Support. |

| RECOMMENDATION |
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| <ul style="list-style-type: none"> ▪ It is recommended that the Policy Committee approve the Letter of Support for the Aztec Chamber of Commerce Scenic Byways application. |

Discussion: Mr. Delamgori presented the staff report and Letter of Support. Since the Aztec Chamber was the only application submitted for this area, the MPO simply needed to approve a Letter of Support.

Action: Mayor Standley motioned and Mr. Darnell seconded the motion to approve the Letter of Support for the Aztec Chamber of Commerce Scenic Byways application. The motion passed unanimously.

**8. BICYCLE/PEDESTRIAN PLAN
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item**

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|---------------------|----------------------------|
| Subject: | Bicycle/Pedestrian Plan |
| Prepared by: | Joe Delmagori, MPO Planner |
| Date: | April 1, 2008 |

BACKGROUND or PREVIOUS WORK

- The Policy Committee approved walking and biking policies and evaluation criteria for prioritizing projects at the March 13 meeting.
- The Bicycle/Pedestrian Advisory Group (BPAG) has voted for their top projects from the walking and biking improvement list.
- On March 27, the Technical Committee decided to accept the regional list of walking and biking improvements, but chose not to prioritize them at this time.

CURRENT WORK

- Develop lists and maps of walking and biking projects for the MPO region and for local projects in Aztec, Bloomfield, and Farmington.
- Develop draft of bicycle/pedestrian standards that are acceptable to the entities.
- Identify funding sources with summary information on what will/ will not be funded and how to apply.

ANTICIPATED WORK

- Finalize acceptable bicycle/pedestrian standards.
- Review the draft Bicycle/Pedestrian Plan with the BPAG.
- Complete a Bicycle/Pedestrian Plan for MPO adoption in June.

BACKUP MATERIAL

- Preliminary results of walking and biking surveys.
- Walking and biking improvements with votes from the BPAG, ranked in numerical order.
- The MPO regional list of identified walking and biking improvements.
- A list of local walking and biking improvements by entity.
- An initial list of walking and biking standards.

RECOMMENDATION

- It is recommended that the Policy Committee receive a status report on the Bicycle/Pedestrian Plan.

Discussion: Mr. Delmagori said the MPO has met with both the BPAG and the various entities and gathered the information for the Bicycle/Pedestrian Plan. The MPO has identified needs and projects. The Technical Committee agreed to accept regional and local projects.

Mr. Delmagori said the MPO submitted surveys to the general public and received about 100 surveys back. Mr. Hinson asked how the surveys were presented. Mr. Delmagori said they were handed out to the BPAG, issued to shops in the area, and left at Andrea/Kristina's book store.

Mr. Hinson asked how big the range of responses of the surveys were. Mr. Delmagori said most seem to be coming from the northeast part of Farmington. Mayor Standley said it was good surveys were done, but would not like the same 12 people filling them out. Mr. Delmagori said that Velo de Animas also handed out the surveys. Mr. Hinson said getting their input is good, but the information is based on their group responses. Mr. Darnell said the surveys should be placed at San Juan College and the college would be willing to help distribute the surveys.

Mr. Delmagori said the project lists were voted by the public and the results are shown in the local and regional lists. The local projects will be the responsibility of the entities and the MPO will coordinate the regional projects. Mayor Standley asked once the list of projects and the bike plan are completed how are the projects to be accomplished. Mr. Delmagori said the MPO is researching funding sources including Federal, State and local sources. Mayor Standley said the projects are not listed on the CIP and will need to be on the CIP. Mr. Delmagori said once the plan and projects are approved the MPO will request they be placed on the CIP.

Mr. Delmagori said another issue is the standards for on-road and off-road facilities in the plan which need better definition and improvements before the plan is finalized. Mr. Hinson said it was good that they can be changed as the plan develops and asked if there were any findings for when on-road or off-road facilities should be used. Mr. Delmagori said he had researched several other MPO's and found the Wichita model one that seemed to suit the Farmington area and its needs. Mr. Keck said that having a paved off-road facility would be very expensive and cost would be one of the deciding factors. Mr. Darnell said he agreed but would hate to have a bicycle path on NM 516 or on the faster more heavily trafficked roads. Mr. Darnell pointed out that US 64 has no parallel routes.

Mr. Delmagori asked if the sidewalk standards are good as they are. Mr. Martinez said they have to be at least 5 foot minimum.

Mr. Hinson said the plan standards must be safe. Mr. Delmagori said the MPO used the entities, the NMDOT and ADA standards and requirements for the plan.

Mr. Delmagori asked if the Policy Committee would be comfortable with the plan moving forward at this point. Mayor Standley said he is comfortable with work continuing on the plan. Mr. Hinson said if the Technical Committee is comfortable with the plan then work should continue to move forward. Mr. Delmagori said the MPO will continue to work on the plan and would seek adoption from the Policy Committee at their June meeting.

Action: Report was received.

**9. UPDATE TO THE REGIONAL TRAVEL MODEL
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item**

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|---------------------|-------------------------------------|
| Subject: | Update to the Regional Travel Model |
| Prepared by: | Joe Delmagori, MPO Planner |
| Date: | April 1, 2008 |

BACKGROUND or PREVIOUS WORK

- Staff has finished collecting and assigning socioeconomic data to update the base (from 2003 to 2005) and forecast (2030) years in the Regional Travel Model.
- Staff 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.
- Staff assigned employment data from the oil and gas industry to TAZ.
- Major employer data was revised as necessary to TAZ.

CURRENT WORK

- PTV America is calibrating the travel model for the MPO based on the updated land use data.
- Participating in tutorials with PTV America on new features of the VISUM program.

ANTICIPATED WORK

- PTV will continue to calibrate/validate and expand the model to have AM Peak Hour and Daily capabilities (3 month process, March through May).
- Work with entities to develop a mid-forecast year (~2012) based on updated base year data.

BACKUP MATERIAL

- A summary table of tasks and timeframes associated with this activity.

RECOMMENDATION

- It is recommended that the Policy Committee receive a status report on the update to the regional travel demand model.

Discussion: Mr. Delmagori presented the staff report. The MPO has contracted with PTV America to calibrate the model. Staff is currently reviewing calibration efforts by the consultant. PTV will add the AM peak hour and daily model capabilities to the model.

Action: Report was received.

10. NMDOT REPORT

Discussion: Mr. Martinez said he had nothing to report than what was already discussed. Mr. Delmagori handed out the memo from Dr. Wideo.

Action: Report was received.

11. INFORMATION ITEMS

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item**

| | |
|---------------------|----------------------------|
| Subject: | Information Items |
| Prepared by: | Joe Delmagori, MPO Planner |
| Date: | April 1, 2008 |

INFORMATION ITEMS

- a. **New Ozone Standards.** EPA has issued the final rule on the new ozone standards. The primary 8-hour standard went from 0.08 parts per million units of air (ppm) to 0.075. Stations in San Juan County show this area is at 0.070 ppm. More information is attached.
- b. **Safe Routes to School Webseminar.** On March 18, staff attended a webseminar that described how to start a SRTS program with zero funding. Steps included assembling partners, gathering volunteers, and working with the media to promote the event. It described some strategies for implementing and sustaining the program. Another free webseminar is scheduled for Tuesday, April 29.
- c. **Aztec Transportation Network Study Final Report.** Wilson & Co. issued its final report on the Aztec TNS. The final report incorporates comments made by the City of Aztec, the MPO, and NMDOT.
- d. **Access Management Standards.** Staff reviewed previous work with the Technical Committee on March 27. No new information is available to present at this time.
- e. **NMDOT Bike/Pedestrian/Equestrian (BPE) Quarterly Meeting.** The next NMDOT BPE meeting will be in Aztec on May 15. All are welcome to attend.
- f. **Joint Policy/Technical Committee Meeting.** It was suggested during the Technical Committee meeting on March 27 to hold a Joint Policy/Technical Committee meeting during the summer to discuss current and future transportation activities in this area.
- g. **Other**

Discussion: Mr. Delmagori said the ozone standards have changed and the MPO area is very close to being out of compliance. Mr. Hinson asked what the MPO could do to help with the ozone problem. Mr. Delmagori said the bicycle/pedestrian plan and other multi-modal forms of transit will be one issue to help lower the ozone levels. Mr. Delmagori said that the MPO is not involved in land use planning but once the Access Management Plan and Bicycle/Pedestrian plan are in place they could help with designing walkable and bikable communities. Mr. Delmagori said the MPO can only suggest multi-modal plans regarding transportation.

Mr. Standley said Farmington is the local shopping hub for many people who live out of the MPO area. Mr. Hinson said the ozone levels might change during certain times of the week and day. Mr. Delmagori said the EPA bases their recommendations on the total census. Mr. Keck said the biggest contributors are the oil and gas compressors.

Mr. Hinson asked what would happen if the area fell out of compliance. Mr. Delmagori said every new project would have to meet air quality regulations and requirements.

Mayor Standley said the biggest obstacle would be to make people change their behavior. Mr. Darnell said it was good to know how close to the threshold the area was.

Mr. Delmagori said the Technical Committee would like to hold a joint meeting with the Policy Committee. The meeting would invite both committees, the NMDOT and possibly some representatives from the Council of Governments. Mr. Darnell said that having a joint meeting is a good idea and he would like to see a joint meeting be an annual event. Mr. Hinson agreed and said he would also like to have an annual joint meeting held.

Action: Report was received.

12. Business

- a. **Chairman** – Mr. Hinson said Mr. Curtis Lynch had been elected to the Bloomfield City Council and will be the Bloomfield Policy Committee Alternate.
- b. **Members** – none
- c. **Staff** – none

13. Business from the Floor

Mr. Martinez said the TIP has 5 Federal Earmarks which will be incorporated into the STIP in May. The Highway Commission should approve the STIP.

14. Adjournment

Mr. Darnell motioned and Mayor Standley seconded the motion to adjourn the meeting. Dr. Henderson adjourned the meeting at 7:00 p.m.

Chair, Mr. Sam Hinson

Secretary, Virginia Turney