

**MINUTES**  
**FARMINGTON METROPOLITAN PLANNING ORGANIZATION**  
**TECHNICAL COMMITTEE MEETING**  
**July 23, 2009 10:00 a.m.**

Members Present: Dave Keck, San Juan County  
Julie Baird, City of Bloomfield  
Cindy Lopez, City of Farmington  
Chico Quintana, City of Farmington, Alternate  
Nica J. Westerling, City of Farmington

Members Absent: Steve Christensen, City of Aztec

Staff Present: Mike Sullivan, MPO Officer  
Joe Delmagori, MPO Planner  
Martin Lucero, MPO Associate Planner  
Dee Dee Moore, MPO Admin Aide

Staff Absent: None

Also Present: Dr. Bob Widoe, NMDOT  
Dave Martinez, NMDOT  
Joe Hubbard, City of Aztec  
Linda Sillers, SJCI

**1. CALL TO ORDER**

Chairman Keck called the meeting to order at 10:15 am.

**2. APPROVE THE MINUTES FROM THE JUNE 25, 2009 TECHNICAL COMMITTEE MEETING**

Motion to approve the minutes from the June 25, 2009 Technical Committee Meeting was made by Ms. Lopez and seconded by Mr. Quintana. Motion passed unanimously.

**3. RECEIVE A REPORT ON INITIAL ANALYSIS OF THE PROPOSED FUTURE ROAD PROJECTS**

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION**  
**Agenda Item**

<b>Subject:</b>	MTP Update Proposed Future Road Projects
<b>Prepared by:</b>	Martin Lucero, MPO Associate Planner
<b>Date:</b>	July 15, 2009

#### BACKGROUND

- MPO staff has met with each entity to discuss current roads classified as collector and above, and future proposed roads for the MPO Road Network.
- The MPO Road Network is used in the MPO Regional Travel Model to evaluate projects, traffic volumes, congestion and other items.

#### CURRENT WORK

- Staff will be developing characteristics for each road project to input into the travel demand model:
  - Beginning and ending point
  - Number of lanes by direction
  - Speed limit
  - Turn lanes
- Model runs for the network system are being performed for each additional proposed road.
- Scenarios that include various future projects will be analyzed.
- Initial analysis will be discussed with the Technical Committee on July 23.

#### ANTICIPATED WORK

- The future proposed road network is expected to be used as a basis for these additional MTP activities:
  - GIS mapping applications.
  - Plan development.
  - Traffic and transit studies.
  - Policy development.
  - Project prioritization.
- Road network analysis will continue over the next few months.

#### RECOMMENDATION

- It is recommended that the Technical Committee receive a report on the Proposed Future Road Projects for the MTP Update.

**Discussion:** Mr. Lucero reported on the initial model runs performed. Mr. Lucero indicated that the MPO is still calibrating the model and looking to evaluate the future roads identified by the entities. One thing that stood out initially was the future roads placed in the Crouch Mesa area and the overall effect on volumes in the network. Mr. Lucero shared that the scenarios will be calibrated to 2008 with the approved land use numbers and would be used to generate 2015 and 2035 scenarios. Future work will include a possible transit element for mode split and meeting again with the entities to discuss the modeling output.

**Action:** A report was received.

4. RECEIVE SUGGESTIONS ON A PROCESS TO RANK THE REGIONAL BICYCLE/PEDESTRIAN PROJECTS

FARMINGTON METROPOLITAN PLANNING ORGANIZATION  
Agenda Item

<b>Subject:</b>	Regional Bicycle/Pedestrian Projects
<b>Prepared by:</b>	Joe Delmagori, MPO Planner
<b>Date:</b>	July 14, 2009

**BACKGROUND**

- A list of regional bicycle/pedestrian projects were identified as part of the MPO Bicycle/Pedestrian Plan.
- Reviewing and ranking the projects will need to be completed in order to develop a prioritized list.
- Evaluation criteria for prioritizing projects were adopted as part of the plan.

**CURRENT WORK**

- The regional list was reviewed and updated project information was completed during meetings with entity staff.
- Staff is providing suggestions for developing a ranking process.

**ANTICIPATED WORK**

- Sort the regional projects into short, mid, and long range timeframes.
- Rank the projects using the adopted evaluation criteria.
- Develop a ranking process for prioritizing the list of regional bicycle/pedestrian projects.

**ATTACHMENTS**

- Suggestions for ranking the regional projects as provided by staff.
- The revised project list is provided under separate cover.

**RECOMMENDATION**

- It is recommended that the Technical Committee:
  - a) Receive suggestions from staff for how to rank the regional Bicycle/Pedestrian projects.
  - b) Determine a process for ranking the projects.

**Discussion:** Mr. Delmagori identified projects that had been modified based on meetings with the entities, starting with Project #14, which was split to include a Phase A and a Phase B. The phases of Project #14 involve adding bike lanes to Piñon Hills Blvd. west of 30<sup>th</sup> St and bike lanes to Twin Peaks Rd. Additional projects #18, 24 and 27 are along the Animas River Corridor and could possibly be combined to create a Bicycle/Pedestrian path from Farmington to Aztec with some parts along the road and other parts along the river. Mr. Delmagori explained a couple of options that could be used in the ranking and priority process. The first of the two options presented would be to keep the group of projects as a whole list and not separate them by timeframe and rate each project with a simple point scale based on the criteria. The second option would be to break the projects into 3 separate categories by Short-Range, Mid-Range and Long -Range and also use a weighted or point value to each category. Mr. Keck, Ms. Lopez, and Mr. Sullivan were in favor of the second option. Mr. Quintana asked whether the final ranked list could be used if federal funding became available and the projects met the criteria. Mr. Lucero stated yes, and reiterated that any applications would be submitted by the local entities, with MPO support through an expedited process.

Mr. Sullivan suggested using a 0-5 scale and to provide written descriptions that define each number. Mr. Delmagori answered Ms. Lopez' question regarding the number of projects currently on the regional list, which is 31. The term for Short-Range is less than 5 years, Mid-Range is 6 to 15 years, and Long-Range is more than 15 years. Ms. Baird suggested that projects with top votes from the Bicycle Pedestrian Advisory Group should get points awarded. Mr. Sullivan agreed with Mr. Delmagori's suggestion of up to 3 points based on BPAG rating.

Mr. Delmagori suggested discussing and ranking the Short-Range projects at the August Technical Committee meeting, the Mid-Range at the September Technical Committee meeting and the Long-Range projects at the October Technical Committee meeting. Mr. Keck agreed with that suggestion rather than to call a Work Session. Ms. Baird informed the committee that she would be unable to attend the August 27, 2009 Technical Committee meeting but could possibly meet with MPO Staff prior to the meeting to discuss her ranking of the projects.

Mr. Quintana questioned that if an entity knew that a project was going to be funded within a current CIP; should that project be removed from the list? Mr. Sullivan suggested leaving all the projects on the list and in order to show achieving implementation of the plan. Ms. Lopez shared that if a mid- or long-range project was ranked extremely high, perhaps it might be feasible to move it into the short-range timeframe. Mr. Sullivan agreed that the reverse may also become apparent after the evaluation. The Committee agreed that after all of the projects were reviewed then it would be worthwhile to place them in the appropriate timeframes based on the rankings.

**Action:** The Technical Committee agreed to use the second option presented in the agenda, to separate the project list into three categories and rank each project with criteria using a scale of 0-5 for the categories and a scale of 0-3 for the BPAG ranking. The rankings will begin at the August Technical Committee meeting.

5. RECEIVE A REPORT ON THE TRANSIT PLAN FOR THE MTP UPDATE

FARMINGTON METROPOLITAN PLANNING ORGANIZATION  
Agenda Item

<b>Subject:</b>	MTP Update Transit Plan
<b>Prepared by:</b>	Joe Delmagori, MPO Planner
<b>Date:</b>	July 14, 2009

**BACKGROUND**

- Future improvements to the Red Apple Transit system are identified in the MTP.
- The system will be analyzed as part of the MTP Update to ensure that transit service meets future demand.

**CURRENT WORK**

- A needs assessment for Red Apple has been started.
- Staff has collected Census data for vehicle ownership and for elderly, disabled, and low-income populations by census tract to better understand potential transit demand.
- Passenger counts on Red Apple were taken for two weeks to assist with origin-destination matrices for AM, mid-day, and PM peak periods.

**ANTICIPATED WORK**

- Make projections for future transit demand based on baseline Census data.
- Investigate and research the development of a transit element in the VISUM model.
- Using the passenger count information, assess the transit service provided by Red Apple Transit.

**RECOMMENDATION**

- It is recommended that the Technical Committee receive a report on the Transit Plan for the MTP Update.

**Discussion:** Mr. Delmagori distributed a map of the census tracks for San Juan County and the census tracks that fall with the FMPO boundary. Additionally a spreadsheet correlating with the map was also provided. The spreadsheet ranks the tracks by various categories in order to determine potential transit demand. Categories include young, elderly, and disabled populations, poverty levels, and vehicle ownership. The southern part of Farmington, East-Central Farmington, Crouch Mesa, and the Northwest portion of Bloomfield were top of the list because they have high numbers of people that fall into these categories.

Mr. Delmagori informed the committee that the MPO Staff have completed passenger counts over the past few weeks on the Red Apple Transit. The counts were performed in two and a half hour increments in the morning, mid-day and afternoon. These counts show the popular stops, where people are beginning and ending their trips. In addition linking the origins and destinations will provide an average travel time. Mr. Delmagori will finish compiling the results and report on the findings at the next Technical Committee meeting. Ms. Lopez asked whether there was an interrelation between disability, income or location. Mr. Lucero shared that early findings show that there is a portion of the population that is dependent on the transit system as their only means of transportation. Dr. Widoe stated that the 2000 Census looked at carpooling and that the MPO Staff may want to look at that type of transportation also.

**Action:** A report was received

**6. RECEIVE A REPORT ON THE NEW FMPO PROJECTS IN THE DRAFT FY2010-2013 STIP**

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION  
Agenda Item**

<b>Subject:</b>	Draft FY2010-2013 STIP
<b>Prepared by:</b>	Joe Delmagori, MPO Planner
<b>Date:</b>	July 14, 2009

<b>BACKGROUND</b>
<ul style="list-style-type: none"> <li>▪ NMDOT is currently programming projects into its draft FY2010-2013 Statewide Transportation Improvement Program (STIP).</li> <li>▪ Project information in both the MPO TIP and the STIP must be consistent.</li> </ul>

<b>CURRENT WORK</b>
<ul style="list-style-type: none"> <li>▪ Some of the MPO unfunded project requests shown in the FY2010-2015 TIP are being programmed into the STIP for years 2012 and 2013.</li> <li>▪ Member input on the draft STIP will be collected at the Technical Committee meeting.</li> <li>▪ A TIP amendment will be completed in the coming months to indicate that new projects in the MPO are being funded with federal dollars.</li> </ul>

<b>ANTICIPATED WORK</b>
<ul style="list-style-type: none"> <li>▪ Amend the FY2010-2013 TIP.</li> </ul>

**ATTACHMENTS**

- A project information list showing new MPO projects programmed into the draft FY2010-2013 STIP.

**RECOMMENDATION**

- It is recommended that the Technical Committee receive a report on the new FMPO projects in the draft FY2010-2013 STIP.

**Discussion:** Ms. Westerling arrived at the meeting at 11:00, and replaced Mr. Quintana as a voting member.

Mr. Delmagori presented the additional projects that are being programmed into the STIP.

The Department of Transportation is programming \$8 million over the course of 2 years for Phase 3 of the US 64 Hwy project. Also receiving funding will be the project for sidewalks on Piñon Hills from Butler to E. Main St., the pedestrian facilities along downtown Main Street in Aztec with the potential to shift funding to the pedestrian bridge on North Main, and the \$700,000 for the bridge on CR 6675 in Kirtland Area. In addition to these four projects, two other projects, the Aztec Airport Runway Rehabilitation and the design for the E. Blanco Rd. at US 550 in Bloomfield, received funding through the FAA and through the CO-OP program.

**Action:** A report was received.

**7. RECEIVE A REPORT FROM THE NMDOT**

**Discussion:** Mr. Martinez began the report from District 5 with details regarding the US 64 Corridor project. The finalized project development is for an approximately 1.2 mile stretch beginning at 1<sup>st</sup> Street in Bloomfield and heading west. Mr. Martinez reminded the committee that the ARRA project certifications are due in August and to keep District 5 apprised of the status of those projects. Mr. Martinez provided information about the updating of the boiler plates for stimulus projects. There is currently a list of 20 documents that have to be included with bid documents and a CD will be provided to each entity.

Dr. Widoe shared his new assignment to cover the Northeast Regional Planning Organization as well as the FMPO. Dr. Widoe or Ray Matthew will be in attendance at the FMPO Committee Meetings. Additionally the department had a couple of personnel changes. Muffet Foy-Cuddy is no longer the Division Director and due to a retirement there is a vacancy in the planning division. Dr. Widoe stated that the NMED issued their final report of the Four Corners Air Quality identifying that the overwhelming sources of pollutants come from the Power Plants and from the Oil & Gas industry. Vehicles are also contributors but on a smaller scale. The report also suggests the need to take further measurement and even startup several other stations.

Dr. Widoe mentioned there is a push to extend SAFETEA-LU for 18 months. Dr. Widoe informed the committee that the DOT is taking a look at the FHWA functional classification system and the BIA functional classification system to find a way to match the classifications.

8. REVIEW PROPOSED CHANGES TO THE RENEWAL OF THE COMMITTEE BYLAWS AND OPERATING PROCEDURES MANUAL

FARMINGTON METROPOLITAN PLANNING ORGANIZATION  
Agenda Item

<b>Subject:</b>	Committee Bylaws and Operating Procedures
<b>Prepared by:</b>	Martin Lucero, MPO Associate Planner
<b>Date:</b>	July 15, 2009

**BACKGROUND**

- The Committee Bylaws and Operating Procedures are guidelines by which the Policy and Technical committees are run.
- Descriptions of the Chair and Vice-Chair for each committee, removal and replacement process, and voting procedures are contained within this document.
- The Bylaws are formally updated in conjunction with the Joint Powers Agreement every three years.

**CURRENT WORK**

- Staff has entered the requested changes from both the Policy and Technical committees.
- Additional, proposed changes have been added to the Bylaws.
- A copy of the changes is provided for review and has been enclosed under a separate cover for the Technical Committee members.

**ANTICIPATED WORK**

- The Technical Committee will be asked to recommend approval of the revised and updated Committee Bylaws and Operating Procedures document in August.
- The Policy Committee will be asked to adopt the updated document in September.

**RECOMMENDATION**

- It is recommended that the Technical Committee review changes to the MPO Committee Bylaws and Operating Procedures and discuss any further revisions to the document.

**Discussion:** Mr. Lucero began his review of changes by explaining a request from the Policy Committee to remove their actual meeting months and indicate they will meet six times a year which will be determined by resolution. Ms. Westerling asked about the one year time frame regarding the alternate and Mr. Delmagori stated that it has always been in effect, just not in writing, which is the same for both committees. The discussion continued to make

changes to the wording to reflect that the alternate will remain a member until the time they are no longer able to serve as an alternate. The letters to the MPO will be for records purposes only when a change in membership occurs. Mr. Lucero covered the section on removing a member for non-attendance. Ms. Westerling voiced the opinion that when a member is absent and the alternate is in attendance, there is no loss of vote, so the continuity is still evident. She also stated that the Policy Committee is not involved in the Technical Committee membership and that wording should be removed. Mr. Keck asked Dr. Wideo what the federal regulations say. Dr. Wideo believed that talking with the member to find out if there are scheduling conflicts or if they are committed to the committee is the first step. If not, the committee chair should speak with the City Manager that designates members and recommend another person be appointed. Mr. Lucero stated that the changes would be made and presented at the next Technical Committee meeting.

**Action:** A report was received.

**9. RECEIVE A REPORT ON THE FY2010 MPO BUDGET**

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION  
Agenda Item**

<b>Subject:</b>	FY2010 Budget
<b>Prepared by:</b>	Joe Delmagori, MPO Planner
<b>Date:</b>	July 14, 2009

**BACKGROUND or PREVIOUS WORK**

- The MPO prepared its FY2010 Budget based on initial funding estimates from NMDOT for FHWA PL and FTA 5303.
- NMDOT informed the MPOs that a one-time distribution of unobligated PL funds is available.
- The MPOs also worked with NMDOT to revise the formula that distributes PL funding on a yearly basis.

**CURRENT WORK**

- Work Authorizations for the PL and 5303 funding have been received.
- Due to a revised Federal obligation limitation, the MPO is receiving \$1,620 less in regular PL for FY2010.
- FTA 5303 funding is \$1,334 more that what was estimated in April.
- Staff is developing an activities list to show how the unobligated PL funding will be used.
- The members are asked to provide input as to what types of planning activities the unobligated PL funding could be used for.
- The revised PL formula for upcoming years provides each MPO a minimum of \$100,000 to support a staff of two and the smaller MPOs will receive a supplemental amount of \$25,000 to assist with an additional employee, supplies, and equipment.

**ATTACHMENTS**

- The statewide distribution of the one-time unobligated PL funding.
- A summary of federal and local contributions to the FMPO for FY2010.
- The revised formula for PL distribution to all of the MPOs.

**RECOMMENDATION**

- It is recommended that the Technical Committee receive a report on the MPO FY2010 Budget.

**Discussion:** Mr. Delmagori reviewed the actual funding dollars authorized for the Farmington MPO. The Federal PL Funds authorized for FY2010 is \$206,616 due in large part to the MPO's share of the unobligated PL funds in the amount of \$110,786. The FTA 5303 Funding amount is \$23,144. In addition the funding amounts for FY2011 look to be around \$185,000. MPO Staff will be updating the UPWP with how the additional funding will be spent. Ms. Westerling suggested using consultants and Mr. Sullivan thought that a consultant to do Transit Planning would be the best way to utilize the additional funding.

**Action:** A report was received.

**10. RECEIVE A REPORT ON THE RED APPLE TRANSIT**

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION  
Agenda Item**

**Subject:** Red Apple Transit Update  
**Prepared by:** Martin Lucero, MPO Associate Planner  
**Date:** July 15, 2009

**RED APPLE UPDATE**

- Ridership numbers for June will be provided under separate cover.

**RECOMMENDATION**

- It is recommended that the Technical Committee receive a report on Red Apple Transit.

**Discussion:** Mr. Lucero shared that the June statistics had not been received and will be brought to the next scheduled meeting for review.

**Action:** No report was given

## 11. INFORMATION ITEMS

### FARMINGTON METROPOLITAN PLANNING ORGANIZATION Agenda Item

<b>Subject:</b>	Information Items
<b>Prepared by:</b>	Martin Lucero, MPO Associate Planner
<b>Date:</b>	July 16, 2009

#### INFORMATION ITEMS

- a. **Transportation, Land Use, and Air Quality Conference.** Martin Lucero will attend the Transportation, Land Use, and Air Quality Conference hosted by Iowa State University in Denver, Colorado on July 28-29. Sessions include environment and transportation greenhouse gas emissions, freight emission modeling, and the transportation and land use relationship.
- b. **FY2009 UPWP 4<sup>th</sup> Quarter Report.** The summary of activities and expenditures by the MPO during April-June is now available on the MPO website.
- c. **MPO Quarterly Newsletter.** The current newsletter is available on the MPO website.
- d. **Other.**

**Discussion:** Mr. Delmagori stated that Mr. Lucero would be attending the Transportation, Land Use and Air Quality Conference in Denver. Mr. Delmagori shared that the Quarterly Report was available on the MPO website and that the newsletter would be mailed out by the end of the week. Ms. Westerling requested dates for the Air Quality Meeting in Durango. Dr. Wideo stated that it was being held on August 28, 2009 and that he believed it was a 2-day event.

## 12. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF

**Discussion:** There was no business from the chairman, members or staff.

**13. BUSINESS FROM THE FLOOR**

**Discussion:** Mr. Hubbard provided information about an Aztec Trails and Open Spaces grant application and requested a letter of support from the Farmington MPO be sent to Mayor Burbridge. He also shared that at a future date Mayor Burbridge would be presenting an overview on the ATOS and he would provide that information as he received it.

**14. ADJOURNMENT**

**Discussion:** Ms. Westerling made the motion to adjourn, Ms. Baird seconded the motion and the meeting was adjourned at 12:10pm.

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Dave Keck, Chairman

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Dee Dee Moore, MPO Admin Aide