



Santa Fe Metropolitan Planning Organization

"Promoting Interconnected Transportation Options"



Santa Fe MPO Technical Coordinating Committee

Monday January 27, 2014, 1:30 P.M.

City of Santa Fe Offices @ Market Station

500 Market Street, Suite 200, Santa Fe, NM

(Map: <http://tinyurl.com/l6kejeq>)

AGENDA

CITY CLERK'S OFFICE

DATE 1/17/14 TIME 4:23pm

SERVED BY Keith Wilson

RECEIVED BY [Signature]

- ◆ Call to Order
- ◆ Roll Call
- ◆ Approval of Agenda
- ◆ Approval of Meeting Minutes from November 18th, 2013.

1. Communications from the Public

2. Items for Discussion and Possible Action:

- a. Election of Officers
- b. Review and Release for Public Review of a proposed Amendment to the FFY2014-2017 Transportation Improvement Program – *MPO Staff*
- c. Transportation Improvement Program (TIP) Project Updates – *Lead Agency Staff*
- d. Review of FFY14/FFY15 Tribal/Local Public Agency Program Changes – *MPO Staff*
- e. Review and Release of the proposed recommendation for the Functional Reclassification – *MPO Staff*
- f. Review of the Response to the FHWA Corrective Action #1 on the MPO Joint Powers Agreement– *MPO Staff*
- g. Annual Review of the Financial Contributions to the MPO as outlined in the MPO Joint Powers Agreement – *MPO Staff*
- h. Review of the NMDOT Planning Procedures Manual – *MPO Staff*
- i. Presentation on the MPO Staff Work Activities in 2014 – *MPO Staff*
- j. Review of proposed 2014 MPO Meetings Schedule – *MPO Staff*

3 Matters from the MPO Staff

4. Matters from TCC Members

5. Adjourn - Next TCC Meeting: Monday February 24th, 2014

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 SFMPO-TCC MEETING
 January 27, 2014**

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APPROVAL OF MINUTES November 18, 2013	Approved as presented	2
1. COMMUNICATIONS FROM THE PUBLIC	None	2
2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION		
a. Election of Officers	John Romero elected	2-3
b. 2014-2017 TIP Amendments	Released for public review	3
c. TIP Project Updates	Reported	3-4
d. FFY 14-15 Tribal/Local Agency Changes	Reported	4-5
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i. Staff Work Schedules - 2014	Discussion	7-8
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MPO OFFICER REPORT	Reported	9
COMMUNICATIONS FROM TCC MEMBERS	None	9
ADJOURNMENT - Next Meeting: Feb. 24, 2013	Adjourned at 3:00 pm	9

**MINUTES OF THE
SANTA FÉ MPO
TECHNICAL COORDINATING COMMITTEE
January 27, 2014**

CALL TO ORDER

A regular meeting of the Santa Fé MPO Technical Coordinating Committee was called to order on the above date by Chair John Romero at approximately 1:30 p.m. in the Large Conference Room, 500 Market Station, Suite 200, Santa Fé, New Mexico.

ROLL CALL

Roll call indicated the presence of a quorum as follows:

MEMBERS PRESENT:

John Romero, City of Santa Fé
Tamara Baer, City of Santa Fé
Joseph Gutierrez for Adam Leigland, Santa Fé County
Vicky Lucero/Penny Ellis-Green, Santa Fé County
Sandra Maes, Pueblo of Tesuque
Eric Martínez, City of Santa Fé
Richard McPherson for Reed Liming, City of Santa Fé
Anthony Mortillaro, NCRTD
Ken Smithson, Santa Fé Trails

MEMBERS ABSENT:

Dave Quintana, District 5 [excused]
Colleen Baker, Santa Fé County

STAFF PRESENT:

Keith Wilson, Senior MPO Planner
Mark Tibbetts, MPO Officer
Erick Aune, MPO Transportation Planner

OTHERS PRESENT:

Carl Boaz, Stenographer
Jessica Griffin, NMDOT Planning Liaison

APPROVAL OF AGENDA

Mr. Smithson moved to approve the agenda as published. Mr. Martínez seconded the motion and it passed by unanimous voice vote.

APPROVAL OF MINUTES

November 19, 2013

Mr. Martínez moved to approve the minutes of November 19, 2013 as presented. Ms. Baer seconded the motion and it passed by unanimous voice vote except that Mr. Gutierrez abstained.

1. COMMUNICATIONS FROM THE PUBLIC

There were no communications from the public.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

a. Election of Officers

Ms. Baer nominated John Romero as chair. There were no other nominations.

Ms. Baer moved to elect John Romero as Chair by acclamation. Mr. Martínez seconded the motion and it passed by unanimous voice vote.

Mr. Tibbetts would continue to serve as the Vice Chair.

b. Review and Release for Public Review of a proposed Amendment to the FFY2014-2017 Transportation Improvement Program – *MPO Staff*

Mr. Wilson summarized the four amendments in the handout and announced there was still time for other amendments to be submitted:

- Cerrillos Road Reconstruction (page 1) - change in description (project boundaries) - St. Michaels Drive to Llano to meet Federal criteria.
- Guadalupe Street Bridge (page 8) - new funds to be added. Lanes added to have a longer time frame. There were different options of left exit or right exit.
- Gonzales Community School (page 23) - access project for bike and pedestrian access and best options for expanding the scope of the trail; added sidewalk improvements so the cost went up with \$100,000 from the State.
- Santa Fé River Trail Crossing at St. Francis and West Alameda (page 24) - from 2012 City bond funds - add this project because St. Francis is a federal highway.

He was unaware of any other amendments. They reduced the public review period from 30 to 15 day to meet the DOT deadline. 15 days would be up on February 12 and if things get added, he agreed to contact TCC members. The action was to release it for public review.

Ms. Baer asked about the design study on the Santa Fé River Trail.

Mr. Wilson said that was included for the design phase because it was receiving federal money.

Mr. Smithson asked if these costs were total costs and not just the federal portion. Mr. Wilson agreed.

Mr. Martínez moved to release the amendment for public review. Mr. Smithson seconded the motion and it passed by unanimous voice vote.

c. Transportation Improvement Program (TIP) Project Updates – Lead Agency Staff

Mr. Wilson provided a handout showing the updates. He received some new updates and went quickly through them. There were no updates to the Jaguar Drive overpass and they were still waiting for the pre-construction meeting but it would be ready as soon as that was done. For the NE/SE Connectors Location Study, the Alternative Selection Committee reviewed and selected alternatives in Phase B on January 24, 2014. The alignment on NE would go over to Richards. The SE alignment split the difference between Richards and the Santa Fé Community College - one to Avenida del Sur and the second alternate at Santa Fé Community College. The study team could come to TCC in February or March.

Mr. Martínez said the Cerrillos Road reconstruction had a design review and was moving along.

On the I-25 at Cerrillos Interchange, Dave Quintana and others were meeting with Utah Transportation to see their Diamond Diverging Design. Using federal money, they would be ready to obligate them by the fiscal year end. On Thursday, the TPB will have a presentation from Dave Quintana and then to TCC at next meeting. On December 16, they gave a presentation.

There was no update on the I-25 at Cañoncito Interchange project.

The Old Santa Fé Trail Bicycle Lanes had an update from the County. The Environmental Assessment was completed in December and they were getting land appraisals. The road design was completed and they submitted the revised CE Report to NMDOT.

Ms. Baer asked what funds would be used to build project.

Mr. Wilson said bond funds would be used. There was discussion on extending the design.

Mr. Martínez said the County approved the funds to do it.

Mr. Martínez said the Guadalupe St. Bridge and the Defouri St. Bridge Improvements were moving along.

The Santa Fé County Pavement Preservation project had some of the work completed last year and would be using county forces to do the rest of the project in the spring.

There were no updates on the two bridge projects.

The Pedestrian Signal Head was awaiting a cooperative agreement with DOT.

The Herrera Drive/Paseo project was under construction

There were three bridge projects added at the last TIP amendment but no status had been provided.

For the Santa Fé Place Transit Center, the staff continued to evaluate alt site options.

Santa Fé Trails bus replacement was awarded \$2.4 million. Santa Fé Trails bought some replacement vans for \$109,900 and the remaining balance was for buses.

There was no update on the Santa Fé Southern Railroad Line crossing upgrades.

The Santa Fé Trails FTA funding agreement with DOT for the first year of funding under MAP-21 had been executed. They were awaiting the second year of funding for Phase 2 of transit passenger shelter project.

The Santa Fé Rail Trail unobligated FFY 2013 funds were reprogrammed to 2014.

Mr. Martínez said the Acequia Trail/Railyard Crossing Sharette was scheduled for the third or fourth week of February.

Mr. Martínez said the Safe Routes to Schools project was ready for construction as soon as the cooperative agreement came back from DOT. The Santa Fé Rail Trail Retaining Wall was at construction. The Santa Fé River Trail connections and improvements were awaiting the cooperative agreement as were the East Alameda pedestrian improvements and Santa Fé Rail Trail Segment 4 (Eldorado). A biological certification was also needed to finalize Segment 4.

Mr. Wilson said the Gonzales Bike and Pedestrian Safety Improvements and Bike Rack project was at finalization of the trail alignment at Gonzales.

d. Review of FFY14/FFY15 Tribal/Local Public Agency Program Changes – MPO Staff

Mr. Wilson received a letter from FHWA after the last TCC meeting that expressed concerns to DOT about a large proportion of federal funds remaining unobligated until the last month before the end of the fiscal year and they wanted the MPO to obligate them throughout the year. This letter was the response. It did not reflect that they affected TAP projects and they don't.

Ms. Griffin said Dolores Gallegos presented at the MRCOG TCC meeting and because of local push backs they would be revising again. March 15 was just the deadline for the cooperative agreement and June 15 was the deadline for applications. Since it was a rolling application cycle she wasn't sure but felt there should be a new letter with new deadlines. The handbook for Tribal/Local Governments should be coming out soon after its revision. She said Mr. Wilson had told her that the MPO wouldn't have a project

affected by this. Ms. Gallegos was open to helping people who might need more time.

Mr. Wilson agreed they needed to obligate all the funds.

Ms. Griffin said it was to be done by December 15 but legal boilerplate hung it up.

Mr. Martínez said the request for agreement forms was usually to be done by October.

Ms. Griffin said Albuquerque has a ton of projects that would be impacted. If the Santa Fé MPO had some, she asked that they let her know.

**e. Review and Release of the proposed recommendation for the Functional Reclassification –
MPO Staff**

Mr. Wilson had hoped to have all of the proposed recommendations finalized for public review but got off track with the holidays. He handed out changes in the schedule. He met with Santa Fé County last week and had Tesuque Pueblo yet to talk with. There were not many roads in their area that would be impacted. He was now pooling all of the changes and would put them into a map for submission to DOT. He hoped to get City, County and DOT in a meeting to review for the February 28 final submission. TPB would decide on the 27th and submission would be by March 1.

Ms. Baer asked if there were any changes.

Mr. Wilson said West Alameda should be classified as a minor arterial. Urban collectors must be minor or major. Rodeo Road was also a minor collector. Reclassification was based on the functional reclassification guidance. Some of it was subjective but the recommendations have conformed and followed that guidance. He reminded them that when he set it up, he emailed all TCC members and he could do it again for these meetings.

Ms. Maes asked Mr. Wilson to please include the Tesuque representative in those meetings so the Pueblo could make connections with them. Mr. Wilson agreed.

Chair Romero understood the recommendation was for one more working group meeting and looking for approval to do that.

Mr. Wilson said the TCC could recommend the process he outlined with Tesuque included. He agreed to talk with Ms. Maes after this meeting to set it up.

Mr. Smithson moved to make the recommendation to the TPB as presented. Ms. Baer seconded the motion and it passed by unanimous voice vote.

f. Review of the Response to the FHWA Corrective Action #1 on the MPO Joint Powers Agreement– MPO Staff

Mr. Tibbetts recalled the review back in July to see if the MPO could make improvements. It was not an audit per se. One of corrective actions staff responded to. The other was to finish our process.

#1 was put off in terms of the review of our JPA and the issue was to update the JPA to have specific reasons in the provisions of MAP 21 and federal law. The MPO was to have a response which he turned in to Ms. Griffin and Ms. Kozub. One of the issues was to specifically address 23 CFR in which section 310 was called out. They addressed 310 and 314.

That was taken out of the JPA in 2009 and put into the by-laws because representation was changing at that time with inclusion of Tesuque Pueblo and the by-laws state how it operates. The MOA with DOT specifies the MAP 21 so that changes but federal law hasn't changed regarding forms and the planning process. So it just wasn't totally clear what was needed.

The other thing was the financial contribution. They had to have language to allow for review of the JPA annually and review financial sharing. The MPO had not been following that specific part of the JPA. So that corrective action was to review the sharing of local match between city and county. There were some other items as well.

Ms. Griffin said they had a meeting scheduled on Friday. They went through the response and found some changes that needed to be addressed. She agreed to put together an official memo to the MPO about it.

Mr. Tibbetts said County Attorney, Steve Ross told him that addenda could be made to JPAs. It has been revised and restated - this is the 8th time. He clarified that right now the city is the stated as fiscal agent and providing 100% of the local match.

g. Annual Review of the Financial Contributions to the MPO as outlined in the MPO Joint Powers Agreement – MPO Staff

Mr. Tibbetts brought this up to keep it in the Committee's mind and it would come up next month. There will be a follow up on the agenda. This could be done by population or keep as is now. It is a decision to be made.

Ms. Maes asked if even though not required to come up with the federal match, the entities had to sign it. Mr. Tibbetts agreed.

Ms. Griffin said there was a lot more in the JPA in addition to financial sharing.

Mr. Aune asked if it went to the Secretary of Transportation for signature.

Mr. Tibbetts said it was a good question. Each entity had their own legal format for approval. So there were boilerplate changes made. Recognition of the sovereignty of Tesuque Pueblo was an issue.

Mr. Wilson said the current JPA was on the web site and he could also mail it to Ms. Maes.

Mr. Tibbetts said they took out some of the specifics in favor of a common platform. He pointed out some sections in the existing JPA - function pursuant to the big part and not calling out all the sub parts and using the Federal Register language.

h. Review of the NMDOT Planning Procedures Manual – MPO Staff

Mr. Tibbetts announced that the MPOs in New Mexico and the Planning Bureau of DOT, by mutual agreement, decided to standardize the process so this document was sent to a consultant to review all procedures as spelled out in the 100+ page document. It was approved by FHWA and was now going through a next step in corrections and adjustments in March. It was brand new and was more internal - between DOT and MPOs. DOT was the steward, representing FHWA to the MPOs. There was a lot of adjusting going on right now to get it together and in line. Ultimately, it would allow things to run more smoothly. It was a manual in process now.

Ms. Griffin said while it outlined the internal procedures, it was to help each MPO agency to understand the different requirements in it. It probably didn't require training for everyone but probably for staff. After it was finalized in April, DOT would prepare a PPT training for the MPO.

Mr. Tibbetts anticipated highlighting one aspect of the manual each meeting.

Mr. Wilson added that the UPWP would reflect it and it would get everyone into the same cycles for things. It would provide same formats and schedules in our planning.

Ms. Griffin said it is long because it had DOT's, MPOs, and RPOs. It was on the DOT web site and maybe Mr. Tibbetts could provide the link to find it.

Mr. Smithson said in his experience, DOT and MPO were distinct entities who worked together under MOAs.

Mr. Tibbetts agreed. If questions arose among members, they had an authority from DOT present to help.

Mr. Wilson said Ms. Kozub was their first line when developing a plan or other documents. In response to Mr. Smithson, he said the MPO legislation should force us to work collaboratively. 90% of FHWA should be done in stewardship agreement. This manual was to tighten up that coordination because it had been loose before. Ms. Kozub was the conduit to the DOT Policy Board.

Mr. Wilson introduced Mr. Aune as the newest MPO staff member. Mr. Aune is good at what he does so that is helpful.

Mr. Aune said staff spent at least 4 hours with Ms. Kozub walking through that document. It was eye opening about the importance of every step the TCC has. So the PPT will be important to shed light on

what we do here.

Ms. Griffin said she was available for a presentation of whatever length the TCC wanted. She said she never realized all of what DOT really did and shared the calendar. There was a lot and your staff has a lot of responsibility in it.

i. Presentation on the MPO Staff Work Activities in 2014 – MPO Staff

Mr. Wilson handed a draft on the UPWP out to members.

Mr. Tibbetts said it had the key things staff were working on right now - above and beyond the normal day to day work - One was the Pedestrian Master Plan. They now had over 1,000 responses on it. They will also kick off the public transit plan this year. It will go up to the national level looking at a longer range concept of where we can find efficiencies, other funding sources etc.

Mr. Wilson said that along with these master plans, the MTP is due for an update by June 2015 so staff started the process this month. They would create another survey for the public. They were more focused on outreach this time around.

Along with the Public Participation Plan, they wanted to have more exposure in the community. They were looking at maintaining what they had and promoting new things.

j. Review of proposed 2014 MPO Meetings Schedule – MPO Staff

Mr. Wilson distributed the new meeting schedule. In looking at the amount of work going on and the approvals needed, they decided to do monthly TPB meetings rather than quarterly. Last year they had a 5 meeting schedule and this year proposing a 10 meeting schedule - (not in July or December). The only change in dates from the last proposed schedule was in April where they moved the meeting from April 28 to April 21. The rest was the same. The TCC could make a recommendation to the TPB.

Mr. Tibbetts clarified that the TPB had to make the decision but the TCC could make a recommendation if you want.

Mr. Smithson thought monthly was good but questioned why the TCC would meet in July and December.

Mr. Wilson explained that it dealt with release of public reviews. They didn't have a December meeting last year but there if they needed to make a decision it was on the calendar for December and July.

No recommendation was made.

3. Matters From the MPO Staff

Mr. Tibbetts said they were in a spending mode and looking at items they needed to acquire to function and improve - like a plotter to do mapping for presentations. They were also considering a vehicle. They did have access to one CNG vehicle but that had a limited range. Technically, MPO staff didn't have anything assigned for their usage.

They had counters to use on trails and more emphasis this year on performance measures so they needed more mobility. Other than that, they were working away, getting used to their new location and liking it in general.

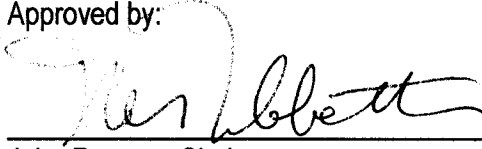
4. Matters from TCC Members

There were no matters from TCC Members.

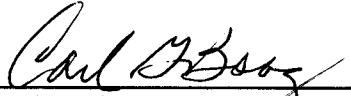
5. Adjournment - Next Meeting: February 24, 2014

The meeting was adjourned at 3:00 p.m.

Approved by:


for John Romero, Chair

Submitted by:


Carl Boaz for Carl G. Boaz Inc.