**SUMMARY INDEX**
**CITY OF SANTA FÉ**
**BICYCLE & TRAIL ADVISORY COMMITTEE**
**June 17, 2015**


| ITEM | ACTION TAKEN | PAGE(S) |
|---|---|---|
| 2. ROLL CALL | Quorum present | 1 |
| 3. APPROVAL OF AGENDA | Approved as published | 2 |
| 4. APPROVAL OF MINUTES | | |
| April 15, 2015 | Approved as presented | 2 |
| May 20, 2015 | Approved as amended | 2 |
| 5. CITIZEN COMMUNICATIONS FROM THE FLOOR | None | 2 |
| 6. COMMUNICATIONS FROM AGENCIES | Discussion | 2-3 |
| 7. DISCUSSION AND ACTION | | |
| a. Acequia Trail/Railyard Underpass | Reported | 3 |
| b. CIP On-Road Bicycle Projects | Discussion | 3-4 |
| c. 2008, 2012 Bond Review, audit update | Discussion | 4-7 |
| d. 2015 Street Pavement Markings | Discussion | 7-8 |
| e. Bike Lane Parking Ordinance | Approved | 8-9 |
| 8. BTAC Subcommittee Updates | | |
| a On-Road | Meeting announced | 9 |
| b Mountain Bike | Not considered | 10 |
| c Bike Education and Outreach | Not considered | 10 |
| d La Tierra Master Plan | Not considered | 10 |
| 9. STAFF COMMUNICATIONS | | |
| a. Public Meetings Update | Reported | 10 |
| b. Muchas Gracias Award | Reported | 10 |
| c. Arroyo Chamisos Re-vegetation | Discussion | 10-11 |
| d. Surveillance Cameras Information | Discussion | 11 |
| e. BTAC Powers and Duties Resolution | Discussion | 11-12 |
| 10. COMMITTEE COMMUNICATIONS | Discussion | 12 |
| 11. ADJOURNMENT | Adjourned at 7:30 p.m. | 12-13 |

**MINUTES OF THE**
**BICYCLE AND TRAIL ADVISORY COMMITTEE**
Wednesday, June 17, 2015

## 1. CALL TO ORDER

A meeting of the City of Santa Fe Bicycle and Trail Advisory Committee was called to order by Councilor Patti J. Bushee, Chair, at approximately 5:30 p.m., on Wednesday, June 17, 15, 2015, in the Council Chambers, City Hall, 200 Lincoln Avenue, Santa Fe, New Mexico.

## 2. ROLL CALL

**MEMBERS PRESENT:**
Councilor Patti J. Bushee, Chair
Frank Herdman, Vice-Chair
Joseph Abbatacola
Paul Cooley
Gretchen Grogan
John Longworth
James Ronald Pacheco
Tomás Rivera

**MEMBERS EXCUSED:**
Shelley Robinson

**OTHERS ATTENDING:**
Melissa McDonald, Staff Liaison
Leroy Pacheco, Engineering Staff
Chris McCord, Police Bike Unit
John Romero, Traffic Engineering Director
Isaac Pino, Public Works Director
Melessia Helberg for Carl Boaz, Stenographer

There was a quorum of the membership in attendance for the conducting of official business.

**NOTE: All items in the Committee packets for all agenda items are incorporated herewith to these minutes by reference. The original Committee packet is on file in the Public Works Department.**

## 3. APPROVAL OF AGENDA

**Mr. Ron Pacheco moved to approve the Agenda as presented. Mr. Herdman seconded the motion and it passed by unanimous voice vote.**

## 4. APPROVAL OF MINUTES:

### APRIL 15, 2015

There were no changes requested for these minutes.

**Mr. Herdman moved to approve the minutes of April 15, 2015 as presented. Mr. Abbatacola seconded the motion and it passed by unanimous voice vote.**

### MAY 20, 2015

Ms. McDonald requested the following changes to these minutes:

On page one, the members should be shown as excused and not absent.

On page 4, third paragraph, the second sentence should read, "She knew that project status reports came before BTAC - sometimes once a year and sometimes twice a year. The last time one came before BTAC was when she started in February."

On page 4, 12th paragraph, it should read, "Ms. McDonald said she provides project status reports monthly to her department director but she wasn't aware if they went further."

On page 7, under Staff Communication, the first sentence should read, "Ms. McDonald said she followed up on the HR insurance policy and the $100,000 fitness grant."

On page 8, 9th paragraph, the last sentence should read, "But with the money we could redesign the whole stretch."

**Mr. Abbatacola moved to approve the minutes of May 20, 2015 as amended. Mr. Cooley seconded the motion and it passed by unanimous voice vote.**

## 5. CITIZEN COMMUNICATIONS FROM THE FLOOR

There were no citizen communications.

## 6. COMMUNICATIONS FROM OTHER AGENCIES

Mr. Tim Rodgers, Santa Fé Conservation Trust, reported the continuing summer work with field trips through the Genoveva Chávez Community Center and a community cruise, as well as promotion activities. They are engaged in trail maintenance and recently had a work day and doing construction projects with the volunteers. The three projects this year are at the Dog Park connection to La Tierra Trails, Dale Ball connection across the River to Cerro Gordo, and the Sarah Williams Trail. He anticipated the Dog Park to be on the agenda next month and will look to see if La Tierra Trails has left over funds for archaeological work in that project. At the next BTAC, he would ask for up to $10,000 for that project.

Councilor Bushee asked Mr. Rogers if he could submit his report in writing in the future. Mr. Rogers agreed to do so. He said the information was on their web site as well.

Officer Chris McCord reported that the police are working the trails often, although mainly assigned to the Plaza for the buskers, looking to do some undercover operations because there are drugs and alcohol on the trails in town. They are working on Acequia Trail behind the Indian School because there is liquor consumed there. They are also working the open areas at the end of Jaguar. They are getting more certified officers for the bike unit to cover SWAN Park. They will continue to ride the trails.

Chair Bushee said she was trying to get cameras at the Dale Ball and La Tierra parking lots because of break-ins of cars.

## 7. INFORMATION, DISCUSSION & ACTION

### a. PUBLIC MEETING FOR THE ACEQUIA TRAIL/RAILYARD OPEN-UNDERPASS. (LEROY PACHECO)

Mr. Leroy Pacheco provided a spread-sheet from Louis Berger showing the remaining planning schedule [attached to these minutes as Exhibit A]. He said there is good news for this project because it was agreed to hold another meeting on the Acequia Trail open underpass. The City has the EA approval from the feds. They are awaiting railroad and right-of-way clearances from Federal and State DOT. The $4 million federal allocation will go through the committees. He can schedule the public meeting (celebration) at the Violet Crown Theater. Sandy Brice needs two weeks to schedule it. They will follow the steps laid out in the packet and anticipate October to begin building, if there is no slow down. The public meeting date, needs two weeks' public notice for ENN and he will set it up.

Chair Bushee suggested mid-July for one more public meeting on the plans.

Leroy Pacheco said the construction manager cost is reimbursable and the feds require a qualified manager as part of the process so City staff can't manage this project. The bidding and award will be in August or September.

### b. PROJECT STATUS UPDATE – CIP ON-ROAD BICYCLE PROJECTS. (JOHN ROMERO)

Mr. John Romero said he had nothing in writing. There are four categories of improvements BTAC decided on a year ago. The first category is adding shoulders in places where bicycles need them and want to get those done this summer. Category two had to do with riding projects and the third had to do with areas to study. He had suggested that he meet and schedule time to go over the categories and adjust them for how they fit with current trail bonds projects. Money from both 2012 and 2014 bonds will be utilized for the projects.

Ms. Grogan explained that the money is to purchase bicycle symbols for streets with striped shoulders to be marked and function as a bike lane. They're working to come up with a plan. There will be 14 bicycle shoulders added this summer. The first priority is installing new bicycle lanes stripes where none exist, and add symbols to those, as well. She asked if he could move forward on that.

Mr. Romero agreed. He has staff working on plans and then will know the cost.

### c. 2008 & 2012 BOND REVIEW & AUDIT UPDATE. (JOHN ROMERO)

Mr. Romero provided a handout entitled "2013 - 2015 Trails Bond Designated Funding by Trail System" [attached to these minutes as Exhibit B.] He presented this information on the bond projects and how they relate to the Resolutions on bond funds.

Chair Bushee explained the reason for this is that at the July Finance Committee meeting they will be deciding the scope of the audit. Along the way, the trails were being left out. She made sure that BTAC is added in the process before it goes to the State Auditor. It might or might not impact BTAC, but not as much as POSAC. The concern was whether the projects to be included were done as they should have been. She wanted the Committee to be able to ask questions, if any, because they will be determining the scope of services before the next BTAC meeting. She asked if Staff had the minutes from the January 15, 2014 BTAC meeting.

She noted that those minutes were not in the packet.

Mr. Isaac Pino, Public Works Director responded. [His comments were very distorted as he was too close to the microphone.] He said there was a question about a $3 million transfer from Trails to Parks Bond. That packet went to Council in November, 2011. [A copy of the memo, dated November 21, 2011 is attached to these minutes as Exhibit C.]

He said the grand total was shown on the spreadsheet on the back. The proposed reallocation was some $7 million. On the breakdown, funds were spent for payroll as well as design and construction. The numbers carried forward were approved by the Council in November 2011.

Chair Bushee said it was "loosey goosey" at the Council and asked if BTAC was able to weigh in on it.

Mr. Pino said when it first came up in August and October, BTAC made recommendations and those were in the minutes of September 2011 with a comment by Ms. Grogan about further study.

Chair Bushee would like an electronic copy of those minutes. She wanted a breakdown of payroll, amounts and who was paid for what. She asked about the resolution for public hearing.

Mr. Pino said Resolution 2015-50 has a breakdown of the projects. Resolution 2015-51 calls for a financial audit. He pointed out that they are looking at 7 years of timesheets and breaking that down as to who was paid for which projects. A copy of this resolution is attached to these minutes as Exhibit D.

Chair Bushee asked which staff was involved. She saw Ms. Garcia with "a mountain of paperwork and she may have been the reason why the first smaller audit didn't really succeed because information was really not transmitted in a timely way. She asked for a timeline for this information to be before this Committee and wanted everyone on BTAC to have everything in their hands so they can make their own conclusions, and talk about the scope.

Mr. Pino said page 7 of Resolution 2015-50, provides that it will be done and the report delivered to the Finance Committee. This needs to be presented to Finance Committee before the next BTAC meeting.

Chair Bushee wanted to have more public hearings and have transparency in this process.

Mr. Pino explained this is required to be on-line within 30 days of adoption of the Resolution, so it will be on line for the BTAC by the end of June.

Chair Bushee said the scope of work will be decided at the July 13 Finance Committee meeting.

Mr. Pino agreed. He has already started an inventory of the parks with pictures and description of the project.

Chair Bushee wanted to appoint a small subcommittee to go out with Mr. Pino and staff to view the trails and to report back to this committee.

Mr. Pino said he was committed to both POSAC and BTAC and said it can be done in one day if they bring their bicycle.

Chair Bushee wants people from this Committee to go. She committed to go if someone would go with her.

Mr. Longworth said he could go on Friday.

Chair Bushee wanted the complete paperwork and what was done.

The Committee discussed when they could go with Mr. Pino. Mr. Pino agreed to coordinate the inspections with the Chair and make Leroy Pacheco available on that date. After the discussion it was decided to go by bicycle on Thursday, June 25th, and meet at 9:00 a.m. at the Railyard MPO Office.

Ms. McDonald said she couldn't go, but would send out email reminders.

Chair Bushee cautioned against having a quorum of the Committee.

Mr. Longworth asked for an agenda of where they will be going.

Mr. Pino said that would be done and he will also provide drawings.

Chair Bushee wanted the information as soon before as possible before next Thursday.

Mr. Longworth asked for a one-page summary of the projects where they would be going.

Mr. Pino said he already had one sheet already with everything including the budget. He agreed to email that to the whole Committee.

Chair Bushee said when they get to the time sheets, she wanted to know what positions were paid from the bond. It is important to know when the City was paying for things that shouldn't. Wants that to be a part of the scope of work.

Chair Bushee asked if there was anything to worry about on the 2012 bond. She had now lost track but she presumed the 2008 bond was now complete, and now at the 2012 bond.

Chair Bushee recalled they had a chance for funds under Governor Richardson.

She asked how much was spent on the Acequia Trail.

Mr. Pino said it was $400,000. .

Chair Bushee said this Committee felt left out of the loop in the allocations.

Mr. Pino said in going through all the minutes he found numerous places where BTAC was mentioned - four or five times. But POSAC was mentioned more on this issue than BTAC was.

Chair Bushee determined that trails is important, but there was no input from this Committee as to how to spend funds. BTAC doesn't want to be left out of the discussions.

Mr. Pino suggested they go onto the City Website at Finance and click on parks bonds where there is the latest information and it is updated regularly. They will add the 2012 but for now should focus on 2008.

Chair Bushee asked Ms. McDonald not to forget provide the minutes of previous meetings as requested.

Mr. Romero reviewed the handout he provided, entitled "2013-2015 Trails Bond Designated Funding." It is all the projects receiving the 2012 Bond funds but some have received funds from other sources. The River Trail was such an example. It would be funded through DOT with a City match. He agreed to get more information to present next month, and provide a cost estimate, and where we have windfall or shortfall for doing a BAR to reconcile that and balance the books, so BTAC can decide what projects they

want to do.

Chair Bushee asked where the match came from.

Mr. Romero didn't know. This is a good project status update, but he would elaborate on it at the next meeting. He wasn't sure yet what balance would be left.

Chair Bushee asked about markings with different colors.

Mr. Romero said the yellow was from the $2 million allocated for the Santa Fe River underpass and it got chopped off and of it, $556,000 was put toward the Acequia Trail underpass. All projects with the 2 superscript were part of the $2 million reallocation.

Chair Bushee wants to know what was transferred. She was trying to get a specific number.

Mr. Pino said he would get the information for her.

Chair Bushee wanted thcse numbers before Friday – what money went out and what it was spent for.

Mr. Longworth asked if the Trails were all on this one sheet.

Mr. Pino agreed. It gives the Business unit, original budget and project description. It is all out of the implementation plan.

**d. 2015 STREET REHABILITATION PROJECT – PAVEMENT MARKINGS. (JOHN ROMERO)**

Mr. Romero said from the earlier meeting he agreed to bring this project (and all restriping projects) forward for review and comment. This summer, the City is to repave 5 streets with no changes to striping. He presented the information from his Memorandum of June 5, 2015 [attached to these minutes as Exhibit E].

Mr. Longworth asked for clarification on Siringo, slide #1, where it seems to be adding a turn lane. He asked if those existed previously.

Mr. Romero said it looks like adding turn bays.

Mr. Longworth said the road narrows, so there are no sharrows.

Mr. Romero agreed that would be the case. On Siringo is the maximum overlay and it may stop far west of Camino Carlos Rey. The budget allowed replacing curb ramps as well, but he had no estimate. They will determine how far to go.

Mr. Longworth on page 3 of 8, they are adding a bike lane.

Mr. Romero said they were adding it where it widens.

Mr. Longworth said on the top slide with the bike lane coming into Yucca, to the east and the bike lane on Siringo, there is no detail on the triangle. It is blank through there. It is an area to look at in terms of better striping there going north on Yucca.

Mr. Romero said it is a small shoulder strip and a dash across the turning lane and does not wrap it into a turn lane.

Mr. Longworth had the same comment for the next slide down - carry through a dash on the south side of the road. He appreciated the sharrow is there and said it was well done.

Mr. Romero said if the dash goes through the signalized intersection they should do it in all of them but there was not enough research to recommend that. Too many markings means it will lose its effectiveness. There are conflicts at intersections with cars, pedestrians and bicyclists, and he didn't know that all the markings would be effective.

Mr. Longworth was curious about the red X's. He also wanted it to show how match would be provided with a future project.

Mr. Cooley, on slide 1, asked if they could put two bike lanes on the outside.

Mr. Romero said he would respond to the Committee via email.

Mr. Cooley asked if there are traffic cameras to detect people in the bicycle lanes.

Mr. Romero didn't know.

Chair Bushee applauded staff for bringing this to the Committee.

### e. BIKE LANE PARKING ORDINANCE

Ms. McDonald reviewed the ordinance that would amend the prohibition of parking a motor vehicle in a marked bicycle lane is in the packet and she asked for a vote from BTAC. [A copy of the ordinance is attached to these minutes as Exhibit F.] She noted that Public Works and Finance Committees have approved the ordinance. The Public Safety Committee moved it forward without recommendations and had a concern about parking on Camino Carlos Rey.

Mr. Abbatacola supported the ordinance and asked what would happen if someone parks in the bicycle lane.

Ms. McDonald said it is a $27 parking fine.

Mr. Abbatacola asked if it is a parking ticket and not a violation.

Officer McCord said it could be done by both parking and police, but as far as bike lanes are concerned, the police patrols would cite the motorist.

Mr. Abbatacola said it is problematic at South Capitol. There are no markings, but a sign that it is a parking lane.

Mr. Cooley said there were seven postings saying "No Parking."

Mr. Rivera questioned if it was a violation if not marked.

Ms. McDonald said it is marked and it would be a violation. Add specifically, it would be a violation in a marked bicycle lane.

Chair Bushee said they can do that. She wanted to see if the definition could be amplified.

Vice-Chair Herdman noticed a loophole in Part A where it says won't stop unless avoiding other traffic. That is on page 1, and that should be stricken.

Chair Bushee said she would ask Legal to look at it.

Chair Bushee asked if there is a consensus to approve this.

**Mr. Abbatacola moved to approve the proposed ordinance with the suggested amendment. Mr. Herdman seconded the motion and it passed by unanimous voice vote.**

## 8. BTAC SUBCOMMITTEE UPDATES:

Chair Bushee said she would like Officer McCord to come here regularly for the meeting.

*Chair Bushee departed the meeting and Vice-Chair Herdman assumed the duties of the Chair.*

Mr. *Ron Pacheco also departed the meeting*

### a. ON-ROAD

This sub-committee scheduled a meeting next week.

### b. MOUNTAIN BIKE

There was no report.

### c. BIKE EDUCATION AND OUTREACH

There was no report.

### d. LA TIERRA MASTER PLAN

There was no report.

## 9. STAFF COMMUNICATIONS

### a. PUBLIC MEETINGS UPDATE

Mr. McDonald said the public meeting boards on the Rail Trail Connections were in the packet for information. [They are attached to these minutes as Exhibit G.] [The attendance lists and questions and answers from the public meetings are attached to these minutes as Exhibit H.]

Mr. Longworth said the Rail Trail is in process and they are finalizing the design, and he asked that anyone having comments to please send them to Leroy Pacheco for consideration.

### b. MUCHAS GRACIAS AWARD

Ms. McDonald said the language for acknowledging the Fat Tire Society was finalized and she had asked to be notified when the Muchas Gracias award would happen. She thanked Mr. Rogers for his help.

### c. ARROYO CHAMISO RE-VEGETATION NEAR GAIL RYBA TRAIL

Ms. McDonald said this project will be added to the quarterly meeting list. YouthWorks is doing some work, and now the on-call construction company will come in and do the finish work in a more professional manner. After the on-call contract is finished, the reseeding project would take place. She said she would have good information at next month's meeting.

Ms. Grogan said they could re-seed at-grade all they wanted but when that arroyo floods, it will take out all of that effort.

Mc. McDonald described the design of their work. They were talking about gabions at the beginning and end connected for a solid row of gabions. The actual channel is a different project and has to go out to bid. This is a temporary way to protect the trail. The failure was where there were no gabions.

Ms. McDonald explained that the City applied for a grant from Homeland Security, to help free up more money to do more work in the area. It was already identified as a problem so they do have an arroyo repair fund to construct gabions.

Ms. Grogan said the CIP grant funds are for on-road and this is not an on-road project to do arroyo repairs. They need to look at several areas that are in poor condition. She said BTAC would know next month if they got matching funds.

Mr. Cooley said that the flooding in the arroyo leveled the trail.

Ms. McDonald said her suggestion is to restore the vegetation, and it would help once the gabions are put in. A series of swales was done by YouthWorks.

### d. INFORMATION STATUS UPDATE ON SURVEILLANCE CAMERAS IN PARKS AND ALONG TRAILS

Ms. McDonald referred to the Chávez Security proposal information regarding surveillance cameras in parks and along trails. [A copy of the proposal is attached to these minutes as Exhibit I.] She said Mr. Thompson hoped to get a confirmation on status. She will continue to follow-up.

Ms. McDonald briefly reported on the Gonzales Bridge, sent forward to staff and will keep it alive.

Vice-Chair Herdman compared it to the next bridge to the west with a different lumber which has stayed in excellent condition. The first 3-4 boards were replaced. He noted that the bridge at Gonzales was constructed many, many years ago. He thought maybe lumber is cost-effective but it doesn't hold up. There is a hole in it about 1'x1' that needs to be looked at. It is a really rough ride across it now.

### e. BICYCLE AND TRAILS ADVISORY COMMITTEE POWERS AND DUTIES AND RESOLUTIONS

Ms. McDonald said she went through old minutes regarding expanding the scope of work. She provided a copy of Resolution No. 2010-64 that reauthorized BTAC and clarified its duties. [A copy of the resolution is attached to these minutes as Exhibit J.]

She suggested if BTAC wants to change the scope of work, they should allow time to get that done either by a subcommittee or the whole committee.

Ms. Grogan said it is not for expanding the scope of work, but looking at re-purposing the work of the subcommittees. That was what came up at a prior meeting. For instance, there is no sub-committee that looks at the multi-use trails within the City.

Vice-Chair Herdman suggested putting an evaluation of subcommittees on the agenda for discussion for future meetings. He was waiting to see if there would be money left, so the Mountain Bike Subcommittee would have life.

Ms. McDonald recalled that at the last meeting Chair Bushee said she wanted to have every other meeting where the Committee talked about how the subcommittees were working and have it broken into