



# Santa Fe Metropolitan Planning Organization

*"Promoting Interconnected Transportation Options"*



## Santa Fe MPO Transportation Policy Board

**Thursday October 27, 2016, 4:30 P.M.**

*City of Santa Fe Offices @ Market Station*

*500 Market Street, Suite 200, Santa Fe, NM*

(Map: <http://tinyurl.com/l6keieg>)

CITY CLERK'S OFFICE

### AGENDA

DATE 10/19/14 TIME 3:46

SERVED BY Mark Tibbetts

RECEIVED BY 

**CALL to ORDER**

**ROLL CALL**

**APPROVAL of AGENDA**

**APPROVAL of MINUTES:** *August 25, 2016*

**A. MATTERS FROM THE PUBLIC**

**B. ITEMS for DISCUSSION and POSSIBLE ACTION:**

1. By-laws Review and Revision – *MPO Staff*
2. Approval of MPO Meetings Schedule for 2017–*MPO Staff*
3. Update on Transportation Improvement Program (TIP) projects – *MPO Staff*

**C. MATTERS FROM THE MPO STAFF**

**D. MATTERS FROM THE SFMPO TRANSPORTATION POLICY BOARD**

**E. MATTERS FROM THE NMDOT AND FHWA**

**F. ADJOURNMENT** – Next Scheduled Meeting November 17, 2016

*Persons with disabilities in need of accommodations, please contact the City Clerk's office at 955-6520, five (5) working days prior to the meeting date.*

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**October 27, 2016**

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**MINUTES OF THE  
SANTA FE  
MPO TRANSPORTATION POLICY BOARD  
Market Station  
October 27, 2016**

**CALL TO ORDER**

The Santa Fe MPO Transportation Policy Board was called to order by Chair Henry Roybal, at approximately 4:30 p.m., on Thursday, October 27, 2016, at Market Station 500 Market Street, Suite 200, Santa Fe, New Mexico.

**ROLL CALL**

**Members Present**

Commissioner Henry Roybal, Chair  
Councilor Joseph Maestas, Vice-Chair  
Tamara Haas, DOT  
Councilor Signe I. Lindell  
Edward Escudero [Alternate for Governor Charlie Dorne, Tesuque Pueblo]  
Commissioner Liz Stefanics  
Councilor Ronald S. Trujillo

**Members Excused**

Mayor Javier Gonzales

**Members Absent**

Commissioner Robert Anaya

**Others Present**

Commissioner Miguel Chavez  
Councilor Mike Harris  
Commissioner-Elect Anna Hansen  
Mark Tibbetts, MPO Officer  
Keith Wilson, MPO Planner  
Erik Aune, MPO Planner  
Melessia Helberg, Stenographer

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

During the roll call, Melessia Helberg, MPO Meeting Stenographer, asked Councilor Chavez for which Commissioner he is an alternate today.

Commissioner Chavez said, "No. I'm actually not the alternate. I am the alternate, but I did not receive a phone call from either of the other of the other Commissioners to be the alternate this afternoon. I am here of interest on the TIP project, specifically the State's improvements on County Road 70 and #599. I think if you have a quorum you can proceed, but I don't think I should be part of the Roll Call."

## **APPROVAL OF AGENDA**

**MOTION:** Councilor Trujillo moved, seconded by Councilor Lindell, to approve the Agenda as presented.

**VOTE:** The motion was approved unanimously on a voice vote.

## **APPROVAL OF MINUTES – AUGUST 25, 2016**

**MOTION:** Councilor Maestas moved, seconded by Councilor Lindell, to approve the minutes of the meeting of August 25, 2016, as presented.

**VOTE:** The motion was approved unanimously on a voice vote.

### **A. MATTERS FROM THE PUBLIC**

There were no matters from the public.

*Commissioner Stefanics arrived at the meeting.*

### **B. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:**

#### **1. BY-LAWS REVIEW AND REVISION (MPO STAFF)**

A copy of the *Bylaws and Operating Procedures*, of the Santa Fe Metropolitan Planning Organization, last amended January 28, 2016, are incorporated herewith to these minutes as Exhibit "1."

Mr. Tibbetts said in January, the Bi-laws were changed on page 4, to provide, "...However, if no quorum is present for a meeting, a quorum can be established by telephone participation by one or more members, provided however, that each member shall state their reason for not being unable to attend in person." He said this was done was to be able to establish a quorum. He said they try to encourage all members to be present, because it is a public meeting, and we do have members of the public. He said 5 members are needed for a quorum, and they have had a minimum quorum. He said, since January, staff has been checking membership attendance. He said we are on the edge of establishing a quorum each time we meet. He said staff would like to see more emphasis on calling alternates to have in-person attendance, commenting at times, circumstances can prevent people from getting to the meeting. He said when we have a situation where 3 people are out, staff gladly will cancel the meeting and call a special meeting if necessary. He said it was an issue at the last meeting where two members were participating telephonically, but we didn't have an adequate system for hearing, noting the telephonics were poor.

Mr. Tibbetts said the attendance today is great, and what they strive to do in terms of attendance in person. He said a Board member recommended we put this item on the agenda for discussion to see what the general feeling of the membership is.

Councilor Lindell said she requested this to be on the agenda, and she appreciates the information the staff has brought forward to let us know that language had resulted in a lower in-person attendance. She is ready to make a motion or to wait for more discussion.

Councilor Maestas asked what happens if we are only one member shy of a quorum, commenting we currently have the option to allow someone to participate telephonically. What is better – experience difficulty with one person calling in to establish a quorum or cancelling the meeting.

Mr. Tibbetts said there are unexpected, last minute things. If someone can't make a meeting, then that is the reason we have the 4 alternates. He said if there is an important meeting staff strives for full a complement of the Board, noting they have canceled meetings at the last minute. Or, if a member is running late, the Board can begin the meeting with non-voting items until a quorum is established.

Councilor Maestas said telephonic participation by one or members would be allowed under the current by-laws. He suggested limiting telephonic participation to one person to get a quorum. He said the by-laws currently almost demand in-person attendance to participate, but he thinks the language was changed to salvage a quorum. He said maybe we don't need to "throw the baby out with the bathwater," but have the option for one member to participate telephonically, not one or more. He said this is his recommendation in terms of a compromise.

Commissioner Stefanics noted the proposed 2017 Calendar proposes 10 meetings. She said one year they tried to cut back to 6 meetings. She asked if staff looked at the attendance that year.

Mr. Tibbetts said staff can go back and check that.

Commissioner Stefanics said the DOT actually wrote us up and said that we have poor attendance in our meetings, and we tried to come up with solutions, but that wasn't the year we added telephonic participation, but cut back the number of meetings. She said we knew we had to have action on certain items for our responsibilities to the DOT, and everyone took that pretty seriously. She said perhaps we need to readjust the number of meetings.

Councilor Maestas said this all depends on the existence of telephonic conference equipment with adequate amplification and the microphones.

Mr. Tibbetts said we have telephone conferencing equipment and it can be placed in the middle of the setup. He said at the time that happened, we didn't have it operating correctly and we ended up using 2 cell phones, which wouldn't be considered adequate. He said the system we have is a state of the art piece of equipment.

Councilor Maestas asked the reason we don't set up the teleconference equipment as a matter of practice, so it is available as an option for a member to participate telephonically. He asked if we share it with the entire Market Station.

Mr. Tibbetts said the equipment belongs to the MPO, commenting we do allow people to borrow it at times. He said by-laws really encourage in-person participation. He said it is better for the public if there is in-person participation.

Councilor Maestas said if there already is a quorum without him and he wanted to call in, and you said not to call in, then "I'm not supposed to call in."

Mr. Tibbetts said he will do what the Board wants, and if they want to have the equipment here at every meeting, they can do that.

Councilor Maestas said he thinks we should do so, knowing we do have telephone conference equipment which can be set up for every meeting. He thinks we should allow for that as a contingency only. And that we change the by-laws to allow only one member to participate telephonically – one lifeline call to get through actions.

Councilor Lindell said we had it set up the last time and it didn't work. She said, "As a person who is hearing impaired, I think you're being rather insensitive about this."

Councilor Maestas said the language already is in the by-laws, and he's not adding any language.

Councilor Lindell said, the way she understood Councilor Maestas is he was saying if we need one person to call in to make a quorum – that's what you were proposing.

Councilor Maestas said that already is in the by-laws.

Councilor Lindell said the strike-out eliminates telephone participation. She said the equipment really isn't very good, and if it doesn't work, it's useless. She said this was our experience when we tried to use it and we ended up with two people calling-in on cell phones.

Councilor Maestas asked how often that has happened.

Mr. Tibbetts said it happened only once, but it is staff responsibility to make sure our equipment works, and if not, we will get additional equipment.

Councilor Trujillo said the City Council members aren't allowed to participate telephonically, and asked if County Commissioners are allowed to participate telephonically.

Chair Roybal said yes.

Councilor Stefanics said it is very difficult at the County Commission for the person calling in to hear everything that is going on and to participate and be heard. She said when people have called in, it is not a fluid discussion. There is a time lapse and they can't hear everything and we can't hear everything that they say, so there is a disconnect, saying "It's not the best of circumstances." She said if we eliminate that possibility, we need to be aware if we do not have a quorum, another meeting would have to be called for the action item, and the members will have to say yes to another meeting. She said this won't affect her.

Councilor Maestas said this complies with the Open Meetings Act, but it's based on the condition that both parties have to be able to hear the proceeding as Commissioner Stefanics mentioned.

Commissioner Stefanics said this is her understanding per legal.

Councilor Maestas said this is allowed under the Open Meetings Act. If we were prone to having two-hour meetings, he can see the difficulty of the person on the other end struggling to hear the entire discussion. However, we have very few action items on our agenda. He would agree with the proposal if we did have long meetings. However, typically, we just need a quick call to approve action items, and we can complete the meeting without having to reschedule.

**MOTION:** Councilor Lindell moved, seconded by, Councilor Trujillo, to accept the proposed language for Section III(d), dealing with voting procedure, as presented with the strike-out.

**DISCUSSION:** Councilor Trujillo said he isn't hearing impaired, and doesn't know what Councilor Lindell experiences, so he is trying to be sensitive.

Councilor Trujillo said Councilor Dominguez is the alternate, noting they have the same schedule and it is difficult to get here on time. He said members who can't be here should be responsible for getting the alternate here. He said he isn't hearing impaired, and he has no problem with telephonic participation.

**MOTION TO AMEND:** Councilor Maestas moved, seconded by Tamara Haas, to amend the motion to keep the existing language proposed to be stricken, and delete "or more," and make "members" singular to "member." So it would be participation by one member. It keeps the same language and only if a quorum is not in attendance, and there would be no volunteer calling in when we have a quorum.

**DISCUSSION ON THE MOTION TO AMEND:** Councilor Stefanics suggested allowing one person to call in to make a quorum but that person could not vote.

Councilor Maestas said he doesn't think that would comply with the Open Meetings Act.

Councilor Chavez said, at that point, if someone is calling in, it should be one of the alternates for the City or County, not someone who is not on the Board or who is not an alternate.

Councilor Stefanics said if she couldn't get here on time, she could have called in as a member.

Councilor Chavez agreed, but only to make a quorum. He said it is a two-step process, as Councilor Maestas said, and calling an alternate is the first step. If the alternate can't make it, then that person or another member could call in, but only to establish a quorum, so that kind of limits that.

Councilor Maestas said it is very narrow, and a rare contingency, but we don't need to differentiate which member, whether a primary or an alternate.



Commissioner Stefanics asked how many meetings have we had with someone participating telephonically to make a quorum.

Mr. Tibbetts said there was telephonic participation in 4 out of 5 meetings.

Commissioner Stefanics said then that is about 80% of the time that telephonic participation was required for a quorum.

Councilor Chavez said it is a struggle to get a quorum, even with alternates, commenting he is unsure this is the case with all committees or just the MPO.

Councilor Maestas said perhaps we could have a discussion about the starting time, commenting 4:30 p.m. is a little early, noting most committees on which he serves start at 5:00 p.m. He said we could look at other factors playing into this, but having a contingency is always helpful, given that the telephonic participation "saved our bacon," for 80% of the meetings.

Councilor Lindell said Commissioner Stefanics earlier suggestion to look at the number of meetings we have to hold to see if we could go to 6 meetings rather than 10 meetings a year, noting everyone has a huge meeting schedule, and that might help to improve attendance at these meetings. She said the meetings haven't gone on for hours on end. She said it probably would improve attendance if the staff feels they can schedule items of importance, that we could still address 6 times a year, rather than 12 times a year.

Chair Roybal asked if there are times of the year we need to meet.

Mr. Wilson said for TIP it is February, May, August and November, and for the UPWP it's March, June and September.

Commissioner Chavez said we had moved the starting time to 4:00 p.m., 4:15 p.m., and to 5:15 p.m., and it didn't seem to make that much of a difference. He said Councilor Dominguez asked for the current starting time. He said there was a discussion on the City Council about standardizing the starting times for meetings so the Councilors would know in general the meetings start at either 5:00 p.m. or 5:15 p.m., although the Council meetings might have a different starting time, but the Committees generally would start about the same time.

Councilor Trujillo said the majority of the City meetings start at 5:00 p.m.

Commissioner Chavez said Public Works used to start at 5:15 p.m. He said the start at 5:00 or 5:15 p.m. was to allow those that work to get there on time.

Councilor Trujillo said that is the way it is with the City Council, which used to start at 4:00 p.m.

Commissioner Chavez said there is a different meaning of work, and we have discussed it at the MPO and have adjusted and moved the time around, and suggested we try it again for first 6 months to see how that works. He said, even as a self-employed person, 2:00 p.m., and even 4:00 p.m., cuts into his work day a little bit and 5:00 p.m. would be a little easier.

Responding to Chair Roybal, Mr. Tibbetts said the Board easily could change the start time without a by-laws change.

Chair Roybal said we need to move forward because Councilor Lindell has to leave.

Councilor Lindell said she has a graduation address to give and she has to leave.

**VOTE ON THE MOTION TO AMEND:** The motion was approved on a voice vote with Councilor Maestas, Tamara Haas and Edward Escudero voting in favor of the motion, Councilor Trujillo, Councilor Lindell and Commissioner Stefanics voting against, and Chair Roybal voting in favor to break the tie [4-5].

Councilor Maestas asked the Stenographer if this vote nullifies the need to vote on the primary motion.

Ms. Helberg said if the motion to amend is approved then you vote on the main motion, as amended.

Councilor Trujillo asked what was the motion on the floor.

Ms. Helberg said the motion on the floor to amend was to keep the existing language proposed to be stricken, and delete "or more," and make "members" singular to "member." And the next vote is the vote on the main motion, as amended.

Councilor Chavez said then the main motion would approve the by-laws with the amendment.

Ms. Helberg said yes, the main motion was to approve the by-laws amendment as presented.

**VOTE ON THE MAIN MOTION AS AMENDED:** The motion was approved on a voice vote with Councilor Maestas, Tamara Haas and Edward Escudero voting in favor of the motion, Councilor Trujillo, Councilor Lindell and Commissioner Stefanics voting against, and Chair Roybal voting in favor to break the tie [4-5].

The members called for a Roll Call Vote on the main motion, as amended.

**CLARIFICATION:** Councilor Maestas said he thought the main motion is as originally made and doesn't incorporate the amendment after the amendment has been approved, and asked Ms. Helberg to clarify that.

Ms. Helberg said there was a motion and second to accept the amended by-laws language as presented. And in the interim there was a motion and second to amend the motion to restore the language as it existed and that voided the first motion with the exception of "to approve." She said this is the way she understands it in accordance with parliamentary procedures.

**VOTE ON THE MAIN MOTION, AS AMENDED:** The vote on the main motion, as amended, was approved on the following Roll Call Vote [4-3]:

**For:** Councilor Maestas, Tamara Haas and Edward Escudero and Chair Roybal to break the tie.

**Against:** Councilor Trujillo, Councilor Lindell and Commissioner Stefanics.

Councilor Stefanics said Commissioner Chavez is here as an alternate for Commissioner Anaya.

Ms. Helberg said at roll call when she called Commissioner Chavez's name he said he preferred not to be listed as an alternate, but that determination is up to the Chair and the Board.

*Councilor Lindell departed the meeting*

## **2. APPROVAL OF MPO MEETINGS SCHEDULE FOR 2017 – MPO STAFF**

A copy of the *Proposed Santa Fe MPO 2017 Meeting Schedule*, is incorporated herewith to these minutes as Exhibit "2."

Mr. Tibbetts said the calendar for next year is the same, with 10 meetings, commenting we need to hold at least 8 meetings, and any additional meetings as need to be scheduled. He said we do the TIP amendments regularly and there typically are 2-3 UPWP amendments during the year. He said if staff knows if there is nothing important to approve, they will call and suggest canceling the meeting, commenting staff knows everyone has a busy schedule. He said in the past, we've had plans and major documents needing approval. Mr. Tibbetts reviewed the proposed meeting calendar noting the start time noted is 4:30 p.m., but that can be changed.

Chair Roybal said he would like to move to 6 meetings and begin at 5:00 p.m., but he wants to hear from his peers about that.

Councilor Maestas asked Mr. Tibbetts if we can get our work done with 6 meetings.

Mr. Tibbetts said the meetings will need to coincide with the necessary approvals. He said, for example, the next meeting of the MPO is a very important meeting to approve a TIP amendment. He said the regular meeting coincides with a SWMA meeting at 5:00 p.m., noting it is on the 3<sup>rd</sup> Thursday because the meeting conflicts with a SWMA meeting and we want to avoid Thanksgiving. He said for next year's calendar, the meeting for November is scheduled on November 16, 2017, and the County has notified him there is also a SWMA meeting scheduled on the same day at 5:00 p.m. He said we'll have to decide whether to move the time to 3:30 p.m., or talk to SWMA to see if they will move their meeting, otherwise we will have to shift the date of that meeting to a Wednesday.

Mr. Tibbetts said there may be additional conflicts on the 2017 meeting calendar.

Mr. Wilson said he has no flexibility on the approval dates for the TIP amendments, so those are in February, May, August and November 2017 meeting dates which have to happen if we have a TIP amendment, because of the scheduling of the public review so they can get to the DOT in time for their process. He said we have missed only one cycle without a TIP amendment over the past 2 years. He said if you are looking at 6 meetings, he doesn't know what the other two would be.

Mr. Tibbetts said we are on a two-year work program, and for 2017, it's not as critical because the federal year closes September 30<sup>th</sup>. He said the Work Program would be considered in March and June.

Councilor Maestas asked which are the absolute dates needed for the approval of the UPWP.

Mr. Tibbetts said the March meeting is important. He said at this time June was important and the Board doesn't meet in December, so these things are indicated for the November meeting, noting we are on a two-year work program.

Councilor Trujillo said if something comes up, you have the authorization to call an additional, 7<sup>th</sup> meeting.

Mr. Tibbetts said then you would vote on everything during the regularly scheduled 6 meetings, but if something came up, we could call a special meeting.

*[Mr. Aune's remarks are inaudible here]* Mr. Aune said it is important to have consistencies for the public and staff so they can be confident in our meeting dates.

Mr. Tibbetts said the City and County have been very good about putting our meetings on the official meeting schedule. He said it is hard to get good attendance when there is some uncertainty, but when it's on the calendar or on the list it is easier. He said if there isn't a quorum, we can cancel the meeting and give advance notice of a meeting in 2-4 weeks. He said we never know when the public is going to show up.

Councilor Maestas asked if we are assuming that we wouldn't change the TCC meeting schedule and it would remain a monthly meeting, and Mr. Tibbetts said yes.

Councilor Maestas said he was cross-checking the by-laws to see if what we are proposing would conflict. The by-laws provide that we have to meet at least quarterly, so this change would be in compliance with the by-laws.

Mr. Tibbetts said that is correct, noting when they put that language in, we didn't have the Planning Procure Manual which stipulates certain times. He said he is comfortable with the proposed change.

Ms. Haas said if you leave out the January meeting, there won't be a meeting for 3 months, because you will miss December, January with a meeting at the end of February, which seems like a long time to her. She said she feels we should leave the schedule as is, and allow staff to cancel meetings in recognition that our time is valuable, and if there is no business they would respect that. She said at the same time, it would keep the members, staff and the public in communication.

**MOTION:** Councilor Trujillo moved, seconded by Councilor Maestas to approve the proposed 2017 meeting schedule with an amendment that the Board will meet in February, March, May, June, August, September and November, and the meetings will start at 5:00 p.m.

**VOTE:** The motion was approved on a voice vote with Councilor Maestas, Tamara Haas, Edward Escudero, Commissioner Stefanics and Councilor Trujillo voting in favor of the motion, no one voting against and Councilor Lindell absent for the vote. [5-0-1]

### **3. UPDATE ON TRANSPORTATION IMPROVEMENT PROGRAM (TIP) PROJECTS – MPO STAFF**

A copy of the *Santa Fe MPO – Transportation Improvement Program (TIP) Project Status Summary*, dated October 24, 2016, is incorporated herewith to these minutes as Exhibit "3."

Keith Wilson highlighted the projects in the packet. Please see Exhibit "3," for specifics of this presentation.

Commissioner Stefanics asked if the representative from the DOT take back the message that we really consider the North-East/South-East Connectors Location Study, the North-East Connector I-25 Frontage Road, and South-East Connector construction to be very important and we hope they rise to the top for funding.

Responding to Mr. Haas, Mr. Wilson said the I-25 at Cerrillos Interchange is almost done. He said there will be a ribbon-cutting on Monday, October 31, 2016, on-site.

Commissioner Stefanics said she has notified the public of the ribbon cutting, noting we are calling it the DDI (Diverging Diamond Interchange).

Mr. Wilson noted they are making good progress on the Acequia Trail Railyard Crossing, noting they are working at night to minimize traffic impact.

Mr. Wilson said he is in the process of developing a TIP amendment, which he will release for public review tomorrow, and a public hearing will be held at the November meeting to approve it. He said there are 4 proposed changes: changing the scope of work to a bridge project on the frontage road between Cerrillos Road and #599; \$1 million to a project for multiple-bridges; the DOT is proposing to add a new project at the NM 599 Interchange Reprioritization Study, which will include a review of the corridor from #14 all the way to U.S. 285 for all the interchange locations.

Councilor Chavez said CR 70 and #599 generated interest two years ago because of a fatal accident, and there was discussion about doing some short term interim safety improvements at CR70 and #599 knowing we were anticipating this Corridor Study to determine where the next best at grade, separated interchange would make sense. He asked where is the discussion about interim safety improvements, or has that gone away completely and will it still be considered while the Study is being done – what is its status.

Mr. Wilson said he understands the safety improvements were designed, but there were no funds available at the time we brought the TIP amendment. He said the District 5 Engineer was here and he said he is still looking for funding to do those interim improvements.

Councilor Chavez said that doesn't mean that intersection wouldn't be eligible or considered for at-grade, separated interchange later, but it would be interim safety improvements until that determination was made. He wanted to make sure that is still part of the discussion moving forward so it is an option and would be considered.

Mr. Wilson said he can contact the District Office and get a more formal response on the Reprioritization Study and the interim improvements which are tied together, so you will have the full information next month when you make your decision.

Councilor Chavez said that will be fine, commenting he appreciates all of staff's work on this, noting it's been a safety challenge to the public. He said there were two public meetings in the area, one of which was at the Nancy Rodriguez Center. He said the public had input on their preference for safety improvements.

Councilor Trujillo asked if we need to vote on anything else.

Mr. Tibbetts said he needs input regarding the meeting scheduled for November 17, 2016, and who would be impacted on this board by SWMA meetings.

Commissioner Stefanics said the newly-elected Commissioners don't have assignments until the first County Commission meeting in January 2017, so we won't know the full extent until then.

Commissioner Chavez said he still is an alternate and would be available when he receives a telephone call requesting him to attend.

Chair Roybal said he serves on SWMA and Commissioner Chavez said he also serves on SWMA.

Mr. Tibbetts said then 2 members will be absent.

Commissioner Chavez said he is willing to serve as the alternate next month if needed.

Councilor Stefanics said she will be available.

Councilor Maestas asked staff to poll the membership, and if necessary the meeting time can be amended.

Chair Roybal said if SWMA has a quorum without him, he will attend this meeting.

Mr. Wilson said the fourth and final TIP amendment to be proposed next month is the Rail Crossing at the Canoncito Interchange safety improvements. He said more details will be available next month, noting there is no definite date when the service will begin.

*Councilor Trujillo departed the meeting*

### **C. MATTERS FROM THE MPO STAFF**

Mr. Tibbetts said last month there was a horrific head-on collision at an interchange on I-25, and Mayor Gonzales has requested the DOT undertake a planning effort to resolve issues. Mr. Tibbetts said he sent a letter to District #5 from MPO staff saying we would like to participate in a case study on this issue. He said he wants to participate in this effort, and work with DOT to come up with some concrete changes to some of the ramps. He said he lives in the area and spoke about his personal experience. He said it is within our planning district and it is the time to look more directly in coming up with some improvements.

Councilor Maestas asked if there are opportunities for funding under the Highway Safety Improvement Program.

Mr. Tibbetts said has worked on this and John Nitzel is familiar with the locations. He said he spoke with DOT Public Safety and the District Engineer. He said this is something he wants to be part of, and to look at solutions. He said it's something that not a lot of people are aware of.

Commissioner Stefanics asked if a flashing light that faces the wrong way would catch people's attention if they are going the wrong way. She said we could also place nails to flatten the tires.

Mr. Tibbetts said these are ideas to open the discussion.

Commissioner Stefanics said we have had some horrible accidents recently on Highway 14 with fatalities.

Mr. Tibbetts said the MPO extends down to Madrid and Cerrillos.

Mr. Tibbetts said the State is working on a Highway Safety Improvement Program Manual and MPO staff would like to participate in that effort.

### **D. MATTERS FROM THE SFMPO TRANSPORTATION POLICY BOARD**

Councilor Maestas said last week they celebrated the Camino Real/Buckman Road Retracement Trail – federal/state/local. He said the MPO had a lot to do with that trail and commends staff for helping to make that happen.



Councilor Maestas said last night the City Governing Body approved the Midtown Overlay for the St. Michaels Drive Corridor, so the land use piece is in place. He said they are looking to improve the corridor, possibly doing a road diet on St. Michaels. A traffic assessment was done, and a recommendation was made in the Traffic Assessment Report to do a pre-road diet pilot by restriping the road. The City doesn't own the road, but will have to work with the DOT, possibly through an MOU, to do the pilot program. He said the traffic assessment identified some signalized intersections whose level of service may decrease quite a bit, and modifications may have to be made to the signalized intersections. He will be bringing that forward to see if there is a role for the MPO in that effort, and perhaps have a broader discussion about it, noting all 4 Council Districts come together at that point. He said the current paradigm is that we can't do anything because we don't own it, and we are in road exchange agreement negotiations. He hopes we can work cooperatively with the State under the current ownership, to see how the road diet, through this low cost pilot, might play out.

Commissioner Stefanics said there are 3-4 County Commissioners in that area as well – District #2, #4, #5, noting all of the Commissioners have a slice of the City in their respective districts.

#### **E. MATTERS FROM THE NMDOT AND FHWA**

Ms. Haas said the Highway Safety Improvement Program is under her area of responsibility, and they are having a kick-off meeting on November 4, 2017, internally to the DOT first, to start talking about the Program. She is trying to develop a set of procedures. She said there used to be a process where you just submitted an application for funding, but that didn't consider some of the high crash locations. So she wants to try to move the manual more to using some of the crash statistics data to look at those programs.

Ms. Haas continued, saying the study being done by District #5 is a road safety audit at I-25/285, noting they use a consultant to help them facilitate the audit. They also may bring in members from the public, law enforcement, so it's not just the engineers trying to look at an improvement. She said the public always says the easiest thing to do is to put up the wrong-way spike strips, but that doesn't solve the problems. She said the DOT entertained that after there were 5 fatalities from the same family, but it has been turned down. She said they have to look at things that comply with the Manual on Uniform Traffic Control Devices. She said flashers are more tricky. She said things have been done there is to deter as much as possible, the wrong-way movements by making medians where people shouldn't be able to make left turns.

Ms. Haas continued, saying regarding the new subdivision north of Highway 14, people aren't supposed to make a left turn in to go home, but people do that all the time. She said these are some of the different kinds of improvements to consider in this effort. She said there is a Highway Safety Improvement Program Coordination meeting tomorrow, and that project is on the agenda, noting there are two-tracks for the funding. She said District 5 claims they don't have funds, and we will ask them why they didn't request funds, because \$10 million was set aside for Districts to do safety programs. She wants to know their priority on the improvement at CR70 and #599.

Commissioner Stefanics said there is another area of concern. She said when the studios were built on Highway 14, a slip lane was built. We talked about, at one point, that when traffic increased we might need a light that triggered by a lot of traffic. She said this week two vehicles came "roaring out of there without even merging." She said we might want to put that on the list for funding next year. She said we are lucky to have a lot of films and related activity, but we don't want a lot of accidents there.

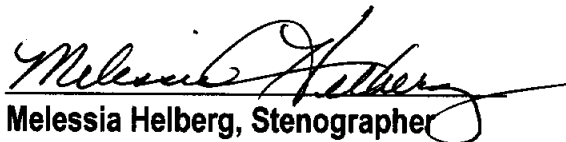
**F. ADJOURNMENT – Next scheduled meeting November 17, 2016**

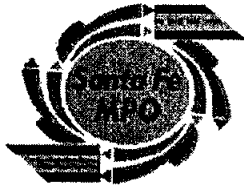
There was no further business to come before the Committee.

**MOTION:** Commissioner Stefanics moved, seconded by Tamara Haas, to adjourn the meeting.

**VOTE:** The motion was approved unanimously on a voice vote, and the Committee was adjourned at approximately 6:10 p.m.

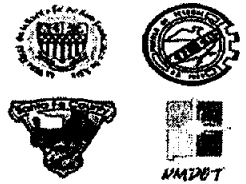
  
\_\_\_\_\_  
**Commissioner Henry Roybal, Chair**

  
**Melessia Helberg, Stenographer**



**Santa Fe Metropolitan Planning Organization**

**"Promoting Interconnected Transportation Options"**



# **Santa Fe Metropolitan Planning Organization**

# **Bylaws and Operating Procedures**

Approved by the Transportation Policy Board  
August 13, 2009

Amended: June 25, 2012  
November 19, 2013  
June 26, 2014  
January 28, 2016

*Exhibit "J"*

## **Bylaws and Operating Procedures**

The Santa Fe Metropolitan Planning Organization (“SFMPPO”) is established by a Joint Powers Agreement (“JPA”) between the City of Santa Fe, Santa Fe County, and Tesuque Pueblo; with the New Mexico Department of Transportation; approved by the New Mexico Department of Finance and Administration, and by designation of the Governor of New Mexico. The purpose of the MPO is to carry out the Metropolitan Transportation Planning Process as defined within the provisions of federal regulations contained in 23 CFR Section 450 and the Fixing America’s Surface Transportation Act or “FAST Act”.

Federal regulations and the JPA establish a number of operational and procedural requirements for the SFMPO. The purpose of these Bylaws is to establish guidance for issues pertaining specifically to the SFMPO that are not otherwise addressed in other documents.

### **SFMPO Transportation Policy Board**

#### **I. Authority:**

The SFMPO Transportation Policy Board (“TPB”) has authority granted under the JPA, applicable to contracts and State and Federal laws and regulations, including but not limited to 23 CFR Section 450.

#### **II. Membership:**

The TPB is comprised of eight (8) elected officials from the member governing bodies identified in the JPA. TPB Membership shall be comprised of the following appointed officials:

##### **City of Santa Fe**

Mayor or Mayor Pro-Tem  
Two (2) City Councilors

##### **Santa Fe County:**

Three (3) County Commissioners

##### **Tesuque Pueblo**

Tesuque Pueblo Governor or designee

##### **New Mexico Department of Transportation (“NMDOT”)**

Cabinet Secretary or designee

TPB Members from each governing body can be selected or changed at any time. Notification of the selection of a TPB Member must be made in writing to the TPB Chair. A copy of this notification shall be kept on file at the SFMPO Office.

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TPB Members from each governing body can be selected or changed at any time. Notification of the selection of a TPB Member must be made in writing to the TPB Chair. A copy of this notification shall be kept on file at the SFMPO Office.

- A. Alternates - Each governing body can designate one alternate TPB Member. An alternate can only be seated in the absence of a Member from the corresponding governing body. Notification of the selection of an alternate TPB Member must be made in writing to the TPB Chair. A copy of this notification shall be kept on file at the SFMPO Office.
- B. Officers - The officers of the TPB shall consist of a Chair and Vice Chair:
  - 1. Chair - The Chair shall be elected by simple majority at the first meeting of each year. The duties of the Chair shall be to preside at all meetings of the TPB and act as official signatory for SFMPO documents and letters either directly approved by the TPB or supporting policies previously approved by the TPB.
  - 2. Vice Chair - The Vice Chair shall be elected by simple majority at the first meeting of each year. The Vice Chair assumes the duties of the Chair as stated in II B (1) in the absence of the Chair.
  - 3. Secretary - The MPO Officer shall be the Secretary of the TPB and shall have the responsibility for preparing agendas and packet materials, posting meeting notices, and maintaining accurate records of all TPB meetings
- C. Removal Procedure - Attendance is required at all TPB meetings. If a TPB Member is consistently absent or is unable to continue participation on the TPB, the acting TPB Chair can petition the absent Member's governing body for a new appointment to the TPB.
- D. Replacement Procedure - The corresponding governing body shall make any and all replacement appointments to the TPB. Notification of the selection of a replacement TPB Member must be made in writing to the TPB Chair. A copy of this notification shall be kept on file at the SFMPO Office.
- E. Change in Membership Composition – Any change to the above stated membership composition requires a unanimous vote of the TPB Members.

### III. Meetings:

All TPB meetings shall be in compliance with the New Mexico Open Meetings Act (NMSA 10-15-1 – 10-15-4). Robert's Rules of Order shall be followed. Distribution of agendas and supporting documentation shall be provided to the TPB Members with the following minimum advance notice:

Regular Meetings – seven (7) calendar days' notice  
Special Meetings – three (3) calendar days' notice

- A. Regular TPB Meetings - TPB meetings shall be held at least quarterly in accordance with the Annual Meetings Schedule as approved by the TPB.
- B. Special TPB Meetings - Special meetings shall be held as needed. Special Meetings may be scheduled by the Chair or a majority of the TPB.
- C. Quorum – A quorum is formed by the presence of a simple majority of five (5) Members.

No action shall be taken without a quorum of the TPB in attendance.

D. Voting Procedure - Any action of the TPB (with the exception of Section II-E above) requires a simple majority vote of those Members in attendance to be approved. A motion fails on a tie vote. Each member of the TPB, including the Chair and Vice Chair, has one vote. Members must be present to vote. However, if no quorum is present for a meeting, a quorum can be established by telephone participation by one or more members, provided however, that each member shall state their reason for not being able to attend in person.

#### IV. Oversight:

##### Technical Coordinating Committee

The TPB shall establish a Technical Coordinating Committee (“TCC”) which will be responsible for providing coordination, technical review and recommendations for all transportation plans, projects and studies within the Metropolitan Planning Area. The TCC shall provide recommendations and input to the TPB on issues directed to it by the TPB, its membership, or the MPO Officer.

##### MPO Staff

MPO Staff shall be employees of the City of Santa Fe, which is the fiscal and administrative agent of the SFMPO. The SFMPO Staff reports to the TPB and is directed by TPB policies and approved documents. SFMPO staff shall include the following positions:

- MPO Officer
- MPO Senior Planner
- MPO Transportation Planner

##### Task Forces and Study Groups

The TPB may designate a Task Force or Study Group to undertake special projects or review special topics. These Task Forces or Study Groups shall function as advisory bodies to the TCC and TPB.

## **SFMPO Technical Coordinating Committee**

### I. Authority & Responsibilities:

The SFMPO Technical Coordinating Committee (“TCC”) is established by the TPB and shall be responsible for providing coordination, technical review and recommendations for all transportation plans, projects and studies within the Metropolitan Planning Area. The TCC provides recommendations and input to the TPB on issues directed to it by the TPB, its membership, or the MPO Officer.

The MPO Officer and staff shall prepare and present a draft of all required documents and programs to the Technical Coordinating Committee for review and recommendation. The MPO Officer will submit all TCC recommendations to the TPB for discussion and final approval.

## II. Membership:

The TCC is comprised of twelve (12) voting members including agency staff from the TPB governing bodies and representatives from regional transit providers within the SFMPO Metropolitan Planning Area (“MPA”).

### ***Voting TCC Members:***

The TCC will be comprised of the following agency staff:

#### **City of Santa Fe**

Director, Engineering Division, Public Works Department  
Engineering Supervisor, Roads and Drainage Section, Public Works Department  
Director, Long Range Planning Division  
Director, Current Planning/Land Use Division

#### **Santa Fe County**

Land Use Department Administrator  
Transportation Planner, Planning Division, Growth Management Department  
Director, Public Works Department  
Business Finance Manager, Public Works Department

#### **Tesuque Pueblo**

Staff Designated by Tesuque Pueblo Governor

#### **New Mexico Department of Transportation**

District Engineer, District 5

#### **Public Transit Operators**

Executive Director, North Central Regional Transit District  
Santa Fe Trails Representative, City of Santa Fe Transportation Department

*The following are non-voting advisory agencies to the TCC:*

Federal Highway Administration  
Federal Transit Administration  
New Mexico Department of Transportation Asset Management and Planning Division  
New Mexico Department of Transportation Transit and Rail Division  
Northern Pueblos Regional Transportation Planning Organization (NPRTPO)  
North Central New Mexico Economic Development District (NCNMEDD)  
Santa Fe Public Schools

A. Alternates - If a TCC member is to be absent, only the designated alternate can represent that TCC member. Notification of the selection of an alternate must be made in writing to the MPO Officer. A copy of this notification shall be kept on file at the SFMPO Office.

#### B. Officers

1. Chair - A member shall be elected as Chair by simple majority at the first meeting of each year. The Chair shall be responsible for presiding at all meetings.
2. Vice Chair - A member shall be elected as Vice Chair by simple majority at the first



meeting of each year. The Vice Chair shall be responsible for presiding at the meetings in the absence of the Chair.

3. **Secretary** - The MPO Officer or MPO Senior Planner shall be the Secretary of the TCC and shall have the responsibility for preparing agendas and packet materials, posting meeting notices, and maintaining accurate records of all TCC meetings. The Secretary shall preside at meetings in the absence of the Chair and Vice Chair.

**C. Removal Procedure**

1. **Attendance** is required at all TCC meetings. If a member or their alternate is consistently absent or is unable to continue participation on the TCC, the TCC Chair or MPO Officer may petition the absent member's agency for a new appointment to the TCC.
2. The TPB may remove any TCC member by a majority vote upon the grounds of malfeasance or nonfeasance of office.

**D. Replacement Procedure** – The corresponding agencies shall make any and all replacement appointments to the TCC. Notification of the selection of a replacement must be made in writing to the MPO Officer. A copy of this notification shall be kept on file at the SFMPO Office.

**III. Meetings:**

All TCC meetings shall be in compliance with the New Mexico Open Meetings Act (NMSA 10-15-1 – 10-15-4). Robert's Rules of Order shall be followed. Distribution of agendas and supporting documentation shall be provided to the TCC members with the following minimum advance notice:

**Regular Meetings** – seven (7) calendar days' notice  
**Special Meetings** – three (3) calendar days' notice

- A. **Regular TCC Meetings** - Meetings shall be held each month in accordance with the Annual Meetings Schedule as approved by the TPB.
- B. **Special Meetings** - Special Meetings shall be held as needed and may be scheduled by the TCC Chair, a majority of the members of the TCC or the MPO Officer.
- C. **Quorum** – A quorum is formed by the presence of a simple majority of seven (7) members. No action shall be taken without a quorum of the TCC in attendance at that meeting.
- D. **Voting Procedure** - Any action of the TCC requires a majority vote of those members in attendance to be approved. A motion fails on a tie vote. Each member of the TCC, including the Chair, Vice Chair has one vote. Voting by proxy or telephone is not allowed.

## **SFMPO Staff**

SFMPO Staff shall be employees of the City of Santa Fe, which is the fiscal and administrative agent of the SFMPO. SFMPO Staff reports to the TPB and is directed by TPB policies and approved documents including the Unified Planning Work Program (UPWP), Metropolitan Transportation Plan (MTP), and the Public Participation Plan (PPP). SFMPO staff shall include the following positions:

- MPO Officer
- MPO Senior Planner
- MPO Transportation Planner

The MPO Officer is responsible for direction of all administrative and operational functions of the SFMPO, including supervision of the SFMPO staff. Hiring additional staff or consultant assistance will be determined and managed by the MPO Officer based on need and budget constraints.

The MPO Officer is responsible for:

- preparing agendas and supporting documentation for meetings;
- providing information and technical support to TPB and TCC members; and
- transmitting notice of all official actions taken by the TPB to the public and to the NMDOT, the Federal Transit Administration, and the New Mexico Division of the Federal Highway Administration.

The MPO Senior Planner and MPO Transportation Planner shall assist the MPO Officer in the day to day operation of the SFMPO and are responsible for the technical functions of the SFMPO as identified in the approved UPWP.

## **Bylaws Amendment Process & Renewal**

### **I. Amending the Bylaws:**

The formal procedure to amend the bylaws is described as follows:

- A. Amendments to the bylaws can be initiated by TPB members, TCC members or SFMPO Staff.
- B. Proposed amendments shall be prepared by SFMPO Staff
- C. The TCC shall review all proposed amendments and make recommendations to the TPB.
- D. All amendments require approval by the TPB by a simple majority vote (with the exception of Section II-E of SFMPO Transportation Policy Board above)