



# Santa Fe Metropolitan Planning Organization

*"Promoting Interconnected Transportation Options"*



## Santa Fe MPO Technical Coordinating Committee

**Monday April 8<sup>th</sup>, 2013, 1:30 P.M.**

*City Councilor's Conference Room, City Hall*

*200 Lincoln Avenue, Santa Fe, NM*

**AGENDA** CITY CLERK'S OFFICE  
 DATE 4/2/13 TIME 3:32pm  
 SERVED BY Keith Wilson  
 RECEIVED BY [Signature]

- ◆ Call to Order
- ◆ Roll Call
- ◆ Approval of Agenda
- ◆ Approval of Meeting Minutes from February 11<sup>th</sup>, 2013 & February 25<sup>th</sup>, 2013.

### 1. Communications from the Public

### 2. Items for Discussion and Possible Action:

- a. Review and Recommendation on the Draft FFY2014-2017 Transportation Improvement Program – *MPO Staff*
- b. Transportation Improvement Program (TIP) Project Updates – *Lead Agency Staff*
- c. Review and Release for Public Review of the Draft Public Participation Plan – *MPO Staff*
- d. Review and Recommendation on an Amendment to the 2012-2014 Unified Planning Work Program – *MPO Staff*
- e. Review and Recommendation on the Response to the Final Report from FHWA and NMDOT Review of SFMPO accounting and planning processes – *MPO Staff*
- f. Review and Recommendation on the Revised Meeting Schedule for the rest of 2013 – *MPO Staff*
- g. Update on the Transportation Alternatives Program – *MPO Staff*
- h. Update on the Highway Safety Improvement Program – *MPO Staff*

### 3 MPO Officer Report

### 4. Communications from TCC Members

### 5. Adjourn - Next TCC Meeting: Monday April 29<sup>th</sup>, 2013

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

**SUMMARY INDEX  
SFMPO-TCC MEETING  
April 8, 2013**

<b>ITEM</b>	<b>ACTION</b>	<b>PAGE(S)</b>
ROLL CALL	Quorum Present	1
APPROVAL OF AGENDA	Approved as presented	1
APPROVAL OF MINUTES		
February 11, 2013	Approved as amended	2
February 25, 2013	Approved as amended	2
1. COMMUNICATIONS FROM THE PUBLIC	None	2
2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION		
A. Proposed T2012-2015 TIP Amendments	Approved	2-3
B. TIP Program Project Updates	Reported	3-4
C. Draft PPP Release for Public Review	Approved	4-5
D. 20142-2014 UPWP Amendment	Approved for public review	5-6
E. FHWA Review Report Response	Reported	6-7
F. Revised Meeting Schedule for rest of 2013	Approved	7
G. Transportation Alternatives Program Update	Discussion	7-8
H. HSIP Update	Reported	8-9
3. MPO OFFICER REPORT	Reported	9
4. COMMUNICATIONS FROM TCC MEMBERS	None	9
5. ADJOURNMENT - Next Meeting: April 29, 2013	Adjourned at 3:20 pm	9-10

**MINUTES OF THE  
SANTA FÉ MPO  
TECHNICAL COORDINATING COMMITTEE  
April 8, 2013**

**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 Councilors Conference Room, City Hall, 200 Lincoln Avenue, Santa Fé, New Mexico.

**ROLL CALL**

Roll call indicated the presence of a quorum as follows:

**MEMBERS PRESENT:**

John Romero, City of Santa Fé, Chair  
Erick Aune, Santa Fé County  
Tamara Baer for Greg Smith – City of Santa Fé  
Colleen Baker – Santa Fé County  
Adam Leigland – Santa Fé County  
Richard Macpherson for Reed Liming – City of Santa Fé  
Vicky Lucero for Penny Ellis-Green – Santa Fé County  
Rosa Gozub – NMDOT District 5  
Eric Martínez – City of Santa Fé  
Mike Kelly for Anthony Mortillaro – NCRTD

**MEMBERS EXCUSED:**

Jon Bulthuis – Santa Fé Trails  
Sandra Maes - Pueblo of Tesuque

**STAFF PRESENT:**

Keith Wilson, Senior MPO Planner  
Mark Tibbetts, MPO Officer

**OTHERS PRESENT:**

Greg White, NMDOT

**APPROVAL OF AGENDA**

**Mr. Martínez moved to approve the agenda as presented. Ms. Baer seconded the motion and it passed by unanimous voice vote.**

## **APPROVAL OF MINUTES**

**Feb 11, 2013**

Mr. Wilson received an email from Mr. Quintana had asked for a change on page 2, 3<sup>rd</sup> paragraph that the Jaguar Interchange project was in the STIP but privately funded.

**Mr. Aune moved to approve the minutes of February 11, 2013 as amended. Ms. Lucero seconded the motion and it passed by unanimous voice vote.**

**February 25, 2013**

Mr. Wilson requested a correction on page 7, item 2-G, #3: The contractor was Albuquerque Underground.

**Mr. Martínez moved to approve the minutes of February 25, 2013 as amended. Ms. Baer seconded the motion and it passed by unanimous voice vote.**

### **1. COMMUNICATIONS FROM THE PUBLIC**

There were no communications from the public.

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

#### **A. Review and Recommendation on the Draft FFY 2014-2017 Transportation Improvement Program**

Mr. Wilson said he tried to organize the packets to find things easily. This was the 2013-2017 TIP. It was released for public review on March 8 with a public meeting on March 21. Staff gave the background and no formal comments were received there or otherwise. There was also a public hearing at the MPO-TPB meeting on April 11. They had a small time period with two TIPs in place. He was just looking for TCC review and recommendations.

Ms. Baer asked how the public meeting was advertised.

Mr. Wilson said it was announced in the Santa Fé New Mexican, on the web page and emailed to the whole MPO email list. He described the email lists they used including bicycle-pedestrian group. There were 32 links on their Facebook page. It was as broad as they could get it. He didn't get any calls from the

newspaper ad this time. He thought they had done well up to this point in recognizing they didn't have a target and were dealing with a large District 5. Their major concern was in 2012-2015 and school amendments and what impact they would experience from sequestration. Fortunately there was no impact right now.

**Mr. Martínez moved to recommend approval of the Draft FFY 2014-2017 Transportation Improvement Program to the Transportation Policy Board. Mr. Aune seconded the motion and it passed by unanimous voice vote.**

## **B. Transportation Improvement Program (TIP) Project Updates**

Mr. Wilson shared the new format of the table for the TIP. It included URLs. He mentioned two updates that Mr. Quintana had submitted (1 & 3).

The first was the Jaguar interchange where agreements had now been signed by the developer and were going through the City committees. Council would consider it on April 24 and agreements would be executed agreements by May and have a 90% design report.

The third on the list was the Washington/NM475 reconstruction. It was approximately one month into the 120-day contract but it should be completed by July so it was moving quicker than anticipated.

Chair Romero commented it was a great format change.

Mr. Aune asked if he could redline the changes next time.

Mr. Wilson agreed but noted that this would just add to it chronologically instead of redline changes. He also agreed to put these updates on after this meeting and post it on the web page. He asked for emails on any changes to be made.

Mr. Leigland suggested a more formal update process. He proposed that maybe two weeks ahead Mr. Wilson could notify the entities with an alert to get him the changes.

Mr. Wilson agreed to do that.

Mr. Wilson noted that he revised the meeting schedule. This meeting was instead of the March 25<sup>th</sup> meeting. He wanted to move the next TCC meeting to April 29<sup>th</sup> instead of April 22. That would give him time to get the changes submitted. They already had the amendment for transit funding and also the NMDOT change that the Las Soleras station was canceled and should be removed from the TIP. He didn't know how that affected the MP review.

Mr. Wilson was notified about \$1.8 million in unspent Safe Routes to School grants and DOT was looking for projects in the next month. So any project pretty well developed could be submitted.

Ms. Baker said County Open Space and Trails didn't have anything well developed.

Mr. Wilson said the deadline was moved up from August 15 to July 15. He asked for any ideas that he could run by DOT Planning to see how well they might fly.

Ms. Baer recalled there were a couple on hold for several years. One was for the new Casas Bonitas Subdivision. The developer didn't do a great job of pedestrian connections.

Mr. Wilson said it was FY 2014.

### **C. Review and Release for Public Review of the Draft Public Participation Plan**

Mr. Tibbetts said it was a long time coming for this Public Participation Plan document. They started last summer and it was a total rewrite since 2007. This draft had been reviewed by DOT from Transit/Rail as well as the Government to Government Units and their suggestions had been incorporated into this document as of this morning. It was now ready to send out for 45-day review and he anticipated a few more changes. This had the required language and procedures necessary for the main documents and also incorporated the required ones from MTP and TIP. This defined the process they would use for outreach, input, documentation, records, public access and to make clear where and when the opportunities were. They did most of it through the Internet. The feds wanted to see branding and visual representation. It would be brought back in 45 days so no approval today but notice it was going out.

He said Ms. Gozub, Mr. Greg White and Mr. Morelli had reviewed it and he incorporated their comments. He asked the members to please send him their comments over the next couple of months.

Ms. Baer thought he covered the two most important things - how people could know what MPO was and that it existed. She thought the email list was small considering the population of the area. The meat was on page 13 and she had lots of questions about it there. She asked who the interested persons were there. She asked what Innovative visualization was.

Ms. Baer said when she came to MPO-TCC she was surprised at the amount of money being spent and was not sure the public had enough opportunity to comment on that. Most of the money went to projects and she understood they were expensive and important for public safety. But the public might say they didn't need to resurface a road this year. Maybe more needed to go into trail connections and that might be comparable to a road project but no one knew how to bring that forward. Something more basic needs should be put out there.

Mr. Tibbetts thought they had made huge gains over the last five years, especially about trails money or any non-motorized vehicle funding. The problem they ran up against was that all federal money was based on a hierarchy and as a small MPO Santa Fé didn't have the discretion that larger ones had. The DOT was obligated to allocate funds in a certain way. Having the Bike MP in place allowed the bond money

to go directly to specific projects.

The UPWP was difficult with just a staff of two. They wanted to finish the pedestrian MP and were beginning to start on that. And in the transit coordination, the NCRTD and Santa Fé Trails were working on their service plans.

The more the MPO could inform the public and target those interested parties, the more they could get it where it should be. Unless the issue was very controversial it was hard to draw in the public. Monies could be directed to what the public wanted to see.

Mr. Wilson said they could not force people to be involved. Usually it only happened with things they were against. When they had Richards and Zia being considered as the last station, it was the last one that had any public interest. With only two people they did the best they could with outreach. People could come to these meetings or public meetings or send emails. With more manpower maybe they could do more outreach. The PPP was giving the minimum requirements with current staff.

Mr. White said he hadn't had a chance to look at today's revision but there were changes to make it easier to read and they would have some more comments later.

**Mr. Leigland moved to release the draft for public review and comment. Ms. Baker seconded the motion and it passed by unanimous voice vote.**

#### **D. Review and Recommendation on an Amendment to the 2012-2014 Unified Planning Work Program**

Mr. Tibbetts said the UPWP amendment was in the packet. They were receiving \$300,000 additional funding for the budget. They had to show how those would be spent. There were two tables in the packet - first on the source of the money and second on how it was being allocated. The Act had gone through several iterations and was now MAP-21. This was only a 2-year allocation but it made some changes, the biggest of which was to consolidate and streamline by eliminating some programs. The main change was adding two more staff and that would take up 80% of the additional funds. He referred to the task allocations.

H explained that MAP-21 was based on performance measures so they needed equipment (counters for vehicles, pedestrians and bikes). They were checking travel time (for congestion purposes). So they put the money into things for data collection and analysis. The Long Range Plan would have heavy public input. This UPWP was set in 2010 when they just focused on outcomes of the corridor studies and now would focus on these other plans they had developed.

The UPWP would go to TPB on Thursday. It was being reviewed at DOT now. They had to have it in place to receive this year's federal funds and FY 14 money after October 1, 2013. They would get it much quicker in this present FY. It was a 2 year, 3 month program.

Chair Romero noted there would be quite a bit of money available for plans that were ready and we need to have them ready. Quite a bit was going into bike MP projects. It seemed to be everything but vehicles. For safety they needed more vehicle projects.

Mr. Wilson said they did put more into that. In the process they were working on they started identifying projects. They saw it as a high priority to take advantage of the funding. This was their best guess over this period of time. But things would come up unexpectedly. There were opportunities to amend the UPWP. They could also get and use consultants too. It was a static document but in coordination with DOT could be changed.

Ms. Baer asked if the WPI students were coming back this year.

Mr. Wilson said they couldn't see anything in the work plan where they could use students this summer. It takes lots of planning and they had to get two new staff on board too.

Chair Romero thought they were down to planning from the hip.

Mr. Wilson agreed and didn't want to do that.

Mr. Martínez thought they needed to work on Safe Routes to Schools.

Mr. Wilson thought the corridor studies really bolstered projects. When they update the Bike MP it would all come together into one document.

Mr. Tibbetts said regarding Chair Romero's comment on follow-up that they were working on what was more imminent right now by formalizing a hazardous safety plan - safety at intersections and pedestrian crossings as well as vehicles. Flashing yellow arrows have helped a lot on Cerrillos Road. They broke apart the sections.

He said they were finishing up the 2010 MTP and working on prioritizing. Motorized vehicles would always take most of the funds. But squeezing out some for trail connections would be worked on.

Mr. Wilson said they wanted this plan to incorporate everything so if something else came up they could address it.

**Ms. Baer moved to recommend the Amendment to the 2012-2014 Unified Planning Work Program to the Transportation Policy Board. Mr. Macpherson seconded the motion and it passed by unanimous voice vote.**

**E. Review and Recommendation on the Response to the Final Report from FHWA and NMDOT Review of SFMPO accounting and planning processes**



Mr. Tibbetts said the response was in the packets. The FHWA requested this a week ago. He had wanted to take it through the normal process but they accepted this and requested it as preliminary, pending approval by the MPO. So it would be a discussion item. What they were really looking for their findings that were already in motion like producing the PPP. The rest had to do with internal accounting procedures splitting between two federal agencies and how to address that in the city's system. He had already met with city accounting on these. He wanted to incorporate the draft Title VI plan in this but it was being rewritten and they were working with Farmington and Las Cruces for a common understanding of what should be included. NMDOT had a bureau to handle Title VI complaints. The boilerplate was given last year and dealt with things the MPO was not involved with so they should be able to work it out.

The rest of it was on items they were working on with DOT. They were policies and procedures like the TIP process. The UPWP should be a shorter process and they were using a DOT consultant on it. It was just improving communications and getting the documents in. Overall, they liked the way things were going.

This was the initial response and they would follow up in the next few months. Some things would be resolved in the next couple of months. The review would be put on line and he could also send it out.

#### **F. Review and Recommendation on the Revised Meeting Schedule for the rest of 2013**

Mr. Wilson explained the new schedule which called for the fourth Thursdays quarterly for TPB and fourth Mondays monthly for TCC. The November TPB meeting would be moved up one week and the only change to the TCC schedule was the actual April meeting was scheduled for April 22 and he proposed meeting instead on April 29 and move November 25 back to November 18 in order to meet ahead of the TPB.

**Mr. Martínez moved to approve the revised meeting schedule. Ms. Baer seconded the motion and it passed by unanimous voice vote.**

#### **G. Update on the Transportation Alternatives Program**

Mr. Wilson announced that Ms. Rosa Gozub was their new liaison from NMDOT and also the TAP Coordinator.

He reminded the Committee that half of the funds were based on population and the other half could be spent anywhere in the state. His handout was reviewed.

Originally they thought it would be \$11 million statewide. But that was reduced to \$5.5 million plus \$1.7 million for traditional trails program.

Ms. Baker said the call for projects was on their web site but tried to email their contact and got no

response.

Ms. Gozub said it was State Parks so it was outside of DOT.

Mr. Wilson explained that they could only obligate up to 94.6% because they took out 5.4% from authorized amounts. Often that 5.4% became available later on. His table showed the 7 RPOs and 5 MPOs in this region. The Santa Fé MPO allocation would be \$425,897.

This would be a competitive application process and they were working with DOT on the guidelines. They would do a call for projects and staff would rate them based on the criteria and bring them to the TCC for concurrence and finally to NMDOT. They met with DOT on Friday to go through all the criteria and hoped to have it finalized by April 30. It had to be completed by September 15.

Mr. Wilson said they were looking for projects for 2014-2015 and could fund construction over three years. They would finalize it over the next three weeks and should have it cleared up for the April 29 meeting. For the first go round they would need TCC cooperation and patience. Although it was a small amount, it gets our foot in the door on allocating for projects. They wanted to make it work.

Ms. Gozub said they were still waiting for approval from FHWA on this allocation.

Mr. Wilson said he would meet with Tesuque next week on the rural funding.

Mr. Martínez asked what a small urban cluster was.

Mr. Wilson said a small urban cluster was a community with 5,000 to 50,000 residents. He noted that Eldorado was just under 5,000.

#### **H. Update on the Highway Safety Improvement Program**

Mr. Wilson said the HSIP was still evolving. He got communications a couple of months ago from the STIP Unit about distributions to MPOs and RPOs but Albuquerque got most of it and then backed off from that position. It was unclear how much the MPO would receive. On March 19<sup>th</sup> the DOT was working on guidelines. They emailed this morning that they were meeting this week to develop the guidelines.

The program was well defined so the Santa Fé MPO projects would have to meet those guidelines. About 25% of the funding would go to MPOs and RPOs (about \$23-24 million). Those projects would still move forward. There was money to spend on safety problems. The project at Cottonwood and Agua Fria looked most promising right now. Chair Romero submitted a couple of projects. They were meeting on April 12 to select projects for funding. Hopefully it would be fleshed out by the April 29 meeting. If they didn't have the guidelines by April 16<sup>th</sup> he would postpone it to the following month.

Ms. Baker said pedestrian crossing on Rabbit Road needed attention.

Mr. Wilson agreed it was a potential project to consider and he would flag it as something to consider.

Chair Romero asked about the involvement of city police and county sheriff.

Mr. Tibbetts mentioned Officer Toya with the State Police as an interested person.

### **3. MPO OFFICER REPORT**

Mr. Tibbetts said he was working on the Title VI plan and on a PSA for the pedestrian MP. He also submitted job descriptions to HR for the new staff.

Mr. Wilson had just purchased six new pneumatic traffic counters that they would use for collection of data to make sure they were counting at the correct locations and reporting to the state data center. They were trying to purchase more bike/pedestrian traffic counters in the next 2-3 weeks.

Staff were also working on the traffic demand model and a consultant was coming soon to help with demographic data.

He said he got a new computer so he could get access into the data and they were getting the network up and running.

For the NE Connector they were running scenarios.

He reported that supposedly the Zia/St. Francis study was under way. He needed to contact the DOT Traffic Bureau for an update on it.

They were also working on a state arterials project.

At the next few TCC meetings staff would work on reclassification (functional classifications of roadways).

For ITS he wanted to set up an MPO working group. The TPB was authorized for that and then they would ask some of the TCC to participate in it.

Mr. Wilson would be in Seattle on April 24-25 to help FHWA on a project. He agreed to report what he learned at the April 29 meeting.

Mr. Tibbetts showed the update on MAP21 for the tasks to get done.

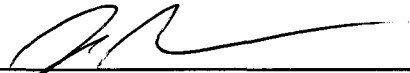
### **4. COMMUNICATIONS FROM TCC MEMBERS**

There were no communications from TCC members.

**5. ADJOURN - Next TCC Meeting: Monday April 29, 2013**

The meeting was adjourned at 3:20 p.m.

Approved by:

  
\_\_\_\_\_  
John Romero, Chair

Submitted by:

  
\_\_\_\_\_  
Carl Boaz, Stenographer