



# Santa Fe Metropolitan Planning Organization

"Promoting Interconnected Transportation Options"



## Santa Fe MPO Transportation Policy Board

Thursday April 11<sup>th</sup>, 2013, 5:00 PM

City Council Chambers

200 Lincoln Avenue, Santa Fe, NM

### AGENDA CITY CLERK'S OFFICE

DATE 4/3/13 TIME 7:59am

SERVED BY Keith Wilson

RECEIVED BY [Signature]

CALL to ORDER

ROLL CALL

APPROVAL of AGENDA

APPROVAL of MINUTES: *March 14<sup>th</sup>, 2013*

**A. MATTERS FROM THE PUBLIC**

**B. PUBLIC HEARINGS**

1. Approval of an Amendment to the Unified Planning Work Program – *MPO Staff*
2. Approval of the FFY 2014-2017 Transportation Improvement Program – *MPO Staff*

**C. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:**

1. Transportation Improvement Program (TIP) Project Updates – *MPO and Lead Agency Staff*
2. Revised Meeting Schedule for the rest of 2013 – *MPO Staff*
3. Response to the Final Report from FHWA and NMDOT Review of SFMPO accounting and planning processes – *MPO Staff*
4. Bylaw Change options to allow Policy Board Members to participate in meetings by telephone – *MPO Staff*
5. Update to the MPO Public Participation Plan – *MPO Staff*
6. Establishment of an ITS Working Group – *MPO Staff*
7. Update on the Transportation Alternatives Program (TAP) – *MPO Staff*
8. Update on the Highway Safety Improvement Program (HSIP) – *MPO Staff*

**D. MATTERS FROM THE MPO STAFF**

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

**F. COMMUNICATIONS FROM THE NMDOT AND FHWA**

**G. ADJOURNMENT** – Next meeting, Thursday May 30<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.*

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**April 11, 2013**

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**MINUTES OF THE  
SANTA FÉ MPO  
TRANSPORTATION POLICY BOARD  
April 11, 2013**

**CALL TO ORDER**

A regular meeting of the Santa Fé MPO Transportation Policy Board was called to order on the above date by Councilor Patti Bushee, Chair, at approximately 5:00 p.m. in the City Council Chambers, 200 Lincoln Avenue, Santa Fé, New Mexico.

**ROLL CALL**

Roll call indicated the presence of a quorum as follows:

**MEMBERS PRESENT:**

Councilor Patti Bushee, Chair, City of Santa Fé  
Deputy Secretary Katherine Bender, NMDOT  
Commissioner Robert Anaya, Santa Fé County Arriving at 5:30  
Commissioner Miguel Chávez, Santa Fé County  
Commissioner Liz Stefanics, Santa Fé County

**MEMBERS ABSENT:**

Mayor David Coss, City of Santa Fé [excused]  
Mr. Robert Mora, Tesuque Pueblo  
Councilor Ron Trujillo, City of Santa Fé

**STAFF PRESENT:**

Mr. Mark Tibbetts, MPO Officer  
Mr. Keith Wilson, MPO Planner

Also present:       Mr. Erick Aune, Santa Fé County  
                          Ms. Rosa Gozub, NMDOT Bicycle/Pedestrian Liaison

**APPROVAL OF AGENDA**

Commissioner Stefanics asked for all action items to be at the front of the agenda in case a quorum was lost later.

**Commissioner Stefanics moved to approve the agenda as amended. Commissioner Chávez**

**seconded the motion and it passed by unanimous voice vote.**

## **APPROVAL OF MINUTES – March 14, 2013**

**Commissioner Stefanics moved to approve the minutes of March 14, 2013 as presented. Commissioner Chávez seconded the motion and it passed by unanimous voice vote.**

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

There were no matters from the public.

### **B. PUBLIC HEARINGS**

#### **1. Approval of an Amendment to the Unified Planning Work Program**

There were no public hearing comments.

Mr. Tibbetts clarified that the UPWP was a 2-year program. NMDOT was moving to Federal FY so that meant the MPO have to shift the UPWP to September 30<sup>th</sup> to line up with the shift. That would give additional funding and the anticipated revenue from FHWA was shown in the packet. (And the handout) at close to \$300,000k. The RTA 5303 would remain the same with approximately a one year lag. Then they had to allocate the new funds to the 2-yr UPWP and most went into 2 added staff - MPO planners to help us complete these activities. They have made an aggressive work plan to get traffic modeling and traffic counting out to implement MPA-21. LR Pedestrian Plan, Transit Rail Plan, Safety Plan for hazardous locations (an emphasis in Map 21) and public participation plan improvement. The PPP would come back to TPB at May meeting. Public Input meeting would be held during that time. Some funds were put into consultant services and equipment for traffic counting. The changes were mentioned in the draft he handed out and were shown in the preface just after the table of contents.

Commissioner Stefanics asked if concerns were raised by the TCC.

Mr. Tibbetts said there were no concerns. They reviewed it and didn't have any specific comments and they recommended approval by the TPB.

Mr. Tibbetts said they had funds for consultants for the PPP and used one for the Bike MP. But right now, the staff was spending as much time working with consultants as they would with staff so two full-time planners were proposed to do the detail work. They were looking for planners with some transportation planning experience so they could start them right off and they would do data collection, review of past records and other detail work that was now slowing staff down. They had interns in the past and expected interns this summer but having full time staff would be better.

Commissioner Anaya asked where in the UPWP the budget for those individuals was shown.

Mr. Tibbetts explained that the UPWP didn't have a budget pay range. These were city positions. Councilor Bushee showed him where to look (page 23 and 24).

Mr. Tibbetts clarified that the UPWP broke it down by staff hours without much detail by position. All staff were city employees.

Commissioner Anaya wanted to know the pay range and tasks.

Mr. Tibbetts said pay grade 23 started at \$19/hour so these would be at the low \$20's per hour. It hadn't been approved yet.

Commissioner Anaya asked if the TPB wouldn't approve those employees.

Mr. Tibbetts said the JPA stated that all MPO staff were city employees so they had to negotiate that with the City but job descriptions were general work descriptions right now. When they hired Mr. Wilson they went through 20 applications and found only 2 that qualified. The Board would determine and approve the type of work which was based on the MTP and federal and state requirements applied so it was very narrow. The Board would dictate and approve with NMDOT what happened. He read the statement from the JPA.

Secretary Bender agreed that what Mr. Tibbetts was saying was correct. MAP 21 authorization was extremely heavy in data collection and performance measures. All MPOs were struggling with it. Without the data they wouldn't get the funding in the future. So it was critical to have data collected in order to get the money. It would either be paid for by consultants or by staff and she felt it was better by staff.

Commissioner Anaya understood the Board would approve the positions and then the work items would come later on the priorities.

Mr. Tibbetts agreed. The UPWP breaks down the staff tasks because they have specific tasks. This was a 2-year task document and could be amended. If at any time the Board wanted to change the priorities, as long as they were in the MTP. This was the work program. For projects, they would have to amend the LRP. Unless they were showing progress toward the MTP the funding wouldn't continue. That was what the congress discussion was all about. There was a lot of attention to quantities. They were going to do away with MPOs of this size unless they could show progress.

Commissioner Anaya asked about Las Cruces.

Mr. Tibbetts said Las Cruces had four or five staff members and use students and interns and consultants too.

Mr. Tibbetts explained that if suddenly both of staff members were gone the Board would have nothing at all for the work that must be done. He had been here 9 years and Mr. Wilson for 4 years.

Mr. Wilson said it was difficult with consultants because with only two staff, they couldn't even manage the consultants. They engaged a consultant several months ago for the Pedestrian plan but couldn't get

over the hump with all of these tasks staff must do now.

Councilor Bushee noted the consultant contracts were only about \$5,000 and asked if those were contracts for interns.

Mr. Wilson said no. They were small projects so they could get them done for that amount. It was like wayfinder signs, public participation, etc. or a small contract to make the website more user friendly. They also had a roundabout workshop. They could use interns for some of them.

**Commissioner Chávez moved to approve the Amendment to the Unified Planning Work Program. Commissioner Stefanics seconded the motion.**

Commissioner Chávez pointed out the tasks that could be done by contract:  
1.4 - public participation. It goes all the way down. Those things make sense to contract out but the more technical stuff, day-to-day, I'd be more comfortable investing those in permanent staff who were fully aware of what was going on and our needs and could adjust as needed.

Councilor Bushee asked if the MPO would get funding in the next cycle to fund the new staff.

Mr. Tibbetts agreed. The biggest danger was not having the staff and not getting enough progress and losing these funds. The MPO would have sufficient money and the expectation was that the MPO would spend that money. The only way they could make the progress was to hire staff and get an immediate return.

Councilor Bushee was concerned about what they would do if they lost funds or have reduced funding.

Mr. Tibbetts said they could request use of special planning funds if needed. The expense right now was creating those plans and in the future it was just maintaining them.

Councilor Bushee about progress on the pedestrian plan.

Mr. Wilson said they didn't have GIS mapping for pedestrians right now so they would contract with a GIS specialist and do it in a phased way around the transit routes and school locations and then come back and clean it up. The biggest challenge now was to identify the gaps. They also had heavy public participation with input from the public on the gaps and infrastructure. They were modeling it on the bicycle MP framework. But they had some mapping already done so they were a step back from that and then they would look for other funding chances. They had leveraged enhancement funds for this year.

They wouldn't duplicate effort but no one had mapping of pedestrian facilities. Staff went to the Mayor's Committee on Disability a few times and would keep them informed. He was not aware of a parallel committee for the County.

Councilor Bushee said the City had done some stupid things on earlier projects and were having to correct them for ADA - things like bus stop signs in the middle of a sidewalk.

Mr. Wilson said staff would focus on those things so the ordinances could be approved to address those problems.

Commissioner Anaya asked Secretary Bender if, having looked at the budget, this made sense.

Secretary Bender agreed. This was right in line with what needs to be done.

**The motion to approve the UPWP Amendment passed by unanimous roll call vote with Commissioner Anaya, Secretary Bender, Commissioner Chávez, Commissioner Stefanics and Chair Bushee voting in favor and none voting against.**

## **2. Approval of the FFY 2014-2017 Transportation Improvement Program**

Mr. Wilson reminded the Board he presented at this at the last TPB meeting to release the TIP for public review. This was a 4-year program. The MPO develops a new TIP every two years so there was always a little overlap. This plan was developed in cooperation with District 5 that also had the Farmington MPO and some RPOs for rural areas.

Staff solicited projects from the member agencies and had a deadline in January. The TCC came up with a prioritized list and that was split between motorized and non-motorized and used the Bicycle MP for priorities of non-motorized.

The District had no funds that could be used for these projects but MAP 21 changed some of the funding. The District would use some that were already programmed and slide them two years into the future. He added that highways that would be included. In summary, staff didn't foresee any new projects here except for those that were already funded.

Transit funds were separately distributed by formula.

Commissioner Stefanics reminded the Board that they discussed this at length last time.

There was no comment from the public on this item.

**Commissioner Stefanics moved to approve the 2014-2017 Transportation Improvement Program. Secretary Bender seconded the motion.**

Mr. Wilson reported the public meeting was held on March 21 with two people present and they had a good discussion. The TCC recommended approval.

Commissioner Anaya asked if on pavement preservation staff provided specific roads that were to be included in that project. '

Mr. Wilson said that was in the next item.

Councilor Bushee asked if the river trail was completed to Siler Road already.

Mr. Wilson said no. It was a county project from Frenchy's

**The motion to approve the 2014-2017 TIP passed by unanimous roll call vote with Commissioner Anaya, Secretary Bender, Commissioner Chávez, Commissioner Stefanics and Chair Bushee voting in favor and none voting against.**

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

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

Mr. Wilson recalled at the last meeting that they were in progress with a table and they relied on lead agencies to get updates. There were two new projects including the Highway 475/Washington Avenue project which they expected to be completed by July. They were- moving forward much quicker than expected.

Councilor Bushee had received few complaints.

Mr. Wilson said the second new project was the Jaguar/Cerrillos interchange which would have a public meeting on April 29<sup>th</sup>. Agreements were proceeding through the city committees and they expected to begin construct in the summer or fall. He didn't propose going through all of the projects but would have a list on the web site and would forward changes to the Board.

Secretary Bender pointed out another change listed on the back side under transit and rail. The Las Soleras station needed to be deleted because they wouldn't do that.

Mr. Wilson agreed and said the Board would get that next time.

Commissioner Chávez assumed the TIP just approved dovetailed with this update. Mr. Wilson agreed.

Councilor Bushee asked if then Acequia Railyard crossing had moved forward.

Mr. Wilson said they were negotiating with the design consultant and it would be updated next month.

Councilor Bushee asked if there was any funding on the horizon.

Mr. Wilson said none was on the horizon yet.

Commissioner Chávez was excited that the Acequia crossing would be grade separated and hopefully they had learned from what was done with the Zia underpass. He asked if it would use manufactured components.

Mr. Wilson said the outcome from Council was to look at an open underpass style instead of the box at

Zia. It would be more open.

Councilor Bushee agreed to show Commissioner Chávez the design style they would use.

This was not an action item and Commissioner Stefanics asked for all action items to be considered first because she had to leave at 6:30.

## **2. Revised Meeting Schedule for the rest of 2013**

The Board reviewed the revised meeting schedule from the packet.

Secretary Bender said November 21<sup>st</sup> conflicted with the State Transportation Commission meeting and she couldn't be here.

Mr. Wilson said they might have it on another day of the week.

Secretary Bender suggested it might be on Tuesday.

Councilor Bushee said Council Chambers would not be available that day.

Commissioner Stefanics suggested they might meet at County Chambers.

Mr. Wilson said they might also be able to meet at the Railyard.

**Commissioner Anaya moved to approve the schedule with the November meeting on November 19<sup>th</sup> and authorizing staff to make changes as necessary. Commissioner Stefanics seconded the motion and it passed by unanimous voice vote.**

Mr. Wilson asked if 5:00 was still okay.

Commissioner Anaya said he appreciated the time change.

## **3. Response to the Final Report from FHWA and NMDOT Review of SFMPO accounting and planning processes**

Mr. Tibbetts said the final report was on the last page in the Board's packet. The review took place in July and he got the final report in January. He briefly reviewed and mentioned the leave policy changes necessary. The other corrective action requested was on the JPA. The FHWA felt there was not enough specific language on conflict resolution. It said, "all parties agreed by consensus." They said they would review it and see if they could construct a more formal response. They wanted the response a week ago so they made this statement and needed approval from the Board on it. They said they were working on the response and would come back and discuss the report when they got to a more formal resolution. So this had been completed and submitted and just needed the Board's approval.

Commissioner Chávez thought attendance was a finding but didn't see it here. He asked how they were addressing that point.

Mr. Tibbetts said it wasn't addressed directly as a finding but they wanted a communication of TPB and NMDOT. If the Board wasn't working cooperatively with NMDOT it could be a finding but any of these they could discuss at length when they get the final review.

Commissioner Chávez said lack of attendance could affect funding so every member needed to be diligent with it in the future. He promised to do his best to be present.

**Commissioner Chávez moved to approve the response. Commissioner Stefanics seconded the motion and it passed by unanimous voice vote.**

#### **4. Bylaw Change options to allow Policy Board Members to participate in meetings by telephone**

Mr. Tibbetts recalled the Board had extensive comments on this last time. The county allowed this and city didn't allow it. FHWA would not be happy if they did allow teleconferencing because their whole emphasis was on public participation which would include appearance to the public. The feedback they got was fairly strong that it would be problematic.

Commissioner Anaya said he would not say anything more except that almost every time there was a problem getting a quorum and he was the problem today.

Commissioner Chávez didn't think telephone participation would work here and thought it was a way to increase public participation.

**Commissioner Chávez moved to not make any such change to the bylaws. Secretary Bender seconded the motion and it passed by unanimous voice vote.**

#### **6. Establishment of an ITS Working Group**

Mr. Wilson said there was nothing in the packet. The Bylaws required TPB to establish working groups. The purpose here was to deal with ITS architecture but they didn't have a plan. The District had identified some locations for those signs. This would be to beef up our planning.

The working group would be technical so they would find technical folks to serve on it. Staff wanted transit operators to participate with tracking of buses. They didn't have everyone who was currently at the table but it would be a separate group. NMDOT had an ITS work group they would interface with and the working group would use the Albuquerque model.

Councilor Bushee asked about coordination of traffic signals.

Mr. Wilson agreed that would be part of their work.

Councilor Bushee put in a plug for triggering signals by bicyclists. That needed to be part of their work. Mr. Wilson agreed.

**Commissioner Stefanics moved to approve authorization of the ITS Working Group. Commissioner Anaya seconded the motion and it passed by unanimous voice vote.**

Commissioner Stefanics excused herself from the meeting at 6:33.

## **5. Update to the MPO PPP:**

Mr. Tibbetts reviewed the separate document for the PPP. It was the guiding document along with the TIP. Every five years they updated the LRP and did extensive outreach and moved out from this location to the public. For the pedestrian plan it was not required but something they would follow like with the bike MP. For any document plan they produced they would have a public component.

This PPP was released for 45 days by the TCC and they would have a public input meeting at public library on May 9<sup>th</sup> from 4-6 and that ad would be in the newspaper too. In addition, they would take comments on the web site or on Facebook. It included disadvantaged and those with limited English proficiency.

Councilor Bushee suggested staff could send messages to those who ride buses, bike, or walk. Some of them didn't have internet. She thought they might be interested but less likely to read the notice in the paper.

Mr. Wilson said staff communicates with Chain Breakers to help coordinate these public events.

Mr. Tibbetts clarified that at any time during the 45 days they would receive comments and they would report those comments back to the TPB at the May meeting.

Commissioner Anaya agreed to provide a list of specific groups that should be notified. The County had an advisory committee that dealt only with transportation items. So he could ask to have this put on their agenda. There were other community associations and planning groups The MPO should reach out to and articulate to them regarding this document.

Mr. Tibbetts thanked him and said having specific groups was useful.

Commissioner Chávez commented that many people in rural areas wanted access to our Land use Plan as well as homeowner groups, etc.

## **7. Update on the Transportation Alternatives Program (TAP)**

Mr. Wilson provided a colorful 11x17 plan and he recognized Ms. Rosa Gozub as their new liaison. Even though this was a little light on projects right now, MAP 21 gave directions on how to implement this program. It was a competitive structure for funding targets and in concurrence with NMDOT and FHWA they would get funded. An amount for recreational trails could be taken out and this state did and that left \$5.5 million available. 50% was distributed by population - large urban, urban or rural.

The other half was by MPO or RPO and they have about \$600,000 in the MPO. The MPOs in New Mexico had their quarterly MPO meeting a few weeks ago and realized rural areas were getting a very small amount so the 50% statewide would be split equitably except for one large RPO. Each of the rest would get about \$210,000 each. They had to make sure they had enough money going to rural areas to get to a project. The projects would come to TPB for final approval on funding. There were a number of projects that could fit into these categories.

They were working toward a May 1 completion and then a call for projects and shoot for the August meeting to approve them. That was the plan. They were grateful to have the opportunity as an MPO to identify projects for funding.

Secretary Bender pointed out that the \$210,000 would have been much less if not for the Albuquerque Mid Region MPO who contributed almost a million dollars.

Commissioner Chávez asked about Edgewood and Mr. Wilson responded that Edgewood was in the Mid Region RPO and the northern part of the County was in the Northern Pueblo RPO. He explained it further to Commissioner Chávez.

Secretary Bender understood that Edgewood had chosen not to participate in the Mid Region RPO. They had the right to but chose not to.

Commissioner Anaya commented that Edgewood and Santa Fé County passed a joint resolution for improvements on Highway 344. The current mayor, Mr. Hill was very supportive of the cooperation. Santa Fé County had not gone to the Mid Region RPO either.

Secretary Bender was not sure Santa Fé County was eligible and couldn't speak to the mayor's issue.

Commissioner Anaya asked if Secretary Bender could ask that. Santa Fé County goes further east than Edgewood so they were closer even than the town of Edgewood. He would speak to the mayor about it and would like to find out for the County.

Secretary Bender agreed to look into it.

## **8. Update on the Highway Safety Improvement Program (HSIP)**

Mr. Wilson said this was another federal funding source available to the MPO. At this stage, they hoped to get guidance from the NMDOT on how much money they could program and how to solicit for projects.

They last heard that the state would get about \$21 million and hoped they could allocate a percentage to MPOs and RPOs. Unlike the TAP program, they could be eligible for a competitive process in addition. They hoped to have it clarified by the end of April because the time was getting short for applying for them. So hopefully by the May meeting they would have it all fleshed out and he was grateful for some ability to allocate funds.

Mr. Wilson had two applications for the Santa Fé region one of them was for flashing head on St. Mike's for a pedestrian crossing. They would get information to the Board at May meeting.

## **E. MATTERS FROM MPO STAFF**

Mr. Tibbetts said staff was completing the quarterly report which was due on the 2<sup>nd</sup>.

Mr. Wilson would be at the Seattle Conference next month dealing with a strategic highway pilot web tool to assist in getting planning projects moved forward more efficiently. Look at the tool and give feedback.

On the 24<sup>th</sup> and 25<sup>th</sup> of April. Mr. Tibbetts hoped to bring back some rain and would make a presentation at the next TPB meeting.

Mr. Tibbetts announced Bike to Work Week on May 13-17. Some funds would be located for t-shirts. He agreed to forward more information later to the Board.

Mr. Tibbetts added that REI had invited the MPO to have a table there with the maps. They were more than half way through the maps.

## **F. MATTERS FROM THE TRANSPORTATION POLICY BOARD**

Commissioner Anaya thought it would be helpful to have a schedule so staff could come more to BCC meetings and to update the Commission and the public on the projects such as bike trails. He asked for it to be put on the agenda for next time.

Commissioner Chávez thought it was a good idea. The more they could get the information out there the more people would get interested.

Councilor Bushee noted that the Century was coming up and they needed to clean up the route. People would come from all over to do the Century.

Commissioner Anaya had just seen brand new sweepers the DOT had. Maybe they could help with the cleanup. The majority of that race was on state routes.

Councilor Bushee agreed. It would make the event safer.

Secretary Bender suggested working with Miguel Gabaldon on it.

Mr. Wilson thought Mr. Gabaldon and David Martínez probably just needed a reminder it was coming around and make sure it happened. He agreed to contact them about the Century.

Councilor Bushee asked if Tesuque had alternates to help increase attendance.

Mr. Wilson agreed they had alternates. The only entity that didn't have an alternate was the City right now. He would appreciate knowing who was coming. They needed to know the best way to communicate. For this meeting they only knew of one who wasn't coming. We'll get in touch in the next couple of weeks. If they were not going to get a quorum, they could cancel. There were only three more TPB meetings in this year.

Mr. Tibbetts asked Councilor Bushee to remind the Mayor to get an alternate for the City's representatives. The City had never had an alternate.

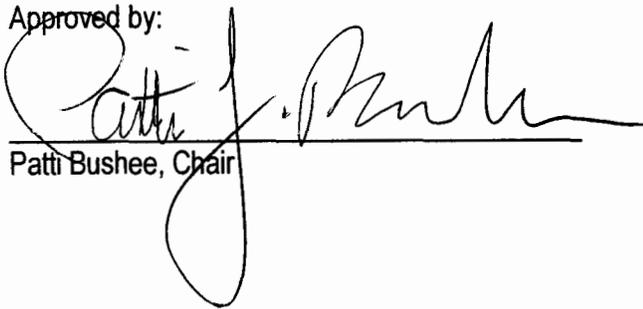
#### **G. COMMUNICATIONS FROM THE NMDOT AND FHWA**

There were no communications from the NMDOT or FHWA.

#### **H. ADJOURNMENT - Next Meeting: May 30, 2013**

The meeting was adjourned at 7:15 p.m.

Approved by:



A handwritten signature in black ink, appearing to read 'Patti J. Bushee', is written over a horizontal line. The signature is fluid and cursive.

Patti Bushee, Chair

Submitted by:



A handwritten signature in black ink, appearing to read 'Carl Boaz', is written over a horizontal line. The signature is cursive.

Carl Boaz, Stenographer