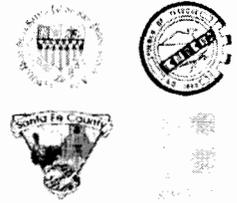




Santa Fe Metropolitan Planning Organization

"Promoting Interconnected Transportation Options"



Santa Fe MPO Technical Coordinating Committee

Monday May 20th, 2013, 1:30 P.M.

City Councilor's Conference Room, City Hall

200 Lincoln Avenue, Santa Fe, NM

CITY CLERK'S OFFICE

AGENDA DATE 5/14/13 TIME 10:04a

SERVED BY Mark Tibbetts

RECEIVED BY [Signature]

- ◆ Call to Order
- ◆ Roll Call
- ◆ Approval of Agenda
- ◆ Approval of Meeting Minutes from April 29th, 2013.

1. Communications from the Public

2. Items for Discussion and Possible Action:

- a. Review and Recommendation of an Amendment to the FFY2012-2015 Transportation Improvement Program – *MPO Staff*
- b. Review and Recommendation on the Public Participation Plan – *MPO Staff*
- c. Transportation Improvement Program (TIP) Project Updates – *Lead Agency Staff*
- d. Update on the Transportation Alternatives Program – *MPO Staff*
- e. Update on the Highway Safety Improvement Program – *MPO Staff*
- f. Discussion of the proposed process for Roadway Functional Reclassification – *MPO Staff*

3 MPO Officer Report

4. Communications from TCC Members

5. Adjourn - Next TCC Meeting: Monday June 24th, 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
SFMPD-TCC MEETING
May 20, 2013**

ITEM	ACTION	PAGE(S)
ROLL CALL	Quorum	Present
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APPROVAL OF AGENDA	Approved as presented	1
APPROVAL OF MINUTES April 29, 2013	Approved as presented	2
1. COMMUNICATIONS FROM THE PUBLIC	None	2
2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION		
A. 2012-2015 TIP Amendments	Approved	2
B. Recommendation on Public Participation Plan	Approved	2-3
C. TIP Project Updates	Discussed	3
D. Transportation Alternatives Program Update	Discussion	3-6
E. HSIP Update	Reported	6
F. Roadway Functional Reclassification	Postponed	6
3. MPO OFFICER REPORT	Reported	7-8
4. COMMUNICATIONS FROM TCC MEMBERS	None	8
5. ADJOURNMENT - Next Meeting: June 24, 2013	Adjourned at 3: 23 pm	8

**MINUTES OF THE
SANTA FÉ MPO
TECHNICAL COORDINATING COMMITTEE
May 20, 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
RB Zaxus for Tamara Baer – City of Santa Fé
Colleen Baker – Santa Fé County
Jon Bulthuis – Santa Fé Trails
Phil Gallegos for Miguel Gabaldon, District 5
Richard Macpherson for Reed Liming – City of Santa Fé
Eric Martínez – City of Santa Fé
Anthony Mortillaro – NCRD

MEMBERS ABSENT:

Penny Ellis-Green – Santa Fé County
Adam Leigland – Santa Fé County
Sandra Maes - Pueblo of Tesuque

STAFF PRESENT:

Keith Wilson, Senior MPO Planner
Mark Tibbetts, MPO Officer

OTHERS PRESENT:

Rosa Kozub – NMDOT Planning Liaison
Jason Coffey, Planner
Stephen Bach, NMDOT

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

April 29, 2013

Mr. Martínez moved to approve the April 29, 2013 minutes as presented. Mr. Aune 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 of an Amendment to the FFY2012-2015 Transportation Improvement Program – *MPO Staff*

Mr. Wilson said there were two proposed amendments listed in the table.

Mr. Bulthuis explained that there was a regional pot of money and Santa Fé Trails was getting part of that.

Mr. Wilson agreed. He was just reporting this and the proposed changes. The 30-day public review process continues to May 29th. So far, there had been no formal public input.

Mr. Martínez moved to recommend the amended FFY 2012-2015 Transportation Improvement Program to the Transportation Policy Board. Mr. Bulthuis seconded the motion and it passed by unanimous voice vote.

b. Review and Recommendation on the Public Participation Plan – *MPO Staff*

Mr. Tibbetts reported they had a public meeting with participation by staff only. There were no other public comments. Hopefully they would have more public participation in the future due to outreach efforts. The Plan was posted on the web site if anyone wanted to make comments. He was looking for a recommendation unless there was further discussion for final approval, on May 30th.

Mr. Aune appreciated all of the staff's leg work on this and their efforts.

Mr. Wilson said from a timing standpoint they were changing the time for public input from 30 days to 15 days. That was the biggest change.

Mr. Aune moved to recommend the Public Participation Plan to the TPB. Ms. Baker seconded the motion and it passed by unanimous voice vote.

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

Mr. Wilson said not much had changed in these projects.

Mr. Gallegos reported on the state led projects. The public meeting first scheduled for April for the Cañoncito Interchange was now delayed to June. Mr. Quintana should have approached the MPO for a TIP amendment.

Mr. Wilson said he had not.

Mr. Gallegos said he would call later with it. There is a proposed increase in funding.

Mr. Bulthuis noted that the Cerrillos Road sidewalk project was shown to go to construction in April and had not happened. He asked what the limits on that were.

Mr. Gallegos said it was to bring the driveways up to ADA compliance. They were looking at a 60-day time frame for construction.

Chair Romero asked if it extended to the Indian Hospital.

Mr. Gallegos said it did not. That was in the process of development.

Mr. Bulthuis said he was meeting with a constituent.

Mr. Wilson said he would send out a report.

d. Update on the Transportation Alternatives Program - MPO Staff

Mr. Wilson had been working on this for a while and got approval last week. He has issued a call for proposals. Ms. Kozub has a power point that runs through the high points.

Ms. Kozub shared her power point presentation on Funding and Application Process which was also printed as a handout for the members.

Mr. Wilson commented on the urban boundary adjustment and said staff didn't want to set an urban target and a rural target.

Ms. Zaxus asked what a walking school bus was.

Ms. Kozub explained it was several people getting together and walking to school together.

Mr. Martínez asked if this could be used for match.

Ms. Kozub presumed so.

Mr. Wilson asked if they had done this before on Federal projects.

Mr. Martínez could not think of any.

Mr. Bulthuis noted a slide on combining years into one pot. He asked if in this time line projects were broken out by fiscal year. Ms. Kozub agreed.

Mr. Wilson clarified it was a two phase program.

Mr. Martínez asked if the first year funding was for design but not until January or February, could the recipient get the green light to go forward.

Mr. Wilson and Ms. Kozub commented about it and Mr. Wilson gave an example.

Mr. Martínez still unclear how that worked.

Mr. Gallegos said they didn't need certificates for compliance etc.

Mr. Bach made a comment and there was general discussion.

Mr. Bulthuis asked if there were minimum or maximum amounts per project. Ms. Kozub said no.

Mr. Aune understood that for a project to be eligible it must be in the context of a project already funded.

Ms. Kozub said that was not the case.

Mr. Wilson felt the Feds were not that keen on funding a design.

Mr. Gallegos said projects needed environmental certificates. He saw this working as one year for planning and design and the second year for construction.

Ms. Kozub cautioned that if Santa Fé MPO did not have projects by Oct 1, DOT reserves the right to allocate the money. Mr. Gallegos comments.

Mr. Martínez asked if it had to be in the MTP.

Ms. Kozub said planning was a factor.

Mr. Wilson said had to be consistent with the MTP.

Chair Romero asked if more planning scores were better.

Mr. Wilson and Ms. Kozub agreed.

Mr. Tibbetts said the TAP program was project focused. He wondered if Safe Routes To School work would raise up the scoring and if that was built in to the scoring.

Ms. Kozub said there was a pretty wide range of things to score.

Mr. Wilson noted that one of the criteria was a requirement that DOT needed to provide a heads up of projects they might want submitted before doing a whole application and then find out it was not eligible. They talked about following the TIP process in ranking. Staff would score, then give member agencies, applying agencies to review that and then have an additional meeting to review. There was a consensus on this by TCC members.

Chair Romero said this would be a standing agenda item. He asked when they had to submit the applications.

Mr. Wilson said the deadline was August 2nd.

Chair Romero asked if TCC should set out its own deadlines and when the DO T needed them. Mr. Wilson said the State needed them by October 1st. During August, applications would go to staff and be ranked. Then they would send the information to TCC members and has things out on August 18 and then to the August 26th meeting, then to the Policy Board on August 29th. Then the proposal would go to Ms. Kozub.

Ms. Kozub reminded them she was working with a limited pot of money and trying not to waste peoples' time. Partnerships were encouraged. Mr. Martínez suggested that in June and July they could talk about it and get a feel of what agencies were thinking.

Mr. Tibbetts added that some of these projects might be eligible for other funding sources.

Ms. Kozub said they required coordination with the districts.

Mr. Aune asked if Ms. Kozub was making a presentation to the Policy Board next Ms. Kozub agreed.

Mr. Aune asked if she envisioned the policy board having a different role in this. The Policy Board might want to coordinate on a different level.

Mr. Wilson said the guidelines were very clear that this was a competitive process. Giving the Policy Board this presentation was a great suggestion so they would know the guidelines as well.

Mr. Tibbetts asked them to keep in mind that the Policy Board was the MPO. There were not two separate bodies but they had the final say. They have done it in the past and other MPOs have done it. We try to get a consensus. So it can be explained to the policy board members.

Mr. Wilson added that part of the application process a resolution of support. If you bring forward a project, we assume that there was a level of support from your higher ups.

Mr. Martínez added that if they were informed up front they could give their ideas of what was important to their constituents.

Mr. Wilson thanked Ms. Kozub.

Ms. Kozub said the resolution of support needed to be in the packet by October 1st.

Mr. Wilson said next year they would do another call for projects so that there was not so much of a timing crunch.

e. Update on the Highway Safety Improvement Program – MPO Staff

Mr. Wilson reported there was still no guidance from the state. Originally it was announced that they were going to give a certain amount of funding and then they withdrew that. They were working on criteria and sending to FHWA for acceptance. Hopefully in the next two weeks he would know more. The MPO would have a working group to think about potential projects. One he thought they could move forward on was the Agua Fria/Cottonwood Drive project. There were issues with that location and they were moving forward to put information together on this project. He had a running list of other projects as well. By next meeting they would come forward with details. If any projects come to light he asked members to send that to him in an email so he could put them on the list.

Mr. Martínez asked if there was any hint of how much funding there would be.

Mr. Wilson said they were talking about 25% of the state amount which would be about \$7 million. He was not sure how much, however, and how they were going to split up the money. If the MPO could come up with good projects they would have a good chance for funding them.

Mr. Gallegos said he would know more after the meeting on Wednesday.

f. Discussion of the proposed process for Roadway Functional Reclassification – MPO Staff

Mr. Wilson said he brought this up at the last TCC meeting. He had been too busy to flesh it out for now so he had nothing new to report. They had time and would start process next month. A number of roadways had come into place since the last classification. He agreed to work on it for the next meeting.

3. MPO OFFICER REPORT

Mr. Tibbetts said at the April meeting the Board approved a staff increase to 4 planners instead of 2. He was working on this to do position descriptions and classifications.

He was also working on the pedestrian plan to get it moving. The Title 6 plan will be looking at that in July.

He received a call from a policy board member from Las Cruces who would like to have a summer summit phone call with our policy board to talk about things they could do instead of staff. They encouraged any sort of communication.

Mr. Bulthuis asked if the position descriptions would go with the city budget.

Mr. Tibbetts said they got one new description but can add one more.

Mr. Bulthuis asked if the funding he had set aside was in jeopardy or ok now.

Mr. Tibbetts said he needed tangible evidence that it was what was going to happen. He worried about carrying over too much, because it could impact future funding. We are not spending it.

Mr. Bulthuis thought new staff should help.

Mr. Wilson said beefing up staff would free up time to move things forward. We have strong justification. The big thing was the plan update.

Mr. Aune asked if the bicycle plan would get updated.

Mr. Wilson agreed it would be worked in.

Mr. Aune wanted to know what to expect in the next six months.

Mr. Wilson said the goal was to give themselves 18 months to do the MTP. He noted that one of the things they were weak on was fiscal constraints. They needed to work on that for the next update by moving toward performance measures for projects.

They were also working on the traffic cams and travel demand. They were working on the community college area first and updating demographic information. He was hoping to have validated model for community college area by the end of this month.

He went to the National Highway Institute training which was very informative. He and Mr. Tibbetts were talking about getting that presenter to do more training locally. It was interactive. Ms. Kozub said the DOT local technical assistance program was bringing in the same people to do same class in the southern part of the state.

4. COMMUNICATIONS FROM TCC MEMBERS

There were no communications from TCC Members.

5. ADJOURN - Next Meeting: Monday, June 24th, 2013

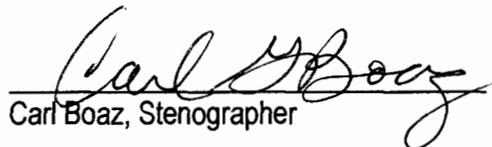
Having completed the agenda and with no further business to come before the Committee, the meeting was adjourned at 3:23 p.m.

Approved by:



John Romero, Chair

Submitted by:



Carl Boaz, Stenographer