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**SANTA FE MPO TRANSPORTATION POLICY BOARD**  
**April 8, 2010**

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Roll Call	Quorum Present	1
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Approval of Minutes		
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March 11, 2010	Approved as submitted	2
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B. ITEMS FOR DISCUSSION AND POSSIBLE ACTION		
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**MINUTES OF THE  
SANTA FE MPO  
TRANSPORTATION POLICY BOARD  
April 8, 2010**

**CALL TO ORDER**

A regular meeting of the Santa Fe MPO Transportation Policy board was called to order on the above date by Chair Liz Stefanics at approximately 3:00 p.m. in the City Council Chambers, City Hall, Santa Fe, New Mexico.

**ROLL CALL**

Roll call indicated the presence of a quorum as follows:

**MEMBERS PRESENT:**

Commissioner Liz Stefanics, Chair  
Mayor David Coss, Vice Chair  
Councilor Patti Bushee  
Mr. Lawrence Barela for Mr. Max Valerio, NMDOT  
Commissioner Virginia Vigil

**MEMBERS EXCUSED:**

Commissioner Kathy Holian  
Councilman Mark Mitchell  
Councilor Matthew E. Ortiz

**STAFF PRESENT:**

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

**OTHERS PRESENT:**

Mr. Greg White, NMDOT  
Mr. Claude Morelli, NMDOT  
Ms. Anne Hargreaves, Department of Health

Commissioner Vigil asked how many commissioners were to be on this Board.

Mr. Wilson said he had been informed that Commissioner Stefanics, Commissioner Vigil and Commissioner Anaya were the members and Commissioner Holian was the alternative.

Chair Stefanics clarified that Commissioner Anaya was not longer on this Board and that she and Commissioners Holian and Vigil were the members.

Chair Stefanics clarified that five members were needed for a quorum.

#### **APPROVAL OF AGENDA**

Chair Stefanics said the members needed to notify staff of their alternate if they could not attend the meeting.

Mr. Wilson said he was informed that Commissioner Anaya couldn't attend the meeting.

**Councilor Bushee moved to approve the Agenda as published. Commissioner Vigil seconded the motion and it passed by unanimous voice vote.**

#### **APPROVAL OF MINUTES – February 11, 2010 and March 11, 2010**

**Commissioner Vigil moved to approve the minutes of February 11, 2010 as presented. Mayor Coss seconded the motion and it passed by a 4-0 voice vote. Councilor Bushee abstained since she was not present.**

**Mayor Coss moved to approve the minutes of March 11, 2010 as presented. Councilor Bushee seconded the motion and it passed by unanimous voice vote.**

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

There were no matters from the Public.

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

##### **1. Review and Approval of the 2010-2012 Unified Planning Work Program - MPO Staff**

Mr. Wilson presented this item. The UPWP was a statement of the work that the MPO identified as priorities. Typically it was done as a one-year work plan but this one was a 2-year work plan. He highlighted some parts of it for the Board.

Chair Stefanics said okay but added that they needed to address financing.

Mr. Wilson said that was in the packets. The work plan was divided into three parts. The first section was for standard administrative activities.

1.3 - was the process for soliciting projects and tracking them. It needed some modification to keep better track of them. Here they wanted to review the process and find better ways to solicit them.

1.5 - was on public participation. Their process when they had a document to be amended was to advertise for a public review period and a public hearing. It was done 3-4 years ago and now was being reviewed for adjustments. They now had a web page for the public to access.

## **2. Data Collection and Analysis Activities**

He said the traffic counting program had a city staff person doing it but they didn't have best way of tracking it. The City also had lots of signal detection and they needed to keep track of that.

They also wanted to track traffic pattern modeling. With the census of 2010 they would begin updating with census information and issue a new model in 2010 and work on the actual network (road network) to refine it for better use. They would show general trends but they were receiving more and more requests for more specific data.

### **ITS Architecture.**

Mr. Wilson said this covered smart technologies for signals and traffic information. The update of this section they would tackle next year.

## **3. Transportation Planning Activities**

In this section, they were tracking program activities for the Metropolitan Transportation Plan (MTP).

They needed to do more bikeway planning and contracted with Tim Rogers to help do that. Eventually they would develop a Master Plan document for it.

Councilor Bushee said he had spoken to BTAC about two things they might be able to participate in. He asked if MPO staff might be able to participate in a safety summit and some of the mapping by city & county like the rail trail.

Mr. Wilson thought there was plenty of latitude in these tasks to allow for that. They also had education and outreach as responsibilities so they could definitely participate.

### **3.2 - Pedestrian Planning.**

Mr. Wilson said another task was working on pedestrian planning. The TCC wanted them to take on Safe Routes to Schools. It was not yet formalized with the school system. They wanted to coordinate that among the schools, City and County and ask for federal funds for a staff person for two years.

### **3.3 - Long Range Rail Transit Study.**

The third major planning task was the Long Range Rail Transit Study. It went with the St. Francis Corridor Study. Since that corridor's capacity had been maxed out, they wanted to try to get some way to take some of that regional traffic by rail instead of more vehicles on St. Francis. The first step was to do scope of work.

The second phase would be identifying additional funding and doing a full-scale study - building on the RPA Service Plan and the NCRTD's Service Plan. Hopefully they could identify how to improve it to attract more riders.

The remaining tasks were standard. Safety initiatives and trying to develop projects to submit for funding. They didn't yet have a good base line on congestion.

The final task was education and outreach. They might need to provide training here. Like the Safety Summit. Design training and Technical Assistance would seek DOT funding. One they had done was roundabout training.

The last couple of pages dealt with funding. The MPO received two types of planning funds: Section 112 through the Federal Highway Administration and Section 5303 funds through the Federal Transit Administration. The 112 funds required a match that the City was providing and a 20% match was required for 5303 funding. The required match was a little more than \$700,000 over the next two years. They received an addition \$123,000 in previously unobligated funds as a carry over. The recently negotiated for a new percentage and would get an additional \$70,000 this year. In a couple of years they would be back down to bare bones to just fund two staff members.

Commissioner Vigil thought Section 112 was matched by both City and County.

Mr. Wilson said at present it was purely from the City.

Commissioner Vigil said she didn't have last year's budget and asked where they were now in comparison with last year.

Mr. Tibbetts said the amount was static for the past three years at about \$35,000 from 5303 and \$126,000 from PL federal funding plus local match so their total budget was about the same. The only difference was the \$123,000 in unobligated funds that had to be spent this year.

In 5303 they had an extra \$20,000 last year and used it to print the Rail Runner Connections. They did one printing for the 599 station when it first opened. They were on a continuing resolution since September 2008 and it was pretty tenuous right now.

Commissioner Vigil asked how this budget dealt with cost savings.

Mr. Tibbetts said there was substantial improvement of services to generate a lot more product. These

were planning funds and were leveraged with PSAs and consultants. The biggest achievement was from District 5 on the MTP. They were told they would have about \$7.5 million for projects which was much higher than in the past. It was a substantial increase and came out of the corridor studies. So it was more of what we were producing. They brought the case that smaller MPOs were not being funded sufficiently. They had a membership study initiated by the Board in 2006. The study recommended 3½ staff. Currently the staff was getting very helpful administrative support from the City. So that was how they had been functioning.

Mr. Wilson said their project last year was \$428,000. Because they had the additional unobligated funds and were a 2 member staff, they felt they could fill gaps where the budget condition of City and County were lacking.

Commissioner Vigil said regarding Safe Routes to School that in rural areas there were lots of issues like at La Cienega. She asked how much the rural roads considered in Safe routes to Schools.

Mr. Wilson said anything within the Santa Fe MPO planning area were road they could work on. They talked with the Safety Coordinator at DOT this week. There were things they could look at.

Commissioner Vigil said she had referred some of the road conditions the school buses had to travel there to the DOT.

Mr. Barela explained that the Safe Routes program was for pedestrians and included sidewalks, crosswalks, etc. the primary purpose of that initiative was not for vehicle travel.

Commissioner Vigil thought there was a time for improvements of roads.

Mr. Barela said there was one DOT had been able to get for the Navajo Nation.

Mr. Wilson said he misunderstood the question.

Councilor Bushee wanted to know if it was for planning or also for maintenance - if it was for building sidewalks or also for maintaining sidewalks that now were unsafe. They needed a machine for keeping them cleaned.

Mr. Barela said it was for design of the structures on identified routes to schools.

Councilor Bushee asked if it would include private property.

Mr. Barela didn't think so but it would go through the local boards.

Chair Stefanics asked that this topic be put on the next agenda.

Commissioner Vigil referred to section 3.5 and asked what the Pavilion Office Complex was.

Mr. Tibbetts said it was a development at 599 and Jaguar funded by Richard Cook and Associates for about a million square feet. Staff would have more details later. Basically it would connect Jaguar to the Airport. It would connect Jaguar to the interchange and the airport.

Mr. Wilson said it would be a new interchange bridge there.

Commissioner Vigil asked if the decision had already been made about having a bridge there based on the developer's plan.

Mr. Wilson said it was an identified location through the 599 corridor study. He explained that the study was a prioritization was for public funded projects and this one had already been funded by the developer.

Commissioner Vigil said this was the first she had heard of that approval.

Mr. Wilson said it still had to go in the TIP as an amendment but that had to be done by May 13.

Chair Stefanics explained that what she was bringing up was that the TPB was voting on something that had not been approved elsewhere yet.

Mr. Wilson said he was just listing the discussions the MPO had been involved in but the MPO had not made any decisions on that interchange yet.

Chair Stefanics asked if there was money for these connections. They had to cut everywhere in the budget so she would probably not vote for it. They had already decided not to hire an RPA Director.

Mayor Coss asked about the total match amount.

Chair Stefanics said it was \$109,443.

Mr. Tibbetts said that amount was over two years and this year's was finished and done. This was a reimbursement type. So they got 85% of what they put out reimbursed.

**Mayor Coss moved to approve the 2010-2012 Unified Planning Work Program Commissioner Vigil seconded the motion and it passed by unanimous voice vote.**

Mayor Coss said if the Council didn't approve the match they would refigure what to do.

**2. Review and Approval of comments to be submitted by the MPO for the New Mexico Statewide Public Transportation Plan – MPO Staff**

Mr. Tibbetts said on this one the MPO had comments from the TCC in the letter before the Board. The

comments made last month were in the first section of the letter. The other one was about the lack of funding. Most entities had a considerable drop in revenues. Some of the other comments from staff and TCC were specific to the document and some were general about rail and general transit.

Mr. Barela said he reviewed the document and Department of Transportation was already addressing the comments made by the Board. It should also include comments by the public in the process. He believed it was now being amended to include those.

Commissioner Vigil was trying to link this to an E-mail about public outreach from the DOT.

Mr. Barela didn't know about it.

Commissioner Vigil said it talked about 5 statewide meetings being conducted.

Chair Stefanics asked if this had already been submitted.

Mr. Tibbetts said he had handed a copy to Greg White but the Board could make additional comments or put it in any form the Board wished. This was how it had been done in the past.

Chair Stefanics asked if the Board wanted this amended per Mr. Barela's comments or to just go forward.

Commissioner Vigil thought it should go forward.

Mr. Barela agreed. He just wanted the Board to know they were working on it.

Councilor Bushee asked if the page 21 referred to was in the Board packet.

Mr. Tibbetts said it was in the document, itself - Statewide Transportation Plan and dealt with ridership increases throughout the whole state.

Mr. Tibbetts added that the entire document was on the MPO web site and the DOT web site. He had handed out copies of it last month. He said lots of comments were made at the TCC review. This was just documenting what was already in the minutes. He could also submit the minutes.

**Commissioner Vigil moved to approve the comments to be submitted by the MPO for the New Mexico Statewide Public Transportation Plan. Mayor Coss seconded the motion and it passed by unanimous voice vote.**

### **3. Announcement of an Amendment to the 2010-2013 Transportation Improvement Program – MPO Staff**



Mr. Wilson said this was a project that would be entirely privately funded south of Santa Fe Airport - including an interchange at Jaguar and 599 and the connections of Jaguar from Tierra Contenta on the west side. This was an approved interchange location through the original plans study. Ten projects were identified in the study and the rest were for public funding. At the May 13<sup>th</sup> Board meeting there would be a public hearing on this amendment. Between now and then the public would have a chance to comment on it. So this was just a heads up for the Board. He agreed to E-mail additional information. It was about a \$9.6 million project privately funded.

There was no discussion on this matter.

#### **4. Progress Report on the MTP**

Mr. Tibbetts explained that the Federal Government required an update of the MTP every 5 years. The Santa Fe MPO report would be due on June 21<sup>st</sup>. Staff were now working on final compilations. There were over 80 projects listed and way more than were reasonable to fund. So they were trying to prioritize the most feasible and important ones and those would be presented to the TCC on April 26<sup>th</sup> and be open for public review. The plan was a multi-modal plan, looking at all travel modes. They were working on the roads and would have bikeways substantially done.

They discussed this with the NCRTD, Santa Fe Trails, Park and Ride and were now putting those together. They would add the airport and have it pretty well done in the next 2 weeks. They would have the public meeting on May 11 at SFCC and on May 12 at the Main Library and on 13<sup>th</sup> at the TPB meeting.

They would present the TIP amendment there and the first complete presentation of the plan to the Board on May 13<sup>th</sup>. If the Board needed more time, they could meet two weeks later. They needed to have formal approval on June 10<sup>th</sup>.

Chair Stefanics asked if staff would provide the preliminary plan on May 13<sup>th</sup>.

Mr. Tibbetts said that would be the first formal presentation and would provide them early in May.

Chair Stefanics said that would give almost a month for the Board to review it before approval on June 10<sup>th</sup>.

Mr. Tibbetts clarified they had to have a fiscally constrained plan through 2020 and had to show reasonably how much funding they would have available.

Chair Stefanics asked if Board members could share specific comments on a project beforehand. Mr. Tibbetts agreed.

Mr. Tibbetts said they expected by the end of this month to have available what they were proposing by then. They would first present to the TCC and send it out at that time.

Councilor Bushee asked for a copy to be put in her box. Mr. Tibbetts agreed.

Mayor Coss asked what the best way to see all 80 projects in all the corridor studies would be. Mr. Wilson offered to send him a spread sheet of that information.

Mayor Coss asked if the DOT contractors had finished all three corridor studies.

Mr. Wilson said I-25 and 599 studies were totally complete. The St. Francis study was just about finished with only minor editing. It was also SLDP of the County and also from City and DOT in addition to the corridor studies. They just finished getting the projects a couple of weeks ago.

Chair Stefanics said all Board members would like to have it.

Councilor Bushee said she would appreciate a hard copy.

Chair Stefanics asked staff to plan on hard copies for everyone including those not present at this meeting.

Mr. Tibbetts said staff would also state what they thought were the ten most important projects but include all of them.

Chair Stefanics thanked them.

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

Councilor Bushee said some of the Board members had discussed changing the time a bit.

Mayor Coss said 4:00 was fine with him.

Mr. Barela said if he had to be here longer he could.

Mayor Coss asked if he should appoint City alternates. He thought he would be in Oklahoma City on June 10<sup>th</sup>. Just meet with the Clerk on it.

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

Mr. Tibbetts announced the Bike to Work Week coming up on the third week of May. In the past they had participated with the bikeways map to be printed or also to help have t-shirts printed with the MPO logo on it. It was definitely part of their focus.

Councilor Bushee asked that they be short sleeved t-shirts.

Mr. Wilson said May 21 was the actual bike to work day.

Mr. Tibbetts said they did have an issue with getting a quorum. He asked if Commissioner Holian was the official member and Commissioner Anaya was the alternate.

Chair Stefanics said she could broach the subject but didn't know if they would get that agreement.

Mr. Tibbetts said staff would send all of the information to alternates as well as members.

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

Mr. Greg White said last week in Roswell at the meeting of the Southeast Planning Organizations, a representative of the Department of Energy, Minerals and Natural Resources announced funding available for maintenance of trails and pedestrian ways. The application was due the middle of this month. He could provide information to the MPO.

Councilor Bushee asked if that could be provided to City and County staff too. Mr. White agreed.

Councilor Bushee said the next BTAC meeting was April 22<sup>nd</sup>. It was a safety meeting with a safety expert and also a public hearing.

Commissioner Vigil asked if the County Transportation person could be contacted, it would help. Mr. Wilson agreed.

#### **F. ADJOURNMENT – Next meeting - Thursday, May 13, 2010. .**


Chair Stefanics said on May 13<sup>th</sup> they would meet from 4:00 to 6:00 p.m.

Chair Stefanics adjourned the meeting at 4:15 p.m.

Approved by:

  
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Commissioner Liz Stefanics, Chair

Submitted by:

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