

**SUMMARY OF ACTION  
 SANTA FE MPO TECHNICAL COORDINATING COMMITTEE  
 MARKET STATION, 500 MARKET STATION, SUITE 200  
 Monday, January 25, 2016, 1:30 pm**

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
CALL TO ORDER		1
ROLL CALL	QUORUM	1
APPROVAL OF AGENDA	APPROVED	1-2
APPROVAL OF MINUTES October 26, 2015 November 16, 2015	APPROVED	2
COMMUNICATIONS FROM THE PUBLIC	NONE	2
 <u>ITEMS FOR DISCUSSION AND POSSIBLE ACTION</u>		
ELECTION OF OFFICERS	ELECTED	2
REVIEW AND RECOMMENDATION FOR REVISED SFMPO BYLAWS	RECOMMENDATION	3-5
REVIEW AND RELEASE FOR PUBLIC REVIEW OF AMENDMENT 2 TO THE FFY2016-202 TRANSPORTATION IMPROVEMENT PLAN	NO AMENDMENT	5-6
RECOMMENDATION TO ACCEPT PUBLIC TRANSIT PLANNING (SECTION 5304) GRANT AWARD	ACCEPTED	6
DISCUSSION OF THE PROJECT DEVELOPMENT PROCESS AND PROJECT DELIVERY ISSUES		

<b>FOR T/LPA PROJECTS</b>	<b>DISCUSSION/MOTION</b>	<b>6-8</b>
<b>UPDATE ON TRANSPORTATION IMPROVEMENT PROGRAM PROJECTS</b>	<b>DISCUSSION/INFORMATION</b>	<b>8-10</b>
<b>MATTERS FROM THE MPO STAFF</b>	<b>NONE</b>	<b>10</b>
<b>MATTERS FROM TCC MEMBERS</b>	<b>NONE</b>	<b>10</b>
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**SANTA FE MPO TECHNICAL COORDINATING COMMITTEE  
MARKET STATION, 500 MARKET STATION, SUITE 200  
Monday, January 25, 2016, 1:30 pm**

**1. CALL TO ORDER**

The meeting of the Santa Fe MPO Technical Coordinating Committee was called to order by Chair John Romero, at 1:30 pm at Market Station, 500 Market Station, Suite 200, Santa Fe, New Mexico.

**2. ROLL CALL**

**MEMBERS PRESENT**

John Romero, Chair, City of Santa Fe  
Erik Aaboe, Santa Fe County  
Richard McPherson, City of Santa Fe  
Ray Matthew, Santa Fe County  
Dave Quintana, City of Santa Fe  
Anthony Mortillaro, NCRTD  
Jon Bulthuis, Santa Fe Trails  
Greg Smith, City of Santa Fe  
(Vacancy), Tesuque Pueblo

**MEMBERS ABSENT**

Vicki Lucero, Santa Fe County  
Michael K Kelley, Santa Fe Cty  
Paul Brasher, NMDOT

**STAFF PRESENT**

Mark Tibbetts, MPO Officer  
Keith Wilson, Senior MPO Planner  
Eric Aune, Planner

**OTHERS PRESENT**

Robin Elkin, New Mexico DOT  
Wade Patterson, New Mexico DOT  
Elizabeth Martin, Stenographer

Mr. Wilson introduced the guests, Mr. Robin Elkin and Mr. Wade Patterson, both from the New Mexico DOT.

**2. APPROVAL OF AGENDA**

Mr. Wilson said regarding item C, we have not received any requests for

amendments so there are none this cycle.

**MOTION** A motion was made by Mr. Aaboe, seconded by Mr. Mortillaro, to approve the agenda as amended.

**VOTE** The motion passed unanimously by voice vote.

**3. APPROVAL OF MINUTES**  
**October 26, 2015**

**MOTION** A motion was made by Mr. Mortillaro, seconded by Mr. Aaboe, to approve the minutes as presented.

**VOTE** The motion passed unanimously by voice vote.

**November 16, 2015**

**MOTION** A motion was made by Mr. Mortillaro, seconded by Mr. McPherason, to approve the minutes as presented.

**VOTE** The motion passed unanimously by voice vote.

**4. COMMUNICATIONS FROM THE PUBLIC**

None

**5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

**A. ELECTION OF OFFICERS**

Mr. Tibbetts reported that per the By Laws we need to do an election at the beginning of each year for Chair.

**MOTION** A motion was made by Mr. Mortillaro, seconded by Mr. Bulthuis, to elect Mr. Romero to stay on as Chairman.

**VOTE** The motion passed unanimously by voice vote.

Mr. Smith said the By Laws also say that we must elect a Vice Chair.

**MOTION** A motion was made by Mr. Mortillaro, seconded by Mr. Smith, to elect Dave Quintana as Vice Chairman.

**VOTE** The motion passed unanimously by voice vote.

## **B. REVIEW AND RECOMMENDATION FOR REVISED SFMPO BYLAWS**

Mr. Tibbetts said the red lined By Laws showing the changes are on the screen and in your packet. The changes are to the TCC page, page 4 of 4 to 6. We had changes with the City of Santa Fe. John Romero has rearranged his division and that is reflected. Alternates to be determined where they are not currently alternates appointed. Current alternates are: James Martínez for Dave Quintana, Michael Kelly for Mr. Mortillaro and Rick Devine for Mr. Romero.

Mr. Tibbetts went over the titles and categories in the Bylaws. There is also a change for the Policy Board regarding using a phone call to make a quorum, see page 3 of 6, (D). We want to add "members must be present to vote, however, in the event of no quorum and at the discretion of the Chair voting by telephone may be allowed." It was previously not allowed. With the Policy Board it is important to get a quorum. The danger of this is to not have people showing up. We may need to add "with prior notice."

Mr. Aaboe said maybe we should amend this to say "voting by only one member by telephone is allowed".

Mr. Tibbetts said we have the capability to do more than one but we don't want to do it. By saying at the discretion of the Chair we hope that will not happen.

Mr. Aaboe asked can the Chair call in.

Mr. Wilson said it is at their discretion.

Mr. Patterson asked does it does say " to make a quorum."

Mr. Quintana said it might be worth saying only when a vote on a TIP amendment is needed.

Mr. Tibbetts said that is why we put at the desecration of the Chair. We will bring it up at the Policy Board. This only applies for the policy board.

Mr. Matthews asked what would be the situation if they did not know in advance.

Mr. Tibbetts said we try to find out for every meeting. Sometimes we have a twenty minute notice. It could be an unforeseen emergency.

Mr. Wilson said we can have the conference call equipment here if in the event we have to do something at the last minute.

Chair Romero asked is there a certain representative who does to show up that effects a quorum and if so can we put in the Bylaws that after so many absences you are out.

Mr. Wilson said we do have language that says if they are consistently absent the Chair can petition for a new appointment.

Mr. Tibbetts said the Mayor appoints the members of the Policy Board.

Mr. Mathews said it is the same process at the County too. They approve members.

Mr. Wilson said to answer your previous question, yes there are members who are consistently absent.

Chair Romero said Tesuque does not show up. When we made the MPO boundaries we have a bit of Tesuque Pueblo. If we revised it does that alter the need for Tesuque to be involved.

Mr. Tibbetts said no, that was a direct mandate from the Federal Highway Administration.

Mr. Wilson if an MPO area is close to a Pueblo we are required to invite them to be involved. Their primary interest in being involved is so that they are aware of what is going on. They have a lot of sites in the City and County that could be impacted. We are required to invite them to be part of the process.

Chair Romero asked could a letter be written to them saying we have challenges in making a quorum.

Mr. Tibbetts said we try to get up there every year to see how they want to work with the MPO at both levels. They have issues on 84/285 with the engineer. They do have issues that effect us. We try to impress on them to come to the technical Committee to discuss concerns. If they don't choose to send someone it does throw us off. They have been better in the past. Sandra did attend some.

Mr. Wilson said they are better at attending the Policy Board than they are the technical Committee.

Mr. Tibbetts said this document can be amended at any time.

Mr. Mortillaro said the NCRTD logo does not appear on the letterhead. Can we be included.

Mr. Tibbetts said there was some issue back in its infancy. That is a good point.

On the official MPO letterhead it is included in the JPA. If NCRTD was member of the Policy Board then they would be on the documents.

Mr. Mortillaro asked could you list us as non-voting advisory members to the Policy Board.

Mr. Tibbetts said right now the fact that the NCRTD is expanding and growing it should be brought up.

Mr. Quintana said the Policy Board is policy. They are elected officials. They may look at that differently.

Mr. Tibbetts said the Federal regulations stipulate that regional transit operators must be represented on the MPO. The Policy Board is the MPO so it is a timing thing.

Mr. Mortillaro said at Rio Metro the mid region has to put them on their Board now because they are larger now. The Rio Metro RTD is an agency of the Rio Metro planning organization. It is a real convoluted relationship. He doesn't know the reason why they are not here. This is a learning experience for him. Recently the Northern Pueblos RTO made us a voting member there. Elected officials are on our Board. We are not advocating to be on the Policy Board, but if we were our representative would be an elected official.

Mr. Wilson said this came up a couple of years ago. Our justification was involving you because you have City and County officials on your board.

Mr. Mortillaro said he did not have an issue with that but his inquiry was that other agencies involved have their logo on the letterhead and we don't.

Mr. Tibbetts said it is something we could look at for sure. We are already looking at revising our logos perhaps. Your issue is the logo not participation on Policy.

Mr. Mortillaro said yes.

Mr. Tibbetts said we will consider it. You make a good point. If we do yours we probably should do Santa Fe Trails as well.

**MOTION** A motion was made by Mr. Quintana, seconded by Mr. Mortillaro, to approve the Bylaws as amended.

**VOTE** The motion passed unanimously by voice vote.

**C. REVIEW AND RELEASE FOR PUBLIC REVIEW OF AMENDMENT 2 TO THE FFY2016-2021 TRANSPORTATION IMPROVEMENT PLAN**

There is no amendment to consider.

**D. RECOMMENDATION TO ACCEPT PUBLIC TRANSIT PLANNING (SECTION 5304) GRANT AWARD**

Mr. Tibbetts said the letter is in the packet. We were awarded this grant based on Erik Aune's Pre Teen and Teen Independent Transit Mobility Plan to expand potential ridership. The grant is \$24,000 in Federal money and a \$6,000 cash match. We will have a Memorandum of Agreement. We need a recommendation. It requires a signature by the Policy Board Chair and then will go through the City process.

Mr. Aaboe asked do you have the cash match.

Mr. Tibbetts said it is a 70/30 split, City and County.

Mr. Aaboe asked will there be an ask.

Mr. Tibbetts said the County has already agreed to it in the JPA. The City fronts it. It has to go through a whole City process and County process as well.

Chair Romero said we can recommend approval subject to matching funds.

Mr. Aaboe said he recommends that when you present this to the Policy Board you make clear the process for the match.

**MOTION** A motion was made by Mr. Aaboe, seconded by Mr. Bulthuis, to recommend acceptance of the grant to the Policy Board.

**VOTE** The motion passed unanimously by voice vote.

**E. DISCUSSION OF THE PROJECT DEVELOPMENT PROCESS AND PROJECT DELIVERY ISSUES FOR T/LPA PROJECTS**

Mr. Wilson said this is an issue we talked about last year. Issues about getting projects through the process. After we got everything obligated some dropped off the list. The only project for additional money is the Acequia Trail underpass. It is going to City Council Wednesday for their approval. It has all its paperwork. That is the only project we have that impacts these local projects at this time.

Mr. Wilson said he worked with agencies and identified some issues they were seeing about the process and put together a memo that was emailed to you all. He attended a meeting in Las Cruces and they were asking if this is unique to the Mid Region or is it something other MPOs experience. They asked us to bring this back to



the other MPOs and review it with you guys to see if we concur or are there other issues. The Mid Region identified five overarching issues. Their memo with the issues is in your packet. Mr. Wilson reviewed the MRMPO memo dated November 20, 2015.

Mr. Wilson asked do you want to concur or identify other issues or should we give you a month to look at this and bring it back next month. It is not a rush.

Mr. Mortillaro said he had his staff review it and they are experiencing some of the same things. They have Wilson Engineering working with them and they are well versed in getting things through the process. There must have been a big change in DOT staff or they are understaffed or not up to speed and as a result they are not timely in getting responses back or being readily available to answer questions. He did not know why but they ended going through two reviews, timelines changing and delays and delayed their project by a year. There must be an underlying reason for some of this. Maybe turnover.

Mr. Patterson said a lot of the issues in this memo do not touch us directly. This was brought up. This week, on Wednesday, there will be a working group meeting on these issues for Mid Region. There will be some response from DOT to the memo. DOT wants their responses to be pertinent to everyone, not just Mid Region. He is not privy to the timeline. It would be helpful for you all to make this review and throw your comments into the pot and include any other experiences you are having.

Chair Romero said he agrees with a lot that is in here. Some of it is due to them looking at us as someone they have to oversee and not as a partner. They need to look at us as partners not subordinates. They need to include people from local governments or MPO when changing things. We are all responsible to spend this money appropriately and not point fingers. When they make changes we don't have any input. He does think if agencies don't have enough manpower to do things they need to get it or augment it with funds. We don't have enough but we get it done. Maybe they can look at project funds to hire someone for reviews. For them to tell us they have a six month review period is not acceptable. We are all accountable for this. We need to create ways to get all these things done. It affects us all.

Mr. Wilson said a classic example was your signal head project that took forever to get through. It is frustrating.

Chair Romero said they are setting policies for us and the State. We get our paperwork in on time. They should make a rule that if we submit an ARF on time that is it. Hand off the baton and don't go back to start again. Move forward. There needs to be policies and procedures for them too that we all follow. It is jeopardizing our fund.

Mr. Aaboe said the memo is very well written. They seem consistent obstacles that I hear from the project managers in the County. It does not warrant us spending a lot of time to go over these one by one but say the Santa Fe MPO agrees with the tone

and tenor of this memo. This talks about collaborating. It sounds like the details are consistent.

Chair Romero said he agrees. Maybe we could add that they look at a working group with representatives from each MPO to work on it. That would be helpful. There are five MPOs. It would be a start.

Mr. Quintana said from the MPO side it is good to keep an eye on estimates and the need for TIP amendments.. As long as MPO staff is on top of funding and the engineers know if amendments are needed that will help in not delaying the project.

Mr. Wilson said so you want a formal recommendation.

Mr. Aaboe said we may add that we are glad to hear there is continued conversation and a meeting coming up.

Mr. Matthew said include what John said about the creation of a working group. Everyone is effected. It can be a two part recommendation. Endorse the letter and give a recommendation.

The wording for a motion was discussed and determined.

**MOTION** Mr. Quintana made a motion, seconded by Mr. Aaboe, that states in principle we endorse this letter and we recommend that a working group be created with a TLPA from each MPO to expand the discussion and further refine the local government procedures.

**VOTE** The motion passed unanimously by voice vote.

**F. UPDATE ON TRANSPORTATION IMPROVEMENT PROGRAM PROJECTS.**

Mr. Wilson said this is included in your packet. It is the monthly update.

Chair Romero said just say the control number and if someone has something to add they can, if not move on.

The items that had discussion are as follows:

S100130 Mr. Quintana said the Council recommended approval. We are looking to give them a notice to proceed in early March. Completion is anticipated for October.

S100 270 Mr. Quintana said we are looking to award the contract in February and start in March.

L500219 Mr. Quintana said we are rebidding this project to only do DeFouri Bridge. Do we have to amend the scope.

Mr. Wilson said check with your District. You got MAP funds for that.

Mr. Quintana said this project should be late Spring or early Summer.

S100480 Mr. Aaboe said we are waiting for winter to end.

TS00110 Mr. Wilson said we are waiting for a transfer of funds.

Mr. Bulthuis said the City had not formally accepted the money yet.

Mr. Wilson said when you did the application for TAP the City did a Resolution committing to the money.

S100280 Chair Romero said we are going to advertise bids on Friday.

S100280 Chair Romero said the recommendation of the award is going to Council on Wednesday.

S100282 Mr. Aaboe said it has to be rebid next month.

S100420 Mr. Aaboe said it is close to 30%.

Mr. Bulthuis said he wanted to ask about the Second Street, Cerrillos Road project. That was going to show up as a TIP project. It has to do with ADA access at the Indian Hospital. He is not seeing it on the list.

Mr. Wilson said we are not using Federal funds, we are using State funds. He will check on the status of that project.

Mr. Bulthuis said on the 599, Jaguar Drive project. They are waiting to open that until the connection is completed. Is there an update on anything to the west.

Chair Romero said they are preparing their design and reviewing that now. We are working on securing the City property for right of way. The design is at 90%. Do you want to receive those plans.

Mr. Bulthuis said yes.

Mr. Wilson asked should we ask for update.

Chair Romero said yes.

Mr. Bulthuis said that would be helpful for me and maybe he could update the Airport Advisory Board.

Mr. Wilson said he will get with him.

**6. MATTERS FROM THE MPO STAFF**

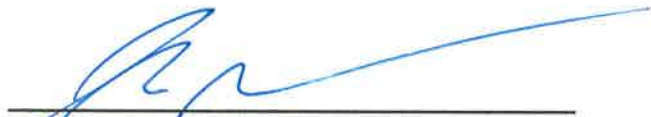
None

**7. MATTERS FROM THE TCC STAFF**

None

**8. ADJOURN**

The meeting adjourned at 3:20 pm



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John Romero, Chair



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Elizabeth Martin, Stenographer