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MPO TRANSPORTATION POLICY BOARD  
March 24, 2016

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MINUTES OF THE  
SANTA FE  
MPO TRANSPORTATION POLICY BOARD  
Market Station  
March 24, 2016

CALL TO ORDER

The Santa Fe MPO Transportation Policy Board was called to order by Chair Carmichael Dominguez, at approximately 4:30 p.m., on Thursday, March 24, 2016, at Market Station 500 Market Street, Suite 200, Santa Fe, New Mexico.

ROLL CALL

Members Present

Councilor Carmichael A. Dominguez, Chair  
Commissioner Henry Roybal, Vice-Chair – telephonically  
Tamara Haas, DOT  
Councilor Joseph Maestas  
Commissioner Liz Stefanics

Members Excused

Commissioner Robert Anaya  
Mayor Javier Gonzales  
Governor Robert Mora, Tesuque Pueblo  
Councilor Ronald S. Trujillo

Alternates

Commissioner Miguel Chavez, alternate for the County  
Councilor Dominguez, alternate for the City

Others Present

Mark Tibbetts, MPO Officer  
Keith Wilson, MPO Senior Planner  
Erik Aune, MPO Transportation Planner  
Melessia Helberg, Stenographer

There was a quorum of the membership in attendance for the conducting of official business.

## APPROVAL OF AGENDA

MOTION: Commissioner Stefanics moved, seconded by Councilor Maestas, to approve the Agenda as submitted.

VOTE: The motion was approved unanimously on a voice vote.

## APPROVAL OF MINUTES – JANUARY 28, 2015

MOTION: Commissioner Stefanics moved, seconded by Commissioner Roybal, to approve the minutes of the meeting of January 28, 2016, as presented.

VOTE: The motion was approved on a voice vote with Chair Dominguez, Commissioner Roybal, Commissioner Stefanics and Tamara Haas voting in favor of the motion, no one voting against and Councilor Maestas abstaining.

### A. MATTERS FROM THE PUBLIC

There were no matters from the public.

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

#### 1. ELECTION OF OFFICERS (MPO STAFF)

Mark Tibbetts said the by-laws provide that the Board will elect a Chair and Vice-Chair each year. He said traditionally the Vice-Chair has become the Chair, if approved by the Board, and a new Vice-Chair is elected. He said typically, the Chair is alternated between the City, the County and the Pueblo of Tesuque, noting the Pueblo of Tesuque has had the Chairmanship of the Board two or three times. However, there is no one attendance from the Pueblo of Tesuque.

MOTION: Commissioner Stefanics moved, seconded by Councilor Dominguez, to elect Commissioner Roybal to serve as Chair, and Councilor Maestas to serve as Vice-Chair, of the MPO for the ensuing year, beginning at the next meeting.

DISCUSSION: Commissioner Stefanics said, "Here is my comment. I wish well to the young bloods."

VOTE: The motion was approved unanimously on a voice vote.

2. DISCUSSION ON DRAFT UPWP FOR FFYs 2017 AND 2018 (MPO STAFF)

A copy of the draft *Unified Planning Work Program FFY 2017 & FFY 2018*, for the Santa Fe MPO, is incorporated herewith to these minutes as Exhibit "1."

Mark Tibbetts, MPO Officer, said the MPO is required to have a two year Unified Planning Work Program that reflects the goals and objectives of the Metropolitan Transportation Plan, and itemizes staff activities, various work products and schedules to meet those products and a budget based on authorized funding. He said there are two funding sources – the Federal Highway and the Federal Transit Administrations. He said the current work program we're operating under currently will expire September 30, 2016. This document [Exhibit "1"] is a draft to be finalized and approved by the FHWA and NMDOT in July. He said we are required to submit a draft UPWP to NMDOT for review and approval by April 30, 2016. He said the draft was reviewed initially by the TPP on Monday.

Mr. Tibbetts continued, saying one difference is that we had a surplus of funding in the previous Work Plan which was used to create planning documents – updating the Long Range Plan, creation of a Metropolitan Pedestrian Master Plan and a Metropolitan Public Transit Master Plan. These three documents used almost all the funding. Additionally, there is an ongoing study for Bus Stop and Sidewalk Connectivity, and looking at ADA compliance on bus stops. All of these have used all of the contract funding we had available. We were able to obtain additional 5304 funding for general transit administration for a Teen and Pre-Teen Mobility Study, noting we received that award two months ago. It was a \$30,000 grant, of which there was a 20% local match, so we received \$24,000 in federal funds with a \$6,000 local match. He said he doesn't anticipate starting that until the Fall and it will show up in the 2017-2018 Work Program, noting they want to focus it on the School year.

Mr. Tibbetts said the rest of the Work Program will be very bare bones, because the funding pays for salaries and benefits and basic office expenses. He said there are no funds for anything other than focusing on implementing the plans which is fine, because that's what they want to do. He said if additional funds are needed we will look to other sources, including 5304 funding which is very specific in terms of how it can be used.

Commissioner Stefanics asked if the MPO is allowed to accept funds from outside governmental entities, for example from foundations. She asked, secondly, if the MPO could utilize an AmeriCorps intern for 6 months, with the stipend already provided. She said the idea of accepting funds from outside government is always tricky. She thinks there might be 1-2 entities interested in a particular topic. For example, there are groups interested in Senior citizens, in veterans and others that might want to fund technical assistance in their area of interest.

Mr. Tibbetts said he doesn't believe we are limited to only the existing funding sources. He said we have shared costs for a summer intern with the University with each paying ½ the cost. He said he doesn't see a problem of a fully funded position as a major conflict, but staff would have to look into that to be sure.

Keith Wilson, Senior MPO Planner, said have to report grants to DOT, so we can't use our time on something that isn't sanctioned in the Work Program. He said to support another grant coming in, we would just have to document it carefully and then charge it against the appropriate account. He said the Mid-region staff have different grants that they work under, commenting it probably is easier for them because they are a separate entity. He thinks they can figure this out.

Mr. Tibbetts said the local match is paid by the City and County, noting the local match is a requirement to get the federal funds. He said the JPA doesn't exclude other sources, and believes the language would allow for this. He agreed with Mr. Wilson that they would have to document everything carefully and keep track of the funds.

Commissioner Stefanics said she recently worked with a group who was seeking funds to hire staff, and she suggested an AmeriCorps volunteer. She said they wound up using an AmeriCorps volunteer and were happy that person who would be with them for at least 6 months. She said we could look for funding from the AARP to look at what could make it more safe for the Seniors and the disabled who are walking on the streets of the City, commenting they might provide a grant for that. She said we all have connections, and we can use those where we feel there is a need or a project the MPO can address.

Mr. Tibbetts said yesterday there was a facilitated meeting with the DOH about promoting health through active transportation. He said they spoke about the need to look at ways to coordinate, and identified some interagency agencies they have for health, mostly on diabetes. He said at that level they talked about figuring out something we could do collaboratively and come up with some ideas. He said they could add the activities in the MPO.

Chair Dominguez asked if action is needed on this Work Plan today.

Mr. Tibbetts said no, but it will need final action at the next meeting, so we can submit an approved draft to the DOT by April 30, 2016.

Ray Matthew, Santa Fe County Transportation Planner, said if the funding information came in after the UPWP cycle, the Plan can be amended after the fact if we get some of this information. He said there is nothing precluding an amendment.

Mr. Tibbetts said it can be amended, noting there is a cycle of formal amendments every quarter, and they can do administrative adjustments up to a certain percentage. He said they are going through modifications of the 2017-2018 Work Program on funding because of the new *[inaudible]* passed in December. That has given approved funding amounts until 2020 so that helps them plan this better. He said, "So what I presented to the TCC on Monday has already changed. It's gone up a little just because of trying to get our numbers right. But in terms of the work, yes we can amend it. In terms of the funding, as we get different funding sources, it can be amended."

Mr. Aune said regarding AmeriCorps, he started his career as an AmeriCorps member, and researched this recently. He thinks we can use an AmeriCorps volunteer. It would be a relationship with the administration of the City. He said the corporation has a call for proposals, and generally there are specific organizations. There are two options for us to consider. One would be to request an individual, or with a partner agency that already has a series of AmeriCorps volunteers and submit a proposal to them based on different projects.

Chair Dominguez said this item will be on the next agenda for action.

### 3. PRESENTATION ON THE MPO PLANNING PROCESS

*A copy of the Policy Board and Technical Coordinating Committee Training, Orientation and Reference Manual, dated March 20, 2015, is incorporated herewith to these minutes as Exhibit "2."*

Eric Aune, Transportation Planner, said each year it is staff's responsibility to provide basic information about the MPO. He said he can walk the Board through the process, "MPO 101," or we can send it to the members electronically.

Chair Dominguez said we have had this presentation previously.

Councilor Maestas said he would like a hard copy for reference.

Commissioner Stefanics and Commissioner Roybal agreed, and asked for copies for all members of the MPO Board by email or a hard copy, as they request.

4. UPDATE ON TRANSPORTATION IMPROVEMENT PROGRAM (MPO STAFF)

A copy of *Santa Fe MPO – Transportation Improvement Program (TIP) Project Status Summary*, updated March 21, 2016, is incorporated herewith to these minutes as Exhibit "3."

Mr. Wilson reviewed the information in Exhibit "3," and described the process. Please see Exhibit "3" for specifics of this presentation.

Commissioner Stefanics asked if we are still waiting for safety approval on the Southeast connector.

Mr. Wilson said the Phase A/B Report was approved in November 2015, where they identified the alignments. The next step is to do Phase C, which is the environmental process. He said that hasn't begun, but there are conversations currently between the County and the DOT regarding moving those things forward. He said the County is committed to doing the environmental process for the Northeast Connector as well as the Southeast Connector, so it should be moving forward soon, but there still are a couple of things to be worked out before they can move forward into the environmental process.

Commissioner Stefanics said that's not what this says, it says "Awaiting approval of Phase C Report."

Mr. Wilson said that is correct, but before we can move into the full design phase and construction we have to have an approved Phase B.

Commissioner Stefanics said so you're saying Phase C isn't finished.

Mr. Wilson said there is a conversation right now about the funding between the DOT and the County for the Southeast connector, it needs to be resolved. He said the State will have an RFP out for the design phase of the Northeast Connector. He said for some reason they thought it was flawed, noting he is coordinating between the DOT and County right now trying to get that resolved so they can move forward. He said he is unsure how much area has to be cleared environmentally.

Commissioner Stefanics said the communities that way along Richards have asked for a public presentation to the Board of County Commissioners that then will be on the webcast and on public TV. She asked their staff for this a month ago, so if the MPO has a role in it, it would great for you to coordinate with them. However, the people there are anxious because no one really is communicating with them about what's happening. She said she hasn't heard anything as well.

Mr. Wilson said at this point, everything is still on schedule.

Commissioner Stefanics said she doesn't think so, because it talks about FY 2016.

Mr. Wilson said the design funding is programmed in this year, so they have until September 30<sup>th</sup> to obligate the funds, so as far as he knows, we're on schedule for FY 2018 for construction.

Mr. Wilson said the Cerrillos Road /I-25 Diverging Diamond Project is still on schedule, and moving smoothly. He spoke to Paul Brasher, Acting District Engineer District 5, who is organizing a field trip to the Diverging Diamond in April/May. He asked if any Board members would like to go on a field trip to that project.

Chair Dominguez and Councilor Maestas said they are interested.

Commissioner Stefanics said no, noting she drives that area every day, commenting that she saw a video somewhere publicly about the project, but can't remember where it was.

Councilor Maestas asked about the Pedestrian Signal Head Upgrade, commenting he has been getting a lot of complaints about the lack of pedestrian signal heads around the new District Courthouse. He said the improvements to those signalized improvements on the southwest and southeast corners were not included in the construction. He said he spoke with John Romero, Director, Traffic Engineering Division for the City and he told him it is programmed in 2018 which he thinks is too far in the future and unacceptable. He said those improvements should have been done in conjunction with construction of the Courthouse. He would like MPO staff to see if that project could be "shoehorned in" somewhere. He said Mr. Romero said the estimate is \$750,000, because a lot of conduit and sub-surface work has to be done. He said Mr. Romero said he is planning some interim improvements including restriping the crossings. He said, "I'm really not satisfied waiting until 2018." He said there are two intersections – Montezuma and Guadalupe and Montezuma and Sandoval. He would like for someone to look into trying to program it and move it forward. He said it is a high cost, low scope project.



Mr. Wilson said, "This project was a Highway Safety Improvement Program which is federally funded. He said as a small MPO, we don't have a funding target that we get to play with. Essentially we coordinate or collaborate with the District who gets the funding target, and we work with them. We tell them what our priorities for our MPO are, and the District also covers funds for 2-3 other transportation planning organizations. So we, as an MPO, when we hear about potential funding sources, like a Highway Safety Improvement Program... but essentially we have heard, from our conversations with the District and the conversations with the general office, all of the funding sources are plenty much tapped out for the 4 years or 6 year, so we don't have the flexibility of saying we're going to take this money from here and put it there. We just don't have that level of control."

Councilor Maestas said at the end of the year the Federal Highways queries all of the States to see if they can obligate all their money, and then if they don't they redistribute those funds. So there might be an opportunity at the end of the year to get some of those funds.

Mr. Wilson said, typically, we don't ask for projects in that process. He said when there is a local need project, additional levels, that it needs to be obligated in a very short time. He said he and Mr. Romero have talked about the area many times, because there are telephone poles, and other things, and ADA issues, and probably why the price tag is so high.

Councilor Maestas said this is kind of a commercial district. There is a lot of pedestrian traffic, and the Courthouse which generates traffic. He said, "I'm just saying put it on the TPB's radar, even if there is no immediate funding, just keep it there, kind of on the front burner. And if the opportunity arises, let's see if we can't move that up."

Mr. Wilson said yes, they will keep it there.

Councilor Maestas asked about the Old Santa Fe Trail Bike Lanes, noting on the City side we did widen Old Santa Fe Trail north of Zia. However, there is a gap between the County project and Zia Road where there will be no bike lanes. He has received complains about the section of Old Santa Fe Trail which is under construction. He said they did a soft cut and removed the shoulders during construction, and a lot of the bicyclists are alarmed thinking there will be no shoulders at all, which isn't the case. He said there is still a gap between Zia and the northern terminus of the County project. He said Isaac Pino said it was going to cost \$1 million for shoulders, which he can't imagine, but thinks perhaps a lot of that is the ROW.

Mr. Wilson said it is the ROW, and there are land issues, commenting it's not just a straightforward project of coming in and paving shoulders. He said the funding is coming in pieces. He said north, through the Bicycle Master Plan, they had to look at a \$300,000 budget. At that time, they looked at the cost to do the other things and it was \$800,000 to \$1 million to do that piece with the estimate.

Councilor Maestas said he doesn't know where are in the cycle of updating the Bicycle and Pedestrian Plan, but he is sure that gap on Old Santa Fe Trail will start showing up and stick out like a sore thumb. He said this is an another project that we need to be aware of and have on the radar screen and see how we can start moving toward identifying funding for that.

Mr. Wilson said it is an identified project that is listed in our Long Range Transportation Plan as a short range project, with funding out at least 6 years. He said the DOT will be releasing a call for projects for transportation alternative program funding, and this is one of the projects that we could apply for funding in 2018-2019. He said when they get the call for projects they will meet with City and County staff and ask their ideas for applications. He said it is a state-wide program, but it isn't a sure thing that we'll get the money. He said we have to do an application to the committee that ranks the applications. He said we got funds for the Sheridan Transit stop last year.

Councilor Maestas asked if the County project include shoulders.

Mr. Wilson yes.

Chair Dominguez asked, regarding the Cerrillos Road Reconstruction Phase II C, if the MPO has been contacted to be sure there is proper coordination with the City and the DOT about PSAs.

Mr. Wilson said yes. He has been working with Mr. Quintana, the City's Project Manager, noting there was a miscommunication between Mr. Quintana and the City's PIO, but that has been resolved, and a weekly update is being released, with the latest information being uploaded to NM Roads.

Chair Dominguez asked about the Agua Fria/Cottonwood Drive intersection safety improvements that are supposed to begin an April. He asked how long the project will last.

Mr. Wilson said the design phase is about to start in April, but the construction is not funded until FFY 2018. So the earliest the funding could be obligated is in mid-October 2018.

Chair Dominguez asked the timeline for the design phase.

Mr. Wilson said, because there will be some ROW involved, it will take about 18 months to design the ROW – the end of the calendar year 2017.

Chair Dominguez said there will be improvements at South Meadows and Agua Fria which will be hitting at about the same time. He said a member of the City Finance Committee asked to keep the scope separate but have it all as one project, so any gaps between the two projects could be considered. He thinks this needs to be on the radar as well.

Mr. Wilson said they will be looking at all of the potentials with City and County staff.

### C. MATTERS FROM THE MPO STAFF

Mr. Tibbetts said, "Officially, for record, for the first time we have an alternate from the City on the Policy Board and there are two new members on the Policy Board, Councilor Ron Trujillo and Councilor Joseph Maestas. It's not official yet, but it will be next week, that the alternate would be Councilor Dominguez. Just so it's clear, the alternate can sit for any representative voting member of the City. So can sit for the Mayor, Councilor Maestas or Councilor Trujillo. We've never had that before. We've always been struggling. So now we have a full complement of representation from the City and the County."

Mr. Tibbetts continued, "We still do not have clear representation from Tesuque Pueblo. So that's kind of an ongoing thing. I call Charlene at the Governor's Office to try to get some definite answer, tried to set up going out there, set up a meeting. So I'll keep working until I will get that done. There have been different people in different government agencies that have been changing positions. We've kind of had a drop of members from the TCC representing transit, from Santa Fe Trails. So things are kind of in flux a little bit, but right now things are moving along fine. Just so you know."

Chair Dominguez observed that there was only one meeting where there was no quorum.

Councilor Stefanics asked who is the County's alternate, and Mr. Tibbetts said Commissioner Miguel Chavez is the County's alternate.

Mr. Tibbetts said, "Otherwise, we are moving on our current UPWP."

Mr. Wilson said he met with Santa Fe School staff after the project was approved on South Meadows Road. They had a lengthy discussion about the missing sidewalk piece on South Meadows to the School. He said the Schools are interested in making a connection to the Cottonwood Mobile Housing Park to El Camino Real School, so they have ideas and are interested

in applying for TAP funds, or finding TAP funds. He said it was a productive conversation. He has set up an additional meeting with John Romero and Scott Caseman of the County, because the County has plans for the River Trail in that area, to make sure we coordinate a project that meets everyone's expectations – so we make the full connections, plus we can have a more robust project that builds on the River Trail and sidewalk connectivity and safe routes to school. He said they are trying to move that issue forward, and hopefully will get funding sooner rather than later. He said they are trying to create opportunities so when funding is available they can accomplish these things.

Mr. Tibbetts said the Pedestrian Plan developed by the MPO has an area of critical concern that stretches from South Meadows all along Agua Fria all the way to San Felipe. He said there is a way to coordinate those two projects. He said for the next few months they will be looking to do a cost analysis of improvements in some of these areas of critical concern. He said the City Public Works and Traffic Engineering staff has requested for us to have a more specific cost of improvements so they can start extending some of these for which they have funding to fill the sidewalk gaps.

Mr. Tibbetts continued saying, for the County, there is a Pedestrian Plan for the stretch along Avenida Eldorado from Torreon and beyond Caliente up to Esquina Road, all the way to the stables, noting that piece is putting in a new water line. He said all the stretch along the utility easement is totally flat and prime for a walking path. He is unsure if it has been seeded, but this was an issue specifically pointed out in the Pedestrian Plan for the County area to extend that along Caliente to connect to shopping center. *[Inaudible here because of noise overlay]*

Commissioner Stefanics said the County has been working on creating a trail there, so maybe that's an *ad hoc* trail.

#### D. MATTERS FROM THE SFMPO TRANSPORTATION POLICY BOARD

Councilor Maestas said in the last session the Governor vetoed a reauthorized earmark for City gateways. He said the funding was for a nice greeting for people entering the City from all directions, that they are coming from a nice friendly community. He said it was added to the CIP and we were working on that, using appropriations from the prior Session but it didn't quite fit, so they had it reauthorized in the last session in the amount of \$70,000. The Governor did a line item veto of that appropriate. He said he feels that project will require a lot more than \$70,000, and it involves much more than signage at all entry points into the City, including from the Airport.

Councilor Maestas continued, saying he sees this as a significant project, and possibly a TAP project. He would like to get this programed over the next several months. He understands the first year of the TIP is fiscally constrained. He hopes we can identify and properly scope this project for what he thinks it deserves, which is more than \$70,000. He would like to see if the MPO can get this into its funding process. He said we are investing a lot of money at the Airport, but we aren't spending anything for the entrance to the Airport. He would like to work with staff to see if these can get into the planning phase, and then turn our attention to obtaining capital funding. He said when he was a Mayor, the DOT helped him with a similar project. He said he believes it is consistent with the complete streets concept, commenting it is a street context sensitive project. He wants to work on this in earnest with MPO and City staff.

#### E. MATTERS FROM THE NMDOT AND FHWA

Councilor Maestas said he doesn't know the status of the update of the functional classification of the highways in the MPO, but he would like a list of the functional classes of all the roads in the MPO.

Mr. Wilson said they just went through a functional classification, and then an amendment. He said they have new, approved functional classes. He is going on vacation next week, but in two weeks he will update the map and provide him a map of the current functional class system for MPO roads.

Mr. Tibbetts said he has been sitting on the Committee for Gateways, working with Tourism and Santa Fe Green and Keep Santa Fe Beautiful and other groups. He said he feels the funding sources should be expanded beyond transportation related funds, and perhaps focusing on the business community and other things we can come up with. He said it is something we are interested in and he can talk with Councilor Maestas later and share ideas.

#### F. ADJOURNMENT – Next scheduled meeting April 28, 2016

There was no further business to come before the Board, and the meeting was adjourned at approximately 5:45 p.m.

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Councilor Carmichael A. Dominguez, Chair

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Melessia Helberg, Stenographer