



Santa Fe Metropolitan Planning Organization

"Promoting Interconnected Transportation Options"



Santa Fe MPO Transportation Policy Board

Thursday, August 29th, 2019 5:00 P.M.

*City of Santa Fe Offices @ Market Station
500 Market Street, Suite 200, Santa Fe, NM
(Map: <http://tinyurl.com/l6kejeq>)*

AGENDA

- ◆ Call to Order
- ◆ Roll Call
- ◆ Approval of Agenda
- ◆ Approval of Meeting Minutes from July 25th, 2019

1. Communications from the Public

2. Items for Discussion and Action:

- Review and discussion regarding Santa Fe MPO proposed public engagement "Plan of Action" for the purposes of updating both the MPO Public Participation Plan and the 2020 update to the Metropolitan Transportation Plan

3 Matters from the MPO Staff

4. Matters from TCC Members

5. Adjourn - Next TPB Meeting: September 26th, 2019

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MPO Transportation Policy Board
July 25, 2019

Item	Motion/Description	Page
Call to Order	Councilor Carol Romero Wirth, Chair of MPO-TPB called the meeting to order at 5:00 p.m. in the Conference Room of the Market Station.	1
Roll Call	A quorum was established with roll call.	1
Approval of the Agenda	Commissioner Hansen moved to approve the agenda with a second from Councilor Lindell which passed by voice vote	1
Approval of the Minutes June 25, 2019	Councilor Lindell moved to approve the minutes with a second from Commissioner Hansen which passed by voice vote.	2
Communications from the Public	None	2
Public Hearing: a) Review and Recommendation: Adoption of the draft 2020-2025 Transportation Improvement Program Self Certification	Commissioner Hansen moved to approve the Santa Fe MPO TIP Self Certification including all projects listed in the Self Certification, with a second from Commissioner Roybal which passed by voice vote.	2-5
Matters from MPO Staff	Discussion Only	6
Matters from TPB Members	None	6
Adjournment-Next TPB Meeting August 29, 2019 to approve the 2020-2025 TIP	With all business conducted, the MPO-TPB adjourned at 5:56 p.m.	6
Signatures		6

Santa Fe MPO Transportation Policy Board
500 Market Station, Ste. 200 Santa Fe, NM
Thursday July 25, 2019

1. CALL TO ORDER

Councilor Carol Romero Wirth, Chair of MPO-TPB called the meeting to order at 5:00 p.m. in the Conference Room of the Market Station. A quorum was established with roll call.

2. ROLL CALL

Present:

Councilor Carol Romero Wirth, Chair
Commissioner Ana Hansen, Vice Chair
Commissioner Henry Roybal (alternate)
Councilor Signe Lindell
Tamara Haas, NMDOT
Edward Escudero, Pueblo of Tesuque
Commissioner Rudy Garcia

Absent:

Councilor Chris Rivera
Commissioner Ed Moreno

Staff and Others Present:

Erick Aune, MPO
Hannah Burnham, MPO
Sarah Anderson, City of Santa Fe
David Quintana, NMDOT
Linda Vigil, Stenographer

NOTE: All items in the packet are kept on file with the MPO office. Any exhibits presented at the meeting will be attached.

3. APPROVAL OF AGENDA

Mr. Aune explained the typo on the agenda had the wrong years for the TIP it should be 2020-2025.

MOTION: Commissioner Hansen moved to approve the agenda with a second from Councilor Lindell which passed by voice vote.

4. REVIEW AND APPROVAL OF MINUTES FROM June 27, 2019

MOTION: Councilor Lindell moved to approve the minutes with a second from Commissioner Hansen which passed by voice vote.

5. COMMUNICATIONS FROM THE PUBLIC

None.

6. PUBLIC HEARING

- Review and Recommendation: Adoption of the draft 2020-2025 Transportation Improvement Program Self Certification

Mr. Aune explained the reason for the approval of the TIP. This is the list of programmed and funded projects for the next four years and includes new projects. Mr. Aune had a sideshow presentation explaining the County, City and City Transit projects with details:

NMDOT PROJECTS

- S100430 (NM 599/US 285)

This is the ramp improvements, scheduled for 2021.

- S100440 (St. Michael's Improvement and St. Francis underpass)

This is the pavement preservation.

Chair Romero Wirth asked if the totals include all design and construction. Mr. Aune explained there is money already set aside for these projects.

Commissioner Garcia asked if the project has already been identified. Commissioner Garcia asked what pavement preservation means.

Mr. Quintana explained the project is just for the interchange itself. The work will commence on August 4th, and is set to be complete in mid-September. It will include Paseo de Peralta to US 285. The intent is that NMDOT will turn St. Michael's over to the City once it is complete.

Commissioner Garcia asked about the default asphalt on St. Michael's this is still 5 years out.

Mr. Quintana explained within the next month it will be covered.

- S100680 (Interchange at Eldorado)

Commissioner Garcia asked which part of the interchange this includes.

Mr. Quintana explained they are only for bridges.

- S100680 (NM 14)

This is a phase of the St. Michael's project.

- S100570 (ADA improvements to Cerrillos Rd. and Second Street)

Mr. Quintana explained they are going to change the scope on this. This stretch is going to have major signal work in the future so they may wait until that project starts to do the work at the same time. For now they will work on the ramps, the areas near the bus stops and work on the hospital entrance.

Mr. Escudero asked what time the next meeting is. Mr. Quintana states it is tomorrow at 9:00 a.m. and the Indian School.

Commissioner Garcia asked what the limits are for the corridor study. Mr. Quintana stated it is St. Michaels to St. Francis.

- S100590 (bridge rehab)

Mr. Quintana explained it is an overpass project. This will repaint bridges and money can be moved forward.

Commissioner Garcia asked about preventative maintenance plan for repainting every few years. Mr. Quintana states they will plan that project out from the bridge inspections. They are aware of the issues with the bridges out by Tano and it is an upcoming project to work on the artwork.

- TS00410 (vanpool and rideshare)

Mr. Aune explained it will use air quality and congestion funds.

COUNTY PROJECTS

- S100122 (South/East Corridor)

Commissioner Garcia stated this project is important, they went to the NMDOT for years and they couldn't get any direction until the County decided to fund the project.

- S100640 (Arroyo Hondo trail)

Commissioner Hansen pointed out the County needs to make to be the contact agency. Mr. Aune will change.

Commissioner Garcia discussed in the past the MPO was responsible for some main arteries and they are very important.

CITY PROJECTS

- S100370 (Agua Fria/Cottonwood)

Commissioner Garcia asked if the ADA and sidewalks was a City project. Ms. Anderson explained that they will complete all the way to South Meadows. There will also be intersection project.

Commissioner Garcia asked what improvements to the intersection at Agua Fria and Cottonwood they will do. Ms. Anderson stated they will use a roundabout and they are trying to finish working on plans for the South Meadows project.

Commissioner Hansen wanted to clarify this is the Agua Fria and Cottonwood.

Ms. Anderson states they are at 30% design and it shows turn lanes on South Meadows.

Ms. Anderson states they will use the Legislative amounts for design and planning.

- S100460 (Guadalupe Street)

Commissioner Garcia asked if it has it taken into account all the fiber optic lines through the City? Will they have rip up the work later?

Ms. Anderson states they are still working on design.

Mr. Quintana stated they may need to revisit it.

Commissioner Hansen thought there was some legislation stating they would try to dig up only once.

Ms. Anderson will bring it up with utility coordination.

- S100470 (Railyard underpass)

Ms. Anderson states in the next month or so they will request the agreement to start the process of design. Mr. Quintana explained it is part of the NMDOT process.

- S100650(Acequia trail from Rufina to San Felipe)

Ms. Anderson states they were awarded some alternative transportation funds.

Mr. Aune explained the shovel ready term is good for looking for funding and spending it, this is a good example of using them appropriately.

Commissioner Hansen asked which San Felipe it is. Mr. Aune explained the Southern end of Agua Fria. Commissioner Hansen would like it to be clarified.

Mr. Quintana explained the intent is to show on the map so that it shows the correct area.

Mr. Aune explained they would like to try using their own maps.

- S100660 (Canada Trail)

This is a trail connection.

- S100670 (Safe Routes to School)

Mr. Aune explained the SFPS was given funds to get kids to school safe.

Commissioner Hansen explained they pushed for the coordinator before so she is happy to see it go forward.

Mr. Aune explained that the funds are for a position for a few years. The money is also for marketing tools and events.

Commissioner Garcia would like to see he wants to make sure they may work with the Superintendent and the SFPS transportation.

Mr. Aune explained if they were consultants the City would need to go through the procurement process. Mr. Aune gave an example of a similar model.

Mr. Garcia would like to make sure they work with the SFPS.

Mr. Aune states they have started the conversation.

Commissioner Garcia also serves on the SFPS School Board.

Councilor Lindell asked if that is one position on a two year contract. Is the amount for salary or does it include other items. Mr. Aune explained it's a combination of salary and money for events and marketing. The initial budget was vague so the next step is for them to promulgate a budget like the NDMOT agreement, then it will then be specific.

Councilor Lindell asked what the salary is. Mr. Aune states it hasn't been processed yet.

Ms. Haas explained there was a prior bill, Safe Routes to School the purpose was to work with individual schools to make sure there was a safe walking path. NMDOT was able to hire a coordinator for the state. As they work they would hire a person to work with individual schools and educating the teachers, families and identifying sidewalk paths and getting them from home to school safely. There may need to be work done at the schools. In Las Cruces they have been doing this for a few years.

This is just to approve the concept of the program. Ms. Haas explained they would break it all down later.

Commissioner Garcia discussed in the 1980's there were areas that were given for school roads. He gave an explanation of when they couldn't get a connection off Rodeo Rd. It took the County years to make a trail ADA in this instance.

Commissioner Hansen explained on a previous board where they worked on how parks could connect these trails to get to school safely.

CITY TRANSIT PROJECTS

- TS0028
- TS0029
- TS0030
- TS0031
- TS0088
- TS00100

These were more transit related and therefore were not discussed.

MOTION: Commissioner Hansen moved to approve the Santa Fe MPO TIP Self Certification including all projects listed in the Self Certification, with a second from Commissioner Roybal which passed by voice vote.

7. MATTERS FROM THE MPO STAFF

Mr. Aune thanked Hannah who helped with the submittal of their quarterly billing.

Mr. Aune reported that they will have new staff starting Monday. They will also be kicking off the MPO Plan. There is a specific team to help with the public outreach.

8. MATTERS FROM THE TPB MEMBERS

None.

9. ADJOURN (NEXT MEETING AUGUST 29, 2019)

With all business conducted, the MPO-TPB adjourned at 5:56 p.m.

SIGNATURES

Councilor Carol Romero Wirth, CHAIR

Linda Vigil, Stenographer



Santa Fe MPO Staff Report

Transportation Policy Board:

August 29th, 2019

Discussion Item: Santa Fe MPO public engagement “Plan of Action” informing the updates to the Public Participation Plan and the Metropolitan Transportation Plan

RECOMMENDED ACTION: No action review and discussion regarding MPO proposed public engagement “Plan of Action”

Background

In anticipation of the federal requirements that the MPO update its Public Participation Plan and Metropolitan Transportation Plan, the Santa Fe MPO let two Request for Qualifications in May of 2019 for the purposes of hiring two consultant teams to assist with the updates. In July of 2019 the MPO following the City’s procurement process formalized contracts or professional service agreements with Professional Information Associates (PIA) for the purposes of public engagement services and Felsburg, Holt & Ullivig for the purposes of technical planning and transportation services regarding the update to the MPO’s Metropolitan Transportation Plan.

On August 1st Santa Fe MPO staff and PIA consults conducted a kick-off meeting to refine the scope of work and align efforts with the City of Santa Fe’s on-going public engagement framework. Joanna Bell, temporary summer Fellow and Kristine Mihelcic, Constituent Services and Council Services Director were in attendance to discuss options and strategies for public engagement. The attached “Plan of Action” is a result of the discussions.

The Plan of Action outlines the support PIA consultants will provide as well as a timeframe for deliverables. Santa Fe MPO staff will conduct some additional outreach efforts as necessary.

Public Participation Plan (PPP) Update and Public Engagement Services Plan of Action Fall 2019

for



prepared by



August 5, 2019

OVERVIEW

The Santa Fe Metropolitan Planning Organization's contract with Public Information Associates began in July 2019. On August 1, MPO officials met with the consultant team to develop a Plan of Action.

The scope of work includes two primary components: Updating the Public Participation Plan and providing public involvement and outreach services to assist in the development of an update to the Master Transportation Plan. MTP services are being developed by a separate consultant team, Felsburg, Holt & Ullevig, for which PIA will work cooperatively to provide public engagement services.

The following deliverables (metrics) will be provided between Aug. 1 and Dec. 15. A Gantt Chart outlining the deliverable dates and deadlines is included in this document. This project includes 19 steps.

DELIVERABLES/METRICS

1. Project Kick-Off - Outlining of Deliverables and Metrics (Complete)
2. Communication w/ MTP Consultants - Participation in MTP kickoff meeting with ongoing communications identified in the kickoff, scheduled for Aug. 8.
3. Outreach Approach Written Plan - The completion of this document. (Complete)
4. Outreach Approach Plan Approval - Vetting of this document.
5. Independent Consultant Research for PPP - Ongoing research to identify key areas within Santa Fe County in which engagement is essential.
6. MPO to Optimize Website for Social Media Engagement, Setup & Optimize Social Media Channels
7. Identification of at Least 35 Organizations to Exchange Information & Post Online/Cross Promotion, including Social Media
8. Up to 5 Conference Calls with Identified Influencers - Influencers may include, but are not limited to, restaurant and tourism associations and community groups.
9. Up to 3 Stakeholder Meetings with Identified Influencer Groups - These groups will be determined during the research phase.

10. Create 2 e-Fliers (English & Spanish), distribute to Influencers, Create Social Media Content to Promote Workshop & Survey. Format e-fliers into posters for Santa Fe Trails buses and other appropriate locations.
11. One Public Workshop - This workshop is for the MTP.
12. Complete Development of 2 Surveys (English & Spanish) - These surveys will be conducted via mixed methodology via online surveys and hard copies. Phone and/or in-person surveys will be conducted on an as-needed basis and if residents need accommodations. Surveys will not only support the MTP but also will collect valuable communications data.
13. MPO Survey Approval
14. Launch & Complete Survey - The survey will be launched for a period of no less than 30 days and no more than 45. Efforts will be taken to analyze returns at specific intervals - 15 days and 30 days in an effort to seek a minimum of 500 responses total, including approximately 96 responses from each of the four City Districts and inclusion of the five County Districts within the MPO area, with emphasis on Districts 4 and 5.
15. Develop/Submit Workshop Summary
16. Develop No More than 5/No less than 2 Maps Presenting Public Outreach Demographics - This will include a demographic makeup of the MPO area to include cross sections of city and county districts, zip codes and associated demographics.
17. Develop/Submit Updated Public Participation Plan - This will include any federal and/or state required updates, as well as new information to better assist the MPO in outreach implementation.
18. MPO Plan Review & Edits
19. Submit Final PPP to MPO

Santa Fe MPO Public Participation Plan Update and Public Engagement Services

Aug. 8, 2019



IMPORTANT NOTE: SCHEDULE CONTINGENT UPON MTP PROGRESS

ASSIGNMENT	29-Jul	5-Aug	12-Aug	19-Aug	26-Aug	2-Sep	9-Sep	16-Sep	23-Sep	30-Sep	7-Oct	14-Oct	21-Oct	28-Oct	4-Nov	11-Nov	18-Nov	25-Nov	2-Dec	9-Dec	16-Dec	23-Dec	30-Dec	
Project Kick-Off	█																							
Communication w/ MTP Consultants		█	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→						
Outreach Approach Written Plan	█	█																						
Outreach Approach Plan Approval			█																					
Independent Consultant Research for PPP	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█					
MPO to Optimize Website for Social Media Engagement, Setup & Optimize Social Media Channels	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█					
ID Up to 35 Organizations to Exchange Information & Post Online/Cross Promotion, inc. Social Media	█	█	█																					
Up to 5 Conference Calls with Identified Influencers				█	█	█	█	█	█	█														
Up to 3 Stakeholder Meetings with Identified Influencer Groups											█	█												
Create 2 e-Fliers (English & Spanish), distribute to Influencers, Create Social Media Content to Promote Workshop & Survey, Develop Poster for Buses							█	█	█	█														
One Public Workshop												█	█											
Complete Development of 2 Surveys (English & Spanish)										█	█	█	█	█	█	█	█	█	█					
MPO Survey Approval										█														
Launch & Complete Survey											█	█	█	█	█	█	█	█	█					
Develop/Submit Workshop Summary																								
Develop No More than 5/No less than 2 Maps Presenting Public Outreach Demographics	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█				
Develop/Submit Updated Public Participation Plan																								
MPO Plan Review & Edits																				█	█			
Submit Final PPP to MPO																						█	█	