

**MINUTES OF THE
CITY OF SANTA FE / SANTA FE COUNTY
REGIONAL PLANNING AUTHORITY**



**Tuesday, April 20, 2010
4:00 PM
Santa Fe, New Mexico**

This Regular Meeting of the City of Santa Fe / Santa Fe County Regional Planning Authority (RPA) was called to order by Chair Rosemary Romero at approximately 4:15 PM on the above-cited date in the Santa Fe County Commission Chambers in the County Administration Building.

ROLL CALL

County Commissioners Present:

Kathy Holian
Harry Montoya *[arrived after roll call]*
Liz Stefanics
Virginia Vigil

City Councilors Present:

Patti Bushee *[arrived after roll call]*
Chris Calvert
Rosemary Romero, Chair
Rebecca Wurzburger *[arrived after roll call]*

Santa Fe County Staff Members:

Penny Ellis-Green, Assistant County Manager
Robert Griego, Planning Manager
Andrew Jandácek, Planning
Steve Ross, Attorney

Santa Fe City Staff Member:

Jon Bulthuis, Santa Fe Trails
Mike Kelly, Santa Fe Trails
Kathy McCormick, Director Cmty. Dev.

Others Present:

IAIA
Carmen Henan, Dean of Students
David Revard, Director of Finance and Administration
Josette Lucero, NCRTD

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss
I Hereby Certify That This Instrument Was Filed for
Record On The 17TH Day Of December, 2010 at 08:43:18 AM
And Was Duly Recorded as Instrument # 1620487
Of The Records Of Santa Fe County
Deputy *[Signature]* Witness My Hand And Seal Of Office
Valerie Espinoza
County Clerk, Santa Fe, NM

RPA MINUTES
PAGES: 10

APPROVAL OF AGENDA

Commissioner Stefanics moved to approve the agenda, seconded by Councilor Calvert and approved unanimously.

APPROVAL OF MINUTES FROM MARCH 16, 2010, REGULAR MEETING

Chair Romero corrected the name Christopher Tate, City Acting Public Works Director, to Christopher Ortega on pages 1, 4 and 5.

SFC CLERK RECORDED 12/17/2010

Commissioner Stefanics moved to approve the minutes of the March 16, 2010, Regular Meeting, as amended, seconded by Commissioner Holian and approved unanimously.

[All items in the Board packet for all agenda items are incorporated herewith to these minutes by reference. The original Board packet is on file in the Regional Planning Authority office.]

COMMUNICATIONS FROM THE PUBLIC

- **IAIA**

Mr. Revard spoke in support of the staff recommendation to reroute Route 22 to pick up and deliver Rail Runner passengers. He said that IAIA sends two vans in the morning to pick up students, staff and faculty who are arriving by Rail Runner and in the afternoon to drop them off. There are usually 11 or 12 passengers in each of the vans. Last year IAIA's enrollment went up by 100 students and that sort of increase is expected to continue.

INFORMATION ITEMS

- **Update on the Energy Task Force**

Commissioner Holian noted that the Energy Task Force (ETF) minutes from February 26 were in the packet, but the minutes for the April 9 meeting were not yet prepared. On April 9 the ETF discussed almost exclusively the topic of improving energy efficiency in public buildings, i.e. local government as well as possibly Santa Fe Community College (SFCC). The ETF reviewed existing efforts and possible funding sources for those kinds of efforts, and directed city and county staff to work out an economic benefit analysis for such projects. The ETF discussed possible partnerships to do energy efficiency projects with the SFCC and youth groups. The ETF is preparing a letter to the RPA making recommendations, which should come up within the next two months.

DISCUSSION AND POSSIBLE ACTION ITEMS

- **Discussion on City Resolution to revise City's Transit Board**

Mr. Jon Bulthuis explained that the city's Transit Advisory Board (TAB) is a mayor-appointed group of citizens that provides input on staff recommendations for services and other matters of operating needs. At the wishes of the RPA, this resolution brings forward expanding the purview of that body to include dedicated positions for county members so that recommendations can also be made to the RPA as it relates to transit service.

In response to several questions from Councilor Bushee, Mr. Bulthuis explained that he staffs the board and that he would be able to accommodate the workload for such a joint committee. The resolution adds a broader representation. A dilemma is that the board was established to only make recommendations on the city's GRT, but now the system is expanding because the growth area is in the county.

Councilor Bushee suggested that the expansion of the scopes be incorporated into the resolution before it is approved. She said it is one thing to share jurisdiction and governance, but there should be an equitable distribution for programs.

Commissioner Stefanics said that she was not sure how the city would make county recommendations. The county is currently going through the process of reorganizing some of the county work groups with the intent of appointing people from every commission district to make sure the different entities are being represented. She felt that if the TAB would be expanded to include county representation and thereby making decisions about the county, this should become a joint resolution approved by both the City Council and Board of County Commissioners (BCC).

Councilor Wurzbarger stated she had a similar concern. She expressed her hope that the resolution could clarify the relationship between the various transit groups and the issue of interconnectivity within the city and interconnectivity with the county. She mentioned the MPO, the NCRD, the RPA, TAB and the county's working groups and suggested that a joint resolution should be developed that specifies the interrelationship between them with respect to the identified tasks and the role of staff. She wondered if there is a strategic plan for the MPO. She felt there was a larger task than the simple matter of adding members to the TAB.

Commissioner Vigil agreed that Councilor Wurzbarger hit on the important issue that there are different groups working on the same general theme of transit and transportation. Originally, the mayor appointed the TAB to make recommendations to the city's governing body about how to run the transit system. Now it appears to make sense to expand that role so that there is a community appointed user group that would make recommendations to the RPA for services that go outside the city limits. She asked which board makes recommendations to the MPO.

Mr. Bulthuis replied that TAB makes recommendations directly to the City Council; the Transportation Policy Board (TPB) is made up of elected officials; and the Technical Coordinating Committee (TCC) makes staff recommendations to the MPO.

Commissioner Vigil pointed out that this underscores the need for a sense of clarity.

Councilor Bushee stated that the Bicycle Trails Advisory Committee (BTAC) is in existence to advise on the \$9 million of TIP money voted in by city constituents. Since its inception, she has wanted connectivity and is about to expand the duties of that board and to make it a joint board, but there are no dedicated county funds to use in extending connections. Whether it is alternative or not, it is all transportation, and she suggested that the staffs could work together to effect the interconnectivity.

Commissioner Vigil said that was an excellent idea and may be the opportunity to be cohesive and coalesce everything that is happening through the BTAC and the county's Open Space And Trails Board.

Councilor Calvert emphasized the point that the TAB is a transit advisory board, not a transportation advisory board. Its sole focus is public transit and it was not always specifically to make recommendations on how to spend money. The TAB looks at things like customer complaints, customer recommendations, how to restructure a route, or recommendations on new buses. When the TAB was established, the GRT had not been passed. Now financial implications are part of the process, which brings many of the different groups together, although several have different perspectives. He said it would be challenging to meld all those groups into one entity or one source of financing.

Chair Romero agreed that understanding the different players would be considered melding and said that the direction the RPA is headed is clarifying the structure of the budget and mapping out the responsibilities of the various entities through a joint resolution.

To build on what has been said, Councilor Wurzbarger quoted the broad language in the resolution on page 3, paragraph H, 'Study and assist all existing transportation systems in the Santa Fe region,' which is different from having an advisory group. She suggested that the RPA be given a redlined version of the resolution to show the existing duties. What is missing for her is the link between all the pieces and the concept of having a clear strategic plan that has been developed regionally, as was done for land use and has not been done for transportation.

Commissioner Stefanics commented that she has been involved with the MPO for less than one and a half years, during which time it has mainly focused on plans required by the Federal Highway Transportation Administration (FHWA) and prioritizing routes that might receive federal funding.

Councilor Wurzbarger expanded on the history of the MPO. She said it was split off from the RPA so that the RPA could spend time focusing on substantive discussions related to land use planning.

Commissioner Stefanics expressed her concern that the TAB is trying to incorporate county responsibilities and county representatives at a time when the BCC is downsizing groups because of money.

To address some of Commissioner Stefanics' concerns, Councilor Calvert explained the expansion to add county input to the TAB is being done to be inclusive. He said it is a strange situation because it is still basically the city's buses that are being used as the vehicle, even though the transit system is expanding into the county. As the services transition to more regionwide, it was felt the TAB should include representatives from the county, but it would remain just an advisory board to the elected representatives.

Mr. Bulthuis added that the key function of the MPO is to provide the coordinated planning purpose and to develop the strategic long range plans that bring together city and county interests through a public process and to get to a place where a plan can be approved that not only incorporates all the modes but also has the transition between city and county be a seamless one. The TAB's focus is much more narrow. It is just one mode and in the interest of the group. He said that he personally agrees that a joint resolution makes the most sense since it is talking about having county residents serve on the TAB and since the goal is to focus on transit services in the greater Santa Fe area.

Commissioner Vigil recalled that she served on the RPA when the MPO was a part of it, which provided difficult tasks for the members because of the struggle when it came to decisions being made on the Rail Runner for which there were many public hearings and a great deal of public input. Shortly after that, the separation between the RPA and the MPO occurred that created some clarity. She agreed that the county is looking more at creating short-term task forces, rather than long-term commissions and boards. She noted that the significant issue of meshing and providing both city and county input in processes is the basic intent and agreed that the RPA should move forward in a joint resolution that might fit with the goals the BCC has when it comes to committees and boards.

Commissioner Vigil moved to direct staff to bring forth a presentation of a joint resolution that clarifies the structure of the Santa Fe Transit Advisory Board, that creates and maps the entities, that identifies the scope, and that looks at the funding sources and the shared costs for those. The motion was seconded by Councilor Wurzburger.

Chair Romero pointed to Councilor Wurzburger's request that the resolution brought forward be a redlined copy highlighting the changes.

The motion was voted on and passed unanimously.

- **Nomination and Election of Energy Task Force Chair**

Commissioner Holian said that she was not resigning from the ETF and nominated Councilor Calvert as the chair to bring the city into the ETF in a more direct way.

Commissioner Holian nominated Councilor Chris Calvert as Chair of the Energy Task Force. The motion was seconded by Commissioner Montoya.

Councilor Calvert accepted the nomination only on condition that Commissioner Holian remain as vice chair at least for a while.

The motion was voted upon and approved unanimously.

Commissioner Vigil suggested that election of a vice chair to the ETF be included and noticed on the agenda for the May RPA meeting.

- **Presentation and Possible Action on FY 11 RTD Routes**

Chair Romero noted that she and Commissioner Stefanics are members of the RTD and have met with staffs from the city and county who have worked hard to bring forth proposals. Staff has spent time refining the routes and she felt comfortable with what was being brought forward.

Ms. Ellis-Green reviewed the revised memorandum and attachments from her and Andrew Jandácek, dated April 20, and that resulted from working with NCRTD and Santa Fe Trails to finalize some of the routes with southern connections. The memorandum was finalized with staff recommendations for routes to be funded in the FY 11 transit plan that were identified in the spreadsheet. Ms. Ellis-Green summarized that staff proposes deleting the expensive GEE line that had few ridership and to provide what would be a better service with Eldorado to Santa Fe.

Chair Romero confirmed that the recommendations were consolidated with city, county and NCRTD staff to get the best information to address the needs in the best way possible because of limited resources and requested expansion of services.

Commissioner Stefanics thanked city and county staff for their work. She said it is never easy to cut something, but in doing so, more people could be accommodated and cost efficiencies accomplished. She recognized that the 'Pojoaque school students demand response' are from outside the school district and coming into the Pojoaque school district. There would be transportation money were they to stay in their own school district, which is a reason why the families who wanted to do this should pay a little more. There have been numerous conversations with SFCC, IAIA, Corrections and the National Guard, and there is a substantial

number of people from those four entities that would use the public transportation if it is available.

Councilor Bushee referred to the timing of the potential Zia and Las Soleras stations. She noted that Tim Jennings, Pro Tem of the Senate, is worried about the congestion as those stations come out. She asked what planning has been done.

Mr. Bulthuis responded it is not known exactly when Las Soleras and Zia stations will come on line, but when they do, there will be a demand for transit service from those stations. Planning for new revenues to fund those additional services may mean reprioritizing and possibly cutting service that is being provided in the short term

Councilor Bushee said she felt that staff in general and NCRTD members have done a good job of trying to balance out the priorities. Since there may be new large future concerns, she cautioned that a route that may be serving a small population should not be thought of as an idea that will go on forever.

Councilor Calvert agreed that the sustainability of this plan into the future was important to consider. Regarding the fact that the pueblos lost their federal transit grant, he asked if they were pursuing the possibility of applying for federal funds in the future and if there was a particular circumstance that caused the pueblos not to be given the funding.

Ms. Ellis-Green confirmed that the pueblos had received \$400,000 appropriated last fiscal year for four routes that was not received for this fiscal year. They will continue to submit for those funds. Every year the NCRTD applies for federal funding and they have not received their appropriation for this year. A preliminary estimate may mean some of the pueblo routes can be partially funded from that. Staff will continue to review on a monthly basis how much the routes are actually costing.

Ms. Josette Lucero from the NCRTD added that the discretionary tribal transit grant is an appropriation that is not given on an annual basis. The funding started four years ago and the pueblos received one year of funding. Although it is not guaranteed, the tribes will apply again in June for next year. While the tribes submit their requests directly to the federal government and the funds are given directly to the tribal entities, the NCRTD helps in writing the grants. Ms. Lucero added there was \$80 million worth of requests for \$14 million available nationwide.

Commissioner Montoya asked if the tribes participated with input from staff and NCRTD about the composition of their routes. Ms. Ellis-Green confirmed that the tribes were consulted and had worked with the NCRTD in establishing those routes over the last year, which are currently provided by the NCRTD. The Tribal Subcommittee through the NCRTD requested that these routes be funded.

Chair Romero added that Mr. Tim Vigil, Chair of the RTD Tribal Subcommittee, attended the March RPA meeting to request that the RPA look at the pueblo routes carefully. Knowing there are limited resources, staff, the NCRTD and the Tribal Subcommittee have worked to make it come together as best as possible.

Commissioner Stefanics said that she has reiterated to the NCRTD, and will continue to do so, the fact that in order to look at sustainability and self-sufficiency, NCRTD bus routes might not be free all the time because there is always going to be more need and more demand than there are GRT dollars for.

Councilor Calvert cautioned that collecting fares is another capital cost in and of itself for the equipment for the buses, and there has to be enough of a charge to offset the initial expenditure.

As a member of the NCRTD who has gone through their strategic planning, Chair Romero noted that has come up and said she appreciated Councilor Calvert's advocacy for something to make the routes more viable in the future.

Councilor Bushee agreed that, in the long term, things like the Santa Fe Pickup could charge and bring in revenue. She also suggested that an economic engine consider something like the Santa Fe Pickup that extends up to the ski basin, especially when there are exceptional snow seasons like this past winter. Capital investment would need a specific four-wheel-drive vehicle. She felt that people would pay for the service because it is not always possible for a visitor to rent a four-wheel-drive vehicle.

Mr. Bulthuis confirmed that the concept is in the plan that was approved by RPA and said he is seeking clear direction for staff to pursue it. He said there is some money in the budget under Specials, but it probably is not sufficient for a contract to cover a full season of operations. He said that he would bring the details to the RPA, including charging a premium fare.

Councilor Wurzbarger moved to approve the FY 11 plan for RTD Routes as presented by staff, with direction to look to the future possibilities of payment from other services that are provided. The motion was seconded by Commissioner Stefanics.

Commissioner Vigil referred to a request made at the public hearings to provide transportation to and from the Children's Museum and asked if that has been incorporated into the route of the Santa Fe Pickup.

Mr. Bulthuis replied that the operator of the Santa Fe Pickup was receptive to a connection to the Children's Museum. He said that he would take the direction from the RPA and work with the city parking division to get that element set up in their service plan. He suggested that the service may not be automatically provided every time the train comes in, but on an on-demand basis.

Commissioner Vigil requested it be included in the motion that staff explore the possibility of on-demand service for the Children's Museum.

Councilor Bushee requested that bringing back information on the shuttle operation for the ski basin be made a part of that amendment.

Councilor Wurzbarger accepted the friendly amendments in terms of directing staff for such exploration. As seconder, Commissioner Stefanics also agreed.

The motion was voted upon, as amended, and unanimously approved.

Chair Romero thanked city and county staff for their cooperative effort with NCRTD staff that provided quite a bit of background.

- **Determine a date and process for a retreat to refine RPA Priorities and Staffing Needs**

Chair Romero recalled that, in the fall of 2009, the RPA was given direction from Chair Montoya to come up with priorities for the RPA. Things have changed for the NCRTD, as they have for

other entities, and she suggested this seems to be an opportune time to reflect on the RPA's priorities and to discuss staffing. At present, Kathy McCormick's department is covering staffing for the RPA. It is Chair Romero's expectation that this is an interim step and there is the need to staff the RPA at some level. Whether it be part- or full-time, staff is needed to help the RPA implement its priorities. Dividing staff duties between the city and the county is not what was ever intended in the long run.

Commissioner Stefanics said that, although the county budget has not been voted on, there is a hard freeze on all vacancies, and it is assumed that the county will continue to utilize existing staff for the RPA.

Following some discussion on RPA staffing, Councilor Wurzbarger explained that the RPA director has been actually hired by the county and the contract was administered by the county, but the salary has historically been paid 50% by the city and by the county.

Chair Holian pointed out that the ETF has staffing that goes with it, and said she was not sure how much is being paid for by the RPA. This same position is partly a county position, as well as that which has to do with energy.

Ms. Ellis-Green explained that Duncan Sill and Mary Jane Parker are paid by the county. Ms. Parker's contract is to do a plan for the county, and she is not funded at all by the RPA. There is \$20,000 for contractual services in the RPA budget for this fiscal year. If Ms. Parker is going to do work for the RPA, that issue should be brought back to the RPA to decide whether or not the RPA wants to enter into a contract with Ms. Parker.

Chair Romero recommended a retreat to refine priorities so that everyone is aware of the expertise that is needed and said that staffing needs would come from that. From then, each of the governing entities would have to decide how to fund that. She pointed out that the RPA has money to spend that has come through the GRT and that both city and county staff is stretched. The RPA is not the stepchild of either the city or county. It is a standalone entity that has important work to get done around transportation and has a variety of issues it needs to deal with, such as affordable housing and energy.

Commissioner Stefanics said she felt that it will take all those comments into account when the BCC comes to some decision making on the final budget. Many important things at the county have been cut and, while the BCC might have initially looked at cutting the funding for an external RPA staff, it has made a commitment to staffing the process and did not cut its commitment to working on the RPA.

Councilor Wurzbarger pointed out that today's presentation and agreement in staff work was done by current staff and was the smoothest, cleanest and clearest she has seen. Even though there was no RPA director involved, the process seemed to work very well. She said that the burden is to clarify what the RPA is going to do.

Councilor Bushee requested consideration as a budget saving measure holding a discussion at the retreat about possible collapsing of transportation committees and staffing.

Following some discussion about members' availability, a half-day or approximately five-hour session starting at 9:30 AM on Monday, June 21, 2010, was decided on for the retreat. Chair Romero requested that Kathy McCormick block out the time and find a location and suggested that the services of the experienced planners and facilitators in her department might be used during the retreat.

- **RPA Meeting Schedule**

Chair Romero stated that the RPA will continue to meet on the third Tuesday of the month and noted the next scheduled meeting is May 18, from 4-6 PM.

MATTERS FROM STAFF

Ms. McCormick brought to the RPA's attention that HUD is issuing an RFP to do regional planning, the thrust of which is around what creates sustainable communities using multi-jurisdictional regional planning efforts to integrate housing, economic development and transportation. They have spoken internally with city staff, but have not had an opportunity to talk with county staff. She said she was not sure if county staff was aware of the planning and preparing to apply for it. City staff sees this as an opportunity to do some regional planning and do it around sustainability. HUD is looking for cutting-edge planning principles. Dollars have been set aside for large and small cities and areas, and Santa Fe would fall into the small city and area. Staff feels there are a number of things that are done well in Santa Fe County, including how water is used, how water helps guide some of the planning principles in an area, how more renewable energy can be used, how to look at doing regional transportation planning and how to look at boulevards. Staff felt that the RPA might be a place to come together and start talking about how to apply for this regionally.

Ms. McCormick said the timing is to do some brainstorming and put forward a letter of intent on May 11. The final application comes in mid- to late-June. She said that she will be gone for a while, and Katherine Mortimer and Melissa Dailey from her staff will be working on it. There have been conversations at the staff level on regional economic development opportunities and regional housing and they are looking to exchange information and determine opportunities to cooperate.

Ms. Ellis-Green suggested that Robert Griego would be a good contact at the county.

Commissioner Vigil confirmed this is an excellent way to move forward and that the federal government is looking at regionalization. She noted that Duncan Sill should be involved because he has been working on broadband initiatives and economic development. Integrating what Santa Fe County is doing with open space and trails into a regional piece would be a significant part of a grant, and the county's sustainable growth management plan would also be a huge part. She asked if the required 20% in-kind match from 'other' could be the staff time that is put into doing the grant.

Ms. McCormick agreed the in-kind match is the staff time that could be put into the grant and also volunteers that are bringing information forward. At the city level, they would work with

Santa Fe Complex on some of the ideas, and they would provide some in-kind match to that. She added that her staff is convinced \$2 million is needed.

Chair Romero said she shared with Ms. McCormick information that USDA has rural grants for housing. Ms. McCormick said this is being followed up on.

Commissioner Holian mentioned that the McCune Foundation might be interested in contributing.

Ms. McCormick said that her staff will follow up with Councilor Wurzburger and Commissioner Holian.

MATTERS FROM THE REGIONAL PLANNING AUTHORITY

Chair Romero referred to Ms. Ellis-Green's update at the March RPA meeting on the RTD audit. She said that the RTD got through its 2008 audit, is working on 2009, and has a list of issues that need to be addressed. As an NCRTD board member, she noted that the auditor did find some smaller issues as a new organization that it needed to deal with, which it is doing. It is anticipated that the 2009 audit will be completed within the next couple of months.

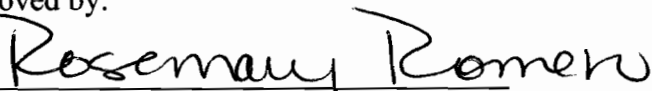
DATE AND TIME FOR NEXT RPA MEETING

The next regular meeting of the Regional Planning Authority will be held at 4 PM, Tuesday, May 18, 2010, in the County Commission Chambers.

ADJOURNMENT

This Regular Meeting of the RPA was adjourned at approximately 5:30 PM.


Approved by:



Chair, Regional Planning Authority
Rosemary Romero, Councilor, City of Santa Fe

Minutes transcribed and drafted by Kay Carlson

ATTEST:


VALERIE ESPINOZA
COUNTY CLERK
