

# Southeast Regional Transportation Planning Organization (SERTPO)

## Minutes of the Policy Committee Meeting

January 31, 2017 – 10:00 am

Bondurant Room, Roswell Public Library  
Roswell, New Mexico

### POLICY MEMBERS PRESENT:

*Policy Member (or Alternate) listed in Alphabetical Order*

Baker, Shelia	City of Hobbs
Burns, Jason	City of Carlsbad
Davis, Calvin	Curry County
Lovato, Ricky	Roosevelt County
Najar, Louis	City of Roswell
Reid, Bruce	Lea County
Sikes, Nadia (Commissioner)	City of Alamogordo
Weckwerth, Bill (Trustee)	Village of Corona
Willard, Lynn (Commissioner)	Lincoln County
Williams, Bill	Chaves County
Williams, James	City of Lovington

### POLICY COMMITTEE MEMBERS ABSENT:

Bunch, Clint	City of Clovis
Burnett, Mickey (Mayor)	Village of Dora
Burns, Marilyn (Mayor)	Town of Tatum
Cooper, Lewis	City of Texico
Cordova, Ray (Mayor)	Village of Tularosa
DeSha, John	City of Portales
Dixon, Durward (Mayor)	Town of Elida
Estrada, Pete (Mayor)	Village of Loving
Gallagher, Bob	City of Jal
Garcia, Roman (Mayor)	Town of Vaughn
Green, Barry (Councilor)	Village of Melrose
Hall, Jubal	Village of Cloudcroft
Hobson, Aubrey	City of Artesia
Hooper, Wesley	Eddy County
Ingram, Justin (Mayor)	Village of Fort Sumner
Joiner, James	De Baca County
King, Kris (Mayor)	Village of Causey
LaMay, Jonathan	Village of Capitan
Lucero, Yovanne (Mayor)	Town of Carrizozo
Mason, Cassius	Town of Hagerman
Moore, Martin	City of Eunice
Pacheco, Freddie	Mescalero Apache Tribe
Powell, Justin	Town of Dexter
Quappe, Steve	Otero County
Salazar, Ysidro (Mayor)	Town of Lake Arthur
Sales, Rudy	Village of Hope
Sena, Ron	Village of Ruidoso
Shafer, Wesley (Mayor)	Village of Grady
Whitcotton, Toni	Village of Floyd
Williams, Gary (Mayor)	City of Ruidoso Downs

**COG/NMDOT STAFF PRESENT:**

Burr, Mary Ann	Southeastern New Mexico Economic Development District (SNMEDD)/Council of Governments (COG)
Gililland, Donna	NMDOT – Roswell
Neie, Lisa	Federal Highways Administration (FHWA) – Santa Fe
Sanchez, Francisco	NMDOT – Roswell
Segura, Damian	NMDOT – Santa Fe
Soule, Vincent	Eastern Plains Council of Governments (EPCOG)
Vargas, John	NMDOT – Santa Fe

**GUESTS PRESENT:**

Duncan, Wyatt	City of Lovington (Technical Committee)
Dunlap, Lisa	Roswell Daily Record
Connelly, Emily	Occam Consulting Engineers, Inc. (Roswell)
Ghahate, Eric	North Central New Mexico Economic Development District (NCNMEDD) / Northern Pueblos RTPO
Hignight, William (Mayor)	Village of Corona (Technical Committee)
Honeycutt, Jeff	Lincoln County
Kurtz, Bob	Occam Consulting Engineers, Inc. (Roswell)
Marinovich, Nick	Lea County
Montiel, Johnny	Roosevelt County
Moore, Joshua	City of Carlsbad
Morris, Bill	City of Roswell
Porter, Ryan	City of Roswell
Zagone, Paul	Souder, Miller & Associates (Roswell)

**CALL TO ORDER / QUORUM (8)**

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS**

Chairman Louis Najjar (Roswell) called the meeting to order at 10:05 a.m. A quorum was established. Members participated with the Pledge of Allegiance, and introductions were held.

**APPROVAL OF AGENDA**

Bruce Reid (Lea County) made a motion to approve the agenda as presented. Bill Williams (Chaves County) seconded the motion. Motion passed by unanimous vote.

**APPROVAL OF MINUTES**

With there being no changes to the minutes, Ricky Lovato (Roosevelt County) made a motion to approve the agenda. Bruce Reid (Lea County) seconded the motion. Motion passed by unanimous vote.

**PRESENTATION: First Responder Roadway Design Considerations**

James Williams, City Manager  
City of Lovington

Mr. Williams informed members that prior to becoming City Manager, he served twenty years with the Fire Service. His presentation will be from the first responder perspective. New Mexico roadways are very diverse, and there are a lot of considerations. A table was presented, showing nationwide statistics. There are 26 firefighter fatalities on the average per year due to vehicle collisions, per a 10 year study from 1996-2007. The fatalities include firefighters and the public. For the police, vehicle collisions are the third leading cause for fatalities. There have been several crashes involving ambulances. Mr. Wil-

liams spoke to the weights of the ambulance vehicles and fire apparatus; fatality rates for ambulance passengers (to include patients); conditions when patient care is being given; and stretcher restraints.

Regarding public safety considerations, Mr. Williams commented that according to a 2004 Staff Report from the International Association of Chiefs of Police and National Highway Traffic Safety Administration (NHTSA), it is preferred that travel lanes be 12 feet. Shoulder widths are preferred to be wider. With lowest speed roadways, 10 ft shoulders are acceptable. Overall, wider roads are preferred. NMDOT found a correlation between lane and shoulder widths that led to crash reduction. Using a predictive model, there was a 23% reduction in related crashes with a 2 ft. travel lane increase and a 16% reduction when they had 2 ft. or greater width in shoulders. FHWA guidelines indicate that vehicles stopped on the shoulder should clear travel lanes by 1 ft., if not 2 ft. He commented how wise it is for law enforcement to approach a vehicle on the passenger side, for safety.

The City Manager discussed paved shoulders; use of left shoulders versus right shoulders; results of studies for rumble strips; importance of turning radiuses for emergency vehicles, particularly in residential areas; need for 2" of asphalt for road materials so fire apparatus will not get stuck; importance of reflective markings, including their size; need for clearly-marked, clearly-defined intersections (signage); "move-over" laws increase public safety; need for enforcement for "move-over"; and the need for legislation with significant penalties.

Louis Najar (Roswell) commented that when the City is reviewing a new business or new subdivision, they will take the fire truck vehicle out and invite fire personnel to review the design or business layout. He encouraged local governments to invite their fire and police protection to review the designs and consider their input. The City also has an ordinance for parking lots, they must have a 2" minimum [surface].

**PRESENTATION:            Title VI Plans**  
                                  Damian Segura, Title VI Coordinator  
                                  NMDOT Construction – Civil Rights Bureau

Mr. Segura explained to all that NMDOT has had a deadline of January 13, 2017, for the local government agencies to submit a Title VI Program. Every local agency that receives federal monies needs to have a Title VI Plan in place, reflecting the nondiscrimination program that they implement. Most of this area has a Plan but some entities are still waiting for resolutions to be approved. He explained that a NMDOT boilerplate was made available to agencies and spoke to how local governments were using the boilerplate. The extension deadline given to those who are having resolutions approved is this date. He stressed that if a Title VI Plan was submitted to NMDOT, the local government has fulfilled their requirement for federal funding this year.

The next step is NMDOT review of the Plans submitted, to include their federal partner, Lisa Neie with FHWA (in attendance). Their review is to see if the Plans meet the threshold of the intent of federal requirements. NMDOT will provide feedback and perhaps best practices implemented in this area. NMDOT's focus has been to make sure local entities have a compliant Title VI Program in place so the local entity is covered when it comes to nondiscriminatory practices for their projects. Their review may find some areas that need improvement and will also find Plans suitable for a model for others.

Mr. Segura advised members that a mid-April training for Title VI Coordinators is being planned the week of April 17<sup>th</sup>. FHWA personnel from Washington DC will provide the training, and the tentative location planned is the NMDOT District 3 Auditorium. More information will be made available once that information has been confirmed.

**PRESENTATION:           The RISTRA Project**

Eric Ghahate, Community Development Director  
North Central New Mexico Economic Development District

Mr. Ghahate stated that the RISTRA Project is designed to share information needed to make effective decisions to the benefit of all New Mexicans. It is a system that collects, coordinates and communicates data for research, rationalization and reporting on government programs, plans and projects. There are seven regional Council of Governments. Statewide, attempts are being made to form a single, unified resource. The strategy is to incorporate people, community, jobs and enterprises. When considering these major topics, it became apparent there wasn't a tool available to capture all data needed to start planning and making better choices. Partners for the RISTRA project were listed. He explained that the direction being taken is to focus more on planning and put smart goals into action.

The front page of the RISTA Project website was displayed. It was explained how to conduct searches on keywords, organization or county and to locate project maps. Mr. Ghahate continued with discussion on program content and explained that there were three statewide planning initiatives the past couple of years: regional transportation planning, regional water planning and regional Comprehensive Economic Development Strategy planning. These are the three planning core products from which information is being synthesized. Projects that have been funded or for which funding has been allocated can be listed. State and federal funding sources were listed, to include the Regional Transportation Planning Organizations (RTPOs). Items discussed included types of information that can be presented for a project; the different layers that can be accessed through its mapping feature; how to conduct a search on a keyword or organization; and an example of the thorough reporting that can be performed by the system. With RISTRA, the efforts are to make more sense and add more value to the actual planning process and make sure that the data that is being collected is transparent and accessible. It is possible for the end-user to see a near real-time snapshot of the activity for a project.

A member from the audience, Bob Kurtz (Occam Engineering), made inquiry on who will be entering the data, who manages the system and how long it has been in existence. Mr. Ghahate responded that it is outsourced. For the RTPOs, for example, the data would be entered by the RTPO Program Managers. He gave examples of other agencies. NewMARC manages the database, and it has been around for three years. Dr. Lynn Willard (Lincoln County) made inquiry on the projects funded in the northern part of the state (referring to the example shown). Mr. Ghahate responded and explained it was an application process. Mr. Ghahate proceeded with a live demonstration of transportation projects. Mary Ann Burr commented that Mr. Ghahate had been in the SNMEDD offices for training and set up staff for data entry. For the RTPO, Ms. Burr plans to add funded TAP/RTP projects for FFY 16 & 17 and planned projects for recent TAP/RTP applicants. Ms. Burr asked members to share photos of their projects. Upon the close of his presentation, Mr. Ghahate indicated that he is looking for a pilot city and county. Anyone interested may contact Ms. Burr.

**ACTION ITEMS**

**Resolution No. 17-001 Approving Revision to Southeast RTP – Performance Measures**

Mary Ann Burr reminded members that they had received an excerpt of the Regional Transportation Plan (RTP) in their meeting packets, and hard copies were also provided for the meeting. Ms. Burr provided background to members on the Subcommittee working group formed earlier for the purpose of bringing recommendations to SERTPO on roadway scoring criteria and RTP performance measures. She mentioned that the National Center for Rural Road Safety also made recommendations on safety

performance measures which were shared with the Subcommittee working group. The Subcommittee's recommendations for the roadway criteria have already been brought before SERTPO.

Ms. Burr referred members to the RTP excerpt, pointing out Priorities and Action Items that were listed in the RTP. At this time, SERTPO is continuing to work with the RTP by coming up the performance measures which are ways to measure how we are doing our job implementing the strategies listed. Ms. Burr named the performance measures for the first goal and commented that there was consistency in the performance measures listed for the remaining goals. Both RTPO Program Managers were included in the working group meetings and considered those performance measures that they could reasonably work with. The RTP is being considered a living document, and this update represents the first update. Future changes may include adding population estimates and other content (i.e., transportation projects) from the RTIP and/or RTIPR which is being developed further with NMDOT.

Louis Najar (Roswell) inquired if MainStreet is submitting information or has there been any contact. Ms. Burr responded that MainStreet is one of SERTPO's stakeholders, and, the stakeholder list has been recently updated (contacts have changed). MainStreet contacts, region-wide, are notified of SERTPO meetings. The Program Manager added that several trainings and presentations are planned before SERTPO as part of the RTP. James William's presentation this date was an introduction to emergency management planning that we are bringing in as a result of this RTP. MainStreet will also be invited to visit with SERTPO. Jason Burns (Carlsbad) asked if this would disqualify an entity from funding. Ms. Burr responded that the performance measures are not being reflected as scoring criteria, but more of a tracking tool and gave an example.

Motion was made James Williams (Lovington) to approve the Resolution No. 17-001 as presented. Motion was seconded by Bill Weckwerth (Corona). Motion approved by unanimous vote.

## INFORMATIONAL ITEMS

### **SERTPO Program Managers Update**

**SNMEDD.** Mary Ann Burr explained that the quarterly report was not ready by time of the meeting but will be included in the next meeting packet. The Program Manager referred members to the traffic count program handout and explained that these are sample traffic count reports that were also shared during the January SNMEDD/COG Board meeting. The reports are from the South Gavilan Canyon Road site location in Lincoln County. The handout includes a sample traffic count, class by lane and speed by lane reports. The vendor reports also include a chart. The last section of the handout are reports from NMDOT. The data was shared with NMDOT, and the Data Management Bureau was able to generate reports from its TRADAS software. There are additional reports that are more detailed that can also be produced. Members can contact Ms. Burr for samples of those reports. The purpose of the handout is to give members an idea of what the equipment can produce as they consider locations in their areas and submit a request(s) for traffic counts. The exception to traffic count requests are US and state highways, which is NMDOT's jurisdiction. All requests are coordinated and communicated with NMDOT.

A member from the public, Bob Kurtz, commented that NMDOT does have their traffic count data online. The Program Manager explained that, to date, there have been three requests: one US highway; one county road and one State highway. The handouts give members an idea of how meaningful the information can be in analysis, and they may take the information back to their local governments. Members who are interested or have a request should contact Ms. Burr.

Members were reminded that transportation projects would be entered into RISTRA. COG staff will also be entering CDBG, CEDS and other projects. RTPO Program Managers will be attending the next

quarterly meeting in Los Alamos. Dates to remember include the Roadway Final Application deadline of February 15, 2017; Transportation Day at the Legislature where RTPOs will have its statewide booth on March 9, 2017; and the next SERTPO meeting which will focus on roadway prioritization on March 23, 2017. Members were recently emailed a copy of the Department of Finance & Administration's (DFA) Memo about the capital freeze that is in effect. A date of January 23, 2017, was listed. If a project list becomes available, it will be shared. The public, Bob Kurtz (Occam Engineering), commented that he had spoken with NMDOT District 2 staff this date, and the Local Government Road Fund (LGRF) projects like Co-op.'s, CAPs and MAP are not affected. Francisco Sanchez (NMDOT) stated that LGRF is business as usual.

**EPCOG.** Vincent Soule informed members that the Community Development Block Grant (CDBG) training is going to be held March 15, 2017, in Albuquerque. Registration information has been released. The National Regional Transportation Conference is going to be on June 28-30, 2017, in Denver Colorado. RISTRA was presented at last year's conference. Mr. Soule announced that EPCOG is having a job fair on April 13, 2017, that is going to be held at the Clovis Civic Center. They do not restrict the event to businesses just in their area. For example, the Lubbock Police Department will be there to recruit. Booths are available. Last year, there were approximately 300+ job seekers, and 50 booths. He may be contacted for additional information. Raymond Mondragon is overseeing the event.

Regarding Capital Outlay, Mr. Soule spoke to the group about Senate Bill (SB) 112 and House Bill (HB) 5 being available online and included capital outlay projects for approximately \$19.5 million that could be lost. The bills were last updated January 23, 2017. He mentioned the projects in his area that are being pulled back. Regarding HB63 and gas taxes, the bill will allow municipalities to raise the gas tax from 2 cents per gallon to 5 cents per gallon, in 1 cent per gallon per year increments. Estimated revenues for counties and municipalities were given. All bills are still subject, if passed, to the Governor's approval (or veto). The Executive budget FY18 suggested cut to transportation is 0.8%. Other reductions were mentioned.

#### **NMDOT Update**

Francisco Sanchez (NMDOT) explained that communications regarding changes and shortfalls in NMDOT's budget are occurring daily. At present, NMDOT anticipates a budget shortfall between \$10-\$15 million. Amounts above \$50 million will be split among the Districts. Further, there is a bill that proposes the consolidation of NMDOT and the Department of Motor Vehicles. Regarding the DFA Memorandum from Cabinet Secretary Duffey Rodriguez, anyone who has questions may contact Mr. Sanchez or Sigrid Webb (NMDOT). Mr. Sanchez also spoke of a transition in staffing where Mr. Louis Matta, Technical Support Engineer, will be overseeing the LGRF and Tribal/Local Public Agency (T/LPA) Coordinators. Regarding engineering certifications, projects of \$100k+, will require a professional engineer's stamp – no exceptions. Mr. Sanchez communicated that Ms. Webb wanted to ensure members received the recently distributed Capital Outlay guidelines which included information on Notice of Obligations. Also, for TLPA projects, he urged members to allow ample time for the environmental clearances as there may be issues like projects close to historical districts. Mary Ann Burr added that Mr. Brian Cribbin, NMDOT Environmental Coordinator, will be speaking at a future SERTPO meeting on environmental clearances.

Donna Gililland, T/LPA Coordinator, spoke to the status of active projects (some approaching closure) in Artesia, Ruidoso, Roswell, Hobbs and Clovis. FHWA is in the area and may be touring projects. She informed members that if they have projects in design and no pay requests have been processed, they need to get those pay requests turned in so their projects do not go on the inactive list. Six projects are scheduled to be through the design phase by June 15, 2017.

Southeast Regional Transportation Planning Organization (SERTPO)  
Minutes of January 31, 2017 Meeting

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**PUBLIC COMMENT** – There were no further public comments.

**MEETING DATE/ADJOURNMENT**

The next meeting is scheduled for March 23, 2017. The meeting adjourned at 11:26 a.m.

**APPROVED BY:**

  
\_\_\_\_\_  
Policy Committee Chair (or Acting Chair)

3-23-17  
\_\_\_\_\_  
Date

**ATTESTED BY:**

  
\_\_\_\_\_  
SERTPO Program Manager

3-23-17  
\_\_\_\_\_  
Date