

Southeast Regional Transportation Planning Organization (SERTPO)

Minutes of the Policy Committee Meeting

June 11, 2020 – 10:00 am

Virtual Meeting

POLICY MEMBERS PRESENT:

Policy Member (or Alternate) listed in Alphabetical Order

Baysinger, Susan	City of Portales
Burns, Jason	Eddy County
Burns, Marilyn	Town of Tatum
Gurule, Angelo	Chaves County
Henley, Brittany	Lea County
Honeycutt, Jeff	Lincoln County
Jarvis, Joe	City of Ruidoso Downs
Lovato, Ricky	Roosevelt County
Lucero, Amanda	De Baca County
McInnes, Laura	Village of Capitan
Morgan, Joseph	Mescalero Apache Tribe
Najar, Louis	City of Roswell
Patterson, Jeff	City of Carlsbad
Sena, Ron	Village of Ruidoso
Thornton, Robert	Curry County
Williams, James	City of Lovington

POLICY COMMITTEE MEMBERS ABSENT:

Aldridge, Stephen (Mayor)	City of Jal
Bunch, Clint	City of Clovis
Bradford, Sherrill (Mayor Pro Tem)	Village of Corona
Bradley, Jerry (Mayor)	City of Texico
Brito, Candy	City of Eunice
Burkett, Mickey (Mayor)	Village of Dora
Castillo, Antonio	Town of Vaughn
Dean, Ray (Mayor)	Town of Carrizozo
Estrada, Pete (Mayor)	Village of Loving
Green, Barry (Mayor)	Village of Melrose
Hall, Jubal	Village of Cloudcroft
Hobson, Aubrey	City of Artesia
Ingram, Justin	Village of Fort Sumner
King, Kris (Mayor)	Village of Causey
Lovas, Mark	Town of Hagerman
Porter, Tom	Otero County
Powell, Justin	Town of Dexter
Powell, Leona	Village of Grady
Rael, Stella	City of Alamogordo
Randall, Todd	City of Hobbs
Sainz, Robert (Trustee)	Village of Tularosa
Salazar, Ysidro (Mayor)	Town of Lake Arthur
Sales, Rudy	Village of Hope
Summers, Kim	Town of Elida
Whitecotton, Toni	Village of Floyd

COG/NMDOT STAFF PRESENT:

Burr, Mary Ann	Southeastern NM Economic Development District (SNMEDD)/Council of Governments (COG)
Gallardo, Judith	NMDOT – Las Cruces
Hudson, Debbie	NMDOT - Deming
Matta, Louis	NMDOT – Roswell
Serrano, Monica	NMDOT – Roswell
Soule, Vincent	Eastern Plains Council of Governments (EPCOG)

GUESTS PRESENT:

Abell, Mike	Carlsbad (Technical Representative)
Allen, Glenda	Lincoln County
Barentine, Jim	CES
Duncan, Wyatt	Lovington (Technical Representative)
Jones, Walon	Curry County (Technical Representative)
Mendez, Samantha	Ruidoso (Technical Representative)
Storey, David	Souder Miller (Roswell)

CALL TO ORDER / QUORUM (8)

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

Policy Chair James Williams presided over the virtual meeting and called the meeting to order at 10:00 a.m. A roll call for member attendance was taken, with sixteen members present—a quorum was established. Introduction of participating guests was also held. Members and guests participated with the Pledge of Allegiance.

APPROVAL OF AGENDA

Ron Sena made a motion to approve the agenda as presented. Motion was seconded by Louis Najjar, and motion was approved unanimously.

APPROVAL OF MINUTES

Louis Najjar made a motion to approve the November 21, 2019 minutes. Marilyn Burns seconded the motion. Motion was approved by unanimous vote.

ACTION ITEMS

A. Election of Officers

Chairman Williams opened the floor for nominations for Policy Chair. Samantha Mendez made nomination of Ron Sena for Policy Chair. Louis Najjar seconded the motion. The Chairman called for any additional nominations, to which there was none. Motion passed unanimously with no objections. For the position of Policy Vice-Chair, Louis Najjar made nomination of Glenda Allen. Nomination was seconded by Angelo Gurule. The Chairman called for any additional nominations, to which there was none. Motion passed unanimously with no opposing votes. For the position of Technical Chair, Wyatt Duncan made nomination of Jason Burns. Nomination was seconded by Jeff Patterson. The Chairman requested any additional nominations, to which there was none. Motion passed by unanimous vote, with no objections. Regarding the position of Technical Vice-Chair, Louis Najjar made nomination of Jeff Patterson. Nomination was seconded by Jason Burns. The Chairman requested any additional nominations, to which there was none. Motion was passed by unanimous vote, with no opposing votes.

B. Resolution #20-001 Approving SERTPO Public Meeting Notice Procedures

Louis Najar made a motion to approve Resolution #20-001 Approving SERTPO Public Meeting Notice Procedures. Motion was seconded by Angelo Gurule. A roll call vote was taken with all votes affirmative and no opposing votes. Motion passed by unanimous vote.

C. Resolution #20-002 Approving SNMEDD & EPCOG FFY21-22 Regional Work Programs (RWPs)

Louis Najar made a motion to approve Resolution #20-002 Approving SNMEDD and EPCOG FFY21-22 Regional Work Programs (RWPs). Motion was seconded by Ron Sena. Mary Ann Burr explained the Regional Work Program for the upcoming two years and commented that the document, due June 15th, has already been reviewed by the NMDOT Liaison. She noted new items, namely the RTIPR schedule that is now incorporated into the document and a listing of out-of-state conferences that may be attended. Vincent Soule spoke of new language pertaining to post-Census Urban Area Boundary Smoothing. A roll call vote was taken with all votes affirmative and no opposing votes. Motion passed by unanimous vote.

D. Resolution #20-003 Approving SNMEDD and EPCOG RWP Formal Amendments

Louis Najar made a motion to approve Resolution #20-003 Approving SNMEDD and EPCOG RWP Formal Amendments. Motion was seconded by Susan Baysinger. Mary Ann Burr spoke to the matter of both COGs wishing to budget and expend carry-forward balances from the previous year. She continued with a brief explanation of the budget line items for vehicle, equipment purchase, promotion/development and legal. Vincent Soule made comments on the formal amendment request from EPCOG. A roll call vote was taken with all votes in the affirmative, with no opposing votes. Motion passed by unanimous vote.

E. Transportation Project Fund (TPF) Status

Mary Ann Burr explained that she wanted to update members on the status and activity that has taken place with the LGTPF (now TPF) Program. She reminded members that PFFs were accepted through February 27, 2020 with the understanding that funding was tentative. The Legislature did not approve its funding. TPF was on the SERTPO March agenda for discussion, however that meeting was postponed due to COVID-19. The Program Manager explained that there had been a reluctance to proceed with feasibility reviews due to absence of the statewide criteria and a lack of funding. An option for the RTPOs is to have projects ready on the RTIPR. With some discussion, consensus of members was to hold off on continuance and await additional information.

INFORMATIONAL ITEMS

SERTPO Program Managers Update

Mary Ann Burr explained that the Strategic Highway Network (STRAHNET) information was a handout planned for the March meeting. The handout of the survey/questionnaire provides mapping of specific routes and includes SERTPO's responses on RTIPR projects on US 70/US 380. There is no specific funding for the STRAHNET routes. FHWA was making inquiry on national trends and practices. RTPOs may elect to use STRAHNET routes during prioritization processes.

An update was provided on the State Long Range Transportation Plan (New Mexico 2045 Transportation Plan). A physical meeting for stakeholders had been planned for April in Roswell but was postponed due to COVID-19. A virtual meeting is expected to be held. Some members of SERTPO were included on the invitation list. It is hoped that this community input for the southeast region can be also used for the SERTPO Regional Transportation Plan (RTP). The NMDOT consultants have released an online survey.

Southeast Regional Transportation Planning Organization (SERTPO)
Minutes of June 11, 2020 Meeting

Members were advised that a call is expected in May 2021 for the TAP/RTP/CMAQ Programs. Ms. Burr provided an update on CDBG Comprehensive Planning activity with three municipalities going under contract (Lake Arthur, Hagerman, Loving) and three additional municipalities about to go under contract (Tatum, Carrizozo and Ruidoso Downs).

Vincent Soule commented on a memo from the Legislative Finance Committee on the upcoming legislative special session. He will furnish a copy. He further stated that it is expected that HB2 is not going to be called back during the special session. EPCOG has been undergoing reorganization, and they expect a new planner.

Local Project Updates / NMDOT Update

Louis Matta, NMDOT District 2, commented that the Transportation Project Fund (TPF) had a lot earmarked by legislation. Further, he provided an update on NMDOT projects (Tularosa, Artesia and US 285 south of Carlsbad). Monica Serrano, NMDOT District 2, informed members that all LGRF Agreements for FY 21 have been sent to entities. Award letters for FY21 MAP projects have been sent to the Clovis, Eunice, Jal, Portales and Ruidoso Downs. Ms. Serrano added that Clarissa Martinez, NMDOT Santa Fe, is working on letters of award for FY21 MAP for Texico, Capitan, Cloudcroft and Ruidoso.

Local Government Comments/Issues (None)

PUBLIC COMMENT: None

MEETING DATE/ADJOURNMENT

At this point in time, the next meeting where action is expected would be the meeting for public transit prioritization. A date of November 12, 2020 was offered by SERTPO staff. The meeting may be virtual, depending on requirements. Louis Najjar suggested consideration of the Roswell Convention Center, where a room is large enough for 40-50 individuals, with seating six feet apart for social distancing. Meeting coordination would be through Juanita Jennings with the City of Roswell. Motion was made to adjourn by Ricky Lovato. Ron Sena seconded the motion. Motion passed unanimously. Meeting adjourned at 11:00 a.m.

APPROVED BY:



Policy Committee Chair



Date

ATTESTED BY:



SERTPO Program Manager



Date

Southeast Regional Transportation Planning Organization (SERTPO)

Minutes of the Policy Committee Meeting

November 12, 2020 – 10:00 am

Virtual Meeting

POLICY MEMBERS PRESENT:

Policy Member (or Alternate) listed in Alphabetical Order

Brito, Candy	City of Eunice
Burns, Marilyn	Town of Tatum
DeSha, John	City of Portales
Gurule, Angelo	Chaves County
Hall, Jubal	Village of Cloudcroft
Hobson, Aubrey	City of Artesia
Jarvis, Joe	City of Ruidoso Downs
Little, Christopher	Mescalero Apache Tribe
Lovato, Ricky	Roosevelt County
Myrick, Van	City of Jal
Najar, Louis	City of Roswell
Patterson, Jeff	City of Carlsbad
Rael, Stella	City of Alamogordo
Randall, Todd	City of Hobbs
Sena, Ron	Village of Ruidoso
Willard, Lynn	Lincoln County
Williams, James	City of Lovington

POLICY COMMITTEE MEMBERS ABSENT:

Bunch, Clint	City of Clovis
Bradley, Jerry (Mayor)	City of Texico
Burkett, Mickey (Mayor)	Village of Dora
Castillo, Antonio	Town of Vaughn
Dean, Ray (Mayor)	Town of Carrizozo
Estrada, Pete (Mayor)	Village of Loving
Gallegos, Louie (Mayor)	Village of Fort Sumner
Green, Barry (Mayor)	Village of Melrose
Hooper, Wesley	Eddy County
King, Kris (Mayor)	Village of Causey
Lovas, Mark	Town of Hagerman
Lowrance, Ron (Mayor)	Village of Capitan
Lucero, Amanda	De Baca County
Needham, Corey	Lea County
Porter, Tom	Otero County
Powell, Justin	Town of Dexter
Powell, Leona	Village of Grady
Sainz, Robert (Trustee)	Village of Tularosa
Salazar, Ysidro (Mayor)	Town of Lake Arthur
Sales, Rudy	Village of Hope
Seely, Sam (Mayor)	Village of Corona
Summers, Kim	Town of Elida
Thornton, Robert	Curry County
Whitecotton, Toni	Village of Floyd

Southeast Regional Transportation Planning Organization (SERTPO)
Minutes of November 12, 2020 Meeting

COG/NMDOT STAFF PRESENT:

Burr, Mary Ann	Southeastern NM Economic Development District (SNMEDD)/Council of Governments (COG)
Coslin, Libby	NMDOT - Roswell
Gallardo, Judith	NMDOT – Las Cruces
Hudson, Debbie	NMDOT - Deming
Matta, Louis	NMDOT – Roswell
Padilla, Alexis	NMDOT Transit and Rail
Rodriguez, Raul	Eastern Plains Council of Governments (EPCOG)
Serrano, Monica	NMDOT – Roswell
Soule, Vincent	Eastern Plains Council of Governments (EPCOG)
Ummadi, Vijay	NMDOT Transit and Rail

GUESTS PRESENT:

Abell, Mike	City of Carlsbad (Technical Representative)
Baysinger, Susan	City of Portales
Brito, Maria	Carlsbad Municipal Transit
Dodge, Timothy	Village of Ruidoso
Duncan, Wyatt	City of Lovington (Technical Representative)
Fletcher, Jan	Hobbs Express
Gilsdorf, Sharon	Zia Therapy Center (ZTrans)
Hall, Katherine	Portales Area Transit (PAT)
Hardin, Joe	Zia Therapy Center (ZTrans)
Hildreth, Merideth	City of Roswell
Hicks, Becky	Roswell Transit
Johnson, Garry	Clovis Area Transit System (CATS)
Kemp, Mary Lou	Clovis Area Transit System (CATS)
Mendez, Samantha	Village of Ruidoso (Technical Representative)
Moore, Joshua	Carlsbad Municipal Transit
Moore, Christopher	Roswell Transit
Robb, Katie	Carlsbad Municipal Transit

CALL TO ORDER / QUORUM (5)

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

Policy Chair Ron Sena presided over the virtual meeting and called the meeting to order at 10:04 a.m. A roll call for member attendance was taken, with seventeen members present—a quorum was established. Introduction of participating guests was also held. Members and guests participated with the Pledge of Allegiance.

APPROVAL OF AGENDA

John DeSha made a motion to approve the agenda as presented. Motion was seconded by Louis Najar. The Policy Chair asked for all in favor of the motion, receiving multiple affirmative votes. The Chair requested for any dissenting votes, to which there were none. Motion was approved unanimously.

APPROVAL OF MINUTES

James Williams made a motion to approve the June 11, 2020 minutes. Louis Najar seconded the motion. With no dissenting votes cast, the motion was approved.

ACTION ITEMS

A. Public Transit Presentations

Opening Remarks: Vijay Ummadi, Rural Transit Program Manager
NMDOT Transit and Rail Division

On behalf of the NMDOT Transit and Rail Division, Mr. Ummadi thanked SERTPO for conducting the meeting. The RTPO's annual regional prioritization of transit applications informs NMDOT's process from a regional needs perspective. Regarding the §5311 program, regional prioritization is used in NMDOT's criteria in their §5311 funding distribution index. The Program Manager added that RTPOs are forums for soliciting input from rural local governments and the public regarding transportation matters in rural New Mexico. NMDOT Transit and Rail announced its FY2021 federal transit grant awards during its Annual Statewide Transit Budget Award meeting held June 2-3, 2020. The budget award information is posted on Transit & Rail's website. Subgrantees applied for this funding in September 2019. A total of \$426,901,000 in federal transit grant funds was awarded for FY2021. The majority of this funding comes from the CARES Act, which is intended to maintain operations and staffing levels for public transportation operators during the COVID-19 pandemic by providing up to 100% funding for administration and operating expenses. CARES Act funds are administered through the §5311 program. The available federal funding will support capital, administration, and operations at public transit agencies from October 1, 2020 through September 30, 2021.

The §5310 program (capital assistance) provides enhanced mobility for seniors and individuals with disabilities. Recommended awards were mostly consistent with the requested budgets. Requests were funded at \$2,447,000. Eligible applicants were listed. Forty-six transportation program vehicles were awarded under §5310 funding. §5311 funding is used to assist administrative and operating expenses in the provision of general public transportation services in rural areas. There were 22 applicants for FY2021 §5311 funding, and 21 applicants were funded. All funded applicants received §5311 CARES Act funding and traditional §5311 rural public transportation funds. CARES Act funding was at 100% and §5311 rural public transportation funds were 50/50. Recommended administration and operating grant awards for FY2021 totaled \$20,757,000. §5339 funds assist with capital expenses in the provision of general public transportation services in rural areas. Fifteen applicants were awarded under §5339 funds.

Mr. Ummadi discussed the §5311 funding distribution index. Transit & Rail has individual performance indicators, that include previous years' ridership, federal award expended and RTPO ratings and rankings. The Rural Transit Program Manager reminded members that all information is available at the Transit & Rail website.

Prioritization - §5311 -Formula Grants for Rural Areas

Discussion was held on turning in the scoring sheets. Mary Ann Burr recommended that scoring sheets be emailed to the entity's respective planner by end of business on Friday. This would allow ample time for scoring sheets to be scanned in and emailed. The timeline was agreed to.

1. **Zia Therapy Center (Alamogordo, Mescalero, Ruidoso, and Lincoln County)** - Joe Hardin, Transportation Director and Sharon Gilsdorf, Chief Financial Officer, made presentation. Mr. Hardin provided a brief history of Zia Therapy Center and provided years when routes were added: Holloman AFB (2003), Mescalero Apache Tribe (2005), Las Cruces (2012) and Lincoln County (2018). He added that Mescalero represents nearly half of their ridership and is a funding partner. Mapping of their service area was provided. Zia is considered to be a rural, micropolitan and small urban service area as it serves three counties and one Indian reservation. Mr. Hardin spoke to their

one, five, and ten-year plans; other systems with whom they coordinate services; and collaboration with Mescalero Apache Tribe who has authorized Zia to apply on their behalf.

Sharon Gilsdorf discussed ongoing funding and named their funding partners. Ms. Gilsdorf spoke to their financial requests for operating, administration and capital budgets, explaining decreases and increases. The Transportation Director continued, discussing public input methods and regional need/justification. Ridership has increased over the years, however, 2020 has brought a huge decrease in ridership, between 40-50%. Marketing methods were described and now include virtual presentations. Advertising continues on their fleet which now has several bright colors (illustrated). Mr. Hardin spoke to their fleet of 21, provided examples of mileage and explained the need for a great need for replacement of vehicles. Zia coordinates with the City of Alamogordo for capital outlay vehicle purchases. Drivers and dispatchers are highly trained—types of training were described. The Director spoke to the impact of COVID-19 on their system. They have gone fare-free; social distancing is followed; drivers and riders must wear face masks; employees are tested; and vehicles are cleaned with a fogging system.

A reminder was given to keep presentations to ten minutes.

2. **City of Roswell (Roswell Transit)** – Becky Hicks, Transit Director and Chris Moore, Manager presented. Ms. Hicks opened with Pecos Trails’ mission statement and vision. The Director gave an overview of their organizational chart and staffing, including drivers. A charted 5-year plan of projects (2020-2025) was presented. Ms. Hicks explained that they were able to accomplish projects due to COVID-19 as they did not have the usual time constraints. Projects include upgrading camera systems on buses to view in real time, acquire rider apps and implement a scheduling program. Photos illustrated the repair of their neon Zia light; improved garage lighting with new LED fixtures; the drivers’ rest area; new safety lighting in the bullpen and alley; and promotional lighting (colored) for events, such as Breast Cancer Awareness month. The Director provided a diagram and actual photo of planned bus stop coverage—Santa Monica’s Blue Dot Bus Stops. Special custom design work with an artistic flair is planned for the bus stops.

Ms. Hicks spoke to planning, to include the 5-Year Plan for projects, inclusion in the City’s Comprehensive plan, public input at monthly public forms and periodic public surveys. Community partnerships were named. Community need was described, with dialysis patients, work commuters, seniors, students, and visitors from the airport being served. Regarding marketing, the City has branded a new logo (illustrated), buses are now wrapped in bright green, social and local media are utilized, and personal visits to local businesses, senior and medical facilities on paratransit/all services are being made. Ms. Hicks pointed out a name change from Pecos Trails Transit to Roswell Transit. Roswell Transit has three fixed routes. Previously there were six routes, but routes have been combined. A fourth route is being planned for the outskirts of Roswell (within city limits), to bring riders into town. Daily paratransit service is provided. Ridership for FY2020 was given. Numbers have decreased with no ridership during the month of April, due to COVID-19.

3. **City of Portales (Portales Area Transit)** – Susan Baysinger, Public Works Projects Administrator and Katherine Hall, PAT Coordinator, made presentation. Ms. Baysinger described the staffing for PAT, with one part-time position to be filled. PAT is a demand-response system, serving Portales (population of 12,000+) and a 5-mile radius within Roosevelt County (population of 19,000+). Ms. Baysinger described their short-term and long-term goals. PAT coordinates with other agencies and named some of the organizations. PAT also coordinates with other transportation providers. Ms. Baysinger spoke to funding sources, planning resources (i.e., ICIP, Comprehensive Plan), and hours of operation. She continued with listing the application requests for administration and operations, explaining that increases in the budget are due to the increase in minimum wage. Public

input is available through their open-door policy at program offices and the Public Works offices (City); annual surveys; public comment opportunities during City Council meetings; and comment cards on transit vehicles. Currently, regional transit is not offered; however, data and research are planned regarding service to Cannon AFB, ENMU students, and medical facilities in Clovis. Numerous marketing strategies were described. Plans for increasing ridership include marketing and study of underserved populations. PAT is considering service to certain dairies and farms outside their service area.

4. **City of Hobbs (Hobbs Express)** – Jan Fletcher, City Clerk and Public Transit Director, addressed the group and explained that Hobbs Express started in 1989 with one van, serving 3,900 passengers. As of September 30, 2020, they now have a fleet of 20 vehicles, serving 776,000 passengers—31 years of service. She described their hours of operation and provided that Hobbs Express has three fixed routes, one rapid response route, and a paratransit demand response service to Hobbs and the immediate outlying area. The funding requests for administration and operating were mentioned. Capital requests include two 18-passenger replacement buses. Administrative and operating expenses are holding at the same level. Short-term and long-term goals are included in the City’s budgetary process. Hobbs Express is included in the Master Plan, and a strategic plan is in the future. Goals include modifying and improving routes. Delivery of services include existing and new housing developments, new retail spaces and a new hospital. Hobbs Express coordinates with numerous agencies, examples given. Coordination also includes Hobbs Municipal Schools with the 21st Century learning grant for transportation services.

As has been experienced in most areas, Hobbs Express’ ridership has decreased during the pandemic--from 57,000 in the previous year to 36,252. Ms. Fletcher spoke to fares collected and full expenditure of funds, supporting the basis of need for the services; the local economy; unemployment percentages; staffing structure; CDL incentives; employee retention/recruitment (particularly when oil and gas industry re-booms); and numerous marketing tools. The Transit Director concluded with their mission and commented that they expect ridership to return post pandemic and are focusing on energy and positivity.

5. **City of Clovis (Clovis Area Transit)** – Mary Lou Kemp, Director, started by explaining that CATS is 100% demand response service within the City of Clovis, and even with decrease in ridership due to Covid-19, ridership stats show that they need to continue service and build capacity. Fare collections stopped during the pandemic. Trip statistics charting displayed for type of trip show 31% for work; 21% personal; 14% for medical; 14% for school; 10% for meals; 7% for shopping; and 5% for dialysis. She continued to speak on hours of operation, fares, and the three methods to book a trip (call to reservation clerk, self-service online portal, mobile app). An overview was given on the funding request amounts, with an explanation of administrative/operating changes, to include an increase in drivers’ pay resulting from a wage survey. Capital requests were for two small buses to replace two vehicles with high mileage and for upgrades to video systems in buses. The Director explained that the pandemic decreased ridership but allowed them more time in which to follow best practices with hand sanitizer on buses, PPE, barriers, employee and customer screening, decontamination, etc.

Ms. Kemp spoke to their strategic and comprehensive plans and coordination with other local transportation providers (named), which includes the referral of passengers to them. CATS continually seeks out other funding opportunities to provide their service. They have applied for and have received State funding for a pilot program to meet the needs for those passengers on Medicare. The program has not yet started due to the pandemic, but a bus has been ordered and is delivery is expected later in the month. Public input processes were described, and she commented they were excited about their new scheduling software which has an online portal and mobile app. Ms. Kemp

spoke to regional needs requests, received daily, and tracking of those requests. She spoke on goals and needs, with a need recently met through the implementation of the scheduling software. Marketing strategies are fulfilled by the new Marketing Director. Social media has been active with information relating to the pandemic as well as information to increase ridership. Traditional marketing tools such as radio, newspapers, etc. are utilized.

6. **City of Carlsbad (Carlsbad Municipal Transit)** – Maria Brito with Carlsbad Municipal Transit started her presentation by displaying their mission statement and describing the short-term goals such as staffing structure and changes; plans of transitioning from manual to visual operations (scheduling and dispatching software) and increasing their fixed route. A quick overview of long-term goals was given. Ms. Brito spoke of coordination with agencies and listed them via Power-Point. She explained how the new scheduling software will enable these organizations to view the schedule and schedule trips to and from their facilities. Funding requests amounts for \$5311 and \$5339 were presented, to include their sources of revenue.

When discussing public input, Ms. Brito provided that public input is how they improve, and they have numerous methods for public input. Carlsbad Transit has added a complaint form to their website, and riders will have the ability to complete a survey in real time as they are riding the bus (with the new software). An overview of goals from the Carlsbad Long Range Transportation Plan were discussed, with fulfilling demand in Carlsbad as being the optimum goal. Dialysis is one of the biggest needs of the community as well as Income Support Division, doctors' visits, senior centers, and tourism. COVID-19 has affected their tourism, example given for Carlsbad Caverns where they have experienced a \$244,748 revenue decline. Ways for increasing ridership include the transit shelter project which will be able to shelter over half of their fixed route stops; the transit technology project (scheduling using an app or website, daily operations data collection, real-time vehicle location, GPS tracking); replacement of cameras on vehicles and the main facility; rebranding on signs and transit vehicles; replacement of first-aid kits on buses; and the addition of eight new stops. COVID-19 practices include installation of touchless thermometers, a decontamination system and use of sanitizer and masks. Their transit system is now locatable with Google Maps. Ms. Brito described their marketing tools.

B. Election of Officers

Chairman Ron Sena explained that nominations are needed for Vice-Chair for the Policy Committee and Vice-Chair for the Technical Committee. He provided an explanation of the reasons for the new nominations. Nominations were opened from the floor for Policy Committee Vice-Chair. James Williams nominated Louis Najar (City of Roswell). There were no other nominations. James Williams made a motion for the election of Louis Najar (City of Roswell) for the Policy Vice-Chair. Motion was seconded by Jeff Patterson. The Chair asked for any objections, to which there were none. Motion passed. Nominations were opened from the floor for Technical Committee Vice-Chair. Ron Sena nominated Joey Jarvis (Ruidoso Downs). Wyatt Duncan seconded the nomination and made a motion for the election of Joey Jarvis (Ruidoso Downs) for the Technical Vice-Chair. Motion was seconded by Christopher Little. The Chair asked for any objections, to which there were none. Motion passed.

C. Resolution No. 20-004 Approving Bylaws Update

Chairman Ron Sena asked for a brief on the resolution. Mary Ann Burr explained that there had been a budget amendment approval from a previous meeting whereby a budget line item for *Legal* was added. There was a short timeframe with carry forward budget to expend monies, and a legal review of the Bylaws was chosen as a good use of the carry forward budget. Legal review was conducted by Sunnie Richardson with Hinkle Law Firm. A tracked version of the revision as well as the final form were

provided to members. Most of the edits dealt with compliance with the Open Meetings Acts, restructuring and clean up. Motion was made by John DeSha to approve Resolution No. 20-004. Motion was seconded by Louis Najjar. The Chair asked for any objections, to which there were none. Motion passed.

INFORMATIONAL ITEMS

SERTPO Program Managers Update

Mary Ann Burr reminded members that regarding the Regional Transportation Plan (RTP) update, there were five volunteers to serve on a subcommittee. The subcommittee met virtually in mid-September, and the subcommittee chose to have a transportation survey. The survey was posted online and in physical locations within the region for at least thirty days. The results of the survey have been shared with the subcommittee, and a meeting is planned within the next week to review the results. Ms. Burr mentioned that survey results were provided in the meeting packet from Alta, a consultant on the NM 2045 Plan. The information was for the southeast region. The Alta survey is additional public input for the RTP update.

Activity on the CDBG Comprehensive Planning grants is continuing, with work by the planning organizations ranging from a quarter to a third percent completion. She spoke of the Data Users Conference being held in the following week, with sessions each day (Monday through Friday) and online accessibility to find more information on the sessions. For consideration in the next meeting, the Program Manager spoke on future activity for Roadway, TPF and TAP/RTP/CMAQ and due dates for a potential RWP amendment(s) (mid-March). A February meeting would allow for any RWP amendments and may include a presenter on TAP/RTP/CMAQ and approval of RTPO application timelines (for TAP/RTP/CMAQ).

Vincent Soule commented on staff transitioning with Raul Rodriguez being the new regional planner. EP-COG is currently working on regional recovery plans due to COVID-19.

Local Project Updates / NMDOT Update

Louis Matta, NMDOT Roswell, commented that the D2 Engineer Tim Parker is leaving NMDOT. LGRF and LTAP are running smoothly. There are several construction projects going on statewide -- NM 128, NM 176, US 285, and US 54. There are other smaller projects near Texico, and a bridge that is nearing completion.

Monica Serrano, NMDOT Roswell, reminded members to be sure to get their clearances on capital outlay and LGRF. She also requested members to be sure to insert the Control Nos. on each page for reimbursements and disbursements.

Judith Gallardo, NMDOT Las Cruces, requested that agencies who have a current agreement, to check termination dates and add a reminder to their calendar about 60-70 days prior to the termination date in the event they may seek a time extension. She asked members to please use the Agreement Request Form (ARF) from the website for the most current and approved version. The Tribal/Local Public Agency (TLPA) Handbook is being updated and will be downloadable (online) once the update is complete. TLPA training videos are available online, and members may choose their chapter of interest. Most of NMDOT is working remotely, and she spoke to the increased email communications and acceptance of digital documents.

Local Government Comments/Issues (None)

PUBLIC COMMENT: None

**Southeast Regional Transportation Planning Organization (SERTPO)
Minutes of November 12, 2020 Meeting**

MEETING DATE/ADJOURNMENT

The next meeting date was set for Thursday, February 11, 2021 at 10:00 a.m., with the meeting expected to be virtual (and phone conference). Motion was made by Roswell for adjournment and seconded by Portales. Motion adjourned at 12:05 pm.

APPROVED BY:



Policy Committee Chair

2/11/21

Date

ATTESTED BY:



SERTPO Program Manager

2-16-21

Date