

# **Southeast Regional Transportation Planning Organization (SERTPO)**

## **Minutes of the Policy Committee Meeting**

**February 11, 2021 – 10:00 am**

**Virtual Meeting**

### **POLICY MEMBERS PRESENT:**

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

Burns, Marilyn (Mayor)	Town of Tatum
Duncan, Wyatt	City of Lovington
Hall, Jubal	Village of Cloudcroft
Hobson, Aubrey	City of Artesia
Jarvis, Joey	City of Ruidoso Downs
Little, Christopher	Mescalero Apache Tribe
Myrick, Van	City of Jal
Najar, Louis	City of Roswell
Patterson, Jeff	City of Carlsbad
Rael, Stella	City of Alamogordo
Reid, Bruce	Lea County
Sena, Ron	Village of Ruidoso
Willard, Lynn (Commissioner)	Lincoln County

### **POLICY COMMITTEE MEMBERS ABSENT:**

Brito, Candy	City of Eunice
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
DeSha, John	City of Portales
Dixon, Tina	Roosevelt County
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
Porter, Tom	Otero County
Powell, Justin	Town of Dexter
Powell, Leona	Village of Grady
Randall, Todd	City of Hobbs
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
West, Joe	Chaves County
Whitecotton, Toni	Village of Floyd

**COG/NMDOT STAFF PRESENT:**

Briley, Alan	NMDOT – Roswell
Burr, Mary Ann	Southeastern NM Economic Development District (SNMEDD)/Council of Governments (COG)
Coslin, Libby	NMDOT – Roswell
Fetherlin, Kim	NMDOT – Las Cruces
Hudson, Debbie	NMDOT - Deming
Matta, Louis	NMDOT – Roswell
Moore, Maggie	NMDOT – Santa Fe
Rodriguez, Raul	Eastern Plains Council of Governments (EPCOG)
Soule, Vincent	Eastern Plains Council of Governments (EPCOG)
Tallman, Sky	NMDOT – Santa Fe

**GUESTS PRESENT:**

Abell, Mike	City of Carlsbad (Technical Representative)
Barentine, Jim	CES
Hildreth, Merideth	City of Roswell
Honeycutt, Jeff	Lincoln County (Technical Representative)
Hicks, Becky	Roswell Transit
Palomino, Alex	Souder, Miller & Associates (Roswell)
Sikes, Nadia	Alamogordo Mayor Pro Tem
Williams, Constance	Ben Ray Luján, US Senator for New Mexico

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

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS**

Policy Chair Ron Sena 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 thirteen 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**

Lynn Willard made a motion to approve the agenda as presented. Motion was seconded by Louis Najar. In lieu of roll call, the Policy Chair asked for all objections. With no dissenting votes cast, the motion was approved unanimously.

**APPROVAL OF MINUTES**

Lynn Willard made a motion to approve the November 12, 2020 minutes. Louis Najar seconded the motion. With no dissenting votes cast, the motion was approved unanimously.

**PRESENTATION: TAP/RTP/CMAQ FFY2023+ Call for Projects**

Maggie Moore, NMDOT TAP/RTP Coordinator  
Sky Tallman, NMDOT CMAQ Coordinator

Maggie Moore, NMDOT TAP/RTP Coordinator, informed members that the next Call for Projects for TAP/RTP funds is for FFY 2023 and beyond. Ms. Moore and Mr. Tallman will be kicking off the Call in May and are looking forward to working with everyone to make it a success. The funding eligibilities and requirements of the three programs have their own unique characteristics and requirements but there is also some overlap between the three programs. She recommended that as members prepare their potential projects

to apply for these funds, they should consider which program is the best fit, taking into consideration the scope of work, the project, etc. The tentative timeline was presented. The Coordinator described the initial step of getting an application into the pipeline, which includes coordination with the RTPO planner, completion of feasibility forms and scheduling of meetings, attended by NMDOT staff. The process is subject to change and covers a six-month period of time. She spoke to the solicitation of applications, scheduling of meetings, vetting of applications, RTPO's need for setting a timeline, submission of the applications to NMDOT and NMDOT processes for eligibility and ranking. Award announcements are anticipated between January and March (2022).

For those interested in applying, Ms. Moore recommended that they obtain a copy of the Tribal/Local Public Agency (T/LPA) handbook. Trainings were provided previously with the 2019 TLPA handbook and recordings of those trainings are available at the NMDOT Project Oversight Division website. The Handbook has had recent updates. The Coordinator proceeded with an overview of a checklist for steps in preparation for the Call. Coordination with the RTPO Planner will be required. Additionally, entities need to confirm their eligibility status with ADA, Title VI and financial (i.e., audit standing). She recommended that entities identify eligible projects that are provided in community-supported plans and/or planning agencies as entities start their Project Feasibility Form (PFF) process. Additional steps include obtaining cost estimates, collection of data that may support the application, environmental documentation/certifications, public outreach, and letters of support for the application. An overview of those entities eligible to apply was given as well as those who are not eligible. The Coordinator further stressed that the programs work on a reimbursement basis (85.44% federal share), not disbursement. The local match is at 14.56% of the project. The TAP Program is very competitive, based on population ranges. The under 5,000 population range is less competitive as compared to where the bulk of the applications which fall in the mid-population ranges. Buy America requirements will apply, and the standard certifications will be needed (e.g., ROW, ITS, environmental, rail, utilities and SHPO possibly). The ADA Transition Plan (or Policy) and Title VI Policy must be in place. NMDOT will conduct their review of entities for good financial standing, and coordination will be continued with the RTPO and NMDOT District offices on the projects. Illustrating the competitiveness of the funding, Ms. Moore displayed charts for each program, showing the dollar amounts applied for and amounts awarded during the last Call. The purpose and goals of the TAP Program were reviewed, in addition to photos of TAP projects. The goals should be again included in the updated NMDOT Long Range Plan for 2045. Eligible project examples were overviewed, including mention of projects in Las Cruces, San Juan County, Ruidoso, and Roswell.

The TAP/RTP Coordinator spoke to the Recreational Trails Program (RTP), stressing that it too is a federal reimbursement program. The RTP provides funding to develop and maintain recreational trails and related facilities for both non-motorized and motorized uses. The RTP Program has a newly assembled RTP advisory board, consisting of seven members from around the state. The Coordinator commented that there is a lot of new energy and movement around outdoor recreation in New Mexico. Eligible project examples were given, to include maintenance/restoration of existing trails, construction of new trails and others. Local and regional trail planning is not an eligible project. Estimated amounts of funding between the three categories of diverse use, non-motorized and motorized were presented, showing the percentages of the total for each. The Coordinator stressed that this money does not roll over and phasing, therefore, is recommended.

Sky Tallman, CMAQ Coordinator, explained to all that CMAQ is a significantly larger program than TAP/RTP, with its primary purpose being funding projects that improve air quality. He clarified that congestion in the program name can be misleading—the funding does not apply to any project that would expand capacity to vehicles (adding lanes to relieve congestion). Mr. Tallman commented that CMAQ tends to fund larger projects statewide. Further, he stressed that doing the groundwork for these projects ahead of the Call goes a long way to making it competitive, allows project timelines to be met and avoids reprogramming of funding for another year. The Coordinator provided an overview of eligible projects and gave an example of a risky project (purchase of new vehicles) due to difficulty meeting Buy America requirements. Projects

with multimodal emphasis are funded and there is overlap with TAP. If an entity is considering applying for a project that may be CMAQ or TAP, he urged the entity to contact the TAP and CMAQ Coordinators to see which program would be a better fit. The CMAQ application and guide are being revised, to improve consistency between the purpose of the CMAQ and the application questions. Examples of eligible projects were listed, with expanded explanation. Mr. Tallman stated that electric vehicle charging infrastructure is not included in the list but has been funded with CMAQ nationally. They are awaiting additional information as to how those projects were structured (particularly with Buy America compliance). Any entity interested in this category are encouraged to contact the CMAQ Coordinator for guidance. Mr. Tallman responded to inquiry regarding diesel engine replacement.

CMAQ is highly competitive like the other programs and 2023 is already partially programmed from the previous Call. Like TAP/RTP, CMAQ is a reimbursement program and the local match requirement is 14.56%. A diagram showing examples of exclusively CMAQ or TAP projects was displayed, along with project types that could fall in either program (overlap). Discussion was held on the positive attributes of successful applications in the areas of planning, narrative, consistency, alignment, and impact. Contact information for both Coordinators as well as for Shannon Glendenning, Active Transportation Programs Supervisor, were provided. Ms. Moore responded to an inquiry and confirmed that applications and application guides for all programs are being finalized and will be shared with RTPOs.

#### **ACTION ITEMS**

##### **A. Election of Officer (Technical Committee Vice-Chair)**

Chairman Sena explained to members that while a member had been nominated for this office during the last meeting, that member later stepped down due to other commitments. A list of the Technical Committee Representatives was included in meeting packets and displayed for all to review. Mary Ann Burr explained that members would need to make nomination from the list. The Chair opened the floor for nominations. Wyatt Duncan made motion to nominate Jeff Honeycutt (Lincoln County) for Technical Committee Vice-Chair. The Chair requested if there were any further nominations, to which there none. Motion was made by Lynn Willard to close nominations. Motion was seconded by Wyatt Duncan. The Chairman requested if there were any objections. With no dissenting votes cast, the motion was approved unanimously. Jeff Honeycutt accepted the nomination.

##### **B. Resolution No. 21-001 Approving SNMEDD/COG FFY 21-22 RWP Formal Amendment No. 1**

Mary Ann Burr explained to members that they may recall RWP Amendments from recent meetings. The primary change for this amendment is that it is for the current Regional Work Program (2 years). Previous amendments dealt with the Regional Work Program that ended September 30<sup>th</sup>, dealing with budgeting of hours/line items with carry forward budget. This amendment has similarities, shifting hours to the first function where more time is being spent with comprehensive planning and the regional transportation plan. Ms. Burr explained what prompted the amendment was the vehicle debt being fully paid, and unused budget is now being transferred to other line items. She also spoke to equipment and audit expense being budgeted. The amendment has been pre-approved by the NMDOT Liaison, as required. A motion for the adoption of Resolution No. 21-001 was made by Louis Najar. Motion was seconded by Lynn Willard. The Chair requested for any additional discussion and any objections. With no dissenting votes cast, the motion was approved unanimously.

## INFORMATIONAL ITEMS

### SERTPO Program Managers Update

Ms. Burr explained that the activity with the comprehensive planning grants is continuing. A few of the grants will be expiring this summer unless there is an extension while the remainder go through the month of December. Regarding TAP/RTP/CMAQ, Ms. Burr explained that it had been mentioned during the last meeting that the RTPO application schedule dates may be set. Upon review of the previous 2018 Application Deadlines Schedule (displayed), SERTPO held a meeting during the first week of the Call. She recommended that SERTPO meet again during the first week of the upcoming Call, allowing for NMDOT to finalize all guides and related items. Work on the Regional Transportation Plan (RTP) is continuing. SNMEDD and EPCOG have collected photos of downtown areas in the region for use in the plan, updating cover and section pages. Once sections updated, the RTPO Planners will be meeting with the subcommittee. An RTPO Quarterly virtual meeting will be scheduled next month, after the legislative session ends. Ms. Burr mentioned an email regarding proposed transportation legislation had been previously sent to SERTPO. Raul Rodriguez mentioned that there are a few pieces of legislation that are currently being reviewed in the House and Senate, such as a gas tax increase and a funding bill that they are keeping watch over. The legislation can be found at <https://nmlegis.gov/>. For additional information, members can get their contact information from Ms. Burr or via chat.

### Local Project Updates / NMDOT Update

Louis Matta, NMDOT, explained that LGRF FY21-22 applications are due March 15<sup>th</sup> by email. Solicitations for applications were previously sent out. If any entity needs that information, Mr. Matta urged members to contact him so an application can be submitted. MAP Agreements are expiring June 30, 2021. If an extension is needed, that request needs to be submitted to the District by February 26, 2021. Mr. Matta also informed the group that if an entity is not going to be able to use their LGRF funds, to please notify the District promptly (instead of the last month) so they may terminate agreements and move monies around for another entity's use of the funding. Regarding the local government transportation road fund, he urged members to make sure that the project is in the RTPO's project plan. Funding amounts for transportation programs are not known yet as legislation is pending.

Projects are ongoing on US 285, NM 128, NM 176, and US 54. The District will be starting a new lighting project on Indian Wells in Alamogordo. Other projects that will bid out before the end of the year are a project in Carrizozo; a bridge on US 380 by Carrizozo; a bridge in Vaughn; message boards in Carrizozo and Ruidoso; and the remainder of the corridor on US 285, south of Loving.

Debbie Hudson, NMDOT Liaison, expressed appreciation to Maggie Moore and Sky Tallman for their presentation during the meeting.

### Local Government Comments/Issues (None)

**PUBLIC COMMENT:** Jim Barentine, CES, thanked everyone for all the hard work done on behalf of the citizens in the region. CES remains ready to assist with procurement needs and holds contracts in place for pavement, general construction, and engineering. He urged entities to give them a call for assistance/discussions, whether state agency or local government. He added that to his knowledge the only funding where cooperative procurement contracts is not allowed is CDBG.

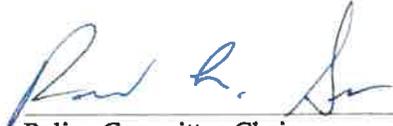
Southeast Regional Transportation Planning Organization (SERTPO)  
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**MEETING DATE/ADJOURNMENT**

The next meeting date was set for Thursday, May 6, 2021 at 10:00 a.m., with the meeting expected to be virtual (and phone conference). Motion was made by Louis Najjar for adjournment and meeting adjourned at 11:13 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**

**May 6, 2021 – 10:00 am**

**Virtual Meeting**

### **POLICY MEMBERS PRESENT:**

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

Baysinger, Susan	City of Portales
Bunch, Clint	City of Clovis
Burns, Jason	Eddy County
Burns, Marilyn (Mayor)	Town of Tatum
Davis, Ashley	Mescalero Apache Tribe
Duncan, Wyatt	City of Lovington
Flores, Carol	Roosevelt County
Jarvis, Joey	City of Ruidoso Downs
Jones, Walon	Curry County
Lucero, Amanda	De Baca County
Najar, Louis	City of Roswell
Patterson, Jeff	City of Carlsbad
Reid, Bruce	Lea County
Sena, Ron	Village of Ruidoso
West, Joe	Chaves County
Willard, Lynn (Commissioner)	Lincoln County

### **POLICY COMMITTEE MEMBERS ABSENT:**

Brito, Candy	City of Eunice
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
Hall, Jubal	Village of Cloudcroft
Hobson, Aubrey	City of Artesia
King, Kris (Mayor)	Village of Causey
Lovas, Mark	Town of Hagerman
Lowrance, Ron (Mayor)	Village of Capitan
Myrick, Van	City of Jal
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
Seely, Sam (Mayor)	Village of Corona
Summers, Kim	Town of Elida
Whitecotton, Toni	Village of Floyd

**COG/NMDOT STAFF PRESENT:**

Al-Gahmi, Mohammad	NMDOT – Las Cruces
Arnett, Manon	NMDOT - Roswell
Burr, Mary Ann	Southeastern NM Economic Development District (SNMEDD)/Council of Governments (COG)
Coslin, Libby	NMDOT – Roswell
Fetherlin, Kim	NMDOT – Las Cruces
Gallardo, Judith	NMDOT – Las Cruces
Hudson, Debbie	NMDOT – Deming
Martinez, Clarissa	NMDOT – Santa Fe
Matta, Louis	NMDOT – Roswell
Rodriguez, Raul	Eastern Plains Council of Governments (EPCOG)
Sanchez, Francisco	NMDOT – Roswell
Ummadi, Vijay	NMDOT – Santa Fe

**GUESTS PRESENT:**

Abell, Mike	City of Carlsbad (Technical Representative)
Alejandro, Jose	
Avitia, Jesus	Souder, Miller & Associates (Roswell)
Barentine, Jim	CES
Gurule, Angelo	Chaves County (Technical Representative)
Hamilton, Eric	Wilson & Company
Hildreth, Merideth	City of Roswell
Honeycutt, Jeff	Lincoln County (Technical Representative)
Juarez-Infante, Mario	Wilson & Company
Knight, Kelsey	City of Clovis
Koontz, Clay	Stantec
Martinez, Alonzo	Souder Miller, and Associates
Martinez, Ashley	Wilson & Company
McCroskey, Steve	Eddy County
Mendez, Samantha	Village of Ruidoso (Technical Representative)
Moore, Christopher	Roswell Transit
Palomino, Alex	Souder, Miller & Associates (Roswell)
Runyan, Richard	Dennis Engineering Company

**CALL TO ORDER / QUORUM (7)**

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS**

Policy Chair Ron Sena presided over the virtual meeting and called the meeting to order at 10:00 a.m. Members and guests participated with the Pledge of Allegiance. A roll call for member attendance was taken, with fifteen members present—a quorum was established.

**APPROVAL OF AGENDA**

Lynn Willard made a motion to approve the agenda as presented. Motion was seconded by Louis Najar. With no discussion or objections, motion passed unanimously.

#### APPROVAL OF MINUTES

Lynn Willard made a motion to approve the February 11, 2021 minutes as presented. Wyatt Duncan seconded the motion. With no discussion or objections, motion passed unanimously.

**PRESENTATION:      Overview of the Federal Certification process based on the  
NMDOT T/LPA Handbook 2019**

Judith Gallardo, PE, TLPA South Region Coordinator  
Kim Fetherlin, EIT

Ms. Gallardo proceeded with a presentation on the T/LPA Handbook updated in 2019, giving a quick review of what the process is if an entity has been awarded funding through one of their federal programs. There are no printed copies of the handbook available as it is accessible online at the NMDOT website. Ms. Gallardo cautioned users to be sure to click on federally-funded projects only (not state funded). Reviewing steps in the project development process, once funding is awarded, the next step to acquire the Agreement Request Form (ARF) from the website. Completed ARFs need to be submitted to the Las Cruces NMDOT where they will proceed with drafting Agreements and having Agreements executed. Regarding the ARFs, there is an ARF form for design and a form for construction. The person in charge contact may change during phases. The Coordinator reminded members that work completed before the Agreement is executed will not be reimbursed. She commented that their office will not do construction until there is a fully designed project. A large part of project development is acquiring the five certifications, which can be done by a consultant, engineer, or staff. The reimbursement programs do require backup documentation. She provided an example where entities submitted for reimbursement late in the process and recommended that reimbursements be submitted as soon as possible. She discussed project scoping, which can be done via consultants/engineers or in-house. The handbook provides information on scoping. Scoping allows all to understand the project. The design review at 30% goes by very quickly and may include site visits, a survey, centerline, and initial public meeting. At 60% design review, site visits and design variances may be required. At 90% design review, the project should be mostly completed with minor corrections and cost estimates. Also, this is the last point in the design that an entity can request additional funding, although not guaranteed.

The production package is what will be advertised. There should be no changes at this point unless wage rates or NMDOT specifications have changed. At 30% design review, the environmental process should be initiated, followed by railroad and Right-of-Way (ROW). The Coordinator explained a difference between state and federal projects in that she fully assists the entity with federal projects. Consultants may assist entities with the environmental Level of Effort (LOE) certification. Regarding ROW, Ms. Gallardo stressed that the ROW Dept is not going to look at the certification unless the entity has environmental clearance. ROW has its own handbook. The Coordinator requested entities not to attempt the ROW certification without going through her office. Any ROW completed before the Agreement will not be reimbursable. Temporary construction permits (e.g., neighbor's driveway, to put curb/gutter/sidewalks) and construction maintenance easements are considered ROW activities. If ROW is not just a temporary construction permit, it becomes a very long process with activities of appraisal, negotiation, and acquisition. Referring to the handbook is recommended. The process may take 1-2 months, 6 months and up to a year. Some entities do not have a year to complete the project. Ms. Gallardo recommended identifying ROW in the project prospectus or notifying Regional Design as soon as the entity believes they need ROW so what is going to be required can be learned as soon as possible. For ROW that is not a temporary construction permit, the entity should consider hiring special ROW consultants.

Kim Fetherlin, EIT, addressed utilities. Utility lines are often under or adjacent to roadways. If utilities impact construction, entities will have to follow all federal guidelines. To acquire a utility certification, the entity must do impact and no impact letters, which is time-consuming. The types of utility relocations are reimbursable or non-reimbursable. If other funding sources are used, entities need to let Regional Design

know as it must be included on the STIP and the Agreement. Materials must meet federal and state requirements, including Buy America. Regarding utility owner responsibilities, an owner can also be a city or private. Utility owners must comply with industry code, conditions at wide, state, and federal statutes. Design, construction, and maintenance of all facilities must be installed within the ROW. Also, the utility company will be responsible for the work, most likely. Most projects are non-reimbursable. Under T/LPA responsibilities, the entity has oversight of all elements of utility relocation which includes Buy America requirements. Entities must make sure no conflict letters are received, and there is no conflict. Ms. Fetherlin addressed the specifics of what must be included in the letter if a conflict is identified and continued by speaking to non-reimbursable/reimbursable relocation costs. For non-reimbursable relocation costs, Ms. Fetherlin added that an entity might also need ramp up time for utility conflicts and urged entities to be sure to put a notice to proceed in the construction documents. To be reimbursable, utility owners would have to prove they have an easement or ownership of utilities and it is moved outside the preexisting easement. An overview of the utility certification process was given. Once no impact (or impact letters) received, the certification can be quick. The purpose of railroad certification was provided. While Ms. Fetherlin has not had any railroad issues, railroad must be contacted if project is even close. Members were reminded that railroad ROW can be up to 200'. She urged entities that if they do know they have a conflict with railroad, to start the process very promptly. Types of projects with railroad involvement were discussed, including a trail next to a railroad. If the contractor is working close to railroad or if there is railroad impact, there will need to be insurance to work near the railroad ROW. Coordination with railroads includes field meetings or diagnostic reviews. Ms. Fetherlin stated that based on experience with their own projects, BNSF and Union Pacific are easy to meet with. In preparation for such meetings/reviews, key considerations for a preliminary field meeting are for the entity to know number of trains per 24 hours, number of tracks, vehicle counts, pedestrians, heavy truck use, proximity to schools/hospitals/fire stations, and site distance. Certification templates are available online at the NMDOT website.

Regarding intelligent transportation systems, Ms. Fetherlin stated she has not experienced an impact of ITS on a local project. The ITS certification is required for all federally-funded projects, whether there is impact or no impact. Examples of ITS were given, and ITS architecture was discussed. The ITS certification can be submitted online now, however, the Las Cruces recommended that entities submit it in draft form (screenshot) to Regional Design for any potential changes and delays. In summary, Ms. Fetherlin encouraged entities to start the environmental right away (ISA and LOE forms), followed by ROW (especially if you have issues). Contact utility companies promptly. Railroad and ITS certifications with no impact are completed more quickly.

**PRESENTATION:      Transportation Project Fund (TPF) Call for Projects**  
Clarissa Martinez, LGRF/Capital Outlay Manager

Ms. Martinez informed members that she wished to provide a few updates to the TPF Call for Projects. NMDOT has provided a Frequently Asked Questions (FAQ) in response to comments and questions received on the Call. She pointed out that the deadline has been extended to June 15, 2021, recommended that PFFs be turned in by the end of the month to allow the ranking/rating process to begin and made herself available for questions. Inquiry was made on the option of the RTPOs allowing the State to rank/rate the projects. Ms. Martinez responded that they prefer the RTPOs rank their projects, however, if the RTPO wishes to have the State rank the projects, the process involves a letter to be submitted to the Cabinet Secretary requesting that the District rank the projects on their behalf. Ms. Martinez clarified that shovel ready means advertisement ready—once an entity is awarded, they proceed to solicit for RFP(s) and get a contractor on board. Member comment was made whereby an entity has been experiencing high construction costs on projects and some entities are considering state price agreements where vendors/contractors can be secured immediately. Inquiry was made on acceptability of such agreements. The Manager responded that those types of projects would be eligible and provided that is why they recommend that RTPOs prioritize their projects, letting the Department know that these are high priority because the work can be done, it is an important need in our

area and funding is desired. Clarification was made that in addition to roadways and bridges, sidewalks and trails projects are eligible. Comment was made that the final TPF rule basically allowed for any project but beautification of streets. The Manager confirmed no street beautification as well as no stand-alone utility or stand-alone drainage projects (unless those areas are of the overall roadway project).

Francisco Sanchez introduced himself to the group, being the new District 2 Engineer. Mr. Sanchez explained that he will be heavily involved in looking at the applications once there are submitted to Clarissa's office and then submitted to D2. The District Engineer commented that he is looking forward to going through the submittals. Further, it is hoped that the Legislature will see the value of the TPF fund and how it is going to improve the overall system. Hopefully, TPF will have a recurring revenue stream. The Engineer explained that when going through the rule, regarding the methodology of scoring, there is really no criteria in the rulemaking, and it is up to the RTPOs to come up with a methodology on how they score these projects. Ms. Martinez explained that when the Department went out for public comment, it was noted that RTPOs and MPOs have their own ranking system. Instead of imposing, the Department decided to leave it up to each RTPO and MPO to determine their own scoring system that is most efficient for them. Staff noted that scoring criteria is on the agenda. Also, a request was made for a copy of the FAQ.

#### **ACTION ITEMS**

##### **A. TAP/RTP/CMAQ Application Timeline Schedule**

Ms. Burr explained that separate timelines for TAP/RTP and CMAQ were submitted in meeting packets. Since that time, the Call was opened, and final guides were released. In the final guides, dates were changed, which allowed for the consolidation of program deadlines. An updated timeline was submitted to members and displayed for consideration. Ms. Burr pointed out the deadline for PFFs was set to follow the busy activity of the TPF program. Further, she spoke to the timeframes for feasibility reviews, final application preparation and staff review. Louis Najar made a motion to approve the TAP/RTP/CMAQ timelines as presented. Wyatt Duncan seconded the motion. With no additional discussion or objections, motion passed unanimously.

##### **B. TPF Timeline and Scoring Criteria**

A draft timeline, using the extended June deadline (based on SERTPO ranking of projects) was presented to start discussion. The Chair requested any discussion on whether projects should be rated by SERTPO or move forward with a waiver request to Cabinet Secretary. Jason Burns recommended that the SERTPO conduct some kind of ranking process, even if simplified, through the Committee. NMDOT has generously allowed more time. Discussion included support of a simplified version of rating/ranking as it shows our communities' support; acceptability of the timelines; and question on timeline for the resolution. A recommendation was made to take steps, dealing with the timeline first and then addressing the rating. Referral was made to the section of the Call regarding Resolution of Sponsorship and the alternative option of an official letter signed by grantee's chief executive or official with budget authority. Motion was made by Louis Najar recommending addressing timeline and scoring in two different motions. Motion seconded by Jeffrey Honeycutt. With no further discussion or objections, motion passed unanimously. Louis Najar made a motion to accept TPF timelines as presented. Motion seconded by Jason Burns. With no further discussion or objections, motion passed unanimously.

The Chair requested any discussion on scoring criteria from the floor. Jason Burns recommended, for this year, that SERTPO simplify the scoring criteria on the packages using a ranking of 1, 2 and 3 based on shovel readiness as agreed to by the Committee on the June 9<sup>th</sup> meeting. And, for future years, it is recommended that the subcommittee reconvene for further review of the criteria for this new funding source. Discussion held included smaller entities and needs for road improvements, shovel readiness,

procurement, pavement maintenance and statewide contracts; design-ready projects; objective/subjective voting; project applications being prioritized at different levels (RTPO, District 2, Secretary); bridges and separate, longer process required by CORE; and rankings.

Scoring ranking discussion continued, to include the state contract process and their busy schedule; weather conditions; shovel ready is ready to advertise; first ranking being for State Pricing Agreements and plans ready to procure and advertise within 30 days; and timeline for grant agreements. Clarissa Martinez responded to inquiry on grant agreements. Per the law, their department must submit a list to STC in August; projects must be approved by September; award letters should go out first week in September; and grant agreements would go out in mid-September. In continued discussion, it was agreed that applicants will need to speak to their procurement, advertisement, and timelines. Rating will be conducted by group consensus which will then be recorded (no need for scoring sheet). Members discussed and clarified that winter conditions during construction were not applicable to scoring as ranking is based on procurement and advertisement, with examples given. Regarding the timeline and weather conditions, it was pointed out that the NMDOT rule states all grants funds awarded must be spent no later than 30 months from the effective date of the grant agreement. A question was made via chat whether CES would be rated with the same priority as one using a statewide pricing agreement. Clarissa Martinez responded that she would check into the matter.

Members discussed the criteria and timelines for the first, second and third rankings (on-screen) with first ranking being "Ready to procure and advertise within 30 days"; second ranking being "Ready to procure and advertise within 31-90 days"; and third ranking being "Ready to procure and advertise within 90+ days. Jason Burns made a motion to adopt the scoring criteria as presented to be considered as a group and agreed as a group at the next meeting. Motion was seconded by Louis Najjar. With no further discussion and no objections, motion passed unanimously. Mike Abell stated that the third ranking needed to be changed to 91+ days. Louis Najjar made a motion to accept the change as a friendly amendment. Jason Burns seconded motion of friendly amendment. With no objections, motion passed unanimously.

**C. Resolution No. 21-002 Approving Public Meeting Notice Requirements of the Southeast Regional Transportation Planning Organization (SERTPO)**

Mary Ann Burr explained that the Resolution is reviewed by members annually. It was pointed out that the language in the resolution provided all meetings shall be held at the Roswell Public Library at 10:00 am or as indicated in the meeting notice, allowing changes in physical location, virtual format, or hybrid format. Louis Najjar commented that Convention Center and Roswell Adult and Senior Center are available. The facilities have the ability to do meetings live and virtual, with IT available. In-person contact allows members to interact and network, including with NMDOT colleagues. Virtual allows those members who cannot attend in person to participate. Louis Najjar made a motion to accept Resolution No. 21-002. Wyatt Duncan seconded the motion. With no further discussion or objections, motion passed unanimously.

**INFORMATIONAL ITEMS**

**SERTPO Program Managers Update**

Ms. Burr informed members that a traffic count request had been received (Ruidoso), which helps keep the program active. An update on the CDBG Comp Planning grants was provided, whereby a new grant was added (Dexter) and two planning grants will be closed out in the next few months. Work will be continued with the RTP update.

Raul Rodriguez commented that Bike information has been received from NMDOT, which may be incorporated into the RTP. Training opportunities include the Transportation Research Board (TRB) Symposium on July 12-15, 2021; TRB Road Safety Design on July 12, 14, 16, 19 and 21, 2021; Developing Driver Skills Examination and Predicting High Safety Risk Drivers on July 18, 2021; Improving Transportation Access to Health Care on May 18, 2021; and LTAP Effective Motivation of Highway Employees on May 11-12, 2021.

**Local Project Updates / NMDOT Update**

Louis Matta, NMDOT, reminded all not to forget the timelines for TPF and TAP/RTP/CMAQ. Regarding Local Government Road Fund (LGRF), most of the entities have accepted the offers, and approvals are waiting for Commission approval. He urged members not to forget their capital outlay questionnaires. Not all were funded.

NMDOT construction activity includes a new light in Alamogordo; heavy construction on US 285, south of Carlsbad; construction on US 54 by Corona; and resurfacing projects by Melrose and in the Hondo Valley on US 70. Bridge projects coming up include a bridge replacement in Carrizozo and a deck replacement in Vaughn. Projects coming up include US 285, to finish the corridor; design on US 285/NM 31 intersection, and a project in Clovis. Mr. Matta responded to inquiry on the Clovis project, providing location and commenting that they are two separate projects that may be funded together because of the drainage.

**PUBLIC COMMENT (None)**

**MEETING DATE/ADJOURNMENT**

The next meeting date was set for Wednesday, June 9, 2021 at 10:00 a.m., with the meeting expected to be in person. Next meeting facility being planned for is the Convention Center. Jason Burns made a motion to adjourn. Motion was seconded by Louis Najar. With no objections, meeting adjourned at 11:52 a.m.

**APPROVED BY:**

  
\_\_\_\_\_  
Policy/Technical Committee Chair

6-9-21  
\_\_\_\_\_  
Date

**ATTESTED BY:**

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

6-9-21  
\_\_\_\_\_  
Date

# **Southeast Regional Transportation Planning Organization (SERTPO)**

## **Minutes of the Joint Policy & Technical Committee Meeting**

**June 9, 2021 – 10:00 am**

**Hybrid Meeting (Virtual/In Person)**

### **POLICY MEMBERS PRESENT:**

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

Brito, Candy	City of Eunice
Burns, Jason	Eddy County
Burns, Marilyn (Mayor)	Town of Tatum
DeSha, John	City of Portales
Howalt, Justin	City of Clovis
Jarvis, Joey	City of Ruidoso Downs
Jones, Walon	Curry County
Little, Christopher	Mescalero Apache Tribe
Lovato, Ricky	Roosevelt County
Mendez, Samantha	Village of Ruidoso
Myrick, Van	City of Jal
Najar, Louis	City of Roswell
Patterson, Jeff	City of Carlsbad
Summers, Kim	Town of Elida
West, Joe	Chaves County
Willard, Lynn (Commissioner)	Lincoln County

### **POLICY COMMITTEE MEMBERS ABSENT:**

Bradley, Jerry (Mayor)	City of Texico
Burkett, Mickey (Mayor)	Village of Dora
Castillo, Antonio	Town of Vaughn
Dean, Ray (Mayor)	Town of Carrizozo
Duncan, Wyatt	City of Lovington
Estrada, Pete (Mayor)	Village of Loving
Gallegos, Louie (Mayor)	Village of Fort Sumner
Green, Barry (Mayor)	Village of Melrose
Hall, Jubal	Village of Cloudcroft
Hobson, Aubrey	City of Artesia
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
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
Seely, Sam (Mayor)	Village of Corona
Whitecotton, Toni	Village of Floyd

Southeast Regional Transportation Planning Organization (SERTPO)  
Minutes of June 9, 2021 Meeting

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**TECHNICAL MEMBERS PRESENT:**

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

Abell, Mike	City of Carlsbad
Brito, Candy	City of Eunice
Burns, Jason	Eddy County
Burns, Marilyn (Mayor)	Town of Tatum
DeSha, John	City of Portales
Gurule, Angelo	Chaves County
Honeycutt, Jeff	Lincoln County
Howalt, Justin	City of Clovis
Jarvis, Joey	City of Ruidoso Downs
Jones, Walon	Curry County
Little, Christopher	Mescalero Apache Tribe
Lovato, Ricky	Roosevelt County
Myrick, Van	City of Jal
Najar, Louis	City of Roswell
Sena, Ron	Village of Ruidoso
Summers, Kim	Town of Elida

**TECHNICAL COMMITTEE MEMBERS ABSENT:**

Bradley, Jerry (Mayor)	City of Texico
Burkett, Mickey (Mayor)	Village of Dora
Carbajal, Sonia	Village of Hope
Castillo, Antonio	Town of Vaughn
Dean, Ray (Mayor)	Town of Carrizozo
Duncan, Wyatt	City of Lovington
Gallegos, Louie (Mayor)	Village of Fort Sumner
Garza, Manuel	Village of Loving
Green, Barry (Mayor)	Village of Melrose
Hall, Jubal	Village of Cloudcroft
King, Kris (Mayor)	Village of Causey
LaMay, Jonathan	Village of Capitan
Landfair, Byron	City of Artesia
Lovas, Mark	Town of Hagerman
Needham, Corey	Lea County
Porter, Tom	Otero County
Powell, Leona	Village of Grady
Rael, Stella	City of Alamogordo
Randall, Todd	City of Hobbs
Salazar, Ysidro (Mayor)	Town of Lake Arthur
Seely, Sam (Mayor)	Village of Corona
Torres, Adolpho	Town of Dexter
Trujillo, Margaret	Village of Tularosa
Whitecotton, Toni	Village of Floyd
York, Ralph	De Baca County

**COG/NMDOT STAFF PRESENT:**

Al-Gahmi, Mohammad	NMDOT – Las Cruces
Briley, Alan	NMDOT - Roswell
Burr, Mary Ann	Southeastern NM Economic Development District (SNMEDD)/Council of Governments (COG)

Southeast Regional Transportation Planning Organization (SERTPO)  
Minutes of June 9, 2021 Meeting

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Coslin, Libby	NMDOT – Roswell
Dodge (Jr.), George	NMDOT – Santa Fe
Gallardo, Judith	NMDOT – Las Cruces
Hudson, Debbie	NMDOT – Deming
Rodriguez, Raul	Eastern Plains Council of Governments (EPCOG)
Serrano, Monica	NMDOT – Roswell
Shutiva, Ron	NMDOT – Santa Fe

**GUESTS PRESENT:**

Avitia, Jesus	Souder, Miller & Associates (Roswell)
Barentine, Jim	CES
Beevers, Gordon	Curry County
Contreras-Apodaca, Gabby	Stantec (Las Cruces)
Fresquez, Ray	Stantec (Roswell)
Hamilton, Eric	Wilson & Company
Juarez-Infante, Mario	Wilson & Company
Knight, Kelsey	City of Clovis
Martinez, Ashley	Wilson & Company
McCroskey, Steve	Eddy County
Morgan, Joseph	Mescalero Apache Tribe
Palomino, Alex	Souder, Miller & Associates (Roswell)
Pena, Vince	Stantec (Las Cruces)
Ross, Philip	Ross Group (Eunice)
Ruvalcaba, Imelda	City of Eunice
Salas, Juan	City of Roswell
White, Matt	City of Jal
Yutsy, Jordan	City of Eunice

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

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS**

Technical Policy Chair Jason Burns presided over the hybrid meeting and called the meeting to order at 10:00 a.m. Members and guests participated with the Pledge of Allegiance. Members in attendance introduced themselves. With sixteen members present, a quorum was established.

**APPROVAL OF AGENDA**

Louis Najar made a motion to approve the agenda as presented. Motion was seconded by Lynn Willard. With no discussion or objections, motion passed unanimously.

**APPROVAL OF MINUTES**

Louis Najar made a motion to approve the May 6, 2021 minutes as presented. Motion was seconded by Jeff Honeycutt. With no discussion or objections, motion passed unanimously.

**ACTION ITEMS**

**Transportation Project Fund (TPF) Ranking**

Technical Chair Jason Burns requested that applications be put on-screen when presented. He continued by explaining that the TPF application cycle has been a very expedited and quick process, and NMDOT has

afforded SERTPO the opportunity to submit for this year. The Chair recommended that members go down the list and allow a representative to present their application. As agreed to during the May 6<sup>th</sup> meeting, it was decided and voted on to give a ranking of these applications with a priority. Every project listed will receive a rating of 1, 2 or 3 based on shovel readiness, meaning it is ready to be go and be procured. A ranking of 1 being within 30 days, a ranking of 2 being 30-90 days and a ranking of 3 being 90 days plus. Each applicant should present their project and offer a ranking recommendation. If there is discussion, the discussion will conclude by group consensus. The group will agree or disagree. With there being no further discussion, the group continued with the rankings.

**1) Capitan - Tiger Drive Improvements**

With no representative from Capitan present, Ms. Burr commented on information presented in the cover letter (on-screen), to include scope of work and total project cost. The Chair recommended a ranking of 3. Louis Najjar agreed to the recommendation. Discussion was held on the process for group consensus. Mr. Najjar recommended that projects be voted on individually, for the record. Louis Najjar made a motion recommending a ranking of 3 priority for Capitan. Jeff Honeycutt seconded the motion. Motion was voted on, with no objections and passed unanimously.

**2) Carlsbad – Old Cavern Highway Improvements**

Ivan Abell, Projects Administrator, made presentation on the referenced project. The City is requesting consideration for funds and improvements to be done to Old Cavern Highway. He explained that the project will be a mill and fill and listed the termini and length of project. The upgrades include design, construction, pavement rehabilitation, construction management, drainage, milling, striping and miscellaneous improvements. Several housing developments are in the area, and there are high traffic counts due to the residential access and heavy truck activity which have contributed to the deterioration of the road. Cost estimates of the project were provided, and the City is prepared to apply the funding to the project within 30 days of the release of funds. Discussion/inquiries was held on method of procurement, project readiness and plans. Mr. Abell responded that the project will probably be a statewide pricing agreement as the City has a local contractor with whom they have a maintenance contract with for this type of work. Louis Najjar made a motion recommending a ranking of 1 based on information submitted. Jeff Honeycutt seconded the motion. With there being no further discussion, motion was voted upon with no objections. Motion passed by unanimous vote.

**3) Chaves County – Micro-Surfacing Project**

Joe West, Chaves County Road Department, explained that Chaves County is requesting project funding for three different roads that they are combining the roads into one project for micro-surfacing on the west side of town. Mr. West spoke to the main entrances into town, to include the roads within the application and work that both the City and the County have been doing on the roads. He explained that the County would like to resurface the roads with micro-surfacing. They have a contract quote with a local company through Roosevelt County. Mr. West discussed the total project costs, funding requested and project readiness. The Chair recommended a ranking of 1 as it is a statewide pricing agreement and will be ready to procure with thirty days. The Chair requested any discussion and/or a motion. Louis Najjar made a motion recommending a ranking of 1. Jeff Honeycutt seconded the motion. With there being no further discussion or objections, motion passed.

**4) Clovis – 7<sup>th</sup> Street Project, Phase 3**

Justin Howalt, Clovis City Manager, made presentation. He explained that the project submitted is Phase 3 of their 7<sup>th</sup> Street project. The Manager spoke to the termini and scope of work which includes widening, ADA improvements, drainage improvements, sidewalks, bike lanes, lighting, signs, and

striping signals. He continued with the total project costs, funding requested and the City's willingness to submit a 15% match. Regarding project readiness, the City has been awaiting a funding opportunity for the project which has been designed. Communications with their consultant have confirmed that they are ready to go with bid documents within thirty days. Being that the plans are complete, ready to bid and on the shelf, ready to go, Jason Burns made a recommendation motion of ranking of 1. Louis Najar seconded the motion. With there being no further discussion, motion was voted upon with no objections. Motion passed by unanimous vote.

5) **Curry County – Curry Road K Pavement Rehabilitation/Reconstruction**

Raul Rodriguez, EPCOG, confirmed that the project application did have a cover letter and resolution. Waylon Jones, Road Superintendent, explained the termini of the project and the types of improvements for the northern portion of the project as well as the southern portion, allowing for a safer transition between the two road tops. He explained the roadway has heavy traffic use to the cheese plant, dairies, and a concrete plant. Cost estimates are from an engineer the County has under contract. If funds awarded, this is a book project, and the County can go out to bid for a contractor for this project. Inquiry was made on design and procurement method (state contract, scope, and bid). Mr. Jones responded that if funding is received, the County would go into the book project and within thirty days, the County would be able to go out to bid for contract. Louis Najar made a recommendation motion of ranking the project as a 1. Jeff Honeycutt seconded the motion. Motion was voted upon with no objections. Motion passed by unanimous vote.

6) **Eddy County – CR 605 Reconstruction (Refinery Road), Phase 3A**

Steve McCroskey, Eddy County, explained that the project is a continuation of CR 605 (southeast bypass), Phase 3A. Termini and types of improvements were provided. Design plans are 30% completed, 60-90% completion by June, and 100% completion by August. The County will be ready to advertise once the grant is executed. He spoke to the funding requested--it is phased out in several portions with match to be applied accordingly to what level of funding is given. The Chair added that this is a project they have been working for some time, and it is of great importance with their loops and industrial/commercial traffic. The project can advertise August 2021. Louis Najar made a motion recommending a ranking of 1. Joe West seconded the motion. Motion was voted upon with no objections. Motion passed by unanimous vote.

7) **Eunice – Ave Q Roadway Improvements**

Philip Ross, Ross Group, explained that the project will alleviate home flooding on Ave Q and is ready to advertise in a week. He explained the types of improvements for reconstructing the roadway, with part of the project being new roadway that replaces a dirt trail. He expanded on proposed drainage improvements and how the improvements will improve residents' quality of life (no sandbags, etc.). Jason Burns made a recommendation/motion ranking of a 1 with the plans ready to procure and requested any discussion. Louis Najar seconded the motion. Motion was voted upon with no objections. Motion passed by unanimous vote.

8) **Jal – 2021 Roadway Improvements**

Matt White, City Manager, explained that their first project is completely construction, and the City is ready to go to bid on it right away. The project consists of six streets. The Manager explained how a rebuild of NM 128 will cause traffic closures and shift traffic everywhere through town. Plans are to rebuild local streets, including those that lead to their clinic. The funding request and local match that is already available were discussed. Inquiry was made on types of planned improvements. The Manager responded that they will be doing a rebuild (excavation, base course, pavement, sidewalks, curbs

where needed, ADA compliance, etc.) and added that some of the streets are not even paved. Louis Najar made a motion recommending a ranking of 1. Jeff Honeycutt seconded the motion. Motion was voted upon with no objections. Motion passed by unanimous vote.

**Jal – 2021 Roadway Improvements – Planning and Design**

Matt White explained that the second project is ready to go out to bid, but for design only, not construction. He spoke to the funding amount requested, for eight different streets (to included unpaved roads) and requested consideration of a ranking of 1. Discussion was held on design projects, intent of the call with respect to shovel-ready, ranking of earlier projects with design included, etc. Alan Briley, NMDOT, explained that the intent is shovel-ready, but it would be up to the Board. The Chair commented that based on the criteria of ready to procure, it would be a ranking of 1 and up to NMDOT to decide shovel-readiness. Jason Burns made a recommendation/motion of a ranking of 1. Louis Najar seconded the motion. Motion was voted upon with no objections. Motion passed by unanimous vote.

**9) Lincoln County – Coe Canyon Bridge**

Jeff Honeycutt, Road Superintendent, introduced Eric Hamilton, Wilson & Company, to present on the project. The project request is for a bridge replacement in Glencoe on CR E006. The existing structure is a free-span bridge that has notable safety feature issues; evidence of scour on both abutments; a recent rain event affected the bridge in terms of it being undersized; an issue is its limited weight rating; emergency vehicle responses are restricted to 6-ton weight loading; and Lincoln County can procure within 30 days with its on-call agreement.

Inquiry was made on whether there were any type of plans/design for the project or whether it will start from the beginning. Mr. Hamilton responded that there has been no previous work to this project, so the request is for planning, design, and construction. A member inquired on whether the water channel would fall under US Core of Engineer jurisdiction. Mr. Hamilton responded yes and as part of the planning and design efforts, a 401 and 404 will be required, with Rio Ruidoso being an approved jurisdictional waterway. Louis Najar made a recommendation of a ranking of 2 as this is a two-fold project design and construction--design could start promptly but construction could be nine months later, when dealing with the Core of Engineers, NMED, and having the bridge department do the rating, etc. Mario Juarez-Infante, Wilson & Company, offered points that their company does the 4441 permitting annually, design is anticipated to take 3 months, and the construction window/season is very limited (should take 6 months, but would not fall until the following construction season). He requested consideration in not to base on the idea in scoring that the design is going to take too long but to consider that the construction window is very limited. John DeSha made a motion recommending a ranking of a 3 based on design not having been started. Motion seconded. The Chair requested any further discussion. Jeff Honeycutt, Lincoln County, commented that the bridge came to their attention recently, within the last six months, and they have been working with Wilson on coming up with a design that is going to fit the area, ranchers, emergency services and their maintenance equipment. There has been a weight limit of 6 tons which does not allow the County to get very far. Ranchers are currently taking 40-60,000 lb. cattle pods over bridge. The consultant is ready to get the plans ready within the time frame. Mr. Honeycutt stated he does not disagree with the two recommendations/rankings, and weather-permitting, project could get started as soon as possible but as pointed out, construction window in Lincoln County is very small. Jason Burns agreed with the recommendation/motion of a 2 with project being ready-to-go within 30-60 days. Louis Najar seconded the motion. Motion was voted upon with no objections. Motion passed by unanimous vote.

**10) Mescalero Apache Tribe – A’dildi’ ni’Kuwa Drainage & Roadway Reconstruction**

Christopher Little, Public Works Director, recommended that all the projects rate 1 as they are all ready to go to construction. He added that he agreed with the earlier conversations that they do have a short time frame on construction when it comes to weather. The first project is for a road leading to a housing complexes that they are building. They are currently building the road to the housing complex but fell short on the pavement. Mr. Little discussed the funding requested for pavement, side roads and speed bumps. He added that Mescalero is also requesting hardship waiver match, and they are ready to start within 30 days if funds are granted. The Director spoke to project readiness and reported the design is 100% complete. His recommendation for the project is a ranking of 1 as they are ready to go. Inquiry was made for clarification that grading has begun based on current designs. Mr. Little responded that they are breaking ground June 10<sup>th</sup>. Jason Burns made a recommendation/motion for a ranking of 1. Louis Najjar seconded the motion. Motion was voted upon with no objections. Motion passed by unanimous vote.

**Eagle Drive Drainage & Roadway Reconstruction**

Joseph Morgan, Mescalero, informed members, for the referenced project, that design work is complete. He spoke to the severe subgrade failures along that road and explained that when the Soldier Canyon fire occurred, they experienced flooding coming underneath the underpass, under US 70. He described the drainage issues and the facilities served by the route, being in the hub of the community. Inquiry was made on type of improvements and how ready the project is to go. Mr. Morgan responded that the project is full reconstruction, drainage underneath the road and sidewalks. Plans are at 95%. Chris Little spoke to the project readiness; design is in final stages, with a few items to finalize; and coordination with the State (i.e., the road goes underneath US 70). With the project being ready to procure within 30 days, Jason Burns recommended/moved for a ranking of 1. Louis Najjar seconded the motion. Motion was voted upon with no objections. Motion passed by unanimous vote.

**Eagle Creek Drainage & Roadway Reconstruction**

Christopher Little informed members that the project is reconstruction of approximately 1.5 miles of road. Culverts are failing. The project is in one of their recreational areas to the campgrounds. Mr. Little discussed the project readiness; design near 100%, in final stage review and should be finalized in a few weeks; funding request amounts discussed, with mention of hardship waiver requested; and construction can start within thirty days. Louis Najjar made a recommendation/motion of a ranking of 1. Joe West seconded the motion. Motion was voted upon with no objections. Motion passed by unanimous vote.

**Nogal Canyon Road Drainage & Roadway Reconstruction**

Joseph Morgan provided that the project is 1.2 miles of roadway reconstruction. The project is currently gravel road and needs to be paved. There has been flooding in the area so there will be drainage reconstruction improvements. The plan set is fully designed and shelved. Mescalero is looking for construction funding--shovel-ready. Jason Burns made a recommendation/motion of a ranking of 1. Louis Najjar seconded the motion. Motion was voted upon with no objections. Motion passed by unanimous vote.

**White Mountain Phase 2 Drainage & Roadway Reconstruction**

Christopher Little commented that the project is approximately 3 miles. Mescalero wishes to redesign and construct the road. Mr. Little addressed project readiness, with design at 90% and being reviewed by BIA. Once BIA provides comments, they will be implemented and plans will be at 100%, ready to

sign/stamp. This project is a heavily traveled road, with schools and multiple housing developments on the route. There are subgrade failures and guardrails are in poor shape. With the plans under review and comment, Jason Burns stated that they are 30-60 days out and made recommendation/motion of a ranking of 2. Louis Najjar seconded the motion. Motion was voted upon with no objections. Motion passed by unanimous vote. Mr. Little commented that he believes they are going to meet the deadlines and recommends a ranking of 1---it is just a matter of receiving final comments and implementation. With vote already taken, group moved onto the next project.

### **White Mountain Phase 3 Drainage & Roadway Reconstruction**

Joseph Morgan explained that this project goes through two of their housing developments and feeds down to the Inn of the Mountain Gods. Improvements include pavement reconstruction and a walkway (walking path between three housing developments in section). There is much traffic on the road, which is only a two lane with no shoulder. Funding requested and match were discussed. Inquiry was made on design. Mr. Morgan responded that design is at 90% (like Phase 2), awaiting comments. Being under review and construction not likely to be started with 30 days, Jason Burns recommended/moved for ranking of 2. Louis Najjar seconded the motion. Motion was voted upon with no objections. Motion passed by unanimous vote.

### **11) Otero County – Timberon Guard Rail Replacement Safety Improvements**

Mario Juarez-Infante, Wilson and Company, presented on behalf of Tom Porter, who had a conflict and was unable to attend. The Guard Rail Safety Project is a 12-mile corridor, extending from Sunspot to County Road 001 in Timberon. He explained it is the only ingress/egress of roadway into Timberon, which accommodates about 347 permanent residents and others. The project includes planning, design, and construction. Mr. Infante spoke to the funding request amount, local match and improvements which include guardrails in the corridor that are failing. With Wilson and Company being the on-call consultant with the County, the County would be able to procure professional services with the design team within 30 days. Considering the on-call consultant with the County, Jason Burns recommended/moved for a ranking of 1. Joe West seconded the motion. Motion was voted upon with no objections. Motion passed by unanimous vote.

### **12) Portales – 18<sup>th</sup> Street Improvements**

John DeSha, Public Works Director, explained that the project is Phase 3 (of 5) for 18<sup>th</sup> Street Pavement Rehabilitation Project. This project will be done through micro-surfacing through a statewide contract. This project connects several vital areas along one of our minor arterials (hospitals, shopping, a nursing homes and housing developments). Portales will be ready to go within 30 days. Funding request amounts and match were discussed. Based on presentation and statewide agreement, Louis Najjar made a recommendation/motion of ranking of 1. Joe West seconded the motion. Motion was voted upon with no objections. Motion passed by unanimous vote.

### **13) Roosevelt County – Baseline Road Rehabilitation**

Ricky Lovato, Road Superintendent, provided an overview of the project, being a 3-mile stretch, that ties into NM 202 and NM 348. It is a major agricultural road that serves dairies, farmers, ranchers, and the feed yard in the area. It is also a school bus route. Mr. Lovato described the condition of the road and the proposed improvements for specific sections of the road. He added that the County has multiple contracts (e.g., aggregate, micro-seal, emulsion, base course, and trucking) with all work to be done in-house--they are ready to go. With the County being ready to procure with 30 days, Jason Burns made a recommendation/motion for a ranking of 1. John DeSha seconded the motion. Motion was voted upon with no objections. Motion passed by unanimous vote.

**14) Roswell – E Hobson Road Improvements**

Louis Najjar, City Engineer, expressed appreciation to NMDOT for the TPF funding opportunity. He added that all regional transportation planning organizations and Councils of Governments are going through this process. Entities are learning that they need to be ready with stand-by plans (shelf-ready) and have contingencies for application processes such as this one. Mr. Najjar recommended further review of the process, including differentiation between design and construction, by the Policy and Technical Committees and/or subcommittees. Regarding the project applications, Mr. Najjar commented that the City already has a line item in the budget for match for all the projects.

The Engineer discussed the funding requested amounts and match and displayed the physical set of plans. The 2020 plans are shelf-ready and shovel-ready. He spoke to the type of planned improvements as being cold in place recycling with an overlay and widening of shoulders and listed the project termini. The City will be able to procure and advertise within 30 days. With the project being shovel-ready, Jason Burns made a recommendation/motion of the ranking of a 1. Ron Sena seconded the motion. Motion was voted upon with no objections. Motion passed by unanimous vote.

**Main Street (US 285) Pavement Maintenance**

The City Engineer spoke to the project's location and provided the termini. It is Phase 2 of the project. The project will make use of a statewide agreement, using Brazier, for the 1-inch overlay, and will use a company under statewide agreement for the striping. The City already has a takeoff for the quantities, and they have surveyed and utilized GPS for striping. The City will be able to get a contract and PO within 2 weeks. Mr. Najjar requested a ranking of 1. Jason Burns made a recommendation/motion for the ranking of a 1. Ivan Abell seconded the motion. Motion was voted upon with no objections. Motion passed by unanimous vote.

**McGaffey Ave Mill-Fill and ADA**

Mr. Najjar held up a set of the plans for the project and commented that the project has been on the ICIP and has been submitted to the legislature. The project has been ready-to-go for at least two years, and the City is just waiting for funding. Improvements include a simple mill and fill, adding sidewalks where they are no sidewalks and ADA ramps. It would tie into a Chaves County project at the west termini. At the city limits, the City would carry the project east to Union Avenue. He discussed the requested funding amounts/local match and requested a ranking of 1. With the project being shovel-ready, Jason Burns recommended/moved for a ranking of 1. Jeff Honeycutt seconded the motion. Motion was voted upon with no objections. Motion passed by unanimous vote.

**N Atkinson (NM 256) Rehabilitation and ADA**

The Engineer explained that the final project, North Atkinson, is Phase 3. A physical set of plans were available/displayed. This project was ready to go in 2018 when roadway prioritization was conducted. With there not being enough funding, the project was cut in half, and this project represents the other half. Plans are ready, and the project is designed. The funding requested amount/match was mentioned, and the City Engineer requested a ranking of 1. With the project being shovel-ready, Jason Burns recommended/moved for a ranking of 1. Jeff Honeycutt seconded the motion. Motion was voted upon with no objections. Motion passed by unanimous vote.

**15) Ruidoso/Lincoln County – Roadway Improvements Project**

Samantha Mendez, Community Development Director, informed the group that their project consists of three roads. Providing the termini for the first road which is 6.55 miles in length, Ms. Mendez explained that they are working in partnership with Lincoln County. Most of the road is County-owned.

With there being manholes through the length of the road, planned improvements include utility cover adjustments. She described the locations, termini, and length of projects for the second and third roads. State pricing agreements are planned to be used. The Director discussed the funding requested amount, with match being split with the County. Ms. Mendez added that the Village Council has adopted a resolution supporting the project. The Village will be ready to procure as soon as grant agreements are available. The project total length is 9.35 miles, and the Village is looking for a number 1 ranking. Inquiry was made on statewide agreement, to include the utility manhole investment. Ms. Mendez confirmed all would be statewide price agreements. With the project utilizing statewide price agreements, Jason Burns made a recommendation/motion of the ranking of a 1. Louis Najjar seconded the motion. Motion was voted upon with no objections. Motion passed by unanimous vote.

The Chair thanked all for their participation and submittals. He spoke to the prior meeting held for forming a prioritization process and recommended convening a subcommittee for a more definitive prioritization process. He added that he believes the intent of NMDOT is for real construction work for dollars to go on the ground and not necessarily professional services. Ron Sena expressed his gratitude to NMDOT for all the assistance they provide to the area and everyone's participation for a successful meeting.

## **INFORMATIONAL ITEMS**

### **SERTPO Program Managers Update**

Mary Ann Burr commented that the TPF application cycle is nearing its close but reminded members that the TAP/RTP/CMAQ application cycle is open with the application deadlines available on the sign-in table. The first deadline is June 21, 2021 (PFFs are due). That deadline will follow the final submission of the TPF applications. The rankings determined this date will be plugged into the RTIPR, which has already been prepared, and the upload of final application will be no later than June 15<sup>th</sup>. She mentioned that there were a few items outstanding to complete a few applications, examples given and requested permission to accept. Most applications are complete, and SERTPO should be able to upload earlier than the deadline. Members concurred with minor updates. The Chair commented that the change should not affect the scope of project, what was reviewed and considered this date, and should be housekeeping/corrections. Ms. Burr confirmed scope of work and numbers would not be changed.

Regarding the Comprehensive Plans, the status is much the same as reported in the meeting last month. There are a few grants that will be closing out. And, for those involved with grants, year-end activity is coming up. Regarding the traffic counter program, Ms. Burr has coordinated with Samantha Mendez (Ruidoso), and counters are being set next week. The Program Manager added that if the schedule permits, she will take new employee, Paul Pappas, to help familiarize other staff with the program and have backup on the traffic counters. Mr. Pappas replaces Christine Sisneros who retired.

Raul Rodriguez, EPCOG, provided an update that the Quality Assurance Review from NMDOT and quarterly report have been completed and are available on EPCOG's website and the *rtpnm.org* website. He added that activity has been tied up with the TPF Program and meeting the deadlines for uploading is sure to be accomplished. Additionally, following this TPF activity, the RTP update will be resumed.

### **Local Project Updates / NMDOT Update**

Monica Serrano, NMDOT, reminded members that year-end is approaching and requested that all disbursements and reimbursements be submitted as soon as possible. Ms. Serrano also requested if the TPF rankings could be emailed out to everyone. It was confirmed that the rankings will be distributed. The LGRF 21-22 draft Agreements have been released. She requested that, for those who were awarded, to get their paperwork in as soon as possible so District 2 can go ahead and send them up for signatures.

Southeast Regional Transportation Planning Organization (SERTPO)  
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George Dodge, NMDOT, commented that he works with the Secretary and has been attending as many RTPO meetings as possible. He expressed that SERTPO runs professional meetings, and it was great to hear of all the projects. He added that the Secretary is interested in rural areas and the southeast portion of the State. They recognize that much of the revenues come from the southeastern portion of the State. On behalf of the Secretary, he expressed gratitude to all for the work they do, including all of District 2 staff.

**LOCAL GOVERNMENT COMMENTS/ISSUES**

The Chair encouraged everyone to attend the next meeting, particularly with all of the region's counties being at the turquoise level. Although virtual is convenient, he encouraged everyone to travel and network (face-to-face) and enjoy the facility. He spoke to the evaluation process for future discussion as well as joint Committee participation in meetings. Raul Rodriguez thanked all for their professionalism and expressed that he is looking forward to networking and meeting everyone.

**PUBLIC COMMENT** (None)

**MEETING DATE/ADJOURNMENT**

The next meeting date was set for Wednesday, September 8, 2021, at 10:00 a.m. Next meeting facility being planned for is the Convention Center, to include the virtual meeting option. Louis Najar made a motion to adjourn. Motion was seconded by Jeff Honeycutt. With no objections, meeting adjourned at 11:35 a.m.

**APPROVED BY:**

  
\_\_\_\_\_  
Policy/Technical Committee Chair

09-08-21  
\_\_\_\_\_  
Date

**ATTESTED BY:**

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

9-8-21  
\_\_\_\_\_  
Date