

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

Southeast Regional Transportation Planning Organization (SERTPO)
Minutes of February 11, 2021 Meeting

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 30th, 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 Najjar. 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 RTP 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 RTP Planners will be meeting with the subcommittee. An RTP 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 15th 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 RTP'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.

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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

Southeast Regional Transportation Planning Organization (SERTPO)
Minutes of May 6, 2021 Meeting

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 9th 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 Najar. 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 Najar 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 Najar 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 Najar 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

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
Whitcotton, 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

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 6th 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 Najar agreed to the recommendation. Discussion was held on the process for group consensus. Mr. Najar recommended that projects be voted on individually, for the record. Louis Najar 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 Najar 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 Najar 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 – 7th Street Project, Phase 3

Justin Howalt, Clovis City Manager, made presentation. He explained that the project submitted is Phase 3 of their 7th 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’Kuwaa 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 10th. Jason Burns made a recommendation/motion for a ranking of 1. Louis Najar 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 Najar 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 Najar 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 Najar 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 Najar 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 Najar 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 – 18th Street Improvements

John DeSha, Public Works Director, explained that the project is Phase 3 (of 5) for 18th 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 Najar 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 Najar, 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. Najar 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. Najar 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. Najar 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. Najar 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 Najar 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 15th. 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)
Minutes of June 9, 2021 Meeting

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

Southeast Regional Transportation Planning Organization (SERTPO)

Minutes of the Joint Policy & Technical Committee Meeting

September 8, 2021 – 10:00 am

Hybrid Meeting (Virtual/In Person)

POLICY MEMBERS PRESENT:

Policy Member (or Alternate) listed in Alphabetical Order

Dixon, Tina	Roosevelt County
Duncan, Wyatt	City of Lovington
Hooper, Wesley	Eddy County
Jarvis, Joey	City of Ruidoso Downs
Jones, Walon	Curry County
Lucero, Amanda	De Baca County
Najar, Louis	City of Roswell
Reid, Bruce	Lea County
Patterson, Jeff	City of Carlsbad
Ruvalcaba, Imelda	City of Eunice
Sena, Ron	Village of Ruidoso
Valverde, Summer	City of Artesia
West, Joe	Chaves County
Willard, Lynn (Commissioner)	Lincoln County

POLICY COMMITTEE MEMBERS ABSENT:

Bradley, Jerry (Mayor)	City of Texico
Bunch, Clint	City of Clovis
Burkett, Mickey (Mayor)	Village of Dora
Burns, Marilyn (Mayor)	Town of Tatum
Castillo, Antonio	Town of Vaughn
Dean, Ray (Mayor)	Town of Carrizozo
DeSha, John	City of Portales
Estrada, Pete (Mayor)	Village of Loving
Gallegos, Louie (Mayor)	Village of Fort Sumner
Green, Barry (Mayor)	Village of Melrose
Hall, Jubal	Village of Cloudcroft
King, Kris (Mayor)	Village of Causey
Little, Christopher	Mescalero Apache Tribe
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

Southeast Regional Transportation Planning Organization (SERTPO)
Minutes of September 8, 2021 Meeting

TECHNICAL MEMBERS PRESENT:

Technical Member (or Alternate) listed in Alphabetical Order

Abell, Mike	City of Carlsbad
Burns, Jason	Eddy County
Duncan, Wyatt	City of Lovington
Gurule, Angelo	Chaves County
Jarvis, Joey	City of Ruidoso Downs
Jones, Walon	Curry County
Lovato, Ricky	Roosevelt County
Lucero, Amanda	De Baca County
Mendez, Samantha	Village of Ruidoso
Najar, Louis	City of Roswell
Reid, Bruce	Lea County
Ruvalcaba, Imelda	City of Eunice
Valverde, Summer	City of Artesia
Willard, Lynn (Commissioner)	Lincoln County

TECHNICAL COMMITTEE MEMBERS ABSENT:

Bradley, Jerry (Mayor)	City of Texico
Bunch, Clint	City of Clovis
Burkett, Mickey (Mayor)	Village of Dora
Carbajal, Sonia	Village of Hope
Castillo, Antonio	Town of Vaughn
Dean, Ray (Mayor)	Town of Carrizozo
DeSha, John	City of Portales
Gallegos, Louie (Mayor)	Village of Fort Sumner
Garcia, Joe	Town of Tatum
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
Lovas, Mark	Town of Hagerman
Morgan, Damian	Mescalero Apache Tribe
Myrick, Van	City of Jal
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
Summers, Kim	Town of Elida
Torres, Adolpho	Town of Dexter
Trujillo, Margaret	Village of Tularosa
Whitecotton, Toni	Village of Floyd

COG/NMDOT STAFF PRESENT:

Al-Gahmi, Mohammad	NMDOT – Las Cruces
Briley, Alan	NMDOT – Roswell
Coffey, Jason	NMDOT – Santa Fe
Coslin, Libby	NMDOT – Roswell

Southeast Regional Transportation Planning Organization (SERTPO)
Minutes of September 8, 2021 Meeting

Fetherlin, Kim	NMDOT – Las Cruces
Gallardo, Judith	NMDOT – Las Cruces
Gurule, Donna	NMDOT – Santa Fe
Hudson, Debbie	NMDOT – Deming
Matta, Louis	NMDOT – Roswell
Mueller, Kristian	NMDOT – Santa Fe
Ortiz, Alicia	NMDOT – Santa Fe
Rodriguez, Raul	Eastern Plains Council of Governments (EPCOG)
Sanchez, Francisco	NMDOT – Roswell

GUESTS PRESENT:

Avitia, Jesus	Souder, Miller & Associates
Dudek, Laurie	NM Dept of Health
Hamilton, Eric	Wilson & Company
Koontz, Clay	Stantec
Marinovich, Nick	Lea County
Martinez, Alonzo	Souder, Miller & Associates
Myszka, Tommy	
Palomino, Alex	Souder, Miller & Associates
Palomino, Joann	NM Dept of Health
<i>(and unidentified callers)</i>	

CALL TO ORDER / QUORUM (7)

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

Technical Committee 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 fourteen members present, a quorum was established.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Louis Najar made a motion to approve the June 9, 2021 minutes as presented. Motion was seconded by Joe West. With no discussion or objections, motion passed unanimously.

PRESENTATION: Highway Safety Improvement Program (HSIP) Update

Jason G. Coffey, NMDOT HSIP Planner
Multimodal Planning and Programs

Jason Coffey, who has been with the Department since May, introduced himself to members and explained that he wished to remind everyone of the thorough HSIP requirements and speak about the Department's current activities, to include efforts of building up capacity within the program. HSIP is a core federal-aid program whose purpose is to reduce traffic fatalities and serious injuries on all public roads. FHWA provides that it is a "data-driven, strategic approach to improving highway safety on all public roads with a focus on performance." He explained that performance is important as the previous MAP-21 federal legislation required performance management be used for safety. For the management, the five performance measures for which targets are set and measured against each year are: i) number of fatalities; ii) rate of fatalities; iii)

number of serious injuries; iv) rate of serious injuries; and v) number of non-motorized fatalities and serious injuries. The first three measures are the common measures shared with the Traffic Safety Division and are reported to NHTSA. Reporting is conducted on all sides with FHWA.

Currently, there is no call for local projects for HSIP. Its funding has been fully programmed through FFY2022, with little funding remaining for FFY2023. Projects that are programmed stem from previous road safety audits (RSAs) and the Transportation Safety Plan. While the Department is working on a backlog of projects, they are also interested in making the program more effective and building capacity using the Highway Safety Manual. A diagram showing the roadway safety management process was displayed, showing how the different elements feed into each other, requiring data to be more effective. Currently, the Department is working on the network screening tool, which is a Highway Safety Manual statistical analysis of the roadway network to identify safety performance improvement opportunities. The Department has worked with consultants to complete one network screening of NMDOT maintained roads. In collecting necessary roadway data, there has been some non-NMDOT maintained roads included in the screening. Current network screening involves the interstates. The screening is a valuable tool for diagnosis, counter-measure selection and identification of locations for safety improvements. Several RSAs that are being worked come from the first network screening. Network screening serves as a snapshot in time of roadway safety performances based on crash data, traffic data and roadway data. As datasets become more complete and accurate, additional screenings will guide project selection for spot improvements and systemic improvements.

The Network Screening (NS) for NMDOT maintained roads (non-interstate) is complete while the NS for interstates will be complete in Fall 2021. Both screenings will be released at the same time to the public via the NMDOT website. Training will be provided for the map-based tool when the screenings are released.

Other activities include reporting and various updates. The Annual Report was due to FHWA in August. The Highway Safety Improvement Implementation Plan was submitted in June for 2019 targets. The Department is also doing its five-year update to the Strategic Highway Safety Plan, which is available on the website. The Strategic Plan is an important document that outlines eligibility for HSIP funds; lists the strategies and objectives for improving transportation safety; and considers five years of crash data. Crash data is being updated, and emphasis areas are being validated. Stakeholder meetings are anticipated in the next several months to share the new data and its effect on emphasis areas. Mr. Coffey offered his contact information and entertained any questions. Any inquiries following the meeting may be directed to himself or the SERTPO Liaison, Debbie Hudson.

Due to technical difficulties, the NMDOT Traffic Data presentation was given later in the meeting.

ACTION ITEMS

A. Resolution No. 21-003 Approving EPCOG RWP Formal Amendment

Raul Rodriguez, EPCOG regional planner, displayed the RWP Formal Amendment and supporting documentation. He provided an explanation for the changes, to include over budgeting because of lower travel costs and budgeted hours staffing changes from 100% transportation to transportation/economic development. NERTPO passed the Amendment on August 25, 2021. The Chair inquired if travel numbers would return to the previous numbers. Mr. Rodriguez discussed how his travel has begun to increase. Louis Najar made a motion to approve Resolution No. 21-003 Approving EPCOG RWP Formal Amendment as presented. Motion was seconded by Joe West. Motion passed unanimously, with no objections.

B. Consideration, discussion and possible direction of support for Funding Proposal for SERTPO ranked/evaluated regular annual TPF Funding

Jason Burns explained that this item had been mentioned at the previous meeting. Mr. Burns presented an idea on restructuring and creation of a schedule for the SERTPO funding from the NMDOT—Transportation Project Fund (TPF). This year, SERTPO put together a quick rating/prioritization system that served its purpose. Mr. Burns explained that he has visited with several members how there should be a way to structure funding for future years and to better incorporate all entities that SERTPO is represented by. Prior discussions have included issues that were faced in previous years with a different funding type application and evaluation processes that were cumbersome. Mr. Burns put together a concept of how SERTPO could proceed forward with allocating some of the funding. With a list displayed, he spoke to issues, such as an application process causing SERTPO to select projects that are tailored to criteria and not selecting projects that are significant to the entity; application and evaluation processes inequitable for the smaller entities, who lack the initiative or personnel to pursue projects and bring them to fruition; a lack of participation; concern over the upfront time to apply for a project not knowing if funding is going to be available; and issues with timelines and expenditure of funds.

Mr. Burns offered a proposed solution, with a draft schedule available. The schedule allows for SERTPO to break up the entities, based on population and type, for a 3–4-year window (possibly a 5-year window), with the purpose being to ensure there is a guaranteed amount of funding. He stated that he believes this solution would eliminate the majority of the complicated requirements and implement a structured schedule system, allowing proper planning and budgeting of significant improvement projects. SERTPO would pick projects that meet criteria that are set, and projects would actually be shovel-ready. The new process would require projects to be within a certain time period of being ready to procure and then proceed with construction improvements. Additionally, the proposal would develop an approach that equally and proportionally distributes funding to the entities of all sizes and would encourage larger entities to assist the smaller communities with spending funding, procurement, professional services, etc.

A draft of the communities, populations and percentages was displayed. Mr. Burns explained that he has met with NMDOT representatives over the last few weeks. The key is re-occurring and revolving funding. His understanding is that the TPF funding is a re-occurring fund with an additional tax at the state level that has to be broken up evenly among the six [NMDOT] districts. The funding should be guaranteed and re-occurring for years to come. Mr. Burns explained that he does not request an approval of this exact process this date but an approval and a vote to proceed with this concept to develop and form a subcommittee to look at the details and develop a process along these lines to bring back to SERTPO for confirmation. The Chair opened the floor for any discussion. Louis Najar inquired on how much District 2 received for TPF funding that was awarded. The District Engineer responded that approximately over 20 million was awarded to SERTPO, which is a lot larger than the recurring fund. Mr. Najar pointed out that the draft listed 10 million. Mr. Burns provided that he met with the Secretary of NMDOT and his estimation of guaranteed funding every year would be 6 million. There is a potential of the funding being more. Mr. Burns put forward whether SERTPO would put out a larger number with the risk of it being lower or should there just be an additional call for projects and establish an evaluation process that one entity is awarded a larger amount with additional funds. Mr. Najar inquired if the amount goes beyond 6 million, whether there would just be a call for projects. Mr. Burns responded that would be an option. Mr. Burns added that a concern that has been raised is that if funding is equally divided, like with LGRF funding, it doesn't give the entity a large enough amount to lead a project—the approach needs to try to get these larger amounts out to complete larger projects to make a difference. Mr. Najar commented that he does like the idea about encouraging large entities assisting smaller entities with problem solving and that would help Pecos Valley entities in the south, but he also knows from prior experience that NMDOT could also help smaller entities, not so much with designing a big project, but with estimates and getting vendors to give estimates on statewide-type contracts. He provided an example of a vendor coming down to give an estimate, and NMDOT assisting/refining the estimate. Discussion continued on larger entities assisting smaller entities and the use of pricing agreements for maintenance improvement projects. Ron Sena

commented that other Districts did approve and award projects for just design services and inquired if that is going to be considered. Mr. Burns responded that it can be discussed but he believes that the funding is intended for shovel ready projects that go toward construction. Mr. Burns offered it could be on a case-by-case basis and should be up for further discussion, but he restated that the intention for these funds is for shovel ready, construction-type projects. Mr. Sena commented that he attended the NMML conference, and there was a lot of engineering firms representing projects that were awarded funding for the design phase only. Raul Rodriguez commented that he works with a lot of smaller communities that were funded and inquired on the subcommittee. Mr. Burns commented that he would like to create a subcommittee of persons to refine the concept, to find out exactly in detail, a process and a plan that would make this work, answering all questions and bringing it back to SERTPO for confirmation. He added that his vision, once the details are put in place and in writing, confirmed and voted on, is that all entities have to do is submit an application to SERTPO that meets the criteria of the funding (whether it be a price agreement, an improvement, etc.). SERTPO would review and determine qualification for funding. A comment was made on redundancy with RTPD and NMDOT's roles with the applications. Mr. Burns commented on his concern with SERTPO meeting quarterly if NMDOT has the final decision. Mr. Burns commented that it allows for equal funding as it puts it on a schedule so projects can be planned, and it assists the smaller communities. Louis Najar made a motion that SERTPO establish a subcommittee of SERTPO members to discuss these topics and to also include NMDOT engineering staff. Joe West seconded the motion. Motion passed unanimously, with no objections. Mr. Burns asked for those interested in the subcommittee to email or call him, and a meeting will be scheduled. Light discussion was held on the number of individuals serving on the subcommittee and the meetings being in person.

C. Consideration and discussion for possible action of current SERTPO Committee organization and structure

As mentioned in a prior meeting, Mr. Burns explained that he believes members are misrepresenting their time and expertise with the current structure. The confusion that surrounds the individual policy and a technical committee acting as a whole is not organized adequately enough for SERTPO to make recommendations for their time to be spent wisely--that is, to make recommendations to NMDOT where they can be more supportive. A new structure would eliminate confusion of policy versus technical. Members would meet as the Southeastern Regional Transportation Planning Organization (SERTPO) as a whole, with the technical and policy committees answering to the Chairman of the SERTPO Committee that will present to an overall SERTPO Committee. Louis Najar responded that he would agree that two committees are inefficient and recommended having just one committee, not necessarily have two subcommittees reporting but to have just one committee. He added that consideration needs to be given to the bylaws. The bylaws would have to be amended, and elections would need to be held again for both committees and an overall committee. From an efficiency point of view, Mr. Najar recommended one committee so when voting takes place, the voting does not have to go through policy and then technical or vice versa. There would be a Chairman and Vice-Chairman and the relevant parts of the bylaws would need to be reviewed. Raul Rodriguez added that the SERTPO bylaws do specify a policy and a technical committee. He commented that in NERTPO, they basically have one committee with one Chairman and one Vice Chairman and concurred that there would need to be a revision to the bylaws with approval by resolution. Discussion from other members was requested. Ron Sena commented on the need for reviewing the bylaws, appreciated the information that another RTPD has one committee and agreed to any action that would improve efficiency. The Chair requested any other comments from members attending virtually. The Chair inquired if the point has been reached to ask Ms. Burr to draft a resolution or whether the group should meet again. Ron Sena offered that he believes the bylaws need to be reviewed and recommendations brought forward, and he recalled that Ms. Burr had legal counsel review the bylaws. Mr. Sena suggested that the subject be brought up at the next meeting or even have a special meeting. The Chair recommended that they consult with Ms. Burr regarding improved efficiency with the concept and pursue formalization steps.

Mr. Sena suggested getting more input on the idea of forming one committee. The Chair pointed out that this regular meeting is an opportunity for members to provide input on the concept. He stressed that more participation from the representatives is needed. Suggestions were made of an email blast to get feedback from members and the possible use of a Google poll. No action was taken, and the matter will be pursued as discussed. Roswell concurred.

PRESENTATION: NMDOT Traffic Data
Alicia Ortiz, Bureau Chief
Donna Gurule, Administrative Manager
NMDOT Traffic Monitoring Program

Ms. Gurule, who has been with the Department since December, started her presentation with a brief overview. The Data Management Bureau, which is under the Planning Division, provides planning and engineering data to the NMDOT staff, MPOS, RTPOs, FHWA, businesses and the public. Alicia Ortiz is the Bureau Chief. Within the Planning Division, there is the Roadway Inventory Program in addition to the Traffic Monitoring Program. Within the Traffic Monitoring Program, there are two sections: data collection and data reporting. Engineering techs go out in the field to conduct traffic counts. Additionally, there are staff who collect the traffic data, ensure its integrity, and distribute the data to the entities.

Ms. Gurule explained that each state must have a traffic monitoring system, as required by 23 CFR, Part 500, Subpart B. Traffic Monitoring System (TMS) is defined as a “systematic process for the collection, analysis, summary, and retention of highway related person and vehicular traffic data, including public transportation on public highways and streets.” The data that is collected goes to FHWA, from whom funding is received by the State of New Mexico for its roads. TMS program data is based on the concepts described in the American Association of State Highway and Transportation Officials (AASHTO) Guidelines for Traffic Data Programs, the FHWA Traffic Monitoring Guide (TMG) and the FHWA Highway Performance Monitoring System Field Manual. NMDOT has established its own State Traffic Monitoring Standards, which is in the process of being revised.

Data collection basically covers all public roads. The exception is for those roads functionally classed as local, rural minor collectors or federally-owned. The Bureau does collect data from the exceptions when it is feasible for them to do so. Further, they coordinate with MPOs and outside contractors to collect traffic data—it is not just NMDOT staff. Outside sources send the data to NMDOT, and staff upload the data into MS2. Ms. Gurule explained a key component of their program, collecting data through permanent and temporary (portable)/short duration count stations. Permanent stations include Weigh in Motion (WIM) systems (which collect time, speed, vehicle actual counts, axle spacing, weight, vehicle classification and vehicle length) and Continuous Count Stations (CCS) (which usually collect volume and speed). NMDOT has 25 WIMS and 108 CCS, however all may not be functioning. The systems require a lot of maintenance on the counters. The portable or short duration counts are the tubes laid across roadways. The counters are in place for approximately 50 hours. Data is collected and uploaded into MS2. NMDOT has 7,000+ traffic sections.

The Department uses MS2, a cloud-based traffic management system, to collect and store data. The various tasks the software performs were displayed, to include site locations, historical traffic count data, AADT (going back to 2015), ADT for trucks, functional classification, weight, speed, volume and 3, 6, and 12-year counts. Alicia Ortiz added that the Bureau previously used a system called TIMS. TIMS was replaced by MS2 in the 2017 timeframe. Statewide maps, produced from MS2, were displayed, showing the location of the WIMs, permanent counters and permanent/short term counters combined. The final destination of the data goes to the Highway Performance Monitoring System (HPMS), the annual national report submitted to FHWA.

Ms. Ortiz demonstrated for members how to access MS2 from the NMDOT website. Once the MS2 link was located, Ms. Ortiz and Gurule selected a southeastern county as an example, displaying all traffic sections and mapping. Accessing the legend for a CSS station was demonstrated, showing the Location ID and AADT. Ms. Gurule explained although it is 2021, 2020 data is provided as it has been annualized (AADTs). The features of list view and reporting were reviewed. The Chair inquired if there was information (hard copy) that could be referred to for accessing and utilizing the software. Ms. Ortiz demonstrated how to access the MS2 Traffic Count User Guide. She also mentioned that the Guide provides a good background. MS2 is a very robust system with a lot of information. The Bureau's staff have been working with the software, in some cases for years, and still have questions for the vendor. The Bureau can answer questions and also serve as a liaison for shared questions. Mr. Najar inquired if the application had the ability for ESAL counts and forecasting. Ms. Gurule responded not to the public user. An entity may send in a data request to the Traffic Monitoring Department. The Department is currently revising its information request form to be more friendly. Ms. Gurule provided the web address for accessing the email link to submit a request, and contact information was provided in the chat window. Lynn Willard commented that he would like the link for accessing the program distributed to members, when possible. Ms. Ortiz concluded with an explanation of future staff changes.

INFORMATIONAL ITEMS

SERTPO Program Managers Update

Raul Rodriguez, EPCOG, gave a brief overview of the third quarter reimbursement/quarterly packets (EPCOG) and quarterly reports (SNMEDD) and commented that the reports are posted online. Regarding Transportation Project Fund (TPF), the funding has been approved by the State Transportation Commission (STC) and awards have been or will be submitted soon. The TAP/RTP/CMAQ application cycle is ongoing. Mr. Rodriguez briefed members on RTP update activity.

Local Project Updates / NMDOT Update

Francisco Sanchez, District 2 Engineer, commented on the HSIP presentation. As provided by Mr. Coffey, there is no call for local projects, however, the D2 Engineer explained that the District is always concerned with safety and looking for projects to take advantage of funding available. He encouraged members to contact him if they have locations that should be considered. He continued speaking to the network screening tool and its analysis of the most dangerous intersections and highways throughout the state as well as District 2. He urged members to contact him if they know of any intersection sections of highways that should be reviewed.

Regarding the TPF, Mr. Sanchez spoke to the value of the program for the smaller communities, particularly with it being a recurring fund. He provided an overview of how the TPF fund goes through legislative rulemaking, the minimal criteria on its budgets and the RTPO criteria process. The RTPO's recommendations go through the District for recommendations, and the NMDOT Secretary has the ultimate decision on which projects are funded. Mr. Sanchez shared the District's perspective in that they have been viewing the process as shovel ready. In their evaluations done each year, there is value in recommending some designs, and it is recognized that smaller communities do struggle getting their projects off the ground. The District Engineer stated that he supports the RTPO decisions with SERTPO meeting regularly, making wise choices and always submitting projects. The District makes recommendations with the information available. Further, the Engineer commented that the District finds it beneficial to be part of the committee considering structural changes, to ensure it is equitable to all communities—every project is important.

Southeast Regional Transportation Planning Organization (SERTPO)
Minutes of September 8, 2021 Meeting

He continued with an update pertaining to TPF, LGRF and other programs. Secretary Sandoval has provided each District office with a new position, a liaison, to the local governments working with legislative partners. The position is currently being advertised. The liaison can help some of these smaller communities, for example, with an understanding of price agreements and processes. The Secretary's intent is to have the liaison go out and help some of these communities bring funding to viable projects.

LOCAL GOVERNMENT COMMENTS/ISSUES

Regarding TPF funding, Louis Matta, District 2, commented that their office has received acceptance and rejection letters this past Friday, and those letters should be going out within the week. If no letter is received soon, a local government may contact the District.

PUBLIC COMMENT (None)

MEETING DATE/ADJOURNMENT

The next meeting date was set for November 17, 2021 at 10:00 a.m. Jason Burns encouraged members to attend in person to encourage participation. Louis Najar made a motion to adjourn. Motion was seconded by Joe West. With no objections, meeting adjourned at 11:35 a.m.

APPROVED BY:


Policy/Technical Committee Chair/Vice Chair

November 17, 2021
Date

ATTESTED BY:


SERTPO Program Manager

11-17-21
Date

Southeast Regional Transportation Planning Organization (SERTPO)

Minutes of the Joint Policy & Technical Committee Meeting

November 17, 2021 – 10:00 am

Hybrid Meeting (Virtual/In Person)

POLICY MEMBERS PRESENT:

Policy Member (or Alternate) listed in Alphabetical Order

Allen, Glenda	City of Roswell
Bunch, Clint	City of Clovis
DeSha, John	City of Portales
Honeycutt, Jeff	Lincoln County
Hall, Jubal	Village of Cloudcroft
Kennedy, Kevin	Village of Capitan
Jarvis, Joey	City of Ruidoso Downs
Jones, Walon	Curry County
Little, Christopher	Mescalero Apache Tribe
Lovato, Ricky	Roosevelt County
McCroskey, Steve	Eddy County
Myrick, Van	City of Jal
Needham, Corey	Lea County
Randall, Todd	City of Hobbs
Patterson, Jeff	City of Carlsbad
Ruvalcaba, Imelda	City of Eunice
Sena, Ron	Village of Ruidoso
West, Joe	Chaves County

POLICY COMMITTEE MEMBERS ABSENT:

Bradley, Jerry (Mayor)	City of Texico
Burkett, Mickey (Mayor)	Village of Dora
Burns, Marilyn (Mayor)	Town of Tatum
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
King, Kris (Mayor)	Village of Causey
Lovas, Mark	Town of Hagerman
Lucero, Amanda	De Baca County
Porter, Tom	Otero County
Powell, Justin	Town of Dexter
Powell, Leona	Village of Grady
Rael, Stella	City of Alamogordo
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
Trujillo, David (Mayor)	City of Lovington
Valverde, Summer	City of Artesia
Whitecotton, Toni	Village of Floyd

Southeast Regional Transportation Planning Organization (SERTPO)
Minutes of November 17, 2021 Meeting

TECHNICAL MEMBERS PRESENT:

Technical Member (or Alternate) listed in Alphabetical Order

Allen, Glenda	City of Roswell
Bunch, Clint	City of Clovis
DeSha, John	City of Portales
Hall, Jubal	Village of Cloudcroft
Honeycutt, Jeff	Lincoln County
Jarvis, Joey	City of Ruidoso Downs
Jones, Walon	Curry County
Kennedy, Kevin	Village of Capitan
Little, Christopher	Mescalero Apache Tribe
Lovato, Ricky	Roosevelt County
McCroskey, Steve	Eddy County
Mendez, Samantha	Village of Ruidoso
Myrick, Van	City of Jal
Patterson, Jeff	City of Carlsbad
Randall, Todd	City of Hobbs
Reid, Bruce	Lea County
Ruvalcaba, Imelda	City of Eunice
West, Joe	Chaves County

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
Gallegos, Louie (Mayor)	Village of Fort Sumner
Garcia, Joe	Town of Tatum
Garza, Manuel	Village of Loving
Green, Barry (Mayor)	Village of Melrose
King, Kris (Mayor)	Village of Causey
Lovas, Mark	Town of Hagerman
Porter, Tom	Otero County
Powell, Leona	Village of Grady
Rael, Stella	City of Alamogordo
Salazar, Ysidro (Mayor)	Town of Lake Arthur
Seely, Sam (Mayor)	Village of Corona
Summers, Kim	Town of Elida
Torres, Adolpho	Town of Dexter
Trujillo, David (Mayor)	City of Lovington
Trujillo, Margaret	Village of Tularosa
Valverde, Summer	City of Artesia
York, Ralph	De Baca County
Whitecotton, Toni	Village of Floyd

COG/NMDOT STAFF PRESENT:

Al-Gahmi, Mohammad	NMDOT – Las Cruces
Mary Ann Burr	Southeastern New Mexico Economic Development District (SNMEDD)
Coslin, Libby	NMDOT – Roswell

Southeast Regional Transportation Planning Organization (SERTPO)
Minutes of November 17, 2021 Meeting

Fetherlin, Kim	NMDOT – Las Cruces
Hudson, Debbie	NMDOT – Deming
Matta, Louis	NMDOT – Roswell
Rodriguez, Raul	Eastern Plains Council of Governments (EPCOG)
Shutiva, Ron	NMDOT – Santa Fe
Vincent Soule	Eastern Plains Council of Governments (EPCOG)
Ummadi, Vijay	NMDOT – Santa Fe

GUESTS PRESENT:

Barentine, Jim	CES
Brito, Maria	Carlsbad Municipal Transit
Diaz, Jodi	Portales Area Transit
Fletcher, Jan	Hobbs Express
Gilsdorf, Sharon	ZTrans
Hall, Katherine	Portales Area Transit
Hardin, Joe	ZTrans
Hicks, Becky	Roswell Transit
Johnson, Garry	Clovis Area Transit
Moore, Chris	Roswell Transit
Moore, Josh	Carlsbad Municipal Transit
Palomino, Alex	Souder, Miller & Associates
Robb, Kathie	Carlsbad Municipal Transit
Ullman, Nick	
<i>(and unidentified callers)</i>	

CALL TO ORDER / QUORUM (7)

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

Policy Committee Chair Ron Sena 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. Introductions were held. With eighteen members present, a quorum was established.

APPROVAL OF AGENDA

Jeff Honeycutt made a motion to approve the agenda as presented. Motion was seconded by Jeff Patterson. Raul Rodriguez, EPCOG, spoke to members, explaining that he would like to add EPCOG in the Action Item (B) Resolution. With there being no objection to the request during discussion, Jeff Honeycutt amended his motion. Motion passed by unanimous vote.

APPROVAL OF MINUTES

Jeff Honeycutt made a motion to approve the September 8, 2021 minutes as presented. Motion was seconded by Samantha Mendez. With no discussion or objections, motion passed unanimously.

ACTION ITEMS

A. Public Transit Presentations (10 ms.) & Scoring

Mary Ann Burr provided instruction to members on the completion of scoring sheets. She added that, in the previous year, scoring sheets were turned in by the end of business on the day following the meeting and recommended the same process. Members had no questions/objections to using the same process.

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

Mr. Ummadi spoke to the importance of RTPO meetings, funding allocation for FFY22 and the performance indicators that NMDOT uses. RTPOS are forums for eliciting input from rural local governments and the public regarding transportation matters. The community's involvement in the process is crucial to the development and execution of the programs and policies set forth by NMDOT and the federal agency. On behalf of NMDOT Transit & Rail, Mr. Ummadi thanked the RTPO for conducting the prioritization meeting. The annual regional prioritization informs NMDOT processes from the regional needs' perspective. For the §5311 programs, the regional prioritization is used as a criterion in the §5311 funding distribution index and presents additional opportunities for the public and RTPO members to see what is occurring in transit in the area. Transit agencies also see what other transit agencies are doing in the region, which may lead to coordination opportunities.

NMDOT Transit & Rail announced its FFY22 Federal Transit Grant awards during the annual statewide Transit Budget Award meetings (June 7-8, 2021). Sub-grantees that were awarded funding submitted their applications in September 2020 (for FFY22 funding). Consequently, applications for FFY23 funding were submitted in 2021. A total of over twenty million in federal transit grant funds were awarded for FFY22. The amount includes over eight million in federal funding 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% federal funding for administrative and operating expenses (ARP funding included). Both CARES ACT and the ARP Act funds are administered through the §5311 program. The available federal funds support capital, administration and operations at public transit agencies from 10/1/21 to 9/30/22 (FFY22).

For the §5310 program, twenty-three transportation program vehicles were awarded [statewide]. Agencies awarded funds under FTA §5310 (capital assistance only) provide mobility to seniors and individuals with disabilities. Recommended awards were mostly consistent with the requested budget, and requests were funded at 1.8 million for §5310.

§5311 funds are used for administrative and operating expenses in the provision of general public transportation services in rural areas. There were twenty-one applicants for the FFY22 §5311 funding. All twenty-one applicants were funded, receiving either §5311 CARES Act funding, ARP funding and/or the traditional §5311 public transportation funds. Mr. Ummadi reminded members of the §5311 federal funding/match percentages for the operating, administration, and capital categories. Recommended §5311 FFY22 awards totaled over 16.6 million, and §5339 funds, used to assist with capital expenses, totaled more than 1.5 million. Ten applicants were awarded §5339 FFY22 funding.

Mr. Ummadi spoke to their individual performance indicators, which include ridership; total administration operations ratio based on previous year's award; cost per passenger trip on ridership; unexpended total budget; costs per vehicle mile; and the RTPO prioritization (primarily for administrative and operating amounts). The Program Manager added that this information is also available on the NMDOT Transit & Rail website, to include the award package.

Prioritization – §5311 – Formula Grants for Rural Areas

1. City of Carlsbad - Carlsbad Municipal Transit System
Josh Moore, Transit Manager
Maria Brito

Mr. Moore, making presentation via PowerPoint, informed members that Carlsbad Transit does have a short-term and long-term plan. Short-term priorities, adopted annually by their City

Council, include maintaining their fleet in a state of good repair; expanding the demand response system; focusing on fixed route amid low ridership (pandemic-related); using a study to assist with the placement of new bus shelters; and adding a mechanic to staffing. For long term planning, methods for meeting community needs and accessibility include improving customer comfort with low-floor buses and replacement of lifts with ramps; improving safety with touchless sanitizers/thermometers and increased focus on sanitation; and offering convenience via their new scheduling/dispatch software (e.g., self-scheduling, credit card payments (near future) and automated call reminders with a cancellation option). Additional long-term goals were covered.

The Transit Manager addressed coordination with other transit agencies, such as coordination with Roswell (software), Alamogordo (maintenance), Hobbs, Clovis and Portales. He listed other transportation providers, facilities, and organizations with whom they coordinate--most are able to utilize the software in coordination efforts. FY22 funding was discussed. Mr. Moore spoke to local funding (General Fund), fare revenue, infotainment/advertisement revenue and the ongoing search for other grant opportunities. A description of multiple public input strategies was provided, to include the City Hall 311 hotline and the new app which allows for survey completion in real-time. The Manager spoke to the transportation goals per the Carlsbad Long Range Transportation Plan and displayed mapping that shows targeted expansion areas, both north and south. Carlsbad Transit transports 11k+ clients through demand response and approximately 4k through fixed route. Demand is for medical, commercial, tourism and the overall community. Improvements include the new bus shelters; surveillance in vans and their facility; and rebranding.

Maria Brito spoke to their marketing plan, listing the various marketing avenues. Carlsbad Transit has remained active and lets the public know it is safe to ride public transit through participation with charity events, senior centers, outreach programs and other marketing opportunities. Ridership and Cost Per Passenger numbers, by month, were displayed. Inquiry was made on the app. The Manager explained that portion of the software is coming up and provided a description of how it will work.

2. **City of Clovis** - Clovis Area Transit System
Garry Johnson, Office Manager

Mr. Johnson made presentation via PowerPoint. The CATS program continues to be 100% demand response services, operating within the City of Clovis. Despite the ridership decrease due to COVID-19, ridership stats show the strong need to continue their service and rebuild capacity. He explained that due to the pandemic and staff availability, CATS has been unable to reach pre-COVID service hours. They have fewer buses on the street on Saturdays, and fares have been suspended, reducing contact between customers and drivers. He described the customer's ability to purchase a transit pass at a savings once fares are charged and described methods for booking trips via self-service online portal or the mobile phone app. Trip stats for number of phone calls, trips, service miles and hours were provided. Mr. Johnson explained that they continue to take advantage of the FTAA waiver, allowing transit systems to assist with delivery of meals. Their trip count includes the delivery of hot meals to seniors with food boxes from their local food bank. Trip statistics for the past year show 33% were work-related, 3% education-based, 15% for medical appointments, 5% for dialysis, 9% shopping, 13% personal and 24% for meals. Pie charts were displayed for the 2021 trip statistics of 45,000 trips with 5% for non-ambulatory, 14% for elderly, 15% for the disabled, 21% for less than 18 years old, and 45% were for the general public. The FFY2023 funding amounts for administration, operation, and capital were discussed as well as amounts for local match. The City of Clovis continues to be the sole provider of the match requirement.

The capital request is for two small buses, to replace two of their older vehicles, each with over 150,000 miles. The operation budget shows an increase to personnel, due to a recently adopted wage compensation plan. The Manager continued with a discussion of their COVID response, which started in mid-March 2020. They have implemented safe practices and have secured needed safety supplies such as PPE for drivers; rigid cleaning/sanitizing schedule; changes to services; information to passengers; hand sanitizer; Plexiglass barriers (buses); vinyl barriers (vans); UV bus sanitizer; a decontamination unit; and automatic temperature sensors for employees.

For rural public transportation planning and regional coordination, Mr. Johnson discussed the strategic and comprehensive plans, coordination with transportation providers and methods for encouraging public input, to include comment cards, surveys, website, branding and online/mobile app communications. Regarding regional need and justification, the Manager explained that a regional service has not yet been established for the area, but there is regional need. They receive requests for transportation outside their service area daily. Local and regional needs are documented daily through inter-agency meetings, local growth committee meetings and phone requests. He explained that one of their unmet needs was implemented through their scheduling software. He discussed other unmet needs, to include building service back to full capacity, implementing pilot service between Clovis and Portales and hiring/retaining drivers. CATS has experienced staffing shortages, like other transit agencies and businesses. A description of the level of marketing was provided, naming numerous marketing strategies.

3. **City of Hobbs** - Hobbs Express
Jan Fletcher, Public Transportation Director

Ms. Fletcher offered basic information, giving the hours of operation and, when fully operational, Hobbs Express operates four fixed routes and two paratransit demand response vehicles. Due to COVID, they are currently only operating one modified route and the paratransit demand response. Hobbs Express is preparing to open a second modified route by the end of the month and operates within Hobbs and the outlying area. In 1989, Hobbs Express first started its operations with only one van and transported 3,900 people. As of September 30, 2021, Hobbs Express transported a total of 792,000 riders. Ms. Fletcher added that everyone is trying to learn to move forward and deal with the health pandemic, in the safest manner possible, for both passengers and staff.

The Director summarized the application funding amounts. Capital funding requests are for one replacement of a bus with extended miles, replacement of two garage bay doors, and acquisition of updated surveillance security equipment. Administrative and operating costs for continued operation are at the same funding levels. For rural public transportation planning and regional coordination, Hobbs Express plans and outlines its short- and long-term transit goals through the City's budget process and is included in the City's Master Plan. Hobbs Express is delivering service to existing housing developments in newly planned housing areas and additional retail areas for passenger convenience. Cleanliness, sanitation, and maintenance of the fleet are always included in their goals. Ms. Fletcher named multiple agencies with whom they coordinate. Free rides are offered to veterans with ID (although currently all rides are free).

For the application process, letters of interest were mailed out, but no responses were received. The City continues to coordinate with their local taxi service and have agreed not to provide same day service. Calls are referred to the taxi service. Riders are familiar with the policy that demand response needs to be scheduled at least one day in advance. For regional need and justification, Hobbs Express efficiently expends and utilizes the grant funds awarded each year. The Director commented on pre-pandemic ridership and the decreased ridership for 2020 and 2021. Several citizens use their public transportation service for their jobs, medical appointments, shopping, and

everyday activities. Despite the decrease in ridership, there continues to be a vital need for public transportation in Hobbs. Ms. Fletcher commented on ridership stats, miles traveled, and food box delivery (Salvation Army and United Way). The Director spoke to their staffing structure, challenges and commented on their CDL \$6,000 annual CDL incentive, paid monthly. Administratively, Hobbs Express continues to maintain compliance with the State's policies, City's policies, required training, grant management and asset management. There is a strong need and justification to continue the public transportation system. Year-round, extensive marketing is used, particularly to get the message out that the services are for everyone and not just the elderly and disabled. Marketing strategies were listed, with social media being the main source for marketing. Ms. Fletcher concluded by stating their mission; indicating hope that normalcy will return to the community and ridership to return to its higher levels; expressing appreciation to the City Commission, dedicated staff and drivers; and commenting on the diversification of their economy with a population growth to 40,498.

4. **City of Portales** – Portales Area Transit
Katherine Hall, Transit Manager

Ms. Hall explained the staffing structure of Portales Area Transit, which is a demand response system providing service to the City within a five-mile radius of the city limits in Roosevelt County. The Manager spoke to population numbers for the City (12,000+) and County (19,000) and further explained that while PATS had decreased ridership due to the pandemic, their facilities never closed. Ridership is expected to improve in 2022, with more businesses opening up. Within the next few months, free transportation services for riders 60 years+ and veterans will be free. Future plans include expanding service outside their service area so they may transport to dairies outside the service area and implement rides to Clovis and surrounding towns. Ms. Hall commented that short-term and long-range goals (and funding requests) are adopted by the City Council. Short-term objectives of the Comprehensive Plan were mentioned, to include their demand response services, ADA accessibility and hours of operation. Long range goals include the placement of benches at the campus and local businesses for advertisement and rider comfort. Plans also include the collection of data to determine how they may serve Cannon Air Force Base (CAFB). Ms. Hall spoke to coordination with local agencies, medical facilities, senior citizens and area transportation providers. Funding request amounts (federal and local) for administration, operating and capital were provided. Their capital request is for an electronic dispatch system which should help dispatch to drivers during service expansion.

As part of the formal public input process, PATS provides an open-door policy for the public input at the program office. Annual surveys are conducted with passengers, and suggestions are recorded and become part of the transit plan review. The public has the opportunity to speak during City Council public meetings. Comment cards on transit vehicles are also available.

A marketing plan was established in 2021. Ms. Hall mentioned community event participation with the ENMU Dog Day Ceremony and homecoming parade. Additional marketing includes brochures/posters displayed/distributed to local motels, businesses, ENMU, CAFB and the Chamber of Commerce. Advertising is done with local radio stations, postings on the City website and through their Eastern New Mexico newspaper. Future marketing plans include placement of metal stands to provide more advertising around the city, and all transit vehicles have their contact information (phone number and website) provided.

5. **City of Roswell** - Roswell Transit
Chris Moore, Transit Manager

Mr. Moore made presentation via PowerPoint and opened with Roswell Transit's mission of connecting people to places and their vision statement. He discussed the organizational chart and staffing structure, from management to the transit drivers (15). Mr. Moore explained that safety is their main priority, and by doing so, they are ensuring that they have updated equipment, new technology and no backlogs for maintenance on the transit vehicles. Their next priority is customer services, which is going to be the core of changing the face of Roswell Transit. The third priority is growing the business (example provided). The fourth priority is funding and partnerships. Roswell Transit is taking advantage of the §5311 fund, and they are partnering with CYFD, NMMI, the College and others. Roswell Transit is always looking for new partnerships. He described a partnership where contributions are made on behalf of veterans which has expanded to all riders. A fifth priority is convenience, which is not only making the service affordable but by offering a program. He explained their program for first-time riders. Like the other transit agencies, Roswell Transit is pursuing an app, so customers can know where their buses are, how long before the bus arrives, etc.

Mr. Moore displayed a video to demonstrate one of their marketing strategies for paratransit service. Roswell Transit has an individual dedicated to marketing the paratransit service. When speaking to community needs, Mr. Moore explained how Roswell Transit is the only dependable service. The Manager spoke to the COVID-19 impact on ridership, illustrating the numbers for 2019, 2020 and 2021. The daily paratransit service and hours were described. Student (NMMI and ENMUR) and public participation was discussed. The Manager spoke to the dangers of Highway 285 with the number of fatalities, increased truck traffic, and the safety provided via public transportation (reduced congestion). He expanded on marketing strategies to new residents accustomed to transit from metro areas and discussed city emergency/evacuation preparedness.

Working projects include making the lobby more inviting and informative (sign repair, new furniture and TV screens) and updates to restrooms, with funding currently being reviewed by the State for approval. Work on the bus stops is continuing, awaiting architectural guidance, and improvements on the staff breakroom is underway and near completion. Wayfinding improvements (and communications with the City) continue, and fleet replacement remains a focus. Of the 11-vehicle fleet, six are out-of-date and meet the requirements to be replaced. Photos of the new buses were provided. Funding for four vehicles has been approved for replacement.

Inquiry was made on the funding request amounts. Ms. Burr clarified that funding amounts for all transit agency applications were provided in meeting packets.

6. Alamogordo, Mescalero, - ZTrans
Ruidoso and Lincoln County Joe Hardin, Transit Director
Sharon Gilsdorf, Chief Financial Officer

Mr. Hardin explained that ZTrans is a public transportation system that started in Alamogordo in November 2001 and is currently celebrating its 20th anniversary. It is different than other transit agencies as it is a nonprofit that has multiple funding partners and different regulations. For planning, they do one-year, five-year and ten-year plans. A new ten-year plan is being initiated, and they may be working their five-year plan as well. When considering goals, they always look at ridership. Ridership has increased each year—pre-pandemic. Ridership is starting to rise as businesses/facilities open. In 2001, their service had one fixed route, two buses and three drivers. Currently, they operate eight fixed routes (to include three intercity routes) and two demand

response routes. Staffing includes twenty-two drivers, three dispatches, three administrative staff, and financial administrative staff through Zia Therapy.

Mr. Hardin listed ridership numbers for the last three years. Transportation was fare free during the pandemic, with fares returning this past July. Free or discounted fares continue to be offered to veterans, children, and seniors. Coordination of services continues with the City and County, Mescalero, South Central Regional Transit District, Las Cruces, senior centers, and nursing homes. Driver training is offered to senior centers and nursing homes. The coordination provides public input. Public input is also received through annual surveys and comment forms received throughout the year. ZTrans has two transportation fleets—one in Alamogordo and one in Ruidoso. The Director spoke to regional need and justification, comparing the rural areas that need education on the systems to metro areas who are accustomed to public transportation. There is a big regional need. All of the need is not met, partly due to funding. Mr. Hardin listed their funding partners and described their large service area, which includes several micro-pockets of citizens residing twenty-three miles out-of-town.

The Director commented on their marketing program, which includes local radio, TV, newspaper, social media, Facebook, Twitter and advertising on buses. Regarding ridership, Mr. Hardin mentioned that paratransit and senior Dial-A-Ride programs do not increase too much and must be limited due to the complexity of the service versus fixed route and funding. The demand is greater than that which they can respond to. The Director spoke to the years when routes were added. He explained how accessing the small urban service Las Cruces area has required them to report national transit database numbers directly to the federal government which has allowed their transit agency to access §5311C and §5311F funding. Mescalero has benefitted with new shelters and lighting. Mr. Hardin continued with a description of their color system for their buses, signage, and use of their app, which has been popular with their riders.

Sharon Gilsdorf spoke of regional coordination and stated that their plan is adopted by their governing body. For need for justification, the need is strong and continually growing. There is a regional need in the area for their service. Ms. Gilsdorf continued by providing the application funding request amounts for administration, operating and capital (both federal and local match/ratios). The capital request is for a replacement bus and wheelchair lift. Further, she spoke to CDL and non-CDL hourly wages, amounts for their fares, and current funding partners.

A member from the group (Capitan) inquired on the paratransit component. Mr. Hardin clarified that the system in Ruidoso and Ruidoso Downs does have a paratransit component, however, it does not go to Capitan. It operates within the fixed route of Ruidoso and Ruidoso Downs.

B. Resolution No. 21-004 Approving the SNMEDD/COG FFY 22 RWP Formal Amendment

Mary Ann Burr explained the purpose of the formal amendment and how the need to re-budget carry-forward balance occurs every few years within the Regional Work Program. Ms. Burr provided an explanation to budget line changes, speaking to general increases, equipment, audit expense, legal (for revision to bylaws), and promotional development. The amendment has been reviewed and approved by the NMDOT Liaison, Debra Hudson.

Raul Rodriguez, EPCOG, explained to members that their amendment presented is the same amendment approved previously by SERTPO, but it now includes the addition of the carry-forward balance from 2021 to 2022. Mr. Rodriguez spoke to justification due to COVID-19 impacts, staff hours exceeding the 20% threshold, the carry-forward balances and NMDOT Liaison approval by Joe Moriarty.

Mr. Rodriguez provided explanation to budget line items for office cleaning expense, employees' salaries, medical expenses, per diem, fuel, and travel.

Todd Randall made a motion to approve Resolution No. 21-004 with the proposed amendment. Ricky Lovato seconded the motion. With no objections, motion passed unanimously.

INFORMATIONAL ITEMS

SERTPO Program Managers Update

Ms. Burr explained to all members the remaining steps in the prioritization process. Scoring sheets will be due by the end of business tomorrow. Both COGs will concur on the results and will share the results with the public transit providers, NMDOT Transit & Rail and SERTPO members. Results will also be added to the Regional Transportation Improvement Projects Recommendations (RTIPR) for the annual update to Public Transportation. Working with regional CDBG Comprehensive Plan updates has been an ongoing activity. Most of the grants are being completed by the end of the calendar year and the end-products, Comprehensive Plan updates, are being seen. She spoke to the age of some of the former plans and the impact it has on the region.

Ms. Burr commented that the traffic count program remains active, with traffic counts recently conducted in Ruidoso. Ms. Burr spoke to activity with the subcommittee on the TPF restructuring and bylaws. They have met in Ruidoso and Clovis, and the January SERTPO meeting is expected to cover those topics in addition to functional reclassification requests.

Raul Rodriguez informed members of the new NMDOT website and offered to send the link to anyone interested. He added that he has been attending New Mexico DFA budget webinars. There are updates available on their website about mileage, per diem and actuals. Mr. Rodriguez will have a few applications for road classification changes, as mentioned earlier. Also, there is a new NMDOT Freight and Road Classification supervisor, Joe Moriarty, who was the former NERPO Planning Liaison.

New Mexico has shared its 20-year economic development plan, and Mr. Rodriguez offered to share the links. He mentioned there are some great transportation analyses for all regions in New Mexico, to include the SERTPO region. NM Edge classes are being held and links are available. He mentioned the infrastructure bill on the national level being passed, signed into law on Monday. Staff are awaiting more guidance on how that is going to be rolled out for transportation infrastructure, water lines and broadband. Information will be shared once available. EPCOG is partnering with the Clovis/Curry County Chamber of Commerce for the Legislative Breakfast to be held on Friday, December 7, 2021 at 7 a.m.

Local Project Updates / NMDOT Update

Louis Matta, District 2, started his update by speaking to their construction. Carlsbad projects are ongoing. For Clovis, there are some large projects coming to the area. There is a project in Carrizozo for construction at the beginning of the year. There is also going to be construction in the Corona area.

Regarding TPF funding, Louis Matta, District 2, commented that their office has received acceptance and rejection letters this past Friday, and those letters should be going out within the week. If no letter is received soon, a local government may contact the District. Mr. Matta spoke of a staffing change. Libby Coslin who was previously with TLPA is now with LGRF. Ms. Coslin spoke and thanked members for sending in their recent TPF agreements. Most agreements have been executed. She expressed that she looks forward to working with members in the future and encouraged all to reach out to her if needed.

Debbie Hudson, NMDOT Planning, greeted members and did not have any information at this time. Ron Shutiva, NMDOT Planning Tribal Liaison, extended thanks to the entities that did submit a transportation

Southeast Regional Transportation Planning Organization (SERTPO)
Minutes of November 17, 2021 Meeting

project fund application(s). He encouraged entities to follow-up on the project(s), making sure agreements are in place and that monthly reporting and business is conducted.

LOCAL GOVERNMENT COMMENTS/ISSUES (None)

PUBLIC COMMENT

Raul Rodriguez thanked the public transit providers for their presentations and expressed appreciation for their service during the pandemic, allowing ridership to continue and for the food box deliveries to people in need. Chairman Sena also thanked the transit presenters.

MEETING DATE/ADJOURNMENT

The next meeting date was set for January 27, 2022 at 10:00 a.m., with January 25th as an alternate date. For those interested in additional information on the infrastructure bill, they were encouraged to contact their congressional offices. Jeff Patterson made motion to adjourn. Christopher Little seconded the motion. Meeting adjourned at 12:05 p.m.

APPROVED BY:



Policy/Technical Committee Chair/Vice Chair

1-27-22

Date

ATTESTED BY:



SERTPO Program Manager

1-27-22

Date