

Southeast Regional Transportation Planning Organization (SERTPO)

Minutes of the Joint Policy & Technical Committee Meeting

January 27, 2022 – 10:00 am

Hybrid Meeting (Virtual/In Person)

POLICY MEMBERS PRESENT:

Policy Member (or Alternate) listed in Alphabetical Order

Baysinger, Susan	City of Portales
Brito, Candy	City of Eunice
Bunch, Clint	City of Clovis
Cavazos, Al	Village of Capitan
Garcia, Roman	Town of Vaughn
Jarvis, Joey	City of Ruidoso Downs
Little, Christopher	Mescalero Apache Tribe
Lovato, Ricky	Roosevelt County
McCroskey, Steve	Eddy County
Myrick, Van	City of Jal
Najar, Louis	City of Roswell
Powell, Leona	Village of Grady
Rael, Stella	City of Alamogordo
Randall, Todd	City of Hobbs
Reid, Bruce	Lea County
Patterson, Jeff	City of Carlsbad
Sena, Ron	Village of Ruidoso
Thornton, Robert	Curry County
West, Joe	Chaves County
Willard, Lynn	Lincoln County

POLICY COMMITTEE MEMBERS ABSENT:

Bradley, Jerry (Mayor)	City of Texico
Burkett, Mickey (Mayor)	Village of Dora
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
Gutierrez, Amy (Mayor)	Town of Tatum
Hall, Jubal	Village of Cloudcroft
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
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 January 27, 2022 Meeting

TECHNICAL MEMBERS PRESENT:

Technical Member (or Alternate) listed in Alphabetical Order

Abell, Ivan	City of Carlsbad
Baysinger, Susan	City of Portales
Bunch, Clint	City of Clovis
Burns, Jason	Eddy County
Garcia, Roman	Town of Vaughn
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
Powell, Leona	Village of Grady
Mendez, Samantha	Village of Ruidoso
Myrick, Van	City of Jal
Najar, Louis	City of Roswell
Rael, Stella	City of Alamogordo
Randall, Todd	City of Hobbs
Reid, Bruce	Lea County
Ruvalcaba, Imelda	City of Eunice
West, Joe	Chaves County

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Bradley, Jerry (Mayor)	City of Texico
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Carbajal, Sonia	Village of Hope
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
Hall, Jubal	Village of Cloudcroft
King, Kris (Mayor)	Village of Causey
Lovas, Mark	Town of Hagerman
Porter, Tom	Otero County
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:

Arnett, Manon	NMDOT – Roswell
Briley, Alan	NMDOT - Roswell
Mary Ann Burr	Southeastern New Mexico Economic Development District (SNMEDD)

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Coslin, Libby	NMDOT – Roswell
Fetherlin, Kim	NMDOT – Las Cruces
Gallardo, Judith	NMDOT – Las Cruces
Hudson, Debbie	NMDOT – Deming
Rodriguez, Raul	Eastern Plains Council of Governments (EPCOG)
Vincent Soule	Eastern Plains Council of Governments (EPCOG)

GUESTS PRESENT:

Allen, Glenda	City of Roswell
Barentine, Jim	CES (Albuquerque)
Hamilton, Eric	Wilson & Company (Albuquerque)
Johnson, Garry	Clovis Area Transit System (CATS)
Koontz, Clay	Stantec (Albuquerque)
Martinez, Alonzo	Souder, Miller & Associates (Las Cruces)
Palomino, Alex	Souder, Miller & Associates (Roswell)
Runyon, Richard	Dennis Engineering (Socorro/Edgewood)
Turner, Tracy	Highland Enterprises, Inc. (Las Cruces)
West, Tammy	Westt, LLC (Roswell)
Yutzy, Jordan	City of Eunice

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. Introductions were held. With twenty members present, a quorum was established.

APPROVAL OF AGENDA

Louis Najar made a motion to approve the agenda as presented. Motion was seconded by Jeff Honeycutt. With there being no objections, motion passed by unanimous vote.

APPROVAL OF MINUTES

Kevin Kennedy made a motion to approve the November 17, 2021 minutes as presented. Motion was seconded by Stella Rael. With no discussion or objections, motion passed unanimously.

PRESENTATION: STATEWIDE PRICING AGREEMENTS

Tammy West, Owner/CEO
Westt, LLC

Tammy West explained to members that she is a private consultant who works primarily with governments throughout the State of New Mexico on public procurement matters. Her background includes retirement from Chaves County where she was the Purchasing Director. Ms. West added that she will be speaking to statewide price agreements and their utilization for road projects.

Ms. West made presentation via PowerPoint and addressed the NM Procurement Code, speaking to the relevant section addressing application of the code. The Code applies to all expenditure by state agencies and local public bodies for procurement of items of tangible personal property, services and construction. Additionally, when procurement involves federal funds' expenditure, the procurement shall be conducted according to applicable federal law and regulations. When the federal regulation or law conflicts with the NM

Procurement Code, the federal law trumps and compliance with federal law or regulations shall be compliance with the Procurement Code. Ms. West addressed a few exemptions, being procurement by a state agency or local public from a state agency or local public body as well as municipalities that have adopted home rule charters and have established their own purchasing ordinances. The definition of *price agreement*, per the Code, was provided to members. Price agreements are established through formal solicitation, and the price agreement is the contract entered into based on the formal solicitation. Solicitation is by a NM State agency or local public body. A description of the process was provided, to include the submission of pricing by vendors; awards to the lowest responsible/responsive bidder(s); specific terms (usually a year); and possible restrictive use by other agencies. The code and requirements for when the state purchasing agent (or central purchasing office) may contract without competitive sealed bids/proposals was discussed.

Ms. West described the benefits of utilizing price agreements. Time and effort are the biggest component of use, as procurement has already been done. Further, there is benefit to bulk buying power pricing (usually lower) and vendor vetting processes, to include NMDOT. She noted that contract terms and conditions included in price agreements extend to local public bodies. To find price agreements, the online links for the State's Purchasing website and NMDOT's website were displayed for members. Ms. West described how to look for and access price agreements on the State's site. The site has been recently updated to be more user friendly. She also described the steps/links to use for searching and accessing price agreements on NMDOT's website. The Cooperative Educational Services (CES) weblink for accessing their price agreements was provided as well. Ms. West mentioned that price agreements through other governmental entities can also be a source, giving Eddy County as an example, who previously issued a price agreement making materials and services available. State agencies must use established price agreements if they are available for items or services they are seeking—for local public bodies and all other agencies, it is an option.

Ms. West listed and described in detail the documentation necessary when using a pricing agreement and stressed the importance of saving all documentation for audit purposes. Cover pages of a statewide price agreement and an agency-specific price agreement were displayed, and items included on the pages were discussed. The presenter covered areas and points that are important and worth mentioning, such as the terms "exclusive" and "nonexclusive" used in the code that are undefined and are subject to interpretation; historical use of NMDOT price agreements by local public bodies for road materials (emulsions and associated products, hot and cold mix, base course, etc.); language in NMDOT price agreements; and guidance from State Purchasing Division. Ms. West discussed the benefits of utilizing state price agreements for state or federal funding (to include LGRF, TPF, IJJA) versus local public bodies individual solicitations (e.g., using state price agreements may avoid getting higher prices for remote jurisdictions). She concluded that her dealings with NMDOT regarding the local public bodies' utilization of their state price agreements has been a hundred percent supportive.

The Chairman pointed out that this information is pertinent to the evaluations coming up on the agenda. He encouraged local competitive bid processes when appropriate for larger projects. NMDOT's price agreements are for their use and for entities throughout the state. The discussion fits in with the evaluation of how to expedite and appropriately spend the funds that are granted to this area of the state. In response to the Chair's question of their local government's price agreements and use by other agencies, it was clarified that the local government needs to have the appropriate language in the solicitation to allow other agencies to utilize the price agreement. Discussion was held on the need to continue the conversation with State Purchasing on utilization of price agreements. A member inquired on the use of a statewide contract that has expired and time delays in the issuance of a new contract (or contract has been pulled off the list), causing delay to the local government. Ms. West responded that in the event an agreement expires (usually they have four-year terms), a local public body cannot utilize that price agreement. A local public body may order up to the day it expires. From that point forward, the local public body will either need to wait for state purchasing to complete their process for a forthcoming solicitation award, conduct their own solicitation or rely on another agency's price agreement.

Member inquiry was made on the ability of a tribal government to use a price agreement and whether a MOU would be an appropriate step. Discussion was held on eligibility as a local public body, procurement code, and chief procurement officer. Ms. West continued that it could take an MOU or joint powers agreement between the tribal government and state purchasing division (or State of New Mexico at some level) and made a recommendation for researching the matter.

ACTION ITEMS

A. Resolution No. 22-001 Approving the Curry County Functional Reclassification Requests

Walon Jones, Road Superintendent for Curry County, addressed the group and informed all that they should have received a copy of the resolution in the meeting packets and the PowerPoint presentation before the meeting. Mr. Jones commented that most the roads are in the industrial areas, like the dairies and cheese plant, and this is the reason for the ADT numbers change and change for classification. Louis Najar made inquiry if NMDOT is currently accepting classification changes. Raul Rodriguez, EPCOG, commented that he has visited with the GTG Supervisor who indicated they do not have a person in place (staff are in training). With the reclassification approved by SERTPO, and once NMDOT has the correct staffing power, EPCOG will be able to send it to them and respond to any questions they may have. Mr. Najar pointed out that if NMDOT is taking requests, there may be other entities who may be interested in submitting their own request(s). Louis Najar made a motion that Resolution No. 22-001 Approving Curry County Functional Reclassification Requests be approved. Jeff Honeycutt seconded the motion. With there being no further discussion or objections, the motion passed unanimously.

B. Consider, Discuss and Possibly Act on Draft TPF Evaluation Policy and Procedure for 2022 Project Requests

Copies of three, separate evaluation sheets were passed out to RTPO members in attendance, and an evaluation sheet was displayed on-screen. The Chair provided background, stating that there has been a group of members (volunteers) who have met several times over the last several months and have had discussions on how the SERTPO Committee should evaluate funding that will be offered by NMDOT through the TPF process this year. The subcommittee has developed a process and criteria to evaluate projects. Submittals will encourage participation, provide good maintenance and produce projects that are needed in southeastern New Mexico. The process (and criteria) encourages participation from the smaller entities as well as larger projects from larger entities and partnerships through the area.

In summary, it was discussed and agreed that evaluations would be separated into three separate categories: capital projects, maintenance projects, and design/planning funding projects. Some of the same criteria and grading is in the three separate evaluations. The plan is that NMDOT D2 will communicate with SERTPO how much funding is available this year with TPF. The intention is that \$5 million will be taken off the top and made available for design. SERTPO will then request and accept applications for design funding. With the design criteria displayed, the Chair described how the evaluation will consider capital vs maintenance (condition), scope, procurement, spent money, last award, previous application, partnerships and phases. Evaluation will be done as a group or subcommittee. The remaining funding will be split between maintenance projects and capital projects.

Regarding maintenance, there are several projects that will be submitted that qualify and fall under the category of maintenance versus capital. A definition has been provided and reviewed with NMDOT. He provided that a maintenance project is a public works project that is rehabilitating, constructing or preserving infrastructure that is already existing--taking it back to a newer or close to the original condition. Additionally, a capital project is a public works project that is improving or upgrading infrastructure. He provided an example whereby if an entity is adding ADA, drainage or improving

the section of a row, it is considered a capital project. If an entity is taking a project that is existing back to what it should be, that is considered maintenance. He explained that several projects with smaller entities that are counties qualify as maintenance, and the intent is to expedite the process. The use of price agreements/NMDOT price agreements, as provided through Ms. West's presentation, expedite the project with the project being able to be procured easier, faster, and less expensive through price agreements versus doing individual competitive bidding. Capital projects need to be competitive bids, and local vendors should be encouraged. Competitive pricing produces the best pricing for the project. For capital projects, the applications encouraged are larger-scale improvement projects that are complete projects, ready to be constructed and shovel-ready. The capital evaluation has a few more criteria: condition, procurement, design, current TPF, previous applications, partnerships, phases, attendance, and connectivity. Attendance and participation at SERTPO meetings are encouraged and included in the criteria.

In response to member inquiry, the Chair explained that entities are being encouraged to apply for design funds and return for capital funds. There are criteria included where an entity will gain five points, bringing back a completely designed project through TPF and applying for TPF construction. Louis Najar clarified that if NMDOT does a call-for-projects, entities will have to complete the application forms dictated by the NMDOT. The criteria being discussed is used to grade the project(s) turned in, whether capital, maintenance, or design. He provided an example where an entity would receive extra points following the process for design as compared to fewer points for an entity such as Roswell. The process encourages smaller entities to compete with larger entities. The NMDOT puts out the application process, and entities must complete their required paperwork. Further, based on the required application paperwork, SERTPO would then use the criteria, grade the project application(s), and submit the ranking to the appropriate NMDOT office. The Chair commented that this is the process of how SERTPO intends to make the recommendations. With there being no further discussion, Kevin Kennedy made a motion to approve the TPF evaluation policy and procedure for 2022. Motion was seconded by Joe West. With no further discussion or objections, motion passed unanimously. The Chair thanked all the individuals who participated and assisted in developing the process, to include their attendance at the meetings in Roswell, Ruidoso and Clovis.

C. Resolution No. 22-002 Approving Further Exploration of SERTPO Consolidation of Policy and Technical Committees

The Chair explained that there has been discussion in past meetings regarding consolidating the SERTPO Policy and Technical Committee into one Committee that would utilize a policy subcommittee and a technical subcommittee. He stated that it is currently convoluted having two committees and determining which representative can vote on which item. With the resolution, the RTPO staff would amend the bylaws for the next SERTPO meeting. Ms. Burr commented that the Formal Amendment approved in November, which included budget for legal, was approved this week. In discussion, Louis Najar re-emphasized that the intent is to have one committee and make it easier on the entity that they do not have to have two individuals for SERTPO. An entity can always have a substitute. SERTPO would come together as one committee to vote on future items. Roswell gave their full support. Kevin Kennedy made a motion to approve Resolution No. 22-002 Approving Further Exploration of SERTPO Consolidation of Policy and Technical Committees. Jeff Honeycutt seconded the motion. With no objections raised during the vote, the motion carried/approved unanimously.

INFORMATIONAL ITEMS

SERTPO Program Managers Update

As mentioned earlier in the meeting, Ms. Burr stated that the RWP Amendment presented during the November meeting was approved by FHWA, and both COGS will begin expending the monies from the carry-forward balances. Regarding the traffic counter program, SNMEDD has been active with Lincoln County, setting two traffic counters in Alto. She expressed gratitude for co-worker, Paul Pappas, who assisted in the physical set-up of the tubing. Ms. Burr requested that members be mindful of future events in their communities (conferences, fairs, etc.) where SERTPO may have a presence. They may coordinate with her for promotional development (booth, handouts or similar). She provided an example of a regional event (EnergyPlex conference in Hobbs in June). Regarding CDBG Comp Plans, there is currently one active planning grant (Town of Dexter) with all others in the close-out process.

Ms. Burr spoke to the activity during the holiday quarter with Capital Outlay hearings and Economic Recovery Team focus group meeting activity. With that activity lessening, both RTPO staff are planning to return to the Regional Transportation Plan (RTP). She pointed out that a member of the subcommittee has left and named current members. She requested anyone interested in volunteering to contact her or send an email.

Raul Rodriguez informed members that he will be coordinating with the Mayor of Vaughn, hopefully within the next week, to discuss their roads. EPCOG's NMDOT financial and quarterly report have been submitted to NMDOT, awaiting approval. Regarding legislative updates, EPCOG staff have been going to Santa Fe during the legislative session. He will keep members informed on TPF activity and funding amounts and will also be working on the RTP. Vincent Soule, EPCOG, encouraged members to visit the website to follow bills that have been posted, including transportation. He stated there is a procurement bill that gives preference to tribal businesses. There are other bills that may be of interest to counties, such as one that affects assessor offices and taxes (House Joint Memorial Bill or House Joint Resolution). He encouraged all to reach out to legislators during the session.

Local Project Updates / NMDOT Update

Debbie Hudson, NMDOT Planning, had no updates at this time. Regarding functional classifications, Alan Briley, District 2, stated that he is assuming NMDOT is accepting requests, but not necessarily acting on them. At the appropriate time with commission meeting, the requests will be ready and approved. He further commented that it is the time for solicitations for TPF, LGRF and MAP and urged members to be looking for them. Regarding price agreements, he stated that he personally agreed with local entities being able to piggyback on NMDOT price agreements. He offered his assistance in working with State Purchasing and/or NMDOT Purchasing to make sure that the language is in there allowing entities to use their price agreements. Mr. Briley made himself available for any questions from NMDOT and what was happening in the District. The Chair requested that NMDOT be available at the next meeting for the TPF discussion, to which they agreed.

Libby Coslin, District 2, reminded all that she had emailed out MAP application letters approximately two weeks ago—they are due March 15, 2022. Also, Ms. Coslin has emailed the LGRF application requests, which are due March 15, 2022 as well. She commented that if she has missed any entity, to please let her know if they wish to be included on the application request. LGRF should be directed to Libby Coslin or Louis Matta while MAP applications should be sent to Clarissa Martinez.

LOCAL GOVERNMENT COMMENTS/ISSUES AND PUBLIC COMMENT - (None)

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MEETING DATE/ADJOURNMENT

The Chair encouraged everyone to attend the meetings in-person. He commented on moving the location of the quarterly meetings to allow different venues. While Roswell is centrally located and appreciated, he expressed the meeting could move around, like NMDOT does their Commission meetings and encouraged in person, to include social distancing as required. He stated that SERTPO is taking big steps, and improvements should be seen soon, with the support due to TPF funding. Regarding the meeting date, Ms. Burr explained that her liaison, Debbie Hudson, advised her of a bridge presentation that needs to fall during the month of March and proposed March 31, 2022, at the Convention Center (hybrid meeting format) for the next meeting date. The State Commission meeting falls on March 24, 2022 (one week before). If complete, the bylaws will be presented at the next meeting. Motion was made by Louis Najjar for adjournment, and motion was seconded by Joe West. With no objections presented during call for vote, meeting adjourned at 11:19 am.

APPROVED BY:



Policy/Technical Committee Chair/Vice Chair

3-31-22

Date

ATTESTED BY:



SERTPO Program Manager

3-31-22

Date

Southeast Regional Transportation Planning Organization (SERTPO)

Minutes of the Joint Policy & Technical Committee Meeting

March 31, 2022 – 10:00 am

Hybrid Meeting (Virtual/In Person)

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Policy Member (or Alternate) listed in Alphabetical Order

Ball, Crystal	City of Lovington
Brito, Candy	City of Eunice
Bunch, Clint	City of Clovis
DeSha, John	City of Portales
Garcia, Roman	Town of Vaughn
Hall, Jubal	Village of Cloudcroft
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Lovato, Ricky	Roosevelt County
Lucero, Amanda	De Baca County
McCroskey, Steve	Eddy County
Najar, Louis	City of Roswell
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Valverde, Summer	City of Artesia
Whitecotton, Toni	Village of Floyd

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Honeycutt, Jeff	Lincoln County
Jones, Walon	Curry County
Kennedy, Kevin	Village of Capitan
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Lucero, Amanda	De Baca County
Osborne, Deborah	City of Alamogordo
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Ruvalcaba, Imelda	City of Eunice

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Briley, Alan	NMDOT - Roswell
Mary Ann Burr	Southeastern New Mexico Economic Development District (SNMEDD)

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Coslin, Libby	NMDOT – Roswell
Gallardo, Judith	NMDOT – Las Cruces
Krueger, Neala	NMDOT – Santa Fe
Matta, Louis	NMDOT – Roswell
Moriarty, Joseph	NMDOT – Santa Fe
Najera, Ben	NMDOT – Santa Fe
Neunuebel, John	NMDOT – Santa Fe
Rodriguez, Raul	Eastern Plains Council of Governments (EPCOG)
Ruiz, David	NMDOT – Santa Fe
Sanchez, Francisco	NMDOT D2 Engineer (Roswell)
Vigil, Jeff	NMDOT – Santa Fe

GUESTS PRESENT:

Avitia, Jesus	Souder, Miller & Associates (Roswell)
Barentine, Jim	CES (Albuquerque)
Contreras-Apodaca, Gabby	Stantec (Las Cruces)
Dominguez, Alvin	Bohannon Huston, Inc. (Albuquerque)
Fresquez, Ray	Stantec (Roswell)
Garcia, Yolanda	
Hamilton, Eric	Wilson & Company (Albuquerque)
Harper, Serena	FXSA Consulting (El Paso)
Palomino, Alex	Souder, Miller & Associates (Roswell)
Runyon, Richard	Dennis Engineering (Socorro/Edgewood)
Yutzy, Jordan	City of Eunice

CALL TO ORDER / QUORUM (8)

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

Technical Committee Chair Jason Burns presided over the hybrid meeting and called the meeting to order at 10:02 a.m. Members and guests participated with the Pledge of Allegiance. Introductions were held. With twenty members present, a quorum was established.

APPROVAL OF AGENDA

Ron Sena made a motion to approve the agenda as presented. Motion was seconded by Louis Najera. With there being no objections, motion passed by unanimous vote.

APPROVAL OF MINUTES

Kevin Kennedy made a motion to approve the January 27, 2022 minutes as presented. Motion was seconded by Jeff Honeycutt. With no discussion or objections, motion passed unanimously.

PRESENTATION: BRIDGE FUNDING – BIPARTISAN INFRASTRUCTURE BILL

Jeff Vigil, Bridge Management Section Manager
Ben Najera, Engineer Manager
NMDOT Bridge Management Section

Jeff Vigil, Bridge Management Section Manager, explained that they wished to provide an overview of the Bridge Management Program and bridge inspections but also, primarily, to discuss the recently approved federal funding, Bridge Formula funds, which are part of the Bipartisan Transportation bill. Of the funding allocated to New Mexico, approximately seven million will go to local governments, at a minimum. Bridge

Management wishes to discuss their plan for spending this funding with the RTPOs and MPOs and receive input on bridges selected. Mr. Vigil explained they wish to select bridges that make a difference and that they have not had an opportunity to replace on work on in the past.

At this time, Ben Najera, Engineer Manager, provided an overview of presentation topics, which included the NMDOT Bridge Inspection Program; assessing bridge condition; prioritization using AASHTOWare BrM; funding in the current Transportation Asset Management Plan (TAMP); the plan for spending additional funds; the escalation in bridge costs; and southeast bridge conditions. The NMDOT is responsible for the inspection of all NMDOT-owned and local government owned bridges, which started in 1972. Local governments are responsible for the maintenance of their bridges; NMDOT inspects the bridges. The NMDOT District offices usually sends a letter or some correspondence regarding bridge condition, to include a bridge inspection report and any recommendations for the bridge(s). Mr. Najera explained that bridges greater than 20 ft. in length are considered bridges, which does include some culverts. A slide was presented for span bridges, and he commented that bridges are rated by the deck area. Diagrams for concrete box and pipe culverts were displayed, and he discussed types as well as their condition ratings.

Mr. Najera explained that their Department is implementing the AASHTOWare BrM program (software) for prioritization of projects. With screenshot(s) displayed, the Manager navigated the page, showing its organization and features, ability to filter bridges for the various MPO/RTPO areas, costs tied to recommended improvements for the bridges, and mapping for bridge locations. Current funding sources, before the new additional funds, in the TAMP are \$60 million annually (National Highway System (NHS), \$40 million and non-NHS Funding, \$20 million) -- all for state-owned bridges only. Bridge Preservation Program Funding is \$14 million, spread amongst NHS bridge preservation, Non-NHS bridge preservation and NMSU bridge inspections (where their staff inspect approximately a quarter of the bridges). Bridge preservation is for NMDOT bridges only.

Regarding the new funding, Mr. Vigil explained that the Bipartisan Infrastructure Law established the Bridge Formula Program, and Congress authorized \$27.5 billion of which \$26.5 billion goes to states and \$825 million goes to tribal transportation facilities. BIA-owned routes are eligible for the \$825 million. He believes New Mexico will receive approximately \$250 million. Bridge Management is anticipating an additional \$45 million annually for the next five years and there is a possibility of that amount reaching \$52 million. Mr. Najera discussed the planned funding that would be applied to the bridge preservation program and non-NHS bridges. There is a minimum of 15% that goes to local governments, which is \$6.75 million annually. If the total amount of new funding reaches \$52 million, the local government amount could be \$12 million. Any remaining funding will go to underfunded projects under development and other projects identified through the bridge priority list. Mr. Najera continued with discussion of bridge costs. He provided a detailed explanation of 2020 unit bid costs; replacement costs and other work treatments; and the use of factors. Total bridge costs per square foot (awarded bidder) were displayed, comparing TAMP estimates and awarded bidder amounts for 2019-2021. Considering the escalation in bridge costs, Mr. Najera displayed and discussed the 2021 unit bid cost; replacement cost, culvert replacement cost, major rehab cost; rehab cost; and maintenance cost.

For the southeast region, the inventory of bridges was presented, showing most in fair condition and six bridges in poor condition. The inventory has 130 non-state-owned bridges and a total of 537 bridges, which includes one tunnel. He explained there are thirteen bridges that are not in their inventory, which are inspected by another entity (i.e., Mescalero, National Forest Service), and their Department does not have the data as to bridge condition. Of the six bridges in poor condition (Chaves and Lincoln Counties), Mr. Najera commented on their statuses. For non-state-owned bridge conditions, graphs showed the percentages for bridges in good, fair and poor condition. The southeast RTPO is close to the numbers on the state side.

Mr. Najera explained that Bridge Management has met with all the Districts and received their top 10 list for local-owned bridges. The list of ten bridges for the southeast was displayed, showing the owner (local

government), work recommendation, estimated cost, year built, and additional information. The majority of the bridges are recommended for rehabilitation with one exception. Total costs are nearly \$10 million. Mr. Vigil explained they will be prioritizing three lists (NHS list, non-NHS list, and locally owned list) for each District. They plan to come back to the RTPOs and MPOs with the lists, so their prioritization may be reviewed and RTPOs/MPOs may provide input or comments. Final decisions will be made by upper management or higher level than Bridge Management Section.

Raul Rodriguez commented that NERTPO sent out a survey to all of their members for their input. They decided to accept NMDOT Bridge Division's prioritized list. Items considered included the need to go through another ranking and rating process which may not be beneficial with the TPF Call-for-Projects and federal Calls-for-Projects with the Bipartisan Infrastructure law. He suggested a similar survey for SERTPO. He added that the Bridge Management Section surveys the bridges, forms recommendations, has a process for estimating cost, and he recommended allowing Bridge Management work their prioritized list.

Clarification was requested on the 6 or 7 million annually that each District is going to receive. Mr. Vigil responded that over the five-year period, it is estimated a minimum of seven million annually, statewide; they have not received assurances that the funding is going to be distributed equally among the Districts; and they wish to work on those bridges that have a high need as they have not had the means to work on those bridges. Mr. Najera commented that, looking at the southeast inventory, which is primarily in fair condition, they cannot guarantee they will be able to work on any of the bridges and spoke to potential benefit for entities that have processes in place to do survey work, plans, etc. Funding can be utilized for design and construction. Members were reminded that these are federal funds, and they do have to meet the NEPA process. The Department will try to assist local governments in that process. If the Department does not spend the 45 million entirely in the first year, it does carry over to the following year. The fifth year would be when they would need to make sure all funds are spent. Regarding the Bipartisan Infrastructure Law, Mr. Rodriguez added that there is funding for other items such as culverts, low water crossings, etc.

Christopher Little, Mescalero Apache Tribe, inquired on a contact so the Tribe may get their bridge inspections on the bridge list. Jeff Vigil asked if the routes were BIA routes, and the member confirmed they were. BIA routes are inspected by BIA or federal lands. Mr. Vigil commented that he would get the contact information for the tribal entity. The Chair commented that he did not see any reason why they would not want to use NMDOT's recommendations; requested an email go out with a survey; and suggested an action item for the next meeting. Louis Najer commented that the City of Roswell has already been meeting with the Bridge Department and spoke to the status of their projects on the list that were poor-rated bridges; the City's bridge priorities and approach for design; and requests for funding submitted to the Legislature. Light discussion continued on responsibility of NMDOT and local bridges. The Department is willing to assist local governments through the design process, and Mr. Vigil also confirmed that this funding is now available. A member inquired on bridge responsibility if the bridge is on a state highway within municipal boundaries. Mr. Vigil confirmed that if the bridge is on a DOT route, it belongs to DOT.

PRESENTATION: **NEW MEXICO FREIGHT PLAN**
Joseph Moriarty, Technical & Freight Planning Supervisor
NMDOT Planning Division

Mr. Moriarty explained that the new 2045 New Mexico Freight Plan Update will establish the planning and programming framework for freight funding for the State of New Mexico. He added that an update is required every four years to be federally compliant and receive National Highway Program funding, which translates to approximately \$15 million a year. The Plan is greater than the individual funding program as it serves as the Department's strategy and programming/planning document for the future. A diagram presenting the freight plan update process was displayed. Mr. Moriarty commented that the Division has engaged a Freight

Advisory Committee which is made up of freight industry representatives as well as federal, state, and local government representation. High Street Consulting is performing some of the technical background work on economic context and identifying freight corridors and freight bottlenecks. The team is moving into identifying system condition, needs and resources. The goal is to develop a strategy and process to help program National Highway Freight Program funding.

The Planning Team and Outreach Audiences were displayed and consist of the Planning Team (Mr. Moriarty, Freight Planning Program Manager; Rosa Kozub, Multimodal Planning & Programs Bureau Chief; and High Street Consulting Group) and Outreach Audiences (Freight Advisory Committee; MPOs and RTPOs; and Freight Working Group). Mr. Moriarty is making presentations throughout the state, and the Team is very interested in receiving input. The internal freight working groups is composed of NMDOT Engineering Districts, as well NMDOT units such as ITS and international programs (District 1). The Freight Supervisor presented the project timeline. The planning process started in the Fall of 2021, and the first Freight Advisory Committee meeting was held in February. NMDOT is currently working on the strategic direction, compiling facts, and beginning to draft the document. A second Freight Advisory Committee meeting is planned for June or July. The goal is to produce a federally compliant New Mexico Freight update in November. A copy of the presentation will be submitted to the RTPO planners. Mr. Moriarty requested any comments or suggestions that are unique to each entity's locality.

A link to the 2045 Freight Plan was provided. The website contains the first presentation to the Freight Advisory Committee, a meeting summary and previous plans. Also available is a comments section where one may make individual comments. Mr. Moriarty explained that along with the presentation, this is an invitation for anyone who is interested to join the process.

ACTION ITEMS

A. Transportation Project Fund (TPF) Timeline Approval

A draft Timeline has been submitted to members. The Chair requested that District 2 comment on the PFF portion and format. Louis Matta, District 2, provided that they are open to doing in person or virtual/hybrid meetings. The Chair provided that SERTPO has separated the funding in three areas: design, capital, and maintenance. He asked if the District would expect a PFF for each category to which Mr. Matta concurred. The PFF, location map, cover letter, resolution and ROW letter are due April 14, 2022. The Chair inquired if the District wanted one resolution for all projects or one resolution for each project. Discussion followed, to include having one resolution that speaks to the 95%; ease of use when dealing with City Council; and the local entity's responsibility (5%). Mr. Matta stated what the District is looking for on the resolution is that the entity can fund the match (5%).

Mr. Rodriguez commented that it helpful to have the other documents named in the timeline with the PFF submission. Light discussion followed, with the Chair clarifying that environmental clearances are a part of federal funding and not a part of TPF [state] funding. Other time frames were mentioned (i.e., District reviews beginning 4/18/22 and meeting packet deadline of 5/12/2022). Mr. Matta stated that if the entity is going to be on NMDOT ROW, all five certifications are required. If the project(s) is on the local entity's ROW, it will be up to the local entity to certify. Discussion touched on the ROW support letter being on local entity's letterhead with a signature and date line on the bottom for the District 2 Engineer. Mr. Najjar provided that the NMDOT General Office (GO) does not give any clearances until there is a control number. Member inquiry was made if the District 2 wanted the D2 ROW letter with the PFF or final application package. Mr. Matta gave an overview of what to include in the ROW letter. Inquiry was also made if the local entity needs a letter of support from property owners where their ROW is required. Mr. Matta clarified that this is just a DOT support letter [D2 ROW letter], however if the local entity acquires ROW, the District would like the entity to follow the federal process. If the local entity is going to be requesting federal funding at a later date, the local entity must make sure they follow the federal process. Mr.

Rodriguez commented that they have had letters of support from private landowners, hand-written, in the northeast. The hand-written letters boost local support (and not just regional) for the project. The submission of the resolution was discussed, with a copy of a draft resolution being submitted with the PFF if a signed resolution is not yet available. A resolution may be submitted beyond April 14th. Mr. Rodriguez suggested that entities already start the planning process for TPF in the next year. Francisco Sanchez, D2 Engineer, commented that there is a lot of gray area with TPF, as everyone had been looking at this as a federal process. He indicated that he supports the evaluation, and it is a good direction for SERTPO. Mr. Sanchez introduced their new government liaison, Manon Arnett. She will be a direct liaison for all agencies, whether its cities or counties and will be the direct contact with any issues.

A member made inquiry if they can use one map with multiple projects (which was acceptable), and inquiry was made if a D2 ROW letter is required if the right of way is a short distance (D2 ROW letter was required). Louis Najar made a motion to approve the Transportation Project Fund (TPF) Timeline, as presented. Ricky Lovato seconded the motion. With no objections raised, the motion passed unanimously.

B. Resolution No. 22-003 Approving Public Notice Requirements of the SERTPO

Ms. Burr explained the resolution, which is approved annually. Louis Najar made a motion to approve Resolution No. 22-003 Approving Public Notice Requirements of the SERTPO. Clint Bunch seconded the motion. With no objections, the motion passed unanimously.

INFORMATIONAL ITEMS

SERTPO Program Managers Update

Regarding the TAP/RTP awards anticipated during the month of March, Mary Ann Burr reported that NMDOT is awaiting official numbers, their funding targets, and once received, award announcements will be forthcoming. RTPO staff have been working on updating sections on the RTP and are working towards calling the subcommittee together for a meeting, whether virtual or in person. Ms. Burr spoke of the safety educational program with recent distribution of safety education books to local entities and will continue with purchases and plans to reach all local governments. The bylaws revision is near completion and should be ready for the next meeting on May 19, 2022. The May meeting is expected to be a longer meeting with the TPF. Light discussion was held on number of items on the agenda, and all agreed to no educational presentations for the meeting. When a draft agenda is prepared, it will be determined whether to include bylaws and election of officers or include at a separate meeting. Quarterly reports will be available at the next meeting (current meeting date is the end of the quarter).

Mr. Rodriguez encouraged members to continue working their TPF applications and reminded them of the April 14th deadline. Final application packets will be uploaded by RTPO staff onto NMDOT website by May 31, 2022. He reminded members of the Bipartisan Infrastructure Law which has several infrastructure programs that previously were not funded nationally. Funding for the RAISE program is included and the deadline to apply for that program is April 14, 2022. There is a higher match for local entities in the amount of 14.56%, and it is a reimbursement program. Funding may go higher than 80% if the project is in a community or county of historical disadvantage or poverty. Mr. Rodriguez utilized the website tool provided to search for southeast counties in these categories and believes there are none except for tribal entities. Tribal entities can leverage federal funds for their match. The Rural Surface Transportation Grant program, which has \$300 million available, has a deadline of May 23, 2022. RAISE, a national infrastructure investments program, has 1.5 billion and the deadline is April 14, 2022. The technical assistance grants, with a \$1 million award ceiling, has a deadline of April 27, 2022. The Competitive Funding Opportunity Low or No Emissions grant program, with 1.1 billion available, has a deadline of May 31, 2022. There are many other programs being funded, such as storm water, drainage, etc. For additional information, he urged members to visit the www.rtpom.org website on the Resources tab.

Local Project Updates / NMDOT Updates

Louis Matta informed members that the LGRF monies are in, with approximately three million to disburse to local entities. The funding amount did increase slightly. The District received \$9 million+ in requests, so not all entities can be completely funded. Regarding construction, the District has several projects, to include Carlsbad, Carrizozo, Vaughn (bridge) and Alamogordo (cutler project). Mr. Matta thanked all for their LGRF applications.

PUBLIC COMMENT

Mr. Rodriguez commented that postings of trainings and current documentation on TPF is available at the www.rtpnm.org website.

NEXT MEETING DATE

May 19, 2022 is the next SERTPO meeting date. Light discussion held on TPF presentations. While it has not been officially voted upon and is not a requirement, the Chair commented that it would be good practice that the entities be in attendance and present their project applications, so members may discuss and vote. Louis Najar added that it behooves the entity to be present in case there are any questions and gives the entity the opportunity to counter and give members more information that may have been missed.

ADJOURNMENT

Louis Najar made a motion to adjourn the meeting. Kevin Kennedy seconded the motion. Motion passed.

APPROVED BY:



Policy/Technical Committee Chair/Vice Chair

5-19-22

Date

ATTESTED BY:



SERTPO Program Manager

5-19-22

Date

Southeast Regional Transportation Planning Organization (SERTPO)

Minutes of the Joint Policy & Technical Committee Meeting

May 19, 2022 – 10:00 am

Hybrid Meeting (Virtual/In Person)

POLICY MEMBERS PRESENT:

Policy Member (or Alternate) listed in Alphabetical Order

Ball, Crystal	City of Lovington
BeEVERS, Gordon	Curry County
Bunch, Clint	City of Clovis
Cavazos, Al	Village of Capitan
DeSha, John	City of Portales
Gallegos, Louie (Mayor)	Village of Fort Sumner
Garcia, Roman (Mayor)	Town of Vaughn
Hooper, Wes	Eddy County
Jarvis, Joey	City of Ruidoso Downs
Little, Christopher	Mescalero Apache Tribe
Lovato, Ricky	Roosevelt County
Lucero, Amanda	De Baca County
Najar, Louis	City of Roswell
Norby, JD	City of Eunice
Patterson, Jeff	City of Carlsbad
Randall, Todd	City of Hobbs
Sena, Ron	Village of Ruidoso
West, Joe	Chaves County
White, Matt	City of Jal

POLICY COMMITTEE MEMBERS ABSENT:

Bradley, Jerry (Mayor)	City of Texico
Burkett, Mickey (Mayor)	Village of Dora
Dean, Ray (Mayor)	Town of Carrizozo
Estrada, Pete (Mayor)	Village of Loving
Green, Barry (Mayor)	Village of Melrose
Gutierrez, Amy (Mayor)	Town of Tatum
Hall, Jubal	Village of Cloudcroft
King, Kris (Mayor)	Village of Causey
Lovas, Mark	Town of Hagerman
Needham, Corey	Lea 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
Valverde, Summer	City of Artesia
Whitecotton, Toni	Village of Floyd
Willard, Lynn	Lincoln County

Southeast Regional Transportation Planning Organization (SERTPO)
Minutes of May 19, 2022 Meeting

TECHNICAL MEMBERS PRESENT:

Technical Member (or Alternate) listed in Alphabetical Order

Abell, Ivan	City of Carlsbad
Ball, Crystal	City of Lovington
Beevers, Gordon	Curry County
Bunch, Clint	City of Clovis
Burns, Jason	Eddy County
DeSha, John	City of Portales
Gallegos, Louie (Mayor)	Village of Fort Sumner
Garcia, Roman (Mayor)	Town of Vaughn
Jarvis, Joey	City of Ruidoso Downs
Norby, JD	City of Eunice
Kennedy, Kevin	Village of Capitan
Lovato, Ricky	Roosevelt County
Morgan, Damian	Mescalero Apache Tribe
Mendez, Samantha	Village of Ruidoso
Najar, Louis	City of Roswell
Randall, Todd	City of Hobbs
West, Joe	Chaves County
White, Matt	City of Jal
York, Ralph	De Baca County

TECHNICAL COMMITTEE MEMBERS ABSENT:

Bradley, Jerry (Mayor)	City of Texico
Burkett, Mickey (Mayor)	Village of Dora
Carbajal, Sonia	Village of Hope
Dean, Ray (Mayor)	Town of Carrizozo
Garcia, Joe	Town of Tatum
Garza, Manuel	Village of Loving
Green, Barry (Mayor)	Village of Melrose
Hall, Jubal	Village of Cloudcroft
Honeycutt, Jeff	Lincoln County
King, Kris (Mayor)	Village of Causey
Lovas, Mark	Town of Hagerman
Powell, Leona	Village of Grady
Porter, Tom	Otero County
Rael, Stella	City of Alamogordo
Reid, Bruce	Lea County
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
Valverde, Summer	City of Artesia
Whitecotton, Toni	Village of Floyd

COG/NMDOT STAFF PRESENT:

Arnett, Manon	NMDOT – Roswell
Briley, Alan	NMDOT - Roswell
Mary Ann Burr	Southeastern New Mexico Economic Development District (SNMEDD)

Southeast Regional Transportation Planning Organization (SERTPO)
Minutes of May 19, 2022 Meeting

Coslin, Libby	NMDOT – Roswell
Forman, Beth	NMDOT
Gallardo, Judith	NMDOT – Las Cruces
Krueger, Neala	NMDOT – Santa Fe
Matta, Louis	NMDOT – Roswell
Rodriguez, Raul	Eastern Plains Council of Governments (EPCOG)

GUESTS PRESENT:

Acosta-Flores, Carol	Roosevelt County
Aldridge, Stephen (Mayor)	City of Jal
Allen, Glenda	City of Roswell
Barentine, Jim	CES (Albuquerque)
Baysinger, Susan	City of Portales
Contreras-Apodaca, Gabby	Stantec (Las Cruces)
Dominguez, Alvin	Bohannan Huston, Inc. (Albuquerque)
Fresquez, Ray	Stantec (Roswell)
Garcia, Yolanda	Vaughn
Hamilton, Eric	Wilson & Company (Albuquerque)
Harper, Serena	FXSA Consulting (El Paso)
Lozano, Florencio	FXSA Consulting (El Paso)
Martinez, Alonzo	Horrocks Engineers (Las Cruces)
McCroskey, Steve	Eddy County
Price, Kristian	Curry County
Pena, Vince	Stantec (Las Cruces)
Runyon, Richard	Dennis Engineering (Socorro/Edgewood)
Shields, David	Bohannan Huston (Las Cruces)
Stinnett, Scot	De Baca County

CALL TO ORDER / QUORUM (8)

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

Technical Committee Chair Jason Burns presided over the hybrid meeting and called the meeting to order at 10:02 a.m. Members and guests participated with the Pledge of Allegiance. With nineteen members present, a quorum was established.

APPROVAL OF AGENDA

Jason Burns informed all that he wished to amend the agenda, re-organizing the projects to be grouped by the categories of design, capital and maintenance. Louis Najar made a motion to amend the agenda, as discussed. Ricky Lovato seconded the motion. A call for votes was taken and with there being no objections, motion passed by unanimous vote.

APPROVAL OF MINUTES

Jason Burns called for any discussion or questions on the March 31, 2022 minutes. Louis Najar made a motion to approve the March 31, 2022 minutes as presented. Ron Sena seconded the motion. A call for votes was taken and with there being no discussion or objections, motion passed unanimously.

ACTION ITEMS

Transportation Project Fund (TPF) Scoring Evaluations

The Technical Chair thanked everyone for their participation in the TPF Program. Several applications were received, indicating that there is a lot of activity going on in southeastern New Mexico. There has been hard work over the last couple of months putting the process together so the evaluations will be fair for everyone and to give a good representation of the projects and prioritizations that are going to be submitted to NMDOT. The purpose is to provide District 2 with a prioritization of the submitted applications for review and for District 2 to submit their recommendations to the Secretary [NMDOT] for final approval. The evaluations were developed to prioritize the projects that are shovel ready; can be completed within the year timeframe; and to ultimately benefit the New Mexico taxpayer dollars by expending in a manner that is most meaningful. The ratings are the first iteration of the new process, which will continued to be refined. He encouraged members to send feedback on the process via email (to SERTPO and District 2) so the process can be improved for next year.

Alan Briley, ADE of Construction for District 2 Roswell, offered comments from Francisco Sanchez, District 2 Engineer, who is currently attending the State Transportation Commission meeting. With comments read aloud, the D2 Engineer's intent is to support the criteria the Committee has established, and overall, the Engineer is going to submit his recommendation to the Secretary based on the evaluation scoring.

Capital Projects.

1. Roswell – Hobbs Street Rehabilitation and ADA

Presenter: Louis Najar, P.E., City Engineer

Louis Najar provided a description of the project, with the project being a mill/fill, and ADA sidewalk where there is no sidewalk and ADA ramps. The project is ready to bid (with plans). Roswell only needs the funding agreement and wage rates. The Chair's recommended points for the individual categories were given with a total score of 17. Roswell had no objection.

The Technical Chair reminded members to ask any questions they may have through the ratings. The applications have been pre-reviewed for the recommendations formed but encouraged members to ask if they wish for any part to be detailed.

2. Roswell – Atkinson (NM 256) Reconstruction/ADA

Presenter: Louis Najar, P.E., City Engineer

Louis Najar noted that Atkinson is also NM 256, the truck route. The project application was submitted last year. The project is reconstruction, utility, sidewalk, and ADA. The Technical Chair inquired on any current TPF monies, to which Mr. Najar responded that current monies are for Frazier Asphalt for maintenance, and the City is waiting for the company to start work. The Chair's recommended points for the individual categories were given with a total score of 18. Roswell had no objection.

3. Portales – Avenue A (From 1st to 2nd) Street Construction

Presenter: John DeSha, Public Works Director

John DeSha described the location of the project and explained that the project is completely shovel ready, with design work all done. The City is waiting for funding for the construction. Individual categories were reviewed, and a total score of 15 points was recommended. Louis Najar suggested an additional point on condition. With concurrence to recommendations, the project was given a total of 16 points.

4. Eddy County – SE Loop Reconstruction & Roadway Improvements

Presenter: Wes Hooper, Community/Administrative Services Director

Wes Hooper informed members that the project is a reconstruction of CR 605 (Refinery Road) and is a very high priority for the County. It is important for the future plans of the whole loop around the City of Carlsbad. The project is also high priority for NMDOT with their reconstruction of NM 31 as this route would be used, if completed, as an alternative route, getting industry back and forth between US 285 and US 62/180. Phase 2 and 3 includes traffic signals on US 60/180. There is a partnership between NMDOT, the City of Carlsbad and Eddy County, to get the traffic signals in place. Alan Briley, NMDOT, inquired if the phases can be separated so there is no interference with District 2's design build. Mr. Hooper explained that Phase 1 of the project is complete, and Phases 2 and 3 are 100% designed. The County's plans are to bid Phase 2, considering funding and cost increases. The County believes that if fully funded, they will be able to get Phase 3 complete all the way to the point of NM 31 and tying into NMDOT. The County has been coordinating with NMDOT's engineers and staff. Individual categories were reviewed, and a total score of 18 points was recommended. Louis Najar spoke to points on partnerships, and further inquiry was made for any other partnerships, to which Mr. Hooper responded with the City of Carlsbad. Points were increased to 21.

5. Mescalero – Nogal Canyon Road

Presenter: Damian Morgan, Public Works

Damian Morgan described the project, which consists of construction paving and drainage improvements. There has been flooding. The Chair inquired on the condition of the road, and Mr. Morgan confirmed it is a gravel road. Individual categories were reviewed, a change (addition) was made to phasing, and a total score of 18 was recommended. Alan Briley requested clarification on the jurisdiction of roads tying into the project (County and Forest Service) and coordination with those entities. Alonzo Martinez responded that the roads would be BIA routes. The Chair requested Mr. Morgan to have Christopher Little send District 2 an email, and they can adjust that score, if there are partnerships in place.

6. Jal – 2022 Roadway Improvements

Presenter: Matt White, City Manager

Regarding the project which includes a number of streets, Matt White explained that NMDOT plans to be rebuilding NM 128 to the center of Jal, hopefully in January or February of next year. Speaking to a partnership with the County and pointing out the streets in the handouts (passed out by Ray Fresquez), Mr. White stated that Wyoming goes west out of the city and turns into Dump Ground Road. Jal has already rebuilt five-six blocks of the street, but additional funding is needed to continue rebuilding to the city limits so Jal can handle the increased truck traffic that will result due to the NM 128 rebuild. The increased traffic has already begun with the backup and congestion from NM 128. He explained the need for rebuilding Continental and Montana as these roads will serve as a route for traffic to the Clinic, once truck traffic flows over onto Wyoming. Working on Ocho Road gives the City another alternate route to prevent traffic coming through the middle of the city. The Manager explained all streets are tied into the NM 128 rebuild, and they have been coordinating with District 2.

Light discussion was held on capital versus maintenance for named streets, and streets in project were confirmed with the diagrams provided. Alan Briley, District 2, recommended additional points for cooperation with entities as Jal has been taking the lead in coordinating with NMDOT and their design team to alleviate traffic congestion on the future rebuilds. Discussion was held on criteria for partnerships. Louis Najar recommended additional points on partnerships as that part of the State is having difficulties (District 2 concurred). Jal received a total of 16 points.

7. Eunice – 2022 Roadway Improvements

Presenter: JD Norby, Ausco Enterprises, LLC, on behalf of City of Eunice

JD Norby explained the project is for four specific roads (Avenue J, Avenue K, 16th and 19th Street), which were chosen due to their impact to the city. The streets surround the school complex K through 12 or cut through the complex. The City wishes to improve pedestrian and roadway travel. He described the condition of the road. He explained they wish to rebuild the basic roadbed structure, affected curb and gutter, and ADA, to include the pedestrian travel way for children and those picking up children for school activities. Inquiry was made on the scope of the project. Mr. Norby provided detail on the existing roadway structure and planned improvements (i.e., subgrade, pavement) for the roadway that is 40 years old. Pedestrian travel and drainage will be improved. ADA improvements will be made at every intersection as well as sidewalk. The schools have already made a huge impact to some of the roads and facilities, which includes ADA impacts. Children are currently walking in the street, and the City is trying to create a safe travel way (Avenue J and K).

Individual categories were reviewed, with points given. Inquiry was made by District 2 on any cooperation, funding, or support, from the schools that would help the City with points for partnerships. Mr. Norby was unable to confirm written agreements but did offer that there is no funding from the schools. The schools are correcting curb and gutter as they rebuild structures, improving driveways and sidewalk on their side of the road. The City communicates and partners with them within the town, being good neighbors. Eunice received a total of 14 points.

8. Clovis – Martin Luther King Jr. Blvd, Phase 3

Presenter: Kelsey Knight, Grant Coordinator
Clint Bunch, Public Works Director

Kelsey Knight spoke to the project costs and funding amounts for MLK Jr. Blvd, which is the final phase of the project. She continued by speaking to the previous participation with TPF on the 7th Street project. MLK is a vital arterial road, located within a locally-owned right of way that connects the north and south sides of Clovis; the Plains Regional Medical Center; public housing; and US 60/84. The roadway will have reconstruction from 7th to 21st Street, with the addition of sidewalks, bike lanes, ADA improvements, drainage, and expanded lanes to ensure safety (to include a safe route to the hospital). She continued to speak to several safety hazards. Design is 100% complete, and the project will be advertised for bid within thirty days after a grant agreement. The Grant Coordinator commented on the 43% match for the project, as opposed to the 5% required match.

Inquiry was made on the condition of MLK. Ms. Knight responded that there is absolutely no shoulder on the roadway, particularly on the west side of the road with the Worthington ditch, a very steep drop. The roadway is dangerous for pedestrians/bicyclists/motorcyclists en route to the hospital. The roadway needs to be expanded for safety. Individual categories were reviewed, and a total score of 19 points was given.

9. Chaves County – Brasher Bridge Replacement

Presenter: Joe West, Road Director

Joe West listed the project funding request and explained that the County has been working on replacing the bridge for four to five years. They have received quotes with the intent to go through CES procurement have been working with companies in Albuquerque for the last five years. He explained that in 2018, they were quoted \$800,000; however, the same exact project today is 1.75 million. The County has been awarded funding through legislative appropriations which will go towards the project, but monies will not be accessible until September or October, the same timeframe for possible TPF funding award. The County intends to use CES. Plans are to use CBC and replace the existing with concrete box culverts. The route is one of two for accessing the City of Roswell landfill. He added that wind events have caused

traffic to be diverted down Brasher Road, which includes 18 wheelers traveling the route. Inquiry was made on status of design plans with design build. Mr. West responded that they have quotes; familiarity with the project by the company they are planning to use; traffic studies; and NMSP traffic reports. There have been a few accidents, with one fatality in 2017.

Individual categories were reviewed, and a total score of 16 points was recommended. Louis Najar recommended more on condition because the bridge will be widened--widening will be required for the shoulder, pedestrians, and the river crossing. With concurrence to recommendations, the project was given 17 points.

Design Projects.

1. Ruidoso – US 70/NM 48 Intersection and NM 48 Corridor Reconstruction

Presenter: Samantha Mendez, Community Development Director

Samantha Mendez informed members of the cost of their design project (\$1.7 million) and project location. She continued with background of a feasibility study conducted by Bohannon Huston in 2021, which involved stakeholder review and public input. The study was presented to NMDOT District 2. The Director explained that the City had received funding previously for the initial study (2018), at which time the City was considering different options (i.e., High-Tee or roundabout). The study concluded that it was most appropriate to pursue a High-Tee, with reconstruction and drainage improvements to NM 48 to the Mescalero intersection. Property acquisition will be required. If awarded funding, the City will be ready to issue a purchase order through their on-call engineering agreement with Bohannon Huston. The City is not seeking a hardship waiver, and the total amount requested will be sufficient to cover the entire project. The project for design is in NMDOT ROW, and District 2 has signed the ROW support letter.

Alan Briley, NMDOT, requested more information on the collaboration with other entities. Ms. Mendez provided that the City has worked with the Main Street Association, who has been involved with the process, and the corridor is within their metropolitan redevelopment areas. The City also has support from the hospital administrator (letter included in packet) as ambulances utilize the intersection daily, and it is important to have improved traffic flow. Inquiry was made on a need for safety for the area due to traffic accidents and hospital access, to which Ms. Mendez confirmed the safety issue.

Individual categories were reviewed, and a total score of 16 points was recommended. Discussion was held on partnerships. Chris Little, Mescalero, pointed out they had partnership with the project, and Ron Sena offered that the route is NMDOT's route, which they are designing. Louis Najar recommended additional points on partnership. With concurrence on recommendations, total points were increased to 18.

2. Capitan – Tiger Drive (Design Phase)

Presenter: Kevin Kennedy, Project Manager

Kevin Kennedy provided the location of the project (bypass between US 380 and NM 48) and explained it was a busy road with traffic from the schools, county yard and senior citizens. The road is very narrow and dangerous, and when used by the County, local traffic is unable to use the road. The Village has an engineering firm on contract and would be able to start immediately. The project was applied for last year (TPF) but was unfunded. The schools have deeded property over for the project.

Individual categories were reviewed, a total score of 16 points was recommended. An additional recommendation was put forward for increased points on partnership due to relationship with two different entities. Additionally, Mr. Kennedy spoke to the condition of the road, and light discussion was held on safety and widening of the road. With concurrence on recommendations, total points were increased to 19.

At this time, the Chair informed members that calculations will be checked on all evaluations before they are submitted.

3. Carlsbad – Dark Canyon Bridge

Presenter: Mike Abell, Director of Projects

Mike Abell explained that the City is proposing Dark Canyon Bridge and Bikeway for TPF preliminary and final design, which will include survey mapping, environmental geo tech, civil and structural engineering, along with environmental. The project is for a new bridge and roadway over Dark Canyon Arroyo. The Director spoke to a fatality that occurred during flooding last year. The roadway is the second roadway that connects the north side of town from the south side. He described the alternative route of travel, traveling 31 miles out to the East of Carlsbad and tying back to US 60/180, and then to the hospital. He mentioned there were numerous dialysis patients in the county.

Inquiry was made on method of procurement, to which the Director confirmed that the City has an on-call agreement with Smith Engineering to do preliminary and final designs for the project, and their firm has partnerships with other engineering firms for their structural, environmental and geo tech. Inquiry was made on whether funding design could be completed within twelve months, to which the Director responded affirmatively. The City also has a partnership with Eddy County. Light discussion was held on condition of road, with it being an emergency route and avoidance of closing the road due to flooding. Individual categories were reviewed and a total score of 19 points was given.

4. Eddy County – West Loop Phase 2 Design

Presenter: Jason Burns, Public Works Director

Mr. Burns explained that the design is for new road, going from the existing West Loop, currently under construction, moving south of the airport—for further access through Carlsbad and southern Eddy County. Inquiry was made on procurement, to which the Director confirmed the County has an on-call arrangement with Stantec Engineering. Individual categories were reviewed, and a total score of 15 points was given.

5. Hobbs – SR 132 – Dal Paso Design

Presenter: Todd Randall, City Engineer

Mr. Randall stated the design is for State Road 132, north Dal Paso, which connects to NM 18 and NM 218. Mr. Randall spoke to significant design changes and drainage improvements, explaining that when it rains (dip in road), the road must be closed. The Engineer added that the City does not have any TPF funding. Inquiry was made on procurement. Mr. Randall confirmed that they do not have on-call engineering, and the City will have to do an RFP for this project, specifically because it is unique. Regarding partnerships, Mr. Randall explained that the design is for State Road 132, and it is state infrastructure that will be improved.

Individual categories were reviewed, and categorical points were recommended. Louis Najjar suggested more points for condition as they are adding turning lanes, widening the road, and improving safety. A total of 14 points was given.

6. Lovington – Project 3: Design Streets and Sidewalks

Presenter: Crystal Ball, Planning & Zoning Coordinator

Ms. Ball explained to members that Project No. 3 consists of several roads in their community that are currently existing gravel roads, and the City wishes to design the streets for pavement, sidewalks, curb, and gutter. The Coordinator added that there is one road that is paved, however, it is in their Special Flood Hazard Area, and the City needs to design for improved drainage, road widening and new culverts. Individual categories were reviewed, and a total of 15 points was given.

7. Portales – Avenue A Street Design

Presenter: Susan Baysinger, Public Works Project Administrator

Susan Baysinger explained that the City is looking to make improvements, to include infrastructure, with the roadway connecting to US 70, going onto 3rd Street, which is around their downtown square area. This project is the third phase of a four-phase project. The surface area of the road is extremely deteriorated, with cracking and spalling. There are ADA problems and drainage issues that need to be addressed. Procurement can be done within thirty days, through CES, and the City did request a match waiver. The street is essential for travel to downtown, dentists, offices, governmental and medical facilities.

Inquiry was made on the scope of project. Ms. Baysinger responded that the design is for new asphalt, drainage, sidewalk, and ADA improvements. Further, there are drop-offs and ramps that do not meet the criteria for current standards. John DeSha, Public Works Director, added that the roadway is a concrete roadway that had a previous overlay on it, and the design will be for a complete removal of the concrete, reconstruction of the asphalt and ADA improvements. Individual categories were reviewed, and a total of 14 points was given.

8. Portales – Avenue O & 18th Street Intersection Design

Presenter: John DeSha, Public Works Director

John DeSha informed members that this is a design project for a concrete intersection for Avenue O and 18th Street, a continuation of a multi-phase project. The City is completing another phase this week of 18th Street reconstruction. The roadway has heavy truck traffic and serves as partial access to the hospital. The road connects to US 70 and ENMU.

The Chair made inquiry on the scope of work as compared to Avenue A design. Mr. DeSha clarified that for Avenue A, the City would be removing concrete and going back with asphalt, and regarding Avenue O and 18th Street intersection, the City will be removing the asphalt and going back with concrete. Individual categories were reviewed, and the project was given a total of 14 points.

9. Portales – Main Street Design

Presenter: John DeSha, Public Works Director

John DeSha provided that this another design project in the downtown area, connecting to US 70 where it splits, which is considered their 1st and 2nd Street. Concrete subgrade of the roadway will be removed and completely replaced with asphalt. ADA and drainage issues will also be addressed. Inquiry was made on phasing. The Director commented that the project can be phased, but the preference is for all at once--it is a complete project. Individual categories were reviewed, and the project was given a total of 15 points.

Alan Briley, NMDOT, inquired if there could be engineering for drainage studies only or if the design has to be for road improvements. Light discussion was held, with comments offered that all entities have the same issues, and additional services fall within the purpose of design monies. It was deemed appropriate for large applications.

10. Mescalero – Project 1: Service Route 10 and 379

Presenter: Christopher Little, Public Works Director

Christopher Little explained that Mescalero has five different planning projects that are identified in the Tribe's long range transportation plan. In their inventory, these roads are needing to be fixed and repaired due to their conditions. Service Route 10 and 379 is one of Mescalero's major bus routes for children. Speaking to condition, Mr. Little commented that the roadway's guardrails do not meet height requirements; the clearing zone requirement is not met for steep slopes; pavement is cracking; roads are dipping; and there is subgrade failure, sidewall cracking, and drainage issues. Inquiry was made if the design funding for the five projects would be better suited to treated as maintenance. Mr. Little did not wish for them

to be considered maintenance projects as the roads need to be planned and designed for reconstruction and drainage improvements. He provided an example of one of their current projects with maintenance work that is not working as planned. Mescalero needs to go forward, asking for proper funding to do the proper work that is required, and have longevity for the road(s). Mr. Little added that, regarding partnerships, he can acquire contracts that they have with the Bureau of Indian Affairs (BIA). Regarding procurement, Mescalero has on-call engineering and has the resource of BIA engineering for assistance. Member comment was made that with capital funding, the projects should not be lumped together, and they need to be individual projects. Mr. Little explained that they have their communities spread out, and they have a unique situation. His preference is not to piecemeal the projects but go forward with applications as presented.

Alan Briley inquired if the projects listed are in a sequence of priority. With funding limited, he asked which project(s) would be number one or two priority. Mr. Little responded that if projects had to be cut, his preference would be to cut Nogal Road construction. His preference is for the planning and design projects, and he confirmed his preference upon additional inquiry. Individual categories were reviewed, and a total of 12 points was given.

11. **Mescalero – Project 2: Service Routes (Multiple) – 5.7 miles**
Project 3: Service Routes (Multiple) – 2.8 miles
Project 4: Service Routes 4, 8, 97 & 377 (6.7 miles)
Project 5: Service Routes (Multiple) – 3.3 miles

Presenter: Chris Little, Public Works Director

The Chair offered a recommendation for rating Mescalero's remaining design projects together, as points are going to be similar across the board. Mr. Little stated that he would like to visit some of these points later down the road, but for time's sake, the group can go through these as one big overall project. He repeated that the projects go back to their long-range transportation plan, and inventory of their road systems. The roads considered are not only bus routes, but routes to their hospital, school, tribal office, housing areas and churches. The projects are broken up into zones, and there are different zones on the reservation. Discussion was held on capital projects; individual applications so funding can be requested in a following year; and roads being all connected, representing one road system. Individual categories were reviewed, and categorical points given. Mr. Little spoke to condition of roads, requesting additional points, and concurrence was reached for more points. Light discussion was held on previous TPF projects. Points given for Project 2 was 13 points, and recommended points for Projects 3, 4 and 5 were also 13 points. Mr. Little reminded all on the conditions, in that there is a need for reconstruction, and there are subgrade failures. Mescalero is in need for getting the roads fixed. The Chair commented that the projects have a pretty good score, and not all roads are capital projects.

12. **Otero County - Timberon Guardrail Replacement Safety Improvement**

Presenter: Eric Hamilton, Wilson & Company, on behalf of Tom Porter, Road Superintendent

Eric Hamilton offered to members that the County's application is for planning and design, and the location is on Sacramento Canyon Road, from NM 65 to 6563 to CR C001 for a length of 13.1 miles. He explained that the existing guardrails' condition is in dire state and was installed in the early 1990's. The guardrails are non-treated metallic W beam that has rusted, and in some locations, it is rusted nearly all the way through to wooden posts that have rotted out. The road superintendent must install year-round traffic control signs for damaged guardrail. The County is having a difficult time getting certified contractors to do replacements due to their condition. This is the County's second time for TPF application, with this year being for design only. The County intends to procure the design under their current on-call engineering agreement. Individual categories were review, and a total score of 16 points was given.

13. Ruidoso Downs – 2022 Sidewalk Improvements

Presenter: Joey Jarvis, Public Works Director
Richard Runyon, Dennis Engineering

Joey Jarvis introduced the City's engineer, Richard Runyon with Dennis Engineering, who is going to speak on the project. Mr. Runyon provided that the project is for the design of sidewalk improvements along US 70. Maps are included in the application. They have been discussing the project with NMDOT, and they have brought up some good points that will be addressed during the design phase. The application is for design funding, and, if awarded, application for construction will follow in the next cycle. Dennis Engineering has been awarded an RFP and is moving forward. The sidewalk will be ADA compliant, and they are considering slopes and light poles on the edge, which will have to be adjusted accordingly. The work would be like other parts of the highway, and the improvements would connect two portions of a sidewalk done previously. Upon inquiry, Mr. Runyon confirmed that the RFP has been awarded and in place, with engineering ready to go.

Individual categories were given, and categorical points recommended. Alan Briley inquired on the reason that portion of sidewalk was skipped. Mr. Jarvis responded that original project had approximately five-eighths [63%] of the project installed. The City did apply through SERTPO and received monies for another portion. He stated he is unaware why NMDOT did not install the sidewalk, which is in their ROW. There is approximately 2,000' missing, and it does not appear to be a drainage issue. Regarding the community, the majority of residents live on the east side of the community with businesses on the west side. Total points given were 15.

14. Tularosa – First Street Reconstruction

Presenter: David Shields, Bohannon Huston, representing the Village of Tularosa

David Shields provided that the Village of Tularosa has applied for planning and design for First Street Reconstruction, from Higuera to Central (US 70), and they have received ROW support from NMDOT. The road has deteriorated and fallen apart, mostly due to the acequias that meander throughout the Village. Their plan is to address pipes and culverts, so there is protection going forward. First Street is the major corridor for the Village. It is part residential and serves as a bus route and traffic to K-8 schools—all schools other than the high school are on First Street. There is an on-call engineer, with agreements already in place. They are looking for planning/design, coming back the following year for [construction] funding.

Inquiry was made if the project should be considered a maintenance project with the mill/fill or if there are additional improvements. Mr. Shields responded that there are several failures which are dips, and there are areas that would have to be completely removed and rebuilt, with culverts installed. Portions of the roadway may be mill and fill, but the majority is reconstruction. The design will formally include identification of the failure areas.

Individual categories were reviewed, and a total score of 14 points was given.

At this time, the Chair stated that there were three applications for both planning/design and construction (De Baca County, Fort Sumner and Portales [Chicago Ave]). The projects appear not to be shovel-ready and do not fall in line with the criteria. The Chair opened the floor for discussion and to take recommendations on how to proceed with the applications. Louis Najar recommended the applications be considered for design. With applications being for both design and construction, estimates are off. District 2 confirmed they would consider only design or construction. An additional suggestion was offered to recommend ten points across the board. Mr. Najar recommended to score them as design and have each applicant give their presentation.

15. De Baca County – Yeso Creek Road Drainage Improvements Project

Presenter: Scot Stinnett, De Baca County Commission Chair

Scot Stinnett explained that the project is a main rural thoroughfare that joins US 60 and US 285. There is a significant amount of traffic on these roads, and a great deal of the road surface has been lost due to issues on the route. The County has never applied for TPF before, and they are using Dennis Engineering. Mr. Stinnett stated that the County was unaware that their application did not fit the categories and inquired if there was another venue to make application. Louis Najar responded that they qualify for design as step number one. Once the design is complete and project is shovel-ready, the County can come back next year for capital application. Inquiry was made if the project is phased or a complete project. Mr. Stinnett responded that they would like to do a complete project, but they do not believe the funding requested will do the whole project, based on preliminary engineering already done. The County Chairman explained that there are four low water crossings that continually undermine the road surfaces. The County has to rebuild those low water crossings so the integrity of the road can be maintained. An estimate of cost for design was requested. With the million-dollar project originally presented, the Technical Chair asked if \$250,000 would be adequate for the design. Both the engineer and County agreed to the amount.

Individual categories were reviewed, and categorical points recommended. Light discussion was held on phasing, and a total score of 14 points was given.

16. Fort Sumner – 2nd and 3rd Street & Drainage Improvements

Presenter: Louie Gallegos, Mayor

Louie Gallegos explained they are in the same situation as De Baca County as their scope of work included planning, design, reconstruction, pavement rehabilitation and street drainage improvements. Richard Runyon, Dennis Engineering, offered that the design amount would be \$70,000. The project is smaller and is of a very different magnitude. Inquiry was made on the type of work being planned. Mr. Runyon explained that improvements include milling the existing road, subgrade preparation, base course and new pavement. The Chair asked if state procurement or state pricing agreements would be used, to which Mr. Runyon responded Fort Sumner will go out to bid. The Chair indicated that they would continue with a design scoring since they are going out for bid which indicates it is not maintenance. Maintenance is geared around state pricing agreement and price agreements.

Individual categories were reviewed, and a total score of 12 points was given.

17. Portales – Chicago Ave Improvements

Presenter: John DeSha, Public Works Director

John DeSha provided that Chicago Ave is a short section of roadway that connects US 70 to NM 88. It is primarily used for school traffic. NMDOT uses it as a major drainage for US 70 to connect that drainage to NM 88 and continue on up to the Kilgore drainage ditch. The road is currently in failure. The only component that is designed is a short section that did not have curb and gutter included in it. Asphalt would be removed and replaced with concrete. Mr. DeSha stated that the design cost would be \$100,000 to \$105,000. Drainage is an issue, and they will be adding curb and gutter where it was left out of the original construction. Responding to a question asked on the drainage issue or flooding, Mr. DeSha, also the City's Floodplain Manager, commented that it is in the flood zone, and there is a potential for flooding for a couple of residences and businesses. He also confirmed that they have an on-call engineer, and the project is not phased.

Individual categories were reviewed, a total of 13 points was recommended. Mr. DeSha recommended more points on condition as the road is in full failure, and it is a giant pothole that the City is continually filling with material. Susan Baysinger, Capital Projects Administrator, added that this is a main route to its junior high school. With concurrence on recommendations, points were added for a total of 14 points.

The design evaluations were concluded. Alan Briley asked for a reminder to everyone about the SERTPO policies set forth as far as the amount of allocation to be applied toward design. The Technical Chair commented that it was the recommendation from the committee that every year TPF is allotted funding from the excise tax, to take \$5 million off the top for design and professional services. Once design funding is applied, the remaining funds would be split 50/50 between maintenance projects and capital projects. This plan was recommended, but the District Engineer has discretion with its recommendations.

Maintenance Projects.

The Technical Chair commented that all maintenance applications have been reviewed and recommended scores of 10 points each [maximum points] for all maintenance applications. He asked if there were any maintenance applications that do not intend to use state price agreement, CES or be able to have a PO within thirty days. The intent for maintenance application was the use of state price agreements, taking roads back to existing conditions. Roswell and Portales agreed to the recommendation of 10 points to everyone. No objections were raised.

Inquiry was made to Roosevelt County if their roads could be done in a year's time. Ricky Lovato responded that his contractor has given him assurances that he can get it all done. He confirmed a local pricing agreement will be used by Roosevelt County.

Portales confirmed that they are using CES. Gordon Beevers responded to questions for Curry County regarding whether application included design and professional services or materials only. Mr. Beevers provided their costs should be for materials, and the County will be following its standard road policy which has design included. The County has established state pricing agreements, or they already have, in place, existing contracts for materials and services.

INFORMATIONAL ITEMS

SERTPO Program Managers Update

Mary Ann Burr informed members that the draft RTIPR has been prepared, and once ratings received, adjustments and points will be inserted. Evaluation scoring sheets will be finalized and submitted to Ms. Burr. Ms. Burr will coordinate with District 2 on supporting documentation/forms for applications changed to design, and the RTIPR will be shared with District 2. Lincoln County and Roswell were congratulated on their recent awards for TAP (Magado Creek Pedestrian Bridge and Trail, Lincoln County) and RTP (Spring River Trail Rehabilitation, Roswell). Raul Rodriguez announced that there was an award for Clovis for the Liebelt Channel Trail (RTP).

When TPF activity has been completed, the RTPO staff will continue with the brief bridge survey as discussed in an earlier meeting. Once member input has been received, a draft resolution for the bridge prioritization can be prepared for the next meeting. Members were reminded of the New Mexico Counties Annual Conference being held next month, June 13-17, 2022 (Albuquerque Convention Center). There is also a conference in the region, the New Mexico EnergyPlex on June 21, 2022 (Lea County Event Center, Hobbs).

Raul Rodriguez announced that federal funding was awarded to MainStreet for Clovis, a final phase of the project. EPCOG's quarterly report for the last quarter has been submitted to their NMDOT Liaison, and once approved, the report will be posted online. There continues to be funding coming down from the Bipartisan Infrastructure Law. Mr. Rodriguez has resources for BIL on the www.rtponm.org website under *Resources*. EPCOG is having its annual Board meeting in June, and members are invited (RSVP).

Louis Najjar thanked Ms. Burr for the attendance report, used in the evaluations. Regarding the bylaws, Ms. Burr explained the revision has been submitted to her liaison, Neala Krueger, who should be

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reviewing/commenting on them this week. The intent is to have the bylaws revision on the June agenda. Ms. Burr confirmed that the revision is for the consolidation of the Policy and Technical Committees and added that, per the bylaws, NMDOT concurrence is needed.

Local Project Updates / NMDOT Updates

Alan Briley, District 2, commented that the District 2 Engineer's office is attending the State Transportation Commission (STC) meeting this date. The STC will be voting on the LGRF applications so the District will be able to confirm its LGRF allocation. Southeastern New Mexico is very busy, and the District has several road construction projects in progress. Manon Arnett has been hired as the District's local government liaison, and she will be accompanying the District Engineer, Mr. Briley and the ADE for Technical Support when visiting communities and discussing their needs, wants, and funding for accomplishing/completing projects.

Neala Krueger, NMDOT Planning, commented that she will be reviewing the bylaws and will be responding to Ms. Burr this week. Ms. Krueger explained that their office is currently updating cooperative agreements and other documents for the next federal fiscal year, to ensure that the Regional Work Programs (RWPs) are funded and approved. Further, a board approved RWP for FFY 2023-24 is required by July 1st. Ms. Krueger announced that NMDOT has posted an opening for a Government-to-Government (GTG) Planning Liaison. Deborah Hudson previously filled this role, and they are hoping to fill the position as soon as possible. The position is posted both on the NMDOT and the State Personnel Office websites.

Libby Coslin, District 2, commented that she has been reviewing Capital Outlay that was awarded for FY 22, and there are quite a few entities that have yet to request disbursement of their five per cent. She urged all with FY22 Capital Outlay to please make sure they are requesting disbursements.

PUBLIC COMMENT (None)

NEXT MEETING DATE

The next SERTPO meeting date is scheduled for June 29, 2022. This date has been selected for approval of the two-year Regional Work Program/budget due July 1st.

ADJOURNMENT

Louis Najjar made a motion to adjourn the meeting. Kevin Kennedy seconded the motion. With no objections, motion passed unanimously, and the meeting was adjourned at 12:02 p.m.

APPROVED BY:



Policy/Technical Committee Chair/Vice Chair

6-29-22

Date

ATTESTED BY:



SERTPO Program Manager

6-29-22

Date

Southeast Regional Transportation Planning Organization (SERTPO)

Minutes of the Joint Policy & Technical Committee Meeting

June 29, 2022 – 10:00 am

Hybrid Meeting (Virtual/In Person)

POLICY MEMBERS PRESENT:

Policy Member (or Alternate) listed in Alphabetical Order

Burns, Jason	Eddy County
Cavazos, Al	Village of Capitan
Garcia, Roman (Mayor)	Town of Vaughn
Honeycutt, Jeff	Lincoln 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
Myrick, Van	City of Jal
Najar, Louis	City of Roswell
Patterson, Jeff	City of Carlsbad
Randall, Todd	City of Hobbs
Reid, Bruce	Lea County
Valverde, Summer	City of Artesia
West, Joe	Chaves County

POLICY COMMITTEE MEMBERS ABSENT:

Bradley, Jerry (Mayor)	City of Texico
Brito, Candy	City of Eunice
Bunch, Clint	City of Clovis
Burkett, Mickey (Mayor)	Village of Dora
Dean, Ray (Mayor)	Town of Carrizozo
DeSha, John	City of Portales
Estrada, Pete (Mayor)	Village of Loving
Green, Barry (Mayor)	Village of Melrose
Gutierrez, Amy (Mayor)	Town of Tatum
Hall, Jubal	Village of Cloudcroft
Ingram, Justin	Village of Fort Sumner
King, Kris (Mayor)	Village of Causey
Little, Christopher	Mescalero Apache Tribe
Lovas, Mark	Town of Hagerman
Martinez, Vidal	City of Lovington
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
Whitecotton, Toni	Village of Floyd

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TECHNICAL MEMBERS PRESENT:

Technical Member (or Alternate) listed in Alphabetical Order

Burns, Jason	Eddy County
Garcia, Roman (Mayor)	Town of Vaughn
Gurule, Angelo	Chaves County
Honeycutt, Jeff	Lincoln County
Jarvis, Joey	City of Ruidoso Downs
Jones, Walon	Curry County
Kennedy, Kevin	Village of Capitan
Lovato, Ricky	Roosevelt County
Lucero, Amanda	De Baca County
Mendez, Samantha	Village of Ruidoso
Myrick, Van	City of Jal
Najar, Louis	City of Roswell
Patterson, Jeff	City of Carlsbad
Randall, Todd	City of Hobbs
Reid, Bruce	Lea County
Valverde, Summer	City of Artesia

TECHNICAL COMMITTEE MEMBERS ABSENT:

Bunch, Clint	City of Clovis
Bradley, Jerry (Mayor)	City of Texico
Burkett, Mickey (Mayor)	Village of Dora
Carbajal, Sonia	Village of Hope
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
Gutierrez, Bernardo	City of Lovington
Hall, Jubal	Village of Cloudcroft
King, Kris (Mayor)	Village of Causey
Lovas, Mark	Town of Hagerman
Morgan, Damian	Mescalero Apache Tribe
Powell, Leona	Village of Grady
Porter, Tom	Otero County
Rael, Stella	City of Alamogordo
Ruvalcaba, Imelda	City of Eunice
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:

Briley, Alan	NMDOT - Roswell
Mary Ann Burr	Southeastern New Mexico Economic Development District (SNMEDD)
Coslin, Libby	NMDOT – Roswell

Southeast Regional Transportation Planning Organization (SERTPO)
Minutes of June 29, 2022 Meeting

Gallardo, Judith	NMDOT – Las Cruces
Krueger, Neala	NMDOT – Santa Fe
Matta, Louis	NMDOT – Roswell
Mondragon, Raymond	Eastern Plains Council of Governments (EPCOG)
Rodriguez, Raul	Eastern Plains Council of Governments (EPCOG)
Sanchez, Francisco	NMDOT – D2 Engineer

GUESTS PRESENT:

Dominguez, Alvin	Bohannan Huston, Inc. (Albuquerque)
Espiritu, Mike	Roswell-Chaves County Economic Development Corporation
Runyon, Richard	Dennis Engineering (Socorro/Edgewood)
Sasser, Shanna	NM Department of Finance & Administration (Santa Fe)
Shields, David	Bohannan Huston (Las Cruces)

CALL TO ORDER / QUORUM (8)

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. With sixteen members present, a quorum was established. Introductions was held.

APPROVAL OF AGENDA

Louis Najar made a motion to approve the agenda, as presented. Jeff Honeycutt seconded the motion. A call for votes was taken and with there being no objections, motion passed by unanimous vote.

APPROVAL OF MINUTES

Kevin Kennedy made a motion to approve the May 19, 2022 minutes as presented. Louis Najar seconded the motion. A call for votes was taken and with there being no discussion or objections, motion passed unanimously.

PRESENTATION: Preparing Rural Local Entities for the Bipartisan Infrastructure Law

Dr. Shanna Sasser, EdD
Rural and Frontier Equity Ombudsman
NM Department of Finance and Administration

Dr. Sasser informed members that she fills a new position that was created a few legislative sessions past and explained that the creation of the position was for the purpose of having an individual that would advocate for rural issues at both the state and federal level. Her office is located within the NM Department of Finance and Administration, with her supervisor being Mr. Donnie Quintana. Dr. Sasser's presentation will include discussion on how communities can prepare and seek Bipartisan Infrastructure funding and will provide guidance on items to consider when initiating the process.

To move communities forward, consideration needs to be given to any broken systems within local governments so acquiring funding can be more readily pursued. Dr. Sasser's first recommendation was for local governments to get their budget into compliance. Several local governments do not have a budget in compliance, with some spanning multiple years. For those local governments having consistent difficulties with budget noncompliance, they need to consider taking steps to get into compliance such as working together with other local communities and/or contracting out with a CPA or an accountant to work the budget. Not

having a budget in compliance will hold the community back as the local government must have a strong foundation to build upon. Local governments can also reach out to their local Council of Governments for assistance.

Dr. Sasser's second recommendation for local governments is the need for a comprehensive plan for the community to be in place, to better identify the needs. Having a community comprehensive plan helps create some scaffolding to move the community forward, as there is turnover amongst elected officials. For those entities who do not have a comprehensive plan or if the comprehensive plan is outdated, they may seek funding for a new plan. The Council of Governments can assist in securing funds through CDBG and/or strategic planning for a rudimentary plan to move forward. Recent state and local fiscal recovery funds can be used for planning. The comprehensive planning helps with organization; knowing the issues and which funding should be pursued; and seeking funding through Representatives and Senators in addition to the Infrastructure funding. Community issues around the state are very similar, such as emergency medical services, water systems that need drastic repair, etc. Dr. Sasser can refer to comprehensive plans and advocate for funding on top issues with the Representatives and Senators. Concern was expressed over the lack of considering, strategizing and pursuing the Infrastructure funding, which provides opportunities to fix the chronic issues.

Once the budget and comprehensive plan is in place, consideration needs to be given to office systems and how they can be streamlined. An example of the need for improving office systems is the lack of automation for water billing and the multiple, varied tasks placed on the clerks. Replicating systems of utilizing grants writers and project managers on the local level will help move the community move forward. There are multiple resources such as the Council of Governments and Municipal League to help with grant writing. There is staff in Senator Henrich's offices and the DFA Grant office that offer assistance in finding grants. She encouraged entities to consider using the systems and processes that are in place, instead of always relying on clerks. She offered her assistance in connecting entities to these resources for a more streamlined approach for bringing the big money to local communities.

Dr. Sasser encouraged automation for more sustainable systems (e.g., water billing, fleet maintenance, etc.). She described the types of difficulties encountered when there is staff turnover and urged entities to consider how to create a system that is going to continually move their local government forward, without massive regressions every time there are new elected officials or clerks. She also encouraged local entities to educate themselves on how to create a fiscally, secure local government. There needs to be an understanding of the different pots of monies; how to pursue the funding and bring it into their community; how to fill out applications and apply for grants; how to manage grants successfully to fruition; and learning the different aspects of funding, debt capacity, and management of revenues. She commented that there have been occasions with State budget reviews, it is determinable that there is not enough revenue coming in to sustain local budgets. She encouraged elected officials to create a financial portfolio that will sustain their communities.

Dr. Sasser expressed that she would like to get together with entities at some point (one-on-one) and visit their communities to discuss issues and connect them with resources. Her business cards were offered for her contact information.

Inquiry was made on accessing the several millions of funding at the State and Federal levels. Dr. Sasser responded that entities have to learn what grants are out there, which agencies are providing the grants, and what the application processes require. Entities can access the Infrastructure Guide, a good starting point. She encouraged entities to pull out their comprehensive and emergency plans to see their priorities and what can be accomplished with the funding and then, proceed with going into the Infrastructure funds and identifying/pulling down grants that are related to the type of project(s) requiring funding.

ACTION ITEMS

A. Resolution No. 22-004 Approving NMDOT Bridge Rating and Prioritization

Mary Ann Burr provided background for the resolution, explaining that NMDOT Bridge Management Section had provided a presentation in an earlier SERTPO meeting regarding the new federal funding and their methods for bridge prioritization. A survey had been recommended seeking input from SERTPO members. The survey was provided in meeting packets with the resolution. Ms. Burr gave an overview of the survey contents, and survey results where 90.9% were in favor of accepting NMDOT Bridge Management Section's rating and prioritization methods. The Chairman commented that he felt it was sensible, and NMDOT had the right systems in place. With there being no further discussion, Louis Najar made a motion to approve Resolution No. 22-004 as presented. Jeff Honeycutt seconded the motion. A call for votes was taken and with there being no objections, motion passed unanimously.

B. Resolution No. 22-005 Approving SNMEDD FFY 2023-2024 Regional Work Program

Ms. Burr explained that it was time for the next two-year Regional Work Program to be approved for the upcoming federal fiscal year. The most significant change to the work program included an increase of \$5,000 to the budget from NMDOT. She informed members a proposed cost of living increase was factored into the budget and further explained that EPCOG's RWP is being approved through NERTPO. Louis Najar made a motion to approve Resolution No. 22-005 Approving SNMEDD FFY 2023-2024 Regional Work Program. Kevin Kennedy seconded the motion. A call for votes was taken and with there being no objections, motion passed by unanimous vote.

C. Resolution No. 22-006 Approving SERTPO Bylaws

Ms. Burr provided that SERTPO had earlier approved pursuing the consolidation of the Policy and Technical Committees into one Committee which required a revision to the bylaws. A clean and tracked version of the draft bylaws was provided in meeting packets. The resolution provides for approval of the revision to the bylaws with any amendments made during the meeting. The Chair commented that the consolidation has been discussed for a few months and the revision had been requested. He added that he believes this will make the Committee more efficient and overall improve the effectiveness as a SERTPO Committee. Any further discussion or questions was requested. Mr. Najar requested an amendment to the Resolution number, changing from 22-003 to 22-006. Ms. Burr spoke to two other recommended changes. One change recommended by the Liaison, Neala Krueger, was to change the term of *Transportation Project Fund* to *RTIPR* on page 3, as the current wording was very specific, and there are more funding sources. Ms. Burr provided background information that the term was recommended to legal counsel for substitution, replacing the reference to *Roadway*. The recommendation of *RTIPR* works as a RTIPR Page is prepared, whether it is federal or state funding. If the Page is for federal, it moves onto the STIP, but if the Page is for state [projects], the same format is utilized. The second recommendation, from the Chair, was for a correction to a paragraph number reference, where a paragraph had been deleted therefore a reference to that paragraph, *Part 4* will be changed to *Part 3*.

Louis Najar made a motion to approve Resolution No. 22-006 Approving SERTPO Bylaws, as amended. Joe West seconded the motion. A call for votes was taken and with there being no objections, motion passed unanimously.

D. Election of Officers

The floor was opened for nominations for Chairman. Jeff Honeycutt made a nomination of Jason Burns (Eddy County) as Chairman. He commented not only for continuity's sake, but he believes that

Mr. Burns is the right person to lead SERTPO into the new direction. Joe West seconded the nomination motion. Roswell expressed concurrence. Nominations were closed. A call for votes was taken and with there being no objections, motion passed unanimously. The floor was opened up for nominations for Vice Chairman. Jeff Honeycutt made nomination of Ricky Lovato (Roosevelt County) for Vice Chairman. Louis Najar made nomination of Jeff Honeycutt (Lincoln County) and added that he is consistent in attending meetings. While discussion was being held by show of hands or use of survey, Ricky Lovato communicated that he wished to decline the nomination. Louis Najar made a motion to accept Jeff Honeycutt as he is the only candidate at this time. Joe West seconded the motion. A call for votes was taken and with there being no objections, motion approved unanimously.

INFORMATIONAL ITEMS

SERTPO Program Managers Update

Mary Ann Burr commented that the end of year activity is here. She will be working the Dexter CDBG grant, and both COGs will be doing the reimbursement packets due at the end of the quarter, which are due earlier in July (end of year). With CDBG planning grants closed or final actions taken, SNMEDD will be moving onto asset management planning applications, encouraging the transportation component.

Ms. Burr stated that she and the Executive Director attended the EnergyPlex conference in Hobbs, and on the same day, visited the Hobbs Public Library for distribution of safety outreach materials, to be used in their children's summer reading program. Recently, safety materials were also given to the Roswell Public Library who distributed the items during the Cinco de Mayo celebrations. She mentioned that she received the agency car this week, after being rear-ended earlier. Repairs have been done. Work has begun again on the RTP (aviation section) and both RTPO staff plan to be visiting soon on updates, bringing the update to the point where subcommittee can meet and review. The intent is to move the RTP update forward, for a future SERTPO meeting.

Raul Rodriguez expressed his thanks and gratitude for Shanna Sasser for coming to SERTPO for presentation. He will be attending the NADO conference in Kansas City, Missouri on July 19-21, 2022. He hopes to have Joe Moriarty speak on the NMDOT Freight Plan update at a future meeting. Mr. Rodriguez reiterated what Ms. Burr previously stated that the EPCOG RWP has been unanimously approved by the NERTPO board. He will ensure the NMDOT Quarterly Reimbursement Packet, due July 12th, is submitted for approval before it is due. He expressed his services are available pertaining to the Bipartisan Infrastructure Law (BIL) and encourages the use of RTPO staff and Dr Sasser's services and support regarding this.

Local Project Updates / NMDOT Updates

Francisco Sanchez, District 2 Engineer, informed members that the TPF recommendations are due from the District Engineers to Santa Fe by July 5th. Mr. Sanchez will be recommending TPF projects this week to the NMDOT Secretary. There is \$106,820,000 available for the program. \$46,820,000 comes from the excise tax, and \$60 million comes from the General Fund, approved by legislative partners. The Secretary, this year, has made some of this funding available for projects that need to be shored up due to escalating costs. Projects with extended agreements between 2019 and 2021 have the opportunity to apply for funding. He commented that the funding is generally divided by six districts, but it is up to the discretion of the Secretary. The District 2 Engineer anticipates 16 or 17 million per region (district). Mr. Sanchez' intent is to submit the recommendations to the Secretary, based on SERTPO criteria. Ultimately, the Secretary will decide the budget and the amount of funding overall for each district and each individual project.

Jason Burns expressed that the District 2 Engineer has been supportive in SERTPO processes, but he disagrees with the item of shoring up existing projects. The process has been changed to be fairer; cover a broader span of projects that need to be submitted; and ultimately improve efficiencies of evaluating TPF

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projects. Existing projects should already have been underway or done and need to go back through the process for additional funding, versus being shored up. Projects need to be shovel-ready when application is made. Funds intended for southeastern New Mexico need to stay in southeastern New Mexico. Concern was made that projects come in that are either under-budgeted or poorly planned, and expectations are they will be rescued at the state level. Mr. Burns expressed support for District 2 and requested the message be conveyed to the Secretary. Written comments will be shared with the District Engineer. Mr. Sanchez expressed support for the processes and efforts to be more equitable. Every process needs some improvements at all levels, and the scoring criteria may need some improvements to be even more equitable for the communities. Louis Najjar expressed his appreciation for District 2 staff who has always worked for all the entities and have been fair.

Regarding Local Government Road Fund (LGRF), Louis Matta and Libby Coslin spoke, and all agreements have been sent out to entities. As signed agreements are received, D2 staff will put them in for execution.

NEXT MEETING DATE

The next SERTPO meeting date is scheduled for September 8, 2022. The Chair commented that he would like to discuss the rotation of meeting locations at the next meeting and hosting of meetings. The next meeting location will be in Roswell.

ADJOURNMENT

Louis Najjar made a motion to adjourn the meeting. Jeff Honeycutt seconded the motion. A call for votes was taken and with no objections, motion passed unanimously. The meeting adjourned at 10:49 a.m.

APPROVED BY:



SERTPO Committee Chair/Vice Chair

10-20-2022

Date

ATTESTED BY:



SERTPO Program Manager

10-20-2022

Date

Southeast Regional Transportation Planning Organization (SERTPO)

Minutes of the SERTPO Committee Meeting

October 20, 2022 – 10:00 am

Hybrid Meeting (Virtual/In Person)

MEMBERS PRESENT:

Member (or Alternate) listed in Alphabetical Order

Baker, Shelia	City of Hobbs (Alternate)
Brito, Candy	City of Eunice
Bunch, Clint	City of Clovis
Burns, Jason	Eddy County
Cavazos, Al	Village of Capitan
Chavez, Steven	City of Portales
Garcia, Roman (Mayor)	Town of Vaughn
Gutierrez, Bernardo	City of Lovington
Jennings, Dan (Councilor)	Town of Hagerman
Jones, Walon	Curry County
Little, Christopher	Mescalero Apache Tribe
Lovato, Ricky	Roosevelt County
Lucero, Amanda	De Baca County
Myrick, Van	City of Jal
Najar, Louis	City of Roswell
Reid, Bruce	Lea County
Patterson, Jeff	City of Carlsbad
Sena, Ron	Village of Ruidoso
Valverde, Summer	City of Artesia
West, Joe	Chaves County
Willard, Lynn (Dr.)	Lincoln County

MEMBERS ABSENT:

Bradley, Jerry (Mayor)	City of Texico
Burkett, Mickey (Mayor)	Village of Dora
Dean, Ray (Mayor)	Town of Carrizozo
Estrada, Pete (Mayor)	Village of Loving
Green, Barry (Mayor)	Village of Melrose
Gutierrez, Amy (Mayor)	Town of Tatum
Hall, Jubal	Village of Cloudcroft
Ingram, Justin	Village of Fort Sumner
Jarvis, Joey	City of Ruidoso Downs
King, Kris (Mayor)	Village of Causey
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
Whitecotton, Toni	Village of Floyd

COG/NMDOT STAFF PRESENT:

Arnett, Manon	NMDOT - Roswell
Briley, Alan	NMDOT - Roswell
Burr, Mary Ann	Southeastern New Mexico Economic Development District (SNMEDD)
Coslin, Libby	NMDOT – Roswell
Forman, Beth	NMDOT – Santa Fe
Krueger, Neala	NMDOT – Santa Fe
Matta, Louis	NMDOT – Roswell
Rodriguez III, Raul	Eastern Plains Council of Governments (EPCOG)

GUESTS PRESENT*:

Allen, Glenda	City of Roswell
Avitia, Jesus	Souder Miller & Associates
Ball, Crystal	City of Lovington
Baysinger, Susan	City of Portales
Contreras-Apodaca, Gabby	Stantec
Dominguez, Alvin	Bohannon Huston, Inc. (Albuquerque)
Garcia, Yolanda	Town of Vaughn
Gurule, Angelo	Chaves County (Alternate Member)
Henry, Anthony	City of Hobbs
Hicks, Becky	Roswell Transit
Honeycutt, Jeff	Lincoln County (Alternate Member)
Hooper, Wes	Eddy County
Palomino, Alex	Souder Miller & Associates (Roswell)
Romero, Roberta	Town of Vaughn
Ruvalcaba, Imelda	City of Eunice (Alternate Member)
Serna, Samantha	Village of Ruidoso
Shields, David	Bohannon Huston (Las Cruces)

**Unidentified Callers*

CALL TO ORDER / QUORUM (8)

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

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. With twenty-one members present, a quorum was established. Introductions were held, with online audience signing in virtually. Jeff Honeycutt, Lincoln County, gave recognition to Lynn Willard (present), who is a Lincoln County commissioner. Dr. Willard is terming out as Commissioner and has been an active member of SERTPO for eight years. Additionally, Mr. Honeycutt recognized his replacement, Samantha Serna, also in attendance. Ms. Serna begins her term starting in January 2023.

APPROVAL OF AGENDA

Ron Sena made a motion to approve the agenda, as presented. Louis Najjar seconded the motion. A call for votes was taken and with there being no objections, motion passed by unanimous vote.

APPROVAL OF MINUTES

Louis Najjar made a motion to approve the June 29, 2022 minutes as presented. Ricky Lovato seconded the motion. A call for votes was taken and with there being no discussion or objections, motion passed unanimously.

ACTION ITEMS

A. Resolution No. 22-007 Approving the SERTPO Public Participation Plan

Mary Ann Burr explained to members that the current Public Participation Plan (PPP) is dated September 2018, and the reason for the update is to fulfill a requirement whereas if there is an update to the Regional Transportation Plan (RTP), the PPP must also be updated. A copy of the posted Public Participation Plan was displayed. The PPP was posted online for the required 45 days, and that period lapsed October 6, 2022. Additional change to the posted document includes changing the date of “October/November” to “October” [Cover page] and updating the date on the signature page to read for the date of the meeting. Changes within the document included any text referencing the Committee to read as one; an update to a link; and an update to the EPCOG Planner name. Louis Najjar noted that the Title VI Plan had also been posted and inquired if the same changes were reflected. Ms. Burr responded that any references to the Policy and Technical Committees were changed for the Committee to read as one.

Louis Najjar made a motion to approve Resolution No. 22-007 Approving the SERTPO Public Participation Plan. Joe West seconded the motion. A call for votes was taken and with there being no additional discussion or objections, motion passed unanimously.

B. Resolution No. 22-008 Approving the SERTPO Regional Transportation Plan (RTP)

Ms. Burr displayed a copy of the current Regional Transportation Plan (RTP), dated January 2017. An update is required every five (5) years. Ms. Burr reminded members that a subcommittee had been formed in an earlier SERTPO meeting, to review the Plan and make recommendations. The subcommittee held virtual meetings with the last meeting/workshop held in Ruidoso in hybrid format (virtual/in-person). Members were provided a link to the posted plans by email in September and in the meeting packet. A few comments were received. One comment was that the Plan was reviewed and there were no changes recommended and a second comment from the NMDOT Liaison which was more of a concurrence on a proposed change regarding the title of the Plan.

The meeting packet contained a Summary of changes (displayed) made to the Plan. Ms. Burr explained that initially the document contained tracking but with the maps, diagrams, etc. not being deleted during tracking, it became confusing to follow. Changes and updates have been itemized in the summary. She noted that the Transportation System Overview was greatly expanded. The proposed Regional Transportation Plan was displayed. The RTP was posted for public comment and that time period has lapsed. Ms. Burr continued with an explanation of additional changes—one being the title of the Plan. The previous RTP was part of the Statewide Transportation Plan. The NMDOT Liaison concurred with the change of removing the reference to the NM Transportation Plan and a sentence that refers to the relationship between the two Plans on Page 3. The Southeast Regional Transportation Plan is now independent of the state plan. A photo credits box was added (displayed) on the Table of Contents (TOC) Page. She added that the TOC was much longer than the current plan (comparing both TOCs), and a reader now has the ability to jump to desired sections within the new Plan. Ms. Burr added that while attending the MainStreet Fall Institute in Ruidoso, she acquired an updated MainStreet map which was updated on Page 39. Subheadings within the document will read October 2022. Ms. Burr spoke further of changes to Page 105, where photos were added, and a subheading

will be added to the section in addition to being clearer that the RTP was approved this date (pending approval).

Regarding the subcommittee workshop, members reviewed the plan in depth. Members deleted strategies, reworded a goal, and added a strategy where members need to be informed about ADA compliance. She commented that a trail network section is planned for the future. Staff felt it best not to hold up the current RTP update and reflect the additional section with the next update.

Louis Najar inquired on the population forecasts, where southeastern New Mexico is expected to grow by 20,000 in five years. Ms. Burr responded that the forecasting charting was prepared by High Street Consulting, and staff information included populations, comparing 2010 decennial data to 2020 decennial data. Mr. Najar commented that there was a population curve that he found interesting as he believes there is more population with the [oil and gas] booms, highs and lows, and if the forecasts were based on census, it would explain the smooth curve. Louis Najar requested that it be noted, for the future RTP update, that the dairy industry has experienced a decline. He commented that for the past couple of years, the dairy industry has been declining. There are fewer dairies in Chaves County, which is also reflective on the transportation side with less truck traffic, making it harder for the delivery of the raw product. Data is always a few years behind. Raul Rodriguez commented that the dairy industry in Curry County and Portales has boomed and concurred that census data is a few years behind for that point in time.

Chairman Burns expressed appreciation for the time and effort spent on the Plan, which really reflects southeastern New Mexico and what is occurring here, the lifeblood of the State. Louis Najar made a motion to approve Resolution No. 22-008 Approving the SERTPO Regional Transportation Plan. Jeffrey Honeycutt seconded the motion. A call for votes was taken and with there being no objections or further discussion, motion passed by unanimous vote.

C. Resolution No. 22-009 Approving the SERTPO Title VI Plan

Ms. Burr displayed the resolution and Title VI Plan, which was posted online with the 45-day period lapsing on October 17th. The date on the cover page will be changed to read for “October”. The current plan is dated March 2014. An update was previously submitted to the Construction and Civil Rights Bureau (CCRB) in 2018. The Bureau has been having staffing changes, and the ADA/Title VI Coordinator position is currently vacant. Bureau staff advised SERTPO to proceed with getting the Plan approved and then submit to CCRB for review. Ms. Burr added that a template from the NMDOT was used; the Executive Director will need to sign the document; and the approved Public Participation Plan will need to be incorporated into the appendices. The organizational charting was improved; the Title VI Coordinator was updated to reflect the current Executive Director; procedures for notification of meetings were outlined; and any references to Policy and Technical Committees were updated.

Louis Najar made a motion to approve Resolution No. 22-009 Approving the SERTPO Title VI Plan. Joe West seconded the motion. A call for votes was taken and with there being no objections, motion passed unanimously.

D. Review and Discuss Transportation Project Fund (TPF) Project Submittal Prioritization for FY 24

The Chairman explained that the time is appropriate, for the TPF evaluations coming up next year, to have any discussion regarding the process that was put in place and if there is any part that needs to be improved. There may not necessarily be an action item unless it is felt that some action is needed, such as convening a subcommittee. The Chair commented that this year, in conjunction with NMDOT, SERTPO needs to make sure that all criteria are evaluated, which involves current projects, current TPF funding, previous awards, previous applications, phased projects, etc. The newly appointed

NMDOT Secretary has commented that he would like to see more of an accountability for projects that are current projects, making sure monies are being expended effectively and timely. Projects that are coming up for the Call-for-Projects in February need to be planned or ready now. The criteria help with the checks and balances system, making sure the monies are expended and projects are completed.

A second comment from the Chair addressed the use of the Project Feasibility Form (PFF). There have been discussions with District 2 regarding elimination or revision of the PFF to be more in line with the criteria, making sure the appropriate questions are asked. He added that there is a purpose for the PFF with a pre-check, but it needs to be more in line with the process that is being implemented for the evaluation process. Louis Najar inquired on any comment from District 2 on the process used last year. Louis Matta, NMDOT District 2, addressed members and stated that he had did not have any problems with the process last year. The only issue that came up was the letter of support (for NMDOT Right-of-Way) in that the support letters need to be on District 2 letterhead. The format previously used with concurrence on the entity's letter was convenient, but it was rejected. After additional discussion, it was determined that the entity would submit a request for each individual project, and District 2 will use a form letter format, responding to the requests. There were several requests in the past application cycle.

Regarding the number of project applications, the Chair commented that utilizing a project cap should be considered. SERTPO accomplished getting more participation in the last application cycle (i.e., forty-four applications received) and encouraged minimizing the virtual aspect, bringing members together in person. The Chair added that he felt SERTPO did a good job with the design, maintenance, and capital evaluations, which created a multi-year process for the TPF program. Regarding shore-up funding, the Chair stated he attended the State Transportation Commission meeting in Farmington and spoke in opposition to the shore-up funding. He expressed his concerns whereby the shore-up funding diminishes the RTPO's checks and balances system with the District Engineer, which is a good check to make sure projects are not coming in over budget and are not underperforming. A few capital projects were not funded on account of the shoring up. He commented that District 2 has done a good job with the evaluation process and with their support of the recommendations that SERTPO provided last year. He concurred with a statement made that "today's projects cannot be paid with tomorrow's money" and stated that the Regional Transportation Plan shows that there is a lot of activity in this area, with several different entities and industries that need to be supported.

Louis Najar commented that he believes there should be a cap, so SERTPO can be responsible with the amount being asked for projects. He reminded members that previously there was only a million dollars available annually and with forty-two members, all entities were competing for the same million-dollar funding. He thanked NMDOT for the new process/funding and stated that all need to be responsible and not request for too many big projects because they are hard to fund. He explained that Roswell's projects were basically pavement preservation, keeping in line with the RTP's vision/goal of preserving current infrastructure. It is difficult to preserve current infrastructure and having the maintenance projects or mill-and-fill projects that qualify as a capital project help to preserve current infrastructure. He indicated that he has no problem with putting in a cap and has heard that there is a possibility of NMDOT putting in a cap on projects. He suggested that there be enough notice for planning purposes; described recent funding awards; and spoke to unchanged priorities with unfunded projects. Roswell's unfunded project applications remain a priority and will be resubmitted for future funding.

Wes Hooper informed members that he visited with NMDOT executives last week and stated that he feels like SERTPO needs to get more formal because it may be more formal with the TPF process on the NMDOT side. There is discussion of presentation being made directly to the State Transportation Commission, which Secretary Serna favored. Mr. Hooper expressed concern with the large number of applications, such as the forty-four applications from this district alone. Originally, the process was

for capital, shovel-ready projects. With 24 million for the size of District 2, much can be accomplished with such funding. Mr. Hooper commented that when planning/design and maintenance projects are added, the applications greatly increase because all entities have those projects. He discussed the previous cycle where top projects were ranked but did not get funded. He encouraged SERTPO reviewing the process and recommended a subcommittee of five or six members to score and then bringing it to SERTPO for presentation. Louis Najjar commented that it had been structured to be more informal to help the smaller entities. The smaller communities do not have engineers, and their projects are primarily pavement maintenance. He reminded all that the process is consistent with the RTP goal of preserving current infrastructure. Mr. Hooper commented that he believes there needs to be a cut-off at a certain point (for maintenance); the definition of maintenance needs to be revisited; and a draft needs to be presented to SERTPO. Overall, the process needs to be more formal and outlined.

Ricky Lovato spoke and commented that the smaller entities do not have engineers. Roosevelt County did receive a significant amount (maintenance) which was very impactful. At present, the County is about to complete twenty miles of micro-sealing, which they would never be able to accomplish otherwise within the next 15 to 20 years. LGRF funding is limited (750k – 900k annually), and this funding is used for extra maintenance and fixing roads. The County could never accomplish what they have been able to do without the TPF funding. They are a large county with 1,200 miles. Pavement preservation is exactly what they are accomplishing. It is hoped that their work will be completed by the Thanksgiving holiday, and the roads that do not get completed (due to escalating costs), will be resubmitted in a future application cycle. Mr. Lovato favors the process.

Ron Sena commented that he favors the process as they have been doing pavement rehabilitation. Ruidoso has a small window for construction, and they have been hit hard with the monsoons. They are doing heater scarification with the mill-and-fill, which has worked well with them with the number of roadways they are able to get done. With no or minimal road closures, residents can drive right on the roadway once it is completed, which is beneficial to the Village. Mr. Sena favors continuing on with this type of pavement rehabilitation and pavement maintenance and their use of a contractor.

The Chair commented that SERTPO is encouraging participation and has attempted to limit virtual so more members will come and participate. There have been issues with COVID and individuals not wanting to travel. The future possibility of rotating meeting locations would encourage participation. The invitation for reviewing the TPF process was put out to all members and approximately twelve members participated for that process. The Chair agreed that the definitions could be improved; the processes could be more detailed, for better understanding; and subcommittee scoring is a good idea. The previous process was an initial process, and it is now known where there can be improvement. Being more formal and working out the logistics of PFF review, presentation, subcommittee, and confirmation need to be discussed further. The Chair commented that SERTPO's responsibility is not to cut projects, but to prioritize projects. SERTPO makes recommendations and submits them to NMDOT. There are big projects in the area that need to be advanced, but maintenance and preservation are important. Mr. Hooper restated that he believes the planning/design portion is not needed and provided an explanation whereby if an entity has such a project, they will get the plan and design in place, proving they have buy-in. The TPF funding is not enough money to get significant projects done quickly when there is a planning/design component included.

Christopher Little addressed members and stated that he felt the process should be reviewed; needs to be fair so every entity is able to get a fair chance; the process should go to a subcommittee who reviews and makes a recommendation to the Board; presentations should be made; and have percentages used for the categories so it is known how much to invest in planning and construction. He added that he felt each entity should submit one application to be reviewed. Mescalero had submitted six applications previously, and he stated he would be willing to submit one application in the future. Mr. Little commented that he would be willing to be part of the subcommittee.

Louis Najjar recommended that SERTPO go forward with a subcommittee. He added that before the subcommittee meets, a questionnaire should be set up that the RTPO staff would send to members. The questionnaire would have questions such as should there be a cap on dollars, a cap on projects, etc. The responses from the questionnaires will give the subcommittee member input, and the subcommittee can respond to the needs of the entities. The Chair provided that a questionnaire survey can be put together and submitted to members; and an invitation for the subcommittee can be distributed. Wes Hooper concurred with the survey approach. Discussion continued on the survey results. Louis Najjar recommended that the survey results be shared with the entities and discussed during a meeting before the subcommittee comes together, for transparency and to ensure the subcommittee is working with the consensus of SERTPO. Wes Hooper added that the draft should be put together and presented to SERTPO for the input.

Ron Sena inquired if it is known what the other districts/RTPOs are doing with their application processes. Ms. Burr responded that Raul could speak to NERTPO's processes, and she can inquire from the other RTPOs. The Chair offered, based on his familiarity with their processes, that SERTPO has more requirements. He believed the northern RTPO does have a minimal rating and submits to the District Engineer. Mr. Sena added that SERTPO is competing against every entity, county and municipality, within the state. Regarding NERTPO, Raul Rodriguez provided that they have a very basic rating and ranking review process, using a scale from 1 to 5 for different categories. All applications are submitted, with himself and his co-planner ensuring all is reviewed and correct, and the applications are then submitted to NMDOT Liaison(s) who present to NMDOT POD and STC. Mr. Rodriguez stated that he believes the other districts/RTPOs have not really changed their processes from the last couple of years and offered to inquire at the upcoming RTPO quarterly meeting on the matter. The Chair concluded that the questionnaire survey will be submitted, will pursue a meeting and then convene the subcommittee, with all completed by February [anticipated Call-for-Projects].

INFORMATIONAL ITEMS

SERTPO Program Managers Update

Mary Ann Burr, SNMEDD/COG, informed members that the plans approved during the meeting will be posted to each COG's websites. Ms. Burr has been continuing with the distribution of traffic safety materials and has provided materials to Capitan, Ruidoso, Eunice, Jal, Loving, Alamogordo, Cloudcroft, and Tularosa. As more supplies are acquired, additional communities will be visited. Ms. Burr also attended portions of the New Mexico MainStreet Fall Institute in Ruidoso and provided SERTPO promotional items. To continue supporting meetings, gatherings, and mini conferences in the region, Ms. Burr asked for members to let her know of any such events in their areas.

Ms. Burr has been continuing to work with planning grants, and the Village of Hope was recently awarded a CDBG Comprehensive planning grant. An award was also received for an asset management planning grant [Hagerman]. Transportation is included in the scope of work. An asset management grant application has been submitted for Ruidoso Downs, and an application is being prepared for the Town of Lake Arthur.

Handouts for the Matching Grant funding were provided on the sign-in table, and members have been provided the information by email. The funding is \$1 million, statewide. DFA expects to receive several applications. A short video of the presentation is available online (and the link can be provided by email), with the presenter being Dr. Shanna Sasser, who spoke to SERTPO in an earlier meeting. There are only eight more days remaining for application to the program. Both RTPO staff are planning to attend the New Mexico Infrastructure Conference and the Data Users Conference in November. Upcoming activity includes, as has been discussed, the TPF Call-for-Projects (previous Call was dated January 26, 2022) and the

upcoming TAP/RTP/CMAQ application cycle in May. Public transit prioritization is coming up for the next meeting.

Raul Rodriguez III, EPCOG, commented that in addition to the NM Infrastructure and Data Users Conference, there is also an RTPO Roundtable being held next week (Tuesday). Additionally, the quarterly report will be submitted to NMDOT, and once all revisions from the liaisons are approved, the report will be posted on <https://www.rtponm.org/>. The resolutions and plans, regular trainings and upcoming conferences are also posted onto the website.

EPCOG sends out a weekly/bi-weekly grant advisory to their region, trying to get the word out regarding state and federal grants. EPCOG has recently applied and has been approved for a \$2 million HRSA grant, which is a Human Resources and Services Administration Grant. The grant will be used to form a plan and committee to battle opioid abuse resistance. Transportation, in time, can be tied into the program. Coverage for the funding will include eastern New Mexico: Curry, Roosevelt, De Baca and Clay Counties. EPCOG does receive several NM DFA webinar trainings, and they are sent out to their respective regions for participation.

Mr. Rodriguez has a meeting with USDOT, Mr. Alex Clegg, who is heading up the ROUTES Initiative with the USDOT and HUD Departments. They will be reviewing the presentation set up for November 10th. He asked members to mark the day and expect to attend in-person or online. The training will be for the new grants (and existing grants) that have been rolling out as a result of the Bipartisan Infrastructure law, which has provided a historic amount of funding within the last year. A flyer will be prepared and distributed (and posted).

Local Project Updates / NMDOT Updates

Neala Krueger, NMDOT Planning, spoke and thanked the RTPO staff and Committee for the Regional Transportation Plan (RTP)—the Plan is very detailed and well done.

Alan Briley, District 2, commented that he liked the discussion held on the TPF rating and how all must proceed to determine how to take care of all entities. There are 40 plus entities [SERTPO] and the District has 140, which includes schools and other parties. He added that their money is stable, and they are doing a lot more pavement preservation in their Maintenance Division. In Eddy County, the District has \$150 million worth of work going on with US 285, and the District is getting ready to do more on NM 31 and NM 128. The oilfield industry is driving that funding. Regarding US 380 out toward the Texas line from Roswell, the project is in the design phase (and studies). Currently, the price tag is \$150 million to \$160 million. Several of the District's priorities are getting phased out and hopefully, they can do a couple of \$2 to \$3-million-dollar projects at a time for such big projects.

Louis Matta, District 2, announced that the District's email addresses are changing to ".dot.nm.gov". More specifically, *first name, last name at dot.nm.gov*. He provided an example of an email address for any individual with state government. They will be transitioning to the new email addresses for a year. Regarding LGRF and TPF, all contracts have been sent out. Capital outlay should be going out. Mr. Matta provided that if an entity needs extensions, those requests need to be sent in as soon as possible. Mr. Matta commented that the TPF is a big program, while LGRF funding is limited (approximately \$2 million). County arterial funding is approximately \$1 million. Regarding extensions, Ricky Lovato inquired if an entity needs extensions and if that is included in the criteria. The Chair explained that the current TPF criteria addresses that and will be revisited. The current TPF is two years from the time of award. The criterion's purpose was not to limit an entity but to ensure the entity spends their current monies before acquiring new funding.

Southeast Regional Transportation Planning Organization (SERTPO)
Minutes of October 20, 2022 Meeting

NEXT MEETING DATE

The next SERTPO meeting date was tentatively scheduled for Tuesday, November 29, 2022, where public transit prioritization will take place. Ms. Burr will send out a confirmation email once confirmed with the Convention Center. The timing of the meeting should fall in line with the planned TPF discussion of survey results as well.

ADJOURNMENT

Louis Najjar made a motion to adjourn the meeting. Jeff Honeycutt seconded the motion. A call for votes was taken and with no objections, motion passed unanimously. The meeting adjourned at 11:18 a.m.

APPROVED BY:



SERTPO Committee Chair/Vice Chair

11-29-22

Date

ATTESTED BY:



SERTPO Program Manager

11-29-22

Date

Southeast Regional Transportation Planning Organization (SERTPO)

Minutes of the SERTPO Committee Meeting

November 29, 2022 – 10:00 am

Hybrid Meeting (Virtual/In Person)

MEMBERS PRESENT:

Member (or Alternate) listed in Alphabetical Order

Brito, Candy	City of Eunice
Bunch, Clint	City of Clovis
Burns, Jason	Eddy County
Carbajal, Sonia	Village of Hope
Cavazos, Al	Village of Capitan
Garcia, Roman (Mayor)	Town of Vaughn
Jarvis, Joe	City of Ruidoso Downs
Jennings, Dan (Councilor)	Town of Hagerman
Jones, Walon	Curry County
Honeycutt, Jeffrey	Lincoln County
Little, Christopher	Mescalero Apache Tribe
Lovato, Ricky	Roosevelt County
Myrick, Van	City of Jal
Najar, Louis	City of Roswell
Reid, Bruce	Lea County
Patterson, Jeff	City of Carlsbad
Rael, Stella	City of Alamogordo
Randall, Todd	City of Hobbs
Sena, Ron	Village of Ruidoso
Valverde, Summer	City of Artesia
West, Joe	Chaves County

MEMBERS ABSENT:

Bradley, Jerry (Mayor)	City of Texico
Burkett, Mickey (Mayor)	Village of Dora
Chavez, Steven	City of Portales
Dean, Ray (Mayor)	Town of Carrizozo
Estrada, Pete (Mayor)	Village of Loving
Green, Barry (Mayor)	Village of Melrose
Gutierrez, Amy (Mayor)	Town of Tatum
Hall, Jubal	Village of Cloudcroft
Ingram, Justin	Village of Fort Sumner
King, Kris (Mayor)	Village of Causey
Lucero, Amanda	De Baca County
Martinez, Vidal	City of Lovington
Porter, Tom	Otero County
Powell, Justin	Town of Dexter
Powell, Leona	Village of Grady
Sainz, Robert (Trustee)	Village of Tularosa
Salazar, Ysidro (Mayor)	Town of Lake Arthur
Seely, Sam (Mayor)	Village of Corona
Summers, Kim	Town of Elida
Whitecotton, Toni	Village of Floyd

COG/NMDOT STAFF PRESENT:

Arnett, Manon	NMDOT - Roswell
Briley, Alan	NMDOT - Roswell
Burr, Mary Ann	Southeastern New Mexico Economic Development District (SNMEDD)
Forman, Beth	NMDOT – Santa Fe
Gallardo, Judith	NMDOT – Las Cruces
Garcia, JoAnn	NMDOT – Santa Fe
Krueger, Neala	NMDOT – Santa Fe
Rodriguez III, Raul	Eastern Plains Council of Governments (EPCOG)
Sanchez, Francisco	NMDOT District 2 Engineer
Ummadi, Vijay	NMDOT Transit & Rail

GUESTS PRESENT:

Allen, Glenda	City of Roswell
Avitia, Jesus	Souder Miller & Associates
Brink, Francis “Cisco”	Roswell-Chaves County Economic Development Corporation
Contreras-Apodaca, Gabby	Stantec
Espiritu, Mike	Roswell-Chaves County Economic Development Corporation
Fletcher, Jan	Hobbs Express
Giltsdorf, Sharon	Z-Trans (Alamogordo)
Gurule, Angelo	Chaves County (Alternate)
Hall, Katherine	Portales Transit
Hardin, Joe	Z-Trans (Alamogordo)
Hooper, Wes	Eddy County
Kennedy, Kevin	Village of Capitan (Alternate)
Johnson, Garry	Clovis CATS
Moore, Chris	Roswell Transit
Moore, Joshua	Carlsbad Municipal Transit
O’Neill, Peggy	Z-Trans (Alamogordo)
Palomino, Alex	Souder Miller & Associates (Roswell)
Pennington, Jacque	Hobbs Express
Romero, Roberta	Town of Vaughn
Runyan, Richard	Dennis Engineering
Ruvalcaba, Imelda	City of Eunice (Alternate)
Shields, David	Bohannon Huston (Las Cruces)
White, Matt	City of Jal (Alternate)

CALL TO ORDER / QUORUM (8)

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

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. With twenty-one members present, a quorum was established. Introductions were held, with online audience signing in virtually.

APPROVAL OF AGENDA

Ricky Lovato made a motion to approve the agenda, as presented. Louis Najar seconded the motion. A call for votes was taken and with there being no objections, motion passed by unanimous vote.

APPROVAL OF MINUTES

Kevin Kennedy made a motion to approve the October 20, 2022 minutes as presented. Jeff Honeycutt seconded the motion. A call for votes was taken and with there being no discussion or objections, motion passed unanimously.

ACTION ITEMS

Before continuing with the public transit, the Chairman informed all that they were invited to attend a Meet and Greet luncheon that follows the meeting. Dr. Shanna Sasser, Rural & Frontier Ombudsman, is working the area and would like to meet everyone, along with representatives from USDA, DoIT, and NMDOT (Francisco Sanchez, District 2 Engineer). The Chair urged all to attend and meet these representatives, introducing themselves and talking about their issues. Regarding the presentations, the Chair commented that a time limit of ten minutes would be adhered to.

A. FY2024 Public Transit Presentations and Scoring

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

Mr. Ummadi informed members that he is one of the rural transit program managers and will speak to the importance of these meetings and transit funding for FY24, along with the performance indicators that are used when §5310 and §5311 funds are distributed.

The Rural Transit Program Manager explained that RTPOs are forums for eliciting input from rural local governments and their public regarding transportation matters in rural New Mexico. The community's involvement in the process is crucial to the development and execution of NMDOT's programs and policies. The RTPO's annual regional prioritization of the transit applications received, informs NMDOT's processes from a regional needs perspective and is used as a criterion for the 5311 funding distribution index. The RTPO prioritization is helpful because it fulfills NMDOT's processes. It also presents additional opportunities for the public and RTPO members to see what is occurring with transit in their area. Additionally, transit agencies can see what other transit agencies are doing in the region, which leads to coordination opportunities.

For FY 2023, the NMDOT Transit & Rail Division announced its Federal Transit Grant Awards during the annual Statewide Transit Budget Award meetings held on June 8-9, 2022. The subgrantees awarded this year had submitted funding applications in September 2021. Transit & Rail always works a year and four months before the start of the federal fiscal year. A total of more than \$16.7 million in federal transit grant awards were awarded for FY 2023. Available federal funds will support capital, administration, and operations at public transit agencies from October 1, 2022 through September 30, 2023 (FY23). For §5311, capital is funded at 80/20; administration is funded at 80/20; and operations are funded at 50/50. §5310 funding is for capital assistance, providing enhanced mobility to seniors and individuals with disabilities. Recommended awards were mostly consistent with the requested budgets.

Requests were funded at over \$1.1 million in federal capital funds for the §5310 program. Eligible applicants included private non-profit agencies, state, local and tribal governmental authorities. Fourteen transportation program vehicles were awarded for the §5310 fund.

5311 funds are used to assist with administrative and operating expenses, providing general public transportation services in rural areas. For FY 2023, there were twenty-one applicants, all of which were funded. All funded applicants received traditional §5311 funding. There was no CARES/ARP Act funding. FY23 §5311 funding equaled more than \$13.3 million. §5339 funds are used to assist with capital expenses in the provision of general public transportation services in rural areas. Thirteen applicants were awarded §5339 funding in the amount of \$2.8 million.

Mr. Ummadi provided that there are seven performance indicators that are considered, which include ridership for the previous years; admin and operating ratio, based on the previous award; cost per passenger trip; total cost per vehicle mile; RTPO prioritization; federal admin and operating ratio award expended; and percent of ridership and award ratio. Transit grants awards, by fiscal years, are available on the Transit Bureau's website. The SERTPO Committee will consider, for its ranking and rating, on the three areas of rural public planning and regional coordination; regional need and justification for the system; and level of marketing of the transit system.

Members picked up scoring evaluation packets, with scoring sheets due by the end of business on the next day.

Prioritization – §5311 – Formula Grants for Rural Areas

1. Zia Therapy Center – Z Trans

Joe Hardin, Director

Sharon Gilsdorf, Chief Financial Officer

The Director provided history on their organization, explaining that their agency has disabled adults and children programs, intervention programs, daycare, and Z-Trans, their transportation program. Mr. Hardin provided history on their transportation program, with public transportation starting in 2001 for the City of Alamogordo. The years and additional routes for Holloman AFB, Mescalero Apache Tribe, Las Cruces, and Lincoln County were covered. A service area map was displayed. Z-Trans is considered rural, micropolitan and small urban as they enter into a small urban area (Las Cruces), which requires them to report their National Transit Database (NTD) results directly to the Federal Transit Administration (FTA) and has allowed them to pick up Mescalero, who they report for as well.

Z-Trans has a one-year, five-year and ten-year transportation plan, which is adopted annually by their Board. Z-Trans continuously tries to coordinate with other systems and modes of transportation in their area. They are the only public transportation in the area. Z-Trans works with and links with Road Runner Transit (Las Cruces), Mescalero, local cab companies, Holloman Air Force base, South Central Regional Transit District, and any park and ride/ride sharing programs in the area. The Mescalero Apache Tribe route has allowed them to access §5311 funding for tribal entities only.

Sharon Gilsdorf spoke to the total application amount, individual amounts for operating, administrative and capital and explained changes between admin and operating that have occurred since the application was submitted fifteen months in advance. Their capital budget includes a Starcraft bus which has a sixteen passenger and two wheelchair capacity. Mr. Hardin named (and displayed a list) their numerous funding partners. Mr. Hardin added that the cost of buses has skyrocketed. A bus that previously cost \$40,000-\$50,000 is now \$163,000.

Regarding a formal process for public input, the Director commented that they have annual surveys from their ridership; two transportation committees (Alamogordo and Lincoln County/Ruidoso area); a disability input committee; and the Otero County Coalition. Z-Trans in

included in the SERTPO and NMDOT Transportation Plan. The Director spoke to transportation need and the reasons riders use public transportation. He added that they have had retirees give up their vehicles and rely on public transportation. There are a lot of pocket rural communities outside of Alamogordo that do not have convenient transportation access. The ridership of their transit system prior to the pandemic speaks to the basis of need for their service. They continue to seek out funding to create more service, increase routes, and shorten wait times. Using a ridership chart (displayed), Mr. Hardin explained how every area was building up to 2019 with 120,000 riders using their system, and then with the pandemic (closings, social distancing, etc.), ridership numbers dropped, which occurred nationwide. In this post pandemic period, the ridership has returned to 70,000 to 80,000 and should continue to increase over the next few years.

Z-Trans has a marketing plan, which includes local phone book yellow pages; newspaper articles; presentations; fleet advertising (which makes up their 20% of capital costs); branding through multiple-colored buses; new, more visible signage; and ETA advertising. He commented that in 2018, Z-Trans restructured their routes in Lincoln County to fixed route (previously only demand response). Z-Trans typically gets 600,000–700,000 miles on vehicles due to their maintenance, which is all farmed out. They have all ASE-certified mechanics. He continued speaking to their brake checks, rotations, annual inspections, and fares/ridership post-pandemic.

Clarification was made that Zia will have a scoring sheet for both 5311 and 5310.

2. **City of Roswell – Roswell Transit**

Chris Moore, Transit Manager

Mr. Moore provided that Roswell Transit’s mission is “connecting people to places”, with their vision being “we believe in safe, affordable and convenient public transportation.” He continued by speaking to their core values. Roswell Transit’s organizational chart was displayed and explained. Marketing is handled through the City of Roswell Public Affairs. Buses are wrapped when ordered; the City continues to transition from Pecos Trails Transit to Roswell Transit; Roswell Transit can be located on the City’s website; and a Facebook Page is utilized to inform of route changes, delays, etc. The Manager added that he and the drivers make visits to offices/business and distribute paratransit applications/rack cards to explain services and promote growth. A list of all partnerships was provided/displayed while Mr. Moore spoke to a few of the partnerships with churches, NMMI, Tobosa, etc. Roswell Transit serves customers on the street as well as picking up individuals from hospitals.

A graph of ridership since 2019 was displayed. Mr. Moore pointed out 2022 ridership. Numbers are going up and have doubled since last year, with ridership for November being 7,600. Ridership is anticipated to be 70,000 – 80,000 this year. In the previous year, ridership was just over 60,000. Paratransit service was also graphed for members. Their paratransit service helps take people to and from wherever needed, and it is more direct and hands-on with the customer. He pointed out that Roswell Transit is now back to pre-Covid numbers and spoke to the ridership numbers from August through November, 2023.

Past improvements include lighting; wraps on the buses; restoration of Zia light (lobby); refurbishing of the breakroom; and addition of Zia lighted sign on the exterior. Future plans include continuing with building and lobby refurbishment. The fleet will continue to be updated, with the addition of non-CDL buses. Mr. Moore explained that they currently have five positions open; hiring CDL drivers is very difficult; and pursuing non-CDL buses/drivers will allow them to be fully staffed. Plans also include working on Main Street bus stops, wayfinding and enhancing the front corner of the building. Financial information was displayed and discussed, covering

FY22 budget expenditures (pro-rated), FY22 approved budget and the FY24 budget requested. FY24 budget numbers are lower due to capital improvements not being as large as the previous year.

The Transit Manager spoke to the need whereby Roswell Transit is a vital part of the city, serving the young, old, disabled and others who are unable to drive anymore or cannot afford a vehicle. Roswell Transit is the only dependable service offered within the city. Customers depend on their service, getting to and from dialysis/medical appointments and obtaining food and necessities.

Inquiry was made as to whether Roswell Transit services surrounding communities. Mr. Moore responded that they currently service within the city limits only, however, they are currently coordinating with others, trying to eventually service outside of Roswell. The ultimate plan is to be the hub in the area and go outside city limits, such as Carlsbad or Artesia.

3. **City of Portales – Portales Area Transit (PAT)**

Katherine Hall, Transit Coordinator

Ms. Hall described the staffing structure of Portales Area Transit System, a demand response system that provides transportation to Portales and a five-mile radius of the city limits within Roosevelt County. PAT has extended their service area to accommodate transportation for medical appointments to the City of Clovis. Ms. Hall spoke to their hours of operation, serving their city population of over 12,000 and county population of 19,000. For 2022, PAT provided 9,586 rides, which is an increase from the previous year of 3,000 rides. They are hopeful to continue with the upward swing and attribute the increase partly due to the free transportation provided to senior 60 years and older and veterans.

The Coordinator explained that the expansion of their service area to the City of Clovis has also provided them with the opportunity to reach to underserved areas such as dairies and the cheese plant. While PAT does not offer regional transit, there have been discussions with Portales's city management, PAT and Clovis Area Transit this past March regarding a possible connection of the two transit systems. Both transit systems have the same issues of staffing shortages, to include drivers. Discussions for the proposed connection between the two transit systems should resume next year. PAT's short-term and long-term goals and the ongoing funding source from the City of Portales have been adopted by the Portales City Council in their Comprehensive Plan. Short-term goals include the installation of CTS dispatch software, which should help improve reliability and shorter wait times for pickups. Long-term goals include moving forward with connections to neighboring transits and continuing to look for solutions for service to Cannon Air Force Base. PAT coordinates with other local agencies that provide transportation for limited clientele, such as the Community Service Center, ENMU, Portales Schools, Los Abuelitos, Heartland Continuing Care Center, and Mental Health Services.

The Transit Coordinator listed the FY24 application totals and federal/local share amounts for administration and operating. She explained that projected increases are due to increases in insurance, material costs, and equipment replacement. Part of their formal public input process includes the open-door policy at the program office and City Hall. Annual surveys are provided to passengers, and their suggestions are recorded and made part of the transit plan review. The public has the opportunity to speak at all City Council meetings and voice their recommendations or concerns. Comment cards are available on all transit vehicles.

PAT has established a marketing plan and strategies which include brochures in all public buildings; brochures and posters in a variety of local regional outlets, such as motels, retail stores, ENMU, Chamber of Commerce; and public events. Public service announcements are utilized

on local radio and television stations, such as Channel 19 and KSEL. Additionally, PAT has a page on the City website, and they publish in the Eastern New Mexico News. Targeted outreach is conducted to educational facilities, medical facilities and other agencies that provide public service. Future plans include the placement of metal stands in different location to market their transit system. Every vehicle in their fleet advertises PAT's contact information.

4. **City of Hobbs – Hobbs Express**

Jan Fletcher, City Clerk/Public Transportation Director

Ms. Fletcher, and Jacque Pennington, Transportation Supervisor, were both in attendance for the presentation. Hobbs Express's mission is to deliver safe, dependable, and affordable transportation services in a courteous and professional manner. The Director shared the hours of operation and explained that they have three fixed routes, one rapid route and paratransit demand response service. Hobbs Express operates within the city limits and just outside city limits, within five miles. Ms. Fletcher provided history on Hobbs Express, comparing the ridership during their first year of operation (1989) with 3,900 passengers to current ridership (2022) with 826,392 passengers. Route service and mapping of routes was displayed. Funding application totals and subtotals for administration, operating and capital were charted and shared with members. Capital funds requested include one replacement bus, 12 replacement benches for several bus stops and shading for the Hobbs Express building. The funding application does reflect a 16% increase, taking into account inflationary costs.

During the City's annual budgetary process, short-term and long-term transit goals are planned and outlined. Hobbs Express is included as part of the City's overall Master Plan, which is approved by the City Commission. The Commission is currently planning and developing a new, overall strategic plan. As part of its goals, Hobbs Express continues to modify and improve passenger routes, efficiency, and cost effectiveness.

During the application process, letters of interest were mailed with no responses received. Coordination of services continues with one local taxi service, and, as a result, Hobbs Express does not provide same day service. Procedures were described. Coordination of transportation for several purposes continues with multiple agencies, such as the senior citizens program, local mental health facilities, the hospital, Boys & Girls Club, two colleges, two dialysis centers, DVR, CYFD, Hobbs Municipal Schools, and others.

Regarding regional need and justification for the systems, Hobbs Express maximizes and expends grant funds awarded and ridership is increasing. Ms. Fletcher displayed ridership numbers, pre-pandemic through post pandemic, with ridership building back up to 33,927 (FFY 21-22). The economy is growing, with a new Covenant Hospital recently constructed and opened along with several new retail businesses under construction. Citizens continue to use public transportation for jobs, doctors, shopping, and everyday life activity. Free fares are still in effect, which has helped with the increase in ridership. Ms. Fletcher described their staffing structure, adding that supervisors will drive buses, as needed. She continued to speak to their CDL incentive for drivers and a recently completed compensation paid plan adjust for city employees. Hiring drivers continues to be difficult as they compete with the oil and gas CDL pay.

Hobbs Express uses year-round marketing. Strategies include local newspapers; radio advertisement, especially during local sports games; public service advertising mailers with city utility bills; advertisement with a quarterly City guide; special promotions; community billboard; news releases; website; and social media. The Director spoke to the dedicated and professional staff and requested continuing support for the funding application.

A member inquired if they serve outside of Hobbs, such as Tatum or Lovington. Ms. Fletcher confirmed that they do not serve those communities but do serve within five miles of Hobbs.

5. City of Clovis – Clovis Area Transit System

Garry Johnson, CATS Office Manager

Mr. Johnson explained that their program, continues to be 100% demand response service, operating with the city of Clovis. Continuing Covid-19 concerns in their area and ridership stats show the need to continue service and rebuild their capacity. Mr. Johnson added that due to staffing, they have not be able to return to pre-covid service hours and described reduced hours of operations, to include Saturday service. He spoke to suspended fares during the pandemic; however, fares are now being collected. Methods for obtaining service include reservations through their clerk; utilization of the self-service online portal; and use of the mobile app, which allows text messaging, ability to view trips and change/cancel trips. The Office Manager spoke to the number of calls received, miles traveled, service hours logged and number of trips. Trip statistics (charted and displayed) show 41% were work-related; 10% educational; 12% medical appointments; 5% dialysis; 9% shopping; and 26% personal.

Mr. Johnson displayed and discussed the funding application requests (federal and local) and explained that the City of Clovis continues to be their sole provider for the match. Due to the administration ratio of 25%, costs have been moved to the operating budget with a few exceptions. The capital request includes automatic gate openers; replacement of existing gates for which parts can no longer be acquired; and a riding lawn mower with attachments for maintenance of their yard. He added that the City Commission recently adopted a new wage compensation plan, increasing the hourly rate for drivers. Covid-Safe practices are continued, and methods used in vehicles were described/displayed. Masks are no longer required for customers and drivers; however, masks are used by drivers returning from Covid leave plus masks are available for customers upon request. He added that during the period when masks were required, there was a noted decrease in driver sick days.

For planning and regional coordination, the Transit Department is part of the City's five-year strategic plan and updated Comprehensive Plan, which establishes the vision for community development for twenty years and includes transportation goals, objectives, and implementation strategies as determined during the public input process. CATS continues to coordinate with local transportation providers in the area, such as Portales Area Transit. Passenger referrals are made to PAT to help meet the needs of the community and surrounding area. Coordination with other transportation providers includes nursing homes, senior center, non-emergency medical providers, disabled transportation, local shuttles/taxi, and the local VA clinic, which transports veterans to the Amarillo VA hospital. Mr. Johnson spoke to the coordination of services with local transportation providers for the local airport. CATS assisted in the application for funding where Clovis Senior Services now transports dialysis patient from Portales to Clovis. CATS and Portales Area Transit are assisting Senior Services with driver personnel during staffing shortages.

For public input, self-addressed/stamped comment cards are available in vehicles as well as the transit facility's lobby, along with surveys. The City's Marketing Director is updating the website, brochure and developing a new brand to coincide with the City's new brand. Another method for public input is the annual survey, which request feedback on program operations. CATS continues to look at the work and service on needs in the area; these needs and goals clearly show the additional demand for service in the Clovis area. Goals and unmet need were met through

their scheduling software. Future goals include service back to full capacity and a replacement plan for an aging fleet. The Manager described their staffing structure and driver shortages, which have greatly impacted their ridership as shown on the charts. For marketing, the City's marketing director promotes the scheduler software; prepares PSAs and press releases; and is revamping the website and brochures, which will be going live soon. Marketing tools include informal meetings with the public, radio spots, newspaper ads, Chamber of Commerce, community profile magazine, newspapers in education and utilization of social media to inform the public. Recent advertisements have been in regard to hiring drivers and encouraging ridership. Mr. Johnson expressed appreciation for the opportunity to showcase their transit system and for the support received by NMDOT.

6. City of Carlsbad – Carlsbad Municipal Transit

Joshua Moore, Transit Manager

Mr. Moore explained to members that Carlsbad Transit has three main modes of transportation, to include demand response and paratransit (basically dial-a-ride), three fixed routes throughout the city and a program where they transport latchkey children from certified daycares to and from schools. Carlsbad Transit's mission is to strive for the provision of safe and accessible transportation to the public and for the welfare of the citizens of Carlsbad. Priority short-term goals include maintaining a fleet in the state of good repair. Mr. Moore spoke to the difficulties with the state and nation with shipping supplies and parts, such as chassis. Currently, eight buses are owed to the transit system. Additional goals include expanding demand response services and fixed routes. An accessibility study has been recently completed; several shelters are planned; and a new mechanic is needed (most repairs are done in-house but some work is farmed out). Rider experience improvements include new shelters and amenities (part of a capital request), new low-floor buses; accessibility; safety (covid practices described); convenience; and implementation of new scheduling and dispatching software. The Manager continued by speaking to long-term goals of meeting community needs; operating safely and efficiently; and continuing to gain public support.

Mr. Moore spoke of coordination of services, locally and with state agencies. Coordination includes a focus on issues encountered and inner-city travel. For paratransit service, the Manager named transportation providers for coordination, such as Premier, Safe Care, Secure, Home Link and Ruidoso Shuttle. Their transit system serves as the backup for Meals on Wheels and Senior Rides for the Southeast Community Action Corporation; coordinates with other transit agencies such as Roswell Transit and Z-Trans; and coordinates with transportation providers such as Valley Transportation, Lyft, and Greyhound. The Manager spoke to the new software that allows scheduling through portals. They coordinate with schools for their Carlsbad After School Transportation (CAST) and all other schools, colleges, day cares and Boys & Girls Club. Coordination occurs with multiple agencies/organizations such as Hope Center (for the homeless), nursing homes, CARC, United Way (veteran transportation), hospitals, Chamber of Commerce, and World Health Organization.

Mr. Moore discussed funding, explaining that Carlsbad Transit usually receives \$5311 or \$5339 funding, depending on opportunities for the year. FY23 funding awards were provided (displayed). He explained they did not require much more for FY24, but they do have a few capital projects. Capital projects include one bus and fifteen more shelters to place on their fixed routes. The sole funder for matching is the City of Carlsbad, using fare revenue.

Regarding public input, Carlsbad Transit is always looking for feedback from the public. Opportunities include city council meetings where the public may speak; comment cards (in vehicles,

and fixed route locations); a 311 hotline; and new software which allows riders to take surveys and offer comments. The principal transportation goals of the Carlsbad Long Range Transportation Plan were discussed. Mapping showing the fixed routes and expansion areas of Carlsbad was displayed and discussed. Regarding need to serve demand, Mr. Moore stated that the demand response and fixed route ridership has increased, approximately 35% over last year. For the medical community, they serve paratransit needs and dialysis for hospitals and clinics. Service is provided to the commercial district (oil field related companies), Income Support Division, courts, soup kitchen, shelters, and others. New and updated improvements include lighted bus shelters with real-time bus finders, updated first-aid kits, and identification on Google Maps with GTFS mapping. The Manager described/displayed multiple marketing strategies, such as radio, print media, on board/fixed route location pamphlets, public presentations, website and social media presence, software, and fun handouts—all to saturate the community with the opportunities they provide. He concluded with a slide presenting ridership and revenue statistics.

Inquiry was made regarding whether they had service to Loving. Mr. Moore responded that they did have service in the past with Loving and are currently coordinating with Loving for service.

Prioritization – §5310 – Transportation for Elderly Individuals & Individuals with Disabilities

1. Zia Therapy Center – Z Trans

Joe Hardin, Director

Sharon Gilsdorf, Chief Financial Officer

The §5310 application is for one vehicle that will be used in some of their in-house programs. Ms. Gilsdorf commented that they have approximately fifty disabled and elderly that are being served in their community, and they have applied for the Braun side-entry wheelchair mini-van. The mini-van is for three-passengers and one wheelchair because that fits the need for these individuals to get them integrated into the community. In addition to in-house programs, there is participation with Live Transitions, which involves the local hospital. Zia coordinates with their two nursing homes, senior homes, and a local senior center. Mr. Hardin provided that Zia always plans forward for anticipated growth. They currently have five vehicles for the §5310 program. If they can expand and secure drivers, they can assist with their large elderly/disabled population. The New Mexico School for the Blind and Visually Impaired is located in Alamogordo, and Zia has helped the School in the past.

Zia is included in the RTPO/MPO Coordinated Public Transit Human Service Plan. With the 5310 Program, they are serving the demand within Alamogordo, Tularosa, and La Luz. The need continues. During the pandemic, several of the individuals served were very immune-compromised and were not getting out into the community. With all businesses opening, they are seeing a rise in the service. The Director spoke to their comprehensive maintenance plan, described maintenance steps, and commented that maintenance is farmed out to ASE-certified mechanics due to licensing through the PRC. In recent years, five new vehicles were received via the City's capital outlay. Older vehicles are starting to have maintenance problems and one of their issues has been acquiring parts. Mr. Hardin concluded by stressing that all drivers are highly trained, receiving training for passenger assistance sensitivity, crisis management, defensive driving and first aid CPR. Drivers have extensive background checks because they do have a daycare center.

Inquiry was made as to whether their vehicles carry automated external defibrillators (AEDs). The Director responded that they do not. Additional inquiry was made on possible expansion into Mescalero. Ms. Gilsdorf commented that Mescalero expansion can be an item for consideration.

B. TAP / RTP – Motorized / CRP 2022 Call for Projects Timeline & Deadlines

Mary Ann Burr reminded members that the Call for Projects was submitted to all on November 10, 2022—when received by NMDOT. A timeline is provided within the Program Guide timelines provided, however, the RTPO needs to establish its deadlines. The schedule displayed (and provided in meeting packets) shows a deadline of January 5, 2023 for PFFs and a deadline of February 15, 2023 for final applications. Final applications are to be submitted to NMDOT by March 10, 2023. District 2 was agreeable with the schedule for the feasibility reviews. The Call-for-Projects is for the TAP, RTP and CRP Programs, and Guides were emailed to members. For the TAP Program, funding amounts for population groups/statewide are listed (P. 3 in the Guide). Ms. Burr listed the amounts and explained that the Call is for unprogrammed funding for FFY2024. She noted that the RTP funding is for motorized. Funding amounts for CRP were provided. She reminded members that all programs are federal and reimbursement (14.56% local match/federal share 85.44%). Inquiry was made on whether there was a scoring/evaluation process. Ms. Burr responded that the applications are vetted during the feasibility review process, and applications are submitted to NMDOT. Applications are then reviewed and ranked by a TAP Selection Committee or a Recreational Trails Advisory Board (RTAB) or a CRP Committee. Awards are then announced. Raul Rodriguez commented that he served on the advisory committees two years ago with the previous call, and they reach out for an objective view for representatives all over the state. Inquiry was made regarding trails, motorized versus pedestrian or bicycle trails. Mr. Najjar commented that they usually apply for recreational trail maintenance and improvements.

JoAnn Garcia, NMDOT TAP-RTP Programs Coordinator (Santa Fe), addressed the group and explained that the current funding is for motorized and monies that are left over. Recreational trails can be included in the TAP funding. Funding amounts provided for small urban were given. Ms. Garcia stated that there is always room to look at other areas and funding opportunities. She encouraged members to contact Beth Forman or herself if they have any questions. Beth Forman, CRP Program Coordinator (Santa Fe), commented that the Carbon Reduction Program is a new program. Funding for the population of 5k to 50k is an estimated amount of 1.6 million per year. Different types of eligible projects are provided in the Guide. Ms. Forman added that CRP is for any type of project designed to reduce transportation emissions, defined as carbon dioxide from on-road highway sources. CRP is like the CMAQ Program, but it looks to carbon dioxide reductions.

Louis Najjar made a motion recommending approval of the TAP-RTP-CRP Timelines. Jeff Honeycutt seconded the motion. A call for votes was taken and with there being no further discussion or objections, motion passed unanimously.

C. Continuation of Review and Discussion of Transportation Project Fund (TPF) project submittal prioritization for FY 24

The Chair reminded members that at previous meeting's TPF discussion, it was agreed that a questionnaire be submitted. Reasonable feedback from the questionnaire was received with balanced responses. The Chair requested any member comments. He suggested continuing with the overall plan. He provided history of the invitations sent out to members for participation with a subcommittee. The subcommittee brought recommendations to a SERTPO meeting where all members voted. He added for this next cycle, a little more structure is needed. There have been suggestions for caps and percentages. It is hard to plan for percentages, limits, or caps when there are unexpected curve balls, such as the cut in TPF by \$5-\$8 million last year. The goal previously set was accomplished by the development of a process and evaluation system that was fair to everyone. There were breakouts [categories] that provided opportunities for small communities to receive funding. A TPF process was put together that utilized shovel readiness, which NMDOT was requesting. It also put a checks and balances on budget and time, which is why it needs to be left in place as it is a multi-year process that

needs a few years to work. He mentioned that the criteria will need to be verified. Last year, all history or data was not necessarily available. This year, the data will be available to give points and evaluate for those criteria. Based on survey responses, discussion is needed on limits and caps. Items for consideration would be the number of applications that can be submitted; whether it is permitted to deny applications that do not meet the criteria; and pros and cons of subcommittee scoring. Ultimately, SERTPO is building a program that NMDOT can support its recommendations. Mr. Burns has visited with other Districts and, thus far, no others are doing the scoring/rating. SERTPO is giving NMDOT what they have requested, which is a checks and balances and an evaluation system that sends its recommendation to the District Engineer and Commissioner. Recommendations will be presented to NMDOT, and they are encouraged to implement such a process throughout the state. The Chair requested member comments.

Louis Najjar commented that he recommends two changes. Agreeing with the earlier interpretation of the survey responses, he recommended that for this year, a cap limit be placed on the amount of the application, monetarily, and, also, a cap on the number of applications per entity per type. He added that those two changes could be made, and members can see how it works out. He recommended evaluating with small changes, considering how convoluted it may become with budget changes. Wes Hooper commented that an issue is being able to protect the region as SERTPO and District 2 understand the demographics here and the needs of the region. He commented that if the system is kept open and it is so watered down and everything is sent up, the projects that we believe are most important may not be funded if funding is cut or it is a political year. Like the previous year, NMDOT is going to try to fund as many projects as possible rather than which projects are important. He expressed that there needs to be a group put together to consider all and bring back the set requirements for the applications. Joe West expressed that he believes every application is important.

Matt White brought up that previously it was stated that an entity could not put more than one street in a project. For some of the smaller towns, they may have two or three streets that they wish to be included in one project. A monetary limit may eliminate multiple street applications. He stressed that larger municipalities may have one project, one street, that could be \$4-\$5 million but for a smaller town, their need would be two or three streets to make up one project. For the City of Jal, they may need to put two or three streets in as one application, and he recommends that the application requirements do not prevent small towns from doing multiple street applications. Louis Najjar agreed with Mr. White's comments and clarified that he recommended a cap on the number of project applications, per entity, per type. Mr. White concurred with limited applications. Mr. Najjar further agreed to the statement of smaller entities, to make up a project of significant cost, requires more than one street. With a tentative February meeting planned, the Chair recommended a workshop for TPF, to make any changes that can be voted on during the meeting. There needs to be discussion and explanations on caps, limits, and definitions (maintenance versus capital projects). Capital projects are important, and there is a potential solution by funding a certain number of capital projects that are improvements and not maintenance. Maintenance funding was successful this year. Roosevelt and Lincoln Counties fared well with the maintenance funding, for example. A workshop setting would ensure getting the project applications properly categorized. Mr. Hooper clarified that his comment on importance was referring to the rankings such as those projects ranked 1, 2, 3, 4, and 5 – what is important to the SERTPO, through prioritization.

Jeff Honeycutt commented that the process started a few years ago was intended for all participating counties and municipalities to make everything equitable because smaller communities cannot compete with the larger communities such as Roswell, Eddy County or Chaves County. Smaller communities do not have engineers on staff. Previous efforts with the process were to make it fair across the board, and he believes that was accomplished based on the funding distributed this year. The maintenance funding was spread out over several different counties and worked out really well, to include

Lincoln County. Mr. Honeycutt commented that the goal had been to help smaller communities who are limited in some areas and cannot compete with larger communities' budgets. He stated that he believes SERTPO is headed down the right path and agreed with Mr. Hooper's comments of the ranking process, making sure it is fair and transparent for all. Mr. Burns added that it was known coming into the process that there would be tweaks to the process. Kevin Kennedy spoke to the questionnaire of the suggestion of dropping planning. The Chair added that there was more support for keeping planning in, and that category will be affected by potential limits. There had been a substantial design project that was funded this past year.

The Chair offered his recommendation, after reviewing comments and until the next meeting (February), to leave the evaluation process scoring and criteria alone for this year. He agreed that there needs to be discussion, either at the February meeting or between now and then, on the limits and caps. He commented that regarding the criteria, there are good criteria, and SERTPO should move forward with the criteria for another year. Chris Little offered comment that before there is any vote, there needs to be subcommittee discussion to talk about criteria and review all. There are some items that are not agreeable to some of the entities, and there needs to be an opportunity to talk on these points. The District 2 office needs to attend the meeting. He recommended that there be a subcommittee to fully discuss and work out all concerns prior to the February meeting. Light discussion was held on the agenda item, and Mr. Rodriguez pointed out it read for discussion on the agenda. Mr. Najjar inquired of District 2 if the schedule is anticipated to be the same for this year (i.e., a call-for-projects released in February). Mr. Sanchez responded that the schedule should remain the same. The Chair stated that a meeting for additional discussions will be scheduled and held; and the information will be sent out and voted on before the next Call-for-Projects. Louis Najjar suggested that a date be considered for the second or third week in January. Discussion continued on areas for discussion. Mr. Little suggested that there are good ideas and comments, but he recommends that the subcommittee step back and look at comments, discuss and debate prior to the February meeting. Discussion was held on the timing of subcommittee; SERTPO meeting(s); and approval of timelines and any changes. Walon Jones commented that there was a subcommittee meeting for discussions on criteria last year. He offered a recommendation that if an entity is questioning the criteria that the subcommittee had put together and brought to SERTPO for approval, to have the entity(ies) provide their recommendation on what they would like to see changed ahead of a meeting to shorten up the timeframe. He added that this could be sent out to the SERTPO Committee where they can make and submit their recommended changes and have the subcommittee meeting. The Chair confirmed for a member that he was already part of the subcommittee and, with there being no further comments, the TPF discussion was concluded. A meeting date will be set, and notification will be shared with members.

INFORMATIONAL ITEMS

SERTPO Program Managers Update

Mary Ann Burr, SNMEDD/COG, reminded members attending virtually to turn in scoring sheets by 5:00 p.m. on Wednesday. Once received, results can be compiled. She also informed members of two upcoming conferences for which they may be interested. The 58th Paving & Transportation Conference is being held on January 4-5, 2023, and the New Mexico Counties Legislative Conference is being held on January 16-19, 2023.

Raul Rodriguez informed members that the Annual Performance & Expenditure Report (APER) is due shortly to NMDOT. He has submitted his quarterly report with the Christmas holidays coming up. If any member wishes to have a recording of the US DOT training presentation held in November, he can make that available, and it will be posted on the www.rtpnrm.org website. He added that the Eastern Plains Council of Governments Board meeting for December has been cancelled.

Local Project Updates / NMDOT Updates

Manon Arnett, District 2, reported that the District has 134 active local government projects in southeastern New Mexico – 31 TPF, 72 LGRF and 31 Capital Outlay. She reminded members to please stick to any project deadlines and urged members with projects to close-out, to get to those in as soon as possible. For those eligible for T/LPAs, she urged them to apply as early as possible via e-mail. Ms. Arnett explained that she is the community liaison and has been visiting with communities. She offered her business cards for any entities in attendance who would like to meet with her.

Francisco Sanchez, District 2 Engineer, commented that the legislative session is coming up, and it is the time they will start meeting with Legislative Finance Committee to propose and discuss the budget they would like to see. TPF is included in the budget, and the District is an advocate for the program. He urged everyone to voice how well the program has worked for their communities to the legislature. TPF funding is recurring, part comes through the excise tax, but a bulk also comes from the General Fund, which comes through legislator partners. He commended SERTPO for what they do. Other Districts are doing their processes differently. He supports the work of the Committee as the locals know their needs and what is best for their communities. As brought up earlier, every road is important to somebody in that community. Together, the best way to come up with projects is needed, with recommendations through District 2, and he can be fully confident when he takes it to the Secretary's office.

Mr. Sanchez added that he will be attending the subcommittee. The base of the evaluation program is good. Tweaking the program is the way for improvement, and they would like to give their voice, collaborate, and be involved in that conversation. He expressed thanks to SERTPO for what they do, working together to make the southeast better.

NEXT MEETING DATE

The Chair will visit with RTPO staff to determine if the next meeting shall be in January or February, and members will be notified.

ADJOURNMENT

The meeting was adjourned at 11:57 a.m.

APPROVED BY:



SERTPO Committee Chair/Vice Chair

2-16-23

Date

ATTESTED BY:



SERTPO Program Manager

2-16-23

Date