

# Southeast Regional Transportation Planning Organization (SERTPO)

## Minutes of the SERTPO Committee Meeting

February 16, 2023 – 10:00 am

Hybrid Meeting (Virtual/In Person)

### MEMBERS PRESENT:

*Member (or Alternate) listed in Alphabetical Order*

Baker, Shelia	City of Hobbs
Bunch, Clint	City of Clovis
Burns, Jason	Eddy County
Chavez, Steven	City of Portales
Kennedy, Kevin	Village of Capitan
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
Onsurez, Jackie (Councilor)	Village of Loving
Osborne, Debbie	City of Alamogordo
Patterson, Jeff	City of Carlsbad
Sales, Rudy	Village of Hope
Serna, Samantha	Village of Ruidoso
West, Joe	Chaves County

### MEMBERS ABSENT:

Bradley, Jerry (Mayor)	City of Texico
Brito, Candy	City of Eunice
Burkett, Mickey (Mayor)	Village of Dora
Dean, Ray (Mayor)	Town of Carrizozo
Garcia, Roman (Mayor)	Town of Vaughn
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
Needham, Corey	Lea County
Porter, Tom	Otero County
Powell, Justin	Town of Dexter
Powell, Leona	Village of Grady
Sainz, Robert (Trustee)	Village of Tularosa
Salazar, Ysidro (Mayor)	Town of Lake Arthur
Seely, Sam (Mayor)	Village of Corona
Summers, Kim	Town of Elida
Valverde, Summer	City of Artesia
Whitcotton, Toni	Village of Floyd

Southeast Regional Transportation Planning Organization (SERTPO)  
Minutes of February 16, 2023 Meeting

---

**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
Griffin, Curtis	NMDOT - Roswell
Matta, Louis	NMDOT - Roswell
Navarette, Eric	NMDOT - Las Cruces
Olds, Shane	NMDOT-Roswell
Rodriguez III, Raul	Eastern Plains Council of Governments (EPCOG)
Sanchez, Francisco	NMDOT District 2 Engineer

**GUESTS PRESENT: \***

Allen, Glenda	City of Roswell (Alternate)
Avitia, Jesus	Souder Miller & Associates
Burroughes, Claire	City of Clovis (Alternate)
Carbajal, Sonia	Village of Hope
Doss, Russell	Souder Miller & Associates (Hobbs)
Flores, Carol	Roosevelt County
Lee, Debi	SNMEDD Consultant
Martinez, Alonzo	Horrocks (Las Cruces)
McAlister, Thomas	
Palomino, Alex	Souder Miller & Associates (Roswell)
Runyan, Richard	Dennis Engineering
Sanchez, Daniel	Roosevelt County
Sasser, Shanna	NM Dept of Finance & Administration
Shields, David	Bohannon Huston (Las Cruces)
Zapata, Adriana	Chaves County

*\*Unknown caller and virtual attendee present*

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

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS**

Committee Vice-Chair Jeff Honeycutt opened and called the meeting to order at 10:00 a.m. Members and guests participated with the Pledge of Allegiance. With nineteen members present, a quorum was established. Introductions were held.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

Kevin Kennedy made a motion to approve the November 29, 2022 minutes as presented. Louis Najar seconded the motion. A call for votes was taken and with there being no discussion or objections, the motion passed unanimously.

**PRESENTATION: NMDOT Permitting**

Curtis Griffin, District 2 Traffic Management Analyst  
Shane Olds, District 2 Traffic Section Permit Agent

Mr. Griffin and Mr. Olds introduced themselves to the members. Additional staff of the Traffic Division were introduced (slide): Jim Skonhovd, Traffic Engineer; James MacCormack, Asst Traffic Engineer; Mike Jones, Traffic Technician; and Barry Galloway, Traffic Technician. Mr. Griffin continued and explained that the Utility permit is the most common. These permits are used by the oil/gas industry and cities for water or any utility in NMDOT Right-of-Way (ROW) that crosses overhead, under, parallel, or in any way enters the NMDOT ROW. The permits are permanent installations and are executed for 25 years with the submission of an as-built plat. Driveway access permits are very common. Individuals may not obtain these permits, however, they should for safety reasons. The Division follows the State Highway Access Management Manual (SAMM) for the rulings on distances and speed. Traffic Control permits, usually issued to contractors with an approved traffic control plan, ensure safety during construction. Any work requiring a traffic control plan requires this permit.

Special events are important during certain times of the year, requiring road closures. These permits should be acquired as the Division has to detour traffic. The Division will assist with the development of a traffic control plan. The Division is trying to set up plans that can be used year to year with the different cities to simplify the process. Landscape permits allow beautification around driveways and businesses, such as plantings and other items along the ROW. State and local rules, setbacks and ADA compliance are considered. While there are some fence permits, they are not as common.

Temporary permits are used mostly by the oil and gas industry. Permits are given for waterlines used for frack jobs, and they usually run along the road, sometimes through an existing covert or some other pipe to get under the road. Removal must occur within ninety (90) days. The most frequent use is for waterline (fresh water). Temporary access is primarily used for site development for a limited time. When work is completed, all must be returned to their original condition—not a permanent driveway.

E-permitting (online permits) is a project being worked on, along with the rest of the state. It is anticipated to affect and benefit fiber optic projects and the oil/gas activity. Permits are anticipated to remain the same, but users will be able to submit permits online. The Division staff will still be available to help. While a timeline has not been established, it should be available within the year. Business cards were made available for contact information.

Alan Briley, NMDOT Roswell, explained that the emphasis on the first couple of slides is in-town development. Major corporations, usually engineers, contact NMDOT and provide a form of development plan beforehand. The Traffic Division engineers (and the presenters) determine locations and the type of preparatory work needed. For some of the smaller developments in-town, the District requests, as part of the local governments' permitting processes, to always include NMDOT Traffic Division if the location is on a state highway (e.g., driveway installations). Except for major corporations and franchises, several entities and such do not realize that they need to come through NMDOT.

Mr. Griffin responded to a question from the audience regarding utility permitting. He also commented that small towns' permitting would go through their office if work is on a state or federal highway. Their office can also assist if the type of highway is in question. Jason Burns inquired if NMDOT has taken steps to expedite the traditional processes with the use of SAMM and traffic impact analyses. He provided examples of the industries, their activity and contact with the County. Mr. Briley responded that the e-permitting is going to simplify permitting as contractors and others will be able to save input and have easy access for the future.

**ACTION ITEMS**

**A. Discussion and Approval of Transportation Project Fund (TPF) Scoring Criteria/Policy and Timeline**

The Chairman provided background whereby members requested a review of the TPF process which included member input (survey) and subcommittee review. An overview of the proposed Mission and Vision statements was given. The Chair mentioned that while much detail will be covered during this meeting, there is also going to be a workshop on February 22, 2023. Ms. Burr added that the SNMEDD Executive Director wanted to have training for those entities who have never applied for TPF and to include an overview of transportation programs. The training is being held at 10:00 am in Room 110, at the ENMU-R Campus Union Building. Invites will be sent out, not only to those who have never applied, but to all to reach those who seek a better understanding of the reasoning of the criteria (TPF).

Regarding *Capital* in the criteria, the Chair explained that he has had communications from different entities regarding this criterion. He referred to the section where it reads “one application per funding year for single road, bridge or connecting road intersection termini project, two application limit.” He recommended changing the criteria to one application limit and change wording from “one application, per funding year, for single road, bridge, or connecting road intersection termini project” to “one application per funding year per entity, or multiple roads, bridge connecting, or road intersecting termini’s.” The Chair explained that following discussions, the capital projects really need to be directed. With the amount of funding and the number of applications anticipated, one capital project should be appropriate. The change will help the evaluation process, both in the time and evaluation processes. Following an inquiry, the Chair clarified that *Capital* is for one application for \$4 million per year per entity; *Maintenance* remains as two applications up to \$2 million each; and *Design* is one application per funding year, two applications, \$500k per application. Entities who really need some planning funding can utilize TPF and then find alternate sources of funding for projects.

Jackie Onsurez requested clarification on *Capital*, regarding the one application with a \$4 million cap and whether it can be for multiple infrastructure projects. The Chair recommended entities to apply for similar projects (e.g., apply separately for roads, apply separately for bridges). While the SERTPO would try to grade if a project includes a road and bridge, it is recommended that the projects be similar, to make it easier for District 2 to make a recommendation for a single application. The Chair reminded all that *Capital* is defined as an improvement to the road. If designs are ready, the plans can be submitted, and the application will be evaluated as presented.

Louis Najar stated that while he is not in disagreement, he urged caution if an entity is including multiple routes on a capital project and provided examples. The Chair also added that during the subcommittee meeting, point values were increased. Last year there was a total of 35 points, and it was changed to 120 points [Capital]. Points were increased so SERTPO could grade better, have more of a spread, make a recommendation, interpolate, and get an accurate score of conditions and designs.

Francisco Sanchez, District 2 Engineer, spoke to the criteria, how it is broken out, and impact on the formula (i.e., if the formula still works). Multiple roads projects, especially for municipalities, may lead to a hybrid. The District Engineer provided examples of different types of improvements, including surfacing. He cautioned members on multiple routes as scopes of work for capital is not going to fit into one box.

The Chair expressed that when SERTPO meets for the presentations and grading, hopefully a newly appointed Commissioner (STC) and District 2 Engineer will be attending. Presentations will be done for all applications, including maintenance. Time limits are anticipated and will be shared with members. Clarification was requested for capital projects. Members were urged to refer to page 1 of the TPF scoring criteria. The Chair responded that it reads “one application per funding year for multiple

road termini, bridge or connecting road projects. One application limit.” The Chair went on to point out that the attachment with the formula was shared with members and gave an overview. He described the rankings from the previous year and explained that for this year, the top three capital projects within the allotted funding will be sent up as 1, 2 and 3. Multiple fours and fives for maintenance will be recommended, based on those who received funding recently and those who have not received funding, based on discussions of the two-year limit on contracts. Design projects will be prioritized as 6, 7 and 8. Remaining maintenance will then follow design, and remaining design to follow maintenance. Applications that are not included in the top recommended rankings will not be rejected. All applications that meet the State criteria will be submitted.

An inquiry was made on the scoring process. The Chair reviewed the timeline, addressing when PFFs are due (3/13/23); the District 2 review period (3/14/23 through 3/27/23); and the applications packages deadline (4/17/23). A self-scored scoring sheet with each application is recommended for member review and consideration during the rating. The intent is to have a very clear and concise scoring process. Applicants should be able to objectively score their projects, using the criteria, and anticipate what the score will be. The Chair continued with the timeline, with the meeting packet deadline (4/28/23) and meeting date for evaluations and presentations (5/4/23). It is anticipated to be a day-long meeting. Raul Rodriguez III made an inquiry into time limits for the presentations. A precise time limit can be determined once the number of applications to be received is known. The Chair described the prior year’s process of forty-four applications with no presentations for maintenance as all were given top points. He provided an estimate of five to eight minutes per presentation. Mr. Najar commented that with self-scoring, the evaluation would continue as a group; questions may be asked of the applicant for clarification; and discussion can be held on scoring, whether higher or lower. The process would resemble one held in earlier years for the Roadway program. He commented that five minutes should be ample time. There will be a presentation for every application for the District Engineer, the Committee and hopefully the newly appointed Commissioner.

Mr. Najar requested members to put forward any comments before a motion is made. Samantha Serna requested that the rating meeting be held the following week due to zoning training on May 4-6, 2023. Following light discussion, the meeting date was changed to May 8, 2023. Louis Najar made a recommendation of moving the date for application packages due from May 17<sup>th</sup> to May 19<sup>th</sup> due to the TransCon conference held that week, to which there was concurrence. Ms. Burr commented that there had been an inquiry into when to submit information for the *Application Verification* as listed on the criteria. The Chair responded that the verification is intended to be submitted with the application. It is used to verify and justify an applicant’s requested score. The Chair called for any additional recommendations or revisions. With there being none, Louis Najar made a motion to approve the TPF scoring criteria and application timeline process with the amendments of one application on Capital as presented by Chairman Burns, timeline change of April 19<sup>th</sup> as the application package due date and the next SERTPO meeting date for rating applications as May 8, 2023. Jeff Honeycutt seconded the motion. A call for votes was taken, and with there being no discussion or objections, the motion passed unanimously.

**B. Resolution No. 23-001 Approving Public Meeting Notice Requirements**

With there being no discussion or questions regarding the resolution, Louis Najar made a motion to approve Resolution No. 23-001 Approving Public Meeting Notice Requirements as presented. Kevin Kennedy seconded the motion. A call for votes was taken with no objections. Motion passed unanimously.



## INFORMATIONAL ITEMS

### **SERTPO Program Managers Update**

Mary Ann Burr announced new members, Jackie Lee Onsurez, Councilor, Village of Loving; Jon Crunk, Commissioner, Lincoln County; and Glenda Allen (Alternate), City of Roswell.

Regarding the TAP Program, Ms. Burr informed members that three applications (i.e., PFFs) were received and feasibility reviews have been conducted. Staff are currently working with application packets, received by the deadline of February 15, 2023. One application was received from Portales, and two applications were received from Mescalero. Staff will continue to work application packets and turn them in by the March 10, 2023 due date.

Members were reminded of the training for next week. Ms. Burr explained that originally the training targeted those entities that have never applied for TPF, but the invitation is now extended to everyone. Transportation Day is scheduled at the Legislature on March 9, 2023. ADA training is also scheduled that same week on March 7-9, 2023. Jessica Best, NMDOT District 2, added the third day of training with the first two days quickly filled.

Regarding Plan activity, Dexter's Comprehensive Plan is coming to completion by the month of April. Hope's Comprehensive Plan is in the process of selecting its Planner. Hagerman's Asset Management Plan currently has their Request for Proposals advertised.

Handouts regarding the NMDOT Annual Public Entity Sale and Annual Hardship Sale were made available on the sign-in table, as well as handouts of the draft TPF Timeline and NMDOT TPF Call-for-Projects.

Raul Rodriguez III spoke to the outreach conducted to municipalities in his region. He is anticipating membership confirmations or has received confirmations from the Village of House (Tomi Miller, Village Clerk); Village of Melrose (Meadow Forget, Mayor) and Village of Causey (Janet Caviness, Councilwoman). Mr. Rodriguez attended the EPCOG Board meeting on March 8<sup>th</sup>, at which time he updated members with transportation activity, to include the TAP/RTP/CRP applications and the TPF Call underway.

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

Alan Briley, District 2, announced his retirement at the end of April. He has forty years in public and civil service. Mr. Briley also spoke about the upcoming ADA training, which has had a good response from local communities. Currently, the District has over \$200 million in construction activity. Regarding the US 285 corridor, there are four projects, from the state line through Loving at approximately \$110-\$120 million. He informed members that in his nearly eight years, District 2 has received statewide-projects-of-the-year on four occasions, which is a good percentage. District 2 does quality work and compliance. He anticipates seeing members at future SERTPO Committee meetings.

Regarding Local Government Road Fund (LGRF), Louis Matta, District 2, commented on their Call-for-Projects with a deadline approaching on March 15, 2023. Staff are currently updating their LGRF PowerPoint and are hoping to have it ready for the training for next week. Copies of the District 2 Permitting presentation will be shared with members, and it was announced that Ms. Burr has a new email address. Inquiry was made regarding Cradle-to-Grave training. Louis Matta explained that a PowerPoint had been in use due to the pandemic. Mr. Matta indicated that if anyone still needs assistance, they can arrange a one-on-one meeting with the entity. An inquiry was made into LGRF funding levels, to which Mr. Matta responded the funding levels have remained flat. The County Arterial program is by formula, and final numbers will not be known until after the legislature. A new LGRF handbook is coming out and will be on the NMDOT website. When the new handbook is released, District 2 will send out notifications.

Southeast Regional Transportation Planning Organization (SERTPO)  
Minutes of February 16, 2023 Meeting

---

District 2 Engineer Francisco Sanchez commended all members for their efforts in the TPF criteria and evaluation process. He is familiar with other Districts' activities, and he believes SERTPO has the best structure being put forth to be equitable to all communities in southeastern New Mexico. He added that new Cabinet Secretary Ricky Serna is an advocate for local entities. The District continues to voice the benefits of TPF as it is one of the best programs they have. They continue to see a level of funding for TPF. He thanked everyone for their support.

**NEXT MEETING DATE**

Chairman Burns described a new planned physical layout for future meetings, with meetings continuing in hybrid format. Louis Najjar offered information to members regarding proposed changes for the use of the meeting facility by public entities. The next meeting date is May 8, 2023.

**ADJOURNMENT**

Motion was made by Louis Najjar for adjournment. Motion was seconded by Jeff Honeycutt. A call for votes was taken. With there being no objections, the motion passed, and the meeting adjourned at 11:03 a.m.

**APPROVED BY:**

  
\_\_\_\_\_  
SERTPO Committee Chair/Vice Chair

5-8-2023  
\_\_\_\_\_  
Date

**ATTESTED BY:**

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

5-8-23  
\_\_\_\_\_  
Date