

# Southeast Regional Transportation Planning Organization (SERTPO)

## Minutes of the SERTPO Committee Meeting

January 31, 2024 – 10:00 am

Ruidoso Convention Center

### MEMBERS PRESENT:

*Member (or Alternate) listed in Alphabetical Order*

Autrey, Deborah	City of Texico
Ball, Crystal	City of Lovington
Brito, Candy	City of Eunice
Bunch, Clint	City of Clovis
Burns, Jason	Eddy County
Fulkrod, Brian	Village of Melrose
Garwood, Mark (Trustee)	Village of Tularosa
Henry, Anthony	City of Hobbs
Honeycutt, Jeff	Lincoln County
Jarvis, Joe	City of Ruidoso Downs
Kennedy, Kevin	Village of Capitan
Little, Christopher	Mescalero Apache Tribe
MacCornack, James	City of Roswell
McVey, Jo	City of Portales
Moyer, Brent	De Baca County
Myrick, Van	City of Jal
Porter, Tom	Otero County
Rael, Stella	City of Alamogordo
Ramos, Justin	City of Carlsbad
Sallee, Debra	Town of Lake Arthur
Sanchez, Daniel	Roosevelt County
Serna, Samantha	Village of Ruidoso
Vega, Vyanca	Village of Cloudcroft
West, Joe	Chaves County

### MEMBERS ABSENT:

Burkett, Mickey (Mayor)	Village of Dora
Gallegos, Louie (Mayor)	Village of Fort Sumner
Garcia, Roman (Mayor)	Town of Vaughn
Hemphill, Bob (Mayor)	Town of Carrizozo
Jennings, Dan (Councilor)	Town of Hagerman
Kalisek, Joe (Councilor)	Town of Tatum
King, Kris (Mayor)	Village of Causey
Leatherwood, Dusty (Commissioner)	Curry County
Needham, Corey	Lea County
Onsurez, Jackie (Councilor)	Village of Loving
Powell, Justin	Town of Dexter
Sales, Rudy	Village of Hope
Schell, Jimmy (Mayor)	Village of Grady
Seely, Sam (Mayor)	Village of Corona
Summers, Kim	Town of Elida
Valverde, Summer	City of Artesia
Whitecotton, Toni	Village of Floyd

**COG/NMDOT STAFF PRESENT:**

Arnett, Manon	NMDOT – Roswell
Burr, Mary Ann	Southeastern New Mexico Economic Development District (SNMEDD)
Coslin, Libby	NMDOT – Roswell
Goebel, Branden	Eastern Plains Council of Governments (EPCOG)
Soule, Vincent	Eastern Plains Council of Governments (EPCOG)
Sherman, Valerie	NMDOT – Las Cruces
Surina, Julie	Eastern Plains Council of Governments (EPCOG)

**GUESTS PRESENT:**

Archer, Hazer	Eddy County (Alternate)
Autrey, Oran	City of Texico
Benavides, Brian	City of Portales
Campbell, Lisa	Stantec
Cummins, Shannon	City of Eunice
Davalos, Minerva (Mayor)	Village of Capitan
Duran, Mingo	City of Portales (Alternate)
Groesbeck, Lauren	Village of Cloudcroft
Hall, Wesley	Stantec
Jimenez, Pablo	Otero County
Lucero, Amanda	De Baca County
Palomino, Alex	Chaves County
Paulk, Gene	Stantec
Ruvalcaba, Imelda	City of Eunice (Alternate)
West, Tammy	Westt, LLC

**CALL TO ORDER / QUORUM (11)**

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS**

Chairman Jason Burns called the meeting to order at 10:00 a.m. With twenty-four members present, a quorum was established. Members/guests participated with the Pledge of Allegiance. Introductions were held.

**APPROVAL OF AGENDA**

Kevin Kennedy made a motion to approve the agenda, as presented. Joe West seconded the motion. A call for votes was taken and with there being no objections, the motion passed by unanimous vote.

**APPROVAL OF MINUTES**

Chairman Burns asked members if there were any questions or comments regarding the minutes from the November 30, 2023 meeting held in Portales. With there being no comments, Samantha Serna made a motion to approve the November 30, 2023 minutes as presented. Crystal Ball seconded the motion. A call for votes was taken, and the motion passed unanimously.

**PRESENTATION: Use of Price Agreements**

Tammy West, Public Procurement Educator

Ms. West explained to members that her purpose was to discuss the use of price agreements and how they can help entities make purchasing quicker and all-around easier. Ms. West spoke to her background, serving as public consultant for governments statewide in procurement. Although retiring, she made herself available for procurement assistance and spoke to how she can be contacted.

Ms. West provided background on procurement, starting with the New Mexico Procurement Code. The sections of the law were both listed and displayed for members via PowerPoint. The Procurement Code is applicable to all public agencies in New Mexico, even quasi-government agencies. If an entity spends public funds, or is given government funds to spend, the Code is applicable. The Code applies to every expenditure, by state agencies or local public bodies—anyone who is spending public dollars. It applies to tangible personal property, services, and construction. In public procurement, professional services are different than services, and they are subject to different requirements. If the local government is hiring or contracting for professional services, they are subject to different thresholds/requirements. And, this applies to grants, state allocations and federal funds.

If receiving federal or grant funds, the funding document itself, the agreement that allocates the funding to the agency, may have specific requirements written into it. Ms. West explained that it is important to have someone in the organization (e.g., purchasing person, grants person) who needs to be aware of any restrictions or requirements specific to agreements. The caution is that the agreement may state that the agency cannot use an existing price agreement, which occurs often with federal contracts. If the agreement contains such language, the agency will have to utilize an Invitation for Bid or Request for Proposals (RFP). If the agreement does not have restrictive language, the agency should consider the use of price agreements.

Clarification was made that if the agency is buying land or buildings (or selling), it is not covered in the Procurement Code. Real property is covered in Chapter 47 of the statute. Exemptions from the Code were mentioned, one of which was procurement by a state agency/local public body from a state agency/local public body (i.e., doing business with each other). Another exemption applies to municipalities who have adopted home rule charters and have their own regulations.

The presenter displayed and discussed the definition of a price agreement. It was also stressed how purchase orders, a binding contract document, must be issued prior to acquiring the items or services. The steps involved in establishing a price agreement were covered, to include the formal invitation for bid, award to the lowest responsive bidder and term of the agreement. All statewide price agreements, issued by State Purchasing, are available for use by all public agencies in the state. Other governmental entities may or may not have the language included in the invitations for bid that states that anybody else can use it. The key point is that if the agreement that is being relied on does not state the required language somewhere in the agreement, contract, or initial Invitation for Bid or RFP that was used, it cannot be used legally and could cause an audit finding. While it may be permissible in other states, NM State Purchasing and Procurement considers *piggybacking* the use of a contract that does not have the required language and is not authorized by law. Ms. West referenced/discussed the statute that allows the utilization of pricing agreements; provided guidance on quantities; and discussed the need for including the statewide pricing agreement on the purchase order.

Ms. West spoke about the benefits of utilizing pricing agreements, which makes purchasing easy and saves time. She continued to discuss bulk buying power/pricing, to include state agencies' requirements to use pricing agreements. Vendors and products are vetted (e.g., materials for NMDOT pricing agreements), and she encouraged local vendors to participate in statewide pricing agreements. The weblinks for price agreements was provided for State Purchasing, NM Department of Transportation and Cooperative Education Services (CES). Ms. West also spoke to national procurement groups and other governmental entities and provided

examples. She emphasized that state/contracting agencies must utilize established price agreements while it is an option for local public bodies/other agencies.

Documentation was discussed. The purchasing person may download the entire pricing agreement and keep it for three years. The price agreement number must be referenced on all purchase orders. Due to the size of the pricing agreements, Ms. West reviewed the shortened backup documentation for purchase orders. A copy of a Statewide Price Agreement was displayed, and particular attention was paid to the shipping section information (i.e., the language reading “*local public bodies allowed by law*”), the price agreement number and term. A copy of an “Agency Specific” Price Agreement for NMDOT and its various locations was reviewed. Following some background, Ms. West offered that an individual within NMDOT has stated that beginning in February, NMDOT is going to begin including *local public bodies* in their price agreements. She cautioned that it may not be in all price agreements, and a local government needs to ensure the price agreement has the required language.

Ms. West responded to member questions and proceeded to discuss a State Purchasing Division memorandum that addressed the use of piggybacking. She also referenced two NMDOT Price Agreements that currently contain the required language. Links for accessing pricing agreements were provided, and Ms. West recommended searching by vendor, if known. Group discussion included that maintenance TPF project awards are encouraged to utilize pricing agreements, to get the monies spent. Eddy County spoke about their pricing agreements and their success. Ms. West responded to an inquiry regarding municipalities using an RFP for services. She recommended, in addition to the inclusion of the proper language expanded use, the signing of a participating agreement, like the methods used by CES or ACES. Ms. West provided her contact information, for any questions.

#### **ACTION ITEMS**

##### **A. FY2025 Transportation Project Fund (TPF) Application Timeline Approval**

The Chair asked members if they have reviewed the Timeline and have any comments. There have not been any changes to the process. Chairman Burns informed members that he has been visiting with Santa Fe, and the TPF funding is expected to be the same amount of funding as last year. Ms. Burr added that she has communicated with the Project Oversight Division Director Sean Sandoval. The Call has been submitted for signature and should be released shortly. A member inquired about the Bootcamp training. Discussion was held on the number attending, the venue and last year’s training. Chairman Burns informed all that the training is open to everyone. Regarding the timeline, Ms. Burr explained those dates that will be updated upon the release of the Call, however key dates will remain the same. Chairman Burns emphasized key dates being when PFFs are due (March 7<sup>th</sup>); when applications are due (April 25<sup>th</sup>); and SERTPO meeting date for rating applications (May 16<sup>th</sup>). The SERTPO meeting will be in person, and it is planned to be attended by the District 2 Engineer and District 2 Commissioner.

A motion was made by Clint Bunch to approve the TPF Timeline, and the motion was seconded by Kevin Kennedy. A call for votes was taken and with there being no objections, the motion passed unanimously.

##### **B. Resolution No. 24-001 Approving Public Meeting Notice Requirements**

The Chair discussed the purpose of the resolution and requested any questions or comments. With there being no comments, Brent Moyer made a motion to approve Resolution No. 24-001. The motion was seconded by Joe West. A call for votes taken and with there being no objections, the motion passed unanimously.

## **INFORMATIONAL ITEMS**

### **SERTPO Program Managers Update**

Mary Ann Burr spoke to the Recreational Trails Program (RTP) Call for Projects. A date of January 11, 2024 was previously set for the submission of Project Feasibility Forms (PFFs). She reported that no PFFs were received by either Council of Governments. Ms. Burr informed members that she has been working on the annual mailing for member confirmations, and it has prompted some changes. For Lea County, Benjamin Henderson, Road Superintendent, is the new Alternate. Lake Arthur has a new Alternate, Debra Sallee, Town Clerk. Mark Garwood, Councilor, is the new Representative for Tularosa, and Manuel Brusuelas, Councilor, is the new Alternate (Tularosa). Joe Kalisek, Councilor, is the new Representative for Tatum, and Jimmy Atkinson, Councilor, is the new Alternate (Tatum).

The 2024 New Mexico Transcon Conference is being held April 17-19, 2024 in Las Cruces. Registration should be available online beginning February 20, 2024. Transportation Day is being held at the Legislature on February 8, 2024. Vincent Soule, EPCOG, offered the information that the RAISE grant application cycle is still open. The information has been emailed to members, but COG staff can get the information to members as needed.

Julie Surina, EPCOG, welcomed their new members. Debra Autrey, Mayor, is the new Representative for Texico, and the new Alternate, is Connie S. Harrison. For Fort Sumner, Brent Moyer is Representative, and Alternate is William West. For Portales, Jo McVey is Representative and Alternate is Placido (Mingo) Duran. Vincent Soule, EPCOG, introduced their new Grant Specialist, Branden Goebel.

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

Manon Arnett, District 2, announced that the Call for Projects for LGRF was released recently. Applications are due March 15, 2024. She added that there will be LGRF training on February 16, 2024, as part of the Bootcamp training. Further, there is training in April for Local Public Agency (LPA) federal programs. She mentioned that if an entity wishes to participate in federal programs such as Recreational Trails Program or Congestion Mitigation and Air Quality Program (CMAQ), the entity will have to be certified.

### **Local Government Comments / Issues**

Chairman Burns spoke to the legislative session. There is a big push from the southeast for more spending on infrastructure and roads. Additional monies are being sought for NMDOT's budget so roads may be completed. The Transportation Committee is working towards that, with partnerships, to get more funding on the ground with the monies available. The Transportation Project Fund (TPF) bill is in, and if it fails this year, the longer session next year will allow for more discussion on the pros of the bill.

Regarding TPF, the Chairman expressed that he hopes everyone has started working on project(s) and have identified their project(s). He is looking forward to another good turnout this year, going through the process one more year. He mentioned that SERTPO is getting recognition from all levels from NMDOT and around the state. Attendance on this date is great, and meetings will continue to be rotated around the region. The Chair expressed appreciation for the Village of Ruidoso's hosting of the meeting facility.

Southeast Regional Transportation Planning Organization (SERTPO)  
Minutes of January 31, 2024 Meeting

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**NEXT MEETING DATE/ADJOURNMENT**

The next meeting date proposed was for Thursday, March 21, 2024 in Artesia, New Mexico. Joe West made a motion for adjournment. Motion was seconded by Jeff Honeycutt. A call for votes was taken. With there being no objections, the motion passed by unanimous vote at 11:03 a.m.

**APPROVED BY:**

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

3-21-24  
\_\_\_\_\_  
Date

**ATTESTED BY:**

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

3-21-24  
\_\_\_\_\_  
Date

# Southeast Regional Transportation Planning Organization (SERTPO)

## Minutes of the SERTPO Committee Meeting

March 21, 2024 – 10:00 am

Eddy County Fairgrounds Community Center

### MEMBERS PRESENT:

*Member (or Alternate) listed in Alphabetical Order*

Barrios-Testa, Angie	City of Carlsbad
Burns, Jason	Eddy County
Fulkrod, Brian	Village of Melrose
Garwood, Mark (Trustee)	Village of Tularosa
Jarvis, Joe	City of Ruidoso Downs
Jimenez, Pablo	Otero County
Jones, Walon	Curry County
Kalisek, Joe (Councilor)	Town of Tatum
Kennedy, Kevin	Village of Capitan
Little, Christopher	Mescalero Apache Tribe
Lucero, Catalina (Mayor Pro Tem)	Town of Vaughn
MacCornack, James	City of Roswell
Martinez, Michael	Village of Ruidoso
McVey, Jo	City of Portales
Miranda, David	City of Lovington
Myrick, Van	City of Jal
Ruvalcaba, Imelda	City of Eunice
Sallee, Debra	Town of Lake Arthur
Sanchez, Daniel	Roosevelt County
Serna, Samantha (Commissioner)	Lincoln County
Seepersad, Kristalyn	City of Hobbs
Vega, Vyanca	Village of Cloudcroft
West, Joe	Chaves County

### MEMBERS ABSENT:

Autrey, Deborah (Mayor)	City of Texico
Bunch, Clint	City of Clovis
Burkett, Mickey (Mayor)	Village of Dora
Gallegos, Louie (Mayor)	Village of Fort Sumner
Hemphill, Bob (Mayor)	Town of Carrizozo
Jennings, Dan (Councilor)	Town of Hagerman
King, Kris (Mayor)	Village of Causey
Moyer, Brent	De Baca County
Needham, Corey	Lea County
Onsurez, Jackie (Councilor)	Village of Loving
Powell, Justin	Town of Dexter
Rael, Stella	City of Alamogordo
Sales, Rudy	Village of Hope
Schell, Jimmy (Mayor)	Village of Grady
Seely, Sam (Mayor)	Village of Corona
Summers, Kim	Town of Elida
Valverde, Summer	City of Artesia
Whitecotton, Toni	Village of Floyd

**COG/NMDOT STAFF PRESENT:**

Arnett, Manon	NMDOT – Roswell
Baker, Bobby	NMDOT - Roswell
Burr, Mary Ann	Southeastern New Mexico Economic Development District (SNMEDD)
Bush, Michelle	NMDOT - Roswell
Coslin, Libby	NMDOT – Roswell
Crane, Jessy	NMDOT - Roswell
Surina, Julie	Eastern Plains Council of Governments (EPCOG)

**GUESTS PRESENT:**

Archer, Hazer	Eddy County (Alternate)
Astorga, Gabriel	City of Lovington
Castillo, Reena	Town of Vaughn
Cummins, Shannon	City of Eunice
Davalos, Minerva (Mayor)	Village of Capitan
Duran, Mingo	City of Portales (Alternate)
Gomez, Diana	Bohannon Huston, Inc. (Las Cruces)
Honeycutt, Jeff	Lincoln County (Alternate)
Lucero, Jim	New Mexico Economic Development Dept.
Oliver, Nora	Bohannon Huston, Inc. (Las Cruces)
Ramos, Justin	City of Carlsbad (Alternate)
Sanchez, Adam	Village of Ruidoso (Alternate)
Wilson, Kevin	New Mexico Economic Development Dept.

**CALL TO ORDER / QUORUM (9)**

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS**

Chairman Jason Burns called the meeting to order at 10:00 a.m. With twenty-three members present, a quorum was established. All participated with the Pledge of Allegiance. Introductions were held.

**APPROVAL OF AGENDA**

Walon Jones made a motion to approve the agenda, as presented. Brian Fulkrod seconded the motion. A call for votes was taken and with there being no objections, the motion passed by unanimous vote.

**APPROVAL OF MINUTES**

Chairman Burns asked members if there were any questions, comments, or concerns regarding the minutes from the January 31, 2024 meeting. With there being no comments, Mike Martinez made a motion to approve the minutes. Joe Jarvis seconded the motion. A call for votes was taken, and the motion passed unanimously.

**PRESENTATION: NMDOT District 2 Permitting**

Robert Baker, P.E., Assistant Traffic Engineer  
Jessy Crane, Technical Support Engineer

District 2 staff introduced themselves. Ms. Crane spoke regarding the Traffic Division, positions staffed (and unstaffed) and types of permits. She explained that the permits are needed prior to conducting work or having other activities within the NMDOT's Right-of-Way (ROW). The utility, driveway access and traffic control/roadway work permits are the most common and are reviewed daily. There are also seasonal permits



called special event permits which take place each year for holiday occasions. The full list of permits was displayed.

Ms. Crane spoke to required utility permit types which include electric, gas, fiber optic, oil and water. The permit is for the permanent installation of the utility, has a term of twenty-five years and requires the submission of as-built drawings. She spoke about the types of utility permits, parallel or crossing; how applications are either approved or denied on an individual basis; and NMDOT requirements for pipe casing under the roadway.

For driveway access, the Technical Support Engineer explained that any new access within the NMDOT ROW must be permitted. She added that the State Highway Access Management Manual (SAMM) provides the procedures and standards for the protection of the state highway system.

The traffic control/roadway work permit is issued for all work performed with the NMDOT ROW. This permit requires a traffic control plan and a certificate of insurance (COI) from the contractor. The permit is usually tied to a utility or other permit. The permit is also used for repair or maintenance work. Area patrol is contacted when there is work being done in their area.

Special event permits are required to include traffic control, which may include detour routes or road closures. The Division is helping with traffic control plans for annual events to expedite the processing of special event permits. Ms. Crane spoke to landscape and fence permits, which allow homes and businesses to plant or construct fences in the ROW. Each must follow state and local regulations, ADA, setbacks and clear zones.

Temporary utility and access permits were discussed. Temporary utility permits are common in the southern region of the district, being either safe overhead or buried. Above ground water lines were displayed. Such lines are used to transfer freshwater for fracturing oil and gas wells. The permits have a term of no more than ninety days, and lines must be removed at the end of the permit. Temporary access permits are common for site developments and are for a limited time. The area must be restored to its original condition.

Ms. Crane explained that the Division is in the process of transitioning to e-permitting. In the past, they have received paper copies of permits and issued permits via email. The Division has been working on the e-permitting system for two years, which allows all permits to be completed online by the customer. NMDOT will review and approve all permits online. The Division has been diligently working with the system, which is scheduled to go live on Monday, March 25, 2024. A screenshot of the customer portal login and dashboard were displayed. Ms. Crane explained testing is being continued. Links to permit applications, the NMDOT Utility Page and District 2 Permitting contact information were provided.

An inquiry was made on whether the e-permitting was for the District only or statewide. Ms. Crane responded that it is a statewide program, with all six Districts doing the same User Acceptance testing at the same time. An additional inquiry was made regarding emergencies. The Technical Support Engineer explained it would be the same as it is now in that the entity needs to get the permit in as soon as possible. As soon as the customer submits an application for review, all staff receive email notification that a new application has been received. Discussion was held on operators, temporary use and access permitting, with permitting for the ninety days now being encouraged. Ms. Crane explained that for those individuals without internet, they may complete the paperwork and bring it to the Division. The Division will be able to go online and create the application for the customer. Technology is ever growing and as they work through the system, it will be beneficial in the long run. A member expressed gratitude to the District for working with them on their road project and inquired on training. Ms. Crane provided that after a few weeks of the system being live, they can arrange virtual training. A member inquired if fees for permits are provided. Ms. Crane stated there are no fees, except for the \$500.00 telecommunication permit. Inquiry was made on the driveway permitting. Ms. Crane responded that like the paper form (for office use only), the Division will continue to complete that section on the back end (online).

## **ACTION ITEMS**

### **Election of Officers**

The Chairman explained the manner for holding elections, the office of Chairman first, followed by the Vice-Chairman. The floor was opened for nominations for Chairman. Jason Burns made nomination/motion of Jeff Honeycutt as Chairman. Seconded by Joe West. Adam Sanchez made nomination/motion of Mike Martinez as Chairman. With there being no further nominations, nominations were closed. A call of votes with a show of hands was held, with Jeff Honeycutt receiving 19 votes and Mike Martinez receiving 7. Jeff Honeycutt was elected as Chairman.

Nominations were opened for Vice-Chairman. Samantha Serna made nomination of Hazer Archer for Vice-Chairman. Chris Little made nomination of Mark Garwood for Vice-Chairman. Jeff Honeycutt made nomination of Joe Jarvis for Vice-Chairman. A call of votes with a show of hands was held, with Hazer Archer receiving 7; Mark Garwood receiving 4 votes; and Joe Jarvis receiving 8. Joe Jarvis was elected as Vice-Chairman. These officers will preside over the next meeting.

## **INFORMATIONAL ITEMS**

### **SERTPO Program Managers Update**

Mary Ann Burr explained that Transportation Project Fund (TPF) PFF reviews were nearly completed with the last of the reviews being held in the following week. Forty-three Project Feasibility Forms (PFFs) were received from twenty-three entities. The total number is approximately the same number of PFFs in the previous year, with one less. There were eleven Capital, thirteen Design, and nineteen Maintenance PFFs. Final applications are due April 25, 2024. If applications are received earlier, it enables the packets to be sent out earlier. Ms. Burr announced the May 16<sup>th</sup> rating meeting being held in Ruidoso.

The Chairman explained that the District 2 Engineer and Commissioner will be at a State Transportation Commission on the 16<sup>th</sup>, and the meeting needs to be moved to the next week. The meeting date was moved to Thursday, May 23, 2024 from 8:30 am to 2:00 pm. The format of the meeting is expected to be the same as last year, with Capital first, followed by Design and finishing with Maintenance. Time limits will be the same; PowerPoint presentations are allowed; and there will be no virtual components. The Chairman encouraged all applicants to have their self-scored form, based on the evaluation sheets sent out. He urged all to be realistic on the evaluation sheet, ready to explain/defend the score.

Ms. Burr added that there is a T/LPA training in Roswell on April 10-11, 2024 – the required training for federal funding. Manon Arnett, District 2, informed all that while training is currently in-person, the training will be offered online next year (after this round of training).

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

Manon Arnett announced that they have just received the LGRF funding, and the funding remains flat. LGRF information needs to be submitted to Libby Coslin.

### **Local Government Comments / Issues**

The Chairman spoke on the TPF program. The TPF process is working. There has been a conversation with the State Legislature to increase the TPF. That effort was attempted this year, but it did not happen. Extra funding went to NMDOT for its maintenance projects. TPF is an efficient process of dollars to dirt in getting local projects done. District 2 received an additional 3 million in TPF project funding last year. SERTPO has the projects and a process to evaluate them. He added that moving the meetings around has worked and it has increased attendance.

**NEXT MEETING DATE/ADJOURNMENT**

The next meeting date was set for Thursday, May 23, 2024 in Ruidoso, New Mexico (location to be confirmed). Mike Martinez offered his assistance in securing the meeting facilities. The City of Eunice has requested to host the meeting after the month of May. Kevin Kennedy thanked the Chairman for his service, carrying SERTPO to this point. Members agreed and applauded the Chairman.

Mark Garwood mentioned funding that is intended to help communities with their match on federal projects, starting in July. Light discussion was held on the program which is being administered by the Department of Finance & Administration. Additionally, the extension was passed for the Recreational funding (legislative session).

Joe Jarvis made a motion for adjournment. Van Myrick seconded motion. A call for votes was taken. With there being no objections, the motion passed by unanimous vote at 10:41 a.m.

**APPROVED BY:**

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

5/23/24  
\_\_\_\_\_  
Date

**ATTESTED BY:**

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

5-23-24  
\_\_\_\_\_  
Date

# Southeast Regional Transportation Planning Organization (SERTPO)

## Minutes of the SERTPO Committee Meeting

May 23, 2024 – 8:30 am  
Ruidoso Convention Center

### MEMBERS PRESENT:

*Member (or Alternate) listed in Alphabetical Order*

Ball, Crystal	City of Lovington
Barrios-Testa, Angie	City of Carlsbad
Bejarano, Rebecca (Councilor)	Town of Dexter
Bunch, Clint	City of Clovis
Burns, Jason	Eddy County
Davis, Ashley	Mescalero Apache Tribe
Dominguez, Juan	Roosevelt County
Forget, Meadow (Mayor)	Village of Melrose
Gallegos, Louie (Mayor)	Village of Fort Sumner
Garcia, Roman (Mayor)	Town of Vaughn
Garwood, Mark (Trustee)	Village of Tularosa
Hemphill, Bob (Mayor)	Town of Carrizozo
Jarvis, Joe	City of Ruidoso Downs
Jones, Walon	Curry County
Kalisek, Joe (Councilor)	Town of Tatum
Kennedy, Kevin	Village of Capitan
MacCornack, James	City of Roswell
Martinez, Michael	Village of Ruidoso
McVey, Jo	City of Portales
Myrick, Van	City of Jal
Porter, Tom	Otero County
Sallee, Debra	Town of Lake Arthur
Serna, Samantha (Commissioner)	Lincoln County
Seepersad, Kristalyn	City of Hobbs
Vega, Vyanca	Village of Cloudcroft
West, Joe	Chaves County

### MEMBERS ABSENT:

Autrey, Deborah (Mayor)	City of Texico
Brito, Candy	City of Eunice
Burkett, Mickey (Mayor)	Village of Dora
Jennings, Dan (Councilor)	Town of Hagerman
King, Kris (Mayor)	Village of Causey
Moyer, Brent	De Baca County
Needham, Corey	Lea County
Onsurez, Jackie (Councilor)	Village of Loving
Rael, Stella	City of Alamogordo
Sales, Rudy	Village of Hope
Schell, Jimmy (Mayor)	Village of Grady
Seely, Sam (Mayor)	Village of Corona
Summers, Kim	Town of Elida
Valverde, Summer	City of Artesia
Whitecotton, Toni	Village of Floyd

**COG/NMDOT STAFF PRESENT:**

Arnett, Manon	NMDOT – Roswell
Burr, Mary Ann	Southeastern New Mexico Economic Development District (SNMEDD)
Goebel, Branden	Eastern Plains Council of Governments (EPCOG)
Matta, Louis	NMDOT - Roswell
Sanchez, Francisco	NMDOT – District 2 Engineer
Soule, Vincent	Eastern Plains Council of Governments (EPCOG)
Surina, Julie	Eastern Plains Council of Governments (EPCOG)
Tonjes, Gary	NMDOT – District 2 Commissioner

**GUESTS PRESENT:**

Abell, Ivan M.	City of Carlsbad
Archer, Hazer	Eddy County (Alternate)
Astorga, Gabriel	City of Lovington
Castillo, Reena	Town of Vaughn
Dixon, Tina (Chairwoman)	Roosevelt County
Fresquez, Ray	Stantec (Roswell)
Fulkrod, Brian	Village of Melrose
Garcia, Yolanda	Town of Vaughn
Groesbeck, Lauren	GG Consulting
Hall, Wes	Stantec
Hamilton, Amber	Roosevelt County
Honeycutt, Jeff	Lincoln County (Alternate)
Howalt, Justin	City of Clovis
Jimenez, Pablo	Otero County (Alternate)
Lucero, Catalino (Mayor Pro Tem)	Town of Vaughn
Palomino, Alex	Chaves County
Pino, Jessi	Mescalero Apache Tribe
Ramos, Justin	City of Carlsbad (Alternate)
Ramsey, Aaron	Wilson & Company
Salcido, Kevin	Mescalero Apache Tribe
Sanchez, Adam	Village of Ruidoso (Alternate)
Turner, Vincent C. (Mayor)	Village of Cloudcroft
Wall, Jamie	Village of Fort Sumner

**CALL TO ORDER / QUORUM (9)**

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS**

Chairman Jeff Honeycutt called the meeting to order at 8:32 a.m. With twenty-six members present, a quorum was established. The Chairman informed members that in addition to the self-scored rating sheet handouts, blank scoring sheets were available. All participated with the Pledge of Allegiance, and introductions were held.

**APPROVAL OF AGENDA**

Jason Burns made a motion to approve the agenda as presented. Joe Jarvis seconded the motion. A call for votes was taken, and with there being no objections, the motion passed by unanimous vote.

## **APPROVAL OF MINUTES**

The minutes from the March 21, 2024 meeting were considered for review/comment/approval. With there being no comments/changes, Justin Ramos made a motion to approve the minutes. Joe West seconded the motion. A call for votes was taken, and the motion passed unanimously.

## **ACTION ITEMS**

### **A. Resolution No. 24-002 Approving the SNMEDD/COG and EPCOG FFY25-26 Regional Work Programs and Budgets**

Mary Ann Burr spoke to the requirements for the two-year Regional Work Programs (and budgets). There were no extraordinary changes in the work programs or budgets (totals unchanged). Due to the timing of future meetings, the item was added to this month's meeting as staff need approval by July 1<sup>st</sup> to meet requirements. Mike Martinez made a motion to approve Resolution No. 24-002, and the motion was seconded by Vyanca Vega. A call for votes was taken, and with there being no comments/objections, the motion passed unanimously.

### **B. Transportation Project Fund (TPF) Presentations and Scoring Evaluations**

The Chairman reminded members of the time limits and stated there would be group consensus for the final score. Discussion was held on the format of presentation and the group consensus on the score. Crystal Ball made a motion to proceed with presentation and group consensus scoring. Vyanca Vega seconded the motion. A call for votes was taken and with there being no comments/objections, the motion passed unanimously.

#### **Capital Presentations / Scoring Evaluations**

##### **1. Artesia - US 285 and Mill Rd Intersection Improvements**

Presenter: Jason Burns (Eddy County), on behalf of Byron Landfair (Artesia)

Mr. Burns explained that the City has applied for \$1.8 mil for an intersection improvement at the intersection of US 285 and Mill Rd in Artesia. The project is a priority for the City of Artesia and has been coordinated with NMDOT. Regarding the condition of the intersection, it is currently a four-way stop, and it is on a very busy highway. A tractor supply is situated there, and it is going into Artesia's new industrial complex that is being developed. A local development near the complex includes a hospital. The intersection, which needs to be signalized, is a high priority. At this location, there have been several wrecks and a few fatalities in the past few months. The County and the City partnered on doing a warrant study, per NMDOT, for their review. The study has been reviewed and returned with comments. The design is approximately 30-40% complete and is moving forward. Regarding condition, the project is definitely needed and a safety risk. Procurement will be a fifteen-day procurement. The design will be ready to go by the time of award, if awarded.

Mr. Burns explained this is the City of Artesia's first TPF application for funding. The City has no current funding. Points submitted for partnership reflect NMDOT as they have buy-in on this NMDOT intersection. For phasing, it will be a complete project. He commented on attendance scoring. For connectivity, the project connects several developments. He spoke to the nature of traffic (fast) and driver inattention. Installing signalization and lighting will benefit the intersection with future anticipated traffic. The route is used to access Artesia for traffic coming in off 13<sup>th</sup>, avoiding town.

Member comment was made on changing the attendance score, per the actual attendance by the City, to which Mr. Burns concurred. Discussion was held on scoring for partnerships and the nature of partnerships with District 2. The District 2 Engineer spoke to the project being a major intersection and a priority. The local entities have paid for preliminary engineering. Mr. Burns stated that the project is technically for NMDOT, which is a clear partnership. An inquiry was made into the new



industrial park and additional developments, sizes, etc. There is a residential development to the west of the industrial complex, which may include up to 500 homes and a new hospital. For the industrial complex, the City is developing the whole east side of the tracks, which is approximately 1,200 acres.

Scoring: Vice-Chairman Joe Jarvis reviewed the individual criteria scoring with members for any additional comment. Members agreed to a total of 71 pts.

2. **Carlsbad** - Canal Street Storm Drain Extension

Presenters: Angie Barrios-Testa, Director of Grant Programs  
Mike Abell, Director of Utilities

Ms. Barrios-Testa informed members of the City's total project cost of \$3.9 mil and the state funding request. Currently, the project is at 60% design (design was funded by Capital Outlay). She commented on delays with utilities and fiber expansion, which will not only service Carlsbad, but also rural areas. The City is applying for construction funding. The design is expected to be completed by the time of possible award. The City experiences a lot of flooding in the area, and it is a high traffic area for vehicles and pedestrians (adjacent to the downtown district). There are a lot of events that bring a lot of population to the area. Additionally, the City is looking at purchasing additional property for the municipal complex, which will increase traffic.

Mike Abell explained that this is a storm drain project. In 2009, NMDOT installed storm drain down Canal Street. He explained there have been funding issues for the project. He described the types and lengths of pipes proposed and the number of drop inlets. During a rain event, all water runs to the intersection area of Greene/Halagueno Streets, and then towards the river. The City has a standing order that police officers are not allowed to drive their patrol units through the area during a rain event, due to the previous loss of three engines from patrol units.

A member from the group inquired about the percentage of design, and Mr. Abell confirmed that it is currently at 60%. He offered additional information on the installation of fiber optic. Ms. Testa spoke to funding for the fiber optic and stated they are pretty much ready to go.

Scoring: Vice-Chairman Joe Jarvis reviewed all criteria scores with members for any additional comment. Members agreed to a total of 77 pts.

3. **Chaves County** - Buffalo Valley Bridge

Presenter: Alex Palomino, Chaves County Public Services

Mr. Palomino explained the County is submitting \$1,750,000 for the repair/refurbishment of Buffalo Valley Bridge No. 5964. The bridge is approximately three miles east of Lake Arthur/NM 2, was built in 1957, and is very old. The bridge provides access to farming, agriculture, and oil/gas. He spoke about the length and type of bridge. Technical information was also provided [PowerPoint]. Mr. Palomino described the condition of spalling on pier caps, loose joints, and corroded areas. He pointed out the damage that could be seen in photos. NMDOT has been inspecting this bridge for a couple of years, as they too have concerns. District 2 has recommended that the County sign it, for weight limit on the bridge—which has been done. Barrels and barricades will be seen, due to the wind. The County plans to procure the contractor and has a quote. Procurement can be done within 30 days, through CES.

Mr. Palomino confirmed, upon member inquiry, that they can have the contractor do construction work through CES. An inquiry was made into design. Mr. Palomino responded that it is just construction, no design as they are not replacing it. Mr. West confirmed that TPF money is currently in construction and will be spent by the end of the year. Discussion touched on the project being considered maintenance to which Mr. West informed members that the County has submitted two maintenance applications on previous unfunded projects. The District 2 Engineer inquired on the scope of work. Mr. Palomino responded that it is a full deck replacement.

Scoring: Vice-Chairman Joe Jarvis reviewed the individual criteria scoring with the group for additional comment. Members agreed to a total of 64 pts.

4. **City of Clovis** - Llano Estacado Blvd Drainage Improvements

Presenter: Justin Howalt, City Manager

Mr. Howalt explained that their capital project is in the northeast section of their community where they are experiencing a lot of growth. They have two new subdivisions that have come online, connecting to this roadway. There are existing subdivisions that connect to the roadway, and the City has a plat in for another new subdivision. Currently, the roadway is a two-lane rural typical section. It connects to Norris Street, where there is a roundabout and runs to the east to Humphrey Blvd, which is also a two-lane rural typical section. The Manager explained that this is the first phase of this project, and it is for the installation of storm drain along the roadway. The project has been 100% designed. Plans and bid documents have been ready for several years, awaiting funding. The City applied for this project last year (TPF) and have also requested Capital Outlay funding. The project is a priority for the City. The City has simply been unable to secure funding.

Regarding past TPF projects, the Manager stated the City has received funding for two projects. The City completed the 7<sup>th</sup> Street project with TPF funding and is currently out to bid for an award from last year (bids should be received next week for a simple mill and fill project). With photos displayed, Mr. Howalt pointed out severe flooding on the roadway; a channel with severe slopes; water coming out of a subdivision toward the roadway; high water in the ditch line; and the close proximity of the water to homes which actually reaches the garage line, and in another place, reaches the front door. Part of the design is to increase capacity. Mr. Howalt commented that there is an existing storm drain in the intersection, however, there are not enough inlets to take the amount of water coming in, necessitating a new storm drain system. Photos also show that the roadside ditches simply do not have the capacity, with water spilling over onto the roadway.

An inquiry was made on type of improvements. Mr. Howalt responded that it will be a storm drain with inlets in the ditch, with these improvements already planned for a future roadway project. This project is the drainage portion only. He continued with a description of how waters will be directed to a lake for the best chance for recharge of the aquifer in their area. The City is trying to get as much water as possible into that area. Upon inquiry, the Manager confirmed that it is 100% designed and not paid for with TPF funding. The Commissioner inquired on the acreage of the two subdivisions that are going in and the impact on the canals.

Scoring: Vice-Chairman Joe Jarvis reviewed the individual scores with the group for additional comment. Members agreed to a total of 73 pts.

5. **Curry County** - Capital CRK

Presenter: Walon Jones, Road Dept Superintendent

Mr. Jones explained the project is Curry Road K (CRK), from Curry Road 7 to Curry Road 4. The County has had two previous TPF projects. He described their locations and types of improvements. Slides displayed the cost savings for both projects, and both are completed. CRK leads from Brady to the cheese plant on CR 4. Mr. Jones spoke to photos displaying the condition of the road, which is falling apart. The County has continuous man hours on the road for patching. The County wishes to widen the road. Photos displayed several trucks. There are multiple dairies in the area. Mr. Jones explained the project has no design. As done in the past on previous projects, the County plans to use their on-call engineer. The design was based on the County's road policy. The County went out to bid and proceeded to construction. Both of the previous projects were done with construction within a year of procurement. The County classed the project as capital because they are going to bid the project.

Responding to inquiry, Mr. Jones confirmed that the County is going to bid the project, use their on-call engineer for the design and widen the road. Using slide photos, the condition of the road of prior projects was displayed, showing both the condition before the project and then the completed project.



Mr. Jones spoke to the partnership criteria and explained that they do not have a partnership with NMDOT other than a letter of support. He spoke to attendance, and members agreed on a score.

Scoring: Vice-Chairman Joe Jarvis reviewed the individual scores with the group for any additional comment. Members agreed to a total of 54 pts.

6. **City of Jal** - 2025 Roadway Improvements

Presenter: Van Myrick, Public Works Director

Mr. Myrick informed members that the City of Jal is basically in the middle of the Permian Basin, with a population of approximately 2,200 people. Due to the oil and gas activity, the City usually has approximately 5,000 people in town, which impacts their city streets. Mapping displayed the project area, which is 1.34 miles. Slide photos reflected the condition of their roads. The City is proposing work to the two roads besides Jal's public schools, which receive a lot of traffic due to oil and gas activity. Drivers leave NM 128, due to the traffic congestion, and they spread throughout the City. The City has been very pro-active in getting ready for the planned NM 128 construction because when the highway is shut down or traffic is minimized during construction, the city streets are going to be overrun.

Regarding the scope, the City will continue work as has been done in the past with their streets. The City will remove the asphalt; excavate the existing subgrade elevation; install the base course and hot mix pavement; add new ADA ramps at all intersections; install concrete valley gutters; and install signage.

An inquiry was made regarding current capital monies, to which Mr. Myrick confirmed they do have current capital monies.

Scoring: Vice-Chairman Joe Jarvis reviewed the individual scoring with members for any additional comment. Members agreed to a total of 77 pts.

7. **City of Lovington** - W Jackson Avenue

Presenter: Crystal Ball, Planning & Zoning Coordinator

The proposed project is W Jackson Avenue, from 9<sup>th</sup> to 17<sup>th</sup> Street. Ms. Ball explained that it is an arterial street in Lovington, basically connecting the center of town to the west side of town. Ms. Ball described how the roadway is used, such as buses and people commuting to work. The Coordinator explained that one of the main reasons for this project is due to the lack of ADA access in this area of town. There are very few sidewalks for ADA accessibility. In addition to ADA problems, there are areas where the road is very narrow, with cars parked on the curbside. Only one vehicle can get down the road. The City wishes to widen the road and make it safer for traffic to go back and forth. The City has 100% design on the project and is ready to go out to bid, if awarded.

Ms. Ball stated that the City does not have any current TPF projects. The City has no current capital TPF monies awarded, and the project's design was completed with LGRF funding (not TPF monies). The design was completed with LGRF funding. The total project cost was displayed, to include the state share and local match. The City has had previous TPF funding. The City met all the standards and completed all projects with acceptance at close-outs by NMDOT. The City has no previous applications for this project. The Coordinator explained that they have no partnerships on this project, and the project does not cross any NMDOT roads. The project is in the middle of city limits. The roadway is in horrible condition, and there are ADA access problems [photos displayed]. The project is single phased. Ms. Ball spoke about the proposed attendance score and connectivity of the project.

Member inquired on procurement and design. Ms. Ball confirmed that the design is 100% done, with bid documents included. If awarded, the City can go to bid immediately.

Scoring: Vice-Chairman Joe Jarvis reviewed the individual scoring with opportunity for additional comment. Members agreed to a total of 87 pts.

8. **Mescalero Apache Tribe** - Project 04: Carrizo Trail Route 97

Presenters: Ashley Davis, Roads Manager  
Jessi Pino, Utilities Dept. Admin. Assistant  
Kevin Salcido, PE, Project Manager/Engineer IV, Horrocks Engineers

Ashley Davis explained that the Tribe is requesting \$1.3 mil and commented on the match for the project. The scope of the project includes the repaving of sections of the roadway. She spoke to the conditions of the road, utilizing slide photos. She stated that the road was built in 1993 and serves 40 homes on the BIA route. The Tribe is ready to bid within 30 days, if awarded, and will be following the Tribal procurement code. The design is 100% complete and meets NMDOT standards. Regarding current TPF projects, the Tribe has completed White Mountain Drive (100%) and has nearly completed Eagle Drive (95%). Eagle Drive has a ribbon cutting scheduled for June 12, 2024. Previous TPF application was made last year for design, however, it was unfunded.

The Mescalero Apache Tribe partnerships with the Mescalero Housing Authority and the Mescalero Utility Department. With the Tribe being a sovereignty nation, it allows partnering within the Tribe. The proposed project will be completed in one phase. Ms. Davis spoke to their proposed attendance percentage. She commented on connectivity where their community sits on two routes, connecting to Routes 6 and 4, and then further connecting to US 70.

Upon member inquiry, it was clarified that the design was not paid for with TPF funding. Member comments/questions pertained to previous applications and classification (maintenance, capital, etc.) and current projects (Nogal). This is the first application for Carrizo Trail Route. Member discussion was held on the status of a previous project, and timing of the closeout.

Scoring: Vice-Chairman Joe Jarvis reviewed the individual scoring with opportunity for additional comment. Additional discussion was held on partnerships within the sovereign nation with a hand vote for the final score. Members agreed to a total of 92 pts.

9. **City of Portales** - S Ave K Improvement Project

Presenter: Jo McVey, Infrastructure Project Administrator

Ms. McVey explained that the City is requesting \$2 mil for the roadway. The road has excessive potholes, causing danger. The City has completed some curb and gutter. There is no striping until the road is repaved. S Ave K is by the University (ENMU). They have the University's support, and they plan to assist with the match. The City has 100% design and intends to go out to bid.

A member inquired about the location, to which Ms. McVey confirmed the streets. Speed bumps will be kept, and a pedestrian crossing will be added/improved. Inquiry was made if there were widening the road, and discussion was held on scope of work. Ms. McVey confirmed that the City would go out for bid for procurement, and they have previously submitted application for this project (unfunded). She added that the City does have TPF funding for 18<sup>th</sup> and Stafford. Member comments were offered on scoring for current and previous TPF projects.

Scoring: Vice-Chairman Joe Jarvis reviewed the individual scoring for members. Members concurred to a total of 79 pts.

10. **City of Roswell** - S. Atkinson Ave (Mill & Fill)

Presenter: James MacCornack, PE, Senior Engineer

Mr. MacCornack informed members that the City is applying for capital project S. Atkinson Ave, McGaffey to Poe. The City is proposing a mill and fill and sidewalk ADA improvements, along with restriping. Estimated total project costs are \$1.35 mil. State funding and match amounts were provided. He commented that the average pavement condition from their 2019 pavement condition survey is 46, which is not good. The daily traffic volume is approximately 3,000 vehicles per day. The design is in-

house. Design is currently at 30%, and the design can be easily done by the time the project is officially awarded. The tentative schedule would be to go out to bid in late fall/early winter, with construction occurring in Spring 2025.

A map of the project area was displayed. Photos of the road showed significant cracking, with patching being the actual best part of the roadway. They are proposing ADA improvements to sidewalk facilities, repairing of sidewalk as needed and upgrading of curb ramps to current ADA compliance standards. Photos of the current sidewalk condition were displayed.

Member inquiry was made on a previous TPF award for Hobbs St. Mr. MacCornack responded that the project is designed; put out to bid and awarded; and the City is currently waiting on contractor availability to start. The Engineer confirmed that it is the third year the City has applied for this section of S Atkinson, and it is the first year the City has applied for it as a capital project. Members discussed the change in scope. The previous maintenance applications were unfunded and with the road continuing to deteriorate, improvements are now needed for sidewalks which qualify it for a capital project. Additional comment was made that the City cannot be penalized for not funding the project earlier.

Scoring: Vice-Chairman Joe Jarvis reviewed the individual criteria scoring for members. Members agreed to a total of 73 pts.

### **Design Presentations / Scoring Evaluations**

The Chairman commented that the evaluations will be held by group consensus and reminded all of the time limits.

1. **Town of Carrizozo** - Various Roadway Design

Presenter: Bob Hemphill, Mayor

The Mayor explained the amounts being requested for planning and design. He stated they would like to take care of some of these old streets that were constructed in the mid to late 60's. The streets have obviously gone through their life span. He spoke to their small population, with the Town's tax-base going to be low. He continued commenting on the number of families, median income, median age and the poverty rate (at or under 40%), emphasizing tax base is small.

The request is for the design of four streets. Pointing to the mapping displayed, the Mayor spoke to their priority to get a roadway fixed, as it takes an alternate route to the Detention Center so law enforcement do not have to go past the school. Additional streets are in poor condition. He mentioned that the District 2 Engineer is familiar with their project.

The Mayor spoke to the current conditions of the streets (photos displayed). Existing pavement has been removed, and the road is basically graveled—a road in poor condition that is right against the school (10<sup>th</sup> St). In certain places, drivers nearly have to go into residential yards to avoid the deep potholes (B Ave); cracking was displayed on the street that ties into US 380 (6<sup>th</sup> St.); and the condition was viewed of the roadway that serves as the alternate route to the Detention Center (Drexel). The Mayor stated they need to plan the project, secure funding, and award it soon after.

Inquiry was made on the scope of work. The Mayor responded that the improvement to the road will not be known until they get into the design, but the big plan is to do sidewalks, curbs and repaving. Regarding procurement, the Town will go through CES and can proceed the day after the award. The Mayor also responded that they have not had TPF funding but have had Capital Outlay funding for their water treatment plant and a well.

Scoring: Vice-Chairman Joe Jarvis reviewed the criteria scoring for members. Members concurred to a total of 77 pts.

2. **Village of Cloudcroft** - FY25 Priority 1 – Mescalero Ave

Presenters: Vyanca Vega, Project Coordinator  
Vincent C. Turner, Mayor  
Wes Hall, Stantec  
Lauren Groesbeck, GG Consulting

Ms. Vega informed members that the Village is requesting planning and design and provided the total funding amount requested. The Village will be seeking the hardship waiver. The Coordinator explained that they have built a new police station, a first for Cloudcroft. Pointing to the map displayed, she spoke to the other existing facilities that are situated on this new emergency services road. The roadway impacts residents, businesses and the school. There is also a disc golf course and helicopter emergency landing pad at the end of the roadway. The existing road condition is horrible and has exceeded its life span. Ms. Vega explained that they are working with Stantec on the planning and design. The Village is trying to be proactive for their community and schools. They have working partnerships with all emergency services because their facilities do not only house the Village PD but accommodates the Otero County sheriff's office and deputies; NM Game and Fish; NM State Police; US Forest Service; and any other law enforcement. The Village is also partnering with the school, which has been very supportive of the project.

Discussion was held on the scope of work for the road. Per Wes Hall (Stantec), the scope of work is design, and they will be analyzing drainage. A geotechnical report will be done due to weather and additional heavy vehicles transporting over the roadway. Further, they want to ensure they have a good product to put on the ground and analyze drainage, keeping drainage off the roadway to extend its life. They plan to do the preliminary and final design, be ready for bid docs, and have complete stamped plans. The hope is to come back to the board next for construction funds. He clarified that there will be no sidewalks on this project due to the narrowness of the road. There are homes that go right to the edge of the road, and there is a steep slope on the other side of the road. There is no access and not enough width for sidewalks.

Member inquiry was made on right-of-way and width. The roadway is 17' but the right-of-way is 30'. Ms. Groesbeck added that the mountain is right on the east side of the roadway. There are homes, some on stilts, and a steep decline down the side of the mountain on the west side. Mr. Hall responded to the inquiry if they were going to take out part of the hill to get an appropriate slope. He explained they are attempting to stay within the width. The edges of the road have deteriorated, and parts are not even there anymore. Utilizing the mapping, Ms. Vega commented how the drive is an upward climb to the maintenance yard. Ms. Groesbeck added that snowplows and ice melt are unique to the project, which also makes for a very dangerous situation in keeping the road accessible to law enforcement year-round.

Regarding spent monies, the Village has not had any previous TPF awards.

Scoring: Vice-Chairman Joe Jarvis reviewed the individual criteria scoring for members. Members agreed to a total of 75 pts.

3. **Village of Cloudcroft** - FY25 Priority 2 – Roadway Improvements

Presenters: Vyanca Vega, Project Coordinator  
Vincent C. Turner, Mayor  
Wes Hall, Stantec  
Lauren Groesbeck, GG Consulting

Ms. Vega listed the total amount of funding requested and confirmed that a waiver due to hardship is also being requested. The Village applied for this project last year, but it was unfunded. She commented that these are priority streets (displayed on mapping), and they have exceeded their lifespan. Not all roads are paved -- some are dirt roads. There are several potholes, for which they receive calls daily. Conditions include mountainous terrain, snowfall, icy conditions, and one-vehicle access for

most of the roads. As part of being proactive, the Village has implemented a road improvement fee on their water billings. While not much, the Village has used all revenue to improve as much as possible on road maintenance, especially in high traffic areas.

The Project Coordinator commented that there are twelve roads. This project would be a great help to their community, allowing travel safety. It will also assist with emergency services and fire danger. The Village recently had a fire outside of town. The Village does have out-of-state visitors and tourists, in addition to its residents.

Comment was made that the roadway improvements project would be rated higher than the Mescalero Ave project. It was explained that the reason Mescalero Ave was put as priority one was last year the police station was not completed. With the police station done, all the different law enforcement agencies go back and forth. Also, the Village's maintenance crews go back and forth several times a day. With the emergency services factor, the Village wants to make sure that emergency service personnel can get to a residence. Ms. Vega explained that the Village does not have permanent staffing for their fire department—their first responders are their law enforcement. The Village needs to ensure that their law enforcement, most of the time, can be able to go to the need and aid of those who call for help. Ms. Vega explained the location of the helipad amongst the streets in response to inquiry.

Scoring: Vice-Chairman Joe Jarvis reviewed the individual criteria scoring for members. Members concurred to a total of 82 pts.

4. **City of Clovis** - 21<sup>st</sup> Street: Wheaton to MLK  
Presenter: Justin Howalt, City Manager

Mr. Howalt provided the location of the design project, located on 21<sup>st</sup> Street, from MLK Blvd west to Wheaton Street. The roadway is currently a four-lane curb and gutter section on one portion, and it narrows down to a two-lane rural typical section. Plains Regional Medical Center is on the north side, and their pharmacy is on the south side. The City has partnered with several entities around the facility, and a crisis triage center to address behavioral health is planned for construction along this corridor. The proposed scope includes the addition of sidewalks, widening, and mostly new pavement section. The scope for the rural section includes widening the road to an urban typical section, along with curb/gutter, sidewalks, bike lanes, lighting, etc. Another feature being considered is a mid-block crossing (pharmacy to hospital), which may be a HAWK signal system for a safe crossing. The City Manager reviewed the amount of funding requested.

Scoring: Vice-Chairman Joe Jarvis reviewed the individual criteria scoring for members. Members concurred to a total of 79 pts.

5. **City of Clovis** - Llano Estacado Roadway Design  
Presenter: Justin Howalt, City Manager

The City Manager explained that this design application is for the roadway design of Llano Estacado Blvd project. Photos displayed showed the condition of the roadway and its severe cracking. Development in the area was described in the previous project. The roadway is a two-lane rural typical section. The pavement design will include widening the roadway out to an urban typical section, to include two thru lanes, left turn lanes, bike lanes, sidewalks, storm drainage system, and lighting along that corridor. Funding request for the project was displayed (slide).

A member inquired if the project was part of the storm drainage capital project. The Manager responded that it would be the next phase. Drainage would be addressed first. There are obvious severe flooding issues, and it would be a continuation. The City has on-call engineers.

Scoring: Vice-Chairman Joe Jarvis reviewed the individual criteria scoring for members. Members agreed to a total of 79 pts.



6. **Town of Dexter** - Lake Van Drive Planning and Design  
Presenter: Regina Bejarano, Councilor

Ms. Bejarano showed members, with mapping, that the project is a drive right around Lake Van. The area has high utilization, year-round, with utilization highest during the summer. The Lake has year-round recreational use with fishing, camping, RVs (weekly), exercise, hiking, walking, biking and cruising. The Town has worked some of the entrance to the road, but the Town is considering rehab to the asphalt with HMA asphalt resurfacing. The roadway has been there a long time. Photos of the current conditions showed the road deterioration all the way around. The road is shared with pedestrians, and, when there are two vehicles, one vehicle may go off road. There are significant safety issues due to the cracking and pedestrian use. Ms. Bejarano explained that the area is the Town's pride and joy. Ms. Bejarano showed members the area where a disc golf course will be located, to be installed in the upcoming week. The Lake area has several activities that bring in thousands of people, such as the Milkman Triathlon. The Town wishes to get the road resurfaced; add curbs and gutters; and install ADA ramps. Ms. Bejarano also spoke to their local match.

Scope of work includes widening. Ms. Bejarano confirmed that the Town has not been awarded any TPF funding. Mr. Fresquez, Stantec, offered that the application is a resubmission from last year. Ms. Bejarano added that the project is a top priority, and the Town has been requesting funding all around, for years. Inquiry was made if there would be sidewalk. Ms. Bejarano commented there would be no sidewalk, but sidewalk has been done at the entrance. Mr. Fresquez added that in previous discussion with the Mayor, they were considering adding a trail for pedestrians/bicyclists. Ms. Bejarano stressed it is a huge safety concern [pedestrians]. Inquiry was made on the location of ADA ramps. Ms. Bejarano responded that the ramps would be in the café and docking areas.

Scoring: Vice-Chairman Joe Jarvis reviewed the recommended criteria scoring for members. Members agreed to a total of 82 pts.

7. **Village of Fort Sumner** - 2<sup>nd</sup> & 3<sup>rd</sup> Street Improvements  
Presenters: Jamie Wall, Village Clerk  
Louie Gallegos, Mayor

Ms. Wall explained that they are presenting this application for the third time. The project is on the west side of town, a heavily utilized area with a senior center, a new County Detention Center, and soon to be home to a new Magistrate and District Court. Ms. Wall spoke to the condition of 2<sup>nd</sup> Street, which has alligator cracking. 3<sup>rd</sup> Street has deteriorating pavement edge, no curb, and cracked asphalt. The roadway was built in the 60's, and they do plan to rip out the existing roadway prior to replacement. It is a bus route; however, 2<sup>nd</sup> and 3<sup>rd</sup> Street are not being utilized by the school due to the condition of the roads. Both streets serve as direct access to public housing and the route to the senior center.

The scope of work is planning and design, to include roll-over curbing and no sidewalks. Ms. Wall spoke to the amount of the total project cost, and the Village does intend to request the match waiver, if available. The Village has received approval/support for this project from NMDOT as it connects to a state highway (US 60/84). It also serves as the main connection between US 60/84 north, and, if needed, both routes would serve as an alternative route. The project will improve the quality of life and improve safety by providing an all-weather driving surface for the residents. The Clerk commented that there are a lot of scooter-drivers in the village. Drainage will be improved by directing run-off via curb and gutter to drainage structures already in place.

The Village is currently under a professional services agreement with an engineering firm. If awarded the design phase, services can commence after the execution of a task order and be completed within several months. The Village recently awarded an RFP for on-call engineering, and they are aware of the funding application. The project is important to the Village's transportation network. It will replace

aging and deteriorating infrastructure. Once completed, it will provide safer traveling conditions for the residents and quicker ingress/egress for emergency personnel.

Scoring: Vice-Chairman Joe Jarvis reviewed the individual criteria scoring for members. Members concurred to a total of 86 pts.

8. **Town of Lake Arthur** - Roadway Planning and Design

Presenter: Ray Fresquez, Stantec

Mr. Fresquez informed members of the amount being requested for the design of Broadway Street, Texas Ave and Virginia Ave. Regarding current condition, Broadway has chip-seal, broken asphalt and is in very poor condition. The engineer explained that Texas Ave and Virginia Ave are dirt roads, with one small piece of asphalt [mapping displayed]. He pointed out where the school is located, connectivity, and where current TPF improvements are located. The design would include subgrade, curb/gutter, sidewalks and ADA improvements.

Upon inquiry, Mr. Fresquez confirmed the project would be design for full road reconstruction. Mr. Fresquez commented that this is the first application for design, and Lake Arthur did receive TPF maintenance funding last year.

Scoring: Vice-Chairman Joe Jarvis reviewed the individual criteria scoring for members. Members concurred to a total of 75 pts.

9. **Lincoln County** – Cora Dutton Planning & Design Phase 1

Presenters: Samantha Serna, Commissioner  
Aaron Ramsey, Wilson & Company

Commissioner Serna explained their project is for the planning and design of Cora Dutton Road. The roadway is very important to the County because it enhances the economic backbone of their region by improving the efficiency of its transportation system to support agricultural activity. Aaron Ramsey explained the project owner is Lincoln County, and there is no entity partnership. For the design application, he added that this is an important connective roadway for the County as it ties into NM 37 and NM 48 together and connects the communities of Nogal and Capitan. The scope of the work is full planning and design, which includes survey, environmental permitting, geotechnical engineering, drainage analysis, coordination with utility owners/stakeholders, other miscellaneous improvements--all of which lead to 100% plans, specifications, and estimates.

With images displayed, Mr. Ramsey spoke to the existing conditions of severe potholes; subgrade failures; pavement edge raveling throughout the whole roadway; no roadway shoulder; and lack of roadside drainage. These conditions lead to very high maintenance costs. To mitigate such, the County will redesign the roadway to improve the transportation network and provide additional safety. Regarding previous money spent, Mr. Ramsey commented that the County has a very good reputation and strong track record of complying with previous TPF projects. All projects have been closed out with no issues, one being the Fort Stanton roadway project. The County currently has one maintenance project in progress, which is slated to be completed at the end of this year. The County is submitting this application with one project in progress, however; this is the first application for Cora Dutton Road. Mr. Ramsey spoke to the project cost [displayed] and stated that the County is not requesting a match waiver. A more detailed cost breakdown of design services was provided/displayed.

For project procurement and readiness, the County is prepared and ready to procure this project within thirty (30) days through on-call services. A timeline was displayed for the potentially awarded project in design phase, which is approximately eight months.

Ms. Serna and Mr. Ramsey responded/confirmed, upon inquiry, that there are no current TPF capital monies, only maintenance.

Scoring: Vice-Chairman Joe Jarvis reviewed the individual criteria scoring for members. Members agreed to a total of 75 pts.

10. **Otero County** – Railroad Avenue Bridge  
Presenters: Tom Porter, Road Superintendent  
Aaron Ramsey, Wilson & Company

Tom Porter informed members of the amount being requested for the planning and design of Railroad Ave Bridge. He explained that there is a massive amount of flood water coming through, and it is a very large low water crossing. The roadway is also an emergency egress for US 54 when it is shut down for emergencies, and it is a shortcut for the Fire Dept to get to the north end of Otero County. Mr. Ramsey added that it is a full planning and design project, which includes survey, permitting, geotechnical engineering, full drainage analysis, roadway reconstruction and design of a bridge structure. All would be completed with 100% PS&E documents and a shovel-ready project.

Mr. Ramsey, pointing to an image, displayed the very large drainage basin, all collecting to the one low water crossing on Railroad Ave. A road closure sign [displayed] is in-place due to how frequently the County needs to close the roadway. Mr. Porter explained how visible the coverage of the flooding area that comes through is. Oftentimes, with a one-inch rainstorm in the area, the County will have 7-8' deep swells coming through. The County has actually had to make a rescue for someone caught at the crossing.

For previous TPF projects, the County has one project that is currently active, and it is scheduled to be complete at the end of this year (with a grant expiration of June 30, 2025). Mr. Ramsey confirmed that this is the first application submission for Railroad Ave, and the current funding is capital monies. Mr. Ramsey provided the project cost breakdown, along with the design breakdown. He confirmed the County is not requesting a match waiver. For procurement and readiness, the County does have an on-call engineer ready and prepared to do this project, with a similar schedule and estimated timeline of ten months.

Scoring: Vice-Chairman Joe Jarvis reviewed the individual criteria scoring for members. Members concurred to a total of 70 pts.

11. **Village of Ruidoso** – US 70/NM 48 Intersection & NM 48 Corridor Reconstruction Design  
Presenters: Michael Martinez, Deputy Manager  
Adam Sanchez, Public Works Director

Mr. Martinez provided the total project cost and funding request for the preliminary design for a High-T intersection. The High-T intersection is located on NM 48 and US 70, which will recede to Mescalero Trail. The project involves the complete restructuring of the intersection into the High-T model and includes reconstruction, drainage improvements, and property acquisition. If awarded funding, the Village will be ready and able to pursue the procurement process through their on-call engineer agreement. The Village is not seeking the waiver and does have a letter of support from District 2. The Village also has support and partnership from the Lincoln County hospital.

Inquiry was made on the on-call engineering and phasing. Mr. Martinez commented that their on-call engineering is through Bohannon Huston, and it is a complete project.

Scoring: Vice-Chairman Joe Jarvis reviewed the individual criteria scoring for members. Members concurred to a total of 96 pts.



12. **Town of Tatum** – 2025 Various Roadway Design

Presenter: Joe Kalisek, Councilor

Mr. Kalisek informed members that Tatum has a population of 794, and the Town applied last year for funding. The application is for planning and engineering, especially on the southeast side of town. Major flooding comes from US 380. Referring to mapping, Mr. Kalisek spoke to the roads which exit US 380, and their school bus routes, all of which experience flooding. The Town is asking for a waiver of the five percent match, and the total project cost was confirmed. Some of the road conditions are dirt and caliche, and when such roads do flood, they are nearly impossible to use for the school bus routes.

Inquiry was made on the intention for design. Mr. Kalisek responded that the Town wishes to build roads and have drainage. Ray Fresquez (Stantec) commented that the scope is full depth reconstruction, curb and gutter (parts), connecting curb and gutter, and ditch sections. Tatum received maintenance TPF monies last year. Mr. Fresquez added that the Town has a contractor, Desert West, to do their micro-surfacing, and the work will be done within the Agreement's two years.

Scoring: Vice-Chairman Joe Jarvis reviewed the individual scoring for the group. Members concurred to a total of 82 pts.

**Maintenance Presentations / Scoring Evaluations**

Presenters were reminded of the time limits and presenters were requested to speak to scope of work.

1. **Chaves County** – E Pine Lodge Road

Presenter: Joe West, Road Director

Mr. West explained that this is a resubmission of an application from last year which was not funded. He listed the total project cost, and the County is not seeking the hardship waiver. Photos displayed the deteriorated road condition. E Pine Lodge is the main road that goes into Bitter Lakes National Wildlife Refuge (BLNWR). According to BLNWR, they receive over 70,000 visitors per year. The other road application, which also provides access to BLNWR, receives about half the number of visitors. Traffic counts at Pine Lodge are between 5,000-7,000 weekly. The County plans to redo the road, do a double pin chip-seal, and hire a contract to do the micro-surfacing. The County does not have any maintenance monies remaining.

Inquiry was made on procurement. Chaves County will do the work on Pine Lodge and will contract for the micro-surfacing via CES.

Scoring: Vice-Chairman Joe Jarvis reviewed the recommended score. Members concurred on a total of 50 pts.

2. **Chaves County** – N Red Bridge Road Micro

Presenter: Joe West, Road Director

Mr. West informed members that Red Bridge Road was applied for last year but was unfunded. It ties into E Pine Lodge Road and provides access to BLNWR. Both of the roads (Pine Lodge and N Red Bridge Rd) have become the de facto relief route around the east side of Roswell, with tons of truck traffic. Photos displayed the road condition, truck traffic, and crossings over the Berrendo and Hondo Rivers. The County is not requesting the match waiver.

CES will be used for the micro-seal, and the County does not have any maintenance funding remaining.

Scoring: Members concurred to a total of 50 pts.

3. **Clovis** – 21<sup>st</sup> Street Maintenance

Presenter: Justin Howalt, City Manager

Mr. Howalt explained their maintenance project is on 21<sup>st</sup> Street, from Prince Street to N Norris Street. It is in severe failure. The City is experiencing all three types of failures: traverse, longitudinal, and alligator cracking [photos displayed]. The City is going to take it all down to subgrade and bring it back up with base and pavement surfacing. The total project cost and funding request were provided. The City Manager commented that they do have TPF funding currently for maintenance, and bids are anticipated next Wednesday. The funding will be spent before the end of the two-year grant period. Mr. Howalt confirmed that they are not expanding, just replacing the existing roadway. Procurement will be bid out because of the price amount and type of work. If awarded, the City will be able to bid within thirty (30) days. Mr. Howalt stated he already has the quantities and bid sheets.

Scoring: Members concurred to a total of 50 pts.

4. **Curry County** – Maintenance No. 1

Presenter: Walon Jones, Road Dept Superintendent

Mr. Jones informed members that the scope of work for the roads includes rehabilitation, micro-seal, and chip-seal. All the projects are shovel ready. Some of the roads were applied for last year but were unfunded. The County does not have any current funding.

Responding to inquiry, Mr. Jones confirmed procurement will be through price agreements. All applies to both projects. Comment was made that the County's last TPF funding was two years ago.

Scoring: Members concurred to a total of 50 pts.

5. **Curry County** – Maintenance No. 2

Presenter: Walon Jones, Road Dept Superintendent

All the conditions from the first project also apply to the second project.

Scoring: Members concurred to a total of 50 pts.

6. **Lincoln County** – Road Maintenance Chip-Seal

Presenter: Aaron Ramsey, Wilson & Company, Inc.

Mr. Ramsey explained that this roadway maintenance application is primarily for chip-seal improvements for El Valle Loop and Enchanted Forest Loop, which totals approximately 3.9 miles of roadway. Scope of work includes double penetration chip seal; micro-surfacing; roadway blading and reshaping; slope grade (if needed); and other miscellaneous construction. Regarding existing conditions, both roadways are unsurfaced. The plan is to do a chip-seal as well as improve roadway safety, reliability and support economic development. The County has a variety of methods for procuring the work. They have two on-call contractors, with established unit pricing. The County also has a contractor that frequently uses state price agreements (on-call engineer) to help facilitate work. Further, the County has internal technical staff who are familiar with the process.

A member inquired if both highways tie into state highways to which Mr. Ramsey confirmed.

Scoring: Members concurred to a total of 50 pts.

7. **Lincoln County** – Road Maintenance Micro-Surfacing

Presenter: Aaron Ramsey, Wilson & Company, Inc.

Mr. Ramsey stated that this application is for four roadways totaling 10 miles, mainly focusing on micro-surfacing and other associated maintenance benefits. The application is a resubmission from last

year. Mr. Ramsey spoke to project need. Wilson & Company looked at several roadways throughout the County to find roadways that were good maintenance candidates. They used a Pavement Surface Evaluation and Rating (PASER) study. With the study, they look for roadways that would be considered in good to fair condition. Pointing to an exhibit displayed, a critical range can be seen, and this range applies to these roads. At this point, if the County does not do any type of roadway maintenance for improvements, there will be a significant drop-off in roadway quality, and the stage will be reached requiring roadway reconstruction. Reconstruction is much more costly not only from the construction side but also design. The County's goal of the second application for these roadways is to avoid reconstruction.

For procurement, the County has the team ready to get the projects done quickly. Inquiry was made on type of work. Mr. Honeycutt explained the chip-seal projects have a micro tied to them as part of that funding [first application]. These roads are a separate micro-surface project, and they also tie into state highways.

Scoring: Members agreed to a total of 50 pts.

8. **Lovington** – Maintenance Project 1

Presenter: Crystal Ball, Planning & Zoning Coordinator

Ms. Ball explained that they have several roadways that are in extremely bad condition. With the roads' current condition, if the City tears it out and does a mill and fill, it will prevent further deterioration. Ms. Ball displayed the roads' current conditions. The City is looking at W Adams Street and E Ave R (the intersection where it touches Main, and valley gutter work will be needed). The City has NMDOT support. She spoke to a road, in the middle of town, that looks like a chip-seal and needs to be repaved. Adams Street has severe deterioration and alligator cracking. E Ave C is currently being used as a detour route for NMDOT project going on. The road is in bad shape and by the time of the end of the NMDOT project, the road is going to be worse (may have to do more than mill and fill). W Ave I is another deteriorated road. The City has no current projects with maintenance, no funding incurred. Ms. Ball provided the total project cost for these roads. Regarding procurement, the City plans to use CES, for a primarily mill and fill.

Scoring: Members agreed to a total of 50 pts.

9. **Lovington** - Maintenance Project 2

Presenter: Crystal Ball, Planning & Zoning Coordinator

Ms. Ball informed all that this project has similar circumstances, just different roads. Pavement rehabilitation is required. With slides showing existing conditions (cracking, potholes, valley gutter), she spoke to E Washington, which ties into NM18. W Harrison Ave, also tying into NM18, has cracking and will need valley gutter replaced. E Harrison Ave ties into Main and will require valley gutter work. 5<sup>th</sup> Street, in the center of town, needs various work. Regarding W Washington Ave, this section ties into their truck routes, industrial and commercial. The roadway gets a lot of use with trucks that go around the fairgrounds. There is no curb and gutter, and they do not intend to add curb and gutter. The City hopes the County may install curb and gutter at a later date. The roadway just requires a mill and fill. McAlister Drive is currently being used for a NMDOT detour route and is heavily used by truck traffic. The roadway is in bad condition. The Coordinator continued by reviewing the total project cost with members. In process, place and compact and paving over the roads with CES is the plan for work.

Scoring: Members agreed to a total of 50 pts.

10. **Village of Melrose** – Various Roads Maintenance Program

Presenters were in attendance earlier but had a water emergency and had to leave.

Mr. Burns provided an overview of their project. The Village is requesting micro-surfacing and sealant throughout the Village of Melrose. The Village does have current maintenance money, and it is within their two years. Discussion was held on points for spent money. They are using CES.

Scoring: Members concurred to a total of 50 pts.

11. **City of Portales** – Various Roads Maintenance Program

Presenter: Jo McVey, Infrastructure Project Administrator

Ms. McVey explained the scope of work for the project is milling, grading, overlay process and compact. The program is for various roads, including University, Ave K, Cherry Street and Ave O, all on the north side of town. These roads are included in their 2023 Comprehensive Plan, which was calculated by data and input from all of the citizens in Portales. The City does intend to use CES.

A member inquired if N Ave K is also going to cross the railroad crossing. Ms. McVey confirmed that it would. Inquiry was made if the roads are by the stadium. Ms. McVey commented that they were, and there has been private property damage on University due to the lack of striping. Drivers also keep driving into parked cars.

Scoring: Members concurred to a total of 50 pts.

12. **Roosevelt County** – TPF Application No. 1

Presenter: Juan Dominguez, Road Supervisor

Mr. Dominguez informed members that this is the third year of application for TPF funding. He went on to say that they applied in 2022 and were funded. The County was grateful for the much-needed maintenance of 55 miles of chipseal road. That project is now complete and closed. In 2023, the County did not receive any TPF funding. The County has approximately 132 miles of chip seal road that they maintain. They wish to keep up a form of rotation for some kind of reseal; however, they fall behind due to a lack of funding. At times, the point is reached where there is no saving the roads. The County is thankful that these types of funds are available. When there is an opportunity to receive a larger sum of funding, the County can cover a lot more ground and get more life out of these roads.

This year, the County is submitting two applications for maintenance. Application No. 1 is for improvements on 27.75 miles of chip-seal roads, and Application No. 2 is for improvements on 32.25 miles of chip-seal roads. Mr. Dominguez listed the funding requests for both applications. All work performed will be on existing roads. The County has a five-year road plan in place which lists roads that are in need of repair. Repairs on these roads are covered by LGRF, Capital Outlay or in-house funds. This year, the County did not receive any Capital Outlay monies for road repairs; however, they were fortunate to receive Capital Outlay monies for equipment. TPF funds will significantly allow the County to make progress on their roads. Roosevelt County is known for its numerous dairies and farmland. Are roads are heavily traveled by heavy trucks on a daily basis. The County has five rural schools that buses need to travel on and transport students. Maintenance is crucial on all of their roads. Mr. Dominguez concluded by requesting consideration of Roosevelt County's applications.

Inquiry was made on the type of work. Mr. Dominguez responded that several roads would have micro seal surfacing and chipseal--both applications. The plan is to do chipseal with micro on top, and for existing chip seals, use micro seal. The County will use CES, and they have contracts for chipseal materials. The County will do their own chipseal. The Road Supervisor confirmed that 2022 TPF monies are all closed out.

Scoring: Members concurred to a total of 50 pts.

13. **Roosevelt County** – TPF Application No. 2

Presenter: Juan Dominguez, Road Supervisor

Presentation was made for both applications (above).

Scoring: Members concurred to a total of 50 pts.

14. **City of Roswell** – 2<sup>nd</sup> St (US 380) Pavement Maintenance

Presenter: James MacCornack, PE, Senior Engineer

Mr. MacCornack stated the City of Roswell has submitted two maintenance applications for pavement maintenance. Second Street, also US 380, is pavement maintenance (one-inch mill and one-inch structural overlay), from Sunset to city limits. The cost breakdown was displayed. The average PCI is 64 from their 2019 pavement condition survey. The daily traffic volume is over 13,000 vehicles per day. For procurement, the City will use a statewide price agreement. The roadway is also a corridor for tourist traffic, traveling through Roswell to Ruidoso. A map displayed showed the proposed area of work.

Responding to inquiry, Mr. MacCornack commented that there is a maintenance agreement in place between the City and NMDOT for the street.

Scoring: Members concurred to a total of 50 pts.

15. **City of Roswell** – S Atkinson Ave Pavement Maintenance

Presenter: James MacCornack, PE, Senior Engineer

The City's second application is for S. Atkinson, from Poe to McGaffey St. The City Engineer provided the estimated cost. The average PCI is 67, per the pavement condition survey. The street has approximately 2,000 vehicles per day. Procurement would be through statewide price agreements. Mapping for the area of work was displayed.

Inquiry was made on the type of work. Mr. MacCornack responded that it will be a one-inch mill and one-inch structural overlay.

Scoring: Members concurred to a total of 50 pts.

16. **Village of Ruidoso** – Roadway Maintenance Project 1

Presenters: Michael Martinez, Deputy Manager  
Adam Sanchez, Public Works Director

Mr. Martinez provided that their first request is for two million, with the match contribution from the Village, for 4.1 miles of roadway. The project includes repair for three roads, which are connected to state highways and will include Cutler repaving through their price agreement. The scope includes pavement rehabilitation and striping. On the second maintenance application, the Village is asking for two million, with the match contribution from the Village, for a total of 4.9 miles. The second maintenance project also connects to state highways and will include Cutler repaving. All roads are school safety roads, as well as access for emergency services.

Inquiry was made if there is preparation for subgrade for the mill and fill. Mr. Martinez responded that the Village will be doing subgrade prep on some of the roads. Subgrade work will be done in-house. Mr. Sanchez confirmed that the Village previously requested funding for four roads. Mr. Sanchez commented that there is a total of three roads in the first application request, in combination, they connect back to state highway. In the second request, there are a total of six roads that connect back to the highway.

Scoring: Members concurred to a total of 50 pts.

17. **Village of Ruidoso** – Roadway Maintenance Project 1

Presenters: Michael Martinez, Deputy Manager  
Adam Sanchez, Public Works Director

Presentation was made for both applications (above).

Scoring: Members concurred to a total of 50 pts.

18. **Town of Vaughn** – Street Improvements 2025

Presenters: Roman Garcia, Mayor  
Yolanda Garcia, Town Clerk

The Mayor thanked SERTPO as they have been helpful to the Town. Vaughn is applying for the continuation of street improvements in their community. Their municipality is small, and all streets are used as bus routes for students. Streets are also used by emergency services, the fire department, ambulance and first responders. Photos of the condition of the streets were displayed. The application is for approximately 2.3 miles of city streets. The Mayor commented that the Town did not receive any funding in the last application cycle, where they applied for design and construction. This year's application is for more maintenance. Vaughn cooperates with NMDOT. The streets connect to US 285 and US 54. The Town also cooperates with the school, working together to provide safety for the children to get to school.

Ms. Garcia added that there are seven streets total. Four streets connect to US 285. Regarding street condition, one street has no pavement while other roads have total deterioration.

In response to an inquiry on type of work, the Clerk commented they would be using HMA overlay. The Mayor stated they would be using the current surface for a good base and then add new asphalt (three-inch overlay). Ms. Garcia confirmed that Vaughn did not receive TPF monies last year. Monies from the previous year were spent within ten months.

Members noted a lower score on the self-scoring. Inquiry was made on procurement. Ms. Garcia responded that they have an on-call engineer, CES and/or statewide price agreements, if available. The Town proceeds within thirty days of award.

Scoring: Members agreed to a total of 50 pts.

## INFORMATIONAL ITEMS

### **SERTPO Program Manager/Regional Planner Updates**

Ms. Burr informed members that a draft of the Regional Transportation Improvements Program Recommendations (RTIPR) has been prepared. Scores need to be added, and formula distribution needs to be confirmed with leadership. The next meeting planned for August will include a presentation needed on functional classification.

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

Francisco Sanchez, District 2 Engineer, commented that he felt that one of the best accomplishments the State has ever done is the Transportation Project Fund (TPF) Program. He added that this year's funding will be from the excise tax. The Legislature did not add any extra funding this year. Legislation was proposed to have more excise tax for the TPF, however, that did not go through. He provided that the funding will be approximately the same amount as last year. That amount will be divided six ways (six Districts) and is estimated to be about ten million. He commented on a previous larger funding year for TPF and would like to see that reoccur as a lot of work was able to get done.



Southeast Regional Transportation Planning Organization (SERTPO)  
Minutes of May 23, 2024 Meeting

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The Chairman introduced the State Transportation Commissioner present. Gary Tonjes, State Transportation Commissioner (District 2) addressed members, explaining that it was his first meeting, and he was really impressed with the process that SERTPO has. He appreciated the participation and question-answer portion as it was very helpful. He joined the Commission a year ago, and the meeting provided great insight. He echoed the District 2 Engineer's comments regarding the frustration, working with incredible needs and only minimal dollars that have been dedicated. Further, he urged communication with State Representatives and Senators about the importance of working collaboratively to get additional dollars. The needs are clear, as has been described in the presentations, but the dollars are not there. The need is in every single district, and the program is too underfunded statewide.

The Chairman expressed appreciation to District 2 staff and their hard work. SERTPO turns over the TPF applications to District 2 and it keeps climbing the ladder from there. He added that our track record is money continues to be spent effectively in our region.

Louis Matta, District 2, commented that there is a new page that has come out with the T/LPA Handbook. He requested members to make sure the District is invited [pre-construction conference]. Regarding the LGRF Program, staff are nearly finished and will be getting those projects out soon.

**Local Government Comments / Issues**

Vyanca Vega, Cloudcroft, informed members that this would be her last meeting with SERTPO as she is leaving the Village. She stated it has been an adventure getting to know the members for transportation. She expressed her thanks for SERTPO and the District.

**Public Comment**

Mayor Bob Hemphill commented that he is impressed with the Board. He has been with several boards, and this one works.

**NEXT MEETING DATE/ADJOURNMENT**

The next meeting date was set for Thursday, August 22, 2024 in Eunice, New Mexico. The Chairman expressed thanks to the Village of Ruidoso for the meeting accommodations and for the presentation assistance from SERTPO staff.

Vyanca Vega made a motion for adjournment. Jo McVey seconded motion. A call for votes was taken. With there being no objections, the motion passed by unanimous vote at 11:57 a.m.

**APPROVED BY:**

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

8-22-24  
\_\_\_\_\_  
Date

**ATTESTED BY:**

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

8-22-24  
\_\_\_\_\_  
Date

# Southeast Regional Transportation Planning Organization (SERTPO)

## Minutes of the SERTPO Committee Meeting

August 22, 2024 – 10:00 am  
Eunice Community Center

### MEMBERS PRESENT:

*Member (or Alternate) listed in Alphabetical Order*

Archer, Hazer	Eddy County
Ball, Crystal	City of Lovington
Barrios-Testa, Angie	City of Carlsbad
Brito, Candy	City of Eunice
Forget, Meadow (Mayor)	Village of Melrose
Gallegos, Louie (Mayor)	Village of Fort Sumner
Garwood, Mark (Trustee)	Village of Tularosa
Hooper, Wes	City of Jal
Jarvis, Joe	City of Ruidoso Downs
Kalisek, Joe (Councilor)	Town of Tatum
Leatherwood, Dusty (Commissioner)	Curry County
Lucero, Catalina (Mayor Pro Tem)	Town of Vaughn
Little, Chris	Mescalero Apache Tribe
McVey, Jo	City of Portales
Najar, Louis	City of Roswell
Porter, Tom	Otero County
Randall, Todd	City of Hobbs
Sallee, Debra	Town of Lake Arthur
Serna, Samantha (Commissioner)	Lincoln County
West, Joe	Chaves County

### MEMBERS ABSENT:

Autrey, Deborah (Mayor)	City of Texico
Bunch, Clint	City of Clovis
Burkett, Mickey (Mayor)	Village of Dora
Dixon, Tina (Commissioner)	Roosevelt County
Hemphill, Bob (Mayor)	Town of Carrizozo
Jennings, Dan (Councilor)	Town of Hagerman
Kennedy, Kevin	Village of Capitan
King, Kris (Mayor)	Village of Causey
Martinez, Michael	Village of Ruidoso
Moyer, Brent	De Baca County
Needham, Corey	Lea County
Onsuez, Jackie (Councilor)	Village of Loving
Powell, Justin	Town of Dexter
Rael, Stella	City of Alamogordo
Sales, Rudy	Village of Hope
Schell, Jimmy (Mayor)	Village of Grady
Seely, Sam (Mayor)	Village of Corona
Summers, Kim	Town of Elida
Turner, Craig (Mayor)	Village of Cloudcroft
Valverde, Summer	City of Artesia
Whitecotton, Toni	Village of Floyd



**COG/NMDOT STAFF PRESENT:**

Burr, Mary Ann	Southeastern New Mexico Economic Development District (SNMEDD)
Matta, Louis	NMDOT District 2 – Roswell
Moriarty, Joseph [virtual]	NMDOT – Santa Fe
Sherman, Valerie [virtual]	NMDOT Liaison – Las Cruces
Surina, Julie	Eastern Plains Council of Governments (EPCOG)
Wagliardo, Nathan [virtual]	NMDOT – Santa Fe

**GUESTS PRESENT:**

Astorga, Gabriel	City of Lovington
Bayer, Meghan	Tierra Right-of-Way Services, Ltd (Albuquerque)
Briley, Alan	Horrocks Engineers
Brusuelas, Manuel (Trustee)	Village of Tularosa
Cummins, Shannon	City of Eunice
Doss, Russ	Souder Miller
Fulkrod, Brian	Village of Melrose
Honeycutt, Jeff	Lincoln County (Alternate)
Jimenez, Pablo	Otero County (Alternate)
MacCornack, James	City of Roswell (Alternate)
Marquez, Delbert	Village of Fort Sumner
Patterson, Wade	Tierra Right-of-Way Services, Ltd (Albuquerque)
Ramos, Justin	City of Carlsbad (Alternate)
Ruvalcaba, Imelda	City of Eunice (Alternate)
Sago, Hoyt	Mescalero Apache Tribe

**CALL TO ORDER / QUORUM (10)**

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS**

Chairman Jeff Honeycutt called the meeting to order at 10:01 a.m. With twenty members present, a quorum was established. All present participated with the Pledge of Allegiance, and introductions were held. The Chairman thanked the City of Eunice for hosting the meeting.

**APPROVAL OF AGENDA**

Crystal Ball made a motion to approve the agenda as presented. Hazer Archer seconded the motion. A call for votes was taken, and with there being no objections, the motion passed by unanimous vote.

**APPROVAL OF MINUTES**

The minutes from the May 23, 2024 meeting were considered for review/comment/approval. With there being no comments or changes, Samantha Serna made a motion to approve the minutes as submitted. Brian Fulkrod seconded the motion. A call for votes was taken, and the motion passed unanimously.

**PRESENTATION: Statewide Functional Classification Review Presentation**

Joseph Moriarty, Technical & Freight Planning Supervisor, NMDOT  
Nathan Wagliardo, Urban and Regional Planner, Technical & Freight Planning, NMDOT

Nathan Wagliardo explained to members that the Statewide Functional Classification Review is a process that NMDOT is conducting, and the process is associated with the release of data from the 2020 decennial census. The Functional Classification Review captures major changes to roadways, statewide, within the last

ten years. The Department wants to ensure that all is captured in the data used for reporting to FHWA. This Review occurs after the approval of Adjusted Urban Area Boundaries, which was completed earlier this year. FHWA's guidance requests that the review of roadway functional classifications occurs within two years of the approval of the Adjusted Urban Area Boundaries. The Functional Classification Review will cover all the roads within the state--not only state-owned roads, but also locally owned roads. The Department is collaborating with NMDOT District staff to go through this review for state-owned roadways, and for locally owned roadways. They are also looking to partner with tribal and local public agencies to identify places where there have been major changes to roadways. The Department has not opened the process for requests for changes from tribal and local public agencies, however that will be starting soon in October.

Mr. Wagliardo proceeded with a review of classifications, which is a method of classifying different types of roadways adopted by FHWA. He explained that it is a classification that roadways are separated into for HPMS reporting, the Highway Performance Management System. Functional classification is on a spectrum from providing mobility on one end to accessibility on the other end. He explained mobility and accessibility. Between high-speed travel and local roads, are the other classifications. Mr. Wagliardo discussed the other classifications; displayed a statewide functional class map; and spoke to the interactive mapping available on NMDOT's website.

The timeline for the review was displayed for members. Mr. Wagliardo explained the review process will need to go before FHWA New Mexico's Division office for final approval. He reminded members that the internal review has already begun, and a window of time has been established, from October of this year to the end of calendar year 2025. This time has been set aside to go through the full process required by the Planning Procedures Manual and FHWA Guidance. The Department will be sending all the completed applications together to FHWA New Mexico for their review and approval. The changes will be official after FHWA approval is granted, which is anticipated in spring or summer 2026.

Regarding requests for changes, Mr. Wagliardo explained that the request needs to come from a representative of the agency that owns the roadway. For state-owned roadways, the request would come from NMDOT District staff. For other locally owned roadways, the request needs to come from a representative of the agency that owns the roadway. Each of these change requests will be submitted to NMDOT by the owners of the roadway. An initial review will be conducted to make sure that the requested changes are justified by the principles that are set out in FHWA's guidance documents. After change requests meet the initial review, the requests need to go through the MPO/RTPO for the area to allow for a form of public review and comment on the proposed changes. Mr. Wagliardo reviewed the types of major changes that may justify a change in classification.

Mr. Wagliardo displayed and reviewed the actual form used in the process. The request is submitted to NMDOT's Roadway Classification Manager, who is currently himself. Following the Department's initial review and concurrence that the requested changes are justified as per the FHWA guidance, the MPO/RTPO for the area is looped in. This is where there will be opportunity for public engagement on the requested change(s). The RTPO's involvement was discussed. The form and additional supporting documents are resubmitted to the Department. It is also possible to request changes to functional classification after this review process is done. The Department will be accepting change requests on a continuing basis after it finishes this whole comprehensive review requested by FHWA.

Mr. Wagliardo reviewed resources, links, and contact information at the end of his presentation and made himself available for any questions. If future questions arise, he encouraged members to reach out to himself or Mr. Moriarty for guidance.

**PRESENTATION: Right-of-Way 101**

Tierra Right-of-Way Services, Ltd.  
Wade Patterson, Senior Right-of-Way Agent  
Meghan Bayer, Director of Right-of-Way, New Mexico

Megan Bayer informed members that she was going to speak about the general acquisition process, and Wade Patterson would be speaking about the NMDOT process specifically. Ms. Bayer explained that they are a land services company, working primarily in public infrastructure projects, transportation, sewer, water, and such. The real property acquisition process is about acquiring real property or some interest in real property. Local public agencies need real property or right-of-way to access, construct, and maintain their projects. Most public infrastructure projects will have some aspect of right-of-way that they will have to encounter, whether it is acquiring new right-of-way or clearing existing right-of-way. A commonly asked question is when one should start thinking about right-of-way. They recommend as soon as possible, because right-of-way aspects of the project can have serious implications to both the schedule and budget—so, early in project development. At 30% design, it is recommended that agencies meet with the NMDOT ROW Bureau. They can help agencies start identifying issues that are related to right-of-way that may impact the project and start working through the issues. Ms. Bayer informed members that at the very least, agencies should identify the landownerships that the project is impacting. If the project is crossing any local or state governmentally-owned property, there are state statutes regarding disposition of property that must be followed, depending on the size of the acquisition area and the value. If tribal lands are encountered, such projects are very time consuming, as well as federal lands, which would add some additional environmental/cultural surveys and clearances—all of which need to be budgeted into the project schedule. And, the same applies to private lands.

Another commonly asked question is what rules and guidelines need to be followed for acquiring right-of-way. Ms. Bayer commented that it really depends on the jurisdiction and what funding sources are being used. She offered a few rules. The US Constitution, Fifth Amendment, requires if a public agency is to acquire private property for public use, they need to offer and pay just compensation. If federal funding is being used or state funding that is coming through the NMDOT is being used, federal regulations for acquisition, referred to as the Uniform Act, are going to be required. The Uniform Act is an extensive and complex set of regulations. There are also state statutes regarding real property. With local public agencies as political subdivisions of the state of New Mexico, they have condemning authorities and do have the option to acquire access to the property to avoid delaying the start of project construction.

Ms. Bayer continued with a thorough overview of the general process to acquire property, to include identification of project needs and public benefit; title research; land survey; donation; appraisal; appraisal review; acquisition and negotiations; and title curation. She continued by saying once negotiations are complete and title curation is successful, the agency proceeds to complete the acquisition, making payment to the property owner, and the agency taking possession. If the steps are not completed in order, one could be at risk of jeopardizing federal funding. If negotiations or the title curation are not successful, as political subdivisions of the state of New Mexico, public agencies have a tool of condemnation, using eminent domain authority. She further described the steps that would be followed if the public agency pursued this option. Ms. Bayer informed members that the golden rule of right-of-way is if it is not documented, it did not happen. She spoke of the importance of documenting everything (e.g., conversations, correspondence, etc.) as such documentation goes to NMDOT for audit/review and if there are legal proceedings, the documentation goes through the courts.

Ms. Bayer spoke of additional standard procedures when agencies are working on projects that involve right-of-way. State statutes require that any individual negotiating any interest in real estate on behalf of another for consideration does have to be licensed. She added that she and Mr. Patterson are both licensed

NM real estate brokers. Federal regulations require adequate staff with expertise in the Uniform Act and this may be delegated to a consultant if there is not someone at the agency with that expertise. Further, NMDOT does require the use of right-of-way agents who have been reviewed and approved by the NMDOT ROW Bureau.

Wade Patterson proceeded to talk about the NMDOT ROW process. He explained that NMDOT typically federalizes their projects. Projects are divided into two parts, the design or preliminary engineering phase and then the actual construction. Both parts make up the project. He pointed out that if there is one cent of federal money at any point in the process, the whole project is federalized. Further, there is another consideration, relating to the previous presentation from NMDOT about changes to classifications of roadways. He provided the example whereby if the roadway with a classification has changed and the roadway is now on the NHS system, there becomes eligibility for federal funding. If federal funding is applied for and awarded, NMDOT is going to look back at your previous acquisitions of right-of-way and make sure that there is compliance with the federal process and in doing so, the agency may have to go back and make some corrections. He recommended that if the agency is working on a roadway facility that may qualify for federal funding in the future, it is in the agency's best interest to go ahead and follow the federal process now. Mr. Patterson commented that this is a heavy regulatory environment, and the federal regulations were displayed for members. He spoke about the NMDOT Right-of-Way and TLPA Handbooks. He added that NMDOT has now been requiring agencies to have someone go through a certification process.

Regarding acquisition as part of the right-of-way process, Mr. Patterson informed members that it does not matter if local monies are being used. If the project has been federalized, even if the federal money is only in the construction phase, the agency will still need to follow the federal process. He continued to speak regarding noncompliance, where the agency could get into trouble. Funding could be pulled for the acquisition part, or pulled for the whole project, even if there is no federal or state participation in right-of-way. He reiterated the fact that even if the agency is using its own money for right-of-way acquisition, they must still follow the process if the project is part of a larger DOT-funded project. Acquisition files will be audited to ensure the agency followed the process correctly. He urged members that if they believe their facility may fall to future federal funding, it is in their best interest to follow the right-of-way process now. With the steps of the NMDOT ROW process displayed, Mr. Patterson explained that right-of-way is a linear process. He added that there is no way to short-circuit any of the steps; certain activities cannot happen until the previous activity happens. The process is lengthy, and it is best to start early.

Mr. Patterson stated that if the agency is following the NMDOT process and going through the NMDOT Right-of-Way Handbook, the agency is in conformance with the Uniform Act. He spoke about the complexity of the rules; the need for qualified, experienced staff; NMDOT requirements for staff; and the need for extensive documentation. He recommended that anytime the agency is talking to a property owner, they need to stop, sit down, make a temporary note because it will benefit the agency later.

It was noted that timing is critical, and right-of-way is one of five certifications that must be acquired before the agency goes to the PS&E for the project. The environmental certification must be acquired before the agency starts the right-of-way processes—it is not true of any of the other certification, but environmental. The NMDOT ROW process generally takes nine to twelve months if it is a straightforward project. He cautioned that the process can get longer if it is a more complex acquisition or especially if there is relocation involved. Relocation is a lengthy process, and it is also heavily regulated. Once the agency has completed the process and acquired the property, a packet is sent to NMDOT, who will look it over and audit, making sure all was done correctly. Once NMDOT verifies that all is acceptable, the agency may request the ROW certification for the project. The agency must have the certification before going to PS&E, the package of the project used for bidding. An example of the NMDOT ROW certification was displayed. Mr. Patterson continued, speaking to the State Transportation Improvement Program (STIP); NMDOT Districts' federal funding allocation; and RTPOs. Charts listing federal and state funding sources through

NMDOT (and whether the funding sources could be used for ROW acquisition or not) were displayed and discussed. Application forms were discussed (i.e., Project Feasibility Form (PFF) and Project Prospectus Form (PPF)). The applications have sections for declaring if right-of-way acquisition is needed for the project, and recommendations were provided. Mr. Patterson summarized the design/preliminary engineering phase (i.e., project scoping; 30% design plans; and 60% design plans) for members. Mr. Patterson informed members they were welcome to contact them to have a conversation about their project and concluded by stating that a copy of the presentation will be shared with members.

#### **ACTION ITEMS**

##### **Transportation Project Fund (TPF) Review, Discussion and Possible Action on TPF Evaluation & Prioritization Process for FY26**

The Chairman reminded members that the TPF rating meeting has just passed (May), and the purpose of this discussion was to revisit any questions or concerns members may have. The Chairman commented that there is a concern brought up a few times which had to do with the maintenance projects. Maintenance projects are typically scored with the same score of fifty, with no differentiation. Then, the determination comes of which project will get awarded and how it is delineated or separated out. He commented that he wanted to bring it to the group, putting forth the question of whether criteria should be added, like attendance or something such as points for previous unfunded applications. The Chairman asked the question of how the group wants to move forward and maybe give a little more separation on the maintenance. A stakeholder requested the District to comment on how projects are ranked once their office conducts their review.

Louis Matta, District 2, provided that their office does review and evaluate the projects. They review the projects individually and give their recommendations to Santa Fe. He pointed out that the recommended projects even change at the Santa Fe level. Inquiry was made if District 2 considers whether an entity was funded the prior year as a criterion. Mr. Matta responded that factors are constantly changing and including traffic or consideration for small infrastructure/bridge maintenance may throw some weight to the suggestion of changing scoring from the automatic fifty scores. The Chairman shared with members that his entity is dealing with bridge maintenance and budgeting after they learned/confirmed ownership of bridges with the State a few years ago. He commented that there is a possibility of forming a subcommittee for their discussion, and recommendations can be brought back to the group. SERTPO is part of the process, with projects going onto District 2 and then Santa Fe. The maintenance category could be improved. A member inquired whether the top projects go onto NMDOT or if all projects get forwarded to NMDOT, and whether all projects get vetted. District 2 staff responded that the rankings are considered but sometimes there are changes--one year it was determined to do all maintenance projects. Mr. Matta explained that when the program first started, NMDOT had over \$100 million, but last year there was only approximately \$53-\$54 million. A member inquired if there will be a priority on bridges or something else. Mr. Matta responded that the program is still in its infancy. An inquiry was made if it would help to attach traffic data, safety analysis or accident reports. District 2 responded that it may have some influence, but SERTPO divides the \$10-\$12 million amongst capital, design, and maintenance, and, the upper levels may have a different perspective. A member inquired if a category could be added for safety, such as signage improvements to the road or guardrails added. Ms. Burr responded that it would be up to the membership if they wanted to add a new category or add to the criteria. District 2 added comment on the safety manual.

An additional inquiry was made whether there was an issue in the other categories, other than maintenance. The Chairman responded that he has not heard concerns on capital or design to the level he has received with maintenance. Entities were allowed two maintenance projects with a cap of \$2 million. Further, a few years ago, monies were used to shore up existing projects which meant less funding for the local governments. District 2 staff commented that there had been some earlier discussions of partially funding projects

at 85%. Additional discussion was held on why some maintenance projects are selected when the rating is the same for each and the possibility of the attendance factor. A member suggested that SERTPO could take the scores from last year for maintenance, attach the attendance factor like what is in place for Capital, and run that scenario to see the results and how it breaks out. An additional suggestion was to follow the CDBG practice whereby if funded for one year, the entity would not be able to apply for two years—eliminating the application for a time would make it fair and equitable for everybody else. Another suggestion brought up from other grants is if one has not spent over fifty percent, the entity cannot re-apply. An additional comment was made that their preference was that the entity must complete the project before re-applying. The point was made to take the name out of the running to provide opportunity for others. Discussion continued on the ability of some entities to finish a project within a year; adding more rules with safety, value engineering and the like enabling the larger local governments to dominate; the approach of leveling the playing field for smaller entities; adding a scoring criteria for a demonstrated need to emphasize unique challenges in rural communities, in narrative form, limited to two hundred words; and the low GRT for a municipality and how it is factored into the criteria. A member from a rural area shared their experiences of fixing their roads and agreed that the two-year concept (i.e., once awarded, not applying for two years) is good for a small town. Inquiry was made on NERTPO, and Julie Surina explained that members make presentation and score online. Members are not aware of their score until the rankings are shared with the District.

The Chairman noted that the criterion of points if you applied and were not funded is included in capital and design but not maintenance. Member suggestion was made again to use last year's scores with the added criterion and see how the new scenario works out with scoring. A member reiterated adding a safety element. A member shared that safety and return on the dollar was utilized in another program which helped entities with higher traffic—the larger communities. The Chairman commented that in his area, all their roads have low traffic volume with the exception of one. Members shared their experiences with road projects that still have subgrade/pavement failures.

Following all discussion of issues and suggestions, the Chairman requested if a subcommittee should be formed, with a focus on maintenance. Members agreed, with the top two or three recommendations to be brought forward to the full membership. The Vice-Chairman will lead the subcommittee. Members volunteered and were to ensure their name was on the list with Ms. Burr, following the meeting. Regarding design, Vice-Chairman Joe Jarvis spoke about a criterion on scope that he recommended removal. It was agreed that the subcommittee can review that item as well.

## **INFORMATIONAL ITEMS**

### **SERTPO Program Manager/Regional Planner Updates**

Ms. Burr reminded members that information had been previously emailed to them regarding transportation planning funding that was being made available for items such as bicycle plans, pedestrian plans, etc. Ms. Burr explained that she has contacted NMDOT about the possibility of utilizing such funding for mapping of the region's trail network for the purpose of adding a trail network section to the Regional Transportation Plan (RTP). She briefly described the sections within the RTP and informed members that she has not met yet with NMDOT but will keep members informed once there is more information. She went on to remind members that the Transportation Safety Summit is next week, and the New Mexico Infrastructure Conference is the last week in October. Regarding the TPF awards, the State Transportation Commission meets on August 30, 2024.

Julie Surina added the Transportation Planning Services funding grant runs for four years, and there is no cost to the entity. She encouraged entities to contact either herself or Ms. Burr if they are interested and they will get in touch with Samuel Jensen. She added that if the entity has the safety guide when applying

Southeast Regional Transportation Planning Organization (SERTPO)  
Minutes of August 22, 2024 Meeting

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for funding, it may go more in the entity's favor. They do have a few entities that are using it for that purpose.

**Local Project Updates / NMDOT Updates**

Mr. Matta informed members that currently there are approximately thirty projects that are expiring at the end of the year. He urged members to make sure they either request their extension or get the grant closed out. The LGRF Handbook provides that the extension requests need to be sixty days in advance, which means the months of September or October. A request in December is not going to happen because they need to go through Santa Fe and vacationing always occurs at the end of the year. The LGRF program had some changes, but contracts should all be out at this time. He added that he was unable to comment on TPF awards, but the TPF contracts will come out about October. Regarding construction projects, the US 285 corridor is wrapping up (US 285/NM 31). District 2 is going to have construction on US 380 corridor, and the Clovis project is still going. An inquiry was made on the bidder for US 380, to which Mr. Matta responded. Additional inquiry was made on a scheduled project for Ski Run Road in Lincoln County. They do have a project for Ski Run where it got washed out. The District did do some emergency repairs so they can get the area ready for construction. The project will be let in January or February for Spring construction. Inquiry was made if plans were able to be seen. Mr. Matta commented that they do have a set of plans, but they are not finalized. Mr. Matta offered to the member to see what he had available after the meeting.

**Local Government Comments / Issues (None)**

**Public Comment (None)**

**NEXT MEETING DATE/ADJOURNMENT**

Meeting dates were discussed, with a proposed date of December 4, 2024, for the public transit rating meeting. The Town of Vaughn volunteered to host the meeting. Meeting facilities were discussed, to include weather concerns. The City of Roswell volunteered to host the meeting if needed.

Louis Najar made a motion for adjournment. Crystal Ball seconded the motion, and the meeting adjourned at 11:53 a.m.

**APPROVED BY:**

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

12/10/24  
\_\_\_\_\_  
Date

**ATTESTED BY:**

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

12-10-24  
\_\_\_\_\_  
Date

# Southeast Regional Transportation Planning Organization (SERTPO)

## Minutes of the SERTPO Committee Meeting

December 10, 2024 – 10:00 am

ENMU Roswell

### MEMBERS PRESENT:

*Member (or Alternate) listed in Alphabetical Order*

Archer, Hazer	Eddy County
Ball, Crystal	City of Lovington
Brito, Candy	City of Eunice
Bunch, Clint	City of Clovis
Davis, Ashley	Mescalero Apache Tribe
Gallegos, Louie (Mayor)	Village of Fort Sumner
Garwood, Mark (Trustee)	Village of Tularosa
Hemphill, Bob (Mayor)	Town of Carrizozo
Jarvis, Joe	City of Ruidoso Downs
Jimenez, Pablo	Otero County
Jones, Walon	Curry County
Kalisek, Joseph (Councilor)	Town of Tatum
Kennedy, Kevin	Village of Capitan
Lucero, Catalina (Mayor Pro Tem)	Town of Vaughn
McVey, Jo	City of Portales
Moyer, Brent	De Baca County
Najar, Louis	City of Roswell
Rael, Stella	City of Alamogordo
Ramos, Justin	City of Carlsbad
Sanchez, Adam	Village of Ruidoso
Seepersad, Kristalyn	City of Hobbs
Serna, Samantha (Commissioner)	Lincoln County
West, Joe	Chaves County

### MEMBERS ABSENT:

Autrey, Deborah (Mayor)	City of Texico
Burkett, Mickey (Mayor)	Village of Dora
Dixon, Tina (Commissioner)	Roosevelt County
Forget, Meadow (Mayor)	Village of Melrose
Jennings, Dan (Councilor)	Town of Hagerman
King, Kris (Mayor)	Village of Causey
Myrick, Van	City of Jal
Needham, Corey	Lea County
Onsurez, Jackie (Councilor)	Village of Loving
Powell, Justin	Town of Dexter
Sales, Rudy	Village of Hope
Sallee, Debra	Town of Lake Arthur
Schell, Jimmy (Mayor)	Village of Grady
Seely, Sam (Mayor)	Village of Corona
Summers, Kim	Town of Elida
Turner, Craig (Mayor)	Village of Cloudcroft
Valverde, Summer	City of Artesia
Whitcotton, Toni	Village of Floyd



**COG/NMDOT STAFF PRESENT:**

Arnett, Manon	NMDOT – District 2 - Roswell
Burr, Mary Ann	Southeastern New Mexico Economic Development District (SNMEDD)
Jensen, Samuel [virtual]	NMDOT – Santa Fe
Matta, Louis	NMDOT District 2 – Roswell
Surina, Julie	Eastern Plains Council of Governments (EPCOG)
Ummadi, Vijay [virtual]	NMDOT Transit & Rail Division

**GUESTS PRESENT:**

Astorga, Gabriel	City of Lovington
Brusuelas, Manuel (Trustee)	Village of Tularosa
Carrillo, Melissa	City of Portales
Cox, Kim	Ztrans (Alamogordo)
Cummins, Shannon	City of Eunice
Fletcher, Jan	City of Hobbs/Hobbs Express
Gilsdorf, Sharon	Ztrans (Alamogordo)
Hardin, Joe	Ztrans (Alamogordo)
Honeycutt, Jeff	Lincoln County (Alternate)
Hicks, Becky	Roswell Transit
Hildreth, Merideth	City of Roswell
Johnson, Garry	Clovis Area Transit
Lucero, Amanda	De Baca County
Lykins, Audrey	Hobbs Express
MacCornack, James	City of Roswell (Alternate)
Marquez, Delbert (Councilor)	Village of Fort Sumner
Moore, Josh	Carlsbad Municipal Transit
Muruato, Johanna	Lovington MainStreet
Pennington, Jacqu	Hobbs Express
Segura, Sandra	Clovis Area Transit
Spann, Paige	Ztrans (Alamogordo)
Swopes, Danielle	Portales Area Transit
Tapley, Mark (Commissioner)	City of Alamogordo (Alternate)

**CALL TO ORDER / QUORUM (9)**

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS**

Chairman Jeff Honeycutt called the meeting to order at 10:00 a.m. With twenty-three members present, a quorum was established. All present participated with the Pledge of Allegiance, and introductions were held.

**APPROVAL OF AGENDA**

Hazer Archer made a motion to approve the agenda as presented. Kevin Kennedy seconded the motion. A call for votes was taken, and with there being no objections, the motion passed unanimously.

**APPROVAL OF MINUTES**

The minutes from the August 22, 2024 meeting were considered for review and approval. With there being no comments or changes, Walon Jones made a motion to approve the minutes as submitted. Louis Najjar seconded the motion. A call for votes was taken, and the motion passed unanimously.

## ACTION ITEMS

### A. FY2026 Public Transit Presentations and Scoring

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

Mr. Ummadi thanked the RTPO for the meeting. He explained that the RTPO annual regional prioritization transit applications received by Transit & Rail Divisions informs the processes from a regional need's perspective, plus the information is used as a criterion for the §5311 Program in the §5311 funding distribution index. He added 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 implementation of NMDOT's and FTA's programs and policies. The RTPO prioritization helps the RTPO in completing its processes and provides opportunities for the members, public and transit providers to understand what is occurring with transit in the region which may lead to coordination opportunities.

The NMDOT Transit and Rail Division announced its FY2025 Federal Transit Grant Awards during the annual statewide transit budget award meetings on May 30, 2024. The subgrantees that were awarded had submitted their applications for funding in September 2023. Transit and Rail works applications approximately a year and a half prior to the fiscal year applied for. Mr. Ummadi provided members with an example of the timing for the FY2025 application cycle. A total of over \$20.2 million in federal transit grant funds were awarded for 2025. Available federal funds will support capital, administration and operations at public transit agencies from October 1, 2024 to September 30, 2025. Capital and administration are funded at 80-20, and operations is funded at 50-50.

The Division had §5310, §5311 and §5339 funding awarded. §5310 is for capital assistance, providing enhanced mobility to seniors and individuals with disabilities. The recommended awards were mostly consistent with the requested budgets, and requests were funded at close to \$1.7 million under Section §5310 funding. Eligible applicants included private, non-profit organizations, state, local, and tribal government-led authorities. Mr. Ummadi added that 17 vehicles were awarded and named the awardees, which included Zia Therapy. Due to manufacturers backlogging supply chain issues and inflationary costs, the Division made some amendments to the capital awards. §5311 funds help with admin operating expenses and the provision of general public transportation services in rural areas.

For §5311 funding, there were 21 applicants who were all funded with the traditional §5311 rural public transportation funds. §5311 funds for FY25 totaled over \$14.8 million. For §5339 funding, which is used to assist with capital expenses in the provision of general public transportation services in rural areas, there were 15 applicants awarded for FY25, which was approximately \$3.7 million.

The Program Manager proceeded to discuss the individual performance indicators used by Transit and Rail when distributing §5311 funding. The indicators include prior year §5311 ridership; total admin and operations ratio from prior year award; cost per passenger trip based on ridership and expended amounts; cost per vehicle mile; the RTPO's rating and ranking; and their amount expended. The Manager listed each of the rating criteria for the rankings and made himself available for any questions.

### **§5311 – Formula Grants for Rural Areas (Presentations and Scoring)**

The Chairman informed members that each had the scoring sheets provided for the scoring. Scoring is to be done during the presentations and sheets held for the planners following all presentations.

1. **Zia Therapy Center (Ztrans)** Joe Hardin, Transit Director  
Sharon Gilsdorf, Chief Financial Officer (retiring)  
Paige Spann, Chief Financial Officer

Joe Hardin, Transit Director, provided a brief history of Zia Therapy Center, a nonprofit organization that runs Ztrans in Alamogordo and other areas. He explained that when the City did not wish to run transit in 2001, Zia Therapy picked up the programs with the §5311 program. They do have five- and ten-year plans that must be approved by their Board of Directors. The Director spoke to a historical timeline by years, which displayed when various routes started and when specific features were added such as video surveillance, the installation of bus stop shelters, rebranding of buses, ETA spot tracking and more.

Ztrans has a fleet of 21 buses, with 12 in maximum service at a time. He described the number of fixed routes (6), serving Alamogordo, Holloman Air Force Base (HAFB), Ruidoso and Ruidoso Downs. Two intercity routes serve Las Cruces and Mescalero, with paratransit service in Alamogordo and Ruidoso and Senior Dial-a-Ride in Ruidoso. Their fleet average is just over 500,000 miles per year.

Mr. Hardin explained how coordination is key and listed the organizations, municipalities, and tribal entities with whom they coordinate services, particularly with their need for matching fund partners. Ztrans has a formal process for public input, including Transportation Advisory Boards in Alamogordo and Ruidoso and HAFB. Ztrans is included in the State Transportation Plan as well as other plans with Alamogordo, Ruidoso, Ruidoso Downs, HAFB/BRAC and the Mescalero Apache Tribe.

Ztrans fulfills the regional need to serve the demand as much as they are able. He spoke to the several micro-pockets of population, and they continue to grow their system despite how spread out the populations are. He explained how if ridership increases, so does service but funding must increase along with it. Mr. Hardin spoke to their marketing strategies, which include local radio stations (Alamogordo and Ruidoso), a local TV station, social media, flyers and advertising on buses. Ztrans also makes presentations to several civic clubs. Their system utilizes surveying and passenger stops counts to determine if they need to make changes to routes, bus stops, etc. Their paratransit systems could actually increase twofold if there was enough funding. Demand response is always more costly.

Sharon Gilsdorf spoke to the funding amounts being requested for capital, administration and operating, with a breakdown displayed. She also named the governmental/tribal entities and organizations/state agencies that participate with local match (and capital match).

Mr. Hardin spoke to a chart displaying ridership levels and explained ridership is getting closer to pre-pandemic numbers. The trend for working remotely affects ridership. A description of their maintenance was provided, to include maintenance completed by ASE certified mechanics; having two sets of rules with the NMDOT Transit and Rail and the Federal Motor Carrier Safety Administration (FMCSA); and various vehicle inspections and reports.

Mr. Hardin responded to a member inquiry to Ztrans expanding to other communities in Lincoln County, other than Ruidoso and Ruidoso Downs. He explained that when they first started the Lincoln County route, they served Hondo, Capitan and Nogal, but that route was not feasible with the amount of driving and ridership. Funding would probably be an issue for expansion.

**2. City of Roswell – Roswell Transit**      Becky Hicks, Transit Director

Becky Hicks, Transit Director, stated they are funded by a public agency and offered their mission, which is connecting people to places. She spoke to their short-term goals. Staff recruitment and retention remain a challenge, with them currently having only five drivers. They are working with their City Council on bus stop shelter designs, and once designs are ready and costs determined, they can move forward with implementation. Short-term goals also include CDL training for all drivers and increasing donations to support low-income ridership. Ms. Hicks explained that most drivers are hired without a CDL or if they do have a CDL, they do not have a passenger endorsement.

Long-term goals include keeping their building in a good state of repair. The Director mentioned current issues. Additional goals include providing bus stop shelters and benches at the most frequented stops and the replacement of older bus stop signage. She explained most stops do not have benches, and for those stops with benches, the benches are old cement or wood, requiring replacement. Signs currently look like no parking signs, and riders have difficulties distinguishing if signs are intended for them or for traffic control.

Marketing includes an updated website and Facebook page. Rider schedules are online and are also available at the bus depot. Rack cards for paratransit are made available. She mentioned that paratransit is near maximum capacity. Seasonal program guides are placed at all City departments and are disseminated to the public. Roswell Transit advertises each year in the *Livability Roswell-Chaves County* magazine. A list of collaborative associations was displayed and named for members. Ms. Hicks added they are working to try to get specialized service with the airport.

Ms. Hicks described the days of week and hours for their three fixed routes, two on-demand service routes, two fixed routes (weekends) and complementary paratransit rides. She continued to describe ridership trends (charted), explaining ridership is still coming back from COVID. She spoke to a low dip, which was due to their use of software that did not function well and was dropped. The high point was after the flood when they were fare-free for a period of time. A financial outlook slide displayed revenues and expenses. Ms. Hicks explained that they are requesting funding for one bus, which will be for their Main Street route. She spoke to their low revenues and reviewed the funding amounts requested for administration, capital and operating.

Speaking to regional needs, Ms. Hicks stated that they serve Roswell, but they wish to serve more than Roswell. The Director explained the issue where people travel to Roswell for rehab through some form of medical transport, but have no way to get back home—Clovis, Portales, Artesia, Carlsbad, etc. This matter sometimes leads to homelessness. The Director stated Roswell needs regional connections with Clovis, Portales, Ruidoso, Artesia, Carlsbad, and Hobbs. She spoke to difficulties with connectivity from Carlsbad to Artesia and Roswell to Artesia. Further, Ms. Hicks spoke of a possible regional connection between Roswell and Albuquerque, with a stop at Clines Corners, providing I-40 travelers with connectivity to Albuquerque and Santa Rosa. It takes eleven hours to get to Albuquerque with Greyhound, as they go through Las Cruces or Amarillo. Ms. Hicks spoke of the need to request funding from NMDOT for a study for Southeastern New Mexico regional transportation (or Regional Transit District (RTD)), to determine/document the need. She addressed additional steps that include determining stakeholders; stakeholder meetings; coordination with other transit agencies; entering into MOA's with governmental entities; and partnerships with NEMT providers.

A member inquired on Guadalupe County (Vaughn). Light discussion was held, with Louis Matta, District 2, providing clarification on the District's region. Mapping displaying District 2's boundaries was referred to.

3. **City of Portales – Portales Area Transit (PATs)** Jo McVey, Infrastructure Administrator  
Danielle Swopes, Director  
Melissa Carrillo

Jo McVey explained to members that they have been going through transitions in their programs at Portales Area Transit. She introduced the new Director, Danielle Swopes. The governing body is the Portales City Council. She continued by giving the operating hours and days of the week for service. Their fleet consists of buses and vans that are ADA compatible, with two wheelchair positions in each vehicle. A slide displayed the age of their fleet, mileage, and ADA equipment. Regarding the fleet, their goal is to purchase another new vehicle with a lift and equip vehicles with the pulley-type systems that help with maneuvering the wheelchairs.

Portales Area Transit's boundaries were displayed, a five-mile radius around the city of Portales. Ms. McVey explained that previously, they did also go to Clovis, but with the revamping with new employees, they are starting anew with the five-mile radius only. Once all drivers are completely trained, they will try to go back to Clovis. Their transit program is a curb and demand response service. They do not have bus stops. Rider destinations include doctors' offices, grocery stores, the health clinic, and other various appointments. Portales Area Transit picks up from homes and long-term health facilities. Danielle Swopes added that they pick up students (18 yrs or older) from their homes or apartments and transport them, to include the local university, ENMU.

Ms. McVey spoke to marketing, to include radio advertisements, brochures (English and Spanish), and the City's website. They keep the University informed of their availability and join them at events, to get their name out. Ms. McVey spoke to their staffing, drivers, and administration. New drivers, full-time and part-time, are being trained. The Administrator spoke to driving statistics and explained that their ridership did go down from last year due to their transitioning. Their goal is to increase drivers so ridership may be increased. Ms. McVey mentioned multiple rider destinations.

For planning and regional coordination, the short-term plan is to hire more drivers at a competitive rate. The long-term plan is to have more extensive training; extend area coverage to the Clovis area; and to work with NMDOT on transitioning into a more scheduled pick-up (with bus stops). Funding for their transit program is budgeted in the City's financial structure, and a resolution is presented/approved by the City Council. During that process, there is an opportunity for public input; individuals may also access their website to provide input.

Ms. McVey gave an overview of the funding amounts requested and explained they are not seeking capital this year. There are no other public transit transportation systems in the Portales area with demand response and their types of buses. Many members of the community live on a fixed income and rely on the cost effective to no cost (seniors have no cost). The need is not only for those on fixed incomes, but also for those unlicensed, beginning a job, or without a vehicle at the time. ADA access is very important. PATs serves 18,934 citizens, with 13.6% elderly and 20.6% persons with disabilities. Within Portales and Roosevelt County, 20.65% of residents live in poverty.

A member inquired if their transit program provides service to parents who need to drop off children at day care or take them to work. Danielle Swopes, Director, responded, explaining not at this time, due to them having one driver, and they do not have an official transit coordinator or dispatch person. Once positions are filled and drivers properly trained, they will be able to extend their services, reaching out to more people and determining the need. Ms. Swope added that under their specific transit policies, it is preferred that children under the age of 18 be accompanied by a parent. It is an area that can look into and work towards, but at this point in time, they are not able to do that particular service.

A member inquired about regional transportation plan(s) where their service may be included. Ms. Swopes responded, offering information regarding their service area being limited to their five-mile radius until they work through their transitioning. Inquiries were made on how long Portales Area Transit has been in business and driver recruitment/training. Ms. Swopes approximated ten years for length of time in business; explained that several communities may be experiencing a similar problem with the difficulty in hiring; and discussed issues they have experienced. An additional inquiry was made into the funding requested and whether it would be used for recruitment. Ms. McVey responded that they do in-house training, but they do wish to send staff for outside training as well. She added that they do have software (TripMaster).

4. **City of Hobbs – Hobbs Express** Jan Fletcher, City Clerk/Public Transportation Director  
Jacque Pennington

Jan Fletcher, Director, greeted members and introduced staff, speaking to their longevity with the City and Hobbs Express (30, 33 and 18 years). Hobbs Express' mission is to deliver safe, dependable, and affordable transportation services in a courteous and professional manner. Ms. Fletcher spoke about hours of operation for weekdays and weekends. Hobbs Express operates three fixed routes, a rapid route, and peer transit demand response service in Hobbs and the immediate surrounding area. They have a fleet of 10 vehicles in operation, and all vehicles are ADA accessible and equipped with video surveillance cameras.

Mapping of the service area was displayed, showing their routes. A slide also presented their fixed route operating schedule, displaying their rapid line, orange route, green route, purple route and the various stops on each route. Lifetime ridership was charted, showing ridership from 1989 to 2024. In their first year of service, Hobbs Express had one van and transported 3,000 passengers. As of September 30, 2024, they transported 874,293 passengers. Ms. Fletcher spoke of their 35<sup>th</sup> anniversary event, celebrated in October. The event was well attended, with several staff and elected officials present. The event was an opportunity to staff and the public who use their service.

The Director discussed their FY 25-26 funding requests for administration, operation and capital. Capital funds will include the purchase of a bus and new bus route signage. Their administrative and operating costs are at the same levels but do include some adjustments for inflationary costs. The Director commented that they did return to charging a fare effective July 1st. The change has proven beneficial. They had been fare free since the pandemic.

As part of planning and regional coordination, Hobbs Express includes its short and long-term goals through the City's annual budgetary process. Their transit program is included in the City's overall master plan, which has been approved by the Hobbs City Commission, and the City Commission is currently planning for a new strategic plan. Hiring drivers is a goal, allowing them carry out public transportation services. During the application process, letters of interest were mailed, and they received no responses. The City continues to coordinate services with their local taxi service (one provider). Ms. Fletcher explained that Hobbs Express does not provide same-day service. All demand response rides must be scheduled one day in advance. If a person requests a same-day ride, they provide the caller with the phone number for the local taxi provider.

Hobb Express coordinates with multiple agencies working together to meet the transportation needs of the passengers. Slides displayed several letters of support from the agencies, and the letters of support were included with the application. Hobbs Express coordinates transportation with the senior citizens program, hospitals, colleges, Boys and Girls Club, two dialysis centers, DVR, CYFD, United Way, the local soup kitchen and many other social service agencies.

With a ridership chart displayed, the Director was pleased to announce that they had finished FY23-24 with a 19.92% increase--57,443 rides. She continued to give an overview of ridership for

the years presented. She commented that in each grant year, they use the bulk of its awarded funds. Their efforts are showing because ridership is increasing, and the basis of the need for this service is about ridership. She provided an interesting note where in FY24, they traveled 14% fewer miles but transported more people. It demonstrates how many people are using their services.

The Director discussed Hobbs' economy. Citizens use public transportation for their jobs, doctor appointments, retail shopping, and everyday life activities. Many riders are dependent on Hobbs Express for all of their transportation needs. Ms. Fletcher spoke to their staff of eleven members, with three positions short. They are able to increase ridership with less people. The supervisors drive buses frequently when needed. She commented on driver pay and the CDO incentive offered to drivers, yet they continue to have difficulties finding drivers as they compete with the oilfield labor market. They believe there is a strong need and justification to continue use of the public transportation system. She commented that she agreed with the comments by Roswell Transit on the need for regional transit, however, hiring drivers would be key to success of expanded services. Marketing includes their web page, and they use social media to get their message out. The Director concluded by respectfully requesting continued support for their FY26 grant application.

5. **City of Clovis – Clovis Area Transit System (CATS)**      Garry Johnson, Director

Garry Johnson explained to members that the CATS program continues to be a 100% response service operating within the city of Clovis, and it is expanding to one mile outside of the city limits to the city airport and to Cannon Air Force Base (CAFB). The ridership statistics show the strong need to continue this service, with ridership having increased by approximately 3,000 from the previous year. Their program has full-time drivers, except for one part-time. He spoke to staffing difficulties where they were previously fully staffed but it changed over a short period of time.

Mr. Johnson provided their days and hours of operation, to include service on Saturday. They currently only have one driver on Saturday and an office person, who helps outside the office if needed. He commented on the costs for fares and transit passes. Customers book trips by calling the office during working hours. In the past year, CATS answered 30,735 phone calls; drove 149,976 miles; logged 11,894 service hours; and provided 39,828 trips. Trip statistics show that 38.8% were work related; 6.8% were education based; 14.7% were for medical appointments; 5% for dialysis; 8% for shopping; and 29.4% for personal use.

With mapping displayed, the Director pointed out the existing service area, the expanded service area (1 additional mile); and the routes to the airport and CAFB. He added that they are meeting with CAFB officials this month to discuss their route, and they are working with their system to track these added routes separately. An additional slide presented trip and fare comparisons, with numbers increasing with the addition of drivers. The FY26 funding request amounts were reviewed, to include the federal/local match for administration and operations. Mr. Johnson added they have a continued wellness response, with hand sanitizer on all buses and more as there is still COVID in their city and Portales.

CATS is included in the City's five-year strategic plan and their updated comprehensive plan. Mr. Johnson spoke about their transportation goals, objectives, and implementation strategies, which are determined during the public input process. They continue to coordinate with other local transportation providers in the area and refer passengers to them, working together. Those providers include area nursing homes, senior centers, non-emergency medical transportation providers, disabled transportation, local shuttles, two taxis, and the local VA clinic. They are also focused on working with the airport, with their recent expansion and getting travelers into town.

With their transit system being 100% demand response, they encourage public input. They will mold their service into what the public needs. All vehicles have stamped, self-addressed comment



cards. These cards, as well as survey forms, are also kept in the transit facility lobby. The City's marketing director continues to update their website and brochures and is developing a new brand that coincides with the City's new community brand. An onboard customer survey is used and distributed, asking for feedback on their operations. Mr. Johnson agreed with the other public transit providers that there is a regional need. They receive requests for transportation outside their service area on a daily basis. An example was provided where people in the Roswell hospital, who are being released, need to return home.

Information that proves the need for local and regional service is collected daily and accomplished through tallying phone requests for regional service, interagency meetings, and local growth committee meetings. CATS continues to look and work on serving the needs of their area, which shows additional demand for the homeless. One of their goals and unmet needs is to build service back to full capacity, and they are working on a replacement plan for their fleet. They would like to get a dedicated fleet maintenance. CATS has been facing the same issues as others in that they are short drivers. Their transit program has a total of ten driver positions when fully staffed, eight full-time and two part-time. They currently have eight full-time, and one part-time. For marketing, in addition to the website/brochure/branding, they are planning to have a marketing and advertising campaign regarding the new expanded area, to keep the public informed. Other marketing tools include informational meetings with the public; radio spots; newspaper ads; advertising in the Chamber of Commerce magazine; promotional items; and social media.

6. **City of Carlsbad – Carlsbad Municipal Transit** Josh Moore, Transit Director

Josh Moore informed the group that he will give them some quick facts and information about their services and then provide a video presentation. Carlsbad Transit does its demand response and paratransit together. They have three fixed route services: a north route; a south route; and an east/west route. They also have the Carlsbad After School Transportation (CAST), where they transport latchkey kids from schools to certified day-care specialists. Regarding staffing, they have 24 employees, 18 of which are drivers. They do have a certified ASE mechanic. Most repairs are done in-house. The fleet consists of 20 vehicles, mostly cutaways and a few larger vans. From the FY25 award, they did acquire a new van; for FY26, they are requesting a new service truck. They are funded by the Carlsbad General Fund for the matching fund with federal funding coming from the §5311 and §5339 grants. The Department of Public Works directs them, and their governing board is the City Council. Their transit system has new AVL software which is going to help reduce cost per passenger and cost per mile. Further, they are working on a new long-term transportation plan, also part of the Southeast New Mexico NMDOT's RTP.

The video presentation stated Carlsbad Transit's mission: to strive for the provision of safe and accessible transportation to the public and for the welfare of the citizens of Carlsbad. Short-term transit goals include maintaining the fleet in a state of good repair; expand demand response services; fixed route focus; improve rider experience; and addition of staff. The long-term city adopted transit plan goals were fully discussed.

Multiple organizations and agencies with whom they coordinate services were named and displayed. The current funding structure (FY24) numbers were displayed (capital/administration/operating – federal/local). Local funding sources include the municipal general fund, fare revenue, infotainment and advertising revenue, the lodger's tax, as well as other grant opportunities. Public input comes from several sources, such as customer surveys, the People with Disabilities Networking Group of Carlsbad, senior centers, the library, museum, etc. Complaint and comment cards are offered in the office, vans, and marketing stations. City Hall has the 311 hotline and website complaint form/email.

When reviewing growing demand and expansion areas, color-coded mapping was displayed to show all routes and the expansion areas. Demand response and fixed routes account for 26,400 and 7,200 rides respectively, roughly 33,600, which is up by 4,600, compared to the previous year. Demand continues from the medical community (hospital, dialysis, clinics/physicians), the commercial/business district, multiple community organizations, and tourism.

Regarding a new and improved better rider experience, the video presented on their transit shelter project. An analysis determined the best placement for shelters, and 19 new shelters are being placed along the fixed route. Construction has been completed for Phase 1 and has begun for Phase 2. Regarding transit technology, Carlsbad Transit has new AVL software (Blaise). With this technology, they will have the ability to collect daily operations information accurately and efficiently; provide a passenger app; and utilize real-time vehicle location and GPS tracking. Their health project includes a decontamination system and touchless sanitizer. Transit surveillance includes security cameras at the facility and on board, and an emergency button has been installed on all vans. Mapping includes GTFS, Google Maps, and a route planner on their website.

Their marketing plan includes radio spots; print media located at municipal facilities, fixed route locations, and in the newspapers; public presentations at charity and community events, and the senior centers; a website page; social media posts (FB) and promotional items. The Director concluded with a slide presenting last year's costs, ridership and revenue.

#### **§5310 – Transportation for Elderly Individuals & Individuals with Disabilities (Presentations and Scoring)**

The Chairman provided a reminder of the time limits and confirmed which scoring sheet was to be used. Following the presentation, all scoring sheets are to be turned in to Ms. Burr.

1. **Zia Therapy Center, Inc. (Ztrans)** Joe Hardin, Transit Director  
Sharon Gilsdorf, Chief Financial Officer (retiring)  
Paige Spann, Chief Financial Officer

Joe Hardin, Director, explained that Zia Therapy Center has been around since 1960 and is an umbrella organization. Zia has a daycare, early childhood intervention for children that have disabilities and adult programs for disabled individuals. Zia coordinates with the few disabled and elderly providers in their community. Additionally, they coordinate their paratransit service with four local nursing homes, a senior center, and Life Transitions, a program for individuals that need therapy service at the hospital. There is a large retirement community, including Holloman Air Force Base (HAFB), and they do plan for growth in the elderly and disabled community.

Sharon Gilsdorf spoke to Zia's beginnings and how they developed and run their programs, such as respite, adult day habilitation, family living, customized community support, and more. Mr. Hardin explained that their funding request for FY26 is an 11-passenger, 2 wheelchair position mobility trans vehicle, as a replacement for one of their older vehicles. He spoke about vehicle life expectancy as being probably ten years with 200,000-250,000 miles. Zia tries to reach 500,000-600,000 miles, and their vehicles are maintained very well. He reviewed the cost for the new vehicle and the services provided (displayed).

Ztrans is included in the RTPO/MPO Coordinated Public Transit Human Services Transportation Plan. There is definitely a regional need for these services, and they cannot serve the entire region. They serve what they can within Alamogordo, HAFB and up to Tularosa. A clear and defined need for this service would be ridership. It is hard to increase the ridership with limited funding and resources, but they serve what they are able to.

Ztrans has a comprehensive maintenance plan, like with their §5311 vehicles—they treat these vehicles exactly the same. He pointed out that previously, §5310 vehicles were used for the §5310 program only, and the same with §5311. Federal Transit Administration (FTA) allows them to mix and match now, which has proven beneficial, particularly with balancing mileage between vehicles. Zia farms out their maintenance to local vendors in Alamogordo. The vehicle maintenance schedule and vehicle maintenance documentation (displayed) are the same as the §5311 Program. Some vehicles are not CDL required, such as their 11- or 13-passenger vehicles. He explained that since they are underneath the PRC, their drivers must have a physical and go through the drug and alcohol checks, like with §5311. Staff are trained to recognize maintenance concerns. All drivers are trained in passenger safety and sensitivity and wheelchair lift operations. They utilize the training programs through the National Rural Transit Assistance Program, which follow the guidelines.

Mr. Hardin explained that when new drivers are hired, most accidents occur during the first sixty days, so they focus on that training. Additional training includes defensive driving (every three years); passenger assistance training (dealing with wheelchairs); wheelchair lifts operations; First Aid and CPR (every two years); and crisis management (dealing with passenger problems, fires, floods, etc.).

The Chairman reminded members to turn in the scoring sheets before they leave the meeting. Ms. Burr stated that they will move forward with tabulating the results and will share scoring results with members, public transit providers and the Transit & Rail Division.

**B. Approval of Transportation Alternatives Program (TAP), Recreational Trails Program (RTP), Congestion Mitigation & Air Quality (CMAQ) Program, and Carbon Reduction Program (CRP) Call-for-Projects – Timeline & Deadlines**

Mary Ann Burr reminded members that they were sent the Call for Projects for the TAP/RTP/CMAQ/CRP Programs in early November. The Program guides were also provided. The action to be taken this date is the approval of the RTPO deadlines. She spoke about the proposed date for the submission of the Project Feasibility Forms (PFFs), being January 9, 2025. It gives members ample time to submit the PFF, a short form. Applicants will need to identify/determine their projects. She commented on the period of time set for the PFF Reviews, the meetings held with NMDOT District 2, and for final application preparation. Another key date is February 17, 2025, for final applications due to SERTPO.

She explained what is new in this application cycle. When applications are submitted, the RTPO planners evaluate the applications and vet them for eligibility and completeness—an activity the staff already do. However, this year the staff will support the application with a letter of concurrence, a letter that states the RTPO staff have reviewed the application and consider it complete. Another new change is that instead of the RTPO planners uploading the final applications, it will now be the local entity. She explained that they are shifting that role to the local entities.

Samuel Jenson, NMDOT Planning Division (Santa Fe), was online and offered that the main major difference is this new application portal where entities will submit their application online instead of submitting a document to the RTPO to submit. Ms. Burr added that TLPA certification will be required prior to agreement by the person in charge/responsible charge. Mr. Jenson commented on the TLPA certification, and entities can do it online now. All the information is available at the Construction and Civil Rights Bureau (CCRB) website of the NMDOT (a link is included in the program guides). NMDOT has been encouraging entities to apply. Mr. Jenson spoke to the helpful information covered about how to manage a federal grant, and there are a lot of complexities that sometimes smaller entities are not familiar with. A member inquired on the length of time the certifications are good for. Mr. Jenson responded and pointed out that the certification goes to the person, not the entity. If the agency experiences high turnover, they may wish to have a couple of staff members

certified. He explained that this is a matter that has come up in the past, where a person is certified, and then the person moves on to a new position, leaving the organization without a certified staff person. Light discussion continued on the length of certification, which may be two years. Certification needs to be done before funds are awarded. If the entity can get certified, concurrent with the application process, that is ideal. If the Department selects a project, there should be time to do it then, but it is recommended to do it as soon as possible as there is the potential that it could delay the agreement process. He indicated that they can work with agencies if their project is selected, and the agency doesn't have anyone certified. One would have to get certified quickly if their project is selected. A member inquired if they need to include their certification with the application. Mr. Jenson explained that would not be necessary. They will check with CCRB when they are reviewing applications. He urged members to make sure that if they are certified, to double-check with CCRB and make sure all is properly documented. Checking with CCRB's list can be easily done via email or phone call to Danny Sandoval, the contact person.

Regarding the timeline, Hazer Archer made a motion to approve the timeline presented. Bob Hemphill seconded the motion. The motion was approved without any objection. Ms. Burr stated that the timeline will be posted on the website, and members have a copy, as there were no changes.

## **INFORMATIONAL ITEMS**

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

Louis Matta (District 2) explained that the call for the Local Government Road Fund (LGRF) will be coming out soon, and they will be sending out a PowerPoint with this correspondence. Members who need training may contact them (Louis, Manon, or Libby). He added if members do not receive a letter by the end of January, to contact their office. There can be issues with receipt of letters with staff turnover. He urged members with expiring LGRF grants to get them in. Further, he encouraged members to get certified if participating with the federal programs (Call issued 11/4/24, and PFF due date of 1/9/25) and he recalls the length of certification as two years. He encourages entities to have two staff persons certified.

Regarding TPF match waiver requests, some have been accepted and some rejected. He offered congratulations to TPF awardees. Mr. Matta also mentioned that if an entity is going to need access for their project, to contact them. The District hopes to have e-permitting running next year. Manon Arnett spoke to the NMDOT funding directory, which provides criteria, who can apply, how to apply and more. She will share the directory with members following the meeting.

### **SERTPO Program Manager/Regional Planner Updates**

Ms. Burr reminded members that she had been giving them information regarding regional trail mapping. The funding for the project is official, and she named the consultant and individuals that will be involved. There will be a meeting soon to discuss data collection. Local government contacts will be determined, and telephone interviews are anticipated to take place with the local governments. Mapping will be shared with the local governments for their use, and mapping will be included in the Regional Transportation Plan (RTP).

### **Local Government Comments / Issues**

The Chairman commented that discussion on the Transportation Project Fund (TPF) will be included on the next meeting agenda. He added that the scoring criteria will have proposed changes. SERTPO hands over the projects to District 2, they conduct their review and then turn it over to the Secretary, who ultimately makes the awards. SERTPO does the best it can, keeping it fair and transparent, discussing and scoring openly. The Committee is looking at doing the maintenance criteria differently because, in the past, everyone received the same 50 points prior to the District and Secretary's office decisions. Joe Jarvis held a

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subcommittee meeting, and he will have a discussion on that in the next meeting. Light discussion followed, with the Chairman expressing appreciation to Roswell (Louis Najar) and Eddy County (Jason Burns) for their contributions to the process.

Inquiry was made on presentations. The Chairman explained that SERTPO has made concessions to virtual presentations (Santa Fe) but it is preferred that presentations be made in person.

**NEXT MEETING DATE/ADJOURNMENT**

The next meeting date was set for January 30, 2025, at Council Chambers in Tularosa. The meeting adjourned at 12:08 pm.

**APPROVED BY:**

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

1/30/25  
\_\_\_\_\_  
Date

**ATTESTED BY:**

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

1-30-25  
\_\_\_\_\_  
Date