

Southeast Regional Transportation Planning Organization (SERTPO)

Minutes of the SERTPO Committee Meeting

January 30, 2025 – 10:00 am
Village of Tularosa Council Chambers

MEMBERS PRESENT:

Representative (or Alternate) listed in Alphabetical Order

Archer, Hazer	Eddy County
Ball, Crystal	City of Lovington
Barrios-Testa, Angie	City of Carlsbad
Bunch, Clint	City of Clovis
Davis, Ashley	Mescalero Apache Tribe
Dominguez, Juan	Roosevelt County
Fulkrod, Brian	Village of Melrose
Gallegos, Louie (Mayor)	Village of Fort Sumner
García, Roman (Mayor)	Town of Vaughn
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
King, Timothy (Mayor)	Village of Cloudcroft
MacCornack, James	City of Roswell
Martinez, Michael	Village of Ruidoso
Moyer, Brent	De Baca County
Myrick, Van	City of Jal
Osborne, Deborah	City of Alamogordo
Seepersad, Kristalyn	City of Hobbs
Serna, Samantha (Commissioner)	Lincoln County
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
McVey, Jo	City of Portales
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
Valverde, Summer	City of Artesia
Whitecotton, Toni	Village of Floyd

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COG/NMDOT/AGENCIES PRESENT:

Arnett, Manon	NMDOT – District 2 – Roswell
Brown, Hallie	NM Dept. of Finance and Administration
Burr, Mary Ann	Southeastern New Mexico Economic Development District (SNMEDD)
Coslin, Libby	NMDOT – District 2 – Roswell
Gillette, Alison	NMDOT – Santa Fe
Sherman, Valerie	NMDOT – Las Cruces
Surina, Julie	Eastern Plains Council of Governments (EPCOG)

GUESTS PRESENT:

Astorga, Gabriel	City of Lovington
Brusuelas, Manuel (Trustee)	Village of Tularosa (Alternate)
Bryant, Rebekah	Village of Tularosa
Honeycutt, Jeff	Lincoln County (Alternate)
Kimmons, William	Village of Tularosa
Lucero, Amanda	De Baca County
Lucero, Catalina (Mayor Pro Tem)	Town of Vaughn
Martin, Seth (Commissioner)	Curry County
Runyan, Richard	Dennis Engineering Co.
Sanchez, Adam	Village of Ruidoso (Alternate)
Shanta, Shantal	Mescalero Apache Tribe

CALL TO ORDER / QUORUM (10)

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

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

APPROVAL OF AGENDA

Samantha Serna 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 unanimously.

APPROVAL OF MINUTES

The minutes from the December 10, 2024 meeting were considered for review and approval. Hazer Archer made a motion to approve the minutes as submitted. Mike Martinez seconded the motion. A call for votes was taken, and with there being no objections, the motion passed unanimously.

PRESENTATION: Local Government Road Fund (LGRF) Overview

Manon A. Arnett, Local Government Community Liaison
NMDOT District 2 Office

Manon Arnett, District 2, provided a PowerPoint presentation on the LGRF Program. LGRF funding may be utilized for project development, construction/reconstruction, improvements, maintenance or repair of public highways, streets, public school parking lots, right-of-way acquisition and materials for construction or improvement. Maintenance projects are best suited for LGRF as there is limited funding. The State (75%) and local match (25%) were reviewed. LGRF is a disbursement program (not reimbursement), where the funds can be requested and disbursed before work is completed. Work cannot begin until there is a fully executed agreement, and a purchase order is in place.

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Descriptions of the funding types for LGRF were reviewed (i.e., Cooperative Program (SP or Coop), County Arterial Program (CAP), School Bus Route Program (SB) and Municipal Arterial Program (MAP)). Additionally, percentages of each program, making up the total for LGRF funding; entities eligible; 18- or 24-month project timeframes; and Agreement termination dates (December 31st or June 30th) were presented. The current Call for Projects was reviewed. Local entities receive correspondence from NMDOT requesting project proposals for LGRF (Coop, CAP and SB projects). The entity's application must include the letter of intent, location of proposed project, scope of work, justification and certification. All project proposals are due by March 15, 2025.

A chart of LGRF funding for a five-year trend was displayed/reviewed. Further, it was provided that the Call for Projects for MAP is distributed by the Project Oversight Division (POD). The requirements for MAP proposals were listed. Clarification was given on where applications are submitted (Coop, CAP, SB vs MAP) and how budget recommendations are prepared. NMDOT presents projects to the State Transportation Commission for approval/denial in May, and NMDOT informs the local entities of approvals/denials in May as well. Regarding the Agreement signature process, the District Coordinator drafts an agreement for entity signature once the resolution is received. Signed agreements received by the District Coordinator will be submitted to POD for the Cabinet Secretary's approval. All agreements must be fully executed by October 31st.

Members inquired and discussed match waiver criteria and the number of applications that can be submitted. Ms. Arnett responded to inquiries, including a clarification that if multiple applications are submitted, the projects need to be ranked/prioritized.

PRESENTATION: Infrastructure Planning and Development Division

Hallie Brown, Bureau Chief
Capital Funding and Navigation Bureau
NM Dept of Finance and Administration

Hallie Brown informed members that the Infrastructure Planning and Development Division (IPDD) of DFA was created in 2024, with its essential functions including technical assistance to political subdivisions of the state; receiving and reviewing Infrastructure Capital Improvement Plans (ICIPs); and leveraging state dollars for the acquisition of federal funds. She spoke to the Division's three Bureaus: 1) Capital Planning and Policy Bureau; 2) Capital Funding and Navigation Bureau; and 3) Federal Grants Bureau). The functions and responsibilities for each Bureau were reviewed.

The Capital Planning and Policy Bureau's responsibilities include the development and review of the ICIP as well as the oversight of the Capital Project Management System (CPMS). Responsibilities of the Capital Navigation and Funding Assistance Bureau include assisting agencies and local bodies with finding funding, administering the New Mexico Match Fund, and coordinating the Capital Connect Hub each month. The Federal Grants Bureau will provide technical assistance for federal grants, manage the reporting for State and Local Fiscal Recovery Funds and manage the Community Development Block Grant (CDBG) Program. Contact information for IPDD staff was provided (and copies of the presentation will be distributed to members after the meeting).

Ms. Brown responded to questions on ICIP deadlines and CDBG funds. ICIP deadlines will not change this year, and she recommended members to reach out to Scott Wright or any of the project managers. Allison Gillette, NMDOT Santa Fe, spoke to the capacity grants and the GRO fund (junior bill funding renamed) currently in the legislative session.

ACTION ITEMS

A. Discussion and Approval of FY26 Transportation Project Fund (TPF) Evaluation & Prioritization Process

The Chairman commented that the action items had two items, with part A dealing with the subcommittee meeting that was held in Roswell. Vice-Chairman Jarvis, who headed the meeting, will be speaking about the meeting. Vice-Chairman Jarvis explained that they changed a few items such as award points and scope of projects. He explained that there have been several questions and discussions since the subcommittee meeting, and he recommends an additional meeting to finalize their recommendations within the next couple of weeks.

Hazer Archer made a motion to have the subcommittee reconvene in Roswell for the TPF rating review. The motion was seconded by Crystal Ball. Discussion continued with the Chairman commenting that this will require an extra SERTPO meeting. Dates were discussed and members agreed to a February 13th date (subcommittee meeting), at 10:00 am, hosted by the City of Roswell. Possible locations were mentioned. Mayor Garcia urged the committee to consider the pros and cons and consider the size of the community—looking at the needs of all communities and making sure everyone has a fair chance at the funding. The Chairman added that SERTPO does its due diligence and tries to provide a good product, providing good choices as it filters out at the higher levels. He also urged all to talk to their legislators. A member also inquired if they could have a list of the subcommittee members to reach out to them. Subcommittee members in attendance also raised their hands. A call for votes was taken, and the motion passed unanimously.

Dates for the SERTPO meeting to approve the TPF evaluation criteria were discussed. March 5th will be considered, with a proposed location of ENMU Roswell.

Additional members interested in serving on the subcommittee included Jal (Van Myrick), De Baca County (Brent Moyer), (Ruidoso) Adam Sanchez and (Curry County) Walon Jones.

B. Discussion and Approval of FY26 Transportation Project Fund (TPF) Timeline

Mary Ann Burr discussed the Timeline and changes in dates, with the NMDOT Call-for-Projects having been recently released (copies of the Call provided at the sign-in table). The NMDOT Call-for-Projects release date will be changed to January 21, 2025 (the date on the Call-for-Projects) and the Final Application Submission date to NMDOT will be changed from May 30th to May 31, 2025. The meeting date for rating is May 21, 2025, and the meeting will be held in Ruidoso at the Convention Center. Ms. Burr also pointed out that the number of application maximums provided in the table were changed to meet the proposed criteria, making all read one application maximum per category.

Group discussion continued on multiple applications being submitted and the overload to the system (overload for the District); a probable consensus to leaving capital and design at one application maximum; developing a rotation to make it fair (maintenance at one); easier planning when it is known that every three years an entity will be funded; some type of separation in points instead of every application receiving the same fifty points and wishing for the best; consideration of utilizing funding for asset management planning (a separate category) for the future; reflecting asset management priorities may possibly carry some weight at the state level; a possible increase of funding (\$200 mil); and the number of applications for the maintenance category (i.e., 1 or 2 applications). Walon Jones made a motion to keep the maximum number of applications as is, with one app maximum with \$2 million cap (maintenance). The motion was seconded by Kevin Kennedy. A call for votes was taken, with all in the affirmative with the exception to one objection by Crystal Ball (Lovington). The motion passed. The Chair reaffirmed that the number of applications is 1, 1, and 1, and the timeline as a whole will be considered.

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Ms. Burr reminded members that the dates changing on the timeline are the date of the call for projects (January 21, 2025), and the final Application submission will be changed to May 31, 2025. A member requested clarification on whether the dollar amounts remain the same. The Chairman confirmed that they do stay the same for all categories. Further, the May 21st meeting has been arranged for Ruidoso. Light discussion was held on the optional attachments listed on the timeline. The items listed are helpful, if available, for the PFF review. The project map was encouraged to accompany the PFF. Mike Martinez made a motion to approve the TPF Timeline & Deadlines as stated. Motion was seconded by Hazer Archer. A call for votes was taken, and with there being no objections, the motion passed by unanimous vote.

INFORMATIONAL ITEMS

SERTPO Program Manager/Regional Planner Updates

Mary Ann Burr updated members on the regional trail mapping project. There has been outreach to members for the contact list, and the list has been provided to BHI, the consultant. The contacts should be hearing from the consultant, and some members have already shared their information. Regarding the TAP/RTP/CMAQ/CRP Programs (federal), three entities submitted applications (Carlsbad, Lovington and Clovis). The PFF review process has taken place. The next deadline for full applications to SERTPO is February 17, 2025. Julie Surina reminded members that new this year for the TAP/RTP/CMAQ/CRP Programs, entities are responsible for uploading their applications. She also invited any members in attendance at the Legislature to visit the RTPO booth on Transportation Day (February 11, 2025).

NMDOT Updates

Manon Arnett, District 2, reminded members that the Federal Lands Access Program (FLAP) application cycle is open, and a webinar is being held on February 18, 2025. The Transportation Project Fund (TPF) call is open. LGRF is now open with submissions due March 15, 2025. There are updated procedures for time extensions, and she stated that if an extension is needed, members should contact Louis Matta or Libby Coslin on the new procedure. She also added that e-permitting is now live. Any person needing a permit, including driveway, will be directed to go through the website. She reminded applicants that updated PFFs for TAP/RTP need to be submitted to Louis Matta, so he may review/sign. Libby Coslin, District 2, informed members that a few TPF grants are approaching their expiration dates in June, and she encouraged members to look at their Agreements and contact them if they have any questions.

Alison Gillette, NMDOT Santa Fe, spoke to the need for current ADA Transition (more than 50 employees) and Title VI Plans for the TAP, RTP, CMAQ and CRP Programs (boilerplates are available and will be shared with RTPO planners). She confirmed that TLPA certifications are for two years. There are videos online, and Danny Sandoval can send the test to entities. If there were fifteen individuals or more, Mr. Danny Sandoval would be able to come down for in-person training (two-day training). Bound copies of the NMDOT 2024 Funding Directory were made available to members.

Local Government Comments / Issues

Chairman Honeycutt thanked the Village of Tularosa for hosting the day's meeting and to the Village of Ruidoso for hosting a future meeting.

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NEXT MEETING DATE/ADJOURNMENT

The next meeting date was set for the first week in March, 2025, in Roswell (location to be confirmed). The SERTPO spring meeting is planned for the Town of Vaughn on April 10, 2025. Mayor Garcia spoke to the great service performed by members. Robert Hemphill made a motion for adjournment. The motion was seconded by Kevin Kennedy. A call for votes was taken, all in the affirmative, and the meeting adjourned at 11:30 am.

APPROVED BY:



SERTPO Committee Chair/Vice Chair

3/19/25

Date

ATTESTED BY:



SERTPO Program Manager

3-5-25

Date