

# **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
Garcia, 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
Whitcotton, Toni	Village of Floyd

**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.

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 31<sup>st</sup> or June 30<sup>th</sup>) 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 31<sup>st</sup>.

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 13<sup>th</sup> 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 5<sup>th</sup> 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 30<sup>th</sup> 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.

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 21<sup>st</sup> 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.

Southeast Regional Transportation Planning Organization (SERTPO)  
Minutes of January 30, 2025 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

# **Southeast Regional Transportation Planning Organization (SERTPO)**

## **Minutes of the SERTPO Committee Meeting**

**March 5, 2025 – 10:00 am**

**Virtual Meeting**

### **MEMBERS PRESENT:**

*Representative (or Alternate) listed in Alphabetical Order*

Ball, Crystal	City of Lovington
Bunch, Clint	City of Clovis
Burns, Jason	Eddy County
Burns, Marilyn (Mayor)	Town of Tatum
Carrizal, Joe John	Village of Cloudcroft
Davalos, Minerva (Mayor)	Village of Capitan
Dominguez, Juan	Roosevelt County
Fulkrod, Brian	Village of Melrose
Gallegos, Louie (Mayor)	Village of Fort Sumner
Garcia, Yolanda	Town of Vaughn
Garwood, Mark (Trustee)	Village of Tularosa
Henderson, Ben	Lea County
Henry, Anthony	City of Hobbs
Hemphill, Bob (Mayor)	Town of Carrizozo
Honeycutt, Jeff	Lincoln County
Jarvis, Joe	City of Ruidoso Downs
Jones, Walon	Curry County
Little, Chris	Mescalero Apache Tribe
MacCornack, James	City of Roswell
Martinez, Michael	Village of Ruidoso
McVey, Jo	City of Portales
Moyer, Brent	De Baca County
Myrick, Van	City of Jal
Onsurez, Jackie (Councilor)	Village of Loving
Porter, Tom	Otero County
West, Joe	Chaves County

### **MEMBERS ABSENT:**

Autrey, Deborah (Mayor)	City of Texico
Barrios-Testa, Angie	City of Carlsbad
Brito, Candy	City of Eunice
Burkett, Mickey (Mayor)	Village of Dora
Jennings, Dan (Councilor)	Town of Hagerman
King, Kris (Mayor)	Village of Causey
Powell, Justin	Town of Dexter
Rael, Stella	City of Alamogordo
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
Whitcotton, Toni	Village of Floyd

**COG/NMDOT PRESENT:**

Burr, Mary Ann	Southeastern New Mexico Economic Development District (SNMEDD)
Gallardo, Judith	NMDOT – Las Cruces
Matta, Louis	NMDOT – District 2, Roswell
Sherman, Valerie	NMDOT – Las Cruces
Soule, Vincent	Eastern Plains Council of Governments (EPCOG)
Surina, Julie	Eastern Plains Council of Governments (EPCOG)
Trujillo, Angelica	NMDOT – Santa Fe

**GUESTS PRESENT:**

Archer, Hazer	Eddy County (Alternate)
Campbell, Lisa	Stantec
Contreras-Apodaca, Gabriela	Stantec
Gomez, Diana	Bohannon Huston
Greseth, Catherine	Village of Capitan
Hamilton, Eric	Bohannon Huston
Hooper, Wes	City of Jal
Howalt, Justin	City of Clovis
Jimenez, Pablo	Otero County
Lee, Debi	SNMEDD Consultant
Ramsey, Aaron	Bohannon Huston
Palomino, Alex	Chaves County
Runyon, Richard	Dennis Engineering
Seepersad, Kristalyn	City of Hobbs
Stoehner-Hernandez, Cynthia	Souder, Miller, and Associates
Weems, Carla	Roosevelt County

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

**PLEDGE OF ALLEGIANCE / SALUTE TO NM FLAG**

**INTRODUCTIONS**

Chairman Jeff Honeycutt called the meeting to order at 10:01 a.m. With twenty-six members present, a quorum was established. All present participated with the US Pledge of Allegiance and the salute to the New Mexico flag. Introductions were held.

**APPROVAL OF AGENDA**

Walon Jones made a motion to approve the agenda as presented. Bob Hemphill 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 January 30, 2025 meeting were considered for review and approval. Bob Hemphill made a motion to approve the minutes as submitted. Hazer Archer seconded the motion. A call for votes was taken, and with there being no objections, the motion passed unanimously.

## ACTION ITEMS

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

Vice Chairman Joe Jarvis spoke to the subcommittee meeting recently held. He explained that most changes are cleanups and wording. The criteria for capital, design, and maintenance were changed to one application. All changes were included in the meeting packet. Mr. Jarvis stated that they consist of minor changes with the exception to *Last Award*. That section and *Previous Applications* were changed so that every year an entity submits a project, the entity is going to get two points for projects that were unfunded, but it is for the same project, year after year. The Chair asked members if there were any questions. Light discussion was held. Mike Martinez made a motion to approve as presented. Brian Fulkrod seconded the motion. A call for votes was taken, and with there being no objections, the motion passed.

### B. Appeals to FY26 TPF Application Cycle [Late Application Policy]

The Chairman continued, explaining that there has been an appeal request on the timeline where a TPF project was submitted late and did not fit with the timeline already agreed upon. The Chairman added that there are two applications for discussion, one being an application which was submitted on time, but the form was not signed correctly; the second application was submitted an hour and a half late. The Chair stated that the best way to handle it and be transparent was to bring the matter before the group, and members can vote on it.

Ms. Burr read to members the email explanation for the late application submitted by Mescalero Apache Tribe. Ms. Burr explained that she visited with Chris Little regarding the late application policy, and the appeal process available to him was to bring his request before SERTPO for their decision. The minimum requirements due by the deadline were provided to him (i.e., the PFF and preferably a map). Resolutions are submitted intermittently. The Chair continued, asking for comments from the group, with the option to vote or see how the group wishes to proceed.

Group discussion included an inquiry as to whether Mescalero attended the last SERTPO meeting where there was discussion about the resolutions not required before the deadline. Ms. Burr confirmed that Mescalero was in attendance, but it was another individual, not Mr. Little. Additional member comments/questions included why did the entity wait until the last moment to notify that they were having issues with the application; why have rules if they are continually being waived; inquiry on history of what the group has done with late applications; question if counterparts shared information from last meeting and proxies; the application could have been sent in on time and resolution could have been attached later; inquiry if there was any previous contact with staff to inquire about the resolution; concerns over bending rules and setting a precedent; the importance of upholding the late application policy; inquiry if this information is new and whether the information is included on the call; the representatives from Tularosa and Lovington both shared with the group that they have been denied in the past over late applications; inquiry on when the applications were started, knowing the resolution was needed prior to any submittal; Ruidoso offered comment that they have dealings with the Tribe on agreements and their estimated timeline was extended significantly; and the options of either not accepting the application or doing some type of accommodation when there are difficulties getting some documents so they can be turned in after application is submitted, but application should be submitted before the deadline. Additional comments included the rules are in place; everyone has different processes and each has to prepare knowing what the processes are; if the processes are not working, it needs to be brought up beforehand and not after the application is submitted late; and there are so many methods of communication that are available, that could have been done if one is thinking or preparing ahead of time.

Ms. Burr confirmed the date and time the application was submitted (via email), and she was not contacted prior to the submission by the entity. She spoke to the timeline which contains the deadline; language on the document pertaining to optional attachments (to include resolutions); and the full application packet deadline.

Chris Little, Mescalero Apache Tribe, responded to questions. He explained that the individual at the last meeting was the Roads Manager, who is fairly new to the position, and it is his assumption that is why the information did not get relayed back to him. He spoke of an exception being made approximately two years ago, which set a precedent, and he upheld the rules at that time. Mr. Little explained that they are a different entity, and it is a requirement that he must get a resolution approving him to submit that grant application. He cannot submit anything without the approval (the resolution), or he will be in violation of his tribal policies, rules and regulations. Mr. Little explained he did start ahead of time, but the tribal council has their own time frame. He commented on how he must plan to meet with resources/program committee, then it goes to tribal council. He spoke to the frequency of Council meetings. All previous TPF applications have been submitted on time. The applications are good projects that the Tribe really needs to get approved, and he asked for approval to submit the applications.

The Chair explained that there has been much discussion about precedence and what has taken place in the past. The decision to be made will be by the majority of the group. He indicated that he wishes to move forward and be as fair as possible with everyone and their applications, which are important to all entities. With the information in the discussion that has been held, Mike Martinez made a motion to move to a vote. Crystal Ball seconded the motion. A call for votes was taken, and with there being no objections, the motion was approved to move to a vote. The Chair clarified that if the member is voting to approve the application to be turned in late, the vote would be *Yes*. If the entity is voting to deny the late application, the vote would be *No*. A roll call vote was taken, with Cloudcroft voting *Yes*, Mescalero *abstaining*, and 18 members voting *No* (Capitan, Carrizozo, Chaves County, Clovis, Curry County, De Baca County, Eddy County, Jal, Lea County, Lincoln County, Lovington, Melrose, Otero County, Roswell, Ruidoso, Ruidoso Downs, Tatum, and Vaughn). The Chair announced the appeal has been denied.

The Chairman addressed the application submitted without a signature. Ms. Burr explained the PFF was submitted unsigned, and it was submitted at 4:24 p.m. An additional email was submitted [by consultant] with the unsigned PFF at 5:00 p.m. She spoke of her attempts to contact the Village, by phone and email. On behalf of the Village of Cloudcroft, Joe John Carrizal spoke to the group and described the staffing changes they are experiencing. The Village has a third party who is helping with the TPF grants and other grants. Their third party had a bereavement and traveled out-of-state. Mr. Carrizal requested consideration of their application. He believes they did their part but just did not get the signature. He added that they are currently attempting to hire staff. Ms. Burr added that there had been an additional email from the consultant on Friday (10:53 am) and read the explanation provided. The email requested the acceptance of the corrected version of the PFF submission. The Chair asked if the PFF is turned in unsigned, what does NMDOT do. Ms. Burr commented that she forwarded the submission to the District, to show that it was received before 5:00 p.m. Louis Matta, District 2, did point out that the form was unsigned. Mr. Matta, District 2, spoke and explained that he reviews the information, and he does ask for it to get signed so they can move forward with it. If there is something missing, he will send it back. He indicated that it is acceptable, they do like everyone putting in for a project. He commented that an item to be considered with the next pointing system is that incomplete applications may get some point deductions. He re-stated that he is agreeable with it being turned in, and he appreciates reviewing all documentation submitted, that way he can get a whole picture view instead of just the PFF and map. An inquiry was made whether the PFF received by the District is unsigned is a disqualification, and Mr. Matta responded he did not believe so, and the rules for this program are set forth by the RTPO. Julie

Surina, EPCOG, commented that she did have an entity submit last year with an unsigned PFF and during the PFF review, Mr. Matta requested that it be signed, and they moved forward with it. This year, there were a few submitted that she had to send them back to the entity to get signed. Ms. Burr added that there is a new TPF PFF form recently shared with members. The form used in this cycle has always caused confusion with the “T/LPA Review” wording for signatures. The new form does now read “Local Entity.” Ms. Surina agreed that there was some confusion about who can sign it and with the change reading local entity, it should be signed easier now. Mr. Matta concurred and added that the old form had been taken from the TAP/RTP programs (federal).

Following an inquiry made for clarification, it was stated that there are no rules in effect for unsigned PFFs from the SERTPO side, there are no rules on the DOT side saying that it is an incomplete project, and some rules would need to be implemented by the RTPO, if desired. Walon Jones made a motion to accept Cloudcroft’s application, as is, with their application submitted by the deadline, and the unsigned docs do not go against them meeting the criteria they were required to. Crystal Ball seconded the motion. Discussion was held on the differences between late applications and incomplete applications; and resolutions as part of the full application packet, revisions and acquiring signatures allowed. A call for votes was taken, with all in the affirmative, except for one opposing, Mescalero Apache Tribe. Motion passed. A member requested that they would like to see this matter addressed as a rule or as mentioned earlier, points taken off for incomplete applications without signatures, so the group is not in the same situation in the future. The Chair requested that this topic be included on the next agenda for the next meeting.

## **INFORMATIONAL ITEMS**

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

Ms. Burr informed members that twenty-six applications were received--with Cloudcroft, twenty-seven. Last year, at the time PFFs were accepted, forty-three applications were received. She provided members with the difference between the two years in total and by category to give members a sense of the impact of changing the criteria to one application per category. She briefly reminded members of the new PFF form. It is optional, but they do recommend it, as provided in the email previously sent. The PFF reviews have begun and are ongoing. The next item that comes up regarding TPF is the full application packet deadline of April 21, 2025. She reminded members that if they are having any difficulties with resolutions getting scheduled, they still have the option of submitting a letter, over their letterhead, from their chief financial officer or someone with budget authority, committing to the five percent match availability. Further, there is Build America/Buy America (BABA) training in the region in Roswell on May 8, 2025 (email previously sent on the training).

Julie Surina informed members that the next meeting is April 10, 2025, in Vaughn, New Mexico. There will be a presentation by the NMDOT Right-of-Way Bureau, Lee Cabeza de Vaca. Ms. Surina added that they do have capital outlay money if any of their entities want to take any grants, programs, etc. They do have sponsorship. She encouraged her entities to send her or Sandy Chancey an email about roughly how much is needed, and they will see what they can do. Ms. Burr added that they have had a meeting with Planning about what is occurring on the federal level. There is more scrutiny on projects and STIP amendments. There will be a future meeting, and members will be updated once more information is available and more definitive.

**NMDOT Updates**

Louis Matta, District 2, informed members that they have received some of the LGRF applications, and they are starting to put them into their matrix. The matrix is a program that keeps decision-making neutral.

Angelica Trujillo, NMDOT, introduced herself to members as the new Tribal Liaison. She commented that she would like to visit with Chris Little, Mescalero Apache Tribe, to get to know more about their area and needs. One funding opportunity available to Mescalero is the Rural and Tribal Assistance Pilot Program. It is a no-match grant, with approximately \$27 million available. She indicated that she would like to send additional information to Mescalero as it is a good opportunity. There is still time to work together, determining if any of the projects' scopes fit within the eligibility criteria for this funding opportunity. The application opening for the portal will start on March 18, 2025. Ms. Trujillo mentioned that she had previously been the NMDOT TAP/RTP Coordinator and urged members to reach out to her if needed.

**Local Government Comments / Issues: None**

**Public Comments**

Bob Hemphill commented on the meeting, and the Chair thanked everyone for their participation. Chris Little expressed his thanks to the SERTPO group for considering his issue. He expressed his appreciation for their time and effort and would like to reach out to the State Liaison to discuss some of his issues—his request was acknowledged by Ms. Trujillo.

**NEXT MEETING DATE/ADJOURNMENT**

The next meeting date was set for Thursday, April 10, 2025. Julie Surina will send out a map once she receives it. Yolanda Garcia explained that their rural addressing has two addresses and if one googles the address, they are going to be directed to the wrong building, so a map will be provided. She added that it is on the main highway, right by the Fire Department, and it is not hard to find. With there being no further business, Crystal Ball made a motion to adjourn. Hazer Archer seconded the motion, and the meeting adjourned at 11:12 a.m.

**APPROVED BY:**

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

4/10/25  
\_\_\_\_\_  
Date

**ATTESTED BY:**

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

4-10-25  
\_\_\_\_\_  
Date

# **Southeast Regional Transportation Planning Organization (SERTPO)**

## **Minutes of the SERTPO Committee Meeting**

**April 10, 2025 – 10:00 am**

**Vaughn Community Center**

### **MEMBERS PRESENT:**

*Representative (or Alternate) listed in Alphabetical Order*

Ball, Crystal	City of Lovington
Barrios-Testa, Angie	City of Carlsbad
Bunch, Clint	City of Clovis
Davalos, Minerva (Mayor)	Village of Capitan
Dominguez, Juan	Roosevelt County
Forget, Meadow (Mayor)	Village of Melrose
Garwood, Mark (Trustee)	Village of Tularosa
Henry, Anthony	City of Hobbs
Jarvis, Joe	City of Ruidoso Downs
Jimenez, Pablo	Otero County
Jones, Walon	Curry County
King, Timothy (Mayor)	Village of Cloudcroft
Little, Chris	Mescalero Apache Tribe
Lucero, Catalina (Mayor Pro Tem)	Town of Vaughn
Lujan, Ashley	Eddy County
MacCornack, James	City of Roswell
Marquez, Delbert (Councilor)	Village of Fort Sumner
Martinez, Michael	Village of Ruidoso
Moyer, Brent	De Baca County
Myrick, Van	City of Jal
Rael, Stella	City of Alamogordo
Samora, Jesse (Mayor Pro Tem)	Town of Carrizozo
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
Kalisek, Joe (Councilor)	Town of Tatum
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

**COG/NMDOT PRESENT:**

Arnett, Manon	NMDOT District 2 - Roswell
Burr, Mary Ann	Southeastern New Mexico Economic Development District (SNMEDD)
Cabeza de Vaca, Lee	NMDOT Right of Way Bureau - Santa Fe
Duran, Denise	NMDOT Right of Way Bureau – Santa Fe
Matta, Louis	NMDOT – District 2 -Roswell
Surina, Julie	Eastern Plains Council of Governments (EPCOG)

**GUESTS PRESENT:**

Beltran, Simon (Trustee)	Town of Carrizozo
Castillo, Reena	Town of Vaughn
Fulkrod, Brian	Village of Melrose
Garcia, Yolanda	Town of Vaughn
Honeycutt, Jeff	Lincoln County (Alternate)
Lucero, Amanda	De Baca County
Lucero, Natalie	Vaughn Student
Martinez, Cayden	Vaughn Student
Martinez, Rudy (Councilor)	Village of Vaughn
Ramirez, Raqui	Vaughn Student
Ramos, Justin	City of Carlsbad (Alternate)
Roybal, Pamela Ann	Vaughn Municipal Schools
Wilson, Peggy	Village of Capitan

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

**PLEDGE OF ALLEGIANCE / SALUTE TO NM FLAG**

**INTRODUCTIONS**

Chairman Jeff Honeycutt called the meeting to order at 10:00 a.m. and thanked the Town of Vaughn for hosting the meeting. With twenty-four members present, a quorum was established. All present participated with the US Pledge of Allegiance and the salute to the New Mexico flag. Introductions were held.

**APPROVAL OF AGENDA**

Crystal Ball made a motion to approve the agenda. Brent Moyer seconded the motion. A call for votes was taken, and with there being no objections, the motion passed unanimously.

**APPROVAL OF MINUTES**

The minutes of the March 5, 2025 meeting were considered for review and approval. Mike Martinez made a motion to approve the minutes. Brian Fulkrod seconded the motion. A call for votes was taken, and with there being no objections, the motion passed unanimously.

**PRESENTATION: Federal-Aid Right-of-Way Requirements for Local Public Agencies**

NMDOT Right of Way Bureau (Santa Fe, New Mexico)  
Lee Cabeza de Vaca, Relocation and Specialization Unit – Relocation Supervisor  
Denise Duran, Relocation Agent

Mr. Cabeza de Vaca greeted members and explained they would be presenting on Right-of-Way, the full process and its different areas of Title, Mapping, Valuation, Acquisition/Condemnation, and Project Certification/Reimbursements. Presentation handouts were given to members. The Relocation Supervisor provided examples of when entities encounter accessing the right-of-way process. He explained that the Uniform Act has been modified

this past year, and the Relocation Handbook is being updated, available soon online. The Act ensures that any property or any person, business or farm being displaced, are treated fairly, equitably, and there is some recourse (not just taking property without just compensation). Standards, policies, and procedures are being reviewed for compliance with the recent changes. Right-of-Way is usually accessed for road safety, which involves eminent domain—making sure all is for public safety and to improve roads. He stressed that if federal funds are involved, all federal rules apply. Even if an entity is doing relocation and right-of-way with its own funds, he urged them to follow all the federal rules and regulations, so the entity does not have to go back and pay for services twice. He encouraged members to contact the Bureau, and they can assist when there is real property (business or home) or a person that is being affected.

There is a Code of Federal Regulations (CFR) that the Bureau follows, designed for how they function when they do the evaluation of property, mapping, titles, right of way process, etc. The CFR governs all activities when making decisions and interacting with the local entities and clients that are being impacted. The Supervisor provided an overview of 49 CFR - Transportation; 49 CFR, Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs; 23 CFR - Highways; and 23 CFR, Part 710 – Right-of-Way and Real Estate. The CFR also governs the relationship between NMDOT and tribal/local public agencies. The Federal Highway Administration (FHWA) allows NMDOT to administer the program (federal funding) and utilizes Oversight Agreements with NMDOT, formalizing responsibilities, including ensuring roads are maintained/used properly and oversight of local public agencies.

The Chair commented on an disconnect with FEMA where roads are being claimed as FHWA roads when the roads are actually local roadways. FEMA is utilizing their mapping, and the entities are having to submit letters regarding the matter. The local roads are maintained by either the County, Village of Ruidoso, or City of Ruidoso Downs. He inquired about the maps or systems used to come up with these roads that have been locally maintained roads for a length of time. Mr. Cabeza de Vaca stated that he will consult with FHWA to inquire about the processes for FEMA and FHWA in establishing their road systems. Mr. Honeycutt stated that the roadways involved are the entrance to the Racetrack, Gavilan Canyon, and Cedar Creek – all being identified as FHWA roadways. Mike Martinez offered additional comments, and it was determined that the matter appears to be resolving. Mr. Cabeza de Vaca will provide his business cards for members to provide him with the information, and they will move forward with it on their side, identifying the roads in their systems.

Title information was reviewed, with copies of title reports displayed. Louis Matta, District 2, confirmed for all that the project number and control number are the same. The Title Unit will be involved with all title aspects, and Mr. Cabeza de Vaca provided a thorough review, speaking of the thirty-three-year certified title search, title certificate, chain of title, five-year tax search, title sheets and work map. He also discussed mandatory meetings with the NMDOT Lands Abstracting Unit. Title reports must be prepared in accordance with the 2016 Lands Abstracting Unit Handbook, and this Handbook may be updated by FHWA. Title reports are good for six months from the date of certification. If there is a delay in funding or work, once it is past six months, one will have to pay for the title work again and that expense is not reimbursable. The Lands Abstracting Unit oversees their title reports, and functions/duties were described.

The Survey & Lands Engineering Division supports all surveying and mapping activities required for the transportation projects in the Statewide Transportation Improvement Program (STIP). He spoke to their structure, Sections and Units. Regarding appraisal and appraisal review, tribal/local public agencies should consult with NMDOT before hiring an appraiser. The appraisal process cannot commence until the final ROW map has been approved, funding has been approved, and final environmental clearance has been received. An overview of the appraisal / review timeframe was discussed. The NMDOT Appraisal Unit provides fair market value estimates of real property, conducts other studies, and performs those tasks to support their mission. The NMDOT Valuation section oversees the Appraisal Unit and Appraisal Review Unit and is responsible for evaluation/valuation of real property subject to acquisition or disposition.

Right of Way acquisition takes approximately six months to complete and cannot commence until appraisal reviews have been approved and stamped. The Acquisition Process is governed by 49 CFR, Part 24.102(f), and

the regulation was provided. The Unit's responsibility is to acquire real estate needed for road construction projects involving private landowners, commercial business owners, and local municipalities. Mr. Cabeza De Vaca continued with a description of the requirements and steps for offers; condemnation; acquisition record keeping; steps for closing; administrative settlements; and donations. Chris Little commented that they deal with different entities and inquired if there could be more information relating to tribal entities. Ron Shutiva, Tribal Liaison, has retired. Mr. Little recommended that NMDOT attend meetings to speak about tribal processes. The Relocation Supervisor and District 2 will take his message back to NMDOT. Mr. Cabeza de Vaca added that they are working on tribal land information and were waiting for Liaison approval. He requested feedback on the section, and Mr. Little agreed to review and comment.

The Relocation Specialty Unit addresses right of way functions involving tribal/local governments, relocation assistance, water rights, and federal/state government lands. The Unit is currently working in Jal, and the Relocation Supervisor described business relocations. The Unit has previously conducted relocations in Carlsbad and Clovis. If a project involves tribal lands, NMDOT should be contacted immediately. Government lands or public lands were reviewed, to include the Bureau of Land Management (BLM), the United States Forest Service (USFS) and the New Mexico State Land Office (SLO).

Encroachments refer to unauthorized structures or activities within the designated area of public roads, pipelines, or utilities. Examples given included food trucks, cars parked for sale, awnings, billboards, etc. Discussion was held on the wildlife corridor planned for US 70 (Mescalero). Right of Way certification is managed in the Relocation Unit. Once the right-of-way activities are completed, a formal request for right-of-way certification can be prepared, to include termini. Requirements for the request were reviewed, and if all requirements are met, they will process/issue/distribute the certification to the entity, the District, FHWA, contractor and all. Miguel, from their office, can furnish entities with the request letter requirements and sample letters. The final Right of Way Certification gives the entity the authority to go ahead and move forward with actual production of the project.

Reimbursement for ROW activities will be provided in either a Joint Powers Agreement (JPA) or Cooperative Project Agreement (CPA), which gives directions and provides how reimbursements will be processed. Additional information on reimbursement requirements was provided, and questions may be directed to Mr. Cabeza de Vaca or Raul, whose contact information was previously provided. The presentation concluded with NMDOT Region/District Coordinators' contact information. Contact information for each Unit was given in the presentation. Additionally, entities were urged to contact the Department for vetted contractors/agents for the right-of-way process, acquisition, relocations, and certified appraisers.

Mark Garwood thanked Mr. Little for being a good sister community and for all his work done on the reservation and the flow of traffic through the area. Denise Duran, Relocation Agent, commented that they have been re-vamping the presentation. Her goal had been to include terminology and steps that are foreign to many people and to share what they do in the Right of Way Bureau, having an open door for questions, guidance, and support.

## **ACTION ITEMS**

### **A. Transportation Project Fund (TPF) Review, Discussion and Possible Action on the Process for Incomplete Applications**

The Chairman explained that this item will be a discussion about the signature line that has changed on the new Project Feasibility Form (PFF). Joey Jarvis, Vice Chairman, inquired if the District had any recommendations to offer. Louis Matta, District 2, recommended that members read/review the new PFF form. The places where the 95% and 5% amounts on the PFF form were swapped—be aware of that change. Also, applicants need to sign in the correct place and make sure math is correct. Mr. Jarvis commented that there needs to be a meeting in the summer or early fall, possibly subcommittee, and review any changes that need to be made. The Chairman added that during a subcommittee meeting, their review of the scoring criteria and recommended changes will reflect what everyone wants and to make it uniform. Mary Ann Burr commented that the Call-for-Projects is usually released in the latter part of January. The timeline has been coordinated to start in January so everyone can get a head start. The

Chairman recommended that the subcommittee or regular meeting take place before the next TPF application cycle begins. Light discussion was held on entities who chose to use the new form. The new PFF form was released when PFF reviews had already begun. Discussion continued on the amount of funding. Mr. Matta named amounts of funding that he has been told will be available—none are definite at this time. The Chairman added comment on possible funding amounts and stated that once funding amounts are confirmed, the information will be passed along to members.

**B. Resolution No. 25-001 Approving Public Meeting Notice Requirements of the Southeast Regional Transportation Planning Organization (SERTPO)**

Mary Ann Burr explained that this is an annual resolution, with any updates, putting forward where meetings are held, types of meetings, how agendas are posted, etc. Brent Moyer made a motion to approve Resolution No. 25-001. Motion was seconded by Crystal Ball. A call for votes was taken, and with there being no objections, the motion passed unanimously.

**C. Resolution No. 25-002 Approving the SNMEDD/COG RWP Formal Amendment for FFY25/26**

Mary Ann Burr explained that a change was needed for the travel budget and with the change being over twenty percent, it required a formal amendment be reviewed/approved by the SERTPO Committee. Ms. Burr explained the activity taking place with the travel line item (tires, battery, and electronic repairs). Budget was moved from other line items to increase the travel budget line item. She commented on budgeted hours also being adjusted. Mike Martinez made a motion to approve Resolution No. 25-002 Approving the SNMEDD/COG RWP Formal Amendment for FFY25/26. Van Myrick seconded the motion. A call for votes was taken, and with there being no objections, the motion passed.

**INFORMATIONAL ITEMS**

**SERTPO Program Manager/Regional Planner Updates**

Mary Ann Burr informed members of changes occurring within the planning grants. SNMEDD has been administering CDBG Comprehensive and Asset Management Plans, however, there has been a recent change whereby CDBG planning grant funding will cease—only infrastructure grants will be funded.

Regarding the trail mapping project, draft mapping has been prepared. The RTPO planners will meet again with the consultants in May. Mapping is expected to be complete in May. Once mapping is complete, the plan is to update the Regional Transportation Plan (RTP) with a trail section. Ms. Burr explained that she spoke to the consultant recently, and she requested a reminder be given to the local governments. The consultant has reached out to the local governments for any tweaking of the mapping, and she requests local governments to get back to her by the end of this week so the consultant can move forward with the project.

Following this meeting, Ms. Burr stated that she will be able to complete the attendance list that is used with the TPF scoring criteria. The attendance information will be provided to members prior to the May meeting. Additionally, the annual membership mailing for SERTPO representation will be conducted soon. Ms. Burr explained how the mailing is an annual requirement for both COGs.

Julie Surina informed members that she attended the National Planners conference in Denver. Samuel Jensen, NMDOT (Santa Fe), was on the agenda as one of the speakers. The Federal Lands Access Program (FLAP) funds were announced and is moving forward. The application deadline is June 20, 2025. Webinars on being held on April 22-23, 2025 (an email was previously shared and can be resent).

**NMDOT Updates**

Louis Matta, District 2, thanked members for applications for the Local Government Road Fund (LGRF). There was additional activity for TPF with the new forms, which have all been completed. Regarding TPF funding, there is an additional \$19 mil that was added. He commented that after speaking with Clarissa Martinez (NMDOT Santa Fe), she believes there is \$58-59 mil of funding. There has been talk of a smaller number (\$38 mil), but hopefully the funding will be the larger number.

Southeast Regional Transportation Planning Organization (SERTPO)  
Minutes of April 10, 2025 Meeting

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With LGRF, there was a total request of a little over \$10 million. Municipal Co-op was \$3 mil for requests, the budget is \$1.14 mil; County Co-op was \$1.05 mil for requests, budget was \$800k; School District Co-op was \$2 mil for requests, budget is a little over \$300k; School Bus Route was \$1.2 mil for requests, budget is \$646k; and Municipal Arterial was \$2.9 mil for requests, budget is \$1.02 mil. There are decisions to be made, and a discussion will be held with the District 2 Engineer, Francisco Sanchez. Capital Outlay is expiring at the end of June. He stated that if an entity receives a letter from Libby Coslin, do not ignore it. If an extension is needed, that should be happening by at the least by the end of the week. He urged entities not to delay. It has always been a sixty-day notice for an extension. The Que Linda Beautification grant will soon be opening for projects, a \$2 mil grant. Manon Arnett has been checking with entities to see if assistance is needed. Regarding Build America/Buy America, there is a class coming up on May 8<sup>th</sup> at ENMU Roswell. If an entity has Rec Trails or similar funding, he recommends attendance at the classes. Ms. Arnett added that she will send out an update.

Mr. Matta stated that some entities received an email about an FHWA survey. He requested that entities respond to that request. Vetting must be done, and they are looking for completion as soon as possible. The State Transportation Commission meeting will be in Cloudcroft soon (May 15<sup>th</sup>). Construction projects coming up are NM128, US60, US380 and the Texico overpass.

The Chairman inquired if it was possible to receive copies of their LGRF budget so the information/explanation can be shared. Members commented that the information would be useful in answering questions from their commissioners. Light discussion was held. Ms. Arnett informed members that she would send out the budget information. An inquiry was also made on any advocacy on their behalf for more monies. Ms. Burr commented and will research/revisit the matter. Mr. Matta added that NMDOT did not receive extra budget authority.

**Public Comments**

Pamela Roybal, Vaughn Municipal Schools, expressed thanks for allowing students to attend the meeting. They have been trying to get students more involved, and they have been attending School District, City Council and Commission meetings, to experience community activity.

**NEXT MEETING DATE/ADJOURNMENT**

The next meeting date is May 21, 2025, at the Ruidoso Convention Center. Ms. Burr added that she will visit with the Chair/Vice Chair next week regarding the start time of the meeting. Catalina Lucero, Vaughn Mayor Pro Tem, and Yolanda Garcia, Town Clerk, thanked members for visiting Vaughn and offered additional comments. Crystal Ball made a motion for adjournment. Walon Jones seconded the motion. A call for votes was taken, and with there being no objections, the motion passed unanimously and adjourned at 11:55 a.m.

**APPROVED BY:**

  
SERTPO Committee Chair/Vice Chair

5/21/25  
Date

**ATTESTED BY:**

  
SERTPO Program Manager

5-21-25  
Date

# Southeast Regional Transportation Planning Organization (SERTPO)

## Minutes of the SERTPO Committee Meeting

May 21, 2025 – 9:00 am

Ruidoso Convention Center

### MEMBERS PRESENT:

*Representative (or Alternate) listed in Alphabetical Order*

Archer, Hazer	Eddy County
Barrios-Testa, Angie	City of Carlsbad
Bunch, Clint	City of Clovis
Davalos, Minerva (Mayor)	Village of Capitan
Dominguez, Juan	Roosevelt County
Forget, Meadow (Mayor)	Village of Melrose
Garcia, Roman (Mayor)	Village of Vaughn
Garwood, Mark (Trustee)	Village of Tularosa
Gutierrez, Bernardo	City of Lovington
Hemphill, Bob (Mayor)	Town of Carrizozo
Henry, Anthony	City of Hobbs
Jarvis, Joe	City of Ruidoso Downs
Jones, Walon	Curry County
Kalisek, Joe (Councilor)	Town of Tatum
King, Timothy (Mayor)	Village of Cloudcroft
Little, Chris	Mescalero Apache Tribe
MacCornack, James	City of Roswell
Marquez, Delbert (Councilor)	Village of Fort Sumner
Martinez, Michael	Village of Ruidoso
McVey, Jo	City of Portales
Moyer, Brent	De Baca County
Myrick, Van	City of Jal
Porter, Tom	Otero County
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
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
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

**COG/NMDOT PRESENT:**

Arnett, Manon	NMDOT District 2 - Roswell
Burr, Mary Ann	Southeastern New Mexico Economic Development District (SNMEDD)
Matta, Louis	NMDOT – District 2 - Roswell
Sanchez, Francisco	NMDOT – District 2 Engineer
Sherman, Valerie	NMDOT – Liaison (Las Cruces)
Surina, Julie	Eastern Plains Council of Governments (EPCOG)
Tonjes, Gary	State Transportation Commission – District Two

**GUESTS PRESENT:**

Barentine, Jim	Cooperative Educational Services (CES)
Boughner, Larry	City of Lovington
Burns, Jason	Lincoln County
Crawford, Lynn (Mayor)	Village of Ruidoso
Davis, Ashley	Mescalero Apache Tribe
Fresquez, Ray	Stantec
Fulkrod, Brian	Village of Melrose
Garcia, Yolanda	Town of Vaughn
Groesbeck, Lauren	Village of Cloudcroft
Hicks, Scott	Smith Engineering
Honeycutt, Jeff	Lincoln County (Alternate)
Howalt, Justin	City of Clovis
Jimenez, Pablo	Otero County (Alternate)
Lucero, Amanda	De Baca County
Lucero, Catalina (Mayor Pro Tem)	Town of Vaughn (Alternate)
Maue, Lisa	Town of Carrizozo
Palomino, Alex	Chaves County (Alternate)
Racehorse, Vernon	Bohannon Huston, Inc.
Ramos, Justin	City of Carlsbad (Alternate)
Ramsey, Aaron	Bohannon Huston, Inc.
Sanchez, Adam	Village of Ruidoso (Alternate)
Thomas, Bert	Bohannon Huston, Inc.
Vega, Vyanca	Village of Ruidoso
Voorbach, Angel	Village of Tularosa

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

**PLEDGE OF ALLEGIANCE / SALUTE TO NM FLAG**

**INTRODUCTIONS**

Chairman Jeff Honeycutt called the meeting to order at 9:00 a.m. With twenty-five members present, a quorum was established. All present participated with the US Pledge of Allegiance and the salute to the New Mexico flag. Introductions were held.

**APPROVAL OF AGENDA**

Walon Jones made a motion to approve the agenda. Joe West seconded the motion. A call for votes was taken, and with there being no objections, the motion passed unanimously.

**APPROVAL OF MINUTES**

The minutes of the April 10, 2025 meeting were considered for review/approval. Adam Sanchez made a motion to approve the minutes. Brian Fulkrod seconded the motion. A call for votes was taken, and with there being no objections, the motion passed unanimously.

**ACTION ITEMS**

**Transportation Project Fund (TPF) Presentations and Scoring Evaluations**

The Chairman explained the procedure to be followed with Capital, followed by Design and ending with Maintenance applications. He further reminded members of the time limits.

**Capital Presentations / Scoring Evaluations**

1) **Cloudcroft** – Priority 1 – Phase 1 Road Improvements

Presenters: Lauren Groesbeck, Grants Coordinator  
Timothy King, Mayor

Lauren Groesbeck spoke to the FY26 funding request, to include the State share and local match. A hardship waiver is being requested. Ms. Groesbeck explained that TPF funded the design last year for the project being presented on this date, and this project is for construction of three roads (Phase 1). The survey has been completed, and design will be complete by August 2025. Roadway improvements include pavement and drainage improvements, with asphalt mill and overlay, valley gutters, check dams, basins, and possible ADA improvements. The long-term plan displayed survey and design from TPF funds awarded in FY25, with Phase 1 included in the FY26 application (Panther, Apache Drive, and San Juan Ave) and Phase 2 planned for FY27. Ms. Groesbeck spoke to the priority of the roadway within their ICIP, with roads being high priority for the Village. She added the Village had a FY24 TPF application that was not awarded. The termini and length of the three roads were provided.

Justification for the project was reviewed, to include increasing public safety, improving roadway conditions and drainage, especially for snowmelt. There is substantial snowmelt in the winter, and the roads suffer. The Village wishes to reduce damage to vehicles, improve residential traffic flow, and support both their ICIP goals and Comprehensive Plan. The projects' roads are near the end of their twenty-year life span. Ms. Groesbeck spoke to coordination efforts with NMDOT and the RTPO. There is no proposed work within the NMDOT Right-of-Way, and the anticipated timeline for procurement and completion was provided. The Mayor added that the photos show the roads have a similar age, and parts of the roads are just gravel.

There was an inquiry on their right-of-way and environmental. Mayor King explained the roads are in the Cloudcroft right-of-way; there are areas where ADA improvements would be difficult due to narrowness of roads; and the environmental has been submitted. He confirmed there is no Bureau of Reclamation/BLM land, the project is all inside the Village of Cloudcroft.

The Chairman explained that the scoring will be conducted by group consensus, and, for transparency's sake, all criteria is addressed and scored while the entities are present. The Vice Chairman will be inputting the scoring results.

Scoring: Chairman Honeycutt reviewed all criteria scores with members for any comment/input.  
Joe Jarvis announced the member scoring, for a total score of 57 pts.

2) **Clovis** – 21<sup>st</sup> Street: Norris St. to Prince St.

Presenter: Justin Howalt, City Manager

Justin Howalt explained that they submitted this project last year. Since that time, the road continues to deteriorate with severe cracking (photos displayed). The plan for the roadway is to take it back all the way to

the subgrade, and he described the planned improvements. The City is requesting \$2.8 million, and the design of the project is complete.

Scoring: Chairman Honeycutt reviewed all criteria scores with members for comment and input. The City Manager answered questions.  
Joe Jarvis announced the member scoring, for a total score of 95 pts.

3) **Fort Sumner** – 2<sup>nd</sup> and 3<sup>rd</sup> Street Drainage and Improvements

Presenters: Vernon Racehorse, Bohannon Huston, Inc.  
Bert Thomas, Bohannon Huston, Inc.  
Delbert Marquez, Village of Fort Sumner, Councilor

Vernon Racehorse provided background information on the project. The Village has been previously approved for design through TPF, and design is 60% complete by the end of this month. Resolutions were displayed. He explained that complete design is anticipated in July 2025, and if awarded, construction letting would take place in Winter 2026; breaking ground would take place in Spring 2026; and closing out is planned in Fall 2026. The project limits were discussed. Termini for each street was provided, with lengths being over 1,000+ linear feet for each street. These streets were selected due to ease of build. There are few utilities on the project, so very little to no impacts are anticipated, including right-of-way. Photos of existing conditions showed severe, continuous alligator cracking.

The project serves over fifty residents (number of dwellings); as a school bus route; a detention facility; a public library; a senior center; and a few community businesses. Proposed improvements include a fresh surface, base course, and mountable curb on both sides of the road (no current drainage facility), to travel water flow where it needs to go and keep it from ponding. The improvements will provide quicker ingress/egress for the community; school bus routes will be improved; and streets will be safer. The funding request is for \$1.4 million.

An inquiry was made on the curb/gutter and where the water was being taken to. Mr. Racehorse responded that the water is going to Sumner Blvd, channeling it to a storm drain system, and he responded to a question on designing for flood events. Bert Thomas, BHI, answered questions and added comment on procurement; the storm drains system (Sumner Blvd), designed to NMDOT standards for a twenty-five to fifty-year flood; partnerships; and connectivity.

Scoring: Chairman Honeycutt reviewed all criteria scores with members for comment and input.  
Joe Jarvis announced the member scoring, for a total score of 88 pts.

4) **Jal** – 2026 Roadway Improvements

Presenter: Van Myrick, City of Jal, Public Works Director

Van Myrick explained their project is a top priority in their ICIP, and safety upgrades are important to the City of Jal. The project involves multiple streets (displayed). The scope of work and planned improvements for 1.34 miles of roadway were reviewed. Photos of the condition of the streets were displayed, with most of the streets having severe alligator cracking. Mr. Myrick added that Jal recently had a significant rain event, and it will help when drainage is improved on the streets. The Public Works Director addressed procurement, speaking to construction advertisement bidding, when construction would begin and end, and planned project closeout. Design is 100% complete, and the project is shovel ready. The City applied for this same project last year (FY25), but the project was not funded. Previous TPF monies (2023) have been fully spent, and the project has been closed out. Mr. Myrick added that there are no partnerships, the application is for a complete project/no phases, and the City of Jal has attended 83% of SERTPO meetings.

The Public Works Director reminded members that NM 128, a major corridor for the Permian Basin, goes through the City of Jal. District 2's NM 128 construction project will be starting soon. He added that when the construction begins, the City will be overwhelmed with traffic. The City has been making plans for that influx of traffic.

Scoring: Chairman Honeycutt reviewed all criteria scores with members for comment and input. Joe Jarvis announced the member scoring, for a total score of 90 pts.

5) **Portales** – S Ave K Improvement Project

Presenter: Jo McVey, Infrastructure Project Administrator

Jo McVey identified their project as being South Ave K, from 17<sup>th</sup> Street to US 70. A project location map was displayed, and she commented that the project will be going through the ENMU campus. The City has 100% sealed plans, and the project is shovel ready. The scope includes construction, drainage improvements, ADA, safety, striping, signage, sidewalks, curbs, and valley gutters. She described the pavement removal, subgrade preparation, base course, and new pavement treatment. Photos of the condition of the street were provided as well as the funding request amounts (state/local). The Administrator commented that speed bumps had been removed but adequate repair was not done. The City is ready to procure with on-call contractors that can start right away. Inquiry was made on roadway classification, traffic, and pavement specs for the residential road. Ms. McVey responded, explaining the residential road connects to an arterial (US70), and describing the types of traffic using the roadway.

Scoring: Chairman Honeycutt reviewed all criteria scores with members for comment and input. Previous Application history was researched and points adjusted. Discussion was held on partnerships, documentation requirements provided on the scoring sheet and scoring for the present and future considerations (i.e., MOU, resolution, letter of support). Joe Jarvis announced the final score, for a total score of 102 pts.

6) **Roswell** – S. Atkinson Ave Mill/Fill & ADA

Presenter: James MacCornack, Senior Engineer

James MacCornack explained to members that this is the fourth year that the City is applying for this project. The proposed project includes mill and fill pavement, sidewalk, and ADA improvements on South Atkinson, from McGaffey St. to Brasher St. He reviewed the funding request (state share/local match/total) and the average PCI (46 per 2019 pavement condition survey). The Engineer spoke to storm water, some of their retention facilities (pond) and flooding impact. The City has advanced their design to 90% and through the summer, will be able to have 100% design. A project location map was displayed, all within the City right-of-way, and he spoke to connectivity. Photos of the road were shown for its condition, to include cracking, failures after the flood event, etc. Proposed ADA improvements include sidewalk repair and upgrade of curb ramps to meet current ADA standards. Sidewalk photos displayed cracking and the areas requiring ADA updates.

A member inquired about the impact on the road anticipated due to the future Air Races event. Mr. MacCornack indicated that it is a possibility but not likely a significant increase on this particular roadway.

Scoring: Chairman Honeycutt reviewed all criteria scores with members for comment and input. The Engineer added that complete documents will be available by the time of award; procurement will be within sixty days; and design is 90% done. Members discussed the connectivity criteria, including congestion relief, connectivity to NMDOT highways, and alleviating congestion (alternative routes). The Chairman commented that this criterion can be revisited, to make it clearer. Chaves County commented that Atkinson does tie into the West and East Relief Routes and is one of three roads that spans the length of Roswell. Joe Jarvis announced member scoring, for a total score of 84 pts.

Chris Little, Mescalero Apache Tribe, invited everyone to a Wildlife Corridor meeting that they are hosting at the Inn of the Mountain Gods. They are seeking public input on US70. The meeting starts at 6:00 p.m.

**Design Presentations / Scoring Evaluations**

The Chairman reminded members of the time limits for design, with scoring completed by group consensus.

1) **Carlsbad** – Old Cavern Hwy Design

Presenters: Angie Barrios-Testa, Grants Director  
Justin Ramos, Street Superintendent  
Scott Hicks, Smith Engineering

Angie Barrios-Testa introduced the presenters and identified the project as Old Cavern Highway Reconstruction – Preliminary Plan & Design. Justin Ramos informed members that the project was selected due to the critical need and anticipated future safety risks. They are seeking design funds with construction anticipated once the design is complete. There are no federal funds allocated. The design phase is expected to be completed within 12 months, but they are willing to extend to 18 months if necessary. The City is planning to add sidewalks, crosswalks, and signalization at Old Cavern Hwy and Pima Drive. The plan is to enhance existing drainage with the addition of curbs and gutters to direct stormwater.

Ms. Barrios-Testa explained the project is to plan and design for reconstruction of approximately 6,000 linear ft. of Old Cavern Highway, from Farris Street to the City limits. Preliminary and final planning and design includes survey, platting, civil engineering, construction documents and bidding/contract negotiations. The Grants Director reviewed the funding request amounts (state share/local match/total). The City has an on-call engineering contract that they established in 2024 with Smith Engineering, so procurement can begin immediately. The City is phasing the project into two phases, design, and construction. There will be right-of-way acquisitions from the Carlsbad Municipal Schools and other owners in the area, and they have had positive feedback. The Schools are planning to do a high school or middle school in the area and an elementary school in the future. She displayed the project location map, which is set in the south part of Carlsbad where there is growth. The north terminus is where the school is planned. Ms. Barrios-Testa spoke on the proposed points on their self-score sheet.

Scoring: Chairman Honeycutt reviewed all criteria scores with members for comment and input. Ms. Barrios-Testa spoke to their interaction with the Schools. While the application did not include documentation, the Chairman stated that this is an area [Partnerships] where there can be clarification in future discussions, so points could be potentially be awarded. Joe Jarvis announced member scoring, for a total score of 92 pts.

2) **Chaves County** – E. Mt. View Road Reconstruction

Presenters: Alex Palomino, Public Services Director  
Joe West, Road Director

Alex Palomino explained that the County is requesting design for E. Mountain View Road, which is approximately 2,300 linear ft. of roadway reconstruction. The intent is to recycle the existing roadway, which is a chip-seal roadway, and add six inches of base. Photos displayed the condition of the roadway, to include where pavement is breaking off. Signing and striping is also planned. The roadway ends at Mountain View Middle School. The Roswell Independent School District (RISD) is finalizing design for a new school, to replace the existing school. A slide displayed the design of the school development along the roadway. Additional traffic is anticipated for the roadway, and there is potential development for those interested in vacant lots in the area. This is the County’s first design application.

Scoring: Chairman Honeycutt reviewed all criteria scores with members for comment and input. Mr. Palomino requested changes to the self-scores on Last Award and Phase. Previous Application self-score was also adjusted. Joe Jarvis announced member scoring, for a total score of 92 pts.

3) **Clovis** – 21<sup>st</sup> Street: Wheaton to MLK

Presenter: Justin Howalt, City Manager

Justin Howalt identified his project on 21<sup>st</sup> Street, from Wheaton to MLK (project map displayed). The street carries a lot of traffic traveling to and from Cannon Air Force Base (CAFB). There is also a lot of development in the area, which he expanded on. The roadway converts to a rural, two-lane section, in front of

the hospital. The City Manager described the pavement treatment, sidewalks, widening bike lanes, drainage, and related improvements. The City does have on-call engineering and commented on the amount of funding requested. This is the second year for application.

Scoring: Chairman Honeycutt reviewed all criteria scores with members for comment and input. Light discussion was held on future support from CAFB and the road section. There are various levels of support that may be provided in letters of support.  
Joe Jarvis announced member scoring, for a total score of 94 pts.

4) **Lincoln County** – Cora Dutton Planning & Design, Phase 1

Presenters: Jason Burns, County Manager  
Samantha Serna, Commissioner

Jason Burns presented on their design project, a connect road between NM 37 to NM 48 (project location map displayed), which is a high priority to the County. The roadway is in a highly populated area that continues to grow. The condition of the road is very much deteriorated and severely potholed. When it rains and snows, there are a lot of drainage problems, which is why the County is requesting design--to ensure drainage flows. The County does not believe the subgrade is going to hold up the roadway much longer. The County has on-call engineers who were recently awarded, and the project will move quickly if awarded. They have not had any awards (design), and this will be a complete project.

Mayor Davalos commented that the roadway has a very high impact on Capitan, Nogal, and other communities. It is a major route. Residents from both highways continuously use the road, and the roadway is also a school bus route.

Scoring: Chairman Honeycutt recused himself and Vice-Chairman Joe Jarvis reviewed all criteria scores with members for comment and input.  
Joe Jarvis announced member scoring, for a total score of 94 pts.

5) **Portales** – Design Various Streets

Presenter: Jo McVey, Infrastructure Project Administrator

Jo McVey explained that this is the first design application for West University, from South Globe Ave to South Ave K. It is approximately two miles and includes residential areas. Photos of the roadway were displayed to show condition of roads, and the Administrator commented on the curb and gutter, flooding, patching that erodes away, deterioration, navigation difficulties, and drainage issues. The reason the roadway was selected was due to its frequent usage. She spoke to the amount of funding being requested.

Scoring: Chairman Honeycutt reviewed all criteria scores with members for comment and input.  
Joe Jarvis announced member scoring, for a total score of 87 pts.

6) **Tatum** – 2025 Various Roadway Design

Presenters: Joe Kalisek, Councilor  
Ray Fresquez, Stantec

Joe Kalisek stated the project is for approximately nine streets, 2.79 miles, and the Town has applied for this project twice. He explained the project consists of dirt roads. He further spoke about the impact of rainfall, and the roads serving as school bus routes. The Town's last award was used for maintenance. Mr. Fresquez added that the last award (maintenance) was slurry seal of various streets around the Town. This project was submitted last year for design, but it was not funded. The scope of the project will be planning, engineering and design of dirt and caliche roads, curb and gutter, and pavement sections. It will be procured through CES.

Scoring: Chairman Honeycutt reviewed all criteria scores with members for comment and input.  
Joe Jarvis announced member scoring, for a total score of 94 pts.

7) **Tularosa** – 1<sup>st</sup> Street Plan and Design

Presenters: Mark Garwood, Trustee  
Aaron Ramsey, Bohannon Huston, Inc. (BHI)  
Angel Voorbach, Village staff

Mark Garwood explained that the Village needs to have design for 1<sup>st</sup> Street, and with mapping displayed, he spoke to the several public facilities on the street, to include schools, a historical registry site, community park, and local church. The roadway connects to US70 and is vital to the Tularosa community. It is a school bus route. The Trustee stated there is an acequia next to a portion of the roadway. Over the years, there has been water seepage under the road, causing dangerous conditions for public travel. 1st Street is also used for children walking to and from school. On the right-hand side of the road, there are dips that are approximately 1' to 2' deep in spots. When the road gets flooded during the rainy season, the ditches overflow, creating a water puddle all the way down on the right side of the road. Also, when school buses are coming down on the roadway, cars inherently go across the center line to avoid the dips in the road, causing a very dangerous condition. The design is for a complete rebuild, .57 miles total roadway. Several local fiestas and activities are held on this street, Granado Street, as well as all the sub streets, east to west. The road is heavily traveled throughout the day. The design is from US 70 to Darby Lane. There are several maintenance issues, and the Village cannot maintain the road any longer. Mr. Garwood added that it has reached the point where the roadway is going to cave in. He spoke to the four culverts on the roadway, owned by the ditch corporation. The culverts are antiquated, and there is no cement in and around a few of them. Water is always going under the street. Several trees on the street have been removed. The roots go underneath the ditch, taking all the water to the road. Mr. Garwood concluded, adding that they need to include a barrier during the design.

Aaron Ramsey, BHI, explained that the project is a full design for a full roadway reconstruction, complete with planning, geotechnical investigation, environmental certs, and surveys. The project application requests \$300,000, and there is no waiver. BHI is the Village's on-call engineer, and they are ready to go. Their last TPF award was in 2021. The Village did apply in 2022 for this same project. Application history from 2021 through 2025 was displayed. This project has been a priority for the Village for a long time. They are not expecting any points for partnership. Regarding phasing, they are requesting full 100% design for the full corridor, so the request is for full points as well as full points for attendance.

Scoring: Chairman Honeycutt reviewed all criteria scores with members for comment and input.  
Joe Jarvis announced member scoring, for a total score of 92 pts.

**Maintenance Presentations / Scoring Evaluations**

1) **Carrizozo** – 2026 Maintenance Improvements

Presenter: Bob Hemphill, Mayor

Mayor Bob Hemphill explained the Town is applying for a maintenance project. They wish to repair streets that are really deteriorating. Mapping displayed showed the project locations. If awarded, the Town is ready to go in the next week. The Town has applied for TPF but has not been awarded, therefore, there are also no previous TPF awards. Photos reflected the condition of the streets. The Mayor explained there was already curb and gutter, and described the process (i.e., grind up pavement for approximately eight inches, compact, etc.). Previous applications were for design, and this application is for maintenance. Attendance at meetings was 83%. He pointed out on the mapping that 6<sup>th</sup> Street ties to US380, serves as an entryway, and has a park and pool. 7<sup>th</sup> Street is residential.

Scoring: Chairman Honeycutt reviewed all criteria scores with members for comment and input. Ray Fresquez confirmed application history for the group.  
Joe Jarvis announced member scoring, for a total score of 77 pts.

2) **Chaves County** – Buffalo Valley Bridge

Presenters: Joe West, Road Director  
Alex Palomino, Public Services Director

Joe West informed members that this is the second year the County has applied for this project. He explained that the project was listed as a Capital project last year, but SERTPO deemed the project a maintenance project. Mr. West added that they currently have maintenance monies that are unspent, and due to the flooding event, there were some postponements. Buffalo Valley bridge is a red flag bridge with NMDOT, and the project needs to be repaired per the bridge report. The funding request on the application is \$2 million, per the previous quote from CES, and procurement is planned through CES. Photos of the bridge, built in 1957, were displayed, and both presenters spoke to the areas requiring repair. The roadway services the oilfield, farm and ranch, residential, and more.

Scoring: Chairman Honeycutt reviewed all criteria scores with members for comment and input. Discussion was held on the flooding event impacting the County's ability to spend; the previous application still being within their time frame; and the point not being reached for requesting an extension. Additionally, there was a recommendation to factor in disasters for the future. Joe Jarvis announced member scoring, for a total score of 59 pts.

3) **Clovis** – Main Street Maintenance

Presenter: Justin Howalt, City Manager

Mr. Howalt stated that the City is requesting \$1.5 million for their Main Street Rehabilitation, from 21<sup>st</sup> Street to 8<sup>th</sup> Street (project location mapping displayed). Mr. Howalt described the types of improvements, including mill and fill. Photos displayed showed the condition of the roadway. Regarding procurement, they have someone available through on-call arrangements. An inquiry was made into the City's priority of the three projects submitted, to which their capital project would be their priority.

Scoring: Chairman Honeycutt reviewed all criteria scores with members for comment and input. Joe Jarvis announced member scoring, for a total score of 67 pts.

4) **Curry County** – Curry Roads 15, 14, G, O, 9, 19 and 16

Presenter: Mr. Walon Jones, Road Superintendent

Walon Jones explained that this is the third year the County is applying for the project. Mr. Jones spoke to the termini for all roads, explaining the type of improvements for the various roads (chip-seal, overlay, etc.). Some roads lead to the shooting sports complex and motor plex. Further, some serve as alternate routes. The cost of the project is \$1.3+ million, and the County is ready to fulfill the 5% match. The project is shovel ready, and if awarded, the County is ready to go to work because they have contracts in place.

Scoring: Chairman Honeycutt reviewed all criteria scores with members for comment and input. Joe Jarvis announced member scoring, for a total score of 81 pts.

5) **De Baca County** – Paved Roads Preservation Project

Presenter: Brent Moyer, Road Supervisor

Brent Moyer informed members that the County has 8.76 miles of paved roads that need to be maintained. The request is for \$580,080 for micro surfacing preservation on all 8.76 miles. Most of the roads are in their valley, which is highway traffic with farming equipment. There is a state monument that is tied into a few of their roads. Most of the roads were chip-sealed, approximately nine years ago. The County is attempting to preserve their roads. If awarded monies, the County is going to use an RFP and are contracted with Eddy County to do the work. A resolution has been signed, and the County does have their match of five per cent.

Scoring: Chairman Honeycutt reviewed all criteria scores with members for comment and input. Joe Jarvis announced member scoring, for a total score of 72 pts.

6) **Lincoln County** – Road Maintenance Micro Surfacing (El Valle and Enchanted Forest Loops)

Presenter: Jason Burns, County Manager

Jason Burns named the project and explained that the roads are in a fairly populated area, in the southern portion of Lincoln County. The scope is a chip-seal micro surface. The roads have been previously sealed, and they are bringing the roads back to their original condition. The County is going to use their on-call contract for construction. Project location mapping was displayed as well as photos of the roads to show condition.

Scoring: Vice-Chairman Jarvis reviewed all criteria scores with members for comment and input. Mr. Jarvis announced member scoring, for a total score of 59 pts.

7) **Lovington** – Maintenance Project #1

Presenters: Bernardo Gutierrez, Street Department Director  
Larry Boughner, Street Department Supervisor

Mr. Gutierrez explained they have selected various roads or sections that are most in need of repair. The City has attempted to patch and keep up with roads. The condition of roads was shown with multiple photos, naming roads that have a lot of truck traffic, business traffic, and new development. The contract will be awarded to a contractor within thirty days of award to the City through CES procurement. He added that the City has spent its previous TPF awarded grants without extension, meeting NMDOT standards/quality. Closeout documentation has been accepted by NMDOT. Mr. Gutierrez provided the total cost of the project and stated that this is the second year for application for these streets (years of submission displayed).

Scoring: Vice-Chairman Jarvis reviewed all criteria scores with members for comment and input. Mr. Jarvis announced member scoring, for a total score of 81 pts.

8) **Melrose** – Various Roads Maintenance Program

Presenters: Brian Fulkrod, Public Works Director  
Meadow Forget, Mayor

Brian Fulkrod stated that the Village is requesting \$500,000 to repair some intersections and roads. He spoke to the condition of the roads. Procurement is not anticipated to be a problem as they will do the same as done previously, two cycles ago, and that funding was completed properly.

Scoring: Vice-Chairman Jarvis reviewed all criteria scores with members for comment and input. Mr. Jarvis announced member scoring, for a total score of 69 pts.

9) **Portales** – Various North Roads

Presenter: Jo McVey, Infrastructure Project Administrator

Jo McVey named the project of East/West Lime Street, from US 70 to North Ave K. The street is an important roadway for Portales and has industrial on one side, with the fairgrounds on the other side. Ms. McVey spoke about flooding issues, types of traffic, minor arterial, length of project, and facilities off the roadway (fairgrounds, magistrate courts, and more). The condition of the roadway was presented via photos. For procurement, the City has on-call contractors.

Scoring: Chairman Honeycutt reviewed all criteria scores with members for comment and input. Joe Jarvis announced member scoring, for a total score of 47 pts.

10) **Roosevelt County** – Roosevelt County Road Maintenance

Presenter: Juan Dominguez, Road Superintendent

Juan Dominguez informed members the County has applied for maintenance for \$1.9+ million for approximately 32 miles of roads, including chip-seal, micro surfacing, etc. The Superintendent explained that the

County had submitted two maintenance applications last year and was awarded for one. The County is re-submitting the maintenance application that was not funded last year.

Scoring: Chairman Honeycutt reviewed all criteria scores with members for comment and input.  
Joe Jarvis announced member scoring, for an adjusted total score of 54 pts.

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

Presenter: James MacCornack, Senior Engineer

James MacCornack stated that the City of Roswell is applying for a pavement maintenance project on Second Street (US 380) for its fourth year. The City is requesting \$1,520,000, and the Engineer spoke to the amounts for state share/local match. He added that the average PCI is 64 per the 2019 pavement condition survey. Procurement is planned for the utilization of statewide pricing agreements, with contract references displayed. The project location map was reviewed/displayed.

Scoring: Chairman Honeycutt reviewed all criteria scores with members for comment and input.  
Joe Jarvis announced member scoring, for a total score of 83 pts.

12) **Ruidoso** – Roadway Maintenance Project

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

Mike Martinez explained to members that the Village's request is for \$2 million, and this is their third year for making application. The project consists of three roads with a total length of 4.1 miles. The quote was based on Cutler Repaving, and the Deputy Manager discussed their processes. Mr. Martinez responded to an inquiry and confirmed the three streets are Meander, Cree Meadows and White Mountain Meadows. Speed humps would be installed on Meander. All roads are bus routes.

Scoring: Chairman Honeycutt reviewed all criteria scores with members for comment and input.  
Joe Jarvis announced member scoring, for a total score of 61 pts.

13) **Vaughn** – Street Improvements 2025

Presenters: Roman Garcia, Mayor  
Yolanda Garcia, Town Clerk

Mayor Garcia reminded members that the common goal is to improve the life of the people that we serve and to build our communities. He added that he wanted to emphasize the larger communities have different resources compared to smaller municipalities, which should be considered. The Town of Vaughn maximizes their resources. Project location mapping was displayed. The streets are used daily for transporting students to school. Additionally, the Town has a nutrition program that utilizes all the streets daily, and the streets are utilized by its residents, ambulance service and their Fire Department. The Mayor spoke of the connectivity to the three highways in Vaughn (US 285/54/60) and expressed his appreciation to the District 2 office for their help, including pothole repairs. Yolanda Garcia added that the length of the project's streets are approximately 2.3 miles. Ms. Garcia responded to a member inquiry into the possible use of CDBG funds. Ms. Garcia responded that their CDBG is tied up with water, and the Mayor also commented on their use of CDBG funding. A member inquired about the capping of application amounts. Ms. Burr commented that the project total has been capped to the category minimum of \$2 million on the RTIPR.

Scoring: Chairman Honeycutt reviewed all criteria scores with members for comment and input.  
Joe Jarvis announced member scoring, for an adjusted total score of 81 pts.

## **INFORMATIONAL ITEMS**

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

Mary Ann Burr explained to members that following the meeting, she will plug in the final scores into the Regional Transportation Improvements Program (RTIPR) and obtain the rankings from the Chairs. When the RTIPR is complete, the document will be uploaded along with the applications (absent the self-score sheet) to NMDOT by May 31<sup>st</sup>, the deadline, but preferably by May 30<sup>th</sup> or sooner.

The regional mapping project, as mentioned in previous meetings, is nearly complete. The consultant is currently adding QR codes to the mapping. Ms. Burr has copies of the draft mapping available for member review. The finished copies will be distributed. SNMEDD has already added Regional Trails to their website. There is a Google Earth weblink on the website that members were encouraged to review. Once final mapping is available, a regional trail network section will be added to the Regional Transportation Plan (RTP).

There will soon be a non-metropolitan rural planning processes survey for members to complete. NMDOT Planning will be surveying how NMDOT interacts with the RTPOs and local governments, seeking suggestions. The last survey was done approximately five years ago. Members will be encouraged to complete that survey this summer.

It was noted that conferences in the region include Curry County hosting the New Mexico Counties Conference on June 16-19<sup>th</sup>, and Ruidoso hosting the New Mexico Municipal League Annual Conference in September. There is a national Transportation Research Board (TRB) Tools of the Trade conference in Albuquerque this summer in June. The program is extensive and includes the NMDOT Secretary as a keynote speaker. Handouts of their program were made available. Julie Surina added that the NADO Transportation Conference is July 14-18, 2025 in Des Moines, Iowa.

### **NMDOT Updates**

Francisco Sanchez, District 2 Engineer, expressed his appreciation for all the hard work in putting together the presentations and their visuals. Some of the projects are similar while others are different, and it is apparent how much the projects mean to the communities. District 2 hosted the State Transportation Commission meeting recently, and part of their presentation dealt with the TPF Program. Mr. Sanchez commented that the challenges the communities are faced with do not go unnoticed. During his preparation for the presentation, he noted the positive impact these projects have on the communities. The SERTPO Committee is unique with its time dedicated to reviewing its criteria and the balance between capital, design, and maintenance. It has proved to be the best way to impact the communities. The District 2 Engineer will continue to advocate to the Secretary and the State Transportation Commission with the SERTPO recommendations (40/40/20 split) and that is how the District would like it to continue.

Louis Matta spoke of the online e-permitting system and urged members if they have a project coming onto a DOT route or directly affecting it, to use the e-permitting system and let them know. Mr. Matta commented that the TPF funding is approximately \$90 million (statewide). He also added that if there are any projects that are a priority next month (closing), get the close-out documents submitted and contact Libby Coslin for any questions.

### **Local Governments Comments**

Chairman Jeff Honeycutt commented that he wishes to recognize the Village of Ruidoso for providing the meeting facilities. A member inquired about the process for funding partial projects if the breakdown point has been reached and there is an amount (e.g., \$400-\$500k) remaining. Mr. Sanchez stated that the criteria do not address partial projects and offered additional comments on partial awards and their approvability.

Southeast Regional Transportation Planning Organization (SERTPO)  
Minutes of May 21, 2025 Meeting


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**NEXT MEETING DATE/ADJOURNMENT**

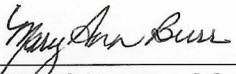
The next meeting date was set for August 13, 2025, tentatively set for Roswell. Joe West made a motion for adjournment. Walon Jones seconded the motion. A call for votes was taken, and with there being no objections, the motion passed unanimously. The meeting adjourned at 12:23 p.m.

**APPROVED BY:**

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

  
\_\_\_\_\_  
Date

**ATTESTED BY:**

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

  
\_\_\_\_\_  
Date

# Southeast Regional Transportation Planning Organization (SERTPO)

## Minutes of the SERTPO Committee Meeting

August 6, 2025 – 10:00 am

Nor Lea Annex (Lovington)

### MEMBERS PRESENT:

*Representative (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
Bunch, Clint	City of Clovis
Dominguez, Juan	Roosevelt County
Garcia, Roman (Mayor)	Village of Vaughn
Henderson, Benjamin	Lea County
Henry, Anthony	City of Hobbs
Honeycutt, Jeff	Lincoln County
Jarvis, Joe	City of Ruidoso Downs
Jimenez, Pablo	Otero County
Jones, Walon	Curry County
Kalisek, Joe (Councilor)	Town of Tatum
King, Timothy (Mayor)	Village of Cloudcroft
MacCornack, James	City of Roswell
Marquez, Delbert (Councilor)	Village of Fort Sumner
Martinez, Michael	Village of Ruidoso
McVey, Jo	City of Portales
Moyer, Brent	De Baca County
Sago, Hoyt	Mescalero Apache Tribe
Sanchez, Molly	City of Jal
Voorbach, Angel	Village of Tularosa
Weihbrecht, Leann	Town of Carrizozo
West, Joe	Chaves County

### MEMBERS ABSENT:

Autrey, Deborah (Mayor)	City of Texico
Burkett, Mickey (Mayor)	Village of Dora
Davalos, Minerva (Mayor)	Village of Capitan
Forget, Meadow (Mayor)	Village of Melrose
Jennings, Dan (Councilor)	Town of Hagerman
King, Kris (Mayor)	Village of Causey
Onsurez, Jackie (Councilor)	Village of Loving
Payne, Susan (Mayor)	City of Alamogordo
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

**COG/NMDOT/AGENCIES PRESENT:**

Arnett, Manon	NMDOT District 2 – Roswell
Brown, Hallie	NM DFA Infrastructure Planning and Development Division (IPDD)
Burr, Mary Ann	Southeastern New Mexico Economic Development District (SNMEDD)
Chancey, Sandy	Eastern Plains Council of Governments (EPCOG)
Fuentes, Juan	Southeastern New Mexico Economic Development District (SNMEDD)
Garcia, Delilah	NMDOT Transit and Rail – Santa Fe
Gillette, Alison	NMDOT Planning – Santa Fe
Matta, Louis	NMDOT – District 2 – Roswell
Park, Jason	NMDOT Transit and Rail – Santa Fe
Sanchez, Francisco	NMDOT – District 2 Engineer
Surina, Julie	Eastern Plains Council of Governments (EPCOG)

**GUESTS PRESENT:**

Avery, Kate	City of Lovington
Cummins, Shannon	City of Eunice
Lucero, Catalina (Mayor Pro Tem)	Town of Vaughn (Alternate)
Maue, Lisa	Town of Carrizozo
McManus, Patrick	City of Carlsbad
Pettigrew, Randall (Legislator)	NM Dist. 61 Representative
Rincon, Frank	City of Roswell (Alternate)
Ramos, Justin	City of Carlsbad (Alternate)
Salazar, Jon	Village of Tularosa
Stern, Ryan	Commute with Enterprise
Weems, Carla	Roosevelt County

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

**PLEDGE OF ALLEGIANCE / SALUTE TO NM FLAG**

**INTRODUCTIONS**

Chairman Jeff Honeycutt called the meeting to order at 10:04 a.m. With twenty-five members present, a quorum was established. All present participated with the US Pledge of Allegiance and the salute to the New Mexico flag. Introductions were held. New Mexico District 61 Representative Randall Pettigrew welcomed all members/guests and invited all to attend the ribbon cutting, held in the afternoon, for Lovington MainStreet.

**APPROVAL OF AGENDA**

Crystal Ball made a motion to approve the agenda. Michael Martinez seconded the motion. A call for votes was taken, and with there being no objections, the motion passed unanimously.

**APPROVAL OF MINUTES**

The minutes of the May 21, 2025 meeting were considered for review and approval. Hazer Archer made a motion to approve the minutes. Joe West seconded the motion. A call for votes was taken, and with there being no objections, the motion passed by unanimous vote.

**PRESENTATION: NMGo! Vanpool Program**

Delilah Garcia, Transit Bureau Chief  
Ryan Stern, Commute with Enterprise

Ms. Garcia greeted members/guests and introduced herself and Mr. Ryan Stern. She proceeded with a PowerPoint presentation, displaying a map of the State of New Mexico, the fifth largest state by area (121,590 square miles). Ms. Garcia displayed the forms of commuting (carpooling, public transportation, working from home and those who drive alone) for New Mexico and nationally. For the years displayed, New Mexico's numbers for individuals driving alone were the largest commute group, surpassing national numbers.

NMGo! received its initial funding through CMAQ and was awarded \$432,000 per year for three years (2016). She explained their procurement, with the award going to Enterprise with Commute. The Vanpool Program was implemented in small urban areas (2018). Ms. Garcia provided an overview of the FTA Small Transit Intensive Cities (STIC) funding, to include Section 5307 program and guidance; the set aside for small, urbanized areas (3%); qualifications for funding; and the use of National Transit Database (NTD) data for determination of STIC formula. The types of vanpool data entered into the NTD was reviewed, and the additional STIC funding resulting from that data benefited the Farmington, Las Cruces and Santa Fe urban areas. STIC funding may be used towards vanpool programs or to assist transit agencies for capital and operations. Charting displayed the first year of NTD reporting (2019), leading to the first year of STIC funding for the Vanpool Program (2021), with the Vanpool Program being offered statewide (2023).

Ms. Garcia discussed the Vanpool and Rideshare Matching Program and displayed the fiscal years for CMAQ funding awards, STIC Funding, and the number of vanpools (increasing). Ryan Stern provided information on Commute with Enterprise. He added, within the region, WIPP currently has vehicles being used, and there is activity with White Sands Missile Range. Mr. Stern responded to an inquiry regarding the vehicle leaving and returning to the state boundaries. Additional discussion was held when a vanpool rider must leave for an emergency or similar reason.

Mike Martinez commented that the Village of Ruidoso's transit had ended due to lack of drivers, and the Village is interested in the vanpool program. Representative Pettigrew inquired about the legislation, to which the Bureau Chief responded; requested a copy of the grant; and requested assistance to help veterans reduce their costs, getting meals out to seniors and transporting these constituents to various destinations. Ms. Garcia spoke to the Section 5310 and 5311 Programs, program purpose and the match ratios (federal/local match). She also mentioned the matching program. The Division has been receiving requests for service from the City of Artesia. Alison Gillette (NMDOT) commented on veterans funding. There is a program that assists veterans; applications are due August 23<sup>rd</sup>; and the information will be shared.

**PRESENTATION: Infrastructure Planning and Development Division (IPDD)  
Update to MPOs and RTPOs, Summer 2025**

Hallie Brown, Deputy Director  
NM Dept of Finance and Administration

Ms. Brown presented on the newly created IPDD and its mission and vision. IPDD has four Bureaus: Capital Planning and Policy Bureau; Capital Funding and Navigation Bureau; Federal Grants Bureau; and the Community Development Block Grants. The functions of the Capital Planning and Policy Bureau include assistance to state agencies and local governments in planning capital projects and the ICIP; coordinating with executive agencies and the Governor for the Executive Capital budget; partnering with Legislative Finance Committee (LFC) and Legislative Council for capital bills; managing the general

fund questionnaire process; and overseeing the Capital Projects management system (CPMS) and ICIP. Ms. Brown expanded on the CPMS and ICIP systems.

The Capital Navigation and Funding Assistance Bureau supports state agencies and the local governments in finding funding for their capital projects. The Bureau also administers the NM Match Fund. Ms. Brown described their Rural and Frontier Ombuds Services and Funding Navigation Services. Those eligible to apply for the NM Match Fund Program include state agencies, tribal governments, counties/municipalities, political subdivisions, and other eligible public entities. Forty percent or more of the funds are reserved for rural, frontier and tribal governments. Matching Grants provide funding to help with federal grant match requirements. Project Implementation Grants provide capacity funding to help with the implementation of federally funded projects (available to Match Grant recipients only). Federal Compliance Offset Grants help cover higher project costs due to federal requirements, such as prevailing wages and Buy America requirements. Ms. Brown responded to inquiries whereby Matching Grant applications are on a rolling basis, first come, first served and the turnaround time.

The Federal Grants Bureau informs all of the multiple federal funding opportunities and provides training. The Bureau also provides guidance on project feasibility for the various grant opportunities and assists in grant management areas such as accounting, auditing, and reporting. Ms. Brown spoke to the Community Development Block Grants, a federal program from the Department of Housing and Urban Development (HUD). The local governments may apply for water/wastewater, streets/drainage, public facilities, housing, and planning, benefiting low-to-moderate income communities. Project applications have no cap and no match requirement for the rural communities. Awards are on a competitive basis, with approximately \$11 million being distributed annually statewide.

Contact information for staff within the IPDD was displayed/provided.

**Presentation: Capacity Grants**

Juan Fuentes, NM GRO Consultant/Fiscal Programs, SNMEDD  
Sandy Chancey, Executive Director, EPCOG

Juan Fuentes, SNMEDD, displayed mapping for members, showing SNMEDD's and EPCOG's boundaries. He explained that the COGs have received legislative technical capacity funding over the past three years to help municipalities and counties build their staff capacity or address specific needs. The intent of the funding is to strengthen local governments' skills and systems so they may be more competitive and are better equipped to meet their responsibilities in areas such as infrastructure maintenance, regulatory compliance, and community development. The targeted technical support empowers counties and municipalities to address their challenges and operate more efficiently. With charting displayed, Mr. Fuentes spoke to the capacity funding award amounts for SNMEDD from 2022 through 2025, through EDA, DFA, HB2, and GRO. Key projects from SNMEDD's capacity funding included grant writing; GIS software; FEMA assistance; engineering cost estimates; a Meet and Greet function for new legislators; a Housing and Economic Summit; asset management plans; regional housing plan; and Purdue University Regional Analysis data.

Sandy Chancey, EPCOG, spoke to their COG's capacity funding award amounts (displayed), from 2022 through 2024. Key projects from EPCOG's capacity funding have included personnel costs; grant research, writing, administration, and management; staff training; technical support and training to communities; assistance with Capital Outlay; comprehensive planning; project planning and development; and grant management software. Discussion was held on the duration of capacity funding (two years) and term of grant agreements (one year).

Juan Fuentes provided an overview of New Mexico Government Results and Opportunity (NM GRO), which was created through HB 196 in 2024. HB 196 created two funds: GRO Expendable Trust and GRO

Program Fund. There are automatic allocations from the Trust to the Program Fund, subject to appropriation by the Legislature. GRO Capacity Funds, sponsored by Representative Cathrynn Brown, provide \$320,000 for technical services and community capacity building for Eddy, Lea, Eunice, Jal, Otis, Carlsbad, and Malaga.

Regarding capital funding, Hallie Brown explained how funding is split three ways between the Governor, Representatives and Senators. Representative Pettigrew commented and described how that process has changed and how legislators try to fund top three projects. Mr. Fuentes discussed tracking of capital requests and phasing. Ms. Chancey added that project amounts need to be realistic. Allison Gillette commented on how fortunate the local governments are with the resources available, such as SNMEDD and EPCOG.

#### **ACTION ITEMS**

#### **Transportation Project Fund (TPF) Review, Discussion and Possible Action regarding the Evaluation and Prioritization Process for FY27**

Francisco Sanchez, NMDOT District 2 Engineer, spoke to members on the status and his perspective of pending TPF funding and the process. The TPF funding is more than originally anticipated, \$102M statewide. Their recommendations will differ, and final approval by the State Transportation Commission takes place on August 27<sup>th</sup>. He spoke about the categorization of projects by SERTPO compared to no such categorization by other RTPOs and the challenges it creates. He further expressed his appreciation to members for their commitment to vetting TPF projects, and the District takes their recommendations into consideration. He added that the Commissioner bases his recommendations on the information offered during the presentations. Inquiry was made on whether SERTPO should combine or eliminate categories, to which the District 2 Engineer commented they may wish to take it into consideration for the future, and possibly present their top five projects, as an example. Discussion was held on capital projects; a concentration on maintenance projects in a previous TPF funding year; some entities receiving funding regularly in the earlier years; getting projects to the finish line; District 2's success in getting the funding spent; and not acting on TPF until the awards are known for this year.

Joe West made a motion to table any action on TPF. Hazer Archer seconded the motion. Discussion was held on having a subcommittee meeting to discuss options prior to the next meeting, but only after award results are known. Members agreed, and Mr. West amended his motion to include the subcommittee meeting. Mr. Archer agreed to his second and the amendment. A call for votes was taken, and with there being no objections, the amended motion passed unanimously.

#### **Resolution No. 25-003 Approving NMDOT District 2 Request for Change of Roadway Classification (NM 77, MP0 – MP11:87)**

Louis Matta, D2 ADE, provided PowerPoint presentation on the District's request for a change in functional classification. The request for the change is to NM 77, changing the functional classification from a local road to a major collector to properly reflect the roadway's usage and characteristics. The mile post markers were provided for the local road as well as the roadway segment currently classed as a major collector. Mapping of the segment locations was displayed to the membership. The request's justification included higher traffic volumes; access to state and regional facilities; comparable traffic volumes and commercial vehicle percentages; system-wide classification consistency; and similar design and geometry. The AADTs for both roadway segments were provided/displayed.

Michael Martinez made a motion to approve Resolution No. 25-003 Approving NMDOT District 2 Request for Change of Roadway Classification. Walon Jones seconded the motion. A call for votes was taken, and with there being no objections, the motion passed unanimously.

## **INFORMATIONAL ITEMS**

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

Mary Ann Burr informed members that the regional trail mapping project has been completed. Bohannon Huston, Inc. has provided each local government with a trail poster and trail map packet. Ms. Burr explained that she has begun her distribution of posters/packets and has provided the remaining poster/packets at the sign-in table.

NMDOT announced TAP/RTP awards in late June or July. The City of Carlsbad received an RTP award for their Sunset Area Trail. Clovis received a TAP award for their Liebelt Channel Multi-Use Trail.

The Regional Transportation Plan (RTP) update (trail network section) has been posted for public comment for a minimum of forty-five days. The minimum public comment review period is still ongoing, and the RTP update will be included for consideration/approval at the next SERTPO meeting.

RTPO planners, statewide, are or have been contacted by Legislative Finance Committee (LFC) staff for interviews on the TPF Program. Ms. Burr has visited with LFC. Julie Surina commented that the LFC staff will be in Clovis next week. Various handouts have been included on the sign-in table, one of which is the New Mexico Finance Authority New Mexico County Tour (8/7/25 in Roswell). A virtual Capital Development Program Webinar is also being held on August 7<sup>th</sup>. Members were reminded of the New Mexico Municipal League (NMML) Annual Conference being held in September 16-19, 2025 in Ruidoso.

### **NMDOT Updates**

Alison Gillette, NMDOT Planning, announced the Safe Routes to School Summit being held on September 4-5, 2025 in Las Cruces. She also mentioned that Transportation Safety Summit, paired with the Tribal Safety Summit, is being held on September 16-17, 2025 in Albuquerque. Grants are open, such as the Veterans funding and Trails+ grant. She added that the Electric Vehicle program is re-opening.

Louis Matta, District 2 ADE, informed members that the LGRF and TPF contracts will be coming out in September-October. Further, an ADA Coordinator training is being planned and will be available soon. He requested that entities, requiring access permits, reach out to NMDOT to make sure the right-size access is requested.

### **Local Government Comments**

Appreciation was extended to Crystal Ball, City of Lovington, for hosting the meeting and coordinating the meeting facility.

### **PUBLIC COMMENT - *None***

### **NEXT MEETING DATE/ADJOURNMENT**

Dates for an October meeting were discussed, and the next meeting date was set for October 22, 2025, in Carlsbad. Light discussion was held on the future subcommittee meeting and the number of participants. Joe West recommended that half of the group represent those who have received TPF funding, and the other half represent those who have not received TPF Funding. Briefly, it was commented that De Baca County and Carrizozo have not received TPF funding. Brent Moyer made a motion for

Southeast Regional Transportation Planning Organization (SERTPO)  
Minutes of August 6, 2025 Meeting

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adjournment. Joe West seconded the motion. A call for votes was taken, and with there being no objections, the motion passed unanimously. The meeting adjourned at approximately 12:09 pm.

**APPROVED BY:**

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

10/22/25  
\_\_\_\_\_  
Date

**ATTESTED BY:**

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

10-22-25  
\_\_\_\_\_  
Date

# **Southeast Regional Transportation Planning Organization (SERTPO)**

## **Minutes of the SERTPO Committee Meeting**

**October 22, 2025 – 10:00 am**

**Pecos River Village Conference Center (Carlsbad)**

### **MEMBERS PRESENT:**

*Representative (or Alternate) listed in Alphabetical Order*

Archer, Hazer	Eddy County
Autrey, Deborah (Mayor)	City of Texico
Ball, Crystal	City of Lovington
Barrios-Testa, Angie	City of Carlsbad
Bunch, Clint	City of Clovis
Dominguez, Juan	Roosevelt County
Forget, Meadow (Mayor)	Village of Melrose
Garcia, Roman (Mayor)	Village of Vaughn
Henderson, Benjamin	Lea County
Hooper, Wesley	City of Jal
Jarvis, Joe	City of Ruidoso Downs
Jimenez, Pablo	Otero County
Jones, Walon	Curry County
Kalisek, Joe (Councilor)	Town of Tatum
King, Timothy (Mayor)	Village of Cloudcroft
MacCornack, James	City of Roswell
Marquez, Delbert (Councilor)	Village of Fort Sumner
Martinez, Michael	Village of Ruidoso
Moyer, Brent	De Baca County
Serna, Samantha (Commissioner)	Lincoln County
Weihbrecht, Leann	Town of Carrizozo
West, Joe	Chaves County

### **MEMBERS ABSENT:**

Brito, Candy	City of Eunice
Burkett, Mickey (Mayor)	Village of Dora
Davalos, Minerva (Mayor)	Village of Capitan
Garwood, Mark (Trustee)	Village of Tularosa
Henry, Anthony	City of Hobbs
Jennings, Dan (Councilor)	Town of Hagerman
King, Kris (Mayor)	Village of Causey
Little, Christopher	Mescalero Apache Tribe
McVey, Jo	City of Portales
Onsurez, Jackie (Councilor)	Village of Loving
Payne, Susan (Mayor)	City of Alamogordo
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

**COG/NMDOT/AGENCIES PRESENT:**

Arnett, Manon	NMDOT District 2 (Roswell)
Burr, Mary Ann	Southeastern New Mexico Economic Development District (SNMEDD)
Coslin, Libby	NMDOT District 2 (Roswell)
Gillette, Alison	NMDOT Planning (Santa Fe)
Guerrero, Daniel	NMDOT District 2 (Roswell)
Matta, Louis	NMDOT District 2 (Roswell)
Olinger, Kevin	NMDOT Transit and Rail Division (Santa Fe)
Sherman, Valerie	NMDOT Liaison (Las Cruces)
Surina, Julie	Eastern Plains Council of Governments (EPCOG)

**GUESTS PRESENT:**

Austin, Wendy	City of Carlsbad
Autrey, Oran	Texico
Avery, Kate	City of Lovington
Beaty, Levi	Village of Ruidoso
Cunningham, Hannah	District Legislative Aide for Dist. 55 Representative Cathrynn Brown
Doss, Russ	Souder, Miller & Associates (Hobbs)
Fulkrod, Brian	Village of Melrose
Grassham, Jennifer	Economic Development Corporation of Lea County
Hicks, Becky	Roswell Transit
Honeycutt, Jeff	Lincoln County
Lucero, Amanda	De Baca County
Lucero, Catalina (Mayor Pro Tem)	Town of Vaughn (Alternate)
Maue, Lisa	Town of Carrizozo
Moore, Josh	Carlsbad Transit
Portulano, John	Lea County
Rincon, Frank	City of Roswell (Alternate)
Ramos, Justin	City of Carlsbad (Alternate)

**WELCOME**

Wendy Austin, Carlsbad City Administrator, welcomed everyone to the Carlsbad community, on behalf of Mayor Lopez and the Carlsbad City Council. Ms. Austin commented that they appreciate the efforts taken to come together for these meetings and are appreciative of the dedication and commitment to improving transportation and infrastructure across the region. The City Administrator recognized their partners from the New Mexico Department of Transportation and the Southeastern Economic Development District. The continued support of SERTPO is key in helping the communities stay connected. The City is pleased to host the meeting and invites all to attend the annual Mayor's Energy Summit on Thursday, October 23, 2025. Angie Testa-Barrios can provide members with additional information on the Summit. The Summit provides great opportunities to network and hear from industry leaders who are shaping the future of southeastern New Mexico.

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

**PLEDGE OF ALLEGIANCE / SALUTE TO NM FLAG**

**INTRODUCTIONS**

Chairman Jeff Honeycutt called the meeting to order at 10:03 a.m. With twenty-two members present, a quorum was established. Hazer Archer led the group with the US Pledge of Allegiance and the salute to the New Mexico flag. Introductions were held.

#### **APPROVAL OF AGENDA**

Hazer Archer made a motion to approve the agenda. Crystal Ball 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 of the August 6, 2025 meeting were considered for review and approval. Samantha Serna made a motion to approve the August 6, 2025 minutes, as presented. Brian Fulkrod seconded the motion. A call for votes was taken, and with there being no objections, the motion passed unanimously.

#### **PRESENTATION: New Mexico State Rail Plan**

Kevin Olinger, NMDOT Transit and Rail Division Director

Kevin Olinger explained that he wished to visit with members regarding NMDOT's draft State Rail Plan, which was last updated in 2014. He will discuss the purpose of the update, provide information on the rail network in the state, and explain what the Division hopes to achieve.

The Division is updating the Plan so they can identify long-range service and investment program, a requirement of the Federal Railroad Administration (FRA). Like the STIP, if the Division wants to pursue any FRA monies, the FRA will inquire if the project(s) are in the final Plan. The Division is supporting the Department's New Mexico 2045 Plan. The State Rail Plan is outdated and needs to be made current.

A slide displayed mapping of the rail lines in the state and ownership of the rail lines. Most are privately owned. The State of New Mexico does own some rail line, from Lamy down to Belen, and the spur that goes to Santa Fe for the New Mexico Rail Runner. The vast majority of lines are owned by BNSF and Union Pacific (UP). There are some smaller short-line railroads, especially in the southern part of the state. A short-line railroad is a Class III railroad. BNSF and UP are Class I. The classes are defined by the annual revenue. The smaller lines have less revenue.

New Mexico's rail network is part of the national rail network. He provided 2023 and 2024 data for freight traffic density and passenger counts. The stakeholders are the people of New Mexico, the local/regional governments, the tribal nations, and freight/passenger customers. The vision for the Plan is to have a fully integrated and safe multimodal rail system that provides efficient passenger service and competitive options for New Mexico shippers. The Plan is a vital component of the national transportation network, and the Division supports economic development within the state. The first goal is to support economic growth and development by promoting rail-related tourism; increasing capacity and efficiency of the long-distance freight network; developing/promoting local connections with industrial sites and intermodal facilities; and linking those investments to strategies that support economic development.

An additional goal is to improve railroad safety and security. The Division wishes to continue safety improvements at highway/rail at-grade crossings, reducing impacts of rail crossings on local mobility and improving rail security. Further, the Division administers the federal highway program, Section 130, which seeks to identify and eliminate safety concerns at highway/rail at-grade crossings. An important concern across the state deals with trains blocking the roads and taking a long time to clear. The Division wants to keep working on ways to minimize the issue. An additional goal is to maintain railroad assets in a state of good repair, improving conditions of the short rail lines and NM rail lines. The short rail lines have requested support, however, most of the trackage is privately owned. The State's anti-donation clause prevents NMDOT from giving monies directly to them. The Division has been working with the short rail lines to find partnerships to apply for grants at the federal level. Additionally, crossing signals and bars corrode over time, and they need to have equipment replacement. Promoting efficient passenger rail service is a goal, supporting the Amtrak route (and station improvements) and the NM Rail Runner passenger service.

The Director explained that one of the outcomes of the Plan is the Rail Service and Investment Program (RSIP), which is like the STIP for trains. RSIP is a program of projects for which they would seek future federal funding and is split up between a short-range investment program (that goes out to 2030) and a long-range investment program (that goes out to 2045). The Director discussed both short-term and long-term investments.

A PowerPoint slide provided a link to the draft Plan, as well as a QR code. The Division is accepting comments through November 30<sup>th</sup>. The Division will respond to comments, release the final Plan, and present the final Plan to MPOs/RTPOs. The Director's contact information, and a separate email specifically for the rail plan were provided. Mike Martinez inquired about the El Paso to Denver track line, whether the Division is partnering with economic development or tourism to get those numbers of passengers who travel, and whether the Division is working with the El Paso MPO. Mr. Olinger commented that they have not as of yet, and that route plus the Rail Runner draw the most comments. The Division wishes to support both, but there are budget constraints; they wish to keep the conversation going with a possible planning study for the future. Members were given a copy of the presentation.

Before moving onto action items, the Chair thanked the District Legislative Aide Hannah Cunningham for attending. He also recognized Hazer Archer, for being the newly appointed Public Works Director in Eddy County and Levi Beaty, the new Public Works Director for the Village of Ruidoso. Mr. Martinez commented that Mr. Beaty replaces Adam Sanchez, who is retiring. Congratulations were also extended to Mayor Meadow Forget (Melrose), who begins the Roosevelt County Manager position in November.

#### **ACTION ITEMS:**

##### **A. Resolution No. 25-004 Approving the SERTPO Regional Transportation Plan (RTP) Update**

The Chairman stated that the resolution was included in meeting packets and was also displayed on-screen for members. There have been no changes since the meeting packet. With a member indicating that he had not seen the resolution, the Chairman requested that the resolution be read into the record, so everyone is aware. Ms. Burr read the resolution to members:

##### **A Resolution Approving the SERTPO Regional Transportation Plan (RTP) Update**

**WHEREAS**, the Southeast Regional Transportation Planning Organization (SERTPO) is a regional transportation planning organization made up of local, county, and tribal governments within the counties of Chaves, Curry, De Baca, Eddy, Guadalupe (Town of Vaughn), Lea, Lincoln, Otero, and Roosevelt Counties;

**WHEREAS**, the New Mexico Department of Transportation (NMDOT) has entered into Cooperative Agreements with the Southeastern New Mexico Economic Development District/Council of Governments (SNMEDD/COG) and the Eastern Plains Councils of Governments (EPCOG) to perform professional services outlined in Regional Work Programs (RWPs);

**WHEREAS**, SERTPO has completed a Trail Network section to be added to its Regional Transportation Plan, a product of the Regional Work Program (RWP);

**WHEREAS**, SERTPO's Public Participation Plan requires an opportunity for public comment any time an update or revision to a plan is made and a minimum of 45 days for comment prior to adopting, revising, or updating plans.

**WHEREAS**, the Regional Transportation Plan Update has been posted online for public comment for not less than forty-five days at <http://snmedd.com/sertpo-committee/> and <https://www.rtpnm.org/south-east/>;

**WHEREAS**, the SERTPO Regional Transportation Plan Update has been included on the regular SERTPO meeting agenda for October 22, 2025, allowing for any additional public comment; and

**THEREFORE, BE IT RESOLVED** that the SERTPO Committee has been provided a copy of the SERTPO Regional Transportation Plan Update in meeting packets; reviewed the Plan and considered all public comment(s) received during the 45-day comment period and October 22, 2025 meeting; and approves the SERTPO Regional Transportation Plan Update, as may have been amended.

**PASSED, APPROVED AND ADOPTED** by the SERTPO Committee during its regular public meeting held in Carlsbad, New Mexico, this 22nd day of October 2025.

Mike Martinez made a motion to approve Resolution No. 25-004 Approving the SERTPO Regional Transportation Plan (RTP) Update. Walon Jones seconded the motion. A call for votes was taken, and with there being no objections, the motion passed by unanimous vote.

**B. Transportation Project Fund (TPF) Review, Discussion and Possible Action regarding the Evaluation and Prioritization Process for FY27**

The Chairman explained this item results from the TPF subcommittee recently held in Roswell. After the scoring and awards this past year, there was discussion on steps that can be done to tweak the process. Francisco Sanchez, D2 Engineer, was at the subcommittee meeting, and he offered his recommendations. The SERTPO process works and has been proven; the process continues up to the state level. The intent, at this time, is to refine the process, have discussion and/or a vote.

- (i) Recommendation: Remove the Partnership category from all scoring sheets

The Chairman spoke to the reasoning behind the recommendation, and discussion is to consider removing the partnership criterion from the scoring sheets. Subcommittee members explained that the main part of their discussion was that the points for this section are hardly used by anyone, presenting a moot point of having it in the scoring system (examples given); and the most difficult part is scoring accurately across the board, so it made sense to remove this specific scoring criteria. Group discussion was held, to include the possibility giving a partnership extra points at some point in the future; adding partnership information in the application packet for the benefit of upper level review; doing the best that can be done with what funding there is when making changes and including smaller communities; the scoring criteria is designed for fairness to all and structured whereby an entity may not be funded in the first or second year, but the entity should be in line by the third year; all entities have maintenance, capital and design needs; the great and responsive support from the District; and handling the recommendations/discussion/possible action individually.

Crystal Ball made a motion to approve the removal of the Partnership category from scoring sheets. Brian Fulkrod seconded the motion. A call for votes was taken, and with there being no objections, the motion passed unanimously.

- (ii) Recommendation: Subcommittee to complete prioritization following the rating meeting

The process that follows the scoring of projects was explained, whereby the Chairperson determines the project ranking. Discussion is to consider having a group rank the projects and submit results to the District. Subcommittee members explained that they felt the responsibility needs to be shared; a subcommittee can perform this function; project scores would not be changed; NMDOT wants the top ten ranked; and the percentages need to be ranked/sorted when it is handed over to NMDOT. Group discussion was held, to include putting (ranking) the projects in order; the benefit of a group review; making judgment calls, when necessary, such as when there are ties; consideration of those unfunded for a number

of years; the current point structure for entities being funded and not funded; the possibility of a wider point spread; agreement to the direction headed; the subcommittee being made up of individuals familiar with the process and well informed; having the subcommittee meet in the afternoon following presentations; the short time frame for presentations, subcommittee review, and getting recommendations to NMDOT; and the difficulty of time restraints when considering calling an additional SERTPO meeting.

Hazer Archer made a motion to have a subcommittee complete the prioritization following the rating meeting. Joe Jarvis seconded the motion. Additional discussion continued on how the subcommittee is selected; the consideration of member attendance and having members who are present consistently; the subcommittee needs to be made up of equal parts of counties and municipalities; members need to be invested and interested in the process; the need for a productive group with productive members (ten individuals); the need to have the subcommittee in place prior to the next scoring; the scheduling of a meeting and addition of an agenda item so subcommittee recommendations can be made; possible nominations; a recommendation of 100% attendance as members should be 100% committed; a recommendation of 95% or similar for attendance for smaller communities; alternates can represent if the representative is unable to attend; the attendance percentage can be determined at a future meeting; recommendation where member(s) need to honest if they can fully participate with the subcommittee; all entities will receive funding eventually; and the process is about helping neighboring entities. A call for votes was taken, and with there being no objections, the motion passed by unanimous vote.

(iii) Discussion/Possible Action: Consideration of natural disasters in the scoring criteria

The Chairman explained that the question comes up during the presentations on whether entities have spent their money, and entities have had difficulties due to fires and floods. Discussion is to consider natural disasters and if scoring criteria should be changed. Group discussion was held, to include other funding applications allow for explanation; the matter should fall back to the subcommittee review process; with repeated disasters, points could be continually added vs. single use; original thought for spent money criterion was that entities were sitting on money and not spending, coming back and asking for more; there can be a valid reason, entities should not be penalized or awarded points; no points, plus or minus; natural disaster declarations; project presentations should offer why project halted; entities should be prepared for informational content during presentation; entities need to show if there is disaster declaration, prepare a plan on how to spend the money and by what date; local governments, states and federal can make declaration; local governing body would declare state of emergency; the local government has to start the process, and if the state threshold is not met, it is still a local emergency; requirements by law for local thresholds; local emergencies vs natural disasters, with all entities having local emergencies; responsibility is on the entity to make sure information is put forward in presentation; maintenance money should be the easiest to spend; scope changes can be made; and there are no changes, it is more of a clarification. Consensus of the matter of natural disasters is informational, and entities should address such disasters when making presentation.

(iv) Discussion/Possible Action: Encouraging or requiring additional relevant information to be attached to PFF

A subcommittee member spoke about the benefit of having a complete packet prior to the PFF review meeting with District 2. Group discussion was held and included previous conversations of not being able to produce the resolution; different processes for local governments and tribal entities, who meet quarterly; PFF review is two months prior to scoring;

emphasis on being prepared as all entities are competing for funding; any entity needs to get all scheduled timely with their governing body; deadlines are in writing and late application policy reviewed; the previous TPF Timeline was displayed and dates reviewed (PFF deadline, PFF review period, full application deadline, SERTPO meeting); consideration needs to be given if new requirements made, whether all can meet the requirements; tribal processes; calls for projects are released in late January; confirmation that resolution does not have to be turned in by PFF deadline; the process of D2 who may call out issues and give opportunity to remedy during PFF review (e.g., lack of signature, numbers in wrong place, etc.); time (hour) for turning in PFF determined not requiring any change; no issues in previous years with timeline; PFF form did have change in signature lines last year; a letter can be submitted in lieu of resolution; members are aware of timeline and deadlines; common knowledge of when the call for projects is released, and entities can be preparing now. Consensus was discussion was sufficient, and there are no changes.

The Chairman reminded members that two items have been changed: 1) removal of partnership category from the scoring sheets; and 2) the subcommittee to complete prioritization following the rating meeting (same day).

## **INFORMATIONAL ITEMS**

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

Ms. Burr reminded members that they were given handouts (TPF Award Summary, Transportation Planning Services handout, and copy of the Rail presentation). The Infrastructure Conference is in November, in Albuquerque. Ms. Austin invited members to the Mayor's Summit in Carlsbad on the next day (10/23/25). Capital Outlay hearings are coming up: Chaves County Capital Outlay hearing is on November 25, 2025 (SNMEDD conference room); Lea County hearings will be at the Hobbs CORE Center on December 2, 2025; Eddy County hearings will be at the Artesia City Hall on December 9, 2025; and Otero and Lincoln County hearings will be on the same day, but separate times at the Inn of the Mountain Gods on December 16, 2025. Members can pull up the schedule on SNMEDD's website on the Capital Outlay button.

Julie Surina informed members that she attended Salt Lake City at the NADO National Conference on economic development. She spoke to her appreciation for the good relationship with NMDOT and the RTPOs. EPCOG has offered their capacity funding to pay for any training for EPCOG members. There is a button on their website, [www.epcog.org](http://www.epcog.org), where one can get permission to attend. There is full reimbursement of hotels, registration, and meals. EPCOG is planning an elected official and Open Meetings Act training. It will be open to SERTPO. Additionally, with the capacity monies, EPCOG has signed on two engineers for their services, Dennis Engineering and KLJ Engineering.

### **NMDOT Updates**

Louis Matta, D2, informed members that if they need an extension for LGRF, the sixty-day notice is coming up in the first week in November. For those entities who are ready to close their project, he urged them to do so as Libby Coslin has approximately thirty to close out. Mr. Matta suggested that members start looking at projects, in anticipation of the call for projects for LGRF and TPF. If a member needs training on LGRF, he urged them to reach out to himself, Libby, or Manon. Manon Arnett stated that she is happy to go out to the member communities. Regarding LGRF, Mr. Matta added that some have put in requests for millions of dollars, and there is only \$300,000 in the whole fund. It is a great fund for fog-seal, striping or some type of maintenance project.

Alison Gillette, NMDOT Planning Supervisor, provided updates and commented the federal government is shut down. It should not affect the money coming to the RTPO—those projects are moving forward,

as normal. Other federal grants that are under USDOT may be in jeopardy. There have been some rescindments and cancellations of FHWA projects, an example being the Albuquerque Rail Trail (\$11.5 mil). There are projects across the country, and they are not sure when such actions might occur for those projects not in line with the Administration's priorities. FHWA (Santa Fe) has been in their offices.

Regarding the nonmetropolitan survey, NMDOT does the survey every five years. It is an online survey, but she also brought paper copies. It is an opportunity to comment on what NMDOT is doing right and what can be improved. The survey is only for non-urbanized areas--only the RTPOs are participating. Flyers were made available. Members can bring the survey paper copies to the December meeting, and Ms. Gillette will input the surveys. NMDOT did get the go-head from FHWA to continue with their Transportation Planning Services on-call services. This is an opportunity for an individual community, municipality, county, or RTPO to get a transportation safety plan, a bike/ped plan, comprehensive trail plan, or transportation plan. Members do not have to pay anything. BHI is on-call, and members would collaborate with them. An application would have to be submitted, and the NMDOT contact is Elsa Goossen. NMDOT will take care of all finances, billing, and invoices. The trail mapping project was done through this funding stream.

TAP/RTP Awards were announced recently, however there were no TAP awards in the southeast region for this funding cycle. RTP awards did go to the City of Clovis and City of Carlsbad. While there is not a lot coming down from the federal government right now, there are open funding opportunities at the state level. The Capital Development Program Fund is a new funding stream from DFA that can be used to fund all kinds of plans, such as transportation plans and asset management plans. Webinars can be found on DFA's website. Through NMDOT, there is the Electric Vehicle Infrastructure funding, due on October 31, 2025 – DC fast-charging stations. She encouraged members to apply. The Land and Water Conservation Fund, through the NMED, can help with parks, extend sidewalks, trails, and these types of improvements. Applications are due in January 2026. There are ongoing funding opportunities like the NM Match Fund, which Hallie Brown presented at the Lovington meeting. She urged members to keep applying; applications are accepted on an ongoing basis. Changes have been made recently with the Local Government Planning Fund, through NMFA. The \$50k cap has been lifted, and they are shifting away from community comprehensive plans, moving more into PERs and asset management plans. There is no match, and it is simple to apply. There are a few conferences, like the NM Infrastructure Conference. The NM APA Conference is in Taos on November 12-15, 2025; and UNM's NM Paving and Transportation Conference is in January.

### **Local Government Comments**

Walon Jones made inquiry into the Capital Outlay funding, where he heard recently that if the funds are not encumbered, some of the funding may go back, to include the more recent awards. One member urged everyone to follow the 5% and to complete reporting in DFA's new system.

**PUBLIC COMMENT - None**

### **NEXT MEETING DATE/ADJOURNMENT**

The next meeting date was discussed and set for December 3, 2025, in Roswell. Crystal Ball made a motion for adjournment. Hazer Archer seconded the motion. Meeting adjourned at 12:14 pm.

Southeast Regional Transportation Planning Organization (SERTPO)  
Minutes of October 22, 2025 Meeting

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**APPROVED BY:**

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

12/3/25  
\_\_\_\_\_  
Date

**ATTESTED BY:**

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

12-3-25  
\_\_\_\_\_  
Date

# Southeast Regional Transportation Planning Organization (SERTPO)

## Minutes of the SERTPO Committee Meeting

December 3, 2025 – 10:00 am

Eastern New Mexico State Fairgrounds (Roswell)

### MEMBERS PRESENT:

*Representative (or Alternate) listed in Alphabetical Order*

Aniles, Norma	Eddy County
Ball, Crystal	City of Lovington
Barrios-Testa, Angie	City of Carlsbad
Beaty, Levi	Village of Ruidoso
Brito, Candy	City of Eunice
Bunch, Clint	City of Clovis
Davalos, Minerva (Mayor)	Village of Capitan
Dominguez, Juan	Roosevelt County
Fulkrod, Brian	Village of Melrose
Garcia, Roman (Mayor)	Village of Vaughn
Garwood, Mark (Trustee)	Village of Tularosa
Hemphill, Bob (Mayor)	Town of Carrizozo
Henry, Anthony	City of Hobbs
Jennings, Dan (Councilor)	Town of Hagerman
Jimenez, Pablo	Otero County
Jones, Walon	Curry County
Kalisek, Joseph (Councilor)	Town of Tatum
King, Timothy (Mayor)	Village of Cloudcroft
Little, Christopher	Mescalero Apache Tribe
MacCornack, James	City of Roswell
Marquez, Delbert (Councilor)	Village of Fort Sumner
McMullen, Ozzie	City of Texico
McVey, Jo	City of Portales
Myrick, Van	City of Jal
Portulano, John	Lea County
Serna, Samantha (Commissioner)	Lincoln County
West, Bill (Commissioner)	De Baca County
West, Joe	Chaves County

### MEMBERS ABSENT:

Burkett, Mickey (Mayor)	Village of Dora
Jarvis, Joe	City of Ruidoso Downs
King, Kris (Mayor)	Village of Causey
Onsurez, Jackie (Councilor)	Village of Loving
Payne, Susan (Mayor)	City of Alamogordo
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

**COG/NMDOT/AGENCIES PRESENT:**

Arnett, Manon	NMDOT District 2 (Roswell)
Burr, Mary Ann	Southeastern New Mexico Economic Development District (SNMEDD)
Coslin, Libby	NMDOT District 2 (Roswell)
Matta, Louis	NMDOT District 2 (Roswell)
Surina, Julie	Eastern Plains Council of Governments (EPCOG)

**GUESTS PRESENT:**

Avery, Kate	City of Lovington (Alternate)
Cooksey, Deborah (Mayor)	Village of Tularosa
Cox, Kim	Zia Therapy Center (Ztrans)
Cummins, Shannon	City of Eunice
Delgado, Sabrina	Zia Therapy Center (Ztrans)
Fletcher, Jan	City of Hobbs (Hobbs Express)
Johnson, Garry	City of Clovis (CATS)
Lee, Debi	SNMEDD Consultant
Lucero, Catalina (Mayor Pro Tem)	Town of Vaughn
McManus, Patrick	City of Carlsbad
Mendoza, Ray	City of Roswell
Moore, Chris	City of Roswell (Roswell Transit)
Moore, Josh	City of Carlsbad (Carlsbad Municipal Transit)
O'Neill, Peggy	Zia Therapy Center (Ztrans)
Palomino, Alex	Chaves County (Alternate)
Pennington, Jacque	City of Hobbs (Hobbs Express)
Ramos, Justin	City of Carlsbad (Alternate)
Rincon, Frank	City of Roswell (Alternate)
Sago, Hoyt	Mescalero Apache Tribe
Sedillo, Eddie	Village of Capitan
Swopes, Danielle	City of Portales (PATs)
Wilson, Peggy	Village of Capitan

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

**PLEDGE OF ALLEGIANCE / SALUTE TO NM FLAG**

**INTRODUCTIONS**

Chairman Jeff Honeycutt called the meeting to order at 10:05 a.m. With twenty-eight members present, a quorum was established. All participated with the US Pledge of Allegiance and the salute to the New Mexico flag. The Chairman thanked Joe West with Chaves County for hosting the meeting. Introductions were held.

**APPROVAL OF AGENDA**

Walton Jones made a motion to approve the agenda. Joe West seconded the motion. A call for votes was taken, and with there being no objections, the motion passed unanimously.

**APPROVAL OF MINUTES**

The minutes of the October 22, 2025 meeting were considered for review and approval. Justin Ramos made a motion to approve the October minutes. Crystal Ball seconded the motion. A call for votes was taken, and with there being no objections, the motion passed by unanimous vote.

**OPENING REMARKS:** Vijay Ummadi, Rural Transit Program Manager  
NMDOT Transit and Rail Division

Mr. Ummadi informed the group that he will be speaking on the importance of the RTPO meetings for transit agencies, the transit funding awarded for FY 25 and the performance indicators considered when Transit & Rail distributes §5311 funding. He explained that RTPOS are forums for eliciting input from rural local governments and their public regarding transportation matters in rural New Mexico. The community's involvement in the process is crucial to the development and execution of the programs and policies set forth by NMDOT and FTA. On behalf of the NMDOT Transit and Rail Division, he thanked the Southeast RTPO for conducting the meeting.

The RTPO's annual regional prioritization of the transit applications received informs the processes from a regional needs' perspective. For the §5311 program, the prioritization is used as a criterion in the §5311 funding distribution index. The RTPO prioritization is not only helpful because the RTPO scores applications and fulfills the processes, but it also represents additional opportunities for the public and the members of the RTPO to see what is happening with transit in the southeast area. Transit agencies can see what other transit agencies are doing in the region, which sometimes leads to coordination opportunities.

The FY2026 federal transit grant awards were announced during the annual Statewide Transit Budget Award meeting held on May 28, 2025. The subgrantees that were awarded had submitted their applications for funding in September 2024 for FFY 2026 (October 2025 through September 2026). The available funds support capital, admin, and operations at public transit agencies. A total of over \$21.7 million in federal transit grant funds were awarded for FY 2026. Admin is funded at 80/20 (federal/local); operations is funded at 50/50 (federal/local), and capital is funded at 80/20 (federal/local). Regarding the §5310 program, the agencies were funded for capital assistance, providing enhanced mobility to seniors and individuals with disabilities. Mr. Ummadi added that the recommended awards were mostly consistent with the requested budgets.

Budgets were funded at over \$2.8 million under §5310 in federal capital funds. Twenty-five transportation program vehicles were awarded. Capital refers to vehicles and vehicle-related equipment. §5311 funds are used to assist with admin and operating expenses and the provision of general public transportation services in rural areas. There were twenty-one applicants for FY 26 §5311 funds. The recommended federal and admin operating grant awards for FY 26 under §5311 was over \$15.8 million. §5339 funding is used to assist with capital expenses in the provision of general public transportation services in rural areas. Fourteen applicants were awarded §5339 funds in federal FY 26, totaling over \$3.04 million.

Regarding the performance indicators used in the §5311 distribution index, the Division looks at individual performance indicators to include ridership; the admin operating ratio based on the award; cost per passenger trip on ridership and expended admin operating budget; cost per vehicle mile; the RTPO prioritization rating and ranking; the amount previously awarded and amount expended; and the percent of the ridership versus percent of the federal §5311 admin operating ratio.

Mr. Ummadi commented on each part of the §5311 scoring criteria for rural public transportation planning and regional coordination; regional need and justification for the system; and the level of marketing of the transit system. The §5310 criteria are similar but there are differences. The criteria address planning and coordination; regional need and justification; and maintenance, safety, and ADA accessibility. Mr. Ummadi concluded by stating the award information is available on the NMDOT Transit & Rail website, with budget awards categorized by the different years. Mr. Ummadi was available for questions.

**ACTION ITEMS:**

**A. FY2027 Public Transit Presentations and Scoring**

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

The Chairman reminded members of the time limits for presentations, with questions to follow.

1. **City of Carlsbad** – Carlsbad Municipal Transit System  
Josh Moore, Superintendent

Mr. Moore informed members that he will be using a narrated video/PowerPoint that covers all the judging criteria, and he will answer any questions afterwards. Carlsbad Transit's mission statement was provided. Services provided include demand response, paratransit, and fixed routes. There are currently three routes with fifty-six stops. There are two new expansion routes for FY27. Service is provided for the Carlsbad After School Transportation program. Carlsbad Transit currently has twenty-three employees, with six in the office, fifteen drivers, one mechanic and one lube tech. Their fleet is serviced in-house and consists of twenty-two vehicles--cutaways and vans. Carlsbad Transit's facilities include their base, an office, garage, and covered parking. There are twenty-two shelters along their three fixed routes. Grant opportunities include the FTA §5311 and §5339(b) funding. Local match is from the Carlsbad General Fund. Oversight is provided by the Carlsbad City Council, NMDOT, FTA and SERTPO.

The six principal transportation goals of the Carlsbad Long Range Transportation Plan were reviewed as well as an overview of the long-term and short-term goals. The ongoing funding numbers for the current FY26 5311/5339 programs was displayed. Public input includes customer survey, senior centers, library/museum, complaint comment cards, the City Hall 311 hotline, the website complaint form, email, and the People with Disabilities Networking Group of Carlsbad. The need to serve demand was reviewed, including the community (organizations listed), tourism, Demand Response and Fixed Route ridership (noting that 1,000+ more rides from previous year), medical community (providers listed) and commercial. Mapping for the growing demand in expansion areas was displayed. Multiple providers for coordination were reviewed for paratransit, the Southeast Community Action Corporation, surrounding southeastern NM transit agencies and other providers. Community coordination partners were listed, to include schools/college, Carlsbad After School Transportation, CARC, United Way, NM Dept of Veteran Services, hospital/doctors/clinics, the Hope Center (for transitional housing), nursing homes, retirement homes, and more.

Marketing tools include radio, print media, on board media, public presentations, dedicated webpage, social media, and promotional materials. For a new and improved rider experience, their transit shelter project has had nineteen new shelters placed along the fixed route with lighting, and real-time bus finders will be added. Other projects include their transit technology project (AVL software), transit surveillance project, and mapping. Ridership and revenue statistics from the last fiscal year were displayed.

A member inquired about how Carlsbad Transit is dealing with the homeless around bus stops. Mr. Moore responded that they do have issues periodically, and they deal with them through a public issued ordinance for public facilities. He added that they have not had significant problems, they work with them and the different organizations like the Hope Center and transitional housing to prevent/avoid loitering in public areas. A member requested why this project should have high priority. The Superintendent responded that Carlsbad is always growing, with the oil and gas boom, and they are trying to serve the demand the best that they can for the community. Angie Barrios-Testa spoke to their efforts of expanding services, and the senior community is very important. Mr. Moore added that they have two new fixed routes coming. Currently they serve the airport with demand response which is changing to a fixed route and service to senior centers will be changing

to fixed routes. There are massive growth areas south and north of Carlsbad, the reason they are starting new expansion fixed routes. There is new housing, so Carlsbad Transit is constantly considering, monitoring, and looking for how they can improve those fixed routes to extend that reach to all components of the commercial district, residential and medical. Additional discussion was held on homeless issues.

A member inquired about the marketing plan strategies and implementation. The Superintendent responded that all tools listed are implemented, and, while they have a webpage on the City's website, they are looking to develop their own website. He described the types of information currently available on the website, with information available in English and Spanish. Inquiry was made on the slide with a thousand more rides. Mr. Moore confirmed the increase, adding the new expansion routes will increase ridership much more.

2. **City of Clovis** – Clovis Area Transit System  
Garry Johnson, Director

Mr. Johnson expressed appreciation to members for their scoring and proceeded to display their newer buses, showing the new City logo/brand. The CATS program continues to be 100% demand response service, operating within the city of Clovis. CATS has expanded one mile outside the city limits, and to the airport and Cannon Air Force Base (CAFB). Since May, demand has been strong, and they have had 557 rides from the county and thirty-three from CAFB. They basically serve as a backup for trips to the airport if riders call in soon enough. Trip stats for 2024, 2025 and current year-to-date were displayed. Fares continue to be 75¢ per person. Transit passes can be purchased for \$5 (ten rides). Currently, they have five office staff and ten transit drivers.

Mapping of their service area was displayed, showing original boundaries, new boundaries (1 mile outside city limits) and routes to their airport and CAFB. Trip and fare comparison data was displayed. Mr. Johnson explained that this past year, they have answered 35,850 calls, averaging to nearly 3,000 monthly. CATS traveled 158,000 miles; logged 13,270 service hours; and provided 44,847 trips, 5,000+ more trips than the previous year. The trip statistics for the past year show 34.9% were work-related; 8% education based; 17.1% for medical appointments; 5% for dialysis; 7.5% for shopping; and 30.9% for personal. The Director reviewed the FY27 request amounts for funding, federal/local, for administration and operations. The City of Clovis continues to be their sole provider (match). The City recently passed a pay increase, so the funding request for this year has increased, to also include an increased fuel budget, for the increased number of trips.

The City Transit Department is part of the City's five-year strategic plan and updated Comprehensive Plan. The Plan has established an overall vision for community development for 20 years, which includes transportation goals, objectives, implementations, and strategies—all based on community priorities determined during the public input process. CATS has coordinated with CAFB Public Affairs and other local transportation providers in the area. CATS refers passengers to the other transportation providers, working together to meet the needs of the community. The Director named the local transportation providers and added that they are also working with the Plains Regional Medical Center to get patients home that were transported to the hospital by ambulance.

Public input is encouraged through the use of comment cards, customer surveys, and presentations. While there is not a regional service in the area, they see need daily with phone calls from Melrose, Texico and other small towns, usually seeking transportation for medical appointments. This information is collected through meetings such as interagency meetings, participation in local growth committee meetings, tallying of phone requests for regional service and contacts with other agencies. Mr. Johnson spoke about their level of marketing. The City's Marketing Director has revamped their website and brochures, which should go live in January 2026. Other marketing tools include

newspaper ads, a football magazine, social media, and interaction with CAFB Public Affairs, chambers, and community organizations. Advertising purchases are made annually to provide custom giveaways, keeping their name and phone number in the hands of the patrons.

A member inquired about the increase in ridership of 5,000 and to what it is attributed. The Director stated that one of the main reasons is they now fully staffed with drivers. With more drivers, they have been able to do more. Additional inquiry was made on the rural areas served. Mr. Johnson responded that they go out one mile out, but also to CAFB and the airport. If there is a request from someone off the highway route traveled by CATS to these destinations, they will pick them up. Inquiry was made if there was a plan to service rural areas further. The Director explained it would require more drivers and planning. Inquiry was made about the homeless. Mr. Johnson responded that they do not really have any problems with the homeless. They do have homeless people who ride, and they do not have bus stops.

3. **City of Hobbs** – Hobbs Express  
Jan Fletcher, City Clerk/Public Transportation Director

Ms. Fletcher spoke about the longevity of employees and expressed her gratitude to members and NMDOT for their time and service. She spoke to the mission for Hobbs Express, hours of operation, and number of routes (4). Hobbs Express has fixed routes, demand response and ADA complementary paratransit service and operates in the immediate surrounding area of Hobbs. Mapping of their routes was displayed. Hobbs Express first started operations in 1989, with one van and transported 3,900 passengers. As of the end of this past September, they have transported a total of 984,000 riders. A chart showing lifetime ridership service was provided.

The FY 26-27 grant application funding request numbers were provided (total, federal and local match), for the categories of administration, operation, and capital. The capital funding request is for a long-term placement bus. Administrative and operating costs are for continued operation of service at the same level, with few adjustments such as inflationary costs.

Ms. Fletcher explained that through the City's annual budget process, Hobbs Express plans and outlines its short- and long-term transit goals and they are included in the City's overall master plan. The Commission has plans underway to create a new strategic plan, and transportation will be a part of that planning. As part of the application process, letters of interest were mailed and they received no responses. The City continues to coordinate services with one local taxi service and through this coordination, Hobbs Express has agreed not to provide same day service. All demand response rides are scheduled with at least one day in advance. Hobbs Express coordinates with several agencies, working together to meet the various transportation needs of passengers. Letters of support were named/displayed.

The Director spoke to ridership (charted). She explained that ridership demonstrates the need for the program and continued service. For the FY24-25 year, they have just completed 52,365 rides, which is five thousand rides less than the previous year. Their goal each year is to hit approximately 50,000 trips, and more if possible. The Hobbs economy continues to thrive. They have many new retail businesses which have opened, and they have housing developments in progress. Their local Economic Development Corporation of Lea County (EDCLC) continues to work to recruit additional retail development and accessibility of public transportation is a key component of the recruitment process. There continues to be a vital need for public transportation in Hobbs, and this need is being served by Hobbs Express.

Hobbs Express is budgeted for a total of ten people—nine full-time positions and one part-time position. During the past year, they have operated at a short staffing level. Supervisors have had to drive buses frequently. Hobbs Express offers a CDL incentive for a bus driver at \$6,000 per year,

paid monthly (\$500). Ms. Fletcher commented that they completed their last new hire last week, and they are currently have no vacancies. Being fully staffed will get all routes operational and ridership numbers should increase. Hobbs Express strives to maintain compliance with required state/federal/local policies, law updates, training, brand, and asset management.

Ms. Fletcher spoke to their level of marketing, which is necessary to attract new riders and keep the community informed about their service. Program outreach is done through their local newspaper; radio advertisements during local sports games; public service advertising mailers with the utility bills; city guide quarterly magazine; special promotions; community billboard; news releases; program brochures distributed to all passengers; posters at city facilities and local businesses; social media; and their website. The Director concluded by requesting continued support for their FY27 grants application.

A member inquired about the highest ridership in 2016. Ms. Fletcher responded it was due to being fully staffed. Ridership tapered off this year mainly because of the lack of being fully staffed. They were not able to operate all the routes at full capacity. Inquiry was made on the area served outside of Hobbs. The Director stated that they serve within a five-mile planning radius. She also responded/expanded on marketing conducted. Inquiry was made into any issues with homelessness. Ms. Fletcher responded that they do have some individuals who like to hang around the facilities during the evenings and they tend to move along in the early part of the day. They recently, within the last month, had an individual who decided to put up a tent on their property. The situation was rectified through the police department through an ordinance.

4. **City of Roswell** – Roswell Transit  
Chris Moore, Transit Manager

Mr. Moore offered Roswell Transit's mission statement of *Connecting People to Places*, which is done frequently and quickly. He spoke about their short-term goals, one being staff recruitment and retention. Currently, they have seventeen drivers and are slated for eighteen. He added that they have been trying to retain drivers by giving them an incentive of an additional \$2 hourly if they go for a CDL. Roswell Transit has CDL buses and non-CDL buses. An additional goal includes bus stop shelters and designs. He described the design they are working on to provide shelter and get people out of the sun. Roswell Transit does have CDL training for all drivers, and CDL is encouraged, particularly with the extra \$4,000 a year, providing staff with a better lifestyle. They support low-income ridership, and the fare is 25¢ across the board.

Long term goals include keeping the building in a state of good repair. Currently, the sewer system has been crushed in the entire building, and they are trying to repair. Sewer lines have been repaired in one bathroom; however, they must deal with the rest of the building. The entire building is not ADA compliant so an additional goal is to get the whole building in compliance with ADA so customers can be served in a better manner, and visitors can get in and out without their wheels hitting doors. Additionally, they are looking at providing bus stop shelters and improved benches for frequent hot spots. They wish to change bus signs as part of wayfinding. They have a wayfinding project coming up and they are working with the City to have matching signs.

Marketing includes the use of Facebook and their webpage with the City. The Transit Manager described the types of information available on the website, to include one's ability to communicate/complain directly to staff, via email, to ensure quick response. They wish to have their rider schedule available to everybody, not just online. Rack cards are provided at apartment complexes and the airport so individuals can get to it easily. A list of collaborative associations was displayed. They work with local churches. There is one local taxi service, so public transit is heavily relied on

for getting around. Mr. Moore commented on working with the Homeless Coalition, the Air Center, and veterans. Veterans ride free with ID.

The Transit Manager spoke to ridership, which has been climbing since the pandemic. Currently, they are roughly about 20,000 rides away from pre-COVID numbers—sitting at 108,000+ rides. He spoke to ridership for other years. Mr. Moore continued with an overview of total expenses for the FYs 25, 26 and 27.

An inquiry was made on public input. Mr. Moore explained that they do have a form that individuals can complete, which includes online. Moreover, email communication is relied upon mostly. Upon receiving emails, the staff try to figure out what individuals are looking for, and they determine how to address the communication. He added that they had previously used the Blaise program, but for the Roswell community, it was not effective. An inquiry was made on ridership. Mr. Moore confirmed that they have 1,000 more rides as of October and looking to the end of year numbers, they anticipate surpassing the previous year's numbers. Additional inquiry was made into whether they service outside the Roswell area. Mr. Moore commented that they do not go out to Dexter or Hagerman, but they do wish to consider those communities in future planning. They currently go a mile outside the city at this point.

Additional inquiry was made into what is the largest obstacle that keeps transit from expanding. Mr. Moore responded that he would attribute it to staffing. When there are buses that require a CDL, the transit system must compete, for instance, with the oilfield. He provided an example of the difficulty of drivers' decrease in wages when transitioning from other industry. The incentives of \$6,000 a year and \$2 more an hour help. Transit must also look at the quality of drivers that transport people.

An inquiry was made on how the SERTPO funding and transit compares to other RTPO and transit areas in the rest of the state. Discussion was held, clarifying that Albuquerque and Santa Fe are metro areas with large transit programs; rural and metro funding is separated; and it is consistent that all transit agencies want to expand but they are unable to do so. Vijay Ummadi, NMDOT Transit and Rail, commented that §5311 and §5310 are different program funds that the Division allocates. Within §5310, there are rural areas, but other areas include small urban and large urban whose funds are allocated in a different manner. For §5311, there was \$15.8 million for all the §5311 agencies throughout the state. §5339 was over \$33 million, and §5310 was \$2.8 million. §5310 is for capital assistance, providing enhanced mobility to seniors and individuals with disabilities. Mr. Ummadi commented that these funds are allocated, and they look at various areas when funds are distributed. A question was asked if there is a cap that each of these area transit entities can ask for each year. Mr. Ummadi responded that when the Division allocates funds, they look at their admin operating ratio. It must be within the threshold. Applicants can request, but the Division will also look at the performance indicators mentioned in his presentation. There are seven different criteria when funds are allocated. The award packet, which is budget awards, is available on the website. Any subrecipient can request what they want, but the Division looks at these criteria when funds are distributed. Group discussion included the good relationship amongst the transit providers in the area; the RTPO is a group that can help; all transit agencies continue with expansion goals, but it does not occur overnight; scalable year to year; increasing costs translates to increased match which the governing body has to agree with; consideration of going into another community and whether the community is going to contribute match; joint applications; the percentage of elderly citizens and veterans that ride is a solid 80% (reflective of the Roswell community); free veterans transportation service in Chaves County available when it is staffed; and eligibility of transit programs for DFA's matching fund.

Mr. Ummadi added additional comment that when the Division awards subrecipients for §5311 programs, they consider the seven different criteria but also award a potential 5% increase each year

because of inflation, other charges. They have to ensure that the admin operating ratio is within the threshold and request justification for expansion vehicles.

5. **Zia Therapy Center** – Z Trans  
Kim Cox, Transportation Director

Zia Therapy Center is a non-profit organization, and they currently have twenty vehicles operating with three fixed routes, two intercity routes and three on-demand routes. Mapping of their service area was displayed. Their service area extends from Las Cruces over to the Inn of the Mountain Gods. Their service coordinates with Roadrunner Transit in Las Cruces; Holloman Air Force Base (HAFB); Ride share programs in their area; Mescalero Apache Tribe; and the South-Central Regional Transit District.

Ztrans has a one year and five-year plan that have been adopted by their Board of Directors. Being a nonprofit organization, they have local funding partners which include the City of Alamogordo, Otero County, Mescalero Apache Reservation, City of Las Cruces, Division of Vocational Rehabilitation (DVR), Zia Endowment, and Thrive of Otero County. Ms. Cox spoke to the FY27 total funding request and amounts for the operating and administrative budget. She mentioned both categories have decreased from the previous year due to them no longer providing services in Lincoln County. The discontinuation of service to Lincoln county is due to driver shortage. They are currently running with two drivers, and they needed seven drivers.

Regarding formal process for public input, they currently do annual surveys which will go out to the public in February 2026. They will hold community input meetings on March 16, 2026 – two meetings, one in the morning and one in the afternoon. They will gather information from their community and see what they would like to provide, changing routes if necessary or what is most convenient to the community. Regarding regional need and justification, transportation needs are driven by socio-economic conditions. In their area, people need to get work; they seek higher education (NMSU Alamogordo and NMSU Las Cruces); seek medical care (transporting to Mescalero BIA hospital, Alamogordo hospital and two hospitals in Las Cruces); and socializing/shopping with friends and family. She further described their service area, city limits, and HAFB, for their fixed routes and paratransit program. Ridership has increased and they are hoping to see more of an increase. They have been understaffed and have had to modify routes. They anticipate being fully staffed next week. They are implementing a new route to help the community. Their community no longer has a taxi service, and Ztrans is the only public transportation, with exception to ride shares, which can be expensive.

Ridership for the past three years was charted/displayed. Ms. Cox commented that ridership has been increasing steadily and with being fully staffed, ridership numbers should be increasing. Regarding marketing, they do advertise on their buses (photo displayed), radio advertising, and use the yellow pages. Their buses and bus stop signs are more colorful. A new route includes service out to the Desert Lakes Golf Course and the new Rocket City Family Fun Center, with expansion plans out to the bypass in the future. Inquiry was made on current ridership. Ms. Cox responded that based on recent reports, the ridership should be approximately 110,000—it did increase.

### **§5310 – Transportation for Elderly Individuals & Individuals with Disabilities**

6. **City of Portales** – Portales Area Transit System (PATS)  
Jo McVey, Grant Writer  
Danielle Swopes, City Clerk/Transit Director

Ms. McVey informed members that the City of Portales started their transit as a §5311 program, and this is their first year operating as a §5310. She added that their governing board is the Portales City

Council and shared their operating hours. Photos displayed their buses and vans, with six vehicles in operation. Maintenance is ongoing, with monthly and quarterly checks. The request for funding is just for operations, no new vehicles. Ms. McVey spoke to their service area, a five-mile radius (mapping displayed). Their service is demand response, and PATS is working on community input by having a suggestion area on their website. The public will be able to put in their suggestions. Ms. McVey gave examples of the types of information/questions they are seeking from the public to create more consistency and coverage.

Ms. Swopes added that they have been transitioning into a §5310 program since March. The change, which removed the administration portion of their budget, has been a learning process. PATS expected to go into the next year with the FY27 budget, hoping to increase ridership, but the §5310 program limits their ridership to the disabled and elderly. The change creates a challenge as the budget will not increase for the 50% matching demand, which was needed to pay drivers better, keep the vehicles running and increase drivers. Ms. Swopes spoke about their success with their current two full-time drivers. They have had staffing challenges for the past two years. The §5310 budget, given to them, limits what they can do any further. Ms. McVey also spoke about their past staffing difficulties and stated they are asking to be able to hire better drivers by using competitive wages to retain and recruit. Current staff consists of the Director, Grant Writer, and two full-time drivers.

Due to staff turnover, PATS has not had a higher amount of ridership, which is one of the reasons their goal, having gone to the §5310, is to build up the program. Their community has seniors and the underprivileged. Several University individuals and residents do not own or bring vehicles so access to transportation is very important. They need help getting to doctors' appointments, Walmart, nursing homes and more. Ms. McVey added that they do coordinate with all such facilities and have sent out letters. Another goal is to have more extensive training for their drivers so they can record progress, ridership, and miles more efficiently. Ms. McVey provided the amount of their funding request, with local share coming from their general fund.

A member inquired about additional information on maintenance, safety, and ADA. Ms. McVey responded that they are checking their vehicles, monthly and quarterly, making sure all vehicles are operational, and the checks include the ADA mechanisms inside of the vehicles. All of their vans do have ADA accessibility. Ms. McVey confirmed they are planning to maintain existing vehicles at this time, no new vehicles.

Inquiry was made on how the decision was made to change to §5310 and the reasoning. Ms. Swopes commented that they did not make the decision, the change to §5310 was announced by NMDOT at a spring conference this past March. Group discussion was held on ridership for individuals who do not fall under the categories; the legal liability for requesting disability status; plans to have program returned to §5311; great community need; previous encouragement to go outside city limits, connecting to the next community; and support was requested so their transit may grow and improve.

Julie Surina spoke to the DFA matching grant, funding throughout the year. She encouraged transit providers/municipalities to apply for matching funds at the same time application is made for transit. It was noted application must be made 120 days before a grant is awarded. Ms. Surina will email the presentation on matching funds out to interested parties.

**B. Transportation Project Fund (TPF) FY27 Review, Discussion and Possible Action regarding:**

(i) Approval of FY27 TPF Timeline

Ms. Burr explained that the NMDOT Call for Projects is anticipated in late January and with the TPF timelines pretty much established for some years, it is not necessary to wait for the month of January to approve the TPF Timeline. A draft Timeline and Deadlines has been prepared.

The dates are pretty close to the dates of the previous year's timeline. She spoke to the timing of future meetings, including the March meeting (for elections); the PFF deadline of February 26, 2026; the number of applications and maximum (caps) have not changed; the requirement to submit a PFF by the deadline; the full application deadline of April 23, 2026; confirmation with Ruidoso for the meeting room on May 20, 2026; rating to be conducted in the morning and the subcommittee prioritization, approved in the last SERTPO meeting, to take place in the afternoon; and application submission to NMDOT at the end of May. She added that if approved, the Timeline will be updated with the NMDOT Call for Projects release date.

A member inquired about previous discussion on the time and what is most beneficial to the COGs. Ms. Burr responded that there had been discussion about a time of 11:59 p.m.; discussion returned that it did not matter once time set; a common/standard time deadline for other funding applications is 5:00 p.m.; and having COG staff in office to confirm receipt of PFFs to applicants is beneficial. Walon Jones made a motion to approve the TPF Timeline and Deadlines. Angie Barrios-Testa commented that since they are getting the timeline in advance, entities have all this time to work on their application, they do not have to wait for the Call. The Chairman concurred that is the intent, to get all in front of everyone, making sure they are aware of the requirements. Discussion continued on the timeline included in the meeting packet with a link to access (in addition to meeting packets handed out this date); clarification was made that a completed PFF be submitted by February 26, 2026; and discussion was held on connectivity. Crystal Ball seconded the motion. A call for votes was taken, and with there being no objections, the motion passed unanimously.

(ii) Approval of FY27 TPF Evaluation and Prioritization Process (and scoring sheets)

Ms. Burr reminded members that they agreed to remove the Partnership category from the criteria. The meeting packet, emailed and provided as a handout, included the tracked changes. She pointed out where Partnership narrative was removed; the category was also removed from the scoring sheets on Capital and Design (Maintenance was not affected); and formatting changes were made. The changes are a result of the last SERTPO meeting. It was reviewed at the subcommittee meeting, and it was recommended to SERTPO.

A member inquired if there is a safety condition in the criteria for a school bus route (major route) where a major accident could occur—and, if not, can it be included in the criteria. Discussion was held, to include that everyone has similar concerns regarding livelihoods; documentation (of major accidents); a matter to discuss with NMDOT; an accident where rescue was made on a road that was unfunded for a third time; the need to address the safety of a road in all communities, statewide; safety and condition is provided in the criteria for Capital and Design (not Maintenance), under *Condition*; and more points are given if there is a possible safety risk to the public.

Additional inquiry was made on the criteria statement where it provides there if there is any leftover funding after top three priority projects will be added for Maintenance projects. Discussion was held, to include the suggestion to keep the amount in Capital; the distribution has worked in the reverse where capital projects required more than the allotted funding; the costs of capital projects outweigh what is available; the possibility of striking the specific language; SERTPO provides recommendations and NMDOT actually selects; the ranking of projects when reviewed by NMDOT; the State will not hold over monies for the next year, funding needs to be spent promptly; current restrictive language; and statement may no longer be relevant with subcommittee prioritization.

Crystal Ball made a motion to strike the sentence of “Any leftover funding after top three priority projects will be added for Maintenance projects”, located under Prioritization of Applications & Entity Limits, Capital. Motion was seconded by Bob Hemphill. A call for votes was taken, with the majority in favor and two objections (Jo McVey, Portales; Brian Fulkrod, Melrose). Motion passed. Bob Hemphill made a motion to approve the Evaluation & Prioritization Process, as amended. Joe West seconded the motion. A call for votes was taken, and with there being no objections, the motion passed by unanimous vote.

(iii) Selection of the TPF Subcommittee

The Chairman stated that in the last SERTPO meeting, there was discussion, and it has been established that there would be a subcommittee for the TPF evaluation process. It changed from the method of having one individual (Chairman) to do the ranking to a subcommittee group of very involved, informed members with very good input to do the ranking/prioritization. The subcommittee needs to be established.

Group discussion was held, to include establishing a number of members to serve; a recommendation to have an equal amount of counties and municipalities; recommendation provided that if a member is going to be on the subcommittee, they must be at the regular meetings all the time; if a member attends all meetings, they are aware of what is going on (informed); the need to establish a criteria to recruit the subcommittee; a suggestion made to have an odd number; a suggestion made of six members with two alternates; subcommittee selections should be following the criteria; recommendation that the Chairman at the time, be present to vote if there is a tie; there is a total of fourteen with 100% attendance (seven municipalities, seven counties); recommendation to have a number that is lower than the number that establishes a quorum at regular meetings (usually 9, sometimes 8); a number of five was suggested; a suggestion to randomize from the list of 100% attendance and draw; clarification that the subcommittee will not overrule but rank or prioritize projects, whether maintenance, capital or design; presentations still hold value; two different pools to select from; recommendation of six for an even number and Chair will be tiebreaker vote; tribal representation; not automatically being on the subcommittee list does not mean an entity is being left out; and the need to determine if the 100% entities are interested in serving on the subcommittee.

The Chairman proceeded to poll the 100% attendance members to inquire if they were interested. All 100% members present indicated interest in serving, with exception of one member who was not interested. Additional discussion was held whereby attendance is one of the main factors in determining active members and considering such has been discussed previously; and the time period for the attendance determination was pointed out. Walon Jones made a motion that 100% attendance is required for the subcommittee. Motion was seconded by Joe West. A call for votes was taken, with all in favor and no objections. Motion passed.

Names for the subcommittee were prepared, to be drawn, with three from the county list and three from the municipality list, with an alternate for each. Names selected were Lincoln County; Eddy County; Otero County; Chaves County (Alternate); Clovis; Ruidoso; Fort Sumner; and Lovington (Alternate).

## INFORMATIONAL ITEMS

### SERTPO Program Manager/Regional Planner Updates

Ms. Burr commented that there were a couple of handouts, one of which is the Paving and Transportation conference next month. There was a nonmetro survey which members received emails on, however, there is a new survey out on Active Transportation for pedestrian facilities on state roads. The QR code is on the

handout and included in the email. There are two new members: Kate Avery (Lovington) and Levi Beaty (Ruidoso). Regarding the public transit results, members were urged to turn in their scoring sheets. The results will be compiled, SNMEDD and EPCOG will have concurrence, and forward the results to members, public transit providers, and NMDOT Transit & Rail.

**NMDOT Updates**

Louis Matta, D2, informed members that the call for LGRF will be emailed out in late December or early January. A PowerPoint will be sent out with the announcement. If training is needed, he urged members to contact himself, Manon Arnett, or Libby Coslin. If an email for LGRF is not received by the end of January, please contact Mr. Matta, Manon, or Libby. Mr. Matta urged entities with expiring LGRFs, to please submit those as soon as possible and get them closed out. Regarding TPF, some match waivers were accepted, others were not. Entities should have been notified whether the waiver was accepted or not. Regarding project access and permitting, please visit NMDOT's e-permitting website for access on a New Mexico state route. If an entity is unsure if permitting is required, please contact the District 2 permit agent. For any projects that are going on, please provide a timeline to NMDOT. What they do not want to occur, for example, is they do not want to have a striping contract, and the entity comes along with their project and wipes out the new striping. Manon Arnett has shared the funding directory via email. If an entity has not received the funding directory, he urged members to reach out to Ms. Arnett, and she will provide the information. Ms. Arnett will also visit local governments if she has not yet done so; members were urged to contact her.

**PUBLIC COMMENT - None**

**NEXT MEETING DATE/ADJOURNMENT**

The May meeting has been confirmed for May 20, 2026 in Ruidoso. The next meeting date was set for March 4, 2026 in Clovis. Angie Barrios-Testa made a motion for adjournment. Crystal Ball seconded the motion. All were in agreement, motion passed, and meeting adjourned at 1:02 pm.

**APPROVED BY:**

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

3/4/26  
\_\_\_\_\_  
Date

**ATTESTED BY:**

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

3/4/26  
\_\_\_\_\_  
Date