

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

## **Minutes of the Policy and Technical Committee Meetings**

**October 13, 2016 – 10:00 am**

**Bondurant Room, Roswell Public Library  
Roswell, New Mexico**

### **POLICY MEMBERS PRESENT:**

*Policy Member (or Alternate) listed in Alphabetical Order*

Baker, Shelia	City of Hobbs
Bunch, Clint	City of Clovis
Burns, Jason	City of Carlsbad
Burns, Marilyn (Mayor)	Town of Tatum
DeSha, John	City of Portales
Duncan, Wyatt	City of Lovington
Fury, Dennis	Curry County
Hall, Jubal	Village of Cloudcroft
Hooper, Wesley	Eddy County
Ingram, Justin (Mayor)	Village of Fort Sumner
Lovato, Ricky	Roosevelt County
Najar, Louis	City of Roswell
Reid, Bruce	Lea County
Sales, Rudy	Village of Hope
Sena, Ron	Village of Ruidoso
Sikes, Nadia	City of Alamogordo
Sorensen, Steve	Chaves County
Temple, Curt	Lincoln County
Williams, Gary (Mayor)	City of Ruidoso Downs

### **POLICY COMMITTEE MEMBERS ABSENT:**

Burnett, Mickey (Mayor)	Village of Dora
Cooper, Lewis	City of Texico
Cordova, Ray (Mayor)	Village of Tularosa
Powell, Justin	Town of Dexter
Dixon, Durward (Mayor)	Town of Elida
Estrada, Pete (Mayor)	Village of Loving
Gallagher, Bob	City of Jal
Garcia, Roman (Mayor)	Town of Vaughn
Green, Barry (Councilor)	Village of Melrose
Hobson, Aubrey	City of Artesia
Joiner, James	De Baca County
King, Kris (Mayor)	Village of Causey
LaMay, Jonathan	Village of Capitan
Lucero, Yovanne (Mayor)	Town of Carrizozo
Mason, Cassius	Town of Hagerman
Moore, Martin	City of Eunice
Pacheco, Freddie	Mescalero Apache Tribe
Quappe, Steve	Otero County
Salazar, Ysidro (Mayor)	Town of Lake Arthur
Shafer, Wesley (Mayor)	Village of Grady
Weckwerth, William	Village of Corona
Whitecotton, Toni	Village of Floyd

**TECHNICAL COMMITTEE MEMBERS PRESENT:**

*Technical Member (or Alternate) listed in Alphabetical Order*

Baker, Shelia	City of Hobbs
Bunch, Clint	City of Clovis
Burns, Jason	City of Carlsbad
Burns, Marilyn (Mayor)	Town of Tatum
Davis, Calvin	Curry County
DeSha, John	City of Portales
Duncan, Wyatt	City of Lovington
Hall, Jubal	Village of Cloudcroft
Hooper, Wesley	Eddy County
Ingram, Justin (Mayor)	Village of Fort Sumner
Lovato, Ricky	Roosevelt County
Najar, Louis	City of Roswell
Reid, Bruce	Lea County
Sales, Rudy	Village of Hope
Sena, Ron	Village of Ruidoso
Sikes, Nadia	City of Alamogordo
Sorensen, Steve	Chaves County
Temple, Curt	Lincoln County
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Gallagher, Bob	City of Jal
Garcia, Roman (Mayor)	Town of Vaughn
Green, Barry (Councilor)	Village of Melrose
Hignight, William (Mayor)	Village of Corona
Hobson, Aubrey	City of Artesia
Joiner, James	De Baca County
King, Kris (Mayor)	Village of Causey
LaMay, Jonathan	Village of Capitan
Lucero, Yovanne (Mayor)	Town of Carrizozo
Mason, Cassius	Town of Hagerman
Moore, Martin	City of Eunice
Morgan, Joseph	Mescalero Apache Tribe
Quappe, Steve	Otero County
Salazar, Ysidro (Mayor)	Town of Lake Arthur
Shafer, Wesley (Mayor)	Village of Grady
Telles, Ray	Village of Tularosa
Whitecotton, Toni	Village of Floyd

**GUESTS PRESENT:**

Aragon, Anna	Pecos Trails Transit (Roswell)
Baysinger, Susan	Portales Area Transit (PATs)
Barentine, Jim	Cooperative Education Services (CES)
Barrows, Mitzi	Clovis Area Transit System (CATS)
Connelly, Emily	Occam Consulting Engineers, Inc. (Roswell)
Fletcher, Jan	Hobbs Express
Flores, Carol	Roosevelt County

Furciniti, Scott	Pecos Trails Transit (Roswell)
Griego, Rodney	Village of Ruidoso
Hall, Katherine	City of Portales
Hardin, Joe	Zia Therapy, Inc. (ZTrans)
Hennington, Jacque	Hobbs Express
Herrera, Dolores	Lincoln County Transit (Ruidoso Downs)
Kemp, Mary Lou	Clovis Area Transit System (CATS)
Kurtz, Bob	Occam Consulting Engineers, Inc. (Roswell)
Likins, Audrey	City of Hobbs
Marinovich, Nick	Lea County
McKinney, Dotty	Cooperative Educational Services (CES Las Cruces)
Monks, Anthony	Village of Ruidoso
Moore, Jo Ann	Carlsbad Municipal Transit
Porter, Ryan	City of Roswell
Storey, David	Souder Miller & Associates (Roswell)
Wright, Gayle	Carlsbad Municipal Transit

**COG/NMDOT STAFF PRESENT:**

Bach, Deborah	NMDOT Transit & Rail (Santa Fe)
Burr, Mary Ann	Southeastern New Mexico Economic Development District (SNMEDD)/Council of Governments (COG)
Gililand, Donna	NMDOT – Roswell
Park, Jason	NMDOT – Transit & Rail (Santa Fe)
Sanchez, Francisco	NMDOT - Roswell
Soule, Vincent	Eastern Plains Council of Governments (EPCOG)
Webb, Sigrid	NMDOT - Roswell

### **Technical Committee Meeting**

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

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS**

Technical Chairman Louis Najar (Roswell) called the meeting to order at 10:03 a.m. A quorum was established. Members participated with the Pledge of Allegiance, and introductions were held.

**APPROVAL OF AGENDA**

With there being no changes to the agenda, Mayor Burns (Tatum) made a motion to approve the agenda. Nadia Sikes (Alamogordo) seconded the motion. Motion passed by unanimous vote.

**ACTION ITEMS**

**SERTPO Roadway Project Application Guidelines & Rating Criteria**

Referring to the roadway criteria handouts distributed to members, Mary Ann Burr summarized the Subcommittee's recommendations to the rating criteria. The Roadway scoring sheet reflected changes as well. With members recommending no additional change to the written recommendations, Jason Burns (Carlsbad) made a motion to approve the new Roadway criteria. Wyatt Duncan (Lovington) seconded the motion, and the motion passed unanimously.

## MEETING ADJOURNMENT

With there being no further business, the Technical Committee adjourned its meeting at 10:11 a.m.

## Policy Committee Meeting

### CALL TO ORDER / QUORUM (8)

Policy Vice-Chair Wesley Hooper (Eddy County) called the Policy Committee meeting to order at 10:11 a.m. A quorum was established.

### APPROVAL OF MINUTES

Bruce Reid (Lea County) made a motion to approve the June 30, 2016 minutes, as presented. Louis Najjar (Roswell) seconded the motion, and the motion was approved by unanimous vote.

### ACTION ITEMS

#### **Resolution No. 16-006 Approving Roadway Project Application Guidelines & Rating Criteria.**

Considering the Technical Committee's recommendation regarding the new Roadway criteria, Louis Najjar (Roswell) made a motion to approve Resolution No. 16-006. Bruce Reid (Lea County) seconded the motion. Motion was approved unanimously.

### OPENING REMARKS: Deborah Bach, Transit Grants and Programs Specialist NMDOT Transit & Rail

Ms. Bach, speaking on behalf of Delilah Garcia, thanked SERTPO for holding the meeting. The meeting fulfills their process plus it provides the opportunity for an exchange of ideas with the transit providers within the region. Handouts of the FY17 Budget Award meeting held on April 29, 2016 were circulated to members by Jason Park. Ms. Bach provided a summary, explaining that a total of \$5,671 million of funding is directed to the southeastern area. Ms. Bach indicated that she would stay after the meeting for additional questions and/or assistance.

### **Public Transit Prioritization - §5311 – Rural Public Transportation**

1. **Zia Therapy Center, Inc. (ZTrans) - Alamogordo.** Presentation was made by Joe Hardin, Transit Manager. Photos of the new ZTrans green buses were distributed to members, showing how Zia has rebranded their system. Transit Guides were also passed out, showing the routes, bus stops and timelines for the City of Alamogordo, Holloman Air Force Base and Las Cruces. He commented on high Mescalero ridership; the costlier program of para-transit; discounts given to seniors, children and students; continual updates to their marketing strategies; etc . With there being no questions, members conducted their scoring.
2. **City of Ruidoso Downs – Lincoln County Transit.** Dolores Herrera, who has been new Transit Manager for less than a month, made presentation to members. Ms. Herrera prepared folders for distribution to members which included a Mission Statement, History, a Rider's Handbook, a Brochure that lists the Days of Operation, Hours of Operation, and written responses to the Scoring questions. Ms. Herrera discussed how she has actually driven the route and expressed how beneficial it was to be in the driver's seat. Further, she read comments from riders, where it was apparent that quality of life had been improved for riders (e.g., work commutes, legally blind rider, requests for route extensions, etc.). She is visiting with an organization to help her with office duties such as answering phone while the Manager is out. Bruce Reid (Lea County) made inquiry if Lincoln

County Transit would be hooking up with Z-Trans. Ms. Herrera responded that they do plan to coordinate and work with the ZTrans provider.

3. **City of Roswell – Pecos Trails Transit.** Anna Aragon, Director, read their Transit’s mission statement and vision to members. The quality of life was stressed with riders using their services for work commutes, medical appointments (e.g., great demand for transportation to dialysis appointments), grocery store visits and school commutes. A homeless individual was able to work using their services. Regarding marketing, Pecos Trails uses social media and has a revamped website -- all were encouraged to visit them online. When speaking about student riders, the Director mentioned how Pecos Trails has a financial arrangement with the New Mexico Military Institute (NMMI). NMMI students in uniform are allowed to ride to any destination. Further, several students attending ENMU-R, park downtown and use their services to attend school, due to the distance of the commute. Ms. Aragon concluded her presentation by emphasizing the great team they have with their drivers and dispatchers. They truly care about the riders reaching their destination, whether it be work, medical appointments, etc.
4. **City of Portales – Portales Area Transit.** Presentation was provided by Katherine Hall, PAT Coordinator. The current staff structure includes a Coordinator, two FT drivers, one PT driver and an administrative assistant/dispatcher position that is currently being filled. As she discussed the funding requests, the Coordinator explained that the increase in operating was to bring the number of FT drivers to four, to help meet the need of their demand response system. Their application also includes a request for a vehicle. Ms. Hall spoke to future plans for regional connectivity with other transit providers and service to ENMU students and Cannon Air Force Base. Marketing strategies were mentioned, to include local newspaper, radio and Cable TV (Channel 19) advertisements. Mayor Ingram (Fort Sumner) inquired if it was acceptable to take outside advertisement to place on vehicles to supplement their funding. Louis Najar (Roswell) commented that the City of Roswell does that form of advertisement, and it is acceptable. The Coordinator responded that they have researched such advertising, but they wish to complete rebranding of their buses prior to pursuing that possible advertising revenue.
5. **City of Hobbs – Hobbs Express.** Jan Fletcher, Transit Director, and Jackie Pennington, Transportation Supervisor made presentation before members. With operations starting in 1989 with only one bus, Hobbs Express has grown to three fixed routes, one rapid route and para-transit demand response service. The Director mentioned the funding requests for this year, to include one replacement bus. Ms. Fletcher discussed how the coordination with other transit providers caused a private taxi service to make comment before their City Council on how the same-day demand-response is competing with their taxi service. A compromise was reached whereby the City would no longer do same-day demand-response, and riders would need advance notice for demand-response service. Route modifications and bus stop improvements are part of continuous improvements to their transit system. Unused bus stops have been removed while others are added to recreational center and multi-family housing site locations. The Director listed their multiple marketing strategies, to include re-usable grocery bags for their shopper/riders. Hobbs Express has a dedicated team of 11 employees, with Ms. Pennington having worked with public transit for 25 years. Mayor Ingram (Fort Sumner) made inquiry on whether their transit system has had any requests in response to local events at the Convention Center. He gave an example of a recent conference in Hobbs, and the need for transportation. The Director responded that Hobbs Express will consider increased availability during local conventions.
6. **City of Clovis – Clovis Area Transit System (CATS).** Presentation was made by Mary Lou Kemp, Director, and Mitzi Barrows, staff. Ms. Kemp informed members that the most notable change from this year’s request [for funding] compared to the previous year’s request is a decrease

in administrative budget and an increase in operating budget. Capital requests include a small mini-van, modified for wheelchair accessibility. Service continues to be 100% demand response, although they need to continue considering a fixed route(s). Regarding evening hours, CATS has seen decreased ridership and is considering cutting back on hours so they may utilize more drivers during peak periods. There is always great demand for the service, with requests coming in for after-school transportation needs, requiring coordination with the school bus contractor and points of destination (i.e., daycare center, after-school program, grandparents' homes, etc.). Further, requests for transportation come in from patients at the local hospital, commuters to the cheese plant, Cannon Air Force Base (CAFB) riders, etc. Justin Ingram (Fort Sumner) asked if requests for service are received from Grady and Melrose. There have been no requests from those communities. CATS has received requests from Portales, Texico and CAFB. Ms. Kemp indicated that they can reach out to those communities. Their senior centers come into Clovis, and they can coordinate service with them. Mr. Ingram stated that Fort Sumner has previously considered starting a transit service.

7. **City of Carlsbad – Carlsbad Municipal Transit System.** Jo Ann Moore, Manager, expressed her gratitude to NMDOT Transit and Rail for approving her prior year request for a repair shop and garage. Carlsbad has demand response service, a fixed route, ADA complimentary/para-transit service and an after-school program where children are transported to a safe location after school. The fixed route on US 285 works well as several businesses, medical facilities, hotels, grocery stores and other popular stops are located off that highway. Currently, Carlsbad has an arrangement with United Way where veterans, with proper identification, can be transported to medical appointments (and United Way pays for them). With the decreased revenues coming into the City, they have tightened their budget by changing hours of operation from 5:30 am/9:00 pm to 6:00 am/6:00 pm. They are also always encouraging riders to use the fixed route as it is more efficient and less costly, but it is not always possible the way the community is spread out.

#### **Public Transit Prioritization - §5310 – Elderly and Disabled**

1. **Zia Therapy Center, Inc. (ZTrans) – Alamogordo.** Joe Hardin, Transit Director and Sharon Gilsdorf, Chief Financial Officer, were present to make presentation and answer questions. This program is for capital purchases for the elderly and disabled. Alamogordo has a fairly large disabled population and has institutions such as the New Mexico School for the Blind and Visually Impaired. Their current fleet consists of 21 vehicles, and their funding request is for one wide-bodied, wheelchair-capable passenger van. Ms. Gilsdorf, who has been with Zia for 29 years, provided members with the history of Zia and continued discussing coordination efforts within both the organization and the community. Due to the nature of the §5310 program, its criteria also includes maintenance, safety and ADA. Their goal is to make their entire fleet ADA-compliant. Training is extensive for their organization and includes defensive driving, customer sensitivity assistance and support (i.e., how to secure wheelchairs, help individuals with disabilities, etc.), First Aid, CPR and crisis management.

**PRESENTATION: LETTING CES WORK FOR YOU IN PROCUREMENT**  
Jim Barentine, CES – Director for Southern Services  
Dotty McKinney, Manager of Procurement  
Cooperative Educational Services (CES)

Mr. Barentine informed members that he travels southern New Mexico, making sure the services they provide to public entities is top quality and service. CES has been in existence since 1978, initially serving school districts. The Director explained how the Joint Powers Agreement made CES an instrumentality of local public bodies. Like public entities, CES complies with Open Meetings, follows the State Procurement Code and answers to the State Auditor. With leveraged buying power on a statewide

level through solicitations that are statewide in nature, prices come down and services go up to a level where the public entity can generally count on a CES contractor to provide a good service at a good price. Construction contracts make up about half of their business. This method of using cooperative procurement is intended to take work off the public entity. He continued discussing the process for using the hard copy or online version of the Bluebook (handouts provided) and specific services that are provided for construction contracts. A video for construction services was viewed, and slide notes were passed out.

Ms. McKinney discussed their 1% administrative fee, the unlimited dollar amounts of projects under CES and their efforts to include vendors from local areas in their solicitations. A slide listing the vendors for paving (including specialty), site work, earthwork, concrete and slurry seals was displayed. Donna Gililand (NMDOT Roswell) made inquiry if CES was referring to the NMDOT Prequalified Contractor's/Subcontractor's List if the project has federal monies through NMDOT. Following discussion, Mr. Barentine indicated he would continue the conversation with NMDOT on this matter. Sigrid Webb (NMDOT Roswell) made inquiry of a local government, CES and third-party agreements. Group discussion was held, with Jason Burns (Carlsbad) explaining their recent activity with CES on contract documents. Louis Najar (Roswell) commented that some local governments don't understand CES and have a low-bid mindset. Roswell has used CES for architectural projects and capital appropriations, not necessarily NMDOT. Mr. Najar added that CES provides a very high quality product. Mr. Barentine indicated that CES is willing to visit with the Councils/Commissions in the region, if needed.

#### **INFORMATIONAL ITEMS**

##### **SERTPO Program Managers Update**

Regarding quarterly reports, Mary Ann Burr explained that the format of the quarterly reports will be changing, starting with the quarter ending December 31, 2016, due to the changes previously made to the Regional Work Program (RWP). She announced that the Roadway Call-for-Projects is scheduled to begin next week, October 17, 2016. This date was previously approved by SERTPO in the Application Deadlines schedule. Applicants will need to follow the new Roadway criteria approved earlier in the meeting. The intent of the SERTPO Subcommittee meetings was to discuss and make recommendations for changes in the roadway criteria and discuss performance measures. The next Subcommittee meeting is scheduled during the first week in November.

As a reminder, Ms. Burr explained that one of the handouts was a copy of an email previously circulated to members that provides guidance to local governments in submitting their request for a traffic count. A request has been received from a local government, prior to the start of the meeting. Members were reminded of the New Mexico Infrastructure Finance Conference being held in Ruidoso on October 26-28, 2016. A copy of an ADA Transition Plan PowerPoint presentation was handed out to members for their reference and possible use. A copy of a list of entities in compliance on ADA Transition Plans and those certifying to having fewer than fifty employees as of September 6, 2016, was provided to members.

A list of the PFFs received within both COG regions for the Transportation Alternatives Program (TAP) and the Recreational Trails Program (RTP) were handed out. Ms. Burr described the activity occurring since the receipt of the PFFs and reminded members of the upcoming deadlines.

Regarding Capital Outlay, Vincent Soule explained that NMDOT took a hit for State Road funding for \$22.5 million. Other entities had funding swept as well. The capital grants freeze was out in September, and Mr. Soule listed the conditions for projects being deauthorized. The freeze is still in effect and is in response to a \$51 million deficit to the State. For CDBG, there is a workshop scheduled in Albuquerque on December 14, 2016, and a March deadline was announced. If able to make the

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trip, members were invited to the October 20, 2016 NERTPO meeting in Tucumcari at the Convention Center where Debbie Romero, with Capital Outlay Bureau, is scheduled to give a presentation.

**Local Project Updates / NMDOT Update**

Donna Gililland (NMDOT Roswell) briefed members on the status of three active projects in Ruidoso (Billy the Kid Scenic Byway), Hobbs (sidewalk improvements) and Artesia (trail). Five projects are in closing stage, located in Hobbs, Roswell, Clovis, Hagerman and Alamogordo. Four projects are out to bid in Roswell, Carlsbad, Corona and Eunice. Ms. Gililland mentioned that she is attempting to get out and look at the files and do some project oversight at midpoint and at closing.

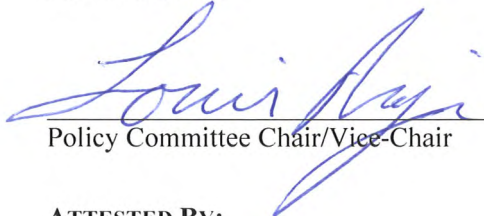
Sigrud Webb (NMDOT Roswell) led a discussion on Local Government Road Fund. Professional engineer's certifications are being required for projects over \$100k. Ron Sena (Ruidoso) spoke of how tough it is to acquire an engineer's stamp. Curt Temple (Lincoln County) also participated in the discussion and made inquiry on putting the engineer's stamp on the completion report. Francisco Sanchez (NMDOT Roswell) introduced himself to the group and stated they are trying to do more training and technical support for local governments.

**PUBLIC COMMENT** – None.

**MEETING DATE/ADJOURNMENT**

Mary Ann Burr will circulate dates for the next SERTPO meeting(s). Motion was made by Curry County to adjourn the meeting. With the motion seconded by Fort Sumner, meeting adjourned at 12:45 p.m.

**APPROVED BY:**

  
\_\_\_\_\_  
Policy Committee Chair/Vice-Chair

1-31-17  
\_\_\_\_\_  
Date

**ATTESTED BY:**

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

1-31-17  
\_\_\_\_\_  
Date