

Southeast Regional Transportation Planning Organization (SERTPO)

Minutes of the Policy Committee Meeting

June 30, 2016 – 10:00 am

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

MEMBERS PRESENT:

Policy Member (or Alternate) listed in Alphabetical Order

Allensworth, Terry	Chaves County
Baker, Shelia	City of Hobbs
Baysinger, Susan	City of Portales
Bonnell, Joel	Lincoln County
Bunch, Clint	City of Clovis
Davis, Calvin	Curry County
Gallegos, Louie	Village of Fort Sumner
Hernandez, Alfonso	City of Alamogordo
Hooper, Wesley	Eddy County
Pacheco, Alfredo	Mescalero Apache Tribe
Porter, Ryan	City of Roswell
Reid, Bruce	Lea County
Sales, Rudy	Village of Hope
Shumsky, Stephanie	City of Carlsbad
Valeriano, Mauricio	City of Jal
Williams, Gary (Mayor)	City of Ruidoso Downs
Williams, James	City of Lovington

MEMBERS ABSENT:

Burnett, Mickey (Mayor)	Village of Dora
Burns, Marilyn (Mayor)	Town of Tatum
Chandler, Colin (Mayor)	Village of Floyd
Cooksey, Ronald (Trustee)	Village of Tularosa
Cooper, Lewis	City of Texico
Powell, Justin	Town of Dexter
Dixon, Durward (Mayor)	Town of Elida
Estrada, Pete (Mayor)	Village of Loving
Garcia, Roman (Mayor)	Town of Vaughn
Green, Barry (Councilor)	Village of Melrose
Hall, Jubal	Village of Cloudcroft
Hobson, Aubrey	City of Artesia
Ingram, Justin (Mayor)	Village of Fort Sumner
King, Kris (Mayor)	Village of Causey
LaMay, Jonathan	Village of Capitan
Lovato, Ricky	Roosevelt County
Lucero, Yovanne (Mayor)	Town of Carrizozo
Mason, Cassius	Town of Hagerman
Moore, Martin	City of Eunice
Quappe, Steve	Otero County
Salazar, Ysidro (Mayor)	Town of Lake Arthur

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Sena, Ronald	Village of Ruidoso
Shafer, Wesley (Mayor)	Village of Grady
Sparks, Allen	De Baca County
Hignight, William	Village of Corona

COG/NMDOT STAFF PRESENT:

Burr, Mary Ann	Southeastern New Mexico Economic Development District (SNMEDD)/Council of Governments (COG)
Gililand, Donna	NMDOT – Hobbs
Herrera, Jolene	NMDOT – Las Cruces
Hunter, Jessica	NMDOT – Las Cruces
Kazmi, Arif	NMDOT – Roswell
Salazar, Mark	NMDOT – Las Cruces
Soule, Vincent	Eastern Plains Council of Governments (EPCOG)
Webb, Sigrid	NMDOT - Roswell

GUESTS PRESENT:

Includes Technical Committee Members

Abi-Khalil, Habib	Horrocks Engineers (Albuquerque)
Barentine, Jim	Cooperative Educations Services (CES)
Burns, Jason	City of Carlsbad (Technical Committee)
Connelly, Emily	Occam Consulting Engineers, Inc. (Roswell)
Doss, Dick (Councilor)	City of Carlsbad
Duncan, Wyatt	City of Lovington (Technical Committee)
Gallegos, David	NM Representative – Dist. 61
Graham, Dale	City of Ruidoso Downs (Technical Committee)
Hicks, Debra	Pettigrew & Associates, P.A. (Hobbs)
Kurtz, Bob	Occam Consulting Engineers, Inc. (Roswell)
Loftis, Rob	Morrow Reardon Wilkinson Miller, Ltd. (Albuquerque)
McCroskey, Steven	Eddy County
Morgan, Joseph	Mescalero Apache Tribe
Morris, Bill	City of Roswell
Romero, Ray	Eddy County (Technical Committee)
Sorensen, Steve	Chaves County
Sussman, Aaron	Bohannon Huston, Inc. (Albuquerque)
Storey, David	Souder Miller & Associates (Roswell)
Wooley, Bob	NM Representative – Dist. 66

CALL TO ORDER / QUORUM (9)

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

Policy Chairwoman Stephanie Shumsky (Carlsbad) called the meeting to order at 10:03 a.m. A quorum was established. Everyone participated with the Pledge of Allegiance. Introductions were held.

APPROVAL OF AGENDA

With there being no changes to the agenda, Terry Allensworth (Chaves County) made a motion to approve the agenda. Bruce Reid (Lea County) seconded the motion. Motion passed by unanimous vote.

APPROVAL OF MINUTES

Motion was made by Wesley Hooper (Eddy County) to approve the March 24, 2016 minutes, as presented. Motion was seconded by Terry Allensworth (Chaves County). Motion passed unanimously.

PRESENTATION: Roadway Data
Yolanda Duran, Bureau Chief
NMDOT Data Management Bureau (Santa Fe)

Yolanda Duran, Bureau Chief, explained that one of the programs for which she is responsible is the traffic monitoring program which includes traffic counts, traffic data, roadway inventory program, the All Roads Network of Linear Reference Data (ARNOLD) and the Highway Performance Monitoring System Report (HPMS). Ms. Duran spoke to the timelines and numerous datasets for the extensive HPMS report that is submitted to Federal Highway Administration (FHWA) annually. She stressed the importance of data collection for the State. The Bureau's biggest project for the year has been the development of ARNOLD—their mapping system of the entire roadway.

The Bureau Chief commented where they need the local governments' help is ensuring that the Bureau has the correct information on which roads the communities owns and which ones are being maintained. The Bureau has the information but wishes to ensure the accuracy of its database, which will occur during a reconciliation process with the road agreements that have been entered into between NMDOT and all communities. Yolanda Duran explained changes that occurred to the functional classification system since 2010; federal aid eligibility based on functional classification; factors for eligibility to the Highway Safety Program; the importance of law enforcement agencies turning in their crash reports; and the significance to NMDOT in having accurate crash data and roadway features and condition.

Yolanda Duran provided members with mileage numbers, resulting from the mileage certification that occurred during the year. She described the Bureau's close communication with FHWA in their extensive project of developing a geometric and spatial roadway mapping system and the sharing of mapping (and mapping systems) between NMDOT and MPOs, some RTPOs, the Department of Finance and Administration and the Department of Public Safety. The Bureau Chief asked members if they had mapping systems and offered to meet with anyone after the meeting interested in ensuring mapping accuracy. Arif Kazmi (NMDOT) responded and there was light discussion. Ms. Duran described the planned activity of the Phase 2 of ARNOLD with the ultimate goal being the public having access to a web portal for roadway mapping.

Regarding the Traffic Monitoring System, the Bureau is currently conducting traffic counts around the State. Earlier in the year, counts were taken in the southeastern portion of the State. Yolanda Duran spoke of the FHWA requirements regarding frequency of traffic counts; MPOs assisting and sending NMDOT their traffic count data; data being included in the HPMS report which is used by Congress and the Office of Policy at FHWA; determinations being made on the data, possibly appropriations; performance measures being tied to funding; and the setting of next year's annual data collection schedule. The Data Management Bureau also works closely with the Pavement Management Bureau and the NMDOT District offices. Ms. Duran commented on their activity with weigh-in motion and automatic continuous count stations and the importance of understanding how overweight truck loads impact pavement conditions.

PRESENTATION: FFY 18-19 TAP/RTP Call-for-Projects
Jolene Herrera, Urban & Regional Planner D1 & D2 (Las Cruces)
NMDOT Planning Division

Currently, there are active calls for both the Transportation Alternatives Program (TAP) and Recreational Trails Program (RTP). Jolene Herrera provided an overview of her presentation and explained that the new

TAP/RTP Guide was made to be more user-friendly. Ms. Herrera briefed members on eligible project and activities as well as eligible/ineligible entities for both RTP and TAP. The application process is statewide, but, TAP applicants are competing against applicants similar in size. With the Fixing America's Surface Transportation (FAST) Act being five years, it lets the communities know that this funding (TAP and RTP) will be here for the same length of time.

Jolene Herrera spoke to the funding levels for the two Federal Fiscal Years (FFY) 18 and 19, for both programs. The NMDOT Planner explained the process of breaking out design and construction. Both programs are statewide competitive, but TAP is population-based. The application process from the completion of the Project Feasibility Form (PFF) to the Project Feasibility Review was described. If the project is feasible, the application may proceed to the final application. The SERTPO due dates will be discussed later during the meeting by SERTPO Program Managers. Links to the application forms are available online and are listed in the last pages of the Guide.

The Planner provided recommendations for applicants, based on previous higher ranked applications and lower ranked applications. Requirements for match were discussed and Project Inception to Completion training, expected this Fall, is recommended for those planning to apply as it fully covers the federal requirements involved. The responsibilities of the RTPO planners were reviewed. NMDOT will not accept applications directly, only through the RTPO staff. Timelines were provided and are also included in the Guide. Contact information was listed.

Donna Gililand (NMDOT) made inquiry about the Project Inception to Completion training. Jolene Herrera stated that the training is expected in September but the location is unknown. This training is held twice a year. Ms. Gililand commented that it's good to attend any training so one may keep up with the changes. Mary Ann Burr mentioned that SNMEDD recently requested support from the local governments for this type of training to be held in southeastern New Mexico. Any additional support may be submitted to Ms. Burr who will send it forward to NMDOT. Ms. Herrera stressed that a certain number of attendees need to be present for this training to be held. If the local government indicates support, they should also attend the training. Regarding the TAP/RTP Guide, Ms. Burr added that hard copies of the TAP/RTP Guide were available at the sign-in table. Links to the Guide are provided on the NMDOT, SNMEDD and RTPO websites.

VIDEO: Buy America Field Compliance
US Department of Transportation
Federal Highway Administration

Following the video, Mary Ann Burr explained that the NMDOT District 2 Engineer requested the viewing of Buy America videos for training. In the future, similar videos may be added to meeting agendas. For additional reference, a copy of the video script was provided to members.

ACTION ITEMS

Resolution No. 16-003: Approving SERTPO Regional Work Programs (RWP)

Mary Ann Burr explained that the 2 Year RWP is due. SNMEDD and EPCOG have provided a RWP to send forward to NMDOT. The RWP represents the work program that both Program Managers will follow. Ms. Burr explained that there had been discussions and commenting between the RTPOs and NMDOT on the new boilerplate. SNMEDD has made a few changes for their RWP. Ms. Burr described the changes made pertaining to zipper meetings, the RTIP, the RTIPR and the last section reserved for RTPO-added tasks. EPCOG also removed the zipper meeting language. Mr. Soule stated that the RWP is a living document with an amendment process in place.

Terry Allensworth (Chaves County) made a motion to approve Resolution No. 16-003. Clint Bunch (Clovis) seconded the motion. Motion passed by unanimous vote.

Resolution No. 16-004: Approving Roadway, TAP and RTP Application Deadlines

As mentioned in the TAP/RTP presentation earlier, Mary Ann Burr explained that there are due dates that need to be determined by the RTPO, and SERTPO has historically approved application deadlines. Application Due Dates were provided in the meeting packets and were provided as handouts. An overview of how the application dates were determined was given. Roadway due dates have been added to the schedule of deadlines. The TAP/RTP Guide lists other eligible entities that may apply in addition to local governments. NMDOT has encouraged outreach to these entities. Agencies contacted by SNMEDD as part of outreach were named.

Ray Romero (Eddy County) commented that with respect to the feasibility review process, Eddy County participated with a feasibility review previously and expressed gratitude to SNMEDD and NMDOT for the meeting. It was helpful and professional. With no further comments, James Williams (Lovington) made a motion to approve Resolution No. 16-004. Wesley Hooper (Eddy County) seconded the motion, and motion passed by unanimous vote.

PRESENTATION: Functional Classifications Requests for Eddy County

Aaron Sussman, Planner

Bohannon Huston, Inc. (BHI) (Albuquerque)

Aaron Sussman, BHI Planner, explained to members that BHI has been involved with the Eddy County Master Transportation Plan. As part of that Plan, there are a series of functional classification change requests. There are a number of important components to the Master Plan, and BHI is in its last stages of components. They are looking at projected growth rates, distribution of population and employment, commuting patterns and other components to determine what sort of impacts these components have on the transportation system. Strategies, recommendations and concepts are introduced into a project prioritization process that has been developed for Eddy County—enhancing the decision-making process. Regarding the ICIP, they are trying to incorporate as many data-driven elements as possible. One of the elements that really supports and organizes all of these efforts is the functional classification system.

The Planner spoke to the large network of County roads; the impacts from oil and gas truck traffic; safety concerns (fatalities); benefits of a functional classification system; the existing functional classification system for all roadways versus Eddy County’s roadways and its under-representation; the proposed Eddy County system; the reasonableness of the functional classification requests when considering the targets set by FHWA and NMDOT; the existing NMDOT functional classification framework; and other functional classification criteria (i.e., land use, speeds, traffic volume, etc.).

Aaron Sussman provided mapping and touched on key points of the proposed functional classification for: 1) US Refinery Road (County Road 605); 2) Carter Road (County Road 712); 3) Shugart Road (County Road 222); and 4) Whites City Road (County Road 724). Handouts that included focus-area mapping were provided to members. There is a total of twenty roads identified in the Master Plan.

Jason Burns (Carlsbad) inquired on the additional roads. Debra Hicks (Pettigrew & Associates) responded that it is a systematic process and they will continue on. Also, US Refinery Road and Carter Road are projected to be a portion of Phase 2 of the Loop Road for Eddy County. Whites City Road is currently under design with the FEMA Disaster Response.

Resolution No. 16-005: Approving Eddy County Functional Classification Requests

Following light discussion, Terry Allensworth (Chaves County) made a motion to approve Resolution No. 16-005. Al Hernandez (Alamogordo) seconded the motion. Motion passed by unanimous vote.

Election of Office Reaffirmation/Nomination

Chairwoman Shumsky explained that elections for Policy Chair and Vice Chair were held at the previous meeting. The nomination for Vice-Chair (Wesley Hooper, Eddy County) was made by a Technical Committee member. A new motion is needed by a Policy Committee member. Bruce Reid (Lea County) made a motion to affirm the nomination of Wesley Hooper, Eddy County, as Policy Vice Chair. James Williams (Lovington) seconded the motion. Motion passed by unanimous vote.

INFORMATIONAL ITEMS

SERTPO Program Managers Update

As mentioned in the Quarterly Report, SNMEDD has been having a discussion with National Center for Rural Road Safety (NCRRS) on performance measures. Mary Ann Burr informed members that it is anticipated that the NCRRS will provide written recommendations that will be submitted to the SERTPO Subcommittee for review. SERTPO would later approve performance measures incorporated into the SERTPO Regional Transportation Plan (RTP).

Members were reminded of the Subcommittee formed to review roadway criteria and performance measures. The group met on June 9, 2016 in Lovington and has made recommendations for changes to the criteria. An additional meeting is planned for July 11, 2016. The intent of the group is to meet monthly until the next SERTPO meeting and the Roadway Call-for-Projects. Vendor training for the traffic count program is anticipated in August. Regarding outreach, Ms. Burr reminded members that other additional entities are eligible for TAP/RTP. SNMEDD/SERTPO held a safety-themed booth at the New Mexico Association of Counties conference in Hobbs, and EPCOG assisted in that effort. SNMEDD will be hosting the next quarterly RTPO meeting in September, to be held in Ruidoso.

Vincent Soule was available for any questions for the quarterly report. He also spoke of concerns raised regarding a large discount store and other trucking companies redirecting their trucks (and paying the additional mileage) from freight route US 60/84 due to the road conditions. Mr. Soule spoke regarding his travel to the National Regional Transportation Conference in Chattanooga, Tennessee. The American Planning Association (APA) provides webinars that are online, free and for cost. All of the Community Development Block Grant (CDBG) applications submitted in EPCOG's region were funded at the recent CDBG Allocation meeting. Mr. Soule commented on PFF's being worked in his region. Stephanie Shumsky (Carlsbad) inquired on the next Subcommittee meeting location, to which Ms. Burr responded.

NMDOT T/LPA Coordinator Updates / Local Government Comments

Jolene Herrera (NMDOT Las Cruces) commented on the purpose of the addition of this agenda item and spoke to the methods used for discussing local-lead federal projects in other areas. Mark Salazar (NMDOT Las Cruces) explained he was a T/LPA Coordinator and assists with the design phase, from certifications all the way through bidding. Jessica Hunter (NMDOT Las Cruces) explained her new Construction Liaison Engineer position, where she assists with the end of the design phase, making sure all the certifications are done, filling out federal forms and working with construction personnel on inspections. Donna Gililland (NMDOT Hobbs) is assuming the position of Denny Gumfory, who recently retired from the Roswell office, and spoke on her responsibilities. Ms. Hunter also mentioned staff Bridget Spedalieri and her responsibilities.

Local Project Updates / NMDOT Update

Sigrid Webb (NMDOT Roswell), LGRF Coordinator, stated that they have funded 13 municipal cooperative programs (and the eight counties had three each). Eleven applications were received for MAP, and there were 6 awards. Ms. Webb requested that resolutions be submitted to her by email so she may draw up the Agreements. She encouraged local governments to send documents in early so she may submit them to Santa Fe, prior to October 31st. Once Agreements are executed by NMDOT, clearances should start. The Coordinator gave the reminder that LGRF is a disbursement program, not a reimbursement program and commented on unused balances.

Regarding Capital Outlay, Sigrid Webb encouraged local governments to read Secretary Lujan's memorandum--it has very specific language on when to expend funds after the bonds are sold and CPMS deadlines (online). Ms. Webb will be doing final inspections for MAP and Capital Outlay. Stephanie Shumsky (Carlsbad) inquired on when Secretary Lujan's memorandum was released, to which Ms. Webb responded. The Coordinator commented that LGRF files are being filed digitally and mentioned their schedule for meeting with the Counties.

PUBLIC COMMENT

Mayor Gary Williams (Ruidoso Downs) expressed his gratitude for the NMDOT 2 Roswell office for their assistance this past weekend in the Ruidoso area and US 70 when two rain events caused difficulties. Traffic did not have to be diverted.

NM Representative Dist. 61 David Gallegos, who is the Vice Chairman of the Transportation Committee, thanked NMDOT/SERTPO for all they do and spoke to an 11% transportation underfunding and of the need for future discussions on alternatives for roads, including southeastern New Mexico. He requested additional information on the freight issue and explained that NM Representative Dist. 66 Bob Wooley had been present, but left earlier for another commitment. Yolanda Duran (NMDOT) made inquiry on the freight issue, with the increased mileage being an additional 35 miles. Ms. Duran is making contacts and stressed that the Department of Public Safety needs to be aware of the situation. Arif Kazmi (NMDOT) provided appreciation for positive comments made and stated that NMDOT is only a phone call away.

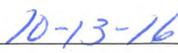
MEETING DATE/ADJOURNMENT

Meeting date for October was considered, and the next meeting date was set for Thursday, October 13, 2016, with October 11, 2016 as an alternate date. Motion to adjourn was made by Eddy County and seconded by Ruidoso Downs. Motion passed and meeting adjourned at 12:00 p.m.

APPROVED BY:

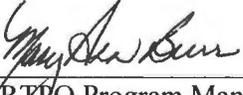


Policy Committee Chair/Vice-Chair



Date

ATTESTED BY:



SERTPO Program Manager



Date