

Southeast Regional Transportation Planning Organization (SERTPO)

Minutes of the Policy Committee Meeting

September 13, 2018 – 10:00 am

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

POLICY MEMBERS PRESENT:

Policy Member (or Alternate) listed in Alphabetical Order

Brito, Candy	City of Eunice
Bunch, Clint	City of Clovis
DeSha, John	City of Portales
Fury, Dennis	Curry County
Hall, Jubal	Village of Cloudcroft
Lovato, Ricky	Roosevelt County
Lucero, Amanda	De Baca County
Myrick, Van	City of Jal
Najar, Louis	City of Roswell
Patterson, Jeff	City of Carlsbad
Sena, Ron	Village of Ruidoso
Reid, Bruce	Lea County
West, Joe	Chaves County
Willard, Lynn (Commissioner)	Lincoln County
Williams, James	City of Lovington

POLICY COMMITTEE MEMBERS ABSENT:

Blazer, Arthur (President)	Mescalero Apache Tribe
Boss, Richard (Mayor)	City of Alamogordo
Bradford, Sherrill (Mayor)	Village of Corona
Bradley, Jerry	City of Texico
Burkett, Mickey (Mayor)	Village of Dora
Burns, Marilyn (Mayor)	Town of Tatum
Hooper, Wesley	Eddy County
Hyatt, Richard (Mayor)	Town of Carrizozo
Ingram, Justin (Mayor)	Village of Fort Sumner
Powell, Justin	Town of Dexter
Dixon, Durward (Mayor)	Town of Elida
Estrada, Pete (Mayor)	Village of Loving
Green, Barry (Councilor)	Village of Melrose
Hobson, Aubrey	City of Artesia
King, Kris (Mayor)	Village of Causey
LaMay, Jonathan	Village of Capitan
Lovas, Mark	Town of Hagerman
Porter, Tom	Otero County
Powell, Leona	Village of Grady
Props, Jack	Town of Vaughn
Randall, Todd	City of Hobbs
Sainz, Robert (Trustee)	Village of Tularosa
Salazar, Ysidro (Mayor)	Town of Lake Arthur
Sales, Rudy	Village of Hope
Whitecotton, Toni	Village of Floyd
Williams, Gary (Mayor)	City of Ruidoso Downs

GUESTS PRESENT:

Allen, Beverly	Office of US Senator Tom Udall
Allen, Glenda	City of Roswell
Crouch, Coby	City of Carlsbad
Duncan, Wyatt	City of Lovington
Dunlap, Lisa	Roswell Daily Record
Flores, Carol	Roosevelt County
Honeycutt, Jeff	Lincoln County
Koontz, Clay	Stantec (Albuquerque)
Marinovich, Nick	Lea County
Mendez, Samantha	Lincoln County
Morris, Bill	City of Roswell
Norby, JD	Ausco Enterprises LLC (Hobbs)
Porter, Ryan	City of Roswell
Ross, Philip	Ross Group (Hobbs)
Storey, David	Souder Miller & Associates (Roswell)
Thornton, Robert	Curry County
Ventura, Diane	NM Senator Martin Heinrich
Weld, Donald	Friends of Bitter Lake (Roswell)
White, Matt	City of Jal

COG/NMDOT/FHWA STAFF PRESENT:

Arnett, Manon	NMDOT - Roswell
Burr, Mary Ann	Southeastern New Mexico Economic Development District (SNMEDD)/Council of Governments (COG)
Coslin, Libby	NMDOT - Roswell
Herrera, Jolene	NMDOT – Las Cruces
Lucero, Christina	NMDOT – Santa Fe
Martinez, Clarissa	NMDOT – Santa Fe
Matta, Louis	NMDOT – Roswell
Miskimins, Laurie	FHWA-Central Federal Lands Highway Division (CO)
Parker, Timothy	NMDOT – District 2 Engineer (Roswell)
Romero, Betty	NMDOT – Santa Fe
Soule, Vincent	Eastern Plains Council of Governments (EPCOG)
Webb, Sigrid	NMDOT - Roswell

CALL TO ORDER / QUORUM (8)

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

Policy Chair James Williams (Lovington) called the meeting to order at 10:04 a.m. A quorum was established. Members participated with the Pledge of Allegiance, and introductions were held.

APPROVAL OF AGENDA

Louis Najar (Roswell) made a motion to approve the agenda amended September 6, 2018, as presented. Wyatt Duncan (Lovington) seconded the motion. Motion passed by unanimous vote.

APPROVAL OF MINUTES

Louis Najar (Roswell) made a motion to approve the June 7, 2018 minutes as presented. Lynn Willard (Lincoln County) seconded the motion, and the motion was approved by unanimous vote.

PRESENTATION: Federal Lands Access Program

Laurie Miskimins, Transportation Planner
FHWA-Central Federal Lands Highway Division

Laura Miskimins, FHWA-Central Federal Lands (CFL) Highway Division from Lakewood, Colorado, explained that she had been invited to speak on the Federal Lands Access Program (FLAP) as the program has an upcoming Call for Projects in New Mexico that is expected next week with two webinars planned for October. Federal Lands Highway is part of the US Department of Transportation Federal Highway Administration, with three offices and a headquarters office. The CFL region's location is in Lakewood, Colorado and covers 14 states, including New Mexico--CFL's region was displayed (PowerPoint). Cradle-to-Grave transportation services improve transportation to and within the federal and tribally-owned lands and includes planning to construction, much like a DOT, with capabilities to do all parts of transportation. CFL administers three funding programs: 1) Federal Lands Transportation Program (FLTP); 2) Federal Lands Access Program (FLAP); and 3) Tribal Transportation Program (TTP). Ms. Miskimins named the six core federal land management agency partners that her office works with, in addition to the Tribes. The key difference between FLTP and FLAP has to do with who owns and maintains the facility. Under FLTP, facilities need to be owned and maintained by federal agencies while FLAP is intended for the improvement of transportation facilities owned or maintained by non-federal agencies for providing access to, adjacent to or within federal lands. Legislation that created FLAP (MAP-21) and current legislation (FAST Act) were mentioned, along with the funding range that is available across the country each year (\$250M - \$270M).

Ms. Miskimins mentioned the goals, to include the program's emphasis on high-use federal recreation sites and federal economic generators. There has been inquiry on competitiveness when comparing projects and visitation numbers. When considering high-use federal recreation and economic generators, their office looks at it, relative to the region. Through its application, the applicant has the ability to tell their story about that federal land and why it is important to the region. FLAP Basics were covered. The planned webinars will also cover these same areas. The funding allocation process was explained. The formula for allocation in New Mexico was recently updated this past year, and New Mexico's funding increased to 8.1M, from a previous 5M.

The Planner spoke on the three-person Programming Decision Committee (PDC), who determines the criteria by which applications will be evaluated and chooses which projects will be short-listed for scoping and consideration of placement in the program. Eligibility requirements include a public highway, road, bridge, trail or transit system that is located on, is adjacent to or provides access to federal lands. Additional information offered included title or maintenance responsibility; local match requirement of 14.56%; federal land management agency endorsement and support; types of projects; preferences for high-use and federal economic generators; previous and current NM FLAP projects; and typical projects. The Planner stressed it does not have to be an existing facility, an applicant may propose a new facility.

Ms. Miskimins continued by displaying a Federal Land Management Area (FMLA) and its boundaries. She explained three different scenarios where facilities directly accessed the FMLA; lead up to the FMLA but not directly accessing the FMLA; and directly accessing and entering into the FMLA. Tribal roads are eligible, but the proposed facility must also access federal lands other than tribal. Other scenarios were discussed.

Evaluation criteria includes two eligibility checks where the proposed projects must meet program eligibility and FLMA priority. CFL consults with regional representatives with the six core partners; requests their review of applications submitted; and requests the FMLA's priorities of applications submitted. Six additional criteria by which applications are evaluated include access, safety, preservation,

sustainability/environmental quality benefits, funding and program risk (being able to reach completion). Projects with additional environmental compliance do not lower a project's ranking, but the application needs risks to be identified for better understanding of the proposed project.

An overview of match requirements was given, including possibilities of local match being tapered or delayed with CFL and PDC approval. The FLAP Call for Projects for New Mexico is scheduled to open on September 18, 2018 with \$20M+ to be programmed for FY 21-23. The Call ends January 15, 2019. The PDC will evaluate applications received, and projects shortlisted for scoping will occur in April or May. Webinar dates and a timeline for steps following application submission were provided.

Tim Parker, NMDOT D2 Engineer, spoke of the possibility of a project discussed a few years ago by a group consisting of the County, City, Department of Health, Bitter Lake Wildlife Refuge (BLWR) and others being eligible for FLAP. Discussions were for a trail project connecting the Roswell trail system to BLWR, with continued connectivity to Bottomless Lakes as the destination via a tunnel underneath US 380 (much like the Bosque Trail). Ms. Miskimins offered assistance to Donald Weld with BLWR with Park contacts in the area and commented that phased projects for larger projects are eligible.

Beverly Allen with US Senator Tom Udall's office commented that their office offers letters of support and inquired if CFL accepts this form of support for the FLAP Program. Ms. Miskimins confirmed that they do accept congressional letters of support and mentioned that there is a question on the application for the delivery of the project for state and local entities. Ms. Allen reminded the group in the event they need to be contacted that they have a new delegation person in their DC office, Mr. Steven Garcia. Field representatives may be contacted for letters of support. It is required that applicants submit a one-page standard support form as part of the application packet where the local FMLA will sign. Diane Ventura with US Senator Martin Heinrich's office provided Mr. Garcia's phone numbers for contact.

Ricky Lovato (Roosevelt County) inquired if CFL also works with Department of Defense (DOD). Ms. Miskimins confirmed they do have FLAP applications accessing DOD facilities—Air Force bases and bombing range qualify. She mentioned that applications that provide access to high-use recreational areas compete better because they are for the public and are economic generators however such facilities [DOD] are economic generators too. There is a possibility to schedule an additional webinar. Ron Sena (Ruidoso) inquired on eligibility for Ruidoso trails interconnecting to the Forest Service and on Forest Service land. The Planner commented that as long as the Village is owning and maintaining a certain percentage, it would be eligible. Additional discussion was held on maintenance of trails.

PRESENTATION: NMDOT Capital Outlay and CPMS

Clarissa Martinez, Statewide LGRF/Capital Outlay Coordinator
NMDOT Santa Fe

Clarissa Martinez started her presentation by first introducing her staff, Betty Romero who works with Districts 2, 4 and 6, and Christina Lucero who works with Districts 1, 3 and 5. Ms. Martinez continued by explaining that the Capital Outlay process for NMDOT basically begins around the legislative session. Each year, NMDOT has a bill that is sponsored for Capital Outlay projects. Once the session ends and the Governor reviews and signs the bill, NMDOT moves on to the questionnaire process. The questionnaire process is the local entity certifying that the projects are ready to begin. Two important provisions are the local entity needs to enter into a third-party contract and expend at least 5% of the bond proceeds within six months after the bond is sold, and 85% within three years after the bond is sold.

The Coordinator explained that in the last few years, the Department of Finance & Administration (DFA) has been monitoring the percentages very closely. If entities do not meet these requirements, they can

revert the funding. If the funds get reverted, the entity may lose funds completely. She stressed that once agreements are executed, projects need to be ready to go. Once the bill is signed, State Board of Finance will begin uploading the questionnaires into the Capital Project Monitoring System (CPMS). Once loaded, State Board of Finance will contact NMDOT Program Oversight Division (POD). POD will then contact the District liaisons and local entities when to go into CPMS. Ms. Martinez illustrated the CPMS login screen (PowerPoint) and provided instructions. She stressed not to leave blanks and enter “N/A” if applicable—blanks may lead to rejection by DFA. Once the local entity notifies POD that questionnaires are complete, POD will review for correctness and will contact the entity for any needed changes.

Bond sales occur twice a year, once in June and once in December. Once bonds are ready to sell, DFA will send POD a list of projects that will be at the bond sale. When bonds sell, POD will start drafting grant agreements. Agreements are submitted to District Liaisons who will review and send out to local entities. Local entities review the documents and return them to the District Liaisons, all with original signatures. Districts will review and submit to POD who will continue with the execution process. Executed agreements are submitted to the Districts who sends an executed agreement to the local entity.

Projects need to be advertised in accordance to the State Procurement Code. Local entities provide copies of the third-party agreements to the District Coordinator along with Notices of Obligation. Notice of Obligation packets were provided to members that provide more detail as to what forms need to be submitted to the District Coordinator. Once the District Coordinator reviews the third-party agreements and obligation forms for completeness and concurs, copies will be submitted to Santa Fe to start the purchase order process. Santa Fe staff will review CPMS for current updates. Projects should be updated every thirty (30) days (failure to have current information may cause loss of funding). POD may reject further processing if CPMS has not been updated, and the District Coordinators will reach out to the local entities. If CPMS is current, POD will encumber the funding and send purchase orders to the District, to include their Audit section. Districts will send out the purchase orders to local entities. Once purchase orders are received by local entities, they may execute the third-party agreement and proceed with design or construction of the project.

Once the project is ongoing, members were urged to use the new Exhibit 2 form for requesting monthly reimbursements. The Coordinator demonstrated login onto CPMS online and provided training for the Local Data section that is to be completed by local entities. Contact information was provided. Light discussion was held on the numbering of the Exhibit form that is used in reimbursement requests.

ACTION ITEMS

Resolution No. 18-004 Approving the SERTPO Public Participation Plan

Policy Chair James Williams (Lovington) explained that the Public Participation Plan ensures that SERTPO is in compliance with all federal requirements, and transparency to the public is provided. Lynn Willard made a motion to approve Resolution No. 18-004. Motion was seconded by Louis Najjar (Roswell). Motion approved by unanimous vote.

Resolution No. 18-005 Approving the CMAQ 2018-2019 Application Schedule

Policy Chair James Williams (Lovington) commented to members that the CMAQ Application Schedule has been submitted to members for their review. Ron Sena (Ruidoso) made a motion to approve Resolution No. 18-005, as presented. Motion was seconded by Wyatt Duncan (Lovington). Motion was approved by unanimous vote.

Resolution No. 18-006 Approving Curry County Functional Classification Request

Presentation: Robert Thornton, Curry County Commissioner, District 5

Robert Thornton referred members to handouts, which included a copy of Curry County's application for a request to reclassify County Road 9 (Clovis) from a local road to a minor arterial. The local road is 2 miles+ and is in southwest Clovis. Drivers use the road to go to Portales and the south gate of the Air Force base. Several subdivisions are in the area. Total vehicles over five days have been 16,236, with average daily transport at 2,337. The proposed segment already connects to a minor arterial, from Hull Street to Martin Luther King, which further connects to a major arterial from Hull Street onto US 70. Mr. Thornton also commented on the road's use for bus routes and bicyclists.

Louis Najjar (Roswell) inquired on what type of development is in their Master Plan for the area. Mr. Thornton responded mixed-use, but primarily residential. Once out of the city limits, there is grassland, farmland. There is a substantial trailer park and four subdivisions. Mr. Najjar further inquired on how the subdivisions are served by sewer and water. Mr. Thornton explained water and sewer service locations and clarified County and City limits.

Louis Najjar (Roswell) made a motion that Resolution No. 18-006 Approving the Curry County Functional Classification be approved. Clint Bunch (Clovis) seconded the motion. Motion was approved by unanimous vote.

ELECTION OF POLICY VICE CHAIR

Policy Chair James Williams commented that Policy Vice-Chair Martin Moore is leaving the state. The floor was opened for nominations. Louis Najjar (Roswell) nominated Van Myrick (Jal) for the office. No additional nominations were offered. Motion was seconded by Ron Sena (Ruidoso). Motion was approved by unanimous vote to elect Van Myrick (Jal) as Policy Vice-Chair.

LOCAL GOVERNMENT ROAD FUND (CONTINUING DISCUSSION)

The Policy Chairman explained that over the past few meetings, there has been discussion on the Local Government Road Fund of making changes to the distribution system and forming a recommendation to potentially manage this funding. In group discussion, John DeSha (Portales) asked what the proposal had been. Mary Ann Burr explained that there has been prior discussion of the possibility of alternating years for LGRF, where fewer entities apply each year so there is more funding; an application schedule every two years; and a lottery-type system. In a subsequent meeting, member discussion was in favor of leaving the system as is. Ms. Burr clarified that the Committee can only make a recommendation to District 2. NMDOT previously indicated that the Committee may form a recommendation to NMDOT in the form of a resolution. Clarissa Martinez commented that the County Arterial Program is designated for counties and are not subject to such change. John DeSha (Portales) added that he did not feel he had enough information and there needed to be more in-depth discussion for a better understanding. Tim Parker offered an item for consideration in SERTPO's discussion is that entities that do not apply for funding are the entities to grade the application, not the applicants themselves for a cleaner approach (referring to Roadway funding). Vincent Soule commented that there is bias whenever applicants are included in rating and ranking processes, so it is best to remove applicants from it and switch the order and functions around to reduce biased effects when it comes to rating and ranking processes. James Williams offered his opinion of leaving the system alone [LGRF] due to a lack of information as SERTPO is not ready at this point to have a resolution for action. The LGRF discussion is listed as an action item or the issue may be tabled.

John DeSha (Portales) made a motion to table the issue until the next meeting when there are options, and not necessarily as an action item, but, for discussion. Jeff Patterson (Carlsbad) seconded the motion. The Policy Chair requested that suggestions on the issue be submitted to Ms. Burr. Matt White, Jal City Manager, offered the suggestion of appointing a committee or individual to study the issue and bring a report back to this Board so members may have an action item and more information to work with. Ron Sena (Ruidoso) inquired if this discussion was being held with other Districts. Vincent Soule stated he works the Northeast, District 4, and he states that the other Districts are not having this discussion. Clarissa Martinez added that NMDOT was given an extra 20M for the LGRF. If NMDOT is successful, there may be options that the Legislature will give NMDOT more funding; however, the downside is that this funding has a deadline to disperse it out by June 30th. There could be options for additional money in the future. It will not be known until the success is known with the extra \$20M. LGRF was \$43M this year, statewide. Ron Sena (Ruidoso) mentioned that entities may be turning to Capital Outlay, if there are no Coop. or MAP funds. Ms. Martinez responded to a question on LGRF amounts in that each District receives a certain percentage of the whole amount. Beverly Allen (Udall) mentioned that the reauthorization of the Highway Bill will be with the next Congress. Anyone with comments/discussions that would go into the Bill should contact their delegate offices now as they are currently working on highway legislation. Senators and the delegation can mark the money at the federal level but with States, it is 50/50. When that fifty percent comes to New Mexico, amounts can be set for rural communities. The Policy Chair commented that it may be beneficial for options to be put together for a report at the next meeting and asked if anyone was willing to serve. James Williams and Matt White will review this issue and possibly bring a report for the next meeting. A vote was taken, with one-member Jubal Hall (Cloudcroft) not in favor. Motion carried.

INFORMATIONAL ITEMS

SERTPO Program Managers Update

Mary Ann Burr explained that regarding plans, SERTPO has just approved its Public Participation Plan, to fulfill requirements that it must be updated every three years. The Title VI Plan will need to be updated as well, every three years. The Draft is currently being worked, using a template provided by NMDOT. There is a requirement that if you have a high population of a Limited English Proficiency, there should be a Spanish translation of the Nondiscrimination Statement of Policy and Title VI complaint form. Drawing from 2010 Census numbers in SNMEDD's area, two counties had over 50% of Hispanics, but those numbers do not represent Limited English Proficiency. Considering these percentages, the Spanish translations are being awaited from NMDOT. Once available, those translations will be added to the Title VI Plan, and the Plan will be brought before SERTPO. The Bylaws are also planned for an update.

The next SERTPO meeting will focus on public transit prioritization and is planned for November. The next RTPO Quarterly Meeting will be held in Clovis, hosted by EPCOG. A handout listing events, meetings, conferences and trainings was provided to members for their review and reference. New events added are the APA New Mexico Chapter Planning Conference that takes place in October, and the New Mexico Data Users Conference, which occurs in mid-November. Handouts for the Data Users Conference were made available at the sign-in table.

Vincent Soule confirmed that EPCOG is hosting the RTPO Quarterly. He requested that anyone interested in attending RSVP on www.rtponm.org so he will know the number attending. There is an RSVP link under the Meetings tab. The agenda is also available. Mr. Soule mentioned that he is working with Curry County on road classifications—the one classification request considered this date is one of many roads (13 additional roads). Road counts are currently being conducted, and economic generators along those corridors are being considered. Other planning activities with other entities are taking place as well.

Local Project Updates / NMDOT Update

Tim Parker, District 2 Engineer, announced the District is saving approximately \$100,000 by eliminating land lines and switching to cell phones. Phone numbers have been updated on their website. The main switchboard number is (575) 840-3035 and 1-800-832-7845.

The District Engineer made himself available for any questions. Louis Matta (NMDOT) mentioned an employee's web email had been hacked and cautioned individuals to be cautious with email communications. A member mentioned difficulty in getting certifications to the appropriate staff due to turnover and requested a new list of email addresses. Sigrid Webb will compile that list and distribute through the RTPO staff. The District Engineer chimed in on difficulties with turnover, mentioning retirements with State Police. Having just learned of an accident that occurred in a work zone, he cautioned all to pass a paving train carefully as there now has been a serious injury. Sigrid Webb advised that if anyone who would like a list of patrol maintenance supervisors or other contact information, they may email her at Sigrid.Webb2@state.nm.us. She commended Clarissa Martinez on her good job with eighteen Capital Outlays and reminded members of due dates. The NMDOT Entity meeting is next week. She urged members not to forget their closures for December of this year. She has that list with her, along with training materials, if members have questions. ADA Compliance sheets have been forwarded to members. Regarding CPMS, Ms. Webb asked that members make sure to include amounts that have been paid for before entering balances. If entities have Agreements expiring in December and have amendments forthcoming, Clarissa Martinez urged members to turn in Amendments to her office by December 1st.

Jolene Herrera mentioned that the new T/LPA is expected to be rolled out in January, and along with that, trainings in every District will be held.

Member Comments/Issues

Lynn Willard (Lincoln County) passed out copies of a Lincoln County Commission Resolution that was passed in August. Regarding Legislator Greg Nibert's comments on US 380 at the previous meeting, there are dangerous curves for 80' trucks so NMDOT has put up restrictions on any trucks over 65'. Permits can be obtained if local and for drivers are coming in with cattle trucks or gravel, etc. The permit process could be made easier by making it an annual permit instead of getting a permit every time one travels. Legislators have been requested to consider legislation to allow annual permits instead of multiple permits. Further, regarding the route of driving to US 54 to El Paso, Texas and then around to US 380, he commented it is very simple to travel from Carrizozo to Tularosa and Tularosa up US 70. According to Google maps, Carrizozo to Hondo takes 58 minutes, Carrizozo to Hondo going through Ruidoso takes 1 hour 49 minutes. He is referring trucks on highway travel, not local trucks. Lincoln County has its Resolution, and they are trying to get support from the legislators. Their main concern is safety and preservation of Lincoln. Last year, Lincoln had 60,000 visitors. Lincoln needs to be preserved, and the big trucks cause vibration. There are issues on both sides, but the permitting process appears to be a priority that the legislators can work on, followed by funding from NMDOT.

PUBLIC COMMENT (NONE)

MEETING DATE/ADJOURNMENT

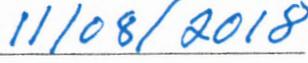
Dates were considered for the next meeting. The date of November 7th was tentatively selected. Motion was made by Wyatt Duncan (Lovington) to adjourn. Motion was seconded by Lynn Willard (Lincoln County), and the motion passed unanimously. Meeting adjourned at 11:35 am.

Southeast Regional Transportation Planning Organization (SERTPO)
Minutes of September 13, 2018 Meeting

APPROVED BY:

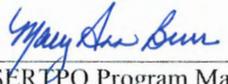


Policy Committee Chair/Vice-Chair



Date

ATTESTED BY:



SERTPO Program Manager



Date