

Meeting Minutes

Northern Pueblos Regional Transportation Planning Organization (NPRTPO)
Regular Meeting hosted on January 13, 2021

NPRTPO Voting Members and Alternates

Name	Entity	Title	Present/Absent	
Eric Martinez	Los Alamos County	Voting Member	Absent	
Eric Ulibarri	Los Alamos County	Alternate	Absent	
Keith Wilson	Los Alamos County	Alternate	Present	
Napoleon Garcia	Rio Arriba County	Voting Member	Absent	
Cathy Martinez	Rio Arriba County	Alternate	Absent	
Robert Griego	Santa Fe County	Voting Member	Absent	
Gary "Brett" Clavio	Santa Fe County	Alternate	Absent	
Brent Jaramillo	Taos County	Voting Member	Absent	
Candyce O'Donnell (Vice-Chair)	Taos County	Alternate	Present	
Richard Hubler	City of Espanola	Voting Member	Present	
Alison Gillette	City of Espanola	Alternate	Absent	
Patrick Nicholson	Village of Taos Ski Valley	Voting Member	Present	
Anthony Mtz/John Avila	Village of Taos Ski Valley	Alternate	Absent	
Francisco Espinoza	Town of Taos	Voting Member	Absent	
	Town of Taos	Alternate	Absent	
Russell Church	Town of Red River	Voting Member	Absent	
	Town of Red River	Alternate	Absent	
Maggie Valdez	Village of Chama	Voting Member	Absent	
Will Donohoe	Village of Chama	Alternate	Absent	
Loretta Trujillo	Village of Questa	Voting Member	Present	
	Village of Questa	Alternate	Absent	
Duane Sandoval	Jicarilla Apache Nation	Voting Member	Absent	
Prestin Duncan	Jicarilla Apache Nation	Alternate	Absent	
Marcus Lopez	Pueblo of Nambe	Voting Member	Present	
Sylvia Armijo	Picuris Pueblo	Voting Member	Absent	
	Picuris Pueblo	Alternate	Absent	
Stephen Martinez	Pueblo of San Ildefonso	Voting Member	Absent	
Lillian Garcia	Pueblo of San Ildefonso	Alternate	Absent	
Christy Ladd (CHAIR)	Ohkay Owingeh	Voting Member	Present	
Sybil Cota	Ohkay Owingeh	Alternate	Present	
Suzette Shije	Pueblo of Santa Clara	Voting Member	Absent	
Mary Lou Valerio	Pueblo of Santa Clara	Alternate	Present	
Vernon Lujan	Pueblo of Taos	Voting Member	Absent	
Reva Suazo	Pueblo of Taos	Alternate	Absent	
Randy Vigil	Pueblo of Pojoaque	Voting Member	Absent	
Janay Chavarria	Pueblo of Pojoaque	Alternate	Absent	
Anthony Mortillaro	NCRTD	Voting Member	Absent	
Delilah Garcia	NCRTD	Alternate	Present	

V. Approval of the Minutes: November 4, 2020 - Special Zoom Meeting

Chairwoman Ladd, Ohkay Owingeh, opened the floor up to any questions regarding the minutes. Keith Wilson, Los Alamos County, made the motion to approve. Mary Lou Valerio, Pueblo of Santa Clara, seconded the motion.

Roll Call Vote:

Entity	Voting Member	Vote
Los Alamos County	Keith Wilson	Yes
Taos County	Candyce O'Donnell	Yes
City of Española	Richard Hubler	Abstain
Village of Questa	Loretta Trujillo	Yes
Village of Taos Ski Valley	Patrick Nicholson	Abstain
Pueblo of Nambe	Marcus Lopez	Yes
Ohkay Owingeh	Christy Ladd, Sybil Cota	Yes
Pueblo of Santa Clara	Mary Lou Valerio	Yes
NCRTD	Delilah Garcia	Abstain

VI. Action/Discussion: NPRTPO Draft Rating and Ranking Document

Steve Fischer, NCNMEDD, pulled up the most recent list of entities in compliance with federally eligible projects (TAP, RTP, CMAQ) as a quick reminder before going into the R&R document. Chairwoman Ladd, Ohkay Owingeh, said that this item was not on the agenda and thus could be a point of confusion for members. Steve Fischer said that he wanted a chance to bring it up so it could be revisited during the project list update or program manager updates but can put a hold on that discussion for a later time. Lesah Sedillo, NCNMEDD, reminded members that Steve had been updating members of these requirements during past program manager updates and this list had been requested from NMDOT so she wanted a chance to provide further information on this. The Chairwoman thanked Lesah for the explanation and the discussion was moved to the program manager updates.

Steve Fischer, NCNMEDD, brought up the draft R&R spreadsheet. He noted that there was an emphasis to keep it simple but hit all the major points because the RTPO would need to process quite a bit of projects at the next meeting. Steve went through all the major sections and opened the floor up to discussion from the board. Patrick Nicholson, Village of Taos Ski Valley, requested that instead of allocating points, assign 25% to each of the four categories. Steve Fischer agreed.

Vice Chairwoman O'Donnell asked if a category be added whether an entity has passed a resolution in support of the project. Chairwoman Ladd agreed and suggested that be a y/n question. Steve Fischer asked that if that was a requirement to get R&R'ed in the first place, it would be assumed that all projects would meet that requirement already? Richard Hubler, City of Española, said that he believed that that is addressed in the preliminary PFF. Chairwoman Ladd recommended that under the second point under justification, that safety be added. Patrick Nicholson seconded that suggestion. Chairwoman Ladd asked Steve to clarify the percentage points under some of the subcategories. He explained that that was based on a previous R&R document. Keith Wilson, Los Alamos County, said that he agrees with Patrick Nicholson's point of equally weighting each of the categories and that whether it's ranked on a point scale or percent range each section would by default count towards 25%.

Steve Fischer suggested that each of the main sections count for a total of 10 points with each sub-category being ranked on a 0-5 basis. Richard Hubler, Espanola, asked if 1-3 would work instead of 1-5 to make it simpler. He also asked that if a section was not applicable, is there a way for project to not lose points to other projects that are given points for the same section? Keith Wilson said that more options (1-5) might allow for more opportunity to spread the scoring. James Mexia, District 5, agreed with Keith that 1-5 would be better at differentiating the scoring between projects which is the point of the rating and ranking process. Steve Fischer, NCNMEDD, said that a solution to a section that is not applicable is taking away the point total for that section, for that project, to calculate the percent total out of 35 points, or 30 points, instead of the maximum total of 40.

Vice Chairwoman O'Donnell, Taos County, said that under the section "secured other funding sources" could potentially discriminate against entities with less resources or money. Keith followed up saying that he does not want this to be confused with secured matching funds. Richard Hubler said that certain projects do not require another secured funding source and think this should not downgrade a project. He asked Steve Fischer to clarify this. Lesah Sedillo, NCNMEDD, said that various programs statewide do put emphasis on secured other funding sources such as tying in capital outlay for federal or state projects and that this is a criteria that's taken into account for the funding of projects. It shows that entities have taken extra steps to secure a project and that it is tied into a larger picture of local and statewide needs with support at multiple levels. However, Lesah does see the Vice Chairwoman's concern regarding smaller entities with less resources. The explanation provided was the rationale for putting that section into the criteria, but we can certainly take it out or change the language if the members believe that's what's best. Richard Hubler, Espanola, said that the explanation makes sense and that funding sources usually have a timeline attached to its funds which could lend to a project being more prioritized due to its tie to other state and federal funds and the requirements that those funds impose. But he does believe that these criteria could exclude smaller projects and pushes them to the bottom of the list. The Chairwoman agreed with the points brought up but said that she worries that by not ranking projects that are most likely to be funded by the state, that no projects from NP will be funded at that level.

Keith Wilson, Los Alamos County, recommended moving “matching funds” to the planning section. He also mentioned that although certain projects may be marked down by not having secured other funds, there are 7 other categories that provide opportunities for a strong project to make up lost points. Vice Chairwoman O’Donnell said that another option to make “secured other funding sources” have less percentage of the total points. Keith replied saying that by not accounting for funding in planning and project readiness and having another category in planning account for a different factor that it does the job of lessening it’s overall weight. Richard Hubler, Espanola, agreed with Keith that matching funds could be the minimum and that securing other funds can give projects extra points.

Chairwoman Ladd, Ohkay Owingeh, asked Steve why 30% or more project design was a criterion under project readiness. Steve explained that 30% was the criteria that the environmental division gave for when a project can move forward with the environmental review process. The Chairwoman said that it does not make sense for a design project to need 30% design to secure funding. Steve said that he could broaden that language to include a multitude of project types (planning, design, construction, etc.). James Mexia, District 5, suggested that instead of having “project” readiness, to change it to “request” readiness because the requests will vary in type. Steve suggested that if the language is broad that there only be one section under request readiness. Keith re-stated that this section is dedicated to show where the request is in along the process.

Richard Hubler, Espanola, asked if this document will be revisited in the next meeting or if it needs to be finalized this meeting. Lesah Sedillo said that the next meeting will be the Rating and Ranking meeting and that the ZIPPER meeting will be held in March. She said that we need to have a finalized version of this document before the February meeting. Vice Chairwoman O’Donnell requested that federal be added to the planning category in “support from state and federal agencies”. She also wanted to add that if an entity does not have their ADA plan that they be disqualified and whether there should be a section dedicated to past or current audit findings. Richard Hubler, Espanola, said that ADA and Title VI compliance is a pre-requisite for getting a PFF signed before it is ranked. Joseph Moriarty said that, yes that is correct and that those PFF meetings will act as a pre-filter to ensure regulatory compliance.

Keith asked whether “consistency with or compliance with” planning documents could be better language under the Planning section and if support with other coordinating agencies is an overlap with project description where it says, “level of coordination with RTPO, NMDOT...”. Richard Hubler said that one gets at how much the request fits into a bigger plan: a community plan or transportation plan but may not have been coordinated with other entities. One gets at: has this been thought through and does it meet the needs outlined in a planning document/study, and the other one is have you worked with other partners.

Vice Chairwoman O’Donnell, Taos County, asked to clarify how the points will be distributed. Richard said that what others had said was to make every section equal points to count towards 25% each, with each section counting 10 points and each sub-category counting towards 5 points each. Steve used his screen share to illustrate this further and put the point range under

the point's column. The Chairwoman asked what the final document will look like. Steve Fischer clarified that this document will be translated to a google form format to avoid confusion.

No other comments were made, and so Chairwoman Ladd called on a motion to approve the document. Richard Hubler, City of Espanola, made the motion to approve. Vice Chairwoman O'Donnell seconded the motion. All members voted in favor.

Roll Call Vote:

Entity	Voting Member	Vote
Los Alamos County	Keith Wilson	Yes
Taos County	Candyce O'Donnell	Yes
City of Española	Richard Hubler	Abstain
Village of Questa	Loretta Trujillo	Yes
Village of Taos Ski Valley	Patrick Nicholson	Yes
Pueblo of Nambe	Marcus Lopez	Yes
Ohkay Owingeh	Christy Ladd, Sybil Cota	Yes
Pueblo of Santa Clara	Mary Lou Valerio	Yes
NCRTD	Delilah Garcia	Yes

VII. Discussion: Regional Transportation Plan Update

Chairwoman Ladd opened the floor to Steve Fischer to update the members on the RTP update. Steve went through the survey section and the finalized formatting of the Goals and Strategies section and also notified members that he will begin implementing past data reports as well as new resources made available through NMDOT and sent by Joseph Moriarty. Chairwoman Ladd asked Steve what the next steps were. He said that the survey section and the beginnings of the data section will be available next meeting. Previously, he had loosely committed to a final date of the end of January but wishes to extend it to implement the rolling statewide planning documents made available from the state DOT. Lesah Sedillo also mentioned implementing the results of the Rating and Ranking and the ZIPPER meetings into the plan. Ron Shutiva, NMDOT, requested that Steve reach out to the entities to get an updated member list.

Joseph Moriarty seconded Steve in waiting to incorporate the statewide planning resources that will become available through 2021. Vice Chairwoman O'Donnell said that she received the DOT fatality reports up to 2020 and if there was a way to work a chart into the document and if it's possible, she could send it to Steve where he could break down the various counties and communities. Steve said that it is his intention of breaking down the data by county.

No more comments were made and so Chairwoman Ladd moved on to the next item.

VIII. Discussion: Updated project lists for the State-Transportation Project Fund
and RTIPR

James Mexia updated the members on the PFFs. The October submissions were preliminarily reviewed and are undergoing environmental review. The two received on January 4th have been submitted to the Environmental Bureau and he has not heard back from them yet. James will put out an inquiry to the Environmental Division to hear back quickly regarding those.

IX. NMDOT Updates

a. District 5

b. Planning: Joseph Moriarty reminded members that the non-metro consultation survey is still open and that they urge members to take that if they have not already. He asked if the RTPO staff to send one more reminder before the closing of the survey on January 18th. He said that the reimbursement packets are due January 25th. The Regional Work Programs second quarter formal amendment deadlines are February 1st. NMDOT intends to issue a consolidated call for projects for TAP, RTP, and CMAQ projects in the spring of 2021. The tentative target date to issue the call is May.

c. Tribal Liaison: Ron Shutiva did not have many updates. He is working on the tribal contact listing and has been coordinating to get that list up to date. A couple tribes have not gotten back to him regarding their new officials, but new info is still coming in. He reminded the members that the state legislature is going into session next week.

d. LTAP Board: Chairwoman Ladd reminded members that capital outlay requests are due February 11th. She said that LTAP trainings are coming up and are low in cost (about \$25).

X. Member Input on Training and Presentations for NPRTPO

Richard Hubler, City of Espanola, requested that a training be made available for the federal funding sources. Joseph Moriarty said that Maggie Moore and Sky Tallman have given presentations on Federal projects in the past and that Joe can relay that request to those individuals. The Chairwoman asked if it was Richard's request to get that on next meeting's agenda? Richard Hubler said that he was thinking in March due to the rating and ranking taking place next meeting and the call for projects being held in May. The Vice Chairwoman seconded this request for a presentation. No other comments were made, and the Chairwoman concluded this item.

XI. NPRTPO Planner/Program Manager Updates

Chairwoman Ladd, Ohkay Owingeh, opened the floor up to Steve with any updates. Lesah Sedillo started the discussion after Steve Fischer brought up the compliance document. This document is as of 2019 but Lesah was told this was the most current. She warned members that unless those documents are submitted for review, compliance cannot be determined and therefore, you would not be available for federal funding. Vice Chairwoman O'Donnell, Taos County, asked what the certified letter requirement meant. Lesah answered by saying that two different set of

requirements exist: one for local public agencies with under 50 employees and one for over 50 employees. The letter is to certify this and must include the names and positions of the agency's employees. Lesah also mentioned that these compliance documents are available on the RTPO website.

Lesah Sedillo, NCNMEDD, asked Steve Fischer to bring up the NMDOT Federal Projects presentation. Steve Fischer brought up the TAP, RTP, and CMAQ Call Timeline. Lesah reminded the members to review the T/LPA Handbook to review the requirements for project applications. She went over the necessary steps needed to prepare for the call which included: coordinate with RTPO planner, confirm eligibility, identify eligible projects, begin PFF process, etc.

Delilah Garcia, NCRTD, mentioned that NCRTD is not listed on the compliance document. Lesah mentioned that compliance documents for transit providers are usually submitted to the NMDOT Transit Division and that they keep their own list and she asked Joseph Moriarty to clear that up. Joseph Moriarty said that he believed that she was right that the Transit Bureau tracks the transit providers. He said that perhaps an offline discussion should be held to confirm eligibility between the RTPO, NCRTD, and NMDOT.

Vice Chairwoman O'Donnell asked Lesah to confirm who the ADA coordinator for D5. Lesah said that Mr. Trujillo is still the coordinator. Chairwoman Ladd asked Lesah and Steve if there were any other updates. Steve said that to find this information go to the RTPO website under the section titled "Federal Project Applications and Federal Compliance".

Lesah Sedillo said that NCNMEDD provided a presentation and webinar on capital outlay and that she is here for technical assistance. The webinar can also be found online.

Vice Chairwoman O'Donnell said that she has been invited to the NM State Transportation Commission Meeting being held Friday, Jan. 22nd at 9am. Chairwoman Ladd said it would be great for the Vice Chair to report back at the next meeting. Delilah Garcia said that NCRTD resumed a lot of the suspended services, bringing back service to about 25 fixed routes.

Chairwoman Ladd, Ohkay Owingeh, recommend that members attend the NCRTD board meeting to stay up to date on service updates.

XIII. Adjourn

Vice Chairwoman O'Donnell, Taos County, made a motion to adjourn. Patrick Nicholson, Village of Taos Ski Valley, seconded the motion. All members voted in favor.