Regular Meeting Minutes

Northeast Regional Transportation Planning Organization (NERTPO) Hosted by the Eastern Plains Council of Governments and

North Central New Mexico Economic Development District

Hybrid in person/online

Village Community Center 151 Willow Creek Drive Eagle Nest, NM 87718

June 22n, 2022

10:00 a.m.

# Meeting Attendees

|  |  |  |  |
| --- | --- | --- | --- |
| Present | Shawn Jeffrey - Chairwoman | Village of Cimarron | Voting Member |
| Present | Ferron Lucero - Vice-Chair | Town of Clayton | Voting Member |
| Present | Julie Kulhan | Village of Angel Fire | Alternate |
| Present | Clay Kiesling | Union County | Voting Member |
| Present | Arnold Lopez | City of Las Vegas | Voting Member |
| Present | Danny Laumbach | Village of Roy | Voting Member |
| Present | Daniel Zamora | Quay County | Alternate |
| Present | Ernest Sanchez | Town of Clayton | Alternate |
| Present | Heather Dostie | City of Santa Rosa | Voting Member |
| Present | Jeff Carr | Village of Eagle Nest | Voting Member |
| Present | Sarah Arias | Town of Springer | Alternate |
| Present | Jason Phillips | City of Raton | Alternate |
| Present | Robert Thompson | Colfax County | Alternate |
| Present | Ralph Lopez | City of Tucumcari | Alternate |
| Absent | Rebecca Benavidez | Guadalupe County | Voting Member |
| Absent | Larry Moore | Quay County | Voting Member |
| Absent | Gerald Garcia | San Miguel County | Voting Member |
| Absent | Dallas Baker | Village of Mosquero | Voting Member |
| Absent | Bret E. Wier | Colfax County | Voting Member |
| Absent | Samuel Blea | Town of Springer | Voting Member |
| Absent | Cynthia Lee | Village of San Jon | Voting Member |
| Absent | Scott Berry | City of Raton | Voting Member |
| Absent | Scott Parnell | Village of Logan | Voting Member |
| Absent | Wade Lane | Village of San Jon | Alternate |
| Absent | Vicki Strand | City of Tucumcari | Voting Member |
| Absent | Mary Berglund | Village of Eagle Nest | Alternate |
| Absent | Magdalena Sandoval | Mora County | Alternate |
| Absent | Rose Fernandez | Guadalupe County | Alternate |
| Absent | Vacant | San Miguel County | Alternate |
| Absent | John N. Romero | Mora County | Voting Member |
| Absent | Carala Taylor | Village of Maxwell | Voting Member |
| Absent | Jennifer Baca | Harding County | Voting Member |
| Absent | Jay Ruybalid | Village of Angel Fire | Voting Member |
| Absent | Pedro Laumbach | Harding County | Alternate |
| Absent | Clayton Moore | Village of Roy | Alternate |
| Absent | Vacant | City of Las Vegas | Alternate |
| Absent | Martin Martinez | City of Santa Rosa | Alternate |
| Absent | Angie Gonzales | Union County | Alternate |
| Absent | Renee Ledoux | Village of Cimarron | Alternate |
| Absent | Jonathan Valdez | Village of Des Moines | Voting Member |
| Absent | Jordan Wingo | Village of Des Moines | Alternate |
| Absent | Diane Brown | Village of Folsom | Voting Member |
| Absent | Mike Schoonover | Village of Folsom | Alternate |
| Absent | Lynn Wiseman | Village of Grenville | Alternate |
| Absent | Mignon Saddoris | Village of Grenville | Voting Member |
| Absent | Shannon Aikman | Village of House | Voting Member |
| Absent | Sherwin W. Martin | Village of House | Alternate |
| Absent | Dave Shivers | Village of Logan | Alternate |
| Absent | Shawn Jeffrey | Village of Maxwell | Alternate |
| Absent | Barbara June Melton | Village of Mosquero | Alternate |
| Absent | Telesfor Benavidez | Village of Pecos | Voting Member |
| Absent | Vacant | Village of Pecos | Alternate |
| Absent | Laudente Quintana | Village of Wagon Mound | Voting Member |
| Absent | Nora Sanchez | Village of Wagon Mound | Alternate |

**RTPO Planners, NMDOT Staff, and other attendees**

Paul Sittig– North Central NM Economic Development District (NCNMEDD)

Raul Rodriguez III – Eastern Plains Council of Governments (EPCOG)

Kyla Danforth – North Central NM Economic Development District (NCNMEDD)

James Gallegos – NMDOT District 4 Engineer

John Herrera – NMDOT LGRF Program Coordinator

Neala Krueger – NMDOT Urban & Regional Planner Supervisor Government to Government Unit Multimodal Planning and Programs Bureau

Richard Runyon – Dennis Engineering Company, Grants Administrator

Kenny Flores – City of Santa Rosa, Project Manager

Danny Gurule – City of Las Vegas, Public Works Manager

Dr. Shanna Sasser – Department of Finance and Administration Local Government Division, Rural And Frontier Equity Ombudsman

Allison Gillette – North Central NM Economic Development District (NCNMEDD)

# Call to Order

The Meeting was called to order at 10:10 AM by Chairwoman Shawn Jeffrey.

# Pledge of Allegiance/New Mexico State Flag

The Pledge of Allegiance and salute to the New Mexico State Flag were led by Chairwoman Jeffrey.

# Welcome

Chairwoman Jeffrey welcomed everyone to the virtual meeting and allowed for introductions.

Individual introductions were conducted by all in attendance.

# Approval of Agenda

Chairwoman Jeffrey opened the review and approval of the agenda.

Motion to approve the agenda as presented: Jeff Carr, Village of Eagle Nest

Second: Clay Kiesling, Union County

Roll Call:

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| **Entity** | **Representative** | **Vote** |
| Colfax County | Robert Thompson | Yes |
| Quay County | Daniel Zamora | Yes |
| Union County | Clay Kiesling | Yes |
| City of Las Vegas | Arnold Lopez | Yes |
| City of Raton | Jason Phillips | Yes |
| City of Santa Rosa | Heather Dostie | Yes |
| Town of Clayton | Vice-Chair Ferron Lucero | Yes |
| Town of Springer | Sarah Arias | Yes |
| Village of Angel Fire | Julie Kulhan | Yes |
| Village of Cimarron | Chairwoman Shawn Jeffrey | Yes |
| Village of Eagle Nest | Jeff Carr | Yes |
| Village of Roy | Danny Laumbach | Yes |
| Village of San Jon | Cynthia Lee | Yes |

All present voted in the affirmative. Motion carries.

1. **Approval of Minutes** May 25th, 2022, Rating and Ranking– (EPCOG and NCNMEDD hybrid)

Chairwoman Jeffrey opened the review and approval of the minutes from the May 25th, 2022, Rating and Ranking meeting. With no comments provided, the Chairwoman asked for a motion.

Motion to approve the minutes as presented by Jason Phillips, City of Raton

Second: Robert Thompson, Colfax County

Roll Call:

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| **Entity** | **Representative** | **Vote** |
| Colfax County | Robert Thompson | Yes |
| Quay County | Daniel Zamora | Yes |
| Union County | Clay Kiesling | Yes |
| City of Las Vegas | Arnold Lopez | Yes |
| City of Raton | Jason Phillips | Yes |
| City of Santa Rosa | Heather Dostie | Yes |
| Town of Clayton | Vice-Chair Ferron Lucero | Yes |
| Town of Springer | Sarah Arias | Yes |
| Village of Angel Fire | Julie Kulhan | Yes |
| Village of Cimarron | Chairwoman Shawn Jeffrey | Yes |
| Village of Eagle Nest | Jeff Carr | Yes |
| Village of Roy | Danny Laumbach | Yes |
| Village of San Jon | Cynthia Lee | Yes |

All present voted in the affirmative. Motion carries.

# Action/approval: Finalize FY 2023 TPF Ranking (NERTPO Planners)

# Mr. Sittig, NCNMEDD, presented the FFY 2023 Transportation Project Fund (TPF) Ranking as voted by members and compiled by NERTPO Planners for review and approval, which was submitted along with the final project applications to the NMDOT FTP website for the previous call for projects.

# Motion to approve the FFY 23 TPF Ranking Recommendations as presented by Jason Phillips, City of Raton

# Second: Julie Kulhan, Village of Angel Fire

# Roll call:

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| **Entity** | **Representative** | **Vote** |
| Colfax County | Robert Thompson | Yes |
| Quay County | Daniel Zamora | Yes |
| Union County | Clay Kiesling | Yes |
| City of Las Vegas | Arnold Lopez | Yes |
| City of Raton | Jason Phillips | Yes |
| City of Santa Rosa | Heather Dostie | Yes |
| Town of Clayton | Vice-Chair Ferron Lucero | Yes |
| Town of Springer | Sarah Arias | Yes |
| Village of Angel Fire | Julie Kulhan | Yes |
| Village of Cimarron | Chairwoman Shawn Jeffrey | Yes |
| Village of Eagle Nest | Jeff Carr | Yes |
| Village of Roy | Danny Laumbach | Yes |
| Village of San Jon | Cynthia Lee | Yes |

# All present voting in the affirmative, motion carries.

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# Presentation/approval: FFY23-24 Regional Work Plan (RWP) Approvals EPCOG and NCNMEDD (NERTPO Planners)

Paul Sittig, NCNMEDD, explained what a Regional Work Program (RWP) is and the requirement to approve a new RWP for the next two (2) upcoming fiscal years by NMDOT. A RWP is a program that Councils of Governments (COGs) produce to provide the scope of work that planners undertake to support Regional Transportation Planning Organizations, like the NERTPO. Raul Rodriguez III, EPCOG, presented the EPCOG FFY23-24 RWP to the NERTPO board for approval. Mr. Sittig presented the NCNMEDD FFY23-24 RWP for NERTPO board approval. Mr. Sittig explained that NCNMEDD will continue to have two (2) separate RWPs for the NERTPO and NPRTPO separately. Mr. Sittig outlined a general overview of combined function tasks, budgeted hours, and the overall budget. Mr. Rodriguez III advised membership of changes made to the RWP regarding insertion of task function for the yearly funded Transportation Project Fund (TPF) as recommended by Neala Krueger, NMDOT Urban & Regional Planner Supervisor Government to Government Unit Multimodal Planning and Programs Bureau, who is acting as current NERTPO Government to Government Liaison. Mr. Rodriguez III also informed membership that the EPCOG RWP budget has been consolidated to ensure that line items that can be consolidated were for ease of reference for the upcoming fiscal years. Mr. Rodriguez III also informed membership that the budgeted hours for the upcoming fiscal years have been carried over from the previous approved RWP and may be amended by formal amendment approved by the NERTPO board, if necessary, in the future.

Motion to approve EPCOG and NCNMEDD Regional Work Programs (RWP) as presented made by Jason Phillips, City of Raton

Second: Clay Kiesling, Union County

Roll call:

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| Union County | Clay Kiesling | Yes |
| City of Las Vegas | Arnold Lopez | Yes |
| City of Raton | Jason Phillips | Yes |
| City of Santa Rosa | Heather Dostie | Yes |
| Town of Clayton | Vice-Chair Ferron Lucero | Yes |
| Town of Springer | Sarah Arias | Yes |
| Village of Angel Fire | Julie Kulhan | Yes |
| Village of Cimarron | Chairwoman Shawn Jeffrey | Yes |
| Village of Eagle Nest | Jeff Carr | Yes |
| Village of Roy | Danny Laumbach | Yes |
| Village of San Jon | Cynthia Lee | Yes |

All present voting in the affirmative, motion carries.

# Presentation/approval: Bylaws and Open Meeting Act (OMA) Yearly Resolution of Approval (NERTPO Planners)

Paul Sittig, NMNMEDD, presented the NERTPO Bylaws with a red-line edited version for approval from the NERTPO board. Changes include adding the Transportation Project Fund (TPF) to Article II Section 2, part b. Changing the defining length officer term from “amount” to “number” in Article IV Section 1, part c. Combining, Article V Section 1, part b and c into one, renumerating Section 1 part d to Section 1 part c, and revising Article VI Section 1, part b to read “ The Committee shall review, make recommendations, and take action on the Regional Work Programs (RWPs) for the NERTPO Transportation Planners”. Adding the word “application” and striking completely the language, “that includes Project Feasibility Forms (PFFs), Project Prospectus Forms (PFFs), and other applicable processes as needed”, from Article VII Section 1, part a. Revising Article VII Section 1, renumerated to part d to read, “Meeting agenda with information will be made available to the public at least seventy-two (72) hours prior to NERTPO’s regular meetings.” Revising Article VII Section 1, part d to part e to read, “The NERTPO Planners shall notify the public of location and time of regular meetings via online publication and/or email at least seven (7) days in advance of the respective meeting date.” Renumerating Article VII Section 1, part e to part f. Addition of the following language to Article VIII Section 5, “Should an individual be listed as voting and/or alternative representative for more than one entity, they will state which entity they are representing at the start of each meeting during member rollcall.” Finally, amending the approval date from Jun 22nd, 2021 to June 23rd, 2022.

Motion to approve revisions to the NERTPO Bylaws made by Clay Kiesling, Union County

Second: Robert Thornton, Colfax County.

Roll call:

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| Union County | Clay Kiesling | Yes |
| City of Las Vegas | Arnold Lopez | Yes |
| City of Raton | Jason Phillips | Yes |
| City of Santa Rosa | Heather Dostie | Yes |
| Town of Clayton | Vice-Chair Ferron Lucero | Yes |
| Town of Springer | Sarah Arias | Yes |
| Village of Angel Fire | Julie Kulhan | Yes |
| Village of Cimarron | Chairwoman Shawn Jeffrey | Yes |
| Village of Eagle Nest | Jeff Carr | Yes |
| Village of Roy | Danny Laumbach | Yes |
| Village of San Jon | Cynthia Lee | Yes |

All present voting in the affirmative, motion carries.

Motion to approve NERTPO Resolution No. 2022-02 Approving Public Meetings Notice Requirements of the NERTPO made by Ernest Sanchez, Town of Clayton

Second: Julie Kulhan, Village of Angel Fire

Roll call:

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| --- | --- | --- |
| **Entity** | **Representative** | **Vote** |
| Colfax County | Robert Thompson | Yes |
| Quay County | Daniel Zamora | Yes |
| Union County | Clay Kiesling | Yes |
| City of Las Vegas | Arnold Lopez | Yes |
| City of Raton | Jason Phillips | Yes |
| City of Santa Rosa | Heather Dostie | Yes |
| Town of Clayton | Vice-Chair Ferron Lucero | Yes |
| Town of Springer | Sarah Arias | Yes |
| Village of Angel Fire | Julie Kulhan | Yes |
| Village of Eagle Nest | Jeff Carr | Yes |
| Village of Roy | Danny Laumbach | Yes |
| Village of San Jon | Cynthia Lee | Yes |

All present voting in the affirmative, motion carries.

1. **Presentation: Preparing Rural Local Entities for the Bipartisan Infrastructure Law** (Dr. Shanna Sasser, EdD Rural and Frontier Equity Ombudsman Department of Finance and Administration Local Government Division)

Dr. Shanna Sasser, EdD Rural and Frontier Equity Ombudsman Department of Finance and Administration Local Government Division, presented to membership the importance of ensuring that local government entities are prepared to apply for many of the multiple federal grant funding programs that have been funded by the Bipartisan Infrastructure Law (BIL). Dr. Sasser amplified the fact that many rural government agencies do not have the human resources capacity to successfully apply for and manage this federal grant funding. Trying to understand how to take initiative and approach issues that much of rural New Mexico faces to enhance and utilize as much federal grant funding that the BIL has to offer for infrastructure and many other governmental sectors in the subsequent years is key to improve our rural communities. Rural communities must ensure compliance pertaining to their budgets. Many of these communities studied cannot obtain federal funding because their budget is not in compliance with federal regulations. If a community is not in federal compliance is there a way to work with neighboring communities to bring budgets into compliance? Maybe obtain accountants or reaching out for services from your regional Council of Governments (COG)? Ensure that Comprehensive Plans are present and up to date. There are many resources available for planning that may be used for attaining services for updating this and other planning documents. One of which are the State and Local Recovery Funds received last year and this upcoming year. Utilizing your COG to assist in providing basic strategic planning for your communities. This will help to organize the priorities that all communities and to ensure that consistency is maintained throughout changes in administration. Observe the local government office systems. The amount of work that clerks administer is exorbitant and perhaps there is a way to acquire and share services with other rural communities or your COGs. If allowable, write project administration costs into grant applications to help rural communities find qualified individuals to extend grant administration services. A couple entities that extend grant writing services are your COGs and the New Mexico Municipal League (NMML). This will reduce workload for local clerks and decrease reverting funds to the state or federal governments. Collaboration of infrastructure will be very important with upcoming BIL funding. Education concerning different grant funding opportunities will be paramount to successful implementation of the BIL.

# Discussion: NERTPO Planners/Program Manager Reports (NERTPO Planners)

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# Mr. Rodriguez III, EPCOG, updated membership that he will be submitting the approved EPCOG RWP that was approved today by the NERTPO board. He is beginning FFY 22 final quarterly report that will be due to NMDOT staff on July 12th, 2022. He also encouraged our rural communities to utilize Dr. Shanna Sasser’s services and reiterating that the COGs have grant writing capabilities and to please reach out. Mr. Sittig, NCNMEDD, advised membership that he and Mr. Rodriguez III will continue work on the RTP and present updates to membership soon.

1. **Discussion: NMDOT District IV Update** (Mr. James M. Gallegos, PE – NMDOT District IV Engineer and NMDOT Staff)

Mr. James Gallegos, NMDOT District IV Engineer, updated membership that he has continued to be in contact with John Herrera and Samantha Sandoval about LGRF and TPF programs. Also, he continues to be in contact with Mr. George Dodge Jr. concerning issues that pose obstacles to District IV and the entire state. Mr. Gallegos thanked Dr. Sasser for her presentation. Mr. Gallegos reiterated that the TPF funding started in 2019 and monetary figures funded to District IV as of yet and the shortfall that has occurred with previous projects along with the NMDOT’s current commitment to meet those shortfalls with funding. Mr. John Herrera, District IV LGRF Program Coordinator, and Mr. Gallegos keep a close eye on current project status and report to the State Transportation Commission and the Transportation Secretary on a regular basis. Mr. Gallegos emphasized the importance of attending these meetings in person as much as possible to ensure that networking relationships are kept strong throughout District IV. Mr. Herrera advised membership that Transportation Project Fund (TPF) shortfall documentation must be submitted to Clarissa Martinez, NMDOT Project Oversight Division State Grants Manager, by July 5th, 2022, cc’ing himself and Ms. Samantha Sandoval. LGRF FFY23 awards have been sent out and ensure that full documentation is submitted to himself and Samantha to allow them to execute the agreements. Please include your Resolutions containing cost and quantity. Capital Outlay documentation must be submitted in a timely manner. Staff is examining the TPF shortfall and will submit their recommendations when appropriate. Please work toward project applications for next fiscal year and thank you all for your hard work. Chairwoman Jeffrey asked if the membership would have to participate in another presentation to NMDOT as they did last year? Mr. Herrera answered that they will use the recording of the NERTPO Rating and Ranking meeting held last month provided by Mr. Rodriguez III. Mr. Carr, Village of Eagle Nest, asked NMDOT staff about a concerned local resident requesting a stop sign installed in the village. What must be done to acquire a sign? Mr. Gallegos responded that there is a procedure that must be followed. Traffic count studies must be conducted to recommend that this sign or a turning lane may be installed to address these issues. Acquiring any accident reports and then securing funding for the proposed project. Mr. Gallegos recommended that Mr. Carr and the village council draft a resolution to enforce a no emergency break policy as this will make it easier for the NMDOT to install a sign. Mr. Kiesling, Union County asked about State Roads 370 and 456 in northern Union County. Is there a process that can get started or with the BIL funding that may help to fund maintaining and reconstruction of these caliche roads? Mr. Gallegos replied that the NMDOT is very far behind and is trying their hardest patch potholes, maintain and reconstruct roads that are important to District IV.

1. **Discussion: Project Status Update** (Local Government Members)

Julie Kulhan, Village of Angel Fire, updated membership concerning three (3) ongoing projects that are awaiting asphalt. These are the Comino Grande, Country Club Saint Andrews and North Vale projects and should begin in July. Chairwoman Jeffrey, Village of Cimarron, updated membership that the village has wastewater infrastructure and road projects underway. Springer has wastewater infrastructure and road projects underway. The Village of Maxwell has water infrastructure, wastewater infrastructure, and road projects underway. Mr. Laumbaugh, Village of Roy, update membership about a chip seal, last year’s TPF and LGRF projects, and a NMDOT state road project are currently underway. Mr. Phillips, City of Raton, updated membership that both of the City’s TPF projects go out to bid within the next week. Last year’s MAP project is about 50% complete and their CDBG project is about 95% complete.

1. **New Business**
2. General Comments and Announcements from NERTPO members and Public Comment.

There being none, item closed.

1. Suggested Agenda items for upcoming meetings – RTP update. Chairwoman Jeffrey proposed more specialized training.
2. Meeting Location Amendments – Quay County, NM, and hybrid with virtual option.

* **July 27, 2022 –** Quay County, NM with a hybrid virtual option
* **August 24, 2022 –** TBD with hybrid option
* **September 28, 2022 –** TBD with hybrid option

1. **Adjournment**

With there being no further business to discuss, Chairwoman Jeffrey adjourned the meeting at 11:49 PM.