

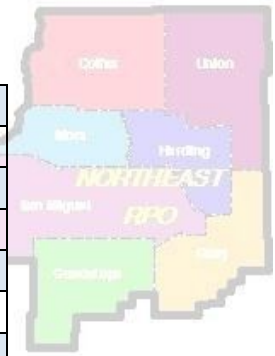
Regular Meeting Minutes
 Northeast Regional Transportation Planning
 Organization (NERTPO) Hosted by the Eastern Plains
 Council of Governments and
 North Central New Mexico Economic Development
 District
 ONLINE
 April 27th, 2022
 10:00 a.m.



Meeting Attendees

Present/Absent	Name	Entity	Voting/Alternate
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	Ken Flores	Guadalupe County	Voting Member
Present	Clay Kiesling	Union County	Voting Member
Present	Arnold Lopez	City of Las Vegas	Voting Member
Present	Larry Moore	Quay County	Voting Member
Present	Danny Laumbach	Village of Roy	Voting Member
Present	Daniel Zamora	Quay County	Alternate
Present	Ernest Sanchez	Town of Clayton	Alternate
Present	Gerald Garcia	San Miguel County	Voting Member
Present	Vicki Strand	City of Tucumcari	Voting Member
Present	Dallas Baker	Village of Mosquero	Voting Member
Present	Heather Dostie	City of Santa Rosa	Voting Member
Present	Bret E. Wier	Colfax County	Voting Member
Present	Jeff Carr	Village of Eagle Nest	Voting Member
Present	Mary Berglund	Village of Eagle Nest	Alternate
Present	Sarah Arias	Town of Springer	Alternate
Absent	Jason Phillips	City of Raton	Alternate
Absent	Robert Thompson	Colfax County	Alternate
Absent	Samuel Blea	Town of Springer	Voting Member
Absent	Magdalena Sandoval	Mora County	Alternate
Absent	Monica Abeyta	Guadalupe County	Alternate
Absent	Cynthia Lee	Village of San Jon	Voting Member
Absent	Vacant	San Miguel County	Alternate
Absent	Ralph Lopez	City of Tucumcari	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	Scott Berry	City of Raton	Voting Member
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	Scott Parnell	Village of Logan	Voting Member
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	Wade Lane	Village of San Jon	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)
- John Neunuebel – NMDOT NERTPO Liaison
- Samantha Sandoval – NMDOT LGRF Program Planner
- John Herrera – NMDOT LGRF Program Coordinator
- Callie French – NM L-TAP Program Manager
- Charles Trujillo – NMDOT Construction and Civil Rights Bureau, ADA and Title VI Coordinator
- Richard Runyon – Dennis Engineering Company, Grants Administrator
- Karen Stearns – Engineering Analytics, Project Engineer
- Rebecca Benavidez – Guadalupe County, Project Coordinator



I. Call to Order

The Meeting was called to order at 10:02 AM by Chairwoman Shawn Jeffrey.

II. Pledge of Allegiance/New Mexico State Flag

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

III. Welcome

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

Individual introductions were conducted by all in attendance.

IV. Approval of Agenda

Chairwoman Shawn Jeffrey opened the review and approval of the agenda. Mr. Charles Trujillo asked to be moved to the first item on the agenda after business as usual so he can be updated regarding the wildfire in Mora County.

Motion to approve the agenda as amended presented: Clay Kiesling, Union County
 Second: Bret E. Wier, Colfax County

Roll call:

Entity	Representative	Vote
Colfax County	Bret E. Wier	Yes
Guadalupe County	Ken Flores	Yes
Quay County	Larry Moore	Yes
Union County	Clay Kiesling	Yes
City of Las Vegas	Arnold Lopez	Yes
City of Tucumcari	Vicki Strand	Yes
City of Santa Rosa	Heather Dostie	Yes
Town of Clayton	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 Mosquero	Dallas Baker	Yes
Village of Roy	Danny Laumbach	Yes

All present voted in the affirmative. Motion carries.

V. Approval of Minutes March 23rd, 2022 – (EPCOG and NCNMEDD virtual)



Chairwoman Shawn Jeffrey opened the review and approval of the minutes from the March 23rd, 2022, monthly meeting. With no comments provided, the Chairwoman asked for a motion.

Motion to approve the minutes as presented by Ernest Sanchez, Town of Clayton
 Second: Arnold Lopez, City of Las Vegas

Roll call:

Entity	Representative	Vote
Colfax County	Bret E. Wier	Yes
Guadalupe County	Ken Flores	Yes
Quay County	Larry Moore	Yes
Union County	Clay Kiesling	Yes
City of Las Vegas	Arnold Lopez	Yes
City of Tucumcari	Vicki Strand	Yes
City of Santa Rosa	Heather Dostie	Yes
Town of Clayton	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 Mosquero	Dallas Baker	Yes
Village of Roy	Danny Laumbach	Yes

All present voted in the affirmative. Motion carries.

VI. Presentation: ADA Planning and Requirements (Mr. Charles Trujillo, NMDOT Construction and Civil Rights Bureau ADA and Title VI Coordinator)

Mr. Charles Trujillo, NMDOT Construction and Civil Rights Bureau ADA and Title VI Coordinator, presented what an ADA Policy and Title VI plan is and requirements for compliance to allow Local Public Agencies to obtain federal funding.

- Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color, sex or national origin in programs or activities that receive federal funds.
- Americans with Disabilities Act (ADA 1990) was modeled after the Civil Rights Act of 1964 and ensures “Equal Opportunity” for people with disabilities.

ADA Transition Plan Compliance pertains to 28 CFR 35.150(d)(2) which requires public agencies with fifty (50) or more employees to develop and maintain an ADA Transition Plan. Some exemptions include public agencies with fewer than fifty (50) employees and tribal entities. NMDOT requires a letter certifying fewer than fifty (50) employees, type of employment: full and party-time, but not temporary or seasonal and an ADA Policy Statement.

All entities must comply with ADA even if they employ less than fifty (50) employees and a

transition plan is not required. Transition plans must set forth steps necessary to ensure facilities and programs are accessible to persons with disabilities. ADA Transition Plans **MUST** Include:

- Official responsible for implementation of the Plan
- Identification of physical obstacles that limit the accessibility of programs and activities to people with disabilities
- Schedule for taking steps necessary to upgrade pedestrian access and update this each year
- Description of methods used to make facilities accessible
- Public involvement component
- ADA policy statement
- Identification of ADA Coordinator with contact information
- Clear complain/grievance process

Entities must prioritize non-compliant critical facilities such as:

- Schools
- Hospitals
- Government Facilities
- High volume pedestrian traffic areas

Transition Plans should be integrated in the Statewide Transportation Improvement Program (STIP) ensuring to integrate ADA needs into the planning process and accessibility requirements be included into new construction. Every Local Public Agency (LPA) should have an ADA policy in place. Policies for LPAs with fifty (50) or more employees must include instructions on how the public may submit a complaint, request for modification or grievance and must name and ADA Coordinator. When a policy is adopted, it must be published to the agency's website, etc. ADA compliance affects your agency, those who cannot access public facilities, and in general, everyone.

Title VI of the Civil Rights Act of 1964 states "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (Pub. L. 88-352, Title VI, paragraph 601, July 2, 1964, 78 Stat. 252.) Other Relevant Title VI information includes the Restoration Act of 1987 and two (2) Executive Orders.

- Environmental Justice (EO 12898)
- Limited English Proficiency (EO 13166)

LPAs that receive federal funds from NMDOT are referred to as subrecipients. Subrecipients receiving federal funding are required to establish a Title VI Program through Title VI Plan 23 CFR 200.9(b)(7). The purpose of Title VI Plan/Program is to prohibit discrimination and ensure non-discrimination through policies and procedures. LPAs must develop policies and procedures to assure non-discrimination practices and monitor for compliance by including the following:

- Complaint handling process
- Compliance assurance
- Training
- Community Outreach and Education
- Data Collection
- Documentation

LPAs must define proactive and reactive measures such as: Encourage minority participation





planning committees; Provide information in other language(s) when needed; Notify population about applicable programs; require assurances for non-discrimination in purchasing of services. Subrecipient’s Title VI responsibilities for components include a Signed Policy statement, specific forms of discrimination identified, assurances – signed, public participation procedures, current organization chart, Title VI Coordinator Identified, program areas identified and described, complaint procedure included, LEP Procedures, data collection procedures, Notice of Rights to Public, and Title VI Training Initiatives. Title VI impacts protected groups, which have historically been dealt with barriers to participation in programs or benefits of a project until it was complete. These groups are historically underserved and underrepresented. Title VI MUST be included in all phases of projects: Planning, Project Development, Right of Way Acquisition, and Construction. Recipient and subrecipient responsibilities are: Equal treatment, Equal access, Equal rights, and Equal opportunities. Compliance tools include Agency self-monitoring and assessment, on-site reviews, assurances, and Demographic data collection and awareness. Title VI proactive prevention strategies include public involvement, trusting/respectful atmosphere, empowering the community, two-way line of communication, periodic reviews and evaluations, accurate documentation, and training.

ALL entities **must** comply with the law. NMDOT will evaluate future funding applications to determine if projects are ADA and Title VI compliant. Lack of compliance will lead to **no** funding.

Ms. Heather Dostie, Community Development Supervisor with the City of Santa Rosa, inquired of the frequency of updating these plans. Mr. Trujillo responded that this would vary from agency to agency. When areas of the plan are updated not the whole plan has to be submitted. Just the updated areas. Chairwoman Jeffrey inquired that NMDOT had all municipalities in the state submit their plans and if there are any further steps to be taken by entities with less than fifty (50) employees. Mr. Trujillo answered no. All that would be required, yearly, is certification that the entity has less than fifty (50) employees and reiterated that seasonal and part time employees do not count. Mr. Rodriguez III, EPCOG, advised that the COGs have the boilerplate and Mr. Trujillo’s information if there is need to contact NMDOT Construction and Civil Right Bureau ADA and Title VI employees. Mr. Trujillo extends his help concerning any issues regarding ADA and Title VI compliance.

VII. Discussion: FY 2023 Transportation Project Fund (TPF) updates and presentation (NERTPO Planners)

Paul Sittig, NMNEMEDD, and Raul Rodriguez III, EPCOG, presented that the Transportation Project Fund (TPF) materials that membership has submitted has been forwarded to Mr. John Herrera and Ms. Samantha Sandoval for review. There are a total of forty (40) applications submitted this year in the NERTPO region. Mr. Sittig explained the components required for a complete application packet being Project Feasibility Forms (PFF), Resolutions or letter of support from the entity’s financial officer, Cover Letters, Map of Location and Right of Way Request. The location proposed by membership is the new Union County Administration Building in Clayton, NM. Membership asked about hybrid capacity. Mr. Sittig advised that the planners streamline rating and ranking processes by mobile devices. Mr. Herrera and Ms. Sandoval stated that they are currently reviewing applications and will provide initial comments and environmental review and email these applications back to Paul and Raul. Chairwoman Jeffrey inquired about Right of Way (ROW)

and Mr. Herrera noted that all certification processes will be initiated by NMDOT for projects that the District supports for funding, to reduce the workload of the NMDOT Right Of Way Bureau. Rating and Ranking from NERTPO will be same process as last year and NMDOT District 4 will initiate meetings for their rating and ranking across three (3) days as they did last year. Mr. Rodriguez III, EPCOG, reiterated the RTPONM.org website contains a checklist for all required material for final applications under the Resources tab.



VIII. Presentation: Local Technical Assistance Program Overview (Callie French, UNM – LTAP)

Ms. Callie French, UNM – LTAP Program Manager, presented an overview of the New Mexico Local Technical Assistance Program (LTAP). President Ronald Reagan signed a bill into law that officially established the Rural Technical Assistance Program (RTAP) on December 23, 1981. RTAP was intended to provide technical assistance, training, and products to counties within the States. By 1991 RTAP was expanded to include urban areas and renamed LTAP. The Tribal Technical Assistance Programs (TTAP) centers were established alongside LTAP. There is an LTAP center in every State including Puerto Rico that services more than 38,000 local agencies and a TTAP center that serves the American Indian Tribal Governments.

New Mexico LTAP’s mission is to provide technology transfer in the surface transportation arena, and to promote surface transportation and worker safety to all New Mexico public works and transportation agencies.

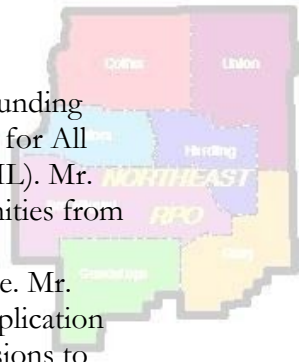
NM-LTAP provides half and full day courses focusing on Roadway Safety, GIS, ADA, Heavy Equipment and more, and they have added some trainings that are as short as an hour. NM-LTAP course may count for professional development hours and are offered to NM transportation workforce for a reduced price.

NM-LTAP is funded by NMDOT and the Federal Highway Administration (FHWA) and submits an annual work plan outlining trainings for the year. Scheduling is based on availability of the instructor, need in the community, alignment with NMDOT/FHWA guidance and cost to NM-LTAP’s budget. Although these are scheduled there is flexibility regarding courses from grant opportunities like COVID Safety, Electrical Safety, and others when available. NM-LTAP has partnered with the Associated Contractors of New Mexico (ACNM) to pay for courses taken by individual local entity staff when there isn’t enough demand for training at the local level that include flagger, traffic control and storm water. Trainings offered by NM-LTAP are \$25 per attendee to cover basic overhead, such as training materials. Ms. French also noted that heavy equipment training is available, but the hosting agency must provide the heavy equipment for training, ideally 4-5 pieces of equipment for 8 to 10 people. She then toured the NM-LTAP website with membership and showed membership how to request a training, requesting a training certificate and an electronic version of the Heavy Equipment Training Host Manual. The website may be reached at <https://ltap.unm.edu/>. Ms. Julie Kulhan, Village of Angel Fire, inquired about T/LPA handbook training that was offered previously and whether his would be offered again. Ms. French responded with cooperation between NM-LTAP and NMDOT to try to bring these classes back in the future.

IX. Discussion: NERTPO Planners/ Program Manager Reports – (NERTPO Planners)

Mr. Paul Sittig, NCNMEDD, reiterated to membership that planners are focusing a bulk of

their time with the TPF process. Mr. Sittig also updated membership about new funding opportunities from USDOT for electric vehicle charging stations and Safe Streets for All (SS4A) trainings upcoming that is funded by the Bipartisan Infrastructure Law (BIL). Mr. Raul Rodriguez III, EPCOG, updated membership about more funding opportunities from the FHWA including Transit Oriented Development Pilot Program, University Transportation Center Program, Bridge Investments, Railroad Crossings and more. Mr. Rodriguez III reminded membership of submitting all documentation for final application submissions. May 23rd will be the NERTPO deadline for final application submissions to RTPO Planning staff. He will be attending the American Planning Association National Planning Conference and will return May 4th. He will continue to be in correspondence if anyone needs anything.



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

Mr. John Herrera, NMDOT LGRF Program Manager, updated membership that FY 19 TPF projects are due to expire in June and please send closeout documents for those. Payments for Capital Outlay projects must be submitted along with LGRF payments. FY 23 LGRF documentation has been received and there will be a commission meeting in May for MAP, COOP, and Safe Routes for Schools funding. Staff is working on TPF PFFs and will get them back to Mr. Sittig and Mr. Rodriguez.

XI. Discussion: Project Status Update (Local Government Members)

Chairwoman Jeffrey updated membership that the Village of Cimarron has their TPF project in the design phase. A wastewater rehabilitation project in design. Cimarron is also applying for much of the Bipartisan Infrastructure Law (BIL) monies and US Congressional Requests. Also, Outdoor Recreation and Trails which is rolling and has no deadline. The Outdoor Recreation and Trails funding is a 2:1 match.

XII. New Business

- A. General Comments and Announcements from NERTPO members and Public Comment. There being none, item closed.
- B. Suggested Agenda items for upcoming meetings – Rating and Ranking meeting hybrid and in person in Clayton, NM to be hosted by Union County.
- C. Meeting Location Amendments – Clayton, NM, and hybrid with virtual option.
 - ❖ **May 25, 2022** – Clayton, NM with hybrid virtual option
 - ❖ **June 22, 2022** – TBD with possible in person at Village of Eagle Nest, NM
 - ❖ **July 27, 2022** – TBD with possible in person at Quay County, NM

XIII. Adjournment

With there being no further business to discuss, Chair Jeffrey asked for a motion to adjourn

the meeting. Jeff Carr, Village of Eagle Nest, made the motion, and Cynthia Lee, Village of San Jon, seconded the motion. Chairwoman Jeffrey adjourned the meeting at 11:10 AM.

