

Meeting Minutes

Northern Pueblos Regional Transportation Planning Organization (NPRTPO)
Regular Meeting hosted on September 9, 2020

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	Present
Brent Jaramillo	Taos County	Voting Member	Present
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 Village	Voting Member	Present
Anthony Mtz/John Avila	Village of Taos Ski Village	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
Roxanne Bayer	Village of Chama	Voting Member	Absent
Will Donohoe	Village of Chama	Alternate	Absent
Loretta Trujillo	Village of Questa	Voting Member	Absent
	Village of Questa	Alternate	Absent
Duane Sandoval	Jicarilla Apache Nation	Voting Member	Absent
Prestin Duncan	Jicarilla Apache Nation	Alternate	Absent
Levi Valdez	Pueblo of Nambe	Voting Member	Absent
Marcus Lopez	Pueblo of Nambe	Alternate	Present
Sylvia Armijo	Picuris Pueblo	Voting Member	Present
	Picuris Pueblo	Alternate	Absent
Stephen Martinez	Pueblo of San Ildefonso	Voting Member	Absent
Lillian Garcia	Pueblo of San Ildefonso	Alternate	Present
Christy Ladd (CHAIR)	Ohkay Owingeh	Voting Member	Present
Sybil Cota	Ohkay Owingeh	Alternate	Present
Suzette Shije	Pueblo of Santa Clara	Voting Member	Present
Mary Lou Valerio	Pueblo of Santa Clara	Alternate	Absent
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	Absent

V. Approval of the Minutes: August 5, 2020 - Special Zoom Meeting

Chairwoman Ladd, Ohkay Owingeh, asked if anyone has had the opportunity to review the previous minutes. No comments were made. Vice Chairwoman O'Donnell, Taos County, made the motion to approve the minutes with the addition of the time of adjournment. Keith Wilson, Los Alamos County, seconded the motion. Chairwoman Ladd called on a roll call vote.

Roll Call Vote:

Entity	Voting Member	Vote
Los Alamos County	Keith Wilson	Yes
Santa Fe County	Gary "Brett" Clavio	Yes
Taos County	Brent Jaramillo, Candyce O'Donnell	Yes
City of Española	Richard Hubler	Yes
Village of Taos Ski Valley	Patrick Nicholson	Yes
Pueblo of Nambe	Marcus Lopez	Yes
Picuris Pueblo	Sylvia Armijo	Yes
Ohkay Owingeh	Christy Ladd, Sybil Cota	Yes
Pueblo of Santa Clara	Suzette Shije	Yes

VI. Presentation: Environmental Level of Effort Form (Ms. Kasey Miller – NMDOT Environmental)

Steve Fischer enabled screen sharing. Kasey Miller, NMDOT, pulled up the LOE form through screen share and went through each requirement. She said that this form can be sent alongside the site assessment to Maggie Moore and can be reviewed concurrently. Before a certification is granted, a letter from Audrey Moore from the Hazardous Material Investigation Bureau must be sent in. The control number is used for filing purposes and generally starts with an "L". Number 2 is attached usually as a screen shot of the STIP list or as a co-op agreement or other funding agreement. You'll want to attach a map that shows the footprint of the project area. Google Earth, Google Map area is ok for this purpose with the project area highlighted. The point of contact is usually who signs off the letter head and who the certification will be addressed too. If a design engineer firm is engaged in the process they can be included (under 4).

Purpose and need are usually stated in language in the funding agreement and is mostly self-explanatory. Project description and scope are the most important to Kasey. Avoid vague descriptions, she needs to know what the project entails. "Road Rehabilitation" is too vague to properly gauge the level of environmental disruption to trees, plants,

archaeological sites, etc. so be specific. The length and width of the proposed project is also important, as well as the depth of ground disturbance. Number 8 is the cost of the project, number 9 check all the sources of funding, as well as the type of funds. Number 10 determine whether there's a land management agency or if the land is owned by the local entity. Number 11 is the ISA, Audrey Moore and Monica are quick in getting back, but Kasey needs that letter to go through with the LOE certification.

Keith Wilson had a question regarding the timing to complete the form. His HSIP project is on the STIP for construction funding and they are about to do an RFP for consultant services so at what point do they submit the form? Kasey answered that once the funding is in place, she believes you can begin the process of Environmental Review. She cautioned that conducting an Environmental Review too early can end up taking longer so she recommended beginning review at about 30% design completion, otherwise things just change too much.

Joseph Moriarty wanted to piggyback on Kasey's point and said that the T/LPA handbook has a good discussion on the Environmental Process and the whole project process and that can found on NMDOT's website.

Chairwoman Ladd, Ohkay Owingeh, had a question regarding the Ohkay Owingeh Trail Project. She is in the process of getting it back on the list for protentional TAP or RTP funding, so the process is still early. She was advised to go through the LOE form even though funding is not secured, and she asked if she should complete the form. Kasey said that it wouldn't hurt to send the documentation to begin discussions on what to expect moving forward but cautioned that without funding or design, the environmental review procedure would be halted at a certain point until more is pinned down but she would be happy to start looking at it.

Chairwoman Ladd asked for more clarification on the HazMat letter and what is expected of the applicant. The process has been a little cryptic to Kasey Miller but from what she understands is that the process is to determine whether or not there is any potential concern for hazardous materials. That letter will have project area and project scope and Audrey Moore will evaluate that and with her expertise, will either accept or not accept your determination. So, it is really an ISA determination letter and most often, it is accepted and then sent to Kasey. She is often CC'ed on communication.

Keith Wilson said that this form is dated differently from the form that was distributed to the members and asked where the most recent form can be found. She does not know if the website has been updated to include the most recent form. The older forms contain all of the information she needed but it may have a different environmental contact listed on the form. Otherwise, you can email Kasey for an updated version.

Lesah Sedillo, NMDOT, said that the form can be sent to her and can be posted to the website for the members. No other questions or comments were made, and the meeting moved to the next item.

VII. Action: Election of Officers

Lesah Sedillo said that the Chairwoman would open up the floor for nominations for Chair and Vicechair and then a roll call vote would solidify the results. Chairwoman Ladd opened the floor and Vice Chairwoman O’Donnell, Taos County, made a motion to reelect Christy Ladd as Chairwoman. Brett Clavio, Santa Fe County, seconded the motion. No additional nominations were made, and Chairwoman asked that a roll call vote be made.

Roll Call Vote:

Entity	Voting Member	Vote
Los Alamos County	Keith Wilson	Yes
Santa Fe County	Gary “Brett” Clavio	Yes
Taos County	Brent Jaramillo, Candyce O’Donnell	Yes
City of Española	Richard Hubler	Yes
Village of Taos Ski Valley	Patrick Nicholson	Yes
Pueblo of Nambe	Marcus Lopez	Yes
Picuris Pueblo	Sylvia Armijo	Yes
Ohkay Owingeh	Christy Ladd, Sybil Cota	Abstain
Pueblo of Santa Clara	Suzette Shije	Yes
San Ildefonso	Lillian Garcia	Yes

Chairwoman Ladd, Ohkay Owingeh, opened the floor for any Vice Chair nominations. Brett Clavio, Santa Fe County, made the motion to nominate Candyce O’Donnell, Taos County, as Vice Chairwoman. Patrick Nicholson, Village of Taos Ski Valley, seconded the motion. Chairwoman Ladd, Ohkay Owingeh, called for a roll call vote.

Roll Call Vote:

Entity	Voting Member	Vote
Los Alamos County	Keith Wilson	Yes
Santa Fe County	Gary “Brett” Clavio	Yes
Taos County	Brent Jaramillo, Candyce O’Donnell	Yes
City of Española	Richard Hubler	Yes
Village of Taos Ski Valley	Patrick Nicholson	Yes

Pueblo of Nambe	Marcus Lopez	Yes
Picuris Pueblo	Sylvia Armijo	Yes
Ohkay Owingeh	Christy Ladd, Sybil Cota	Yes
Pueblo of Santa Clara	Suzette Shije	Yes
San Ildefonso	Lillian Garcia	Yes

VIII. Action/Discussion: NPRTPO RTP Update (Survey Response Update and Plan Format, Design, Data).

Chairwoman Ladd, Ohkay Owingeh, moved to this action/discussion item. Steve Fischer, RTPO Planner, began by showing data points that he had compiled for the RTP beginning with the CTPP commuting data for all four counties. Moving on, he displayed crash data and highlighted the green counties (Northern Pueblos) and DWI and crash fatality data. Both were taken from NMDOT statewide reports.

Vice Chairwoman O’Donnell, asked Steve to very quickly review the data results by county. He goes over the spreadsheet comparing the county level DWI statistics to the state average and whether rates have gone up or down in recent years. Vice Chairwoman asked that this data be sent to the members. Sylvia Armijo, Pueblo of Santa Clara, asked that this data be sent because she called in and cannot see the screen. Steve Fischer confirmed that he can send all of the RTP related materials to the members.

Next, Steve Fischer goes into the RTP plan template and read over the Table of Contents for those calling in. Vice Chairwoman asked that the screen be made larger and Steve increased the size. Steve Fischer asked what level of involvement the board would like to see in the plan making process. If priority is given to the RTIPR and Project lists, Steve can minimize the time spent in meetings on the RTP in order to prioritize what the members would like to see. Brett Clavio, Santa Fe County, asked how this plan is unique from other regional plans and how the entities can best assist in the process. Steve Fischer stated that what makes this plan unique is that he is designing it from the ground up (instead of using the NMDOT template) in order to create something unique to the Northern Pueblos Region. He said that the best thing entities can do is to try to get as many survey responses as possible. Vice Chairwoman O’Donnell recommended using Facebook groups and used a picture of a road crew working to get attention and shared it multiple times. She recommended for the plan, using time stamps to show when updates were made to track the progress. Steve thanked the Vice Chair for the comments and encouraged a collaborative planning process to do justice to the diversity in the region.

He also mentioned the possibility of hosting discussions to address the rating and ranking criteria moving forward and utilizing the survey responses as well as statewide rating and ranking criteria documents. Joseph Moriarty voiced his support of having a workshop to

address the goals and priorities and incorporating the survey responses and Chairwoman Ladd seconded this.

Vice Chairwoman brought up accidents and what can we do to address these numbers and the need for a deep discussion. Brett Clavio, Santa Fe County, had been following a movement called Vision Zero that addresses some of the challenges being presented and that a lot of the problems can be addressed through engineering. One issue he had been following is wildlife crossings and incorporating a better understanding of wildlife corridors and that a lot of the issues ultimately come down to poor design. He mentioned that design is something he would like to see addressed in the plan.

Steve Fischer brought up the need for transit in areas with a large tourism market and how recreational destinations can lead to an increased rate of DUI incidents paired with mountainous roads. Chairwoman Ladd brought up the various transit providers and their unique rules and policies surrounding passengers under the influence. Keith Wilson, Los Alamos, requested that the document be shared with the board in parts instead of a final draft to review all at once. He also asked what the timeline for final approval of the document is. Steve Fischer said that January 21st is the deadline that had been designated for final approval and a final draft document is expected for the December RTPO meeting.

Steve Fischer, transportation planner, went over the survey responses on google forms, noting that the responses cannot be broken down by county because it was listed as a fill in option. He briefly goes through what people have filled in for the different questions and what answers have seen the greatest number of responses. He then pulled up the excel spreadsheet which has each survey response color coated by county which shows the disproportionate response rate from Taos County. He, again, recommends tapping into existing Facebook pages and then opened it up for questions or comments. Vice Chairwoman O'Donnell, Taos County, asked for this list to be sent out for her review. Steve mentioned that in the future he could send the RTP material ahead of the board meeting possibly a day or two prior to ensure he is still able to work on it in the days leading up to the meeting. Chairwoman Ladd said that this will be helpful.

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

Steve Fischer pulled up the RTIPR and Local Project List PDF and apologizes for how small the font is. While he pulled up the excel spreadsheet version, Lesah began the discussion. She began by discussing the comments made by the District engineer, who was not present at the meeting. Many of these comments were made regarding the match discrepancy where the local share was incorrect. District 5 made the decision to have quarterly meeting to discuss the PFFs that come in regularly between meetings. The spreadsheet is separated into two different spreadsheets, one for the state project list and the other for RTIPR (federal eligible projects). She thanked Joseph Moriarty for his guidance and assistance in the process. She wanted to ensure that members are

correctly submitting project applications, on the right forms. The website was updated to ensure the correct information reached the members. If you are interested in the Local Government Transportation Fund, currently the match is 95% and the match from local governments is 5%.

She mentioned briefly that she sent out a LFC report for FY22 on what their budget guidelines are going to look like. This will outline what they're looking for and what gaps and resources are available. In 2019, the legislature approved 49 million dollars for what is previously known as the Local Government Transportation Project Fund. They have since changed the name to Transportation Project Fund and enable other types of projects such as pedestrian and multimodal facilities. This is for local projects. When you're submitting projects, this is the best opportunity to get local roads, bridges, transit, etc. funded through the legislature. That's why we're in this process because if they do increase transportation funding, our project lists are vetted and in order. Basically, if they do a call, we will be ready.

We are still accepting applications for Project Feasibility Forms, to review any outstanding PFFs or any new projects. On the RTIPR side, these are federal eligible projects in hopes of moving into the STIP. These are not projects that fund local roads. The matching funds are different than the LGTF. She thanked the hard work done by the District and by Joseph Moriarty and hopes to utilize the survey to assist in designating projects and ranking those projects. This also ties into the ICIP, you want to make sure that these projects are in your ICIP and if the legislature calls for some of these projects, they also want to see that it is in the ICIP and the projects funded in 2019 are being completed. Expect a follow up if there are problems on your PFF forms. With that, Lesah will stand for any questions. Chairwoman asked if she had reached out to any local entities with the issues she mentioned on the applications. She said that yes, entities have been contacted. The list is still being organized and entities can expect more communication in the future if any more problems arise. Richard Hubler, City of Española, had a question about that last point. He had been conversing with Lesah in regard to a couple of Española PFFs but had not seen them on the list and asked what would be needed to get them there. Lesah said that this meeting took place a while back and those projects will be reviewed and if they're in line, and the district signs off on them, then they will be added to the list as will any other projects that were submitted after that meeting took place. Richard Hubler then asked the date of the next quarterly meeting and if there were any project submittal deadlines. Lesah responded saying that a specific date had not been set yet, but we are in communication with the district to set that and will let the members know. Because the rating and ranking process will be held in February, members will most likely only have one more opportunity to have their PFFs reviewed before being rating and ranking.

Javier Martinez, District 5, said that the intention of the quarterly meetings was to review PFFs in bulk to submit as a package for environmental review instead of one at a time. He said that you can submit them any time and they will be reviewed alongside other new

PFFs at the quarterly meeting. He stressed that it was key for the forms to be submitted prior to February. He said that PFFs are supposed to be submitted to the RTPO who will bring those PFFs in bulk to the District during the quarterly meetings. Vice Chairwoman had a question about the TAP. She asked if members can get any new projects into the TAP as soon as possible. She would like to submit an ADA walkway for the gorge bridge rest area. She had previously attempted to do that and had gotten the ADA plan and Title VI for the project only to find out she needed to get right-of-way from the Bureau of Land Management and the right-of-way of the state. Vice Chairwoman: In order for Taos County to submit a PFF for the ADA walkway, do we need to continue to proceed with BLM to get a right of way or is there another process that can coordinated with NMDOT? Javier said that they are working on a pedestrian route to get them from the rest area to to the US 64 where there is a sidewalk on the bridge. He said that the sidewalk on the bridge is only on the south side and that it does not meet ADA because it is not wide enough. Vice Chairwoman O'Donnell alerted the group of another suicide at the Gorge Bridge and asked about security presence in the area. Javier said that he could get the security's hours of operation to the Vice Chairwoman.

Keith Wilson, Los Alamos County, asked to clarify that Steve and Lesah will let the board know the submittal date of new PFFs. Lesah responded by saying that we will let the members know once the meeting date has been coordinated and set with the district. Lesah asked that Steve bring up the state project prioritization document. She said that if we do a good job at vetting the projects during the rating and ranking process it will better align with what the District and Planning gives as recommendations.

X. NMDOT Updates

- a) District 5: Javier Martinez, had a few project updates. One in Taos began a little slow but is now on track. The project in Los Alamos is set to finish up in winter. And the I-25 project in Santa Fe County is on track.
- b) Planning: Joseph Moriarty had a few announcements. The first, regarding the FFY 21-22 Planning Work Program has been finished and includes the work programs of all the Regional Work Programs for all of the RTPOs across the state and has been approved by the FHWA and FTA on October 18th. The NCNMEDD will receive a notice from NMDOT before October 1st to proceed with the new work program for the upcoming year. The second update is in regard to the NMDOT 2045 Plan update. NMDOT have started the second phase of the plan which focuses on scenario analysis, policy development and the establishment of a final plan document mid 2021. He suggested reviewing the stakeholder workshops as a guide, these presentations are available on nm2045plan.com under the documents tab and as part of the phase 2, consultant resources will become available as support for RTPOs across the state. It will be discussed during the RTPO roundtable coming up in September 17th.
- c) Tribal Liaison: Not present
- d) LTAP Board: Chairwoman Ladd has been attending the LTAP advisory committee and there are several training opportunities available this month. ABC's of

Employee Engagement will be held from September 29-30 9:00AM to 12:00PM and the ArcGIS training was wrapped up last week. She recommends going to the LTAP website if you are interested in any upcoming training opportunities.

XI. Member Input on Training and Presentations for NPRTPO

Chairwoman Ladd, Ohkay Owingeh, opened the floor. Lesah Sedillo brought up the upcoming transit rating and ranking, which is schedule for the following meeting (October 7th) (*has since been moved to the November meeting) and will take up a large portion of the meeting. Chairwoman Ladd recommended foregoing any presentation items during that meeting. Richard Hubler, City of Española, alerted the members that the meeting falls at the same time as the multi chapter APA conference. Chairwoman Ladd asked if there was any way for the Rating and Ranking to be postponed to a later date. The Tribal Transit Assistance Program has published, in the public registrar, two models for the new TTAP program. Chairwoman Ladd would be happy to send that information, there are two different models for how they wish to roll out the training for their two-year TTAP pilot project. It is open for comment. Lesah Sedillo asked Steve to confirm the APA conference date and he said October 14-16. Richard Hubler gave the correct date of the 5th through the 9th of October. Chairwoman Ladd asked if the October meeting can be moved to the 14th of October. The membership approved of the meeting date change.

XII. NPRTPO Planning/Program Manager Updates (announcements, next meetings)

NPRTPO Planner Report by Steve Fischer Prepared for Meeting on September 9th, 2020

*Reach out to Steve Fischer, NCNMEDD Transportation Planner, at stevef@ncnmedd.com for any of the items listed in this report

Conferences, Trainings & Webinars

- National Center for Rural Road Safety Virtual Summit 9/29- 10/1/2020:
<http://www.cvent.com/events/3rd-national-summit-on-rural-road-safety/event-summary-09277ba6f76249638deb546f4518b834.aspx>
- National Center for Rural Road Safety Trainings:
<https://ruralsafetycenter.org/news-events/calendar/>
- 10/5- 10/9, American Planning Association Joint Conference
- 9/30-10/1, Farmington: 3rd Annual New Mexico Outdoor Economics Conference; more information, including registration, available here:
<https://outdooreconomicsnm.com/>

Steve Fischer also displayed the NPRTPO 20-21 Training Plan. Chairwoman Ladd asked if the HSIP training was still scheduled and Lesah Sedillo said that she believed that postponing the training due to the Rating and Ranking Process taking place is for the best.

Lesah Sedillo reminded the members that the ICIP for tribal, city and county are due September 18th and that those certification and resolution forms are submitted to Carmen from NMFA. Lesah asked member to not forget to maintain your capital project monitoring system before the 30th of each month, especially as we draw closer to legislative session. She also wanted to let the members know that the New Mexico Infrastructure Finance Conference was postponed to October 23rd to the 25th. Also, in the LFC report it did highlight the transportation investments and that analysts should measure the possible economic and health impact mitigations of the problem in midst of the pandemic.

XIII. Adjourn

Chairwoman Ladd, Ohkay Owingeh, called on a motion to adjourn. Vice Chair O'Donnell, Taos County, made a motion to adjourn at 12:03PM. Brett Clavio, Santa Fe County, seconded the motion. All members voted in favor to adjourn.