**Meeting Minutes**

Northern Pueblos Regional Transportation Planning Organization (NPRTPO)

Regular Meeting hosted on October 14, 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 | Absent |
| Alison Gillette | City of Espanola | Alternate | Absent |
| Patrick Nicholson | Village of Taos Ski Village | Voting Member | Absent |
| 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 |
| Maggie Valdez | Village of Chama | Voting Member  | Present |
| 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 |
| 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 | Absent |
| Mary Lou Valerio | Pueblo of Santa Clara | Alternate | Present |
| Vernon Lujan  | Pueblo of Taos | Voting Member | Present |
| 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 | Present |
| Delilah Garcia | NCRTD | Alternate  | Absent |
|  |  |  |  |

**NCNMEDD/NPRTPO Staff**

Lesah Sedillo NCNMEDD – Community Development Director

Steve Fischer NCNMEDD- Transportation Planner

**NMDOT Staff**

Rosa Kozub NMDOT Government to Government Unit Supervisor

James Mexia NMDOT Technical Support Engineer

Javier Martinez NMDOT D-5 Assistant District Engineer

Ron Shutiva NMDOT Tribal Liaison

**Guests**

**I. Call Meeting to Order**

**II. Pledge of Allegiance**

**III. Welcome and Introductions/Public Comments:**

**IV. Approval of the Agenda:**

Chairwoman Ladd, Ohkay Owingeh, opened the floor to any comments. No comments were made so she called on a motion to approve. Keith Wilson, Los Alamos County, made the motion to approve. Vice Chairwoman O’Donnell, Taos County, seconded the motion. Chairwoman Ladd called on a roll call vote to approve.

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 |
| Village of Chama | Maggie Valdez | Yes |
| Pueblo of San Ildefonso | Lillian Garcia | Yes |
| Pueblo of Taos | Vernon Lujan |  |
| Pueblo of Nambe  | Marcus Lopez  | Yes |
| Picuris Pueblo  | Sylvia Armijo | Yes |
| Ohkay Owingeh  | Christy Ladd, Sybil Cota | Yes |
| Pueblo of Santa Clara  | Mary Lou Valerio  | Yes |
| NCRTD | Anthony Mortillaro  | Yes |

**V. Approval of the Minutes:** September 9, 2020 - Special Zoom Meeting

Chairwoman O’Donnell, Ohkay Owingeh, opened the floor for any comments on the meeting minutes. The Chairwoman requested that item 7 on page 5 “Vice Chair needs to be two separate words” and on page 6, second paragraph, and third sentence down should be Pueblo of Picuris, not Santa Clara and page 8, first paragraph, Steve Fischer, Transportation Planner, clarified that the state share for local projects is 95% and the local match, 5%. The next sentence, Chairwoman Ladd asked Steve to clarify that “She” is referring to Ms. Lesah Sedillo. Third paragraph Chairwoman Ladd asked to clarify who “we” is in the statement: “we are still accepting PFFs”. Steve answered saying that both NCNMEDD and the District are accepting PFFs until the next quarterly meeting between the planners, NMDOT and District 5. On page 9, under Joseph’s planner report, Chairwoman Ladd wanted Steve to put the “A” at the end of FHWA. That concluded the Chairwoman’s comments.

Vice Chairwoman O’Donnell asked Steve to lighten the green on the attendance page. James Mexia, D5, requested a correction on page 7 on the last paragraph. He requested that color coated be “coded”. Vice Chairwoman O’Donnell, Taos County, made a motion to approve the minutes as amended. Keith Wilson, Los Alamos County, seconded the motion. All members voted in favor.

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 |
| Village of Chama | Maggie Valdez | Yes |
| Pueblo of San Ildefonso | Lillian Garcia | Yes |
| Pueblo of Taos | Vernon Lujan |  |
| Pueblo of Nambe  | Marcus Lopez  | Yes |
| Picuris Pueblo  | Sylvia Armijo | Yes |
| Ohkay Owingeh  | Christy Ladd, Sybil Cota | Yes |
| Pueblo of Santa Clara  | Mary Lou Valerio  | Yes |
| NCRTD | Anthony Mortillaro  | Yes |

**VI. Discussion:** RTP Updates (review of completed sections of the plan and survey update)

Steve Fischer, Transportation Planner, went through the PDF outlining a summary of some of the survey responses that we received. Steve was wondering if there was a way to best implement this public input into project prioritization and the rating and ranking process and thought it would be a good idea to have that discussion. When the answers were downloaded into a PDF, the fill-in responses were included in an additional document. Steve asked if the members wanted to hear more about this document, no comments were made so he moved on to the next document. He also mentioned that the survey count went up to 193 from the previous meeting. He then showed the members the fill-in document which is great material broken down by county and then pulled up the county response document by county. He thanked Marcus Lopez for getting the word out to his community and then showed the break down by county. He then asked if there were any questions. Brett Clavio, Santa Fe County, said that he had seen a number of responses saying connect white rock with Santa Fe and if there were anymore about that? Is it by transit or by a bridge? Steve said that that is the pitfall with the fill-in questions, they’re not as specific as we want them to be many times and that he hasn’t gone over them enough to answer that fully. Brett said that he looked it over and it was quite interesting.

Moving on to the RTP, Steve Fischer showed the members the draft document with the sections completed in part 1. Maggie Valdez, Village of Chama, asked to have the older representatives of the Village of Chama to be removed. Chairwoman Ladd, Ohkay Owingeh, reminded Steve that the Transit Rating and Ranking will be held at the next meeting and that time may not be available to discuss the plan during the next meeting. Steve asked the members is they have any questions.

Ron Shutiva, NMDOT Tribal Liaison, asked that work can be done to align the state’s long-range plan with the regional plan. Vice Chairwoman O’Donnell asked Steve to define “road diet” on page 2. Steve responded by saying that a road diet is a way of implementing design measures to make the road more equitable and safer for a multitude of different users. He then gave some examples. Maggie Valdez, Village of Chama, said that they were in the process of getting their sidewalks completed and asked what the status of those projects were. Steve asked James if that project was on any of the lists. Steve said that Maggie can send him an email or give him a call and they can discuss it in greater detail. Vice Chairwoman O’Donnell asked Steve to be clearer about the section that described the survey responses on “why mobility matters”. Brett Clavio asked Steve is there was a way to map the survey responses on a GIS. Steve said that’s a great idea, to implement a map “pin” system that expands the survey responses by geographic location. Lesah Sedillo mentioned that NCNMEDD received funding from the legislative session for technology involving new computers and GIS software.

**VII. Action/Discussion:** Regional Goals and Priorities

Lesah Sedillo, NCNMEDD, explained that we will be presenting the Goals and Priority document from the previous 2015 plan and we will be making live edits. She explained that the 2015 planning process locked the RTPOs into a model and framework and that now we have a lot more flexibility in guiding the direction of the plan. Rosa Kozub, NMDOT, was also in attendance to assist in Joseph Moriarty’s stead.

Steve Fischer, Transportation Planner, began working through the goals from the 2015 plan beginning with “operate with transparency and accountability”. Various bits of language were deleted that were deemed outdated or were unclear to members or irrelevant to the current RTPO process including: “Maintaining an interagency coordination committee” and from the second goal “one-click transit”. Wording was refined for the first 3 goals and the RWG strategies. Strategies and priorities relating to improved aviation was taken out as well as strategies relating to public education, as this is not a primary role of the RTPO. The first three goals were addressed until Chairwoman Ladd suggested a special meeting be held to go over the goals and strategies in a more thoughtful and thorough way, and to better streamline the monthly meetings.

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

James Mexia, District 5, pulls up the Local Government Road Fund list to remind members to get their agreements sent in to District 5 ahead of the deadline. This list represents projects that have already been funded and that the entities just have to sign the executable co-op agreement. James is awaiting word from upper management on what signatures need to be made on the previously submitted PFF forms but about 90% appeared to be feasible. Keith Wilson, Los Alamos County, asked that a notification is sent to member entities when a call for new PFFs is made available. James Mexia responded by saying that we (district 5) are accepted PFFs at any time. They are reviewed quarterly where they are discussed and reviewed. Lesah Sedillo said that a final quarterly meeting must be held before the January rating and ranking meeting and reminded members that a ZIPPER meeting will be held in March but until then there is an open call for projects and members are encouraged to continue to submit PFFs.

**IX.** NMDOT Updates

1. District 5: James Mexia had no additional updates
2. Planning: Rosa Kozub, NMDOT Government to Government Unit Supervisor, gave an update regarding safety planning. NMDOT has an on-call consulting contract and there are still funds on that contract available for tribes and local public agencies to conduct a safety study/plan. Recently with those funds, a safety plan was conducted in Española. These funds are not a continued guarantee but to work with the planners and Joseph to write a proposal if you’re interested in conducting a study. The FAST act was extended to December of 2020 via a continued resolution which will keep all of the federal funding flowing. NMDOT is also working on a Pedestrian Safety Action Plan with a series of workshops coming up. One will be for transportation stakeholders (MPO and RTPO staff, and member entities) held on November 11th, 11am – 12PM. A public workshop for pedestrian safety with a tribal focus will be held on October 28th from 6-7PM. If you go to walksafenewmexico.com on the “about” tab you can see all of the information regarding upcoming workshops. A draft plan will hopefully be available sometime in the winter although there is not a specific timeline set for that. NMDOT will undertake a review of the non-metro consultation processes that we (NMDOT) have in place particularly in regard to STIP development and the long-range planning process. Rosa gave her email after the Vice Chair asked for it: rosa.kozub@state.nm.us. Vice Chairwoman O’Donnell had a question for James Mexia asking for a future presentation on the permitting process for parades and could there be follow up on the approved signage for the Carlos Cisneros Memorial Highway and that some constituents wanted additional signage on NM 522 going into B-OO7 and whether it’s necessary to do a PFF. James said that that's a question for the District 5 traffic section and that the contact is Bradley Fisher and he can give you details on the permitting process for the parade.
3. Tribal Liaison: Ron Shutiva, NMDOT Tribal Liaison, brought to attention that the supreme court has allowed to trump administration to end the census early. He urged entities to encourage participation in the census. According to the state tribal collaboration act there is an annual virtual state tribal leader summit on November 17th. When more information is made available he will send it to the members.
4. LTAP Board:

**X.** Member Input on Training and Presentations for NPRTPO

Brett Clavio, Santa Fe County, mentioned that he attended the outdoor economics conference and thought the conference was very valuable. He encouraged facilitating active transportation in the plan. Vice Chairwoman O’Donnell, Taos

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

**NPRTPO Planner Report by Steve Fischer**

**Prepared for Meeting on October 14, 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**

**October (new Items)**

* Vision Zero Cities- “Explores the design, policy and technology solutions bringing us closer to a world with zero traffic deaths or serious injuries on our streets, with a focus on accessibility and equity from **October 19th to the 23rd**” Hosted by Transportation Alternatives and general registration is $60
* (Free) Webinar: Restoring Abandoned Rail Lines for Passenger Service- Hosted by Depaul University (Chicago) on October 20, 2020. ““Travel” with us to San Rafael & Santa Monica, CA, Scituate, MA, Lynnwood, WA, Lakewood, CO and other places, and gain insight on restoration projects, including Florida’s Brightline.”
* The 2020 Rail~Volution Virtual Conference, **October 28-29**, will be a chance to connect and learn about best practices related to every aspect of building more livable communities with transit – from the role of new mobility options and technology to coordinated approaches to transit and multimodal corridors, from transit-oriented development policies and practices to community engagement and the future of leadership.

**Project Compliance Requirements and New Funding Opportunities**

* “NMDOT has on-call consultant resources for local safety plans.  These plans are focused on local roads and/or community-wide projects.  These funds recently funded a corridor safety study in Espanola and a community-wide safety study in Gallup.  These Transportation Safety plans could be a foundation for pursuing additional safety funding.     If interested, the first step is to discuss your idea with your RTPO and District Engineering staff to develop a potential proposal.    NMDOT requires a written letter proposal that provides a justification for why you are seeking funding for a Transportation Safety Plan.”
* \*As a reminder, if you anticipate applying for a federally eligible project you must be in compliance with the following: T/LPA ADA & Title VI:
* Here is a brief review of the documents required from the LPAs:
	+ Local Public Agencies (LPAs) with fewer than 50 employees:(including part-time employees but not elected officials)
		- ADA Policy
		- To see a sample ADA policy, go to:
		- <https://www.ada.gov/pcatoolkit/chap2toolkit.htm>
		- Title VI Policy
		- To access NMDOT’s Title VI Boilerplate, go to:
		- <http://dot.state.nm.us/content/dam/nmdot/OEOP/Title_VI_Boilerplate_LGA.pdf>
		- Letter certifying the LPA has fewer than 50 employees. This letter should include the names and positions of their current employees.
	+ Local Public Agencies (LPAs) with 50 or more employees:
		- Title VI Policy
		- To access NMDOT’s Title VI Boilerplate, go to NMDOT’s website.
		- ADA Transition Plan. The ADA Transition must include the following:
			* Official responsible for implementation of the Transition Plan;
			* Identification of physical barriers in the public entity’s facilities that limit the accessibility of its programs or activities to individuals with disabilities;
			* Detailed description of the methods that will be used to make the facilities accessible;
			* Schedule for taking the steps necessary to upgrade access to meet ADA and Section 504 requirements;
			* Description of public involvement in development of ADA Transition Plan;
			* ADA Policy Statement
			* Identification of ADA Coordinator including contact information; and
			* Clear Complaint/Grievance Process to receive and address complaints or grievances from the public.

Lesah Sedillo, NCNMEDD, thanked Rosa for attending on Joe’s behalf. She had a question for the on-call consultant on whether or not there is a minimum or maximum for how much funds can be requested. Rosa Kozub, NMDOT, did not remember the exact amount. She recommends putting your proposal forth and NMDOT can work on a cost estimate. She reminded members to do a good job on their ICIPs.

**XII.**  Adjourn

Vice Chairwoman O’Donnell, Taos County, made a motion to adjourn at 12:14PM. Anthony Mortillaro seconded the motion. All members voted in favor.