



a program of

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

# Northwest Regional Transportation Planning Organization (NWRTPO)

## RTPO Joint Technical & Policy Committee Meeting

Wednesday, December 9

10:00 am

Ramah Navajo Chapter

434 BIA Rt. 125, Pine Hill, NM (4 mi. south from NM53 intersection)

In the event of COVID-19 pandemic restriction extensions the meeting will revert to virtual

## AGENDA

### ROUTINE ITEMS:

Item #	Item	Presenter
I.	Call to Order and Introductions	Dave Deutsawe, Chairman
II.	Action: Agenda	Robert Kuipers, Program Manager
III.	Action: Minutes	Robert Kuipers

### ACTION ITEMS:

Item #	Item	Presenter
IV.	Action: RTPO members will evaluatively rank 5310 & 5311 Public Transportation provider funding application presentations for FY22 at this meeting.	Regional Public Transportation Providers / Robert Kuipers
V.	Action: Annual Review & Authorization of Governing Documents – Open Mtng.s Act Resolution, Title VI Plan (optional), Public Participation Plan (optional), Bylaws (optional), member roster update and appointment forms	Robert Kuipers / Dave Deutsawe - Chairman

### DISCUSSION/PRESENTATION ITEMS:

*Please Provide Presentations for inclusion in minutes*

Item #	Topic	Presenter
VI.	Review & Discuss: Report results of FY20 annual RTPO member survey	Robert Kuipers
VII.	Regional Transportation Plan 2020 Update Report	Robert Kuipers
VIII.	Update: Annual Performance & Expenditure Report	Robert Kuipers

### REPORTS: (10-minute limit)

*Please submit Written Reports for inclusion in minutes*

RTPO Program Reports ( <i>none this meeting due to time constraints</i> )	Robert Kuipers, Program Manager
Local Member Reports ( <i>significant news only</i> )	By Entity
New Mexico Department of Transportation Reports ( <i>significant news only</i> )	RTPO Liaison (Neala Krueger) Tribal Liaison (Ron Shutiva) District 5 (James Mexia, Stephanie Medina) District 6 (JoAnn Garcia; Bill Santiago)

### NEW BUSINESS/OPEN FLOOR: MEMBERS & GUESTS (5-minute limit)

**ANNOUNCEMENTS & NEXT MEETING:** Wednesday, January 13, 2021 – Cibola Convention Center, 515 High Street, Grants, NM

### ADJOURNMENT

**NWRTPO | Northwest Regional Transportation Planning Organization**

Joint Policy &amp; Technical Committee

**NWRTPO Meeting Minutes**

Wednesday October 14, 2020

10:00 a.m. – 11:30 a.m.

Virtual meeting executed via conference call

Due to COVID-19 Pandemic

**ATTENDANCE:**

<b>Local &amp; Tribal Governments</b>	
<b>Entity</b>	<b>Representative(s)</b>
Pueblo of Acoma	Dave Deutsawe (Chair), Raymond Concho
Pueblo of Laguna	absent
Pueblo of Zuni	Royce Gchachu, Roxann Hughte - excused
Navajo Nation	Larry Joe ( <i>Northern &amp; Eastern Agencies</i> )
Ramah Navajo	Shane Lewis
City of Grants	Don Jaramillo (Vice-Chair)
City of Gallup	absent
Village of Milan	absent
Cibola County	Judy Horacek
McKinley County	Rodney Skersick
San Juan County	absent
Farmington Metropolitan Planning Organization (MPO) – Ex-officio	Not in attendance

<b>New Mexico Department of Transportation (NMDOT)</b>	
<b>Entity</b>	<b>Representative(s)</b>
RTPO Liaison	Neala Krueger
District 5	Stephanie Medina - present, James Mexia - absent
District 6	JoAnn Garcia, Bill Santiago
Tribal Liaison	Ron Shutiva
Other NMDOT Staff / Guests	none

<b>Regional Transportation Planning Organization</b>	
<b>Entity</b>	<b>Representative(s)</b>
Northwest NM Council of Governments	Robert Kuipers

**Tally Sheet – Attendance & Quorum**

<b>Total Full Attendance:</b>	<b>Member Entities:</b>	<b>NMDOT</b>	<b>RTPO</b>	<b>Guests</b>	<b>Full Attendance Norm:</b>	
	<b>12</b>	Normally 4-5: DOT Liaison, Tribal Liaison, District 5 & 6 Representatives	<b>1</b>	<b>varies</b>	<b>17</b>	
<b>Attendance – this meeting:</b>	<b>Member Attendance:</b>	<b>NMDOT Attendance:</b>	<b>Staff:</b>	<b>Guests:</b>	<b>Attendance % this meeting:</b>	<b>TOTAL:</b>
	<b>7</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>75%</b>	<b>13</b>

## ROUTINE ITEMS:

Item #	Item
I.	<b>Call to Order and Introductions.</b> The meeting was called to order at 10:15 am, Bob Kuipers welcomed those in attendance, and proceeded with introductions and approval of agenda and minutes. The meeting was conducted via conference call, due to the COVID-19 pandemic.
II.	<b>Agenda.</b> RTPO Program Manager provided an overview of the day's agenda topics.  <b>ACTION:</b> Don Jaramillo (Grants) motioned and Dave Deutsawe (Acoma) seconded adoption of the agenda. All in favor – motion carried.
III.	<b>Minutes (September 9, 2020).</b> Chairman provided time for review of minutes and no comments or revisions were made.  <b>ACTION:</b> Judy Horacek (Cibola) motioned and Shane Lewis (Ramah Navajo) seconded adoption of the minutes. All in favor – motion carried.

## ACTION ITEMS:

Item #	Item	Presenter
IV.	Approve & Authorize 2020 Regional Transportation Plan update. Voting action to approve and authorize withheld until November meeting or thereafter as 2020 updates are not finalized yet.	Robert Kuipers, Program Manager
<b>BACKGROUND</b>		
<ul style="list-style-type: none"> <li><b>Why?</b> The NWRTPO makes minor updates to its Regional Transportation Plan every year; but every 5 years the NWRTPO undertakes a more major update to its RTP in sync. with NMDOT's LRTP update.</li> <li><b>Purpose.</b> This year the NWRTPO will undertake a more significant update to our Regional Transportation Plan, and try to some extent to coordinate / synchronize our priorities with those represented within the NM-LRTP update that have appeal or utility within our region.</li> <li><b>Discussion/Finalization.</b> Members will be provided 1) a concise summary and 2) a more detailed summary outlining the process and schedule for our RTP update.</li> </ul>		
<b>CURRENT WORK</b>		
<ul style="list-style-type: none"> <li>Members have been encouraged to familiarize with our Regional Transportation Plan on the NWNM Council of Governments website, and consider what interests their respective regional govt. jurisdiction may have for inclusion in our more significant RTP update this year. If the RTP update is complete at this meeting members will vote to approve and authorize the NWRTPO 2020 RTP update.</li> </ul>		
<b>ANTICIPATED WORK</b>		
<ul style="list-style-type: none"> <li>Members will be asked to consider and contribute toward updating our RTP this year to insure that their respective interests are represented in the final document – anticipating completion in September or October, 2020; or thereafter if the process takes longer.</li> <li>Members will be <b>particularly asked to update their govt. jurisdiction's priorities</b> for <u>Appendix 2 – Public Outreach Report</u>, which cites forthcoming priorities for both our region (p.85) and our respective NWRTPO Member Governments pp. 86 – 103. It will be important for our respective members to <b>execute update recommendations for this section within specified timelines</b>; those who do not respond will be left out. These new priorities can reflect both current RTIPR project priorities, as well as new prioritized directions or interests that participating member governments wish to pursue for multi-modal transportation maintenance or development.</li> </ul>		
<b>ATTACHMENTS</b>		
<ul style="list-style-type: none"> <li>Quick Summary – FFY2020 NWRTPO Regional Transportation Plan Update.</li> <li>General Schedule for NWRTPO Regional Transportation Plan Update.</li> <li>Member survey for the RTP update</li> </ul>		

BUDGET IMPACT	
<ul style="list-style-type: none"> <li>None</li> </ul>	
ACTION ITEM	
<ul style="list-style-type: none"> <li>No action this meeting as the RTP update is not yet complete. Staff will continue to build the 2020 RTP update based on new information compiled thru research and finalize for member voting to approve and authorize in November or thereafter, depending on a) how long our update takes, and b) our efforts to synchronize with the 2020 NMDOT Long Range Transportation Plan update, which is still ongoing.</li> </ul>	

**Discussion:** Some RTPO members have contributed along with some of our regional stakeholders for the 2020 update by this time. Some of our members mentioned that they are also updating their respective local governments long range plans at this time and may wish to contribute ideas from their respective plans going forward. Staff indicated that there is no deadline for the 2020 update, as the NMDOT major update to the statewide LRTP is still in process, and we wish to align ours with the state's priorities going forward, so input from RTPO members and the public is still encouraged as staff continue to build updates before finalizing the 2020 RTP update for member approval and authorization at a future RTPO meeting.

#### DISCUSSION/PRESENTATION ITEMS:

Item #	Item	Presenter
V.	Review & Discuss: Project Feasibility Forms Due (RTIPR Revision)	Robert Kuipers, Program Manager
BACKGROUND		
<ul style="list-style-type: none"> <li><b>Why?</b> Every two years (biennial basis) the NWRTPO engages a Call for Projects process to invite new projects into the NWRTPO RTIPR for our local municipal, tribal and county member governments. This process engages a series of document forms and meetings to assure that proposed new projects are both local / regional priorities and qualify for state and federal funding.</li> <li><b>Purpose.</b> To engage the NWRTPO members in discussion on progress with Project Feasibility Forms to qualify new projects for inclusion in the FFY2021 RTIPR Revision for the NWRTPO.</li> <li><b>Discussion/Finalization.</b> <b>There will not be a formal Call for Projects in FFY2020:</b> the NWRTPO will simply update the RTIPR Revision with PFF's for new projects or phases due at our October 14 meeting.</li> </ul>		
CURRENT WORK		
<ul style="list-style-type: none"> <li>RTPO members will discuss the <b>RTIPR revision process and timeline</b>. At this time staff will cover progress with updating the RTIPR by removing projects or project phases that have already been funded, and <b>adding new projects or phases via PFF's</b>. The NWRTPO will not undertake the entire process recommended in the Call for projects, and simply add projects to the RTIPR via PFF's – <b>since funding is not anticipated until FFY2021</b>.</li> </ul>		
ANTICIPATED WORK		
<ul style="list-style-type: none"> <li>RTPO members will discuss progress with eliminating funded projects or phases in the current RTIPR, and inserting new projects or phases via PFF's for the FFY2020 – FFY2021 NWRTPO RTIPR revision – <b>due at this meeting</b>.</li> </ul>		
ATTACHMENTS		
<ul style="list-style-type: none"> <li>RTIPR Revision Timeline</li> <li>PFF form – fillable</li> </ul>		
BUDGET IMPACT		
<ul style="list-style-type: none"> <li>None.</li> </ul>		
ACTION ITEM		
<ul style="list-style-type: none"> <li>No formal (vote) action however members will <b>recommend projects or phases that have been funded for removal</b>, and b) <b>submit PFF's for new projects or phases which are due at/by this meeting</b>.</li> </ul>		

**Discussion:** To date RTPO staff have only received PFFs from Cibola County, Grants, Milan, McKinley County and Gallup. Navajo Nation PFF's are in progress and have been granted more time based on discussion with RTPO staff. No further discussion with RTPO members.

Item #	Topic	Presenter
VI.	Presentation: Annual Member Survey	Robert Kuipers
<b>BACKGROUND</b>		
<ul style="list-style-type: none"> <li>Why? On an annual basis the NWRTPO conducts a survey to gauge the quality of program services and consider new priorities going forward</li> <li>Purpose. Staff seek to refine and improve RTPO management for local government transportation services and infrastructure development along with supporting cross-jurisdictional collaboration in the NWRTPO three county / four tribe region</li> <li>Discussion/Finalization. Members will be provided the survey via hard copy and email</li> </ul>		
<b>CURRENT WORK</b>		
<ul style="list-style-type: none"> <li>Provide survey options so members can complete and submit no later than 10/14/20</li> </ul>		
<b>ANTICIPATED WORK</b>		
<ul style="list-style-type: none"> <li>Staff will summarize survey results and provide feedback to members and DOT staff in October</li> </ul>		
<b>ATTACHMENTS</b>		
<ul style="list-style-type: none"> <li>FFY2020 Member Survey Form</li> </ul>		
<b>BUDGET IMPACT</b>		
<ul style="list-style-type: none"> <li>None.</li> </ul>		
<b>ACTION ITEM</b>		
<ul style="list-style-type: none"> <li>N/A. Based on member feedback, staff will consider and develop recommendations for FFY2021</li> </ul>		

Members were asked to complete the FFY2020 member survey by our October meeting; to date no surveys have come in. Staff will send out the annual member survey again, requesting members to complete and send it in at their earliest convenience. Staff chose not to put this out on Survey Monkey, as it's a relatively simple survey, as compared to our recent Regional Transportation Plan update survey (which most of our members have responded to on Survey Monkey). Staff are again asking our members to complete the survey in the near future at their convenience as their respective work schedules permit.

Item #	Topic	Presenter
VII.	Member Reports on Local Leader RTPO 2020 Virtual Orientation Presentation	Robert Kuipers
<b>BACKGROUND</b>		
<ul style="list-style-type: none"> <li>Why? At least every three (3) years the NWRTPO executes an orientation presentation for the purpose, function and service of the RTPO for transportation infrastructure and services development and maintenance for our three county region, on behalf of local elected leaders.</li> <li>Purpose. To assure that elected leaders – County and City Managers / Mayors, Commission or Council members, and elected Tribal leaders – especially new leaders, are oriented to the purpose and service of the NWRTPO for transportation development and maintenance in our region.</li> <li>Discussion/Finalization. RTPO members to report on execution of the virtual orientation presentation</li> </ul>		
<b>CURRENT WORK</b>		
<ul style="list-style-type: none"> <li>The virtual orientation was distributed to our RTPO members on June 23 - 2020, to commence the provision of this presentation to their respective municipal, county or tribal leaders.</li> </ul>		
<b>ANTICIPATED WORK</b>		
<ul style="list-style-type: none"> <li>RTPO staff have developed a tracking instrument to document which elected leaders have viewed the NWRTPO orientation from each of our member governments participating in the NWRTPO. Members will be requested to report on which of their leaders have viewed the orientation to date, as well as completing the Orientation Tracking Instrument for our documentation.</li> </ul>		
<b>ATTACHMENTS</b>		
<ul style="list-style-type: none"> <li>Orientation Tracking Instrument</li> </ul>		

BUDGET IMPACT	
<ul style="list-style-type: none"> <li>None</li> </ul>	
ACTION ITEM	
<ul style="list-style-type: none"> <li>Members will report and complete the tracking instrument regarding the provision of the NWRTPO Orientation presentation to their respective leaders.</li> </ul>	

**Discussion:** The Virtual Orientation was initially distributed to members on June 23, to be provided to local County, Municipal and Tribal Leaders including Mayors, Managers, Tribal Presidents, and Council or Commission members. Staff developed a Local Leader RTPO Orientation Tracking instrument provided to RTPO members as well to help them track and report back completion of the orientation to their respective leaders. **If any of our members missed the Virtual orientation and/or the tracking instrument provided via email, contact Robert Kuipers to send these your way again – 505/722-4327 or [rkuipers@nwnmcog.org](mailto:rkuipers@nwnmcog.org).**

Item #	Topic	Presenter
VIII.	Reports, Updates & Announcements	Robert Kuipers
BACKGROUND		
<ul style="list-style-type: none"> <li><b>Why?</b> Update RTPO members on news, training, funding, and other items of special interest</li> <li><b>Purpose.</b> Keep RTPO members up to date on critical information from NWRTPO and NMDOT sources</li> </ul>		
Informational Items		
<b>Regional News &amp; Updates</b> <ul style="list-style-type: none"> <li>Regional Work Program Status Report</li> <li>RTPO Report</li> <li>Member Reports</li> </ul>		
<b>Member Special Reports:</b> <ul style="list-style-type: none"> <li>None submitted prior to the meeting</li> </ul>		
<b>NMDOT Reports:</b> <ul style="list-style-type: none"> <li>G to G Liaison: Neala Krueger</li> <li>Tribal Liaison: Ron Shutiva</li> <li>District 6: JoAnn Garcia &amp; staff; District 5: James Mexia, Stephanie Medina</li> </ul>		
<b>News, Training &amp; Funding Opportunities:</b> <ul style="list-style-type: none"> <li><u>FHWA Planning, Environment &amp; Realty Reports</u>: 9/3, 9/11, 9/21 and 10/1</li> <li><u>NMDOT Govt. to Govt. Update</u>: 9/11 and 10/1</li> <li><u>AASHTO Publications</u>: none this past month (!)</li> <li><u>NMDOT / UNM-LTAP</u>: Provides a very robust collection of training opportunities – staff forward news to members as it comes out from this source – reference at <a href="http://ltap.unm.edu">ltap.unm.edu</a> – <u>Online courses notice</u> forwarded to members as LTAP emails come in</li> <li>National Strategic Freight Plan webinar: 9/3</li> <li>Tribal Transportation Planning: 9/11</li> <li>Intelligent Transportation Systems Update: 9/11</li> <li>Every Day Counts Innovation Exchange webinar: 9/16</li> <li>Rt. 66 Grant Opportunities: 9/16</li> <li>Chee Dodge Road Safety Audit report: 9/16</li> <li>USDOT Hydraulics Analysis: 9/21</li> <li>FHWA Tribal Transportation Program: 9/24</li> <li>Federal Grants Advisory: 9/30</li> <li>FHWA Center for Local Aid Newsletter: 10/1</li> <li><u>Title VI Training</u> is available to MPO's and RTPO's from Lisa Neie – Civil Rights Manager for FHWA New Mexico. These trainings can be customized to address member concerns and issues for their regions, if provided to her in advance. Based on training length, we could provide it at one of our meetings.</li> </ul>		

Members please note: none of these documents will be included in the full meeting package due to the physical size and the electronic megabyte size going forward – all of the cited documents have already been emailed in advance of the RTPO monthly meeting to our NWRTPO members. Some of the citations are ongoing from month to month regarding ongoing training or funding opportunities.

Mr. Kuipers provided Staff work-hours and expenditures report for September along with the October staff monthly report.

Local Member Reports ( <i>significant news only</i> )	By Entity
---	-----------

**New news in bold**

**Pueblo of Acoma**

- Pueblo concluded project development on March 17 related to the COVID-19 pandemic; resumed project development on May 17. Pueblo of Acoma remained closed thru June 2; contractors are now two months behind due to COVID-19 pandemic.
- CMGC2 – 1: Construction of new office for Transportation and other Departments is underway – anticipate completion by August 28, 2020.
- CMGC2-2 SP130 Veterans Blvd. – Project is complete.
- CMGC2- 3 Baseball Fields – Design is complete; waiting on prairie dog removal before Notice to Proceed is approved and issued. **Baseball Fields improvement is now in progress (October).**
- CMGC2 – 4 Projects: (*request for proposals for this new bundle of projects was published 2/10/19*)
- FEMA 4352 Large Projects (39) – 38 projects have been completed; work began in the southern regions of the Pueblo, just a few more to go. **FEMA projects are anticipated to be completed by the end of October (104 projects!)**
- The Pueblo is continuing on the update to their Long-Range Transportation Plan; WH Pacific will do traffic analysis counts to contribute to the Pueblo's LRTP. To mitigate COVID 19 delays, the Pueblo has developed a survey for public input **which is also available on Survey Monkey**; beyond this public involvement will be postponed till a later date. The completion date has now been moved to December, 2020. **The Pueblo is also updating their Transportation Safety Plan at this time.** Public involvement meetings are postponed due to COVID-19, which will delay completion dates for these plans.
- FEMA 4352: Small Projects: Recovery work has begun; the POA Public Works / Utility Authority was awarded the small projects (65) at \$2.2 million capital investment. 45 projects have been completed; 22 projects remain. The work was scheduled for completion by March 2020 but due to COVID-19 the completion date is pending a re-start, at which time a new completion date will be established.
- Capital Outlay: The Pueblo has proposed a restart date of May 18 to resume work.
- Mainstreet Project: The Pueblo will add several projects to the CMGC suite to include projects for housing and economic development. Preparing amendments to conduct engineering studies, land surveys, geotechnical studies, drainage analysis, right of way surveys and proforma.

**Pueblo of Zuni – absent this meeting**

- The Pueblo is under lock down with little administrative activity due to COVID-19 pandemic; the Pueblo has extended re-opening until sometime in the future, depending on how long COVID-19 persists. **The Zuni Tribe partially opened on Oct. 13, 2020 at 50% capacity. Still exercising the CDC safety requirements in the workplace. Visitations only thru appointments.**
- Royce is now also the Airport Manager. Receipt of FAA grant agreement for developing an Airport Master Plan for the Andrew Othole Memorial (AOM) Airport. The master plan will be developed by the Pueblo's airport consultant – Armstrong Consultant's, Inc.
- The Pueblo continues to update its long-range transportation plan. The plan is now in final draft form and being put out on the Pueblo website and Facebook for public comment. **The draft plan is awaiting recommendations for next steps on how to present to the public.**
- The pedestrian trail project plan is now 100% complete – will move forward for FHWA approval.**
- On-call A/E consultants are working on designs for Ruins Road, North/South Sandy Springs Road, Harker Circle, the intersection of Ojo Caliente/Pia Mesa and pedestrian trails. **Ruins Road is now at 95% completion.**
- Ongoing road maintenance around the Pueblo. This includes crews addressing mowing, culvert repairs, blading gravel or dirt roads, asphalt pothole repairs and vegetation control.
- Virtual Presentation meeting with NMDOT and WHPacific on the NM53 Drainage project being designed by by WHPacific to make improvements from MP15.5 to 19, due to undersized culvert pipes and overtopping of flood waters on NM53 (also Zuni Mainstreet). First meeting was held on October 7.**
- There are demolition projects in the Pueblo for the Lemon Tree/Zuni Laundromat building and the old Zuni Water Dept. building.
- The Pueblo is undertaking construction of an RV Park.
- The Pueblo has worked with Ashiwi Transit and Gallup Express to extend transit service to the Ramah Navajo area.
- The Pueblo has engaged contractual on call engineering services for future transportation development.

- The Ashiwi transit system received a national award at the 2019 National RTAP (*Rural Transportation Assistance Program*) conference.
- **Ashiwi Transit will resume when all safety precautionary measures have been installed on the transit vehicles. Local and Gallup services will resume on a limited basis, but only on demand or appointments. Extension to Ramah / Pinehill is temporarily on hold until further notice around COVID-19 concerns.**

#### McKinley County

- **The County has completed their funded projects for 2019 and is now getting started on projects funded for 2020.**
- The County is finishing their Local Government Road Fund projects including the Thoreau Town Site project at \$776K for cold mix overlay, for which the County has rented a milling machine. Certifications are complete for all LGRF projects and the County is requesting an extension till Spring – 2020 to complete maintenance construction which will include paving for CR-1 in Mentmore. Brasier Asphalt Co. has completed contract work on Thoreau Townsite roads. The County is waiting to complete this project by fog sealing the roads with the last of this funding.
- Brasier Asphalt Co. has completed contract work on CR1 – Mentmore.
- The County has almost completed chip-sealing CR-1 – Defiance Draw – will complete within the next week with fog-sealing remaining.
- Purchase orders for chips (sealing) for Pillowcrest Road have been obtained. Working on getting a list of culverts needed for Bowman Road. Work to progress as weather permits.
- TIF: \$1.2 million awarded for 10 miles of Deer Springs Road improvement – project on hold until Spring of 2020 for Mexican Springs Chapter. NDOT is contributing Fuel Excise Tax funding. Funding will allow drainage improvements, five miles of gravel base improvement and three miles of chip-seal.
- TIF: \$1.3 million awarded for 18 miles of CR19 gravel and chip-seal road improvement – multiple Eastern Navajo Chapters; collaborating with NDOT for road repairs and renovation. NDOT is contributing Fuel Excise Tax funding. Project has commenced, but completion anticipated until this coming summer around weather issues.
- The County will contract out their LGTPF project for Manuelito Canyon bridge replacement and road improvements.
- The County will benefit with \$23 million for improvements to the Carbon Coal Road intersection in Gamerco with US491, which leads to the developing Energy Logistics Park (and potential Inland Port).
- **The County has finished chip sealing Pine Haven road; will use remaining funds to finish improvements on Allison road.**
- **Ongoing county-wide maintenance including blading, patching potholes, cleaning culverts, repairing bridges / guardrails, etc.**

#### Gallup – absent this meeting

- NOO's have been processed for the Gallup Mainstreet Project – construction anticipated to commence July 1. Coal Avenue Commons project commenced ground breaking on May 13.
- Nizhoni and W. Aztec improvements are currently in design.
- Coal Avenue Commons both MAP and Legislative Agreements have been executed by the State. The City is working with Wilson & Co. and NMDOT District 6 on the final PS&E. City Council approved Wilson & Co.'s professional engineering proposal for construction management. The Mainstreet grant resolution was approved by City Council for this project.
- The East Nizhoni Blvd. Reconstruction project was awarded LGTPF funding – the contract with NMDOT was executed by the City and the State, with the electronic copy received; awaiting the original signature.
- W. Aztec drainage legislative grant has been executed and engineering services have been awarded to begin design; notice of obligation has been submitted and approved by the state. Design in progress at this time.
- **Local Govt. Road Fund projects and funding are on the agenda this month for approval.**

#### Milan – absent this meeting

No report yet for this meeting – as the village has a brand new manager who is also the new primary representative to the NWRTPO by the name of Sarah Austin, who needs more time to learn where the village is with regard to transportation priorities.

### Ramah

- **Ramah Navajo has three (3) positions in transportation management open for any interested applicants.**
- **COVID 19 curfews were extended thru October.**
- Acting executive director for Ramah Navajo Chapter's 638 Grants & Contract Programs issued a memorandum for employees to return back to work and follow CDC guidelines within each Chapter program RNDOT is back in operation and continues to maintain roadways.
- **BIA Projects Update:**
  - BIA 125 mp 18 – 24.6 – received approved design exception report for this project from FHWA and will move to finalize the project. BIA 125 MP 0 – 4.4 received approval from NNHPO on the updated Cultural Report document and Categorical Exclusion. Awaiting ROW documents for BIA 195 in Ramah Band Land to RN Realty Office. BIA 113 and 145 received final report and will review final documents with tribal officials
  - BIA 195: submitted ROW documents to RN Realty Office
  - BIA 145 and BIA 113: Received draft report for BIA 145 and BIA 113.
- **RNDOT Transportation Technician is vacant and will advertise for the position.**
- **Submitted grant applications for the NOFO on Tribal Transportation Program Safety Funds.**
- **BIA 125 striping project is complete.**
- NMDOT LGRF received all certifications and submitted a letter of disbursement. Awaiting on contractor to return signed Notice of Award for BIA 125 striping project.
- Cancelled Transportation Committee Meetings until COVID-19 Restrictions are lifted.
- Submitted road signs replacement maintenance project for 2021 LGRF cycle.
- NMDOT LGRF received some certifications and will coordinate with Utility providers. Received ROW certification and submitted letter requesting disbursement.
- Assisting with RN Community Development Department for the Navajo Nation Rural Addressing Project.
- Ongoing general maintenance for area roads, cattle guards and signage, blading and shaping, potholes and base course patching (incl. school bus routes). Cleaning and replacing roadway signs. Field fence repairs, post replacements and gate repairs.

### Cibola County

- **Cibola County is looking for a new Road Superintendent as Gary Porter retired; candidates should preferably have education and experience in transportation engineering.**
- **The County is doing "blade and shape" maintenance on 84.7 miles of 14 County Roads; and a variety of other maintenance (cattle guards / culverts / sign repair / tree trimming & weed control / mowing / pot-hole patching / and minor road repairs) for 24 county roads.**
- ZMTP RTP trail project is funded for FFY2020 construction – working with McKinley County for trails development beginning with the Quartz Hill Trail Head. Construction will likely not proceed until FFY2021 Spring & Summer for the Cibola portion of the Zuni Mountain Recreational Trails.
- CR-18B and CR1 road / bridge projects are current priorities. CR-18B awarded LGTPF funding – LGTPF contract is complete and submitted.
- Coop projects will begin soon.
- Ongoing County wide maintenance for County and Forest Roads.

### Grants

- **The City recently had a ribbon cutting ceremony for the pedestrian bridge on 2<sup>nd</sup> Street.**
- Riverwalk trail: Design at 100% from WHPacific, Project is on hold for the time being.
- First Street phase 2 – Adams to Roosevelt: design at 100%; added a pond and lift station on Geis Street for drainage; allotted \$1.8 million from 2019 state legislature for final phase 3 from Washington to Roosevelt. Final PS&E is scheduled for this August and project letting is scheduled for September. Total project stands at \$6.2 million.
- 2<sup>nd</sup> street bridge out to bid for construction to commence in July – delay due to COVID-19 pandemic.
- Washington bridge replacement over 2<sup>nd</sup> Street through LGTPF funding will include a walking opportunity for High School students; project construction is underway – commenced in June.
- Lobo Canyon and Roosevelt intersection improvements are underway

### Pueblo of Laguna (absent this meeting)

- **The Pueblo remains closed to the public, and administration is closed until the COVID-19 Pandemic resides.**
- The Pueblo is pursuing an FHWA grant to develop a Pueblo-wide (all Villages / roads) Safety Plan and will be seeking data sources identifying various crash incidents, and high crash incident locations; may need assistance from the RTPD or DOT with analyzing crash data. The Pueblo has a number of State Routes, where high speeds impact upon more fatal crashes.
- **NM 124 Trail- Encinal Road to St. Rd. 279, a bike/ped path:** The Construction Management services firm selected is Bohannon Huston Inc. Construction NTP was issued in January. Construction is at 17% complete. Desert Fox Paving has cleared and grubbed the first half of the trail and working on subgrade. Completion date is set for September per approved construction schedule.
- **L26 Rainfall Road from Cubero Wash to Seama bridge M108:** Construction has been completed, including a bike & ped. trail.
- **M137 bridge at Laguna Subdivision:** Construction complete and project in close out with BIA.
- **Mill, Overlay, Striping & Enhancement Projects:** Construction is complete for L503 – Veterans Memorial Road, L200 Postal Road and L245 Raindrop Road; Pueblo is closing out these projects at this time.
- **LGRF / BIA Road Maintenance Striping Projects:** Phase 2 & 3: Phase 2 – working on ITS certs. for L500 Mountain Ash Loop and Central Park roads. Phase 3 – working on NMDOT certs for L540 – Veterans Memorial Road and L200 Elizabeth Bender Road. Construction to commence this summer for both phases.
- **NM 124 Roundabout:** The repairs to the roundabout are being coordinated by NMDOT, no start date has been determined.
- **L24 Rainfall Road:** design changed to two phases, Ph-1 Road & Trail and Ph-2 Conc Box Underpass, design is in progress and construction funded for \$1.9 million from the LGTPF fund!
- **L26 Deer Dancer Road:** at 95% design, working on ROW amendments and E.A.
- **L243 Acorn Road design:** completed 100% design and PS&E review from the BIA. Construction pending funding.
- **M154 Pagueate Wash Bridge:** PER In progress – draft report has been submitted to the Pueblo and BIA.
- **M108 San Jose River Bridge-Seama:** PS&E complete and ROW amendments approved; pending items include EA, FONSI and NOI.
- **L248 Bluejay Road and L248 Blue Star Loop:** RFP published, proposals received, reviewed and awarded. A kick off meeting will be held in March.
- **Pueblo's Safety Plan:** Phase 1 is complete and the Pueblo is intending to apply for additional planning funds to continue plan development.
- **NMDOT I-40 Safety Project:** The Pueblo met with NMDOT on March 3. Design is at 90%; NMDOT hopes to let the project this summer.

#### Navajo Nation – Northern Agency

- Larry Joe requests COG RTPD Manager to help him include US491 RSA recommendations Naschitti to Newcomb as proposed projects in our 2020 RTIPR revision.
- **Navajo DOT is commencing their Long Range Transportation Plan for 2021**
- **Navajo DOT is still looking for someone to fill an administrative position for Eastern Navajo**
- **Karen Bedonie has been re-assigned and Larry anticipates a new Planning Director**
- Shiprock High School Safety corridor project is earmarked for **2023 NMDOT STIP** for three land road widening construction. Will remain on RTIP.
- TseDaaKaan Chapter (Hogback) N5031/Hwy 64 Safety intersection improvement is earmarked for 2021 NMDOT STIP for construction. Final review with local residents. Take off the list, when project is completed.
- **N36/Hwy 371 intersection improvement(Upperfruitland Chapter)-** This project was funded through NM State Capital Outlay. The project is led by San Juan County, NM. The Design layout of the intersection was completed by Wilson & Company. *NMDOT and Navajo Nation finalizing the MOU, which will allow for the State beginning working on construction of the project. Project need of additional funding to complete the project. Project will on RTIP.*
- **Local Government Road Fund 2019-** Project funded to work on preliminary studies at Littlewater community of Sanostee Chapter. Completed SAS 164 Review, the Project Manager will begin working with the chapter on layout plans for the project. Project will remain on RTIP for future funding of road improvements.

- **Local Government Road Fund 2018- Gadiahii-Tokoi Chapter** was awarded for road improvement on route N571 for one mile chip seal. The contractor was selected and ready for construction. Will close out very soon. Once project is completed it will be taken out of the RTIP list.
- **Local Government Road Fund 2018- Sheep Springs Chapter** was awarded for road improvement on route N5002 for one-mile road graveling. The project is ready for construction. Will be taken off the list once the project is completed.
- **Newcomb Chapter-** working on **N5007 Low Water Crossing** using the State, and Tribal match fund to complete this low water crossing project. Project Manager, Donald Jackson, worked on the design and it is determined it would need realignment of the road. Therefore, the realignment of the road was submitted to BIA for review and approval. Pending for final review and approval.
- **Beclabito Chapter-** was awarded of NM Capital Outlay for Helipad for aircraft landing facility. Land withdrawal is in the works with Project Manager assigned. Will need to complete the preliminary studies and design before the construction of the project.
- **Road Safety Audit-** this is new project at Newcomb, Naschitti, and Sheep Springs. Lee Engineering worked with local chapter officials and schools to complete the RSA on November 4-5, 2019. Waiting on the reports or studies. Reports were made available. We will add the recommendations list to RTIP for future funding of the projects.
- **US 64 Study Improvement Plan-** NMDOT officials recently met with local chapters (Beclabito, Gadiahii, Tsedaakaan, Shiprock) on the review and conditions of the highway and improvement plan process is for this 20 plus miles Hogback to AZ Stateline. Project still Planning stage. It will need to remain on the RTIP List for future road improvement, which includes road reconstruction, and bridges replacements.
- **Hwy 64 Shiprock Bridge Replacement-** public hearing is set for November 14, 2019 at Shiprock Chapter. Design plans has started on this project with NMDOT, it will remain the RTIP.
- **San Juan-Hogback Bridge** has completed the feasibility studies for a new bridge. Road alignment is still pending, and it would full preliminary studies and design of the project. San Juan Chapter is seeking additional funding for this project. Project will remain on the RTIP.
- **Shiprock Chapter-** is seeking Road Safety Audit on Hwy 491, milepost 89-90. Navajo DOT staff is working on this project using the Navajo Sihasin Fund for RSA. Updates- NMDOT contracted to complete the survey and assessment of the US Highway 491 North of Shiprock. Project will remain on the RTIP for future improvement planning, designing, and construction.
- **Burnham Chapter-** is seeking funding for RSA and N5/Hwy intersection improvement. Chapter is submitting a Letter of Intent through Local Government Road Fund on March 15, 2020. Project did not any funding but it will remain the RTIP for road studies, design and construction.
- **Beclabito Chapter/Hwy 64 Improvement Plan-** is continuing seeking funding for street lighting along Hwy 64 store, NHA Housing, Chapter house within the corridor. This project is added to NMDOT planning and design with when construction fund becomes available.. Project will remain on the RTIP for future funding.
- **Newcomb Chapter-** is seeking funding for Street Lighting along Hwy 491 & N5001, RSA was completed 2017 when the chapter contracted with a company that completed the studies. Project will remain on the RTIP.
- **Sanostee Chapter –** is seeking funding to construct new drainage structure at the intersection of Hwy 491 & N34. Recommending for Transportation Project Fund 2021 list. A studies was completed 2018 by Dibble Engineering. Project will remain on the RTIP List.
- **Sanostee Chapter-** is seeking funding for School Zone safety RSA and maintenance on route N34 on pavement road. Chapter is working on submitting to District 5 for studies and safety improvement at the school zone. Project will remain on the RTIP List.

#### Navajo Nation – Eastern Navajo

- **Rock Springs Chapter-** CR-9 road improvement. Will be added to RTIP for future road improvement
- **Nahodishgish Chapter-** N53 & 98 road improvement. Will be added to RTIP for road improvement.
- **Manuelito Chapter-** Sunset Valley road Chip Sealing. Will be added to RTIP
- **Manuelito Chapter-** Tse De Tah Spring road improvement Chip Sealing. Will be addit to RTIP
- **Rock Springs Chapter-** Chee Dodge Elementary School Access Improvement – Improving turning lanes and street lighting. Will be added to RTIP.
- **Church Rock Chapter-** NM Highway 118 Improve – Street lighting for safety corridor. Project will be completed with NM Capital Out funds.
- **Crownpoint Chapter-** street lighting project in progress to complete soon.

- Baahaali Chapter- transfer access road improvement- Project completed.
- Mexican Chapter- Road Safety Audit, project in progress on contracting out to complete the RSA studies. Will be added to RTIP for construction project.
- Twin Lakes Chapter- Road Safety Audit, project in progress on contracting out to complete the RSA studies. Will be added to RTIP for construction project.
- Tohatchi Chapter- Road Safety Audit, project progress on contracting out to complete the RSA studies. Will be added to RTIP for construction project.
- Iyanbito Chapter- Received Local Government Road Fund, it would need more funding to complete the road improvements. Will be added to RTIP for road improvement Chip Sealing.
- Iyanbito Chapter- I-40 -Project is seeking funding for drainage improvement and overpass studies, design and construction to provide safe entering and existing I-40. Will be added to RTIP.
- Mariano Lake Chapter- Red Willow road in progress to complete the road improvement.

Proposed New Roadway Lighting Projects have no Planning, Designing or Construction funding, but the respective Chapters will be seeking funds to begin Road Safety Assessments, Design, and Construction: All these projects will be added to RTIP for future funding of the projects.

- Smith Lake Chapter- Seeking RSA studies and street lighting at Hwy 371 & N49
- Crownpoint Chapter- Seeking RSA studies and street lighting at N9 & Hwy 371 intersection
- Becenti Chapter- Seeking RSA studies & Street lighting at Highway 371 & N9
- Coyote Canyon Chapter- Street lighting at Intersection of Highway 491 and N9, Milepost 15-15.5
- Whiterock Chapters- Seeking RSA & Street lighting at Highway 371 & store junction, chapter access roads
- Standing Rock Chapter- Seeking RSA & Street lighting at N9 & Chapter access road intersection.
- Little Water Chapter (Eastern)- Seeking RSA & Street lighting at Highway 371 and N7119
- Mexican Springs Chapter- Completing RSA, and seeking street lighting at Highway 491 & N30
- Naschitti Chapter- Completing RSA, and seeking street lighting at Highway 491 & Bus turnaround MP 32
- Tohatchi Chapter- Completing RSA and seeking street lighting at Highway 491 Milepost 22-24
- Twin Lakes Chapter- Completing RSA, and seeking street lighting at Highway 491 & Chapter access road/school access road, Milepost 13 – 13.5 and other lighting at Highway 491 & Giant store/Johnson road, Milepost 9.8 – 10.3

**New Mexico Department of Transportation Reports  
(significant news only)**

RTPO Liaison (Neala Krueger)  
Tribal Liaison (Ron Shutiva)  
District 5 (James Mexia, Stephanie Medina)  
District 6 (JoAnn Garcia; Bill Santiago)

**New news in bold**

**Multimodal Planning & Programs Bureau – Neala Krueger**

- **The US491 RSA is now complete with potential for HSIP funding in FFY 2022.** Lee Engineering emailed stakeholders the final US-491 Road Safety Audit Report and appendix on June 2<sup>nd</sup>. This RSA comprised Naschitti, Newcomb, and Sheep Springs communities and was funded via HSIP. Any further questions, response letters, or letters of support can be directed to Neala Krueger. Feedback from the Navajo Chapters is still pending.
- **The state will be conducting an RSA for the area around the I-40 and US491 intersection in Gallup (including Walmart – to possibly commence November 6. Numerous pedestrian accidents in recent years.**
- The NMDOT Long Range Transportation Plan website/portal is available at <https://newmexico2045plan.com/>. Please complete the survey. Also, share your feedback, thoughts, and ideas through the “Contact Us” form. In light of COVID-19, stakeholder workshops were conducted in July through a virtual, webinar format. Neala will send the URL link for info. and reports on the State LRTP update and Robert K. will forward to members.
- NMDOT Planning is undertaking a Pedestrian Safety Action Plan. A public survey and input map is available at: <https://nmpedplan.altaplanning.cloud/#/>

**NMDOT Tribal Liaison – Ron Shutiva**

- **NM118 drainage analysis project is finally in progress as the Navajo Council is working on agreements with the local governments in the region of the study between Churchrock and Iyanbito.**

- Ron recommends comparing the NWRTPO Regional Transportation Plan update with other statewide RTPPO's to see if any new ideas are available, and whether there might be opportunity for more consistency between statewide RTPPO's.
- News is brewing that President Trump is trying to close the Census count early!
- A statewide tribal presentation will take place for the statewide Pedestrian Safety Action Plan via Zoom from 6-7pm on October 28.
- There will be a virtual State Tribal Leaders Summit on November 17.
- Ron is reminding all RTPPO members to be sure to check that their Capital Outlay, T.I.F. and L.G.R.F. projects are active and on track, because if no action has been initiated for too long a time it is highly probable that the State will retract the funding – due to the significant reduction in tax revenues related to the significantly negative impact of COVID-19 on tax revenues from the private sector!
- Ron indicated that there will be another tribal stakeholder workshop for the NM 2045 Long Range Transportation Plan on July 22.
- Ron indicated that the Laguna I-40 improvement project is moving forward from Exit 112 to 117.
- A report will be forthcoming for the NM118 Iyanbito area drainage study on July 29.
- Ron is concerned about improvements needed for the US64 Shiprock School Zone corridor – NDOT is non-responsive, and support and input is needed from NDOT before the state moves forward with safety improvements.
- I-40 Safety projects are coming to the Laguna Acoma area, including the exit 114 bridge.
- Many tribes benefited from the recent LGTPF funding opportunity – which is now called the Transportation Project Fund from the State of New Mexico. New funding from this source not anticipated until FFY2021.
- The Pueblo Cultural Center in Albuquerque has a “Pueblo Relief Fund” available, and around \$300K has already been distributed. Go to [PuebloReliefFund.org](http://PuebloReliefFund.org).
- Ron reported on the NM118 drainage analysis that took place between the Iyanbito and Ft. Wingate I-40 intersections at previous meetings. Ron indicated he feels that **NM118 drainage issues remain unresolved to this day (in spite of two studies!) and the Navajo Nation DOT remains non-responsive!**
- Ron shared concern regarding the lack of an NDOT Eastern Navajo representative – they are putting a lot of pressure on Larry Joe!

#### NMDOT District 5 – James Mexia, Stephanie Medina

- **Stephanie present (James absent) – no new news from DOT Dist. 5.**
- WHPacific is being contracted for a study on needed road and intersection improvements on US 64 – MP 0 – 20 (which includes the Shiprock School Zone). This project will be divided into two phases funded separately and in the District 5 HSIP plan for 2021 including a) primary / major Chapter or community intersections from Shiprock to the Arizona border and b) the Shiprock School Zone.
- The NM371 and N36 intersection near Northern Edge Casino is at 60% design; need ROW clearance / easement from NDOT.
- The District is looking at the need to replace the aging Shiprock San Juan River bridge.
- D-5 staff are managing project proposals for the 2021 Local Government Road Fund, and have received awards from the DOT General Office in Santa Fe for the next fiscal year.
- D-5 staff are reminding local governments that Coop Projects are due by December, 2020.

#### NMDOT District 6 - JoAnn Garcia, Bill Santiago

- **Thanks to RTPPO members - all LGRF FY21 Government Agreements, including supporting resolutions have come in (Bill S.) For earlier LGRF (ie previous years) agreements – request for extensions with supporting resolutions must be submitted before the end of December!!**
- JoAnn Garcia reminded members to check up on their Capital Outlay projects in the CPM system, to make sure their projects are submitted and up to date, with the required minimal 5% match.
- For Local Government Road Fund projects – the District needs certifications for all projects – many RTPPO members are not following LGRF guidance for project development and are trying to close out projects without having reported progress to the DOT or following what the program requires – this could jeopardize funding, and DOT District 6 urges follow up with their staff. Have contractors apply to be on the State list as pre-qualified contractors. Using a non-state-qualified contractor could also jeopardize project funding!
- Members are encouraged to follow up with NMDOT District 6 – JoAnn Garcia regarding their LGTPF projects.

### **NEW BUSINESS/OPEN FLOOR: MEMBERS & GUESTS (5-minute limit)**

- None this meeting

**ANNOUNCEMENTS & NEXT MEETING:** No announcements – next meeting December 9 – virtual meeting (otherwise hosted by Ramah Navajo) dial in: 515-606-5166 / access code: 301965 **The November 11 meeting has been cancelled for Veterans Day out of due respect to those who have fought for - or been trained and positioned to fight to protect our nation and way of life.**

### **ADJOURNMENT (11:30 am)**

**ACTION:** *Larry Joe* – (Navajo DOT) moved and *Raymond Concho Jr.* (Pueblo of Acoma) seconded for adjournment Motion carried by acclamation.

---

## **MEETING ACTIONS:**

### **RTPO Members:**

- *RTPO Meeting Schedule:* Review and confirm in advance if meetings cannot be held in person due to COVID-19 restrictions.
- Don Jaramillo and Mark Teshima to work with Luke Smith - NMDOT Central Regional Design, for First Street phase 3 (control # 6100700) to reduce six different project control numbers back into one project control number, as the City has the funding to complete the project. Luke does not understand what happened within NMDOT to divide the project into six different segments when the City has the funding to complete the entire (final phase) project. Luke will work with the Santa Fe STIP Coordinator and NMDOT District 6 to reduce the project back to one final phase with one control number for the entire project – since the City has the funding to complete the project.

### **RTPO Staff:**

- *RTPO Orientation Video:* Produce and distribute a video for members and governing bodies. – complete – Staff to follow up with RTPO members to see which governments have had their respective leaders review the video to remain or become familiar with the RTPO function and service to local governments. Staff have developed a tracking instrument thru which RTPO members can document and submit regarding which of their respective leaders have viewed the orientation.

### **NMDOT Staff:**

- *New Mexico Transportation Plan Update:* July 14 Virtual Stakeholder workshop was provided. This meeting conducted in virtual conf. call mode due to COVID-19 restrictions. Neala Krueger emailed the latest information from the state on the LRTP update and Robert Kuipers forwarded to RTPO members.



NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS  
GRAND JUNCTION, NEW MEXICO

a program of

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

## Northwest Regional Transportation Planning Organization (NWRTPO)

### Agenda Item #IV: Annual 5310 / 5311 Public Transportation Funding Application Evaluations

**Subject:** Annual Evaluative Ranking of public transportation provider  
funding applications by the NWRTPO

**Prepared by:** Robert Kuipers

**Date:** 12/02/20

#### BACKGROUND

- **Why?** The NMDOT Transit & Rail Division has established an annual evaluation process for 5310 (limited mobility) and 5311 (public transit) public transportation applications, with standardized evaluation templates, for RTPO members to evaluate and rank.
- **Purpose.** The statewide RTPO's present the opportunity for a fair evaluative process for annual regional public transportation funding applications, representing regional stakeholders and the public. Evaluative ranking of proposed services has a minor impact upon the amount of funding each provider may receive.
- **Discussion/Finalization.** RTPO members will evaluatively rank this year's 5311 public transportation funding applications, based on advance review of applications and provider presentations at the 12/09/20 meeting. **There were no 5310 applications submitted for our region this year.**

#### WORK TO DATE

- 5311 public trans. applications along with evaluative templates were emailed to RTPO members in advance of the 12/09/20 meeting based on when they were forwarded from NMDOT Transit & Rail Division **and are available on the COG-RTPO website.**
- RTPO members have reviewed applications in advance of today's meeting and will hear the presentations from providers at this meeting, and submit evaluations on the templates provided.

#### ANTICIPATED WORK

- 5311 public trans. application presentations at the 12/09/20 meeting
- Submission of evaluations from RTPO members at the 12/09/20 meeting.
- Electronic submission of evaluations to NMDOT Transit and Rail by RTPO staff after 12/09/20 meeting

#### ATTACHMENTS

- 5311 evaluative templates

#### BUDGET IMPACT

- No impact upon NWRTPO budget

#### ACTION ITEM

- This represents the formal evaluation of annual public transportation funding applications for the NWRTPO region for FFY2022 funding.

## RE: NWRTPO meeting 5310 and 5311 Applications and contact information

Ummadi, Vijay K, NMDOT <VijayK.Ummadi@state.nm.us>

Mon 11/23/2020 4:35 PM

To: Robert Kuipers <rkuipers@nwnmcog.org>

Cc: Bach, Deborah, NMDOT <Deborah.Bach@state.nm.us>; Padilla, AlexisCorning, NMDOT <AlexisCorning.Padil@state.nm.us>

Robert,

Here is the contact information of the 5311 applicants that you have requested for the upcoming NWRTPO meeting. There were only 5311 applicants who applied for Transit funding for FY22 – and there were no 5310 applicants. Later this week or by Monday next week, I will be sending their applications in a pdf format (quite large in size) and their requested projects and budget request summary as snippets. I will confirm with you once I send them all to you.

Tommy	Mims	Director / DER	director@gallupexpress.com	(505) 722-0777
Ramona	Dillard	Director of Community Health and Wellness / DER	rdillard@pol-nsn.gov	(505) 552-5741
Yvette	Mooney	Transit Program Manager / DER (Secondary)	ymooney@pol-nsn.gov	(505) 552-5741
Melissa	Chavez	Transit Manager/DER	rockin66@villageofmilan.com	(505) 290-2469
Sarah	Austin	Village Manager	rockin66@villageofmilan.com	(505) 290-2469
Florinda	Lynch	Senior Accountant/DER/DAPM	fglynch@navajo-nsn.gov	(928) 729-4108
Marcus	Tulley	Delegated Transit Manager	marcustulley@navajo-nsn.gov	(928) 729-4002
Todd	Naktewa	Transit Manager / DER	Todd.Naktewa@ashiwi.org	(505) 782-7288

[tnaktewa@gmail.com](mailto:tnaktewa@gmail.com)

**Vijay Ummadi**  
**Rural Transit Program Manager**  
**Transit and Rail Division**  
**New Mexico Department of Transportation**  
**P.O. Box 1149**  
**Santa Fe, NM 87504-1149**  
**505 469-1729**  
**VijayK.Ummadi@state.nm.us**

---

**From:** Robert Kuipers <rkuipers@nwnmcog.org>

**Sent:** Tuesday, October 13, 2020 10:11 AM

**To:** Ummadi, Vijay K, NMDOT <VijayK.Ummadi@state.nm.us>

**Subject:** [EXT] Re: RTPO meetings - FY2022

Good morning Vijay,

We can conduct our review of our region's 5310 and 5311 public transportation providers funding applications at our December 9 virtual meeting.

The fact that it is a virtual meeting, means I'll need an updated list of contacts for both 5311 and 5310 providers along with their phone and email contacts, so I can provide them the dial-in and access code numbers in advance of the meeting.

I would appreciate copies of their applications as soon as possible to provide our members adequate time for review in advance of this meeting.

Thanks for this reminder!

Robert Kuipers, RTPo Program Manager  
Northwest NM Council of Governments  
"Over 45 years of moving the region forward"  
(505) 722-4237  
rkuipers@nwnmcog.org

---

**From:** Ummadi, Vijay K, NMDOT <VijayK.Ummadi@state.nm.us>  
**Sent:** Friday, October 9, 2020 4:46 PM  
**To:** Angela Rael <arael@sccog-nm.com>; Cerisse Grijalva <grijalvac1@swnmcog.org>; Channing Hofman <Chofman@mrcog-nm.gov>; Evan Williams <ewilliams@nwnmcog.org>; Mary Ann Burr <mbsnmedd@plateautel.net>; Robert Kuipers <rkuipers@nwnmcog.org>; Gaiser, Sandra <sgaiser@mrcog-nm.gov>; Sedillo, Lesah R. <lsedillo@ncnmedd.com>; Steve Fischer <stevef@ncnmedd.com>; Vince Soule <vsoule@epcog.org>  
**Cc:** Bach, Deborah, NMDOT <Deborah.Bach@state.nm.us>; Padilla, AlexisCorning, NMDOT <AlexisCorning.Padil@state.nm.us>  
**Subject:** RTPo meetings - FY2022

Hello Everyone,

Just a reminder to those who have not scheduled their FY22 RTPo meetings – please schedule your RTPo meetings in November and December (if needed early January) as we still have a list of sub-recipients who are yet to complete their application process. We will be sending respective FY22 completed applications along with their requested projects to each RTPo – close to your RTPo meeting.

FYI – November 4<sup>th</sup> and November 12<sup>th</sup> and November 18<sup>th</sup> dates are taken by NPRTPO, SERTPO and NERTPO respectively.

If you have any further questions, feel free to contact me.

Sincerely,

Vijay

Vijay Ummadi  
Rural Transit Program Manager  
Transit and Rail Division  
New Mexico Department of Transportation  
P.O. Box 1149  
Santa Fe, NM 87504-1149  
505 469-1729  
VijayK.Ummadi@state.nm.us

**FY 2019 REGIONAL PRIORITIZATION EVALUATION MEASURES/CRITERIA TO BE USED  
BY REGIONAL PLANNING ORGANIZATIONS AND APPLICANTS  
FOR 49 U.S.C. §5311 APPLICATIONS ONLY**

**§5311: Rural Public Transit**

**1. Rural Public Transportation Planning and Regional Coordination:**

- Does the applicant have a short/long term transit plan?
- Is this plan adopted by the applicants governing body?
- Is there coordination with other transit systems and other modes of transportation, including tribal entities?
- Is ongoing funding part of the plan?
- Has a formal process been established for public input?

**2. Regional Need and Justification for the System:**

- Does a regional transit/transportation plan exist that includes this service? If not, what is the basis for the need for this service?
- Does a regional need exist to serve the demand in this area?
- How strong is the need to continue/begin this system?

**3. Level of marketing of the Transit System - Public Served (ridership):**

- Does the transit system have a marketing plan?
- Has it been implemented?
- Is there a clear direction to increase ridership?  
Including paratransit?

**FY 2019 REGIONAL PRIORITIZATION EVALUATION MEASURES/CRITERIA TO BE USED  
BY REGIONAL PLANNING ORGANIZATIONS AND APPLICANTS  
FOR 49 U.S.C. §5311 APPLICATIONS ONLY**

Name of Applicant: \_\_\_\_\_

1. Rural Public Transportation Planning and Regional Coordination:

HIGH

Medium high

MEDIUM

Medium Low

LOW

2. Regional Need and Justification for the System:

HIGH

Medium high

MEDIUM

Medium Low

LOW

3. Level of marketing of the Transit System - Public Served (ridership):

HIGH

Medium high

MEDIUM

Medium Low

LOW



a program of

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

## Northwest Regional Transportation Planning Organization (NWRTPO)

### Agenda Item V: Approval / Authorization of Annual NWRTPO Governing Documents

**Subject: Authorization of Governing Documents and RTPO Leaders – most of which were updated in FFY18-19, incl. Open Meetings Act Resolution, Title VI Plan, Public Participation Plan, Bylaws, Member Roster and Elected Leaders.** These governing documents were updated in 2019 - 2020; there are no updates proposed at this time; we are simply undertaking re-authorization for the upcoming year. Authorization for Bylaws and Regional Work Program is ongoing and conducted every two to four years.

**Prepared by: Robert Kuipers**

**Date: 12/02/20**

#### BACKGROUND

- **Why?** The NWRTPO is an organization of transportation representatives from rural tribal, community and county governments, who formally represent the interests and intent of their respective jurisdictions for transportation development in collaboration with the NMDOT. These documents govern the function of the NWRTPO, to assure proper procedure and protocol, adequate public involvement, consideration toward multi-modal / equal access for all citizens, and fair representation of local rural governments in the pursuit of transportation resources and development of infrastructure.
- **Purpose.** Members will vote to approve and authorize these documents for the year ahead.
- **Discussion/Finalization.** These governing documents will guide the function and service of the NWRTPO going forward.

#### WORK TO DATE

- Most of these documents were updated during the course of FFY2019 - 2020, so members are already familiar with them.

#### ANTICIPATED WORK

- Members will consider approval and authorization of these governing documents and elected leaders for ongoing RTPO function and service for the year ahead at today's meeting.

#### ATTACHMENTS

- Open Meetings Act Resolution, Title VI Plan, Public Participation Plan, Bylaws, Member Roster

#### BUDGET IMPACT

- none

#### ACTION ITEM

- action for approval and authorization of RTPO Governing Documents and Leaders

# Northwest RTPO

NORTHWEST NEW MEXICO REGIONAL TRANSPORTATION PLANNING ORGANIZATION  
designated by the New Mexico Department of Transportation

administered by  
NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS  
106 West Aztec Avenue  
Gallup, NM 87301  
(505) 722-4327  
[www.nwnmcog.com](http://www.nwnmcog.com)

JEFF IRVING, RTPO COMMITTEE CHAIRMAN  
DAVE DEUTSAWE, RTPO COMMITTEE VICE-CHAIRMAN

## RESOLUTION NO. 2021-01 of the Joint Technical/Policy Committee of the Northwest RTPO

### Adopting an Open Meetings Act Protocol for the Northwest RTPO

**WHEREAS**, the Northwest Regional Transportation Planning Organization (NWRTPO) Bylaws state that all meetings shall be conducted according to the *Open Meetings Act* (NMSA 10-15-4 and according to procedures adopted by NWRTPO Joint Technical/Policy Committee; and

**WHEREAS**, Section 10-15-1(B) of the *Open Meetings Act* (1978, Sections 10-15-1 to 10-15-4 NMSA 1978) states that, except as may be otherwise provided in the *Constitution* or the provisions of the *Open Meetings Act*, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business, or for the purpose of taking any action within the authority of such body, are declared to be public meetings open to the public at all times; and

**WHEREAS**, any meetings held by NWRTPO at which the discussion or adoption of any proposed resolution, rule, regulation, or formal motion occurs will be held only after reasonable notice to the public; and

**WHEREAS**, the Northwest Regional Transportation Planning Organization will determine annually what constitutes reasonable notice of the public in accordance with NWRTPO Bylaws;

### **NOW, THEREFORE, BE IT RESOLVED THAT:**

1. All meetings of the Joint Technical/Policy Committee of the NWRTPO shall be held in accordance with the NWRTPO Bylaws as duly adopted and with the *Open Meetings Act* as applicable.
2. The agenda for each regular meeting shall be made available by NWRTPO staff at least seven days prior to the meeting by email and by request in a hard copy form. The agenda will also be available to the public at least twenty-four hours before a special meeting is held.
3. The NWRTPO staff shall notify the public by newspaper advertisement of the time and place of Regular meetings at least ten days in advance, Special meetings three days in

---

#### MEMBERS OF THE REGIONAL TRANSPORTATION PLANNING ORGANIZATION FOR NORTHWEST NEW MEXICO

Cibola County  
San Juan County

McKinley County  
City of Gallup

City of Grants  
Village of Milan

Navajo Nation  
Pueblo of Zuni

Pueblo of Acoma  
Pueblo of Laguna

advance, and Emergency meetings as far in advance as possible. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. Emergency and Special meetings may be called by the Chairperson or a majority of the voting members. Local government entities shall post public notices for special or emergency meetings within their communities at their respective municipal and county offices. Meeting information will also be made available on the NWRTPO website.

4. NWRTPO voting members may close a meeting to the public only if the subject matter of such discussion or motion is exempted from the open meeting requirement under Section 10-15-1(H) of the *Open Meetings Act*.
5. NWRTPO staff shall keep written minutes of all open meetings. The minutes shall include the date, time and place of the meeting, names of the members in attendance and those absent, the substance of proposals or actions considered and a record of any decisions and votes taken. Draft minutes shall be prepared at least 7 days in advance of the next regular meeting and shall be approved, amended or disapproved at the next meeting where a quorum of NWRTPO voting members are present. Draft Minutes from special or emergency meetings shall be prepared within 10 days following such meetings for RTPPO Member review. Minutes shall not become official until approved by the NWRTPO voting members. Recordings of open meetings may be made by NWRTPO staff but only for the purpose of preparing the official minutes. NWRTPO meeting minutes shall be made available to the public on the NWRTPO website and upon written request.

**PASSED, APPROVED AND ADOPTED** by the Joint Technical/Policy Committee of the Northwest Regional Transportation Planning Organization at a duly called regular meeting of the Committee held virtually (due to COVID-19 pandemic) on December 09, 2020.

**SIGNED:** \_\_\_\_\_

Dave Deutsawe, Vice-Chairman  
RTPPO Joint Technical/Policy Committee

**ATTEST:** \_\_\_\_\_

Robert Kuipers, RTPPO Staff Admin.  
Northwest RTPPO Program  
Northwest New Mexico Council of Governments

---

MEMBERS OF THE REGIONAL TRANSPORTATION PLANNING ORGANIZATION FOR NORTHWEST NEW MEXICO

Cibola County  
San Juan County

McKinley County  
City of Gallup

City of Grants  
Village of Milan

Navajo Nation  
Pueblo of Zuni

Pueblo of Acoma  
Pueblo of Laguna

a program of  
**NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS**

---

# **Northwest Regional Transportation Planning Organization (NWRTPO)**



## **Title VI Plan**

**2021 Reauthorization**

# Table of Contents

<b>I.</b>	<b>Statements of Policy .....</b>	<b>1</b>
<b>II.</b>	<b>Title VI Assurances .....</b>	<b>2</b>
<b>III.</b>	<b>Title VI and Environment Justice – RTPPO Planning Requirements .....</b>	<b>5</b>
<b>IV.</b>	<b>Title VI and Environmental Justice – the Public Participation Process .....</b>	<b>7</b>
<b>V.</b>	<b>Organization and Staff Responsibilities .....</b>	<b>9</b>
<b>VI.</b>	<b>Primary Program Area and Review Procedures .....</b>	<b>10</b>
<b>VII.</b>	<b>Title VI Coordinator and Complaint Process .....</b>	<b>11</b>
<b>VIII.</b>	<b>Limited English Proficiency Plan .....</b>	<b>13</b>
<b>IX.</b>	<b>External Communication .....</b>	<b>15</b>
<b>X.</b>	<b>Notice of Rights .....</b>	<b>15</b>

**Appendix A: Contractor Assurances**

**Appendix B: Clauses for Transfer or Lease of Real Property**

**Appendix C: Organizational Chart**

**Appendix D: Title VI Complaint Form**

## **I. STATEMENTS OF POLICY**

### **Introduction**

The Northwest Regional Transportation Planning Organization (NWRTPO) is the rural/non-metro transportation planning agency for the counties of San Juan, Cibola and McKinley including the cities of Gallup and Grants, the Village of Milan, the Navajo Nation, the Pueblo of Acoma, the Pueblo of Laguna, the Pueblo of Zuni, and the non-urbanized area of San Juan County in New Mexico. Federal regulations require that an RTPO be designated to carry out a comprehensive, continuing and coordinated transportation planning process for our non-urbanized region. The Northwest New Mexico Council of Governments (NWNMCOG) is the fiscal and administrative agent for the NWRTPO.

### **Title VI Nondiscrimination Statement of Policy**

The NWRTPO is committed to compliance with Title VI of the Civil Rights Act of 1964, 49 CFR, part 2, and all related regulations and directives. The NWRTPO assures that no person shall on the grounds of race, color, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity under any NWRTPO program, activity, or service.

### **Environmental Justice and Limited English Proficiency Policy Statement**

The NWRTPO is also committed to assure every effort will be made to prevent the discrimination of low-income and minority populations, as a result of any impact of its programs or activities in accordance with Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and in Low-Income Populations.

In addition, the NWRTPO also assures every effort will be made to provide meaningful access to persons that have Limited English Proficiency (LEP), in accordance with Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency.

### **Definition of Federal financial assistance and recipients affected**

Federal financial assistance is defined as any Federal dollars that are assigned to the NWRTPO to support any program and activity, by way of grant, loan or contract, other than a contract of insurance or guaranty. The NWRTPO typically receives planning funds from the New Mexico Department of Transportation via Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to carry out the transportation planning requirements as set forth by the federal law Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) and Fixing America's Surface Transportation Act (FAST Act).

## **II. TITLE VI ASSURANCES**

### **Specific Forms of Discrimination Prohibited**

The NWRTPO efforts to prevent discrimination must address, but are not limited to:

- The denial of services, financial aid, or other benefits provided under a program.
- Distinctions in the quality, quantity, or manner in which the benefit is provided.
- Segregation or separation in any part of the program.
- Restriction in the enjoyment of any advantages, privileges, or other benefits provided to others.
- Different standards or requirements for participation.
- Methods of administration which directly or indirectly or through contractual relationships would defeat or impair the accomplishment of effective nondiscrimination.
- Discrimination in any activities related to a highway, infrastructure or facility built or repaired in whole or in part with Federal funds.
- Discrimination in any employment resulting from a program, the primary purpose of which is to provide employment.

### **Programs and services covered by Title VI**

The NWRTPO Title VI Plan applies to all of its programs, activities and services, regardless of funding source. Some sections deal with specific requirements (e.g. FTA funded programs).

### **Authorities**

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
2. Federal-Aid Highway Act of 1973 (23 U.S.C. §324 *et seq.*), (prohibits discrimination on the basis of sex);
3. The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
4. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*) as amended, (prohibits discrimination on the basis of disability);
5. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 *et seq.*), (prohibits discrimination on the basis of disability)
6. The Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, as amended, 42 U.S.C. § 4601
7. The National Environmental Policy Act of 1969, 42 U.S.C. § 4321;
8. 49 C.F.R. Part 21 (entitled *Nondiscrimination In Federally-Assisted Programs Of The Department of Transportation-Effectuation of Title VI Of The Civil Rights Act of 1964*);

9. 49 C.F.R. Part 27 (entitled *Nondiscrimination On The Basis Of Disability In Programs Or Activities Receiving Federal Financial Assistance*);
10. 49 C.F.R. Part 28 (entitled *Enforcement Of Nondiscrimination On the Basis Of Handicap In Program Or Activities Conducted By The Department Of Transportation*);
11. 49 C.F.R. Part 37 (entitled *Transportation Services For Individuals With Disabilities (ADA)*);
12. 23 C.F.R. Part 200 (FHWA's Title VI/Nondiscrimination Regulation);
13. 28 C.F.R. Part 35 (entitled *Discrimination On The Basis Of Disability In State And Local Government Services*);
14. 28 C.F.R. Part 50.3 (DOJ Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964).

### **FHWA Assurances for Title VI and Other Nondiscriminatory Statutes**

In keeping with its policy of nondiscrimination, and as a condition to receiving Federal financial assistance from the Department of Transportation, the NWRTPO (hereafter referred to as the "Recipient") hereby agrees that as a condition to receiving Federal financial assistance from the Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d - 42 U.S.C. 2000d-4 (hereinafter referred to as the Act) and all requirements imposed by or pursuant to: Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, nondiscrimination in Federally-assisted programs of the Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, to that end in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, sex, national origin, or age be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Department of Transportation, including the Federal Transit Administration (FTA), and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This Assurance is required by Subsection 21.7 (a)(1) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances with respect to operating assistance projects:

- 1) As defined in Subsections 21.23(b) and 21.23 (e) of the Regulations, the Recipient agrees that each "program" will be conducted and each "facility", will be operated in compliance with all requirements imposed by, or pursuant to, the Regulations; and
- 2) The Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with the Federal Aid Highway Program, and in adapted form in all proposals for negotiated agreements:

*In accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and 49, of the Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the*

*Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in regard to any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, national origin, income status or age in consideration for an award.*

- 3) The Recipient shall insert the clauses of Appendix A in every contract or agreement subject to the Act and Regulations
- 4) The Recipient shall insert the clauses of Appendix B in any deed from the United States effecting or recording a transfer or lease to the Recipient of real property, structures, use or improvements thereon or interest therein.
- 5) The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the officials to whom he delegates specific authority to give reasonable guarantee that it, other recipients, sub grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this Assurance;
- 6) The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this Assurance; and
- 7) This Assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient by the Department of Transportation under Federal-Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal-Aid Highway Program. The person whose signature appears below is authorized to sign this Assurance on behalf of the Recipient.

---

***Signed by Chief Administrative Officer or Designee***

---

***Date***

### **III. TITLE VI AND ENVIRONMENT JUSTICE – RTPO PLANNING REQUIREMENTS**

The NWRTPO is responsible for ensuring Title VI compliance for the following planning activities:

#### **Data Collection**

Census and other statistical data will be collected by the RTPO as a means of identifying low income and minority populations within the RTPO. The data will be maintained for the purpose of planning projects and programs that serve various population groups. The data collection process will be reviewed biennially to ensure sufficiency in meeting Title VI requirements.

- RTPO Actions:
  - Collect, maintain, and update databases of low income and minority concentrations within the RTPO
  - Utilize the data when developing plans and studies
  - Develop demographic profile maps to help identify neighborhoods with high concentrations of low income and minority populations
  - Use these maps in various planning documents

#### **Regional Work Program**

The NWRTPO Regional Work Program (RWP) is the annual list of projects and activities that are expected to be completed by staff and the two NWRTPO committees. In this document, the NWRTPO will identify projects, studies, and other activities that will provide more transportation options to disadvantaged populations.

- RTPO Actions:
  - Identify planning activities that will encourage involvement by all populations
  - Analyze the benefits and impacts that planning studies might have on low income and minority populations
  - Create maps highlighting socio-economic groups and their geographical relationship to jobs, housing, and transportation options for all modes

#### **Regional Transportation Improvement Program Recommendations (RTIPR)**

The Regional Transportation Improvement Program – with identified project citations listed within the Regional Transportation Improvement Program Recommendations (RTIPR) document is the short term program of projects that are expected to be designed, engineered, and constructed within the next four to ten years. Projects should be reviewed to assess the benefits and impacts they might have on various aspects of the population.

- RTPO Actions:

- Work with the entities to identify transportation projects that serve areas of the RTPO with low income and minority populations
- Provide opportunity for all populations to provide input into project identification
- Develop a performance target for a percent of projects that serve Title VI populations

### **Regional Transportation Plan**

The Regional Transportation Plan (RTP) is the long range, comprehensive plan that identifies the projects, programs, and policies needed in the next 20 years to meet the transportation needs of this area. The NWRTPO – RTP is coordinated in its development with the NMDOT statewide Long Range Multimodal Transportation Plan in order to provide consistency with other regions of the state, in its responsiveness to federal guidance for transportation maintenance and development as outlined in the current MAP-21 and/or FAST Act Transportation Bill. Using various data collected by the RTPO, the RTP can estimate growth patterns of disadvantaged populations and address the benefits and burdens that future transportation projects might have.

- RTPO Actions:
  - Develop demographic profile maps that project growth in disadvantaged populations over at least a 20 year planning horizon
  - Give all populations opportunity to provide input into project identification
  - Assess the effects that future land use decisions and transportation projects might have on the neighborhoods, the environment, and the economy
  - Ensure that the benefits and impacts of future transportation systems are equally distributed among all areas of the RTPO
  - Develop a performance target for a percent of projects that serve Title VI populations

### **Transit Planning**

Current Public Transportation Services in the NWRTPO Region of San Juan, Cibola and McKinley Counties include five Public Transit (5311) Providers: Pueblo of Zuni, Navajo Transit, Gallup Express, Cibola Transit Authority, and Pueblo of Laguna – Shaa'srk'a Transit. There is also a Public Transit (5311) service – Red Apple Express – serving the Farmington metropolitan areas in San Juan County under the Farmington MPO. There are also three Elderly & Disabled (5310) transportation services including Presbyterian Medical Services in San Juan County, and Zuni Entrepreneurial Enterprises and Coyote Canyon Rehabilitation Center in McKinley County. Our Public Transit providers collaborate to provide route coordination, to help accommodate regional travel needs for our populations in need of public transportation services.

- RTPO Actions:
  - Using demographic profile maps, ensure that transit routes and stops fully serve those neighborhoods with high concentrations of low income and minority populations.

- Work with Navajo Transit, Gallup Express, Cibola Area Transit and Laguna Shaa'srk'a Transit to identify necessary changes to routes
- Ensure bus stop locations are fully accessible for all users, both at the site and in the vicinity

#### **IV. TITLE VI AND ENVIRONMENTAL JUSTICE – THE PUBLIC PARTICIPATION PROCESS**

##### **Public Participation Plan (PPP)**

The NWRTPO Public Participation Plan (PPP) describes how the RTPO communicates and distributes information to the public as well as how the public can interact and provide comments to the RTPO. The needs of those traditionally underserved by the existing system will be sought and considered by the NWRTPO.

Through its public involvement efforts, the NWRTPO will strive to achieve the following Title VI and Environmental Justice (EJ) goals:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

Title VI states that no person shall, on the ground of race, color, or national origin, be excluded from participation in, denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The RTPO will ensure that the input and feedback from all people will be considered in the development of RTPO planning documents and activities.

EJ concerns and goals should be considered throughout all public engagement efforts, from project planning through construction and operation. This includes public outreach conducted during transportation planning and during the environmental reviews required by the National Environmental Policy Act (NEPA).

The following actions relating to Environmental Justice and Title VI are meant to reduce the barriers for participation in the decision-making process by low income, minority or disabled individuals.

1. When possible, public meetings will be held in locations that are convenient to low and moderate income neighborhoods and accessible to disabled populations. Such locations

- include community centers, senior centers and schools. Where possible, RTPPO staff will meet at the locations of businesses, neighborhood groups, stakeholders, and other agencies.
2. Upon request, all RTPPO work products and documents will be made available in alternative formats, including Braille, large type and languages other than English.
  3. The following statement will be included in all RTPPO documents: The NWRTPPO does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the provision of services. This document can be made available in alternative formats by calling the RTPPO Office at 505-722-4327 (voice) or 505-722-9211 (fax).
  4. The following statement will be included in all meeting announcements:  
Pursuant to the Americans with Disabilities Act of 1990 and Title VI of the Civil Rights Act of 1964, unless compelling reasons dictate otherwise, public meetings and hearings conducted by the RTPPO in conjunction with the NMDOT will be held in accessible buildings and are open to the public. Given reasonable notice, interpreters and readers will be available to the hearing and visually impaired, and to those with limited English proficiency. Contact ADA Coordinator Damian Segura, at NMDOT (505) 827-1778.
  5. Agencies and organizations that represent low income, minority and disabled populations will be identified and included in RTPPO mailings. Staff will maintain an active listing of contacts for these organizations.
  6. The RTPPO will evaluate Environmental Justice actions and Title VI requirements on an annual basis to ensure effectiveness of public involvement. This document will be reviewed and updated in conjunction with the Public Participation Plan.

### **Communication and Notification to the Public**

All members of the public are ensured protections against discrimination which are afforded to them by Title VI. To ensure open communication with the public, the NWRTPPO will adhere to the following requirements:

- The NWRTPPO will disseminate agenda and public meeting information to members of the public via accessible printed and electronic media, including postings on the NWRTPPO website and in the Farmington Daily Times, Gallup Independent and Cibola Beacon. Documents and agendas will be available at the RTPPO office (NWNM Council of Governments – 106 West Aztec Avenue, Gallup) and at other locations identified in the Public Participation Plan (see Appendix D of the PPP).
- Public notices of RTPPO meetings will be posted at the location of the meeting site.
- In appropriate documents, the NWRTPPO will include a statement that the organization complies with Title VI by assuring that no person shall on the grounds of race, color, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity under any NWRTPPO program, activity, or service.

Section VI of this plan describes the procedures on how members of the public can request additional information regarding the NWRTPO Title VI obligation. This section also identifies the procedures to be followed by members of the public to file a discrimination complaint against the NWRTPO.

## **V. ORGANIZATION AND STAFF RESPONSIBILITIES**

### **Organization Overview**

The NWRTPO was established in 1993 by the Northwest New Mexico Council of Governments under the mandate, authority and recognition of the New Mexico Department of Transportation (NMDOT) as an interagency regional collaborative to assist the State of New Mexico in meeting federal requirements for consultation and cooperation with local and tribal elected officials and their communities in planning, prioritizing and funding transportation projects and initiatives. The NWRTPO geographic area was established as Cibola, McKinley and San Juan Counties.

The NWRTPO consists of member representatives from the Cities of Gallup and Grants, Village of Milan, Counties of Cibola, McKinley and San Juan, Pueblos of Acoma, Laguna and Zuni, and the Navajo Nation. [It should be noted that the northwest New Mexico Cities of Aztec, Bloomfield and Farmington are part of the Farmington Metropolitan Planning Organization (FMPO).]

The NWRTPO Policy and Technical Committee meets monthly, in consultation with NMDOT representatives, to plan and coordinate maintenance and development for a variety of multimodal transportation projects serving the mobility and transportation needs of the citizens and communities of the region. The NWRTPO Policy Committee reports as needed to the Board of Directors of the Northwest New Mexico Council of Governments, consults with their respective local elected leaders, and obtains approvals as appropriate on policy actions.

The Northwest New Mexico Council of Governments serves as fiscal agent for the NWRTPO, administering annually renewed NMDOT contracts for RTPO services, and manages the NWRTPO annual work program. The NWNMCOG is an association of governments formed under several State and Federal executive and legislative instruments as the State's regional planning agency for northwestern New Mexico. The COG provides planning and technical assistance services in regional transportation, regional water, infrastructure capital improvement, economic development, community empowerment, statistical data support, and on priority tasks and projects as assigned by the local member governments.

In collaboration with and under the auspices of the NMDOT and the New Mexico office of the Federal Highway Administration (FHWA), the NWRTPO facilitates consultation, planning, technical assistance and implementation activities in support of the equitable, efficient and effective development of multimodal transportation funding, services and infrastructure development and maintenance on behalf of the ten participating member governments. It serves

as a forum for sharing information and technical resources from NMDOT, FHWA, FTA and other sources on trends, opportunities, funding and training; provides consultation on compliance with State and Federal rules, regulations, requirements and deadlines, and support for project development, tracking and reporting. It provides a consultative avenue for member governments to partner in developing safe, efficient, effective and affordable multimodal transportation systems, collect data and identify transportation needs, develop sound projects that are appropriate and affordable, and leverage resources and provide a voice on behalf of small communities and rural counties to facilitate and accelerate transportation funding and infrastructure development.

## **VI. Primary Program Area & Review Procedures**

The NWRTPPO engages in the following program areas.

<b>Program Area</b>	<b>General Description</b>	<b>Title VI Non-discrimination Concerns and Responsibilities</b>	<b>Review Procedures for Ensuring Non-discrimination</b>
Planning	Planning for development or maintenance of multi-modal transportation infrastructure	Assure equal access for all citizens	Engage guidance from Title VI regulation, and professionals in the field of disabilities management and accommodation.
Right of Way	Right of Way consideration for equal access concerns for all transportation infrastructure	Assure equal access for all citizens	Engage guidance from Title VI regulation, and professionals in the field of disabilities management and accommodation.
Environmental	Multi-modal access and mobility consideration thru the environmental review process	Assure equal access for all citizens	Engage guidance from Title VI regulation, and professionals in the field of disabilities management and accommodation.
Research	Consideration of equal access and mobility accommodation for all citizens regardless of age, or mobility constraints	Assure equal access and mobility accommodation for all citizens regardless of age or other limiting constraints	Engage guidance from Title VI regulation, and professionals in the field of disabilities management and accommodation.

## **VII. TITLE VI COORDINATOR AND COMPLAINT PROCESS**

### **Title VI Coordinator Responsibilities**

The NWRTPPO Planner serves as the Title VI Coordinator for NWRTPPO activities and will be responsible for the following:

- Ensuring that the transportation planning process fully complies with the requirements of Title VI.
- Monitoring the transportation planning process and overall strategies and goals and ensuring compliance with Title VI requirements.
- Reviewing operational policies and procedures to ensure Title VI compliance.

- Monitoring the service equities of planning data collection and analysis for potential impacts on social, economic, and/or ethnic groups.
- Ensuring the planning organizational membership attempts to reflect the makeup of the population served. This would include periodically reporting the RTPO racial, ethnic, and gender composition of public involvement organizations or groups.
- Ensuring the opinions and views of all groups within their populations are solicited and considered in the planning of transportation projects.
- Monitoring compliance with Environmental Justice issues to identify low-income and minority populations that may be impacted by transportation planning process.
- Providing evidence that input from minority groups/persons has been considered in the transportation planning process. Evidence could include but is not limited to the participation level and composition of participants in public information settings and reporting any follow-up and conclusions to issues communicated throughout the planning process.
- Monitoring the gathering and utilization of demographic data used to identify and locate low-income and minority populations in order to investigate the possible benefits and detriments of transportation plans on these populations.
- Monitor compliance with Limited English Proficiency populations to improve access and comprehension of the transportation planning process for LEP individuals.

#### **Title VI Complaint Procedures**

The NWRTPPO is committed to ensuring that all citizens have equal access to all transportation services. It is further the intent of the NWRTPPO that all citizens are aware of their rights to such access. Any person believing he or she has been excluded from, denied participation in, denied the benefits of, or otherwise has been subjected to discrimination under any transportation service, program or activity (whether Federally funded or not) due to that person's race, color, national origin, gender, age, disability, economic status, or limited English proficiency has the right to file a complaint.

The complaint procedures cover the following:

- Title VI of the Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act of 1973
- Civil Rights Restoration Act of 1973
- Civil Rights Restoration Act of 1987
- Americans with Disabilities Act of 1990
- Executive Order 12898
- Executive Order 13166

### **Reporting a Title VI Complaint**

An individual, group of individuals or entity may file a formal Title VI complaint. If you believe that you have received discriminatory treatment by the NWRTPPO on the basis of your race, color or national origin, you have the right to file a complaint with the NWRTPPO Planner (who serves as the Title VI Coordinator). The complaint must be filed no later than 180 calendar days of the alleged discriminatory incident.

Title VI complaints may be submitted to the NWRTPPO Planner via phone, email, mail, or direct visit (*please call to set an appointment first for a direct visit if possible*). The NWRTPPO Planner may be contacted as follows:

NWRTPPO Planner/Title VI Coordinator  
Northwest New Mexico Council of Governments  
106 W. Aztec Avenue  
Gallup, NM 87301  
505-722-4327

Citizens also have the right to file a complaint with an external entity such as the New Mexico Department of Transportation (DOT), a federal or state agency, or a federal or state court. Complaints to NMDOT must be submitted to the NMDOT Title VI Coordinator in writing, signed and dated, within 180 days of the alleged discriminatory act (or latest occurrence). The complaint should be submitted to the following address:

Attn: Title VI Coordinator  
Office of Equal Opportunity Programs  
1596 Pacheco St., Suite 107  
Santa Fe, NM 87505

The complaint you are submitting to the entity should include the name, address, phone number and signature of complainant. The formal complaint should describe the alleged discriminatory act that violates Title VI in detail.

Title VI complaints may also be filed directly with the United States Department of Transportation (USDOT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Federal Aviation Administration (FAA) or the Federal Railroad Administration (FRA) within the 180 day period of the alleged discriminatory act (or latest occurrence).

Should a complaint be filed with the NWRTPPO and an external entity simultaneously, the external complaint shall supersede the NWRTPPO complaint and the NWRTPPO complaint procedures will be suspended pending the external entity's findings.

**Filing a Title VI Complaint**

Within 10 working days of receipt of the formal complaint, the Title VI Coordinator and NWNMCOG Human Resources Director will notify the complainant and begin an investigation (unless the complaint is filed with an external entity first or simultaneously). The investigation will address complaints against the NWRTPPO. The investigation will be conducted in conjunction with and under the advice of the NWNMCOG Human Resources Department.

The investigation may include discussion(s) of the complaint with all affected parties to determine the problem. The complainant may be represented by an attorney or other representative of his/her own choosing and may bring witnesses and present testimony and evidence in the course of the investigation. The investigation will be conducted and completed within 60 days of the receipt of the formal complaint.

Based upon all the information received, an investigation report will be written by the Human Resources Director for submittal to the NWNMCOG Executive Director. The complainant will receive a letter stating the final decision of the Executive Director by the end of the 60-day time limit. The complainant shall be notified of his/her right to appeal the decision. Appeals may be made to NMDOT, the Equal Employment Opportunity Commission (EEOC) or the Department of Fair Employment and Housing (DFEH).

**Title VI Complaint Form**

Completion of a Title VI Complaint form is required when filing a complaint (copy included in Appendix B). These forms are also available from the Finance/Human Resources office at the Northwest New Mexico Council of Governments.

**Title VI Related Training**

The Title VI Coordinator shall ensure that staff are trained and familiar with related policies and procedures on at least a biennial basis. Related Title VI training can be provided by the NMDOT Title VI Coordinator upon request to senior management and others to discuss practical situations and how Title VI applies to the planning and public participation processes. Training may also be provided through FHWA-sponsored webinars and training resources. The NMDOT Office of Equal Opportunities can be contacted to provide on-site Title VI training.

**VIII. LIMITED ENGLISH PROFICIENCY (LEP) PLAN****Overview of LEP Plan**

Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency*, indicates that differing treatment based upon a person's inability to speak, read, write, or understand English is a type of national origin discrimination. Any agency receiving federal funds needs to develop a Limited English Proficiency (LEP) Plan.

The primary element of the LEP Plan is the Four Factor Analysis that considers the following factors:

- Number or Proportion of LEP Individuals: a summary of LEP persons in the service area and a description of efforts to provide meaningful opportunities for the LEP population to be involved in programs and services.
- Frequency of Contact with the Program: a record of how often LEP persons access or come into contact with programs and services.
- Nature and Importance of the Program: a description of how LEP individuals have access to benefits and services from programs and services.
- Resources Available: a summary of the resources that the organization can use for providing assistance to LEP populations.

The NWRTPPO serves a large, rural, multicultural and multi-ethnic region in northwest New Mexico. As such, the RTPPO moves its meetings around the region to assure more equitable access to the public for attendance and input at meetings at least several times per year. The hosting government at each meeting works with the NWRTPPO to host meetings in accessible facilities, and accommodate public access and participation. Interpretive assistance can be made available as needed with adequate advance notice. Public notices which generally are posted annually in the three major newspapers for each county (San Juan, Cibola, McKinley) always include the following statement:

Pursuant to the Americans with Disabilities Act of 1990 and Title VI of the Civil Rights Act of 1964, unless compelling reasons dictate otherwise, public meetings and hearings conducted by the RTPPO in conjunction with the NMDOT will be held in accessible buildings and are open to the public. Given reasonable notice, interpreters and readers will be available to the hearing and visually impaired, and to those with limited English proficiency. Contact ADA Coordinator Damian Segura, at NMDOT (505) 827-1778.

The populations of Northwest New Mexico include the primary languages of English and Spanish along with Native languages inherent to the Pueblos of Laguna, Acoma, and Zuni, and the Navajo Nation. There are also some smaller populations representing other language groups. Most of these, especially the younger generations, are adequately proficient in English. When meetings are hosted in the various communities or areas of the region, at times there may be some who show up from the public – most often the local public with limited English proficiency; in most cases there are other relatives or acquaintances in the audience who assist them in understanding and participating in discussion. This is an extremely rare occurrence within the NWRTPPO, as most monthly meetings are technical in nature and of less interest to the public, but the RTPPO does advertise as indicated above in a manner that is non-prohibitive, and stands prepared to provide interpretive assistance, with adequate notice.

The NWRTPPO accommodates the development and maintenance of multimodal transportation infrastructure intended to benefit all of the general public of the region, and supports all efforts to meet ADA compliance regulations for multimodal public transportation infrastructure, in collaboration with the New Mexico Department of Transportation, and the New Mexico offices of the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). This includes addressing methods beneficial to Low English Proficiency populations, such as signage that include symbols, and the availability of interpretive assistance at meetings.

## **IX. External Communication (Notification to Public Beneficiaries)**

The NWRTPPO shall provide information to members of the public detailing their Title VI obligation and notify members of the public of the protections against discrimination afforded to them by Title VI. Requirements include:

- Dissemination of Information: The NWRTPPO shall disseminate this information to members of the public via accessible printed and electronic media, including posting on your organization's website.
- Contents of Notification: At a minimum, the notification should include the following:
  1. Statement that the NWRTPPO operates the Federal Program(s) without regard to race, color, national origin, sex, age, or disability.
  2. Identify procedures to be followed by members of the public to request additional information regarding your organization's Title VI obligation.
  3. Identify procedures to be followed by members of the public to file a discrimination complaint against your organization.

## **X. Notice of Rights**

### **Your Rights Against Discrimination Under Title VI of the Civil Rights Act of 1964**

The NWRTPPO operates its programs and services without regard to race, color, national origin, sex, age, and disability. Anyone who believes they have been excluded from participation in, denied benefits of, or otherwise subjected to discrimination under any NWRTPPO program or activity because of their race, color, national origin, age, sex, or disability may file a discrimination complaint with the NWRTPPO, NWNM Council of Governments, or the New Mexico Department of Transportation.

To file a Title VI discrimination complaint, please contact:

- NWRTPPO Program Manager: 505-722-4327
- NMDOT Title VI Program Coordinator: 505-470-9668

*NWRTPPO notice of Title VI / ADA compliance is disseminated to the public through area Newspaper meeting notices. A sample notice is provided below. You may contact the NWRTPPO through the N.W.N.M. Council of Governments, 106 West Aztec Avenue, Gallup, NM 87301; phone: 505-722-4327. Example of Public Notice with Title VI and ADA compliance statement included in attachments below.*

## **Appendix A**

### **Contractor's Assurances**

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor"), hereinafter including subcontractors and consultants, agrees as follows:

**1. Compliance with the Authorities:** The contractor agrees to comply with non-discriminatory statutes and authorities, including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (29 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the program or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your program (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (U.S.C. 1681 *et seq.*)

**2) Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time-to-time, (hereinafter referred to as the "Regulations"), which are herein incorporated by reference and made a part of this contract.

**3) Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate either directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of the 49 CFR Part 21.

**4) Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.

**5) Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the New Mexico Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the NWRTPPO or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

**6) Sanctions for Noncompliance:** In the event of the contractor's non-compliance with the nondiscrimination provisions of this contract, the NWRTPPO will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. withholding payments to the contractor under the contract until the contractor complies; and/or
- b. cancelling, terminating or suspending the contract, in whole or in part.

**7) Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the NWRTPPO or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the NWRTPPO to enter into any litigation to protect the interests of the NWRTPPO. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

**Appendix B**  
**Clauses for Transfer or Lease of Real Property**  
**Acquired or Improved Under the Activity, Facility, or Program**

The following clauses shall be included in deeds, licenses, leases, permits, or similar instruments entered into by the State of New Mexico, pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:

In the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

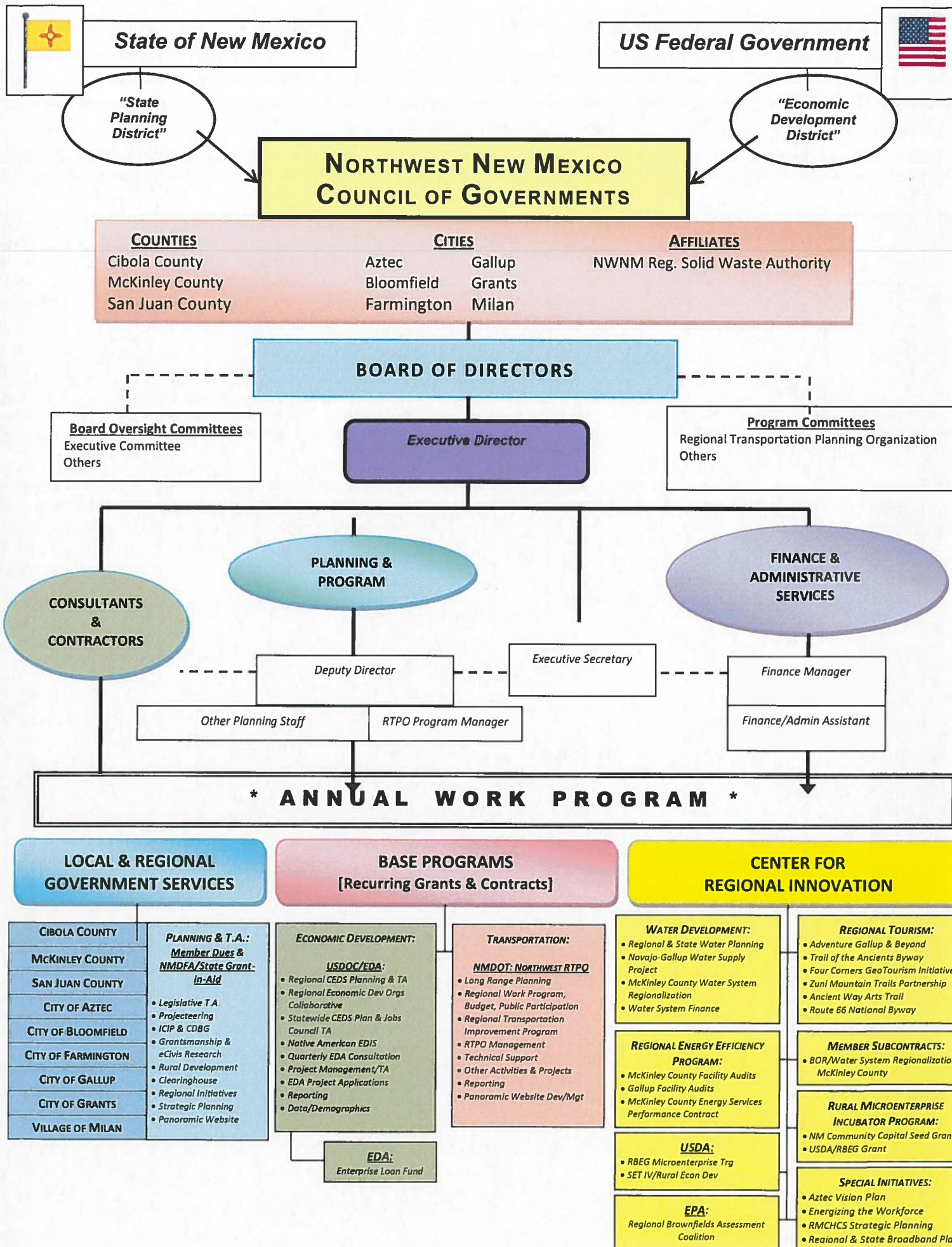
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, the State of New Mexico will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) and never been made or issued.\*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the State of New Mexico will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the State of New Mexico and its assigns.\*

*(\* Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)*

---

## **Appendix C**

### **Organizational Chart**



## Appendix D

### Title VI Complaint Form

Title VI of the 1964 Civil Rights Act requires that "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."

Note: The following information is necessary to assist us in processing your complaint. Should you require any assistance in completing this form, please let us know.

Complete and return this form to the NWRTPPO Planner at the Northwest NM Council of Governments, 106 W. Aztec Avenue, Gallup, NM 87301, Phone: 505-722-4327.

Complainant's Name	
Address	
City, State and Zip Code	
Telephone Number (home & business)	

Person discriminated against (if someone other than the complainant)

Name	
Address	
City, State and Zip Code	

Which of the following best describes the reason you believe the discrimination took place?

Race/Color	
National Origin	
Age	
Sex	
Other: (please describe)	

What date did the alleged discrimination take place?

--

Yes	
No	

Federal agency		Federal Court	
State Agency		State Court	
Local Agency			

Name	
Address	
City, State and Zip Code	
Telephone Number	

Complainant's Signature:		Date:	
-----------------------------	--	-------	--

a program of  
**NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS**

---

**Northwest Regional Transportation Planning  
Organization  
(NWRTPO)**

**Public Participation Plan**



**FFY2021 Reauthorization: December 09, 2020**

## ***Introduction***

The **Northwest Transportation Planning Organization** (NWRTPO) is the entity responsible for transportation planning in the region comprised of Cibola, McKinley, and San Juan counties in New Mexico per New Mexico Law. Regional planning organizations were originally founded by the New Mexico State Legislature in 1978 to orchestrate planning in nonmetropolitan areas.<sup>1</sup> The purpose of this document is to outline the State and Federal requirements for a Public Participation Plan for use by RTPOs. As an organization receiving Federal financial assistance for transportation planning, design, construction and maintenance, it is a requirement of State and Federal law that our organization develop and implement a program to foster continuing, cooperative and comprehensive (3-C) public participation. This program may be general, or project specific. In addition to being a regulatory requirement, public participation maximizes the benefits of transportation planning processes and outcomes. Accordingly, our organization recognizes that the travelling public has valuable insight to offer, in addition to a right to contribute to the planning process.

## ***State and Federal Requirements***

RTPOs have numerous responsibilities including the development and contribution to Long Range Plans (LRPs), Regional Transportation Improvement Plan Recommendations (RTIPRs), provision of technical assistance to local officials, coordination of local planning across multiple disciplines, interagency/ tribal coordination of local planning, and creating opportunities for public participation. The Federal government defines public participation as “an open process in which the rights of the community to be informed, to provide comments to the Government and to receive a response from the Government are met through a full opportunity to be involved and to express needs and goals”.<sup>2</sup> Our public participation program is an opportunity to provide for this process and pertinent State and Federal requirements are summarized below.

## ***Responsibilities early in the process (23 CFR 450.210-316)***

### ***General:***

- Establish early and continuous opportunities for the public participation process
- Provide adequate public notice of opportunities for public comment and at key decision points
- Provide relevant information in a timely fashion
- Provide access to policy and technical information
- Make information, including plans, publically accessible in electronic format
- Provide adequate public notice of opportunities for public review of plans
- Hold meetings at convenient and accessible times and locations
- Include a process for considering environmental justice needs and requirements.
- Utilize documented process for nonmetropolitan official participation

## ***Guidelines for meetings per the New Mexico Open Meetings law (NMSA 10-15-1-5):***

---

<sup>1</sup> 4 NMSA 57 and 58

<sup>2</sup> 23 CFR 200.5 (c)

- All meetings of public bodies or agencies are to be public (10-15-1 (a-b))
- Activities applicable to Open Meetings Law include any formation of policy, discussion of public business or any action that the body has authority to take
- Public bodies to determine in public, what notice for public meeting is appropriate for that body and document publically through FCC licensed broadcast stations and newspapers of general circulation (10-15-1 (d)) said public notice
- Any reconvention of a meeting must be scheduled prior to recess of that meeting, and date and time of meeting must be posted in writing near the door of the original meeting and only matters scheduled to be discussed at the initial meeting may be discussed at the reconvened meeting (10-15-2(e))
- Meeting notices to include agenda of items to be discussed and be made publically available at least 24 hours prior to the meeting (f)
- Meeting bodies are to keep minutes that document, at minimum, date, time, place, persons in attendance and absent, material considered, a record of decisions and votes according to member. Minutes are to be made public and to be prepared no later than 10 working days after the meeting, subsequently reviewed by quorum, then made official (g)

*Methods:*

- Utilize visualization techniques and plan illustrations such as maps, diagrams charts, display boards, and slide presentations to clearly illustrate projects, plans and programs developed for committee meetings and public events.
- Allow a minimum of 30 days for comment and 15 days for review, prior to adopting, revising or updating plans.
- Provide opportunity for public comment any time an update or revision to a plan is made
- Social and economic statistics for the region are to be collected, analyzed and processed at regular intervals and results are to be made available to the public" (NMSA 3-56-5 (c))
- Entities are to provide information to the public at large, in order to foster public awareness and understanding of the objectives of the regional plan and the functions of local and regional planning, and to stimulate public interest and participation in the orderly, integrated development of the region" (NMSA 3-56-3 (f))

*Review:*

- Demonstrate explicit consideration of public input
- Document reasons for changes to plans not adopted in public and accessible format
- Periodically review effectiveness of strategies for public participation
- When significant written and oral comments are received, prepare summary analysis of disposition of comments to include in final plan draft
- Periodically review public participation process

***Guidelines for inclusion of affected parties (23 CFR 450.200-316)***

- Citizens
- Affected public agencies (including but not limited to land management, natural resources, environmental protection, conservation and historic preservation)
- Representatives of public transportation employees
- Freight shippers
- Private providers of transportation
- Representatives of users of public transportation
- Representatives of users of pedestrian walkways and bicycle transportation facilities
- Representatives of the disabled
- Providers of freight transportation services
- Other interested parties
- Coordinate with Tribal governments and US Secretary of Interior regarding areas of the State under Tribal Jurisdiction
- Plans affecting metropolitan areas developed in coordination with MPOs
- Plans affecting nonmetropolitan areas developed in consultation with nonmetropolitan elected officials and relevant land management agencies with responsibility for transportation
- When appropriate, the use of “peer exchange” which Federal regulations define as the exchange of information and best practices between agencies, institutions and firms (public and private) with responsibility for transportation (23 CFR 420.203)
- Cooperation with statewide trade and economic development interests
- Consideration of interstate issues and coordination with appropriate agencies; use of interstate compacts when appropriate
- Coordination with State air quality agencies

***Persons of Limited English Proficiency: considerations and requirements***

The **Northwest** RTPO is cognizant of the fact that for many persons living within our State and region, English is a second language and often, publicly accessible documents, processes and meetings may not be fully accessible to these populations. Accommodation of these populations is considered an element of compliance with Title VI of the Civil Rights Act of 1964’s prohibition on discrimination on the basis of national origin. To this end, and in compliance with Executive Order 13166, the **Northwest** RTPO is committed to providing access to public materials and processes for persons of Limited English Proficiency (LEP). Minimum compliance standards followed are found in the LEP Guidance document in the Federal Register and include:

- That recipients of Federal assistance accommodate persons of LEP based on a four-factor analysis including:
  - Ratio or proportion of LEP persons served or encountered
  - Frequency LEP individuals come into contact with a program
  - Nature and importance of a program to people’s lives
  - Resources available to the recipient of services

- Services provided in accommodation of LEP individuals can include
  - Oral translation services
  - Written translation services
- Development of a LEP action plan that includes:
  - Identification of individuals needing assistance
  - Language assistance measures/ methods
  - Staff trainings
  - Provision of notice to LEP persons of services available
  - Monitoring and update of LEP plan<sup>3</sup>

### ***Environmental Justice***

In accordance with Executive Order 12898 regarding Environmental Justice, it is the mission of the **Northwest** RTPO to document and address concerns related to the spatial distribution of low-income and minority populations especially in relation to the positive and negative benefits associated with past, present and future transportation projects. The impact of projects can be wide ranging and significantly affect the ability of low-income minority families to access jobs, housing and services. In accordance with EO 12898, it is the mission of the **Northwest** RTPO to foster public participation with regard to:

- The effect of public projects on human and environmental health in areas with minority populations
- Ensure greater public participation in areas with low income and minority families
- Improve research and data collection related to human and environmental health in areas with minority and low-income families
- Identify differential patterns of consumption of natural resources among minority and low income populations
- Inform the public of their right to submit recommendations to Federal agencies relating to the incorporation of environmental justice principles into programs and policies<sup>4</sup>

---

<sup>3</sup> 67 FR 41455-41472

<sup>4</sup> 59 FR 7629

**BYLAWS  
of the  
Northwest Regional Transportation Planning Organization  
(NWRTPO)**

**ARTICLE I  
NAME & STATUS**

- A.** The Northwest Regional Transportation Planning Organization (NWRTPO) is the designated name of the organization.
- B.** The organization shall be considered a quasi-governmental association formed for the purposes outlined herein below.
- C.** The NWRTPO was established in 1993 by the Northwest New Mexico Council of Governments under the mandate, authority and recognition of the New Mexico Department of Transportation (NMDOT) as an inter-agency regional collaborative to assist the State of New Mexico in meeting federal requirements for consultation and cooperation with local and tribal elected officials and their communities in planning, prioritizing and funding transportation projects and initiatives.
- D.** The geographic area served by the NWRTPO is established as Cibola, McKinley and San Juan Counties in northwestern New Mexico.

**ARTICLE II  
PURPOSES, GOALS AND FUNCTIONS**

**A. PURPOSE**

- 1. The overarching purpose of the NWRTPO is to foster multimodal transportation development as a means for achieving and enhancing quality of place, quality of life, mobility, and economic security for the citizens and communities of northwestern New Mexico.
- 2. In alignment with the primary mandates of the NMDOT, the NWRTPO is charged with maintaining a continuous, cooperative and comprehensive transportation planning process that results in plans and programs that consider all transportation modes and support community & economic development and social goals.
- 3. These plans and programs, in turn, are to lead to the development and operation of an integrated, intermodal transportation system that facilitates the safe, efficient, economic movement of people and goods.

## **B. GOALS**

In service to its general purposes, the NWRTPO shall:

1. Serve as a regional forum that analyzes transportation needs and opportunities, formulates comprehensive and specific plans and strategies for efficient and sustainable transportation development, and elicits, evaluates and submits to NMDOT and other agencies informed, ranked and prioritized recommendations for multimodal transportation and enhancement project development in the region;
2. Ensure substantial consultation with and input from the elected officials of the region's local and tribal governments regarding transportation needs, plans, projects and funding priorities;
3. Promote the implementation of an efficient, safe, functional and accessible transportation network in McKinley, Cibola and San Juan Counties.
4. Ensure compliance with all applicable federal and state laws, rules and regulations.
5. Lead and facilitate cross-jurisdictional consultation, cooperation and collaboration among the counties, municipalities, Native American tribes and NMDOT Districts of the region in strategically planning, prioritizing and securing resources for effective multimodal transportation development in service to the mobility, quality of life and economic security of the citizens of northwestern New Mexico.

## **C. FUNCTIONS**

To achieve the organization's purposes and goals, the NWRTPO shall engage in the following functions:

1. Establish and administer policy for the initial submission of proposed federally funded surface transportation projects.
2. Establish a continuous, multi-year prioritization process for the review, rating and ranking of proposed transportation projects for the Statewide Transportation Improvement Program (STIP), Federal and State grant and loan programs, or other funding programs as designated in the future.
3. Establish an annual review of existing programmed projects for reprioritizing based on regional, state, and federal transportation priorities and agreed upon process and criteria.
4. Determine the viability of and prioritize transportation projects from a regional perspective. Provide support and technical assistance to participating local governments for more effective development of local transportation projects.

5. Support cross-jurisdictional collaboration, encourage creative funding strategies, and provide a framework for coordinated development of multi-modal transportation among local governments in the NWRTPO planning area.
6. Establish the membership and voting criteria of the NWRTPO.
7. Act as the regional focal point for public involvement in the statewide planning process, and strengthen communication and transparency between NMDOT and local governments participating in the NWRTPO.
8. Provide periodic review and updating of the NWRTPO Long-Range Transportation Plan, which is used as a guide for informing regional transportation priorities and goals.
9. Facilitate transportation-related training and information sharing among NWRTPO members.
10. In collaboration with the NMDOT, increase and strengthen the viability and role of the NWRTPO and its fellow regional transportation planning organizations as an effective planning, development, and change agents for regional multimodal transportation mobility, and sustainability for rural transportation infrastructure, services, programs, and funding.

### **ARTICLE III MEMBERSHIP**

#### **A. BOUNDARIES**

The NWRTPO service area encompasses McKinley, Cibola and San Juan counties in northwestern New Mexico.

#### **B. LOCAL GOVERNMENTAL MEMBERS**

The governmental jurisdictions comprising the membership of the NWRTPO shall include:

1. The Counties of Cibola, McKinley and San Juan;
2. The municipalities of Gallup, Grants, and Milan; and
3. The Tribal Nations of Navajo Nation, Pueblo of Acoma, Pueblo of Laguna, and Pueblo of Zuni.

#### **C. TECHNICAL MEMBERS:**

1. The New Mexico Department of Transportation (NMDOT) shall be considered a technical advisory member, serving an *ex-officio* and nonvoting role with representatives including staff from the Government to Government Unit, Transportation Districts 5 & 6, and other divisions and programs as appropriate.

2. The cities of Farmington, Aztec, and Bloomfield are part of the Farmington Metropolitan Planning Organization (MPO), which also includes San Juan County. The MPO and RTPO are cooperating partners in regional transportation development.

#### **D. GOVERNING STRUCTURE**

1. Joint Technical/Policy Committee: There shall be established a Joint Technical/Policy Committee (JTPC), which shall be comprised of representatives from each of the local and tribal members of the NWRTPO, which shall engage in the inter-agency consultative and collaborative functions of the organization, and which shall actualize, oversee and guide the work program of the NWRTPO.
2. Appointments: Each municipal, county and tribal government within the NWRTPO service area shall elect or appoint a member and an alternate to serve on the Joint Technical/Policy Committee.
  - 2.1 In its policy capacity, the NWRTPO representatives shall be authorized to represent their respective governments' interests in policy decisions affecting regional transportation, and are responsible for informing and engaging their respective governmental authorities in the regional transportation policy process.
  - 2.2 Names and contact information of Committee members and alternates can be updated and submitted as needed throughout the year in writing to the NWRTPO staff using the RTPO member appointment form.
3. Voting:
  - 3.1 Voting privileges shall be accorded and restricted to the duly appointed members or alternates of the Joint Technical/Policy Committee.
  - 3.2 When votes are taken, tallied and recorded in connection with a Committee action, each member entity shall be accorded one (1) vote.
4. Attendance: In order to encourage participation and prevent cancellation of meetings due to lack of quorum, if any local government representative misses three (3) consecutive meetings, the Committee may seek to replace that representative on the Committee, in consultation with the local or tribal appointing entity.
5. Term: Members and alternates may serve at the discretion of their local governing body for an indefinite timeframe, provided that:
  - 5.1 The members and alternatives shall be appointed or re-appointed annually; and
  - 5.2 Biennial election or reconfirmation of Committee officers shall take place.

**ARTICLE IV**  
**DUTIES OF THE JOINT TECHNICAL/POLICY COMMITTEE**

- A.** The Joint Technical/Policy Committee (JTPC) receives transportation project applications via member submission of such forms as are devised and required by the RTPO and NMDOT, reviews and rates the projects for inclusion in the Regional Transportation Improvement Program Recommendations (RTIPR) document, and submits the RTIPR to the New Mexico Department of Transportation on at least a biennial basis or as otherwise required by the Department.
- B.** The JTPC reviews, rates, and ranks all funding program projects on at least a biennial basis and submits these to the appropriate NMDOT Office. This includes a biennial (minimally) RTIPR ranking process as well as transportation alternatives; an annual evaluative process for public transportation, and review of other programs as requested by NMDOT.
- C.** JTPC members are responsible for identifying potential transportation projects on behalf of local communities within the area of governance they serve, representing and discussing these projects with the NWRTPO Planner and NMDOT District representatives, and submitting projects for formal inclusion in the Transportation Improvement Plans of the region and state. JTPC members are also responsible for attending monthly RTPO meetings and collaborating with the RTPO Planner and NMDOT personnel regarding the progress and status of transportation development and maintenance projects within their respective jurisdictions.
- D.** In its policy capacity, the JTPC will review, approve and authorize the following roles and services of the NWRTPO on an annual basis:
- The annual work program for the NWRTPO, in consultation with the Northwest New Mexico Council of Governments and NMDOT;
  - Acceptance or reconfirmation of member appointments of representatives to the Joint Technical/Policy Committee;
  - Review and finalization of the prioritization and ranking of proposed projects in the Regional Transportation Improvement Program (RTIP), for submission to the NMDOT; and
  - Review and authorization of proposed actions by the NWRTPO that bear a significant impact upon participating member governments, beyond the routine services provided by the NWRTPO for transportation development and maintenance.
- E.** Both regular and special policy actions shall engage a process through which the requested action is presented at an initial monthly meeting, after which the RTPO members submit the proposed action and their recommendations through their respective governments' leadership, and bring back their vote for action on the proposed policy action at the following month's

meeting. This process assures adequate review and equitable participation on behalf of all participating governments.

- F. The JTPC may appoint subcommittees and task forces as needed to enhance the functioning and productivity of the NWRTPO.

## **ARTICLE V OFFICERS**

### **A. ESTABLISHMENT**

Committee Officers shall be considered officers of the NWRTPO association, consisting of a Chairperson and Vice-Chairperson elected by the voting members of the Joint Technical/Policy Committee to serve for two (2) calendar years, from January to December of each year. Elections or term renewal shall take place at the first meeting prior annually.

### **B. REMOVAL**

The Committee officers may be removed by annual election, resignation, or by appointing member governments (i.e., when the officer no longer represents his/her member government). In the event that the Chair resigns or is removed, the Vice-Chair shall assume the role of Chairperson, and a new Vice-Chair shall be appointed.

### **C. DUTIES OF OFFICERS**

#### **1. Chairperson**

- a. The Chairperson presides at all committee meetings. The Chairperson directs the business of the committee and establishes standing and ad hoc sub-committees to focus on specific areas of concern.
- b. The Chairperson is an *ex officio* member of all standing sub-committees.
- c. The Chairperson provides as appropriate a written and/or oral summary of sub-committee reports to the membership at RTPO committee meetings.
- d. The Chairperson collaborates with the RTPO Planner to ensure that protocol and regulations for public notice and membership notice (including agendas and minutes) for all RTPO meetings are adhered to.

2. Vice-Chairperson

- a. The Vice-Chairperson presides at all meetings at which the Chairperson is absent and performs all duties for which the Chairperson is responsible. If neither is present, the RTPO Planner or another member will be selected as temporary leader for the floor.
- b. It is the preference that the Vice Chair succeeds to the Chair position. However, the NWRTPO Committee shall reserve the right to recommend that the Vice Chair not succeed to the Chair's position at the end of the term, and may choose to elect an alternative member.
- c. If the Chairperson resigns or is no longer eligible to be a member of the RTPO Committee, the Vice Chairperson will serve as Chair until an election is held.

**ARTICLE VI  
STAFF SUPPORT**

**A. CONTRACTED SERVICES**

Under contract with the New Mexico Department of Transportation (NMDOT), the Northwest New Mexico Council of Governments (NWNMCOG) will hire and supervise a NWRTPO Program Manager to carry out the annual work program of the NWRTPO under the oversight and guidance of the NWRTPO Joint Technical/Planning Committee, and to staff the work and activities of the Committee. This contract serves as the official document for defining the relationship between the NMDOT and the NWNMCOG with respect to the carrying out the functions and fulfilling the objectives of the NWRTPO. The Program Manager shall work to assist NWRTPO members in both an administrative and technical capacity.

**B. STAFF DUTIES**

The Program Manager's duties shall include, but are not limited to, the following:

1. Fulfill the duties and responsibilities outlined by the NMDOT and the local government member representatives in the Annual Work Program.
2. Facilitate and assist with the biennial RTIPR process including development of project identification and/or other required forms in collaboration with RTPO members, facilitation of the annual rating and ranking process, creation and distribution of the RTIPR to NMDOT and NWRTPO members.
3. Prepare and facilitate NWRTPO meetings, including meeting arrangements, agenda, public notices, informing members and all other interested parties of meetings, and development and distribution of minutes and other materials.

4. Provide NWRTPO members, the NMDOT District Engineer, Government to Government Unit and other participating NMDOT staff with meeting agendas and information at least one week (7 days) in advance of meetings, and provide public notice no later than as recommended in the Open Meetings Act in advance of NWRTPO meetings.
5. Make presentations on the RTPO planning process and the status of local projects programmed in the RTIPR or STIP to NWRTPO members' governing bodies. These presentations and orientations should be made at least once every three (3) years to each member government to accommodate turnover in staffing and elected leadership.
6. Research, seek and maintain awareness of and correspondence with federal transportation departments and national resource organizations (NADO, AASHTO, AMPO, FHWA, FTA) and funding sources, to:
  - stay abreast of state, national and global trends in transportation planning and policy, legislative issues, best practices, and resource, training and funding opportunities, and engage the NWRTPO membership to take advantage of this information in local and regional actions that will enhance the impact of transportation facilities and services on the quality of place, quality of life and economic security of their citizens; and
  - provide technical assistance to NWRTPO members and projects to support regional multimodal rural transportation mobility and sustainability on behalf of member governments and the citizens of northwest New Mexico.

## **ARTICLE VII MEETINGS**

- A. All Joint Technical/Policy Committee meetings shall be subject to the Open Meetings Act (NMSA 10-15-1 to 10-15-4) and shall be conducted in accordance with such methods and procedures as the Committee adopts, **including virtual meetings when determined required by circumstances by the RTPO Chairman and staff in accordance to state guidance.**
- B. The Joint Technical/Policy Committee (JTPC) shall meet according to a regular schedule, nominally on the second Wednesday of each month but subject to change at the discretion of the Committee.
- C. As they arise, policy actions shall be discussed at regular or special meetings of the Committee, shall be brought to the attention of member government leaders for consultation on preferred action, and shall be voted on at the following month's meeting.
- D. A quorum shall consist of one-half (50%) of the voting members.
- E. The Committee shall adopt such rules of order as its members agree upon, except that formal actions shall at minimum include a motion, second, and call for vote.

- F.** Members submitting a project feasibility form (PFF) and/or project identification form (PIF) to be recommended for inclusion in the NWRTPO RTIPR must attend the mandatory meeting each year (February) for project presentation.
- G.** The NWRTPO Planner shall notify the public by newspaper advertisement of the time and place of regular meetings at least 10 days in advance (special meetings 3 days in advance, emergency meetings with as much advance notice as possible), and shall make such notices available to participating local and tribal governments for posting as appropriate within their communities.
- H.** Any JTPC member may submit a matter for consideration on a future agenda.
- I.** In the absence of the Chairperson and Vice Chairperson from a meeting of the JTPC at which a quorum is present, the NWRTPO Planner shall convene and facilitate the meeting, and/or the members present may choose an alternate member to assist or lead the meeting until its conclusion or the arrival of the Chair or Vice-Chair.
- J.** Persons from the public or any other group or organization desiring to address the NWRTPO or provide a presentation shall make their request to the RTPO Planner at least one week (7 days) in advance of the meeting. The RTPO Planner shall then consult with the RTPO officers for inclusion on the agenda in an upcoming meeting. Presentations shall not exceed 30 minutes unless authorized by the RTPO Chairman under special circumstances.
- K.** Public participation in meetings shall be as follows:
  - 1. Persons wishing to comment on a specific agenda item must first get permission from the Committee Chair. Speakers are limited to five (5) minutes, and a speaker's time may not be assigned to another speaker.
  - 2. Persons wishing to address the JTPC about issues not on the agenda should offer their comments during the "New Business/Public Comment" agenda item and at the permission of the Committee Chair. Speakers are limited to five (5) minutes, unless at the discretion of the facilitating Chair, discussion ensues, or further explanation is deemed necessary or appropriate. A speaker's time may not be assigned to another speaker. Speakers are requested to not directly address individual members of the JTPC or the RTPO Planner, but address dialogue or presentation to the committee as a whole. The Chairperson shall enforce decorum.

## **ARTICLE VIII ETHICS POLICY**

A member of the NWRTPO Joint Technical/Policy Committee or the NWRTPO Planner shall not:

1. Accept or solicit any gift, favor, or service that might reasonably tend to influence the member or employee in the discharge of official duties or that the member or employee knows or should know is being offered with the intent to influence the member's or employee's official conduct;
2. Accept other employment or engage in a business or professional activity that the member or employee might reasonably expect would require or induce the member or employee to disclose confidential information acquired by reason of the official position;
3. Accept other employment or compensation that could reasonably be expected to impair the member's or employee's independence of judgment in the performance of the member's or employee's official duties;
4. Make personal investments that could reasonably be expected to create a substantial conflict between the member's or employee's private interest and the public interest;
5. Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the member's or employee's official powers or performed the member's or employee's official duties in favor of another; or
6. Attempt to influence a legislative decision at any level of government, but only seek to inform members or the public of issues or impacts.

## **ARTICLE IX RECORDS**

### **A. MAINTENANCE OF RECORDS**

All records generated by the JTPC and any subcommittees in conducting NWRTPO business are to be maintained by the NWRTPO Planner of the NWNM Council of Governments. All records generated by the NWRTPO and any of its subcommittees are joint property of the NMDOT and the NWNM Council of Governments, and should be maintained in a manner accessible to authorized (appointed) NWRTPO JTPC members.

**B. TITLE OF RECORDS**

If the Northwest Regional Transportation Planning Organization terminates or ceases to exist and function, the title to all its assets and records will remain with the New Mexico Department of Transportation and the Northwest New Mexico Council of Governments.

**ARTICLE X  
AMENDMENT OF BYLAWS**

- A.** The Bylaws may be amended by a majority vote of all voting members present, under circumstances of a quorum.
- B.** Any voting member may propose amendments to the bylaws by submitting in writing to the Chairperson of the Joint Technical/Policy Committee and the NWRTPO Planner at least 30 days prior to the next scheduled meeting in order to provide adequate time for the proposed amendment to be added to the meeting agenda and for distribution to voting members for review. Any bylaw amendment that affects the relationship of the NWRTPO to the NMDOT or NWNMCOG must be submitted to both organizations for consideration.

**CERTIFICATION**

These NWRTPO bylaws were reviewed and approved by the Northwest Regional Transportation Planning Organization on December 9, 2020 – at a duly noticed and public meeting of the NWRTPO.

---

Dave Deutsawe, *Chairman*  
RTPO Joint Technical/Policy Committee

---

Evan Williams, *Executive Director*  
Northwest New Mexico Council of Governments

## **NWRTPO & NMDOT Master Contact List**

**P = Primary / A = Alternate**

### **1) Members and Alternates:**

- **Cibola County:** Judy Horacek - P [jphoracek@co.cibola.nm.us](mailto:jphoracek@co.cibola.nm.us) /505-285-2557 Cibola County Road Dept. – 505-285-2570)
- **McKinley County:** Rodney Skersick – P [Rodney.Skersick@co.mckinley.nm.us](mailto:Rodney.Skersick@co.mckinley.nm.us) ; Mario Gomez – A [Mario.Gomez@co.mckinley.nm.us](mailto:Mario.Gomez@co.mckinley.nm.us) (direct to Road Dept.: 722-2303) RS cell: 290-0829
- **San Juan County:** Scott Martin P – 505-334-7864 / [scott.martin@sjcounty.net](mailto:scott.martin@sjcounty.net) Nick Porell A – 505-334-4530 (cell 386-8232) / [nporell@sjcounty.net](mailto:nporell@sjcounty.net);
- **City of Gallup:** Clyde Strain P – [cstrain@gallupnm.gov](mailto:cstrain@gallupnm.gov); Alicia Santiago A – [asantiago@gallupnm.gov](mailto:asantiago@gallupnm.gov); / 505-863-1290 (Gail Knight – admin. asst.)
- **City of Grants:** Don Jaramillo P [projects@grantsnm.gov](mailto:projects@grantsnm.gov) ; **RTPO Vice-Chair** 505-285-3981 / Mark Teshima – A [publicworks@grantsnm.gov](mailto:publicworks@grantsnm.gov)
- **Village of Milan:** Sarah Austin P – [manager@villageofmilan.com](mailto:manager@villageofmilan.com); Denise Baca A - ([milanclerk@villageofmilan.com](mailto:milanclerk@villageofmilan.com)) / 505-285-6694
- **Northern Navajo:** Larry Joe P – [ljoe@navajodot.org](mailto:ljoe@navajodot.org); 928-640-1657 / 505-406-0779
- **Eastern Navajo:** vacant - Larry Joe assisting
  - Navajo Alternate: Karen Bedonie Plng. Director – [kbedonie@navajodot.org](mailto:kbedonie@navajodot.org); 505-371-8389
- **Pueblo of Acoma:** Dave Duetsawe P – [ddeutsawe@puebloofacoma.org](mailto:ddeutsawe@puebloofacoma.org); **RTPO Chair** Raymond Concho Jr. A – [RJConchojr@poamail.org](mailto:RJConchojr@poamail.org) 505-552-5190
- **Pueblo of Laguna:** Ray Lucero P [RayLucero@pol-nsn.gov](mailto:RayLucero@pol-nsn.gov) , Malcolm Bowekaty A – [mbowekaty@pol-nsn.gov](mailto:mbowekaty@pol-nsn.gov) 505-552-1218
- **Pueblo of Zuni:** Royce Gchachu P – [Royce.gchachu@ashiwi.org](mailto:Royce.gchachu@ashiwi.org); Roxann Hughte A – [Roxann.Hughte@ashiwi.org](mailto:Roxann.Hughte@ashiwi.org); 505-782-7116
- **Ramah Navajo:** Jonathan Henio – [JonathanHenio@ramahnavajo.org](mailto:JonathanHenio@ramahnavajo.org) 505-775-3264

### **2) NM-DOT and COG RTPO Staff:**

#### **A) NM-DOT Admin:**

- Jessica Griffin – Director NMDOT Planning Dept.: [Jessica.Griffin@state.nm.us](mailto:Jessica.Griffin@state.nm.us) / 505-476-2155; Rosa Kozub – GtG Supervisor: [Rosa.Kozub@state.nm.us](mailto:Rosa.Kozub@state.nm.us) / 476-3742 / 231-9869
- Neala Krueger – NMDOT RTPO Liaison: [Neala.Krueger@state.nm.us](mailto:Neala.Krueger@state.nm.us) / 505-231-2632
- Ron Shutiva – NMDOT Tribal Liaison: [Ron.Shutiva@state.nm.us](mailto:Ron.Shutiva@state.nm.us) / 505-827-5547 / cell: 505-670-5465

#### **B) NMDOT Dist. 6:**

- JoAnn Garcia – DOT District 6 Engineer Rep.: [JoAnn.Garcia2@state.nm.us](mailto:JoAnn.Garcia2@state.nm.us) 240-1669
- Bill Santiago - 285-3227 / [Bill.Santiago@state.nm.us](mailto:Bill.Santiago@state.nm.us) 290-9631
- Arif Kazmi - [Arif.Kazmi@state.nm.us](mailto:Arif.Kazmi@state.nm.us) 240-1846

#### **C) NMDOT Dist 5:**

- James Mexia – [James.Mexia@state.nm.us](mailto:James.Mexia@state.nm.us) 505-995-7786 / Stephanie Medina – [Stephanie.Medina@state.nm.us](mailto:Stephanie.Medina@state.nm.us) / 505-995-7786

#### **D) NWCOG RTPO Staff:**

- Robert Kuipers-RTPO Staff: [rkuipers@nwnmcog.org](mailto:rkuipers@nwnmcog.org); 505-722-4327
- Evan Williams – NWNMCOG Director: [ewilliams@nwnmcog.org](mailto:ewilliams@nwnmcog.org)



NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS  
QUILAP NEW MEXICO

a program of

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

## Northwest Regional Transportation Planning Organization (NWRTPO)

### Agenda Item #VI: Annual Member Survey

**Subject:** Annual RTPO member survey of program services and priorities

**Prepared for:** December 9, 2020 meeting

**Date:** December 3, 2020

#### BACKGROUND

- **Why?** On an annual basis the NWRTPO conducts a survey to gauge the quality of program services and consider new priorities going forward
- **Purpose.** Staff seek to refine and improve RTPO management for local government transportation services and infrastructure development along with supporting cross-jurisdictional collaboration in the NWRTPO three county / four tribe region
- **Discussion/Finalization.** Members will be provided the survey via hard copy and email

#### CURRENT WORK

- Provide survey options so members can complete and submit

#### ANTICIPATED WORK

- Staff will summarize survey results and provide feedback to members and DOT staff in December

#### ATTACHMENTS

- FFY2020 Member Survey Form

#### BUDGET IMPACT

- None.

#### ACTION ITEM

- N/A. Based on member feedback, staff will consider and develop recommendations for FFY2021

**Annual NWRTPO Member Survey**  
**FFY – 2020: October, 2019 – September, 2020**

**1) Please enter the number of training events you attended during FFY 2020:**

List (name) the trainings in the appropriate boxes so we can identify the types of trainings you've attended during this time period.

UNM-LTAP / TTAP: (Local Tech. Asst. Prgm. / Tribal Tech. Asst. Prgm.)	•
NHI National Hwy. Institute:	•
FHWA Fed. Hwy. Admin.:	•
Other:	•

**2) Which RTPO members have completed the NWRTPO orientation virtual presentation for your policy officials due in FFY2020 - 2021?**

Local Government:	In compliance until:	Local Government:	In compliance until:
San Juan County	5/29/20	Northern Navajo	1/15/21
McKinley County	5/08/20	Eastern Navajo	1/15/21
Cibola County	9/27/20	Pueblo of Acoma	4/27/20
Gallup	2/27/20	Pueblo of Laguna	6/09/20
Grants	3/05/20	Pueblo of Zuni	4/10/21
Milan	4/11/20	Ramah Navajo	3/26/20

**Response:** (Orientations can be provided at any time a local govt. feels they need another one based on elections and leadership turnover.)

**3) How would you rate the RTPO services over the FFY2020 term (Oct. 2019 – Sept. 2020):**

Rating	Comments:
✓ Excellent	
✓ Good	
✓ Fair	
✓ Needs Improvement	

**4) Please provide information on any presentations you are interested in having at an RTPO meeting:**

- A)
- B)
- C)
- D)

**5) Please provide any feedback on issues or ideas that would be helpful to improve the RTPO service to our local governments:**

- A)
- B)
- C)
- D)

**6) The RTPPO seeks opportunities to strengthen rural positioning for transportation resources, using data and performance measures. Do you have any new ideas or creative suggestions?**

- A)
- B)
- C)
- D)

**7) The Goals in our Regional Transportation Plan include:**

- 1) Operate with Transparency and Accountability
- 2) Improve safety and health for all system users
- 3) Maintain transportation assets for the long term
- 4) Provide multi-modal connectivity and access
- 5) Respect for NM cultures, environment, history and Quality of Life

Are there specific actions or strategies within these goals that you would like more focus toward on the part of NWRTPPO staff and members in the year ahead?



a program of  
NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

**Northwest Regional Transportation Planning Organization  
(NWRTPO)**

**Agenda Item #VII: NWRTPO 2020 Regional Transportation Plan Update**

**Subject:** NWRTPO RTP Update – process, schedule, and vote to approve and authorize if finalized at this (or our next) meeting

**Prepared for:** RTP Update – Robert Kuipers

**Date:** 12/03/20

**BACKGROUND**

- **Why?** The NWRTPO makes minor updates to its Regional Transportation Plan every year; but every 5 years the NWRTPO undertakes a more major update to its RTP in sync. with NMDOT's LRTP update.
- **Purpose.** This year the NWRTPO is undertaking a more significant update to our Regional Transportation Plan, and try to some extent to coordinate / synchronize our priorities with those represented within the NM-LRTP update that are relevant or have utility within our region.
- **Discussion/Finalization.** Members have been provided with 1) a concise summary and 2) a more detailed summary outlining the process and schedule for our RTP update.

**CURRENT WORK**

- Members have been encouraged to familiarize with our Regional Transportation Plan on the NWNM Council of Governments website, and consider what interests their respective regional govt. jurisdiction may have for inclusion in our more significant RTP update this year. If the RTP update is complete at this meeting members will vote to approve and authorize the NWRTPO 2020 RTP update – otherwise at our January meeting.

**ANTICIPATED WORK**

- Members will be asked to consider and contribute toward updating our RTP this year to insure that their respective interests are represented in the final document – anticipating completion in December or January at latest.
- Members will be **particularly asked to update their govt. jurisdiction's priorities** for Appendix 2 – Public Outreach Report, which cites forthcoming priorities for both our region (p.85) and our respective NWRTPO Member Governments pp. 86 – 103. It will be important for our respective members to **execute update recommendations for this section within specified timelines**; those who do not respond will be left out. These new priorities can reflect both current RTIPR project priorities, as well as new prioritized directions or interests that participating member governments wish to pursue for multi-modal transportation maintenance or development.

**ATTACHMENTS**

- Quick Summary – FFY2020 NWRTPO Regional Transportation Plan Update.
- General Schedule for NWRTPO Regional Transportation Plan Update.
- Member survey for the RTP update

**BUDGET IMPACT**

- None

**ACTION ITEM**

- Vote to approve and authorize if finalized by this meeting; or – if not, at January 13, 2021 meeting

## NWRTPO Member Survey

**1) Have you reviewed our Regional (long-range) Transportation Plan adopted in October 2015 and updated in 2018? Link: (NWNMCOG – PROGRAMS – Transportation Planning – Important Documents – Northwest Regional Transportation Plan | Updated August 2018)**

✓ YES:	
✓ NO:	

**2) For our NWRTPO Region and member governments what is your response to the following statements:**

✓ For each of the following rate your level of agreement:	1) Strongly Disagree	2	3) Indifferent – neither agree or disagree	4	5) Strongly Agree
The quality of transportation in our region is better than five (5) years ago:					
State and Regional Highway conditions have improved:					
NMDOT and our Counties are maintaining and operating our NWNM highway system well:					
NMDOT is planning future transportation investments well:					
I have good access to transportation options:					

**3) For our region's transportation infrastructure and service areas – rate your level of satisfaction:**

✓ Check the appropriate box	1) Very Dissatisfied	2	3) Neither agree or disagree	4	5) Very Satisfied
Pavement conditions:					
Highway congestion levels:					
Winter and general maintenance:					
Highway Safety:					
Multimodal bike and pedestrian options:					
Public transportation options and availability:					

**4) Which mode of transportation do you primarily use to work or school:**

	✓ frequently	✓ infrequently	✓ never
Personal vehicle:			
Car-pool:			
Public Transit:			
Bicycle or Walk:			

**5) How many miles a day is your average round trip to work or school:**

✓ Less than 10 miles:	
✓ Between 10 & 30 miles:	
✓ Between 30 & 60 miles:	
✓ Between 60 & 150 miles:	

**6) What do you see as appropriate investment areas for future transportation infrastructure or services?**

✓ Check the appropriate box:	1) Not important at all:	2	3) Neither agree or disagree:	4	5) Very important:
Bicycle infrastructure, trails and facilities:					
Public transportation options:					
Reducing / addressing freight congestion:					
Transportation investments for economic development:					
Improving transportation system resiliency (reducing negative impacts to system infrastructure or services):					

**7) What is your opinion on the following financial investment areas in our region for transportation projects and programs:**

✓ For each of the following rate your level of agreement:	1) Strongly Disagree	2	3) Neither agree or disagree	4	5) Strongly Agree
Funding for highway facilities should be increased:					
Funding for non-highway facilities (e.g. local roads, trails & public transportation) should be increased:					
I support a gas tax increase for transportation investments:					
I support increased vehicle registration fees for transportation investments:					
I support local / regional sales tax increases to support transportation investments:					
The state should commit more general funds toward transportation:					
NMDOT should be able to issue more bonds to pay for transportation projects:					

**8) Does your community or county have an updated comprehensive plan, transportation plan, and/or special studies that might provide useful information for our LRTP update? If so, please email to Bob Kuipers at [rkuipers@nwnmcog.org](mailto:rkuipers@nwnmcog.org) or contact by phone at 505-722-4327.**

**9) Are there any other transportation priorities or projects that should be added to our Regional Transportation Plan?**

**10) Are you willing to participate as a steering committee member to help us review and fine-tune our Long Range Regional Transportation Plan update?**

**11) Do you have any additional questions regarding the NMDOT Long Range Transportation Plan update or our NWRTPO Regional Transportation Plan update – both of which are being undertaken at this time?**

**12) To help us better understand the results of this survey please provide the following information if you are willing:**

<ul style="list-style-type: none"> <li>• Zipcode of residence:</li> <li>• County where you work:</li> <li>• Age:</li> </ul>	<ul style="list-style-type: none"> <li>• Gender:</li> <li>• Number of licensed drivers in your household:</li> </ul>
---	--

### **Key Results from Member Responses on Survey Monkey:**

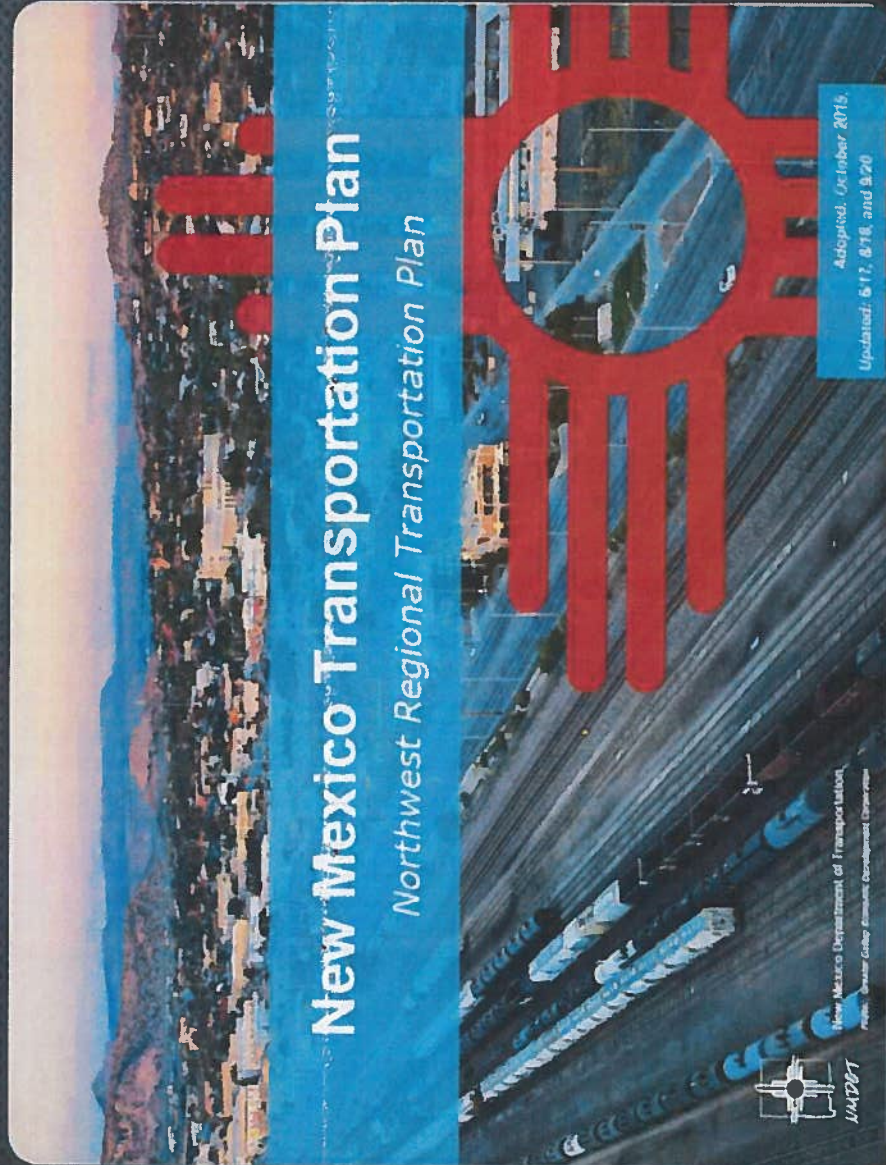
To summarize - survey respondents feel future transportation investments in a) bicycle infrastructure and trails / facilities rank high; public transportation ranks high; reducing freight congestion ranks high, economic development transportation investment ranks high; improving transportation system resiliency ranks high, and funding highway facilities ranks exceptionally high. Investment for non-highway infrastructure and services also ranks high.

Respondents were favorable toward gas tax increases for transportation investments. Respondents had a mixed 50/50 response to increasing vehicle registration fees or sales tax or state general funds for transportation investments. Respondents were generally favorable toward NMDOT issuing more bonds to pay for transportation investments.

Based on survey responses it appears RTPD members and regional stakeholders are generally satisfied with our transportation infrastructure and services; although there is mounting concern expressed regarding pavement conditions. It appears that interest is growing for multi-modal options and trails for pedestrians and bicycles. The vast majority of our residents use personal vehicles and have a 10 to 30 mile commute to work, school and services. Respondents favor transportation investments in multi-modal infrastructure, public transportation, economic opportunities, system maintenance and resilience, improving regional highways and general roadway infrastructure, and reducing freight congestion. Respondents favor gas tax and bond funding as sources for funding transportation investments, but are less favorable toward the use of vehicle registration fees, sales tax, or state general funds.

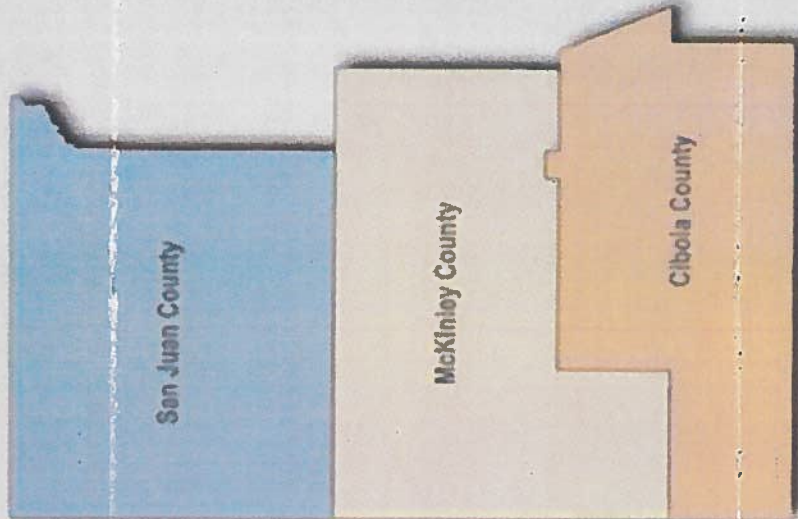
# 2020 REGIONAL TRANSPORTATION PLAN

NORTHWEST NEW MEXICO  
REGIONAL TRANSPORTATION  
PLANNING ORGANIZATION  
(NWRTPO)

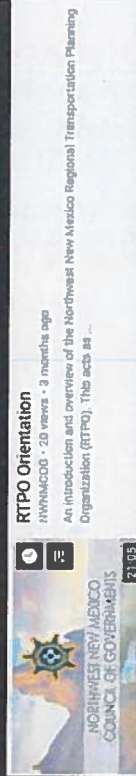


# NWRTPO FUNCTION

- ◆ Representatives from each T/LPA in the 3-county area
  - 1 Member & 1 Alternate
  - Counties, Municipalities, Tribes
  - Except Aztec, Bloomfield, Farmington (MPO)
- ◆ Meet on a monthly basis at alternating locations
  - NMDOT District 5 & District 6 offices
  - Central NMDOT Administration
- ◆ Policy & Technical Committees combined Nov 2011
- ◆ Collaborate & coordinate on multi-modal projects
- ◆ Development & maintenance of transportation infrastructure shared between various T/LPA
- ◆ Meetings are open to public and multi-modal transportation providers and users



ENTITY	MEMBER
Acoma Pueblo	David Deutsawe, Chair
Laguna Pueblo	Gayford Slow
Zuni Pueblo	Royce Gohachiu
Navajo Nation	TBD(Eastern)
Cibola County	Larry Joe (Northern)
McKinley County	Judy Horacek
San Juan County	Rodney Skersick
City of Gallup	Scott Martin
City of Grants	Stan Henderson
Village of Milan	Don Jaramillo, Vice-Chair
Ramah Navajo	Jack Moler's
	Shane Lewis



<https://www.youtube.com/watch?v=gHKZSUXrLjU>

## PURPOSE

Aggregates local official, transportation professionals and stakeholders input to outline current and future trends, needs, and plans in transportation

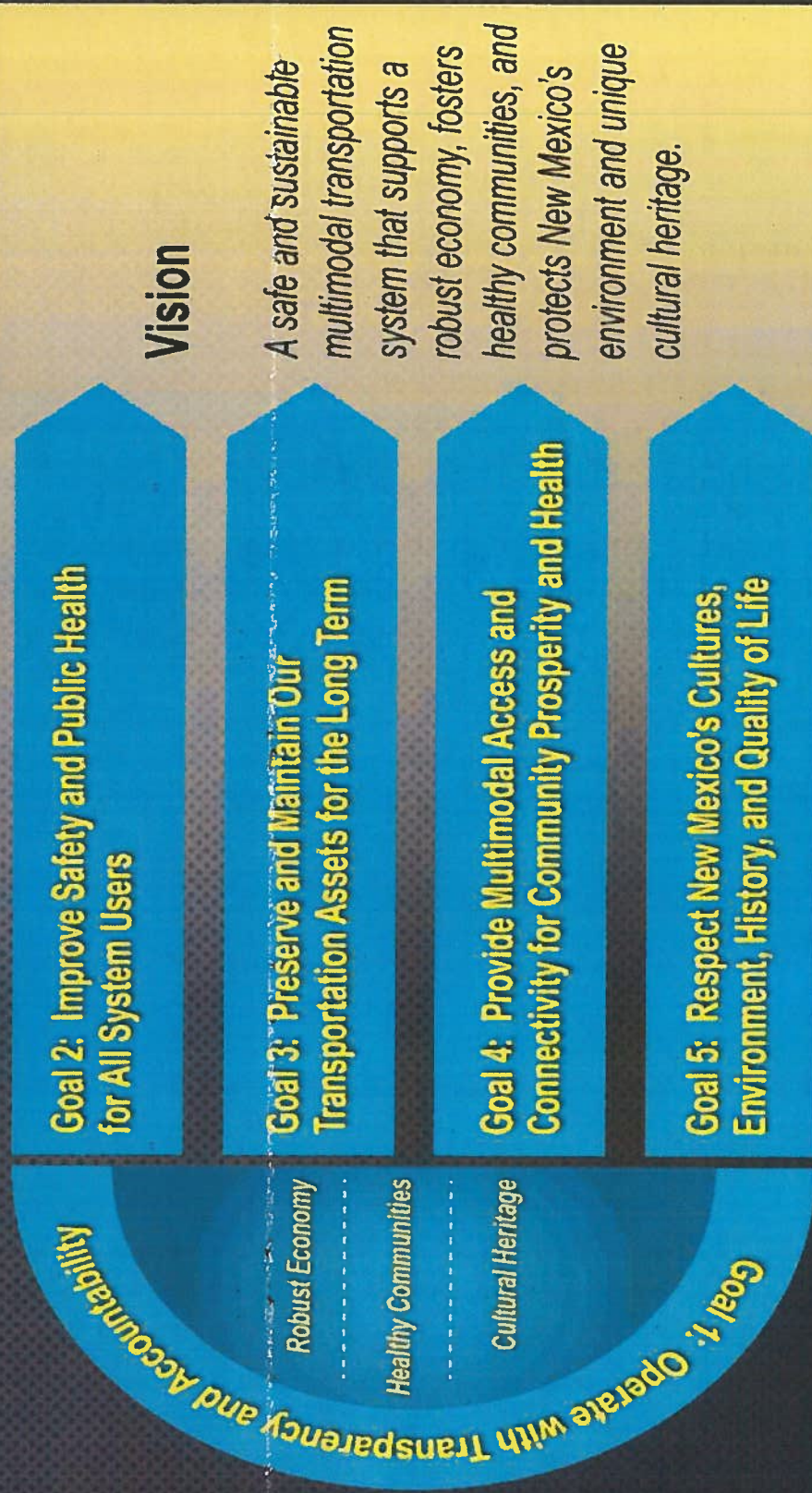
Develops recommended Goals, Strategies, and Actions at the Regional level

Informs policy officials, stakeholders, and RTPO staff on priorities to focus on and guides projects, programs, and investments.

Provides guidance on implementation and evaluation metrics to track progress annually.

Plan will roll-up into the State's Transportation Plan 2045

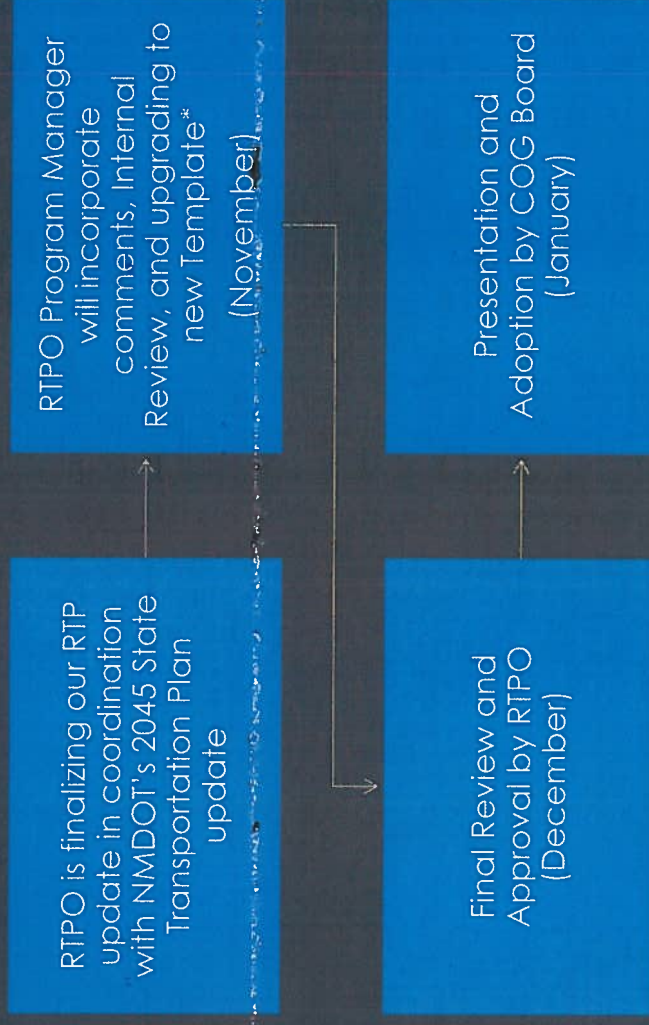
# VISION & GOALS



# UPDATES

- IT TOOK STAFF SOME TIME TO UPDATE OUR THREE COUNTY STAKEHOLDER LIST FOR THIS RTP UPDATE DUE TO LEADERSHIP TURN-AROUND FOR 70 POSITIONS FROM 18 ORGANIZATIONAL STAKEHOLDER CATEGORIES.
- THE COAL AVENUE COMMONS PROJECT IS BUILDING A MORE INVITING AND RESILIENT DOWNTOWN ENVIRONMENT IN GALLUP, NEW MEXICO.
- THE NWRTPD WAS FUNDED \$120,000 TO HELP DEVELOP A PREWITT / MILAN AREA TRANSPORTATION MASTER PLAN FOR DEVELOPMENT WITHIN THE PREWITT AND MILAN INDUSTRIAL PARKS ALONG WITH THE THOREAU TO MILAN REGION; DUE IN PART TO THE 2020 CLOSURE OF THE ESCALANTE ELECTRIC GENERATION PLANT.
- THE NEW MEXICO PORTION OF THE FOUR CORNERS STATES' TRAIL OF THE ANCIENTS SCENIC BYWAY HAS APPLIED FOR NATIONAL SCENIC BYWAY DESIGNATION, WHICH COULD HAVE A SIGNIFICANT BENEFIT FOR TOURISM TO OUR REGION IF SO DESIGNATED.
- ONGOING DEVELOPMENT OF OVER 60 MILES OF RECREATIONAL TRAILS IN THE ZUNI MOUNTAINS OF MCKINLEY AND CIBOLA COUNTIES ALONG WITH THE GRANTS / MT. TAYLOR RANGE. THE PUEBLO OF LAGUNA IS ALSO DEVELOPING BIKE & PEDESTRIAN TRAILS CONNECTING ALL SEVEN VILLAGES.
- UPDATED REGIONAL ACCIDENT / CRASH STATISTICS TO 2018 DATA.
- ADDED OPPORTUNITY ZONES (POTENTIAL PROJECT FUNDING) FROM THE E.D.A., FOR OUR THREE COUNTY REGION AS THESE INVOLVE TRANSPORTATION INFRASTRUCTURE AS WELL.
- LOCAL GOVT. TRANSPORTATION PROJECT FUND FROM THE STATE OF NEW MEXICO (2019 – 2020) PROVIDED \$12.2 MILLION FOR 14 PROJECTS ON BEHALF OF ELEVEN GOVERNMENTS IN OUR REGION.
- THERE ARE EMERGING FREIGHT OPPORTUNITIES IN OUR REGION INCLUDING TRUCKING AND RAIL AROUND INDUSTRIAL PARKS AND POTENTIAL TRANSLOADING FACILITIES, TAKING ADVANTAGE OF THE EAST – WEST I-40 AND BNSF RAIL CORRIDORS, ALONG WITH THE NORTH NM371 CORRIDOR FROM THOREAU TO FARMINGTON THRU THE NAPI AGRICULTURAL FIELDS, AND THE NORTH – NOW FOUR-LANED US491 CORRIDOR FROM GALLUP TO SHIPROCK AND FARMINGTON.
- THERE IS A NEAR FUTURE RISK FOR MORE LIMITED TRANSPORTATION FUNDING – ALONG WITH OTHER PUBLIC INFRASTRUCTURE, DUE TO POTENTIAL IMPACTS OF COVID-19 SMALL BUSINESS CLOSURES AROUND THE STATE AND NATION, AND THE RESULTING REDUCTIONS IN TAX REVENUES.

## NEXT STEPS



How to participate?  
Read, Comment, & Take Survey at:

<http://www.nwnmcog.com/current-plan-updates.html>



a program of

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

**Northwest Regional Transportation Planning Organization  
(NWRTPO)**

**Agenda Item #VIII: FFY2020 Annual Performance and  
Expenditure Report (APER)**

**Subject:** Presentation of the FFY2020 (*Oct. 1, 2019 – Sept. 30, 2020*) APER

**Prepared for:** December 9, 2020 meeting

**Date:** 12/3/20

**BACKGROUND**

- **Why?** Every year the RTPO submits to NMDOT four 3-month quarterly reports, and one annual report.
- **Purpose.** Members are informed on annual reports and provided documentation to retain an understanding of what the NWRTPO has accomplished within our region over the past year.
- **Discussion/Finalization.** Staff will present the APER to members as part of this meeting pkg.

**CURRENT WORK**

- Share APER with RTPO members

**ANTICIPATED WORK**

- None

**ATTACHMENTS**

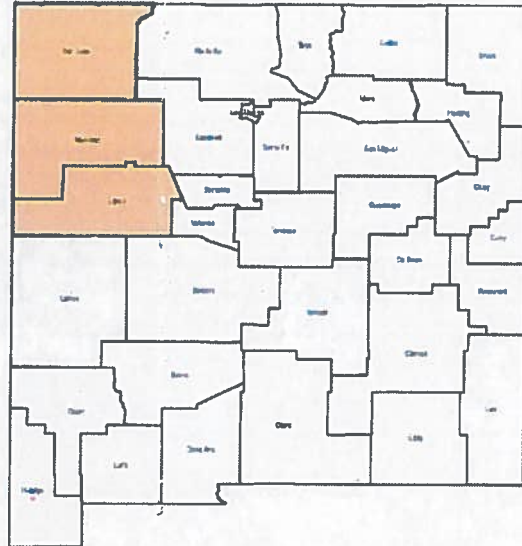
- APER report for FFY2020

**BUDGET IMPACT**

- None

**ACTION ITEM**

- N/A



**NORTHWEST NEW MEXICO REGIONAL TRANSPORTATION PLANNING ORGANIZATION**

---

# Annual Report & Highlights

---

*Prepared and Submitted by:*

**NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS**

**NOVEMBER 2020**

### **RTPO APER Narrative Summary – FFY2020**

Please provide a BRIEF (one to two sentences each) summary of Work Program activities by Function below.

#### **Function 1: Long-Range Planning and Implementation**

- Staff undertook a more significant update to our Regional Transportation Plan this year in sync. with NMDOT's major LRTP update on a 5-year cycle. This included consultation with, and a survey for RTPO members and a 70 member stakeholder list from our region.
- Staff have undertaken development of a Prewitt – Milan Transportation Master Plan funded by NMDOT SPR (*State Planning & Research*) Funds to develop road and rail infrastructure to sustain and grow the Prewitt and Milan Industrial Parks along with any other opportunities in this region north of I-40 between Thoreau and Milan.

#### **Function 2: Technical Support and Data Management**

- COG staff Carrie House continues laying out GIS coordinates to map the Zuni Mountain Trails in the Cibola County region.
- COG Director Evan Williams, supported our region's development needs, including transportation infrastructure or services at the New Mexico State Legislative Session and committee meetings this year.

#### **Function 3: Project Development and Monitoring**

- COG RTPO staff supported the State of New Mexico and NMDOT for the first roll out of Local Govt. Transportation Project Funding provided thru the state. Staff served as Hearing Officer for a Nov. 20 Rule Making Hearing for disbursement of this funding. The NWRTPO region benefited with over \$12 million for 14 projects on behalf of 11 of our member governments.
- Staff are conducting an RTIPR Revision this year, rather than a full Call for Projects, as limited funding is anticipated in the near future due to COVID-19 tax reductions. This process simply updates our RTIPR with PFF's.
- Significant funding opportunities this fiscal year included a) ROUTES (*Rural Opportunities to Use Transportation for Economic Success*); b) Nationally Significant Federal Lands and Tribal Projects (at \$321.4 million); c) USDOT BUILD Grant (*Better Utilizing Investments to Leverage Development*) with \$1 Billion available; d) Tribal Transportation Program Funding, and e) Economic Development Outdoor Equity Fund.

#### **Function 4: Other Activities and Projects**

- RTPO staff and the NWNMCOG submitted an application for national designation for portions of our Trail of the Ancients Scenic Byway in New Mexico. This included re-assembling an oversight committee for our state's portion of this four-state scenic byway (incl. Az., Utah, Colo.). We are still awaiting a final decision from the USDOT.
- The NWNMCOG took over management of a "Four-Corners Geotourism Website" that inter-nationally advertises our region of north west and north central New Mexico; along with participating counties in north east Arizona, south east Utah, and south west Colorado. This website averages 1.5 to 3 thousand web visits a month. COG staff continued to support the plan, design and build out for 200+ miles of recreational trails in the Zuni Mountains of McKinley and Cibola Counties.

#### **Function 5: General RTPO Support**

- Staff supported Road Safety Audits – 1) conducted by Lee Engineering with focus on the major US491 intersections within the Naschitti, Sheep Springs and Newcomb communities (and any major rural intersections in between these communities), which included a school in Newcomb; and 2) a virtual RSA for the Chee Dodge Elementary School entrance off US491 conducted by Wilson & Co.
- Staff updated the NWRTPO Orientation power point in order to offer a virtual orientation to new or ongoing elected leaders in our region's county, municipal or tribal governments participating in the NWRTPO. Local member reps. have been asked to track and report on presentation completion for their respective leaders.

#### **Function 6: RTPO Administration**

- Staff managed reporting and RWP amendments within NMDOT guidance and timelines, undertook the annual QAR with Neala Krueger in May, 2020; and organized and filed away older / outdated RTPO files to make room in cabinets for a constantly building volume of more current files.
- Staff submitted the FFY2020 Regional Work Program to DOT Liaison Neala Krueger, including carry over funds from FFY2019; RTPO members approved and authorized the NWRTPO Regional Work Program & Budget for FFY2021 thru 2022 at our May virtual meeting; which was subsequently submitted to NMDOT.

# Quarterly Expenditure Summary

	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Total Budgeted Amount	FFY 2020 Requests	Balance	% Change	Reason:
a. Personnel	\$ 15,208.83	\$ 13,481.86	\$ 22,472.23	\$ 11,974.18	\$57,200.00	\$ 63,137.10	\$ (5,937.10)	10.38%	
b. Fringe Benefits	\$ 3,519.57	\$ 3,521.35	\$ 5,341.68	\$ 2,034.87	\$14,374.00	\$ 14,417.47	\$ (43.47)	0.30%	
c. Travel & Training	\$ 287.30	\$ 2,157.61	\$ -	\$ 265.00	\$ 3,962.00	\$ 2,709.91	\$ 1,252.09	-31.60%	COVID-19 Reduced Travel
d. Equipment	\$ -	\$ 1,399.21	\$ -	\$ -	\$ 1,399.21	\$ 1,399.21	\$ -	0.00%	
e. Supplies	\$ 512.32	\$ 424.23	\$ 577.17	\$ 137.71	\$ 3,191.79	\$ 1,651.43	\$ 1,540.36	-48.26%	Staff confined to well supplied office due to pandemic. Less supplies needed for regional virtual meetings - ie no snacks, drinks, meals, travel - etc.
f. Contractual	\$ 5,448.63	\$ 2,767.00	\$ 3,409.79	\$ 1,065.66	\$ 13,511.00	\$ 12,691.08	\$ 819.92	-6.07%	Improvements came in under budget saving RTPO budgeted costs.
g. Construction	\$ -	\$ 2,258.72	\$ -	\$ -	\$ 5,198.11	\$ 2,258.72	\$ 2,939.39	-56.55%	
h. Other	\$ 3,674.11	\$ 4,354.37	\$ 3,903.06	\$ 2,165.72	\$ 12,612.00	\$ 14,097.26	\$ (1,485.26)	11.78%	
TOTAL	\$ 28,650.76	\$ 30,364.35	\$ 35,703.93	\$ 17,643.14	\$111,448.11	\$ 112,362.18	\$ (914.07)		
Local Match (20%)	\$ 5,730.15	\$ 6,072.87	\$ 7,140.79	\$ 3,528.63	\$ 22,289.62	\$ 22,472.44	\$ (182.81)		
Federal Share (80%)	\$ 22,920.61	\$ 24,291.48	\$ 28,563.14	\$ 14,114.51	\$ 89,158.49	\$ 89,889.74	\$ (731.26)		

Control Number:	Invoice #	TOTAL	Local Match (20%)	Federal Share (80%)
Work Authorization (Amendment #2)		\$111,448.11	\$ 22,289.62	\$ 89,158.49
Quarter				
Q1 ending 12/31		\$ 28,650.76	\$ 5,730.15	\$ 22,920.61
Q2 ending 3/31		\$ 30,364.35	\$ 6,072.87	\$ 24,291.48
Q3 ending 6/30		\$ 35,703.93	\$ 7,140.79	\$ 28,563.14
Q4 ending 9/30		\$ 17,643.14	\$ 3,528.63	\$ 14,114.51
BALANCE		\$ (914.07)	\$ (182.81)	\$ (731.26)

**FFY2020**

Function	Budgeted Hours Amendmt. #2	Q1	Q2	Q3	Q4	Total Actual hours	Balance	Percentage budgeted differs from actuals*
1	200	26.75	40.50	57.00	190.50	314.75	-114.75	57.38%
2	200	33.75	13.00	209.00	1.00	256.75	-56.75	28.38%
3	300	58.75	51.50	18.00	21.50	149.75	150.25	-50.08%
4	350	25.50	134.75	123.00	14.50	297.75	52.25	-14.93%
5	600	129.00	145.25	202.50	157.00	633.75	-33.75	5.63%
6	450	130.00	79.75	157.00	76.00	442.75	7.25	-1.61%
TOTAL	2100	403.75	464.75	766.50	460.50	2095.50	4.50	-0.21%

\*if budgeted hours differ from actual hours by more than 20% in any function, provide a narrative explanation below:  
**Function 1 - Long Range Planning:** The NWRTPO undertook a more extensive update to our Regional Transportation Plan this year, in sync. with the NMDOT's major LRTP update. **Function 2 - Tech. Support / Data Mgmt.:** COG staff undertook some major mapping and data collection in the 3rd quarter to support our national designation application for our Trail of the Ancients Scenic Byway. **Function 3 - Project Dev. & Monitoring:** With anticipation of potential funding decreases in the near future due to the COVID-19 related closure of many small businesses statewide and nationally impacting tax revenue reductions, the NWRTPO did not execute a full call for projects this year and simply undertook an RTIPR revision based on PFF submissions - this significantly reduced the amount of time required for project submissions and the related RTIPR update.

## Trail of the Ancients Scenic Byway



For several decades, the Northwest New Mexico Council of Governments and its Regional Transportation Planning Organization (RTPO) program have been involved in promoting and designating scenic byways as a tool to market the region to travelers and locals alike. In December, 2019, President Donald J. Trump signed the new National Scenic Byway Bill "Reviving America's Scenic Byways Act of 2019" into law, with FHWA program guidance.

COG staff are undertaking a challenging process to gain recognition and designation for portions of our Trail of the Ancients Scenic Byway as a National Scenic Byway. On February 13<sup>th</sup>, 2020 the Federal Highway Administration launched the nomination portal for electronic submission of applications.

Applications were due to NMDOT by May 1, 2020. The agency then had until May 15 to submit statewide nominations to FHWA. We also have re-formed the Byway Council with representatives from each jurisdiction in our three county region (San Juan, McKinley, Cibola) who have helped with the application and support letters.

- 2002: State of New Mexico lifts moratorium and announces a deadline for nominations of new State scenic byway designation. COG rallies the region, assembles a steering committee, defines the byway and submits a nomination application for the (then named) Native Heritage Trail.
- October 2002: State of New Mexico designates the Native Heritage Trail as a state scenic byway.
- 2003 – 2005: Organizational development of the Byway Council and planning for the byway commenced.
- 2007: COG and its partners successfully petitioned the State Transportation Commission to rename this byway as "Trail of the Ancients" – New Mexico, in order to participate in a 4-state scenic byway including Utah and Colorado – which were already nationally designated, and Arizona, which remains state designated at this time.
- 2008: A Corridor Management Plan was completed for our N.M. byway portion.
- 2008: The N.M. Trail of the Ancients Byway Association, supported by the COG, developed and submitted an application for nomination as a national byway but were rejected around national criteria.
- 2009 – 2012: The T.O.A. Byway Association was actively facilitated by the COG and received several byway grants including signage, kiosks at state / federal / regional visitor centers; marketing and physical improvements to infrastructure.



2012-2019: The Trail of the Ancients Byway Association contributed to other associations during a period of time when the Federal Govt. eliminated byway programs: these included the Region 1 Tourism Board; the RTPO; and the Four Corners Geotourism Stewardship Council, all of which the COG continues to support. The designation of National Scenic Byways are determined by six (6) "Intrinsic Qualities":

- Scenic Quality
- Natural Quality
- Historic Quality
- Cultural Quality
- Archaeological Quality
- Recreational Quality



The corridor we are proposing for national designation possesses all six intrinsic qualities in abundance, but we must choose a primary one, which for our byway is archaeological; with a secondary quality of cultural for our region, which should help differentiate our byway from others in the nation.



NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

**NORTHWEST REGIONAL TRANSPORTATION PLANNING ORGANIZATION (NWRTPO)**

**FFY2020, Annual Report**

**Period: October 1, 2019 – September 30, 2020**

This report reflects and follows the functions and tasks in the approved FFY2020 Regional Work Program and Budget. The following are functions and tasks completed by the Northwest Regional Transportation Planning Organization during the course of FFY2020:

Function 1:	Long-Range Planning.		
ANNUAL ACTIVITY HIGHLIGHTS & RECAP			
<ul style="list-style-type: none"><li>• “Stone Material Handling” - the first tenant to the 4-CITE rail served Energy Logistics Park northwest of Gallup commenced set up for operations in the first quarter of FFY2020.</li><li>• RTPO staff sent our RTIPR with highlighted bike and pedestrian projects to a consultant assisting NMDOT with their major LRTP update this year with info. reg. which projects were funded and which were not.</li><li>• RTPO staff participated in a conference call with our Commissioner Charles Lundstrom and DOT 6 Lead Engineer Larry Maynard, to line out our region’s transportation priorities.</li><li>• RTPO staff supported the Shiprock “REDI” (<i>Rural Economic Development Innovation</i>) project, funded to plan community expansion along the San Juan River, which included transportation infrastructure.</li><li>• Staff undertook a more major update to our Regional Transportation Plan this year in sync. with NMDOT’s major LRTP update on a 5-year cycle. This includes a survey for RTPO members and a 70 member stakeholder list from our three county, four tribe and small community region. Staff also assessed progress with meeting the goals and related actions within our current RTP, and generated a related list of recommended actions to move toward completion.</li><li>• Staff have undertaken development of a Prewitt – Milan Transportation Master Plan funded by NMDOT SPR (<i>State Planning &amp; Research</i>) Funds at \$120K, to plan road and rail transportation infrastructure needed to sustain and grow the Prewitt and Milan Industrial Parks along with any other opportunities in this region, related to the closure of the Escalante Electric Generation Plant.</li></ul>			
TASK TRACKING			
TASK		DUE DATE	STATUS
1.1 REGIONAL PLAN Collaborate with NMDOT and other partners to identify and document current and future transportation needs, plans and projects for inclusion in the Regional Transportation Plan (RTP).		Q4, FFY2016	NM Transportation Plan ✓ Adopted in September 2015
			Northwest Regional Transportation Plan ✓ Adopted in October 2015;
1.1.1 UPDATE REGIONAL PLAN Review and update the RTP, including tasks and goals, at least once every four years in coordination with the NM Transportation Plan update.		Q3, FFY2018	<ul style="list-style-type: none"><li>o No activity in Q1-2, FFY2018</li><li>o Updates in FFY2018, FFY2019, and major updates in FFY 2020 thru 2021</li></ul>
1.1.2 PLANNING PRODUCTS Conduct and/or participate in corridor studies, transportation-related subarea plans, and regional and local multi-modal and intermodal planning activities, including bicycle master plans, comprehensive plans, transportation plans, safety plans, e.g.: Road Safety Audits, Downtown Master Plans, 4CITE, etc.		Continuous	<ul style="list-style-type: none"><li>o Ongoing: Contributed to Gallup’s Coal Avenue Commons design project through creative placemaking (funded by NEA)</li><li>o Ongoing: Continued support for ZMTP RTP projects.</li><li>o FFY2020: RSA conducted for US491 Naschitti, Sheep Springs and Newcomb community and</li></ul>

<b>1.1.3 PLANNING INTEGRATION</b> Support and coordinate long-range regional transportation planning with other local, regional, and statewide planning initiatives, such as ICIP, STIP, and legislative capital outlay priorities.	Continuous	school intersections and major intersections inbetween. ○ Ongoing: Continued participation to assist communities with past, present, and future capital outlay, ICIP and CDBG transportation project priorities. ○ Staff continue support for ongoing development for an energy logistics park, potential Inland Port, and other econ. dev. opportunities, in the former Garamco Mine area of McKinley County; along with recreational trails development in the Pueblo of Laguna and Zuni Mountains (McKinley/Cibola)
<b>1.2. PERFORMANCE MEASURES</b> Implement performance measures developed in the RTP. Created and implement a strategic plan for implementation of the action items identified by RTPO members and stakeholders as part of the RTP development process.	Draft: 12/30/16  Final: Q3, FFY2017  Updates: FFY2018, 2019 and major update in FFY2020-21	○ Staff continued updates to the RTP implementation evaluation tracker in 2019; and undertook major updates to the RTP in FFY2020 – 21.  ○ Staff developed strategies to complete unfinished RTP goals during the course of FFY2020.

**STAFFING SUMMARY****Function 1: Long-Range Planning**

FFY 2019-2020 Program	Budgeted Hours FFY 2019	Actual Hours FFY 2019	% Δ <u>Original</u> vs. Actuals	Budgeted Hours FFY 2020	Actual Hours FFY 2020	% Δ Original vs. Actuals
Original/Approved	250.00			200.00		
Amended	200.00					
Quarter 1: 10/1 - 12/31	50.00	25	10%	50.00	26.75	
Quarter 2: 1/1 - 3/31	50.00	30.5	12%	50.00	40.50	
Quarter 3: 4/1 - 6/30	50.00	74.5	30%	50.00	57	
Quarter 4: 7/1 - 9/30	50.00	32.5	13%	50.00	190.50	
<b>Total</b>	<b>200.00</b>	<b>162.5</b>	<b>65%</b>	<b>200.00</b>	<b>314.75</b>	
Balance	0.00	37.5		0.00	-114.75	

**Explanation / Comments:**

The NWRTPO is undertaking a more substantial update to our Regional Transportation Plan in FFY2020, in sync. with NMDOT's more comprehensive update of their Long Range Transportation Plan. As a result, a lot of time was invested in this function during the fourth quarter by staff in terms of major updates to information, recent statistics, and more recent activity and focus for the NWRTPO.

<b>Function 2:</b>	<b>Technical Support and Data Management.</b>
<b>ANNUAL ACTIVITY HIGHLIGHTS &amp; RECAP</b>	
<ul style="list-style-type: none"> <li>COG staff member Carrie House continues laying out GIS coordinates to map out the Zuni Mountain Trails in the Cibola County region.</li> <li>COG Director Evan Williams, supported our region's development needs, including transportation infrastructure or services at the New Mexico State Legislative Session and committee meetings this year.</li> <li>Staff updated our Regional Transportation Plan Implementation Tracker instrument during this fiscal year based on annual accomplishments, and news coming in from state or federal sources.</li> </ul>	
<b>TASK TRACKING</b>	

TASK	DUE DATE	STATUS
<b>2.1 DATA COLLECTION &amp; MANAGEMENT</b> Collect and manage data, perform technical planning and plan development, in coordination with transportation goals, trends, and needs developed and identified in the RTP.	Continuous	<ul style="list-style-type: none"> <li>o Ongoing: Carrie House, Planning Assistant is focused on creating a GIS/Data Management System for the RTP covering both our regional road / bridge and multimodal trail systems.</li> </ul>
<b>2.1.1 FACTBOOK &amp; DATA MANAGEMENT SYSTEM</b> Collect and evaluate new statewide population, economic development, travel demand data, projects, and trends to inform regional planning efforts, and distribute this information with local counties and communities. Data to be collected and maintained by the RTP may include land use data, demographic and population data, freight data, traffic count and crash data and any other data that supports the goals and actions outlined in the RTP.	Continuous	<ul style="list-style-type: none"> <li>o FFY2018-2019: Started requesting data sets from NMDOT and BBER to build base maps and filter information into the RTP implementation evaluation report.</li> <li>o COG staff member Carrie House continued collecting demographic and growth data during the course of FFY2019 - 2020</li> </ul>
<b>2.1.2 APPLICATION SUPPORT</b> Assist project applicants with analysis, data collection, and other technical support for transportation planning, project identification, and project development.	Continuous	<ul style="list-style-type: none"> <li>o During the course of FFY 2020 staff regularly informed RTPO members of funding, and technical assistance opportunities.</li> </ul>
<b>2.2 CLASSIFICATION</b> Assist RTPO members and NMDOT staff with roadway and corridor-level classification and analysis in accordance with the currently adopted guidelines. Keep members informed about criteria, timelines, and requirements for submittal of proposals to modify classifications.	11/30/18	<ul style="list-style-type: none"> <li>o Not much activity during FFY2019 – US491 and 9<sup>th</sup> St. / Chino Loop (Gamerco) intersection leading to Carbon Coal Road received \$23 million for improvements related to anticipated commercial trucking traffic for economic development in the former Gamerco Mine area, which may lead to functional classification upgrades in FFY2020 - 2021.</li> </ul>

**STAFFING SUMMARY****Function 2: Technical Support & Data Management**

FFY 2019-2020 Program	Budgeted Hours FFY 2019	Actual Hours FFY 2019	% Δ Original vs. Actuals	Budgeted Hours FFY 2020	Actual Hours FFY 2020	% Δ Original vs. Actuals
Original/Approved	200.00			200.00		
Amended						
Quarter 1: 10/1 - 12/31	50.00	26	13%	50.00	33.75	
Quarter 2: 1/1 - 3/31	50.00	65.75	33%	50.00	13	
Quarter 3: 4/1 - 6/30	50.00	31.5	16%	50.00	209	
Quarter 4: 7/1 - 9/30	50.00	33.5	17%	50.00	1	
<b>Total</b>	<b>200.00</b>	<b>156.75</b>	<b>78%</b>	<b>200.00</b>	<b>256.75</b>	
Balance	0.00	43.25		0.00	-56.75	

**Explanation / Comments:**

Staff executed extensive effort during FFY2020, especially in the third quarter related to GIS and data-gathering / management around regional COG projects and local government priorities for our road and trail systems, our scenic byway application for national designation, and mapping of new recreational trails in the Zuni Mountains.

Function 3:	Project Development and Monitoring.	
ANNUAL ACTIVITY HIGHLIGHTS & RECAP		
<ul style="list-style-type: none"><li>NWRTPO members performed evaluative ranking of 5311 and 5310 public transportation providers funding applications during the second quarter of FFY2020.</li><li>COG RTPO staff supported the State of New Mexico and NMDOT for the first roll out of Local Govt. Transportation Project Funding provided thru the state. Staff served as Hearing Officer for a Nov. 20 Rule Making Hearing for disbursement of this funding. The NWRTPO region benefited with over \$12 million for 14 projects on behalf of 11 of our member governments.</li><li>RTPO members received a presentation from Mr. George Dodge – the new NMDOT Government Relations Director at our Nov. 13 meeting; Mr. Dodge has considerable leadership experience in dealing with the issues and challenges of rural New Mexico.</li><li>Staff kept RTPO members informed on Local Govt. Road Fund application deadlines and other requirements.</li><li>Staff are conducting an RTIPR Revision this year, rather than a full Call for Projects, as limited funding is anticipated in the near future due to COVID-19 tax reductions. This process will update our RTIPR simply with Projects Feasibility Forms.</li><li>Significant funding opportunities this fiscal year included a) <b>ROUTES</b> (<i>Rural Opportunities to Use Transportation for Economic Success</i>); b) <b>Nationally Significant Federal Lands and Tribal Projects</b> (at \$321.4 million); c) <b>USDOT BUILD Grant</b> (<i>Better Utilizing Investments to Leverage Development</i>) with \$1 Billion available; d) Tribal Transportation Program Funding, and e) Economic Development Outdoor Equity Fund.</li></ul>		
TASK TRACKING		
TASK	DUE DATE	STATUS
<b>3.1 PROJECTEERING</b> Assist project applicants in developing projects.	Q3, FFY18	<ul style="list-style-type: none"><li>Q3-4, FFY2020 staff undertook RTIPR revision rather than full call for projects due to COVID-19 impact on meetings. This will add projects to the FFY2021 RTIPR with less detail.</li></ul>
<b>3.1.1 FUNDING OPPORUNITIES</b> Provide information to potential applicants about funding opportunities.	Continuous	<ul style="list-style-type: none"><li>Ongoing: Staff regularly inform members at monthly meetings on funding opportunities.</li><li>The State of New Mexico came out with a new <u>Local Govt. Transportation Project Fund</u> with \$50 million available statewide in FFY2019 – 2020; The NWRTPO region received just over 12 million from this fund for 14 projects from 11 of our member governments.</li></ul>
<b>3.1.2 IDENTIFY PROJECTS</b> Assist project applicants to identify projects that may be eligible for transportation funding from federal or other sources, based upon appropriate local, regional and state-wide plans and applicable data.	Continuous	<ul style="list-style-type: none"><li>Staff provided this information on an ongoing basis at all monthly RTPO meetings, related to any new funding opportunities, and review of project functional classification, to determine qualification for federal or other funding.</li></ul>
<b>3.1.3 APPLICATION ASSISTANCE</b> Assist project applicants with applications for NMDOT statewide competitive programs. Follow current adopted Guides provided by NMDOT for project eligibility, program guidelines, and application timelines. Submit all complete applications to the designated NMDOT coordinator in accordance with the schedule outlined in the applicable Guide(s).	Continuous	<ul style="list-style-type: none"><li>RTPO staff provided this information regularly at each monthly RTPO meeting throughout the course of FFY2020. When questions or concerns come up, staff try to assist with gaining answers from funding sources.</li><li>Significant funding opportunities in FFY2020 Included a) <b>ROUTES</b> (<i>Rural Opportunities to Use Transportation for Economic Success</i>), b) <b>Nationally Significant Federal Lands &amp; Tribal Projects</b> (\$321.4 million), c) <b>BUILD Grant</b> (<i>Better Utilizing Investments to Leverage Development</i>) (\$1 billion), d) <b>Tribal Transportation Fund</b>, and e) <b>Economic Development Outdoor Equity Fund</b>.</li></ul>
<b>3.1.4 IDENTIFY SAFETY ISSUES</b> Assist project applicants with identification of safety issues that warrant Road Safety Assessments, Safety Plans and/or qualify for Highway Safety Improvement Program funding.	Continuous	<ul style="list-style-type: none"><li>Staff continue to support safety improvements for the Shiprock, N.M. School Zone on the US64 corridor undertaken thru NDOT and NMDOT District 5.</li></ul>

<b>3.2 CALL FOR TRANSPORTATION PROJECTS</b> Manage preliminary project review process.	Biennial (Even Years)	o NWRTPO is executing an RTIPR revision this year, simply with PFF's due to anticipated COVID 19 reductions in tax revenues.
<b>3.2.1 PROJECT FEASIBILITY &amp; ID</b> Establish and implement a process for RTPO members to prepare and submit Project Feasibility Forms (PFFs) and Project Identification Forms (PIFs), through coordination with NMDOT District(s).		
<b>3.2.2 PFF/PPF ASSISTANCE</b> Assist project applicants with development of PFFs and PPFs; ensure that all members are fully informed of the process and timelines, and support entities in accessing all forms and data required by project applicants to complete the forms.		
<b>3.2.3 SCORING CRITERIA</b> Work with RTPO members to establish scoring criteria for project selection and prioritization, based on goals and action items included in the RTP, the New Mexico 2040 Plan, the Active Transportation and Recreational Programs Guide, and other guidance from NMDOT.	Biennial (Even Years)	o In FFY2020 Staff simply conducted an RTIPR revision with PFF's, as not much funding from tax revenues is anticipated until 2022 due to COVID-19 related business closures for extended periods of time. o The current RTIPR which will be completed by February 2021 only contains projects that qualify for federal funding.
<b>3.2.4 PROJECT LIST &amp; RTIPR</b> Develop a prioritized list of projects based on the regional goals articulated in the RTP, and the statewide goals in the 2040 Plan, as well as Technical and Policy Committee review and input. This list will serve as the Regional Transportation Improvement Program Recommendations (RTIPR) list and be submitted to the NMDOT District for potential federal funding opportunities on an annual basis, in coordination with NMDOT's call for RTP, TAP and other projects.		
<b>3.3 TRANSIT SYSTEM DEVELOPMENT</b> Provide assistance to local governments interested in pursuing transit system development and coordination activities.	Continuous	Not much activity in FFY2020 – the Zuni Ashiwi transit program extended service to the Ramah Navajo area for connectivity with Gallup services.
<b>3.3.1 TRANSIT APPLICATIONS</b> Facilitate prioritization of Public Transit Program applications for the RTPO area in response to the state-wide prioritization schedule established by NMDOT Transit and Rail Section staff. Submit the results to the NMDOT Transit and Rail Section in accordance with that schedule. Include the results in the RTPO RTIPR.	Annual (October)	o RTPO members ranked and prioritized our 5310 and 5311 public transportation applications at the 1/08/20 meeting hosted by Cibola County.
<b>3.3.2 REGIONAL TRANSIT CONNECTIVITY</b> Support regional transit system development and connectivity with efforts to regional transportation system development, through coordination with local entities and NMDOT Transit & Rail Division.	Continuous	o RTPO staff and members support the opportunities for regional transit connectivity on an ongoing basis. In rural New Mexico, long range inter-transit connectivity is often limited from funding issues and lack of adequate ridership.
<b>3.4 "ZIPPER" MEETING</b> During the month of March, coordinate and co-facilitate RTIPR "zipper" meetings with NMDOT Government to Government Unit (GTG) liaison, the appropriate District staff, and applicable RTPOs, if necessary. Notify NMDOT GTG liaison and District staff of the dates, times, and locations for these "zipper" meetings. Submit the combined, prioritized RTIPR to GTG liaison, the District Engineers and all relevant RTPOs within ten days of the prioritization meeting.	March 2017	o Zipper meeting(s) will take place in FFY2021 during the second quarter for DOT Dist. 6 and typically in the 3 <sup>rd</sup> quarter for DOT Dist. 5. Whether these are virtual or in person meetings depends on the status of COVID-19.

<b>3.5 STIP PROJECT TRACKING</b> Track the progress of Statewide Transportation Improvement Program (STIP) projects within the RTPO region and ensure regular communication between the project sponsors, NMDOT staff and others to ensure the projects are meeting deadlines outlined in the Tribal/Local Public Agency (T/LPA) Handbook. Keep project applicants informed on project status, including through review of complete regional STIP project lists at meetings, and assist RTPO members with issues that may arise.	Continuous	<ul style="list-style-type: none"> <li>Ongoing: Staff have been tracking this through Member reporting at monthly RTPO meetings with necessary follow-up with DOT Planning, District and Regional Design office staff.</li> </ul>
---	------------	---

#### STAFFING SUMMARY

##### Function 3: Project Development & Monitoring

FFY 2019-2020 Program	Budgeted Hours FFY 2019	Actual Hours FFY 2019	% Δ Original vs. Actuals	Budgeted Hours FFY 2020	Actual Hours FFY 2020	% Δ Original vs. Actuals
Original/Approved	400.00			450.00		
Amended (#2)	450.00			300		
Quarter 1: 10/1 - 12/31	200	170	42.5%	75.00	58.75	
Quarter 2: 1/1 - 3/31	100	75.75	19%	75.00	51.50	
Quarter 3: 4/1 - 6/30	75	147.25	37%	75.00	18	
Quarter 4: 7/1 - 9/30	75	32.75	8%	75.00	21.5	
<b>Total</b>	<b>450.00</b>	<b>425.75</b>	<b>106.5%</b>	<b>450.00</b>	<b>149.75</b>	
Balance	0.00	24.25		0.00	150.25	

Explanation: FFY2019: NWRTPO staff requested an informal amendment transferring 50 hours from Function 1 to Function 3 due to the new LGTPF (Local Govt. Transportation Project Fund) issued from the State of New Mexico – requiring additional time and attention from staff.

FFY2020: With anticipation of potential funding decreases in the near future due to COVID-19 related closures of small businesses statewide and nationally impacting tax revenue reductions, the NWRTPO did not execute a full call for projects this year (as originally intended). Instead the NWRTPO simply undertook an RTIPR revision based on Project Feasibility Form (PFF) submissions – this significantly reduced the amount of time required for projects submissions and the related RTIPR update.

Function 4:	<u>Other Activities &amp; Projects.</u>
<b>ANNUAL ACTIVITY HIGHLIGHTS &amp; RECAP</b>	
<ul style="list-style-type: none"> <li>RTPO staff and the NWNMCOG submitted an application for national designation for portions of our Trail of the Ancients Scenic Byway in New Mexico, after President Trump re-initiated the Scenic Byway Program. This included re-assembling an oversight committee for our state's portion of this four-state scenic byway (incl. Az., Utah, Colo.). We are still awaiting a final decision from the USDOT.</li> <li>The NWNMCOG took over management of a "Four-Corners Geotourism Website" that inter-nationally advertises our region of north west and north central New Mexico; along with participating counties in north east Arizona, south east Utah, and south west Colorado. This website averages 1.5 to 3 thousand web visits a month.</li> <li>Reference Function 2 first bullet; COG staff continued to support the plan, design and build out for 200+ miles of recreational trails in the Zuni Mountains of McKinley and Cibola Counties.</li> </ul>	
<b>TASK TRACKING</b>	

TASK	DUE DATE	STATUS
<b>4.1 STATE SPECIAL STUDIES/PROJECTS</b> Coordinate and participate with NMDOT staff on special studies or projects specified in the NMDOT Planning Work Program. Provide periodic updates to RTPO members on the status of the studies/projects and involve the members in this effort as appropriate.	Continuous	<ul style="list-style-type: none"> <li>FFY2020: COG staff participated in two RSA's:               <ol style="list-style-type: none"> <li>1) US 491 Intersections at Naschitti, Sheep Springs and Newcomb with consideration toward these communities and schools (Lee Engineering; and</li> <li>2) A virtual RSA from Wilson &amp; Co. for the US491 intersection with the Chee Dodge Elementary School intersection just south of Gallup</li> </ol> </li> </ul>
<b>4.2 LEGISLATIVE STUDIES</b> Coordinate and participate with the Councils of Governments (COGs) and applicable New Mexico State agency staff on legislative studies related to state-wide or RTPO-specific transportation issues, as appropriate.	Continuous	<ul style="list-style-type: none"> <li>NWNMCOG Executive Director Evan Williams participates in each annual legislative session and facilitates participation from our NWRTPO region</li> </ul>
<b>4.3 FEDERAL AND STATE LAWS</b> Monitor development of Federal and state laws affecting the transportation system and provide information about the contents and status to RTPO members.	Continuous	<ul style="list-style-type: none"> <li>Staff regularly check and report on laws and legislation impacting transportation at monthly RTPO meetings.</li> </ul>
<b>4.4 REGIONAL SPECIAL STUDIES/PROJECTS</b> Participate in miscellaneous transportation-related programs and special projects in the RTPO region, including trail and walkability groups and initiatives, examples may include: <ul style="list-style-type: none"> <li>Support to the Zuni Mountains Trail Partnership on master trail planning, design, development, and maintenance.</li> <li>Support to Route 66 National Scenic Byway and the Trail of the Ancients State Scenic Byway.</li> </ul>	Continuous	<ul style="list-style-type: none"> <li>Ongoing: Staff continue to support Zuni Mountains and other recreational trails development and Scenic Byways in our region.</li> <li>Ongoing: Staff participate in the Four Corners Future Forum and Four Corners Geotourism Project, which focused on economic development opportunities incl. the role of transportation.</li> </ul>

## STAFFING SUMMARY

## Function 4: Other Activities &amp; Projects

FFY 2019-2020 Program	Budgeted Hours FFY 2019	Actual Hours FFY 2019	% Δ Original vs. Actuals	Budgeted Hours FFY 2020	Actual Hours FFY 2020	% Δ Original vs. Actuals
Original/Approved	200.00			200.00		
Amended (#2)				350.00		
Quarter 1: 10/1 - 12/31	50.00	40.5		75.00	25.50	
Quarter 2: 1/1 - 3/31	50.00	43		100.00	134.75	
Quarter 3: 4/1 - 6/30	50.00	26.75		100.00	123.00	
Quarter 4: 7/1 - 9/30	50.00	56.75		75.00	14.50	
<b>Total</b>	<b>200.00</b>	<b>167</b>		<b>350.00</b>	<b>297.75</b>	
Balance	0.00	33		0.00	52.25	

Explanation:

Function 5:	General RTPO Support.	
ANNUAL ACTIVITY HIGHLIGHTS & RECAP		
<ul style="list-style-type: none"><li>• Staff participated in a Road Safety Audit – conducted by Lee Engineering with focus on the major US491 intersections within the Naschitti, Sheep Springs and Newcomb communities (and any major rural intersections in between these communities), which included a school in Newcomb.</li><li>• Staff also participated in a virtual RSA for the Chee Dodge Elementary School entrance off US491 conducted by Wilson &amp; Co.</li><li>• Staff continue to provide information on training and funding opportunities a monthly meetings along with RTPO website maintenance.</li><li>• Staff attended the annual MPO / RTPO meeting, at MRCOG in Albuquerque during the 2<sup>nd</sup> quarter.</li><li>• Staff updated the NWRTPO Orientation power point in order to offer a virtual orientation to new or ongoing elected leaders in our region’s county, municipal or tribal governments participating in the NWRTPO. Local member reps. have been asked to track and report on presentation completion for their respective leaders.</li><li>• Staff updated our bylaws to allow the inclusion of virtual meetings in light of the COVID-19 impact on public meetings around safety concerns.</li></ul>		
TASK TRACKING		
TASK	DUE DATE	STATUS
5.1 RTPO MEETINGS Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan (PPP).	Monthly	✓
5.1.1 DOCUMENT PPP Document the RTPOs public participation process including but not limited to, procedures the RTPO uses to comply with the <i>New Mexico Open Meetings Act</i> [NMSA 1978, Sections 10-51-1, <i>et. seq.</i> ] and 23 CFR 450.	Monthly	✓
5.1.2 DOCUMENT PPP Per the <i>New Mexico Open Meetings Act</i> and 23 CFR 450.210, provide public notice (including publication of ads in local newspaper(s)) for all official RTPO Committee meetings.	Monthly	✓
5.1.3 AGENDA PACKET Provide RTPO Committee members, the appropriate NMDOT District staff, and GTG with meeting agendas and information packets no later than seven (7) calendar days in advance of RTPO Committee meetings.	Monthly	✓
5.1.4 RTPO COMMITTEE ELECTIONS On an annual basis, provide all eligible T/LPAs with the opportunity to appoint or confirm a representative and alternates to the RTPO Committee.	Annual (January)	✓
5.2 RTPO MEETINGS Maintain bylaws that clarify and document member entities, responsibilities and roles, including voting protocols.	Annual (January)	✓
5.2.1 OFFICIAL MEMBER LIST Maintain a list of RTPO Committee members with contact information and provide a copy of the list to appropriate NMDOT District staff, GTG, member entities, and other regular participants.	Annual (January)	✓ Living document updated regularly

<b>5.3 CONDUCT OUTREACH ACTIVITIES</b>		
<b>5.3.1 OUTREACH</b> Engage in and document outreach activities and provide citizens and other transportation stakeholders with reasonable opportunities to participate in RTPO processes per 23 CFR 450.	Continuous	<ul style="list-style-type: none"> <li>o The NWRTPO advertises monthly meetings to the public on an ongoing basis in regional news media, and tracks publication in local news papers.</li> </ul>
<b>5.3.2 ORIENTATION</b> Coordinate with RTPO members to develop a list of entities including newly elected officials and potential members, who will be educated on RTPO process. Document this outreach and presentations and share any questions or concerns in quarterly reports and with appropriate NMDOT staff. As indicated in status column, all orientations are now complete thru FFY20; none the less, members may request an orientation for their respective leaders at any time.	Every 3 Years	<ul style="list-style-type: none"> <li>o The NWRTPO provides and tracks local govt. leader orientations to the NWRTPO and it's function on behalf of local transportation infrastructure on an ongoing basis.</li> <li>o Staff developed a virtual orientation to the NWRTPO in 2020 due to the COVID-19 impact on public meetings. Staff forwarded to RTPO members and respective leaders and RTPO members are tracking orientation completion by their respective leaders.</li> <li>o Member governments may request an orientation at any time, but the NWRTPO provides them at least once every 3 years, due to election turn-over.</li> </ul>
<b>5.4 RTPO MEETINGS</b> Attend RTPO quarterly and special meetings.	Monthly	<ul style="list-style-type: none"> <li>✓ RTPO staff regularly participate in quarterly statewide RTPO Roundtable meetings with NMDOT staff.</li> <li>✓ RTPO meetings are conducted on the second Wednesday of each month, moved around the region by each of our 12 member governments who take turns hosting.</li> </ul>
<b>5.5 WEBSITE</b> Maintain a website that includes current meeting information and planning documents, as referenced in the Quality Assurance Review (QAR) guidelines. Post a list of current Technical and Policy Committee members and keep this information updated.	Continuous	<ul style="list-style-type: none"> <li>✓ Staff updated website on monthly basis.</li> </ul>
<b>5.6 TRAINING OPPORTUNITIES</b> Provide training opportunities for RTPO staff and members.	Continuous	<ul style="list-style-type: none"> <li>✓ Staff sent out training opportunities as needed and discussed at monthly meetings.</li> </ul>
<b>5.6.1 STAFF DEVELOPMENT PLANS</b> Coordinate training and professional development opportunities for RTPO staff and members, including developing training plans. Assist RTPO staff and members to identify technical training needs and work with NMDOT, LTAP, and other entities to meet those needs. Informing member entities of training opportunities and encouraging participation.	Continuous	<ul style="list-style-type: none"> <li>✓ Q1 - 4, FFY2019: Staff put together training plans, as part of our Regional Work Plan and Regional Transportation Plan – Goal #1. This was reviewed each quarter.</li> </ul>
<b>5.6.2 STAFF TRAININGS</b> Attend in-state and out-of-state conferences, training sessions or special meetings for staff and professional development opportunities. This task includes the purchase of any supporting materials that may be needed to coordinate, conduct or attend the conference, training session or meeting.	Continuous	<ul style="list-style-type: none"> <li>✓ <u>Ongoing</u>: Staff participate in national and state wide training events and webinars from NMDOT and FHWA on an ongoing basis.</li> </ul>

STAFFING SUMMARY						
Function 5: General RTPO Support						
FFY 2019-2020 Program	Budgeted Hours FFY 2019	Actual Hours FFY 2019	% Δ Original vs. Actuals	Budgeted Hours FFY 2020	Actual Hours FFY 2020	% Δ Original vs. Actuals
Original/Approved	600.00			600.00		
Amended						
Quarter 1: 10/1 - 12/31	150.00	114.5	19%	150.00	129.00	
Quarter 2: 1/1 - 3/31	150.00	155.75	26%	150.00	145.25	
Quarter 3: 4/1 - 6/30	150.00	230	38%	150.00	202.50	
Quarter 4: 7/1 - 9/30	150.00	161.75	27%	150.00	157.00	
<b>Total</b>	<b>600.00</b>	<b>662</b>	<b>110%</b>	<b>600.00</b>	<b>633.75</b>	
Balance	0.00	(-62)		0.00	-33.75	

Explanation:

Function 6:	RTPO ADMINISTRATION.	
ANNUAL ACTIVITY HIGHLIGHTS & RECAP		
<ul style="list-style-type: none"><li>• Staff submitted quarterly reports and the 2019 APER report within NMDOT timelines.</li><li>• Staff organized and filed away older / outdated RTPO files to make room in cabinets for a constantly building volume of more current files.</li><li>• Staff requested budget amendments as / when needed based on expenditure fluctuations.</li><li>• Staff submitted the FFY2020 Regional Work Program to DOT Liaison Neala Krueger, including carry over funds from FFY2019.</li><li>• RTPO members approved and authorized the <b>NWRTPO Regional Work Program &amp; Budget for FFY2021 thru 2022</b> at our May virtual meeting.</li><li>• NWRTPO undertook its annual Quality Assurance Review with NMDOT Liaison Neala Krueger in May, 2020.</li></ul>		
TASK TRACKING		
TASK	DUE DATE	STATUS
<b>6.1 PPM COMPLIANCE</b> Produce work products that meet all quarterly work requirements and deadlines per the Planning Procedures Manual (PPM) and submit a summary of activities completed per quarter.	Ongoing quarterly	✓
<b>6.1.1 MONITOR EXPENSES</b> Implement and monitor program expenditures in relation to the annual budget, per the PPM. Ensure documentation on program expenditures and activities are available to the public online and retained as physical copies, which will be reviewed during the annual Quality Assurance Review (QAR).	Monthly	✓
<b>6.1.2 REIMBURSEMENTS PACKETS</b> Submit quarterly Reimbursement Packets per the PPM. Include this report as an informational item on the following RTPO Committee agenda and should reflect all costs outlined in the Invoice.	Quarterly	✓ Q1, FFY2020 ✓ Q2, FFY2020 ✓ Q3, FFY2020 ✓ Q4. FFY2020

<b>6.1.3 ANNUAL REPORT (APER)</b> Submit an Annual Performance and Expenditure Report (APER) each year, per the timeline and procedures documented in the PPM. This will suffice as the 4 <sup>th</sup> quarter Quarterly Report but will include additional descriptions to summarize the activities performed in the past year.	November 15	Q1, FFY2021: FFY2020 APER due November 15, 2020
<b>6.2 REGIONAL WORK PROGRAM</b> Solicit and utilize input from RTPPO board members to develop the two-year (FFY 2017 - FFY 2018) Regional Work Program (RWP) for submittal to the NMDOT by deadlines outlined in the PPM.	Annual (June 1 <sup>st</sup> )	<ul style="list-style-type: none"> <li>Staff submitted the FFY2019 – 2020 RWP for NMDOT and NMFHWA approval per outlined deadlines.</li> <li>Staff submitted the FFY2020 RWP update based on carry over funds / time per submission deadline.</li> </ul>
<b>6.2.1 RWP COORDINATION</b> Coordinate the RTPPO's planning program with other RTPPOs and any Metropolitan Planning Organizations (MPOs) or other agencies impacted by and/or associated with activities contained in the RWP.	Annual (June)	The NWRTPPO coordinates periodically with Farmington MPO leaders, and statewide RTPPO's and MPO's on an annual basis.
<b>6.3 BUDGET</b> Develop an annual budget based on the tasks outlined in the RWP, and annually update Northwest NM Council of Governments' Indirect Cost Allocation Plan (ICAP), in accordance with 2 CFR 200 and the PPM.	Annual (June 1 <sup>st</sup> )	✓
<b>6.4 PUBLIC PARTICIPATION PLAN</b> Maintain a Public Participation Plan (PPP) that addresses Title VI and Environmental Justice procedures. Ensure a specific contact person and contact information is listed. Update the PPP in accordance with the PPM schedule or as determined appropriate by RTPPO members or staff.	Continuous	✓
<b>6.5 AUDIT</b> Submit the Northwest NM Council of Governments' Financial Audit for each State Fiscal Year to the NMDOT GTG Liaison, within 30 days of when the audit is released by the State Auditor's Office.	October annually	✓

**STAFFING SUMMARY****Function 6: RTPPO Administration**

FFY 2019-2020 Program	Budgeted Hours FFY 2019	Actual Hours FFY 2019	% Δ Original vs. Actuals	Budgeted Hours FFY 2020	Actual Hours FFY 2020	% Δ Original vs. Actuals
Original/Approved	450.00			450.00		
Amended						
Quarter 1: 10/1 - 12/31	112.5	115.75		112.50	130.00	
Quarter 2: 1/1 - 3/31	112.5	79		112.50	79.75	
Quarter 3: 4/1 - 6/30	112.5	144.5		112.50	157.00	
Quarter 4: 7/1 - 9/30	112.5	156.25		112.50	76.00	
<b>Total</b>	<b>450.00</b>	<b>495.5</b>		<b>450.00</b>	<b>442.75</b>	
Balance	0.00	(-45.5)		0.00	7.25	

RE-CAP	STAFFING SUMMARY: Program Totals, FFY 2019 and FFY 2020					
GRAND TOTAL, ALL FUNCTIONS						
FFY 2019-2020 Program	Budgeted Hours FFY 2019	Actual Hours FFY 2019	% Δ <u>Original</u> vs. Actuals	Budgeted Hours FFY 2020	Actual Hours FFY 2020	% Δ Original vs. Actuals
Original/Approved	2,000.00			2,000.00		
Amended	2,100.00			2,100.00		
Quarter 1: 10/1 - 12/31	525.00	491.75	24.5%	525.00	403.75	77%
Quarter 2: 1/1 - 3/31	525.00	449.75	22.5%	525.00	464.75	88%
Quarter 3: 4/1 - 6/30	525.00	654.5	33%	525.00	766.50	+46%
Quarter 4: 7/1 - 9/30	525.00	473.5	23.6%	525.00	460.50	88%
Total	2,100.00	2069.5	103.5%	2,100.00	2095.50	
Balance	0.00	30.5		0.00	4.50	



NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS  
ESTABLISHED 1974

a program of

**NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS**

**Northwest Regional Transportation Planning Organization  
(NWRTPO)**

**Agenda Item #VIII: Reports, Updates & Announcements**

**Subject:** Discussion / Presentation Items

**Prepared by:** Robert Kuipers, NWRTPO

**Date:** 12/03/20

**BACKGROUND**

- **Why?** Update RTPO members on news, training, funding, and other items of special interest
- **Purpose.** Keep RTPO members up to date on critical information from NWRTPO and NMDOT sources

**Informational Items**

**Regional News & Updates**

- Regional Work Program Status Reports – none this meeting due to time constraints
- RTPO Report – none this meeting due to time constraints
- Member Reports

**Member Special Reports:**

- None submitted prior to the meeting

**NMDOT Reports:**

- G to G Liaison: Neala Krueger
- Tribal Liaison: Ron Shutiva
- District 6: JoAnn Garcia & staff; District 5: James Mexia, Stephanie Medina

**News, Training & Funding Opportunities:**

- FHWA Planning, Environment & Realty Reports: 10/15, 10/29 and 11/12
- NMDOT Govt. to Govt. Update: 11/09
- AASHTO Publications: none
- NMDOT / UNM-LTAP: Provides a very robust collection of training opportunities – staff forward news to members as it comes out from this source – reference at [tap.unm.edu](http://tap.unm.edu) – Online courses notice forwarded to members as LTAP emails come in
- Innovation Exchange – Winter Toolkit – 10/13
- NMDOT Pedestrian Safety Action Plan – 10/13
- Traffic Monitoring Data – 10/14
- GIS for Data Dashboards – 10/16
- Innovation Exchange – ROUTES \$ Tool Kit – 10/16
- Remove Certification Requirements for Local Lead Projects – 10/26
- Every Day Counts news – 10/26
- GIS for Data Dashboards – 10/30
- LGRF Agreements Expire 12/31/20 – 10/30
- 2020 Alternative Fuels Corridor Designation Request – 11/10
- Tribal Training Opportunities – 11/10
- Every Day Counts News – 11/10, 11/20
- Title VI Training is available to MPO's and RTPO's from Lisa Nele – Civil Rights Manager for FHWA New Mexico. These trainings can be customized to address member concerns and issues for their regions, if provided to her in advance. Based on training length, we could provide it at one of our meetings.

**Members please note: none of these documents will be included in the full meeting package due to the physical size and the electronic megabyte size going forward** – all of the cited documents have already been emailed in advance of the RTPO monthly meeting to our NWRTPO members. Some of the citations are ongoing from month to month regarding ongoing training or funding opportunities.