

# NWRTPO | Northwest Regional Transportation Planning Organization

## Joint Policy & Technical Committee NWRTPO Meeting Minutes

Wednesday October 11, 2017

10:00 a.m. – 2:00 p.m.

Shiprock Chapter

US64 mp23, Bldg. 5548, Shiprock, NM

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### ATTENDANCE:

#### Local & Tribal Governments:

|                  |   |
|------------------|---|
| Pueblo of Acoma  | Dave Deutsawe – Vice Chair, Monica Felipe                   |
| Pueblo of Laguna | Ray Lucero absent / excused                                 |
| Pueblo of Zuni   | Royce Gchachu, Roxanne Hughte – both absent / excused       |
| Navajo Nation    | Eastern Navajo: Rosilyn Smith<br>Northern Navajo: Larry Joe |
| Ramah Navajo     | Joe Sanchez   |
| Farmington MPO   | Vacant at this time   |
| City of Grants   | Don Jaramillo, Les Gaines                                   |
| City of Gallup   | Stan Henderson, Alicia Santiago both absent / excused       |
| Village of Milan | Jack Molerés absent   |
| Cibola County    | Anna Larson   |
| McKinley County  | Jeff Irving – Chair absent / excused                        |
| San Juan County  | Nick Porell   |

#### Technical Agencies:

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| New Mexico Department of Transportation: | G-2-G Unit: Wade Patterson<br>DOT District 5: Stephen Lopez<br>DOT District 6: JoAnn Garcia, Marticia Holiday<br>DOT Tribal Liaison: Ron Shutiva absent / excused<br>DOT – LTAP:<br>DOT Admin: |
| Bureau of Indian Affairs                 | TTP:   |

#### NWRTPO Administration:

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| Northwest Regional Planning Organization | Robert Kuipers |
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#### Guests:

|                                 |  |
|---------------------------------|--|
| <b><u>TOTAL ATTENDANCE:</u></b> | 7 Members, 2 alternate members, 4 NMDOT, 1 RTPO Staff,<br>15 guests – Shiprock H.S. students & staff; Amber Crotty – Navajo<br>Council, TOTAL: <b>29</b> |
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- I. **Call to Order and Introductions:**.....Dave Deutsawe, NWRTPO Vice Chair
  - Dave Deutsawe called the meeting to order at 10:15AM, welcomed those in attendance, and proceeded with introductions and approval of agenda and minutes. The meeting was hosted by Northern Navajo with special thanks for coffee and snacks provided.
  
- II. **Review & Approval of Agenda:**.....Dave Deutsawe
  - No discussion or changes to the agenda were made.
  - Motion to approve agenda made by Anna Larson - Cibola ; seconded by Don Jaramillo - Grants, all in favor, none opposed.
  
- III. **Approval and Review of Minutes for April 12, 2017 Meeting:**.....Dave Deutsawe
  - There were no changes recommended by RTPO members.
  - Motion to accept meeting minutes made by Don Jaramillo, seconded by Anna Larson, all in favor, none opposed.

**ACTION ITEMS:** *No action required for this meeting*

**DISCUSSION / PRESENTATION ITEMS:**

IV. **US64 Shiprock School Zone Presentation**.....Larry Joe, Shiprock H.S. Staff & Students

| <b>BACKGROUND</b>   |
|---|
| <ul style="list-style-type: none"><li>• <b>Why?</b> Concerns have been raised for the Shiprock School Zone on US64 in Shiprock</li><li>• <b>Purpose.</b> There is a growing need to improve and lengthen the school zone corridor in Shiprock along US64, due to the lack of safe pedestrian crossings as well as sidewalks and other needed improvements for a 1.5 – 2 mile stretch along this corridor serving 5 different schools as well as day care facilities.</li><li>• <b>Discussion/Finalization.</b> Presentation from Shiprock School staff (and students) will illustrate the issues that are growing concerns for student access to school, along with pedestrian and multimodal safety along this corridor. The NWRTPO will work with NDOT staff during the upcoming cycle to get this project on our next RTIPR.</li></ul> |

| <b>WORK TO DATE</b>   |
|---|
| <ul style="list-style-type: none"><li>• Shiprock school staff and students have developed a presentation to showcase the safety and access issues and concerns along this corridor.</li></ul> |

| <b>ANTICIPATED WORK</b>  |
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| <ul style="list-style-type: none"><li>• RTPO staff will work with NDOT staff to get this project on our FY 18 – 19 RTIPR.</li><li>• Local School and Shiprock Chapter staff will need to collaborate with NDOT staff to get this project in as many other plans as possible: School District development plan, ICIP, Community Comprehensive Plan, Local or Regional Safety Plan, etc.</li></ul> |

| <b>ATTACHMENTS</b>  |
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| <ul style="list-style-type: none"><li>• No attachments – power point presentation is too many megabytes</li></ul> |

| <b>BUDGET IMPACT</b>   |
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| <ul style="list-style-type: none"><li>• No budget impact to the RTPO; RTPO staff will work with NDOT staff to get this project on our next (FY18 – 19) RTIPR, seeking major funding for significant improvement along this corridor.</li></ul> |

| <b>ACTION ITEM</b> |
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- No action at this time; future action anticipated for approval of this project for inclusion in the FY18-19 RTIPR.

Discussion:

- Several students presented their experience with US64 safety issues and mud
- Students presented a Video on safety and access problems along the Shiprock US64 School Zone which they themselves developed.
- Excellent depiction of safety and mud issues
- Students presented again – after presentation and interacted with the RTPO members and DOT staff
- Dist. 5 emphasized that a lighting agreement is all that’s holding up improvements to proceed for this corridor
- Marticia Holiday: helpful to see the development along this route – justifies further road and safety improvements
- Amber Crotty: lighting agreement has completed 164 process with resolution from RDC
- Joe Sanchez: explained some of the data and process to the students for road / safety improvements
- Steve Lopez: explained the process and cross-jurisdictional complications
- Amber Crotty: can we at least do some safety improvements – flashing beacons and such?
- Considerable discussion ensued around alternate funding sources, and the need to get the project in as many local / regional plans as possible

V. **NMDOT Statewide Prioritized Bicycle Network Plan Presentation**.....Wade Patterson, NMDOT Liaison  
 (Active Trans. Prgms Supervisor / BPE Coordinator)

| <b>BACKGROUND</b>  |
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| <ul style="list-style-type: none"> <li>• <b>Why?</b> The prioritized statewide Bicycle Network Plan (NM Bike Plan) considers how to best provide New Mexico residents and visitors with a safe and connected bicycle network at the statewide level.</li> <li>• <b>Purpose.</b> The NM Bike Plan prioritizes corridors and creates design standards by corridor type. These tools will help guide roadway improvements and incorporate bicycle infrastructure on NMDOT roadways as they undergo regularly scheduled maintenance as well as major reconstruction.</li> <li>• <b>Discussion/Finalization.</b> The NMDOT is beginning a public outreach and involvement process to assure adequate participation from the public and stakeholders, starting with the state’s MPO and RTPO network.</li> </ul> |

| <b>WORK TO DATE</b>  |
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| <ul style="list-style-type: none"> <li>• The initial plan is in development as presented at today’s meeting for the NWRTPO.</li> </ul> |

| <b>ANTICIPATED WORK</b>  |
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| <ul style="list-style-type: none"> <li>• MPO’s and RTPO’s will participate in public outreach to help assure that every region of our state has an opportunity to participate in the development of the final plan.</li> <li>• As the plan is completed, the regional and local work begins with local governments and stakeholders collaborating with the NMDOT for development of a safe, prioritized, and reliable bicycle infrastructure network.</li> </ul> |

| <b>ATTACHMENTS</b>   |
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| <ul style="list-style-type: none"> <li>• NM Prioritized Statewide Bicycle Network Plan Flier (<a href="http://www.NMBikePlan.bhinc.com">www.NMBikePlan.bhinc.com</a>)</li> </ul> |

| <b>BUDGET IMPACT</b>                                     |
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| <ul style="list-style-type: none"> <li>• none</li> </ul> |

| <b>ACTION ITEM</b>   |
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| <ul style="list-style-type: none"> <li>informational item only; MPO and RTPO participation anticipated in the near future</li> </ul> |

Discussion:

- NMDOT’s development of a statewide prioritized bicycle plan is supported by Bohannon Huston and ALTA engineering firms.
- The plan seeks to prioritize roadway enhancements around the state for bike paths, leading to safety improvements and economic development opportunities
- This is an improvement plan – does not cite projects; but supports future development of projects
- There are 5 schools in this corridor and 1 day care center. They are soliciting public input through meetings and web based outreach.
- RTPO’s, MPO’s, DOT Districts, bike advisory groups and the BPE Committee are involved.
- There is a questionnaire within the website
- DOT is also interested in local bike plans – related to connectivity for this network
- First draft is coming in March, 2018
- Much discussion from members on local (link to the network) options
- Right now just identifying potential routes; thereafter much cross-jurisdictional collaboration for development

**VI. NWRTPO Regional Work Program Status Report:.....Robert Kuipers, NWRTPO Staff**

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| <ul style="list-style-type: none"> <li><b>Why?</b> Due to a NMDOT Office of Inspector General (OIG) Audit and subsequent findings NWRTPO and COG staff met with NMDOT Planning Bureau staff to develop a corrective action plan (CAP).</li> <li><b>Purpose.</b> As part of our CAP RTPO staff will provide monthly reports showing line item budget expenditures and staff hours in comparison with the approved Regional Work Program (RWP) Budget.</li> <li><b>Discussion/Finalization.</b> Based on this monthly analysis and report, staff will better manage time and funding investment, and assess where and when to seek a RWP amendment if needed.</li> </ul> |
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| <b>CURRENT WORK</b>  |
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| <ul style="list-style-type: none"> <li>RTPO staff met with NMDOT staff on 12/7/16 to review a draft corrective action plan, detailing specific actions and controls in a number of areas to assure stronger compliance to the RWP budgeted time and financial allocations.</li> <li>The Corrective Action Plan has been finalized and is now being executed.</li> <li>RTPO Staff have provided reports at monthly meetings: January – March 2017</li> <li>In quarter 2, RTPO staff submitted Amendment #1 to modify our hours per function and annual RTPO FFY17 budget, as approved by the RTPO Committee (February 2017).</li> </ul> |

| <b>ANTICIPATED WORK</b>  |
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| <ul style="list-style-type: none"> <li>Ongoing reports to the NWRTPO members at monthly meetings.</li> <li>RWP amendment requests may be anticipated, as time and budget demands may vary as the fiscal year progresses.</li> <li>Our annual Quality Assurance Review (QAR) occurred on April 12, which provided a good check-up on how the RTPO is performing.</li> </ul> |

| <b>ATTACHMENTS</b>   |
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| <ul style="list-style-type: none"> <li>RWP &amp; Budget Monthly Report.</li> </ul> |

| <b>BUDGET IMPACT</b>                                    |
|---|
| <ul style="list-style-type: none"> <li>None.</li> </ul> |

| RTPO Regional Work Program   | Staff hours (current vs. amendment #1) | FY17 1 <sup>st</sup> Quarter Hours Used | FY17 2 <sup>nd</sup> Quarter Hours Used | FY17 3 <sup>rd</sup> Quarter Hours Used | July          | Aug.         | Sept.       | FY17 4th Quarter Hours Used | Hours Remaining              |
|--|--|---|---|---|---------------|--------------|-------------|-----------------------------|------------------------------|
| <b>Function 1 – 12%</b><br>(Long Range Planning & Implementation)  | 300 / 250.0                            | 82.75                                   | 59.5                                    | 72                                      | 21.5          | 13           | 1.5         | 36                          | -0.25                        |
| <b>Function 2 – 10%</b><br>(Technical Support & Data Management)   | 100 / 200.0                            | 64.5                                    | 8.25                                    | 14.5                                    | 22.75         | 43           | 12.5        | 78.25                       | 34.5                         |
| <b>Function 3 – 19%</b><br>(Project Development & Monitoring) (uses more hours in the first 2 quarters – related to new RTIPR development) | 400.0                                  | 209.75                                  | 30.25                                   | 25.75                                   | 26.25         | 103          | 15.75       | 145                         | -10.75                       |
| <b>Function 4 – 12%</b><br>(Other Activities & Projects)   | 400 / 250.0                            | 64.25                                   | 71                                      | 104.5                                   | 34.5          | 13.5         | 0.5         | 48.5                        | -38.25<br>(threshold: -50)   |
| <b>Function 5 – 33%</b><br>(General RTPO Support)  | 400 / 600.0                            | 196                                     | 221.5                                   | 194.5                                   | 42.75         | 40.5         | 19          | 102.25                      | -114.25<br>(threshold: -120) |
| <b>Function 6 – 14%</b><br>(RTPO Administration)   | 400 / 300.0                            | 80.5                                    | 46                                      | 48.25                                   | 67            | 47.5         | 43          | 157.5                       | -32.25                       |
| <b>PROGRAM TOTAL</b>   | <b>2000.0</b>                          | <b>697.75</b>                           | <b>436.5</b>                            | <b>459.5</b>                            | <b>214.75</b> | <b>260.5</b> | <b>92.5</b> | <b>567.5</b>                | <b>-161.25</b>               |

Discussion: Bob provided report – no discussion

**VII. ROUTINE ITEMS:**

| <b>BACKGROUND</b>   |
|---|
| <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> |

| <b>Informational Items</b>  |
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| <b>Regional News &amp; Updates</b> <ul style="list-style-type: none"> <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: Wade Patterson</li> <li>• Tribal Liaison: Ron Shutiva</li> <li>• District 6: JoAnn Garcia &amp; staff; District 5: Steve Lopez</li> <li>• DOT Planning Unit – Govt. to Govt. Weekly Updates</li> </ul>   |
| <b>Training &amp; Funding Opportunities</b> <ul style="list-style-type: none"> <li>• 20<sup>th</sup> Annual National Tribal Transportation Conference: Sept. 25 – 29, Tucson, AZ</li> <li>• INFRA (<i>Infrastructure For Rebuilding America</i>) grant opportunity: 8/1/17 – 11/2/17 at Grants.gov</li> <li>• TIGER Grant Opportunity: applications due by Oct. 16, 2017</li> </ul> |
| <b>New Business / Open Floor:</b> <ul style="list-style-type: none"> <li>• No formal requests submitted</li> </ul>  |

## **VII. Reports, Updates & Announcements:**

### **A) RTPO Report – September 2017**

- Need members to help identify their airport condition for: Shiprock (Larry Joe), Gallup (Stan H.), Zuni (Blackrock) (Royce G.), Crown Point (Rosilyn Smith), and Grants / Milan (Don J. / Jack M.). Jane Lucero – NMDOT Aviation will present at our November meeting in Milan. Is your airport in excellent, good, or poor condition?
- Need member feedback on interest in Liberty Mobility services for our region.

Report covered the following items:

- NWTPO Regional Work Program & Budget update
- 4 Corners Counties Collaborative meetings (seeking cost and time efficiencies in navigating multi-jurisdictional transportation projects on the Navajo Nation)
- NMDOT District 5 RTIP / “Zipper” meeting – Sept. 6 at Dist. 5 Office in Santa Fe
- Regional GIS data and mapping: currently mapping McKinley Recreational Trails in Zuni Mountains, and follow up with our three Pueblos to include their roads and data in our regional portfolio
- 2018 NMDOT Rail Plan update
- INFRA and TIGER Grant opportunities
- 20<sup>th</sup> Annual National Tribal Transportation Conference in Tucson – Sept. 25 - 29

### **B) Local Member Reports & Updates:**

#### 1. Cibola County:

- Blading maintenance for six County Roads
- 23 special projects (dirt and shoulder work, cutting trees, cleaning culverts, mowing and sweeping, fix washouts and drainage problems, fix and install wingwalls
- Co-ops: Pie Town Road – base course and signage; Elkins Road – signage
- Forest Road 50 working on MOU with Forest Service and Land Owners for easements

#### 2. McKinley County:

- No report this meeting

#### 3. San Juan County:

- Kirtland schools obtained a \$1 million grant for one mile of separated multi use trail
- Bridge reconstruction project for CR3900 (Pinon Hills phase 3) with bond funding
- Obtained \$700K for Recreational Trails Project in Farmington – scheduled for FFY18 construction
- Safety project for CR350 and CR390 intersection

#### 4. City of Gallup:

- No report this meeting

#### 5. City of Grants:

- Airport runway under construction at 40%
- First Street phase 2 requesting extension; design at 90% (no construction funding at this time)
- First Street phase 3 (Washington to Harrison)
- WHPacific engineer waiting on information on chlorinated plume; may need to re-visit the scope of the project
- George Hanosh Bridge and widening project: currently under construction; contractor scheduled for completion by end of November, but can continue project through January if necessary
- Legacy Trail project: submitted final ROW map last week; appraisals now in progress, final approval on ROW certs anticipated for early next year; bid for construction next summer.
- Second Street phase 4 (Washington to Roosevelt): design from WHPacific – at 30% goals for 60% in January and 90% in April; construction begins early FY18 summer. Project is giving up a little bit of roadway improvement in order to upgrade drainage.

6. Village of Milan:

- No report this meeting

7. Northern / Eastern Navajo:

- Eastern Navajo considering further improvements to Rt. 66 / NM118 in Fire Rock corridor; along with NM371 improvements . . . Northern Navajo:
- Two Grey Hills in design for bridge improvements and paving
- 90% design for Ojo Amarillo school access road paving
- FET projects: 1.6 miles of chipseal for Gadiiahii – N571
- N362 doing six inch road base for nine miles
- N548 Shiprock – doing road base and stabilizer
- N545 – applying gravel and stabilize
- Ongoing lighting repairs
- Feasibility study for a new bridge for San Juan Chapter

8. Pueblo of Acoma:

- **Awaiting report from Dave Deutsawe**

9. Pueblo of Laguna:

- No report this meeting

10. Pueblo of Zuni:

- Completed Lesarley Road project – final inspection Oct. 19
- Oct. 19 meeting with NMDOT Dist. 6 regarding NM53 drainage issues – mp16 – 18, and other issues of interest
- Mahkee Drive – small reconstruction project for the new Halona store in Zuni
- Posting an RFP for a new roadgrader
- Currently advertising 12 equipment assets through govdeals.com; auctioning closes Oct. 19.
- Ongoing road maintenance throughout October

11. Ramah Navajo:

- Road maintenance supervisor JJ Henio and Trans. Specialist Shane Lewis attended the National Tribal Transportation Conference in Tucson.
- Ongoing guidance for access road turnouts and specifications for commercial turnouts
- Provided guidance for transportation infrastructure related to Realty and Community planning
- Consultant agreements approved at October Chapter meeting
- Analyzing the past three years of crash data, including GIS mapping.
- FET \$: developed some scope of work documents for FET documents; NDOT contributed some extra FET \$ for base course on BIA rt. 122
- Ongoing maintenance for gravel roads, school bus routes, fencing and cattle guards

**C) State DOT Reports:**

1. Planning / Govt. to Govt. Unit – Wade Patterson:

- Presented Statewide Prioritized Bicycle Network Plan at this meeting (reference #V above)
- CMAC funding for air quality (about \$9 million available – applications due by November 2018). Can fund Bike and Ped. paths even without air quality problems

2. Tribal Liaison – Ron Shutiva:

- No report this meeting

3. District 5 Staff – Steve Lopez:

- RSA may have to be redone due to new construction along US64 school zone area in Shiprock
- Reconstructing NM371 for mp75 – 83.
- Reconstructing NM170 for mp2 - 14

4. District 6 Staff – JoAnn Garcia:
- Allison Bridge project is in completion
  - Closing out NM118 project in Gallup
5. Central Regional Design / FHWA / Other:
- No report this meeting

**VIII. New Business / Open Floor – Members & Guests:**

- **Orientations** – need to schedule orientation for Pueblo of Zuni
- **Membership Updates:** need member appointment updates for:
  - A) Cibola - Anna, Navajo – Larry and Rosilyn, Laguna – Ray, Zuni – Royce, Gallup – Stan and Alicia: in the case of all these, I know we have past records with member appointment forms, but I can't locate them, so asking to get fresh signatures just to update. Understanding were waiting on alternative member for Laguna; for Zuni I have Roxanne, but need a new one for Royce.
  - B) McKinley – once new Alt. elected
- **Annual meeting schedule** – members need to confirm reservations for their respective meeting locations

**IX. Review Calendar & Announcements / Training & Funding Opportunities:**

- **FHWA Office of Planning, Environment & Realty / Human Environment Digest:** emailed to members 9/18, 9/22, 10/2 (x2: 9/24 & 10/1)
- **Govt. to Govt. Updates:** Weeks of 9/26 – emailed to members as they came out
- **Airport questions – location and condition:** emailed to members on 7/14 (response from Acoma, Laguna and Cibola)
- **Rail Plan Update reminder:** emailed to members 7/24 – reminders at subsequent meetings
- **Liberty Mobility Program dropbox link:** emailed to members on 7/17; reminder email on 7/25, brought up at subsequent meetings
- **INFRA Grant Opportunity:** with guidance documentation emailed to members on 7/25 and shared at meetings thereafter. **Applications due Nov. 2**
- **TIGER Grant Opportunity:** emailed to members and brought up at meetings. **Applications due Oct. 16**

**X. Next Meetings**

- **November 8** – Milan Parks & Recreation Dept., 409 Airport Road, Milan, NM
- **December 13** – Ramah Navajo Chapter, 434 BIA Rt. 125 in Mountain View (south from NM53 intersection)
- **January 10:** - Cibola Convention Center, 515 High Street, Grants, NM

**XI. Adjournment:**

- At 1:00 PM: Anna Larson - Cibola motioned for meeting to adjourn, seconded by Don Jaramillo - Grants; passed by consensus, none opposed.

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**MEETING ACTIONS:**

**RTPO Members:**

- Give consideration to the INFRA grant opportunity – applications due Nov. 2
- Give consideration to the TIGER grant opportunity – applications due Oct. 16
- Consider any projects you may wish to submit for inclusion in the 2018 Rail Plan update; must be relatively construction ready and approved by your leaders; submit to NMDOT Rail Division
- Inform RTPO staff (Bob K) on airports within your jurisdiction along with their current condition
- Consider Liberty Mobility Service for your jurisdiction – this service is especially for rural America for low income, elderly or disabled citizens who don't have access to Medicare or Medicaid services. 1225 L Street, Suite 600, Lincoln, NE 68508 / 1-888-785-4237 / [info@libertymobilitynow.com](mailto:info@libertymobilitynow.com)



**RTPO Staff:**

- Follow up with members on airports and condition, in advance of inviting Jane Lucero from NMDOT Aviation Dept. to present at 11/8/17 meeting in Milan.
- Follow up with members on Liberty Mobility opportunity.
- Continue to update the Reg. Trans. Plan tracker instrument, and pursue relevant information.
- Update appointment forms for members for whom we don't have current copies.
- Undertake RTPO orientation session with Pueblo of Zuni.
- Continue collaborating with Northern Pueblos RTPO for development of the RISTRA / Panoramic real-time / transparent project development status website.
- Follow through on amendment to Regional Work Program during FY18 Q1 to increase hours in General Work Function category

**NMDOT Staff:**

- Continue to press for LTAP "cradle to grave" comprehensive project development training.
- Assist in arranging a presentation on the new HSIP process from James Mexia.
- Continue to assist with information on the latest Transportation Bill, and the NMDOT Funding Formula.
- Technical assistance with locating data sets for RTP performance measures.