



Northwest Regional Transportation Planning Organization (NWRTPO) Joint Policy & Technical Committee

Meeting Minutes
Wednesday, December 11, 2024
10:00am – 12:00pm

Hybrid Meeting | Microsoft Teams
McKinley County Training Center | 207 W. Hill Avenue, Gallup NM, 87301

ATTENDANCE:

Tribal & Local Public Agencies (T/LPAs)

Agency	Primary Member	Alternate Member
Pueblo of Acoma	Raymond Concho – RTPO Chair	Nadine Kowice
Pueblo of Laguna	Jolette Arietta (virtual)	Romulo Lastreto
Pueblo of Zuni	Royce Gchachu	Roxanne Hughte
Navajo Nation	Margie Begay	Amanda Tolino , Northern & Eastern
		ShaQuilla Yazzie, Ft. Defiance
Ramah Navajo	Michael Henio	Michael Eriacho (virtual)
City of Grants	Nadine Jiron (virtual)	Shannon Devine
City of Gallup	Clyde Strain	Alicia Santiago
Village of Milan	Denise Baca	Gabrielle Gonzales
Cibola County	Linda Cooke	Joseph Baca
McKinley County	Rodney Skersick	Yvonne Tso
San Juan County	Nick Porell	Vacant
Farmington MPO – Ex-officio	Peter Koeppel	Vacant

New Mexico Department of Transportation (NMDOT)

Entity	Representative(s)
RTPO Liaison	Sullivan Moore
District 5	Amanda Nino (virtual)
District 6	James Martinez, Bill Santiago, Kyle Slim
Tribal Liaison	Vacant
DOT Central Regional Design Office	James Sanchez, Juan Archuletta
Other NMDOT Staff / Guests	Aaron Hill, NWNMCOG Brian Hepting, Pueblo of Acoma Utility Authority Todd Naktewa, A:Shiwi Transit Alvin Thompson, Gallup Express Miranda Lizer, Navajo Transit Caroline Johe, Navajo Transit Florinda Lynch, Navajo Transit Tommy Mims, Gallup Express Davidson Nelson, Coyote Canyon Rehabilitation Center ?, Coyote Canyon Rehabilitation, Center Yvette Moody, Laguna Shaa'srk'a Transit (Virtual) Vijay Unmadi, NMDOT Transit (Virtual) Kristie Johnson, City of Gallup (Virtual) Melissa Porter, Rockin 66 Express

Northwest Regional Transportation Planning Organization	
Northwest NM Council of Governments	Brandon Howe

Tally Sheet – Attendance & Quorum

Total Full Attendance:	T/LPAs	NMDOT	RTPO	Full Attendance Norm:	Guests	
	11	4: DOT Liaison, Tribal Liaison, District 5 & 6 Representatives	1	16	varies	
Attendance – this meeting:	T/LPAs	NMDOT Attendance:	RTPO	Attendance % this meeting	Alternate Members & Guest	Total Attendees
	8 - Primary 4 - Alternate	5	1	81%	14	32

ROUTINE ITEMS:

Item #	Item
I.	Call to Order and Introductions. The meeting was called to order at 10:04 am, Chair Raymond Concho Jr., Pueblo of Acoma welcomed those in attendance, and proceeded with introductions approval of agenda and minutes. The meeting was conducted both in-person and virtually.
II.	Agenda: Chair Raymond Concho Jr., Pueblo of Acoma provided an overview of the day’s agenda topics and called for a motion: ACTION: Linda Cooke, Cibola County motioned; Margie Begay, Navajo Nation seconded adoption of the agenda; all in favor – motion carried unanimously.
III.	Minutes (October 9, 2024): Chair Raymond Concho Jr., Pueblo of Acoma, provided time for review of minutes. Chair Raymond Concho Jr., Pueblo of Acoma called for a motion. ACTION: Alicia Santiago, City of Gallup motioned; Linda Cooke, Cibola County seconded adoption of the minutes. All in favor – motion carried unanimously.

ACTION ITEMS:

item #	Item	Presenter
IV.	Present: NWRTPO Bylaws Reauthorization	Brandon Howe, RTPO
BACKGROUND		
	<ul style="list-style-type: none"> Why? The NWRTPO is an organization of transportation representatives from Local and Tribal public agencies to perform transportation related planning and development for the region. The quasi-governmental nature of the RTPO requires the organization to develop, approve and reauthorize Bylaws on a regular basis. Purpose: The purpose Bylaws are a set of written rules that establish the internal management of the RTPO and provides guidance to the Joint Policy & Technical Committee as well as the RTPO Program Manager and the Northwest New Mexico Council of Governments. Discussion/Finalization: Discussion, Questions and Answers 	
CURRENT WORK		
	<ul style="list-style-type: none"> None 	
ANTICIPATED WORK		
	<ul style="list-style-type: none"> None 	
ATTACHMENTS		
	<ul style="list-style-type: none"> 2025 NWRTPO Bylaws 	
BUDGET IMPACT		

<ul style="list-style-type: none"> • None
ACTION ITEM
<ul style="list-style-type: none"> • ACTION: Margie Begay, Navajo Nation motioned; Alicia Santiago, City of Gallup seconded adoption of the Bylaws Reauthorization. All in favor – motion carried unanimously.

item #	Item	Presenter
V.	Present: NWRTPO Open Meetings Act Resolution	Brandon Howe, RTPO
BACKGROUND		
<ul style="list-style-type: none"> • Why? Per state regulations, the NWRTPO must approve an Open Meetings Act Resolution to provide the organizations acceptance to follow the Open Meetings Act [NMDA 10-15-4] • Purpose: The Opens Meeting Act is to require that public business be conducted in full public view, that the actions of public bodies be taken openly, and that the deliberations of public bodies be open to the public. • Discussion/Finalization: Discussion, Questions and Answers 		
CURRENT WORK		
<ul style="list-style-type: none"> • None 		
ANTICIPATED WORK		
<ul style="list-style-type: none"> • None 		
ATTACHMENTS		
<ul style="list-style-type: none"> • 2025 NWRTPO Open Meetings Act Resolution 		
BUDGET IMPACT		
<ul style="list-style-type: none"> • None 		
ACTION ITEM		
<ul style="list-style-type: none"> • ACTION: Royce Ghachu, Pueblo of Zuni motioned; Linda Cooke, Cibola County seconded adoption of the Open Meetings Act Resolution. All in favor – motion carried unanimously. 		

item #	Item	Presenter
VI.	Present: NWRTPO Public Participation Plan Approval	Brandon Howe, RTPO
BACKGROUND		
<ul style="list-style-type: none"> • Why? The NWRTPO is the entity responsible for transportation planning in the region and as a recipient of federal funding, need to ensure public participation when conducting planning activities. • Purpose: The purpose of the Public Participation Plan is to outline the State and Federal requirements for RTPOs. The plan is mandated to help organizations such as RTPOs foster continuing cooperative and comprehensive (3-C) public participation. • Discussion/Finalization: Discussion, Questions and Answers 		
CURRENT WORK		
<ul style="list-style-type: none"> • None 		
ANTICIPATED WORK		
<ul style="list-style-type: none"> • None 		
ATTACHMENTS		
<ul style="list-style-type: none"> • 2025 NWRTPO Public Participation Plan 		
BUDGET IMPACT		
<ul style="list-style-type: none"> • None 		
ACTION ITEM		
<ul style="list-style-type: none"> • ACTION: Linda Cooke, Cibola County motioned; Margie Begay, Navajo Nation seconded adoption of the Public Participation Plan. All in favor – motion carried unanimously. 		

item #	Item	Presenter
VII.	Present: NWRTPO Title VI Plan Approval	Brandon Howe, RTPPO
BACKGROUND		
<ul style="list-style-type: none"> • Why? 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. • Purpose: The purpose of the Title VI Plan is to assure 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. • Discussion/Finalization: Discussion, Questions and Answers 		
CURRENT WORK		
<ul style="list-style-type: none"> • None 		
ANTICIPATED WORK		
<ul style="list-style-type: none"> • None 		
ATTACHMENTS		
<ul style="list-style-type: none"> • 2025 NWRTPO Title VI Plan 		
BUDGET IMPACT		
<ul style="list-style-type: none"> • None 		
ACTION ITEM		
<ul style="list-style-type: none"> • ACTION: Amanda Tolino, Navajo Nation motioned; Linda Cooke, Cibola County seconded adoption of the Title VI Plan. All in favor – motion carried unanimously. 		

DISCUSSION/PRESENTATION ITEMS:

item #	Item	Presenter
VIII - X.	Present: NMDOT Transit Application Evaluation	Vijay Unmadi, NMDOT Transit Brandon Howe, RTPPO
BACKGROUND		
<ul style="list-style-type: none"> • Why? The NWRTPO is tasked by NMDOT to conduct evaluations and ranking of annual Transit Applications. • Purpose. The purpose of this introduction is to provide an overview of the program, the RTPPOs role and how the JTPC will proceed to evaluate the Transit applications presented today. • Discussion/Finalization. Discussion, Questions and Answers 		
CURRENT WORK		
<ul style="list-style-type: none"> • Evaluation of Transit Applications 		
ANTICIPATED WORK		
<ul style="list-style-type: none"> • RTPPO will compile the results for each applicant and send to NMDOT Transit 		
ATTACHMENTS		
<ul style="list-style-type: none"> • FFY2025 5310 & 5311 Evaluation Measures – Criteria • FFY2025 NWRTPO FTA Scoring Sheet 		
BUDGET IMPACT		
<ul style="list-style-type: none"> • None. 		
ACTION ITEM		
<ul style="list-style-type: none"> • None but each application must be evaluated and scored using the scoring sheet 		

Discussion: 5311 Presentations were provided by Navajo Nation Transit, Rockin 66 Transit, A:Shiwi Transit, Gallup Express, Shaa’Srk’a Transit and 5310 presentation was provided by Coyote Canyon Rehabilitation Center. After each presentation, time was given for Questions and Answers.

REPORTS:

Item #	Item	Presenter
VIII.	<i>Reports, Updates, Announcements</i>	Brandon Howe, RTPO
BACKGROUND		
<ul style="list-style-type: none"> • 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		
<p>RTPO News & Updates</p> <ul style="list-style-type: none"> • RTPO has submitted its Annual Performance & Expenditures Report (APER) to NMDOT for review • Capital Outlay is due this Friday at 3:00pm and Governor’s Capital Outlay is Due December 20th • Meeting Invite Issue – RTPO recommend that members delete the series from their calendars and the meeting will eventually be removed per COG IT provider • RTPO will need to attend T/LPA Certification Training as Robert Kuipers attended for COG and he is no longer employed at the COG. • COG is still searching for applicants to fill the RTPO Program Manager position 		
<p>Local Member Reports:</p> <ul style="list-style-type: none"> • See member reports below 		
<p>NMDOT Reports:</p> <ul style="list-style-type: none"> • G to G Liaison: Sullivan Moore • Tribal Liaison: Ron Shutiva • District 6: Bill Santiago / Kyle Slim • District 5: James Mexia / Amanda Nino 		
<p>News, Training & Funding Opportunities:</p> <ul style="list-style-type: none"> • None 		

Pueblo of Acoma
<ul style="list-style-type: none"> • SP 30 PUEBLO ROAD REHABILITATION PROJECT: The NMDOT FY 2022 LGRF-funded project was completed by the Acoma Utility Authority, Public Works Road Maintenance Department. POA Close-out documents are in progress. • ROAD SIGNAGE PROJECT: NMDOT FY 2025 LGRF funds were awarded to install signage for “No Commercial Trucks” to enter Acoma lands – only for local deliveries. The agreement was signed by the POA and submitted to NMDOT. • SAN LORENZO FRONTAGE ROAD: Frontage road is parallel to I-40 at Exit 100. Drainage needs improvements. This needs further discussion with NMDOT. • SP 38 HAAK’U ROAD PLANNING & DESIGN PROJECT: The NMDOT TPF-funded project is at 90% design plans this month. The monthly project meetings are ongoing. The contract with WHPacific was extended to March 2025. • SP 30 PUEBLO ROAD (ENTIRE ROUTE): The Pueblo is seeking funding for the SP 30 Pueblo Road (10.6 miles) design project. A FY 2026 Capital Outlay Request for Planning and Design was submitted. • MESA HILL BRIDGE PROJECT: WHPacific is updating design plans and environment assessment; design plans will be completed in December 2024. The New Mexico Office of Archaeological Services Data Recovery Plan field work will be completed by January 2025. • M123 BRIDGE (SAN FIDEL CREEK BRIDGE ON SP 34 FATIMA HILL ROAD) REPAIR/REPLACEMENT: Funded at \$137,049 for design through the FHWA TTP Bridge Program. The advertisement for design services was advertised twice and one contractor submitted a proposal. • M124 BRIDGE (ACOMITA LAKE BRIDGE ON SP 34 FATIMA HILL ROAD) REPAIR/REPLACEMENT: Funded at \$380,000 for design through the FHWA TTP Bridge Program. The advertisement for design services was advertised twice and one contractor submitted a proposal.

- **SP 30 PUEBLO ROAD (SKY CITY CASINO AREA: FROM I-40 UNDERPASS to NM 124):** Road design is ongoing with Wilson and Company. Thirty percent (30%) design plans were submitted and reviewed. Design work is ongoing.
- **TRANSPORTATION SAFETY PLAN:** GIS Strip Map Training is in progress, and CDO office staff is updating the 2013 Transportation Safety Plan document.
- **SKY CITY SCENIC BYWAY:** Scope of work is modified from obtaining a National Designation to getting a Tribal Scenic Byway adopted first. The goal is to obtain either designation before the 2026 Centennial Celebration of Route 66.
- **ACOMA BUSINESS PARK SITE:** With Capital Outlay funds, a broadband Network Operations Center (NOC) is being planned on the Business Park site.

Pueblo of Zuni

- No report was given.

McKinley County

- **Mentmore Extension** - LGRF, still waiting on ROW Documents before we can start – need preliminary work on section of state land that has delayed the project.
- **Superman Canyon Bridges 1 & 2** – Notice to Proceed was issued to Murphy Builders to begin construction on bridges and roadway.
- **Bridges** - 10 Bridges with Design- In Progress – Applications have been submitted to Navajo Nation for review, approval and submission to FHWA Bridge Investment Program. Bridge 8085 is currently experiencing complications with easement as private landowner has rescinded permission to increase ROW/easement to support the construction of the bridge.
- **Rodeo Road** - CR46 waiting for the weather to warm to begin construction – current LGRF project.
- **Pinehaven Road** - Navajo Nation funding, Priscilla is close to securing ROW so we can begin the construction.

Gallup

Planning Department:

- **East Nizhoni Phase I-IV:** Phase III construction final walkthrough was on September 17, 2024, working on final close-out. Phase IV – Awarded TPF grant that has been executed on September 30, 2024. Working with D6 & all divisions on Utility certifications so this project can be advertised for BID.
- **West Aztec Drainage:** Design is ongoing. Waiting on the property owners to agree to utility easement.
- **2nd & 3rd Streets Pedestrian Safety Improvements:** Project is ongoing. Progress meeting was held and the project is ongoing with drainage issues being addressed in the design phase.
- **Downtown Alley Coal Phase II (between 2nd & 3rd Streets):** Final walk-through completed on April 4, 2024. Punchlist items work has completed. Conduit issue has been addressed and work on final close-out is in progress.
- **Gallup Road Improvements:** Grants agreement has been fully executed on November 13, 2024. Staff is working on a plan to spend funds on priority corridors.
- **East & West Interchanges:** Received executed grant agreement on July 1, 2024. Planning process has kicked-off.
- **Aztec Avenue Rehabilitation:** Grant agreement has been executed on November 25, 2024. Staff is working to line out project.

Street Department

- **LGRF Mill & Overlay Program L600225 (spring 2024) Exp 12/31/24:** 9/13/24 The last street was paved; Scope of Work Completed from 5/2024 - 9/13/24: Pavement Rehabilitation, Reconstruction, Construction, Drainage Improvements, Miscellaneous Roads completed: Princeton Avenue, Wilson Avenue, Church Rock Place, Vandenbosch parkway, Ridgecrest Avenue, Camino Rancheros Street plus Cul-de-sac, and Camino del Sol Street. 12/10/24 Close-Out Documents sent to District 6
- **LGRF Mill & Overlay Program L600240 (spring 2025) Exp 12/31/25:** 12/06/24 Disbursement Letter Request sent to District 6. There are 20 streets listed. The City Water Dept provided notes of concern for the streets; waiting for Electric Dept to list their concerns to the list. Afterwards, it will be narrowed down to 9 streets to begin March 1, 2025.
- **Airport:** Runway: Crack Seal and Coat Funds from FAA 90%, State AV 9%, City 1%; Exp 3/1/26. Job completed 11/22/24.

- **AWOS (Automated Weather Observation System) Funds from NMDOT AVIATION 100%, Exp 11/26/26:**
11/26/24 Received the Executed Grant. 12/11/24 to meet soon with the City Purchasing to begin a bid process for a contractor
- **Trade Port: Funds from NMDOT Fund 93100 100% no match, Exp 6/30/25:**
 - 9/22/23 Notice to Proceed for Designing a Snow Removal Equipment Hangar and a Foreign Trade Zone Hangar both 100' x 100'
 - 6/7/24 NTP approved by NMDOT Sharon Cruz; City Planning raised concern in regards to reimbursement for utilizing the Miller & Co Law firm from a previous project & \$50K reimbursement was denied; City Public Works & the assistance of District 6 requested with DFA Carmen Morin and Sharon Cruz to review again.
 - 11/14/24 Grant Manager Sharon Cruz expressed to move forward on NTP 6/7/24; As long as Miller stays within the scope of work we will receive reimbursement.
 - 11/14/24 Reimbursements submitted for SRE and FTZ hangar designs
 - 12/6/24 Req for PO on Miller & Co submitted for the UFA work.
- **Terminal Building Design fund from State 100% no city match, Exp 8/29/25:** Schematic Design is complete. PO Balance \$283,000 will go towards the next step for the Construction Documents is being anticipated.
- **Terminal Building Construction Documents (after this project will be the construction) future anticipation:**
12/11/24 Estimated cost is \$1,178,500 - \$283,000 = \$895,500 - \$730,000 = \$165,500. Breakdown BIL Application won \$730,000 (FAA 90% \$657,000 and City 10% \$73,000) Have not received grant yet, FAA in progress. Breakdown City match will be \$165,500 + \$73,000= \$238,500
- **Marketing NMDOT Exp 5/16/25:** \$200,000 for 2 years, spent \$100K and to spend \$100K by 5/16/25. Tourism Manager work in progress for airline service advertisement
- **FAA ARPA Rescue Grant Funded by FAA 90%, City 10%, Expires 7/30/25:** \$32,000 - For Utilities and estimate to deplete by March 2025
- **Infrastructure NMDOT 90% and City 10%, Expires 5/31/25:** \$238,041.55. In regard to the passengers for the airline service; equipment and building upgrades, etc.,. Requested for extension to continue ordering items and temporary fixes that are a current issue.

Milan

- No report was given.

Ramah Navajo

- Report was given but not recorded. No report was provided via email for inclusion into minutes.

Cibola County

- **C-5 Moquino & La Joya Loop:** Bridge is completed, not yet paved, should be open by the end of next month.
- **C-39:** Zuni Canyon Road to be improved as soon as weather permits.

Grants

- **2nd St. Shared Loop:** Excavation and rock breaking is nearly complete behind the High school and trail is being formed. Trail is being graded along Washington Ave 24" gutter being placed and swell being dug. Handrails are being installed and will be painted.
- **USDA Santa Fe Ave:** Construction complete
- **I-40 waterline crossing:** Pre-bid scheduled Dec 17th bid open Jan 3
- **Roosevelt West Iron-4th St.:** design and environmental in process. Public input meeting scheduled for Dec 12 at 5:30pm city hall chambers.
- **Sakelaris Blvd.** In design Environmental, survey and topography in processes

Pueblo of Laguna

- No report was given.

Navajo Nation

- Kyron Hardy is no longer with NDOT and needs to be removed from JTTC roster.

- Amanda Tolino will serve as JTTC member and ShaQuilla Yazzie will remain as alternate member. Margie Begay will serve as primary with Amanda.

New Mexico Department of Transportation Reports <i>(significant news only)</i>	RTPO Liaison (Sullivan Moore) Tribal Liaison (Ron Shutiva) District 5 (James Mexia, Amanda Nino) District 6 (Michael Neely, Bill Santiago, Kyle Slim)
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Multimodal Planning & Programs Bureau – **Sullivan Moore**

- NMDOT · NMDOT is updating our ADA and Title VI compliance records. To assist with this process, please resubmit the following documents to ADA.TitleVICoordinator@dot.nm.gov and please cc me at Sullivan.Moore@dot.nm.gov:
 - a. ADA Transition Plans (for organizations with 50 or more employees)
 - b. Certification Letter (for organizations with less than 50 employees)
 - c. ADA Policy Statement and Title VI Plan
- There will be another T/LPA certification training in-person in January or February. Please email Danny Sandoval at Danny.Sandoval@dot.nm.gov to be added to the list.

NMDOT Tribal Liaison – Vacant

- No report was given.

NMDOT District 5 – **Amanda Nino**

- Indicated that agreements are due soon and to work directly with her moving forward.
- A new District Engineer has been identified for District 5 – Rhonda Lopez

NMDOT District 6 – **Bill Santiago, Kyle Slim**

- Bill Santiago noted that all LGRF agreements have been executed.
- Notified members that new call for projects as part of LGRF programs will be issued in January.
- TPF call for projects letter should be issued early in the new year. Utilize your already signed PFFs to meet requirements.

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

- No new business reported

ANNOUNCEMENTS & NEXT MEETING: Next JTTC meeting will be held on February 12, 2025 at the Northwest New Mexico Council of Governments located at 106 W. Aztec Avenue in Gallup, NM 87301.

ADJOURNMENT:

ACTION: Chair Raymond Concho Jr., Pueblo of Acoma called for a motion to adjourn the meeting at **1:17 PM, Margie Begay, Navajo Nation motioned; Linda Cooke, Cibola County seconded.** All in favor – motion carried.