

NWRTPO | Northwest Regional Transportation Planning Organization

Joint Policy & Technical Committee

NWRTPO Meeting Minutes

Wednesday February 14, 2018

10:00 a.m. – 2:00 p.m.

McKinley Office of Emergency Management

2221 Boyd Avenue, Gallup, NM

ATTENDANCE:

Local & Tribal Governments:

Pueblo of Acoma	Dave Deutsawe – Vice Chair
Pueblo of Laguna	Ray Lucero - absent
Pueblo of Zuni	Royce Gchachu, Roxann Hughte – absent
Navajo Nation	Eastern Navajo: Rosilyn Smith - absent
	Northern Navajo: Larry Joe - absent
Ramah Navajo	Shane Lewis
Farmington MPO	Vacant at this time
City of Grants	Don Jaramillo, Les Gaines
City of Gallup	Alicia Santiago
Village of Milan	Jack Moleres, Denise Baca – absent; Paul Pena VOM Manager - present
Cibola County	Anna Larson, Judy Horacek – absent
McKinley County	Jeff Irving–Chair, Donna Fambrough (guest–McK Road Dept.)
San Juan County	Nick Porell – absent

Technical Agencies:

New Mexico Department of Transportation:	G-2-G Unit: Neala Krueger
	DOT District 5: Stephen Lopez, Warren Maestas
	DOT District 6: Marticia Holiday, Bill Santiago, Arif Kazmi
	DOT Tribal Liaison: Ron Shutiva
	DOT – LTAP:
	DOT Admin:
Bureau of Indian Affairs	TTP:

NWRTPO Administration:

Northwest Regional Planning Organization	Robert Kuipers, Evan Williams
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Guests:

<u>TOTAL ATTENDANCE:</u>	4 Members, 3 alternate members, 7 NMDOT, 2 RTPO Staff, 1 guests – TOTAL: 16
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- I. **Call to Order and Introductions:**.....Jeff Irving, NWRTPO Chair
- Jeff Irving called the meeting to order at 10:20 am, welcomed those in attendance, and proceeded with introductions and approval of agenda and minutes. The meeting was hosted by McKinley County with special thanks for coffee, snacks and lunch provided.
- II. **Review & Approval of Agenda:**.....Jeff Irving
- No discussion or changes to the agenda were made.
 - Motion to approve agenda made by Dave Deutsawe, Acoma; seconded by Don Jaramillo, Grants; all in favor, none opposed.
- III. **Approval and Review of Minutes for November 8, 2017 Meeting:**.....Jeff Irving
- Motion to accept meeting minutes made by Dave Deutsawe, Acoma; seconded by Paul Pena, Milan; all in favor, none opposed.

ACTION ITEMS: There are no policy actions this meeting

DISCUSSION / PRESENTATION ITEMS:

- IV. **Local Government Road Fund Presentation**.....JoAnn Garcia, NMDOT District 6
Applications due March 15

BACKGROUND
<ul style="list-style-type: none">• Why? To help our local govt. member representatives better understand the Local Govt. Road Fund, and how to successfully navigate project application and implementation.• Purpose. To help keep RTPO members informed and on track for the LGRF resource, which helps support and address the needs for development of local roads, which don't qualify for federal funding through the NMDOT.• Discussion/Finalization. NMDOT Dist. 6 staff will explain the LGRF process to RTPO members

CURRENT WORK
<ul style="list-style-type: none">• Last year, many RTPO members had to submit extension requests to avoid funding expiration / reversion deadline of 12/31/16.• Attention to the LGRF funding process and reporting requirements will help our members make better use of this limited resource for funding rural local road projects that don't qualify for federal funding due to functional classification• Members may anticipate submitting applications for new LGRF projects, against a March 15 deadline for letters of intent.• DOT staff will explain the LGRF application and implementation process.

ANTICIPATED WORK
<ul style="list-style-type: none">• Members submit applications for new LGRF projects by March 15.• NM DOT Districts submit request for DOT approval of all submitted projects by April 15.• Members can find the complete LGRF 2014 Handbook on COG website – RTPO link_Documents_LGRF Handbook link under “Planning Documents”; or on NMDOT website-Local Govt. Info._Project Oversight Division_LGRF link on the right.

ATTACHMENTS
<ul style="list-style-type: none">• LGRF guidance

BUDGET IMPACT
<ul style="list-style-type: none">• None. (LGRF benefits rural communities with funding for local road projects)

ACTION ITEM
<ul style="list-style-type: none">• Members interested in submitting new projects should follow up with DOT District staff.

Discussion: (Presentation and discussion yielded the following primary points:)

- March 15 deadline for proposals – presentation provided required documentation to be included with the proposal along with samples of required forms
- Early May or June – local entities receive tentative funding offer letter from NMDOT Districts – template for letter of acceptance provided in presentation
- Project termini must be project specific and accurate – however it’s better to propose a slightly longer termini than the actual project target – in case funding / savings allow extension of project termini
- Once project agreements are signed – no further adjustments can be made
- Local government resolution must match the proposal details (example template in presentation)
- Consider sending proposal in certified mail, in order to verify and prove submission date – and that DOT received it
- IMPLEMENTATION: must use contractors that are licensed with the State of New Mexico (pre-qualification rule)
- Notice to Proceed must be signed and executed before commencing project
- Need Engineer’s stamp on estimates over \$100K
- Additional Discussion:
 - Consider inviting Utility Providers to RTPO meeting to discuss certification delays that can jeopardize projects. (Regional utilities have gained a reputation for poor response delays – they don’t provide clearances in spite of multiple requests)
 - Conduct the LGRF presentation at the January meeting each year – provides more time for RTPO members to prepare their proposals

V. Annual RTPO Member Survey, and Trainings Attended by Members.....Jeff Irving, Robert Kuipers

BACKGROUND
<ul style="list-style-type: none"> • Why? On an annual basis, the NWRTPO issues a member survey to enable members to assess the RTPO’s performance, and make recommendations; this includes tracking the trainings and webinars that RTPO members have participated in. • Purpose. This annual exercise helps assess, track and fine tune the RTPO’s service and performance, along with staff and member training and professional development. It also provides RTPO members an opportunity to recommend regional priorities going forward. • Discussion/Finalization. Members are asked to complete and submit the survey (which has a section for reporting training) emailed from Survey Monkey 12/29/17. Please report both trainings <u>and</u> <u>webinars</u>.
WORK TO DATE
<ul style="list-style-type: none"> • Staff updated the survey to include RTPO quality of staff service feedback, ideas for generating resources in rural, and recommendations for advancing our five Regional Transportation Plan goals.
ANTICIPATED WORK
<ul style="list-style-type: none"> • Members are requested to complete and submit the survey (reference 12/29/17 email from Survey Monkey) and report on trainings and webinars attended during FY17 (10/16 – 9/17) • Members can also report training / webinars attended between Oct. – Dec., 2017
ATTACHMENTS
<ul style="list-style-type: none"> • Hard Copy – Member Satisfaction Survey for FY17
BUDGET IMPACT
<ul style="list-style-type: none"> • none

ACTION ITEM

- no policy action – members are requested to complete and submit the survey, and report trainings attended over the past fiscal year (Oct. 2016 – Sept. 2017) can also report training attended Oct. – Dec. 2017.

Discussion:

- Requesting members to complete and submit the survey, emailed via Survey Monkey on 12/29/17 which assesses their satisfaction with RTPO services, and recommendations for the year ahead, along with trainings they have attended over the past year. Training sources can include: LTAP/TTAP, NHI, FHWA, FTA, BIA, and other.
- Bob K. covered the member survey and process, and indicated that so far, only three members have responded.
- DOT staff suggested inviting (local governance certified) Navajo Chapters who are actively pursuing transportation development to RTPO meetings. No further discussion.

- VI. NWRTPO Meeting Schedule, May, 2018 – April, 2019:**.....Robert Kuipers
Need members consideration for our upcoming annual meeting schedule – hope to finalize by next month's meeting. There may be impetus to choose another day, as Farmington MPO meets the 2nd Weds. of each month. We now have 12 members incl. Northern, Eastern and Ramah Navajo. Advising Eastern Navajo to host a meeting with Northern Navajo "off the hook" this year since they hosted in 2017 – NMDOT Dist. 6 will host the March 2019 meeting in order to finalize the RTIPR.

- **Why?** The RTPO generates an annual meeting schedule providing dates and locations in the three county region for meetings.
- **Purpose.** Provide adequate advance notification to the public, as well as RTPO member representatives, along with the governments which they represent, on the date, time and location of meetings
- **Discussion/Finalization.** Commence development of this annual schedule for completion by March and no later than April, 2018.

CURRENT WORK

- Members will begin discussing hosting meetings with their respective leaders, and choose a date within the schedule (2nd Wednesday of each month - May 2018 – April 2019)
- Discussion as to whether a different Wednesday each month might work, as the Farmington MPO meets the 2nd Wednesday of each month
- Staff will provide an annual schedule for members to discuss with their respective leaders

ANTICIPATED WORK

- RTPO staff and members will continue choosing dates to host the RTPO meeting, to complete the annual schedule no later than April, 2018

ATTACHMENTS

- Current Public Notice meeting schedule through April, 2017.

BUDGET IMPACT

- None.

ACTION ITEM

- Members to schedule meeting host dates with their leaders, and submit to RTPO Planner; RTPO Planner will create new annual schedule for public notice by or before April, 2018.

Discussion:

- Members were reminded that we need to try to finalize the May, 2018 – April, 2019 annual meeting schedule by our March meeting, so RTPO staff can advertise to the public within required deadlines.

VII. NWRTPO Call for Projects – FFY18 – FFY19 Guidance & Schedule:.....Robert Kuipers

BACKGROUND

- **Why:** The NMDOT distributes federal funding for transportation maintenance and development to metropolitan and rural regions of the state. With limited funding available to rural areas, it is important to have a prioritized list of viable (qualified) projects for funding.
- **Purpose.** The NWRTPO undertakes a new Regional Transportation Improvement Program Recommendations (RTIPR) list of projects that qualify for federal funding in two year cycles.
- **Discussion/Finalization.** The NWRTPO will undertake this project qualification / prioritization process commencing in June, 2018 and completing in March, 2019 with an updated RTIPR.

WORK TO DATE

- An updated Call for Projects Guide has been developed to guide the NWRTPO members through the process for identifying qualified projects, and assessing their readiness for phased development, as well as competitiveness for funding.
- In previous cycles, the NWRTPO has trimmed it's RTIPR from \$350 million, with many projects that did not qualify for federal funding, down to \$65 million, with all projects listed qualifying for federal funding through the state. The actual documented need for our three county region of New Mexico is cited at \$777 million.

ANTICIPATED WORK

- The NWRTPO will commence the RTIPR update in June of 2018. The process will run through March of 2019, with a) submission of Project Feasibility Forms (PFF), which if approved as viable for federal \$, will follow with b) submission of Project Identification Forms (PIF). c) For projects that compete for prioritization, the NWRTPO hears and scores presentations on project need and readiness from each jurisdictional representative. d) The NWRTPO then drafts the RTIPR update, and approve / authorize it in collaboration with the DOT Districts. e) From there, each DOT District prioritizes projects from their participating RTPO's for the DOT District RTIP – referred to as the "Zipper" because it blends projects from several RTPO's.
- Once projects are cited in the DOT District RTIP, they are within 4-5 years of getting funded, or may need to be re-authorized by the RTPO and DOT District for future funding.

ATTACHMENTS

- FFY 18 – 19 NWNM Call for Transportation Projects Guide (and schedule)

BUDGET IMPACT

- none

ACTION ITEM

- No action now. Members are anticipated to work through their respective governments, to prepare PFF submissions during the summer of 2018, according to the Call for Projects schedule.

Discussion:

- Bob K. covered the upcoming biennial Call for Projects process and distributed hard copies our guidance outlining the process.
- Neala Krueger and Bob clarified to members that all TAP, RTP, and CMAQ funding applications are due to NMDOT by November 30, 2018

VIII. Legislative Report for Transportation Issues:.....Evan Williams, Deputy Director, NWNMCOG

BACKGROUND

- **Why?** NWNMCOG Deputy Director Evan Williams is present at each annual N.M. Legislative session to assist our regional Legislators with moving our regional projects forward. As such, over the years, Mr. Williams carries an influential presence at the Legislature, that is valued by our regional Senators and Representatives, and helps successfully navigate our regional priorities through legislative policy and funding support.
- **Purpose.** Mr. Williams will report on anticipated legislative trends for transportation funding and policy support, to help our members better prepare for competitive project development.
- **Discussion/Finalization.** Members will be better prepared for competitive project submission into the RTIPR or for other state funding sources for their respective transportation infrastructure.

WORK TO DATE

- Mr. Williams has completed most of his work on behalf of the 2018 N.M. Legislative session, and has a good understanding of prospective legislation and funding, and anticipated impacts or opportunities for transportation development.

ANTICIPATED WORK

- Based on Mr. Williams participation and analysis of this sessions legislative priorities, he will convey to members where there may be opportunities or challenges for our region in the area of transportation development.

ATTACHMENTS

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BUDGET IMPACT

- None on RTPO budget, but potential funding opportunities for RTPO members

ACTION ITEM

- Informational / discussion item only

Discussion:

- Mr. Williams provided a comprehensive and detailed report on legislative support for transportation projects, including at least \$50 million in new funding for state and local transportation projects. His presentation also covered the broader arena of legislative bills and support for a wide variety of infrastructure and other forms of development that will benefit our region.
- Discussion occurred during and following the presentation, and the presentation gave our members a better understanding of “what may be coming down the pipe” from the state legislature, so they and their communities can prepare and take advantage.

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

BACKGROUND

Why? Due to a NMDOT Office of Inspector General (OIG) Audit and subsequent findings, NWRTPO staff met with NMDOT Planning Bureau staff to develop a corrective action plan (CAP).

Purpose. 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.

Discussion/Finalization. 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.

WORK TO DATE

- 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.
- The Corrective Action Plan has been finalized and is now being executed.
- RTPO staff have provided reports at monthly meetings: January – December 2017
- 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). A copy of the FHWA/NMDOT approval of this amendment was attached. RTPO staff submitted amendment #2 to the NMDOT Planning Dept. for our biennial work program in Quarter 4 approved at our August, 2017 and December, 2017 RTPO meetings, adjusting hours based on our experience and expectations.

ANTICIPATED WORK

- Ongoing reports to the NWRTPO members at monthly meetings.
- RWP amendment requests may be anticipated, as time and budget demands may vary as the fiscal year progresses.
- Our annual Quality Assurance Review (QAR) occurred on April 12th, which provided a good check-up on how the RTPO is performing.

ATTACHMENTS

- RWP & Budget Monthly Report

BUDGET IMPACT

- None.

ACTION ITEM

- This is a monthly report item only.

RTPO Regional Work Program	Original FFY17-18 Staff hours	FY17 1 st Quarter Hours Used	FY17 2 nd Quarter Hours Used	FY17 3 rd Quarter Hours Used	FY17 4 th Quarter Hours Used	Total Hours FFY17:	FY18 Staff hours Amend #2	FFY-18 Q-1 Totals:	Jan.	Feb.	March	FFY-18 Q-2 Totals:
Function 1 – 12% (Long Range Planning & Implementation)	300	82.75	59.5	72	36	250.25	250.0	4	14			18
Function 2 – 10% (Technical Support & Data Management)	100	64.5	8.25	14.5	78.25	165.5	200.0	72	0			72
Function 3 – 19% (Project Development & Monitoring) (uses more hours in the first 2 quarters – related to new RTIPR development)	400	209.75	30.25	25.75	145	410.75	400.0	31.75	16			47.75
Function 4 – 12% (Other Activities & Projects)	400	64.25	71	104.5	48.5	288.25	250.0	60.75	9			69.75
Function 5 – 33% (General RTPO Support)	400	196	221.5	194.5	102.25	714.25	700.0	152.25	57			209.25
Function 6 – 14% (RTPO Administration)	400	80.5	46	48.25	157.5	332.25	300.0	133.75	44.75			178.5
PROGRAM TOTAL	2000.0	697.75	436.5	459.5	567.5	2,161.25	2100.0	454.5	140.75			595.25

Discussion: no discussion, members are accustomed to these reports.

X. Reports, Updates & Announcements:

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
Regional News & Updates <ul style="list-style-type: none"> • RTPO Report • Member Reports
Member Special Reports: <ul style="list-style-type: none"> • None submitted prior to the meeting
NMDOT Reports: <ul style="list-style-type: none"> • G to G Liaison: Neala Krueger • Tribal Liaison: Ron Shutiva • District 6: JoAnn Garcia & staff; District 5: Steve Lopez • DOT Planning Unit – Govt. to Govt. Weekly Updates
Training & Funding Opportunities: <ul style="list-style-type: none"> • CMAQ (<i>Congestion Mitigation & Air Quality</i>) grant / funding opportunity anticipated for the Spring of 2018 (reference agenda citation).
New Business / Open Floor: <ul style="list-style-type: none"> • No formal requests submitted

VI. REPORTS, UPDATES and ANNOUNCEMENTS:

A) RTPO Report – December 2017

- Membership Updates: After further review of our files, the only membership appointment forms needing updates are McKinley and Laguna as soon as Jeff and Ray identify a new Alternative Member representative for their respective jurisdictions. Bob K. provided Jeff Irving with the appointment form, Ray L. not in attendance.
Report covered the following items:
- Legislative Support for 2018 Session from COG Deputy Director Evan Williams, which included attending Transportation Committee meetings to anticipate future trends around challenges and opportunities for transportation development.
- Update on 4 Corners Counties Collaborative meetings (seeking cost and time efficiencies in navigating multi-jurisdictional transportation projects on the Navajo Nation)
- Regional GIS data and mapping: finished mapping McKinley Recreational Trails in Zuni Mountains in November. Need follow up with our three Pueblos to include their roads and data in our regional portfolio.
- 2018 NMDOT Rail Plan update
- Navajo DOT Transportation Symposium which took place January 16 – 17 at San Juan College in Farmington on behalf of all New Mexico Navajo Chapters. Mr. Kuipers presented the RTPO orientation, including highlighting some of the more recent Navajo Nation projects, such as the four-laning of US491.
- CMAQ (Congestion Mitigation & Air Quality) Funding: an opportunity for CMAQ funding will be available to rural regions of New Mexico in the Spring of 2018. This funding will be less restricted for air quality mitigation, and can be used for air pollution prevention initiatives such as multi-modal trails, school bus retrofits, and transition to natural gas for transit fleets, etc.
- NWRTPO Annual Member Survey: Mr. Kuipers indicated that only three RTPO members have responded thus far, and that this is an annual contractual requirement of all RTPO's from the NMDOT, so all members are instructed to complete the survey along with trainings attended over the past year.
- New Annual Meeting schedule: Need to develop a new annual meeting schedule for May, 2018 – April 2019 by or before our April 2018 meeting.
- Local Govt. Road Fund (LGRF): reminder to members that applications are due March 15 (reference section IV above)

B) Local Member Reports & Updates:

RTPO members were requested to just provide highlights, as the extra agenda items for this meeting took up a little more of the meeting's allocated time.

1. Pueblo of Acoma:

- CMGC projects are all complete with final close out at the end of January; FHWA would like to present a "case study" on Acoma's CMGC success.
- There will be a kick-off meeting soon for Pinsbaari Drive Corridor Development Plan, for multi-modal enhancements to this corridor
- Acoma is now the second Native American Tribe in the nation to achieve "Self-declaration" for FEMA assistance, related to 181 FEMA sites resulting from October 2016 major flooding for the Pueblo. FEMA is now in Acoma assessing all these sites, with \$6.5 million available for restoration.
- The Pueblo is closing out their BIA Legacy Projects
- Exit 96 – McCarty Bridge is almost complete (NMDOT project)
- Waiting to hear on INFRA funds for Mesa Hill Bridge and Haaku Road to the old Pueblo.

2. Pueblo of Zuni:

- Not present this meeting

3. McKinley County:

- Johnson Road Project: \$800 K NMDOT funding + \$200 K NDOT match, 3 phases of construction; first two miles graveled and working on next section at this time. Will complete chipseal in the Spring of 2018.
- CR 19: right-of-way completed incl. allotment and trust lands (18 miles), awaiting funding, approval from BIA; 3 Phases (\$3.9 million for chipseal), NDOT contributing a significant \$1.9 million match to invite a strong state funding contribution for this corridor.

4. Milan:

- 2nd Street phase 2 is complete
- Motel Drive phase 5 is in construction at this time

5. Ramah:

- BIA projects have completed the supplemental field survey, completed aerial mapping and geotechnical / lab studies; review drafts of public meetings, began project scoping report and preliminary drainage analysis, prepping 30% design plans, initiating utility mapping, and coordinating with THPO (?) for environmental study.
- Submitted draft for TAP scope of work for Mt. View and Pine Hill compliance study.
- Ongoing general maintenance for area roads, cattle guards and signage, pot holes and base course patching (incl. school bus routes)
- Continuing development of access turnout design guidance for commercial turnouts.
- Tribal Transportation Unity Caucus Meeting Jan. 17-18, 2018 in Chandler, AZ
- Road Inventory Field Data System (RIFDS) Update Jan. 24-25, 2018 in Albuquerque.

6. Cibola County, Anna Larson – not present; last month's report as follows:

- Maintenance: Fence Lake, Candy Kitchen, Marquez – CR1: blade and shape road surface; Broadview, Murry Acres, RalphCard Road: dirt removal from ditches
- Preliminary MOU with Forest Service for road maintenance on Forest lands
- RAC \$ @ \$74K: some road sections are Forest Service and some are County – exploring which type of agreement form they need. Considering three roads: Zuni Canyon (FR49 & 50 / CR49) Lobo Canyon Road, and CR19-B.

7. Grants

- 2nd St. project at 60% design – phase 4 construction in May
- George Hanosh Road and Bridge deck at 100% design for construction

- 1st Street phase 3 and 2nd Street phase 5 at 90% design; looking for construction \$.
8. Pueblo of Laguna, not present; last month's report as follows:
- L22 Casa Blanca Road: project complete – final punch-list pending
 - L26 Rainfall Road and trail design: almost 100% complete – pending BIA review meeting, and ROW amendments awaiting Tribal Council approval late January.
 - L24 Rainfall Road: design at 40%; PER complete
 - L26 Deer Dancer Road & L243 Acorn Road: PERs are complete, moving to 60% design
 - M137 San Jose Bridge Replacement project: site reviews with USACE complete for 404 Permits, awaiting pending NTP authorization from BIA.
 - M154 Paguate Wash Bridge: PER request for engineering services to be published this month.
 - L503 Veterans Road: mill, overlay and striping to be bid in February; awaiting IGA from NMTIF, and kick-off meeting Dec. 15
 - M108 San Jose bridge - Seama: PS&E complete, pending ROW amendments approval from Tribal Council in January.
 - Planning & design RFP for L248 Bluejay Road, and L248 Blue Star Loop to be issued in January
 - NMDOT projects within the Pueblo lands:
 - NM124 & L22 Casa Blanca Road intersection PER kick off meeting today 1/10/18 (TIF project)
 - Interstate 40-108 interchange corridor study were published – proposals received and will be awarded at Tribal Council meeting – Jan. 13 (TIF project)
 - NM 6 reconstruction at 90% and should be open for traffic by the holidays
 - TAP trails – Bay Tree Rd to L22 Casa Blanca Road had been bid – proposals under review
 - Interstate 40 108 bridge interchange corridor study in progress
9. Northern Navajo: not present this meeting
10. Eastern Navajo: not present this meeting

C) State DOT Reports:

1) Planning / Govt. to Govt. Unit Liaison – Neala Krueger:

- TLPA Handbook is being updated at this time; CMAQ handbook/ guidance update is also forthcoming
- DOT has a new TAP Coordinator – Gabriel Chavez
- March 29 – MPO/RTPO joint meeting at MR-COG in Albuquerque.

2) NMDOT Tribal Liaison – Ron Shutiva:

- Concerns have been expressed about safety on US-550 – Ron brought to Governor's attention; still awaiting supportive feedback from NDOT, and concern about lack of follow up from Councilman Begay
- Tribal Transportation Unity Caucus Meeting Jan. 17-18, 2018 in Chandler, AZ to inform Washington DC on tribal needs – Ron was able to attend.
- National Tribal Transportation Program Coordinating Committee met Jan. 27 – Feb. 2 at NDOT; Christy VanBuren is the new TTPCC representative for New Mexico.
- Ron hosted a Tribal Transportation Planners Roundtable last week; hope to meet on a quarterly basis; now planning a tribal safety summit for the Spring of 2018.
- Ongoing concerns on US64 for Shiprock School Zone safety issues
- New national TTAP program (*Tribal Technical Assistance Program*) based in University of Virginia
- March 27-28: TERO (*Tribal Employment Rights Office*) meeting in Acoma.

3) DOT District 5 – Steve Lopez:

- Attended / presented at NDOT Symposium on Day 2 – much focus on transfer of road responsibility from BIA to NDOT
- US64 Shiprock School Zone improvements: NMDOT is planning improvements to the US64 Corridor between MP 0.0 to 20.0, including improvements within the Shiprock HS School Zone

4) DOT District 6 – JoAnn Garcia, Bill Santiago:

- No new news from DOT Dist. 6 – JoAnn was not able to attend the meeting due to illness.

5) Central Regional Design / FHWA / Other: not present

VII. New Business / Open Floor – Members & Guests

- **Orientations** – need to schedule orientation for Pueblo of Zuni
- **Membership Updates:** need member appointment updates for:
 - A) Laguna – once new alternative member elected.
 - B) McKinley – provided Jeff Irving with appointment form for Muriel Plummer as alternate member.
- **Annual meeting schedule** – members need to **finalize our next annual schedule: May, 2018 – April, 2019; by our March meeting in order to publish in April – well in advance of our May meeting!**

VIII. Review Calendar & Announcements

- FHWA Office of Planning, Environment & Realty / Human Environment Digest: week of 1/21
- Govt. to Govt. Updates: Weeks of 1/9, and 1/29 – emailed to members as they came out.
- CMAQ (Congestion Mitigation & Air Quality) Funding Opportunity: There is a funding opportunity coming in the Spring of 2018 for CMAQ projects, which may include such things as multi-modal trails, school bus retrofits, and transition to natural gas for transit fleets.
- Draft NM State Management Plan for Federal Transit Grant administration – emailed to members 2/7/18
- N.M. TRIP Report: A great resource for RTPO members to be aware of – good data analysis of transportation infrastructure.
- Northern and Eastern Navajo Agency Transportation Symposium: 1/16-17/18 at San Juan College – Farmington
- Updated ARF to include DUNS number: emailed to members 11/30
- Rail Plan Update reminder: emailed to members 7/24 – reminders at subsequent meetings

IX. Next Meetings:

- March 15: NMDOT District 6 – 1919 Pinon Drive, Milan, NM – **members are reminded to be prepared to finalize annual meeting schedule May, 2018 – April, 2019 at this meeting!!!**
- April 11: Gallup Eastside Fire Station, 3700 Churchrock Street, Gallup, N.M.

X. Adjournment

At 1:00 PM: Dave Deutsawe - Acoma, motioned for meeting to adjourn, seconded by Don Jaramillo - Grants; passed by consensus, none opposed.

MEETING ACTIONS:

RTPO Members:

- Members are requested to report training / webinars attended in FY17 (*incl. LTAP / TTAP, NHI, FHWA, FTA, BIA and Other*) – members are also requested to complete and submit the annual member survey emailed via Survey Monkey on 12/29/17 – the survey includes a page on which to report trainings.
- Give consideration toward our annual meeting schedule, and which meeting your government could host; **need to finalize an annual meeting schedule May, 2018 – April, 2019, by our March or at latest – April, 2018 meeting.**
- Give consideration to the CMAQ grant opportunity – applications coming in Spring of 2018.
- 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

RTPO Staff:

- Follow up with RTPO members for FY17 training attended and annual NWRTPO member survey – only 3 have submitted the survey thus far.
- Develop a schedule that provides annual or multi-year deadlines for all RTPO deliverables including reports – quarterly and annual, RTIPR Call for Projects cycle, Regional Work Program updates or amendments, and governing document updates (*Bylaws, Open Meetings Act Resolution, Title VI Plan, Public Participation Plan, Official Membership Roster*)
- Further research on Liberty Mobility opportunity for clarity on operational costs to sponsoring organization or community.
- Continue to update the Reg. Trans. Plan tracker instrument and pursue relevant information.
- Maintain appointment forms as members transition.
- Undertake RTPO orientation session with Pueblo of Zuni – follow up with Royce.
- Explore CMAQ (Congestion Mitigation / Air Quality) grant opportunity and inform members
- Keep an eye on federal funding for public transportation, and inform our regional 5310 & 5311 providers and RTPO members of any pending changes
- Continue collaborating with Northern Pueblos RTPO for development of the RISTRA / Panoramic real-time / transparent project development status website.

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.