

NWRTPO | Northwest Regional Transportation Planning Organization

Joint Policy & Technical Committee

NWRTPO Meeting Minutes

Wednesday April 11, 2018

10:00 a.m. – 2:00 p.m.

Gallup East Side Fire Station

3700 Church Rock Street, Gallup, NM

ATTENDANCE:

Local & Tribal Governments:

Pueblo of Acoma	Dave Deutsawe – Vice Chair - absent
Pueblo of Laguna	Ray Lucero - absent
Pueblo of Zuni	Royce Gchachu
Navajo Nation	Eastern Navajo: Rosilyn Smith Northern Navajo: Larry Joe
Ramah Navajo	Shane Lewis – absent
Farmington MPO	Vacant at this time
City of Grants	Don Jaramillo
City of Gallup	Stan Henderson, Alicia Santiago
Village of Milan	Jack Moleres – absent;
Cibola County	Judy Horacek – absent
McKinley County	Jeff Irving– Chair
San Juan County	Nick Porell – absent

Technical Agencies:

New Mexico Department of Transportation:	G-2-G Unit: Neala Krueger DOT District 5: Stephen Lopez DOT District 6: JoAnn Garcia, Marticia Holiday DOT Tribal Liaison: Ron Shutiva - absent DOT – LTAP: DOT Admin:
Bureau of Indian Affairs	TTP:

NWRTPO Administration:

Northwest Regional Planning Organization	Robert Kuipers
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Guests:

<u>TOTAL ATTENDANCE:</u>	6 Members, 1 alternate member, 4 NMDOT, 1 RTPO Staff, 0 guests – TOTAL: 12
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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 City of Gallup 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 Don Jaramillo, Grants; seconded by Royce Gchachu, Zuni; all in favor, none opposed.
- III. **Approval and Review of Minutes for February , 2018 Meeting:**.....Jeff Irving
- Motion to accept meeting minutes made by Royce Gchachu, Zuni; seconded by Alicia Santiago, Gallup; all in favor, none opposed.

ACTION ITEMS:

- IV. **FFY18-19 Meeting Schedule:**.....Robert Kuipers, RTPO Staff

BACKGROUND
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• RTPO staff and members will continue choosing dates to host the RTPO meeting, to complete the annual schedule no later than April, 2018

ATTACHMENTS
<ul style="list-style-type: none">• Current Public Notice meeting schedule through April, 2017.

BUDGET IMPACT
<ul style="list-style-type: none">• None.

ACTION ITEM
<ul style="list-style-type: none">• Members to approve annual meeting schedule for public notice at this meeting 4/11/18.

Discussion:

- Meeting locations and schedule approved by members for May, 2018 thru April, 2019; motion by Larry Joe, Northern Navajo; 2nd by Stan Henderson, Gallup; all in favor.
- Most members will retain the same location as last year; some members are finalizing a new location, and must inform RTPO staff no later than 4/19/18. Public notice will be submitted to regional media on 4/20/18.

DISCUSSION / PRESENTATION ITEMS:

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

BACKGROUND

- **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 and webinars.

WORK TO DATE

- 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

- Members are requested to complete and submit the survey using hard copies **by or before May 1**, as the Survey Monkey web template is now closed, and report on trainings and webinars attended during FY17 (10/16 – 9/17)

ATTACHMENTS

- Hard Copy – Member Satisfaction Survey for FY17

BUDGET IMPACT

- none

ACTION ITEM

- no policy action – members are requested to complete the survey at this meeting; or complete and submit no later than 5/1/18 to rkuipers@nwnmcog.org / or directly to Mr. Kuipers at the COG office – 106 W. Aztec – just east of Gallup City Hall.

Discussion:

- Members agreed to a May 1 deadline for getting survey / training information to RTPO staff

VI. NWRTPO Call For Projects, FFY18 – June thru FFY19 - March:.....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
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> FFY 18 – 19 NWNM Call for Transportation Projects Guide (and schedule)

BUDGET IMPACT
<ul style="list-style-type: none"> none

ACTION ITEM
<ul style="list-style-type: none"> 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 of our guidance outlining the process.
- Members request that once the new PFF updates are complete (from NMDOT) have staff email them to members along with PIF templates.
- Bob K. will follow up with JoAnn Garcia – DOT Dist. 6 Liaison on a date for late August, to conduct the PFF Review / Consultation meeting at the District Office.
- Steve Lopez – DOT Dist. 5 Liaison will follow up with Larry Joe -Northern Navajo, and Bob K. on the date set for the DOT Dist. 5 PFF Review / Consultation meeting.

VII. RTP / TAP / CMAQ Update:.....Robert Kuipers, Neala Krueger – DOT Planning Liaison to NWRTPO

BACKGROUND
<ul style="list-style-type: none"> Why? While TAP, RTP and CMAQ projects have generally the same timeframe as all other RTIPR projects, each has it's own separate application, related to multi-modal issues and characteristics. At this time NMDOT staff are updating PFF's and Applications for these three categories, which is anticipated for completion by the end of April. Purpose. Prepare RTPO members with an interest in multimodal transportation development and related economic opportunities to submit project applications and related "Call for Projects" required documents in a proper and timely fashion.

- **Discussion/Finalization.** RTPO staff and DOT Liaisons will cover the process based on what we are aware of at this time, anticipating minor edits / additions before DOT finalizes the applications and process by the end of this month.

WORK TO DATE

- NMDOT Planning Bureau staff are finalizing the application and PFF forms and process.
- The CMAQ opportunity will include multimodal preventive strategies, as opposed to strictly air quality mitigation, since there are now surplus funds available to / through the state.

ANTICIPATED WORK

- RTPO staff will keep members informed as the PFF's and applications along with process are finalized.
- RTPO members may anticipate developing proposals, with finalized forms and process by the early part of May.

ATTACHMENTS

- TAP / RTP / CMAQ Guidance from NMDOT to date.

BUDGET IMPACT

- No impact for the RTPO budget; potential funding for member governments.

ACTION ITEM

- Information item only

Discussion:

- Neala Krueger and Bob clarified to members that all TAP, RTP, and CMAQ complete funding application packages are due to NMDOT by November 30, 2018

VIII. **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-FFY18 Staff hours	Total Hours FFY17:	FY18 Staff hours Amend #2	FFY-18 Q-1 Totals:	Jan.	Feb.	March	FFY-18 Q-2 Totals:	April	May	FFY-18 Running Totals:
Function 1 – 12% (Long Range Planning & Implementation)	300	250.25	250.0	4	14	14.5	35.5	64			68 Balance: 182
Function 2 – 10% (Technical Support & Data Management)	100	165.5	200.0	72	0	1	0	1			73 Balance: 127
Function 3 – 19% (Project Development & Monitoring)	400	410.75	400.0	31.75	16	26	26.5	68.5			100.25 Balance: 299.75
Function 4 – 12% (Other Activities & Projects)	400	288.25	250.0	60.75	9	15.5	4.5	29			89.75 Balance: 160.25
Function 5 – 33% (General RTPO Support)	400	714.25	700.0	152.25	57	47	27	131			283.25 Balance: 416.75
Function 6 – 14% (RTPO Administration)	400	332.25	300.0	133.75	44.75	8.5	77	130.25			264 Balance: 36
PROGRAM TOTAL	2000.0	2,161.25	2100.0	454.5	140.75	112.5	170.5	423.75			878.25

Discussion: no discussion, members are accustomed to these reports. Staff will address the balance in Function 6 by a) programming additional carry over funding, or b) conducting an informal (less than 20% function change / less than 10% total budget change); or c) formal (20% and greater function or 10% and greater total budget change) budget amendment.

IX. 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 	

IX. REPORTS, UPDATES and ANNOUNCEMENTS:

A) RTPO Report – April 2018

- **Local Plan Development:** RTPO staff are assisting the City of Gallup, along with Wilson & Co. Engineering, for development of a Community Transportation Safety Plan. RTPO staff assisted the City of Grants, along with Wilson & Co. Engineering, for development of a Thoroughfare Plan along with mid to long range transportation planning.
- **Statewide Annual Joint Meeting of RTPO's MPO's and NMDOT:** This meeting took place at MR-COG in Albuquerque on 3/29/18; a report will be forthcoming.
- **Legislature Transportation Day:** Transportation Day at the Legislature took place 2/13/18 at the Legislature Roundhouse. NWRTPO staff assisted in the morning set up and first several hours of statewide RTPO booth staffing, with Mary Ann Burr from the Southeast RTPO, until our other colleagues from other statewide RTPO's showed up for their shift. COG Deputy Director Evan Williams provided support for all our member government projects at the 2018 N.M. Legislative Session, and kept us informed on legislative trends, funding and forthcoming priorities.
- **BIA Navajo Region Transfer of TTP to NDOT:** RTPO staff attended a public outreach meeting at Crown Point Chapter on 2/21/18, where NDOT and BIA staff covered a transition of the federal Tribal Transportation Program and annual funding associated (annual average \$54 million) from the Navajo Area BIA to NDOT. The BIA will remain responsible for their roads, but will only be funded for maintenance going forward, while the TTP funding will now go to NDOT. As a result, NDOT has offered positions and hired some of the BIA staff, in order to build capacity to manage this significant funding increase for transportation development on the Navajo Nation.
- **FFY 19 -20 NWRTPO Call For Projects Cycle Begins:** The NWRTPO will commence another Call for Projects cycle that runs from June, 2018 through March, 2019. Members have been informed and provided initial Call for Projects guidance for updating the RTIPR for both new and existing projects.
- **CMAQ (Congestion Mitigation & Air Quality) Funding:** An opportunity for CMAQ funding will be forthcoming for rural regions and RTPO's in the Spring of 2018. This funding will be less restricted by air quality mitigation, and will support preventive options such as multi-modal trails, school bus retrofits, and transition to natural gas for transit fleets.
- **NWRTPO Annual Member Survey:** RTPO members must complete the annual survey via hard copies and **submit** (email / drop off completed survey) **to RTPO staff by or before May 1.** This survey will allow members to provide feedback and recommendations regarding RTPO function, process and services. The survey also collects **information about trainings members have attended over the past year.** This survey is a contractual

requirement for the NWRTPO, so members are instructed to submit this as survey soon as possible against the May 1 deadline.

- **GIS Data Gathering, Mapping and Compiling Work:** RTPO staff will continue to reach out to our three Pueblos – Laguna, Acoma and Zuni regarding the opportunity to include their transportation mapping and data into our regional portfolio, based on what each Pueblo is willing to share. COG staff continue to provide technical assistance and GIS mapping for development of 66 new miles of recreational trails in the Zuni Mountains in McKinley and Cibola Counties during the course of FFY18 – FFY19; and continue contributing GIS mapping for regional transportation infrastructure.
- **2018 NMDOT Rail Plan Update:** RTPO staff continue reaching out to our members to take advantage of a window of time this year to include our local govt. interests in the NMDOT Rail Plan update, by simply informing DOT Rail staff of (near future) local rail opportunities that may have potential for plan inclusion.

Additional Information:

- **Member Appointments Needed:**
 - Cibola County: Need to replace Anna Larson for primary representative – recommending Gary Porter, so Judy Horacek can remain alternate
 - McKinley County: Need a new Alternate Member
 - Pueblo of Laguna: Need a new Alternate Member; do not have any documentation for Ray Lucero as primary representative
 - Ramah Navajo: Recommend Shane Lewis to Primary Rep., need to ID new Alternate Rep.

B) Local Member Reports & Updates:

1. Pueblo of Acoma:

- Absent – previous meeting report follows:
- 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:

- Routine road maintenance
- Re-construction of “Old Gallup” Road
- Interested in next (\$1.5 billion) TIGER grant cycle
- Omnibus Bill - \$34.6 million nation wide for transportation
- Congress provided \$1 million and directed BIA to improve school bus routes

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 for a) waterline crossings, b) base course, and c) complete chipseal.
- LGRF: improvement to six County roads; working on Right of Way certifications at this time
- Working on Right of Way for Deer Springs Road and Manuelito Chapter road
- Improving Red Lake Chapter roads with NDOT

4. Gallup:

- Gallup Safety Plan kick-off meeting with DOT and engineering staff to take place right after this meeting
- LTAP – May 30 – ADA compliance training at the El Morro Event Center

5. Milan:

- Absent – previous meeting report follows:
- 2nd Street phase 2 is complete
- Motel Drive phase 5 is in construction at this time

6. Ramah:

- Absent – submitted meeting report as follows:
- BIA Projects Update: BIA125 MP 0 – 4.4, BIA125 MP 18 – 24.5, BIA 195 @ 30% design. BIA145 and BIA113 are pending public involvement meeting to determine proposed alignment. BIA125 MP 18 – 24.5 Public Involvement Meeting scheduled for May 2 at Ramah Chapter.
- Submitted project location maps for TAP scope of work for Mt. View and Pine Hill ADA compliance studies.
- NWRTPO Membership update pending as soon as an alternate member is identified.
- Working toward MOA's with McKinley County and Cibola County for road responsibilities.
- Ongoing general maintenance for area roads, cattle guards and signage, pot holes and base course patching (incl. school bus routes). Cleaning and replacing roadway signs.
- Ramah RTPO Rep. Shane Lewis attended TTP Training April 10-11 at Isleta Golf Course, Albuquerque

7. Cibola County:

- Absent – previous meeting report 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.

8. Grants:

- Riverwalk trail: almost done with Right of Way; construction to follow
- 2nd St. project – construction for 2019; followed by 1st Street in 2020
- 1st Street phase 3 and 2nd Street phase 5 at 90% design; looking for construction \$.

9. Pueblo of Laguna:

- Absent – submitted meeting report as follows:
- L22 Casa Blanca Road: project complete
- L26 Rainfall Road and trail design: 100% complete – pending BIA review meeting.
- L24 Rainfall Road: design being changed to two phases, to focus on a) road improvements; and b) concrete box culvert under I-40 separately.
- L26 Deer Dancer Road & L243 Acorn Road: both at 60% design – required ROW amendments around NM124.
- M137 San Jose Bridge Replacement project: construction phasing will improve one lane at a time to allow uninterrupted access.
- M154 Paguete Wash Bridge: PER request for engineering services published in April; proposals are due in May.
- L503 Veterans Road: mill, overlay and striping to be bid in May; added two additional routes
- M108 San Jose bridge - Seama: PS&E complete, pending ROW amendments approval from Tribal Council.
- Planning & design RFP for L248 Bluejay Road, and L248 Blue Star Loop; project planned to commence in June, 2018.
- NMDOT projects within the Pueblo lands:
- TIF Projects:
 - NM124 & L22 Casa Blanca Road intersection PER completed @ 30%; progress and options to be presented to NMDOT Dist. 6.
 - I-40 108 Interchange corridor study in progress, will be completing 30% review.
- NMDOT projects within the Pueblo lands:

- Interstate 40-108 interchange corridor study were published – proposals received and will be awarded at Tribal Council meeting – Jan. 13 (TIF project)
- NM State Road 6 – CN6100910 & CN6100911 OGFC and punchlist planned for April, 2018.
- TAP trails – Bay Tree Rd to L22 Casa Blanca Road has been bid and awarded. Working on a project addendum – the design of a wash crossing.

10. Northern Navajo:

- LGRF: selecting Chapter projects – will have to narrow it down to one
- Working on Five Year Transportation Plans for various regions of Navajo Nation
- Assisting CLUPs (community land use planning committee) at various Chapters to develop plans for transportation infrastructure and trails
- Mr. Joe covered the transfer of BIA TTP funds to Navajo DOT (\$54 million annually); as a result, NDOT created jobs for many of the staff that lost their positions in the BIA transportation admin. out of Gallup.

11. Eastern Navajo:

- Also working on Five Year Transportation Plans for regional Navajo Chapters
- Also assisting CLUPs (community land use planning committee) at various Chapters to develop plans for transportation infrastructure and trails
- Trying to create regional road inventories with Chapters, and updating Chapter road maps
- Working on TTP priorities with Chapters
- Navigating Right of Way for many area roads
- Mapping school bus routes

C) State DOT Reports:

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

- March 29 – MPO/RTPO/NMDOT annual joint meeting took place at MR-COG in Albuquerque.
- DOT is updating award forms and change forms for TAP, RTP, CMAQ and HSIP; Jessica Griffin – DOT Planning Bureau Chief will be acting HSIP Coordinator, until the position is filled. New HSIP Manual to be released in June. NMDOT is also updating the process for HSIP funding requests.
- NMDOT is updating the Public Participation Plan – will be following up with MPO's and RTPO's to inventory what type of advertising or meeting amenities successfully attract the public.
- TLPA (*Tribal & Local Public Agency*) Handbook manual update should be completed in July; training will follow
- A State Energy Road Map is now available at NMDOT
- A representative from Volkswagen will report at the next RTPO Quarterly meeting (to be hosted by the NWRTPO some time in June) on funding application opportunities, resulting from an emissions lawsuit settlement
- DOT is currently updating the Planning Procedures Manual.

2) NMDOT Tribal Liaison – Ron Shutiva:

- Absent – previous meeting report follows:
- 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:

- A US64 Corridor Study will be forthcoming for Teec Nos Pos to Shiprock, that should support safety enhancements in the future – including the Shiprock school zone

4) DOT District 6 – JoAnn Garcia:

- Requesting City of Gallup information for Projects # CN6100981 and CN6100982
- Reminded members to get in the reimbursement requests for NM Capital Outlay funding no later than 6/15/18
- April 25 the statewide DOT Districts will meet with the DOT Project Oversight Division to cover the status of LGRF projects.

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

X. New Business / Open Floor – Members & Guests

- **Orientations** – Orientations are now complete for all RTPO member governments until FFY20; however - an orientation can be provided at any time, at the request of any member

XI. Review Calendar & Announcements

- **FHWA Office of Planning, Environment & Realty / Human Environment Digest**: week of 3/12, nothing thereafter
- **Govt. to Govt. Updates**: Weeks of 3/12 and 4/2 – emailed to members as they came out.
- **NADO Rural Transportation News**: Forwarded to members 4/3.
- **2018 National Work Zone Awareness Week (and Fact-sheet)**: forwarded to members 4/2.
- **Save the Date: Designing for Pedestrians (Focus City) Workshop March 29-30**: emailed to members 4/2, providing links to the power-point presentations from this workshop
- **Applying for National Park Service Assistance**: emailed this April 12 webinar opportunity to members 4/2, providing guidance to applying for NPS support / assistance with outdoor recreation and natural resource conservation under the “Rivers, Trails and Conservation Assistance Program”, as it may apply to our Recreational Trails projects.
- **AARP Challenge Grants**: emailed to members 4/2 regarding potential funding for multi-modal projects supporting senior citizen mobility, access and quality of life.
- **Funding Opportunites**: forwarded news of a variety of funding opportunities to members on 3/19, to share with their colleagues; along with news of an “American Indian Tourism Conference” to be held at Isleta Resort / Casino Sept. 17-20, 2018
- **USDOT Infrastructure Booklet**: link to the “President’s Initiative for Rebuilding Infrastructure in America” emailed to members 3/15 so we can anticipate what opportunities may be coming down the pipe.
- **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.
- **Open Mtng.s Act / Inspection of Public Records Act Training**: this Training hosted by NM Attorney General to occur 2/27 in Aztec, and 8/24 in Gallup – emailed to members on 2/22
- **N.M. TRIP Report**: A great resource for RTPO members to be aware of – good data analysis of transportation infrastructure. Forgot to hand out at February meeting – will provide hard copies at April meeting.
- **Updated ARF to include DUNS number**: emailed to members 11/30/17

XII. Next Meetings:

- **May 9**: City of Grants Public Library, 1101 First Street (corner of 1st St. & Roosevelt), Grants, NM
- **June 13**: San Juan County Fire Operations Center, 209 S. Oliver Drive, Aztec, NM
- **July 11**: Ashiwi College & Career Center, 67 Rt. 301 North – off NM-53, Zuni, NM

XIII. Adjournment

At 1:00 PM: Stan Henderson - Gallup, motioned for meeting to adjourn, seconded by Royce Gchachu - Zuni; 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*) and complete the annual survey hard copies distributed at today's meeting **by or before April 30. This is an annual contractual requirement from NMDOT for all RTPO's statewide!!**
- Members will **inform RTPO staff and confirm meeting locations for their jurisdiction and hosting date by / before April 20!!!**
- Give consideration to the CMAQ grant opportunity – applications coming in Spring of 2018.
- Prepare for the upcoming Call for Projects cycle: **members will be required to submit new PFF's for all projects already cited in the RTIPR, along with any new projects they are interested in.**

RTPO Staff:

- Follow up with RTPO members for FY17 training attended and annual NWRTPO member survey.
- Distribute the schedule developed 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*)
- Continue to update the Reg. Trans. Plan tracker instrument and pursue relevant information.
- Maintain appointment forms as members transition.
- Keep members informed on CMAQ (Congestion Mitigation / Air Quality) grant opportunity
- 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.