

# NWRTPO | Northwest Regional Transportation Planning Organization

## Joint Policy & Technical Committee NWRTPO Meeting Minutes

Wednesday May 10, 2017

10:00 a.m. – 2:00 p.m.

NMSU Small Business Development Center  
701 E. Roosevelt, Grants, NM

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### ATTENDANCE:

#### Local & Tribal Governments:

Pueblo of Acoma	Dave Deutsawe
Pueblo of Laguna	Lucianne Riley
Pueblo of Zuni	Royce Gchachu ( <i>excused</i> )
Navajo Nation	Eastern Navajo - Vacant Larry Joe – Northern Navajo (absent)
Ramah Navajo	Joe Sanchez ( <i>excused</i> )
Farmington MPO	Vacant at this time
City of Grants	Paul Pena
City of Gallup	Stan Henderson, ( <i>excused</i> )
Village of Milan	Jack Moleris
Cibola County	Anna Larson ( <i>Gary Porter, Rita Montano – cited under guests</i> )
McKinley County	Jeff Irving
San Juan County	Nick Porell [ <i>excused</i> ]

#### Technical Agencies:

New Mexico Department of Transportation:	G-2-G Unit: Wade Patterson ( <i>excused</i> ) DOT District 5: Michael Baca (for Stephen Lopez) DOT District 6: Bill Santiago DOT Tribal Liaison: Ron Shutiva DOT – LTAP: DOT Admin:
Bureau of Indian Affairs	TTP:

#### NWRTPO Administration:

Northwest Regional Planning Organization	Robert Kuipers, Carrie House
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Guests: Gary Porter, Rita Monano – Cibola Road Dept.

TOTAL ATTENDANCE: 5 Members, 1 alternate member, 3 NMDOT, 2 RTPO Staff,  
2 guests, TOTAL: 13

- I. **Call to Order and Introductions:**.....Jeff Irving, NWRTPO Chair
  - Jeff Irving called the meeting to order at 10:15 AM, welcomed those in attendance, and proceeded with introductions and approval of agenda and minutes. The meeting was hosted by the City of Grants with special thanks for coffee, snacks and lunch provided.
  
- II. **Review & Approval of Agenda:**.....Jeff Irving, NWRTPO Chair
  - No discussion or changes to the agenda were made.
  - Motion to approve agenda made by Dave D. - Acoma seconded by Jack M. - Milan, all in favor, none opposed.
  
- III. **Approval and Review of Minutes for April 12, 2017 Meeting:**.....Jeff Irving, NWRTPO Chair
  - There were minor changes recommended by Acoma.
  - Motion to accept meeting minutes with the documented changes made by Paul P. - Grants, seconded by Anna L. - Cibola, all in favor, none opposed.

**ACTION ITEMS:** *[Following Actions will be made as the NWRTPO Policy Committee]*  
 No Action Items scheduled for this meeting

**DISCUSSION / PRESENTATION ITEMS:**

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

<b>BACKGROUND</b>
<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>

<b>CURRENT WORK</b>
<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). A copy of the FHWA/NMDOT approval of this amendment is attached.</li> </ul>

<b>ANTICIPATED WORK</b>
<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) is also set for April 12, which will provide a good check-up on how the RTPO is performing.</li> </ul>

<b>ATTACHMENTS</b>
<ul style="list-style-type: none"> <li>• RWP &amp; Budget Monthly Report.</li> <li>• RTPO Amendment Approval Letter.</li> </ul>

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

<b>ACTION ITEM</b>
<ul style="list-style-type: none"> <li>This is a monthly report item only.</li> </ul>

<b>RTPO Regional Work Program</b>	<b>Staff hours (current vs. amendment #1)</b>	<b>FY17 1<sup>st</sup> Quarter Hours Used</b>	<b>FY17 2<sup>nd</sup> Quarter Hours Used</b>	<b>Total for first six months</b>	<b>April Hours Used</b>	<b>FY17 3<sup>rd</sup> Quarter Hours Used</b>	<b>Hours Remaining</b>
<b>Function 1 – 12%</b> (Long Range Planning & Implementation)	300 / 250.0	82.75	59.5	142.25	32	32	75.75
<b>Function 2 – 10%</b> (Technical Support & Data Management)	100 / 200.0	64.5	8.25	72.75	10	10	117.25
<b>Function 3 – 19%</b> (Project Development & Monitoring) (uses more hours in the first 2 quarters – related to new RTIPR development)	400.0	209.75	30.25	240	7	7	153
<b>Function 4 – 12%</b> (Other Activities & Projects)	400 / 250.0	64.25	71	135.75	33.5	33.5	81.25
<b>Function 5 – 33%</b> (General RTPO Support)	400 / 600.0	196	221.5	417.5	48.5	48.5	134
<b>Function 6 – 14%</b> (RTPO Administration)	400 / 300.0	80.5	46	126.5	31	31	142.5
<b>PROGRAM TOTAL</b>	<b>2000.0</b>	<b>697.75</b>	<b>436.5</b>	<b>1129.25</b>	<b>162</b>	<b>162</b>	<b>703.75</b>

Discussion:

- Ron Shutiva, NMDOT Tribal Liaison suggested the RTPO’s request the NMDOT to consider allocating more hours to RTPO staffing, if the RTPO’s are moving toward “raising the bar” to MPO standards. Perhaps this could be discussed at the upcoming Quarterly meeting in Silver City. May want to bring the N.M. FHWA Office in on the conversation.

**V. Regional Transportation Plan (RTP) Updates Review/Discussion:**..... NWRTPO Staff

<b>BACKGROUND</b>
<p><b>Why?</b> One of the major functions of the Northwest RTPO is to develop, coordinate, and evaluate our long range Regional Transportation Plan (RTP). All projects need to be aligned with this plan in order to advance the strategies, goals, and performance measures outlined within the RTP. More specifically, Function #1: “Long Range Planning and Implementation”, includes the following tasks:</p> <ul style="list-style-type: none"> <li>Review and update the RTP, including tasks and goals, at least once every four years in coordination with the NMDOT Long Range Plan update.</li> <li>Implement performance measures developed in RTPO RTP. Create and implement a strategic plan for implementation of the action items identified by RTPO members and stakeholders as part of the RTP development process.</li> </ul> <p><b>Purpose.</b> This discussion will begin the process of updating and evaluating our RTP, including:</p> <ul style="list-style-type: none"> <li>Provide an overhaul of our current RTP</li> <li>Review staff recommendations for an RTP update</li> </ul>

<ul style="list-style-type: none"> <li>• Begin the conversation on updating or adding performance measures, and</li> <li>• Review of staff's implementation evaluation spreadsheet / report.</li> </ul> <p><b>Discussion/Finalization.</b> Staff will provide a presentation on this information and engage members in a discussion on how to move forward.</p>
<b>WORK to DATE</b>
<ul style="list-style-type: none"> <li>• RTPO staff reviewed the RTP and compiled a report of recommendations to update it.</li> <li>• RTPO Staff created an implementation Evaluating spreadsheet to track and evaluate goals, strategies, tasks and performance measures.</li> <li>• RTPO staff researched other RTP's and federal guidance and have commenced updates to the RTP for member review.</li> </ul>
<b>ANTICIPATED WORK</b>
<ul style="list-style-type: none"> <li>• Continue Revision #1 to the RTP;</li> <li>• Continue research and work on performance measures, data, and evaluation</li> </ul>
<b>ATTACHMENTS</b>
<ul style="list-style-type: none"> <li>• RTP: <a href="http://www.nwnmcog.com/uploads/1/2/8/7/12873976?northwest_rtp_2015_final.pdf">http://www.nwnmcog.com/uploads/1/2/8/7/12873976?northwest_rtp_2015_final.pdf</a></li> <li>• NWRTPO Long Range Transportation Plan Overview</li> <li>• RTP Review &amp; Recommendation Report (Revision #1)</li> <li>• Implementation Evaluation – <i>previously emailed separately</i></li> </ul>
<b>BUDGET IMPACT</b>
<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>ACTION ITEM</b>
<ul style="list-style-type: none"> <li>• This is a discussion item only, unless the committee provides direction to the staff.</li> </ul>

Discussion:

- Shared larger edits including a) development updates for an energy logistics park and potential inland port to the northwest of Gallup, b) updates on new investments in recreational trails development for our region including two ZMTP trails for an additional 66 miles, and updates for public transportation annual ridership numbers. Most the other updates to date entail minor corrections or updates.
- Distributed a document for member input on key issues that should be addressed for our region as part of the RTP update – requesting that members submit their ideas by or before our next meeting.
- Request that we send members an email on navigating the COG / RTPO website for review of meetings or guiding documents.

**VI. Transportation Alternative Program (TAP) & Recreational Trails Program (RTP) Awards to NWRTPO:**

<b>BACKGROUND</b>
<ul style="list-style-type: none"> <li>• <b>Why?</b> The Federal TAP and RTP funding cycle occurs on a biennial basis, and the NWRTPO competitively ranked and prioritized these projects in the FFY18 RTIPR.</li> <li>• <b>Purpose.</b> Announce and present for review the TAP and RTP projects awarded to our region from the NMDOT, along with next steps to move these projects forward.</li> <li>• <b>Discussion/Finalization.</b> RTPO members will review the awarded projects, and those member governments receiving funding awarded for their projects, will take responsibility to move those projects forward based on guidance and collaboration with the NMDOT.</li> </ul>

<b>WORK TO DATE</b>
<ul style="list-style-type: none"> <li>• The NWRTPO prioritized TAP and RTP projects in the RTIPR during the 1<sup>st</sup> &amp; 2<sup>nd</sup> quarters for potential funding</li> <li>• The NMDOT has reviewed statewide TAP and RTP applications, and made awards statewide, including 2 TAP awards to Pueblo of Laguna and RTP awards to Cibola and McKinley Counties.</li> </ul>

<b>ANTICIPATED WORK</b>
<ul style="list-style-type: none"> <li>• Pueblo of Laguna (TAP) and Cibola County (<i>with City of Grants as fiscal agent</i>) as well as McKinley County (RTP) will follow up with NMDOT for next steps to move their respective projects forward</li> <li>• Funding will allow for two segments of the NM124 trail to be designed for the Pueblo of Laguna, along with one segment constructed via \$1 million in TIGER funds.</li> <li>• Funding will allow for two ZMTP trail segments to be constructed including the 30 mile Quartz Hill segment in Cibola County, and the 36 mile McGaffey / Milk Ranch segment in McKinley County.</li> </ul>

<b>ATTACHMENTS</b>
<ul style="list-style-type: none"> <li>• TAP and RTP – DOT Selection Process &amp; Feedback</li> <li>• TAP and RTP award documents – indicating the funding amount awarded for each project</li> <li>• TAP and RTP Award Next Steps – providing guidance to awarded governments for developing their projects in collaboration with the NMNDOT.</li> </ul>

<b>BUDGET IMPACT</b>
<ul style="list-style-type: none"> <li>• No impact to the RTPO budget. Funding benefits awarded member governments projects.</li> </ul>

<b>ACTION ITEM</b>
<ul style="list-style-type: none"> <li>• Information item, no action required from the NWRTPO.</li> </ul>

**Discussion:**

- Congratulations to Laguna for 2 TAP awards totaling \$264,864.00 for two segments of their NM 124 Bike & Pedestrian Trail. Congratulations to McKinley County for their RTP award of \$945,670 for the McGaffey & Milk Ranch 36 mile segment, and Cibola County for their RTP award of \$831,545 for the Quartz Hill 30 mile segment of the ZMTP recreational trail system.
- Per attachments members were provided with a) award selection process within DOT, b) award documents citing the amounts awarded to our members (as stated above), and c) guidance from DOT for next steps for our members who received the TAP or RTP awards.

**ROUTINE ITEMS:**

<b>BACKGROUND</b>
<p><b>Why?</b> To provide quick reports on projects and programs and share key information from the local/tribal members, NMDOT, FHWA, and RTPO perspectives.</p> <p><b>Purpose.</b> Coordinate and share information between RTPO members, RTPO staff, DOT staff, and the public.</p> <ul style="list-style-type: none"> <li>• Jointly discuss and provide guidance to assist members in overcoming challenges and issues on programs or projects.</li> <li>• To celebrate and share best practices to create a learning environment.</li> <li>• Share funding and training opportunities in an efficient manner.</li> </ul>

<b>Informational Items</b>
<p><b>Reports:</b></p> <ul style="list-style-type: none"> <li>• RTPO Report – April 2017</li> <li>• Members Reports</li> <li>• NMDOT Reports</li> </ul>
<p><b>New Business / Open Floor</b></p>
<p><b>Updates</b></p>

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

### **A) RTPO Report – January 2017**

- NWRTPPO RTIPR complete, and incorporated into NMDOT District 6 RTIP (zipper) for all local projects within McKinley and Cibola Counties; still waiting to hear when DOT District 5 will conduct their RTIP (zipper) which will include two Northern Navajo projects.
- All NWRTPPO Annual Guiding Documents have been updated.
- Most of our member govt. orientations to the RTPO have been completed or are scheduled; still waiting to schedule Cibola & San Juan Counties, and Pueblo of Zuni.
- RTPO staff are assisting McKinley County for development of another road forum to educate elected officials from all the small towns and Navajo chapters in the county on the process for funding and developing transportation infrastructure and services.

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

#### **1. Cibola County:**

- Quartz Hill ZMTP recreational trail has been funded – MOU with Grants to serve as fiscal agent.
- Coop projects start Monday – mostly grading
- C42 is getting some milling deposits for difficult spots – otherwise grading
- Assisting the Water and Soil Conservation program with installation of culverts

#### **2. McKinley County:**

- Will commence LGRF projects for chipseal soon
- More Johnson road delays at the Navajo Nation
- Deer Springs Road and CR19 projects are ongoing
- Superman Canyon Road – working on drainage issues

#### **3. San Juan County:**

- excused

#### **4. City of Gallup:**

- Excused and not present

#### **5. City of Grants:**

- 1<sup>st</sup> Street phase II still looking for construction funding
- 1<sup>st</sup> Street phase III awaiting bids from the engineers
- 2<sup>nd</sup> Street box culvert project in close out process
- 2<sup>nd</sup> Street phase III is also closing out
- 2<sup>nd</sup> Street phase IV has obtained quotes from two engineering firms – will commence design work soon
- Legacy trail – final changes to ROW maps – next will be pursuing easement from property owners
- George Hanosh Bridge – will go to bid soon (June)
- Airport runway at 90% design for reconstruction – will be bidding construction soon

#### **6. Village of Milan:**

- Waiting on re-seeding for the diversion channel
- Purchasing property for drainage pond along Motel Road
- Sand Street – next phase to commence in August
- Doing a Coop drainage projects by Allsup

#### **7. Northern / Eastern Navajo:**

- No report – not present

8. Pueblo of Acoma:

- CMGC Projects:
  - CMGC1 – SP34 Pinsbaari Drive- phase A complete; commencing phase B for an additional 3 miles for design and construction with savings from the other combined projects
  - CMGC2 – SP34 Rinconado Bridge – project complete and accepted by FHWA & BIA
  - CMGC3- Veterans Parking Lot – project complete and closed out
  - CMGC4 – T Intersection – project closed with savings
  - CMGC5 – FEMA 2013 and 2014: 2013 projects completed; 014 projects at 80%
  - CMGC6 – Stockyard Bridge – Army Corps of Engineers contributed hydrology study. Project to commence in June, but awaiting final review approval from FEMA.
  - CMGC7 – Post Office parking lot complete
  - CMGC8 – Road Stabilization projects complete; additional work anticipated in June
  - CMGC9 – Stone Retaining Wall project is complete and accepted by FHWA and BIA
- The Pueblo will be presenting their success and lessons learned with the CMGC project process, and the manner in which it streamlined efficiencies allowing the Pueblo to complete nine (9) projects in a little over a year.
- Legacy Projects:
  - SP302 G.E. Pino Roads – in design & PS&E
  - Mesa Hill Road – design complete awaiting construction funding
- Pueblo has conducted a study for sand and gravel pits – complete and awaiting report. FHWA / BIA Div. of Energy & Mineral Development have funding for studies around Barrow Sites.
- Turn-out & Overlook project is complete – working on close out documentation

9. Pueblo of Laguna:

- L22 Casa Blanca Road – construction is ongoing
- L26 & L24 Rainfall Road segments are in design
- L243 Acorn Road – bids being accepted for design
- Bridge projects going to bid
- NM124 / L22 Casa Blanca intersection being engineered with TIF funding

10. Pueblo of Zuni:

- Excused and not present, but Royce emailed report as follows:
- Performing some road reconstruction where needed
- Will commence reconstruction of Lesarley project – erosion control devices, removing existing fences, conducting preliminary construction surveys – will be milling existing asphalt by next week.
- Routine road maintenance ongoing
- Considering purchase of new road-grader

11. Ramah Navajo:

- Excused and not present

**C) State DOT Reports:**

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

- Excused / not present

2. Tribal Liaison – Ron Shutiva:

- Working on a Tribal Right of Way Training – will send presentation to Bob K. to forward to RTPO members, in advance of setting a date and location for the first training.
- Concern about tribal entities that revert funding by not properly managing their projects and funding timelines – creates a “black-eye” for all other tribes. Ron spoke with NMIAD Secretary Kelly Zunie to address concerns with Navajo Nation projects.
- State should consider contributing some of the annual tribal gaming funding revenues to the IAD TIF program

3. District 5 Staff – Steve Lopez:
  - Represented at this meeting by Michael Baca – no news of significance at this time.
4. District 6 Staff – Bill Santiago:
  - MAP funding: FFY 15-16 agreements expire next month, unless amended for extensions!
  - Capital Outlay funding at the state remains frozen for any FY16 funds
  - No other news of significance
5. Central Regional Design / FHWA / Other:
  - Not present

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

- Annual meeting schedule – members need to confirm reservations for meeting locations

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

- **Title VI plans:** past due to NMDOT Construction & Civil Rights Bureau since January 13, final deadline was April 30, 2017 from all T/LPA's; contact Damian Segura for any questions at 505-629-9890 [damian.segura@state.nm.us](mailto:damian.segura@state.nm.us).
- **FHWA Office of Planning, Environment & Realty – Human Environment Digest:** emailed to members 4/17 and 4/27, 2017
- **Govt. to Govt. Updates:** Weeks of 4/17/17 and 5/1/17 (with TAP / RTP award announcements) – emailed to members as they came out
- **Infrastructure Capital Improvement Plans (ICIP):** Special Districts (June 15<sup>th</sup>); Tribal (July 17<sup>th</sup>); and Cities/Counties (September 1<sup>st</sup>)
- **Transit Letter of Intent Notice:** May 20<sup>th</sup>
- **National Regional Transportation Conference (Denver, CO):** June 28<sup>th</sup> – 30<sup>th</sup>
- **NPS-Rivers, Trails, & Conservation Assistance Program:** applications due June 30<sup>th</sup>
- **National Tribal Transportation Conference:** Sept. 25-29 in Tucson, AZ

#### **X. Next Meetings**

- **June 14** – San Juan Fire Ops, 209 south Oliver, Aztec, NM (San Juan County)
- **July 12** – Chu Chu's Restaurant, 1344 Hwy 53, Pueblo of Zuni, NM
- **August 9** – Laguna Public Works Dept., I-40 Exit 114 to NM124 Roundabout, then east on Old Rt. 66, left on L55 Rodeo Road, north to first parking lot, Pueblo of Laguna, NM

#### **XI. Adjournment:**

- At 2:15 PM: Paul Pena - Grants motioned for meeting to adjourn, seconded by Dave Deutsawe; passed by consensus, none opposed.

#### **MEETING ACTIONS:**

##### **RTPO Members –**

- Contribute ideas from your government's perspective on new / additional key issues the NWRTPPO should address in the Regional Transportation Plan update for local and regional transportation priorities going forward. Discuss with your elected officials and transportation colleagues. **Bring your recommendations to the June 14 meeting!**
- Contact RTPO staff to schedule an orientation – Cibola, San Juan and Zuni.
- RTPO members from Cibola County / City of Grants, McKinley County and Pueblo of Laguna, follow up with NMDOT on next steps for funded TAP and RTP projects.



**Staff –**

- ✓ Continue to inform members on training and funding opportunities
- NPS RTCA program link: <https://www.nps.gov/orgs/rtca/index.htm>
- Road Forum – send all members a Save the Date Card and start working with San Juan County on a Road Forum.
- RTPO Website: finalize the minutes and post the agenda, minutes and meeting package to the COG RTPO website meetings section

**G2G Liaison –**

- ✓ Continue to press for LTAP “cradle to grave” comprehensive project development training (detailing all possible phases)
- ✓ Assist us in getting James Mexia to make presentation on new HSIP process
- ✓ Assist us in getting presentations on NMDOT Funding Formula and FAST Act
- ✓ Help us locate data sets for the RTP performance measures.

**Next Meeting:**

**June 14 – San Juan County Fire Operations Center, 209 S. Oliver Drive, Aztec, NM (San Juan County)**