
NWRTPO | Northwest Regional Transportation Planning Organization
Joint Policy & Technical Committee
NWRTPO Meeting Minutes

Wednesday August 8, 2018
10:00 a.m. – 2:00 p.m.
Laguna Public Works Dept.
I-40 Exit 114 – L55 Rodeo Road, Laguna, NM

ATTENDANCE:

Local & Tribal Governments:

Pueblo of Acoma	Dave Deutsawe
Pueblo of Laguna	Ray Lucero
Pueblo of Zuni	Royce Gchachu, Roxanne Hughte – both absent
Navajo Nation	Eastern Navajo: Rosilyn Smith – absent Northern Navajo: Larry Joe
Ramah Navajo	Shane Lewis
Farmington MPO	Vacant at this time
City of Grants	Don Jaramillo
City of Gallup	Alicia Santiago
Village of Milan	Jack Moleres
Cibola County	Judy Horacek – absent
McKinley County	Jeff Irving– Chair - absent
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: Bill Santiago
	DOT Tribal Liaison:
	DOT – LTAP:
	DOT Admin:
Bureau of Indian Affairs	TTP:

NWRTPO Administration:

Northwest Regional Planning Organization	Robert Kuipers
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Guests:

TOTAL ATTENDANCE: 6 Members, 1 alternate members, 3 NMDOT, 1 RTPO Staff – TOTAL: 11

- I. **Call to Order and Introductions:**.....Dave Deutsawe, NWRTPO Vice-Chair
 - Dave Deutsawe called the meeting to order at 10:23 am, welcomed those in attendance, and proceeded with introductions and approval of agenda and minutes. The meeting was hosted by the Pueblo of Laguna with special thanks for coffee, snacks and lunch provided.

- II. **Review & Approval of Agenda:**.....Dave Deutsawe
 - Motion to approve agenda made by Ray Lucero, Laguna; seconded by Jack Moleres, Milan; all in favor, none opposed.

- III. **Approval and Review of Minutes for July 11, 2018 meeting:**.....Dave Deutsawe
 - Motion to accept meeting minutes made by Don Jaramillo, Grants; seconded by Alicia Santiago, Gallup; all in favor, none opposed.

ACTION ITEMS:

IV. Regional Transportation Plan Update Approval:

BACKGROUND
<p>Why? One of the major functions of the Northwest RTPO is to develop, coordinate, and evaluate our regional long-range 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"> • Review and update the RTP, including tasks and goals, at least once every four years in coordination with the NMDOT Long Range Plan update. • 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. <p>Purpose. This discussion will continue an annual process of updating and evaluating our RTP, including:</p> <ul style="list-style-type: none"> • Provide an overhaul of our current RTP at least once every 4 years, • Review staff recommendations for an RTP update which occur on an annual – ongoing basis, • Continue the conversation on updating or adding performance measures, and • Review staff’s Implementation Evaluation spreadsheet/report. <p>Discussion/Finalization. Staff will provide a presentation on this information and engage members in a discussion on how to move forward.</p>

WORK TO DATE
<ul style="list-style-type: none"> • RTPO staff are reviewing the RTP and compiling a report of recommendations to update it. • RTPO staff created an Implementation Evaluating spreadsheet to track and evaluate goals, strategies, tasks, and performance measures. • RTPO staff researched other RTPs and Federal guidance.

ANTICIPATED WORK
<ul style="list-style-type: none"> • Complete revision updates to the RTP; members are asked to contribute – go on the web to: www.nwnmco.com – under “Our Programs” go to RTPO – important documents – NWRTP Update 6/17 • Continue research and work on performance measures, data, and evaluation.

ATTACHMENTS
<ul style="list-style-type: none"> • NWRTPO Long Range Transportation Plan – available at NWNM-COG / RTPO website • RTP Review & Update Recommendations Report – forthcoming in advance of June meeting • Implementation Evaluation – forthcoming

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

ACTION ITEM
<ul style="list-style-type: none"> • RTPO members will review and approve / authorize the 2018 annual updates to the RTP.

- Robert Kuipers covered minor update edits for 2018 for the NWRTPO Regional Transportation Plan, related to recent recreational trails development, replacement of Project Identification Form (PIF) with Project Prospectus Form (PPF), upgrading a National Geographic website that advertises our 4-corners region to an international audience, boosting our tourism economy (which depends upon transportation infrastructure, and replacing Wade Patterson with Neala Krueger as NMDOT Planning Liaison to the NWRTPO, and updating Public Transit ridership numbers for 2017.
- Not much discussion as these were minor edits – interest among meeting attendees regarding the Geotourism website. Motion to approve: Jack Molerés, Village of Milan; 2nd: Shane Lewis, Ramah Navajo – all in favor, none opposed.

DISCUSSION / PRESENTATION ITEMS:

V. NWRTPO Call For Projects FFY19 - 20:.....Robert Kuipers, RTPO Staff

BACKGROUND
<ul style="list-style-type: none"> • 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. This RTIPR will include multimodal RTP, TAP, and CMAQ opportunities with a separate application, but synchronized timeframe and process (PPF, PPF, etc.) with the 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) due July 31, which if approved as viable for federal \$, will follow with b) submission of Project Prospectus Forms (PPF) due Oct. 26 (replacing PIF's). 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 2/13/19 at DOT-6. 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 – DOT Dist. 6 at 3/13/19 meeting; DOT Dist. 5 sometime thereafter. • 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 have worked through their respective governments, to generate PFF submissions by July 31, according to the Call for Projects schedule. RTPO members submitted a total of 29 PFF's with none this year from San Juan County, Village of Milan, and Pueblo of Zuni. DOT District 6 review of all proposed project PFF's will take place August 21-22, at the District office in Milan. PPF's for approved projects and TAP / RTP applications are due October 26, 2018.

Discussion:

- Not much discussion as the schedule and process has been covered in previous meetings; and all members have been emailed related document packages. Mr. Kuipers covered critical upcoming dates, including submission of Project Prospectus Forms (PPF's) and TAP, RTP and CMAQ project applications by October 26. Mr. Kuipers will work with NMDOT Dist. 6 staff to get a schedule out for PFF review at NMDOT District 6 (Aug. 21-22) later this week, or early next week for the 9 member govts submitting.

- Discussion included concern around cross jurisdictional delays for project development, including the Navajo Nation 164 review process.

VI. Agreement Request Forms Presentation:.....Luke Smith – NMDOT Central Regional Design Postponed by Mr. Smith until next month’s meeting (Sept. 12) in Acoma.

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

BACKGROUND
<p>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).</p> <p>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.</p> <p>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.</p>

WORK TO DATE
<ul style="list-style-type: none"> • 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, executed, and now for all practical purposes is complete; however the NWRTPO staff are choosing to continue these status reports, as they help staff and members understand and manage where the budget and staff hours are at in a transparent manner. • RTPO staff will continue providing reports at monthly meetings. • 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 members approved amendment #2 for our biennial work program at our 12/13/17 mtng; adjusting hours based on FY17 experience and expectations for FY18, which is now approved from the NMDOT Planning Dept. and the NM FHWA Office. At our May 9, 2018 meeting RTPO members approved amendment #3 which adjusted more hours into function 6 – RTPO Admin. due to an increasing demand for staff time in this function; Amendment 3 is in the DOT and FHWA approval process at this time.

ANTICIPATED WORK
<ul style="list-style-type: none"> • 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,2017; which provided a good check-up on how the RTPO is performing.

ATTACHMENTS
<ul style="list-style-type: none"> • RWP & Budget Monthly Report

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

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

Discussion: Robert Kuipers presented this routine item and explained the hours worked; budget was not yet available from COG administration.

VIII. 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, NMDOT and USDOT / FHWA sources.
Informational Items
<p>Regional News & Updates</p> <ul style="list-style-type: none"> • RTPO Report – attached • Zuni Mountains Trail Project Implementation Report - attached • 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 – not present• District 6: Bill Santiago; District 5: Steve Lopez• DOT Planning Unit – Govt. to Govt. Weekly Updates
Training & Funding Opportunities <ul style="list-style-type: none">• Funding Opportunities: USDOT / FHWA – BUILD grant – (potential source for large / expensive projects – applications due July 19, 2018)• Training: Open Meetings Act / IPRA Compliance – 8/24/18 – El Morro Event Center, Gallup
New Business / Open Floor: <ul style="list-style-type: none">• No requests in advance of this meeting.

A. RTPO Report – July 2018

- Attached

B. Zuni Mountains Trail Project Implementation Report June – July, 2018

- Attached

C. CMAQ (*Congestion Mitigation / Air Quality*) Funding Opportunity:

- Attached

D. New Statewide Title VI Boilerplate for MPO's and RTPO's:

- Attached

E. Local Member Reports & Updates:

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. A preliminary proposal for CMGC 2.0 Request-for-Proposals will be submitted to FHWA as their second round commences in the near future. The Pueblo has been asked by FHWA to assist other tribes in their development of CMGC proposals.
- The Pueblo submitted a federal BUILD application at \$25 million for the Mesa Hill bridge project.
- The Pueblo is continuing an update to their Long Range Transportation Plan this month.
- Pinsbaari corridor study is now complete. (The Pueblo is adding multimodal features.)
- FEMA: The Pueblo completed worksheets in June. (102 worksheets for 180 sites) 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 commencing 70 projects this month
- The Pueblo’s Planning and Engineering Dept. is now housed in the Community Development Office.

2. Pueblo of Zuni: (not present – last month’s report)

- Pueblo has engaged a consultant to perform traffic data collection, traffic counts, and some infrastructure design work.
- Continuing “Old Gallup Road” reconstruction at this time – finishing asphalt pavement milling, and starting on subgrade preparation and installation of turnout pipes.
- Resume Mahkee Drive project installing concrete stem walls and drainage structures.

3. McKinley County: (not present – last month’s report)

- Johnson Road Project: On hold with some issues to work out with Navajo Nation to move forward and complete construction this season.

- TIF: \$1.2 million awarded for Deer Springs Road – Mexican Springs Chapter
 - The County was awarded \$1.3 million for CR19
 - The County is considering dropping maintenance services on non-county owned (ROW) roads
4. San Juan County: (not present this meeting)
- Received \$2.5 million in Capital Outlay funds for bridge 8130 on CR5500
 - County has purchased road crack-seal equipment
 - The County has active projects for TAP and RTP:
 - TAP: multi-use trail in Kirtland
 - RTP: developing 80 miles of motorized and non-motorized trails on BLM lands
5. Gallup:
- In final closeout for NM118 and Allison Bridge projects with NMDOT District 6 and Santa Fe.
 - Sky City IV – reconstruction on Vista Avenue CDBG project – construction is ongoing
 - COOP project: completed maintenance of city streets; will begin closing project when all vendors have been paid.
6. Milan:
- Motel Drive project continues, obtained extension through October 12
 - Coop funded project for drainage behind Allsup's is at 90% design
 - Sand Street bridge in design
 - Mirabol Park – pursuing funding, hope to start in December or January
7. Ramah:
- Mr. Danny Lee, has already resigned as Ramah Navajo's primary transportation director; Shane will continue as an alternate representative to the RTPO, while Chapter leaders decide on the best path forward.
 - BIA Projects Update: Held technical review meeting for BIA 125 mp 18 – 24.6; held public information meetings for BIA 125 mp 0 – 4.4, and BIA 195 – Bird Springs Loop. Continuing to coordinate with Navajo Nation Historic Preservation Office for both BIA 125 projects. BIA 145 and 113 projects are being evaluated for best feasible alignment.
 - Submitted BUILD grant application for BIA 125 mp 11.5 – 18.
 - RNDOT received TTP safety funds for ten (10) road safety audits.
 - RNDOT received TAP agreements for ADA compliance studies for Mountain View and Pine Hill areas.
 - RNDOT submitted two PFF's for the NWRTPO Call for Projects.
 - Ongoing general maintenance for area roads, cattle guards and signage, blading and shaping, pot holes and base course patching (incl. school bus routes). Cleaning and replacing roadway signs. Field fence repairs, post replacements and gate repairs.
8. Cibola County: No report this meeting. **No attendance since Anna Larson resigned.**
9. Grants:
- Riverwalk trail: Right of Way certification coming from NMDOT; construction to follow
 - 1st Street next phase at 30% design; 2nd Street at 100% design and fully funded for construction.
 - The next major project will Roosevelt Road and Bridge.
10. Pueblo of Laguna:
- L26 Rainfall Road and trail design: 100% complete – final design review and PS&E meeting is being scheduled with BIA-DOT by the end of August – hoping for construction this season.
 - L24 Rainfall Road: design being changed to two phases, to focus on a) road improvements; and b) concrete box culvert under I-40 separately. Project coordination meetings have been held with NMDOT Dist. 6 for the concrete box culvert, and a 2018 PFF has been submitted for this project.

- L26 Deer Dancer Road & L243 Acorn Road: moving into 90% and 60% design, with focus on completing ROW amendments and other issues around NM124.
- M137 San Jose Bridge Replacement project: construction phasing will improve one lane at a time to allow uninterrupted access. The eastbound lane has been completed and working on the west bound lane this month.
- M154 Paguate Wash Bridge: PER request for Engineering Services was bid, reviewed and awarded to a local engineering firm. Kick off meeting anticipated before the end of this month.
- M108 San Jose bridge - Seama: PS&E complete, pending ROW amendments approval from Tribal Council. Will require ROW amendments that include L26 – Rainfall Road.
- Planning & design RFP for L248 Bluejay Road, and L248 Blue Star Loop; projects planned for September, 2018
- .TTP Routes Mill & Overlay, Striping and Enhancements project is bid with bids due 9/7/18.
- Two NMDOT-related projects within the Pueblo lands NM124 and L26 intersection was funded by TIF. TIF Projects:
 - NM124 & L22 Casa Blanca Road intersection PER is at pre-final, pending comments from NMDOT Dist. 6.
 - I-40 108 Interchange corridor study in progress, will be completing 60% review.
- TIGER Grant: trails from Encinal Road to NM279 will be bid at the end of August, 2018.
- NMDOT projects within the Pueblo lands:
 - TAP trails – Bay Tree Rd to L22 Casa Blanca Road has been bid and awarded.

11. Northern Navajo: Report provided via email

- N571 – Gadihii-Tokoi Chapter submitted LGRF application for this road – awarded \$200K for gravel and chip-seal improvements. Now stuck in N.N. 164 review process.
- N57 – same Chapter (above) submitted NM Capital Outlay application for repairs to this road – awarded \$200K.
- N368 Bridge feasibility study commencing for the Hogback (Chapter) store with assistance from NDOT and NMDOT.
- Community of Shiprock has commenced their own local public transit service.
- Submitting safety PFF's for this RTIPR cycle for a number of intersections and chapters
- Public Hearings for transportation infrastructure will take place August 27 at Nenanizaad Chapter in Northern Navajo, and August 29 for Eastern Navajo Agency
- N5004 - Sheep Springs Chapter awarded \$50K from LGRF for gravel / stabilization improvements
- Working with NMDOT and Wilson Co. for improvements to US64, Shiprock to AZ state line
- NDOT considering realignment (via new bridge) for the N368 bridge at San Juan Chapter to improve connectivity to Hwy 64 near the Hogback Store.

12. Eastern Navajo: no report this meeting

C) State DOT Reports:

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

- The NMDOT is commencing developing a community wide safety plan for Gallup; September 11 and 12 will be the next stakeholder / public meetings.
- Covered the call for projects with Bob K. earlier this meeting, along with the new NMDOT Title VI boiler plate for RTPOs and MPOs.
- Covered CMAQ, TAP and RTP applications with Bob K. earlier this meeting.
- Doing a Road Safety Audit on downtown 2nd and 3rd Streets for the at-grade Rail Crossings August 28 and 29.
- Planning & Procedures Manual update is ongoing.

2. NMDOT Tribal Liaison – Ron Shutiva: not present this meeting

3. DOT District 5 – Steve Lopez: (absent) information from previous report:
 - HSIP funding is currently on hold – working with Larry Joe – Northern Navajo to prepare a priority project for the Shiprock School Zone.
 - Covered a variety of intersection projects for Northern Navajo, and trying to collect crash data at this time
 - DOT-5 is doing construction at this time on US64 going east toward Bloomfield
 - DOT-5 is doing pavement preservation (potholes) for 7 miles on NM170
4. DOT District 6 – Bill Santiago:
 - Thanks to all local governments for getting their LGRF agreements in on time!
 - Remember – if your project is supposed to end in December and you anticipate problems – get your amendments / extension request in by October or early December.
- 5) Central Regional Design / FHWA / Other: No report this meeting.

IX. New Business / Open Floor – Members & Guests: No new business presented.

X. Review Calendar & Announcements

- FHWA Office of Planning, Environment & Realty / Human Environment Digest: weeks of 7/8, 7/15, 7/26 emailed to members as they came out
- Govt. to Govt. Updates: week of 7/23 – nothing thereafter – emailed to members as they came out
- Southwest Tribal Transportation Workshop: August 28 – 30, 2018 – Ohkay Owingeh Pueblo

XI. Next Meetings:

- **September 12:** Tribal Auditorium – Pueblo of Acoma, 33 Pinsbaari Drive, Acoma, NM
- **Oct. 10:** Navajo Technical University, Student Union Meeting Room #231, Lowerpoint Road, of NM Hwy 371, Crownpoint, NM
- **Nov. 14:** Milan Parks & Recreation Office, 409 Airport Road, Village of Milan, NM

XII. Adjournment

At 12:30PM, motion for meeting to adjourn by Larry Joe – Northern Navajo, seconded by Don Jaramillo - Grants; passed by consensus, none opposed.

MEETING ACTIONS:

RTPO Members:

- Give consideration to the CMAQ grant opportunity – finalized applications forthcoming soon.
- Continue to participate in Call for Projects cycle: next meetings for PFF review at NMDOT District 6 office will take place August 21-22. Project Prospectus Forms for all approved projects will be due October 26.

RTPO Staff:

- Follow up with NMDOT staff to get a schedule out to submitting members by early next week (8/13 or 14) for the August 21 – 22 PFF review at NMDOT District 6 in Milan – 1919 Pinon Drive, 10am – 3pm.
- 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 RTPPO members of any pending changes
- Continue collaborating with Northern Pueblos RTPPO 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.
- 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.



Thanks to Pueblo of Laguna for hospitality