



a program of

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

Northwest Regional Transportation Planning Organization (NWRTPO)

RTPO Joint Technical & Policy Committee Meeting

Wednesday, December 8, 2021

10:00 am

Virtual Meeting – Microsoft Teams

A G E N D A

ROUTINE ITEMS:

| Item # | Item | Presenter |
|--------|---|-------------------------|
| I. | Call to Order and Introductions | Dave Deutsawe, Chairman |
| II. | Action: Agenda | Dave Deutsawe |
| III. | Action: Minutes – November 10, 2021 meeting | Dave Deutsawe |

ACTION ITEMS:

| Item # | Item | Presenter |
|--------|--|----------------|
| IV. | Action: Public Transportation Application Review and Ranking | Robert Kuipers |

DISCUSSION ITEMS: None this meeting – update member appointment documents if needed

| | | |
|-------|---|---------------------------------|
| V. | Discussion: Process for Roadway project prioritization – FFY2022 RTIPR | Robert Kuipers, Program Manager |
| VI. | Present: Informal Administrative Amendment - carry forward 2021 funds | Robert Kuipers, Program Manager |
| VII. | Present: Review Annual RTPO Governing Documents for authorization at our 1/12/22 meeting. | Robert Kuipers, Program Manager |
| VIII. | Present: Election of Officers in January | Robert Kuipers, Program Manager |

REPORTS: (10-minute limit)

Please submit Written Reports for inclusion in minutes

| | |
|--|--|
| RTPO Program Report (<i>significant news only</i>) (update member appointments) <i>Still waiting on most of our members to complete the annual survey for 2021</i> | Robert Kuipers |
| Local Member Reports (<i>significant news only</i>) | By Entity |
| New Mexico Department of Transportation Reports (<i>significant news only</i>) - Bill Santiago on required certifications for TPF projects (Environmental & Initial Site Assessment) | RTPO Liaison (Neala Krueger) Tribal Liaison (Ron Shutiva) District 5 (James Mexia, Stephanie Medina) District 6 (JoAnn Garcia; Bill Santiago) |

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

ANNOUNCEMENTS & NEXT MEETING: Wednesday, January 12, 2022 – Cibola County Management Office, Grants
(unless otherwise determined or virtual via MSTEams)

ADJOURNMENT

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

NWRTPO | Northwest Regional Transportation Planning Organization

Joint Policy & Technical Committee

NWRTPO Meeting Minutes

Wednesday November 10, 2021

10:00 a.m. – 12:00 p.m.

Virtual meeting executed via Microsoft Teams

Due to COVID-19 Pandemic

ATTENDANCE:

| Local & Tribal Governments | |
|--|--|
| Entity | Representative(s) |
| Pueblo of Acoma | Dave Deutsawe (Chair), |
| Pueblo of Laguna | Elroy Keetso |
| Pueblo of Zuni | Royce Gchachu, Roxanne Hughte |
| Navajo Nation | Larry Joe, Marco Sells, Margie Begay |
| Ramah Navajo | Dorothy Claw , Tom Martine |
| City of Grants | Don Jaramillo , Mark Teshima |
| City of Gallup | Clyde Strain, Alicia Santiago |
| Village of Milan | Denise Baca, Felix Gonzales, Linda Cook |
| Cibola County | Edward Salazar, Judy Horacek |
| McKinley County | Rodney Skersick, Mindi Macias |
| San Juan County | Absent (Nick Porell) |
| Farmington Metropolitan Planning Organization - Ex-officio | Not in attendance |

| New Mexico Department of Transportation (NMDOT) | |
|--|---|
| Entity | Representative(s) |
| RTPO Liaison | Neala Krueger |
| District 5 | Stephanie Medina , James Mexia |
| District 6 | JoAnn Garcia, Bill Santiago , Arif Kazmi, Michael Neely |
| Tribal Liaison | Ron Shutiva |
| DOT Central Regional Design Office | James Sanchez, Juan Archuletta |
| Other NMDOT Staff / Guests | Name - NMDOT, Guest: Raymond Concho - Acoma |

| Regional Transportation Planning Organization | |
|--|--------------------------|
| Entity | Representative(s) |
| Northwest NM Council of Governments | Robert Kuipers |

Tally Sheet – Attendance & Quorum

| Total Full Attendance: | Member Entities: | NMDOT | RTPO | Guests | Full Attendance Norm: | |
|-----------------------------------|---------------------------|---|---------------|----------------|-----------------------------------|---------------|
| | 12 | Normally 4-5: DOT Liaison, Tribal Liaison, District 5 & 6 Representatives | 1 | varies | 17 - 20 | |
| Attendance – this meeting: | Member Attendance: | NMDOT Attendance: | Staff: | Guests: | Attendance % this meeting: | TOTAL: |
| | 8 | 5 | 1 | 1 | | 15 |

ROUTINE ITEMS:

| Item # | Item |
|--------|--|
| I. | Call to Order and Introductions. The meeting was called to order at 10:15 am, Bob Kuipers welcomed those in attendance, and Dave Deutsawe proceeded with introductions and approval of agenda and minutes. The virtual meeting was conducted via Microsoft Teams, due to the COVID-19 pandemic. |
| II. | <p>Agenda. RTPO Program Manager provided an overview of the day's agenda topics and RTPO Chair called for a motion:</p> <p>ACTION: Don Jaramillo – Grants - motioned; Alicia Santiago – Gallup - seconded adoption of the agenda. All in favor – motion carried.</p> |
| III. | <p>Minutes (October 13, 2021). Vice-Chair provided time for review of minutes and there were no revisions requested,</p> <p>ACTION: Elroy Keetso – Pueblo of Laguna motioned; Judy Horacek – Cibola County seconded adoption of the minutes. All in favor – motion carried.</p> |

Discussion: No discussion

ACTION ITEMS:

| Item # | Item | Presenter |
|--|--|-----------------------------|
| IV. | Annual Performance & Expenditure Report | Robert Kuipers – RTPO Staff |
| BACKGROUND | | |
| <ul style="list-style-type: none"> Why? Staff report quarterly to NMDOT on RTPO accomplishments; also at the end of each fiscal year staff provide an annual report on significant achievements. Purpose. This demonstrates the effectiveness of the RTPO in developing and maintaining transportation infrastructure and services through collaborative planning and development on the part of participating member municipal, tribal, and county government representatives. This also documents the responsible and effective management of federal transportation funding thru regional collaboration for transportation infrastructure and services development and maintenance across participating jurisdictions. Discussion/Finalization. Members will vote to approve and authorize the APER report. | | |
| CURRENT WORK | | |
| <ul style="list-style-type: none"> Members to review and vote to approve and authorize the APER Report. | | |
| ANTICIPATED WORK | | |
| <ul style="list-style-type: none"> RTPO members will continue monthly collaboration for the development and maintenance of transportation infrastructure and services serving our multi-jurisdictional region. | | |
| ATTACHMENTS | | |
| <ul style="list-style-type: none"> Annual NWRTPO APER report. | | |
| BUDGET IMPACT | | |
| <ul style="list-style-type: none"> None | | |
| ACTION ITEM | | |
| <ul style="list-style-type: none"> Members will vote to approve and authorize the Annual Performance & Expenditure Report. | | |

IV. APER Discussion: Robert Kuipers covered the contents of the APER report, which are also included in the meeting package. The significant highlight was the Transportation Project Fund with \$160 million available statewide. Our region – between the NWRTPO and the FMPO received a total amount of funding (state and local match) of \$22,415,163.00 on behalf of 18 projects for 4 FMPO governments and 10 NWRTPO governments.

Alicia Santiago - Gallup motioned to approve, Elroy Keetso - Laguna seconded, and all participating RTPO members were in favor.

DISCUSSION ITEMS:

| Item # | Item | Presenter |
|---|--------------------------------|-----------------------------|
| V. | Roadway Project Prioritization | Robert Kuipers – RTPO Staff |
| BACKGROUND | | |
| <ul style="list-style-type: none"> • Why? Typically the NWRTPO prioritizes projects in the Roadway, Bridge, TAP, RTP and CMAQ sections of the RTIPR. This year we don't have too many competing projects in any section but the Roadway section; therefore we're asking our members to submit their #1 priority Roadway project, which will compete via a standardized questionnaire for prioritization; all other Roadway project submissions will be listed below without priority. • Purpose. To assure competitive opportunity for funding for each of our member government's top priority roadway project. • Discussion/Finalization. Members to submit their top priority project in advance of our November 10 meeting. | | |
| CURRENT WORK | | |
| <ul style="list-style-type: none"> • Members to complete questionnaire for prioritization of top priority roadway projects. | | |
| ANTICIPATED WORK | | |
| <ul style="list-style-type: none"> • Staff to prioritize, followed by member discussion at RTPO meeting for final prioritization. | | |
| ATTACHMENTS | | |
| <ul style="list-style-type: none"> • Roadway Project Prioritization Questionnaire • 2022 RTIPR Guide | | |
| BUDGET IMPACT | | |
| <ul style="list-style-type: none"> • None | | |
| ACTION ITEM | | |
| <ul style="list-style-type: none"> • N/A | | |

Discussion:

All members submitted their top priority roadway project questionnaire on time, and staff have posted them into the RTIPR – unprioritized at this time. This includes projects from nine of our member governments including Cibola County, McKinley County, City of Gallup, City of Grants, Village of Milan, Northern Navajo, Eastern Navajo, Ramah Navajo, and Pueblo of Acoma. Pueblo of Laguna, Pueblo of Zuni, and San Juan County did not submit Roadway projects for this RTIPR update.

Staff is considering a prioritization questionnaire for RTPO members, and in the mean time based on questionnaire submissions will un-officially prioritize these projects in the RTIPR for member review and discussion at our December RTPO meeting. Thereafter final prioritization will likely take place at our January 2022 meeting based member priority submissions and discussion at our December and January meetings.

This 9 month RTIPR update will only entail prioritizing roadway projects, as all other sections of the RTIPR have less project submissions and will not need to compete for funding prioritization – as agreed to by our members at our November meeting.

| Item # | Item | Presenter |
|---|-----------------------------|-----------------------------|
| VI. | Annual Member Survey Report | Robert Kuipers – RTPO Staff |
| BACKGROUND | | |
| <ul style="list-style-type: none"> • Why? On an annual basis the NWRTPO conducts a survey to gauge the quality of program services and consider new priorities going forward • Purpose. Staff seek to refine and improve RTPO management for local government transportation services and infrastructure development along with supporting cross-jurisdictional collaboration in the NWRTPO three county / four tribe region • Discussion/Finalization. Members have been provided the survey via hard copy and Survey Monkey | | |
| CURRENT WORK | | |
| <ul style="list-style-type: none"> • Provide survey options so members can complete and submit | | |
| ANTICIPATED WORK | | |
| <ul style="list-style-type: none"> • Staff will summarize survey results and report back to members and DOT staff in October or November | | |
| ATTACHMENTS | | |
| <ul style="list-style-type: none"> • FFY2021 Member Survey Form | | |
| BUDGET IMPACT | | |
| <ul style="list-style-type: none"> • None. | | |
| ACTION ITEM | | |
| <ul style="list-style-type: none"> • N/A. Based on member feedback, staff will consider and develop recommendations for FFY2022 | | |

Discussion:

Thus far only 5 RTPO members have responded and submitted their FFY2021 survey on Survey Monkey – which is not really enough for an adequate discussion at this meeting. Staff advised members that they can be provided the login information to Survey Monkey if they wish to use this option, as the original provided link is outdated and no longer works – or they can simply execute the survey document that staff emailed out to all our members and email it in so staff can be aware of which govt. member it is coming from. Survey submission from each of our members will remain confidential.

Staff provided a summary of Survey Monkey responses from the five that were submitted via Survey Monkey in the meeting package. Survey Monkey does not disclose from which member govt. the survey came from, which compliments our efforts to allow our members responses to remain confidential.

Staff are requesting NWRTPO members who have not yet completed the annual member survey to please get this done via Survey Monkey, or just completing the copy submitted from staff, with assurances of complete confidentiality.

| Item # | Topic | Presenter |
|---|----------------------------------|-------------------------|
| VII. | Reports, Updates & Announcements | Robert Kuipers - NWRTPO |
| 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"> • Regional Work Program Status Reports • RTPO Monthly Report • Staff to forward annual 5310 and 5311 Public Transportation Provider funding applications to RTPO members for review in advance of evaluative scoring at our December RTPO Virtual meeting. • Member Reports | | |
| Member Special Reports: <ul style="list-style-type: none"> • None this 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: James Mexia, Stephanie Medina | | |
| News, Training & Funding Opportunities: <ul style="list-style-type: none"> • <u>FHWA Planning, Environment & Realty Reports</u>: none • <u>NMDOT Govt. to Govt. Update</u>: 10/15/21, 10/28/21 • <u>AASHTO Publications</u>: none • <u>NMDOT / UNM-LTAP</u>: Provides a very robust collection of training opportunities – staff forward news to members as it comes out from this source – reference at ltap.unm.edu – Online courses notice forwarded to members as LTAP emails come in. • <u>Title VI Training</u> is available to MPO's and RTPO's from Lisa Neie – Civil Rights Manager for FHWA New Mexico. These trainings can be customized to address member concerns and issues for their regions, if provided to her in advance. • <u>Tos No Mas Litter Event</u>: 10/12/21 • <u>FHWA Center for Local Aid Newsletter</u>: 10/12/21 • <u>Targeted overlay Pavement Solutions Report</u>: 10/12/21 • <u>Build Back Better Grant Opportunities</u>: 10/15/21 • <u>RTIPR Process to Prioritize Roadway Projects</u>: 10/15/21 • <u>NMDOT Mapping Tool</u>: 10/15/21 • <u>Center for Tribal Transportation Training News</u>: 10/15/21 • <u>Arizona DOT Tribal Road Safety Audit Training</u>: 10/20/21 • <u>National Highway Traffic Safety Administration Tribal Traffic Safety Webinar</u>: 10/22/21 • <u>Tribal Traffic Safety Webinar</u>: 11/1/21 | | |

Members please note: none of these documents will be included in the full meeting package due to the physical size and the electronic megabyte size going forward – all of the cited documents have already been emailed in advance of the RTPO monthly meeting to our NWRTPO members. Some of the citations are ongoing from month to month regarding ongoing training or funding opportunities.

Discussion:

Staff provided the October monthly report – of significance is our ongoing RTIPR update, the outstanding award to our region for the NMDOT Transportation Project Fund, ongoing recreational trails development in our region, national designation for our Trail of the Ancients scenic byway, our Annual APER report, and the new NMDOT mapping tool, which provides significant information for transportation development. Staff also provided the October staff hours report, and September expenditure report.

| | |
|--|------------------|
| Local Member Reports (<i>significant news only</i>) | By Entity |
|--|------------------|

New news in bold

Pueblo of Acoma

- CMGC2 – 1: Construction of new office for Transportation and other Departments is underway – anticipated completion has been delayed by COVID-19. At this time building construction is complete.
- CMGC2-2 SP130 Veterans Blvd. – Project is complete.
- CMGC2- 3 . Baseball Fields improvement is now complete.
- **Gaylord Siow is now the new Project Manager for the Pueblo of Acoma.**
- **CMGC2 – 4 Projects are now complete:** (*request for proposals for this new bundle of projects was published 2/10/19*)
- The Pueblo is now doing construction to increase its water irrigation system.
- **Acoma Business Park is commencing design. The Pueblo is also developing parking lots for some of their outdoor parks.**
- **SR124 is in design – construction comes next.**
- FEMA 4352 Large Projects All FEMA Large projects have been completed (104 projects!) - \$13 million a year ahead of time; the Pueblo is now addressing finishing the small projects and only has one to go.
- The Pueblo has completed their update to their Long-Range Transportation Plan; WH Pacific will do traffic analysis counts to contribute to the Pueblo's LRTP. To mitigate COVID 19 delays, the Pueblo has developed a survey for public input which is also available on Survey Monkey.
- **The Pueblo is also updating their Transportation Safety Plan at this time.** Public involvement meetings are postponed due to COVID-19, which will delay completion dates for these plans; **however, thru distributing a survey at the local Food Pantry, the Pueblo has achieved a 41% response rate from the public for both transportation plans!**
- **FEMA 4352:** Small Projects: Recovery work has begun; the POA Public Works / Utility Authority was awarded the small projects (65) at \$2.2 million capital investment. 45 projects have been completed; 22 projects remain. All projects have been completed at this time.
- **Arrowhead Drive new construction project is now complete.**
- Capital Outlay: The Pueblo has proposed a restart date of May 18 to resume work.
- Mainstreet Project: The Pueblo will add several projects to the CMGC suite to include projects for housing and economic development. Preparing amendments to conduct engineering studies, land surveys, geotechnical studies, drainage analysis, right of way surveys and proforma.

Pueblo of Zuni

- The Pueblo is under lock down with little administrative activity due to COVID-19 pandemic; the Pueblo has extended re-opening until sometime in the future, depending on how long COVID-19 persists.
- Bid packages for Shiwi Ts'ana Elementary School access and Z301 / NM53 intersection improvements were opened July 12 – with one bid submitted. Notice of award offered to Albuquerque Sparling Construction company for both projects combined.
- Zuni purchased a dump truck with FHWA Coronavirus funds.
- The Pueblo is looking to purchase a backup generator for the Andrew Othole Memorial Airport.
- **Zuni Transportation Dept. submitted documents to the Governors Office to fund two historical and cultural sites of significance with related road improvement projects.**
- US Dept. of Treasury set aside \$20 billion for Native American Tribes under American Rescue Plan. Zuni received it's first distribution – Road Dept. will submit road improvement project that leads to significant historical site for tourism
- Road maintenance projects continue related to flooding around the Pueblo.
- Royce is now also the Airport Manager. Receipt of FAA grant agreement for developing an Airport Master Plan for the Andrew Othole Memorial (AOM) Airport. The master plan will be developed by the Pueblo's airport consultant – Armstrong Consultant's, Inc.
- Erin Kenley, TTP Director and Brian Allen, TTP Fields Operation Manager – both from the Office of Tribal Transportation visited Zuni on August 10 and met with the Governor and Tribal Council on a number of issues. Discussed the tribal self-governance program within the US DOT and FHWA.
- The Pueblo continues to update its long-range transportation plan. The plan is now in final draft form and being put out on the Pueblo website and Facebook for public comment. The draft plan is awaiting recommendations for next steps on how to present to the public.
- The pedestrian trail project plan is now 100% complete – will move forward for FHWA approval.

- On-call A/E consultants are working on designs for Ruins Road, North/South Sandy Springs Road, Harker Circle, the intersection of Ojo Caliente/Pia Mesa and pedestrian trails. Ruins Road is now at 95% completion.
- Ongoing road maintenance around the Pueblo. This includes crews addressing mowing, culvert repairs, blading gravel or dirt roads, asphalt pothole repairs and vegetation control.
- Virtual Presentation meeting with NMDOT and WHPacific on the NM53 Drainage project being designed by WHPacific to make improvements from MP15.5 to 19, due to undersized culvert pipes and overtopping of flood waters on NM53 (also Zuni Mainstreet). First meeting was held on October 7.
- There are demolition projects in the Pueblo for the Lemon Tree/Zuni Laundromat building and the old Zuni Water Dept. building.
- The Pueblo is undertaking construction of an RV Park.
- The Pueblo has worked with Ashiwi Transit and Gallup Express to extend transit service to the Ramah Navajo area.
- The Pueblo has engaged contractual on call engineering services for future transportation development.
- The Ashiwi transit system received a national award at the 2019 National RTAP (*Rural Transportation Assistance Program*) conference.
- Ashiwi Transit will resume when all safety precautionary measures have been installed on the transit vehicles. Local and Gallup services will resume on a limited basis, but only on demand or appointments. Extension to Ramah / Pinehill is temporarily on hold until further notice around COVID-19 concerns. Ashiwi Transit is now back in service.

McKinley County

- **Pending projects for the County include CR-19 improvements and Deer Springs Road for base course.**
- **Woodview Road 1.5 miles of Chipseal in Prewitt is now complete. Hillcrest and Bowman Roads are also complete.**
- The County is finishing their Local Government Road Fund projects including the Thoreau Town Site project at \$776K for cold mix overlay, for which the County has rented a milling machine. Certifications are complete for all LGRF projects and the County is requesting an extension till Spring – 2020 to complete maintenance construction which will include paving for CR-1 in Mentmore. Brasier Asphalt Co. has completed contract work on Thoreau Townsite roads. The County is waiting to complete this project by fog sealing the roads with the last of this funding.
- Brasier Asphalt Co. has completed contract work on CR1 – Mentmore.
- The County has almost completed chip-sealing CR-1 – Defiance Draw – will complete with fog-sealing remaining.
- TIF: \$1.2 million awarded for 10 miles of Deer Springs Road improvement – project on hold until Spring of 2020 for Mexican Springs Chapter. NDOT is contributing Fuel Excise Tax funding. Funding will allow drainage improvements, five miles of gravel base improvement and three miles of chip-seal.
- TIF: \$1.3 million awarded for 18 miles of CR19 gravel and chip-seal road improvement – multiple Eastern Navajo Chapters; collaborating with NDOT for road repairs and renovation. NDOT is contributing Fuel Excise Tax funding. Project has commenced, but completion may take until Spring of 2022 around weather issues.
- **The County had their ribbon cutting ceremony for Manuelito Canyon bridge replacement on September 10 – the event was well attended by State and regional legislative leaders along with President Jonathon Nez of the Navajo Nation.**
- The County will benefit with \$23 million for improvements to the Carbon Coal Road intersection in Gamerco with US491, which leads to the developing Energy Logistics Park (and potential Inland Port).
- The County has finished chip sealing Pine Haven road; will use remaining funds to finish improvements on Allison road.
- Coal Basin Road was completed by the end of June.
- **County Road 6 – Cousins Road to commence repairs in August thru October.**
- Ongoing county-wide maintenance including blading, patching potholes, cleaning culverts, repairing bridges / guardrails, etc. **The County has completed the ZMTP Milk Ranch Trail Head.**

Gallup

- **Gallup Mainstreet Project** – Ground breaking May 13; construction commenced July 1. Coal Avenue Commons both MAP and Legislative Agreements have been executed by the State. The City is working with Wilson & Co. and NMDOT District 6 on the final PS&E. City Council approved Wilson & Co.'s professional engineering proposal for construction management. The Mainstreet grant resolution was approved by City Council for this project. **Between MAP, State Legislative, Economic and City funding the Coal Avenue Commons project phase 1 is now complete with final walk thru executed 7/20/21. Final street lighting is scheduled for completion in mid September. The City has been**

funded for phase 2 from the NM Transportation Project Fund – and has been awarded \$3,500,000 from this fund to complete this project.

- **East Nizhoni and West Aztec improvements are currently in design phase – East Nizhoni design at 75%; West Aztec is at 60% design - received news from NMDOT Dist. 6 that the City was awarded MAP funding for East Nizhoni Ave - \$900,000. W. Aztec drainage legislative grant has been executed and engineering services have been awarded to begin design; notice of obligation has been submitted and approved by the state. 2nd phase for East Nizhoni will be the College Drive and Nizhoni intersection.**
- **Local Govt. Road Fund funded projects have completed mill and overlay for planned roads; received word from NMDOT Dist. 6 that the City was awarded funds for our next project.**
- The City has submitted a Letter of Intent for Coop funding.
- **Federal Aviation Admin. application for \$5 million has been submitted for our airport taxi-way and connectors. The City has been awarded and construction will begin in the Spring of 2022.**

Milan

No report yet for this meeting – as the new village manager just quit.

Ramah

- Condolences to the community for the loss of Shane Lewis, who accomplished significant transportation development on behalf of the Ramah Navajo community.
- Ramah Navajo has filled two positions after the departure of Shane Lewis with Dorothy Claw as primary transportation developer and Tom Martine as transportation assistant – these individuals are also the primary and alternative representatives to the NWRTPO.
- **BIA 175 is the next new project for Ramah Navajo – seeking funding at this time.**
- **Working on signage for BIA 125 and 122.**
- **Completed PFF's for NM53 & BIA 125 intersection and Pine Hill school pedestrian ADA improvements.**
- **Some weather related road maintenance and repair going on at this time.**
- Dorothy and Tom are acclimating with ongoing Ramah transportation projects at this time and updating the Ramah Long Range Transportation Plan, completing an annual report, and looking for training opportunities.
- Acting executive director for Ramah Navajo Chapter's 638 Grants & Contract Programs issued a memorandum for employees to return back to work and follow CDC guidelines within each Chapter program RNDOT is back in operation and continues to maintain roadways.
- BIA Projects Update:
 - BIA 125 mp 18 – 24.6 – received approved design exception report for this project from FHWA and will move to finalize the project. BIA 125 MP 0 – 4.4 received approval from NNHPO on the updated Cultural Report document and Categorical Exclusion. Awaiting ROW documents for BIA 195 in Ramah Band Land to RN Realty Office. BIA 113 and 145 received final report and will review final documents with tribal officials
 - BIA 195: submitted ROW documents to RN Realty Office; **more focus on this road going forward.**
 - BIA 145 and BIA 113: Received draft report for BIA 145 and BIA 113. **More focus on BIA 145 going forward.**
- RNDOT Transportation Technician is vacant and will advertise for the position.
- Submitted grant applications for the NOFO on Tribal Transportation Program Safety Funds.
- BIA 125 striping project is complete; **BIA 125 mp 0-4 and mp12 – 24.6 are now construction ready.**
- NMDOT LGRF received all certifications and submitted a letter of disbursement. Awaiting on contractor to return signed Notice of Award for BIA 125 striping project.
- Cancelled Transportation Committee Meetings until COVID-19 Restrictions are lifted.
- Submitted road signs replacement maintenance project for 2021 LGRF cycle.
- NMDOT LGRF received some certifications and will coordinate with Utility providers. Received ROW certification and submitted letter requesting disbursement.
- Assisting with RN Community Development Department for the Navajo Nation Rural Addressing Project.
- Ongoing general maintenance for area roads, cattle guards and signage, blading and shaping, potholes and base course patching (incl. school bus routes). Cleaning and replacing roadway signs. Field fence repairs, post replacements and gate repairs.
- **Ramah Navajo has submitted a BUILD Grant application.**

Cibola County

- Cibola County has hired a new Road Superintendent by the name of Ed Salazar.
- The County is doing “blade and shape” maintenance on 84.7 miles of 14 County Roads; and a variety of other maintenance (cattle guards / culverts / sign repair / tree trimming & weed control / mowing / pot-hole patching / and minor road repairs) for 24 county roads.
- **The County is building an emergency bypass at this time for the CR-5 Moquino bridge.**
- ZMTP RTP trail project is funded for FFY2020 construction – working with McKinley County for trails development beginning with the Quartz Hill Trail Head. Construction will likely not proceed until FFY2021 Spring & Summer for the Cibola portion of the Zuni Mountain Recreational Trails. **Cibola County has now been cleared to be the fiscal agent for this project and will no longer need McKinley County’s assistance; trail development and construction is commencing.** Cibola, COG and NMDOT staff had a virtual internal planning meeting on Jan. 19 at 9am with Arnold from the Forest Service to discuss updated scope of work for this project. **The County has commenced work on the Trail Head project.**
- CR-18B and CR1 road / bridge projects are current priorities. CR-18B awarded LGTPF funding – LGTPF contract is complete and submitted. CR18-B – RFP closed Friday – 12/4 and are currently reviewing applications – much appreciation to JoAnn Garcia from NMDOT District 6. Two firms responded to the RFP and the Cibola Commission will determine the award at their January 14 meeting. **CR18-B will commence soon – drainage work is at 8%.**
- Coop projects will begin soon.
- Ongoing County wide maintenance for County and Forest Roads.

Grants

- The City recently had a ribbon cutting ceremony for the pedestrian bridge on 2nd Street. **The bridge and channel are almost completed.**
- Riverwalk trail: Design at 100% from WHPacific, Project is on hold for the time being.
- First Street phase 2 – Adams to Roosevelt: design at 100%; added a pond and lift station on Geis Street for drainage; allotted \$1.8 million from 2019 state legislature for **final phase 3 from Washington to Roosevelt which was recently awarded and is currently at 45%.** Final PS&E was scheduled for this August and project letting is scheduled for September. Total project stands at \$6.2 million.
- 2nd street bridge out to bid for construction to commence in July – delay due to COVID-19 pandemic.
- Washington bridge replacement over 2nd Street through LGTPF funding will include a walking opportunity for High School students; project construction is underway – commenced in June.
- Lobo Canyon and Roosevelt intersection improvements are underway and ongoing.

Pueblo of Laguna

- **The Pueblo remains closed to the public, and administration is closed until the COVID-19 Pandemic resides. For I-40 MP 111 – 117 exists are closed to the Pueblo. Access NM124 via I-40 MP108 and 117 exits.**
- Gaylord informed COG RTPPO staff that the Pueblo has six official villages – not seven – staff will execute this correction going forward.
- Gaylord Siow and Sharon Hausam have left the Pueblo, so Elroy Keetso is now the only NWRTPO representative for the Pueblo.
- **The Pueblo is consulting with the MRRTPO for Laguna Pueblo lands within their jurisdiction.**
- The Pueblo is pursuing an FHWA grant to develop a Pueblo-wide (all Villages / roads) Safety Plan and will be seeking data sources identifying various crash incidents, and high crash incident locations; may need assistance from the RTPPO or DOT with analyzing crash data. The Pueblo has a number of State Routes, where high speeds impact upon more fatal crashes.
- NM124 Bike and Pedestrian Trail – Paraje to the Kawaika Center project is complete – working with NMDOT for close out.
- NM124 Bike and Pedestrian Trail Encinal Road to State Road 279 is complete and in close out.

- NM124 Rio San Jose to Roundabout bike & ped path: Design is complete. PS&E checklist is complete – project planned to be let February – March, 2021. **NM 124 design is complete, anticipating construction in Spring of 2022.**
- L26 Rainfall Road from Cubero Wash to Seama bridge M108: **Construction has been completed**, including a bike & ped. trail. Final audits in progress and project is in close-out.
- M137 bridge at Laguna Subdivision: **Construction complete and project in close out with BIA.**
- Mill, Overlay, Striping & Enhancement Projects: Construction is complete for L503 – Veterans Memorial Road, L200 Postal Postal Road and L245 Raindrop Road. **The Pueblo is developing the next phase on four BIA routes: LGRF/BIA Road Maintenance Striping Projects – phase 2 & 3: Phase 2 – L500 Mountain Ash Loop and L500 Central Park Road; Phase 3 – L540 Veterans Memorial Road and L200 Elizabeth Bender Road. No bids were received so the Pueblo is working with NMDOT to sole-source these projects.**
- LGRF / BIA Road Maintenance Mill, Overlay & Striping Projects: Phase 2 & 3: Phase 2 – the Pueblo is working on the next phase for four BIA routes: phase 2 for L500 Mountain Ash Loop and Central Park roads. Phase 3 for L540 – Veterans Memorial Road and L200 Elizabeth Bender Road. **Contract amendments submitted and received. Local Govt. Road Fund and trail projects to commence soon.**
- NM 124 Roundabout: The repairs to the roundabout are being coordinated by NMDOT, no start date has been determined. **NM124 Road Diet has received an extension and is in final design.**
- L24 Rainfall Road: design changed to two phases, **Ph-1 Road & Trail at final 100% design, and in ROW review. The Concrete Box Underpass is now eliminated, and DOT Dist. 6 proposes to build an I-40 bridge over L24 road. Construction funded for \$1.9 million from the LGTPF fund!**
- L26 Deer Dancer Road: **at 100% design, working on ROW amendments and E.A.**
- L243 Acorn Road design: completed 100% design and PS&E review from the BIA. Construction pending funding.
- M154 Paguete Wash Bridge: **PER is complete – design phase will commence later this year.**
- M108 San Jose River Bridge-Seama: **PS&E, and ROW complete; EA, FONSI and NOI are in progress. Bridge is now at 100% design.**
- L248 Bluejay Road and L248 Blue Star Loop: **Design is in progress now at 30%. PER report is now in progress to include ROW review.**
- Pueblo's Safety Plan: **Plan is now complete – close out letter sent to BIA.**
- NMDOT I-40 Safety Project: The Pueblo met with NMDOT on March 3. **Design is at 100%; Construction by MSCI is on-going on the east bound lanes from MM112 – 116..**
- The Pueblo has completed L26 Rainfall Road along with two trail projects.

Navajo Nation – Northern Agency

- **Navajo DOT is updating their Long Range Transportation Plan at this time.**
- **Local Govt. Road Fund projects will commence implementation soon for both Eastern and Northern Navajo.** Priscilla Lee – NDOT is working on extensions for FFY2019 projects. 2018 projects are complete at this time.
- **2021 LGRF projects include a) Two Grey Hills N-192 repairs – project is finalizing scope of work; b) preliminary engineering for Crown Point Chapter cemetery road.**
- **Larry has put in a PFF for improving with chip seal the Shiprock Farm Road, along with a Transportation Project Fund application to the state for the same project. This project has been approved by DOT District 5, and has been awarded funding from the DOT Transportation Project Fund at \$1,200,000.**
- **Two Grey Hills Chapter was awarded LGRF 2021 funding for N192 roadway and culvert improvements.**
- Navajo DOT continues development for their Long Range Transportation Plan for 2021.
- Two Grey Hills road is getting drainage improvements.
- Navajo DOT has appointed Marco Sells to fill an administrative position for Eastern Navajo finally bringing Larry Joe some relief! Marco will have his hands full, as he is also the Chinle, AZ Transportation Planner.
- Karen Bedonie has been re-assigned and a new Planning Director by the name of Leanne Roy is on board for NDOT.
- NDOT is working with Sandoval County on inventory to transfer County Roads to the Navajo Nation going forward.
- Shiprock High School Safety corridor project is earmarked for **2023 NMDOT STIP** for three lane road widening construction. Will remain on RTIP.
- **TseDaaKaan Chapter (Hogback) N5031/Hwy 64 Safety intersection improvement is earmarked for 2021 NMDOT STIP for construction.**

- **N36/Hwy 371 intersection improvement (Upperfruitland Chapter)-** This project was funded through NM State Capital Outlay. The project is led by San Juan County, NM. The Design layout of the intersection was completed by Wilson & Company. *. NMDOT and Navajo Nation finalizing the MOU, which will allow for the State beginning working on construction of the project. Project needs additional funding to be completed.*
- **Newcomb Chapter-** working on **N5007 Low Water Crossing** using the State, and Tribal match fund to complete this low water crossing project. Project Manager, Donald Jackson, worked on the design and it is determined it would need realignment of the road. Therefore, the realignment of the road was submitted to BIA for review and approval. Pending for final review and approval.
- **Beclabito Chapter-** was awarded of NM Capital Outlay for **Helipad for aircraft landing facility**. Land withdrawal is in the works with Project Manager assigned. Will need to complete the preliminary studies and design before the construction of the project.
- **US 64 Study Improvement Plan-** NMDOT officials recently met with local chapters (Beclabito, Gadiahii, Tsedaakaan, Shiprock) on the review and conditions of the highway and improvement plan process is for this 20 plus miles Hogback to AZ Stateline. **Project still Planning stage but improvements anticipated in the near future – executed by NMDOT District 5.** It will need to remain on the RTIP List for future road improvement, which includes road reconstruction, and bridges replacements.
- **Bahali Chapter 2019 LGTPF project is now complete.**
- **Priscilla Lee is working to complete 2019 LGTPF RSA's for Mexican Springs, Twin Lakes and Tohatchi Chapters in Ft. Defiance Agency by the June 30, 2022 deadline.**
- **LGRF projects for Gadiahi, Beclabito and Iyanbito Chapters are now complete.**
- **Hwy 64 Shiprock Bridge Replacement-** public hearing took place November 14, 2019 at Shiprock Chapter. Design plans has started on this project with NMDOT, it will remain the RTIP.
- **San Juan-Hogback Bridge** has completed the feasibility studies for a new bridge. Road alignment is still pending, and it would full preliminary studies and design of the project. San Juan Chapter is seeking additional funding for this project. Project will remain on the RTIP.
- **Shiprock Chapter- is seeking Road Safety Audit on Hwy 491, milepost 89-90.** Navajo DOT staff is working on this project using the Navajo Sihasin Fund for RSA. Updates- NMDOT contracted to complete the survey and assessment of the US Highway 491 North of Shiprock. Project will remain on the RTIP for future improvement planning, designing, and construction.
- **Burnham Chapter-** is seeking funding for RSA and N5/Hwy intersection improvement. Chapter is submitting a Letter of Intent through Local Government Road Fund on March 15, 2020. Project did not any funding but it will remain the RTIP for road studies, design and construction.
- **Beclabito Chapter/Hwy 64 Improvement Plan-** is continuing seeking funding for street lighting along Hwy 64 store, NHA Housing, Chapter house within the corridor. This project is added to NMDOT planning and design with when construction fund becomes available.. Project will remain on the RTIP for future funding.
- **Newcomb Chapter- is seeking funding for Street Lighting along Hwy 491 & N5001,** RSA was completed 2017 when the chapter contracted with a company that completed the studies. Project will remain on the RTIP.
- **Sanostee Chapter –** is seeking funding to construct new drainage structure at the intersection of Hwy 491 & N34. Recommending for Transportation Project Fund 2021 list. A studies was completed 2018 by Dibble Engineering. Project will remain on the RTIP List.
- **Sanostee Chapter-** is seeking funding for School Zone safety RSA and maintenance on route N34 on pavement road. Chapter is working on submitting to District 5 for studies and safety improvement at the school zone. Project will remain on the RTIP List.
- **A Road Safety Audit was conducted by Lee Engineering on US491 for Newcomb, Naschitti and Sheep Springs intersections in 2019 – NDOT will be considering recommendations for these intersections based on this RSA.**

Navajo Nation – Eastern Navajo

- **Marco Sells the new manager for Eastern Navajo indicated that a Virtual Navajo Nation Transportation Summit is in development to be announced sometime in the near future.**
- **Lary Joe indicated that Sandoval County will be transitioning many of rural their roads to Navajo DOT oversight and ownership**

- **Transportation Project Fund project application was approved by DOT for the west Tsayatoh Road in Eastern Navajo at \$2,450,000.**
- **Crownpoint Chapter has awarded LGRF 2021 funding for their cemetery access road.**
- Rock Springs Chapter- CR-9 road improvement. Will be added to RTIP for future road improvement
- Nahodishgish Chapter- N53 & 98 road improvement. Will be added to RTIP for road improvement.
- Manuelito Chapter- Sunset Valley road Chip Sealing. Will be added to RTIP
- Manuelito Chapter- Tse De Tah Spring road improvement Chip Sealing. Will be addit to RTIP
- Rock Springs Chapter- Chee Dodge Elementary School Access Improvement – Improving turning lanes and street lighting. Will be added to RTIP.
- Church Rock Chapter- NM Highway 118 Improve – Street lighting for safety corridor. Project will be completed with NM Capital Out funds.
- Crownpoint Chapter- street lighting project in progress to complete soon.
- Baahaali Chapter- transfer access road improvement- Project completed in 2020 with 2019 Transportation Project Fund award.
- Mexican Chapter- Road Safety Audit, project in progress on contracting out to complete the RSA studies. Will be added to RTIP for construction project.
- Twin Lakes Chapter- Road Safety Audit, project in progress on contracting out to complete the RSA studies. Will be added to RTIP for construction project.
- Tohatchi Chapter- Road Safety Audit, project progress on contracting out to complete the RSA studies. Will be added to RTIP for construction project.
- Iyanbito Chapter- Received Local Government Road Fund, it would need more funding to complete the road improvements. Will be added to RTIP for road improvement Chip Sealing.
- Iyanbito Chapter- I-40 -Project is seeking funding for drainage improvement and overpass studies, design and construction to provide safe entering and existing I-40. Will be added to RTIP.
- Mariano Lake Chapter- Red Willow road in progress to complete the road improvement.

Proposed New Roadway Lighting Projects have no Planning, Designing or Construction funding, but the respective Chapters will be seeking funds to begin Road Safety Assessments, Design, and Construction: All these projects will be added to RTIPR for future funding of the projects.

- Smith Lake Chapter- Seeking RSA studies and street lighting at Hwy 371 & N49
- Crownpoint Chapter- Seeking RSA studies and street lighting at N9 & Hwy 371 intersection
- Becenti Chapter- Seeking RSA studies & Street lighting at Highway 371 & N9
- Coyote Canyon Chapter- Street lighting at Intersections of Highway 491 and N9, Milepost 15-15.5
- Whiterock Chapter- Seeking RSA & Street lighting at Highway 371 & store junction, chapter access roads
- Standing Rock Chapter- Seeking RSA & Street lighting at N9 & Chapter access road intersection.
- Little Water Chapter (Eastern)- Seeking RSA & Street lighting at Highway 371 and N7119
- Mexican Springs Chapter- Completing RSA, and seeking street lighting at Highway 491 & N30
- Naschitti Chapter- Completing RSA, and seeking street lighting at Highway 491 & Bus turnaround MP 32
- Tohatchi Chapter- Completing RSA and seeking street lighting at Highway 491 Milepost 22-24
- Twin Lakes Chapter- Completing RSA, and seeking street lighting at Highway 491 & Chapter access road/school access road, Milepost 13 – 13.5 and other lighting at Highway 491 & Giant store/Johnson road, Milepost 9.8 – 10.3

**New Mexico Department of Transportation Reports
(significant news only)**

RTPO Liaison (Neala Krueger)
Tribal Liaison (Ron Shutiva)
District 5 (James Mexia, Stephanie Medina)
District 6 (JoAnn Garcia; Bill Santiago)

Multimodal Planning & Programs Bureau – Neala Krueger

- Request an administrative amendment to roll over \$1,946.82 in remaining funds from 2021 to the 2022 budget at the December meeting. **Double check with Neala – by my records: \$2,212.30 (fed - \$1,769.84 / match - \$442.46)**
- The NWRTPO 4th Quarter Report is under review.
- Jessica Griffin is now the Planning Division Director; Joseph Moriority is the new Freight & Tech. Planning Supervisor, JoAnn Garcia is the new Multi-modal TAP/RTP Coordinator.
- The NMDOT 2045 Long Range Transportation Plan is now finalized and available on the NMDOT website.
- A new Pedestrian Safety Action Plan was adopted to commence implementation soon – find it on the NMDOT website.
- The New Mexico LTAP center provides technical assistance and trainings to support workforce development with the aim of helping local governments and municipalities across New Mexico meet their transportation needs.
<https://ltap.unm.edu/>
- A new Functional Classification Guide update has been completed – now available on the DOT website.

NMDOT Tribal Liaison – Ron Shutiva

- Ron reminded our members that 2019 LGTPF funded project completions are due June 30, 2022.
- Ron indicated that the 2021 Transportation Project Fund awarded a total of \$41 million to tribal entities statewide. Ron reminded members to pay attention to the “Buy America” guidelines.
- Ron indicated that Pueblo of Acoma may need to phase the NM124 project around required certifications.
- Ron asked how the Navajo RSA’s are coming along with the 2018 LGTPF deadline of June 30, 2022 coming up – for Twin Lakes, Mexican Springs, and Tohatchi Chapters.
- Ron is collaborating with UNM LTAP for funding opportunities – good training is forthcoming.
- The Navajo Nation is having issues with development of and industrial park along the NM118 corridor between Rehoboth and Churchrock. The Navajo Economic Development Dept. is now working with NMDOT Dist. 6 toward an industrial park on NM118 between Rehoboth and Churchrock.
- Ron is now on the LTAP Board.
- There’s a new Indian Highway Safety Grant out from the BIA.
- Reminding members to keep on top of deadlines for ICIP, TIF, and LGRF.
- **Transportation Project Fund: better to phase then have a shortfall on funding for proposed projects.**
- A national broadband project is establishing a broadband corridor along I-40, and will involve tribal discussion with Pueblos of Laguna and Acoma and Navajo Nation.
- NMDOT needs an update from Pueblo of Laguna for progress on Rainfall Road from the Local Govt. Road Fund.
- NM118 drainage analysis project is finally in progress as the Navajo Council is working on agreements with the local governments in the region of the study between Churchrock and Iyanbito; **need coordination with NDOT.**
- Ron indicated that the Laguna I-40 improvement project is moving forward from Exit 112 to 117.
- Ron is concerned about improvements needed for the US64 Shiprock School Zone corridor – NDOT is non-responsive, and support and input is needed from NDOT before the state moves forward with safety improvements.
- I-40 Safety projects are coming to the Laguna Acoma area, including the exit 114 bridge.
- Ron reported on the NM118 drainage analysis that took place between the Iyanbito and Ft. Wingate I-40 intersections at previous meetings. Ron indicated he feels that NM118 drainage issues remain unresolved to this day (in spite of two studies!) and the Navajo Nation DOT remains non-responsive!
- NMDOT is working with area Chapters for improvements on the US491 corridor from Shiprock to Colroado border.

NMDOT District 5 – James Mexia, Stephanie Medina

- Stephanie reminded of the five certifications required before projects are considered construction ready.

- **Stephanie concurred with Bill Santiago of DOT Dist. 6 regarding the impending deadline (Dec. 31) for LGRF projects – if you can't complete your project by that date, request an extension with a local govt. supporting resolution. Two Grey Hills Chapter may lose their LGRF project – please follow up with Larry Joe & Marco Sells!!**
- WHPacific is being contracted for a study on needed road and intersection improvements on US 64 – MP 0 – 20 (which includes the Shiprock School Zone). This project will be divided into two phases funded separately and referencing the District 5 HSIP plan for 2021 including a) primary / major Chapter or community intersections from Shiprock to the Arizona border and b) the Shiprock School Zone.
- The NM371 and N36 intersection near Northern Edge Casino is at 60% design; need ROW clearance / easement from NDOT.
- D-5 staff are managing project proposals for the 2021 Local Government Road Fund, and have received awards from the DOT General Office in Santa Fe for the next fiscal year.

NMDOT District 6 - JoAnn Garcia, Bill Santiago, Arif Kazmi

- **Local Govt. Road Fund – as Stephanie from District 5 mentioned, the 5 certifications are also required before LGRF projects are considered construction ready. Keep District 6 informed on progress – the time is now critical to request an extension amendment.**
- **Keep DOT District 6 staff informed on progress for the Transportation Project Fund. 5 certifications takes time – try to get these executed during this Winter season so you are construction ready in the Spring!!**
- **Bill Santiago: LGRF current cycle ends December 31, 2021 – if members don't anticipate being able to complete their projects by that date – request an extension by the end of October, along with a local govt. supporting resolution for the extension!**
- **Mike Neely is on board with NMDOT District 6 to assist the RTPO's participating in the District 6 region – include Mr. Neely on all communication.**
- **Lisa Vega is now the Director for DOT District 6, as Larry Maynard has retired.**
- **For Local Government Road Fund projects – the District needs certifications for all projects – many RTPO members are not following LGRF guidance for project development and are trying to close out projects without having reported progress to the DOT or following what the program requires – this could jeopardize funding, and DOT District 6 urges follow up with their staff. Have contractors apply to be on the State list as pre-qualified contractors. Using a non-state-qualified contractor could also jeopardize project funding!**

NEW BUSINESS/OPEN FLOOR: MEMBERS & GUESTS (5-minute limit) - None

ANNOUNCEMENTS & NEXT MEETING: No announcements – next meeting October 13, 2021 – virtual meeting via Microsoft Teams

ADJOURNMENT (11:40 am) Elroy Keetso – Pueblo of Laguna – motioned; and Judy Horacek – City of Grants seconded for adjournment Motion carried by acclamation.

MEETING ACTIONS:

Staff:

- **Orientations:** RTPO Orientations for Local Government Policy Board meetings were completed in August thru September, 2021.
- **Website:** update all important documents page and update Meeting schedule on Meetings page - **complete**
- **Program Guides:** post to website and circulate - **complete**
- **Transportation Project Fund Internal Deadlines:** Implementation – **complete** – all proposed projects have been approved and are now authorized to move forward.

MEMBERS:

- **Orientations:** complete
- **2019 LGTPF awarded projects:** due for completion by June 30, 2022

- **Annual RTPO Member Survey:** sent to members 9/14/21; Survey Monkey Link sent to members 9/29/21 – asking members to complete these for review at our November or December meeting.
- **Statewide Transportation Plan 2045** update – members encouraged to review

NMDOT:

- Remind Staff and RTPO Members of impending deadlines for various projects and deliverables



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Northwest Regional Transportation Planning Organization (NWRTPO)

Agenda Item #IV: Annual 5310 / 5311 Public Transportation Funding Application Evaluations

Subject: Annual Evaluative Ranking of public transportation provider
funding applications by the NWRTPO

Prepared by: Robert Kuipers

Date: 12/08/21

BACKGROUND

- **Why?** The NMDOT Transit & Rail Division has established an annual evaluation process for 5310 (limited mobility) and 5311 (public transit) public transportation applications, with standardized evaluation templates, for RTPO members to evaluate and rank.
- **Purpose.** The statewide RTPO's present the opportunity for a fair evaluative process for annual regional public transportation funding applications, representing regional stakeholders and the public. Evaluative ranking of proposed services has a minor impact upon the amount of funding each provider may receive.
- **Discussion/Finalization.** RTPO members will evaluatively rank this year's 5311 and 5310 public transportation funding applications, based on advance review of applications and provider presentations at the 12/08/21 meeting.

WORK TO DATE

- 5311 & 5310 public trans. applications along with evaluative templates were emailed to RTPO members in advance of the 12/08/21 meeting based on when they were forwarded from NMDOT Transit & Rail Division **and are available on the COG-RTPO website.**
- RTPO members have reviewed applications in advance of today's meeting and will hear the presentations from providers at this meeting, and submit evaluations on the templates provided.

ANTICIPATED WORK

- 5311& 5310 public trans. application presentations at the 12/08/21 meeting
- Submission of evaluations from RTPO members at the 12/08/21 meeting.
- Electronic submission of evaluations to NMDOT Transit and Rail by RTPO staff after 12/08/21 meeting

ATTACHMENTS

- 5311 and 5310 evaluative templates

BUDGET IMPACT

- No impact upon NWRTPO budget

ACTION ITEM

- This represents the formal evaluation of annual public transportation funding applications for the NWRTPO region for FFY2023 funding.

5311 and one 5310 public transportation applications for review and scoring at our December 8 virtual meeting.

Robert Kuipers <rkuipers@nwnmcog.org>

Tue 11/23/2021 11:07 AM

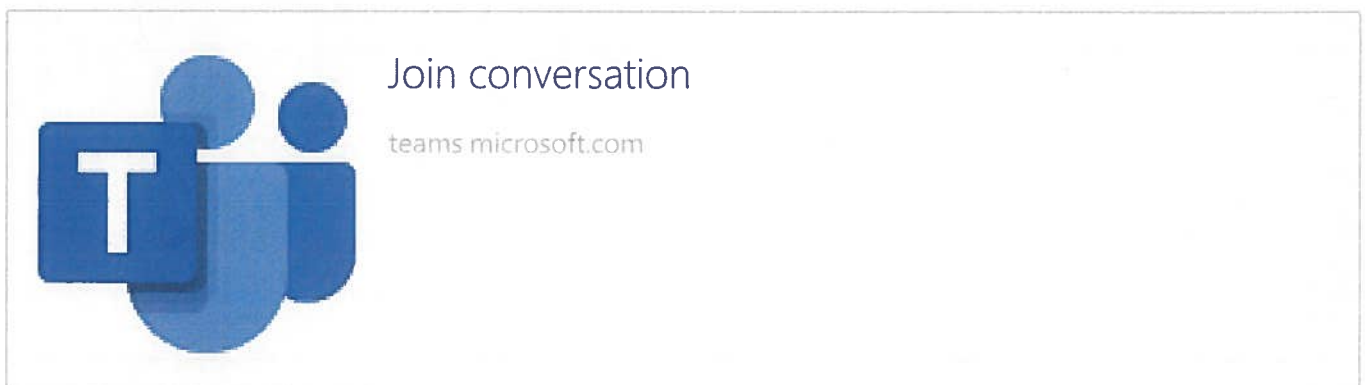
To: edward.salazar@co.cibola.nm.us <edward.salazar@co.cibola.nm.us>; Rodney Skersick <rskersick@co.mckinley.nm.us>; Nick Porell <nporell@sjcounty.net>; Strain, Clyde <cstrain@gallupnm.gov>; Donald Jaramillo <projects@grantsnm.gov>; manager@villageofmilan.com <manager@villageofmilan.com>; milanclerk@villageofmilan.com <milanclerk@villageofmilan.com>; Larry Joe <ljoe@navajodot.org>; Marco Sells <msells@navajodot.org>; Elroy Keetso <ekeetso@pol-nsn.gov>; Royce.Gchachu@ashiwi.org <Royce.Gchachu@ashiwi.org>; Dorothy Claw <DorothyClaw@ramahnavajo.org>

Cc: jphoracek <jphoracek@co.cibola.nm.us>; Mindi Macias <mindi.macias@co.mckinley.nm.us>; Alicia Santiago <asantiago@gallupnm.gov>; Felix Gonzales <mayorgonzales@villageofmilan.com>; Margie Begay <mbegay@navajodot.org>; Roxann Hughte <Roxann.Hughte@ashiwi.org>; TomMartine@ramahnavajo.org <TomMartine@ramahnavajo.org>; Krueger, Neala, NMDOT <Neala.Krueger@state.nm.us>; Shutiva, Ron, NMDOT <ron.shutiva@state.nm.us>; Garcia2, JoAnn, NMDOT <joann.garcia2@state.nm.us>; Santiago, Bill, NMDOT <Bill.Santiago@state.nm.us>; Kazmi, Arif, NMDOT <Arif.Kazmi@state.nm.us>; Mexia, James, NMDOT <james.mexia@state.nm.us>; Medina, Stephanie, NMDOT <stephanie.medina@state.nm.us>; director@gallupexpress.com <director@gallupexpress.com>; ymooney@pol-nsn.gov <ymooney@pol-nsn.gov>; rdillard@pol-nsn.gov <rdillard@pol-nsn.gov>; tjim@navajodot.org <tjim@navajodot.org>; fglynch@navajo-nsn.gov <fglynch@navajo-nsn.gov>; Todd.Naktewa@ashiwi.org <todd.naktewa@ashiwi.org>; rockin66@villageofmilan.com <rockin66@villageofmilan.com>; sbarela@sfrecovery.org <sbarela@sfrecovery.org>; davisinnovates@gmail.com <davisinnovates@gmail.com>; Evan Williams <ewilliams@nwnmcog.org>

Good morning RTPO members and regional public transportation colleagues:

The NWRTPO will undertake our annual evaluation and prioritization of public transportation funding applications for FFY2023 at our December RTPO meeting. For our public transportation colleagues, the link to join the virtual meeting is cited below; most of our members are accustomed to joining the meeting from the Microsoft Teams Calendar.

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTgwYTc4ZjEtZTZmZC00MTY2LWlwZDAtY2IzODYxMGYxMGE2%40thread.v2/0?context=%7b%22Tid%22%3a%22ac1bdbe5-02dd-45c2-b287-aea7a2fff1e2%22%2c%22Oid%22%3a%22d8802866-7a90-4771-8d53-7e33cefdb77c%22%7d



Otherwise, 5311 and 5310 public transportation providers can participate in the meeting here at the NWNM Council of Governments on December 8. We will get to 5311 and one 5310 presentations early in the meeting which officially begins at 10:00 am - but usually doesn't start until about 10:15 after all our members log in. So typically the 5311 and 5310 presentations commence around 10:30 am. We ask each of our public transportation colleagues to limit their

presentations to 10 minutes or less. Most of our RTPO members will have already reviewed the applications in advance of the meeting.

Beside emailing each application to our members for review, they can also be found on our MS Teams website:

go to / click on "Files", then under "Cloud Storage" click on "One Drive"; and open the FFY2022 Public Transit

Evaluation file to view all the applications. The only one I'm still waiting on that should arrive tomorrow is the

Gallup Express application. Some of these applications may be too large (megabytes) to receive via email for some

of our members, so the MS Teams site option will allow you to review these applications in advance of our Dec. 8 meeting.

To join the meeting for our public transit colleagues - once you log into the Teams website, close the login site that

appears; then click on "continue on this browser" and go to the calendar and click on the meeting on December 8.

I will commence sending the applications to our members - one at a time right after this email (but not to DOT colleagues).

Robert Kuipers, RTPO Program Manager
Northwest NM Council of Governments

"Over 45 years of moving the region forward"

(505) 722-4237

rkuipers@nwnmcog.org

APPENDIX E

REGIONAL PRIORITIZATION EVALUATION MEASURES/CRITERIA TO BE USED BY REGIONAL PLANNING ORGANIZATIONS AND APPLICANTS

FOR 49 U.S.C. SECTION 5310 APPLICATIONS ONLY

§5310: Transportation for Elderly Individuals and Individuals with Disabilities

1. Planning and Coordination:

- Does Applicant coordinate services with other disabled and elderly providers?
- Do they have a plan for anticipated disabled and elderly growth in the community?
- Is the project included in the RPO/MPO Coordinated Public Transit Human Services Transportation Plan?

2. Regional Need and Justification:

- Does applicant serve regional market demands?
- Is there a clear and defined need for this service?

3. Maintenance, Safety, and ADA:

- Does the applicant have comprehensive maintenance plan?
- Do they have someone trained to recognize maintenance concerns?
- Are applicants drivers trained in passenger safety and sensitivity?
Wheelchair lift operations?

APPENDIX E

REGIONAL PRIORITIZATION EVALUATION MEASURES/CRITERIA TO BE USED BY REGIONAL
PLANNING ORGANIZATIONS AND APPLICANTS

FOR 49 U.S.C. SECTION 5310 APPLICATIONS ONLY

Name of Applicant: _____

§5310: Transportation for Elderly Individuals and Individuals with Disabilities

Please circle score as applicable: _____

1. Planning and Coordination: HIGH

Medium high
MEDIUM
Medium Low
LOW

2. Regional Need and Justification: HIGH

Medium high
MEDIUM
Medium Low
LOW

3. Maintenance, Safety, and ADA: HIGH

Medium high
MEDIUM
Medium Low
LOW

REGIONAL PRIORITIZATION EVALUATION MEASURES/CRITERIA TO BE USED BY REGIONAL
PLANNING ORGANIZATIONS AND APPLICANTS

FOR 49 U.S.C. SECTION 5311 APPLICATIONS ONLY

§5311: Rural Public Transit

1. Rural Public Transportation Planning and Regional Coordination:

- Does the applicant have a short/long term transit plan?
- Is this plan adopted by the applicants governing body?
- Is there coordination with other transit systems and other modes of transportation, including tribal entities?
- Is ongoing funding part of the plan?
- Has a formal process been established for public input?

2. Regional Need and Justification for the System:

- Does a regional transit/transportation plan exist that includes this service? If not, what is the basis for the need for this service?
- Does a regional need exist to serve the demand in this area?
- How strong is the need to continue/begin this system?

3. Level of marketing of the Transit System - Public Served (ridership):

- Does the transit system have a marketing plan?
- Has it been implemented?
- Is there a clear direction to increase ridership?
Including paratransit?

REGIONAL PRIORITIZATION EVALUATION MEASURES/CRITERIA TO BE USED BY REGIONAL
PLANNING ORGANIZATIONS AND APPLICANTS

FOR 49 U.S.C. SECTION 5311 APPLICATIONS ONLY

Name of Applicant: _____

§5311: Rural Public Transit

Please circle score as applicable:

1. Rural Public Transportation Planning and Regional Coordination:

HIGH

Medium high

MEDIUM

Medium Low

LOW

2. Regional Need and Justification for the System:

HIGH

Medium high

MEDIUM

Medium Low

LOW

3. Level of marketing of the Transit System - Public Served (ridership):

HIGH

Medium high

MEDIUM

Medium Low

LOW



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**Northwest Regional Transportation Planning Organization
(NWRTPO)**

Agenda Item #V: Roadway Project Prioritization

Subject: Members to prioritize their #1 Roadway Project for the RTIPR

Prepared for: Ongoing development of our FFY2022 RTIPR

Date: 11/24/21

BACKGROUND

- **Why?** Typically the NWRTPO prioritizes projects in the Roadway, Bridge, TAP, RTP and CMAQ sections of the RTIPR. This year we don't have too many competing projects in any section but the Roadway section; therefore we're asking our members to submit their #1 priority Roadway project, which will compete via a standardized questionnaire for prioritization; all other Roadway project submissions will be listed below without priority.
- **Purpose.** To assure competitive opportunity for funding for each of our member government's top priority roadway project.
- **Discussion/Finalization.** Members to submit their top priority project in advance of our November 10 meeting.

CURRENT WORK

- Members to complete questionnaire for prioritization of top priority roadway projects.

ANTICIPATED WORK

- RTPO members will prioritize via Survey Monkey prior to January RTPO meeting for final prioritization.

ATTACHMENTS

- Roadway Project Prioritization Questionnaire
- 2022 RTIPR Guide

BUDGET IMPACT

- None

ACTION ITEM

- N/A

FFY 2022 RTIPR Roadway Project Prioritization Review

RTPO members, for all those who are submitting roadway projects, please answer the following questions:

1: Location of Project:

2) Local/Regional Need for Project:

3) Anticipated impact(s) for your community or region:

4) Consistency with our 2020 Regional Transportation Plan (available on COG RTPO website) **and any other local plans** (ICIP, CDBG, Comprehensive, etc.):

5) Anticipated Cost:

6) Match Availability:

7) Readiness (construction or phase):

NWRTPO #1 Roadway Projects:

| Member Government | ✓ Submitted Prioritization Questions |
|---|---|
| Cibola County: CR24 Elkins Road | ✓ |
| McKinley County: CR43 Superman Canyon Road | ✓ |
| San Juan County: | No submission |
| City of Gallup: East Nizhoni Blvd. | ✓ |
| City of Grants: Nimitz Drive | ✓ |
| Village of Milan: Motel Drive | ✓ |
| Northern Navajo: NM371 – N5 Intersection (Burnham Chapter) | ✓ |
| Eastern Navajo: N474 – Ojo Encino Chapter | ✓ |
| Ramah Navajo: BIA 125 – MP 0 – 2.0 | ✓ |
| Pueblo of Acoma: Extend NM124 | ✓ |
| Pueblo of Laguna: | No submission |
| Pueblo of Zuni: no projects submitted this cycle | No submission |

2022 RTIPR Guide:

Roadway:

- Ramah: NM53 / BIA 125 Intersection improvement - \$418,090.00
- Ramah: BIA 125 MP 0 – 2 - \$2,689,487.00
- Northern Navajo: N5010 Reconstruction – Sanostee Chapter (5 miles) - \$2,200,000.00
- Northern Navajo: NM371 / N-5 intersection RSA – Burnham Chapter - \$500,000.00
- Eastern Navajo: N474 (BIA) Road – Ojo Encino Chapter – road reconstruction 5 mi. \$5,000,000.00
- Milan: Motel Drive & Drainage Improvements – road, pedestrian & drainage - \$1,200,000.00
- Milan: Willow Drive full depth reconstruction - \$1,600,000.00
- Milan: Mill Road and Rail Crossing Improvements - \$1,500,000.00
- Acoma Pueblo: SP38 Haaku Road Reconstruction – preliminary engineering & construction – 12.4 miles to prolong roadway life and mitigate flooding issues - \$25,596,500.00
- Acoma Pueblo: SR124 Frontage Road: Extend NM124 from the current I-40 underpass, to the NM117 I-40 overpass, eliminating the underpass - \$1,550,000.00
- McKinley: CR1 Road repairs - \$500,000.00
- McKinley: CR-5A Manuelito Canyon Road – address drainage issues, reposition and repair road sections - \$800,000.00
- McKinley: CR77 “Becenti Trail” – resurface / chip seal 3 miles NM566 to MM3 - \$600,000.00
- McKinley: Red Mesa Bluff road to Solid Waste Authority – resurface, and preliminary design to extend road to the Prewitt Industrial Park - \$400,000.00
- McKinley: CR43 – Superman Canyon Road and Bridges - Road improvements and installation of culvert bridges for this corridor - \$2,500,000.00
- Cibola: C-24 Elkins Road – PER, Utilities, ROW, Construction 1.8 miles - \$3,000,000.00
- Grants: Nimitz Drive – full depth reconstruction of Nimitz Drive - .3 mi. incl. curb & gutter, sidewalks, drainage improvements - \$1,200,000.00
- Gallup: East Nizhoni Blvd. Reconstruction – including ADA compliant sidewalks, curb & gutter, storm drainage, mill and overlay from 2nd Street to College Avenue, including under / over street utilities - \$4,053,137.00
- Gallup: West Aztec Ave. reconstruction and storm drainage – implement storm drainage improvement while reconstructing west Aztec Avenue – about .5 miles - \$1,300,000.00
- Gallup: West Logan Ave. street and drainage improvement – reconstruct street, curb & gutter, utilities, drainage and other infrastructure improvements to west Logan Ave. from 6th to 7th streets - \$450,000.00
- **TOTAL: \$57,057,214**

Bridges:

- Milan: Airport Road Bridge Reconstruction - \$1,800,000.00 – funded thru TPF
- Milan: Stanley Road & Bridge Improvement (incl. pedestrian accommodation) - \$5,000,000.00
- Milan: NM605 Bridge Reconstruction - (incl. pedestrian accommodation) - \$3,000,000.00
- Cibola: C-5 Moquino Bridge Replacement - \$1,000,000.00
- Cibola: CR-1 Marquez Road Phase 2 Bridge Replacement – phase 1 funded for \$1,250,000 thru the NM Transportation Project Fund. Due to the magnitude of this project a second phase is required for completion – requesting: \$2,000,000.00

- Acoma Pueblo: SP36 Mesa Hill Bridge & Road Extension (over BNSF Railroad and Rio San Jose River) - \$30,000,000.00 (*this will obviously involve joint private & public sector investment, and seeking major federal funding opportunities.*)
- Grants: Reconstruct Anderman Street Bridge - \$300,000.00
- Laguna Pueblo: I-40 new bridge overpass to L-24 road (now a box culvert underpass) to accommodate safer vehicle and bike / pedestrian passage - \$13,899,768 – required match at \$2,023,806.20; Tribe offering \$880,348 + \$3,070,000 from other sources which would exceed the required match. However these PPF financial figures will need a clearer explanation on sources.
- **TOTAL: \$55,199,768**

Planning & Studies:

- Northern Navajo: San Juan County CR8890 – Whiterock Chapter Clearances and Preliminary Engineering – 5 miles - \$150,000.00
- Eastern Navajo: N7124 (BIA) Road Preliminary Engineering, clearances, drainage studies & ROW for bridge replacement - \$1,000,000.00
- Cibola: CR42 Chain of Craters Back Country Byway – Preliminary Engineering - \$100,000.00 (25% match offered)
- McKinley: CR19 at NM122 Intersection and Rail Crossing: Preliminary Engineering, Planning and Design to improve this intersection for the Prewitt Industrial Park - \$500,000.00 (*This project could qualify for HSIP as well.*)
- Grants: Grants Arroyo Trail – planning and preliminary engineering for 1 mile of trail along this watershed from Nimitz Dr. to Roosevelt Ave. - \$160,000.00
- Grants: NM122 (Route 66 / Santa Fe Ave.) – planning and preliminary engineering for 2.75 miles of improvements to this corridor from NM117 to NM53, including street repair, land scaping and pedestrian / bike infrastructure to revitalize this main-street corridor - \$1,500,000.00
- Grants: NM547 Shoulder Improvements – Planning and preliminary Engineering to improve shoulders along Lobo Canyon Road (NM547) 1.75 mi. for bike and pedestrian access to the Continental Divide Trail head - \$200,000.00
- Grants: Sakelares Blvd. – Planning and preliminary engineering to reconstruct Sakelares Blvd. from NM122 (Rt. 66) to NM547 (Lobo Canyon Road) 2.7 mi. including bike and pedestrian infrastructure - \$1,000,000.00
- Grants: 2nd Street Shared Path Loop – Planning, preliminary engineering and design for a 12 foot wide 1.1 mile asphalt trail from the 2nd Street / Roosevelt Ave. intersection around the school to the 2nd Street / Rio San Jose intersection - \$160,000.00
- **TOTAL: \$4,770,000**

TAP: (Transportation Alternative Program)

- Acoma Pueblo: SP32 Pinsbaari Drive – preliminary engineering and construction for a 5.3 mile separated bike & pedestrian trail along Pinsbaari Drive - \$920,000.00
- Grants: 2nd Street Shared Path Loop – Planning, preliminary engineering and design for a 12 foot wide 1.1 mile asphalt trail from the 2nd Street / Roosevelt Ave. intersection around the school to the 2nd Street / Rio San Jose intersection - \$160,000.00
- Laguna Pueblo: NM124 Bike & Pedestrian (separated?) path from NM279 intersection to Rio San Jose – (1.2 miles) - \$832,689.00 – this could also be funded by Recreational Trails.

- Laguna Pueblo: NM279 Bike & Pedestrian (separated?) path from NM124 intersection to MP9.5 (9.5 miles) - \$1,817,564.00 – this could also be funded by Recreational Trails.
- Laguna Pueblo: NM124 Bike & Pedestrian (separated?) path from Seama to Paraje – (2.8 miles) - \$1,200,000.00 – this could also be funded by Recreational Trails.
- **TOTAL: \$4,930,253**

RTP: (Recreational Trails Program)

- Cibola: ZMTP - Ojo Redondo Trail and McKinley Connector - \$614,000.00
- Cibola: ZMTP – Bluewater Trail - \$985,000
- McKinley: High Dessert Trailhead relocation - \$650,000.00
- Gallup: Northside Trail System & Outdoor Mecca – purchase 6,000 acres of available property and develop motorized, non-motorized and shared use trails. This will include a visible trailhead from I-40. - \$21,000,000.00 (*this will obviously involve joint private & public sector investment, and seeking major federal funding opportunities.*)
- **TOTAL: \$23,249,000**

CMAQ: (Congestion Mitigation / Air Quality)

- Gallup: Nizhoni Road Diet – 3,000 linear feet / .55 mile; road diet and major reconstruction in four phases - **\$4,053,137.00 (TOTAL)**

FLAP: (Federal Lands Access Program)

- **NM547/Lobo Canyon Road – shoulder improvement to Cont. Divide Trailhead for bike/pedestrians ?**
– Depends on if Cibola wants to sponsor?

HSIP: (Highway Safety Improvement Program)

- Acoma Pueblo: SP30 Pueblo Road – signage & re-striping – 10 miles - **\$800,000.00 (TOTAL)**

TPF: (Transportation Project Fund)

- Cibola: C-34 Pine Hill Road Improvement 9.7 miles – Transportation Project Fund - \$1,000,000.00 (next round)
- Cibola: CR1 Bridge & Road Repair - \$1,250,000.00 – **funded thru TPF**
- Ramah: BIA Rt. 145 - \$575,000.00 and BIA Rt. 195 - \$895,116.00 – **funded thru TPF**
- Northern Navajo: Shiprock Farm Road double chipseal 4.4 mi - \$1,200,000.00 – **funded thru TPF**
- Eastern Navajo: West Tsayatoh Road - \$2,450,000.00 – **funded thru TPF**
- Milan: Airport Road Bridge Reconstruction - \$1,800,000.00 – **funded thru TPF**
- Gallup: Coal Ave Commons phase 2 – Second Street to First Street (intersections) – complete reconstruction of downtown corridor to create a more inviting and revitalized downtown accommodating traffic and pedestrians - \$3,500,000.00 – **funded thru TPF.**
- Grants: Sakelares Blvd. Design - \$575,000.00 and Washington Ave. & Drainage - \$2,179,312.00 – **funded thru TPF.**
- McKinley: Superman Canyon Road Bridges - \$2,000,000.00 – **funded thru TPF.**
- Pueblo of Acoma: State Road 124 Frontage Road extension - \$1,550,000.00 – **funded thru TPF.**
- **TOTAL: \$17,399,428 – funded / Next Round: \$1,000,000 requested (so far . . .)**

Grand Total – FFY2022 RTIPR: \$151,059,372



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NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

**Northwest Regional Transportation Planning Organization
(NWRTPO)**

Agenda Item #VI: Informal Admin. Amendment – carry over FFY2021 remaining funds

Subject: Staff will present administrative amendment to carry over 2021 funds

Prepared for: December 8 RTPO Meeting

Date: 11/24/21

BACKGROUND

- **Why?** Each fiscal year if the RTPO has remaining unspent funds within a biennial authorized period from NMDOT, these can be carried over into the following fiscal year period.
- **Purpose.** To present to RTPO members funds carried over from FFY2021 to FFY2022
- **Discussion/Finalization.** NWRTPO staff will request to carry over FFY2021 remaining funds at \$1,769.84 to accommodate personnel costs, as staff exceeded programmed hours in 2021.

CURRENT WORK

- Amendment Request has been submitted to NMDOT

ANTICIPATED WORK

- Anticipate hearing back from NMDOT with approval for carry over funds.

ATTACHMENTS

- Amendment Request Form

BUDGET IMPACT

- Increases / benefits available staff hours

ACTION ITEM

- N/A – *this is an informal amendment request*



MPO/RTPO Work Program Amendment Request Form

This form is for MPO/RTPO Planners to submit a request for an amendment to either an approved Unified Planning Work Program (UPWP) or Regional Work Program (RWP). Please refer to the appropriate section in the Planning Procedures Manual (PPM) for information regarding Work Program amendments and the Month-by-Month Work Program and PPM Timeline (calendar) for due dates.

Please complete the following information and submit the completed form to your NMDOT Government to Government Planning Liaison via email. Include a copy of a complete, revised work program narrative and budget.

| | | | |
|------------------------------|---|--|---------|
| Date: | 10/18/2021 | | |
| Entity: | Northwest N.M. Regional Transportation Planning Organization (NWRTPO) | | |
| Contact Name: | Robert Kuipers | | |
| UPWP/RWP Amendment #: | 1 | FHWA funded, Control #: | P621010 |
| | | FTA funded, Federal Award ID #: | |

| Staff Hours or Budget Line Items being changed (indicate Task # or Budget Category. Add rows as needed) | Current Budgeted Amount | Revised Amount | Percent Change | Brief Description of Change |
|---|-------------------------|----------------|----------------|--|
| RTPO Personnel | \$54,070.00 | \$55,839.84 | +3.169% | Carrying over remaining funding from FFY2021 (\$1,769.84) to FFY2022 |

Please indicate if amendment is administrative or formal (if formal, proposed or board-approved) and provide detailed justification based upon requirements in the PPM.

| Amendment Type (1. Administrative, 2. Formal – proposed, or 3. Formal – board approved) | Justification |
|---|--|
| 1) Administrative | Rolling over remaining funding from FFY2021 to FFY2022 |

Approval by MPO/RTPO Boards (only required for formal amendments):

| Review Committee/Board | Date of Anticipated Approval (for proposed) or Date Approved (for board approved) |
|----------------------------|---|
| Technical Committee/Board: | N/A |
| Policy Committee/Board: | N/A |

For NMDOT use only.

| | |
|--|--|
| Received by Planning Liaison (name): | |
| Date: | |
| Recommendation of Planning Liaison: | |
| Transit Bureau Recommendation, if applicable: | |
| <i>For Formal Amendments Only:</i> | |
| Received by MPPB Chief on date: | |
| Action (Amend #): | |



Northwest New Mexico Council of Governments

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NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

Northwest Regional Transportation Planning Organization (NWRTPO)

Agenda Item VII: Approval / Authorization of Annual NWRTPO Governing Documents

Subject: Authorization of Governing Documents and RTPO Leaders – most of which were updated in FFY18-19, incl. Open Meetings Act Resolution, Title VI Plan, Public Participation Plan, Bylaws, Member Roster. These governing documents received minor updates in 2020 - 2021; there are no updates proposed at this time; we are simply undertaking re-authorization for the upcoming year.

Prepared by: Robert Kuipers

Date: 1/12/22

BACKGROUND

- **Why?** The NWRTPO is an organization of transportation representatives from rural tribal, community and county governments, who formally represent the interests and intent of their respective jurisdictions for transportation development in collaboration with the NMDOT. These documents govern the function of the NWRTPO, to assure proper procedure and protocol, adequate public involvement, consideration toward multi-modal / equal access for all citizens, and fair representation of local rural governments in the pursuit of transportation resources and development of infrastructure.
- **Purpose.** Members will vote to approve and authorize these documents for the year ahead at our January 12, 2022 meeting.
- **Discussion/Finalization.** These governing documents will guide the function and service of the NWRTPO going forward.

WORK TO DATE

- Most of these documents were updated during the course of FFY2020 - 2021, so members are already familiar with them.

ANTICIPATED WORK

- Members will consider approval and authorization of these governing documents for ongoing RTPO function and service for the year ahead at our January meeting.

ATTACHMENTS

- Open Meetings Act Resolution, Title VI Plan, Public Participation Plan, Bylaws, Member Roster

BUDGET IMPACT

- none

ACTION ITEM

- action for approval and authorization of RTPO Governing Documents

FFY2022 BYLAWS
of the
Northwest Regional Transportation Planning Organization
(NWRTPO)

ARTICLE I
NAME & STATUS

- A.** The Northwest Regional Transportation Planning Organization (NWRTPO) is the designated name of the organization.
- B.** The organization shall be considered a quasi-governmental association formed for the purposes outlined herein below.
- C.** The NWRTPO was established in 1993 by the Northwest New Mexico Council of Governments under the mandate, authority and recognition of the New Mexico Department of Transportation (NMDOT) as an inter-agency regional collaborative to assist the State of New Mexico in meeting federal requirements for consultation and cooperation with local and tribal elected officials and their communities in planning, prioritizing and funding transportation projects and initiatives.
- D.** The geographic area served by the NWRTPO is established as Cibola, McKinley and San Juan Counties in northwestern New Mexico.

ARTICLE II
PURPOSES, GOALS AND FUNCTIONS

A. PURPOSE

- 1. The overarching purpose of the NWRTPO is to foster multimodal transportation development as a means for achieving and enhancing quality of place, quality of life, mobility, and economic security for the citizens and communities of northwestern New Mexico.
- 2. In alignment with the primary mandates of the NMDOT, the NWRTPO is charged with maintaining a continuous, cooperative and comprehensive transportation planning process that results in plans and programs that consider all transportation modes and support community & economic development and social goals.
- 3. These plans and programs, in turn, are to lead to the development and operation of an integrated, intermodal transportation system that facilitates the safe, efficient, economic movement of people and goods.

B. GOALS

In service to its general purposes, the NWRTPO shall:

1. Serve as a regional forum that analyzes transportation needs and opportunities, formulates comprehensive and specific plans and strategies for efficient and sustainable transportation development, and elicits, evaluates and submits to NMDOT and other agencies informed, ranked and prioritized recommendations for multimodal transportation and enhancement project development in the region;
2. Ensure substantial consultation with and input from the elected officials of the region's local and tribal governments regarding transportation needs, plans, projects and funding priorities;
3. Promote the implementation of an efficient, safe, functional and accessible transportation network in McKinley, Cibola and San Juan Counties.
4. Ensure compliance with all applicable federal and state laws, rules and regulations.
5. Lead and facilitate cross-jurisdictional consultation, cooperation and collaboration among the counties, municipalities, Native American tribes and NMDOT Districts of the region in strategically planning, prioritizing and securing resources for effective multimodal transportation development in service to the mobility, quality of life and economic security of the citizens of northwestern New Mexico.

C. FUNCTIONS

To achieve the organization's purposes and goals, the NWRTPO shall engage in the following functions:

1. Establish and administer policy for the initial submission of proposed federally funded surface transportation projects.
2. Establish a continuous, multi-year prioritization process for the review, rating and ranking of proposed transportation projects for the Statewide Transportation Improvement Program (STIP), Federal and State grant and loan programs, or other funding programs as designated in the future.
3. Establish an annual review of existing programmed projects for reprioritizing based on regional, state, and federal transportation priorities and agreed upon process and criteria.
4. Determine the viability of and prioritize transportation projects from a regional perspective. Provide support and technical assistance to participating local governments for more effective development of local transportation projects.

5. Support cross-jurisdictional collaboration, encourage creative funding strategies, and provide a framework for coordinated development of multi-modal transportation among local governments in the NWRTPO planning area.
6. Establish the membership and voting criteria of the NWRTPO.
7. Act as the regional focal point for public involvement in the statewide planning process, and strengthen communication and transparency between NMDOT and local governments participating in the NWRTPO.
8. Provide periodic review and updating of the NWRTPO Long-Range Transportation Plan, which is used as a guide for informing regional transportation priorities and goals.
9. Facilitate transportation-related training and information sharing among NWRTPO members.
10. In collaboration with the NMDOT, increase and strengthen the viability and role of the NWRTPO and its fellow regional transportation planning organizations as an effective planning, development, and change agents for regional multimodal transportation mobility, and sustainability for rural transportation infrastructure, services, programs, and funding.

ARTICLE III MEMBERSHIP

A. BOUNDARIES

The NWRTPO service area encompasses McKinley, Cibola and San Juan counties in northwestern New Mexico.

B. LOCAL GOVERNMENTAL MEMBERS

The governmental jurisdictions comprising the membership of the NWRTPO shall include:

1. The Counties of Cibola, McKinley and San Juan;
2. The municipalities of Gallup, Grants, and Milan; and
3. The Tribal Nations of Navajo Nation, Pueblo of Acoma, Pueblo of Laguna, and Pueblo of Zuni.

C. TECHNICAL MEMBERS:

1. The New Mexico Department of Transportation (NMDOT) shall be considered a technical advisory member, serving an *ex-officio* and nonvoting role with representatives including staff from the Government to Government Unit, Transportation Districts 5 & 6, and other divisions and programs as appropriate.

2. The cities of Farmington, Aztec, and Bloomfield are part of the Farmington Metropolitan Planning Organization (MPO), which also includes San Juan County. The MPO and RTPO are cooperating partners in regional transportation development.

D. GOVERNING STRUCTURE

1. Joint Technical/Policy Committee: There shall be established a Joint Technical/Policy Committee (JTPC), which shall be comprised of representatives from each of the local and tribal members of the NWRTPPO, which shall engage in the inter-agency consultative and collaborative functions of the organization, and which shall actualize, oversee and guide the work program of the NWRTPPO.
2. Appointments: Each municipal, county and tribal government within the NWRTPPO service area shall elect or appoint a member and an alternate to serve on the Joint Technical/Policy Committee.
 - 2.1 In its policy capacity, the NWRTPPO representatives shall be authorized to represent their respective governments' interests in policy decisions affecting regional transportation, and are responsible for informing and engaging their respective governmental authorities in the regional transportation policy process.
 - 2.2 Names and contact information of Committee members and alternates can be updated and submitted as needed throughout the year in writing to the NWRTPPO staff using the RTPO member appointment form.
3. Voting:
 - 3.1 Voting privileges shall be accorded and restricted to the duly appointed members or alternates of the Joint Technical/Policy Committee.
 - 3.2 When votes are taken, tallied and recorded in connection with a Committee action, each member entity shall be accorded one (1) vote.
4. Attendance: In order to encourage participation and prevent cancellation of meetings due to lack of quorum, if any local government representative misses three (3) consecutive meetings, the Committee may seek to replace that representative on the Committee, in consultation with the local or tribal appointing entity.
5. Term: Members and alternates may serve at the discretion of their local governing body for an indefinite timeframe, provided that:
 - 5.1 The members and alternatives shall be appointed or re-appointed annually; and
 - 5.2 Biennial election or reconfirmation of Committee officers shall take place.

ARTICLE IV
DUTIES OF THE JOINT TECHNICAL/POLICY COMMITTEE

- A.** The Joint Technical/Policy Committee (JTPC) receives transportation project applications via member submission of such forms as are devised and required by the RTPO and NMDOT, reviews and rates the projects for inclusion in the Regional Transportation Improvement Program Recommendations (RTIPR) document, and submits the RTIPR to the New Mexico Department of Transportation on at least a biennial basis or as otherwise required by the Department.
- B.** The JTPC reviews, rates, and ranks all funding program projects on at least a biennial basis and submits these to the appropriate NMDOT Office. This includes a biennial (minimally) RTIPR ranking process as well as transportation alternatives; an annual evaluative process for public transportation, and review of other programs as requested by NMDOT.
- C.** JTPC members are responsible for identifying potential transportation projects on behalf of local communities within the area of governance they serve, representing and discussing these projects with the NWRTPO Planner and NMDOT District representatives, and submitting projects for formal inclusion in the Transportation Improvement Plans of the region and state. JTPC members are also responsible for attending monthly RTPO meetings and collaborating with the RTPO Planner and NMDOT personnel regarding the progress and status of transportation development and maintenance projects within their respective jurisdictions.
- D.** In its policy capacity, the JTPC will review, approve and authorize the following roles and services of the NWRTPO on an annual basis:
- The annual work program for the NWRTPO, in consultation with the Northwest New Mexico Council of Governments and NMDOT;
 - Acceptance or reconfirmation of member appointments of representatives to the Joint Technical/Policy Committee;
 - Review and finalization of the prioritization and ranking of proposed projects in the Regional Transportation Improvement Program (RTIP), for submission to the NMDOT; and
 - Review and authorization of proposed actions by the NWRTPO that bear a significant impact upon participating member governments, beyond the routine services provided by the NWRTPO for transportation development and maintenance.
- E.** Both regular and special policy actions shall engage a process through which the requested action is presented at an initial monthly meeting, after which the RTPO members submit the proposed action and their recommendations through their respective governments' leadership, and bring back their vote for action on the proposed policy action at the following month's

meeting. This process assures adequate review and equitable participation on behalf of all participating governments.

- F. The JTPC may appoint subcommittees and task forces as needed to enhance the functioning and productivity of the NWRTPO.

ARTICLE V OFFICERS

A. ESTABLISHMENT

Committee Officers shall be considered officers of the NWRTPO association, consisting of a Chairperson and Vice-Chairperson elected by the voting members of the Joint Technical/Policy Committee to serve for two (2) calendar years, from January to December of each year. Elections or term renewal shall take place at the first meeting prior annually.

B. REMOVAL

The Committee officers may be removed by annual election, resignation, or by appointing member governments (i.e., when the officer no longer represents his/her member government). In the event that the Chair resigns or is removed, the Vice-Chair shall assume the role of Chairperson, and a new Vice-Chair shall be appointed.

C. DUTIES OF OFFICERS

1. Chairperson

- a. The Chairperson presides at all committee meetings. The Chairperson directs the business of the committee and establishes standing and ad hoc sub-committees to focus on specific areas of concern.
- b. The Chairperson is an *ex officio* member of all standing sub-committees.
- c. The Chairperson provides as appropriate a written and/or oral summary of sub-committee reports to the membership at RTPO committee meetings.
- d. The Chairperson collaborates with the RTPO Planner to ensure that protocol and regulations for public notice and membership notice (including agendas and minutes) for all RTPO meetings are adhered to.

2. Vice-Chairperson

- a. The Vice-Chairperson presides at all meetings at which the Chairperson is absent and performs all duties for which the Chairperson is responsible. If neither is present, the RTPPO Planner or another member will be selected as temporary leader for the floor.
- b. It is the preference that the Vice Chair succeeds to the Chair position. However, the NWRTPPO Committee shall reserve the right to recommend that the Vice Chair not succeed to the Chair's position at the end of the term, and may choose to elect an alternative member.
- c. If the Chairperson resigns or is no longer eligible to be a member of the RTPPO Committee, the Vice Chairperson will serve as Chair until an election is held.

**ARTICLE VI
STAFF SUPPORT**

A. CONTRACTED SERVICES

Under contract with the New Mexico Department of Transportation (NMDOT), the Northwest New Mexico Council of Governments (NWNMCOG) will hire and supervise a NWRTPPO Program Manager to carry out the annual work program of the NWRTPPO under the oversight and guidance of the NWRTPPO Joint Technical/Planning Committee, and to staff the work and activities of the Committee. This contract serves as the official document for defining the relationship between the NMDOT and the NWNMCOG with respect to the carrying out the functions and fulfilling the objectives of the NWRTPPO. The Program Manager shall work to assist NWRTPPO members in both an administrative and technical capacity.

B. STAFF DUTIES

The Program Manager's duties shall include, but are not limited to, the following:

1. Fulfill the duties and responsibilities outlined by the NMDOT and the local government member representatives in the Annual Work Program.
2. Facilitate and assist with the biennial RTIPR process including development of project identification and/or other required forms in collaboration with RTPPO members, facilitation of the annual rating and ranking process, creation and distribution of the RTIPR to NMDOT and NWRTPPO members.
3. Prepare and facilitate NWRTPPO meetings, including meeting arrangements, agenda, public notices, informing members and all other interested parties of meetings, and development and distribution of minutes and other materials.

4. Provide NWRTPO members, the NMDOT District Engineer, Government to Government Unit and other participating NMDOT staff with meeting agendas and information at least one week (7 days) in advance of meetings, and provide public notice no later than as recommended in the Open Meetings Act in advance of NWRTPO meetings.
5. Make presentations on the RTPPO planning process and the status of local projects programmed in the RTIPR or STIP to NWRTPO members' governing bodies. These presentations and orientations should be made at least once every three (3) years to each member government to accommodate turnover in staffing and elected leadership.
6. Research, seek and maintain awareness of and correspondence with federal transportation departments and national resource organizations (NADO, AASHTO, AMPO, FHWA, FTA) and funding sources, to:
 - stay abreast of state, national and global trends in transportation planning and policy, legislative issues, best practices, and resource, training and funding opportunities, and engage the NWRTPO membership to take advantage of this information in local and regional actions that will enhance the impact of transportation facilities and services on the quality of place, quality of life and economic security of their citizens; and
 - provide technical assistance to NWRTPO members and projects to support regional multimodal rural transportation mobility and sustainability on behalf of member governments and the citizens of northwest New Mexico.

ARTICLE VII MEETINGS

- A. All Joint Technical/Policy Committee meetings shall be subject to the Open Meetings Act (NMSA 10-15-1 to 10-15-4) and shall be conducted in accordance with such methods and procedures as the Committee adopts, including virtual meetings when determined required by circumstances by the RTPPO Chairman and staff in accordance to state guidance.
- B. The Joint Technical/Policy Committee (JTPC) shall meet according to a regular schedule, nominally on the second Wednesday of each month but subject to change at the discretion of the Committee.
- C. As they arise, policy actions shall be discussed at regular or special meetings of the Committee, shall be brought to the attention of member government leaders for consultation on preferred action, and shall be voted on at the following month's meeting.
- D. A quorum shall consist of one-half (50%) of the voting members.
- E. The Committee shall adopt such rules of order as its members agree upon, except that formal actions shall at minimum include a motion, second, and call for vote.

- F.** Members submitting a project feasibility form (PFF) and/or project identification form (PIF) to be recommended for inclusion in the NWRTPO RTIPR must attend the mandatory meeting each year (February) for project presentation.
- G.** The NWRTPO Planner shall notify the public by newspaper advertisement of the time and place of regular meetings at least 10 days in advance (special meetings 3 days in advance, emergency meetings with as much advance notice as possible), and shall make such notices available to participating local and tribal governments for posting as appropriate within their communities.
- H.** Any JTPC member may submit a matter for consideration on a future agenda.
- I.** In the absence of the Chairperson and Vice Chairperson from a meeting of the JTPC at which a quorum is present, the NWRTPO Planner shall convene and facilitate the meeting, and/or the members present may choose an alternate member to assist or lead the meeting until its conclusion or the arrival of the Chair or Vice-Chair.
- J.** Persons from the public or any other group or organization desiring to address the NWRTPO or provide a presentation shall make their request to the RTPO Planner at least one week (7 days) in advance of the meeting. The RTPO Planner shall then consult with the RTPO officers for inclusion on the agenda in an upcoming meeting. Presentations shall not exceed 30 minutes unless authorized by the RTPO Chairman under special circumstances.
- K.** Public participation in meetings shall be as follows:
 - 1. Persons wishing to comment on a specific agenda item must first get permission from the Committee Chair. Speakers are limited to five (5) minutes, and a speaker's time may not be assigned to another speaker.
 - 2. Persons wishing to address the JTPC about issues not on the agenda should offer their comments during the "New Business/Public Comment" agenda item and at the permission of the Committee Chair. Speakers are limited to five (5) minutes, unless at the discretion of the facilitating Chair, discussion ensues, or further explanation is deemed necessary or appropriate. A speaker's time may not be assigned to another speaker. Speakers are requested to not directly address individual members of the JTPC or the RTPO Planner, but address dialogue or presentation to the committee as a whole. The Chairperson shall enforce decorum.

ARTICLE VIII ETHICS POLICY

A member of the NWRTPO Joint Technical/Policy Committee or the NWRTPO Planner shall not:

1. Accept or solicit any gift, favor, or service that might reasonably tend to influence the member or employee in the discharge of official duties or that the member or employee knows or should know is being offered with the intent to influence the member's or employee's official conduct;
2. Accept other employment or engage in a business or professional activity that the member or employee might reasonably expect would require or induce the member or employee to disclose confidential information acquired by reason of the official position;
3. Accept other employment or compensation that could reasonably be expected to impair the member's or employee's independence of judgment in the performance of the member's or employee's official duties;
4. Make personal investments that could reasonably be expected to create a substantial conflict between the member's or employee's private interest and the public interest;
5. Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the member's or employee's official powers or performed the member's or employee's official duties in favor of another; or
6. Attempt to influence a legislative decision at any level of government, but only seek to inform members or the public of issues or impacts.

ARTICLE IX RECORDS

A. MAINTENANCE OF RECORDS

All records generated by the JTPC and any subcommittees in conducting NWRTPO business are to be maintained by the NWRTPO Planner of the NWNM Council of Governments. All records generated by the NWRTPO and any of its subcommittees are joint property of the NMDOT and the NWNM Council of Governments, and should be maintained in a manner accessible to authorized (appointed) NWRTPO JTPC members.

B. TITLE OF RECORDS

If the Northwest Regional Transportation Planning Organization terminates or ceases to exist and function, the title to all its assets and records will remain with the New Mexico Department of Transportation and the Northwest New Mexico Council of Governments.

**ARTICLE X
AMENDMENT OF BYLAWS**

- A.** The Bylaws may be amended by a majority vote of all voting members present, under circumstances of a quorum.
- B.** Any voting member may propose amendments to the bylaws by submitting in writing to the Chairperson of the Joint Technical/Policy Committee and the NWRTPO Planner at least 30 days prior to the next scheduled meeting in order to provide adequate time for the proposed amendment to be added to the meeting agenda and for distribution to voting members for review. Any bylaw amendment that affects the relationship of the NWRTPO to the NMDOT or NWNMCOG must be submitted to both organizations for consideration.

CERTIFICATION

These NWRTPO bylaws were reviewed and approved by the Northwest Regional Transportation Planning Organization on January 12, 2022 – at a duly noticed and public meeting of the NWRTPO.

_____, *Chairman*
RTPO Joint Technical/Policy Committee

Evan Williams, *Executive Director*
Northwest New Mexico Council of Governments

Northwest RTPO

NORTHWEST NEW MEXICO REGIONAL TRANSPORTATION PLANNING ORGANIZATION
designated by the New Mexico Department of Transportation

administered by
NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS
106 West Aztec Avenue
Gallup, NM 87301
(505) 722-4327
www.nwnmcog.com

_____, RTPO COMMITTEE CHAIRMAN
DON JARAMILLO, RTPO COMMITTEE VICE-CHAIRMAN

RESOLUTION NO. 2022-01 of the Joint Technical/Policy Committee of the Northwest RTPO

Adopting an Open Meetings Act Protocol for the Northwest RTPO

WHEREAS, the Northwest Regional Transportation Planning Organization (NWRTPO) Bylaws state that all meetings shall be conducted according to the *Open Meetings Act* (NMSA 10-15-4 and according to procedures adopted by NWRTPO Joint Technical/Policy Committee; and

WHEREAS, Section 10-15-1(B) of the *Open Meetings Act* (1978, Sections 10-15-1 to 10-15-4 NMSA 1978) states that, except as may be otherwise provided in the *Constitution* or the provisions of the *Open Meetings Act*, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business, or for the purpose of taking any action within the authority of such body, are declared to be public meetings open to the public at all times; and

WHEREAS, any meetings held by NWRTPO at which the discussion or adoption of any proposed resolution, rule, regulation, or formal motion occurs will be held only after reasonable notice to the public; and

WHEREAS, the Northwest Regional Transportation Planning Organization will determine annually what constitutes reasonable notice of the public in accordance with NWRTPO Bylaws;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. All meetings of the Joint Technical/Policy Committee of the NWRTPO shall be held in accordance with the NWRTPO Bylaws as duly adopted and with the *Open Meetings Act* as applicable.
2. The agenda for each regular meeting shall be made available by NWRTPO staff at least seven days prior to the meeting by email and by request in a hard copy form. The agenda will also be available to the public at least twenty-four hours before a special meeting is held.
3. The NWRTPO staff shall notify the public by newspaper advertisement of the time and place of Regular meetings at least ten days in advance, Special meetings three days in

MEMBERS OF THE REGIONAL TRANSPORTATION PLANNING ORGANIZATION FOR NORTHWEST NEW MEXICO

Cibola County
San Juan County

McKinley County
City of Gallup

City of Grants
Village of Milan

Navajo Nation
Pueblo of Zuni

Pueblo of Acoma
Pueblo of Laguna

advance, and Emergency meetings as far in advance as possible. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. Emergency and Special meetings may be called by the Chairperson or a majority of the voting members. Local government entities shall post public notices for special or emergency meetings within their communities at their respective municipal and county offices. Meeting information will also be made available on the NWRTPO website.

4. NWRTPO voting members may close a meeting to the public only if the subject matter of such discussion or motion is exempted from the open meeting requirement under Section 10-15-1(H) of the *Open Meetings Act*.
5. NWRTPO staff shall keep written minutes of all open meetings. The minutes shall include the date, time and place of the meeting, names of the members in attendance and those absent, the substance of proposals or actions considered and a record of any decisions and votes taken. Draft minutes shall be prepared at least 7 days in advance of the next regular meeting and shall be approved, amended or disapproved at the next meeting where a quorum of NWRTPO voting members are present. Draft Minutes from special or emergency meetings shall be prepared within 10 days following such meetings for RTPO Member review. Minutes shall not become official until approved by the NWRTPO voting members. Recordings of open meetings may be made by NWRTPO staff but only for the purpose of preparing the official minutes. NWRTPO meeting minutes shall be made available to the public on the NWRTPO website and upon written request.

PASSED, APPROVED AND ADOPTED by the Joint Technical/Policy Committee of the Northwest Regional Transportation Planning Organization at a duly called regular meeting of the Committee held virtually (due to COVID-19 pandemic) on December 09, 2020.

SIGNED: _____

_____, Chairman
RTPO Joint Technical/Policy Committee

ATTEST: _____

Robert Kuipers, RTPO Staff Admin.
Northwest RTPO Program
Northwest New Mexico Council of Governments

MEMBERS OF THE REGIONAL TRANSPORTATION PLANNING ORGANIZATION FOR NORTHWEST NEW MEXICO

Cibola County
San Juan County

McKinley County
City of Gallup

City of Grants
Village of Milan

Navajo Nation
Pueblo of Zuni

Pueblo of Acoma
Pueblo of Laguna

NWRTPO & NMDOT Master Contact List

P = Primary / A = Alternate

1) Members and Alternates:

- **Cibola County:** Judy Horacek - P jphoracek@co.cibola.nm.us / 505-285-2557 Edward Salazar – Edward.Salazar@co.cibola.nm.us 505-285-2573 - Cibola County Road Dept. – 505-285-2570
- **McKinley County:** Rodney Skersick – P Rodney.Skersick@co.mckinley.nm.us ; Mindi Macias – A Mindi.Macias@co.mckinley.nm.us (direct to Road Dept.: 722-2303) RS cell: 290-0829
- **San Juan County:** Nick Porell A – 505-334-4530 (cell 386-8232) / nporell@sjcounty.net;
- **City of Gallup:** Clyde Strain P – cstrain@gallupnm.gov; Alicia Santiago A – asantiago@gallupnm.gov; / 505-863-1290 (Gail Knight – admin. asst.)
- **City of Grants:** Don Jaramillo P projects@grantsnm.gov ; **RTPO Vice-Chair** 505-285-3981
- **Village of Milan:** Denise Baca P – milanclerk@villageofmilan.com; Felix Gonzales A – mayorgonzales@villageofmilan.com / 505-285-6694 / Linda Cooke – manager@villageofmilan.com
- **Northern Navajo:** Larry Joe P – ljoe@navajodot.org; 928-640-1657 / 505-406-0779
- **Eastern Navajo:** Marco Sells P – msells@navajodot.org 928-674-2136 / 928-699-4013
 - Navajo Alternate: Margie Begay – Principal Planner – mbegay@navajodot.org; 505-371-8312
- **Pueblo of Acoma:** Dave Duetsawe P – ddeutsawe@poemail.org; **RTPO Chair** 505-552-5190
- **Pueblo of Laguna:** Elroy Keetso P – ekeetso@pol-nsn.gov 505-552-1201
- **Pueblo of Zuni:** Royce Gchachu P – Royce.gchachu@ashiwi.org; Roxann Hughte A – Roxann.Hughte@ashiwi.org; 505-782-7116
- **Ramah Navajo:** Dorothy Claw P – DorothyClaw@ramahnavajo.org , Tom Martine A – TomMartine@ramahnavajo.org 505-775-3264

2) NM-DOT and COG RTPO Staff:

A) NM-DOT Admin:

- Jessica Griffin – Director NMDOT Planning Dept.: Jessica.Griffin@state.nm.us / 505-476-2155; Rosa Kozub – GtG Supervisor: Rosa.Kozub@state.nm.us / 476-3742 / 231-9869
- Neala Krueger – NMDOT RTPO Liaison: Neala.Krueger@state.nm.us / 505-231-2632
- Ron Shutiva – NMDOT Tribal Liaison: Ron.Shutiva@state.nm.us / 505-827-5547 / cell: 505-670-5465
- James Sanchez – NMDOT Central Regional Design – James.Sanchez@state.nm.us / 505-235-2705 / Juan Miguel Archuleta – Juan.Archuleta@state.nm.us / 505-252-1707

B) NMDOT Dist. 6:

- JoAnn Garcia – DOT District 6 Engineer Rep.: JoAnn.Garcia2@state.nm.us 240-1669
- Bill Santiago - 285-3227 / Bill.Santiago@state.nm.us 290-9631
- Arif Kazmi - Arif.Kazmi@state.nm.us 240-1846

C) NMDOT Dist 5:

- James Mexia – James.Mexia@state.nm.us 505-231-1139 / Stephanie Medina – Stephanie.Medina@state.nm.us / 505-995-7786

D) NWCOC RTPO Staff:

- Robert Kuipers-RTPO Staff: rkuipers@nwnmcog.org; 505-722-4327
- Evan Williams – NWNMCOG Director: ewilliams@nwnmcog.org

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**Northwest Regional Transportation Planning
Organization
(NWRTPO)**

Public Participation Plan



FFY2022 Reauthorization: January 12, 2022

Introduction

The **Northwest Transportation Planning Organization** (NWRTPO) is the entity responsible for transportation planning in the region comprised of Cibola, McKinley, and San Juan counties in New Mexico per New Mexico Law. Regional planning organizations were originally founded by the New Mexico State Legislature in 1978 to orchestrate planning in nonmetropolitan areas.¹ The purpose of this document is to outline the State and Federal requirements for a Public Participation Plan for use by RTPOs. As an organization receiving Federal financial assistance for transportation planning, design, construction and maintenance, it is a requirement of State and Federal law that our organization develop and implement a program to foster continuing, cooperative and comprehensive (3-C) public participation. This program may be general, or project specific. In addition to being a regulatory requirement, public participation maximizes the benefits of transportation planning processes and outcomes. Accordingly, our organization recognizes that the travelling public has valuable insight to offer, in addition to a right to contribute to the planning process.

State and Federal Requirements

RTPOs have numerous responsibilities including the development and contribution to Long Range Plans (LRPs), Regional Transportation Improvement Plan Recommendations (RTIPRs), provision of technical assistance to local officials, coordination of local planning across multiple disciplines, interagency/ tribal coordination of local planning, and creating opportunities for public participation. The Federal government defines public participation as “an open process in which the rights of the community to be informed, to provide comments to the Government and to receive a response from the Government are met through a full opportunity to be involved and to express needs and goals”.² Our public participation program is an opportunity to provide for this process and pertinent State and Federal requirements are summarized below.

Responsibilities early in the process (23 CFR 450.210-316)

General:

- Establish early and continuous opportunities for the public participation process
- Provide adequate public notice of opportunities for public comment and at key decision points
- Provide relevant information in a timely fashion
- Provide access to policy and technical information
- Make information, including plans, publically accessible in electronic format
- Provide adequate public notice of opportunities for public review of plans
- Hold meetings at convenient and accessible times and locations
- Include a process for considering environmental justice needs and requirements.
- Utilize documented process for nonmetropolitan official participation

Guidelines for meetings per the New Mexico Open Meetings law (NMSA 10-15-1-5):

¹ 4 NMSA 57 and 58

² 23 CFR 200.5 (c)

- All meetings of public bodies or agencies are to be public (10-15-1 (a-b))
- Activities applicable to Open Meetings Law include any formation of policy, discussion of public business or any action that the body has authority to take
- Public bodies to determine in public, what notice for public meeting is appropriate for that body and document publically through FCC licensed broadcast stations and newspapers of general circulation (10-15-1 (d)) said public notice
- Any reconvention of a meeting must be scheduled prior to recess of that meeting, and date and time of meeting must be posted in writing near the door of the original meeting and only matters scheduled to be discussed at the initial meeting may be discussed at the reconvened meeting (10-15-2(e))
- Meeting notices to include agenda of items to be discussed and be made publically available at least 24 hours prior to the meeting (f)
- Meeting bodies are to keep minutes that document, at minimum, date, time, place, persons in attendance and absent, material considered, a record of decisions and votes according to member. Minutes are to be made public and to be prepared no later than 10 working days after the meeting, subsequently reviewed by quorum, then made official (g)

Methods:

- Utilize visualization techniques and plan illustrations such as maps, diagrams charts, display boards, and slide presentations to clearly illustrate projects, plans and programs developed for committee meetings and public events.
- Allow a minimum of 30 days for comment and 15 days for review, prior to adopting, revising or updating plans.
- Provide opportunity for public comment any time an update or revision to a plan is made
- Social and economic statistics for the region are to be collected, analyzed and processed at regular intervals and results are to be made available to the public" (NMSA 3-56-5 (c))
- Entities are to provide information to the public at large, in order to foster public awareness and understanding of the objectives of the regional plan and the functions of local and regional planning, and to stimulate public interest and participation in the orderly, integrated development of the region" (NMSA 3-56-3 (f))

Review:

- Demonstrate explicit consideration of public input
- Document reasons for changes to plans not adopted in public and accessible format
- Periodically review effectiveness of strategies for public participation
- When significant written and oral comments are received, prepare summary analysis of disposition of comments to include in final plan draft
- Periodically review public participation process

Guidelines for inclusion of affected parties (23 CFR 450.200-316)

- Citizens
- Affected public agencies (including but not limited to land management, natural resources, environmental protection, conservation and historic preservation)
- Representatives of public transportation employees
- Freight shippers
- Private providers of transportation
- Representatives of users of public transportation
- Representatives of users of pedestrian walkways and bicycle transportation facilities
- Representatives of the disabled
- Providers of freight transportation services
- Other interested parties
- Coordinate with Tribal governments and US Secretary of Interior regarding areas of the State under Tribal Jurisdiction
- Plans affecting metropolitan areas developed in coordination with MPOs
- Plans affecting nonmetropolitan areas developed in consultation with nonmetropolitan elected officials and relevant land management agencies with responsibility for transportation
- When appropriate, the use of “peer exchange” which Federal regulations define as the exchange of information and best practices between agencies, institutions and firms (public and private) with responsibility for transportation (23 CFR 420.203)
- Cooperation with statewide trade and economic development interests
- Consideration of interstate issues and coordination with appropriate agencies; use of interstate compacts when appropriate
- Coordination with State air quality agencies

Persons of Limited English Proficiency: considerations and requirements

The **Northwest** RTPO is cognizant of the fact that for many persons living within our State and region, English is a second language and often, publicly accessible documents, processes and meetings may not be fully accessible to these populations. Accommodation of these populations is considered an element of compliance with Title VI of the Civil Rights Act of 1964’s prohibition on discrimination on the basis of national origin. To this end, and in compliance with Executive Order 13166, the **Northwest** RTPO is committed to providing access to public materials and processes for persons of Limited English Proficiency (LEP). Minimum compliance standards followed are found in the LEP Guidance document in the Federal Register and include:

- That recipients of Federal assistance accommodate persons of LEP based on a four-factor analysis including:
 - Ratio or proportion of LEP persons served or encountered
 - Frequency LEP individuals come into contact with a program
 - Nature and importance of a program to people’s lives
 - Resources available to the recipient of services

- Services provided in accommodation of LEP individuals can include
 - Oral translation services
 - Written translation services
- Development of a LEP action plan that includes:
 - Identification of individuals needing assistance
 - Language assistance measures/ methods
 - Staff trainings
 - Provision of notice to LEP persons of services available
 - Monitoring and update of LEP plan³

Environmental Justice

In accordance with Executive Order 12898 regarding Environmental Justice, it is the mission of the **Northwest** RTPO to document and address concerns related to the spatial distribution of low-income and minority populations especially in relation to the positive and negative benefits associated with past, present and future transportation projects. The impact of projects can be wide ranging and significantly affect the ability of low-income minority families to access jobs, housing and services. In accordance with EO 12898, it is the mission of the **Northwest** RTPO to foster public participation with regard to:

- The effect of public projects on human and environmental health in areas with minority populations
- Ensure greater public participation in areas with low income and minority families
- Improve research and data collection related to human and environmental health in areas with minority and low-income families
- Identify differential patterns of consumption of natural resources among minority and low income populations
- Inform the public of their right to submit recommendations to Federal agencies relating to the incorporation of environmental justice principles into programs and policies⁴

³ 67 FR 41455-41472

⁴ 59 FR 7629

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Northwest Regional Transportation Planning Organization (NWRTPO)



Title VI Plan

2022 Reauthorization

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I. STATEMENTS OF POLICY

Introduction

The Northwest Regional Transportation Planning Organization (NWRTPO) is the rural/non-metro transportation planning agency for the counties of San Juan, Cibola and McKinley including the cities of Gallup and Grants, the Village of Milan, the Navajo Nation, the Pueblo of Acoma, the Pueblo of Laguna, the Pueblo of Zuni, and the non-urbanized area of San Juan County in New Mexico. Federal regulations require that an RTPO be designated to carry out a comprehensive, continuing and coordinated transportation planning process for our non-urbanized region. The Northwest New Mexico Council of Governments (NWNMCOG) is the fiscal and administrative agent for the NWRTPO.

Title VI Nondiscrimination Statement of Policy

The NWRTPO is committed to compliance with Title VI of the Civil Rights Act of 1964, 49 CFR, part 2, and all related regulations and directives. The NWRTPO assures that no person shall on the grounds of race, color, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity under any NWRTPO program, activity, or service.

Environmental Justice and Limited English Proficiency Policy Statement

The NWRTPO is also committed to assure every effort will be made to prevent the discrimination of low-income and minority populations, as a result of any impact of its programs or activities in accordance with Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and in Low-Income Populations.

In addition, the NWRTPO also assures every effort will be made to provide meaningful access to persons that have Limited English Proficiency (LEP), in accordance with Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency.

Definition of Federal financial assistance and recipients affected

Federal financial assistance is defined as any Federal dollars that are assigned to the NWRTPO to support any program and activity, by way of grant, loan or contract, other than a contract of insurance or guaranty. The NWRTPO typically receives planning funds from the New Mexico Department of Transportation via Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to carry out the transportation planning requirements as set forth by the federal law Moving Ahead for Progress in the 21st Century (MAP-21) and Fixing America's Surface Transportation Act (FAST Act).

II. TITLE VI ASSURANCES

Specific Forms of Discrimination Prohibited

The NWRTPO efforts to prevent discrimination must address, but are not limited to:

- The denial of services, financial aid, or other benefits provided under a program.
- Distinctions in the quality, quantity, or manner in which the benefit is provided.
- Segregation or separation in any part of the program.
- Restriction in the enjoyment of any advantages, privileges, or other benefits provided to others.
- Different standards or requirements for participation.
- Methods of administration which directly or indirectly or through contractual relationships would defeat or impair the accomplishment of effective nondiscrimination.
- Discrimination in any activities related to a highway, infrastructure or facility built or repaired in whole or in part with Federal funds.
- Discrimination in any employment resulting from a program, the primary purpose of which is to provide employment.

Programs and services covered by Title VI

The NWRTPO Title VI Plan applies to all of its programs, activities and services, regardless of funding source. Some sections deal with specific requirements (e.g. FTA funded programs).

Authorities

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
2. Federal-Aid Highway Act of 1973 (23 U.S.C. §324 *et seq.*), (prohibits discrimination on the basis of sex);
3. The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
4. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*) as amended, (prohibits discrimination on the basis of disability);
5. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 *et seq.*), (prohibits discrimination on the basis of disability)
6. The Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, as amended, 42 U.S.C. § 4601
7. The National Environmental Policy Act of 1969, 42 U.S.C. § 4321;
8. 49 C.F.R. Part 21 (entitled *Nondiscrimination In Federally-Assisted Programs Of The Department of Transportation-Effectuation of Title VI Of The Civil Rights Act of 1964*);

9. 49 C.F.R. Part 27 (entitled *Nondiscrimination On The Basis Of Disability In Programs Or Activities Receiving Federal Financial Assistance*);
10. 49 C.F.R. Part 28 (entitled *Enforcement Of Nondiscrimination On the Basis Of Handicap In Program Or Activities Conducted By The Department Of Transportation*);
11. 49 C.F.R. Part 37 (entitled *Transportation Services For Individuals With Disabilities (ADA)*);
12. 23 C.F.R. Part 200 (FHWA's Title VI/Nondiscrimination Regulation);
13. 28 C.F.R. Part 35 (entitled *Discrimination On The Basis Of Disability In State And Local Government Services*);
14. 28 C.F.R. Part 50.3 (DOJ Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964).

FHWA Assurances for Title VI and Other Nondiscriminatory Statutes

In keeping with its policy of nondiscrimination, and as a condition to receiving Federal financial assistance from the Department of Transportation, the NWRTPO (hereafter referred to as the "Recipient") hereby agrees that as a condition to receiving Federal financial assistance from the Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d - 42 U.S.C. 2000d-4 (hereinafter referred to as the Act) and all requirements imposed by or pursuant to: Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, nondiscrimination in Federally-assisted programs of the Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, to that end in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, sex, national origin, or age be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Department of Transportation, including the Federal Transit Administration (FTA), and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This Assurance is required by Subsection 21.7 (a)(1) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances with respect to operating assistance projects:

- 1) As defined in Subsections 21.23(b) and 21.23 (e) of the Regulations, the Recipient agrees that each "program" will be conducted and each "facility", will be operated in compliance with all requirements imposed by, or pursuant to, the Regulations; and
- 2) The Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with the Federal Aid Highway Program, and in adapted form in all proposals for negotiated agreements:

In accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and 49, of the Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the

Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in regard to any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, national origin, income status or age in consideration for an award.

- 3) The Recipient shall insert the clauses of Appendix A in every contract or agreement subject to the Act and Regulations
- 4) The Recipient shall insert the clauses of Appendix B in any deed from the United States effecting or recording a transfer or lease to the Recipient of real property, structures, use or improvements thereon or interest therein.
- 5) The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the officials to whom he delegates specific authority to give reasonable guarantee that it, other recipients, sub grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this Assurance;
- 6) The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this Assurance; and
- 7) This Assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient by the Department of Transportation under Federal-Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal-Aid Highway Program. The person whose signature appears below is authorized to sign this Assurance on behalf of the Recipient.

Signed by Chief Administrative Officer or Designee

Date

III. TITLE VI AND ENVIRONMENT JUSTICE – RTPPO PLANNING REQUIREMENTS

The NWRTPPO is responsible for ensuring Title VI compliance for the following planning activities:

Data Collection

Census and other statistical data will be collected by the RTPPO as a means of identifying low income and minority populations within the RTPPO. The data will be maintained for the purpose of planning projects and programs that serve various population groups. The data collection process will be reviewed biennially to ensure sufficiency in meeting Title VI requirements.

- RTPPO Actions:
 - Collect, maintain, and update databases of low income and minority concentrations within the RTPPO
 - Utilize the data when developing plans and studies
 - Develop demographic profile maps to help identify neighborhoods with high concentrations of low income and minority populations
 - Use these maps in various planning documents

Regional Work Program

The NWRTPPO Regional Work Program (RWP) is the annual list of projects and activities that are expected to be completed by staff and the two NWRTPPO committees. In this document, the NWRTPPO will identify projects, studies, and other activities that will provide more transportation options to disadvantaged populations.

- RTPPO Actions:
 - Identify planning activities that will encourage involvement by all populations
 - Analyze the benefits and impacts that planning studies might have on low income and minority populations
 - Create maps highlighting socio-economic groups and their geographical relationship to jobs, housing, and transportation options for all modes

Regional Transportation Improvement Program Recommendations (RTIPR)

The Regional Transportation Improvement Program – with identified project citations listed within the Regional Transportation Improvement Program Recommendations (RTIPR) document is the short term program of projects that are expected to be designed, engineered, and constructed within the next four to ten years. Projects should be reviewed to assess the benefits and impacts they might have on various aspects of the population.

- RTPPO Actions:

- Work with the entities to identify transportation projects that serve areas of the RTPO with low income and minority populations
- Provide opportunity for all populations to provide input into project identification
- Develop a performance target for a percent of projects that serve Title VI populations

Regional Transportation Plan

The Regional Transportation Plan (RTP) is the long range, comprehensive plan that identifies the projects, programs, and policies needed in the next 20 years to meet the transportation needs of this area. The NWRTP – RTP is coordinated in its development with the NMDOT statewide Long Range Multimodal Transportation Plan in order to provide consistency with other regions of the state, in its responsiveness to federal guidance for transportation maintenance and development as outlined in the current MAP-21 and/or FAST Act Transportation Bill. Using various data collected by the RTPO, the RTP can estimate growth patterns of disadvantaged populations and address the benefits and burdens that future transportation projects might have.

- RTPO Actions:
 - Develop demographic profile maps that project growth in disadvantaged populations over at least a 20 year planning horizon
 - Give all populations opportunity to provide input into project identification
 - Assess the effects that future land use decisions and transportation projects might have on the neighborhoods, the environment, and the economy
 - Ensure that the benefits and impacts of future transportation systems are equally distributed among all areas of the RTPO
 - Develop a performance target for a percent of projects that serve Title VI populations

Transit Planning

Current Public Transportation Services in the NWRTP Region of San Juan, Cibola and McKinley Counties include five Public Transit (5311) Providers: Pueblo of Zuni, Navajo Transit, Gallup Express, Cibola Transit Authority, and Pueblo of Laguna – Shaa'srk'a Transit. There is also a Public Transit (5311) service – Red Apple Express – serving the Farmington metropolitan areas in San Juan County under the Farmington MPO. There are also three Elderly & Disabled (5310) transportation services including Presbyterian Medical Services in San Juan County, and Zuni Entrepreneurial Enterprises and Coyote Canyon Rehabilitation Center in McKinley County. Our Public Transit providers collaborate to provide route coordination, to help accommodate regional travel needs for our populations in need of public transportation services.

- RTPO Actions:
 - Using demographic profile maps, ensure that transit routes and stops fully serve those neighborhoods with high concentrations of low income and minority populations.

- Work with Navajo Transit, Gallup Express, Cibola Area Transit and Laguna Shaa'srk'a Transit to identify necessary changes to routes
- Ensure bus stop locations are fully accessible for all users, both at the site and in the vicinity

IV. TITLE VI AND ENVIRONMENTAL JUSTICE – THE PUBLIC PARTICIPATION PROCESS

Public Participation Plan (PPP)

The NWRTPO Public Participation Plan (PPP) describes how the RTPO communicates and distributes information to the public as well as how the public can interact and provide comments to the RTPO. The needs of those traditionally underserved by the existing system will be sought and considered by the NWRTPO.

Through its public involvement efforts, the NWRTPO will strive to achieve the following Title VI and Environmental Justice (EJ) goals:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

Title VI states that no person shall, on the ground of race, color, or national origin, be excluded from participation in, denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The RTPO will ensure that the input and feedback from all people will be considered in the development of RTPO planning documents and activities.

EJ concerns and goals should be considered throughout all public engagement efforts, from project planning through construction and operation. This includes public outreach conducted during transportation planning and during the environmental reviews required by the National Environmental Policy Act (NEPA).

The following actions relating to Environmental Justice and Title VI are meant to reduce the barriers for participation in the decision-making process by low income, minority or disabled individuals.

1. When possible, public meetings will be held in locations that are convenient to low and moderate income neighborhoods and accessible to disabled populations. Such locations

- include community centers, senior centers and schools. Where possible, RTPO staff will meet at the locations of businesses, neighborhood groups, stakeholders, and other agencies.
2. Upon request, all RTPO work products and documents will be made available in alternative formats, including Braille, large type and languages other than English.
 3. The following statement will be included in all RTPO documents: The NWRTPO does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the provision of services. This document can be made available in alternative formats by calling the RTPO Office at 505-722-4327 (voice) or 505-722-9211 (fax).
 4. The following statement will be included in all meeting announcements:
Pursuant to the Americans with Disabilities Act of 1990 and Title VI of the Civil Rights Act of 1964, unless compelling reasons dictate otherwise, public meetings and hearings conducted by the RTPO in conjunction with the NMDOT will be held in accessible buildings and are open to the public. Given reasonable notice, interpreters and readers will be available to the hearing and visually impaired, and to those with limited English proficiency. Contact ADA Coordinator Damian Segura, at NMDOT (505) 827-1778.
 5. Agencies and organizations that represent low income, minority and disabled populations will be identified and included in RTPO mailings. Staff will maintain an active listing of contacts for these organizations.
 6. The RTPO will evaluate Environmental Justice actions and Title VI requirements on an annual basis to ensure effectiveness of public involvement. This document will be reviewed and updated in conjunction with the Public Participation Plan.

Communication and Notification to the Public

All members of the public are ensured protections against discrimination which are afforded to them by Title VI. To ensure open communication with the public, the NWRTPO will adhere to the following requirements:

- The NWRTPO will disseminate agenda and public meeting information to members of the public via accessible printed and electronic media, including postings on the NWRTPO website and in the Farmington Daily Times, Gallup Independent and Cibola Beacon. Documents and agendas will be available at the RTPO office (NWNM Council of Governments – 106 West Aztec Avenue, Gallup) and at other locations identified in the Public Participation Plan (see Appendix D of the PPP).
- Public notices of RTPO meetings will be posted at the location of the meeting site.
- In appropriate documents, the NWRTPO will include a statement that the organization complies with Title VI by assuring that no person shall on the grounds of race, color, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity under any NWRTPO program, activity, or service.

Section VI of this plan describes the procedures on how members of the public can request additional information regarding the NWRTPO Title VI obligation. This section also identifies the procedures to be followed by members of the public to file a discrimination complaint against the NWRTPO.

V. ORGANIZATION AND STAFF RESPONSIBILITIES

Organization Overview

The NWRTPO was established in 1993 by the Northwest New Mexico Council of Governments under the mandate, authority and recognition of the New Mexico Department of Transportation (NMDOT) as an interagency regional collaborative to assist the State of New Mexico in meeting federal requirements for consultation and cooperation with local and tribal elected officials and their communities in planning, prioritizing and funding transportation projects and initiatives. The NWRTPO geographic area was established as Cibola, McKinley and San Juan Counties.

The NWRTPO consists of member representatives from the Cities of Gallup and Grants, Village of Milan, Counties of Cibola, McKinley and San Juan, Pueblos of Acoma, Laguna and Zuni, and the Navajo Nation. [It should be noted that the northwest New Mexico Cities of Aztec, Bloomfield and Farmington are part of the Farmington Metropolitan Planning Organization (FMPO).]

The NWRTPO Policy and Technical Committee meets monthly, in consultation with NMDOT representatives, to plan and coordinate maintenance and development for a variety of multimodal transportation projects serving the mobility and transportation needs of the citizens and communities of the region. The NWRTPO Policy Committee reports as needed to the Board of Directors of the Northwest New Mexico Council of Governments, consults with their respective local elected leaders, and obtains approvals as appropriate on policy actions.

The Northwest New Mexico Council of Governments serves as fiscal agent for the NWRTPO, administering annually renewed NMDOT contracts for RTPO services, and manages the NWRTPO annual work program. The NWNMCOG is an association of governments formed under several State and Federal executive and legislative instruments as the State's regional planning agency for northwestern New Mexico. The COG provides planning and technical assistance services in regional transportation, regional water, infrastructure capital improvement, economic development, community empowerment, statistical data support, and on priority tasks and projects as assigned by the local member governments.

In collaboration with and under the auspices of the NMDOT and the New Mexico office of the Federal Highway Administration (FHWA), the NWRTPO facilitates consultation, planning, technical assistance and implementation activities in support of the equitable, efficient and effective development of multimodal transportation funding, services and infrastructure development and maintenance on behalf of the ten participating member governments. It serves

as a forum for sharing information and technical resources from NMDOT, FHWA, FTA and other sources on trends, opportunities, funding and training; provides consultation on compliance with State and Federal rules, regulations, requirements and deadlines, and support for project development, tracking and reporting. It provides a consultative avenue for member governments to partner in developing safe, efficient, effective and affordable multimodal transportation systems, collect data and identify transportation needs, develop sound projects that are appropriate and affordable, and leverage resources and provide a voice on behalf of small communities and rural counties to facilitate and accelerate transportation funding and infrastructure development.

VI. Primary Program Area & Review Procedures

The NWRTPO engages in the following program areas.

| Program Area | General Description | Title VI Non-discrimination Concerns and Responsibilities | Review Procedures for Ensuring Non-discrimination |
|---------------|--|---|--|
| Planning | Planning for development or maintenance of multi-modal transportation infrastructure | Assure equal access for all citizens | Engage guidance from Title VI regulation, and professionals in the field of disabilities management and accommodation. |
| Right of Way | Right of Way consideration for equal access concerns for all transportation infrastructure | Assure equal access for all citizens | Engage guidance from Title VI regulation, and professionals in the field of disabilities management and accommodation. |
| Environmental | Multi-modal access and mobility consideration thru the environmental review process | Assure equal access for all citizens | Engage guidance from Title VI regulation, and professionals in the field of disabilities management and accommodation. |
| Research | Consideration of equal access and mobility accommodation for all citizens regardless of age, or mobility constraints | Assure equal access and mobility accommodation for all citizens regardless of age or other limiting constraints | Engage guidance from Title VI regulation, and professionals in the field of disabilities management and accommodation. |
| | | | |

VII. TITLE VI COORDINATOR AND COMPLAINT PROCESS

Title VI Coordinator Responsibilities

The NWRTPO Planner serves as the Title VI Coordinator for NWRTPO activities and will be responsible for the following:

- Ensuring that the transportation planning process fully complies with the requirements of Title VI.
- Monitoring the transportation planning process and overall strategies and goals and ensuring compliance with Title VI requirements.
- Reviewing operational policies and procedures to ensure Title VI compliance.

- Monitoring the service equities of planning data collection and analysis for potential impacts on social, economic, and/or ethnic groups.
- Ensuring the planning organizational membership attempts to reflect the makeup of the population served. This would include periodically reporting the RTPO racial, ethnic, and gender composition of public involvement organizations or groups.
- Ensuring the opinions and views of all groups within their populations are solicited and considered in the planning of transportation projects.
- Monitoring compliance with Environmental Justice issues to identify low-income and minority populations that may be impacted by transportation planning process.
- Providing evidence that input from minority groups/persons has been considered in the transportation planning process. Evidence could include but is not limited to the participation level and composition of participants in public information settings and reporting any follow-up and conclusions to issues communicated throughout the planning process.
- Monitoring the gathering and utilization of demographic data used to identify and locate low-income and minority populations in order to investigate the possible benefits and detriments of transportation plans on these populations.
- Monitor compliance with Limited English Proficiency populations to improve access and comprehension of the transportation planning process for LEP individuals.

Title VI Complaint Procedures

The NWRTPO is committed to ensuring that all citizens have equal access to all transportation services. It is further the intent of the NWRTPO that all citizens are aware of their rights to such access. Any person believing he or she has been excluded from, denied participation in, denied the benefits of, or otherwise has been subjected to discrimination under any transportation service, program or activity (whether Federally funded or not) due to that person's race, color, national origin, gender, age, disability, economic status, or limited English proficiency has the right to file a complaint.

The complaint procedures cover the following:

- Title VI of the Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act of 1973
- Civil Rights Restoration Act of 1973
- Civil Rights Restoration Act of 1987
- Americans with Disabilities Act of 1990
- Executive Order 12898
- Executive Order 13166

Reporting a Title VI Complaint

An individual, group of individuals or entity may file a formal Title VI complaint. If you believe that you have received discriminatory treatment by the NWRTPPO on the basis of your race, color or national origin, you have the right to file a complaint with the NWRTPPO Planner (who serves as the Title VI Coordinator). The complaint must be filed no later than 180 calendar days of the alleged discriminatory incident.

Title VI complaints may be submitted to the NWRTPPO Planner via phone, email, mail, or direct visit (*please call to set an appointment first for a direct visit if possible*). The NWRTPPO Planner may be contacted as follows:

NWRTPPO Planner/Title VI Coordinator
Northwest New Mexico Council of Governments
106 W. Aztec Avenue
Gallup, NM 87301
505-722-4327

Citizens also have the right to file a complaint with an external entity such as the New Mexico Department of Transportation (DOT), a federal or state agency, or a federal or state court. Complaints to NMDOT must be submitted to the NMDOT Title VI Coordinator in writing, signed and dated, within 180 days of the alleged discriminatory act (or latest occurrence). The complaint should be submitted to the following address:

Attn: Title VI Coordinator
Office of Equal Opportunity Programs
1596 Pacheco St., Suite 107
Santa Fe, NM 87505

The complaint you are submitting to the entity should include the name, address, phone number and signature of complainant. The formal complaint should describe the alleged discriminatory act that violates Title VI in detail.

Title VI complaints may also be filed directly with the United States Department of Transportation (USDOT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Federal Aviation Administration (FAA) or the Federal Railroad Administration (FRA) within the 180 day period of the alleged discriminatory act (or latest occurrence).

Should a complaint be filed with the NWRTPPO and an external entity simultaneously, the external complaint shall supersede the NWRTPPO complaint and the NWRTPPO complaint procedures will be suspended pending the external entity's findings.

Filing a Title VI Complaint

Within 10 working days of receipt of the formal complaint, the Title VI Coordinator and NWNMCOG Human Resources Director will notify the complainant and begin an investigation (unless the complaint is filed with an external entity first or simultaneously). The investigation will address complaints against the NWRTP. The investigation will be conducted in conjunction with and under the advice of the NWNMCOG Human Resources Department.

The investigation may include discussion(s) of the complaint with all affected parties to determine the problem. The complainant may be represented by an attorney or other representative of his/her own choosing and may bring witnesses and present testimony and evidence in the course of the investigation. The investigation will be conducted and completed within 60 days of the receipt of the formal complaint.

Based upon all the information received, an investigation report will be written by the Human Resources Director for submittal to the NWNMCOG Executive Director. The complainant will receive a letter stating the final decision of the Executive Director by the end of the 60-day time limit. The complainant shall be notified of his/her right to appeal the decision. Appeals may be made to NMDOT, the Equal Employment Opportunity Commission (EEOC) or the Department of Fair Employment and Housing (DFEH).

Title VI Complaint Form

Completion of a Title VI Complaint form is required when filing a complaint (copy included in Appendix B). These forms are also available from the Finance/Human Resources office at the Northwest New Mexico Council of Governments.

Title VI Related Training

The Title VI Coordinator shall ensure that staff are trained and familiar with related policies and procedures on at least a biennial basis. Related Title VI training can be provided by the NMDOT Title VI Coordinator upon request to senior management and others to discuss practical situations and how Title VI applies to the planning and public participation processes. Training may also be provided through FHWA-sponsored webinars and training resources. The NMDOT Office of Equal Opportunities can be contacted to provide on-site Title VI training.

VIII. LIMITED ENGLISH PROFICIENCY (LEP) PLAN

Overview of LEP Plan

Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency*, indicates that differing treatment based upon a person's inability to speak, read, write, or understand English is a type of national origin discrimination. Any agency receiving federal funds needs to develop a Limited English Proficiency (LEP) Plan.

The primary element of the LEP Plan is the Four Factor Analysis that considers the following factors:

- Number or Proportion of LEP Individuals: a summary of LEP persons in the service area and a description of efforts to provide meaningful opportunities for the LEP population to be involved in programs and services.
- Frequency of Contact with the Program: a record of how often LEP persons access or come into contact with programs and services.
- Nature and Importance of the Program: a description of how LEP individuals have access to benefits and services from programs and services.
- Resources Available: a summary of the resources that the organization can use for providing assistance to LEP populations.

The NWRTPO serves a large, rural, multicultural and multi-ethnic region in northwest New Mexico. As such, the RTPO moves its meetings around the region to assure more equitable access to the public for attendance and input at meetings at least several times per year. The hosting government at each meeting works with the NWRTPO to host meetings in accessible facilities, and accommodate public access and participation. Interpretive assistance can be made available as needed with adequate advance notice. Public notices which generally are posted annually in the three major newspapers for each county (San Juan, Cibola, McKinley) always include the following statement:

Pursuant to the Americans with Disabilities Act of 1990 and Title VI of the Civil Rights Act of 1964, unless compelling reasons dictate otherwise, public meetings and hearings conducted by the RTPO in conjunction with the NMDOT will be held in accessible buildings and are open to the public. Given reasonable notice, interpreters and readers will be available to the hearing and visually impaired, and to those with limited English proficiency. Contact ADA Coordinator Damian Segura, at NMDOT (505) 827-1778.

The populations of Northwest New Mexico include the primary languages of English and Spanish along with Native languages inherent to the Pueblos of Laguna, Acoma, and Zuni, and the Navajo Nation. There are also some smaller populations representing other language groups. Most of these, especially the younger generations, are adequately proficient in English. When meetings are hosted in the various communities or areas of the region, at times there may be some who show up from the public – most often the local public with limited English proficiency; in most cases there are other relatives or acquaintances in the audience who assist them in understanding and participating in discussion. This is an extremely rare occurrence within the NWRTPO, as most monthly meetings are technical in nature and of less interest to the public, but the RTPO does advertise as indicated above in a manner that is non-prohibitive, and stands prepared to provide interpretive assistance, with adequate notice.

The NWRTPPO accommodates the development and maintenance of multimodal transportation infrastructure intended to benefit all of the general public of the region, and supports all efforts to meet ADA compliance regulations for multimodal public transportation infrastructure, in collaboration with the New Mexico Department of Transportation, and the New Mexico offices of the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). This includes addressing methods beneficial to Low English Proficiency populations, such as signage that include symbols, and the availability of interpretive assistance at meetings.

IX. External Communication (Notification to Public Beneficiaries)

The NWRTPPO shall provide information to members of the public detailing their Title VI obligation and notify members of the public of the protections against discrimination afforded to them by Title VI. Requirements include:

- Dissemination of Information: The NWRTPPO shall disseminate this information to members of the public via accessible printed and electronic media, including posting on your organization's website.
- Contents of Notification: At a minimum, the notification should include the following:
 1. Statement that the NWRTPPO operates the Federal Program(s) without regard to race, color, national origin, sex, age, or disability.
 2. Identify procedures to be followed by members of the public to request additional information regarding your organization's Title VI obligation.
 3. Identify procedures to be followed by members of the public to file a discrimination complaint against your organization.

X. Notice of Rights

Your Rights Against Discrimination Under Title VI of the Civil Rights Act of 1964

The NWRTPPO operates its programs and services without regard to race, color, national origin, sex, age, and disability. Anyone who believes they have been excluded from participation in, denied benefits of, or otherwise subjected to discrimination under any NWRTPPO program or activity because of their race, color, national origin, age, sex, or disability may file a discrimination complaint with the NWRTPPO, NWNM Council of Governments, or the New Mexico Department of Transportation.

To file a Title VI discrimination complaint, please contact:

- NWRTPPO Program Manager: 505-722-4327
- NMDOT Title VI Program Coordinator: 505-470-9668

NWRTPPO notice of Title VI / ADA compliance is disseminated to the public through area Newspaper meeting notices. A sample notice is provided below. You may contact the NWRTPPO through the N.W.N.M. Council of Governments, 106 West Aztec Avenue, Gallup, NM 87301; phone: 505-722-4327. Example of Public Notice with Title VI and ADA compliance statement included in attachments below.

Appendix A

Contractor's Assurances

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor"), hereinafter including subcontractors and consultants, agrees as follows:

1. Compliance with the Authorities: The contractor agrees to comply with non-discriminatory statutes and authorities, including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (29 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the program or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your program (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (U.S.C. 1681 *et seq.*)

2) Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time-to-time, (hereinafter referred to as the "Regulations"), which are herein incorporated by reference and made a part of this contract.

3) Non-discrimination: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate either directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of the 49 CFR Part 21.

4) Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.

5) Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the New Mexico Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the NWRTPPO or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

6) Sanctions for Noncompliance: In the event of the contractor's non-compliance with the nondiscrimination provisions of this contract, the NWRTPPO will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. withholding payments to the contractor under the contract until the contractor complies; and/or
- b. cancelling, terminating or suspending the contract, in whole or in part.

7) Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the NWRTPPO or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the NWRTPPO to enter into any litigation to protect the interests of the NWRTPPO. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Appendix B

Clauses for Transfer or Lease of Real Property Acquired or Improved Under the Activity, Facility, or Program

The following clauses shall be included in deeds, licenses, leases, permits, or similar instruments entered into by the State of New Mexico, pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:

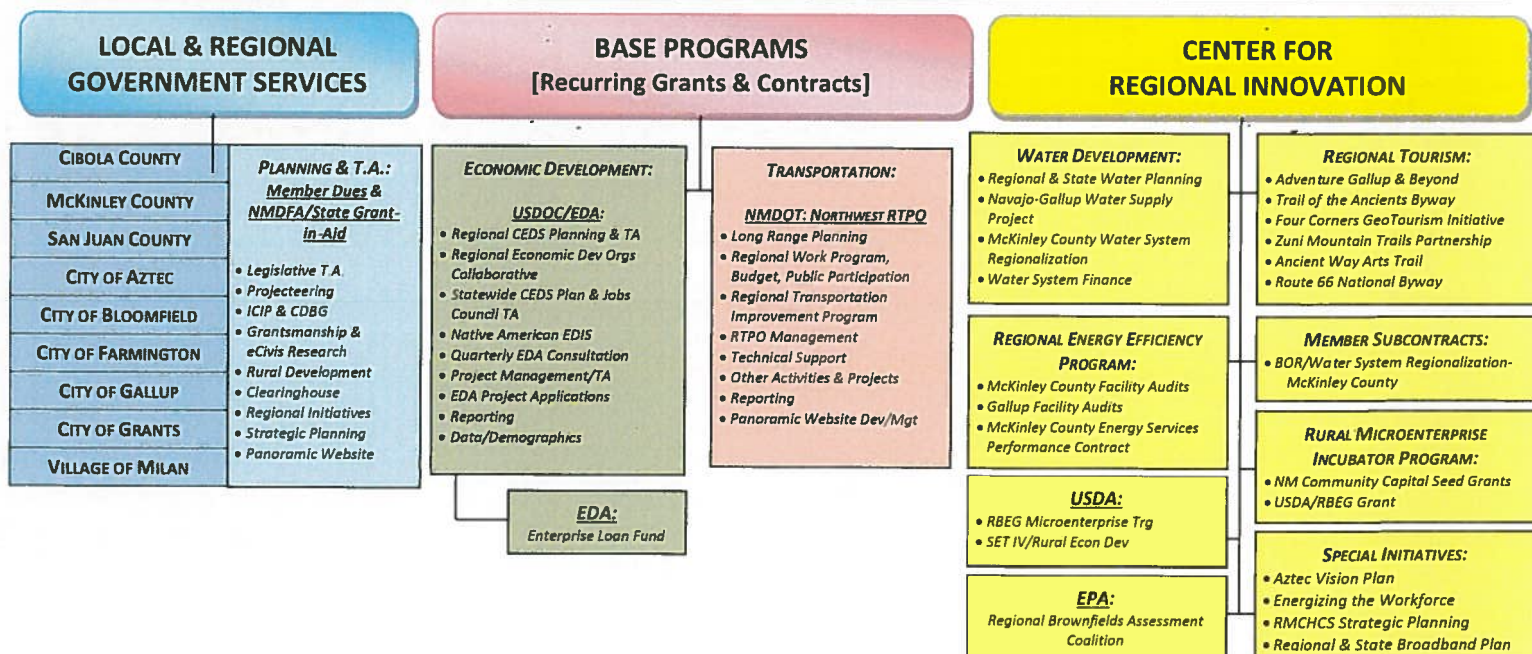
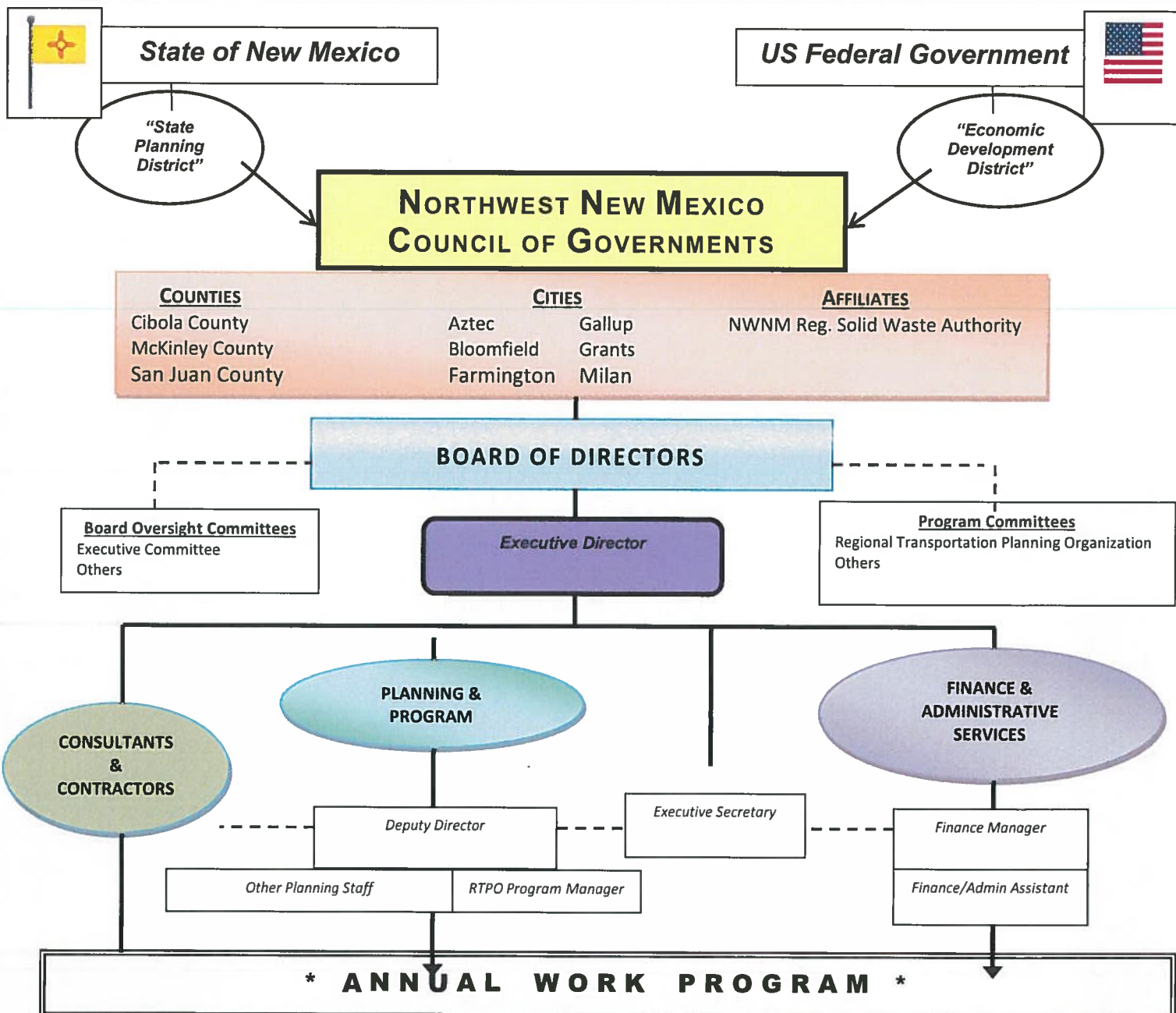
In the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, the State of New Mexico will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) and never been made or issued.*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the State of New Mexico will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the State of New Mexico and its assigns.*

(Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)*

Appendix C

Organizational Chart



Appendix D

Title VI Complaint Form

Title VI of the 1964 Civil Rights Act requires that "No person in the United States shall on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Note: The following information is necessary to assist us in processing your complaint. Should you require any assistance in completing this form, please let us know.

Complete and return this form to the NWRTPPO Planner at the Northwest NM Council of Governments, 106 W. Aztec Avenue, Gallup, NM 87301, Phone: 505-722-4327.

| | |
|------------------------------------|--|
| Complainant's Name | |
| Address | |
| City, State and Zip Code | |
| Telephone Number (home & business) | |

Person discriminated against (if someone other than the complainant)

| | |
|--------------------------|--|
| Name | |
| Address | |
| City, State and Zip Code | |

Which of the following best describes the reason you believe the discrimination took place?

| | |
|--------------------------|--|
| Race/Color | |
| National Origin | |
| Age | |
| Sex | |
| Other: (please describe) | |

What date did the alleged discrimination take place?

| |
|--|
| |
|--|

[illegible]

| | |
|-----|--|
| Yes | |
| No | |

| | | | |
|----------------|--|---------------|--|
| Federal agency | | Federal Court | |
| State Agency | | State Court | |
| Local Agency | | | |

| | |
|--------------------------|--|
| Name | |
| Address | |
| City, State and Zip Code | |
| Telephone Number | |

| | | | |
|-----------------------------|--|-------|--|
| Complainant's Signature: | | Date: | |
|-----------------------------|--|-------|--|



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NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

**Northwest Regional Transportation Planning Organization
(NWRTPO)**

Agenda Item #VIII: Election – New NWRTPO Vice-Chair

Subject: Elect a new NWRTPO Vice-Chair after former Chair resignation

Prepared for: December 8, 2021 NWRTPO Meeting

Date: 12/08/21

BACKGROUND

- **Why?** After years of strong leadership, our NWRTPO Chairman Mr. Dave Deutsawe from the Pueblo of Acoma has resigned from his position, with deep appreciation from NWRTPO staff and members, along with NMDOT staff.
- **Purpose.** NWRTPO members will elect a new NWRTPO Vice-Chair at this meeting as Don Jaramillo is interested in assuming the RTPO Chairman position.
- **Discussion/Finalization.** Members will vote to approve and authorize a new NWRTPO Vice-Chairman.

CURRENT WORK

- Election for a new NWRTPO Vice-Chair will take place at our January 12 meeting, based on those who express interest in taking on this position.

ANTICIPATED WORK

- NWRTPO regional leadership will be sustained by the election of new and/or ongoing officers.

ATTACHMENTS

- None

BUDGET IMPACT

- None

ACTION ITEM

- Members will vote, taking action to elect a new NWRTPO Vice-Chair at our January 12, 2022 meeting.



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Northwest Regional Transportation Planning Organization (NWRTPO)

Agenda Item #IX: Reports, Updates & Announcements

Subject: Discussion / Presentation Items

Prepared by: Robert Kuipers, NWRTPO

Date: 12/08/21

BACKGROUND

- **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

- Regional Work Program Status Reports
- RTPO Monthly Report
- **Staff forwarded annual 5310 and 5311 Public Transportation Provider funding applications to RTPO members for review in advance of evaluative scoring at our December RTPO Virtual meeting.**
- Member Reports

Member Special Reports:

- None this meeting

NMDOT Reports:

- G to G Liaison: Neala Krueger
- Tribal Liaison: Ron Shutiva
- District 6: JoAnn Garcia & staff; District 5: James Mexia, Stephanie Medina

News, Training & Funding Opportunities:

- FHWA Planning, Environment & Realty Reports: none
- NMDOT Govt. to Govt. Update: 11/01/21, 11/08/21, 11/19/21
- AASHTO Publications: none
- NMDOT / UNM-LTAP: Provides a very robust collection of training opportunities – staff forward news to members as it comes out from this source – reference at ltap.unm.edu – **Online courses notice** forwarded to members as LTAP emails come in.
- Title VI Training is available to MPO's and RTPO's from Lisa Neie – Civil Rights Manager for FHWA New Mexico. These trainings can be customized to address member concerns and issues for their regions, if provided to her in advance.
- NMDOT – NWRTPO / FMPO Public Transit Transportation Plan: uncertain when received
- NMDOT Strategic Hwy Safety Plan Update Survey: 11/2/21
- Tribal Transportation & Climate Change Roundtable: Dec. 6, 2021 – 1:00 – 2:30pm – 11/18/21
- New NMDOT Website Announcement: 11/18/21
- Regional Planning Newsletter with funding opportunities – MRCOG: 11/23/21
- NMDOT Pre-Qualified Contractors List: 11/23/21
- NM weather & Climate Trends Roadmap for Transportation: 11/23/21
- Statewide Pre-qualified Contractors for Transportation Infrastructure: 11/30/21

Members please note: none of these documents will be included in the full meeting package due to the physical size and the electronic megabyte size going forward – all of the cited documents have already been emailed in advance of the RTPO monthly meeting to our NWRTPO members. Some of the citations are ongoing from month to month regarding ongoing training or funding opportunities.



A PROGRAM OF Northwest New Mexico Council of Governments

NWRTPO | Northwest Regional Transportation Planning Organization

Monthly Report – November, 2021

- A. 2021 NWRTPO RTIPR Update:** The NWRTPO conducted an “RTIPR Revision” in 2020 rather than a full call for projects. This is due to the fact that not much funding was anticipated until at least 2021 or 2022. This year (FFY2021 – 2022) the NWRTPO is executing a full Call for Projects which will extend from April, 2021 thru March 2022, so members are invited to submit new project applications according to our Call For Projects schedule and guidance. At this point, RTPO members have submitted 53 project PFF’s for our 2021 – 2022 RTIPR update, 49 of which were presented and reviewed by DOT District 6 staff on June 29-30; 4 projects for Northern Navajo are under review from DOT District 5 at this time. Projects approved to move forward have now been developed into Project Prospectus Forms (PPF’s) by our respective submitting members and will be updated in our new FFY2021-22 RTIPR.
- B. FFY2021 NMDOT Transportation Project Fund:** The State of New Mexico recently initiated a new LGTPF fund to support transportation needs across New Mexico, complimenting the ongoing Local Govt. Road Fund. This fund provided \$50 million statewide in FFY2019 and is not restrained by federal functional classification requirements. In 2019 a total of 22 projects were submitted from the NWRTPO, (along with 2 from the SWRTPO and 4 from the MRRTPPO) – totaling 28 projects for the DOT Dist. 6 region. The NWRTPO region was awarded just over \$12 million. Eleven member governments of the NWRTPO and Farmington MPO were funded for 14 projects which are now underway. In FFY2021 NMDOT has \$120 million available and has been officially renamed to the Transportation Project Fund (TPF) and now officially includes Tribal communities. NMDOT District 6 reviewed and approved 12 projects from 9 of our member governments to move forward, and DOT District 5 approved one project from Northern Navajo for a total of just under \$20 million for our participating NWRTPO governments. All except 1 of our proposed TPF projects were approved by the NMDOT Transportation Commission for funding at \$19,485,577. When including the Farmington MPO, the total award is at \$22,415,160.00 for our region.
- C. GIS Data Gathering, Trails Development, Mapping and Compiling Work:** COG staff Carrie House continues to provide technical assistance and GIS mapping for development of 200 new miles of recreational trails in the Zuni Mountains in McKinley and Cibola Counties during FFY18 – FFY21; and continues contributing GIS mapping for regional transportation infrastructure. The NWCOG was the only New Mexico recipient of a NADO Impact Award for the ongoing development of 200 miles of recreational trails in the Zuni Mountains of McKinley and Cibola Counties. The Navajo Nation will soon be developing 80 miles of recreational trails in the Chuska Mountain range, complimenting the rec. trails being developed in the Zuni Mtns. The Pueblo of Laguna is developing bike and pedestrian trails connecting all six of their Pueblo Villages.
- D. Trail of the Ancients Scenic Byway is Nationally Designated:** President Trump signed the “Reviving America’s Scenic Byways Act of 2019” into law re-establishing the Scenic Byway Program but presently without funding. Nonetheless this provided the NWRTPO the opportunity to undertake a demanding process to pursue national designation for parts of our New Mexico TOA byway portion. RTPO and COG staff submitted the 2020 application for national designation for portions of our New Mexico Trail of the Ancients Scenic Byway. The entire TOA byway corridor is shared by Counties in the 4-Corners region of Utah, Arizona, New Mexico and Colorado; the Utah and Colorado corridors are already nationally designated. We received news that major portions of our New Mexico corridor are now designated as a National Byway corridor! We can now support and work on the Arizona portion of the four state byway, which is primarily on Navajo Nation lands. Historically across the nation - regions who achieved national scenic byway status have enjoyed a major and positive impact on tourism and resulting economic growth. With the return of the federal Scenic Byway Program after a multi-year period when the program went away, we are reconstructing the TOA Byway Council for New Mexico, and undertaking the challenging responsibility shared by participating counties to monitor and improve the national corridor, along with stronger participation in funding the byway, in collaboration with NMDOT staff.
- E. FFY2021 Annual Performance & Expenditure Report (APER):** RTPO staff completed and submitted our APER Report for FFY2021 to NMDOT in advance of the November 15 deadline for draft report submission.
- F. News, Training and Funding Opportunities:** The following training and funding opportunities have recently emerged:
- FHWA Planning, Environment & Realty Reports: none
 - NMDOT Govt. to Govt. Update: 11/01/21, 11/08/21, 11/19/21
 - AASHTO Publications: none
 - NMDOT / UNM-LTAP: Provides a very robust collection of training opportunities – staff forward news to members as it comes out from this source – reference at ltap.unm.edu – Online courses notice forwarded to members as LTAP emails come in.
 - Title VI Training is available to MPO’s and RTPO’s from Lisa Neie – Civil Rights Manager for FHWA New Mexico. These trainings can be customized to address member concerns and issues for their regions, if provided to her in advance.
 - NMDOT – NWRTPO / FMPO Public Transit Transportation Plan: uncertain when received
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 - NMDOT Pre-Qualified Contractors List: 11/23/21
 - NM weather & Climate Trends Roadmap for Transportation: 11/23/21
 - Statewide Pre-qualified Contractors for Transportation Infrastructure: 11/30/21

**RTPO APER Budgeted Staff Hours Summary
FFY2022**

| November Monthly Report | | | | | | | | | | | |
|-------------------------|----------------|--------|--------|--------|--------|------|------|------|--------------------|---------|---|
| Function | Budgeted Hours | Oct-21 | Nov-21 | Dec-21 | Q1 | Q2 | Q3 | Q4 | Total Actual hours | Balance | Percentage budgeted differs from actuals* |
| 1 | 200 | 7.00 | 8.00 | 0.00 | 15.00 | 0.00 | 0.00 | 0.00 | 15.00 | 185.00 | -92.50% |
| 2 | 200 | 3.00 | 2.00 | 0.00 | 5.00 | 0.00 | 0.00 | 0.00 | 5.00 | 195.00 | -97.50% |
| 3 | 450 | 44.00 | 63.50 | 0.00 | 107.50 | 0.00 | 0.00 | 0.00 | 107.50 | 342.50 | -76.11% |
| 4 | 350 | 0.50 | 3.00 | 0.00 | 3.50 | 0.00 | 0.00 | 0.00 | 3.50 | 346.50 | -99.00% |
| 5 | 450 | 34.50 | 43.50 | 0.00 | 78.00 | 0.00 | 0.00 | 0.00 | 78.00 | 372.00 | -82.67% |
| 6 | 450 | 60.50 | 20.00 | 0.00 | 80.50 | 0.00 | 0.00 | 0.00 | 80.50 | 369.50 | -82.11% |
| TOTAL | 2100 | 149.50 | 140.00 | 0.00 | 289.50 | 0.00 | 0.00 | 0.00 | 289.50 | 1810.50 | -86.21% |

*If budgeted hours differ from actual hours by more than 20% in any function, provide a narrative explanation below

*If budgeted hours differ from actual hours by more than 20% in any function, provide a narrative explanation below

Quarterly Expenditure Summary

| NWRTPO FFY2022 Q1 Budget Detail* | Oct-21 | Nov-21 | Dec-21 | Q1 Request | Q2 Request | Q3 Request | Q4 Request | Total Budgeted Amount | Requests YTD (incl. current request) | Balance |
|----------------------------------|---------------------|-------------|-------------|---------------------|-------------|-------------|-------------|-----------------------|--------------------------------------|---------------------|
| a. Personnel | \$ 1,900.97 | \$ - | \$ - | \$ 1,900.97 | \$ - | \$ - | \$ - | \$54,070.00 | \$ 1,900.97 | \$ 52,169.03 |
| b. Fringe Benefits | \$ 427.25 | \$ - | \$ - | \$ 427.25 | \$ - | \$ - | \$ - | \$13,588.00 | \$ 427.25 | \$ 13,160.75 |
| c. Travel & Training | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,023.00 | \$ - | \$ 5,023.00 |
| d. Equipment | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| e. Supplies | \$ 96.03 | \$ - | \$ - | \$ 96.03 | \$ - | \$ - | \$ - | \$ 4,591.00 | \$ 96.03 | \$ 4,494.97 |
| f. Contractual | \$ 9,857.48 | \$ - | \$ - | \$ 9,857.48 | \$ - | \$ - | \$ - | \$ 14,878.00 | \$ 9,857.48 | \$ 5,020.52 |
| g. Construction | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| h. Other | \$ 980.37 | \$ - | \$ - | \$ 980.37 | \$ - | \$ - | \$ - | \$ 14,100.00 | \$ 980.37 | \$ 13,119.63 |
| TOTAL | \$ 13,262.10 | \$ - | \$ - | \$ 13,262.10 | \$ - | \$ - | \$ - | \$ 106,250.00 | \$ 13,262.10 | \$ 92,987.90 |
| Local Match (20%) | \$ 2,652.42 | \$ - | \$ - | \$ 2,652.42 | \$ - | \$ - | \$ - | \$ 21,250.00 | \$ 2,652.42 | \$ 18,597.58 |
| Federal Share (80%) | \$ 10,609.68 | \$ - | \$ - | \$ 10,609.68 | \$ - | \$ - | \$ - | \$ 85,000.00 | \$ 10,609.68 | \$ 74,390.32 |

| | | | | | | | |
|--|--|--|--|------------------|---------------|--------------------------|----------------------------|
| Control Number: | | | | Invoice # | TOTAL | Local Match (20%) | Federal Share (80%) |
| Work Authorization (09/30/2020) | | | | | \$ 106,250.00 | \$ 21,250.00 | \$ 85,000.00 |
| Quarter | | | | | | | |
| Q1 ending 12/31 | | | | | \$ 13,262.10 | \$ 2,652.42 | \$ 10,609.68 |
| Q2 ending 3/31 | | | | | \$ - | \$ - | \$ - |
| Q3 ending 6/30 | | | | | \$ - | \$ - | \$ - |
| Q4 ending 9/30 | | | | | \$ - | \$ - | \$ - |
| BALANCE | | | | | \$ 92,987.90 | \$ 18,597.58 | \$ 74,390.32 |

*line items in excess of \$500 require a detailed explanation. Single purchases over \$500 require invoices and proof of payment

Contact List to Request Clearance Certifications

For quickest response requests can be made via email. Please include project number, route & termini, control number, location, proposed work, and statement request or impact. For example: see handout samples specific for type of certification being requested. Contact info for the various certifications is listed below:

For R.O.W. Certification request please send request to:

Right of Way Certification does not expire unless there are changes to the impacts after certification has been issued.

*Email your request to Darlene Roybal: darlene.roybal2@state.nm.us

Please obtain Environmental/ISA certification before ROW

Darlene Roybal -
NMDOT-Right of Way Bureau
P.O. Box 1120
Santa Fe, NM 87504-1149
505-690-2865
darlene.roybal2@state.nm.us
CC on e-mail

For Railroad Certification request please send request to:

Must be issued within 6 months of PS&E.

Request letter should be addressed to:

Robert Fine
Rail Section
P.O. Box 1149
Santa Fe, NM 87504-1149
505-629-2830
robert.fine@state.nm.us

On all LGRF Utility Request letter should be addressed to: District Six JoAnn Garcia & Bill Santiago:

Must include all letters/e-mails from utility providers in your area showing impact or no impact

| | |
|--|---|
| JoAnn Garcia, | Bill Santiago, bill.santiago@state.nm.us |
| District Six Technical Support Section | 505-290-9631 |
| P.O. Box 2160 | |
| Milan, NM 87021 | |
| 505-240-1669 | |
| joann.garcia2state.nm.us | |

For Environmental Certification request please contact:

Must be issued within 2 years of PS&E.

Steven A. Lakatos
Cultural Resources Section Supervisor
NMDOT
1120 Cerrillos Rd
P.O. Box 1149
Santa Fe, NM 87504
Cell: 505-629-8253
steven.lakatos@state.nm.us

Antonio Griego NMDOT Environmental Bureau

1120 Cerrillos Road

PO Box 1149, Room 205

Santa Fe, NM 87504

Cell: (505) 470-4967

Antonio.Griego@state.nm.us

ISA Certification Contact: Audrey Moore, Manager
NMDOT - Environmental Geology Bureau
PO Box 1149, Room 201
1120 Cerrillos Road
Santa Fe, NM 87504-1149
Cell: 505-490-1850
Audrey.moore@state.nm.us

For ITS Certification request please contact:

ITs Certification does not expire unless there are changes to the impacts after certification has been issued.

Brian Degan,
NMDOT ITS Bureau at Regional Transportation Management Center
400 Wyoming Blvd., NE
Albuquerque, NM 87123
Cell: 505-490-1297
Brian.Degani@state.nm.us

Please call JoAnn Garcia (505-240-1669) or Bill Santiago (505-290-9631) if you have any questions or need additional information. Updated on 3/12/2021