a program of

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

Northwest Regional Transportation Planning Organization (NWRTPO)

RTPO Joint Technical & Policy Committee Meeting

Wednesday, August 12, 2026 | 10:00 am – 12:00 pm
McKinley County Conference Center
207 W. Hill Avenue, Gallup, NM 87301

A G E N D A

ROUTINE ITEMS:

Item #	Item	Presenter
I.	Call to Order and Introductions	Raymond Concho Jr., Chairman
II.	*Action*: Agenda	Raymond Concho, Jr. Chairman
III.	*Action*: June 10, 2026 Meeting Minutes	Raymond Concho, Jr. Chairman

ACTION ITEMS:

Item #	Item	Presenter
IV.	NWRTPO Formal Amendment #3 (pending NMDOT Approval)	Brandon Howe, RTPO
V.	NWRTPO Bylaws Reauthorization	Brandon Howe, RTPO
VI.	NWRTPO Open Meetings Act Resolution	Brandon Howe, RTPO
VII.	NWRTPO Public Participation Plan	Brandon Howe, RTPO
VIII.	NWRTPO Title VI Plan Approval	Brandon Howe, RTPO
IX.	NWRTPO FFY2027 Meeting Schedule	Brandon Howe, RTPO

DISCUSSION/PRESENTATION ITEMS:

Item #	Item	Presenter
X.	Railroad Crossing Elimination Projects Presentation	Rodney Skersick, McKinley County Casey McElroy, Kimley-Horn

REPORTS: *(10-minute limit)* ***Please submit Written Reports for inclusion in minutes***

RTPO Program Report *(significant news only)*	Brandon Howe, RTPO
Local Member Reports *(significant news only)*	By Entity
New Mexico Department of Transportation Reports *(significant news only)*	RTPO Liaison (Samuel Jensen) Tribal Liaison (Angelica Trujillo) District 5 (Sean Brady, Amanda Nino) District 6 (Bill Santiago, Kyle Slim)

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

ANNOUCEMENTS & NEXT MEETING: Wednesday, August 12, 2026 @ McKinley County Conference Center, 207 W. Hill Avenue, Gallup, NM 87301 (unless otherwise determined or virtual via Microsoft Teams)

ADJOURNMENT

Northwest Regional Transportation Planning Organization (NWRTPO)

Joint Policy & Technical Committee

Meeting Minutes
Wednesday June 10, 2026
10:00am – 12:00pm
Virtual Meeting | Microsoft Teams

ATTENDANCE:

Tribal & Local Public Agencies (T/LPAs)

Agency	Primary Member	Alternate Member
Pueblo of Acoma	**Raymond Concho – RTPO Chair**	**Nadine Kowice**
Pueblo of Laguna	**Jolette Arietta**	Romulo Lastreto
Pueblo of Zuni	Royce Gchachu	Roxanne Hughte
Navajo Nation	Amanda Tolino, Eastern	Priscilla Lee, NDOT
	ShaQuilla Yazzie, Ft. Defiance	
	Regina Martinez, Eastern	
Ramah Navajo	Dorothy Claw	Michael Eriacho
City of Grants	**Nadine Jiron**	Shannon Devine
City of Gallup	Keegan MacKenzie-Chavez	**Alicia Santiago**
Village of Milan	Denise Baca	Gabrielle Gonzales
Cibola County	**Linda Cooke**	**Joseph Baca**
McKinley County	**Rodney Skersick**	**Yvonne Tso**
San Juan County	Nick Porell	Vacant
Farmington MPO – Ex-officio	Peter Koeppel	Vacant

New Mexico Department of Transportation (NMDOT)

Entity	Representative(s)
RTPO Liaison	Samuel Jensen
District 5	**Sean Brady**, Amanda Nino
District 6	James Martinez, **Bill Santiago, Kyle Slim**
Tribal Liaison	**Angelica Trujillo**
DOT Central Regional Design Office	James Sanchez, Juan Archuletta
Other NMDOT Staff / Guests	**Crystal Macias, NMDOT - D5** **Joseph Gonzales, NMDOT - D6** **Brian Hepting, Pueblo of Acoma** **Shania Shroulote, Pueblo of Acoma** **Jayden Weist, DFA**

Northwest Regional Transportation Planning Organization	
Northwest NM Council of Governments	**Brandon Howe, Interim**

Tally Sheet – Attendance & Quorum

Total Full Attendance:	T/LPAs	NMDOT	RTPO	Full Attendance Norm:	Guests	
	11	4: DOT Liaison, Tribal Liaison, District 5 & 6 Representatives	1	16	varies	
Attendance – this meeting:	**T/LPAs**	**NMDOT Attendance:**	**RTPO**	**Attendance % this meeting**	**Guest**	**Total Attendees**
	7 T/LPAs *[6 - Primary 1 - Alternate]*	4	1	75%	5	17

ROUTINE ITEMS:

Item #	Item
I.	**Call to Order and Introductions.** Meeting was called to order at **10:07**am, **Chairman Raymond Concho Jr., Pueblo of Acoma,** welcomed those in attendance, and proceeded with introductions approval of agenda and minutes. The meeting was conducted **virtually**.
II.	**Agenda: Chairman Raymond Concho Jr., Pueblo of Acoma,** provided an overview of the day's agenda topics and called for a motion: **ACTION: Nadine Jiron, City of Grants, motioned; Linda Cooke, Cibola County, seconded** adoption of the agenda; all in favor – motion carried unanimously.
III.	**Minutes (February 11, 2026): Chairman Raymond Concho Jr., Pueblo of Acoma,** provided time for review of minutes. **Chairman Raymond Concho Jr., Pueblo of Acoma,** called for a motion. **ACTION: Linda Cooke, Cibola County, motioned; Alicia Santiago, City of Gallup seconded** the adoption of the minutes. All in favor – motion carried unanimously.

ACTION ITEMS:

item #	Item	Presenter
IV.	**NWRTPO FFY2027 – 2028 Regional Work Program Approval**	**Brandon Howe, RTPO**

BACKGROUND

- **Why?** The NWRTPO in partnership with NMDOT engages in a Cooperative Agreement to operate the Regional Transportation Planning Organization. Part of the agreement process is to develop a 2-year Regional Work Program (RWP).
- **Purpose:** The purpose of the presentation is to showcase the proposed NWRTPO RWP which will cover a two-year period which includes FFY2027 – 2028. The RWP includes tasks that may be completed by the RTPO Program Manager during this period.

CURRENT WORK

- Work Program Development and Coordination with NMDOT

ANTICIPATED WORK

- Execution of Cooperative Agreement and Implementation of RWP

ATTACHMENTS

- FFY2027 – 2028 Regional Work Program & NWNMCOG Cost Allocation Plan: https://www.nwnmcog.org/uploads/1/2/8/7/12873976/ffy2027-2028_regional_work_program_and_budget_final.pdf

BUDGET IMPACT

- $112,500 (annual budget for the RTPO)

ACTION ITEM

- Review and approve the FFY2027 – 2028 Regional Work Program

Discussion: Brandon Howe, Interim Program Manager presented the Proposed FFY2027-2028 Regional Work Program to the Joint Policy & Technical Committee. Mr. Howe read through each function and task and provided insight into the proposed activities within the work program. No members had any questions regarding the proposed amendment.

ACTION: Chairman Raymond Concho Jr., Pueblo of Acoma motioned to approve the FFY2027-2028 Regional Work Program; **Linda Cooke, Cibola County, motioned; Alicia Santiago, City of Gallup seconded**; motion carried unanimously.

DISSCUSSION/PRESENTATION ITEMS:

item #	Item	Presenter
V.	**NM DFA Federal Match Program**	**Jayden Weist, DFA**

BACKGROUND

- **Why?** The New Mexico Legislature created a program to support State Agencies and Local Governments meet match funding requirements to leverage federal grant programs.
- **Purpose:** The purpose of the presentation is introduce the RTPO membership to the program to inform members about the program requirements and induce opportunities for federal transportation grants.

CURRENT WORK

- None

ANTICIPATED WORK

- DFA Match Fund Application Support

ATTACHMENTS

- Presentation from DFA: https://www.nwnmcog.org/uploads/1/2/8/7/12873976/nm_match_fund_short_deck.pdf

BUDGET IMPACT

- None

ACTION ITEM

- None

Discussion: Jayden Weist from the New Mexico Department of Finance & Administration presented the Federal Match Program and how it can be leveraged to support transportation needs in Northwest New Mexico. After the presentation, Jayden responded to questions regarding utilization of the match fund, project implementation grant and federal compliance offset grant.

item #	Item	Presenter
VI.	**NWRTPO Transportation Project Fund Application Recap**	**Brandon Howe, RTPO**

BACKGROUND

- **Why?** The NMDOT held its annual 'Call for Projects' for the Transportation Project Fund. The NWRTPO develops an internal procedure to support the application development and submission process.
- **Purpose:** The purpose of this item to recap the process, inform members of submitted applications and discuss areas of potential improvements for next year's cycle.

CURRENT WORK

- Monitor NMDOT Transportation Commission Meeting

ANTICIPATED WORK

- None

ATTACHMENTS

- None

BUDGET IMPACT
• None
ACTION ITEM
• None

Discussion: Brandon Howe, Interim Program Manager, provided a recap of the NWRTPO TPF application and verbally listed the applicants that successfully submitted applications for consideration. Mr. Howe also provided the total requested amount from the region including the total match amount committed. Mr. Howe explained that while the NWRTPO had provided ample time to prepare for the application deadline, some members approached the RTPO about projects late. These projects were determined to coordinate their own consultation meeting with NMDOT. Mr. Howe explained that a few applications were not submitted as they did not include all required components and were not updated by the T/LPA prior to the deadline.

Raymond Concho Jr., Chair from the Pueblo of Acoma asked the RTPO and NMDOT for an anticipated date for award notification. NMDOT District 6 representatives provided information on the timeline including District review and transportation commission schedules.

REPORTS:

Item	Presenter
Reports, Updates, Announcements	**Brandon Howe, RTPO**

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
RTPO News & Updates • RTPO supported multiple applications to the NMDOT for Transportation Project Fund • RTPO developed the FFY2026-2027 Regional Work Program and submitted to NMDOT for review and approval. • RTPO staff supported the McKinley Railroad Crossing Elimination initiative • RTPO staff supported the Gallup-McKinley TradePort Partnership with Autonomous Vehicle Testing Initiative
Local Member Reports: • See member reports below
NMDOT Reports: • See NMDOT reports below
News, Training & Funding Opportunities: • None

Pueblo of Acoma

- **ROAD REHABILITATION (OTHER) PROJECT:** NMDOT FY 2026 LGRF funds for $30,172 was approved. School bus stops and signage will be addressed.
- **SP 38 HAAK'U ROAD PLANNING & DESIGN PROJECT:** The NMDOT TPF-funded design project is 100% complete. Remaining funds will be returned to NMDOT.
- **SP 38 HAAK'U ROAD CONSTRUCTION PROJECT PHASE IA:** Phase IA construction funding was approved by the New Mexico Indian Affairs Department (NM IAD) Tribal Infrastructure Fund (TIF), Congressional Direct Spending, and FHWA Tribal Transportation Program. Bid documents will be released by Summer 2026.
- **SP 30 PUEBLO ROAD (ENTIRE ROUTE):** Pueblo received funding for the SP 30 Pueblo Road (10.4 miles) Design Project. Funding was approved by NM IAD TIF. NV5 is the selected Road Design Contractor. Design is ongoing.
- **MESA HILL BRIDGE PRECONSTRUCTION PROJECT:** WHPacific completed design plan updates and environmental assessment. The Data Recovery Plan Implementation Project field work was completed in January 2025; a final report is pending.

- **MESA HILL BRIDGE CONSTRUCTION PROJECT:** The Mesa Hill Bridge Construction application was submitted and approved by FHWA for $101 million. Bid documents are being finalized.
- **M123 BRIDGE DESIGN PROJECT (ACOMA CREEK BRIDGE ON SP 34 FATIMA HILL ROAD):** Funded for $137,049 from the FHWA TTP Bridge Program. KLJ Construction was awarded the design contract, and the project is 95% complete.
- **M124 BRIDGE DESIGN PROJECT (ACOMITA LAKE BRIDGE ON SP 34 FATIMA HILL ROAD):** Funded for $380,000 from the FHWA TTP Bridge Program. KLJ Construction was awarded the design contract, and the project is 95% complete.
- **SP 30 PUEBLO ROAD SECTIONS 110 AND 120 (EAST END FROM I-40 UNDERPASS to NM 124):** Design is ongoing with Wilson and Company. Road design plans are 100% complete. The construction funding request will be submitted in the summer of 2026.

Pueblo of Zuni

- Not present

McKinley County

- Superman Canyon: Project is complete complete
- **Pindale Rainbow Trail:** LGRF Project under construction, scheduled to be completed mid summer.
- **Mentmore Extension:** Project is still seeking clearances from NMDOT and is anticipated to start in July
- **New Mexico Association of Counties**: conference will be in Mckinley County this year. McKinley County is hosting.
- **Equipment Rodeo**: McKinley County will host the equipment rodeo for the NMAC conference. Rodeo will be held at Red Rock Park.
- **RTPO Meeting:** August meeting will be in McKinley County

City of Gallup

- No report

Milan

- Not present

Ramah Navajo

- Not present

Cibola County

- NMDOT Co-Ops: The following project locations have been completed using FY23 & 24 funds. Fog Seal completed with Cibola County funds March 2026
  - Moquino-La Joya Loop
  - Golden Acres Ln.
  - Plano Colorado Frontage Rd.
  - Cemetery Road (Bluewater)
  - Robert's Rd.
  - Plano Colorado Rd.
  - N. Castillos Rd.
  - Encinal Rd.
  - Lobo Creek Rd.
  - Marquez Rd.
  - Cantina Rd.
- Marquez Rd.: Work is complete to repair downstream bridge/culverts
- Pie Town Rd.: Has be reshaped and base course and millings have been spread to make the road more user friendly.
- Working with the NWCOG to receive Capital Outlay funding to allow us to chip seal Pie Town Rd.C41 and Pinehill Rd C34

- FY 23 & 24 funding has been completed and closed.
- All certifications have been received for the FY25 Co-Op funding.
- Received certifications for utilities -for the FY26 funding
- Continuing with normal road maintenance.

Grants

- **2nd St. Shared Loop** overall trail construction is complete. Following up on DOT punch list items. Close out meeting with NMDOT scheduled for 6/17.
- **Washington Ave:** Roadway construction is complete, trail is complete. Roadway repair has been done, final striping, gutter complete.
- **Sakelares Blvd.** In design phase. Engineer is working with Tierra Right of Way on property acquisition needed for widening of the roadway and trail.
- **Nimitz Ave** Project construction has begun. Phase 1 water and sewer in place. Curb, gutter and drainage from E. Sage to Truman.
- **Anderman Bridge** is in 30% design for roadway. Working with Wilson & DOT to resolve unforeseen land conflicts.
- **E. Roosevelt** working with Wilson and Co on alignment study. Environmental services and assessment to begin.
- **Gunderson Davis** 90% design 30% water/wastewater. Working with property owner to acquire a small portion of land for lift station placement.

Pueblo of Laguna

- No report

Navajo Nation

- No report

New Mexico Department of Transportation Reports ***(significant news only)***	RTPO Liaison (Samuel Jensen) Tribal Liaison (Angelica Trujillo) District 5 (Sean Brady, Crystal Macias, Amanda Nino) District 6 (James Martinez, Bill Santiago, Kyle Slim)

Multimodal Planning & Programs Bureau – Samuel Jensen

- Not Present

NMDOT District 5 – Sean Brady, Crystal Macias, Amanda Nino

- Would like to work with the RTPO to get more TPF applications submitted within the NWRTPO portion of NMDOT District 5. Willing to support outreach to Navajo Chapters.

NMDOT District 6 – Bill Santiago, Kyle Slim

- Transportation Project Fund applications will be reviewed internally by the District Engineer and recommendations will be forwarded to the Secretary for final approval. TPF awards are typically announced at the August or September Transportation Commission meeting. RTPO members will be notified as soon as agenda is posted.
- District 6 will like to work with the RTPO to develop a more defined timeline to ensure no last minute reviews are needed. Many came after the deadline.

NMDOT Tribal Liaison – Angelica Trujillo

- Transportation Safety Summit is being coordinated and is scheduled for September 2026. There will be a call for presentations. NMDOT encourages participation in the summit to improve safety statewide.

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

- No new business

ANNOUCEMENTS & NEXT MEETING: Next JPTC meeting will be held August 12, 2026 @ 207 W. Hill Avenue, Gallup, NM 87301 (unless otherwise determined or virtual via Microsoft Teams)

ADJOURNMENT:

ACTION: Chairman Raymond Concho Jr., RTPO Chairman called for a motion to adjourn the meeting at **11:41 AM, Linda Cooke, Cibola County motioned; Alicia Santiago, City of Gallup seconded**. All in favor – motion carried.

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NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

Northwest Regional Transportation Planning Organization (NWRTPO)

Agenda Item IV: NWRTPO Formal Amendment FY2026 #3

Subject: Formal Budget Amendment

Prepared for: NWRTPO Joint Policy & Technical Committee

Date: 08/12/2026

BACKGROUND
• **Why?** The NWNMCOG is under cooperative agreement with NMDOT to operate and manage the NWRTPO. This two-year work program allows for the COG to shift hours between functions to accommodate the needs of the RTPO and projects, programs and plans. • **Purpose:** The New Mexico Department of Transportation's Planning Procedures Manual (PPM) establishes the standardized processes, responsibilities, and coordination requirements for statewide, metropolitan, and regional transportation planning in New Mexico. It defines how NMDOT, MPOs, and RTPOs work together to meet federal and state planning regulations and produce consistent planning products. The manual also outlines communication protocols, organizational structures, planning workflows, and documentation requirements to ensure an efficient, transparent, and compliant transportation planning process.

CURRENT WORK
• None

ANTICIPATED WORK
• None

ATTACHMENTS
• FFY2026 Formal Amendment #3

BUDGET IMPACT
• None - Reallocation of Hours

ACTION ITEM
• Approval needed to process formal amendment with NMDOT

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:	August 4, 2026		
Entity:	Northwest RTPO		
Contact Name:	Brandon Howe		
UPWP/RWP Amendment #:	3	**FHWA funded, Control #:**	P625000
		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**
Function 1	300hrs	200hrs	33%	The RTPO will not engage in Long Range Transportation Planning activities during the final quarter of FFY2026.
Function 4	200hrs	300hrs	33%	The RTPO will need additional hours to support special initiatives and studies, not originally identified 2-Year Work Program.

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**
Formal - Proposed	Hours in function 1 to be moved to function 4 to accommodate time supporting the TradePort and Autonomous Vehicle Initiative, Railroad Crossing Elimination and other special initiatives.

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:	Anticipated Approval - August 12, 2026
Policy Committee/Board:	Anticipated Approval - August 12, 2026

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For NMDOT use only.

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

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NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

Northwest Regional Transportation Planning Organization (NWRTPO)

Agenda Item V: NWRTPO Bylaws Reauthorization

Subject: Annual NWRTPO Administrative Documents

Prepared for: NWRTPO Joint Policy & Technical Committee

Date: 08/12/2026

BACKGROUND
• **Why?** The NWRTPO is an organization of transportation representatives from Local and Tribal public agencies to perform transportation related planning and development for the region. The quasi-governmental nature of the RTPO requires the organization to develop, approve and reauthorize Bylaws on a regular basis. • **Purpose:** Bylaws are a set of written rules that establish the internal management of the RTPO and provides guidance to the Joint Policy & Technical Committee as well as the RTPO Program Manager and the Northwest New Mexico Council of Governments.

CURRENT WORK
• None

ANTICIPATED WORK
• None

ATTACHMENTS
• FFY2027 Bylaws

BUDGET IMPACT
• None

ACTION ITEM
• Approval needed to reauthorize the bylaws for the 2027 Federal Fiscal Year

FFY2027 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, Ramah Navajo of the 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, Bloomfield, and Kirtland 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 NWRTPO, 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 NWRTPO.

2. Appointments: Each municipal, county and tribal government within the NWRTPO service area shall elect or appoint **one member and one alternate** to serve on the Joint Technical/Policy Committee.

   2.1 In its policy capacity, the NWRTPO 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 NWRTPO 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 Recommendations (RTIPR), 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 RTPO 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 NWRTPO 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 RTPO 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 NWRTPO Program Manager to carry out the annual work program of the NWRTPO under the oversight and guidance of the NWRTPO 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 NWRTPO. The Program Manager shall work to assist NWRTPO 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 RTPO members, facilitation of the annual rating and ranking process, creation and distribution of the RTIPR to NMDOT and NWRTPO members.

3. Prepare and facilitate NWRTPO 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 RTPO 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 RTPO Chairman and staff in accordance with state guidance.

B. The Joint Technical/Policy Committee (JTPC) shall meet according to a regular schedule, nominally on the second Wednesday every other month (6-meetings per year) 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 may (optional and not required) 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. At a minimum, the NWRTPO Planner shall post a schedule of regular meetings on the Northwest New Mexico Council of Governments' website to meet Open Meetings Act Requirements.

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 December 10, 2025 – at a duly noticed and public meeting of the NWRTPO.

_____

Raymond Concho Jr., *Chairman*
RTPO Joint Technical/Policy Committee

_____

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

a program of

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

Northwest Regional Transportation Planning Organization (NWRTPO)

Agenda Item V: NWRTPO Open Meetings Act Resolution

Subject: Annual NWRTPO Administrative Documents

Prepared for: NWRTPO Joint Policy & Technical Committee

Date: 08/12/2026

BACKGROUND
• **Why?** Per state regulations, the NWRTPO must approve an Open Meetings Act Resolution to provide the organizations acceptance to follow the Open Meetings Act [NMDA 10-15-4] • **Purpose:** The Opens Meeting Act is to require that public business be conducted in full public view, that the actions of public bodies be taken openly, and that the deliberations of public bodies be open to the public.

CURRENT WORK
• None

ANTICIPATED WORK
• None

ATTACHMENTS
• FFY2027 NWRTPO Open Meetings Act Resolution

BUDGET IMPACT
• None

ACTION ITEM
• Approval needed to adopt the Open Meetings Act Resolution for the 202 Federal Fiscal Year

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 W. Aztec Avenue
Gallup, NM 87301
(505) 722-4327
www.nwnmcog.org

RAYMOND CONCHO JR., RTPO COMMITTEE CHAIRMAN
RODNEY SKERSICK, RTPO COMMITTEE VICE-CHAIRMAN

RESOLUTION NO. 2026-001
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 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 on August 12, 2026.

SIGNED: _____

Raymond Concho Jr., Chairman
RTPO Joint Technical/Policy Committee

ATTEST: _____

Brandon Howe, Interim RTPO Program Manager
Northwest RTPO Program
Northwest New Mexico Council of Governments

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NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

Northwest Regional Transportation Planning Organization (NWRTPO)

Agenda Item VI: NWRTPO Public Participation Plan

Subject: NWRTPO Administrative Documents

Prepared for: NWRTPO Joint Policy & Technical Committee

Date: 08/12/2026

BACKGROUND
• **Why?** The NWRTPO is the entity responsible for transportation planning in the region and as a recipient of federal funding, need to ensure public participation when conducting planning activities. • **Purpose:** The purpose of the Public Participation Plan is to outline the State and Federal requirements for RTPOs. The plan is mandated to help organizations such as RTPOs foster continuing cooperative and comprehensive (3-C) public participation

CURRENT WORK
• None

ANTICIPATED WORK
• None

ATTACHMENTS
• FFY2027 NWRTPO Public Participation Plan

BUDGET IMPACT
• None

ACTION ITEM
• Approval needed to reauthorize the bylaws for the 2027 Federal Fiscal Year

a program of

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

Northwest Regional Transportation Planning Organization

(NWRTPO)

Public Participation Plan

FFY2027 Reauthorization: August 12, 2026

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, publicly 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):

- 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 publicly through FCC licensed broadcast stations and newspapers of general circulation (10-15-1 (d)) said public notice

[1] 4 NMSA 57 and 58

[2] 23 CFR 200.5 (c)

- 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 publicly 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 plan[3]

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

[3] 67 FR 41455-41472

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 policies[4]

[4] 59 FR 7629

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NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

Northwest Regional Transportation Planning Organization (NWRTPO)

Agenda Item VII: NWRTPO Title VI Plan

Subject: NWRTPO Administrative Documents

Prepared for: NWRTPO Joint Policy & Technical Committee

Date: 08/12/2026

BACKGROUND
• **Why?** 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. • **Purpose:** The purpose of the Title VI Plan is to assure 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.

CURRENT WORK
• None

ANTICIPATED WORK
• None

ATTACHMENTS
• FFY2027 NWRTPO Title VI Plan

BUDGET IMPACT
• None

ACTION ITEM
• Approval needed to reauthorize the bylaws for the 2027 Federal Fiscal Year

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NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

Northwest Regional Transportation Planning Organization

(NWRTPO)

Title VI Plan

FFY2027 Reauthorization: August 12, 2026

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Appendix B: Clauses for Transfer or Lease of Real Property

Appendix C: Organizational Chart

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I. Nondiscriminatory Statement 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 including Ramah Navajo, 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. 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.

Prohibited discrimination may be intentional or unintentional. Seemingly neutral acts that have disparate impacts on individuals of a protected group and lack a substantial legitimate justification are a form of prohibited discrimination. Harassment and retaliation are also prohibited forms of discrimination.

Examples of prohibited types of discrimination based on race, color, national origin, sex, disability, or age include: Denial to an individual any service, financial aid, or other benefit; Distinctions in the quantity, quality, or manner in which a benefit is provided; Segregation or separate treatment; Restriction in the enjoyment of any advantages, privileges, or other benefits provided; Discrimination in any activities related to highway and infrastructure or facility built or repaired; and Discrimination in employment.

Environmental Justice and Limited English Proficiency Policy Statement

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, 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.

Specific Forms of Discrimination Prohibited

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.

NWRTPO programs and services covered by Title VI

NWRTPO Title VI Plan applies to all of the NWRTPO 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. 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).

_____ _____

Signed by Chief Administrative Officer or Designee **Date**

II. Title VI and Environmental Justice – The Public Participation Plan (PPP)

The NWRTPO Public Participation Plan (PPP) describes how our organization communicates and distributes information to the public as well as how the public can interact and provide comments to our organization. The needs of those traditionally underserved by the existing system will be sought and considered by 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 NWRTPO will ensure that the input and feedback from all people will be considered in the development of NWRTPO 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 related 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, members of our organization will meet at the locations of businesses, neighborhood groups, stakeholders, and other agencies.
2. Upon request, all of our organization's 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 of our organization's 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 NWRTPO 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 NWRTPO 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/Title VI Coordinator Jeff Archuleta, at NMDOT (505) 469-6131 or Jeffery.Archuleta@dot.nm.gov.
5. Agencies and organizations that represent low income, minority and disabled populations will be identified and included in NWRTPO mailings. Staff will maintain an active listing of contacts for these organizations.
6. The NWRTPO 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 Northwest New Mexico Council of Governments' website and in the Gallup Independent. Documents and agendas will be available at the NWRTPO office (NWNM Council of Governments – 106 W. Aztec Avenue, Gallup, NM 87301) and at other locations identified in the Public Participation Plan (see Appendix D of the PPP).
- Public notices of NWRTPO 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.

III. Title VI and Environment Justice – NWRTPO Planning Requirements

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

Data Collection

Census and other statistical data will be collected by the NWRTPO as a means of identifying low income and minority populations within the NWRTPO. 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.

- NWRTPO Actions:
    - Collect, maintain, and update databases of low income and minority concentrations within the NWRTPO
    - 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 NWRTPO Regional Work Program (RWP) is the annual list of projects and activities that are expected to be completed by staff and the two NWRTPO committees. In this document, the NWRTPO will identify projects, studies, and other activities that will provide more transportation options to disadvantaged populations.

- RTPO 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. The RTIPR is the ranked list of projects that RTPOs recommend be funded through the STIP. Projects should be reviewed to assess the benefits and impacts they might have on various aspects of the population.

- NWRTPO Actions:
  - Work with the entities to identify transportation projects that serve areas of the NWRTPO 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 a 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 NWRTPO – 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. Using various data collected by the NWRTPO the RTP can estimate growth patterns of disadvantaged populations and address the benefits and burdens that future transportation projects might have.

- NWRTPO 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 NWRTPO Region of San Juan, Cibola and McKinley Counties include five Public Transit (5311) Providers: Pueblo of Zuni's A:Shiwi Transit, Navajo Nation's Navajo Transit, Gallup Express, Rockin 66 Express in Milan, and Pueblo of Laguna's 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 a variety of Elderly & Disabled (5310) transportation services. Our Public Transit providers collaborate to provide route coordination, to help accommodate regional travel needs for our populations in need of public transportation services.

- NWRTPO 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 transit providers 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. 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 including Ramah Navajo. It should be noted that the northwest New Mexico Cities of Aztec, Bloomfield, Kirtland and Farmington are part of the Farmington Metropolitan Planning Organization (FMPO).

The NWRTPO Policy and Technical Committee meets bi-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 and Technical 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.

Title VI Coordinator Responsibilities

The Title VI Coordinator is responsible for the development and implementation of the Title VI plan. The Coordinator must also ensure that all entities of the NWRTPO are compliant with Title VI requirements. The Title VI Coordinator is also responsible for:

Ensuring that the transportation planning process fully complies with the requirements of Title VI.

- Submitting a Title VI plan and updates when there are changes in procedure, organizational structure, or complaints, to the NMDOT Title VI Coordinator. Submitting a Title VI plan every three years and an annual update to the NMDOT Title VI Coordinator. The annual updates should include, but are not limited to, any changes in procedure and organizational structure. If there are no changes, correspondence should be submitted stating there are no changes. All Title VI complaints should be reported to the NMDOT Title VI Coordinator as they occur, as well as in the annual report. Annual updates are due by October 1.
- Developing procedures for receiving, processing, investigating and reporting Title VI complaints.
- Maintaining a Title VI complaint log so that three years of complaints are documented.
- Developing procedures for the collection and analysis of statistical data.
- Developing a program to conduct Title VI reviews or program areas.
- Conducting annual assessments of identified Title VI program areas.
- Developing Title VI information for dissemination.
- Establishing procedures for resolving deficiency status and reducing to writing the remedial action agreed to be necessary.

V. 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.

VI. 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 NWRTPO on the basis of your race, color or national origin, you have the right to file a complaint with the NWRTPO Program Manager (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 NWRTPO Program Manager via phone, email, mail, or direct visit (please call to set an appointment first for a direct visit if possible). The NWRTPO Program Manager may be contacted as follows:

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

The complaint 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 New Mexico Department of Transportation (NMDOT), 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).

Title VI complaints must be investigated within 60 days. Investigating a complaint includes interviewing all parties involved and key witnesses. The investigator may also require relevant information. NWRTPO may specify if there is a particular individual(s) that NWRTPO should not investigate the complaint due to conflict of interest or other reasons.

Title VI complaints may be forwarded to either NMDOT or FHWA for investigation. If the complaint is forwarded to one of these agencies, (insert your organization name) will provide the name and contact information for the person handling the Title VI complaint to the complainant.

Federal law prohibits retaliation against individuals because they have filed a discrimination complaint or otherwise participated in a discrimination investigation. Any alleged retaliation should be reported in writing to the investigator.

Title VI complaints may also be filed directly with the following agencies as stated above:

New Mexico Department of Transportation
Construction and Civil Rights Bureau
Attn. Title VI Coordinator
1570 Pacheco St. Suite A-10
Santa Fe, NM 87505
Phone: (505) 470-9668

or

Federal Highway Administration, New Mexico
Attn. Civil Rights Coordinator
4001 Office Court Dr. Suite 801
Santa Fe, NM 87507
Phone: (505) 820-2021

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 NWRTPO. 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.

VII. 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**:** This factor should describe your efforts to provide meaningful opportunities to your Limited English Proficient population. Your organization should ask "What number or proportion of individuals will be excluded from benefits or services absent efforts to remove language barriers?"
- Frequency of Contact with the Program**:** If LEP persons must access your program/activity daily, the recipient of federal funds has a greater responsibility to tailor their services to the needs of LEP persons. This factor should be data driven and decisions should be in direct correlation to whatever data gathering exercises your organization uses.
- Nature and Importance of the Program**:** The need LEP individuals have to access benefits and services amplify with programs where the denial or delay of access may have life or death implications. Recipients of federal funds should identify programs of this type of importance and describe the process to ensure LEP persons are not denied or delayed in receiving the service or benefit of that service.
- Resources Available**:** Your organization may have limited resources and may not have to take the same steps as a larger organization to provide LEP assistance in programs that have a limited number of LEP persons (e.g., where contact is infrequent, where the total cost of providing language services is relatively high, and/or where the program is not crucial to a person's day to day existence.) Claims of limited resources will need to be well-substantiated.

The NWRTPO serves a large, rural, multicultural and multi-ethnic region in northwest New Mexico. As such, the NWRTPO 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 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. ADA/Title VI Coordinator Jeff Archuleta, at NMDOT (505)-469-6131 or Jeffery.Archuleta@dot.nm.gov.

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 NWRTPO does advertise as indicated above in a manner that is non-prohibitive, and stands prepared to provide interpretive assistance, with adequate notice.

The NWRTPO 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.

VIII. External Communication (Notification to Public Beneficiaries)

The NWRTPO 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 NWRTPO 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 NWRTPO 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.

IX. Notice of Rights

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

The NWRTPO 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 NWRTPO program or activity because of their race, color, national origin, age, sex, or disability may file a discrimination complaint with the NWRTPO, NWNM Council of Governments, or the New Mexico Department of Transportation.

To file a Title VI discrimination complaint, please contact:

- NWRTPO Program Manager: (505)-722-4327
- NMDOT Title VI Program Coordinator: (505)-469-6131

NWRTPO 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 NWRTPO through the Northwest New Mexico Council of Governments, 106 W. 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 displaces 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 NWRTPO 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 NWRTPO 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 NWRTPO 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 NWRTPO to enter into any litigation to protect the interests of the NWRTPO. 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:

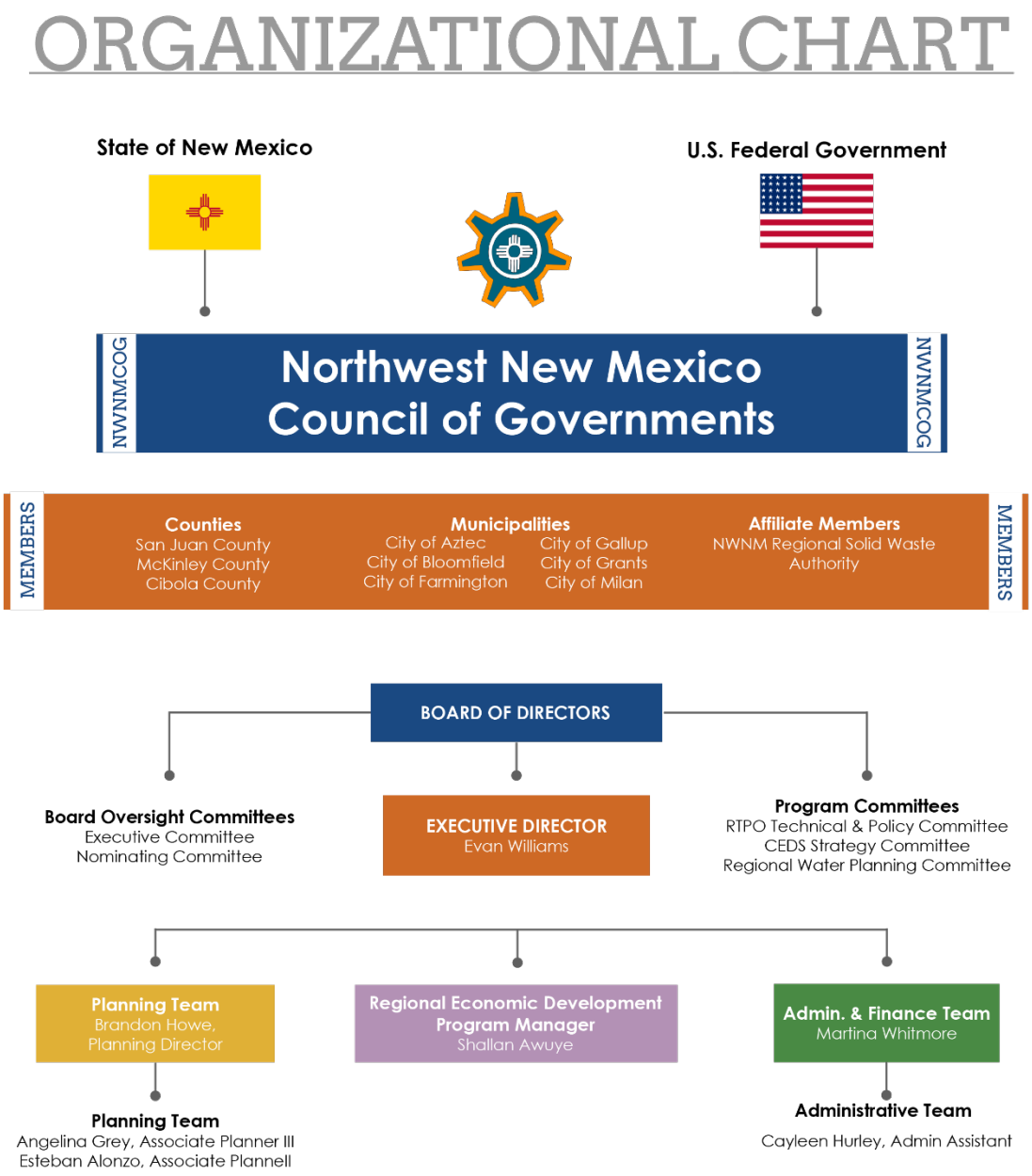
> In the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision 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.*

(* Reverted 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 NWRTPO Program Manager at the Northwest New Mexico 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?

In your own words, describe the alleged discrimination. Explain what happened and whom you believe was responsible. Please use the back of this form if additional space is required.

Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court?

Yes	
No	

If so, which agency (check all that apply)

Federal agency		Federal Court	
State Agency		State Court	
Local Agency			

Please provide information about a contact person at the agency/court where the complaint was filed.

Name	
Address	
City, State and Zip Code	
Telephone Number	

Please sign below. You may attach any written materials or other information that you think is relevant to your complaint.

Complainant's Signature:		Date:	

a program of

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

Northwest Regional Transportation Planning Organization (NWRTPO)

Agenda Item IV: Review and Approve NWRTPO Meeting Schedule FFY2027-2028

Subject: Informational

Prepared for: NWRTPO

Date: 08/12/2026

BACKGROUND
• **Why?** RTPO member and public awareness for NWRTPO meetings. Update meeting locations and dates for the new FFY2027 schedule • **Purpose** Review and approve JPTC of the meeting schedule for the remainder of the Federal Fiscal Year, locations need to be identified, and meetings will be scheduled to be held in person. • **Discussion/Finalization** Discussion, Questions and Answers

CURRENT WORK
• None

ANTICIPATED WORK
• JPTC Meetings for FFY2027

ATTACHMENTS
• FFY2027 NWRTPO Annual Meeting Schedule Public Notice (Draft)

BUDGET IMPACT
• None

ACTION ITEM
• Review and approved RTPO Meeting schedule

Northwest RTPO

NORTHWEST NEW MEXICO REGIONAL TRANSPORTATION PLANNING ORGANIZATION

designated by the NM Department of Transportation and administered by the Northwest NM Council of Governments

administered by
BRANDON HOWE, INTERIM PROGRAM MANAGER
NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS
106 W. Aztec Avenue
Gallup, NM 87301
(505) 722-4327
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RAYMOND CONCHO – PUEBLO OF ACOMA, RTPO COMMITTEE CHAIR
EVAN WILLIAMS, NWNMCOG EXECUTIVE DIRECTOR

Public Notice

FFY 2027

December 2025 – August 2026

The Northwest New Mexico Regional Transportation Planning Organization (NWRTPO) Joint Policy & Technical Committee is scheduled to meet as follows. All meetings are open and accessible to the public, as well as virtually offered using Microsoft Teams application. All information is available and updated at: https://www.nwnmcog.org/rtpo-meetings.html

Meeting Date	Meeting Host	Location
October 14, 2026	Ramah Navajo	422 BIA Route 125, Pine Hill, NM 87357
December 9, 2026	Navajo Nation	Navajo Division of Transportation 16 Indian Route 54, Window Rock, AZ 86515
February 10, 2027	NWNM Council of Governments	Virtual
April 14, 2027		
June 9, 2027	Pueblo of Zuni	37 Harker Circle, Zuni, NM 87327
August 11, 2027	Pueblo of Laguna	TBD

All meetings are scheduled to be held in-person with virtual participation available

NWRTPO meetings are scheduled to begin at 10:00am and end when all business is concluded.

The purpose of these meetings is to review, discuss, and act on transportation issues of importance to the region, which includes Cibola, McKinley, and San Juan Counties. Attendance is welcome from all municipal, county and tribal governments and stakeholders within the northwest region. Interested citizens are welcome to attend.

For additional information or requests for virtual participation, please contact: RTPO Program Manager at (505) 722-4327 or visit the Northwest New Mexico Council of Governments located at 106 W. Aztec, Gallup, NM 87301.

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 NWRTPO 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 NMDOT ADA/Title VI Program Coordinator, Jeff Archuleta at (505) 469-6131 or Jason Lujan, ADA/Title VI Program Support at (505)670-0116.