

**Meeting Minutes
 Northeast Regional Planning Organization (NERPO)
 Tucumcari Convention Center
 Hosted by the City of Tucumcari
 1500 West Tucumcari Blvd
 Tucumcari, New Mexico
 October 31, 2007
 10:10 a.m.**

Meeting Attendees

NERPO Voting Members and Alternates:

Name	County	Title	Present/Absent
Les Montoya	San Miguel County	Voting Member	Present
Harold Garcia	San Miguel County	Alternate	Present
Carlos A. Ortiz, Jr.	City of Las Vegas	Voting Member	Present
Elmer Martinez	City of Las Vegas	Alternate	Present
Miguel Martinez	Mora County	Voting Member	Absent
Peter Martinez	Mora County	Alternate	Absent
Bill Conley	Colfax County	Voting Member	Absent
Leo Parker	Colfax County	Alternate	Present
Jennifer Sparaco	City of Raton	Voting Member	Absent
Pete Mileta, Jr.	City of Raton	Alternate	Absent
Linda Pavletich	Village of Cimarron	Voting Member	Absent
Mindy Cahill	Village of Cimarron	Alternate	Absent
William (Hoot) Gibson	Village of Angel Fire	Voting Member	Present
Chuck Howe	Village of Angel Fire	Alternate	Absent
Robert Casados	Harding County	Voting Member	Present
Jerry Porterfield	Harding County	Alternate	Absent
Shawn Jeffery	Village of Mosquero	Voting Member	Absent
Ray Vigil	Village of Mosquero	Alternate	Absent
Renee Hayoz	Village of Roy	Voting Member	Absent
None	Village of Roy	Alternate	
Linda Lavender	Village of House	Voting Member	Absent
None	Village of House	Alternate	
Larry Moore	Quay County	Voting Member	Present
Richard Primrose	Quay County	Alternate	Absent
Leo Pacheco	Village of San Jon	Voting Member	Absent
Wade Lane	Village of San Jon	Alternate	Absent
Doug Powers	City of Tucumcari	Voting Member	Present
John Sutherland	City of Tucumcari	Alternate	Absent
Jack Chosvig	Town of Clayton	Voting Member	Absent
Mike Running	Town of Clayton	Alternate	Absent

Richard Arguello	Union County	Voting Member	Absent
Russel Kear	Union County	Alternate	Present
Michelle Morrow	Village of Des Moines	Voting Member	Absent
Jesse Yeargain	Village of Des Moines	Alternate	Present
None	Village of Pecos	Voting Member	
None	Village of Pecos	Alternate	
Diane Brown	Village of Folsom	Voting Member	Absent
None	Village of Folsom	Alternate	
Mignon Sadoris	Village of Grenville	Voting Member	Absent
Lynn Wiseman	Village of Grenville	Alternate	Absent
Rose Kelly	Village of Logan	Voting Member	Absent
Larry Wallin	Village of Logan	Alternate	Absent
Joseph Campos	City of Santa Rosa	Voting Member	Absent
Maxine Rivera	City of Santa Rosa	Alternate	Present
Manuel Baca	Guadalupe County	Voting Member	Present
Yolanda Chavez	Guadalupe County	Alternate	Present
Leticia Torres	Town of Springer	Voting Member	Present
Johnny L. Chavez	Town of Springer	Alternate	Absent
Billie Odum	Village of Eagle Nest	Voting Member	Absent
Richard Cordova	Village of Eagle Nest	Alternate	Present
Anthony Mitchell	Village of Maxwell	Voting Member	Absent
None	Village of Maxwell	Alternate	
Benito Armijo	Village of Wagon Mound	Voting Member	Absent
Betty Medina	Village of Wagon Mound	Alternate	Present

NERPO Planners

Lesah R. Sedillo NCNMEDD
Chris Pacheco EPCOG

NMDOT Staff

Paul Gray NMDOT D-4 District Engineer
Heather Sandoval NMDOT D-4 Assistant District Engineer
Christina Romero NMDOT D-4, Public Information Officer
Janet Spivey NMDOT, Transportation Planner
Lee Cabeza de Vaca NMDOT, NMLTAP
Lucia Lopez NMDOT, Transit
Melvin Martinez NMDOT, Transit

Guests

Mary Eakes, Golden Spread
Tammy Kear, Golden Spread
Debra Trujillo, Meadow City
Dixie Cawthorne, Angel Fire Transit
Stuart Hamilton, Angel Fire
Barbara Shaw, Harding County

I. Call Meeting to Order

The Meeting was called to order at 10:10 a.m. by Chairman Robert Casados.

II. Pledge of Allegiance

The Pledge of Allegiance and the Official Salute to the Flag of New Mexico was led by Chairman Robert Casados.

III. Welcome and Introductions:

The welcome was presented by Chairman Robert Casados. Chairman Casados thanked everyone for coming to the meeting and thanked Doug Powers with the City of Tucumcari for hosting the meeting.

Mr. Powers thanked and welcomed everyone to the City of Tucumcari and introduced Danielle Gallegos with the Greater Tucumcari Economic Development Corporation. They will be providing lunch for the NERPO members today at the Pow Wow.

Individual introductions were conducted by each NERPO member.

IV. Approval of the Agenda:

Mr. Les Montoya from San Miguel County made the motion to approve the agenda as submitted. Mr. Larry Moore from Quay County seconded the motion. The motion carried and all voted in favor.

V. Approval of the Minutes: (September 27, 2007 UU/Bar Express Ranch)

Chairman Casados requested a spelling correction for District 4 Engineer, Paul Gray's last name.

Mr. Hoot Gibson from the Village of Angel Fire made the motion to approve the minutes with the name correction. The motion was seconded by Mr. Doug Powers from the City of Tucumcari. The motion carried and all voted in favor.

VI. Presentations and Rating and Ranking of the Public Transit Applications 5311
(Mr. Melvin Martinez):

Chairman Casados introduced Mr. Melvin Martinez with the Transit Department. Mr. Melvin Martinez thanked the NERPO for the invitation to be apart of the process and also introduced Lucia Lopez. Mr. Martinez thanked everyone for taking the time to rank and rate the three 5311 applicants within the NERPO. Today we will hear from the City of Las Vegas, Meadow City Express; Village of Angel Fire/Angel Fire Transit; and Golden Spread Rural/Frontier Coalition.

Ms. Sedillo thanked Mr. Melvin Martinez and Ms. Lucia Lopez for attending their meeting and for their participation with the NERPO. Ms. Sedillo reminded everyone that the applications and the rating and ranking forms were sent out by e-mail earlier in the month for their review. Ms. Sedillo explained that copies of the ranking and rating forms were being passed out and each member would rank and rate each Transit District with the form. Mr. Martinez had also given us some insight as to what sections of the checklist and application are specific to the actual rating and ranking process. These notes are included on the form to make the process easier. Ms. Sedillo asked that the members write the individual Transit District's name on the top of each form, so that the results could be processed properly and turned over to the Transit Department.

Mr. Martinez also added that in order to be fair to each presenter that the members should wait to hear all three presentations before rating and ranking each Transit District. Ms. Sedillo thanked him for his suggestions.

The City of Las Vegas, Meadow City Express provided a packet, brochure, and delivered a very informative Power Point Presentation for the NERPO Members. Their presentation included information about their funding request; their Mission; Project; Service Description; Goals; and their True Inter-Modal Transit Facility. They also offered their assistance to other NERPO members that are interested in starting a Transit Department.

Mr. Les Montoya wanted to know why the City of Las Vegas had not looked at providing Transit needs on a regional approach. Mr. Elmer Martinez said they had been concerned with their Transit Department becoming profitable and sustainable and maybe would look regionally in the future. Mrs. Christina Romero, NMDOT PIO, asked if their services are provided on demand or by appointment. They informed her that if she had a specific time and date that they could make an appointment for the services and pick up at a specific address.

The Village of Angel Fire/Angel Fire Public Transit provided a packet and provided a Power Point Presentation that specifically addressed the Ranking and Rating Score Sheet. This gave the members a good overview of their Transit Department. They also discussed their participation with the proposed Enchanted Circle RTD. They currently provide services to Angel Fire, Eagle Nest, and the Mora area. They are very interested in providing services on a regional approach and look forward to future participation.

The Golden Spread Rural/Frontier Coalition, Shana Morris, stated that she was new to the position a short five months and her presentation would be brief. They are a very rural provider with a very high need of service. They provide service on a demand basis in the Town of Clayton, Union, Quay, and Harding County. They are the only rural transit provider at this time and hope to improve on the transportation needs.

VIII. Call for Projects and STIP (Assistant District Engineer-Heather Sandoval):

Heather Sandoval, Assistant District Engineer provided the NERPO members with a packet for the STIP and the LGRF Program. Ms. Sandoval provided the members with the STIP Targets for FY 10-FY 12 *assuming the same funding levels as FY 10. This information shows a targeted program total for Roadway; Bridge; Enhancement Funding in the amount of approximately (\$19,000,000.00) Nineteen Million Dollars for District 4. Currently the NERPO Targets for FY 10 – FY 12 are as follows:

- **Roadway** FY 10-FY 12 is approximately \$800,000.00 District will be lead agency.
- **TPE** FY 12 is approximately \$828,272.00 Local Entity will be lead agency, 25% Match.
- **Bridge** (Off-System) No target set submit 1-2 projects @ \$250K to \$300K.
- **Safety** No target set submit 1-2 projects and District will include with District Safety Project Submittals.

Ms. Sandoval also included the maps for the new call for projects.

Enclosed in the packet is the PIF Submittal Schedule:

- **October 9**-Call for Projects
- **October 31**-Discussion of Project Eligibility, Funding, RTIPR Process, etc.
- **December and January**-Entity PIF Consultations with District 4 and NERPO Planners
- **January 25**-PIF Submittal Deadline to NERPO Planners

- **February 2008-NERPO Mandatory Meeting-PIF Presentations and Project Ranking and Rating (Per NERPO By-Laws)**
- **March 2008-RTIPR completed and Submitted to NMDOT**

Ms. Sedillo reminded the members that the NERPO By-Laws were amended in August to reflect the Mandatory Meeting in February for the Presentation and Ranking and Rating. There is also a limited of one project, per entity, per category.

Ms. Sandoval also provided the projects currently listed on the D-4 STIP for FY 08, FY 09, FY 10, and FY 11. The projects are defined by county along with the description of the project.

Ms. Sandoval provided important information regarding the LGRF Program. The following schedule is specific to the LGRF Program:

- **January 1st**-Letters will be sent out to entities requesting projects for next Fiscal Year (1/1/08 for FY 08/09)
- **March 15th**-Deadline to submit projects to District 4 Office
- **May/June**-Funding levels received from Santa Fe and distributed by District among projects submitted
- **July 1st**-Agreements prepared and sent out for review/approval
- **December 31st**-of following year (12/10 for FY 08/09 Projects)-**DEADLINE for Project Completion!**

The following are some helpful guidelines for the LGRF Programs:

FY 06/07 County School Bus Route, County Arterials, County Coops, Municipal Coops, and School Coops-Deadline for Project completion is 12/31/07.

If you are unable to complete by the 12/31/2007 deadline, you must submit a request for extension no later than 11/16/2007. Request must be in writing and include reason/justification for extension.

The disbursement request must include a cover letter identifying Project Number, Control Number, Dollar amount requested, etc... You must include a breakdown of Estimated Cost and Quantities; Notice of Award/Work Order; and Notice to Proceed.

The Project Completion must include cover letter identifying Project Number, Control Number, Final Project Cost, etc....You must include a breakdown of As-built Costs and Quantities; Certification (pg. 9 of Cooperative Agreement.

FY 06/07 Municipal Arterials-Deadline for project completion is 6/30/08.

If you are unable to complete by 6/30/08 deadline, you must submit a request for an extension no later than 3/31/08. Request must be in writing and include reason/justification for extension.

The disbursement request must include a cover letter identifying Project Number, Control Number, Dollar amount requested, etc... You must include a breakdown of Estimated Cost and Quantities; Notice of Award/Work Order; and Notice to Proceed.

The Project Completion must include cover letter identifying Project number, Control Number, Final Project Cost etc..... You must include a breakdown of As-built Costs and Quantities; Project Certification-2 Certifications (Located in Appendices A & B of Project Agreement).

Severance Tax/General Fund-Deadline for Project Completion Varies-Must Read Project Agreement. Any changes, extensions must be approved by the Legislature.

Project Documentation Required for Reimbursement must include a cover letter identifying Project Number, Control Number, Dollar Amount Request, etc....You must include a breakdown of As-built cost and quantities; Invoices/Proof of Payment; Project Certifications-2 Certifications (Located in Appendices A & B of Project Agreement).

Mr. Paul Gray really wanted to stress the fact that the LGRF programs are based on a reimbursement basis. If entities need assistance maybe they can get a loan or get approval for a waiver from DFA.

Examples of all necessary forms are included in the packet.

Chairman Robert Casados read a thank you letter and recognized Ms. Janet Spivey, Transportation Planner, NMDOT for all her contributions and dedication to the NERPO Members.

Chairman Casados recognized Mr. Lee Cabeza de Vaca, NMLTAP Program Director. Mr. Cabeza de Vaca stated that over three million miles of roads and bridges in the United States are maintained by counties, cities, and towns. These roads and bridges encounter excess wear due to traffic, weather, and mistreatment. Keeping them safe and navigable requires design, maintenance, and rehabilitation. He explained that in 1982, the Federal Highway Administration (FHWA) recognized the need for technical assistance and training and created the Local Technical Assistance Program (LTAP). LTAP is composed of a national network of centers. They supply the local governments with the following:

- **Training programs**
- **An information clearinghouse**
- **New and existing technology updates**

- **Personalized assistance**
- **A quarterly newsletter**
- **Work force development services**
- **Resources for better safety and security**
- **Solutions to transportation related issues**
- **Technical publications**
- **Training media and materials**

Mr. Cabeza de Vaca explained that he would like to work with District 4 to set up training for a couple of Work Zone's in our area. He provided a brochure to the members and a Training Needs Survey to the NERPO Members.

IX. District Four Update-Paul W. Gray, District Four Engineer and Heather Sandoval, Assistant District Engineer-Engineering:

Mr. Paul Gray stated that all the funding at this point is not secure. He is pleased to see that New Mexico is looking at the short falls in Transportation Funding. The HM 35 Memorial was created to look at how we can provide a Sustainable Transportation System in New Mexico. The new task force was created by the Governor to seek input from the public. The City of Las Vegas hosted one of the Task Force Meetings on October 26, 2007, and the NERPO members were represented well. He stated that most citizens have the misconception that the state of New Mexico is very healthy. The General Fund is very healthy, but the Transportation Fund is not in good shape.

Mr. Gray informed everyone that on November 29, 2007, at Sunland Park that the Transportation Commission would meet to discuss and plan their site locations for future meetings. If any members are interested in hosting one of the meetings in their community they must get their request prior to this meeting. There is a conflict since this is also the date for the NERPO meeting in Eagle Nest.

There is also a short fall with the GRIP 1 funding and some projects will have to be cut back. This is also due to the rising costs in construction. Here are some updates for projects within District 4:

- **There will be work completed on I 40 mile markers 308-324**
- **The section of the I 40 corridor west of Tucumcari is falling apart and they will begin work on the right lane.**
- **There are a lot of improvements which will take place on the US 64/87 bid out in sections, but the last two segments are unfunded at this time.**
- **Improvements to mile markers 360-388 in Colfax County**
- **Bridge 54 is scheduled for repairs, but Bridge 402 caused a delay for funding**

- **Due to the lack of funding US 56 Springer to Clayton will not occur.**

Mr. Powers had some questions regarding the visitor centers. Mr. Gray said that they are moving along, but were mainly parking lot, utility, and information center improvements.

X. Update from NERPO Planners-Lesah R. Sedillo and Chris Pacheco:

Ms. Sedillo reminded everyone about the Bicycle Pedestrian and Equestrian Advisory Committee (BPE) Quarterly Meeting to be held in Santa Rosa, November 15, 2007, 9:00 a.m.-3:00 p.m. The meeting will be held at the City Hall Conference Room 244 South 4th Street, Santa Rosa New Mexico.

The NERPO has a Citizen Conference coming up on Tuesday, November 13, 2007, in Las Vegas. A Special Thank you to Mr. Harold Garcia who will represent the NERPO as an expert witness in Las Vegas. There will also be another Citizen Conference held on February 6, 2008, in Raton. Mr. P. J. Mileta will be the expert witness in Raton.

Mr. Harold Garcia asked about the Safe Routes to School Trainings. Ms. Sedillo thanked him for the reminder, but had sent out the reminder e-mails before the NERPO meeting to the members. There will be trainings held on Tuesday, November 6 in Las Cruces and Thursday, November 8, in Corrales. Members must register by Friday, November 2, 2007, at 3 p.m. Everyone is encouraged to attend and apply for a planning project or continuing funding for Safe Routes to School. You do get additional points on your application for attending the following workshops.

Ms. Sedillo wanted everyone to re visit the idea of not having a December meeting for the NERPO. This would be the last opportunity for members to meet prior to the Legislative Session. We are also in the process of call for projects and members may need this time for the review of their projects.

Ms. Sedillo also recognized Mr. Les Montoya, San Miguel County Manager, for receiving the distinguished “2007 Joe Guillen Award”. Mr. Montoya was honored at the 12th Annual New Mexico Infrastructure Finance Conference for his contributions to the local governments he served and the numerous projects completed. Mr. Montoya is a role model for all local governments with his dedication and hard work!

Mr. Chris Pacheco stated that they had a Citizen Conference on Friday, November 2, 2007, in Clovis. He reminded everyone about the Capital Outlay Request forms and if anyone needs additional assistance to contact our offices.

XI. New Business:

A. General Comments and Announcements from NERPO Members.

Christina Romero, Public Information Officer, informed the members that the District 4 Heavy Equipment Operators are the repeat Champions. District 4 is very proud of their staff for being the safest and best Heavy Equipment Operators!

B. Suggested agenda items for upcoming meetings:

Chairman Casados suggested that we have the Bicycle Pedestrian and Equestrian Coordinator, Tim Rogers at our next meeting.

C. Meeting Location Amendments

Ms. Leticia Torres stated that the Town of Springer is interested in hosting the January NERPO meeting. Ms. Sedillo stated that she the opportunity to talk to Mr. Tim Dodge, City Manager for Santa Rosa and they would like to host a NERPO meeting. Ms. Maxine Rivera from Santa Rosa stated that they could host the February Meeting.

We will discuss the issue further regarding a December meeting at the November meeting in Eagle Nest on November 29, 2007.

XII. Adjournment:

Mr. Les Montoya, San Miguel County made the motion to Adjourn. The motion was seconded by Mr. Doug Powers, City of Tucumcari . The motion carried and all voted in favor.

The meeting adjourned at 3:00 p.m.

