



**Mid-Region Council of Governments
MRRTPO COMMITTEE**



Thursday, June 18th, 2020 9:30a.m. - 11:30 a.m.
809 Copper Avenue NW, Albuquerque, NM 87102
This meeting will be held via teleconference.

DANIEL WHITE, CHAIR

DEBBIE ORTIZ, VICE-CHAIR

AGENDA

This meeting will be held via teleconference.

To join online, please go to <https://zoom.us/j/99492218023>

To call in, please use one of the following numbers and input this **meeting ID: 994 9221 8023**

669 – 900 – 6833

253 – 215 - 8782

- **Call to Order: The presence of a quorum will be noted**
- **Approval of agenda for June 18th, 2020 MRRTPO Committee Meeting**
- **Approval of meeting summary for April 16th, 2020 MRRTPO Committee Meeting**

PUBLIC COMMENT

TO ADDRESS THE RTPO COMMITTEE, REGISTER WITH THE COMMITTEE CHAIR PRIOR TO CALL TO ORDER.

ACTION ITEMS

- **Approval of Amended By-Laws**
- **Approval of Formal Amendment to the Regional Work Program**

DISCUSSION ITEMS

REPORTS

- **MRRTPO Report: Sandy Gaiser**
- **Member Report: All members who wish to report**
- **NMDOT Liaison Report: Neala Krueger**
- **NMDOT Tribal Liaison Report: Ron Shutiva**
- **NMDOT District 5 Report: Paul Brasher**
- **NMDOT District 6 Report: JoAnn Garcia or Marticia Holiday**

COMMITTEE MEETING ADJOURNMENT

NOTES

Next Meeting: August 20th, 2020

Hosting Agency: Mid-Region Council of Governments

Location: To Be Determined

Time: 9:30 am – 11:30 pm

Anyone requiring special accommodations is requested to please notify the MRCOG office at 247-1750 at least seven (7) days prior to the meeting.



MID-REGION COUNCIL OF GOVERNMENTS
REGIONAL TRANSPORTATION PLANNING ORGANIZATION

Meeting Summary

Thursday, April 16, 2020 9:30 a.m. – 11:30 a.m.

809 Copper Avenue NW, Albuquerque, NM 87102

VOTING MEMBER			
ORGANIZATION		MEMBER	ALTERNATE
City of Moriarty		Debbie Ortiz, PHTC (<i>Vice-Chair</i>)	Bob Hudson, Airport Manager
Town of Edgewood		John Basset, Mayor	Juan Torres, Clerk-Treasurer
			Carla Salazar
Town of Estancia		Sharalynn Lucero, PHTC	Nathan Dial, Mayor
Pueblo of Jemez	x	Sheri Bozic, Director – Planning & Development Director	x Amanda Rubio, Transportation Project Manager
Pueblo of Laguna		Gaylord Siow, Transportation Specialist	x Sharon Hausam, Planning Program Manager
Pueblo of Zia		Deborah Anyaibe, Public Works Director	Andrew Toribio, Public Works Manager
			Leon Gachupin, Road Maintenance Supervisor
Town of Mountainair		Dennis Fulfer, Clerk	Debbie Ortiz, PHTC
Village of Encino		Loretta Chavez, Clerk/Treasurer	Boyd Herrington, Mayor
Santa Fe County	x	Brett Clavio, Transportation Planner	Robert Griego, Planning Division Manager
			Maria Lohmann, Planner
Village of San Ysidro		Steve Lucero, Mayor	x Daniel White, Marshal, (<i>Chair</i>)
Torrance County		Leonard Lujan, Road Superintendent	Wayne Johnson, County Manager
			Cheryl Allen, Grants Coordinator
Sandoval County	x	Amy Griffin, R.O.W. Specialist	David Martinez
			Roseanne Verela
ELIGIBLE BUT NOT PARTICIPATING			
Jicarilla Apache Nation		Duane Sandoval, Engineer/Planner	Prestin Duncan, Engineer Tech
Village of Cuba		Richard Velarde, Mayor	Gilbert Dominguez, Mayor Pro-Tem
			Vandora P. Casados, Clerk
Village of Jemez Springs		Roger Wilson, Trustee	<i>Pending</i>
Village of Willard		Robert Chavez, Mayor	Angelina Halbert, Clerk

STAFF			
Mid-Region RTPO	x	Channing Hofman, Regional Planner	
	x	Sandra Gaiser, Regional Planning Program Manager	
	x	Maida Rubin, Senior Planner	
	x	Payton Showalter, Regional Planner	

NON-VOTING ASSOCIATE MEMBER

Step Into Cuba Alliance		Sally Davis, UNM Prevention Research Center
		Richard Kozoll, MD

NON_VOTING ADVISORY MEMBER		
ORGANIZATION		MEMBER
FHWA		Pending
NMDOT – District 5		Paul Brasher, District Engineer
		Manuel Miestas, T/LPA Coordinator
		Arif Kazmi, Engineering Support
NMDOT– District 6		Jan Niclos, Engineer Support
		JoAnn Garcia, LGRF, Capital Outlay, T/LPA Coordinator
		Marticia Holiday, Co-ops
		Bill Santiago, Local Government Coordinator
NMDOT Regional Design Centers		Luke Smith – Central Region Design
		Manuel Maestas – North Region Design
NMDOT – Planning Division		Jessica Griffin, Planning Bureau Chief
		Rosa Kozub, G2G Supervisor
	x	Neala Krueger, RTPo Liaison
	x	Ron Shutiva, Tribal Liaison
		Shannon Glendenning, BPE Coordinator
		Sky Tallman, CMAQ Coordinator
		Maggie Moore, TAP Coordinator
NMDOT – Transit		David Harris, Transit Manager
		Deborah Bach, Rural Transit
		Gabrielle Chavez, Transit Planning & Service
NMDOT - LTAP		Callie Thomason French

OTHER PARTICIPANTS		

AGENDA

Call to Order:

Chair Daniel White, San Ysidro, called the meeting to order at 9:39am. A quorum was not noted

Approval of Agenda:

Sharon Hausam, Pueblo of Laguna, made a motion to **approve the agenda for April 16, 2020**; the motion was seconded by **Sheri Bozic, Pueblo of Jemez** and passed unanimously.

Approval of Meeting Summary:

There was no discussion regarding changes to the meeting summary

Amy Griffin, Sandoval County, made a motion to **approve the meeting summary for February 20, 2020**; the motion was seconded by **Sheri Bozic, Pueblo of Jemez** and passed unanimously

PUBLIC COMMENT

No public comments were made

ACTION ITEMS

A discussion regarding recommended updates to the by-laws took place. Sharon Hausam made arguments in favor of the annual reaffirmation process for representatives and questioned the need for the provision allowing one representative to represent two member communities. **Sharon Hausam, Pueblo of Laguna**, made a motion to table the by-law discussion and vote pending legal review, the motion was seconded by **Sheri Bozic, Pueblo of Jemez** and passed unanimously.

DISCUSSION ITEMS

Covid-19 Discussion: Ron Shutiva made note of the difficulty of getting signage out to tribal communities to notify travelers of closures and directions. Sharon Hausam brought up the capital outlay line-item vetos that occurred in the 2020 legislative session and asked what proportion affected tribal entities and how these vetos were prioritized. The impact of Covid-19 on census procedures was discussed. Funding sources (CMAC, TAP) were discussed.

RTP Data Sources: Channing Hofman made a brief presentation on data sources to be used in the RTP update process.

REPORTS

No specific reports were made, see discussion items.

MRRTPO Staff Report:

Member Report:

NMDOT Liaison Report:

NMDOT Tribal Liaison Report:

NMDOT District 5 Report:

NMDOT District 6 Report:

NM/LTAP Report:

Committee Meeting Adjournment

The meeting adjourned at: 10:54 a.m.

Next Meeting: June 18, 2020, 9:30 a.m. to 11:30 a.m. Location TBD.

Anyone requiring special accommodations is requested to please notify the MRCOG office at 247-1750 at least seven (7) days prior to the meeting

Daniel White, Chair - or-
Debbie Ortiz, Vice-Chair
Mid-Region RTPO Committee

ATTEST:

Dewey V. Cave, Executive Director

MID-REGION COUNCIL OF GOVERNMENTS (MRCOG) OF NEW MEXICO
REGIONAL TRANSPORTATION PLANNING ORGANIZATION (RTPO)
For
NON-METROPOLITAN TRANSPORTATION PLANNING

BYLAWS

ARTICLE 1. Definitions

As used in these Bylaws, the following words and terms shall have the following meanings:

- A. Mid-Region Council of Governments (MRCOG) Planning Area shall mean all territory encompassed within the counties of Bernalillo, Sandoval, Torrance, and Valencia, and the southern portion of the county of Santa Fe, in the State of New Mexico.
- B. "Member" shall mean a Governmental Unit, as defined in this section, that is wholly or partially contained in the RTPO Planning Area as defined in this section.
- C. "Associate Member" shall mean any public, quasi-public agency, political subdivision of the state, or other organization determined appropriate for non-voting membership in the MRCOG. Entities that may be eligible for Associate Member status include but are not limited to chambers of commerce, land grant communities, tax increment development districts (TIDDs), business and trade groups and associations, neighborhood associations, and economic development groups. The RTPO Committee will make a final determination regarding acceptance of requests for Associate Members.
- D. "Representative" shall mean any person duly designated by a member governmental unit to represent that governmental unit or by an associate member agency to represent that agency.
- E. "Advisory Member" shall mean any person or persons representing local, State, or Federal agencies or other organizations having a direct responsibility for transportation planning and programs within the RTPO Planning Area. Such persons shall be considered "non-voting" representatives and will act in an advisory capacity to the RTPO Committee.
- F. "Governmental Unit" shall mean general or special units of government, including but not limited to municipalities, cities, town, villages, counties, school districts, flood control authorities, conservancy districts, institutions of higher education, Indian tribes, Indian pueblos, Indian reservations, public transportation providers, and any other general or special unit of government as determined by the RTPO Committee.
- G. "Filled position" shall mean any position, including officers, that has an appointed representative to the RTPO Committee. A vacancy is not a filled position.
- H. RTPO Planning Area. The non-metropolitan portion of the MRCOG Planning Area that includes all or portions of Torrance and Sandoval Counties along with a portion of southern Santa Fe County. The RTPO Planning Area is located outside the Albuquerque Metropolitan Planning Area (AMPA) for the designated Metropolitan Planning

Commented [CH1]: From Sharon Hausam: There are two 'Article 1''s, further, hierarchy must be standardized

Commented [CH2]: Hierarchy for Article 1 changed from numbers to letters for conformity

Commented [CH3]: 1. Changed from: "State Planning and Development District No. 3" referred to as "SPDD3" shall mean all the territory encompassed within the four counties of Bernalillo, Sandoval, Torrance, and Valencia, in the State of New Mexico."

Commented [CH4]: Changed from: which

Commented [CH5]: Changed from: SPDD3

Organization and is shown on the map which is annexed to these Bylaws and marked APPENDIX A.

ARTICLE 2. Name

Commented [CH6]: Changed from: article 1

The name of this association shall be the **Regional** Transportation Planning Organization Committee for the Mid-Region Council of Governments (hereinafter referred to as the RTPO Committee) for non-metropolitan transportation planning.

Commented [CH7]: Changed from: Rural

ARTICLE 3. Composition

Commented [CH8]: Changed from: article 2

- A. The RTPO Committee shall be composed of voting members and nonvoting associate and advisory members representing the pertinent organizations with the RTPO Planning Area, as defined herein.
- B. Voting members of the RTPO Committee shall be elected officials or their designated representative of RTPO member agencies within the RTPO Planning Area, as defined herein. Each member agency shall have one vote in the RTPO Committee.
- C. Participation in the RTPO Committee shall not be contingent on membership in the Mid-Region Council of Governments.
- D. Each member may appoint one primary **committee representative** who shall represent their agency or community on the Committee. Up to two alternate **committee** representatives may also be appointed by each member to represent them in the absence of the primary representative in order to insure that one representative is seated at meetings of the Committee. The appointment of representatives shall be made in writing via email or letter to MRCOG.

Commented [CH9]: Changed from: member

Commented [CH10]: From Sharon Hausam: Committee

Commented [CH11]: added

E. An RTPO Committee member can be appointed to represent up to two (2) communities. For example, an RTPO Committee representative can be appointed as the representative for the City of Moriarty and the Town of Estancia.

Commented [CH12]: From Sharon Hausam: Representative

Commented [CH13]: Proposed addition: A member representing two communities may cast one vote per community, and each community represented shall count towards a quorum.

F. The **committee** representatives, including alternates, appointed to serve as members of the RTPO Committee shall have indefinite terms. Annual reaffirmation of representatives will be requested by the MRCOG staff. Annual reaffirmation will occur in February, along with an overview presentation of RTPO Committee scope and responsibilities by MRCOG staff at the February RTPO Committee meeting.

Commented [CH14]: Changed from: member

Commented [CH15]: added

Commented [CH16]: Keep this, include language that states February, annual RTPO presentation

Commented [CH17]: Added

F. Non-attendance of a representative for more than one calendar year shall be cause for removal from the Active Roster of the RTPO Committee and reassignment to a list of eligible, but non-participating members of the RTPO Committee. All eligible, but non-participating members of the RTPO Committee shall not have a seat or a vote on the RTPO Committee until such time as they send a representative to a Committee meeting.

G. Any voting Member, or non-voting Associate or Advisory Member may revoke the appointment of a **committee** representative or alternate at any time, and appoint or reappoint a new representative or alternate, by sending the appropriate written notice (email or letter) to MRCOG staff.

Commented [CH18]: added

ARTICLE 3. Purpose and Function

The purpose of the RTPO Committee shall include but not be limited to the following:

- A. To provide a regional forum for cooperative decision making on transportation issues among the various county, municipal, tribal and special purpose units of government that have jurisdiction within the RTPO Planning Area;
- B. To establish a regional liaison between the local governments of the RTPO Planning Area and the New Mexico Department of Transportation;
- C. To provide policy guidance, needs assessment, project priorities, and technical assistance in the development of transportation plans and special programs in the RTPO Planning Area; and
- D. To perform the function of the regional transportation planning policy committee required by the Moving Ahead for Progress in the 21st Century (MAP21), including
 1. Developing and maintaining, in cooperation with the State, regional long-range multimodal transportation plans,
 2. Developing a regional transportation improvement program for consideration by the State,
 3. Fostering the coordination of local planning, land use, and economic development plans with State, regional, and local transportation plans and programs,
 4. Providing technical assistance to local officials,
 5. Participating in national, multistate, and state policy and planning development processes to ensure the regional and local input of nonmetropolitan areas,
 6. Providing a forum for public participation on the statewide and regional transportation planning processes,
 7. Considering and sharing plans and programs with neighboring regional transportation planning organizations, metropolitan planning organizations, and tribal organizations, and
 8. Conducting other duties, as necessary, to support and enhance the statewide planning process

Commented [CH19]: changed from: which

ARTICLE 4. Meetings

- A. The RTPO Committee shall meet on a bi-monthly basis at such time and place as the RTPO Committee may determine by appropriate action.
- B. Since the RTPO Committee is a diverse assembly consisting of member governments from a large geographic area, thirty-three percent (33%) of the voting representatives shall constitute a quorum for formal actions. Committee members that are unable to attend in person, but are able to call-in to the meeting will be counted part of a quorum.

- C. The RTPO Committee is a forum for cooperative decision making and every effort shall be made to achieve consensus on any issue or question presented to the RTPO Committee. In the event that a consensus cannot be achieved by the RTPO Committee, a majority vote of the members present at a meeting will decide in the affirmative or negative any issue or question presented to the RTPO Committee.
- D. All meetings and workshops of the RTPO Committee shall be advertised and open to the public, in accordance with the Open Meetings Resolution of the MRCOG.

ARTICLE 5. Subcommittees

- A. In order to achieve specific objectives in the regional transportation planning process, the RTPO Committee may create subcommittees as specialized task groups. Subcommittees may be formed to evaluate and report on a particular issue or to conduct transportation planning activities in a designated portion of the region.
- B. Subcommittees created by the RTPO Committee shall be active for an indefinite period of time and may be rescinded at any time by action of the RTPO Committee.
- C. Subcommittees shall establish rules of conduct for purposes of holding advertised meetings and maintaining active participation.
- D. Subcommittees shall schedule their respective meeting dates at locations and times deemed appropriate by the members of the subcommittee.

ARTICLE 6. Officers

- A. The officers of the RTPO Committee shall be chosen from among the voting representatives comprising the RTPO Committee and shall consist of a Chair and Vice Chair.
- B. The Chair and Vice Chair shall be elected at the first scheduled meeting of the federal fiscal year (October 1 to September 30) by a majority vote of the representatives present at the meeting. The Chair and Vice Chair shall take office immediately following the election.
- C. The term of office for the Chair and Vice Chair shall be one year, and each officer may be elected for an indefinite number of terms.
- D. The Chair shall preside at all meetings of the RTPO Committee. During the absence or disability of the Chair, or during when a vacancy exists in the office of Chair, the Vice Chair shall preside over meetings of the RTPO Committee. In the event that neither the Chair nor the Vice Chair is present to open a meeting of the RTPO Committee, a Chair Pro Tem shall be selected by a consensus of the members present to conduct the meeting.
- E. If a vacancy occurs in the office of the Chair or Vice Chair, the unexpired term shall be filled in the same manner in which such officers were originally elected. Until the election of a new Chair, the Vice Chair shall serve as Chair. The unexcused absence of a Chair or Vice Chair for two consecutive meetings may be considered a vacancy.

ARTICLE 7. Staff

- A. The MRCOG will provide the RTPO Committee and any of its subcommittees with the necessary staff and technical assistance to support the regional transportation planning process.
- B. The MRCOG staff will be responsible for assembling information and preparing the documentation of plans, programs, correspondence, and other records necessary to conduct the regional transportation planning process.

ARTICLE 8. Approval and Amendments

- A. These Bylaws shall be in effect upon approval by the Mid-Region RTPO Committee and concurrence by the New Mexico Department of Transportation.
- B. These Bylaws may be amended by the Mid-Region RTPO Committee with an affirmative majority vote, subject to concurrence by the New Mexico Department of Transportation.

PASSED, ADOPTED, and APPROVED this 22nd day of October 2015, by the Mid-Region RTPO Committee of the Mid-Region Council of Governments of New Mexico.

Daniel White, Chair or Gilbert Dominguez.
Vice Chair, Mid-Region RTPO Committee

ATTEST:

Dewey V. Cave
MRCOG Executive Director



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 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:			
Entity:	Mid-Region RTPO		
Contact Name:	Channing Hofman		
UPWP/RWP Amendment #:	2019/2020 4	FHWA funded, Control #:	P319010
		FTA funded, Federal Award ID #:	

Staff Hours being changed (<i>indicate Task # or Budget Category. Add rows as needed</i>)	Current Staff Hours	Revised Staff Hours	Percent Change	Brief Description of Change
Function 1 – Long-range planning and implementation	450	300	-33.33%	The work required to complete function 1 (RTP updates) is occurring primarily in the 3rd and 4th quarters of FFY20. The hours budgeted for the 1st and 2 nd quarters have, as such, not been used, and are therefore being reallocated to function 5.
Function 3 – Project development and monitoring	450	400	-11.11%	The work for function 5 had been prioritized over function 3 so that the new RTPO planner would have a strong understanding of RTPO processes. Hours from the 1 st and 2 nd quarter are therefore being reallocated to function 5
Function 6 – RTPO administration	400	380	-5%	Hours budgeted for function 6 are somewhat above what is required for administrative functioning, and some are therefore being reallocated to function 5
Function 5 – General RTPO support	300	520	73%	The new RTPO planner (start date: January 2020) had prioritized the tasks in function 5 so as to gain a strong foundation in which to better accomplish the rest of the tasks of the RWP. Hours from functions 1, 3, and 6 are being reallocated to function 5.
Program Total	1600	1600	0%	

Budget Line Items Being Changed (indicate Task # or Budget Category. Add rows as needed)	Current Budgeted Amount	Revised Budgeted Amount	Percent Change	Brief Description of Change
Salaries & Benefits	\$81,960	\$81,960	N/A	
Professional Development	\$1,500	\$1,500	N/A	
Travel Budget	\$5,500	\$3,000	-45.45%	Due to COVID-19 and resulting travel restrictions, the travel budget for FY20 will be significantly underutilized. 45% of the travel budget is therefore being reallocated to the operational budget.
Operations Budget	\$2,000	\$4,500	125%	77% of the original operating budget had been used for the one-time expense of advertising for the position of regional planner. Reallocating money from the travel budget will cover any other operational expenses that may arise.
Equipment Purchase	\$4,600	\$4,600	N/A	
Contractual Services	\$0	\$0	N/A	
Indirect Costs	\$23,922	\$23,922	N/A	
Budgeted Totals	\$119,482	\$119,482	0%	

Please indicate if amendment is administrative or formal and provide detailed justification based upon requirements in the PPM.

Amendment Type (Administrative/Formal)	Justification
Formal	The RWP revision will result in a change of more than 20% of allocated hours for functions 1 and 5. The RWP revision will also result in a change of more than 20% for both the travel and operations budget.

Approval by MPO/RTPO Boards:

Review Committee/Board	Date Approved
Technical Committee/Board:	
Policy Committee/Board:	

For NMDOT use only.

Received by Planning Liaison (name):	
Date:	
Recommendation of Planning Liaison:	
Transit Bureau Recommendation, if applicable:	
Received by SPB Chief on date:	
Action (Amend #):	