

**SOUTHEASTERN NEW MEXICO
ECONOMIC DEVELOPMENT DISTRICT (SNMEDD)/ COUNCIL OF GOVERNMENTS (COG)**

SOUTHEAST REGIONAL TRANSPORTATION PLANNING ORGANIZATION (SERTPO)

FFY 2019-20 REGIONAL WORK PROGRAM (10/1/18 –9/30/20)

FIRST QUARTERLY REPORT

October 1, 2018 through December 31, 2018

Introduction and Purpose

The Regional Work Program sets forth those activities for which the RTPO Staff will carry out on behalf of its RTPO. The work program includes tasks and activities expected by NMDOT to meet its requirements and also includes activities that may be unique to the RTPO and for which the RTPO would like the RTPO Staff to address, as time and schedules permit. These combined tasks help move the Southeast RTPO forward as it develops, improves and strengthens the southeastern multimodal regional transportation network.

The following are functions and task orders that the SNMEDD/COG will complete in fulfillment of the contract for management of the Southeast Regional Transportation Planning Organization (SERTPO) for Federal Fiscal Years (FFY2019 – FFY2020) October 1, 2019 through September 30, 2020.

Function 1. Long-Range Planning and Implementation

Task 1.1 Initiate and coordinate long-range regional transportation planning with other local, regional and statewide planning initiatives. Collaborate with NMDOT and other partners to identify and document current and future transportation needs, plans, and projects for inclusion in the RTPO Long-Range Regional Transportation Plan (RTP).

1.1.1 Review and update the RTP, including tasks and goals, at least once every four years in coordination with the NMDOT Long Range Plan update.

✓ Not applicable this quarter.

1.1.2 Conduct and/or participate in corridor studies, transportation-related subarea plans, and regional and local multi-modal and intermodal planning activities, including bicycle master plans, comprehensive plans, transportation plans, safety plans, etc.

✓ **Oct 1, 2018 (NM Bike Plan)** – Submitted copy of NMDOT Press Release regarding 45-day Public Comment period for Draft NM Bike Plan to SERTPO.

✓ **Oct 4, 8; Nov 27; Dec 6, 10, 2018 (Title VI Plan)** – Worked on Draft Title VI Plan, included Spanish translation and submitted draft to NMDOT CCRB.

✓ **Oct 10; Nov 1, 13, 2018 (ADA/Title VI Checklist)** – Submitted NMDOT Checklists to SERTPO and local government staff. Follow-up to NMDOT CCRB for Town of Dexter.

- ✓ **Oct 10, 2018 (State Management Plan)** – Sent notification to SERTPO regarding SMP Update (Transit) and provided opportunity to comment on Draft SMP.
- ✓ **Oct 10, 2018 (NADO)** – Sent copy of SET Plan to Sky Regional Council (North Carolina) following request for information from NADO.
- ✓ **Nov 8, 2018 (PIP)** – Submitted notification to SERTPO on PIP and provided opportunity to comment.

1.1.3 Support and coordinate long-range regional transportation planning with other local, regional, and statewide planning initiatives, such as Infrastructure Capital Improvement Plans (ICIP), the Statewide Transportation Improvement Program (STIP), and legislative capital outlay priorities.

- ✓ **Oct 1, 18, 31; Nov 13, 19, 27, 28, 2018 (15-0927 Eddy County Bypass Rd)** – Sent out bond sale reminder to local entity; pay request(s)/follow-up; and CPMS updates.
- ✓ **Oct 1, 2, 11, 15, 18, 31; Nov 8, 12, 13, 29; Dec 3, 5, 6, 12, 31, 2018 (15-0946 Tularosa Street Improvements)** – Submitted bond sale requirements reminder to local entity; communications with NMDOT on construction services management, testing and eligibility for reimbursement for different programs; pay request(s)/follow-up/CPMS updates and third-party contract to D2.
- ✓ **Oct 5, 15, 16, 17, 2018 (Capital Outlay)** – Submitted NMDOT POD *Lead Agency ACTIVE Capital Report as of October 2, 2018* to members; assisted applicant(s) with Capital Outlay application form; and schedule(s) of capital outlay hearings to be conducted in region submitted to members.
- ✓ **Oct 31; Dec 5, 2018 (Project Status)** – Updates on project statuses to Executive Director.

Task 1.2 Implement performance measures developed in RTPO RTP. Create and implement a strategic plan for implementation of the action items identified by RTPO members and stakeholders as part of the RTP development process.

- ✓ **Oct 1; Nov 5, 2018 (RTP)** – Submitted the following information to SERTPO members (and/or posted online) that meet action items listed in the RTP:
Safety Education & Training NHTSA Click It or Ticket Campaign logo
Safety Education & Training NHTSA Buckling Up Could Save Your Giblets

Function 1	Budgeted Hours (FFY19)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	400	N/A		400	N/A	
1 st Quarter	100	31	354	100		
2 nd Quarter	100			100		
3 rd Quarter	100			100		
4 th Quarter	100			100		
Balance of Hrs / Total Costs		369				

Function 1 Activity Tracking – 2019

1 st Quarter Report	<ul style="list-style-type: none"> Promoted awareness and provided opportunity for SERTPO to comment on NM Bike Plan, Statement Management Plan and Public Involvement Plan Submitted Title VI Plan for NMDOT/CCRB Review Kept SERTPO informed of ADA/Title VI Compliance Tracked pay requests for two transportation-related Capital Outlay grants Promoted two NHTSA safety campaigns on SNMEDD website
2 nd Quarter Report	
3 rd Quarter Report	
4 th Quarter Report	

Function 2. Technical Support and Data Management

Task 2.1 Collect and manage data, perform technical planning and plan development, in coordination with the transportation goals, trends and needs developed and identified in the RTP.

2.1.1 Collect and evaluate new statewide population, economic development, travel demand data, projects and trends to inform regional planning efforts, and distribute this information with local counties and communities. Data to be collected and maintained by the RTPO may include land use data, demographic and population data, freight data, traffic count and crash data, and any other data that supports the goals and actions outlined in the RTP.

- ✓ **Oct 1, 4, 8, 11; Nov 5; Dec 6, 10, 11, 2018 (Traffic Count Program)** – Visited with local government on traffic count requests for justification for all-stop condition at busy intersection; communications to local government on desired site locations; picked up counter from EPCOG; communications with vendor on radar counters; inquiries to NMDOT; traffic log update(s) to Liaison; CCS and WIM NM site information submitted to SERTPO; and inquiry to DMB for MS2 access.
- ✓ **Oct 17, 29, 30; Nov 6, 19, 20; Dec 3, 4, 2018 (Traffic Data)** – Generated PEEK traffic data reports (volume, speed, class) and submitted to Village of Ruidoso (for Sites 1-5 and Heath Drive); responded to local government inquiry for crash data (total vs injury/fatalities), including ability to make requests for data.
- ✓ **Oct 18, 22, 29, 2018 (PEEK)** – Submitted recommendations to vendor for software engineers and provided information requested;

2.1.2 Assist project applicants with analysis, data collection and other technical support for transportation planning, project identification, and project development.

- ✓ **Oct 8, 9, 10, 15, 17, 22, 29, 31; Nov 6, 13, 14, 19, 20; Dec 4, 6, 2018 (Paradise Canyon/Country Club Rd/Heath Drive, Ruidoso)** – Preparations for field; set-up/re-set counter at: (Paradise Canyon) Site 1, Site 2, Site 3; (Country Club Drive) Site 4, Site 5; and Heath Drive; administrative tasks; coordination with local government on counter set-up; provided field training; and traffic log updates.

- ✓ **Oct 10, 2018 (MUTCD)** – Submitted notification from FHWA Press Release regarding MUTCD Update process and invitation for public comment.
- ✓ **Oct 10, 11, 16; Dec 11, 2018 (Work Zone/Equipment)** – Purchases for security lock and tubing; and communications with D2 staff on signage for work zone purchase for traffic control (signage).
- ✓ **Oct 10, 31; Nov 1, 6, 7, 8, 13; Dec 3, 5, 2018 (MAP L200361 Tularosa)** – Follow-up on completion of Estimated Cost Summary and related documents to Village and NMDOT; prepared Estimated Cost Summary, NOA and NTP; disbursement request submitted to Village and D2; provided requested documents to D2; and disbursement confirmation.
- ✓ **Oct 30; Dec 3, 2018 (LGRF)** – Made program inquiry on behalf of Lake Arthur Mayor to District 2 staff and responded back.
- ✓ **Dec 3, 6, 2018 (Loving)** – Assisted local government with traffic light request.

Task 2.2 Assist RTPO members and NMDOT staff with roadway and corridor-level classification and analysis in accordance with the currently adopted guidelines. Keep members informed about criteria, timelines, and requirements for submittal of proposals to modify classifications.

- ✓ Not applicable this quarter.

Function 2	Budgeted Hours (FFY19)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	112	N/A		112	N/A	
1 st Quarter	28	88	1,016	28		
2 nd Quarter	28			28		
3 rd Quarter	28			28		
4 th Quarter	28			28		
Balance of Hrs / Total Costs		24	1,901			-

Function 2 Activity Tracking – 2019

1 st Quarter Report	<ul style="list-style-type: none"> Established partnership with local government and trained local staff to assist in field for the set-up of traffic counter equipment Generated vendor reports for volumes, class and speed and shared with local government Maintained relationship with equipment vendor, provided recommendations and received upgrades
2 nd Quarter Report	
3 rd Quarter Report	
4 th Quarter Report	

Function 3. Project Development and Monitoring

Task 3.1 Assist project applicants in developing projects.

3.1.1 Provide information to potential applicants about funding opportunities.

Date Submitted **Funding Opportunity**

Oct 1-2, 2018	Community Change Grants
Oct 10, 2018	Nationally Significant Federal Lands and Tribal Projects
Oct 16, 2018	Capital Outlay
Oct 18, 2018	Colonias
Dec 11, 2018	New Mexico True CoOp Grant

- 3.1.2 Assist project applicants to identify projects that may be eligible for transportation funding from federal or other sources, based upon appropriate local, regional and state-wide plans and applicable data.

✓ **Dec 27, 2018 (Inquiries)** – Responded to engineer regarding status of TAP/RTP/CMAQ/Roadway funding opportunities for planning/design.

- 3.1.3 Assist project applicants with applications for NMDOT statewide competitive programs. Follow current adopted Guides provided by NMDOT for project eligibility, program guidelines, and application timelines. Submit all complete applications to the designated NMDOT coordinator in accordance with the schedule outlined in the applicable Guide(s).

✓ **Oct 1, 2, 10, 15, 18, 29; Nov 13, 28; Dec 3, 2018 (TAP/RTP/CMAQ Call for Projects)** – Submitted reminder of final application due date and copy of D2 approved PFFs to TAP/RTP/CMAQ Applicants; submitted CMAQ Supplemental Guidance to members and reminder of PFF due date; assisted STIP/RTIPR questions for local government; Guide and PPF sent to consultant; responded to inquiry to local government and provided information on CMAQ; reminders to SERTPO of CMAQ deadline for PFFs (10/15/18); follow-up email to local government on potential project; update to SERTPO Chairs on status of CMAQ and PFF deadline that passed; responded to inquiry for RTP application; information regarding ROW communicated to local government; inquiry to Liaison on CMS for trails; and worked with local government on CMAQ final application.

✓ **Oct 11, 22, 29, 2018 (TAP/RTP Receipt of Applications)** – Communications (large files) on receipt of RTP appl, and processed RTP/TAP applications.

✓ **Dec 6, 2018 (CMAQ Receipt of Applications)** – Received CMAQ application and sent acknowledgement to applicant.

✓ **Oct 15; Nov 13, 19, 20, 26, 28, 29, 30; Dec 3, 2018 (RTP Review)** – Reviewed Eunice RTP application and submitted comments; inquiry to Liaison regarding PPF and performance measures; reviewed Roswell and Ruidoso RTP applications and submitted recommendations; follow-up on RTP applications and comments; uploaded RTP applications to NMDOT portal; notified applicant(s) and NMDOT of upload; and administrative tasks.

✓ **Oct 22; 31; Nov 1, 13, 19, 20, 26, 27, 2018 (TAP Review)** – Reviewed Ruidoso, Roswell and Ruidoso Schools TAP applications and submitted comments; uploaded TAP application(s) and notified applicants and NMDOT of uploads.

✓ **Dec 11, 12, 13, 17, 2018 (CMAQ Review)** – Reviewed Ruidoso CMAQ application and submitted comments; follow-up to applicant; inquiry to NMDOT regarding FTP link for CMAQ; uploaded CMAQ and notified applicant/NMDOT of upload.

- Task 3.2 Manage preliminary project review process.

- 3.2.1 Establish and implement a process for RTPO members to prepare and submit Project Feasibility Forms (PFFs) and Project Prospectus Forms (PPFs), through coordination with NMDOT District(s).
- ✓ Not applicable this quarter.
- 3.2.2 Assist project applicants with development of PFFs and PPFs; ensure that all members are fully informed of the process and timelines, and support entities in accessing all forms and data required by project applicants to complete the forms.
- ✓ **Dec 13, 2018 (Roadway Assistance)** – Responded to inquiry and submitted copy of previous application to Roadway applicant.
- 3.2.4 Develop a list of RTPO-approved project applications received in response to Calls for Projects/Proposals, indicate both the priority (as applicable) and funding status. This list will serve as the Regional Transportation Improvement Program Recommendations (RTIPR) list and will be submitted to the NMDOT District and Liaisons for potential federal funding opportunities on an annual basis, in coordination with NMDOT's call for RTP, TAP, CMAQ and other projects.
- ✓ **Oct 4, 2018 (RTIPR Standardization)** – Submitted comments to MRCOG on standardized RTIPR.
- Task 3.3 Provide assistance to local governments interested in pursuing transportation system development and coordination activities.
- 3.3.1 Facilitate prioritization of Public Transit Program applications for the RTPO area in response to the state-wide prioritization schedule established by NMDOT Transit and Rail Section staff. Submit the results to the NMDOT Transit and Rail Section in accordance with that schedule. Include the results in the RTPO RTIPR.
- ✓ **Oct 22: Nov 8, 2018 (Public Transit Applications)** – Received/processed public transit applications received from Transit and Rail for meeting packets; prepared scoring results and shared sheets/results with EPCOG; and submitted scoring results to SERTPO/Transit Providers/NMDOT/EPCOG.
- ✓ **Dec 11, 2018 (Artesia General Hospital)** – Visited with staff regarding public transit in area and referred to Pecos Trails Transit and Carlsbad Municipal Transit.
- 3.3.2 Support regional efforts to regional transportation system development, through coordination with local entities and NMDOT Transit & Rail Division.
- Task 3.4 Track the progress of Statewide Transportation Improvement Program (STIP) projects within the RTPO region and ensure regular communication between the project sponsors, NMDOT staff and others to ensure the projects are meeting deadlines outlined in the Tribal/Local Public Agency (T/LPA) Handbook. Include an informational item on meeting agenda for local entity discussion of projects and assist RTPO members with issues that may arise.
- ✓ **Oct 10, 18; Dec 5, 11, 2018 (TAP CN2102090 Tularosa Granado)** – Sent copy of contractor invoicing and communications on processing of co-funded grants to D2 staff; completed project update(s); and communicated with Village on pay request processing.

- ✓ **Nov 19, 2018 (STIP)** – NMDOT Press Release sent to SERTPO members inviting them to comment on fifth amendment to STIP.

Notifications to SERTPO Members regarding projects in the STIP:

Nov 28, 2018 D2 Press Release: NM 128 Pavement Rehab Work - Lea County
Dec 5, 2018 D2 Press Release: US 285 Safety Upgrade in Chaves County
Dec 6, 2018 D2 Press Release: NMDOT District Two crews prepared for winter
Dec 27, 2018 D2 Press Release: US 285 speed limit increase between Roswell and Vaughn

Function 3	Budgeted Hours (FFY19)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	200	N/A		200	N/A	
1 st Quarter	50	70	800	50		
2 nd Quarter	50			50		
3 rd Quarter	50			50		
4 th Quarter	50			50		
Balance of Hrs / Total Costs		131	1,519			

Function 3 Activity Tracking – 2019

1 st Quarter Report	<ul style="list-style-type: none"> Shared funding opportunity information with SERTPO Assisted local governments through the TAP/RTP/CMAQ application processes Uploaded 4 RTP applications, 3 TAP applications and 1 CMAQ application to NMDOT by due date Processed Public Transit applications and shared scoring results with local entities and NMDOT Transit and Rail Made referrals for public transit in the region Conducted follow-up on active TAP project in region Communicated D2 Press Releases on STIP project activity
2 nd Quarter Report	
3 rd Quarter Report	
4 th Quarter Report	

Function 4. Other Activities and Projects

- Task 4.1 Coordinate and participate with NMDOT staff on special studies or projects specified in the NMDOT Planning Work Program. Provide periodic updates to RTPO members on the status of the studies/projects and involve the members in this effort as appropriate.
- ✓ Not applicable this quarter.
- Task 4.2 Coordinate and participate with the Councils of Governments (COGs) and applicable New Mexico State agency staff on legislative studies related to state-wide or RTPO-specific transportation issues, as appropriate.
- ✓ Not applicable this quarter.

- Task 4.3 Monitor development of Federal and state laws affecting the transportation system and provide information about the contents and status to RTPO members.
 ✓ Not applicable this quarter.
- Task 4.4 Attend RTPO quarterly and special meetings.
 ✓ Not applicable this quarter.
- Task 4.5 Attend in-state and out-of-state conferences, training sessions or special meetings for staff and professional development opportunities. This task includes the purchase of any supporting materials that may be needed to coordinate, conduct or attend the conference, training session or meeting.
 ✓ **Oct 16, 24, 25, 26, 29, 2018 (NM Infrastructure Conference)** – Attended conference held at Isleta and completed related administrative tasks.
 ✓ **Oct 31; Nov 14, 15, 19, 2018 (NM Data Users Conference)** – Administrative tasks and attended NM Data Users Conference in Albuquerque.
- Task 4.6 Participate in miscellaneous transportation-related programs and special projects in the RTPO region.
 ✓ **Oct 15, 2018 (US 380)** – Submitted excerpt of minutes regarding discussion on US 380.

Function 4	Budgeted Hours (FFY19)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	120	N/A		120	N/A	
1 st Quarter	30	43	498	30		
2 nd Quarter	30			30		
3 rd Quarter	30			30		
4 th Quarter	30			30		
Balance of Hrs / Total Costs		77	1,928			

Function 4 Activity Tracking – 2019

1 st Quarter Report	<ul style="list-style-type: none"> Attended two conferences during the quarter
2 nd Quarter Report	
3 rd Quarter Report	
4 th Quarter Report	

Function 5. General RTPO Support

- Task 5.1 Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
- 5.1.1 Document the RTPOs public participation process including but not limited to, procedures the RTPO uses to comply with the *New Mexico Open Meetings Act* [NMSA 1978, Sections 10-51-1, *et. seq.*] and 23 CFR 450.
 ✓ **Nov 1, 8; Dec 10, 27, 2018 (Meeting Notice)** – Updated lists and submitted meeting reminders (and meeting agenda) to Public Transit Providers/NMDOT/ Transportation Stakeholders/Congressionals/Legislators (for 11/7/18 meeting); and submitted SAVE-THE-DATES for 1/3/2019

meeting to SERTPO/NMDOT/Transportation Stakeholders/Congressional/Legislators.

- 5.1.2 Per the *New Mexico Open Meetings Act* and 23 CFR 450.210, provide public notice (including publication of ads in local newspaper(s)) for all official RTPO Committee meetings.

- ✓ **Oct 22; Dec 17, 2018 (Newspapers)** – Processed legal advertisement of SERTPO meeting to five area newspapers (Roswell Daily Record, Alamogordo News, Ruidoso News, Hobbs News and Carlsbad Current-Argus) for 11/7/18 and 1/3/19 meetings.
- ✓ **Oct 22; Dec 27, 2018 (Radio Stations)** – Submitted notice of public meeting to radio stations in the region, electronically.

- 5.1.3 Provide RTPO Committee members, the appropriate NMDOT District staff, and GTG with meeting agendas and information packets no later than seven (7) calendar days in advance of RTPO Committee meetings.

- ✓ **Oct 15; Dec 27, 2018 (Chairs/Vice-Chairs)** – Confirmation of officer chairing November meeting and communication with Chairs on agenda.
- ✓ **Oct 16, 18, 22; Nov 5, 7, 8, 28; Dec 3, 5, 10, 12, 27, 31, 2018 (Meeting Preparations)** – Follow-up on receipt of public transit applications for member distribution; prepared public transit summary for meeting packet; worked meeting agenda (11/8/18 and 1/3/19); and completed pre-meeting tasks to include preparing scoring sheets and handouts, minutes, resolutions and agenda items.
- ✓ **Oct 30, 31; Dec 27, 2018 (Meeting Packet)** – Worked two meeting packets and distributed to SERTPO-NMDOT-EPCOG via Dropbox and by email.
- ✓ **Nov 7, 8, 2018 (SERTPO Meeting)** – Set-up and held regular SERTPO meeting at the Bondurant Room of Roswell Public Library. Post-meeting tasks.
- ✓ **Nov 8, 2018 (Roswell Public Library)** – Coordinated with RPL for January meeting.

- 5.1.4 On an annual basis, provide all eligible T/LPAs with the opportunity to appoint or confirm a representative and alternates to the RTPO Committee.

- ✓ **Oct 1; Nov 27, 2018 (Mescalero)** – Submitted confirmation form for new member and updated membership list.
- ✓ **Oct 10, 2018 (Eunice)** – Made changes to membership, reflecting new members.
- ✓ **Nov 13, 2018 (Alamogordo)** – Changes made to membership lists to reflect new member.

- Task 5.2 Maintain bylaws that clarify and document member entities, responsibilities and roles, including voting protocols.

- ✓ **Oct 11; Nov 12, 2018** – Worked on bylaws update, shared revision with EPCOG; sent inquiry to NMDOT;

- 5.2.1 Maintain a list of RTPO Committee members with contact information and provide a copy of the list to appropriate NMDOT District staff, GTG, member entities, and other regular participants.

- ✓ Online Membership List maintained at <https://snmedd.com/sertpo->

Task 5.3 Conduct Outreach Activities.

5.3.1 Engage in and document outreach activities and provide citizens and other transportation stakeholders with reasonable opportunities to participate in RTPO processes per 23 CFR 450.

- ✓ **Oct 2, 2018 (Clerks/Grant-writers)** – Expanded list for rural local governments.
- ✓ **Oct 29; Dec 3, 27, 2018 (Transportation Stakeholders)** – Added tourism contact, school district personnel and engineering firm to transportation stakeholder to list.
- ✓ **Dec 11, 2018 (Roswell MainStreet)** – Attended regular meeting of Roswell MainStreet (ex-officio).
- ✓ **Dec 13, 2018 (Transportation Day)** – Booth preparations.

5.3.2 Coordinate with RTPO members to develop a list of entities including newly elected officials and potential members, who will be educated on the RTPO process. Document this outreach and presentations and share any questions or concerns in quarterly reports and with appropriate NMDOT staff.

- ✓ **Oct 1, 11, 12, 15; Dec 12, 2018 (Local Elected Officials)** – Prepared and submitted written SERTPO report for SNMEDD Board member packets; meeting preparations/follow-up (and transportation section of minutes). Verbal report on the 12th included:
 - **Deadlines** – Program deadlines approaching – October 15th, PFFs due for CMAQ; and December 6th for final CMAQ applications. November 1st is deadline for final TAP/RTP applications.
 - **Next SERTPO Meeting** – Scheduled for November 7th and includes public transit prioritization and LTAP presentation.
 - **Traffic Count Program** – Equipment on loan to EPCOG; traffic counter stolen but being replaced; pricing safety signs for work zone; currently setting up for five sites in Ruidoso (Paradise Canyon area); Tatum and Jal may be set up with counters if State Fall Schedule does not include stations.
 - **Conferences** – Program Manager plans to attend Infrastructure and Data Users Conference.
- ✓ **Nov 1, 2018 (Orientation)** – Offered orientation to new members.

Task 5.4 Maintain a website that includes current meeting information and planning documents, as referenced in the Quality Assurance Review (QAR) guidelines. Post a list of current Technical and Policy Committee members and keep this information updated.

- ✓ **Oct 1, 4, 8, 10, 15, 16, 17, 18, 22, 30, 31; Nov 1, 5, 8, 12, 19, 20, 27; Dec 6, 10, 11, 27, 27, 2018 (Website)** – Posted NHTSA *Click It or Ticket* campaign logo [Roads]; posted meeting agenda(s) and minutes; photos; made changes to membership; general maintenance, to include communications to webhost; Colonias/CMAQ/Capital Outlay updates; NHTSA Buckling Up could Save Your Giblets campaign logo; and added link to UNM Traffic

Crash Data on Roads Page.

Announcements Page transportation-related postings:

Oct 16, 2018	NM FLAP Prospective Applicants – Webinar 1
Oct 24, 2018	Capital Outlay Hearing – Otero-Lincoln County, Ruidoso Village Hall, Beginning at 9:00 am
Oct 25, 2018	NM FLAP Prospective Applicants – Webinar 2
Oct 30, 2018	Capital Outlay Hearing – Chaves County, Chaves County Admin Center, 1:30-4:30
Nov 2, 2018	Deadline for Application to 2018 Community Change Grants
Nov 2, 2018	Capital Outlay Hearing – Lea County, Lovington City Hall, 9:30 – 1
Nov 13-15, 2018	NMIDEA Annual Meeting & Conference, Bernalillo, New Mexico
Nov 15-16, 2018	Produced Water Conference - Santa Fe, New Mexico
Nov 27, 2018	NMEDD Webinar: Brownfields 101
Nov 29, 2018	Capital Outlay Hearing – Eddy County, Artesia City Hall, 9-1
Dec 4-6, 2018	NMAC: Better Informed Public Officials Conference in Albuquerque
Dec 5, 2018	NMEDD Rural Business Workshop in Carlsbad
Dec 20, 2018	Webinar: Explore CDBG Funding with NM DFA
Jan 3, 2019	SERTPO Meeting in Roswell, New Mexico
Jan 9-11, 2019	56 th Paving & Transportation Conference, Albuquerque, NM
Jan 11, 2019	SNMEDD Board Meeting (ENMU-R) in Roswell, New Mexico
Jan 15-17, 2019	NMAC: 2019 Legislative Conference in Santa Fe, New Mexico
Jan 28, 2019	2019 Hospitality & Tourism Trends and Annual Meeting in Santa Fe
Apr 12, 2019	SNMEDD Board Meeting (ENMU-R) in Roswell, New Mexico

Task 5.5 Coordinate training and professional development opportunities for RTPO members, including developing training plans. Assist RTPO members to identify technical training needs and work with NMDOT, LTAP, and other entities to meet those needs. Informing member entities of training opportunities and encouraging participation.

- ✓ **Nov 5, 2018 (LTAP)** – Submitted copy of meeting agenda to LTAP Center regarding LTAP presentation during SERTPO meeting (11/7/18).
- ✓ **Nov 27, 28; Dec 3, 4, 2018 (B2GNow/LCP Tracker)** – Communications with NMDOT on future training/presentation.

Notifications regarding training submitted to SERTPO representatives:

Oct 1, 2018	RSIP SafetyFest – Register Now
Oct 8, 2018	Training Technician Certification Program (TTCP) Schedule 10-4-18
Oct 15, 2018	NMEDD FUNDIT Webinar Series: Explore How the 2020 Census Will Affect Grant Application Data
Oct 18, 2018	NM LTAP New Course Offerings - Nov 14 th , Dec 4 th , Dec 12 th
Nov 1, 2018	56 th Paving & Transportation Conference, Albuquerque, New Mexico (1/9-11-2019)
	<u>Webinar:</u> Managing Trails: Increasing Opportunities And Adapting to Climate Change (11/15/18)
Nov 8, 2018	LTAP: Open Source and Free GIS Software and Applications (11/14/18 in ABQ); Introduction to Online Mapping; (12/4/18 in ABQ); and Introduction to GIS (12/12/18 in Las Cruces).
Nov 8, 2018	SAVE THE DATE - NMAC 2019 Legislative Conference – Jan 15-17, 2019 in Santa Fe
Nov 19, 2018	Save the Date: Paving & Transportation Conference – Registration
Dec 3, 2018	Register for 2019 Hospitality and Tourism Trends & Annual Meeting
Dec 10, 2018	REGISTER NOW!! 56 th Paving and Transportation Conference

Dec 10, 2018 Agenda for TRENDS is set!
 Dec 10, 2018 Webinar: Explore CDBG Funding with NM DFA
 Dec 27, 2018 LTAP: New January LTAP Courses!

Function 5	Budgeted Hours (FFY19)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	480	N/A		480	N/A	
1 st Quarter	120	106	1,222	120		
2 nd Quarter	120			120		
3 rd Quarter	120			120		
4 th Quarter	120			120		
Balance of Hrs / Total Costs		374	4,834			

Function 5 Activity Tracking – 2019

1 st Quarter Report	<ul style="list-style-type: none"> • Maintained Meeting Notice List and notified Stakeholders of meetings (and shared meeting agenda) • Legal notice of meetings advertised for two meetings • Public Notice of two meetings submitted to regional radio stations • Coordinated two meetings and completed preparations for one meeting held during the quarter • Updated membership with three new members and offered orientation • Updated Transportation Stakeholder List with three new contacts • Attended Roswell MainStreet meeting • Kept local elected officials informed of SERTPO activity through written and verbal reports at SNMEDD/COG meetings • Provided global outreach on Transportation through maintenance of Transportation Pages at https://snmedd.com/ • Coordinated training held during SERTPO meetings • Notified SERTPO of numerous training opportunities
2 nd Quarter Report	
3 rd Quarter Report	
4 th Quarter Report	

Function 6. RTPO Administration

Task 6.1 Produce work products that meet all quarterly work requirements and deadlines per the Planning Procedures Manual (PPM) and submit a summary of activities completed per quarter.

6.1.1 Implement and monitor program expenditures in relation to the annual budget, per the PPM. Ensure physical copies of documentation on program expenditures and activities are retained and available during the annual Quality Assurance Review (QAR).

✓ Monitor program expenditures through invoicing process. QAR not applicable this quarter.

- 6.1.2 Submit quarterly Reimbursement Packets per the PPM. Include this report as an informational item on the following RTPO Committee agenda and should reflect all costs outlined in the Invoice.
- ✓ **Oct 1, 2, 3, 10, 11, 16; Nov 12, 20, 28, 29; Dec 3, 5, 10, 11, 12, 27, 2018** – Worked on timesheet and quarterly report and submitted invoice to Liaison.
- 6.1.3 Submit an Annual Performance and Expenditure Report (APER) each year, per the timeline and procedures documented in the PPM. This will suffice as the 4th quarter Quarterly Report, but will include additional descriptions to summarize the activities performed in the past year.
- ✓ **Oct 18, 30; Nov 12, 2018** – Prepared and submitted APER to Liaison.
- Task 6.2 Solicit and utilize input from RTPO board members to develop the two-year (FFY 2019- FFY 2020) Regional Work Program (RWP) for submittal to the NMDOT by deadlines outlined in the PPM.
- 6.2.1 Coordinate the RTPO's planning program with other RTPOs and any Metropolitan Planning Organizations (MPOs) or other agencies impacted by and/or associated with activities contained in the RWP.
- ✓ **Oct 29; Nov 7, 28, 2018 (Bike Summit)** – Responded to SWRTPO on their proposed Bike Summit; commented on proposed Bike Summit during SERTPO meeting; submitted copy of SWRTPO request for input to SERTPO members; and responded to SWRTPO regarding summit.
- Task 6.2 Develop an annual budget based on the tasks outlined in the RWP, and annually update SNMEDD/COG's Indirect Cost Allocation Plan (ICAP), in accordance with 2 CFR 200 and the PPM.
- ✓ **Oct 2, 2018 (Budget)** – Worked with Accounting on budget.
- Task 6.3 Maintain a Public Participation Plan (PPP) that addresses Title VI and Environmental Justice procedures. Ensure a specific contact person and contact information is listed. Update the PPP in accordance with the PPM schedule or as determined appropriate by RTPO members or staff.
- ✓ Not applicable this quarter.
- Task 6.4 Submit the SNMEDD/COG Financial Audit for each State Fiscal Year to the NMDOT GTG Liaison, within 30 days of when the audit is released by the State Auditor's Office.
- ✓ Not applicable this quarter.

Function 6	Budgeted Hours (FFY19)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	400	N/A		400	N/A	
1 st Quarter	100	71	813	100		
2 nd Quarter	100			100		
3 rd Quarter	100			100		
4 th Quarter	100			100		
Balance of Hrs / Total Costs		329	4,976			

Function 6 Activity Tracking – 2019

1 st Quarter Report	<ul style="list-style-type: none"> Maintained timesheet records and submitted invoicing to NMDOT Submitted APER to NMDOT Assisted SWRTPO in communicating proposed NM Bike Summit
2 nd Quarter Report	
3 rd Quarter Report	
4 th Quarter Report	

Function 7. RWP Amendments

Task 7.1 Expand services/information to members.

- ✓ **Oct 8, 2018** Presidential Proclamation: Flying the Flag at Half-Staff in honor of the National Fallen Firefighters Memorial Service
- ✓ **Oct 15, 2018** Flags Flown at Half-Staff in Honor and Mourning of Representative Larry Larranaga
- ✓ **Oct 22, 2018** Produced Water Conference - November 15-16, 2018 - Santa Fe, NM
- ✓ **Oct 29, 2018** Trump Orders Flags Flown at Half-Staff in Honor & Remembrance of Victims of the Tragedy in Pittsburgh, Pennsylvania
- ✓ **Nov 5, 2018** NM Innovation Voucher Program is Accepting Appls through 11/30/18
- ✓ **Nov 8, 2018** NMEDD-Rural Efficient Business Program Workshop in Carlsbad 12/5/2018
- ✓ **Nov 8, 2018** Press Release: Honoring the Victims of the Tragedy In Thousand Oaks, CA
- ✓ **Nov 8, 2018** Webinar: Brownfields 101
- ✓ **Nov 27, 2018** D2 Release: Dedication of Roswell POW Camp Historical Marker
- ✓ **Dec 3, 2018** VA & State Veterans Benefits Outreach (Capitan Library)
- ✓ **Dec 3, 2018** Proclamation Announcing Death of George Herbert Walker Bush
- ✓ **Dec 4, 2018** Opportunity to Promote Tourism in your area
- ✓ **Dec 4, 2018** NMDOT & Safer New Mexico Now Release: Artesia Child Safety Seat Fitting Station - Saturday, December 15th
- ✓ **Dec 17, 2018** 2019 Legislative Conference Opportunities!

Function 7	Budgeted Hours (FFY19)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	8	N/A		8	N/A	
1 st Quarter	2	2	17	2		
2 nd Quarter	2			2		
3 rd Quarter	2			2		
4 th Quarter	2			2		
Balance of Hrs / Total Costs		6	17			

Function 7 Activity Tracking – 2019

1 st Quarter Report	<ul style="list-style-type: none"> Submitted information to members to expand their knowledge
2 nd Quarter Report	
3 rd Quarter Report	
4 th Quarter Report	

Function X	Budgeted Hours (FFY19)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	360	N/A		360	N/A	
1 st Quarter	90	115	1,329	90		
2 nd Quarter	90			90		
3 rd Quarter	90			90		
4 th Quarter	90			90		
Balance of Hrs / Total Costs		245	3,847			
Totals	Budgeted Hours (FFY19)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	2080	N/A		2080	N/A	
1 st Quarter	520	525	6,050	520		
2 nd Quarter	520	0		520		
3 rd Quarter	520	0		520		
4 th Quarter	520	0		520		
Balance of Hrs / Total Costs		1,555	6,050			