

Southeast Regional Transportation Planning Organization (SERTPO)

Minutes of the Policy Committee Meeting

November 7, 2018 – 10:00 am

**Bondurant Room, Roswell Public Library
Roswell, New Mexico**

POLICY MEMBERS PRESENT:

Policy Member (or Alternate) listed in Alphabetical Order

Brito, Candy	City of Eunice
Bunch, Clint	City of Clovis
Crouch, Coby	City of Carlsbad
DeSha, John	City of Portales
Lucero, Amanda	De Baca County
Myrick, Van	City of Jal
Najar, Louis	City of Roswell
Porter, Tom	Otero County
Rael, Stella	City of Alamogordo
Randall, Todd	City of Hobbs
West, Joe	Chaves County
Williams, Gary (Mayor)	City of Ruidoso Downs

POLICY COMMITTEE MEMBERS ABSENT:

Blazer, Arthur (President)	Mescalero Apache Tribe
Bradford, Sherrill (Mayor)	Village of Corona
Bradley, Jerry	City of Texico
Burkett, Mickey (Mayor)	Village of Dora
Burns, Marilyn (Mayor)	Town of Tatum
Hooper, Wesley	Eddy County
Hyatt, Richard (Mayor)	Town of Carrizozo
Ingram, Justin (Mayor)	Village of Fort Sumner
Powell, Justin	Town of Dexter
Dixon, Durward (Mayor)	Town of Elida
Estrada, Pete (Mayor)	Village of Loving
Fury, Dennis	Curry County
Green, Barry (Councilor)	Village of Melrose
Hall, Jubal	Village of Cloudcroft
Hobson, Aubrey	City of Artesia
King, Kris (Mayor)	Village of Causey
LaMay, Jonathan	Village of Capitan
Lovato, Ricky	Roosevelt County
Lovas, Mark	Town of Hagerman
Powell, Leona	Village of Grady
Props, Jack	Town of Vaughn
Reid, Bruce	Lea County
Sainz, Robert (Trustee)	Village of Tularosa
Salazar, Ysidro (Mayor)	Town of Lake Arthur
Sales, Rudy	Village of Hope
Sena, Ron	Village of Ruidoso
Whitecotton, Toni	Village of Floyd
Willard, Lynn (Commissioner)	Lincoln County
Williams, James	City of Lovington

GUESTS PRESENT:

Allen, Glenda	City of Roswell
Aragon, Anna	City of Roswell
Barentine, Jim	CES
Baysinger, Susan	City of Portales
Dunlap, Lisa	Roswell Daily Record
Fletcher, Jan	City of Hobbs
French, Callie	UNM (Albuquerque)
Gilbert, Elizabeth	City of Roswell
Gilsdorf, Sharon	Zia Therapy Center (Alamogordo)
Hall, Katherine	City of Portales
Hardin, Joe	Zia Therapy Center (Alamogordo)
Hobbs, Billy (Mayor)	City of Eunice
Kemp, Mary Lou	City of Clovis
Moore, Joshua	City of Carlsbad
O'Neill, Peggy	Zia Therapy Center (Alamogordo)
Pennington, Jacque	City of Hobbs
Porter, Ryan	City of Roswell
Rowangould, Gregory (Dr.)	UNM (Albuquerque)
Sikes, Nadia (Commissioner)	City of Alamogordo
Wright, Gayle	City of Carlsbad

COG/NMDOT/FHWA STAFF PRESENT:

Briley, Alan	NMDOT - Roswell
Burr, Mary Ann	Southeastern New Mexico Economic Development District (SNMEDD)/Council of Governments (COG)
Coslin, Libby	NMDOT – Roswell
Gallardo, Judith	NMDOT – Las Cruces
Matta, Louis	NMDOT – Roswell
Park, Jason	NMDOT Transit & Rail (Santa Fe)
Parker, Timothy	NMDOT – District 2 Engineer (Roswell)
Shutiva, Ron	NMDOT – Santa Fe
Soule, Vincent	Eastern Plains Council of Governments (EPCOG)
Ummadi, Vijay	NMDOT Transit & Rail (Santa Fe)

CALL TO ORDER / QUORUM (8)

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

Policy Vice-Chair Van Myrick (Jal) called the meeting to order at 10:01 a.m. A quorum was established. Members participated with the Pledge of Allegiance, and introductions were held.

APPROVAL OF AGENDA

Louis Najar (Roswell) made a motion to approve the agenda, as presented. John DeSha (Portales) seconded the motion, and motion passed by unanimous vote.

APPROVAL OF MINUTES

Louis Najar (Roswell) made a motion to approve the September 13, 2018 minutes as presented. Joe West (Chaves County) seconded the motion. Motion was approved by unanimous vote.

PRESENTATION: New Mexico Local Technical Assistance Program (LTAP)

Callie French, NMLTAP Program Manager
University of New Mexico (UNM)

Callie French thanked the Committee for the invitation to speak to them. NMLTAP is housed at the University of New Mexico (UNM) Civil Construction and Environmental Engineering. The Center's mission is to support workforce development in the state, specifically for local municipalities, bridging the gap between local government needs with training on roadway and worker safety, workforce development, infrastructure management and organizational excellence.

Ms. French introduced Dr. Gregory Rowangould, in attendance at the meeting, and named all LTAP Center staff who may work with local municipalities in the future. Regarding the National LTAP, it was created in 1982 by FHWA as a process to help train local municipalities with workforce development. There are 51 Centers in the nation, with one in New Mexico—NMLTAP. The Centers support transportation training programs, technology transfer and access to library materials (online). Additionally, Ms. French commented on the structure of the National Tribal Technical Assistance Program (TTAP).

NMLTAP was previously housed at NMDOT Headquarters until 2017. NMLTAP transferred to UNM and is funded through FHWA and NMDOT. UNM provides classroom and technology trainings in addition to heavy equipment training across the state. Trainings are also conducted where local entities are located. Trainings are either free or have small fees; target roadway and worker safety, workforce development and infrastructure development; and are made available to municipal and county governments, tribal agencies, MPOs/RTPOs and NMDOT.

For technology transfer, the Center has a resource library that is available both online and through a physical library. The Center can send materials to local entities and works with NMDOT to ensure that materials are up-to-date. Webinars and a quarterly newsletter listing upcoming trainings are available. The Program Manager listed previous courses and courses in development. She mentioned trainings offered during the month of November and December, located in Albuquerque and Las Cruces. These courses are being offered statewide. Venues are being vetted to bring training to the entities. Entities may contact NMLTAP and request different trainings. A survey was conducted by NMLTAP last year regarding desired trainings. Requests were associated with different locations and response trainings will be located around the state, including Roswell, so entities will be given the support needed without having to drive to Albuquerque. The GIS and geo-spatial trainings being offered are the result of requests made from organizations regarding training needs.

The Program Manager mentioned a few UNM degree programs to help individuals go back into their communities and help build a better transportation network. Degree and other information can be found at <http://civil.unm.edu>. The Civil, Construction and Environmental Engineering Department has been involved in research projects, some funded by FHWA and NMDOT. UNM wishes to work with entities on research projects that will benefit the community and urged members to communicate research projects that are needed. Internship opportunities for students are also available. Ms. French explained that NMLTAP is present for the purpose of getting to know the entities and communities and find ways to help the work being done locally.

Dr. Gregory Rowangould re-emphasized that NMLTAP really does depend on the entities to inform them of their needs, whether it is the development of new courses or training. He commented that the City of Albuquerque is very active with NMLTAP providing staff training. NMLTAP has a mission to support more rural and smaller communities from a basically free funded grant program.

ACTION ITEMS

Opening Remarks: Jason Park, NMDOT Transit & Rail Division

Mr. Park thanked SERTPO for conducting this meeting. The RTPO review of the applications is very important to the federal process. The RTPO prioritization is not only helpful because the RTPO scores the applications and fulfills the process, but it also represents additional opportunities. First, the public and RTPO see what's happening regarding transit in the area. Secondly, the grantees see what is occurring in the region and have opportunity for coordinated efforts between the transit agencies, which is highly encouraged. NMDOT Transit & Rail announced its FY2019 federal transit grants awards during the annual statewide transit budget award meeting on May 24-25, 2018. The subgrantees that submitted applications for the year received a total of \$14 million in federal transit grants. The available federal funds support capital, administration and operating costs for the public agencies from October 1st through September 30th.

Two types of grants are awarded, §5310 and §5311. §5310 federal funding provides enhanced mobility to the seniors and individuals with disabilities. Recommended awards were, in part, consistent with requested budgets. Requests were funded at \$1,337,000. Eligible applicants included private, nonprofit organizations, state, local and tribal government authorities.

§5311 funding assists with the administration and operating expenses in provision of the general public transportation services in rural areas. For §5311 FY19, there were 22 applicants, and all 22 applicants received funding. Recommended federal administration/operating grants awards for FY19 totaled over 10 million. §5339 funds, included with §5311, are used to assist with the capital expenses such as contracted services, new vehicles, renovation of facilities and such. §5339 capital grant awards for FY19 Rural Public Transit totaled over 2 million. After awards were announced, Mountain Transit (Ruidoso Downs) reached an agreement to merge with ZTrans.

A. Prioritization - §5311 Formula Grants for Rural Areas

Zia Therapy Center - ZTrans (Alamogordo). Joe Hardin, Director of Transportation, and Sharon Gilsdorf, Chief Financial Officer made presentation. Zia, a nonprofit agency, operates out of Alamogordo, offering public transportation with contracts with local government agencies. Zia's three tier Transit Plan was described and is adopted by two Boards, the Zia Board of Directors and the Zia Endowment Board which contributes monies to the transportation system. Mr. Hardin spoke to coordination with other systems, to include Roadrunner in Las Cruces and Mountain Transit. This year, Zia absorbed Lincoln County into their system. Their system has grown, and that growth is reflected in their recent budget award and the request for FY 2020. Budget has increased to 1.5 million. Their system serves Alamogordo, Tularosa, Holloman Air Force Base, Las Cruces, the South Central Regional Transit District (Anthony, El Paso, towards T or C) and Lincoln County. Mr. Hardin spoke to funding partners and explained that Zia is transitioning from a demand response to a fixed route system in Ruidoso and Lincoln County. He described planned routes within Ruidoso Downs, Ruidoso, Nogal, Capitan, Carrizozo, Corona, Hondo Lincoln and connectivity to ZTrans routes to Las Cruces. He commented on fares, free Wi-Fi on buses, tracking system and ongoing funding partners. Their formal process for public input includes an Advisory Committee, a future Advisory Committee planned for the Ruidoso/Lincoln County area and a local Alamogordo Chamber of Commerce Transportation Committee. The Director spoke on how the need and demand for public transportation is greater than what current funding levels can meet. Ridership has grown over the years from 1,500 riders monthly to 10,000+ riders monthly. An increase in ridership is expected with the expansion into Lincoln County. Marketing strategies have included larger bus stop signs (and ridership increased by a third)

and green buses that are easily identifiable. Other marketing strategies were mentioned. Marketing revenues raised through advertising on buses are applied to local match. Their para-transit program fills the void for riders who cannot make it to the fixed route.

Sharon Gilsdorf listed the FY 2020 budget requested amounts for administration, operating and capital. Capital includes one bus, video surveillance equipment and fencing. She mentioned fares and discounts for seniors and children and free fare for all veterans. She added that insurance costs are high for their twenty-vehicle fleet. Mr. Hardin stated that Zia has been in operation for 17 years and spoke to their extensive background checks on drivers, ASE-certified mechanics, outsourced maintenance, extensive training, etc. The Director extended his thanks to Mayor Williams of Ruidoso Downs for working with Zia and getting the system started in Lincoln County. The county route has begun for Lincoln County. As drivers and vehicles are added to their system, the para-transit and fixed routes will be initiated. Driver retention remains an issue.

City of Roswell – Pecos Trails Transit. Anna Aragon, Transit Manager, welcomed all to Roswell and proceeded with PowerPoint presentation on the City's transit system. Ms. Aragon explained their mission is to deliver the best possible public transportation to the Roswell area in an efficient manner and to improve the quality of life through economic development, cultural enjoyment and access to medical and educational services and to all the amenities in the area. The Transit Manager displayed and explained an organization chart for Pecos Trails. She continued with discussion on short- and long-term transportation plans that are approved by the City. There is ongoing funding provided by both the City and the §5311 Program. A public input process includes a questionnaire/survey for its riders and monthly public forums.

Partnerships developed include local taxi service provider(s), New Mexico Military Institute cadets, Division of Vocational Rehabilitation clients, ENMU-Roswell and Tobosa Developmental Services, Greyhound, schools and others. Assistance is provided to disabled students on learning to ride buses independently. Pecos Trails, a vital part of the City, urges all citizens to participate and ride in its fixed route and paratransit services to help meet the community need. Numerous methods are used for marketing the system, including an online presence on the City's website, Facebook and Twitter. Ms. Aragon added that Pecos Trails Transit recently received media coverage through its local newspaper.

Ms. Aragon described the fixed routes, the complimentary para-transit program, ridership numbers through the month of October, increased ridership since the addition of Greyhound, the development of a new route for new venues and extensive training. A map showing the various routes was displayed to members.

City of Portales – Portales Area Transit. Katherine Hall, Program Coordinator, described staffing for Portales Area Transit. Ms. Hall provided short-term goals and days/hours of service. An increase in their fares is currently being considered. The goal for ridership for FY 2020 is 16,000. The Program Coordinator discussed long-term goals, to include marketing. Currently, the feasibility of adding an early evening, unlimited weekend hours service to better service the public need is underway. Numerous organizations with whom the Transit System coordinates services were listed. Funding is being requested at previous levels. Ongoing funding commitment has been approved by the Portales City Council. The Comprehensive Plan has been adopted and included public hearing prior to the City's adoption of the Plan. Formal processes for public input include the ICIP for vehicle replacement and required City Council approval. Portales Area Transit provides an open-door policy for public input at the Program office and the Public Works Department at City Hall. The annual Passenger Survey and suggestions are recorded and become part of the transit plan review. The public has the opportunity to speak at all City Council meetings.

Regional transit continues to be a topic for discussion. More research and information are needed to consider its feasibility. A long-term goal is to establish connectivity outside their service area. There is apparent need for service based on requests from passengers and students for affordable transportation to go outside the service area. Per the Marketing Plan, Ms. Hall described a variety of ways to reach the public, including attendance of events at ENMU Campus. Branding on the vehicles has been recently changed, to raise awareness of services. Transit has a page on the City's website. Efforts made in the past fiscal year have boosted ridership slightly. Numbers for 2017 and 2018 ridership and the requested amount for funding were provided. Safe, reliable transportation will be continued for the citizens of Portales and for those within a five-mile radius within Roosevelt County.

City of Hobbs – Hobbs Express. Jan Fletcher, Program Manager, and Jacque Pennington, Transportation Supervisor, made presentation. Operations were begun in 1989, and Hobbs Express is looking forward to its 30th anniversary in 2019. Hours of operation for weekdays and weekends were provided. Hobbs Express operates three fixed routes, one rapid route and a complementary paratransit demand response service within the City and just outside its limits. Ms. Fletcher itemized their funding requests for administration, operating and capital. Capital funds requested include replacement of two buses, two mobile radios and three desktop computers. Administration and operating are continued at the same level. The City's budgetary process outlines Hobbs Express' short- and long-term transit goals. Hobbs Express is included in the City's Master Plan, approved by the Hobbs City Commission. Short-term goals include modification of passenger routes to improve passenger service and expansion of service to include a housing development for passenger convenience. Increasing ridership is always a goal of Hobbs Express. The Program Manager listed numerous organizations with whom they coordinate service, to include two dialysis centers and Hobbs schools. Veterans ride free with proper identification. To meet requirements of the grant application process, letters of interest were mailed, and legal notices were published; however, no responses were received.

Hobbs Express coordinates with local taxi service and does not offer same-day service. All demand response requests are scheduled one day in advance. Passengers are aware of this requirement, and there have been no problems. Ms. Fletcher commented that with each grant year, Hobbs Express has fully expended and utilizes every dollar of awarded funding. The basis for the need for service is about ridership. For six consecutive years, there had been an increase in ridership. A slight decrease has been experienced this year. It was noted that when the economy is up, the ridership goes down and vice-versa. Numbers for ridership and miles traveled were provided. The unemployment rate, increased workforce and staffing were mentioned. A CDL incentive for drivers, increased starting pay for drivers, a strategy for using a smaller passenger bus (no CDL required) and a stringent training plan were discussed. With fewer drivers, routes have been restructured and services modified. The slight downturn in ridership may have resulted from these changes. New stops include a housing development and the City's new Center of Recreational Excellence (CORE). The rapid line route serves fewer stops and allows passengers to reach their destination quicker. There is a strong need and justification for the transit system. Marketing techniques to attract new riders and to keep the community informed about the convenience of their route service were described. The Program Manager stated the mission for Hobbs Express. With the expectations of population and job growth, Hobbs Express will continue to work for the future in the growth in the community and the program and respectfully asks for continued support.

City of Clovis – Clovis Area Transit System. Mary Lou Kemp, Director, started with a brief overview. The past year has been extremely busy, particularly with being short-handed. Driver recruitment and retention has been an issue. Ridership has increased by 5% the previous year and 8% this past year, even though they were continuously one driver short. This past September, the City approved funding for the purchase of scheduling software. Once the software is in place and all staff training

completed, Ms. Kemp anticipates ridership to increase. She described the benefits anticipated from the use of the new scheduling software. As an indication of need, 67,000+ trips were provided last year, all demand response. Percentages for wheel-chair bound, elderly, disabled and passengers under 18 were given. The amount of fares collected, vehicle miles traveled, and hours of service were provided. Ms. Kemp listed the amounts of funding requests. Compared to amounts for FY 19, an increase in administration of 4.5% is being requested, but budget for operating is at the same level. Capital requests include two low-floor vans to replace two older-model 12-passenger small buses. Regarding rural public transportation planning and regional coordination, Clovis Area Transit System is part of the City's five-year strategic plan and most recently updated Comprehensive Plan—currently in comment period and scheduled for adoption in December. Transportation goals, objectives and implementation strategies are organized in the 20-year Plan and are based on community priorities as determined by the public input processes.

Ms. Kemp spoke to the coordination with local transportation providers in the area and referral of passengers. Manning telephones amounts to 4,000+ calls monthly. With Clovis Area Transit not being able to meet all need, it is imperative to coordinate service with all providers and make referrals. An example used was that of nursing homes and senior centers, who usually only have one vehicle or part-time/volunteer drivers and frequently call on Clovis Transit for assistance. Ms. Kemp further spoke to coordination with non-emergency transportation providers, shuttles and a local taxi company. An overview of public input accesses was given, including customer access to the website to provide comments. Hours of service for weekday/weekend were mentioned. Regional need is indicated through ridership numbers provided on their application and coordinated interagency, service agency and community meetings. While services are maximized with their limited resources, Clovis Area Transit continues to work with unmet needs such as requests from parents for more service for elementary children after school, individuals who need immediate same day service, individuals desiring service to and from outlying areas to connect from one community to the next and those seeking transport to the cheese plant. Ridership numbers show that their transit system is reaching a large portion of the community. Ms. Kemp described marketing tools used, and all methods are provided in their marketing plan. Marketing has included free rides to the polls and bus pass drawings. The Director expressed her appreciation to the NMDOT and SERTPO for their support.

City of Carlsbad – Carlsbad Municipal Transit System. Joshua Moore, Transit Manager, commented that they were common themes amongst the public transit providers--huge demand, staffing difficulties and marketing efforts. He proceeded to describe their recent marketing efforts. Carlsbad Transit provides three types of services. Their door-to-door, demand response which includes para-transit, has a huge demand and ridership has increased nearly 15% this year. Demand response hours were mentioned. Their three fixed routes cater to commercial areas, residential, different agencies, etc. Of the fixed routes, their south route is the busiest, serving new residential areas. All fixed routes need expansion to meet the population growth, primarily workforce. The third program, Carlsbad After School Transportation (CAST), requires coordination with the schools, picking up latch-key children and transporting them to a specialized child care facility of the parents' choice.

The Director stated their mission and commented that all short- and long-term planning is approved by the City Council on an annual basis. Short-term goals include expanded hours of operation for weekends and an expanded fleet. The Director introduced their new Assistant Manager, Gayle Wright. With three new drivers and two new vans, Carlsbad will be able to fill several gaps in service. Carlsbad Transit has plans to add two new drivers in addition to the three just hired. They have employed a full-time mechanic that is able to keep their twenty-two buses maintained. He further described their entire staff. In the past year, Carlsbad was busy building and outfitting their new shop. On a continuing basis, they are always assessing how they can increase their fixed routes with the growth of new

communities, subdivisions and apartment complexes. The Director proceeded with listing their long-term goals and spoke to coordination with multiple entities/transportation providers.

The capital request for this year is for one replacement van. Carlsbad utilizes 12-passenger (or less) vans so CDLs are not required. He covered the amounts requested for administration and operating. Last year, Carlsbad Transit requested \$5339 funding to upgrade bus facilities. Bus stops need improvement for comfortability. Efforts within this funding include acquiring smart transit technology for scheduling and GPS tracking. Although not funded, they will continue their pursuit for this type of funding. Funding opportunities include fare revenue and municipal match. Public input processes and marketing tools were described, to include marketing stations they have positioned at various facilities and the City's 311 complaint line. While speaking to the huge demand for service, the Transit Manager commented that an airport route has been added to their demand response. Tours to local attractions such as the Caverns and Sitting Bull Falls are being organized.

B. Prioritization - §5310 Enhanced Mobility of Seniors & Individuals with Disabilities

Zia Therapy Center - ZTrans (Alamogordo). Joe Hardin, Director of Transportation, introduced Peggy O'Neill, Chief Executive Officer. Ms. O'Neill provided members with history on Zia Therapy Center and how public transportation services were developed to meet community need. §5310 funding is for capital only. Mr. Hardin commented Zia is considering a 13 or 16 passenger vehicle. Coordination of services with the New Mexico School for the Blind and Visually Impaired, senior facilities and other organizations was discussed. Sharon Gilsdorf explained how their §5310 vehicles are used to get individuals to work, meals-on-wheels, shopping, dialysis, counseling and other daily life activities. Funding in the amount of \$66,900 is being requested for one vehicle.

The Transportation Director continued to speak on their §5310 program of nine vehicles (total fleet of 20 vehicles); driver requirements; types of driver training; CDL requirements associated with size of vehicles; planning documents that include §5310; growing senior/disabled community and need for transportation; maintenance program; inspections; mechanics' training; and liquid suspension systems.

LOCAL GOVERNMENT ROAD FUND (CONTINUING DISCUSSION)

With members tasked to present a LGRF plan not being available, motion was made by John DeSha (Portales) to table the agenda item until the next meeting. Motion was seconded by Todd Randall (Hobbs) and passed unanimously.

INFORMATIONAL ITEMS

SERTPO Program Managers Update

Mary Ann Burr (SNMEDD) explained to members that one of their handouts included a list of the final applicants for TAP/RTP. TAP/RTP application packets were due by 11/1/2018. Applications will be reviewed, and recommendations may be offered. Final applications will be submitted to NMDOT no later than 11/30/2018. Ms. Burr continued to discuss an upcoming call-for-projects planned for Roadway, to follow the holidays. She spoke to potential timeframes, including the next SERTPO meeting being planned to precede the start of the Legislature and the Paving & Transportation conference that takes place in January. Discussion is continuing with NMDOT on timelines. The Application Schedule will be included on the January meeting agenda. Feedback received was amenable to timelines being considered.

Ms. Burr provided an update on the traffic count program, with current activity in Ruidoso for multiple sites. She commented on activity being slow on account of being down one counter, while on loan to

EPCOG. Vincent Soule (EPCOG) explained to members how one counter was lost due to theft, and they are doing budgetary changes to buy new equipment. Future counts are planned for Curry County, Tatum and Jal. Ms. Burr explained that the Cerisse Grijalva with the SWRTPO is seeking input from other RTPOs regarding interest and participation with a proposed statewide Bike Summit. Proposed registration fees and location (Silver City) were mentioned. Information on the proposed Summit will be forwarded to members for their comment.

Vincent Soule spoke to their budget and being underspent by nearly 20%. A new vehicle has been ordered, and they will be picking up the vehicle from Albuquerque. Webinar training has been submitted to members. He informed members of upcoming webinars: Initiative Financing for Transportation Projects is being held on November 9th; Walkability Studies on November 14th; and Bicycle-Pedestrian Corridor Studies for Skills on December 12th. LTAP trainings are distributed to members, and NMLTAP has a subscription for notification of trainings. NM Data Users Conference is being held on November 15th with registration online, and a DFA Budget conference is taking place on November 15th (registration now closed). Information on aging populations and the 2020 Census has been distributed to members.

Local Project Updates / NMDOT Update

Louis Matta (NMDOT District 2) commented that with summer winding down, construction projects are also slowing down but the District is preparing for the busy construction activity that restarts in the new year. Mr. Matta introduced Libby Coslin, the new T/LPA Coordinator. Ms. Coslin has two T/LPA projects that are closing out, and five projects that she will be assisting next year.

Public Comment

Before the meeting closed, Louis Najjar (Roswell) urged members to make note that the next meeting is January 3, 2019.

ADJOURNMENT

Motion was made by Amanda Lucero (De Baca County) to adjourn the meeting. Motion was seconded by Van Myrick (Jal), and the meeting was adjourned at 12:08 pm by unanimous vote.

APPROVED BY:

Policy Committee Chair/Vice-Chair

Date

ATTESTED BY:

SERTPO Program Manager

Date