

# Southeast Regional Planning Organization (SERPO)

Minutes of the Meeting held on  
Wednesday, November 17, 2009 – 10:00 a.m.

Bondurant Room, Roswell Public Library  
Roswell, New Mexico

|                         |                    |   |
|-------------------------|--------------------|---|
| <b>Members Present:</b> | Bartlett, Judy     | Village of Cloudcroft                         |
|                         | Baumann, J.R.      | Village of Ruidoso                            |
|                         | Carlson, Tom       | City of Carlsbad                              |
|                         | Cooper, Roger      | Chaves County                                 |
|                         | Justin Howalt      | City of Clovis                                |
|                         | Ferguson, Joe      | City of Alamogordo                            |
|                         | Hobson, Aubrey     | City of Artesia                               |
|                         | Howell, Tom        | City of Portales                              |
|                         | Johnson, Jerry     | Otero County                                  |
|                         | LaMay, Jonathan    | Village of Capitan                            |
|                         | Lovato, Ricky      | Roosevelt County                              |
|                         | Marinovich, Nick   | Lea County                                    |
|                         | Mason, Cassius     | Town of Hagerman                              |
|                         | Morris, Bill       | Village of Ruidoso                            |
|                         | Randall, Todd      | City of Hobbs                                 |
|                         | Richards, Cleatus  | City of Ruidoso Downs                         |
|                         | Schrader, Curtis   | City of Eunice                                |
|                         | Shumsky, Stephanie | City of Carlsbad                              |
|                         | Threadgill, Mark   | City of Alamogordo                            |
|                         | Voss, Dusty        | Town of Carrizozo                             |
|                         | Williams, Gary     | City of Ruidoso Downs                         |
| <b>Staff Present:</b>   | Burr, Mary Ann     | SNMEDD/COG                                    |
|                         | Chancey, Sandy     | EPCOG   |
|                         | Kurtz, Robert      | NMDOT District 2                              |
|                         | Henthorn, Steve    | EPCOG   |
|                         | Johnson, Libby     | NMDOT District 2                              |
|                         | Martinez, Melvin   | NMDOT (Santa Fe)                              |
|                         | Stover, Dan        | NMDOT District 2                              |
| <b>Guests Present:</b>  | Aragon, Anna       | Pecos Trails Transit                          |
|                         | Barrows, Mitzi     | City of Clovis                                |
|                         | Bartley, Byron     | Door of Opportunity, Inc./Lending Hands, Inc. |
|                         | Compton, Mickie    | Lincoln County Transit                        |
|                         | Denson, Peggy      | Zia Therapy Center                            |
|                         | Ditto, Lynn        | Senator Jeff Bingaman                         |
|                         | Fletcher, Jan      | City of Hobbs                                 |
|                         | Gernert, James     | Lea County                                    |
|                         | Hardin, Joe        | Zia Therapy Center                            |
|                         | Kelley, Krista     | Adelante Development Center, Inc.             |
|                         | Kemp, Mary Lou     | City of Clovis                                |
|                         | Knittel, Maria     | New Mexico Texas Coaches                      |
|                         | Kryder, Dawn       | City of Portales                              |
|                         | Moore, Jo Ann      | City of Carlsbad                              |
|                         | Pennington, Jacque | City of Hobbs                                 |
|                         | Raferty, Sonia     | Senator Jeff Bingaman                         |

Sorenson, Paul

Pecos Trails Transit

### **Call to Order - Pledge of Allegiance - Introductions**

The regular meeting of the Southeast Regional Planning Organization (SERPO) Policy and Technical Committees was called to order by Policy Chairman Curtis Schrader at 10:00 a.m. Minute taker was confirmed. Of the 42 governmental bodies making up SERPO, 17 governments were present. The meeting started with the Pledge of Allegiance, followed by introductions.

### **Approval of Agenda**

The agenda for the meeting was considered. Motion was made by Jerry Johnson to approve the agenda as presented. Motion was seconded and approved by unanimous vote.

### **Minutes**

Minutes of the August 26, 2009 regular meeting were considered. Motion was made by Roger Cooper to approve the minutes. Motion was seconded and passed by unanimous vote.

### **Action Items**

#### **Prioritization of Section 5311 – Rural Public Transportation**

Chairman Schrader commented on the proper completion of scoring sheets to members and reminded transit providers of the time limits for oral presentations.

#### **Adelante Development Center, Inc.**

Albuquerque, New Mexico

**Presenters:** Krista Kelley, Vice President of Development  
Maria Knittel, New Mexico Texas Coaches

Ms. Kelley informed the group that Adelante is a nonprofit organization that has been in operation for 31 years. The organization primarily serves individuals with disabilities in central New Mexico, however, their organization contracts with the Federal Law Enforcement Center (FLETC) in Artesia, New Mexico. Their primary goal is to provide opportunities for individuals with disabilities to get out into the community and lead normal lives, and they are able to do so by providing employment. Adelante has contracted with FLETC since 2005 and is currently providing 121 jobs at FLETC, 55 of which are individuals with a disability (12 of the riders need transportation from Carlsbad to Artesia). Adelante's program was previously funded with JARC funding, but they are hoping to have more of the cost of the program funded through §5311. The funding request includes the cost of a fixed route service from Carlsbad to Artesia (FLETC) in the mornings with a return trip in the afternoon. The service will be open to the public as well as those with disabilities employed at FLETC.

Ms. Kelley explained how Adelante found it to be less expensive to sub-contract service with Texas-New Mexico Coaches. Services are also coordinated with CARC to provide jobs for individuals with disabilities and will be collaborating with Carlsbad Transit System. Currently, there is currently no other transportation of this type from Carlsbad to Artesia for job access. Ms. Kelly explained their public input process and marketing plan; mentioned governmental bodies that provided letters of support; and described their efforts for veteran referrals.

Questions from the group included ridership capacity; deficiencies noted in the audit report; NISH revenue source and budget amounts; fares; vehicle inventory; and estimated increase in administrative costs. Also, a recommendation was offered to Adelante for the reduction in application size for future funding requests.

[Scoring sheets were collected from the Membership following the presentations]

**City of Carlsbad**

Presenter: Jo Ann Moore, Transit Manager  
Carlsbad Municipal Transit System

Ms. Moore described the vehicle fleet and staffing of the Carlsbad Municipal Transit System. Monthly ridership is 4,500. The Transit Manager described transportation uses such as employment, college, medical and personal appointments and ridership percentages for the elderly, handicapped, wheel-bound and general populations. The current system is demand response, door-to-door service. Stimulus funding will assist Carlsbad Transit in securing benches, shelters and putting fixed routes in place. Short-term plans are to continue with the demand response while long term plans are to develop the fixed route. Plans for the fixed route include a north/south-bound route of the main artery of Carlsbad, US 285, which will support travel for service jobs. Current and proposed hours of operation were provided. Taxi service is currently not available in Carlsbad, and Carlsbad Transit is working with Adelante for meeting demand between Carlsbad and Artesia, which includes veterans traveling to Artesia to the medical clinic. Ms. Moore described the public input process.

Group inquiry and discussion touched on portions of the application dealing with budget justifications, fuel cost figures, capital requests and replacement of vehicles. Ms. Moore clarified that vehicle replacements are planned for through ARRA funding. Light discussion continued on the coordination of routes for the fixed route.

**City of Clovis**

Presenters: Mary Lou Kemp, Transit Manager  
Mitzi Barrows

The City continues to support and match the public transit program. Ms. Kemp explained that the FY11 application includes an increase in the funding request and provided the basis for the increase. In regards to a short-term plan and as part of the City's comprehensive planning, a transit task force had formed to review their fixed route. Due to the economy, the City has put fixed route planning on hold. Clovis has no other public transit system in the immediate area and coordinates with Portales as well as local transportation providers such as nursing homes, senior center, etc. The formal process for public input includes a public comment card system utilized with their vehicles and City website development. The Transit Manager explained that even though a regional transit district has not occurred for the Eastern Plains, they are still able to gather information to determine need for local and regional service through quarterly interagency meetings, good working relationships with other providers, etc. The demand response delivery system which requires reservations/advance notice has been maximized. Ms. Kemp described fares, ridership and marketing of their transit system.

Light discussion was held on portions of the administrative budget; vehicle inventory and planned replacement; the number of calls/referrals that are unserved; and ridership of school children.

**City of Hobbs**

Presenters: Jan Fletcher, Transit Manager  
Jackie Pennington  
Hobbs Express

Ms. Fletcher informed the group that Hobbs Express has been in operation since 1989, is celebrating its 20<sup>th</sup> anniversary and has experienced a 12% increase in ridership this year. While there is not a separate transit plan, transit is included in the City's master plan. Hobbs Express has both a fixed route and demand response system and coordinates with other transportation providers. Ms. Fletcher described fares, fleet size, staffing, public

input and marketing strategies. With stimulus funding, the City will purchase a new facility that they will be able to move into next year; and, subsequently, increase operational cost is reflected in the application. Two vehicles were also purchased with ARRA funding.

Ms. Fletcher answered questions regarding budget figures, vehicle fleet and mileage numbers.

#### **City of Portales**

Presenter: Dawn Kryder, PATS Director  
Portales Area Transit System (PATS)

Ms. Kryder explained how Portales has acquired a new van and bus with ARRA funding and described the full fleet. For short and long term planning, Portales Transit anticipates an increase in ridership in the next two years. Currently, a customer survey is being conducted to further assess need for the transit plan. The application does not include capital request due to the economy (i.e., match requirements). Coordination of services exists between PATS and medical facilities, Safe Rides, senior centers, etc. Ms. Kryder described their public input and marketing processes and advised their transit system is demand response inside city limits and outside for five miles. Those served include general public, schools and senior centers. Ridership is expected to increase with population growth anticipated with the Cannon Air Force Base and cheese factory.

Group inquiry and discussion touched on fares, elimination of staffing positions/reorganization, capital budget figures and vehicle inventory. ARRA funding will be used for the purchase of new vehicles.

#### **City of Roswell**

Presenters: Paul Sorenson, Transit Director  
Anna Aragon, Office Manager  
Pecos Trails Transit

Pecos Trails has a fixed route system and a complimentary paratransit system (door-to-door). Mr. Sorenson described the five routes that cover 80% of the city; commented on the days/hours of operation; provided that ridership for last year was 198,906; and spoke to the marketing plan/strategies.

The Director answered questions on budget line items and the vehicle fleet. Pecos Trails is receiving ARRA funding for vehicle replacement.

#### **City of Ruidoso Downs**

Presenters: Mickie Compton, Program Director  
Gary Williams, City of Ruidoso Downs  
Lincoln County Transit

Ms. Compton explained the unique situation of Lincoln County Transit whereby three communities share in the match for the public transit system (Town of Carrizozo (1/3); Village of Ruidoso (1/3); and City of Ruidoso Downs (1/3)). Lincoln County has a five-year plan approved by Ruidoso Downs. Currently, Lincoln County Transit seeks to expand service hours and service area. Ms. Compton described days/hours of operation and the intent to begin Saturday service, plus extend hours to 9 pm. ARRA funding has been received to purchase three vehicles. Services are coordinated with local, private transportation providers to meet the needs of the citizens. The transit service had its first year anniversary in October. The Program Director explained that service started in December 2008 with first month ridership starting at 347 and, in less than a year, ridership is reaching over 1,700 per month. She described the public input process that includes monthly surveys; spoke of plans to establish an advisory committee that will be made up of representatives from the matching local governments and citizens; and informed the membership of their business plan, area demographics/workforce, marketing plans/strategies and community services.

In group discussion, the Transit Director answered questions on fixed routes, marketing (and surveys), budget line item justification and vehicle inventory/replacement (including the addition of a 4WD due to the terrain).

**Zia Therapy Center, Inc.**

Alamogordo, New Mexico

Presenters: Joe Hardin, Transit Director  
Peggy Denson, Quality Assurance Officer

The Transit Director, Mr. Hardin, explained Zia Therapy is a nonprofit agency and is one of the two nonprofits in the State that operate public transportation. Zia Therapy started services in 2001. Mr. Hardin commented on its one-year, five-year and ten-year plans that are updated annually and adopted by the Board of Directors. The City of Alamogordo, Otero County and Mescalero Apache Tribe assist with the local match. Services are coordinated with local senior centers and taxi service; service is coordinated with Lincoln County Transit where routes meet. Mr. Hardin described their fixed routes for the city and Holloman Air Force Base and modified fixed routes from Alamogordo to the communities of La Luz, Tularosa and Mescalero Apache reservation. Zia is trying to establish a fixed route to the Village of Cloudcroft. Mr. Hardin described increase in ridership, days and hours of operation, ongoing funding, formal process for public input and marketing plan. Zia will contract with the South Central RTD when they begin service.

Discussion was held on projected revenues and increasing mileage.

**Prioritization of Section 5316 – Job Access and Reverse Commute (JARC)**

**City of Carlsbad**

Presenter: Jo Ann Moore, Transit Manager  
Carlsbad Municipal Transit System

Ms. Moore explained that the JARC program is the most popular in the community because they do not have taxi service and there is no other transportation service for employment, with exception of WIPP who contracts with NMDOT. There are plans to coordinate with Adelante, Inc. to give individuals access to employment (to Artesia). They are 65 jobs impacted with the JARC program. The program can be also used for educational opportunities that lead to employment. There are partnerships with Workforce Job Centers; Children, Youth and Families; Division of Vocational Rehabilitation; Carlsbad Mental Health; New Mexico Health Department; and others. Monthly interagency meetings are held to discuss issues. Ms. Moore described their advertising methods; public outreach efforts; and days/hours of operation. The application includes a request for a clerk and management, but primarily drivers.

**City of Roswell**

Presenters: Paul Sorenson, Transit Director  
Pecos Trails Transit

For the JARC program, the fixed route is used. Mr. Sorenson described the identification systems used for JARC and TANF riders. JARC ridership represents approximately 3% of total ridership. A recommendation was offered that future applications include resolutions of support.

**Zia Therapy Center, Inc.**

Alamogordo, New Mexico

Presenters: Joe Hardin, Transit Director

Peggy Denson, Quality Assurance Officer

Zia's JARC program has been operating since 1999 in Otero and Lincoln counties. Mr. Hardin spoke of declining activity in Otero County in recent years and mentioned that the service area did cover Hondo, Ruidoso, Ruidoso Downs, Mescalero, Nogal, Capitan and Carrizozo. Service is currently being coordinated with New Mexico Works to re-establish the program in Otero County. He explained the relationship where the transit provider provides the transportation, but, the Income Support Division and Works Program must provide the referrals to utilize the transportation. Zia partners with New Mexico State University while Lincoln County Transit partners with Eastern New Mexico University. Mr. Hardin went on to discuss reverse commute; the days/hours of operation; the support employment with their Adult Program; and reduced fares for JARC riders.

The Transit Manager responded to inquiry on numbers for JARC ridership. Comment was also made on the source and amount of funds requested in the application.

#### **Prioritization of Section 5317 – New Freedom Initiative**

##### **City of Carlsbad**

Presenter: Jo Ann Moore, Transit Manager  
Carlsbad Municipal Transit System

New Freedom funding has allowed the City to hire an aide who assists drivers when providing service to nursing homes. Most riders are wheel-bound. Service goes beyond ADA compliance by allowing the door-to-door service to assist these individuals, including those who need assistance with walking. Estimated ridership of wheel-bound customers is 80%. Ms. Moore described the limited services that the aide is permitted to perform and mentioned the need with the three major nursing homes in the Carlsbad community. The funding request is for the aide.

Membership comment was made on the application completion and letter of support.

#### **Prioritization of Section 5310 – Elderly and Disabled**

##### **Door of Opportunity, Inc.**

Artesia, New Mexico

Presenter: Byron Bartley, President & CEO

The Door of Opportunity has been in business for thirty years and provides services to physically and intellectually challenged adults. There is no public transportation in Artesia or taxi service. The organization served 26 individuals in 2004 when they last applied. Currently, over 50 individuals are served by this community employment organization in the communities of Artesia and Carlsbad. Seventy one-way trips are made daily and services include employment access, attending church, grocery shopping, etc. Door of Opportunity also provides transportation to FLETC and BLM-Carlsbad.

General comment was made reminding the membership that §5310 is for capital purchases only. Door of Opportunity is requesting capital purchase of one vehicle.

##### **Lending Hands, Inc.**

Artesia, New Mexico

Presenter: Byron Bartley, Executive Director

Mr. Bartley explained that Lending Hands has been in operation for nine years. It began at the time the State started its Personal Care program. Lending Hands serves Roswell, Carlsbad and Artesia. Lending Hands previously applied for \$5310 funding in 2004 at which time 18 individuals were being served. Seventy clients are currently being served. Personal Care Options (PCO) is basically a program that allows individuals to stay in their home. Non-medical staff visit their homes to assist with their ADLs such as grocery shopping, cooking meals, going to church, etc. Mr. Bartley spoke of the unique relationship between Lending Hands and Door of Opportunity whereby they make use of the Carlsbad transportation to BLM and serve Carlsbad PCO patients. Transportation to Carlsbad has also been used by patients for dialysis. Lending Hands works closely with nursing homes and the area nonprofits.

**Zia Therapy Center, Inc.**

Alamogordo, New Mexico

Presenters: Joe Hardin, Transit Director  
Peggy Denson, Quality Assurance Officer

The Transit Director explained that they have eight vehicles and described their numerous Adult Programs. Ms. Denson described the Early Childhood program. Mr. Hardin briefed the membership on CDL and other regulatory requirements met by their drivers. Aides are used in their programs which increase capacity for vehicles. Mr. Hardin also spoke of Zia's vehicle maintenance program.

**New Mexico Highway Safety Improvement Program (HSIP)**

The Chairman provided a summary of the HSIP activity from last year (handouts outlining activity were provided to members). Robert Kurtz with District 2 provided that applications require accident data and traffic volume information and encouraged those interested to contact the District for this information. Regarding applications rejected last year, most did not have a sufficient traffic hazard.

**STIP Extension Request: From FY2009 to FY2010**  
**CN: L2048, Capitan Alternative Trails**  
**CN: L2049, Tularosa Museum Project**

The membership considered projects that had been extended for the Statewide Transportation Improvement Program (STIP). Robert Kurtz explained that the Capitan project has an engineering consultant on board designing the project and may be ready to let soon. Delays had to do with ADA requirements. The Tularosa project has an architect and had some match issues which may be already resolved. Regarding the next extension, Mr. Kurtz explained that due to the Capitan and Tularosa extensions, District 2 requested consideration from Alamogordo for an extension—to which they agreed.

Jerry Johnson made a motion to approve the STIP extensions from FY2009 to FY2010. Motion was seconded. Motion passed by unanimous vote.

**STIP Extension Request: From FY2010 to FY2011**  
**CN: L200090, Alamogordo 10<sup>th</sup> St/White Sands**

For the Alamogordo STIP extension moving a project from FY2010 to FY2011, Roger Cooper made a motion to approve the extension amendment. Motion was seconded. Motion passed by unanimous vote.

**Informational Items**

**RPO Planners Update.** Mary Ann Burr advised the membership that four Roadway and seven Enhancement Project Feasibility Forms (PFFs) were received by the November 13<sup>th</sup> due date. Roadway PFFs were received from Alamogordo, Lea County, Hobbs and Roswell. Enhancement PFFs were received from Alamogordo,

Southeast Regional Planning Organization (SERPO)  
Minutes of November 17, 2009 Meeting

---

Hobbs, Eunice, Roswell, Lovington, Carlsbad and Curry County. PFFs submitted have been forwarded to District 2, and feasibility reviews will be scheduled.

SNMEDD/COG quarterly reports were provided in the meeting packets. Ms. Burr made herself available for any question on the contents of the report. Ms. Burr also spoke of recent participation at the New Mexico Finance Infrastructure Conference, held at Isleta the last part of October 2009. RPO planners, statewide, had an informational booth at the conference. Ms. Burr mentioned that the RPO planners have such booths at the New Mexico Finance Infrastructure Conference, New Mexico Municipal League conferences and the New Mexico Association of Counties conferences, but they do not necessarily have a booth at every conference. The RPO planners also served on a panel in a session offered during the conference. Handouts of the PowerPoint presentation were made available to the membership.

**PFF due date.** Tom Carlson requested the Membership to extend the Roadway and Enhancement Program PFF due date to next Friday due to emergency illness. Roger Cooper made a motion to extend the due date one week, to Friday [November 20, 2009]. Motion was seconded and passed unanimously.

Sandy Chancey made comment on the Isleta Conference presentation and explained why she will be transmitting items more frequently electronically.

**District 2 Update.** Robert Kurtz, District 2, introduced Libby Johnson with the District Audit Section. Ms. Johnson conducts auditing and payments for the ARRA projects. Mr. Kurtz explained that the District is going through the Capital Outlay projects and will be finishing the list before October 30<sup>th</sup>. Mr. Kurtz added that there has been some discussion that cuts may be experienced in the Local Government Road Fund this year and other programs. More will be known following the next State Transportation Commission meeting. He pointed out that none of the federally-funded programs (Roadway, Enhancements, ARRA, etc.) will be affected. Regarding ARRA, most projects have been authorized. He urged proper insertion of DBE goal information. Additional training of the software is planned. District 2 requested e-mails reporting ARRA status of project(s).

**Public Comment**

At this time, Roger Cooper announced his retirement. He expressed his gratitude in working with the group and wished SERPO the best.

**Next Meeting Date**

Light discussion was held on upcoming activity for Scenic Byways and Safety applications. When considering the calendar, membership agreed to schedule the meeting after the legislative session, the week beginning February 22, 2010 (the same week in which Safety applications are due).

**Adjournment**


Meeting adjourned at 12:45 p.m.

Approved:

  
Curtis Schrader, Policy Committee Chairman

2-24-10  
Date

Attest:

  
RPO Planner

2-24-10  
Date