



February 17, 2026

Ms. Anne Laurent
Los Alamos County Manager
1000 Central Ave
Los Alamos, NM 87544

Re: April 1st Submission of the 2026 Annual Certified County Maintained Mileage Report

Dear Ms. Laurent:

This is notification that the **2026 Annual Certified County Maintained Mileage Report is due on April 1st, 2026**. Pursuant to New Mexico Statutes 67-3-28.3, the Board of County Commissioners of each county shall certify and submit an Annual Certified County Maintained Mileage Report to the Secretary of the New Mexico Department of Transportation (NMDOT), on or before April 1st of each year.

By July 1st of every year, representatives for the Secretary of the Department of Transportation shall verify the submittal of each county and revise, if necessary, the total mileage of public roads maintained by each county. The mileage acknowledged by these representatives, shall be the official mileage of the public roads maintained by each county and will be reported to the New Mexico State Treasurer's Office. After August 1st, distribution of funding to each county for road maintenance purposes is made in accordance with the aforementioned NMSA section.

NMTRD Financial Distribution Bureau employees use this information for rate calculations in both the Combined Fuel and the Motor Vehicle Excise Tax programs. NMDOT's Data Management Bureau reports this information to the Federal Highway Administration (FHWA) Office of Highway Policy Information annually in accordance with Highway Performance Monitoring System (HPMS) federal reporting requirements.

Pursuant to NMSA 1978, Section 67-3-28.3 (1988), any county not complying with the required certified submittal by April 1st of each year, will have their mileage estimated and then reduced by one-third each month for that fiscal year, by the Secretary of the Department of Transportation. The amount of mileage deducted from the counties, not in compliance, shall be equally distributed between all counties in compliance, by the Secretary of the Department of Transportation.

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District 6

To meet these requirements each county shall submit a complete set of information, correctly labeled and identified, which contains the following:

- A fully attributed Geographic Information System (GIS) data set identifying certified county-maintained road features with mileage information. The NMDOT updates its database with the county submitted data and information, annually.

Note: The New Mexico Department of Transportation utilizes the following GIS software packages:

a. ArcPro 3.5. As such, GIS information can be either in shapefile or geodatabase format. Shapefiles must include at a minimum .shp, .shx, .dbf, and .prj files. All formats shall provide metadata and attributes. .pptx and .mxd projects are acceptable as long as they include all the data in your submitted package to NMDOT.

b. PDF File for map(s) and Microsoft Word or Excel for route listing.

If the counties are currently utilizing a GIS software package not listed above, or they have further questions, they can contact us at the phone numbers provided on our request letter.

c. A package to include either a hard copy or digital spreadsheet or document that was used to generate a Route Listing and County Map(s). The digital data can be provided on CD or USB and should be in a standard application format such as MS Excel or MS word. Counties must adhere to the following guidelines for submitting the following required information.

- a. **An Administrative Resolution** signed and dated by the county commissioners, specifying the total maintained mileage for the current year.
- b. **A Route Listing** identifying each county-maintained route and including the following: 1.) County road name and/or county road number (in alpha, numeric, or alphanumeric order); 2.) Route description with the beginning and ending termini of each maintained route; 3.) Total length of the maintained mileage for each road in tenths, hundredths or thousandths of a mile, (not in feet); 4.) Roadway width (in feet). 5.) Surface type (i.e., paved, graveled, dirt); 6.) Subtotals of the maintained mileage for each section or district; 7.) Grand total for the entire submittal.
- c. **A Legible County Map** with correctly plotted routes and identification for each route, by name and/or number

(highlighted if possible), corresponding to the above-mentioned Route Listing. For legal purposes, please ensure that the Administrative Resolution, the Route Listing and the Maps are labeled with the corresponding year of the submittal.

For legal purposes, please ensure that the Administrative Resolution, the Route Listing, and the Map are labeled with the corresponding year of the submittal.

Your prompt response to the certification and submittal of your county-maintained mileage report is imperative for funding your county road maintenance programs. Please mail or deliver these documents by April 1st, 2026, to:

Camille Valdez
New Mexico Department of Transportation
Highway Operations Division, SB-2
P.O. Box 1149
Santa Fe, NM 87504-1149

E-Mail: Camille.Valdez@dot.nm.gov

If you have any questions or concerns, or if I can provide any additional information, please do not hesitate to contact me. You can contact me at the above mailing and e-mail addresses.

Sincerely:



Camille Valdez, Engineering Technician