North Central Regional Transit District (NCRTD)

Resolution 2019-12

ADOPTION OF AMENDMENTS TO THE SUSTAINABILITY COMMITTEE CHARTER, THE SUSTAINABILITY PLAN, SUSTAINABILITY GOALS AND METRICS AND RATIFICATION OF APPOINTMENTS OF THE SUSTAINABILITY COMMITTEE MEMBERS

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Sections 73-25-1 through 73-25-19); and

WHEREAS, the NCRTD is a subdivision of the State of New Mexico with all the authority and duties of the same; and

WHEREAS, the Board has the authority to make and pass resolutions necessary for the execution of the powers vested in the District; and

WHEREAS, the Board adopted Resolution 2014-03, Sustainability Plan on February 7, 2014; and

WHEREAS, the Board Approved Sustainability Plan Goals and Metrics on January 9, 2015.

NOW THEREFORE BE IT RESOLVED THAT: The Board adopts the following actions:

1. The attached amendments to the District's Sustainability Charter are hereby approved; and
2. The attached amendments to the District's Sustainability Plan are hereby approved; and
3. The attached amendments to the District's Sustainability Goals and Metrics are hereby approved; and
4. The appointment of the following persons to serve on the sustainability committee are hereby ratified and approved.

Neal Denton, Sustainability Specialist, Santa Fe County
Antonio Maggiore, County Councilor, Los Alamos County
Colin Messer, Director/Coordinator, Land of Enchantment Clean Cities Coalition
Anthony Mortillaro, Executive Director, North Central Regional Transit District
Delilah Garcia, Operations and Facilities Director, North Central Regional Transit District
PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 1st DAY OF MARCH 2019.

Daniel Barrone, Chair

Approved as to form:

Peter Dwyer, Counsel
North Central Regional Transit District
Sustainability Committee Charter

Introduction

In February 2014, the Board adopted the NCRTD Sustainability Plan (the “Plan”). The plan identifies sustainability measures such as the purchase and use of alternative fuel vehicles. The Plan establishes and promotes sustainable practices within existing facilities, the sustainable design and construction of new facilities, and encourages opportunities for the sustainable design of transit-oriented development and the production of alternative energy on vacant land and unused space owned by the district. The plan calls for the establishment of a sustainability committee that will embrace the vision and mission of the plan, set goals for achievement of the plan, and report the status and progress of the NCRTD in meeting the sustainability goals.

The sustainability committee will utilize the Vision and Mission Statement: “To be an environmentally conscious, sustainable partner, enhancing the quality of life of the North Central New Mexico communities and beyond,” as the foundational support for the setting of goals, objectives and metrics evidenced within the sustainability plan.

The Sustainability Committee:

Membership:

1. The Board shall appoint, up to 7 persons to serve on the Sustainability Committee. The Executive Director will serve as an ex-officio member along with any other staff he may assign.
2. The Sustainability Committee should consist of: up to 2 Board members, up to 2 NCRTD staff, 1 Professional serving in the sustainability, alternative energy or environmental field, 1 Professional Educator serving in the sustainability, alternative energy or environmental field and a member at large. One alternate and/or designee will be allowed for each committee member.

Appointments:

Appointments to the committee shall be made by action of the Board. Committee members shall serve at the pleasure of the Board until such time as they resign or are replaced.
Meetings:

1. Meetings shall be held every 3 months (January, April, July and October). However, the committee may choose to meet more frequently as needed.
2. A schedule of specific meeting dates will be determined by the committee members once appointed.
3. Meeting dates may change from year to year depending on the committee makeup, availability and desires of the Board or committee members. But the date, time and place of the meetings shall be established in compliance with the NCRTD’s Open Meetings Act resolution.
4. All committee meetings shall be open to the public, with such exceptions as permitted under the Open Meetings Act.

Structure:

1. The committee shall elect from its members, a chair to preside over the meetings and a vice chair to preside in the chair’s absence. Any NCRTD staff who are committee members are excluded from these positions. Officers will be elected annually in January.
2. Any NCRTD staff member may serve as a recording secretary to record and maintain meeting minutes. This position shall be an additional non-voting member of the committee. District staff members may be appointed by the Executive Director for the sole purpose of taking notes and minutes.

Function:

The purpose of the committee is to facilitate successful implementation of the Sustainability Plan. Specific duties of the committee shall include but are not limited to:

- Advising the Board on policy issues relevant to NCRTD sustainability goals;
- Advising the Board regarding alternative fuels and advanced powertrain technologies;
- Advising on sustainable practices and technologies within existing and future District facilities;
- Advising on the development of sustainable operations, transit-oriented development (TOD) and passenger amenities;
- Advising on alternative energy production, alternative fuel storage and dispensing options using District property;
- Advising the Board on how to strategically accelerate the District’s progress towards sustainability and recommending priorities in order to promote leadership in sustainability;
- Advising the Board on ways to drive constituency awareness, education, and participation in best practices;
- Reviewing Federal, State and regional policies related to sustainability which impact the District’s goals and policies.
- Reviewing the District’s progress in meeting goals by gathering and measuring data regarding sustainable initiatives and practices and comparing it with historical data.
- Identifying benchmarks for setting and achieving sustainable goals using comparable organizations and industries as standards.

**Goals:**

The committee may set goals pertinent to specific parts of the plan such as:

- Waste reduction and recycling;
- Pollution/emissions reduction;
- Energy usage reduction;
- Sustainable construction guidelines;
- Sustainable contributions to facilities and community;
- Alternative energy production;
- Strategic partnerships with member entities in sustainable practices.

**Reporting:**

The committee will on an annual basis, provide reports to the Board of the measurable progress made in reaching the sustainable initiatives and goals.

**Relationship of Committee to Board of Directors:**

It is the role and sole prerogative of the Board of Directors to adopt and enact policy. The Sustainability Committee is expected to offer recommendations and to provide information relevant to the adopted Sustainability Plan and to recommend goals, objectives and metrics for the environmental sustainability program.

**Implementation:**

The Sustainability Committee Charter will serve as the guide for the Sustainability Committee to guide the successful implementation and operation of the NCRTD Sustainability Plan. This framework will be used to assist in preparation of future work plans and budgets.

Future implementation may include partnerships and commitments from the District’s members and other community partners.
Introduction

Across America, government entities and jurisdictions of all sizes and influence are tasked with continuing to provide services in an era of waning resources and growing concerns about the effects of climate change amidst ever increasing regulations. Whether it be by a legislative mandate, a common environmental conscience or a combination of the two, the majority of these entities have established sustainability plans that require environmentally green practices for their communities and within their own organizations. These may range from purchasing alternative fueled vehicles, building energy efficient structures, recycling of solid wastes and providing incentives for the purchase and installation of alternative forms of renewable energy production.

The NCRTD is no different. The District is a governmental entity that provides a public service, and owns, develops and manages property and facilities. Those of us who make up the human element of the NCRTD, share similar environmental concerns and are responsible for establishing a sustainable plan that will minimize the impact of its existing facilities and future infrastructure and building within North Central New Mexico.

Vision and Mission Statement

To be an environmentally conscious, sustainable partner, enhancing the quality of life of the North Central New Mexico communities and beyond.
Sustainability Plan

1. Alternative Fuels
In 2013, the NCRTD Board approved an Alternative Fuels Analysis that provided for:
   a) **Purchasing alternative vehicles:** The District will continue to identify viable alternative fuel vehicles for purchase. alternative fuel vehicles.
   b) **Develop infrastructure:** Each alternative fuel will require a specific fueling infrastructure. When alternative fuel types are chosen, that will determine what kind of fueling infrastructure and the amount of funding needed.
   c) **Operating vehicles more efficiently:** The District operates a variety of vehicles in regions where climates vary seasonally and temperatures can drastically change on a daily basis. Many times, engines are left idling to maintain cabin temperatures for passenger comfort. District staff will determine reasonable best practices on the matter, and then establish an idling policy that saves on fuel consumption but also minimizes any negative impacts to our operators.
   d) **Reduce emissions/carbon footprint:** The ultimate goal of engaging in the use of alternative fuels while using less gasoline and diesel fuel, is to reduce emissions and lesson the carbon footprint within the region the District serves.

2. Sustainable Facilities
   In July of 2012, the District moved into a newly reconstructed 12,000 square foot administrative - operational facility on a 7-acre site. The district has over 400 bus stops throughout the region, including 75 bus shelters.

   In July of 2015, the Town of Taos transferred their local transit system to the NCRTD. Included in the transfer were one (1) mobile office and an eight (8) bay medium duty maintenance facility.

   a) **Existing Admin/Operations Facilities, Green Best Practices:**
      District staff actively participate in utilizing green best practices in our current facilities by utilizing:
      i. **Minimized energy use with motion sensor light switches** that were installed during construction in offices and rooms and with locking thermostat access covers that were installed post construction by facilities staff. The thermostats are set for comfort levels of 69-70 degrees during operational hours from 5 am to 8 pm. And set to be reduced to 65 degrees from 8 pm to 5 am.
      ii. **General waste reduction utilizing recycling receptacles.** Facilities staff have installed individual recycling receptacles for aluminum, paper and plastic in the Espanola and Taos buildings. Timed managed and motion
censored water usage in landscaped areas and restrooms were installed during construction. Fleet and Facilities staff utilize pressure washers that regulate/minimize water usage when washing buses.

iii. Water Harvesting – Runoff from Rooftops captured into storage for landscape watering. This item is to be added with a future construction project.

iv. Multi-use of transit facility with other government entities. Making the facility board room available to other governmental entities for meeting purposes during District non-use times will maximize facility use while minimizing the utilities variances.

b) Field Facilities – Bus Stops and Shelters

Public transit in and of itself is a sustainable component and practice within the communities it serves. The District currently has over 400 bus stops with signs and approximately 75 bus shelters located on routes throughout the region with more to be installed. Appearance and functionality of these facilities should also reflect sustainability practices. These facilities will benefit the communities they are in and the general region by:

i. Solar lighting for existing and new shelter installations: Purchasing solar lighting for new shelters and retrofitting older shelters. This will negate the need and expense for land line, fossil fuel generated electricity as solar energy is the sustainable alternative. Additionally, this will increase visibility in dark hours and provide a level of security for passengers and aid in reducing graffiti and vandalism in various locations;

ii. Install and maintain trash receptacles at bus stops: Providing transit generates waste in and around these locations. It is critical as a sustainable entity and service, that the District minimize any residual visual footprint within the served communities. Installing and maintaining trash receptacles will reduce the clutter of trash accumulation around bus stops and improve the appearance of the locations and transit’s presence within the communities in the region;

iii. User friendly signage and route information at bus stops: This is more than a bus stop sign on the side of the road; it is providing user friendly signage with pertinent route information via posted schedules and scan codes. These features will reduce the need for multi printing of paper schedules as has been the norm for many transit agencies. These are part of the current transit plans.

iv. Seek multi modal locations for future bus stops: Work, school, shopping and medical locations are the norm for transit stops, but the District can enhance access to a broader source of potential transit riders by looking at the larger multi modal picture. Transit can aid in sustaining
3. Future Development of Transit Facilities and Land Use

The District occupies and is planning to develop the current Espanola site for transit operations. As it develops the site for its own use and offers the remaining portion for Transit Oriented Development, the application of sustainable standards will be required for all future development.

a) Sustainable design and build of transit facilities to be energy efficient: Any future District development for transit use will seek LEED certifications in the design and build within the affordability limitations as directed by the Executive Director and the Board.

b) Sustainable design and build in a sustainable manner of Transit Oriented Development (TOD) of transit properties (vacant land): Any considerations of future third party development will be Transit Oriented Development (TOD) preferred and will also seek LEED certified within affordability of the project’s scope.

c) Seek green energy producing opportunities for multi-use of vacant space: Any district property not set aside for third party development, vacant land or rooftops could be utilized for sustainable green energy production such as alternative energy functions of solar or wind energy development.

4. Goal Setting and Benchmarks

It is important that the District set goals and benchmarks to determine if the Sustainable Plan is functional and beneficial to the region with desired outcomes.

a) Resolution to Board for acceptance: At the February 7, 2014 Board meeting, the Board approved resolution 2014-03 in support of the Sustainability Plan. An update to the plan was submitted during the January 5, 2018, Board meeting.

b) Establish an Environmental Sustainability Committee: The committee should be made up of key District staff and interested parties, which will administer the plan, set the goals, measure progress and produce reports.

c) Set goals and benchmarks: The committee should set the goals and comparable benchmarks that can be measured periodically in areas of recycled waste, pollution reduction, energy saved, and energy produced.

d) Collaborate with our member agencies in sustainable practices: Where practical and agreeable, the District should look to its members to observe sustainable best practices. This should include planning and potential sharing of green resources i.e. utilizing a members recycle facility or alternative energy installations.
e) Provide annual reports on meeting goals and benchmarks: Based on the goals and benchmarks set forward by the committee and approved by the Board, the measurements captured at scheduled intervals will be reported. Examples are: the weight of items recycled, dollar amount of utility bills reduced, the amount of sustainable energy produced, and the number or weight of pollutants reduced.
1. **Alternative Fuels**

   **Objective:**
   
   To reduce greenhouse gases produced by traditional fossil fuel combustion and to lessen the carbon footprint in the areas served by the District.

   **Goals:**
   
   1. Identify viable alternative fuels to be used for future bus specifications and procurements.
   2. Develop the infrastructure for storage and fueling at district locations.
   3. Optimize routes for deadhead mile reduction wherever possible.

   **Metrics:**
   
   1. Perform the Alternative Fuels Analysis on an ongoing basis using DOE AFLEET to test and determine LPG, CNG, E-85, Electric and appropriate alternative fuels.
   2. Track maintenance and repairs particular to each fuel type and track performance.
   3. Track alternative fuel usage and costs.
   4. Provide annual reports of reduced pollutants and cost of operation to the committee and the board.
   5. Analyze cost of infrastructure development for each fuel type and their respective storage and fueling operations.
   6. Evaluate the long-term supply, availability and cost of each fuel type.

2. **Existing Facilities**

   **Objective:**
   
   To manage facilities using best practices and green initiatives in the areas of utilities usage, waste reduction, recycling, alternative sources of power and for maximum benefit of facilities use.

   **Goals:**
   
   1. Minimize energy use while maximizing energy efficient practices.
   2. Reduce internal waste while practicing recycling of all possible waste products.
   3. Minimize water use and maintain efficiencies.
   4. Provide backup power sources.
   5. Promote alternative, sustainable forms of energy for future uses.
6. Research funding sources for alternative energy procurement and installations.

Metrics:

1. Utilizing EPA’s ENERGY STAR Portfolio Manager program, assess utility bills and identify monthly energy use of gas, electricity and water.
2. Report improvements on savings to committee and the Board (recommend energy audit if warranted).
3. Recycle plastics, paper, cardboard and aluminum. Weigh outgoing recyclables and report to committee and Board.

3. Field Facilities

Objective:

To provide excellent field facilities, including bus stops, shelters and passenger amenities that maximize customer use. Educate the community of the environmental benefits of public transit, NCRTD green initiatives and alternative energy use.

Goals:

1. Incorporate solar lighting on all new purchases of shelters and retrofit older shelters where warranted.
2. Develop bus stop amenities guidelines
3. Improve and install signage with pertinent route information.
4. Locate bus stops to improve (where possible) accessibility and multimodal opportunities.

Metrics:

1. Review bus shelter solar design and installation annually.
2. Recommend for adoption Operation’s bus stop amenities plan.
3. Review periodic progress reports of new installations within Operation’s bus stop amenities plan.
4. Evaluate bus stop accessibility and multimodal opportunities.

4. Future Facilities and Land Use

Objective:

To establish sustainable guidelines for planning and design, required for future facilities, third-party developments of District property, or both.
Goals:

1. Plan new facilities within LEED or other accepted green – sustainable building standards.
2. Require LEED standards for third-party developers of District Property.
3. Promote alternative, sustainable energy production on District property.

Metrics:

1. Review and approve any new design plans of new District facilities for sustainable installations.
2. Review and approve any new design plans of third-party developments for sustainable installations.
3. Review and approve any sustainable projects for renewable energy installations.