Below is a summary of the actions taken by the North Central Regional Transit District’s Board of Directors on the above date. This is not an official transcript of the meeting.

CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board of Directors was called to order on the above date by Commissioner Dan Barrone at 9:17 a.m. at the Jim West Transit Center at 1327 N. Riverside Drive, Espanola, NM.

ROLL CALL

Ms. Lucero called the roll and it indicated the presence of a quorum as follows:

<table>
<thead>
<tr>
<th>Members Present:</th>
<th>Elected Members</th>
<th>Alternate Designees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Los Alamos County</td>
<td></td>
<td>Philo Shelton</td>
</tr>
<tr>
<td>Rio Arriba County</td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>Taos County</td>
<td>Commissioner Daniel Barrone</td>
<td></td>
</tr>
<tr>
<td>Santa Fé County</td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>Nambé Pueblo</td>
<td></td>
<td>Absent</td>
</tr>
<tr>
<td>Pojoaque Pueblo</td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>Ohkay Owingeh</td>
<td>Christy Mermejo</td>
<td></td>
</tr>
<tr>
<td>San Ildefonso Pueblo</td>
<td>Lillian Garcia</td>
<td></td>
</tr>
<tr>
<td>Santa Clara Pueblo</td>
<td></td>
<td>Mary Lou Valerio</td>
</tr>
<tr>
<td>Tesuque Pueblo</td>
<td></td>
<td>Sandra Maes</td>
</tr>
<tr>
<td>City of Santa Fé</td>
<td></td>
<td>Jon Bulthuis</td>
</tr>
</tbody>
</table>
City of Española  Mayor Pro Tem Dennis Tim Salazar

Town of Edgewood  Absent

Rio Metro (ex officio)  Absent

**Staff Members Present**
Mr. Anthony J. Mortillaro, Executive Director
Ms. Pat Lopez, Financial Analyst
Ms. Dalene Lucero, Executive Assistant
Ms. Stacey McGuire, Project and Grants Specialist
Mr. Jim Nagle, Public Information Officer
Mr. Michael Kelly, Transit and Facilities Operations Director
Mr. Gus Martinez, Fleet/Facilities Maintenance Manager

**Others Present**
Mr. Mark Basham, Legal Counsel
Mr. Carl Boaz, Stenographer
Mr. Andrew Martinez, Rio Arriba County
Mr. Eric Aune, Santa Fe MPO
Mr. Ken Hosen, KFH
Mr. Gary Forrest, Sipapu Ski and Summer Resort
Mr. Antonio Sierra, Rio Grande Sun
Ms. Evelyn Naranjo, San Ildefonso Pueblo
Ms. Lucy Collier, Chimayo

1. **APPROVAL OF AGENDA**

   The agenda was unanimously approved (8-0).

2. **APPROVAL OF MINUTES – October 4, 2013 and November 8, 2013**

   Mr. Shelton made a motion to approve the minutes from the October 4, 2013 Board Meeting. Ms. Maes seconded the motion and it passed by unanimous voice vote (8-0).

   Councilor Salazar made a motion to approve the minutes from the November 8, 2013 Board Meeting. Mr. Bulthuis seconded the motion and it passed by unanimous voice vote (8-0).

3. **PUBLIC COMMENTS**

   There were none.

**PRESENTATION ITEMS:**

A. **A Presentation and Discussion of Service Plan Update Technical Memorandums 4 and 5**

   Mr. Hosen reported on the status of the Service Plan Update, as well as the results of the study regarding unmet service needs, as referenced in Tech Memo 4 and development of service and operational alternatives, as referenced in Tech Memo 5. The public was then
given an opportunity to share any recommendations or needs regarding service. Letters to the Board were also provided regarding changes/adjustments to service.

Commissioner Barrone noted that Mayor Calhoun from Red River could not make it to today’s meeting, but asked that staff reach out to the Mayor regarding service changes or recommendations. Staff agreed.

[This item was for discussion only. However, based upon Board input, the Consultant and Staff will formulate final recommendations to be input into the Preliminary Options Report and subsequently into the Draft Transit Service Plan.]

At 11:50 a.m. the Board adjourned for a quick recess. The meeting was called back to order at 12:09 p.m.

ACTION ITEMS FOR APPROVAL/DISCUSSION:

B. **Discussion and Consideration of Sipapu Service Expansion Request**

Ms. McGuire gave a brief overview regarding the Sipapu Service Expansion. She noted that At the November Board meeting, staff provided a Sipapu update specifying that Sipapu would like to see weekday service implemented on a trial basis. If the weekday service is deemed a success and ridership levels reflect its feasibility, Sipapu Corporate would be willing to consider providing a substantial financial contribution toward the creation and implementation of weekend transit service.

It was recommended that the Board consider approving Version 2 listed within this Board Action Item. This modification would most-readily incorporate into the current Peñasco routing while addressing some of Sipapu’s service expansion request in relation to employment and visitor access. Furthermore, staff recommended that the Board approve Version 2 to be operated on a trial basis, with the intention to assess the service after 6 months, at which time Staff will return to Board with an update. The anticipated approximate six month cost of this service modification - provided a cost savings on another route is not realized - is approximately $4299.

It was also recommended that this option and any cost implications (unless offset by other route modifications) be further reviewed in the context of the Service Plan Update. Funding options and the possibility of weekend service will continue to be explored with Sipapu Ski and Summer Resort.

Upon Board direction relating to the proposed service modification, Staff would begin planning the incorporation of the changes and will provide the Board with a formal resolution at the January 2013 Board meeting.

**Mr. Bulthuis made a motion to approve staff’s recommendation as presented. Ms. Mermejo seconded the motion and it passed by unanimous voice vote (8-0).**

C. **Discussion and Consideration of Resolution 2013-30 Adopting the 2014 NCRTD Legislative Agenda**

Mr. Mortillaro stated that Resolution 2013-30 establishes a Legislative Agenda which is used as a guide for the District’s intergovernmental efforts. The Legislative Agenda serves as guidance from the Board of Directors to staff and our legislative support contractor in dealing with various State officials and entities with a consistent voice. The
Federal items provide guidance to the Executive Director and Chairman as to our priority items related to federal issues and in dealing with our elected federal legislators.

Mr. Mortillaro noted that this was the 2nd annual resolution regarding this topic that the NCRTD has adopted. The 2014 State Legislative Session commences on January 21, 2014 and ends on February 20, 2014. This is the 30 day short session.

Further discussion went on regarding this item.

It was recommended that Resolution 2013-30 be amended with the addition of a bullet under the State priorities of the agenda that indicates the following: Support legislation that enhances NCRTD in its ability to serve its constituents.

Mr. Shelton made a motion to approve Resolution 2013-30 as amended. Mr. Bulthuis seconded the motion and it passed by unanimous voice vote (8-0).

**D. Discussion and Consideration of Resolution 2013-31 Authorizing the Disposal of Assets/Fleet**

Because the Property Disposal Committee did not meet as scheduled, this item was not discussed. It has been moved to the January 10, 2014 Board meeting. However, it was noted that Councilor Salazar would be an alternate member of the Property Disposal Committee.

**E. Discussion and Consideration Authorizing the Purchase of Fleet**

Mr. Martinez gave a brief overview on this item. He noted that on February 1, 2013 the Board approved the award of NCRTD Purchase Agreement No. NCRTD-2012-001 allowing for purchase of buses in FY13 (14, 18, 28, & 40 passenger buses), which was solicited for bids on December 12, 2012. On June 27, 2013 the FY 2014 5311 Capital Funding request for $120,000 (80/20) was approved by the New Mexico Department of Transportation and budgeted in FY14 NCRTD budget.

The budgeted amount of $120,000 only provided sufficient funds for the purchase of one (1) -14 passenger bus at $75,245, leaving a grant of amount of $44,755 for allocation towards the purchase of second bus. The staff is recommending that the District fully expense the grant by purchasing two (2) buses to fulfill the grant obligation. The total amount to purchase two (2), fourteen (14) passenger ADA equipped buses at $75,245.00 each would total. $150,490. Therefore, in order to fulfill the 5311 grant amount the District will need to contribute an additional amount of $30,490.

Mr. Martinez went on to state that if the funding approach is approved by the Board the District will be able to purchase 2-14 passenger, Chevrolet/E4500 Glaval/Titan II buses, which will replace 2-12 passenger buses that meet the mileage and age replacement criteria set forth by NMDOT.

It was recommended that the Board authorize the Executive Director to purchase 2-14 passenger buses in the amount of $150,490.00 from approved NCRTD purchase agreement No. NCRTD 2012-001.

Ms. Maes made a motion to approve staff’s recommendation that the Board authorize the Executive Director to purchase 2-14 passenger buses in the amount of $150,490.00 from approved NCRTD purchase agreement No. NCRTD 2012-001. Ms. Valerio seconded the motion and it passed by unanimous voice vote (8-0).
It was then recommended that the Board approve the reallocation of expenditures and increase FY14 Budget revenue to include Insurance proceeds, fares, and Interest.

Mr. Bulthuis made a motion to approve the reallocation of expenditures and increase FY14 Budget revenue to include Insurance proceeds, fares, and Interest. Ms. Valerio seconded the motion and it passed by unanimous voice vote (8-0).

**F. Discussion and Consideration of Resolution 2013-33 Authorizing Federal Lands Access Program (FLAP) Application Submittal Relating to New Regional Service to Santa Fe National Forest and Ski Santa Fe**

Ms. McGuire gave a brief overview on this item, stating that Resolution 2013-33 is required to be considered for Federal Lands Access Program funding for vehicle acquisition, transit facility construction, and operating expenses related to providing transit service and access to the Santa Fe National Forest and Ski Santa Fe. FLAP is a new program under MAP-21 and the Central Federal Lands Highway Division, and the funding is programmed on a state level. The application deadline is January 10, 2014. There is a fifteen (15) percent local match requirement for FLAP. New Mexico is estimated to have $14.4 million in funds to award, with the intent to create a robust 5-7 year program of projects. Funds will be available after the Program selection process concludes for preliminary engineering and in 2017-2018 for construction.

Further discussion went on regarding this item.

It was recommended that Resolution 2013-33 be approved authorizing the submittal of an application for FLAP funds.

**Mr. Bulthuis made a motion to approve Resolution 2013-30. Ms. Mermejo seconded the motion and it passed by unanimous voice vote (8-0).**

**G. Discussion and Review of Ski Santa Fe Service Update**

Ms. McGuire noted that per the discussions held at the November 2013 Board meeting, staff has continued to reach out to a variety of potential stakeholders to engage in a needs assessment and to gauge general interest regarding transit service to Ski Santa Fe and Santa Fe National Forest. Staff anticipates multiple meetings with a plethora of interested agencies, businesses and individuals throughout December and January.

[No action was required on this item. Staff will report back to the Board at the January 2014 Board meeting with an update.]

**DISCUSSION ITEMS:**

**H. Financial Report for November 2013:**
I. **Finance Subcommittee Report:**

Mr. Mortillaro gave a brief overview of the Finance Subcommittee meeting that was held on November 22, 2013. Copies of the Agenda and Minutes from the meeting held on October 25, 2013 were provided to Board Members for review.

J. **Tribal Subcommittee Report:**

There was no Tribal Subcommittee Report. However, a tentative date of January 14, 2014 had been set for the next meeting.

K. **Executive Report for November 2013 and Comments from the Executive Director:**

1. **Executive Report**
2. **Performance Measures for October 2013**
3. **Ridership Report for October 2013**

### NCRTD Monthly Ridership Summary

October 1, 2013 through October 31, 2013

<table>
<thead>
<tr>
<th>Calendar Operating Days</th>
<th>Total Ridership YTD % Change</th>
</tr>
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<tbody>
<tr>
<td>This Year</td>
<td></td>
</tr>
<tr>
<td>Jul-13</td>
<td>21</td>
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<tr>
<td>Aug-13</td>
<td>22</td>
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<td>May-14</td>
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<tr>
<td>Jun-14</td>
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<table>
<thead>
<tr>
<th>Monthly System Totals</th>
<th>Year to Date Totals</th>
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<tbody>
<tr>
<td>This Year</td>
<td>Last Year</td>
</tr>
<tr>
<td>NCRTD Operated</td>
<td>19,205</td>
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<tr>
<td>NCRTD Funded</td>
<td>27,771</td>
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<tr>
<td>All Systems Funded Total</td>
<td>46,976</td>
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</table>

**MATTERS FROM THE BOARD**

There were none.

**MISCELLANEOUS**
Mr. Barrone asked again that staff keep Mayor Calhoun of Red River in the loop regarding any changes to service, recommendations, etc.

**ADJOURN**

The meeting was adjourned at 1:20 p.m.

**NEXT BOARD MEETING:** January 10, 2014 at 9:00 a.m.