NORTH CENTRAL REGIONAL TRANSIT DISTRICT

EXECUTIVE SUMMARY OF THE AUGUST 2, 2013
BOARD MEETING

Following 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.

The 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 9:15 a.m. at the Jim West Transit Center at 1327 N. Riverside Drive, Espanola, NM. A quorum of the members were present.

PRESENTATION ITEMS:

There were none.

ACTION ITEMS FOR APPROVAL/ DISCUSSION:

A. Discussion and Consideration of Fleet Purchase with the use of State Capital Outlay Funds

Mr. Martinez requested that the Board consider the purchase of two (2) twenty passenger buses totaling $167,008.00. He stated that on February 1, 2013 the Board approved the award of NCRTD Purchase Agreement 2012-001 for the purchase of fleet, which was solicited for bid on December 12, 2012. On April 5, 2013 the FY2014 State Capital Outlay funding request for $170,000.00 was approved in the 2014 Legislative session. Mr. Martinez stated that these buses would replace two (2) eighteen passenger buses that had meet the mileage and age replacement criteria set forth by FTA criteria.

The purchase of fleet with the use of state capital outlay funds was unanimously approved (8-0).

B. Discussion and Direction Regarding the Alternative Fuels Analysis and Future Use in District Fleet

Mr. Kelly gave a brief background on alternative fuels analysis as well as the future use of alternative fuels in District Fleet. Mr. Burcham also gave a presentation in regards to the various alternative fuels available highlighting on the fuels that would best suit the geographical area and fleet. Mr. Kelly recommended two options:

Option 1: Purchase 2 medium duty propane powered vehicles in FY15 to operate out of the Espanola area and test performance criteria on both to determine future purchases. It was noted that propane is more cost effective and the fueling sources are readily available in all areas of the District.

Option 2: Purchase 1 medium duty propane powered vehicle in FY15 to operate out of the Espanola Area and 1 CNG medium duty vehicle to operate out of the Santa Fe area and
test both for performance and future purchases. Mr. Kelly noted again that propane fueling sources are readily available in all areas of the District and CNG fuel could be purchased at the commercial fueling site located at the City of Santa Fe, Santa Fe Trails site.

Option 2 was approved unanimously (8-0) with the recommendation that both vehicles be in similar environments in order to test the vehicles more efficiently.

C. Discussion and Consideration of Resolution 2013-20 Adopting an Operating and Capital FY14 Budget Amendment

Ms. Aragon noted that the Finance Subcommittee met on July 26, 2013 and reviewed and discussed the proposed request for a budget amendment to the capital line item of $31,494 into FY14 to facilitate the acquisition and purchase of remaining shelters and related items, as well as the request to increase by 1 hour per week for the Fleet and Facilities Maintenance Worker position.

It was recommended that the Board approve Resolution 2013-20 authorizing a Budget Amendment of FY 2014 Capital Budgetary encumbrance from FY13.

Resolution 2013-20 Adopting an Operating and Capital FY14 Budget Amendment was unanimously approved (8-0).

D. Discussion and Consideration of Resolution 2013-21 Approving Annual Fourth Quarter Financial to DFA

Ms. Aragon gave a brief summary regarding the 4th quarter financial report for FY13. She noted that it is required by Local Government Division of the Department of Finance and Administration that the 4th quarter financial report be accompanied with an approved resolution by the Board of Directors.

It was recommended that the Board adopt Resolution 2013-21 approving the FY2013, 4th quarter financial report.

Resolution 2013-21 Approving the Annual 4th Quarter Financial was unanimously approved (8-0).

E. Discussion and Consideration of Resolution 2013-17 Regarding New Mexico State Public Employees Retirement Association (PERA) Social Security Participation and Election Choices for NCRTD

Mr. Mortillaro noted that the District had been erroneously participating in Social Security due to a lack of a Section 218 agreement. Through discussions with PERA Legal Counsel, District Legal Counsel and a social security expert, it has been recommended that the Board undertake a remedial process to correct the situation. Mr. Mortillaro continued stating that they must first determine whether or not the District continue to provide SS coverage. If so, they must determine whether an individual or majority choice election would be held.

It was recommended that the board discuss and consider approval of Resolution 2013-17 providing for an individual choice election to participate in Social Security, and a creation of a supplemental pension plan for those employees not participating in social security.

Resolution 2013-17 providing for and individual choice referendum to be held on November 5, 2013 was unanimously approved (8-0). In addition the Board also appointed the following employees to serve on the Referendum Election committee: Glenda Aragon, Finance Director, Chair, Dalene Lucero, Executive Assistant and Francisco Velarde, Facility Maintenance Specialist. (8-0)
F. **Discussion and Consideration of Resolution 2013-16 Adopting the Fiscal Year 2014 Compensation Plan**

The Board discussed and reviewed Resolution 2013-16 adopting the FY 2014 Compensation Plan and Performance Increase Matrix for Non-Collective Bargaining positions and the recommendation of the Finance Subcommittee as discussed at the July 12, 2013 Board meeting.

**Resolution 2013-16 Adopting a Compensation Plan and Performance Increase Matrix for FY14 for Non-Collective Bargaining Positions was unanimously approved (7-0).**

G. **Discussion and Consideration of Resolution 2013-19 Amending Rule 3 – Compensation and Classification within the Personnel Rules and Regulations**

The Board discussed and reviewed Resolution 2013-19 amending Rule 3, Classification and Compensation of the Personnel Rules and Regulations.

**Resolution 2013-19 Amending Rule 3, Classification and Compensation of the NCRTD Personnel Rules and Regulations was unanimously approved (7-0).**

**DISCUSSION ITEMS:**

H. **Financial Report for June and July 2013:**


I. **Finance Subcommittee Report:**

**Agenda and Minutes from June 28, 2013 and July 12, 2013. The Executive Director also mentioned at the last subcommittee meeting that the NMDOT IG Report was presented to the Finance Subcommittee and discussed. If any Board member would like a copy please contact the Executive Director.**

J. **Tribal Subcommittee Report:**

There was no Tribal Subcommittee Report.

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

1) **Executive Report**

   a. Commercial Advertising is now on 4 buses.
   b. All members were encouraged to complete the process of signing the Intergovernmental Agreement Contract amendments. Copies for those members who still have outstanding IGC’s were passed out.
   c. Conflict of Interest forms for those members who have not turned them in were passed out.

2) **Performance Measures** – report is available on the District web site.

3) **Ridership Report for June 2013** – report is available on District web site.

L. **Closed Session** – closed session of the meeting pursuant to NMSA 1978, Section10-15-1 (H) (7), subject to the attorney-client privilege regarding Threatened or Pending Litigation arising from District Compliance with laws regarding retirement benefits.

It was unanimously approved to move into closed session (7-0).

M. **Reconvene in Open Session:** possible action item from closed session.

There were no action item.
Board Chair and Taos County Chairman Commissioner Barrone brought forth one item to request that the Board consider new transit service in Taos County at Sipapu Ski and Summer Lodge in the form of an extension to the current Peñasco Route. It was recommended that Board members direct staff of the District to commence a needs assessment report and to place this item on the September 6, 2013 Board Meeting agenda for discussion and consideration; the Board agreed.

MISCELLANEOUS

There were no miscellaneous items.

ADJOURN

NEXT BOARD MEETING: September 6, 2013 at 9:00 a.m.