Below is a summary of the actions taken by the North Central Regional Transit District’s Board of Directors on the above date.

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 9:11 a.m. at the Jim West Transit Center at 1327 N. Riverside Drive, Espanola, NM.

1. PLEDGE OF ALLEGIANCE

Ms. Aragon led the Pledge of Allegiance as directed by Commissioner Barrone.

2. MOMENT OF SILENCE

3. 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>
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<tbody>
<tr>
<td>Los Alamos County</td>
<td>Councilor Geoff Rodgers</td>
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<tr>
<td>Rio Arriba County</td>
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<td>Thomas Campos</td>
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<td>Taos County</td>
<td>Commissioner Daniel Barrone</td>
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<td>Santa Fé County</td>
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<td>Commissioner Miguel Chávez</td>
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<td></td>
<td></td>
<td>(Telephonically)</td>
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<tr>
<td>Nambé Pueblo</td>
<td></td>
<td>Lonnie Montoya</td>
</tr>
<tr>
<td>Pojoaque Pueblo</td>
<td>Tim Vigil</td>
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<tr>
<td>Ohkay Owingeh</td>
<td>Absent</td>
<td></td>
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<tr>
<td>San Ildefonso Pueblo</td>
<td>Lillian Garcia</td>
<td></td>
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<tr>
<td>Santa Clara Pueblo</td>
<td>Absent</td>
<td></td>
</tr>
</tbody>
</table>
Staff Members Present
Mr. Anthony J. Mortillaro, Executive Director
Ms. Glenda Aragon, Financial Manager
Mr. Gus Martinez, Fleet and Facilities Maintenance Manager
Ms. Dalene Lucero, Executive Assistant
Mr. Mike Kelly, Transit Operations Manager
Ms. Stacey McGuire, Project and Grants Specialist

Others Present
Mr. Peter Dwyer, Legal Counsel
Mr. Carl Boaz, Stenographer
Mr. Antonio Sierra, Rio Grande Sun
Chris Cordova, Southwest Planning and Marketing
Ken Hosen, KFH
Gary Forrest, Sipapu Ski and Summer Resort
Andrew Martinez, Rio Arriba County
Greg White, NMDOT
Eric Aune, Santa Fe County
Jim Lutjohann, Santa Fe Convention and Visitors Bureau

4. INTRODUCTIONS

All present introduced themselves to the Board.

5. APPROVAL OF AGENDA

The agenda was unanimously approved (9-0).

6. APPROVAL OF MINUTES – August 2, 2013

The meeting minutes from the August 2, 2013, meeting were unanimously approved (9-0).

[Mr. Thomas Campos entered the room.]

7. PUBLIC COMMENTS

Next, Mr. Jim Lutjohann, Santa Fe Convention and Visitor’s Bureau asked that the RTD consider serving the Santa Fe Ski Basin.

PRESENTATION ITEMS:

A. A presentation and Discussion of Service Plan Update Technical Memorandums 2 and 3
Sponsor: Anthony J. Mortillaro, Executive Director and Ken Hosen, KFH. Attachment.
Mr. Ken Hosen, KFH gave a brief introduction in regards to the Service Plan update in which he turned the presentation over to Mr. Chris Cordova to discuss the Public Outreach that was done. Mr. Cordova briefly went over the focus and marketing of the community outreach. Mr. Hosen then proceeded to go over the analysis of each route, the overall connectivity, and a combination of outreach and a demographic review of the various routes.

Mr. Aune questioned in terms of ridership and who is riding mid-day, where do they want to go, etc.

Mr. Cordova stated that the destination varies for all riders, however medical and shopping are the two main things.

This was a discussion item only, no action was taken on this matter.

**ACTION ITEMS FOR APPROVAL/ DISCUSSION:**

**B. Discussion and Direction regarding Sipapu Service Expansion Request**

*Sponsor:* Anthony J. Mortillaro, Executive Director and Stacey McGuire, Projects and Grants Specialist. *Attachment*

Ms. McGuire gave a brief summary regarding the Sipapu Ski Area Service Expansion Request noting that at the August Board meeting, Taos County Commission Chair Dan Barrone presented the Board with a written request to consider new transit service in Taos County to Sipapu Ski and Summer Resort, by extension of the existing Peñasco/Taos route. The Board directed Staff to perform a needs assessment in response to the request for service expansion to Sipapu. Ms. McGuire stated that Staff has evaluated the request, performed a needs assessment, and met with Sipapu management and staff to discuss available options.

Ms. McGuire then went over the cost allocation model that was used to assess the cost for the proposed modification. She then referenced the modified route schedule versions to discuss the specific details of each.

Mr. Gary Forest thanked the RTD staff and Commissioner Barrone for requesting the service to Sipapu Ski and Summer Resort and went on to discuss the benefits the service would have not only for Sipapu, Taos County but for the RTD.

The Board went on to discuss this matter further.

*Councilor Rodgers made a motion for staff to continue to do research and come back with further information at the October Board Meeting. Mr. Bulthuis seconded the motion and the motion passed by unanimous voice vote (9-0).*

[Commissioner Chavez exited the meeting (telephonically).]

**C. Discussion and Consideration of Resolution No. 2013-18 providing for the District to Pay 75% of the 1.5% Increase in PERA Contribution for all District Employees, Union and Non Union Earning More than $20,000 Per Year**

*Sponsor:* Anthony J. Mortillaro, Executive Director. *Attachment.*

Mr. Mortillaro stated that the attached resolution provides for the pickup of 75% of the 1.5% employee PERA contribution that was mandated by recent state legislative action. He noted that this matter was discussed with the Board as part of the Compensation Study survey at their July 12, 2013 meeting and was also discussed with the Finance Subcommittee at their July 26, 2013 meeting. Mr. Mortillaro went on to mention that the Board also discussed Senate Bill 27 amending the Public Employers Retirement Act (PERA) in relation to collective bargaining, in which discussions with the Teamster Representatives regarding this issue and the wage opener as a package was positive and had their full support.
Mr. Campos made a motion to approve Resolution No. 2013-18 authorizing the North Central Regional Transit District to pay 75% of the 1.5% increase in PERA Contributions for all District Employees, Union and Non-Union, who earn more than $20,000 per year. Councilor Ring Seconded the Motion and the motion passed by unanimous voice vote (8-0).

D. Discussion and Possible Ratification of Collective Bargaining Agreement Wage Reopener between the NCRTD and Teamsters Local No. 492
   Sponsor: Anthony J. Mortillaro, Executive Director. Attachment.

Mr. Mortillaro noted that the current Collective Bargaining Agreement when ratified by the District and Teamsters had provided for a wage reopener to establish the fiscal year 2014 wages. He stated that the reopener language was inadvertently left out of the agreement that was signed and the parties entered into a Letter of Understanding to memorialize their intent. Mr. Mortillaro mentioned that the parties met on two separate occasions to negotiate the FY 2014 wages utilizing the Compensation and Classification study information that was recently accepted by the Board. As a result the Teamsters Negotiating Team recommended that the Union membership ratify the negotiated market wage rate.

Mr. Mortillaro continued stating that the wage rates agreed to will only provide an increase for those employees that are below the new starting hourly wage rate and as a result 20 out of 32 employees will be eligible for an increase up to the new hourly wage rate for their classification. He stated that the average increase was 2.3%. In addition a new classification of Transit Driver III/Lead will be added. The number of such positions available will be at the sole discretion of the District and employees will only be eligible for movement to the available positions through competitive examination and not seniority. An equal number of Driver II positions will be reduced by the number of Driver III/Lead positions created. This change was requested by the District in order to provide for a career ladder progression and to place employees in this category that will serve as trainers and substitute route supervisors when needed.

Councilor Rodgers made a motion to consider ratification of the wage rates for Fiscal Year 2014 as presented. Mr. Vigil seconded the motion and the motion passed by unanimous voice vote (9-0).

E. Discussion and Consideration of Resolution No. 2013-23 Adopting an Infrastructure Capital Improvement Plan (ICIP)

Ms. McGuire stated that this was part of an annual submission of the State Infrastructure Capital Improvement Plan and is representative of 5 years of the NCRTD Capital Investment Plan presented to the Board and adopted with the Budget for FY 2014 by Resolution 2013-09. She noted that this resolution is required to be considered for State Capital Funding. The projects and suggested order of priority for funding in FY 2015 are as follows:

1. Fleet replacement
2. Paving Bus parking area
3. Fueling Facility
4. Emergency Electrical Generator
5. Satellite Facility
6. Shelters  
7. PV Panels and electrical conversion to power NCRTD facilities  
8. Skid loader

Mr. Bulthuis made a motion to approve Resolution No. 2013-23 adopting an Infrastructure Capital Improvement Plan (ICIP). Commissioner Barrone seconded the motion and it passed by unanimous voice vote (9-0).

F. Resolution 2013-22 providing for the continuation of Resolution 2011-15 to Eliminate Fares for all Fixed Routes and Para-Transit up to Three Fourths of a Mile from Fixed Routes  

Ms. McGuire gave a brief background regarding the continuation of Resolution 2011-15 eliminating fares for all fixed routes and para-transit up to three fourths of a mile from fixed routes. She noted that the first resolution for free fares (2008-04) was adopted by the NCRTD board on May 9, 2008, and continued by resolutions 2008-16, 2009-06, 2010-09, and 2011-15. Ms. McGuire stated that the resolution will continue free fares until December 31, 2015. She went on to mention that retaining free fares on fixed routes will eliminate the necessity for capital investment in fare box collection equipment of approximately $50,000 (at minimum) with estimated annual administrative and collection costs of $52,300. She also stated that it will allow for continued high ridership, driver focus on safety, and routes running in a timely manner.

Ms. McGuire proceeded to note the many benefits of Fare-Free Transit. She went on to mention that the District was currently undergoing a Service Plan Update as presented on earlier in the meeting. Ms. McGuire stated that dependent upon the consultants’ findings and analysis, KFH Group may recommend implementation of a “premium” fare structure that would require a fare from passengers utilizing premium, enhanced, and/or weekend transit service. She noted that if this scenario comes to fruition, Staff will return to the Board and request direction. It is anticipated that KFH Group will recommend the current weekday transit service provided by the NCRTD remain fare free.

Councilor Ring made a motion to approved Resolution No. 2013-22 providing for the continuation of Resolution No.2011-15 to Eliminate Fares for all Fixed Routes and Para-transit up to Three Fourths of a Mile from Fixed Routes Operated by the NCRTD. Councilor Rodgers seconded the motion and the motion passed by unanimous voice vote (9-0).

G. Discussion and Consideration of Bus Shelter Designs  
   Sponsor: Anthony J. Mortillaro, Executive Director and Gus Martinez, Fleet and Facilities Maintenance Manager. Attachment.

Mr. Martinez stated that the District was awarded an $80,000.00 grant through NMDOT (5311 Capital) for FY 2013 to purchase Bus Shelters, Benches and Signage by September 30, 2013. He noted that the District has currently spent $48,506.00 on Bus Stop Benches and schedule holders for our buses, leaving a balance of $31,494.00 to purchase two Bus Shelters.

Mr. Martinez presented the Board with three preferred designs as voted on by staff and gave a cost estimate of each. He stated that the estimates included a bench and a trash can and ranged from $15,000 - $17,000.

It was recommended that the Board provide input in the selection of a new Bus Shelter design for current and future procurements.
It was determined that Shelter No. 3 (page 424) would be the new bus shelter design used for current and future procurement.

Councillor Rodgers made a motion for the approval Shelter Design No. 3 for current and future procurements. Mr. Vigil seconded the motion and the motion passed by unanimous voice vote (9-0).

DISCUSSION ITEMS:

H. Financial Report for August 2013:
   Sponsor: Anthony J. Mortillaro, NCRTD Executive Director and Glenda Aragon, Finance Manager. Attachment

   ![Graph: Overall Revenue/Expenses FY 14]

I. Finance Subcommittee Report:
   Sponsor: Chair Tim Vigil and Anthony J. Mortillaro, NCRTD Executive Director. Attachment: Agenda and Minutes from July 26, 2013.

   Mr. Vigil was not present to discuss the Finance Subcommittee Report.

J. Tribal Subcommittee Report:
   Sponsor: Chair Mary Lou Valerio and Anthony J. Mortillaro, NCRTD Executive Director.

   There was no Tribal Subcommittee Report.

K. Executive Report for August 2013 and Comments from the Executive Director:
   1) Executive Report
   2) Performance Measures
   3) Ridership Report for July 2013
MATTERS FROM THE BOARD

There were none.

MISCELLANEOUS

L. Request for Service to Ghost Ranch


Mr. Campos gave a brief background on the requested service to Ghost Ranch, stating that expanded services would provide additional employment opportunities to area residents and transit-dependent individuals, as well as offering a transit option to visitors and/or tourists interested in visiting the Ghost Ranch and Abiquiu area. He noted that a new stop could either be incorporated into the existing Chama or El Rito Route, stopping at the Education and the Retreat Center Located about a mile east of US-84.

It was recommended that Board members consider directing staff to commence a “needs assessment report” and to place the item on the October 4, 2013 Board meeting for discussion and consideration by the Board for implementation of transit service to Ghost Ranch.

The Board agreed and moved to direct the staff to conduct a “needs assessment report” for the meeting to be held on October 4, 2013.

ADJOURN

NEXT BOARD MEETING: October 4, 2013 at 9:00 a.m.