The mission of the North Central Regional Transit District is to provide safe, secure and effective public transportation within North Central New Mexico in order to enhance the quality of life of our citizens by providing mobility options and spur economic development throughout the region.

### NORTH CENTRAL REGIONAL TRANSIT DISTRICT BOARD MEETING AGENDA

**December 13, 2019**  
**9:00 AM - 1:00 PM**  
**Jim West Regional Transit Center**  
**Board Room**

#### CALL TO ORDER

1. ROLL CALL  
2. INTRODUCTIONS  
3. PLEDGE OF ALLEGIANCE  
4. MOMENT OF SILENCE  
5. APPROVAL OF AGENDA  
6. APPROVAL OF MINUTES – November 1, 2019  
7. PUBLIC COMMENTS

#### PRESENTATION ITEMS

**A. Years of Service and Safe Driver Program, Awards Presentation**  
* Sponsor: Chairman Daniel Barrone, Anthony J. Mortillaro, Executive Director  
* Attachment: None

**B. A Presentation by Mora County Regarding Potential Contract Services**  
* Sponsor: Anthony J. Mortillaro, Executive Director and Michael Valverde, Transit Planner  
* Attachment

#### PUBLIC HEARINGS

None

#### ACTION ITEMS

**C. Discussion and Direction to Staff Regarding the Proposal by Mora County for North Central Regional Transit District to Perform Contracted Public Transit to Serve Mora County**  
* Sponsor: Anthony J. Mortillaro, Executive Director and Michael Valverde, Transit Planner  
* Attachment
D. Discussion and Consideration of Resolution No. 2019-42 Implementing Provisions of the Open Meetings Act for 2020  
   Sponsor: Anthony J. Mortillaro, Executive Director  
   Attachment

E. Discussion and Consideration of Resolution No. 2019-43 Adopting the North Central Regional Transit District's Annual State and Federal Legislative Agenda  
   Sponsor: Anthony J. Mortillaro, Executive Director  
   Attachment

F. Discussion and Consideration of Resolution No. 2019-44 Adopting a Revised Charter Service Policy and Rescinding Resolution 2017-03 Directing the North Central Regional Transit District (NCRTD) to Provide Charter Service in the Boundaries of the NCRTD Within Compliance of the Federal Transit Administration, DOT 49 CFR Part 604.5  
   Sponsor: Anthony J. Mortillaro, Executive Director, Delilah Garcia, Operations Director  
   Attachment

G. Discussion and Consideration of Resolution No. 2019-45 Amending Financial Policy No. 7, Disposition of Obsolete Property  
   Sponsor: Anthony J. Mortillaro, Executive Director, Hector Ordoñez, Finance Director  
   Attachment

H. Discussion and Consideration of a Memorandum of Agreement (MOA) between Los Alamos County and the North Central Regional Transit District for Annual Funding  
   Sponsor: Anthony J. Mortillaro, Executive Director  
   Attachment

I. Discussion and Consideration of Resolution No. 2019-46 Revised Drug and Alcohol Testing Policy  
   Sponsor: Anthony J. Mortillaro, Executive Director, Delilah Garcia, Operations Director  
   Attachment

J. Discussion and Consideration of Resolution No. 2019-47 Authorizing the North Central Regional Transit District Staff to Apply for Federal Funding Through the FFY2020 Innovative Coordinated Access and Mobility Grant Program  
   Sponsor: Anthony J. Mortillaro, Executive Director and Michael Valverde, Transit Planner  
   Attachment
DISCUSSION ITEMS

K. Review of October 2019 Financial Summary  
   Sponsor: Anthony J. Mortillaro, Executive Director and Hector Ordoñez, Finance Director  
   Attachment

L. Finance Subcommittee Report  
   Sponsors: Chair Ed Moreno and Anthony J. Mortillaro, Executive Director  
   Attachment: None

M. Tribal Subcommittee Report  
   Sponsors: Chair Charles Dorame and Anthony J. Mortillaro, Executive Director  
   Attachment: Minutes from February 11, 2019

N. Sustainability Subcommittee Report  
   Sponsors: Anthony J. Mortillaro, Executive Director and Delilah Garcia, Operations Director  
   Attachment: None

O. Executive Report and Comments from the Executive Director  
   a. Executive Report November 2019  
   b. Performance Measures for October 2019  
   c. Ridership Report for October 2019

MATTERS FROM THE BOARD

MISCELLANEOUS

ADJOURN

NEXT BOARD MEETING: Friday, January 10, 2020, at 9:00 a.m.

If you are an individual with a disability in need of a reader, amplifier, qualified Sign Language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at (505) 629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.
CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Mayor Dan Barrone, Chair, at 9:08 a.m. at the Jim West Regional Transit Center, Española, New Mexico.

1. Roll Call

Mr. Dahlquist 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>Village of Chama</td>
<td>Councilor Scott Flury</td>
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<tr>
<td>Town of Edgewood</td>
<td>Councilor Linda Holle</td>
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<tr>
<td>City of Española</td>
<td>Councilor Dennis Tim Salazar</td>
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<tr>
<td>Los Alamos County</td>
<td>Councilor Antonio Maggiore</td>
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<td>Nambé Pueblo</td>
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<td>Mr. Marcus Lopez</td>
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<td>Ohkay Owinge Pueblo</td>
<td>Absent</td>
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<tr>
<td>Pojoaque Pueblo</td>
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<td>Rio Arriba County</td>
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<td>San Ildefonso Pueblo</td>
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<td>Santa Clara Pueblo</td>
<td>Absent</td>
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<tr>
<td>City of Santa Fe</td>
<td>Councilor Carol Romero-Wirth</td>
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<tr>
<td>Santa Fe County</td>
<td>Commissioner Ed Moreno</td>
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<tr>
<td>Town of Taos</td>
<td>Mayor Dan Barrone</td>
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<td>Taos County</td>
<td>Commissioner Jim Fambro</td>
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<tr>
<td>Taos Ski Valley</td>
<td>Absent</td>
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</table>
2. INTRODUCTIONS

There were no introductions.

3. PLEDGE OF ALLEGIANCE

4. MOMENT OF SILENCE

5. APPROVAL OF AGENDA

   Mr. López moved, seconded by Councilor Romero-Wirth, to approve the agenda as published. The motion was approved by unanimous (11-0) roll call vote with Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Village of Questa, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, and Pueblo of Tesuque voting in the affirmative and none voting against.

6. APPROVAL OF MINUTES

   a. September 6, 2019 as corrected

      Mr. Mortillaro noted correction to Electronic Payments total from $25 million to $2.5 million as highlighted in yellow on the revised September 6, 2019 minutes.

      Councilor Salazar moved, seconded by Commissioner Moreno, to approve the September 6, 2019 minutes as amended. The motion was approved by majority (10-0-1) roll call vote with Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Village of Questa, Santa Fe County, Taos County, Town of Taos, and Pueblo of Tesuque voting in the affirmative and none voting against. City of Santa Fe abstained.
b. October 4, 2019 minutes

Mr. Mortillaro noted on page 16, an amended matrix to add Elizabeth Carter who was present at that meeting.

Councilor Flury moved, seconded by Councilor Salazar, to approve the October 4, 2019 minutes as amended. The motion passed by majority (9-0-2) roll call vote with Village of Chama, City of Española, Los Alamos County, Village of Questa, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, and Pueblo of Tesuque voting in the affirmative and none voting against. Town of Edgewood and Pueblo of Nambé abstained.

7. PUBLIC COMMENTS

There were no public comments.

PRESENTATION ITEMS

a. Years of Service Awards

Mr. Mortillaro announced two employees had reached a full year of service to the District. He invited Stephen Dahlquist and Arthur Gonzales forward to receive their one-year awards. Chair Barrone presented the awards to them, thanking them for their service in the past year and hoping to present more awards in the future for their years of service to the NCRTD.

PUBLIC HEARINGS None

ACTION ITEMS
A. Discussion and Review of the Fiscal Year 2019 Ending Budget

Mr. Mortillaro explained that once the audit is concluded, we are required to bring the report on budget. It was reviewed by the Finance Subcommittee and recommended for approval.

Mr. Ordoñez gave the report for FY 19 end. The numbers were presented on page 29 and following. He pointed out that with $103,000 more than expenses, there was no need to use any fund balances or reserves during FY 2019. The revenue sources were listed on page 30 and the District received 74% of the federal revenue budget. 5311 income exceeded the budget and an additional grant from previous years shows in the cash balance. Investment revenue was more than budget after changing investment strategy and changed portfolio. GRT receipts were shown starting on page 31.
On the expense side, he noted personnel savings of $104,000 for the year. Fuel costs were higher in 2019.

Councilor Romero-Wirth referred to page 37 and asked him to explain the increase in miscellaneous expenses.

Mr. Ordoñez said one was higher bank fees, one and office supplies were reclassified to miscellaneous.

Councilor Romero-Wirth asked if the overtime increase was for a particular event.

Mr. Mortillaro said some of those expenses were due to staff turnover and high use of sick leave which forces overtime to cover the shift. It has decreased from 2017. We have also tried to add more staff to avoid some overtime. Some of that has worked.

Councilor Romero-Wirth saw it is actually lower than in previous years.

Mr. Mortillaro said it was also due to Workers’ Compensation and FMLA.

Mr. Ordoñez Hector - we are limited in what we can do. We are still seeing some decreases. He highlighted certain expenses shown on pages 38-41. He also explained that the District did not need to spend $1.5 million in capital expenses due to delays and will be spent in the future.

There were no further questions.

Councilor Maggiore moved, seconded by Commissioner Fambro to approve the Fiscal Year 2019 Ending Budget as presented. The motion was approved by unanimous (11-0) roll call vote with Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Village of Questa, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, and Pueblo of Tesuque voting in the affirmative and none voting against.

B. Discussion and Consideration of Resolution No. 2019-41 Adopting Amended Personnel Rules

Mr. Mortillaro said the annual review of personnel rules was presented to the Finance Subcommittee and they recommended approval as proposed.

Mr. Palmeri presented the report on amended personnel rules which were shown in the packet on pages 52 and following. He briefly explained the changes shown in the packet, some of which were deletions as not relevant or appropriate any longer. There was new language to put in the parameters on hiring salaries; it corrected the calculation for overtime; it clarified compensable time for travel as only if allowed by the Executive Director. The Executive Director has greater discretion on allowing leave
Chair Barrone noted that Columbus Day was renamed Indigenous Peoples Day.

Councilor Romero-Wirth asked for clarification on page 90 regarding time off.

Mr. Palmeri said it is to make sure people are not abusing time off so they must submit paperwork upon their return.

Mr. Dwyer pointed out that under FMLA regulations, the employee is required to file a report after 5 days off, but we shortened that to 3 days. The flu is not eligible for FMLA. It also clarifies what is eligible for FMLA - up to 12 weeks is allowed. to keep track of cumulative hours remaining.

Mr. Mortillaro said the change was also for Collective Bargaining Agreement.

Councilor Romero-Wirth wondered if they would require more paperwork than they needed to. She suggested reviewing this change in a year to see if 3 days is too short of a time.

Commissioner Fambro moved, seconded by Councilor Maggiore, to approve Resolution No. 2019-41 Adopting Amended Personnel Rules as presented. The motion was approved unanimous (11-0) roll call vote with Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Village of Questa, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, and Pueblo of Tesuque voting in the affirmative and none voting against.

C. Discussion and Consideration of the Memorandum of Agreements (MOA) between North Central Regional Transit District (NCRTD) and Member Pueblos for Federal Fiscal Year (FFY) 2019 Tribal Transit Program (TTP) §5311(c) Funds

Mr. Mortillaro said the District enters these MOAs annually for tribes to get 5311 funding. Once we know what funds will be allocated, we enter into an MOA with each tribe to indicate each of the partners' responsibilities and we report all of them and provide it for the national transit data. This determines allocations several years later.

He noted that the pot of money has been at $30 million for a number of years. About $5 million was applied for and the District got the grant and recently submitted was funds for another bus for Pueblo of Santa Clara. We haven't heard a response on that one yet.

The MOA is a standard document, but the red line indicates the changes that will be required for next year. Each tribe will have their legal counsel review them. Mr. Dwyer is allowed to make non-substantive changes.
Former Governor Dorame moved, seconded by Councilor Gonzales to approve the Memorandum of Agreements (MOA) between North Central Regional Transit District (NCRTD) and Member Pueblos for Federal Fiscal Year (FFY) 2019 Tribal Transit Program (TTP) §5311(c) Funds. The motion was approved by unanimous (11-0) roll call vote with Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Village of Questa, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, and Pueblo of Tesuque voting in the affirmative and none voting against.

D. Discussion and Consideration of a Memorandum of Agreement (MOA) between Santa Fe County (County) and the North Central Regional Transit District (District) for Funding of the Mountain Trail Route

Mr. Mortillaro said the District annually enters into this agreement with Santa Fe County and they are a partner in funding it. Their contribution will be over $25,000. It will be on the agenda for the Santa Fe County Board of County Commissioners very soon.

A discussion this year was their concern of how much longer it will be funded through partner contributions. Mr. Mortillaro discussed it with their County Manager and Staff. The best answer he could give is that we have other routes that are partner funded such as one to Taos Ski Valley Village. That one is funded by Town of Taos and Village of Taos Ski Valley and Taos County has agreed to fund it this year too. Angel Fire service also has multiple funding sources including Colfax County and Village of Angel Fire. So these are service levels with partnerships.

Mr. Mortillaro agreed to look at the route and how it is funded and if it changes, how we would cover it and whether it should be fare-free. We would need to compare the Mountain Route with the Taos Express Route. as part of our short-term plan. But for now, he asked the Board to approve it.

Commissioner Moreno said this plan is a good plan and gives us some breathing room to consider possible changes through negotiation.

Councilor Romero-Wirth asked if Santa Fe County want the District to incorporate the costs of this route in the budget.

Mr. Mortillaro said yes. And then all the other partners will ask for that too. The City of Santa Fe provides $25,000 too, and the Rio Metro (Rail Runner) gives $15,000 to the costs of that route. The other partner is the Santa Fe Ski Area. In the past they voluntarily gave $15,000 (not this year) but also provide a $5 token for a discount that could amount to $15,000 annually. The District received 5307 grant funding, starting three years ago, and used that for maintenance and vehicle replacement, which reduced the City of Santa Fe 5307 funding.
Councilor Romero-Wirth thought they could also look at what value this brings to Santa Fe County.

Mr. Mortillaro agreed. We figured about 50% of the riders are tourists coming here from other places. We did a winter survey and a summer survey.

Councilor Salazar said the County Planner did the leg work and Mr. Flavio is here. He supports the Mountain Trail Route and bike route. Some Staff see it as a way to fight climate change and traffic congestion. It is complicated funding and does need a lot of partners. We want to help as much as we can continue to help but is up to people above our pay grade.

Councilor Salazar moved, seconded by Councilor Maggiore, approve a Memorandum of Agreement (MOA) between Santa Fe County (County) and the North Central Regional Transit District (District) for Funding of the Mountain Trail Route. The motion was approved by unanimous (9-0-2) roll call vote with Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Village of Questa, City of Santa Fe, Santa Fe County, Taos County, and Town of Taos voting in the affirmative and none voting against. Pueblo of Tesuque abstained and Pueblo of Nambé was not present for the vote.

E. Discussion and Consideration of a Memorandum of Agreement (MOA) between the Village of Taos Ski Valley (Village) and the North Central Regional Transit District (District)

Chair Barrone noted this is a great collaboration. It helps our kids have a ride to the Ski Valley and helps reduce the carbon footprint; it is a big plus for our community with Economic Development opportunities.

Commissioner Fambro agreed. "This is what we are asked to do." It also lets passengers out right at the door.

Mr. Mortillaro added that public transit reduces parking requirements also. It means less costs for the projects. TSV Corp uses that value also. We met with TSV and the Village and Town of Taos. They will take this to Village Council in November.

Chair Barrone said not everyone skis, so half of the family can come down to the town and shop all day and meet the skiers at evening.

Councilor Maggiore pointed out there is a significant increase in ridership for this one and Santa Fe Mountain. That speaks highly for future plans to support it.

Chair Barrone moved, seconded by Commissioner Fambro to approve the Memorandum of Agreement (MOA) between the Village of Taos Ski Valley
The motion was approved by unanimous (11-0) roll call vote with Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Village of Questa, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, and Pueblo of Tesuque voting in the affirmative and none voting against.

DISCUSSION ITEMS

F. Quarterly Investment Report

Mr. Ordoñez referred the Board members to page 192 in the packet for the report. He noted an error had been made on the interest amount.

Mr. Mortillaro said it was corrected in the packet.

Mr. Ordoñez explained that when CDs mature, we invest in T Bills with short maturities. We keep enough cash to invest in Muni Bonds and that strategy is why we have seen the increase in revenue. Eight CDs are still outstanding and four of them will mature in four months. The rest will mature in February 2021.

There were no questions.

G. Electronic Payment Report

Mr. Ordoñez said the report is on page 195 in the packet. He reviewed the payments and there were no questions on the report.

H. Review of September 2019 Financial Summary

Mr. Ordoñez reviewed the year-to-date financial summary, starting on page 198 in the packet. He noted that income was $535,000 more than expenses but the report did not reflect a payment to Rio Metro.

He highlighted the significant differences from budget and clarified that the District will soon start seeing federal revenues come in.

He gave the statistics for GRT by County, starting on page 200. There has been no grant revenue yet from NMDOT.

He summarized the expenses by program category at page 205.

There were no questions on this report.
I. Finance Subcommittee Report

Commissioner Moreno reported that the Finance Subcommittee met with the auditor in closed session for the exit conference. The audit was completed a month in advance of the State requirement. Once cleared by the State Auditor, it will be presented in public.

Council Maggiore said the Subcommittee also went over the personnel changes.

J. Tribal Subcommittee Report

Mr. Mortillaro said the Tribal Subcommittee is scheduled to meet on November 7 at 10:00 a.m. at Ohkay Owingeh.

K. Sustainability Subcommittee Report

The Sustainability Subcommittee reports quarterly and the date of their meeting is being negotiated.

L. Executive Report and Comments from the Executive Director

a. Executive Report October 2019

Mr. Mortillaro reported that, to date, at total of 11 community meetings on the service plan update have been held and there are 14 more to go. Several have not been scheduled yet. He is trying to get them all done in November. Those that are scheduled will be done by then.

Councilor Romero-Wirth was concerned that time is tight with holiday and many other meetings scheduled.

Mr. Mortillaro agreed.

Mr. Mortillaro announced they finally got the confirmation that approves our BUILD grant agreement for the Maintenance Facility. We should get documents in the next few weeks.

b. Performance Measures for September 2019

c. Ridership Report for September 2019

Director Garcia reported on performance and ridership statistics. The ridership was presented on page 218 and showed 22,670 passenger trips. That is a decrease
from last year and from the previous month. For the first quarter, it is over 77,000 and she hoped snow will bring increases. She shared service by types, cost of service by mile and type on pages 221-223. There were no accidents.

She reported on-time maintenance is at 98%. Gas mileage was reported on page 226. Page 228 reported incidents and complaints.

Councilor Maggiore said a few times, drivers could not get in touch with dispatch. He asked if that was because of our radio network. It is important for them to always reach dispatch.

Director Garcia said the repeater sites have some issues. We are to get seven new radios for seven vehicles and an updated the radio study will lead to a $3,100 radio installation. The vendor looked over our site and found we have both an analog and a digital system. We are aware of the issues in our radio system. We do not have software capability to read at the base station. We are getting bids for that.

Mr. Mortillaro added that, to some extent, we can communicate with AVAIL but only small messages. And the emergency system still works.

Director Garcia shared some details on an incident near Taos.

Chair Barrone asked about snow days and a two-hour delay at the school.

Director Garcia said we cannot delay our schedule. Last week there were two semi-trucks turned over and that blocked the road to Angel Fire. We kept the kids on the bus. That also impacted the Chama run.

She pointed out reports on a couple of seasonal routes that were on page 244. The TSV summer service ended with 133 passenger trips. It was a pilot service only on Friday and Saturdays. it has had good ridership and was beneficial for the summer months. If it happens again, it will be the busiest part of the summer.

Page 236 detailed the Angel Fire Route. It started on September 5 with seven days per week service. We saw a need for the Jicarilla Route, and it proved to be beneficial with consistent ridership.

Councilor Gonzales thanked Staff for their work. The survey was very informative.

MATTERS FROM THE BOARD

Governor Dorame invited people to the Pueblo of Tesuque annual feast day on November 12.
Chair Barrone said the Red River Christmas Tree is headed to Washington DC. It is great for the region and sponsored by Carson National Forest. Lots of ornaments will be going with the tree. Commissioner Fambro will be there for lighting of the tree.

Councilor Maggiore announced that Tuesday night, the agreement was approved at the County Council meeting. He also thanked Mr. Mortillaro for the letter he sent.

Mr. Mortillaro explained that LANL is considering a couple of thousand new jobs and the letter invites them to discuss how public transit can assist.

Councilor Maggiore added that there is a huge bridge to be built.

Mr. Mortillaro pointed out that no one has talked about public transit to get people to the Lab and we asked for a meeting with the Lab to deal with that possibility.

MISCELLANEOUS

There were no miscellaneous items.

ADJOURN

The meeting was adjourned at 10:45 a.m. by motion by Councilor Maggiore and second by Commissioner Fambro.

NEXT BOARD MEETING: Friday, December 6, 2019, at 9:00 a.m.

Approved by:

Daniel R. Barrone, Chair

Attest:

Ed Moreno, Secretary/Treasurer

Submitted by:

Carl Boaz for Carl G. Boaz, Inc.
Good morning NCRTD Board members -

In accordance with NCRTD Board adopted Resolution No. 2009-13, I would like to request the Board consider implementing new transit services in Mora County. Currently, there are no public transit options in Mora County, and many area residents travel to Las Vegas and/or Taos to access employment, healthcare, quality of life activities and public services.

Mora County acknowledges that it is not currently a member of the NCRTD, and does not contribute financially to the Transit Gross Receipts Tax (GRT) that supports NCRTD transit services provided in its four-County service area. As such, Mora County understands there are two paths forward to NCRTD providing public transit in its community:

- Join the District and impose the 1/8 of one percent GRT in Mora County; or
- Contract for public transit services with NCRTD and work with Staff to identify ongoing funding to support future service operations and capital vehicle needs.

Mora County is approximately 1900 square miles, and is adjacent to and shares borders with Taos, Rio Arriba, San Miguel, Colfax, and Santa Fe Counties, all of which are currently served by NCRTD. According to census.gov, the Mora County population is approximately 4600 people. It is estimated that there are about 1500 households, 27% of the population is over the age of 65, and the median household income is slightly less than $27,000 a year.

Public transit service in Mora County would provide a critical link to greater healthcare options for seniors and residents that are currently limited by their ability to drive long distances and/or do not have access to a vehicle. Preventive healthcare, dialysis and other medical services that are critical to a person’s well-being would be more readily available if public transit service was implemented in Mora County.

In addition to the improved access to healthcare, public transit could provide additional job and long-term career opportunities as area residents’ ability to access neighboring communities would increase. Census.gov estimates there are approximately 320 employment positions within Mora County, which is substantially less than the number of residents. Many residents currently drive to Taos and Las Vegas for work; public transit service would provide an alternative for these individuals and would allow them to recoup a portion of their income that they are currently spending on commuting.

Board members, please consider directing Staff to commence a comprehensive needs assessment for the additional service in the context of the upcoming Service Plan Update and the resulting future systemwide route modifications. Please also note, that Mora County is requesting a two day a week start up plan with San Miguel County. The proposed additional service would be a tremendous asset to the region through improved transportation options to locals and visitors.

Thank you for your time and consideration.

Lionor F. Maestas,
2019 Mora County Transportation Needs Assessment

Presented to the:
Mora County Commission
Mora County
PO Box 580
Mora, NM 87732

Presented by:

Southwest Planning & Marketing
RESEARCH | MARKETING | ECONOMIC DEVELOPMENT | PLANNING

P.O. Box 1506
Santa Fe, NM 87504
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Southwest Planning & Marketing was contracted by the Mora County Commission to conduct a Public Transportation Needs Assessment. The purpose of the study was to determine the economic feasibility and potential usage for public transportation in Mora County.

Mora County currently has no publicly available transportation. Residents generally drive to either Las Vegas, Santa Fe or Taos for goods and services.

About one-third of the population is currently in the civilian workforce. Less than five percent work at home and three-fourths drive alone to work each day while fifteen percent make up carpool commuters. Median drive time is 31 minutes.

The methodology for developing this report was developed using three components: 1) secondary research (i.e. Census data, Department of Health, Bureau of Labor Statistics) 2) a survey of Mora County residents (One-hundred twenty-one (121) written surveys were collected during a six-week time frame. The survey instrument utilized standard transit demand questions (see Appendix A)). and 3) a methodologically recognized transit demand model.

The survey findings identify a large transit dependent population and a viable commuter base. Respondents identify a need and indicate a desire to utilize public transportation.

**Transit Dependent Recommendations** - There is a viable demand for medical trips and shopping 2-3 times a week to Las Vegas and there is a demand for public transportation to Taos and Santa Fe. Local ridership would not support a stand-alone bus route to Santa Fe and Taos. Public transportation could support public transportation two days a week to Las Vegas as a supportable stand-alone route.

If it is possible to coordinate with current bus from Penasco or Red River, it may be viable to have a commuter route to Angel/Taos. But there is not the demand for a stand-alone route to these communities.

**Commuter recommendations** – The Transit Model estimates the potential for 32 commuter trips daily from Mora to Las Vegas, Angel Fire and Taos. An estimated 50% of the commuters travel to Las Vegas.

The New Mexico Department of Transportation offers commuter service vanpools. Mora County officials should explore this option for commuters to Las Vegas and potentially Angel/Fire/Taos.
Introduction

Southwest Planning & Marketing was contracted by the Mora County Commission to conduct a Public Transportation Needs Assessment. The purpose of the study was to determine the economic feasibility and potential usage for public transportation in Mora County.

About Mora County¹

Mora County encompasses 1,934 square miles with an estimated population of 4,881 living in 3,315 households. Over one-fourth of the population are over the age of 65 and over one-fourth of the population has a disability. Nearly twenty percent of the population between the ages of 16-65 have a disability. In addition, over twenty percent of county families are below the poverty level. Median household income is $26,644.

Mora County currently has no publicly available transportation. Residents of the county do not have local access to medical services, a grocery store or general shopping. Residents generally drive to either Las Vegas, Santa Fe or Taos for these services. In addition, residents that require state or federal agency access must drive to Santa Fe, Taos, Albuquerque, or Las Vegas.

About one-third of the population is currently in the civilian workforce. Less than five percent work at home and three-fourths drive alone to work each day while fifteen percent make up carpool commuters. Median drive time is 31 minutes.

¹ Mora County statistical sources: U.S. Census, Department of Labor and NM Department of Health.
There are numerous small villages and communities in Mora County. However, the two main communities in Mora County are Mora and Wagon Mound.

**Mora, New Mexico**, the county seat, has nearly 1,000 residents and there are many more people in adjacent villages and small communities in the area. Given the population base, Mora has the most potential as a viable location for county-wide public transportation.

**Wagon Mound** is a small community with a population of less than three hundred. It is located on I-25. The Wagon Mound Senior Center offers regular rides to Las Vegas from the Wagon Mound Senior Center. Wagon Mound does not have a large enough population base to support public transportation.

<table>
<thead>
<tr>
<th>Mora County Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category</strong></td>
</tr>
<tr>
<td>County Size</td>
</tr>
<tr>
<td>Households</td>
</tr>
<tr>
<td>Total Population</td>
</tr>
<tr>
<td>Population Aged 18 and Over</td>
</tr>
<tr>
<td>Population Aged 18 to 59</td>
</tr>
<tr>
<td>Population Aged 60 and Over</td>
</tr>
<tr>
<td>Population Aged 75 and Over</td>
</tr>
<tr>
<td>Disability Population</td>
</tr>
<tr>
<td>Disability Population Aged 16 to 65</td>
</tr>
<tr>
<td>Number of Families Below Poverty Level</td>
</tr>
<tr>
<td>Median Household Income</td>
</tr>
<tr>
<td>Civilian workforce</td>
</tr>
<tr>
<td>Travel time to work (median)</td>
</tr>
<tr>
<td>Drove Alone</td>
</tr>
<tr>
<td>Carpooleled</td>
</tr>
<tr>
<td>Worked at Home</td>
</tr>
</tbody>
</table>
Methodology

The methodology for developing this report was developed using three components: 1) secondary research (i.e. Census data, Department of Health, Bureau of Labor Statistics), 2) a survey of Mora County residents (one-hundred twenty-one (121) written surveys, with standard transit demand questions, were collected during a six-week time frame), and 3) a methodologically recognized transit demand model.

Transit Demand Methodology

Transit Dependent Populations – Southwest Planning & Marketing used a model developed by the National Academy of Sciences: Rural Public Transit Demand (TCRP Project B-36). The demand estimation tool was developed using statistical analysis of rural transit systems across the country. The input variables used in the model include population, percentage of households below the poverty level and transit dependent residents (age 60+, age 16 years or older with a disability and residents without a driver’s license).

Estimating commuter demand – The methodology for estimating commuter demand utilized the TCRP Project B-36 Commuter Demand model. The resulting formula is as follows: Commuter trips by transit from County A to County B = 0.012 × person work trips. This formula breaks down to roughly one transit trip for every 83 trips in the region for work. Because most individuals need to make two commuter trips daily, this breaks down to roughly one transit trip for every 42 workers traveling to the county for work.

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Survey Findings

The survey findings identify a large transit dependent population and a viable commuter base. Respondents identify a need and indicate a desire to utilize public transportation. The following is a synopsis of the Mora County transportation survey (see Appendix B for statistical findings).

- The survey respondents came from fourteen communities. Half of the respondents resided in Mora, New Mexico. This was followed by the community of Cleveland (11.7%). The remainder of the respondents came from communities that represented less than six percent of the population.

- Average Household size was 2.

- Thirty-five percent of Mora residents currently ride to work with family/friends or use alternative transportation.

- Nearly sixty percent of survey respondents occasionally miss work or an appointment due to a lack of transportation.

- One-fourth of the respondents miss appointments most or all the time due to a lack of transportation.

- Two percent of the respondents currently use some form of public transportation. (They reported driving to regional communities that have public transportation.)

- Nearly ninety percent of the respondents do not use public transportation because it is not available, or they are not aware if it is available.

- Over ninety percent of the respondents believe there is a need for public transportation in Mora County.

- Eighty-nine percent of the respondents would use public transportation if it was available.

- Three-fourths of the respondents requested service mid-morning (9-3am). Sixty percent would use public transportation in the early morning as a commuter service.

- One third of the respondents want to see public transportation available in Mora, New Mexico.

- Nearly ten percent of the respondents would like service to Las Vegas, New Mexico.

- Thirteen percent of the respondents do not have a driver’s license.

- Respondents were between the ages of 27 and 93 with the average age being 66.
• Nearly half of the respondents were retired.

• Twenty percent were employed full-time

• Nearly nineteen percent of the population indicated that they were disabled when asked about employment.

• Additional comments identify a real transportation need for seniors and highlighted a need for county residents to travel to Las Vegas, New Mexico.
Transit Demand – Overview

Survey responses identified a public transportation need and identified potential stops, routes and times. The survey responses proved a potential resident demand. Given the demand, SWPM moved forward with transit demand modeling. The transit demand methodology for Mora County utilized publicly available population demographics and population size in developing public transportation usage.

Transit Demand - Transit Dependent Population

It is estimated that there is a potential for 10,500 annual trips. This equated to a potential for 200 weekly trips by Mora County’s transit dependent residents to Las Vegas, Taos, Angel Fire and Santa Fe. Survey results identify a major transit demand to Las Vegas. Assuming 50% of the trips are to Las Vegas, that equates to 100 trips a week to Las Vegas from the Mora area. It is likely that this would support 2-3 round trips a week from Mora to Las Vegas.

<table>
<thead>
<tr>
<th>Transit Dependant Category</th>
<th>Weighting Factor</th>
<th>Population</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age 60+</td>
<td>2.2</td>
<td>1324</td>
<td>2913</td>
</tr>
<tr>
<td>16+w Disability</td>
<td>5.21</td>
<td>1274</td>
<td>6638</td>
</tr>
<tr>
<td>No Drivers License</td>
<td>1.52</td>
<td>625</td>
<td>950</td>
</tr>
<tr>
<td>Total annual trips</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekly Passenger trips</td>
<td></td>
<td></td>
<td>202</td>
</tr>
</tbody>
</table>

Mora County: Estimated Annual Passenger-Trip Demand for transit dependent populations (TCRP B-3 Methodology)

Transit Demand – Commuters

The TCRP B-3 Methodology for estimating commuter trips identified a potential of 32 daily commuter round trips from Mora County to adjacent counties.

<table>
<thead>
<tr>
<th>Transit Dependant Category</th>
<th>Weighting Factor</th>
<th>Workers</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Commuters Round Trips</td>
<td>42</td>
<td>1352</td>
<td>32</td>
</tr>
<tr>
<td>Population over 18 yrs old</td>
<td></td>
<td>3831</td>
<td></td>
</tr>
<tr>
<td>Civilian Workforce percentage</td>
<td></td>
<td>35.3%</td>
<td></td>
</tr>
<tr>
<td>Workforce</td>
<td></td>
<td>1352</td>
<td></td>
</tr>
</tbody>
</table>
Transit Recommendations

There is a significant proportion of the County population that is transit dependent and a small but viable commuter population in Mora County.

Transit Dependent Recommendations – There is a viable demand for medical trips and shopping 2-3 times a week to Las Vegas and there is a demand for public transportation to Taos and Santa Fe. Local ridership would not support a stand-alone bus route to Santa Fe and Taos. Public transportation could support public transportation two days a week to Las Vegas as a supportable stand-alone route.

If it is possible to link up with a bus from Penasco or Red River, it may be viable to have a commuter route to Angel Fire/Taos. But there is not the demand for a stand-alone route.

Commuter recommendations – The Transit Model estimates the potential for 32 commuter trips daily from Mora to Las Vegas, Angel Fire and Taos. An estimated 50% of the commuters travel to Las Vegas.

The New Mexico Department of Transportation offers commuter service vanpools. Mora County officials should explore this option for commuters to Las Vegas and potentially Angel Fire/Taos.
Appendix A: Survey Instrument
The Mora County Commission would like to understand your transportation needs. Please take a few minutes to fill out our brief survey.

Q1. What community do you live in (or are closest to)? __________________________

Q2. Please indicate your zip code of residence: Zip Code: ______________________

Q3. How many people live in your household? Num. of people: ________________

Q4. Please use the table below to indicate the current primary mode of transportation for the following travel purposes. Check the boxes that correspond with how you and members of your household, travel in the region (including Santa Fe, Espanola, Taos and Albuquerque, Las Vegas).

<table>
<thead>
<tr>
<th></th>
<th>Drive Myself</th>
<th>Ride with Family/Friends</th>
<th>Public Transp. (Bus/Train/Van)</th>
<th>Bicycle</th>
<th>Walk</th>
<th>Vanpool/Ride Share Services</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social/Recreational</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Business</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shopping/Errands</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Q5. Does a lack of transportation ever require you or members of your household to miss a trip to work, school, a medical appointment, or any other reason: (check all that apply)
- occasionally
- part of the time
- most of the time
- all of the time

Q6. Is there public transportation available in your community?
- Yes
- No
- Don’t know

Q7. Do you or members of your household currently use public transportation on a regular basis?
- Yes
- No - if No go to Q10

Q8. How often do you or members of your household use public transportation?
- 4 times per week or more
- 2-3 times per week
- Once a week
- 2-3 times per month
- Once a month
- Less than once a month

Q9. What time do you or members of your household generally use public transportation? (check all that apply)
- Morning Commute Hours (6-9)
- Mid-Morning/Afternoon (9-3)
- Evening Commute Hours (3-6)
- Night (6-10)
- Saturday
- Sunday
- Never-not available

Q10. Why don’t you or members of your household currently use public transportation? (check all that apply)
- No service is available near my home/work/school
- Don’t know if service is available
- I have limited mobility and it is hard for me to use public transportation
- Need my car
- It might not be safe/I don’t feel safe
- Trip is too long/takes too much time
- Have to transfer/too many transfers
- Have to wait too long for the bus
- Public transportation in area is unreliable
- The hours of operation are too limited
- Public transportation is expensive
- Other ______________________

Q11. Do you think there is a need for additional or improved public transportation services in Mora County?
- Yes
- No
- Don’t Know
Q12. Would you or members of your household use public transportation if:

- Yes
- No

Additional geographic areas/neighborhoods were served?  
- Yes
- No

There were more direct routes?  
- Yes
- No

The days and hours of service were expanded?  
- Yes
- No

There was more frequent service?  
- Yes
- No

Q13. If public transportation were available, what time do you think you or members of your household would use public transportation? (check all that apply)

- Morning Commute Hours (6-9)
- Mid-Morning/Afternoon (9-3)
- Evening Commute Hours (3-6)
- Night (6-10)
- Saturday
- Sunday
- Never-not available

Q14. Where would you like to see additional or improved public transit services in the area?

__________________________________________

__________________________________________

__________________________________________

Q15. Would you use public transportation in the area if it was available and/or service quality were improved?

- Yes
- No

Q16. Do you have a driver’s license?

- Yes
- No

Q17. What is your age?  
Age _______

Q18. Which of the following best describes your current employment status? (check all that apply)

- Employed, full-time
- Employed, part-time
- Retired
- Student, full-time
- Student, part-time
- Homemaker
- Unemployed
- Other ________________

Q19. Please check your approximate total annual household income.

- $14,999 or less
- $15,000-$29,999
- $30,000-$44,999
- $45,000-$59,999
- $60,000-$74,999
- $75,000-$99,999
- $100,000-$124,999
- $125,000-$149,999
- $150,000 or more

Q20. Does anyone in your household need special accommodations in order to travel in a vehicle such as:

- Wheelchair access
- Ability to carry on a mobile chair/scooter
- Walkers or other physical supports
- Other ________________

Q21. Please add any comments regarding the need for improved public transportation in Mora County.

__________________________________________

__________________________________________

__________________________________________

__________________________________________

Thank you for your input
Appendix B: Survey Statistics
What community do you live in (or are closest to)?

<table>
<thead>
<tr>
<th>Community</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mora</td>
<td>62</td>
<td>51.7%</td>
</tr>
<tr>
<td>Cleveland</td>
<td>14</td>
<td>11.7%</td>
</tr>
<tr>
<td>Buena Vista</td>
<td>7</td>
<td>5.8%</td>
</tr>
<tr>
<td>Guadalupita</td>
<td>7</td>
<td>5.8%</td>
</tr>
<tr>
<td>Holman</td>
<td>7</td>
<td>5.8%</td>
</tr>
<tr>
<td>Rainsville</td>
<td>7</td>
<td>5.8%</td>
</tr>
<tr>
<td>Chacon</td>
<td>4</td>
<td>3.3%</td>
</tr>
<tr>
<td>El Alto</td>
<td>2</td>
<td>1.7%</td>
</tr>
<tr>
<td>Golondrinas</td>
<td>2</td>
<td>1.7%</td>
</tr>
<tr>
<td>Ocate</td>
<td>2</td>
<td>1.7%</td>
</tr>
<tr>
<td>Gascon</td>
<td>1</td>
<td>0.8%</td>
</tr>
<tr>
<td>Las Vegas</td>
<td>1</td>
<td>0.8%</td>
</tr>
<tr>
<td>Ledoux</td>
<td>1</td>
<td>0.8%</td>
</tr>
<tr>
<td>Monte Aplanado</td>
<td>1</td>
<td>0.8%</td>
</tr>
<tr>
<td>Montezuma</td>
<td>1</td>
<td>0.8%</td>
</tr>
<tr>
<td>Ojo Feliz</td>
<td>1</td>
<td>0.8%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>120</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

How many people live in your household? (Number of people)

<table>
<thead>
<tr>
<th>Statistic</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum</td>
<td>1</td>
</tr>
<tr>
<td>Maximum</td>
<td>7</td>
</tr>
<tr>
<td>Mean</td>
<td>2.025</td>
</tr>
<tr>
<td>Total Responses</td>
<td>121</td>
</tr>
</tbody>
</table>
Please use the table below to indicate your current primary mode of transportation for the following travel purposes. Check the boxes that correspond with how you and members of your household travel in the region (including Santa Fe, Espanola, Taos, Las Vegas and Albuquerque).

<table>
<thead>
<tr>
<th>Task</th>
<th>Drive Myself</th>
<th>Ride with Family/Friends</th>
<th>Public Transportation (Bus/Train/Van Service)</th>
<th>Bicycle</th>
<th>Walk</th>
<th>Vanpool/Ride Share Services</th>
<th>Other</th>
<th>Mean</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work</td>
<td>63.1%</td>
<td>19.0%</td>
<td>0.0%</td>
<td>1.2%</td>
<td>1.2%</td>
<td>0.0%</td>
<td>15.5%</td>
<td>2.2</td>
</tr>
<tr>
<td>Medical</td>
<td>63.7%</td>
<td>34.5%</td>
<td>0.9%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.9%</td>
<td>1.4</td>
</tr>
<tr>
<td>Social/Recreational</td>
<td>66.0%</td>
<td>33.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>1.0%</td>
<td>1.4</td>
</tr>
<tr>
<td>School</td>
<td>50.7%</td>
<td>17.9%</td>
<td>1.5%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>1.5%</td>
<td>28.4%</td>
<td>3.0</td>
</tr>
<tr>
<td>Personal Business</td>
<td>66.7%</td>
<td>32.4%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>1.0%</td>
<td>1.4</td>
</tr>
<tr>
<td>Shopping/Errands</td>
<td>62.3%</td>
<td>36.8%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.9%</td>
<td>1.4</td>
</tr>
</tbody>
</table>

Does a lack of transportation ever require you to miss a trip to work, school, a medical appointment, or any other reason?

<table>
<thead>
<tr>
<th>Response</th>
<th>20%</th>
<th>40%</th>
<th>60%</th>
<th>80%</th>
<th>100%</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occasionally</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>59.6%</td>
</tr>
<tr>
<td>part of the time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14.9%</td>
</tr>
<tr>
<td>most of the time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12.8%</td>
</tr>
<tr>
<td>all of the time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12.8%</td>
</tr>
</tbody>
</table>

Is there public transportation available in your community?

<table>
<thead>
<tr>
<th>Response</th>
<th>20%</th>
<th>40%</th>
<th>60%</th>
<th>80%</th>
<th>100%</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2.5%</td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>89.1%</td>
</tr>
<tr>
<td>Don't know</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8.4%</td>
</tr>
</tbody>
</table>

Mean - 2.1
Do you or members of your household currently use public transportation on a regular basis?

<table>
<thead>
<tr>
<th>Response</th>
<th>20%</th>
<th>40%</th>
<th>60%</th>
<th>80%</th>
<th>100%</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.8%</td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>98.2%</td>
</tr>
</tbody>
</table>

How often do you or members of your household use public transportation?

<table>
<thead>
<tr>
<th>Response</th>
<th>20%</th>
<th>40%</th>
<th>60%</th>
<th>80%</th>
<th>100%</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 times per week or more</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.0%</td>
</tr>
<tr>
<td>2-3 times per week</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.0%</td>
</tr>
<tr>
<td>Once a week</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3.4%</td>
</tr>
<tr>
<td>2-3 times per month</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10.3%</td>
</tr>
<tr>
<td>Once a month</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10.3%</td>
</tr>
<tr>
<td>Less than once a month</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>75.9%</td>
</tr>
</tbody>
</table>

What time do you or members of your household generally use public transportation? (check all that apply)

<table>
<thead>
<tr>
<th>Response</th>
<th>20%</th>
<th>40%</th>
<th>60%</th>
<th>80%</th>
<th>100%</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning Commute Hours (6-9)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50.0%</td>
</tr>
<tr>
<td>Mid-Morning/Afternoon (9-3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50.0%</td>
</tr>
<tr>
<td>Evening Commute Hours (3-6)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12.5%</td>
</tr>
<tr>
<td>Night (6-10)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.0%</td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12.5%</td>
</tr>
<tr>
<td>Sunday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12.5%</td>
</tr>
</tbody>
</table>
Why don’t you or members of your household currently use public transportation?

<table>
<thead>
<tr>
<th>Response</th>
<th>20%</th>
<th>40%</th>
<th>60%</th>
<th>80%</th>
<th>100%</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>No service is available near my home/work/school</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>79.1%</td>
</tr>
<tr>
<td>Don’t know if service is available and/or location of stops</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10.0%</td>
</tr>
<tr>
<td>I have limited mobility and it is hard for me to use public transportation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.9%</td>
</tr>
<tr>
<td>Need my car</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8.2%</td>
</tr>
<tr>
<td>It might not be safe/I don’t feel safe</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.0%</td>
</tr>
<tr>
<td>Trip is too long/takes too much time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.8%</td>
</tr>
<tr>
<td>Have to transfer/too many transfers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.9%</td>
</tr>
<tr>
<td>Have to wait too long for the bus</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.9%</td>
</tr>
<tr>
<td>Public transportation in area is unreliable/late</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4.5%</td>
</tr>
<tr>
<td>The hours of operation are too limited</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.9%</td>
</tr>
<tr>
<td>Public transportation in the area is expensive</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.0%</td>
</tr>
<tr>
<td>Public transportation is too expensive</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.8%</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10.9%</td>
</tr>
</tbody>
</table>
Why don’t you or members of your household currently use public transportation? (other responses)

<table>
<thead>
<tr>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park and ride to Auto Santa Fe, Rail Runner Amtrak</td>
</tr>
<tr>
<td>There is none</td>
</tr>
<tr>
<td>Need public transportation</td>
</tr>
<tr>
<td>Need Public Transportation</td>
</tr>
<tr>
<td>Own vehicle</td>
</tr>
<tr>
<td>Not available</td>
</tr>
<tr>
<td>Not available</td>
</tr>
<tr>
<td>No need</td>
</tr>
</tbody>
</table>

Do you think there is a need for additional or improved public transportation services in Mora County?

<table>
<thead>
<tr>
<th>Response</th>
<th>20%</th>
<th>40%</th>
<th>60%</th>
<th>80%</th>
<th>100%</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>92.2%</td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2.6%</td>
</tr>
<tr>
<td>Don’t Know</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5.2%</td>
</tr>
</tbody>
</table>
Would you or members of your household use public transportation if:

<table>
<thead>
<tr>
<th>Additional geographic areas/neighborhoods were served?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>85.5%</td>
<td>14.5%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>There were more direct routes?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>84.3%</td>
<td>15.7%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The days and hours of service were expanded?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>83.1%</td>
<td>16.9%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>There was more frequent service?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>84.9%</td>
<td>15.1%</td>
</tr>
</tbody>
</table>

If public transportation were available, what time do you think you or members of your household would use public transportation?

<table>
<thead>
<tr>
<th>Response</th>
<th>20%</th>
<th>40%</th>
<th>60%</th>
<th>80%</th>
<th>100%</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning Commute Hours (6-9)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>60.6%</td>
</tr>
<tr>
<td>Mid-Morning/Afternoon (9-3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>76.6%</td>
</tr>
<tr>
<td>Evening Commute Hours (3-6)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>34.0%</td>
</tr>
<tr>
<td>Night (6-10)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11.7%</td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>18.1%</td>
</tr>
<tr>
<td>Sunday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12.8%</td>
</tr>
</tbody>
</table>
Where would you like to see additional or improved public transit services in the area?

<table>
<thead>
<tr>
<th>Community</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mora</td>
<td>31.8%</td>
</tr>
<tr>
<td>Mora County</td>
<td>23.5%</td>
</tr>
<tr>
<td>Las Vegas</td>
<td>9.4%</td>
</tr>
<tr>
<td>Guadalupita</td>
<td>5.9%</td>
</tr>
<tr>
<td>Homan</td>
<td>4.7%</td>
</tr>
<tr>
<td>Chacon</td>
<td>4.7%</td>
</tr>
<tr>
<td>Buena Vista</td>
<td>4.7%</td>
</tr>
<tr>
<td>Cleveland</td>
<td>4.7%</td>
</tr>
<tr>
<td>Ledoux</td>
<td>2.4%</td>
</tr>
<tr>
<td>Taos</td>
<td>1.2%</td>
</tr>
<tr>
<td>Santa Fe</td>
<td>1.2%</td>
</tr>
<tr>
<td>Albuquerque</td>
<td>1.2%</td>
</tr>
<tr>
<td>Gascon</td>
<td>1.2%</td>
</tr>
<tr>
<td>El Alto</td>
<td>1.2%</td>
</tr>
<tr>
<td>Rainesville</td>
<td>1.2%</td>
</tr>
<tr>
<td>Ocate</td>
<td>1.2%</td>
</tr>
<tr>
<td></td>
<td>100.0%</td>
</tr>
</tbody>
</table>

Would you use public transportation in the area if it was available and/or service quality were improved?

<table>
<thead>
<tr>
<th>Response</th>
<th>20%</th>
<th>40%</th>
<th>60%</th>
<th>80%</th>
<th>100%</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>88.6%</td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11.4%</td>
</tr>
</tbody>
</table>

Do you have a driver’s license?

<table>
<thead>
<tr>
<th>Response</th>
<th>20%</th>
<th>40%</th>
<th>60%</th>
<th>80%</th>
<th>100%</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>87.2%</td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12.8%</td>
</tr>
</tbody>
</table>

What is your age?

<table>
<thead>
<tr>
<th>Statistic</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum</td>
<td>27</td>
</tr>
<tr>
<td>Maximum</td>
<td>93</td>
</tr>
<tr>
<td>Mean</td>
<td>66</td>
</tr>
</tbody>
</table>
Which of the following best describes your current employment status?

<table>
<thead>
<tr>
<th>Response</th>
<th>20%</th>
<th>40%</th>
<th>60%</th>
<th>80%</th>
<th>100%</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employed, full-time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>19.5%</td>
</tr>
<tr>
<td>Employed, part-time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7.6%</td>
</tr>
<tr>
<td>Retired</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>46.6%</td>
</tr>
<tr>
<td>Student, full-time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.0%</td>
</tr>
<tr>
<td>Student, part-time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.0%</td>
</tr>
<tr>
<td>Homemaker</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6.8%</td>
</tr>
<tr>
<td>Unemployed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5.1%</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>18.6%</td>
</tr>
</tbody>
</table>

Please check your approximate total annual household income from all sources?

<table>
<thead>
<tr>
<th>Response</th>
<th>20%</th>
<th>40%</th>
<th>60%</th>
<th>80%</th>
<th>100%</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>$14,999 or less</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>49.1%</td>
</tr>
<tr>
<td>$15,000-$29,999</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>21.7%</td>
</tr>
<tr>
<td>$30,000-$44,999</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10.4%</td>
</tr>
<tr>
<td>$45,000-$59,999</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7.5%</td>
</tr>
<tr>
<td>$60,000-$74,999</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3.8%</td>
</tr>
<tr>
<td>$75,000-$99,999</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2.8%</td>
</tr>
<tr>
<td>$100,000-$124,999</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.9%</td>
</tr>
<tr>
<td>$125,000-$149,999</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.9%</td>
</tr>
<tr>
<td>$150,000 or more</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.9%</td>
</tr>
</tbody>
</table>

Median Income - $15,652

Does anyone in your household need special accommodations in order to travel in a vehicle such as:
Please add any comments regarding the need for improved public transportation in Mora County.

<table>
<thead>
<tr>
<th>Response</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wheelchair access</td>
<td>9.1%</td>
</tr>
<tr>
<td>Ability to carry on a mobile chair or scooter</td>
<td>5.0%</td>
</tr>
<tr>
<td>Walkers or other physical supports</td>
<td>18.2%</td>
</tr>
<tr>
<td>Other</td>
<td>24.0%</td>
</tr>
<tr>
<td>No need for special accommodations</td>
<td>43.8%</td>
</tr>
</tbody>
</table>

Please add any comments regarding the need for improved public transportation in Mora County.

Response

Would like times to allow connections with Park and Ride to Santa Fe from Highlands

Many elderly community members could benefit personally and medically i.e. Dr. Appts. with a public transportation in the Mora Area.

Our Rural area needs this, ESPECIALLY since we don't have a grocery store

Many of the younger Generation could possibly attend - LUTI - NMHU and work in Las Vegas - if transportation + many others was available. I was able to attend LUTI years ago because transportation was available.

Older people need this really bad.

I don't need this service currently, but I might in the future. There are many people in Mora who would like to have this service.

There is no grocery store in our area and many residents need rides to the store.

The older and homebound.

Would be very helpful esp for the elderly

It is impossible for people to commute without public transportation

There's none now

We hope to expedite this ASAP

I'm a home health nurse & have several patients that need this service

It will be a nice service to have

Needed badly in Mora County

We need public transit in Mora county for senior citizens.
Title: Discussion and Direction to Staff regarding the proposal by Mora County for North Central Regional Transit District to perform contracted public transit to serve Mora County

Prepared By: Michael Valverde, Transit Planner

Summary: NCRTD Staff has been in talks with representatives from Mora County for the past year regarding public transit service to the community. As a result of these discussions and Mora County’s interest in public transit in its area, a fifteen-month pilot route was suggested. The pilot service would be operated two days a week twice a day as requested by Mora County.

As Mora County is located outside of NCRTD’s Four-County service area, if NCRTD were to perform this service it would have to be through a formal contract with the County (and should not detract from current NCRTD services).

In the event that NCRTD Board authorizes Staff to contract with Mora County and to operate this service for a fifteen-month pilot, NCRTD is prepared to utilize one vehicle of its existing fleet (this is similar to what the NCRTD offered as part of the Angel Fire pilot service program). If the pilot is deemed successful and operates beyond September 30, 2021, Mora County would be fiscally responsible for acquiring an ADA-compliant bus to perform the service beyond the initial fifteen-month pilot. Furthermore, funding for the pilot program needs to be addressed.

Background: Mora County is a community of 4,500, located to the east of Rio Arriba, Taos, and Santa Fe Counties with no public transit option within the community or connecting the community to outside destinations. This lack of public transportation limits how residents who do not have access to an automobile can obtain access to goods and services in more developed areas. The lack of public transit also may prevent some visitors from reaching Mora County. The service will enable transit-dependent individuals to go to the hospital, perform business and shop for supplies outside of Mora County.

The contracted service will also benefit the economy of Mora County. Greater access to Mora County could spark increased tourism therefore increasing the amount spent at businesses in Mora County. Additional regional economic benefit could result from the improved access to goods and services for Mora County and nearby residents as they are able to benefit from the greater North Central marketplace.

Recommended Action: Provide direction to the staff on a potential Mora County contract service with NCRTD including allowing staff to work on the specifics of planning service, formalizing a contract between NCRTD and Mora County, and operational preparation as necessary.
**Options/Alternatives:** An alternative would be to direct the staff to study the issue and come back with more detailed or alternative proposals for service.

**Fiscal Impact:** The NCRTD would bear the costs of a bus for the first fifteen months of operation. Mora County would have to cover the non-capital costs of operations during this pilot period and would eventually need to acquire a bus if the service is continued. The anticipated cost of service is for the fifteen-month pilot is $60,500. The NCRTD and Mora County would also approach NMDOT Transit and Rail regarding the prospect of seeking 5311 operational funding for the Federal Fiscal Year 2021. This is a similar approach that was utilized to fund the Angel Fire transit service.

**Attachments:** NA
Title: Discussion and Consideration of Resolution No. 2019-42 A Resolution Implementing Provisions of the Open Meeting Act for 2020

Prepared By: Anthony J. Mortillaro, Executive Director and Peter Dwyer, Legal Counsel

Summary: This is a resolution to adopt the annual policy for regular Board meetings for 2020. Included in the resolution are stipulations for time, location, dates, subject matter, and requirements for notices for all regular Board meetings as well as for “special” or “emergency” Board meetings. These requirements are according to the provisions of New Mexico’s “Open Meetings Act.” Although not required by the Open Meetings Act, this Resolution also complies with requirements of the Americans with Disabilities Act. No changes have been made in the Open Meetings Act since 2013. The attached Resolution is substantively the same as the prior year's resolution along with there not being a meeting in July.

Resolution 2019-42 specifically states the provisions for public notices in order to accommodate the public’s attendance at NCRTD Board meetings or at any meeting of a quorum by the Board.

Please note that all regular scheduled meetings of the Board are on the first Friday of each month, unless noted otherwise.

Background: NMSA 1978, Section 10-15-1 (D) requires "The affected body shall determine at least annually in a public meeting what notice for a public meeting is reasonable …" Although the technical requirement is only that the body consider the notice provisions it is a common practice to adopt whole new resolutions each year.

Recommended Action: It is recommended that the Board adopt Resolution 2019-42

Options/Alternatives: N/A

Fiscal Impact: None

Attachment: Resolution No. 2019-42
North Central Regional Transit District (NCRTD)

Resolution No. 2019-42

A RESOLUTION IMPLEMENTING PROVISIONS OF THE OPEN MEETINGS ACT FOR 2020

WHEREAS, NMSA 1978, § 10-15-1 (B), Provides that "All meetings of a quorum of members of any board, commission, administrative adjudicatory body or other policymaking body of any state agency or any agency or authority of any county, municipality, district or political subdivision, held for the purpose of formulating public policy, including the development of personnel policy, rules, regulations or ordinances, discussing public business or taking any action within the authority of or the delegated authority of any board, commission or other policymaking body are declared to be public meetings open to the public at all times, except as otherwise provided in the constitution of New Mexico or the Open Meetings Act. No public meeting once convened that is otherwise required to be open pursuant to the Open Meetings Act shall be closed or dissolved into small groups or committees for the purpose of permitting the closing of the meeting."; and,

WHEREAS, NMSA 1978, § 10-15-3 (A), provides that "No resolution, rule, regulation, ordinance or action of any board, commission, committee or other policy-making body shall be valid unless taken or made at a meeting held in accordance with the requirements of Section 10-15-1 NMSA 1978"; and,

WHEREAS, NMSA 1978, §10-15-4 Provides that " Any person violating any of the provisions of Section 10-15-1 or 10-15-2 NMSA 1978 is guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than five hundred dollars ($500) for each offense."

NOW, THEREFORE, BE IT RESOLVED by the Board of the NCRTD, that the following standards are adopted to ensure transparent government and full compliance with the Open Meetings Act.

1. NOTICE PERIOD. Notice shall be given at least 72 hours in advance of any regular or special meeting of a quorum of the members of the Board and any committee, or other policy-making body at which the body will formulate public policy, discuss public business or take formal action on behalf of the District. This notice provision shall apply to any change to the established dates of regularly scheduled meetings contained in this Resolution and the scheduling of any special meetings.
2. **REGULARLY SCHEDULED MEETINGS.** Normally, the regularly scheduled meetings of the Board will be held on the first Friday of each month. Meetings will begin at 9:00 am. The location of Board meetings will be at the Jim West Transit Center, 1327 North Riverside Drive, Española, New Mexico. The following are the dates of the regular meetings for the Calendar year 2020:

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>10th</td>
</tr>
<tr>
<td>April</td>
<td>3rd</td>
</tr>
<tr>
<td>July</td>
<td>– no meeting</td>
</tr>
<tr>
<td>October</td>
<td>2nd</td>
</tr>
<tr>
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3. **MEETING RULES.** All meetings of the NCRTD Board and subcommittees of the NCRTD Board shall be conducted pursuant to the procedural rules as adopted and from time to time amended by the NCRTD Board.

4. **POSTING.** The notice requirements of this Resolution are complied with if the notice provides the date, time, place of any regular or special meeting in a place and manner accessible to the public by posting the notice on the "notice board" located at the NCRTD Administration Offices or by posting the notice online on the District’s website.

5. **AGENDAS.** Agendas shall contain a list of specific items of business to be discussed or transacted at the meeting. The District may either publish notice along with a copy of the agenda or provide information on how the public may obtain a copy of the agenda. The agenda may serve as notice of the meeting if it contains all required information. At least seventy-two hours prior to the meeting, the agenda shall be available to the public and posted on the public body's web site. The Board shall only take action on items listed on the agenda unless the action is on an emergency matter as described in this Resolution.

6. **NOTICE TO MEDIA.** Notice shall be provided to all FCC licensed broadcast stations and newspapers of general circulation that have provided a written request for notice of meetings.

7. **ADA.** In addition to the information specified above, all notices shall include the following language:

   "If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language, interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at (505) 629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats."

8. **MINIMUM STANDARDS.** Notwithstanding any other provisions of this Resolution, the NCRTD Board may establish such additional notice requirements as may be deemed proper and advisable to comply with the provisions of the Open Meetings Act.

9. **CLOSING MEETINGS.** A meeting or portion thereof may be closed in accordance with provisions contained in NMSA 1978, § 10-15-1 (H) of the Open Meetings Act. The
authority for the closure and the subject to be discussed shall be stated with reasonable specificity in the motion calling for the vote on a closed meeting; the vote shall be taken in an open meeting; and the vote of each individual member shall be recorded in the minutes. Only those subjects announced or voted upon prior to closure by the policymaking body may be discussed in a closed meeting.

11. **EMERGENCY MATTERS.** Notwithstanding any other provision of this Resolution, the Board may address emergency matters at any time with or without notice and regardless of whether the item is on an agenda. Emergency matters are defined as “unforeseen circumstances that, if not addressed immediately by the public body, will likely result in injury or damage to persons or property or substantial financial loss to the public body.” Within ten days of taking action on an emergency matter, the District shall report to the Attorney General's Office the action taken and the circumstances creating the emergency; provided that the requirement to report to the Attorney General is waived upon the declaration of a state or national emergency.

12. **TELEPHONIC PARTICIPATION.** Because the District encompasses a large geographical area, whenever it is difficult or impossible for a Board member to participate in a meeting in person the member may participate by means of a conference telephone or other similar communications equipment provided: a.) each member participating by conference telephone must be identifiable when speaking; b.) all participants must be able to hear each other at the same time; and c.) members of the public attending the meeting must be able to hear any member of the public body who speaks during the meeting.

13. **MINUTES.** The Board shall keep written minutes of all its meetings. The minutes shall include at a minimum the date, time and place of the meeting, the names of members in attendance and those absent, the substance of the proposals considered and a record of any decisions and votes taken that show how each member voted. All minutes are open to public inspection. Draft minutes shall be prepared within ten working days after the meeting and shall be approved, amended or disapproved at the next meeting where a quorum is present. Minutes shall not become official until approved by the policymaking body.

PASSED, APPROVED AND ADOPTED BY THE NORTH CENTRAL REGIONAL TRANSIT BOARD ON THIS 13th DAY OF DECEMBER 2019.

Dennis Tim Salazar, Vice Chair

Approved as to form:

Peter Dwyer, Counsel
Title: Discussion and Consideration of Resolution No. 2019-43 establishing the NCRTD’s 2020 Legislative Agenda

Prepared By: Anthony J. Mortillaro, Executive Director

Summary: This resolution establishes a “Legislative Agenda” which is used as a guide for the Districts intergovernmental efforts. The Legislative Agenda serves as guidance from the Board of Directors to staff and our legislative support contractor in order to deal 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. During the Tribal Subcommittee’s November 7, 2019 meeting a discussion of the prior years legislative agenda occurred in order to ascertain any changes that should be considered for the 2020 legislative year.

Background: This is the 8th annual resolution related to this topic that the NCRTD has adopted. Various sources are used when determining the District’s priorities such as:

- Regional, State and National Organizations’ identified priorities;
- Staff recommended and identified issues;
- Review of state and federal budgets
- Reference to the District's Long-Range Strategic Plan.

The 2020 State Legislative Session commences on January 21, 2020 and ends on February 20, 2020 at noon. This is the 30-day session. February 5, 2020 is the deadline for introduction of bills. By March 11, 2020 any passed legislation not acted upon by the governor is pocket vetoed.

Recommended Action: It is recommended that the Board adopt Resolution 2019-43.

Options/Alternatives: The Board may consider the following options/alternatives:

1. Take no action; or
2. Adoption of the recommendation; or
3. Provide further direction in relation to the legislative priorities and then act to adopt the resolution.

Fiscal Impact: The fiscal impacts vary depending on the specifics of the legislation. However, our efforts focus on decisions that are revenue neutral or enhancements for the District.

Attachments:
Resolution No. 2019-43 Legislative Agenda – State and Federal
North Central Regional Transit District (NCRTD)

Resolution No. 2019-43

A RESOLUTION ADOPTING THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT'S ANNUAL STATE AND FEDERAL LEGISLATIVE AGENDA

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Section 73-25-1 et seq.); and

WHEREAS, the NCRTD is a sub-division of the State of New Mexico; and

WHEREAS, the NCRTD was approved and certified by the New Mexico Department of Transportation on the 14th day of September 2004; and

WHEREAS, the NCRTD Board of Directors and Staff is concerned with legislative matters at the state and federal level which could have an impact on the operations of the District; and

WHEREAS, the NCRTD seeks to advocate on its behalf to protect the District's interests at the state and federal level; and

WHEREAS, the staff and its legislative support contractor require guidance in dealing with various state and federal officials in order to establish those priority items for federal and state legislative review and enactment including but not limited to actions of the New Mexico State Legislature during its next session.

NOW, THEREFORE, BE IT RESOLVED by the NCRTD Board of Directors that the District's, State and Federal Legislative Priorities are as follows:

GENERAL LEGISLATIVE POLICY

Statement of Preservation

As a general policy, the North Central Regional Transit District (District) seeks to preserve its current authority to govern the affairs of the District and its property. The District will oppose any legislation viewed as detrimental to the District’s strategic goals and existing statutory purpose; that is contrary to the health, safety, and welfare of its constituents, that mandates increased costs or loss of revenues; or that would diminish the fundamental authority of the District.
Statement of Support

Similarly, the District supports any legislation viewed as advancing the District’s strategic goals and existing statutory purpose; that improves the health, safety, and welfare of its constituents; that responsibly increases revenues; or that advances the District’s authority to conduct the public’s business.

Coalitions-based Advocacy with Parties that Share Common Goals and Interests

The District will engage and foster strategic partnerships with cities, counties, political subdivisions, non-profits, regional and metropolitan planning organizations and private sector entities that share common goals with the District. Additionally, the District will work in coordination with regional and national organizations such as the New Mexico Transit Association, South West Transit Association, American Public Transportation Association, New Mexico Municipal League and New Mexico Association of Counties when their adopted positions are in line with the legislative objectives, goals and priorities of the District. The involvement in strategic partnerships and coordinated efforts is intended to provide the District with a stronger presence in the legislative process.

**LEGISLATIVE PRIORITIES 2020**

**STATE**

- Support capital appropriations for design and construction of the Taos Operations and Maintenance Facility.
- Support capital appropriations to replace and upgrade existing radios and radio infrastructure.
- Support capital appropriations to replace transit vehicles.
- Support capital appropriations to fund Americans with Disabilities Act (ADA) transition plan improvements.
- Support capital appropriations to fund the acquisition, design and construction of a Santa Fe satellite facility.
- Support capital appropriations to fund the NCRTD’s Long Range Strategic and Capital Improvement Plan.
- Support a reliable and adequate source of financing for NCRTD.
- Support continued relationships and collaboration with county, municipal and tribal governments to solve transportation needs of New Mexican citizens.
- Support legislation that enhances NCRTD in its ability to serve its constituents.
- Support legislation that establishes State funding to support Transit Capital and Operational needs.
- Oppose any changes to gross receipts structure for the funding of the North Central Regional Transit District.
- Oppose unfriendly amendments to the Regional Transit District Statue (Article 25 Regional Transit District).
- Oppose any decrease in gross receipts used to fund services provided by NCRTD.
- Monitor state implementation of Fixing America’s Surface Transportation (FAST) Act and support efforts to ensure that the NCRTD receives a fair share of federal transportation funding.
- Monitor state budget and transportation funding opportunities.
- Monitor or oppose legislation deemed to directly affect the NCRTD and/or its ability to serve its constituents.
• Monitor and support legislation that enhances the participation of New Mexicans in the 2020 Census.

**FEDERAL**

• Monitor and support surface transportation authorization funding Fixing America’s Surface Transportation (FAST) Act.
• Support level or increased Transportation appropriations.
• Support legislation that identifies long-term funding for transportation.
• Support efforts to protect transportation funding from federal legislative initiatives or budget proposals.
• Support legislative policies that promote national Transit Safety and Security.
• Support reasonable legislative policies and programs that incorporate public transit as a solution to achieve environmental sustainability.
• Work with the American Public Transportation Association and other state and national associations to oppose efforts that would reduce funding for transit or that would make significant policy shifts that would be unfavorable to the NCRTD.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 13th DAY OF DECEMBER 2020.

__________________________________
Dennis Tim Salazar, Vice Chair

Approved as to form:

__________________________________
Peter Dwyer, Counsel
Title: Discussion and Consideration of Resolution No. 2019-44 Amendment to Charter Policy

Prepared By: Delilah D. Garcia, Transit Operations Director

Summary: The proposed resolution revises the Charter Service Policy that was approved on January 13, 2017. Changes to the policy revision include minor formatting, identifying the service area in which service will be provided to include Los Alamos, Santa Fe, Rio Arriba and Taos Counties, timeframe for service requests and an update to the Federal Transit Administration website.

In addition, the policy clarifies the provision of the one annual service that is available for each member entity, including the timeframe for service requests, method of request and the service area in which the service can be provided.

Background: On June 5, 2015 and January 13, 2017, the NCRTD Board of Directors approved Resolution 2015-20 and 2017-03, adopting a Revised Charter Service Policy that adopted additional provisions which would allow the NCRTD to provide up to 160 hours of services to member entities as well as the ability to provide charter services to third parties under the Federal Transit Administration Charter Rule exemptions.

Recommended Action/Proposed Motion: It is recommended that the Board adopt Resolution No.2019-44 adopting the Charter Service Policy.

Options/Alternatives:
1. Take no action; or
2. Adopt the recommendation, (recommended); or
3. Amend, modify or reject the recommendation and provide direction to staff.

Fiscal Impact:
Estimated at no more than $16,000.00 per year.

Attachment(s):
- Resolution No. 2019-44
- Charter Policy
- Charter Service Application
North Central Regional Transit District (NCRTD)

Resolution No. 2019-44

ADOPTING A REVISED CHARTER SERVICE POLICY AND RESCINDING RESOLUTION 2017-03 DIRECTING THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT (NCRTD) TO PROVIDE CHARTER SERVICE IN THE BOUNDARIES OF THE NCRTD WITHIN COMPLIANCE OF THE FEDERAL TRANSIT ADMINISTRATION, DOT 49 CFR PART 604.5

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's charter policy provides for charter service for government officials, for qualified human service organizations (QHSO), for Member entities and third parties when no registered charter provider responds to notice; and

WHEREAS, Member entities may be eligible for one (1) limited charter service per year at no charge for services; and


Dennis Tim Salazar, Vice Chair

Approved as to form:

Peter Dwyer, Counsel
NORTH CENTRAL REGIONAL TRANSIT DISTRICT
CHARTER POLICY

PREAMBLE:

The North Central Regional Transit District (“NCRTD”) is a recipient of federal funds and, as such, has limited authority to provide charter bus services.

Charter service is defined under federal regulations as “Transportation provided by a recipient at the request of a third party for the exclusive use of a bus or van for a negotiated price.” 49 CFR 604.2 The term “Charter Service”, as used in this policy, shall mean the preceding definition as further delimited under this policy.

The Federal Transit Administration (FTA) generally prohibits grantees and subgrantees from providing charter service if a registered private charter operator expresses interest in providing the service. However, the rules regulating NCRTD provision of Charter Service do have exceptions and this policy sets forth the terms and conditions under which the NCRTD may provide Charter Services. All Charter Services by the NCRTD are provided only at the NCRTD’s sole and exclusive option and nothing herein is intended to mandate or require the provision of Charter Services by the NCRTD. In accordance with federal regulations, 49 CFR Parts 604.5 - 604.12, and 604.14 the NCRTD may provide charter service pursuant to federal regulations:

a. for government agencies and officials, (49 CFR 604.6) conditioned as follows (1) is restricted to geographic service area, (2) must not generate revenue except as required by law, and (3) is limited to 80 hours annually, but may petition the Federal Transit Administration for additional charter hours; or

b. for specifically qualified human service organizations. (QHSO) (49 CFR 604.7); or

c. 49 CFR – 604.8 regarding the leasing of FTA funded equipment and drivers.

d. e. when the service is requested by an Individual or Organization and no registered charter provider responds to the notice. (49 CFR -604.9) Charter Services shall not interfere with existing NCRTD Services.

e. 49 CFR - 604.11 regarding petitions to the FTA Administrator.
It is the general policy of the NCRTD to prioritize the consistent delivery of established NCRTD services set forth in the NCRTD’s service plan. Charter Services are supplemental services and shall not preclude or interfere with the general NCRTD services set forth in the service plan. The NCRTD generally will consider applications for Charter Services during off-peak hours of operation (weekdays 9:00 a.m. to 3:00 p.m. and 6:00 p.m. to 12:00 a.m., or Saturdays, or Sundays). Applicants may seek Charter Services at any time but should consider minimizing the impact on existing NCRTD services at the time of application.

Charter Services will only be considered for service within the Counties of Los Alamos, Rio Arriba, Santa Fe and Taos. All requests for service outside of these counties will not be considered or accommodated.

I. Applications for Charter Service

In order to allow the NCRTD sufficient time to plan for, staff and schedule Charter Services, any individual or organization wishing to obtain Charter Services from NCRTD must submit a completed NCRTD Charter Services Application request for service in writing to the NCRTD at least sixty (60) days before the service request, first.

Interested applicants will need to submit a request for service from the registered charter providers within the geographical area in which the service is to be provided.

A list of registered charter providers can be found on the FTA Charter website:


Requests shall include the following information:
- Name of Individual or Organization, phone number and email address;
- Date(s) of Service;
- Hours of Service;
- Approximate number of Passengers;
- Types of vehicles requested;
- Itinerary, Agenda or Schedule of Events

In the event that the requesting individual or organization does not receive a response (within 72 hours for service to be rendered in the next thirty (30) days or within fourteen (14) days for services to be rendered more than thirty days from
the date of request) from a registered charter provider, the requesting individual or organization may then apply for NCRTD Charter Services by completing and application on a form prescribed by the NCRTD.

The individual or organization requesting Charter Services must include the following information in the application:

- Name of Individual or Organization;
- Phone Number and Email address;
- Date(s) of Service;
- Hours of Service;
- Approximate number of Passengers;
- Types of vehicles requested;
- Itinerary, Agenda or Schedule of Events;
- Any fees or charges that may be assessed or collected for transit or transit related services whether by or for the NCRTD, or the applicant, or any third party;
- A dated copy of the prior request issued pursuant to 49 CFR 604.9 and 604.14 to existing registered charter providers or an explanation why notice has not been sent or is not required.

The Executive Director will designate an NCRTD staff person to handle inquiries for charter services. The NCRTD staff person will provide all applicants with forms, policies and information necessary to make application for Charter Services.

Applicants that are government agencies or non-profit organization may be required to provide certification of tax-exempt status.

Upon receipt of application and required documentation, NCRTD will submit via email a copy of all requests to the New Mexico Department of Transportation (NMDOT). The NCRTD shall not enter into a Charter Services Agreement with the applicant for a minimum of 72 hours following submission of the application to NMDOT in order to provide NMDOT an opportunity to review and comment on the application prior to NCRTD approval of the Charter Services Agreement.

Although applicants may be eligible for Charter Services, all Charter Services are discretionary and the NCRTD is only obligated to provide Charter Services pursuant to Charter Services Agreements.

II. Liability

All parties chartering NCRTD vehicles will be required to provide the NCRTD
with insurance coverage, indemnification and other financial assurances as may be reasonably required by the NCRTD to ensure that it does not incur increased costs or liabilities from the operation of the charter service.

III. Seating Capacity

The seating capacity of NCRTD vehicles range from 12 to 44 passenger seats. The NCRTD complies with the Americans with Disabilities Act (ADA), and is able to provide wheelchair lift equipped vehicles. NCRTD vehicles can accommodate and secure one or two wheelchairs per vehicle but each wheelchair space reduces the vehicle seating capacity by 4 seats. Applicants should consider seating capacity needs at the time of application and inform the NCRTD in advance of any known seating capacity issues or ADA related needs.

IV. Charges for Charter Services

It is the intent of the NCRTD to minimize costs to NCRTD member entities of service. The NCRTD may charge more comprehensive costs to non-member entities seeking Charter Services. The hourly rates charged for Charter Services are established under this policy but shall be subject to change by the Executive Director so long as charges and rates are uniformly charged to non-member entities within any given fiscal year.

Any additional charges incurred as direct expenses by the NCRTD including but not limited to tolls, parking fees, entrance fees, or other expenses shall be added to the hourly rate charge and reimbursed to the NCRTD by the applicant upon delivery of the Charter Services.

NCRTD Member entities may apply for one (1) limited service within the Counties of Los Alamos, Rio Arriba, Santa Fe and Taos per fiscal year (July-June) at no charge to the NCRTD Member entity, on a first come first serve basis.

NCRTD Member entities must submit a formal request in writing on letterhead to the Executive Director thirty (30) days in advance of the requested service.

Requests for services shall include the following:
- Date(s) of Service
- Hours of Service
- Approximate number of Passengers
- Itinerary, Agenda or Schedule of Events
- An affirmative statement that the Member Entity is sponsoring the event.
The NCRTD will budget for a maximum of 112[160] member services hours for NCRTD member entities. All member services are limited by and to the amount budgeted by the NCRTD for the services, and provided in compliance with the Charter Service exceptions provision 49 - CFR 604.6.

V. Charter Services Agreements

Applicants receiving approval for Charter Services shall be required to enter into a Charter Service Agreement with the NCRTD. The NCRTD will provide an initial cost estimate at the time of entering into the Charter Services Agreement. Incidental costs (as described above) may be added after the service has been provided. Each Charter Service Agreement shall require a deposit of $300 when the Charter Service Agreement is signed. If need be, at the conclusion of the service, the chartering party will be invoiced for any outstanding costs above and beyond the initial cost estimate.

VI. Cancellations

If the applicant wishes to cancel the Charter Service, the NCRTD will require a minimum of 48-hour notice in order to reduce costs and impacts on other NCRTD operations. Failure to do so will result in the NCRTD charging the full cost of the scheduled Charter Service.

In the event of inclement weather, the NCRTD, in its sole discretion, may waive or modify this notice requirement or cancel the service where it deems the weather to pose unacceptable safety risks.

Nothing herein shall be deemed to modify or waive specific requirements and obligations of the chartering party under a signed Charter Services Agreement and the NCRTD may hold a chartering party responsible for any costs it incurs due to delay in providing notice or cancellation of services.

VII. Service Standards

Charter Services shall be delivered by the NCRTD pursuant to its current prevailing service standards. Applicants should inquire about any specific or special requirements for their Charter Services and any exceptions to general NCRTD service standards shall be set forth in the Charter Services Agreement.

In general, the NCRTD:

A. Endeavors to maintain the time of arrival at points of destination but does not guarantee to arrive at or depart from any point at a specific time.

B. May incur delays caused by accidents, breakdowns, road
conditions, storms and other circumstances beyond its control.
C. Assigns qualified operators that have been instructed to drive at a speed within limits prescribed by law, and compatible with safe operations.
D. Does not accept responsibility for personal property when left on the vehicle by passengers when disembarking or alighting.

VIII. Equipment and Vehicles

Wherever possible, requests for specific vehicles will be honored, but cannot be guaranteed. Should mechanical failure of equipment make it necessary for the replacement of a vehicle originally assigned to the service, the replacement vehicle may be of a different type. Every effort shall be made by NCRTD to provide equipment as similar to the original as possible.

IX. Equipment Repairs

All costs of repairing damage to vehicles resulting from acts of members of the chartering party shall be charged to the chartering party.

X. Baggage

NCRTD drivers generally do not check or handle passenger baggage, load passenger equipment or property unless required to do so in assisting with ADA compliance. Passengers may carry on their own baggage and property as long as the baggage can be safely stowed on the vehicle, or can be held or restrained by the passenger. Any property or baggage that creates, in the opinion of the operator of the vehicle or other NCRTD employee, a hazardous condition or is likely to damage the vehicle will not be transported. Flammable or other dangerous substances or articles shall not be brought on board the vehicle.

XI. Other NCRTD Restrictions

General passenger and service restriction imposed by other policies of the NCRTD shall apply to charter services including, but not limited to restriction on smoking, passenger conduct, firearms, alcohol, and all restrictions expressly posted on the vehicles.

XII. Public Relations and Related Service

NCRTD may provide promotion and support for charter services as long as said services are consistent with the NCRTD’s advertising policies and the additional services are agreed to in writing by the NCRTD and the applicant.

XIII. Volunteer or Donated Services
The NCRTD will not request volunteer drivers for any Charter Services and will not credit or discount Charter Services costs for any volunteer drivers utilized. It is the NCRTD’s policy to only use NCRTD employees for Charter Services and any operation of NCRTD vehicles by volunteers or non-NCRTD employees shall require the prior written approval of the Executive Director.

XIV. Non-Charter Services

The following services are not deemed Charter Services and may be provided notwithstanding the provisions of this Charter Services Policy.

A. Educational Events

NCRTD vehicles may be used for events during which NCRTD employees educate groups of people on how to use the NCRTD system. The use of a vehicle for this type of event needs to be requested by a senior staff member of the NCRTD and approved by the Transit Operations and Facilities Director. The Transit Operations and Facilities Director will confirm vehicle availability prior to approval. The Transit Operations and Facilities Director shall also verify and approve the educational nature of the event prior to approval.

B. Stationary Vehicles

NCRTD vehicles may be used for events during which NCRTD employees educate groups of people on how to use the NCRTD system. The use of a vehicle for this type of event needs to be requested by a senior staff member of the NCRTD and approved by the Transit Operations Director. The Transit Operations Director will confirm vehicle availability prior to approval. NCRTD vehicles may be used for any event at which the vehicle will be stationary and no passengers will be carried. The use of a vehicle for this type of event needs only to be requested by a senior staff member of the NCRTD and approved by the Transit Operations and Facilities Director. The Transit Operations and Facilities Director will confirm vehicle availability prior to approval.

C. Parades

NCRTD vehicles may be used as a feature in a parade if the general public is not being carried and NCRTD is providing the vehicle free of charge. This service would need to be requested by the Public Information Officer and approved by the Transit Operations and Facilities Director and the Executive Director.

If NCRTD is charging for the use of the vehicle and/or the general
public will be carried on the vehicle, the parade organizers must complete the charter services application process outlined above. The same hourly rate will be charged for parades as for any other charter service.

D. Supplementary Services

Any enhanced or supplemental service the NCRTD elects to provide which increases capacity on existing NCRTD fixed routes are deemed supplementary services and are not Charter Services.

XV. Reporting

Upon completion of the Charter Service, NCRTD shall submit a completed FTA Exceptions Charter Report Form to NMDOT for submission report to the FTA Charter Reporting website. The District must retain records, in an electronic format, of each charter service provided for at least three years from the date of service (49 CFR 604.12).
North Central Regional Transit District
Charter Rates
Effective January 13, 2017
January 1, 2020

PRICE PER HOUR PER VEHICLE

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- NCRTD’s minimum charter billing period is three (3) hours. All charters scheduled in excess of five (5) hours must allow for a meal break for the driver.

- Charter rates include pre trip/post trip and deadhead hours to and from NCRTD facilities.

- Applications for charter service will be considered on a first come first serve basis.

- A deposit of $300 must be submitted upon execution of the Charter Service Agreement.

Cancellations must occur 48 hours prior to the scheduled Charter Service. Failure to do so will result in the NCRTD charging the full cost of the scheduled Charter Service.
NCRTD Charter Services Application

Name____________________________________  Organization_________________________________

Email ___________________________________  Phone #_________________________________

Hours of Estimated Service Needed_______ Number of Days________ Number of Passengers_________

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Have you submitted a request for service to other FTA Registered charter providers available to provide this service? **Yes** [ ]  **No** [ ]

Is there an existing charter provider available to provide this service? **Yes** [ ]  **No** [ ]

Are ADA services needed? **Yes** [ ]  **No** [ ]

Is a copy of the agenda or itinerary attached? **Yes** [ ]  **No** [ ]

*The NCRTD requests all applications be submitted no later than 60 days prior to services being rendered.*

Applicants that are government agencies or non-profit organizations may be required to provide certification of tax-exempt status.

*All parties chartering the NCRTD vehicles will be required to provide the NCRTD with insurance coverage, indemnification and other financial assurances as may be reasonably required by the NCRTD to ensure that it does not incur increased costs or liabilities from the operation of the charter service.*

*Applicants should consider seating capacity needs at the time of application and inform the NCRTD in advance of any known seating capacity issues or ADA related needs.*

*The NCRTD requires a minimum of 48 hour notice in the event an applicant wishes to cancel the Charter Services. Notice should be given as soon as the applicant knows they will not need the service to reduce costs and impacts on the NCRTD operations.*

__________________________________________________ _________________________
Applicant Signature                    Date

__________________________________________________ _________________________
NCRTD Representative Signature                   Date
Title: Discussion and Consideration of Resolution No. 2019-45 Amending Financial Policy No. 7, Disposition of Obsolete Property.

Prepared By: Hector E. Ordonez, Director of Finance & Peter Dwyer, Legal Counsel.

Summary: Resolution No. 2019-45 amends the existing Disposition of Obsolete Property Policy. The revisions made enhance the policy adopted in 2016 by providing detailed description of the disposition processes for property with a value of $5,000 or more; additionally, this updated version discusses the different prioritization based on the funding source of vehicles. Lastly, the document was formatted to improve the flow of the document and enhance its readability and understanding.

Background: The existing Disposition of Obsolete Property Policy was adopted on September 09, 2016 by the Board by Resolution No. 2016-37. Aligned with the District’s effort to constantly enhance our documents and in order to ensure that policies are reliable, consistent, and up to date, and reflect recommendations made by New Mexico’s Department of Transportation (NMDOT) Transit and Rail Division who manages the Federal Transit Administrations (FTA) federal requirements through its adopted State Management Plan, and State law, the District has decided to revise this document so that it reflects the different prioritization for donation for vehicles purchased from Federal Programs received through NMDOT versus the disposal procedure and prioritization for vehicles purchased with Regional Transit Gross Receipts Tax (RTGRT), District’s Reserve or State Capital Outlay. The proposed revisions and substantive changes strive to ensure that the policy reflects recommended processes and aims that the disposition process meets the criteria recommended by NMDOT, created deadlines and identifies the order of prioritization for disposal based on the funding sources of the vehicles. The list of substantive changes is as follows:

- Clarifies Internal Roles and Responsibilities; (Section 3.0)
- Added Section 5.0 which describes the Disposal process for vehicles purchased with FTA Funds received through NMDOT e.g. 5311a, 5307, 5310. For vehicles purchased with this funding sources in January we will notify and request approval from NMDOT to Dispose vehicles via Email & BlackCat. Once approval is received from NMDOT, the District will publish an intent to dispose notice in the District’s website inviting all Transit Agencies and 5310 Providers to request property from the list. If none are received, we will then allow our Board members to request a property donation or dispose via auction or donate to a public entity who is not a member of the District, or donate to a 501c entity, or destroy or permanently dispose the property.
Added Section 6.0 which describes the disposal process for vehicles purchased with RTGRT, State Capital Outlay or District reserves funds. For these vehicles, authorization from NMDOT is not required and neither is the publication of an intent to dispose notice inviting transit agencies and 5310 providers to request a vehicle. The priority disposal process for this funding source is that we will allow our members to request a donation, or we will dispose via auction, or Donate to a transit agency or 5310 provider, or donate to a Public entity not member of the District, or donate to a 501c entity, or destroy or permanently dispose the property.

Vehicles purchased with 5311c (Tribal Transit Formula Grants) are exempt from this policy and must be given back and transferred to the Tribe or Nation that requested the vehicle. We will only dispose, if written authorization is provided by the Tribe, Pueblo or Nation.

**Recommended Action/Proposed Motion:**
It is recommended that the Board consider adoption of Resolution No. 2019-45 Amending the Adopted Disposal of Obsolete Policy and that the Board further authorizes the staff to make such non-substantive changes to the final policy as may be reasonably necessary to ensure indexing, section numbering and other formal matters are corrected at the time of finalizing the document.

**Options/Alternatives:**
1. Take no action and continue utilizing the current disposition of obsolete policy; or
2. Adopt the resolution as presented; or
3. Adopt the resolution, with modifications by the Board; or
4. Amend, modify or reject the recommendation and provide direction to staff.

**Fiscal Impact:**
None

**Attachment(s):**
- Resolution No. 2019-45
- Revised Disposition of Obsolete Property Policy (redline)
AMENDING FINANCIAL POLICY NO. 7, DISPOSITION OF OBSOLETE PROPERTY

WHEREAS, the North Central Regional Transit District (“District”) is a duly formed regional transit district and a separate political subdivision of the State of New Mexico pursuant to NMSA 1978, Section 73-25-4 and NMSA 1978, Section 13-6-4 (A); and

WHEREAS, the District has authority to dispose of its property pursuant to NMSA 1978, Section 13-6-1; and

WHEREAS, the District has occasion, from time to time, to dispose of property including old, worn-out and obsolete property; and

WHEREAS, the District's current policy on disposal requires amendment in order to implement administrative requirements of the New Mexico Department of Transportation.

NOW, THEREFORE BE IT RESOLVED by the NCRTD Board of Directors that:

The attached Policy No. 7, Disposition of Obsolete Property is hereby adopted as amended.

Dennis Tim Salazar, Vice Chair

Approved as to form:

Peter Dwyer, Counsel
1.0 **Objective:**

The goal of this policy is to dispose of NCRTD property including but not limited to vehicles that the District has determined to be obsolete, worn-out or unusable in a manner that: 1.) allows for proper deletion of the item from the District’s inventory; 2.) compliments and complies with the Districts Inventory & Capital Asset Policy and Procedures (See Resolution 2015-26); 3.) integrates the role and duties of the “Property Disposal Committee” (See resolution 2012-25); assures that the District complies with relevant state and federal statutory, regulatory and contractual requirements, 4.) optimizes the benefit to the District, District riders, and the Members of the District of publicly owned assets; and 5.) allows for the fair and equitable distribution of property once it has been determined to be worn-out, obsolete, or otherwise unusable for District purposes.

2.0 **Coverage:**

The district is a “local public body” within the meaning of NMSA 1978, Section 13-6-4 and as such is required to sell, lease, trade or donate its property pursuant to the statutory provisions of NMSA 1978, Sections 13-6-1 through 13-6-4. This policy covers all personal property, licensed vehicles and rolling stock regardless of cost or value listed on the Districts Inventory & Capital Assets list.

3.0 **Roles and Responsibilities**

The Board Chair is responsible for appointing between three and five members of the Board annually to serve as the District’s Property Disposal Committee. The Fleet Manager is responsible for creating and maintaining a list of vehicles that are potentially worn-out, obsolete, or otherwise unusable for District purposes. **The District’s legal counsel is responsible for reviewing all property lists and ensuring that any sale, lease, trade or donation complies with relevant regulatory and contractual requirements.** The Board is responsible for ensuring the fair and equitable distribution of property once it has been determined to be worn-out, obsolete, or otherwise unusable for District purposes. The Finance Director is responsible for deleting any property, disposed of pursuant to this policy, from the District’s inventory and for providing notifications of disposal to the state auditor.
4.0 Preparation of Annual Preliminary List of Obsolete Property

At least once annually in January the Fleet Manager shall review the District’s vehicle inventory and make a preliminary list of all vehicles, he or she deems obsolete, worn-out or otherwise unusable for District purposes. The Finance Director shall add to the list other personal property deemed obsolete, worn-out or otherwise unusable for District purposes and identify the funding source of the asset to be disposed of. Any property purchased with federal program funding disbursed by NMDOT and/or any vehicles with NMDOT listed as a lien holder, must be approved for disposal by NMDOT prior to the disposal of the asset. The list shall designate the property with sufficient specificity to ensure that the District’s Property Disposal Committee and the Finance Director and all other District employees and agents can perform their duties in compliance with this policy.

5.0 Request of Disposal of Assets purchased with FTA Funds through NMDOT or State Funds administered by NMDOT (including State Capital Outlay and State Road Funds)

When vehicles or property purchased with FTA Funds or State Funds administered by NMDOT (including Capital Outlay Funds and State Road Funds) reach their estimated recommended useful life, the District’s Fleet Manager must notify NMDOT’s Project Manager of the desire to dispose a vehicle and/or equipment via email and request approval from NMDOT via a disposition request in Black Cat (the State’s Tracking Software). NMDOT will then approve or recommend the re-distribution of the vehicle to other transit agencies and/or ask the District to continue using the vehicle for transit purposes based on their criteria. Once the District receives approval, the District will then publish a legal notice in the District’s website notifying New Mexico Transit Agencies and 5310 providers that the District is planning to Dispose the vehicles and allow them to submit a formal request for transfer. Once the notice is published the Director of Finance will notify the Department of Finance and Administration (DFA) and Office of the State Auditor (OSA) of the District’s intent to dispose of the property. Once approval to Dispose is received from all agencies (NMDOT, DFA & OSA), the Director of Finance will then notify the Members of the Board via a resolution of the intent to dispose of the assets. Assets will be disposed on the following descending order of priority:

1.) Donation to a Transit Agency or 5310 Provider;
2.) Donation to a member of the District;
3.) Sale via auction through Public Surplus or any other auction platform;
4.) Donation to a public entity that is not a member of the District; (e.g. Indian nation, tribe or pueblo, a state agency or local public body, school district, state educational institution or municipality);
5.) Donation to a Section 501 (c) (3) entity;
6.) Destruction or permanent disposal of the property.

6.0 Request of Disposal of Assets Purchased with GRT, Capital Outlay Funds or District Reserves

When vehicles or property purchased with GRT, State capital Outlay or District’s Reserves reach their estimated recommended useful life, the District’s Fleet Manager should provide a list of assets recommended for Disposal to the Director of Finance, the Director of Finance will then

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1 Note the donation to a private entity requires a finding that the property has no value.
notify the Department of Finance and Administration (DFA) and Office of the State Auditor (OSA) of the District’s intent to dispose of the property. Once approval to Dispose is received from both agencies (DFA & OSA) The Director of Finance will notify the Members of the Board via a resolution of the intent to dispose the assets. Assets purchased with GRT, State Capital Outlay or District Reserves will be disposed on the following descending order of priority:

1.) Donation to a member of the District;
2.) Sale via auction through Public Surplus or any other auction platform;
4.) Donation to a Transit Agency or 5310 Provider;
75.) Donation to a public entity that is not a member of the District; (e.g. Indian nation, tribe or pueblo, a state agency or local public body, school district, state educational institution or municipality);
76.) Donation to a Section 501 (c) (3) entity2;
67.) Destruction or permanent disposal of the property.

7.0 Presentation of Preliminary List for Initial Review

The preliminary list of property shall be submitted to the Board Chair and the Executive Director by the Director of Finance for review prior to convening a meeting of the District’s Property Disposal Committee. The Executive Director may remove any property from the preliminary list if he or she deems the property to be useful to the District or finds that disposition of the property would not be in the best interest of the District. During the preliminary review the Finance Director shall provide the Board Chair and the Executive Director with any information they request (such as data on comparable auctions and sales) to ascertain the estimated current resale value of the property.

8.0 Meeting of the District’s Property Disposal Committee

Following receipt and review of the preliminary list, and upon the Direction of the Board Chair the Executive Director shall place the item “Appointment of District Property Disposal Committee” upon a Board Agenda. The Board Chair shall solicit volunteers from the Board at the Board meeting to fill the roles of committee members. To the extent possible the committee members shall represent diverse communities including, where possible, rural and urban members along with tribe and pueblo members. The Property Disposal Committee shall meet at a time and location of its choosing after approval from NMDOT, DFA and OSA has been received so long as the meeting facilitates the inspection and review of the property that the District intends to dispose of and provides a reasonable opportunity to determine the values of the property including physical inspection of vehicles. The Board may confer with staff and appropriate outside professionals on matters such as useful life, maintenance history and potential resale value of the property.

9.0 Committee Review of the Preliminary Inventory List

The Property Disposal Committee shall make recommended findings based upon its meeting and review of the inventory of property proposed for disposition under this policy. Findings shall include:

2 Note the donation to a private entity requires a finding that the property has no value.
1.) whether the property is valued at $5,000 or less; 2.) whether the property is valued at “no value” 3.) whether the property is worn out, unusable or obsolete to the extent that the property is no longer economical or safe for continued use by the District; 4.) whether the property contains hazardous materials and may not be used safely under any circumstances; 5.) whether the property is valued at more than $5,000 but is still proposed for disposal following state approval.

10.0 Member’s Recommendations on Disposal

Once the Property Disposal Committee has made its preliminary list of property and recommended findings the Executive Director shall circulate the entire preliminary list and findings to each Board member for review and shall solicit comments on the proposed disposition of property. Each Board member shall have the right to request the donation make an offer to negotiate the acquisition of a vehicle or may request that the property is donated if its not sold during the auction or bidding process. If no member seeks or recommends negotiated sale of the property in question or asks for a donation, and the property is not sold then the District shall donate it to other entity or destroy the property.

11.0 Equitable Distribution of Property

A request for donation in writing and organizational letterhead must be made to the Executive and Finance Director via email, requests will be processed on a first-come first serve basis. When more than one member of the District wishes to obtain or allocate a particular piece of property to itself or a third party the equitable allocation of property shall be performed as follows. Members who have not previously obtained or allocated property from the District shall have priority over those who have obtained or allocated property in reverse chronological order with the Member who has most recently received or allocated property having the lowest priority. Priority will be given to those members requesting a vehicle for their organization versus a third-party. Nothing herein shall prohibit members from agreeing to the allocation and distribution of property by mutual consent or consent of multiple parties and this policy shall only be utilized where the members cannot agree on the allocation of property.

12.0 Prohibited Disposal

No tangible personal property shall be donated to an employee or relative of an employee of a state agency, local public body, school district or state educational institution; provided that nothing in this subsection precludes an employee from participating and bidding for public property at a public auction.

13.0 Disposal by Public Auction or Sale

Nothing herein shall be interpreted as prohibiting the District from optimizing District revenues by selling property pursuant to the authorization and restriction of NMSA 1978, Section 13-6-2 where the District deems the sale of property to be viable.

14.0 Board Approval of Disposal of Property

The Board shall consider the recommended findings of the Property Disposal Committee and may make such changes to the findings as it deems appropriate. The Board may approve, disapprove, or approve with modification the final list of property for disposal and shall dispose of any property in
accordance with the law and this policy by a resolution of the Board. The Board shall provide in its resolution 1.) the list of property to be disposed; 2.) whether the values of the items of property is less than $5,000.00; 3.) findings on each item where the Property Disposal Committee made a recommended finding pursuant to section 6.0 of this policy; 4.) comment that notification to appropriate state review bodies was provided; 5.) delegation of authority to staff to sign, authenticate, and preserve all records required by law. The resolution may be in a form substantially consistent with the attached Exhibit A.

14. Prerequisites for Transfer of Property

Because the District wishes to preserve and maintain its brand and image as the “blue bus” and in order to ensure that there is no confusion regarding the registration, licensure, ownership, use and liability for former District property, the following requirements are prerequisite to the transfer of District property.

14.1 All recipients of district property must agree in writing to remove, at recipient’s expense, all District logos, advertisements and other identifying information or insignias from the property. The District will generally remove decals and logos but the ultimate responsibility for removal shall lie with the recipient.

14.2 All recipients of District property must agree in writing to repaint or refinish any district property they receive to eliminate the predominate color scheme (the “blue bus” look) from the property.

14.3 All recipients of district property must agree to assume liability for the property, acknowledge that they receive the property in “as is” condition free of all express or implied warranties and verify upon request that the recipient has obtained any and all necessary licenses, permits and insurance for the ownership, operation, use or maintenance of the property.

14.4 In the case of motor vehicles, the District will clear the original title of liens and encumbrances imposed by the New Mexico Department of Transportation (NMDOT) by providing NMDOT with proof that the vehicle has exceeded its useful life. NMDOT will then provide the District with a release of any lien on the property. The District will then obtain a “clean” title from New Mexico Department of Motor Vehicles (NMMVD) and will provide the recipient with both the clean title and a bill of sale (for actual or nominal consideration) to ensure that the recipient is able to close title and obtain appropriate title, registration, licensure, and insurance. The District shall also return to NMMVD any existing license plates for the vehicle.

14.5 In the case of motor vehicles that are going to be operated and driven following transfer, the recipient shall be responsible for registration, licensing and insurance of the vehicle following transfer and shall confirm in writing its agreement to take all necessary steps to ensure the legal operation of the vehicle following transfer.
**Title:** Discussion and Consideration of Memorandum of Understanding (MOU) Between Los Alamos County (LAC) and North Central Regional Transit District (NCRTD)

**Prepared By:** Anthony J. Mortillaro, Executive Director

**Summary:** The attached MOU is entered into on an annual basis to document the terms and conditions related to the contribution that LAC provides to the NCRTD. For Fiscal Year 2020 the amount of this contribution is $350,000.

**Background:** The “Progress through Partnering” program was commenced by Los Alamos County in the fall of 2005 and the LAC County Council had annually approved a program allocation of $1.5 million per year for five years for those regional activities identified in that program. In a collective effort, the then NCRTD staff assisted LAC in securing consensus among the various governing bodies in North Central New Mexico and the execution of Cooperative Agreements that provided in particular for the $1.1 million in annual funding for regional transit to the NCRTD. Although the five-year agreement expired in 2012, LAC has continued to make voluntary contributions to the NCRTD, although at a lower amount than previously.

This annual funding allocation from Los Alamos County to the NCRTD is essential in providing the funds for the federal matching contributions, operational costs and capital for regional transportation that the District provides. These funds are also utilized to provide for mid-day service to Los Alamos County. Without this funding assistance from Los Alamos County it could be very challenging for the District to have achieved the success it had in serving the transit needs for the residents of these communities and providing the critical interconnectivity for work, educational, medical, and social and quality of life needs for our diverse region.

With this contribution the NCRTD will have received $7,770,000 from Los Alamos County over the last thirteen (13) years (not inclusive of the 2020 contribution).

**Recommended Action:** Authorize the Chairman to execute the MOU.

**Options/Alternatives:**
1. Take no action which will result in the loss of $350,000; or
2. Adopt the recommendation, (recommended); or
3. Not adopt the recommendations and provide further direction to staff.

**Fiscal Impact:** The Fiscal Year 2020 budget contemplated the receipt and expenditure of these revenue funds.

**Attachments:**
- MOU
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE INCORPORATED COUNTY OF LOS ALAMOS AND
THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT

This MEMORANDUM OF UNDERSTANDING (the “MOU”) is entered into by and between the Incorporated County of Los Alamos (“County”) and the North Central Regional Transit District (“NCRTD”).

WHEREAS, the NCRTD is a political subdivision of the State of New Mexico; and

WHEREAS, the County is a political subdivision of the State of New Mexico and a member of the NCRTD; and

WHEREAS, the NCRTD is authorized to finance, construct, operate, maintain, and promote an efficient, sustainable, and multi-modal transportation system subject to compliance with the Regional Transit District Act (“Act”); and

WHEREAS, the NCRTD current membership includes the County of Los Alamos, the County of Santa Fe, the County of Rio Arriba, the County of Taos, the City of Santa Fe, the City of Espanola, Village of Chama, the Town of Edgewood, the Town of Taos, the Pueblo of San Ildefonso, Pueblo of Pojoaque, Pueblo of Santa Clara, Pueblo of Nambe, Pueblo of Tesuque, Pueblo of Ohkay Owingeh, Village of Questa, and Village of Taos Ski Valley (the “NCRTD members”); and

WHEREAS, under regional partnership Cooperative Agreements, the County agreed to fund certain expenses and projects of the NCRTD; and

WHEREAS, beginning in federal fiscal year 2006, the County entered into MOUs directly with the NCRTD and has to date provided Seven Million Seven Hundred Seventy Thousand Dollars ($7,770,000.00) in funding, that was used for capital expenses, operational expenses, and to establish additional reserve funds, including matching federal dollars for NCRTD operations and transit projects for NCRTD; and
WHEREAS, the NCRTD desires additional funding for capital and operational expenses and to increase reserves, that the County is willing to provide under the County's regional partnership efforts; and

WHEREAS, the County wishes to continue partnering with the NCRTD under this MOU in order to promote an efficient, supportive, sustainable, and multi-modal transportation system, including services operated by the NCRTD staff and member entities; and

WHEREAS, the County fiscal year 2020 (FY20) budget, beginning July 1, 2019, and ending June 30, 2020, provides the NCRTD with Three Hundred Fifty Thousand Dollars ($350,000.00).

NOW, THEREFORE, for good and valuable consideration, including mutual covenants between the parties hereto the receipt of which is acknowledged, the parties do hereby agree as follows:

A. PURPOSE.

The purpose of this MOU is to provide Three Hundred Fifty Thousand Dollars ($350,000.00) in FY20 to the NCRTD for member local government matches of federal grants, additional reserve funds, and such other purposes as the NCRTD deems appropriate.

B. SCOPE OF MOU.

1. County agrees to provide to the NCRTD Three Hundred Fifty Thousand Dollars ($350,000.00).

2. The NCRTD agrees to utilize the funds provided under this MOU as matching funds for federal grants on behalf of NCRTD or its members and to maintain the NCRTD’s midday service routes to Los Alamos County.

3. The NCRTD agrees to work with the County to evaluate how the service routes to Los Alamos could be changed to be better integrated with connecting routes and other service needs and to make any adjustments that are mutually agreeable to the County and NCRTD and financially
feasible for NCRTD, based upon NCRTD's sole evaluation of financial feasibility.

4. The NCRTD agrees to work with the County to implement the FY20 Annual Service Plans submitted by the City of Santa Fe and Los Alamos County providing for specific regional routes funded by NCRTD Regional Transit Gross Receipts Tax (RTGRT) as adopted by Board Resolution No. 2019-30.

5. The NCRTD agrees to strictly account for all the funds received under this MOU and under any prior MOU and to provide the County with a detailed quarterly report within thirty (30) days after the close of the quarter, showing how the funds provided under this MOU were utilized. NCRTD also agrees to allow the audit of its books by the County or its independent auditor upon reasonable notice and during normal business hours to ensure such compliance.

C. COSTS.

All costs of the parties in implementing this MOU shall be borne by the respective parties.

D. TERM AND EFFECTIVE DATE.

This MOU shall be effective upon execution and shall expire on September 30, 2021.

E. TERMINATION.

This MOU may be terminated by either of the parties hereto upon written notice delivered to the other party at least thirty (30) days prior to the intended date of termination. Upon notice of termination any funds remaining unmatched by federal grants or unspent, shall be assessed for potential reallocation by the NCRTD.

F. LIABILITY.

Each party shall be solely responsible for fiscal or other sanctions occasioned as a result of its own violation of requirements applicable to the performance of this MOU. Each party shall be liable for its own actions or inactions in accordance with state law and nothing herein shall be deemed a waiver, indemnity or to otherwise create or effect liabilities between the parties.
G. THIRD-PARTY BENEFICIARIES.

By entering into the MOU, the parties do not intend to create in the public, or any member thereof, a third-party beneficiary or to authorize anyone not a party to the MOU to maintain a suit for wrongful death, bodily and/or personal injury to persons, damage to property, and/or any other claim(s) whatsoever pursuant to the provisions of this MOU. No person shall claim any right, title or interest under this MOU or seek to enforce this MOU as a third-party beneficiary of this MOU.

H. NEW MEXICO TORT CLAIMS ACT.

By entering into this MOU, neither party shall be responsible for liability incurred as a result of the other party’s acts or omissions in connection with this MOU. Any liability incurred in connection with this MOU is subject to the immunities and limitations of the New Mexico Tort Claims Act, Sections 41-4-1, et seq., NMSA (1978). This paragraph is intended only to define the liabilities between the parties hereto and it is not intended to modify, in any way, the parties’ liabilities as governed by common law or the New Mexico Tort Claims Act. No provision in this MOU modifies and/or waives any provision of the New Mexico Tort Claims Act.

I. AMENDMENT.

This MOU shall not be altered, changed or modified except by an amendment in writing executed by the parties hereto.

J. SEVERABILITY.

In the event that any of the items or provisions herein are found to be in conflict with any applicable statute or rule of law or are otherwise held to be invalid, then such provision shall be deemed inoperative to the extent of such conflict or invalidity, and the remainder of the provisions shall, to the extent possible, remain in full force and effect.

K. NOTICES.

Any notices required to be given pursuant to this MOU shall be in writing and served by personal delivery or by mail, postage prepaid, to the parties at the following addresses:
L. AUTHORIZATION.

The parties warrant that each signatory to this MOU has the appropriate authority and is authorized to execute this MOU on behalf of its respective party.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding on the dates set forth below.

Approved as to form:

J. ALVIN LEAPHART
COUNTY ATTORNEY

INTEGRATED COUNTY OF LOS ALAMOS

BY: [Signature]
SARA C. SCOTT
COUNCIL CHAIR

DATE: 10/31/19

NORTH CENTRAL REGIONAL TRANSIT DISTRICT

BY: [Signature]
DANIEL BARRONE
NCRTD CHAIR

DATE
Title: Discussion and Consideration of Resolution No. 2019-46 Adopting Revisions to the District Drug and Alcohol Policy.

Prepared By: Peter Dwyer, Legal Counsel

Summary:
The District recently went through an audit of its compliance with federally mandated drug and alcohol testing policy and procedures. During the audit two deficiencies in the District's existing policy were identified. The attached policy corrects the two minor deficiencies.

Background: Due to heightened concern about the proliferation of "Opioids" and their abuse the federal government changed its mandatory drug testing regime to specifically use the general term "Opioid". The attached policy revision reflects this change. Additionally, one of the provisions in the existing policy was bolded indicating that the provision complied with state rather than federal law. The attached policy unbolds the text to indicate that the policy provision is actually complying with federal, not state, law.

Recommended Action: It is recommended that the Board approve the resolution and adopt the revised Drug and Alcohol Policy.

Options/Alternatives:
1. Take no action which may result in review findings when the District is subject to biennial or triennial review; or
2. Adopt the resolution (recommended).

Fiscal Impact:
None

Attachment:
Resolution No. 2019-46
Revised 2019 Drug and Alcohol Policy
REVISED DRUG AND ALCOHOL TESTING POLICY

WHEREAS, the North Central Regional Transit District (“District”) is concerned about the effects of the use of illegal drugs, controlled substances, and the abuse of alcohol upon the health and safety of its employees and passengers; and,

WHEREAS, to address these concerns, it is our policy to ensure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner; and,

WHEREAS, to create a workplace environment free from the adverse effects of drug abuse and alcohol misuse; and,

WHEREAS, to encourage employees to seek professional assistance anytime personal problems, including alcohol or dependency, adversely affect their ability to perform assigned duties; and,

WHEREAS, this policy is intended to comply with all applicable Federal regulations governing workplace anti-drug programs in the transit industry; and

WHEREAS, the District has recently undergone a mandatory review by NMDOT of its implementation of and adherence to federal requirement for compliance with drug and alcohol testing and two minor changes to the existing policy were required.

NOW, THEREFORE, BE IT RESOLVED that the North Central Regional Transit District Board of Directors hereby desires to adopt a revised policy as set forth in the attached Exhibit A.
PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 13TH DAY OF DECEMBER 2019.

Dennis Tim Salazar, Vice Chair

Approved as to form:

Peter Dwyer, Counsel
NCRTD

Drug and Alcohol Policy

Effective as of September 8, December 13, 20179
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Attachment A: Covered Positions ........................................................................................................... 12
I. Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager’s office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website http://transit-safety.fta.dot.gov/DrugAndAlcohol/.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated, but reflect NCRTD’s policy. These additional provisions are identified by bold text.

In addition, DOT has published 49 CFR Part 29, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify the Human Resources Director no later than five days after such conviction.

2. Covered Employees

This is the policy of the North Central Regional Transit District which shall hereinafter be referred to as the NCRTD or the "District."

This policy applies to every person, including an applicant or transeree, who performs or will perform a “safety-sensitive function” as defined in Part 655, section 655.4. and such additional employees as may be subjected to the policy under state and local law to the extent that they further define the term "safety-sensitive."

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
• Operating a non-revenue vehicle requiring a commercial driver’s license
• Controlling movement or dispatch of a revenue service vehicle
• Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
• Carrying a firearm for security purposes

See Attachment A for a list of covered positions by job title.

In addition, the provisions regarding pre-employment testing shall apply to all employees of the District.

3. Prohibited Behavior

Use of illegal drugs is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in Part 40. Prohibited drugs include:

• marijuana
• cocaine
• phencyclidine (PCP)
• opiates
• amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

If the North Central Regional Transit District has actual knowledge of the use of alcohol while the employee is performing safety-sensitive functions, the employee will not be permitted to continue to perform the safety sensitive duty.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

A. Manufacture, Trafficking, Ingestion, and Use
Any employee engaging in the manufacture, distribution, dispensing, possession or use of prohibited substances on North Central Regional Transit District premises, in public transit vehicles, in uniform or while on business related to a public transportation system will be subject to disciplinary action up to and including termination. Ingestion of stated drugs is prohibited at all times. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.

B. Notification of Criminal Drug Conviction

All employees are required to notify the transit system of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action, up to and including termination. Any safety sensitive employee must also report any circumstances where there was a criminal conviction or loss of driving privileges due to drug or alcohol misuse within 5 days of such conviction or loss of privileges.

C. Supervisory Action Following a Positive Test

Any time that the NCRTD performs a test and the tested individual tests positive or refuses the test the supervisor responsible for the employee shall make reasonable efforts to provide assistance to the employee in obtaining transportation needed for the employee to safely travel to his or her non-work destination and to make arrangements for recovering or removing any privately owned vehicle that may be upon NCRTD property at the employee's sole cost and expense. The NCRTD will not prohibit or interfere in the tested employees ownership, use or operation of privately owned vehicles but may alert law enforcement if it has reason to believe that the employee intends to operate a vehicle while impaired.

4. Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional.

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties for at least eight hours unless a retest results in the employee’s alcohol concentration being less than 0.02.

Zero Tolerance

Per NCRTD policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be referred to a Substance Abuse Professional (SAP) and terminated from employment pursuant to the District's personnel rules and regulations and subject to such additional procedural requirements as may be imposed by the District or pursuant to a valid collective bargaining agreement.
5. Circumstances for Testing

Pre-Employment Testing
Pre-employment alcohol tests are conducted after making a contingent offer of employment or transfer. All pre-employment alcohol tests will be conducted using the procedures set forth in 49 CFR Part 40.

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

Reasonable Suspicion Testing
All covered employees shall be subject to a drug and/or alcohol test when NCRTD has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. The NCRTD will provide transportation to and from all testing and employees refusal to accept transportation by and from the NCRTD shall be deemed a refusal to test.

Post-Accident Testing
Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

Fatal Accidents
As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance
could have contributed to the accident, as determined by NCRTD using the best information available at the time of the decision, will be tested.

Non-fatal Accidents
As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

(1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

(2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

(3) The vehicle is a rail car, trolley car or bus, or vessel, and is removed from operation, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by NCRTD using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

The NCRTD will provide transportation to and from all testing and employees refusal to accept transportation by and from the NCRTD shall be deemed a refusal to test.

Random Testing
Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at www.transportation.gov/odapc/random-testing-rates.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.
A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

**Random Testing – End of Shift**

Random testing may occur anytime an employee is on duty so long as the employee is notified prior to the end of the shift. Employees who provide advance, verifiable notice of scheduled medical or child care commitments will be random drug tested no later than three hours before the end of their shift and random alcohol tested no later than 30 minutes before the end of their shift. Verifiable documentation of a previously scheduled medical or child care commitment, for the period immediately following an employee’s shift, must be provided at least 30 minutes before the end of the shift.

### 6. Testing Procedures

All testing shall be performed by an independent contractor of the NCRTD following all federally mandated, state and local procedures.

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

**Dilute Urine Specimen**

If there is a negative dilute test result, NCRTD will accept the test result and there will be no retest, unless the creatinine concentration of a negative dilute specimen was greater than or equal to 2 mg/dL, but less than or equal to 5 mg/dL.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

**Split Specimen Test**

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. NCRTD guarantees that the split specimen test will be conducted in a timely fashion. The employee shall be required to pay for the test. However, analysis shall not be conditioned upon the employee’s payment.
7. Test Refusals

As a covered employee, you have refused to test if you:

1. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by NCRTD.
2. Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
3. Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
4. In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
5. Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
6. Fail or decline to take a second test as directed by the collector or NCRTD for drug testing.
7. Fail to undergo a medical evaluation as required by the MRO or NCRTD’s Designated Employer Representative (DER).
8. Fail to cooperate with any part of the testing process.
9. Fail to follow an observer’s instructions to raise and lower clothing and turn around during a directly-observed test.
10. Possess or wear a prosthetic or other device used to tamper with the collection process.
11. Admit to the adulteration or substitution of a specimen to the collector or MRO.
12. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
13. Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a SAP.

8. Voluntary Self-Referral

Any employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the Human Resources Director, who will refer the individual to a substance abuse counselor for evaluation and treatment.
The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.

9. Prescription Drug Use

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited but is subject to the District's Over-the Counter and Prescription Drug Policy. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to the District's Human Resources Director. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties. When possible, alternative substances should be requested from the prescribing physician. It is the employee's responsibility to inform the physician the nature of employee's job duties.

10. Contact Person

For questions about NCRTD’s anti-drug and alcohol misuse program, contact the District's Human Resources Director.

Systems Contacts

Any questions regarding details of the systems and application of this policy should contact the following North Central Regional Transit District’s representative:

- **Designated Employer Representative/Program Manager:**
  Michelle Jacquez – Operations Administrative Assistant
  1327 North Riverside Drive
  Espanola, New Mexico  87532
  505-629-4654

- **SAMHSA Certified Laboratory:**
  o Alere Labs
  1111 Newton Street
  Gretna, LA  70053
Alere Labs
450 Southlake Boulevard
Richmond, VA 23236

- **Medical Review Officer:**
  Dr. Stephen Kracht
  8140 Ward Parkway, Suite 275
  Kansas City, MO 64114

- **SAP (Substant Abuse Professionalsvides):**
  Kim DuTremaine, LCSW,LADAC,SAP
  511 E. 20th Street
  Farmington, New Mexico 87504

- Sheena Bachelor-Evridge
  4601 Paradise Blvd NW Suite G
  Albuquerque, New Mexico 87411

### II. Information Disclosure

The North Central Regional Transit District will strictly adhere to all standards of confidentiality and assure all employees that testing records and results will be released only to those authorized by FTA rules to receive such information. All drug and alcohol testing records will be maintained in a secure manner so that disclosure of information to unauthorized persons does not occur. Privacy of each tested employee shall be strictly maintained. Information will only be released in the following circumstances:

1. to a third party only as directed by specific, written instruction of the employee;
2. to the decision-maker in a lawsuit, grievance, or other proceeding initiated by or on the behalf of the employee tested;
3. to a subsequent employer upon receipt of a written request from the employee;
4. to the National Transportation Safety Board during an accident investigation;
5. to the DOT or any DOT agency with regulatory authority over the employer or any of its employees, or to a State oversight agency authorized to oversee rail fixed-guideway systems; or
6. to the employee, upon written request.

Employees have the unqualified right to review their drug and alcohol testing records, to have access to information to dispute the results of any testing outcome, to have access to any pertinent records such as equipment calibration records and records of laboratory certifications.
Attachment A: Covered Positions
Title: Discussion and Consideration of Resolution No. 2019-47 to Allow for North Central Regional Transit District Staff to Apply for Federal Funding through the FFY2020 Innovative Coordinated Access and Mobility (AKA Mobility for All) Pilot Program with the State of New Mexico’s consolidated application for Demand Response service.

Prepared By: Michael Valverde, Transit Planner

Summary: NCRTD Staff is seeking Board approval to apply for FFY2020 Access and Mobility for All Pilot Program to provide improved access to health and human services by offering expanded mobility options in and around Eldorado for ADA and non-ADA riders, through ADA complementary paratransit and demand response service. NCRTD Staff is also seeking Board approval to work with the Transit and Rail Division of New Mexico Department of Transportation to submit a joint application that will benefit multiple transit agencies within New Mexico

Background: The purpose of this funding opportunity is to address challenges for the transportation disadvantaged in accessing health and wellness services. Across the country, communities are experimenting with ways to overcome barriers to access these essential services by leveraging partnerships between transportation, health, and wellness providers. The proposed service would provide improved Access to Health and Human Services by Offering Mobility Options in and around Eldorado for ADA and Non-ADA Riders, through ADA Complementary Paratransit and Demand Response Service. The pilot program will last eighteen (18) months.

The application deadline is January 6, 2020.

Recommended Action: It is recommended that the Board move to adopt Resolution No. 2019-47 Authorizing NCRTD Staff to Apply for Federal Funding through the FFY2020 Mobility for All pilot program, or to work with Transit and Rail Division to submit a joint application.

Options/Alternatives:
- Do not apply for the FFY2020 Mobility for All pilot program funding, and direct Staff to seek alternative funding sources; or
- Direct staff to discontinue work on this matter for the present.

Fiscal Impact: Because the Mobility for All grant only covers capital costs the services listed below may be cost prohibitive if additional funding sources are not identified. However, the staff wishes to pursue the grant in order to preserve the funding option prior to the January 6th application deadline.
## Eldorado Demand Response Budget

<table>
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<tr>
<th>Service Options</th>
<th>Estimated Operational Costs</th>
<th>Estimated Additional Vehicle(s) Cost</th>
<th>Total Estimated Project Costs</th>
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<tr>
<td>NCRTD Demand Service in and around Eldorado</td>
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<td>$65,000 (Ford Transit 13 passenger ADA and ITS equipped)</td>
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<td>NCRTD Demand Service in and around Eldorado with service into Santa Fe</td>
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<td>$130,000 (2 Ford Transit 13 passenger ADA and ITS equipped)</td>
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</table>

<table>
<thead>
<tr>
<th>Service Options</th>
<th>Federal Amount</th>
<th>Local Match</th>
<th>Total Project Costs</th>
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<td>$142,400</td>
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<td>$460,000</td>
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</table>

**Attachments:**

- Resolution No. 2019-47
- Notice of Funding FFY2020 Mobility for All pilot program
North Central Regional Transit District (NCRTD)
Resolution No. 2019-47

A RESOLUTION AUTHORIZING THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT STAFF TO APPLY FOR FEDERAL FUNDING THROUGH THE FFY2020 INNOVATIVE COORDINATED ACCESS AND MOBILITY GRANT PROGRAM

WHEREAS, the USDOT issued a notice for funding opportunity for the FFY2020 Coordinated Access and Mobility (Mobility for All) Grant Program for pilot programs up to 18 months; and

WHEREAS, the NCRTD staff wishes to submit an application to compete for Mobility for All grant funds; and

WHEREAS, the NCRTD has identified capital improvements related to the efficient and effective operations of services in the El Dorado area of Santa Fe County; and

WHEREAS, Mobility for All funds are available for the capital costs associated with the proposed new pilot services.

NOW, THEREFORE, BE IT RESOLVED by the NCRTD Board that, the staff is directed to either make application for Mobility for All funding on its own or (if NMDOT Transit and Rail Division agrees) by way of a joint application, and to report back to the Board on any potential pilot programs and associated costs.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 13th DAY OF DECEMBER, 2019.

Dennis Tim Salazar, Vice Chair

Approved as to form:

Peter Dwyer, Counsel

Form Numbers: There are no forms associated with this collection.

Type of Review: Renewal of existing Information Collection.

The Federal Register Notice with 60-day comment period soliciting comments on the following collection of information was published on August 7, 2019 (84 FR 38719). The FAA has seen increased operations of small Unmanned Aircraft Systems (UAS) flying under 14 CFR part 107. Section 107.41 states that “no person may operate a small unmanned aircraft in Class B, Class C, or Class D airspace or within the lateral boundaries of the surface area of Class E airspace designated for an airport unless that person has prior authorization from Air Traffic Control (ATC).” Such authorization may be obtained in the form of either an airspace authorization issued by the FAA or a waiver of the authorization requirements of 14 CFR 107.41 (airspace waiver). Additionally, operators may request waivers of the other operational requirements listed in §107.205 (operational waivers).

In order to process authorization and airspace waiver requests, the FAA requires the operator’s name, the operator's contact information, and information related to the date, place, and time of the requested small UAS operation. This information is necessary for the FAA to meet its statutory mandate of maintaining a safe and efficient national airspace. See 49 U.S.C. 40103 and 44701; 49 U.S.C. 44807.

Additionally, if the operator is seeking an operational waiver from one of the other regulations listed in 14 CFR 107.205, further information is required related to the proposed waiver and any necessary mitigations. The FAA will use the requested information to determine if the proposed UAS operation can be conducted safely.

The FAA proposes to use LAANC and a web portal to process authorization requests from the public to conduct Part 107 flight operations pursuant to §107.41. The FAA also proposes to use the web portal to process requests from the public to conduct Part 107 flight operations that require an operational waiver or an airspace waiver.

The FAA received no public comments to the 60-day Federal Register Notice.

Respondents: Small UAS operators seeking to conduct flight operations under 14 CFR part 107 within controlled airspace or flight operations that require waiver from certain provisions of Part 107. Between 2020–2022, the FAA estimates that it will receive a total of 794,888 requests for airspace authorization. The FAA determines future estimated airspace authorization requests by the ratio of the number of received requests against the total number of registered Part 107 UAS.

In the 60-day Notice published on August 7, 2019, the FAA estimated 346,917 airspace authorizations from 2020–2022. This number has increased to 794,888 for two reasons. First, since the 60-day Notice estimate on future airspace authorization requests was made, there have been nearly 30,000 new registrations of UAS, which exceeds all FAA expectations. The FAA has also received a corresponding increase in authorization requests since the 60-day Notice was published. The FAA now expects to see 18% more airspace authorization requests in 2019 than when the 60-day Notice was published, which increases the number of respondents the FAA expects over the next three years. Second, in its 60-day Notice the FAA calculated future UAS use based on the ratio of requests to registrations, but used a ratio based on requests from January 1—May 31, 2019 as opposed to the ratio for the full calendar year. This change reflects only that the FAA anticipates the total number of requests from all Part 107 respondents to be higher than what was estimated in the 60-day Notice. The time required for each individual request will remain the same as the average burden per response remains 5 minutes for respondents using LAANC and 30 minutes for respondents using the web portal as reported in the 60-day Notice.

In the 60-day Notice, the FAA estimated 27,831 requests for airspace waivers and 9,000 requests for operational waivers. When the FAA provided the estimates in the 60-day Notice it transposed the numbers for airspace waivers and operational waivers. The FAA estimates it will receive 8,458 requests for airspace waivers and 24,103 requests for operational waivers between 2020–2022 which reflects the correct burden estimate for compliance with subsections of 14 CFR 107.205.

Frequency: The requested information will need to be provided each time a respondent requests an airspace authorization to operate a small UAS under 14 CFR part 107 in controlled airspace. A respondent may reduce the frequency by seeking and obtaining an airspace waiver to conduct recurring operations. For requests for operational waivers, a respondent will need to provide the information once at the time of the request for the waiver. If granted, operational waivers may be valid for up to four (4) years.

Estimated Average Burden per Response: The FAA estimates the respondents using LAANC will take five (5) minutes per request and those using the web portal will take thirty (30) minutes per request. For those submitting requests for airspace or operational waivers through the web portal, the FAA estimates each request will take thirty (30) minutes.

Estimated Total Annual Burden: For airspace authorizations, the FAA estimates that the average annual burden will be 35,251 hours for respondents submitting requests. This includes 19,353 burden hours for 233,167 respondents using the automated LAANC capabilities and 15,898 hours for 31,796 web portal respondents. These revised numbers reflect corrections made as explained above.

For airspace waivers, the FAA estimates that the average annual burden will be 1,410 hours for respondents. For operational waivers, the FAA estimates that the average annual burden will be 5,222 hours for respondents. These revised numbers reflect corrections made as explained above.

Issued in Washington, DC, on October 29, 2019.

Casey Nair, UAS LAANC Program Manager.
[FR Doc. 2019–23947 Filed 10–31–19; 8:45 am]
BILLING CODE 4910–13–P

DEPARTMENT OF TRANSPORTATION
Federal Transit Administration

Fiscal Year 2020 Competitive Funding Opportunity: Mobility for All Pilot Program

AGENCY: Federal Transit Administration (FTA), Department of Transportation (DOT).

ACTION: Notice of Funding Opportunity (NOFO).

SUMMARY: The Federal Transit Administration (FTA) announces the opportunity to apply for approximately $3.5 million in Fiscal Year (FY) 2020 funds under the Innovative Coordinated Access and Mobility (Mobility for All) pilot program; (Catalog of Federal Domestic Assistance number: 20.513). Funding under this pilot program is subject to the availability of a full-year...
appropriate. This funding opportunity seeks to improve mobility options through empowering innovative coordination of transportation strategies and building partnerships to enhance mobility and access to vital community services for older adults, individuals with disabilities, and people of low income. As required by Federal public transportation law, funds will be awarded competitively to finance innovative capital projects that will improve the coordination of transportation services and non-emergency medical transportation services. FTA may award additional funding that is made available to the program prior to the announcement of project selections.

DATES: Applicants must submit completed proposals for each funding opportunity through the GRANTS.GOV “APPLY” function by 11:59 p.m. Eastern Daylight Time on Monday, January 6, 2020. Prospective applicants should register as soon as possible on the GRANTS.GOV website to ensure they can complete the application process before the submission deadline. Application instructions are available on FTA’s website at http://transit.dot.gov/howtoapply and in the “FIND” module of GRANTS.GOV. The GRANTS.GOV funding opportunity ID for the Mobility for All Coordination (MOAC) is FTA–2020–001–TPM. The FTA will not accept mail and fax submissions.

FOR FURTHER INFORMATION CONTACT: Kelly Tyler, FTA Office of Program Management; Phone: (202) 366–3102; Email: Kelly.Tyler@dot.gov; Fax: (202) 366–3475.

SUPPLEMENTARY INFORMATION:

Table of Contents
A. Program Description
B. Federal Award Information
C. Eligibility Information
D. Application and Submission Information
E. Application Review Information
F. Federal Award Administration Information
G. Federal Awarding Agency Contact

A. Program Description

Section 3006(b) of the Fixing America’s Surface Transportation (FAST) Act (Pub. L. 114–94, Dec. 4, 2015) authorizes FTA to award grants for Innovative Coordinated Access and Mobility (Mobility for All) pilot projects for transportation disadvantaged populations that improve the coordination of transportation services and non-emergency medical transportation services. In FY 2020, FTA intends to target funds towards projects that support coordination amongst programs funded by the Coordinating Council on Access and Mobility (CCAM).

The CCAM consists of eleven Federal agencies and coordinates more than 120 Federal programs that may fund transportation. The CCAM’s mission is to improve the availability, accessibility, and efficiency of transportation for people who are transportation disadvantaged. The benefits of successful coordinated transportation systems include providing greater access to funding and enabling more cost-effective use of resources, reducing duplication and overlap in human service agency transportation services; filling service gaps in a community or geographic area; serving additional individuals within existing budgets; and providing more centralized management of existing resources.

The Mobility for All pilot program will improve local coordination by encouraging cooperation among grantees of 122 Federal programs that fund human service transportation. A current list of these 122 Federal programs can be accessed at https://www.transit.dot.gov/ccam/about/partner-agencies. Successful projects will work collaboratively and leverage partnerships with grantees and constituents of the Federal agencies that are members of the CCAM, such as the Department of Health and Human Services’ operating divisions such as the Administration for Community Living, the Health Resources and Services Administration, and the Centers for Medicare and Medicaid Services.

Successful applicants will demonstrate progress towards implementing single same-day, door-to-door service to improve mobility in their community, and increasing efficiency by using the same vehicles to transport passengers whose trips are funded via different Federal programs. Applicants will use innovative cost allocation technology (for example, the cost allocation model developed by the National Rural Transit Assistance Program) to demonstrate how costs can be shared equitably among participating local and regional organizations that receive funding from a variety of Federal agencies. Applicants should show support for coordination by providing letters of commitment from entities such as: Local community service organizations, medical providers and other Federal grantees interested in contracting for transportation trips with the Mobility for All service.

Projects may focus on serving rural areas, and populations affected by healthcare challenges—such as the opioid epidemic, veterans, Medicaid recipients, and/or any population that is currently underserved by non-emergency medical transportation (NEMT).

The Mobility for All pilot program grants will support capital projects that address the challenges the transportation disadvantaged face when accessing healthcare and other essential community services. The goals are to:

1. Increase access to funding sources that can fund transportation;
2. Fill gaps in service and reduce duplication; and
3. Provide more efficient service to underserved populations in rural and small urban areas.

The Mobility for All grants will operate as pilots for up to 18 months.

Within the first year, projects must be able to demonstrate outcomes that are:

• Effective, in that they get people where they need to go;
• Efficient, in that they use public dollars economically; and
• Accessible, in that services are easy for travelers to navigate and use.

B. Federal Award Information

Section 3006(b) of the FAST Act (Pub. L. 114–94) authorizes $3,500,000 in FY 2020 for grants under the Mobility for All pilot program. FTA may cap the amount a single recipient or State may receive as part of the selection process. FTA will approve pre-award authority pursuant to 2 CFR 200.458 to incur costs for selected projects beginning on the date FTA announces recipients of the FY 2020 awards. Funds are only available for projects that have not incurred costs prior to the announcement of project selections.

C. Eligibility Information

1. Eligible Applicants

Eligible applicants for awards are States, tribes, designated or direct recipients under 49 U.S.C. 5307, 5310 or 5311.

Applicants must serve as the lead agency of a local consortium that includes stakeholders from the transportation, healthcare, human service or other sectors. Members of this consortium are eligible as subrecipients. Further, applicants must demonstrate that the proposed project was planned through an inclusive process with the involvement of the transportation, healthcare and human service sectors.

An implementation plan and schedule must be submitted as part of the proposal.

ii. Cost Sharing or Matching

The maximum Federal share of project costs under the Mobility for All
pilot program is 80 percent. The applicant must provide a local share of at least 20 percent of the project cost and must document the source of the local match in the grant application.

Eligible sources of local match include cash and in-kind contributions. In-kind contributions must be documented in the application.

iii. Eligible Projects

Eligible projects are capital projects, as defined in 49 U.S.C. 5302(3). FTA may make grants to assist in financing innovative projects for the transportation disadvantaged that improve the coordination of transportation services and non-emergency medical transportation services including: The deployment of coordination technology; projects that create or increase access to community one-call/one-click centers; and other innovative projects. FTA’s goal for these pilot program grants is to identify and test promising, innovative, coordinated mobility strategies other communities can replicate. Only one project may be included in each application.

Funds under the Mobility for All pilot program may be used for capital expenditures only. Additionally, funds under this NOFO cannot be used to reimburse applicants for otherwise eligible expenses incurred prior to the selection of projects under this NOFO.

D. Application and Submission Information

1. Address To Request Application

Applications must be submitted through GRANTS.GOV. Applicants can find general information for submitting applications through GRANTS.GOV at https://www.transit.dot.gov/funding/grants/applying/applying-fta-funding, along with specific instructions for the forms and attachments required for submission. Mail and fax submissions will not be accepted. A complete proposal submission consists of two forms:

- The SF–424 Mandatory Form (downloadable from GRANTS.GOV); and

Applicants also may attach additional supporting information. Failure to submit the information as requested can delay or prevent review of the application.

2. Content and Form of Application Submission

i. Proposal Submission

A complete proposal submission consists of at least two forms, the SF–424 Mandatory Form, and the Supplemental Form for the FY 2020 Mobility for All Coordination Pilot Program. The application must include responses to all sections of the SF–424 mandatory form and the supplemental form unless a section is indicated as optional. FTA will use the information on the supplemental form to determine applicant and project eligibility for the program and to evaluate the proposal against the selection criteria described in part E of this notice. FTA will accept only one supplemental form per SF–424 submission. FTA encourages States and other applicants to consider submitting a single supplemental form that includes multiple activities to be evaluated as a consolidated proposal. If States or other applicants choose to submit separate proposals for individual consideration by FTA, they must submit each proposal with a separate SF–424 and supplemental form.

Applicants may attach additional supporting information to the SF–424 submission, including but not limited to letters of support, project budgets, fleet status reports, or excerpts from relevant planning documents. Supporting documentation must be described and referenced by file name in the appropriate response section of the supplemental form, or it may not be reviewed.

Information such as applicant name, Federal amount requested, local match amount, description of areas served, etc., may be requested in varying degrees of detail on both the SF–424 form and supplemental form. Applicants must fill in all fields unless stated otherwise on the forms. If applicants copy information into the supplemental form from another source, they should verify that the supplemental form has fully captured pasted text and that it has not truncated the text due to character limits built into the form. Applicants should use both the “Check Package for Errors” and the “Validate Form” buttons on both forms to check all required fields. Applicants should also ensure that the Federal and local amounts specified are consistent.

ii. Application Content

The SF–424 Mandatory Form and the supplemental form will prompt applicants for the required information, including:

a. Applicant Name

b. Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number

c. Key contact information (including contact name, address, email address, and phone)

d. Congressional district(s) where project will take place

e. Indicate whether the project is in an Opportunity Zone

f. Project Information (including title, an executive summary, and type)

g. A detailed description of the need for the project

h. A detailed description of how the project will support the Mobility for All Coordination Pilot Program objectives

i. Evidence that the project is consistent with local and regional planning documents and/or that the project is consistent with local and regional Services Transportation Plans

j. Evidence that the applicant can provide the local cost share and details on the local matching funds

k. A description of the technical, legal, and financial capacity of the applicant

l. A detailed project budget (up to 18 months or less)

m. An explanation of the scalability of the project (if applicable)

n. A detailed project timeline

3. Unique Entity Identifier and System for Award Management (SAM)

Each applicant is required to: (1) Register in SAM before applying; (2) provide a valid unique entity identifier; and (3) to maintain an active SAM registration with current information during which the applicant has an active Federal award or an application or plan under consideration by FTA.

These requirements do not apply if the applicant: (1) Is an individual; (2) is excepted from the requirements under 2 CFR 25.110(b) or (c); or (3) has an exception approved by FTA under 2 CFR 25.110(d). FTA may not make an award until the applicant has complied with all applicable unique entity identifier and SAM requirements. If an applicant has not fully complied with the requirements by the time FTA is ready to make an award, FTA may determine that the applicant is not qualified to receive an award and use that determination as a basis for making a Federal award to another applicant. Registration in SAM may take as little as 3–5 business days, but there can be unexpected steps or delays. For example, the applicant may need to obtain an Employer Identification Number. FTA recommends allowing ample time, up to several weeks, to complete all steps. For additional information on obtaining a unique
entity identifier, please visit www.sam.gov.

The FTA will provide further instructions on registration through an introductory applicant training session. Dates and times for the training session will be posted on FTA’s website at https://www.transit.dot.gov/funding/grants/grant-programs/mobility-all-grants.

4. Submission Dates and Times

Project proposals must be submitted electronically through GRANTS.GOV by 11:59 p.m. Eastern Daylight Time on Monday, January 6, 2020. Late applications will not be accepted. Mail and fax submissions will not be accepted.

FTA urges applicants to submit applications at least 72 hours prior to the due date to allow time to correct any problems that may have caused either GRANTS.GOV or FTA systems to reject the submission. Deadlines will not be extended due to scheduled website maintenance. GRANTS.GOV scheduled maintenance and outage times are announced on the GRANTS.GOV website.

Within 48 hours after submitting an electronic application, the applicant should receive two email messages from GRANTS.GOV: (1) Confirmation of successful transmission to GRANTS.GOV; and (2) confirmation of successful validation by GRANTS.GOV. If the applicant does not receive confirmation of successful validation or receives a notice of failed validation or incomplete materials, the applicant must address the reason for the failed validation, as described in the email notice, and resubmit before the submission deadline. If making a resubmission for any reason, applicants must include all original attachments regardless of which attachments were updated and check the box on the supplemental form indicating this is a resubmission.

Applicants are encouraged to begin the process of registration on the GRANTS.GOV site well in advance of the submission deadline. Registration is a multi-step process, which may take several weeks to complete before an application can be submitted. Registered applicants may still be required to update their registration before submitting an application. Registration in SAM is renewed annually and persons making submissions on behalf of the Authorized Organization Representative (AOR) must be authorized in GRANTS.GOV by the AOR to make submissions.

5. Funding Restrictions

Funds under the Mobility for All pilot program may be used for capital expenditures only that are tied to the locally developed Coordinated Public Transit-Human Services Transportation Plan or State Improvement Plan/Transportation Improvement Plan. Eligible projects are capital projects, as defined in 49 U.S.C. 5302(3).

6. Other Submission Requirements

FTA encourages applicants to identify scaled funding options in case insufficient funding is available to fund a project at the fully requested amount. If an applicant indicates that a project is scalable, the applicant must provide an appropriate minimum funding amount that will fund an eligible project that achieves the objectives of the program and meets all relevant program requirements. The applicant must provide a clear explanation of how a reduced award would affect the project budget. FTA may award a lesser amount regardless of whether the applicant provides a scalable option.

E. Application Review Information

1. Project Evaluation Criteria

Each application submitted for the Mobility for All pilot program must include: (1) A detailed description of the project; (2) an identification of all project partners and their specific role in the eligible project; (3) specific performance measures the project will use to quantify actual outcomes against expected outcomes; and (4) a description of how the project will:

- Increase access to funding sources that can fund transportation;
- Fill gaps in service and reduce duplication; and
- Provide more efficient service to underserved populations in rural and small urban areas.

FTA will evaluate proposals submitted according to the following criteria: (a) Demonstration of need; (b) demonstration of benefits; (c) planning and partnerships; (d) local financial commitment; (e) project readiness; and (f) technical, legal, and financial capacity. Each applicant is encouraged to provide a succinct, logical, and orderly response to all criteria referenced in this NOFO. Additional information may be provided to support the responses; however, any additional documentation must be directly referenced on the supplemental form, including the file name where the additional information can be found.

- a. Demonstration of Need
- FTA will evaluate proposals based on how the proposed project will address the need or challenges to improving coordination of transportation services serving rural or small urban areas, populations affected by healthcare challenges such as the opioid epidemic, veterans, Medicaid recipients, and/or any population that is currently underserved by NEMT. FTA will consider both the scope of the overall need or challenge, and the size of the specific segment of the population served by the proposed project.

- b. Demonstration of Benefits
- FTA will evaluate proposals on the benefits provided by the proposed project. Benefits will be tied to the Mobility for All pilot program goals of: (1) Increased access to funding sources that fund transportation; (2) filling gaps in service and reducing duplication of service; and (3) better serving underserved populations in rural and small urban areas. Proposals will be judged on the extent to which the proposed project demonstrates a benefit to the transportation need or challenge to mobility and access to services demonstrated above. Projects will be evaluated on the ability of the proposed project to yield data demonstrating impacts on the goals of FTA’s Mobility for All pilot program. Proposals must show that the applicant will be able to provide impact data during and after the pilot project. FTA will conduct an independent evaluation of each pilot project. FTA requires each applicant to submit the performance data on a quarterly basis. This data will be used by FTA to produce the required Annual Report to Congress that contains detailed description of the activities carried out under the pilot program, and an evaluation of the program, including an evaluation of the performance measures described.

- c. Planning and Partnerships
- Applicants must describe the eligible project and outline project partners and their specific role in the project. Successful projects will work collaboratively and leverage partnerships with grantees and constituents of the Federal agencies that are members of the CCAM, such as the Department of Health and Human Services’ Administration for Community Living, the Health Resources and Services Administration, and the Centers for Medicare and Medicaid Services. A list of CCAM partners may be accessed by going to https://www.transit.dot.gov/ccam/
about/partner-agencies. Partners also may include private and nonprofit entities involved in the coordination of nonemergency medical transportation services for the transportation disadvantaged. Applicants should provide evidence of strong commitment from key partners, including memoranda of agreement or letters of support from relevant local stakeholders and partner organizations. Any changes to the proposed partnerships will require FTA’s advance approval and must be consistent with the scope of the approved project. Projects should be derived from a locally developed, coordinated public transit-human services transportation plan.

d. Local Financial Commitment

Applicants must identify the source of the local share and describe whether such funds are currently available for the project or will need to be secured if the project is selected for funding. FTA will consider the availability of the local share as evidence of local financial commitment to the project. In addition, an applicant may propose a local share that is greater than the minimum requirement or provide documentation of previous local investment in the project as evidence of local financial commitment.

e. Project Readiness

FTA will evaluate the project on the proposed schedule and the applicant’s ability to implement it. Applicants should indicate the short-term, mid-range, and long-term goals for the project. Applicants also must describe how the project will help the transportation disadvantaged and improve the coordination of transportation services and non-emergency medical transportation services. Proposals must provide specific performance measures the eligible project will use to quantify actual outcomes against expected outcomes. FTA will evaluate the project on the extent to which it was developed inclusively, incorporating meaningful involvement from key stakeholders including consumer representatives of the target groups and providers from the healthcare, transportation, and human services sectors, among others. The applicant must show significant, ongoing involvement of the project’s target population.

f. Technical, Legal and Financial Capacity

FTA will evaluate proposals on the capacity of the lead agency and any partners to successfully execute the pilot effort. The applicant should have no outstanding legal, technical, or financial issues that would make this a high-risk project. FTA will evaluate each proposal (including the business plan, financial projections, and other relevant data) for feasibility and long-term sustainability of both the pilot project as well as the proposed project at full deployment. FTA intends to select projects with a high likelihood of long-term success and sustainability.

2. Review and Selection Process

A technical evaluation committee made up of FTA staff will evaluate proposals based on the published evaluation criteria. After applying the above criteria, the FTA Administrator will consider the following key Departmental objectives:

- Supporting economic vitality at the national and regional level;
- Utilizing alternative funding sources and innovative financing models to attract non-Federal sources of infrastructure investment;
- Accounting for the life-cycle costs of the project to promote a state of good repair;
- Using innovative approaches to improve safety and expedite project delivery; and
- Holding grant recipients accountable for their performance and achieving specific, measurable outcomes identified by grant applicants.

Prior to making an award, FTA is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information Systems (FAPIIS) accessible through SAM. An applicant may review and comment on information about itself that a Federal Awarding Agency considers when completing the review of risk posed by applicants as described in 2 CFR 200.205, Federal Awarding Agency Review of Risk Posed by Applicants. In determining the allocation of program funds, FTA may consider geographic diversity, diversity in the size of the transit systems receiving funding, the applicant’s receipt of other competitive awards, projects located in or that support public transportation service in a qualified opportunity zone designated pursuant to 26 U.S.C. 1400Z–1, and the percentage of local share provided.

F. Federal Award Administration Information

1. Federal Award Notices

FTA Administrator will announce the final project selections on the FTA website. Project recipients should contact their FTA Regional Office for additional information regarding allocations for projects under each program.

At the time FTA announces project selections, FTA will extend pre-award authority pursuant to 2 CFR 200.458 for the selected projects. There is no blanket pre-award authority for these projects before announcement.

2. Award Administration

There is no minimum or maximum grant award amount; however, FTA intends to fund as many meritorious projects as possible. FTA will only consider proposals from eligible recipients for eligible activities. Due to funding limitations, projects selected for funding may receive less than the amount originally requested. In those cases, applicants must be able to demonstrate that the proposed projects are still viable, meet all eligibility requirements, and can be completed with the amount awarded.

3. Administrative and National Policy Requirements

i. Pre-Award Authority

FTA will issue specific guidance to recipients regarding pre-award authority at the time of selection. FTA does not provide pre-award authority for competitive funds until projects are selected, and there are Federal requirements that must be met before costs are incurred. For more information about FTA’s policy on pre-award authority, please see the FY 2019 Apportionments Notice published on July 3, 2019, at https://www.govinfo.gov/content/pkg/FR-2019-07-03/pd/f2019-14248.pdf

ii. Grant Requirements

Selected applicants will submit a grant application through FTA’s electronic grant management system and adhere to FTA grant requirements. All competitive grants will be subject to the congressional notification and release process. FTA emphasizes that third-party procurement applies to all funding awards, as described in FTA Circular 4220.1F, “Third Party Contracting Guidance.” However, FTA may approve applications that include a specifically identified partnering organization(s) (2 CFR 200.302(f)). When included, the application, budget, and budget narrative should provide a
clear understanding of how the selection of these organizations is critical for the project and give sufficient detail about the costs involved.

iii. Planning

FTA encourages applicants to engage the appropriate State Departments of Transportation, Regional Transportation Planning Organizations, or Metropolitan Planning Organizations in areas to be served by the project funds available under these programs.

iv. Standard Assurances

By submitting an application, the applicant assures that it will comply with all applicable Federal statutes, regulations, executive orders, FTA circulars, and other Federal administrative requirements in carrying out any project supported by the FTA grant. The applicant acknowledges that it is under a continuing obligation to comply with the terms and conditions of the grant agreement issued for its project with FTA. The applicant understands that Federal laws, regulations, policies, and administrative practices might be modified from time to time and may affect the implementation of the project. The applicant agrees that the most recent Federal requirements will apply to the project unless FTA issues a written determination otherwise. The applicant must submit the Certifications and Assurances before receiving a grant if it does not have current certifications on file.

v. Reporting

Post-award reporting requirements include submission of Federal Financial Reports and Milestone Progress Reports in FTA’s electronic grants management system. An independent evaluation of the pilot program may occur at various points in the deployment process and at the end of the pilot project. In addition, FTA is responsible for producing an Annual Report to Congress that compiles evaluations of selected projects, including an evaluation of the performance measures identified by the applicants. All applicants must develop an evaluation plan to measure the success or failure of their projects and to describe any plans for broad-based implementation of successful projects. FTA may request data and reports to support the independent evaluation and annual report.

G. Federal Awarding Agency Contact

For questions about applying to the pilot program outlined in this notice, please contact the Program Manager, Kelly Tyler, at Federal Transit Administration, phone: (202) 366–3102, fax: (202) 366–3475, or email, Kelly.Tyler@dot.gov. A TDD is available at 1–800–877–8339 (TDD/FRS). Additionally, you may visit FTA’s website for this program at https://www.transit.dot.gov/funding/grants/grant-programs/mobility-all-grants.

To ensure that applicants receive accurate information about eligibility or the program, applicants are encouraged to contact FTA directly with questions, rather than through intermediaries or third parties. FTA staff also may conduct briefings on the FY 2020 competitive grants selection and award process upon request.

K. Jane Williams,
Acting Administrator.
Address Name
Address Line 2
City, State, Zip
Dear Name:
Thank you for your letter supporting the application submitted by Applicant for funding under the U.S. Department of Transportation’s Mobility for All pilot program.

The Federal Transit Administration (FTA) administers the Mobility for All pilot program, authorized by Section 3006(b) of the Fixing America’s Surface Transportation Act. This program supports innovative coordinated access and mobility projects that improve the coordination of transportation services and non-emergency medical transportation services for the transportation disadvantaged populations.

All properly submitted applications will receive full and careful consideration. FTA will announce final project selections after the review process is complete.

Your interest in this program is appreciated.
Sincerely,
Signatory

SUMMARY: The Maritime Administration (MARAD) is developing a voluntary agreement necessary to renew the Voluntary Tanker Agreement Program, pursuant to the authority contained in Section 708 of the Defense Production Act of 1950 (DPA), as amended. This notice invites comments on the draft proposed Voluntary Tanker Agreement (VTA). The proposed text is intended to replace the Agreement as it was last published in Volume 73 of the Federal Register at page 31692 (September 4, 2008). Because the proposed agreement will contain changes, both former and new participants must submit a new application once the final text is published. VTA applications are available from MARAD. The complete, draft text of the VTA is published below. Copies of the draft text are also available to the public upon request. MARAD will hold an open meeting for the purpose of developing the final text of the VTA at its headquarters located at 1200 New Jersey Avenue SE, Washington, DC 20590. MARAD will announce the open meeting by publication in the Federal Register.

DATES: Comments must be received on or before December 2, 2019. MARAD will consider comments filed after this date to the extent practicable.

ADDRESSES: You may submit comments identified by DOT Docket Number MARAD–2019–0183 any one of the following methods:


• Mail or Hand Delivery: Docket Management Facility is in the West Building, Ground Floor of the U.S. Department of Transportation. The Docket Management Facility location address is: U.S. Department of Transportation, MARAD–2019–0183, 1200 New Jersey Avenue SE, West Building, Room W12–140, Washington, DC 20590, between 9 a.m. and 5 p.m., Monday through Friday, except on Federal holidays.

Note: If you mail or hand-deliver your comments, we recommend that you include your name and a mailing address, an email address, or a telephone number in the body of your document so that we can contact you if we have questions regarding your submission.

Instructions: All submissions received must include the agency name and specific docket number. All comments received will be posted without change to the docket at www.regulations.gov, including any personal information provided. For detailed instructions on
North Central Regional Transit District  
Monthly Financial Report  
As of October 31, 2019

Summary

The North Central Regional Transit District (NCRTD) is currently reporting four months of financial activity as of October 31, 2019. Expenses and Revenues reported for the period through October 31, 2019 represent 33% of the budget. Monthly budget figures for GRT, federal and capital grant revenues as well as expenses were calculated utilizing trends from the last three fiscal years.

As of October 31, 2019, total revenue received were $3,649,298 this represents 18.58% of budgeted revenues for the current fiscal year and $3,305,308 of expenses have incurred this represent 16.83 % of the budgeted expenditures for the fiscal year.

The District has received $343,989 more in revenues than it has spent, but this amount does not include contributions that will be made to Rio Metro of Approximately $239,000.

Significant Variances

- **Revenues –**
  - **GRT-** We will go over in detail in the next page.
  - **Federal Revenues** - Are $377,499 less than the prior year because 5301 Billing for the months of July and August have not been received, those revenues were received in November.
  - **Local Match** – the increase of $379,566 is because the $350,000 from Los Alamos County and City of Santa Fe have been received.
  - **Miscellaneous Revenues** – The increase of $10,462 is related to an increase in investment interest.

- **Expenses –**
  - **Salaries:** The increase in salaries of $25,455 is related to the average increase in salaries of 3%
  - **Employee Benefits:** The increase in benefits is due to the 5% increase in Health Insurance Premiums.
  - **Contributions to Other Transit Agencies** – The decrease of $282,036 is related to a late invoice request from RIO Metro. There were two contributions made to RIO Metro in November.
  - **Contractual Services**- The $53,713 decrease this year is related to payments made to Huitt-Zollars for the Preliminary Design of the Taos maintenance Facility.
  - **Fuel** – The $48,022 decrease this year is related to a new payment agreement with WEX where the prior month gets paid the following month by direct pay. This will be a timing difference throughout the year.
Vehicle Maintenance & Repairs – the $50,830 increase is related to several vehicles being repaired for accidents T-612, T-592 & T553 and the replacement of transmissions on vehicles T-598, T-554 and T-571.

Capital Expenses – The increase of $707,534 is related to buses received in the month of October vs. July last year ($630,000) and the acquisitions of bus shelters ($78,130).

GRT Revenue:

GRT Revenue received in October was $682,155 this is $44,034 more than what we received the same month last year and $98,158 more than budgeted.

GRT Revenue by County:

- **Los Alamos County** receipts were $70,792 this is $19,850 more than the same month last year and $36,430 more than budgeted.
- **Rio Arriba County** receipts were $45,023 this is $2103 more than the same month last year and $2,909 less than budgeted.
- **Santa Fe County** receipts were $477,063 this is $15,960 more than the same month last year and $58,054 more than budgeted.
- **Taos County** receipts were $89,278 this is $6,122 more than the same month last year and $6,583 more than budgeted.

Grant Revenue:

Grant Revenue received in October was $149,736 this is $71695 more than the same time last year and $141,256 less than Budgeted. There were no NMDOT drawdowns made for three months of until September, we are waiting for NMDOT to approve one more request, two reimbursements were received in November.

Expense Categories:

Total Expenses for the month of October are $1,133,475. The net effect between the administrative, operating and capital expense categories is an increase of $435,416 from the prior year which correlates to the differences in the amount of $435,416 that were discussed in the Statement of Revenues and Change in net Position. The monthly Expenditures are allocated in the following categories:

- Administrative expenses totaled $171,115 this is $64,065 less than the same month last year and $98,115 less than we budgeted (administrative expenses are at 26.44% of their annual budget)
- Operating expenses totaled $749,367 this is $232,805 less than the same month last year and $373,073 less than we budgeted (operating expenses are at 21.74% of the annual budget).
- Capital expenses totaled $212,993 this is $129,472 more than the same month last year and $212,993 more than we budgeted (capital expenses are at 50.89% of their monthly budget)
Other Matters:

N/A
## North Central Regional Transit District

### Statement of Revenues, Expenses and Change in Net Position - (Cash Basis)

As of October 31, 2019
For Fiscal Year 2020 (July 1, 2019 to June 30, 2020)

<table>
<thead>
<tr>
<th>Revenues:</th>
<th>Actual FY19</th>
<th>Budget FY20</th>
<th>Actual FY20</th>
<th>Inc/(Dec) from Prior Year to Current Year</th>
<th>% Year to Date vs Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Receipt</td>
<td>$2,593,707</td>
<td>$7,513,250</td>
<td>$2,942,906</td>
<td>$349,198</td>
<td>39.17%</td>
</tr>
<tr>
<td>Fed Grant</td>
<td>527,235</td>
<td>8,725,021</td>
<td>149,736</td>
<td>(377,499)</td>
<td>1.72%</td>
</tr>
<tr>
<td>5311c/Member Contributions</td>
<td>-</td>
<td>176,633</td>
<td>86,414</td>
<td>86,414</td>
<td>48.92%</td>
</tr>
<tr>
<td>State Capital/Outlay</td>
<td>-</td>
<td>634,332</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Local Match</td>
<td>25,000</td>
<td>538,114</td>
<td>404,566</td>
<td>379,566</td>
<td>75.18%</td>
</tr>
<tr>
<td>Use of Fund Balance</td>
<td>-</td>
<td>1,834,385</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Charges for Services</td>
<td>9,898</td>
<td>49,000</td>
<td>11,737</td>
<td>1,840</td>
<td>23.95%</td>
</tr>
<tr>
<td>Misc Revenues</td>
<td>43,229</td>
<td>165,100</td>
<td>53,939</td>
<td>10,710</td>
<td>32.67%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$3,199,069</td>
<td>$19,635,835</td>
<td>$3,649,298</td>
<td>$450,229</td>
<td>18.58%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses:</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$828,837</td>
<td>$3,119,355</td>
<td>$854,292</td>
<td>$25,455</td>
<td>27.39%</td>
</tr>
<tr>
<td>Overtime</td>
<td>79,878</td>
<td>147,319</td>
<td>76,116</td>
<td>(2,235)</td>
<td>21.64%</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>389,892</td>
<td>1,499,331</td>
<td>418,564</td>
<td>28,672</td>
<td>27.92%</td>
</tr>
<tr>
<td>Contributions to Other Transit Agencies</td>
<td>887,689</td>
<td>4,860,755</td>
<td>605,653</td>
<td>(282,036)</td>
<td>12.46%</td>
</tr>
<tr>
<td>Office</td>
<td>4,950</td>
<td>59,476</td>
<td>25,950</td>
<td>20,999</td>
<td>43.63%</td>
</tr>
<tr>
<td>Utilities</td>
<td>21,267</td>
<td>87,946</td>
<td>19,032</td>
<td>(2,235)</td>
<td>21.64%</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>166,015</td>
<td>609,556</td>
<td>112,302</td>
<td>(48,250)</td>
<td>18.42%</td>
</tr>
<tr>
<td>Advertising</td>
<td>28,101</td>
<td>113,230</td>
<td>24,466</td>
<td>(3,635)</td>
<td>21.61%</td>
</tr>
<tr>
<td>Equipment &amp; Building</td>
<td>7,344</td>
<td>33,700</td>
<td>7,707</td>
<td>363</td>
<td>22.87%</td>
</tr>
<tr>
<td>Insurance</td>
<td>36,576</td>
<td>111,811</td>
<td>35,691</td>
<td>(855)</td>
<td>31.92%</td>
</tr>
<tr>
<td>Employee Related</td>
<td>19,163</td>
<td>65,333</td>
<td>19,170</td>
<td>7</td>
<td>29.34%</td>
</tr>
<tr>
<td>Travel, Meetings, Lodging and Per Diem</td>
<td>14,285</td>
<td>83,878</td>
<td>10,129</td>
<td>(4,156)</td>
<td>12.08%</td>
</tr>
<tr>
<td>Fuel</td>
<td>164,592</td>
<td>440,000</td>
<td>116,569</td>
<td>(282,036)</td>
<td>26.49%</td>
</tr>
<tr>
<td>Vehicle Maintenance/Repairs</td>
<td>89,653</td>
<td>363,840</td>
<td>112,302</td>
<td>50,830</td>
<td>38.61%</td>
</tr>
<tr>
<td>Other</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Capital</td>
<td>131,652</td>
<td>8,040,305</td>
<td>839,186</td>
<td>707,534</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$2,869,892</td>
<td>$19,635,835</td>
<td>$3,305,308</td>
<td>$435,416</td>
<td>16.83%</td>
</tr>
<tr>
<td><strong>Change in Net Position</strong></td>
<td>$329,176</td>
<td>$343,989</td>
<td>$14,813</td>
<td>1.75%</td>
<td></td>
</tr>
</tbody>
</table>

### Statement of Revenues vs Expenses

<table>
<thead>
<tr>
<th>TOTAL REVENUES</th>
<th>TOTAL EXPENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget FY20</td>
<td>Actual FY20</td>
</tr>
</tbody>
</table>

- Budget FY20
- Actual FY20

---

North Central Regional Transit District
State of California
North Central Regional Transit District
102 North Central Regional Transit District
## North Central Regional Transit District
### Gross Receipts Revenue - By Month (Cash Basis)
#### As of October 31, 2019
##### For Fiscal Year 2020 (July 1, 2019 to June 30, 2020)

<table>
<thead>
<tr>
<th></th>
<th>Budget FY20</th>
<th>Actual FY20</th>
<th>Year-to-Date Budget Variance</th>
<th>% Increase or (decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 19</td>
<td>$682,197</td>
<td>$689,871</td>
<td>$7,673</td>
<td>1.12%</td>
</tr>
<tr>
<td>AUG 19</td>
<td>665,632</td>
<td>811,055</td>
<td>145,423</td>
<td>21.85%</td>
</tr>
<tr>
<td>SEPT 19</td>
<td>661,881</td>
<td>759,825</td>
<td>97,944</td>
<td>14.80%</td>
</tr>
<tr>
<td>OCT 19</td>
<td>583,997</td>
<td>682,155</td>
<td>98,158</td>
<td>16.81%</td>
</tr>
<tr>
<td>NOV 19</td>
<td>688,554</td>
<td>-</td>
<td>-168,554</td>
<td>-100.00%</td>
</tr>
<tr>
<td>DEC 19</td>
<td>626,140</td>
<td>-</td>
<td>-626,140</td>
<td>-100.00%</td>
</tr>
<tr>
<td>JAN 20</td>
<td>570,455</td>
<td>-</td>
<td>-570,455</td>
<td>-100.00%</td>
</tr>
<tr>
<td>FEB 20</td>
<td>671,883</td>
<td>-</td>
<td>-671,883</td>
<td>-100.00%</td>
</tr>
<tr>
<td>MAR 20</td>
<td>597,244</td>
<td>-</td>
<td>-597,244</td>
<td>-100.00%</td>
</tr>
<tr>
<td>APR 20</td>
<td>530,584</td>
<td>-</td>
<td>-530,584</td>
<td>-100.00%</td>
</tr>
<tr>
<td>MAY 20</td>
<td>599,711</td>
<td>-</td>
<td>-599,711</td>
<td>-100.00%</td>
</tr>
<tr>
<td>JUN 20</td>
<td>634,972</td>
<td>-</td>
<td>-634,972</td>
<td>-100.00%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$7,513,250</td>
<td>$2,942,906</td>
<td>$(4,570,344)</td>
<td>-60.83%</td>
</tr>
</tbody>
</table>

### Prior Year FY2019 vs. Current Year FY2020

<table>
<thead>
<tr>
<th></th>
<th>Actual FY19</th>
<th>Actual FY20</th>
<th>(Inc/Dec) from Prior Year to Current Year</th>
<th>% Increase or (decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 19</td>
<td>$798,916</td>
<td>$689,871</td>
<td>$(109,045)</td>
<td>-13.65%</td>
</tr>
<tr>
<td>AUG 19</td>
<td>759,415</td>
<td>811,055</td>
<td>51,640</td>
<td>6.80%</td>
</tr>
<tr>
<td>SEPT 19</td>
<td>764,560</td>
<td>759,825</td>
<td>(4,735)</td>
<td>-0.62%</td>
</tr>
<tr>
<td>OCT 19</td>
<td>638,121</td>
<td>682,155</td>
<td>44,034</td>
<td>6.90%</td>
</tr>
<tr>
<td>NOV 19</td>
<td>808,555</td>
<td>-</td>
<td>(808,555)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>DEC 19</td>
<td>721,268</td>
<td>-</td>
<td>(721,268)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>JAN 20</td>
<td>643,374</td>
<td>-</td>
<td>(643,374)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>FEB 20</td>
<td>760,890</td>
<td>-</td>
<td>(760,890)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>MAR 20</td>
<td>692,405</td>
<td>-</td>
<td>(692,405)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>APR 20</td>
<td>603,382</td>
<td>-</td>
<td>(603,382)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>MAY 20</td>
<td>680,112</td>
<td>-</td>
<td>(680,112)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>JUN 20</td>
<td>746,386</td>
<td>-</td>
<td>(746,386)</td>
<td>-100.00%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$8,617,384</td>
<td>$2,942,906</td>
<td>$(5,674,478)</td>
<td>-65.85%</td>
</tr>
</tbody>
</table>
North Central Regional Transit District
Gross Receipts Revenue- By County (Cash Basis)
As of October 31, 2019
For Fiscal Year 2020 (July 1, 2019 to June 30, 2020)

**LOS ALAMOS COUNTY**

<table>
<thead>
<tr>
<th></th>
<th>Actual FY19</th>
<th>Budget FY20</th>
<th>Actual FY20</th>
<th>Inc/(Dec) from Prior Year to Current Year</th>
<th>Year-to-Date Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 19</td>
<td>$246,238</td>
<td>$166,094.23</td>
<td>$148,689</td>
<td>$(97,549) $</td>
<td>$(1,605,429) $</td>
</tr>
<tr>
<td>AUG 19</td>
<td>172,593</td>
<td>116,418.68</td>
<td>205,830</td>
<td>33,237 $</td>
<td>89,411 $</td>
</tr>
<tr>
<td>SEPT 19</td>
<td>205,402</td>
<td>138,549.24</td>
<td>96,676</td>
<td>(108,726) $</td>
<td>(41,873) $</td>
</tr>
<tr>
<td>OCT 19</td>
<td>50,942</td>
<td>34,361.77</td>
<td>70,792</td>
<td>19,850 $</td>
<td>36,430 $</td>
</tr>
<tr>
<td>NOV 19</td>
<td>263,096</td>
<td>177,465.41</td>
<td>-</td>
<td>(263,096) $(177,465) $</td>
<td></td>
</tr>
<tr>
<td>DEC 19</td>
<td>188,925</td>
<td>127,435.06</td>
<td>-</td>
<td>(188,925) $(127,435) $</td>
<td></td>
</tr>
<tr>
<td>JAN 20</td>
<td>121,919</td>
<td>82,237.68</td>
<td>-</td>
<td>(121,919) $(82,238) $</td>
<td></td>
</tr>
<tr>
<td>MAR 20</td>
<td>198,326</td>
<td>133,776.29</td>
<td>-</td>
<td>(198,326) $(133,776) $</td>
<td></td>
</tr>
<tr>
<td>APR 20</td>
<td>133,221</td>
<td>89,861.19</td>
<td>-</td>
<td>(133,221) $(89,861) $</td>
<td></td>
</tr>
<tr>
<td>MAY 20</td>
<td>143,514</td>
<td>96,804.10</td>
<td>-</td>
<td>(143,514) $(96,804) $</td>
<td></td>
</tr>
<tr>
<td>JUN 20</td>
<td>242,510</td>
<td>163,579.60</td>
<td>-</td>
<td>(242,510) $(163,580) $</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$2,127,416</td>
<td>$1,435,000</td>
<td>$521,987</td>
<td>$(1,605,429) $</td>
<td>$(913,013) $</td>
</tr>
</tbody>
</table>
### RIO ARRIBA COUNTY

#### Gross Receipts Revenue - By County (Cash Basis)

**As of October 31, 2019**

**For Fiscal Year 2020 (July 1, 2019 to June 30, 2020)**

<table>
<thead>
<tr>
<th></th>
<th>Actual FY19</th>
<th>Budget FY20</th>
<th>Actual FY20</th>
<th>Inc/(Dec) from Prior Year to Current Year</th>
<th>Year-to-Date Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 19</td>
<td>$38,636</td>
<td>$43,147.31</td>
<td>$39,453</td>
<td>$817</td>
<td>$(3,694)</td>
</tr>
<tr>
<td>AUG 19</td>
<td>43,486</td>
<td>48,563.61</td>
<td>42,952</td>
<td>(534)</td>
<td>(5,611)</td>
</tr>
<tr>
<td>SEPT 19</td>
<td>40,743</td>
<td>45,500.33</td>
<td>41,727</td>
<td>984</td>
<td>(3,773)</td>
</tr>
<tr>
<td>OCT 19</td>
<td>42,920</td>
<td>47,931.52</td>
<td>45,023</td>
<td>2,103</td>
<td>(2,909)</td>
</tr>
<tr>
<td>NOV 19</td>
<td>43,399</td>
<td>48,466.45</td>
<td>-</td>
<td>(43,399)</td>
<td>(48,466)</td>
</tr>
<tr>
<td>DEC 19</td>
<td>40,263</td>
<td>44,964.28</td>
<td>-</td>
<td>(40,263)</td>
<td>(44,964)</td>
</tr>
<tr>
<td>JAN 20</td>
<td>39,306</td>
<td>43,895.54</td>
<td>-</td>
<td>(39,306)</td>
<td>(43,896)</td>
</tr>
<tr>
<td>FEB 20</td>
<td>46,741</td>
<td>52,198.68</td>
<td>-</td>
<td>(46,741)</td>
<td>(52,199)</td>
</tr>
<tr>
<td>MAR 20</td>
<td>37,155</td>
<td>41,493.38</td>
<td>-</td>
<td>(37,155)</td>
<td>(41,493)</td>
</tr>
<tr>
<td>APR 20</td>
<td>35,508</td>
<td>39,654.07</td>
<td>-</td>
<td>(35,508)</td>
<td>(39,654)</td>
</tr>
<tr>
<td>MAY 20</td>
<td>38,982</td>
<td>43,533.71</td>
<td>-</td>
<td>(38,982)</td>
<td>(43,534)</td>
</tr>
<tr>
<td>JUN 20</td>
<td>39,311</td>
<td>43,901.12</td>
<td>-</td>
<td>(39,311)</td>
<td>(43,901)</td>
</tr>
<tr>
<td>SUM</td>
<td>$486,450</td>
<td>$543,250</td>
<td>$169,155</td>
<td>$(317,295)</td>
<td>$(374,095)</td>
</tr>
</tbody>
</table>
North Central Regional Transit District  
Gross Receipts Revenue - By County (Cash Basis)  
As of October 31, 2019  
For Fiscal Year 2020 (July 1, 2019 to June 30, 2020)

**SANTA FE COUNTY**

<table>
<thead>
<tr>
<th></th>
<th>Actual FY19</th>
<th>Budget FY20</th>
<th>Actual FY20</th>
<th>Inc/(Dec) from Prior Year to Current Year</th>
<th>Year-to-Date Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 19</td>
<td>$445,926</td>
<td>$405,218</td>
<td>$432,960</td>
<td>$(12,966)</td>
<td>$(3,197,662)</td>
</tr>
<tr>
<td>AUG 19</td>
<td>462,694</td>
<td>420,455</td>
<td>479,150</td>
<td>16,456</td>
<td>58,695</td>
</tr>
<tr>
<td>SEPT 19</td>
<td>439,788</td>
<td>399,640</td>
<td>489,039</td>
<td>49,251</td>
<td>89,399</td>
</tr>
<tr>
<td>OCT 19</td>
<td>461,103</td>
<td>419,009</td>
<td>477,063</td>
<td>15,960</td>
<td>58,054</td>
</tr>
<tr>
<td>NOV 19</td>
<td>427,474</td>
<td>388,450</td>
<td>-</td>
<td>(427,474)</td>
<td>(388,450)</td>
</tr>
<tr>
<td>DEC 19</td>
<td>415,311</td>
<td>377,397</td>
<td>-</td>
<td>(415,311)</td>
<td>(377,397)</td>
</tr>
<tr>
<td>JAN 20</td>
<td>409,987</td>
<td>372,559</td>
<td>-</td>
<td>(409,987)</td>
<td>(372,559)</td>
</tr>
<tr>
<td>FEB 20</td>
<td>455,801</td>
<td>414,191</td>
<td>-</td>
<td>(455,801)</td>
<td>(414,191)</td>
</tr>
<tr>
<td>MAR 20</td>
<td>378,050</td>
<td>343,538</td>
<td>-</td>
<td>(378,050)</td>
<td>(343,538)</td>
</tr>
<tr>
<td>APR 20</td>
<td>363,575</td>
<td>330,384</td>
<td>-</td>
<td>(363,575)</td>
<td>(330,384)</td>
</tr>
<tr>
<td>MAY 20</td>
<td>413,831</td>
<td>376,053</td>
<td>-</td>
<td>(413,831)</td>
<td>(376,053)</td>
</tr>
<tr>
<td>JUN 20</td>
<td>402,335</td>
<td>365,606</td>
<td>-</td>
<td>(402,335)</td>
<td>(365,606)</td>
</tr>
</tbody>
</table>

**Total**  
$5,075,875 $4,612,500 $1,878,213 $(3,197,662) $(2,734,287)
## North Central Regional Transit District

**Gross Receipts Revenue - By County (Cash Basis)**

As of October 31, 2019

For Fiscal Year 2020 (July 1, 2019 to June 30, 2020)

### TAOS COUNTY

<table>
<thead>
<tr>
<th>Month</th>
<th>Actual FY19</th>
<th>Budget FY20</th>
<th>Actual FY20</th>
<th>Inc/(Dec) from Prior Year to Current Year</th>
<th>Year-to-Date Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 19</td>
<td>$68,116</td>
<td>$67,738</td>
<td>$68,768</td>
<td>$652</td>
<td>$1,029</td>
</tr>
<tr>
<td>AUG 19</td>
<td>$80,642</td>
<td>$80,195</td>
<td>$83,123</td>
<td>2,481</td>
<td>2,928</td>
</tr>
<tr>
<td>SEPT 19</td>
<td>$78,627</td>
<td>$78,191</td>
<td>$132,382</td>
<td>53,755</td>
<td>54,191</td>
</tr>
<tr>
<td>OCT 19</td>
<td>$83,156</td>
<td>$82,695</td>
<td>$89,278</td>
<td>6,122</td>
<td>6,583</td>
</tr>
<tr>
<td>NOV 19</td>
<td>$74,586</td>
<td>$74,191</td>
<td>-</td>
<td>(74,586)</td>
<td>(74,172)</td>
</tr>
<tr>
<td>DEC 19</td>
<td>$76,769</td>
<td>$76,343</td>
<td>-</td>
<td>(76,769)</td>
<td>(76,343)</td>
</tr>
<tr>
<td>JAN 20</td>
<td>$72,162</td>
<td>$71,762</td>
<td>-</td>
<td>(72,162)</td>
<td>(71,762)</td>
</tr>
<tr>
<td>FEB 20</td>
<td>$97,618</td>
<td>$97,077</td>
<td>-</td>
<td>(97,618)</td>
<td>(97,077)</td>
</tr>
<tr>
<td>MAR 20</td>
<td>$78,874</td>
<td>$78,437</td>
<td>-</td>
<td>(78,874)</td>
<td>(78,437)</td>
</tr>
<tr>
<td>APR 20</td>
<td>$71,078</td>
<td>$70,684</td>
<td>-</td>
<td>(71,078)</td>
<td>(70,684)</td>
</tr>
<tr>
<td>MAY 20</td>
<td>$83,785</td>
<td>$83,320</td>
<td>-</td>
<td>(83,785)</td>
<td>(83,320)</td>
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<tr>
<td>JUN 20</td>
<td>$62,230</td>
<td>$61,885</td>
<td>-</td>
<td>(62,230)</td>
<td>(61,885)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$927,643</td>
<td>$922,500</td>
<td>$373,550</td>
<td>(554,093)</td>
<td>(548,950)</td>
</tr>
</tbody>
</table>
### Budget to Actual FY2020

<table>
<thead>
<tr>
<th>Month</th>
<th>Budget FY20</th>
<th>Actual FY20</th>
<th>Year-to-Date</th>
<th>% Year to Date vs Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 19</td>
<td>$371,771</td>
<td>-</td>
<td>$371,771</td>
<td>0.00%</td>
</tr>
<tr>
<td>AUG 19</td>
<td>$591,906</td>
<td>-</td>
<td>$591,906</td>
<td>0.00%</td>
</tr>
<tr>
<td>SEPT 19</td>
<td>$897,772</td>
<td>$149,736</td>
<td>(897,772)</td>
<td>51.46%</td>
</tr>
<tr>
<td>OCT 19</td>
<td>$290,992</td>
<td>-</td>
<td>(290,992)</td>
<td>0.00%</td>
</tr>
<tr>
<td>NOV 19</td>
<td>$801,000</td>
<td>-</td>
<td>(801,000)</td>
<td>0.00%</td>
</tr>
<tr>
<td>DEC 19</td>
<td>$805,005</td>
<td>-</td>
<td>(805,005)</td>
<td>0.00%</td>
</tr>
<tr>
<td>JAN 20</td>
<td>$965,489</td>
<td>-</td>
<td>(965,489)</td>
<td>0.00%</td>
</tr>
<tr>
<td>FEB 20</td>
<td>$929,902</td>
<td>-</td>
<td>(929,902)</td>
<td>0.00%</td>
</tr>
<tr>
<td>MAR 20</td>
<td>$652,691</td>
<td>-</td>
<td>(652,691)</td>
<td>0.00%</td>
</tr>
<tr>
<td>APR 20</td>
<td>$683,845</td>
<td>-</td>
<td>(683,845)</td>
<td>0.00%</td>
</tr>
<tr>
<td>MAY 20</td>
<td>$900,691</td>
<td>-</td>
<td>(900,691)</td>
<td>0.00%</td>
</tr>
<tr>
<td>JUN 20</td>
<td>$833,958</td>
<td>-</td>
<td>(833,958)</td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td>$8,725,021</td>
<td>$149,736</td>
<td>(8,575,285)</td>
<td>1.72%</td>
</tr>
</tbody>
</table>

### Prior Year FY 2019 vs. Current Year FY2020

<table>
<thead>
<tr>
<th>Month</th>
<th>Actual FY19</th>
<th>Actual FY20</th>
<th>Inc/(Dec) from Prior Year to Current Year</th>
<th>Inc/(Dec) from Prior Year to Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 19</td>
<td>$99,705</td>
<td>-</td>
<td>$(99,705)</td>
<td>0.00%</td>
</tr>
<tr>
<td>AUG 19</td>
<td>$158,743</td>
<td>-</td>
<td>$(158,743)</td>
<td>0.00%</td>
</tr>
<tr>
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</tr>
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</tr>
<tr>
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### Administrative Expenses FY19 - FY20

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<tr>
<th></th>
<th>Actual FY19</th>
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<th>Actual FY20</th>
<th>Inc (Dec) 2019 vs 2020</th>
<th>Year to Date Budget Variance</th>
<th>% Month (Year) to Date vs Budget</th>
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### Operating Expenses FY19 - FY20

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<th>Actual FY19</th>
<th>Budget FY20</th>
<th>Actual FY20</th>
<th>Inc (Dec) 2019 vs 2020</th>
<th>Year to Date Budget Variance</th>
<th>% Month (Year) to Date vs Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 19</td>
<td>$207,366</td>
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</tr>
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<td>749,367</td>
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<td>(590,140)</td>
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<td>(607,384)</td>
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<tr>
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<td>-</td>
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<td>(703,919)</td>
<td>0.00%</td>
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<tr>
<td>FEB 20</td>
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<td>(1,236,008)</td>
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<tr>
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<tr>
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<tr>
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<tr>
<td>JUN 20</td>
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### Capital Expenses FY19 - FY20

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<th>Budget FY20</th>
<th>Actual FY20</th>
<th>Inc (Dec) 2019 vs 2020</th>
<th>Year to Date Budget Variance</th>
<th>% Month (Year) to Date vs Budget</th>
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<tbody>
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<td>$44,782</td>
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<td>$(44,782)</td>
<td>$(99,268)</td>
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<td>-</td>
<td>618,964</td>
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<td>(54,005)</td>
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</tr>
<tr>
<td>FEB 20</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
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<tr>
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<tr>
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</table>
CALL TO ORDER: Christy Van Buren

1. ROLL CALL: Christy Van Buren

Ms. Van Buren asks if everyone had a chance to review the agenda (silent consent); requests adding item 5a to discuss the TTAP program. Asks if there are any other additions to the Agenda.

Mr. Escudero states that Charles Dorame had mentioned the issue of Tribal Subcommittee elections which had been brought up at the October 18, 2018 meeting; would like to add to Agenda.

Ms. Van Buren consults with Ms. McGuire who suggests making it item number 12. Mr. Mortillaro points out that the Subcommittee will not be able to take action because the item was not posted. Added as “Item No. 12, Discussion of Subcommittee Positions.”

2. APPROVAL OF AGENDA

Ms. Van Buren asks if there are any other additions, asks for a motion to approve the Agenda.

Mr. Montoya moves to pass, Ms. Garcia seconds; motion passes unanimously.

3. APPROVAL OF OCTOBER 18, 2018 MEETING MINUTES
Mr. Escudero asks for clarification of the following paragraph on page 2 of the October 18 minutes:

“Chair Dorame suggests to Mr. Mortillaro that questions regarding Federal DOI regulations that inhibit progress to Tribal issues (e.g. not allowing events at resorts or casinos) may be better served if they are raised by the entire Board and proposes that the TTAP issue be scheduled for Board discussion, hoping to get support from the member cities and counties.”

Mr. Escudero asks for clarification regarding the DOI regulations.

Ms. Van Buren addresses the question as she is familiar with the issue as a member of the TTPCC National Committee. Federal Lands, Federal Highway and Department of the Interior prohibit their employees to stay at a casino, even if it’s Indian owned. Cites example that if there is a conference at Buffalo Thunder, Federal employees would have to stay down the road at Homewood Suites, as they are not authorized a per diem to stay at a casino. They can attend an event at the facility (Buffalo Thunder) but cannot lodge there. Points out that this is an ongoing contentious issue, as it would benefit the Indian Casinos to host such events.

Gives example of upcoming TTPCC meeting at Mashantucket Pequot (Foxwoods Resort Casino) where Federal DOI employees will have to stay five miles down the road from a facility that can more than accommodate the conference. Points out that the DOI authorizes reimbursement for all the Tribal entities that lodge at the casino, but not their own Federal employees.

Ms. McGuire points out that this ruling seems to contradict other programs in place to stimulate economic development in Indian Country, that it doesn’t make sense that on one hand there is support of expansion and growth but on the other, there are limitations on how that can be achieved.

Ms. Van Buren mentions how Ohkay Owingeh hosted the Southwest Federal Highway Conference and all the participants stayed at our hotel, but the Feds stayed in town at the Comfort Inn.

Ms. Van Buren asks if there are any other comments or additions to the minutes? Asks if anybody would like to make a motion to approve the minutes.

Motion: Pueblo of Tesuque
Second: Pueblo of Ohkay Owingeh
All in favor, motion carries.

Moves on to Agenda Item number 5, Tribal Transportation Program Coordinating Committee (TTPCC) Update.

Ms. Van Buren: The TTPCC National Committee has been placed on hold. Were supposed to travel to the Pueblo of Isleta, but because of the government shutdown, the DOI Bureau of Indian Affairs was unable to approve travel. They are now looking towards the next meeting which is supposed to be at Mashantucket Pequot the week of March 25. Felt it was unfortunate the Southwest regional was cancelled because there was hope of participation. BIA is supposed to verify and confirm travel this week; if they don’t authorize, they don’t reimburse us. We’re hoping
this happens before the next shutdown which the bureau anticipates will happen. By not having the meetings, they are not following Federal legislature on how frequently we meet, how the reviews are done, and reporting back up to DOI, which is creating a problem. If it is scheduled, you will be getting a copy of the revised agenda from me this week. Doesn’t know if there has been additional preference to the TTPCC or not due to the interruption caused by the Federal Government shutdown.

Mentions that the other Southwest representative, Shawna Ballay, from Pueblo of Isleta, resigned, is no longer with the Pueblo and now there is another position available for Southwest representative, which will be important to fill in a timely manner.

Mr. Mortillaro asks if the resolution passed at the December Board meeting had been forwarded to her (Resolution number 2018-35, a Resolution Demonstrating North Central Regional Transit District (NCRTD) Board Support of NCRTD-member Tribal Communities’ Concerns Regarding the Federal Tribal Technical Assistance Program, its Current Administration and Recent Changes in Delivery).

Ms. Van Buren produces the resolution pertaining to Federal Tribal Transportation Assistance Plan, (TTAP), passes out copies of the approved resolution the NCRTD Board approved in December along with a summary of what was presented to the Board outlining the issues, as well as a document supporting the tribal constituents in support of a resolution to the ENIPC Board of Governors. Explains the TTAP 3-year pilot program is supposed to end this year in September. Lots of back and forth about the structure of the program. A lot of the tribes are in support of placing the program back under Federal Lands and not the Innovative Program of Victoria Peters.

Governor Charles Dorame and I co-wrote a pretty strong resolution that was passed at the ENIPC Board of Governors meeting (hands out resolution). This resolution will be presented at the national TTPCC meeting with the DOI, stating that the ENIPC Governors are requesting to reinstate the six regional TTAP centers and remove oversite of the program from Office of Innovative Program Delivery from local aid support. They don’t meet with tribes, there’s no tribal consultation, they’re trying to use TTPCC as a sounding board for it, we are not one-on-one tribal consultation, so they’re skirting the whole issue. It’s a couple of million dollars that’s written into legislation that they get for trainings, which have proved to be ineffective. We have two to three people on nation-wide courses that people are attending online classes; two or three tribes out of over seven hundred tribes. They have instructors traveling to really remote places, like Las Vegas, New Mexico, to have only two tribes participate. So, it costs the program more money and we’re still not getting our hands-on training the way we did when our TTAP center was out of Arizona. So, we’re still in the same position, they’re still not consulting with tribes; we feel like they’re not listening to us. We do have Victoria Peters and the DOI coming to the next TTPCC meeting, not to request but to demand the restructuring of it (TTAP), and if not, just shut it down.

LTAP and RTAP started an initiative to reach out to a lot of the tribes, and that’s pretty much come to an end, too. The new woman (in charge?) came to our meeting but there is still a little bit of a disconnect in regard to tribal needs, which are very specific than our local county governments. She seems very open to discussion so I will continue trying to work with her; I think a lot of the issue is follow-through.
Backs up a little to introduce Sybil Cota, the Planning Technician who works with Ms. Van Buren at Ohkay Owingeh, stating that Sybil will fill in for Ms. Van Buren on Tribal Subcommittee matters when Ms. Van Buren is traveling. Mr. Mortillaro points out that the seat can only be held by a member of the Board but allows that she can participate as an observer and speak but cannot act as a voting member.

Ms. McGuire takes the opportunity to introduce Michael Valverde, the District’s new Transit Planner, pointing out he had attended the most recent Board meeting.

Introductions are made around the room for Ms. Cota’s benefit.

Ms. Van Buren summarizes that without the TTPCC meeting, coming to grips and holding them accountable, the TTAP program is dead in the water. Asks if any of the other Pueblos had heard from TTAP as far travel consultation went and was unsurprised at the negative response. States that the three-year pilot program fell flat on its face as expected.

Ms. McGuire asks if they (TTAP) had any metrics for measuring success? That from a financial standpoint and given the examples raised, it would seem like TTAP should have been concerned about not seeing any return for their money as well.

Ms. Van Buren answers that what the Office of Innovative Programs did was to take the number of classes and the number of participants when they took over; that it was all numbers driven. But if she (Ms. Van Buren) went to three different trainings, three different times of the year, I was counted as one person, one tribe. They came up with all these metrics, and now the numbers are all lower. How can you have 12 people in 6 months at 730 tribes attend? Sybil experienced 3 people in attendance at a national class geared towards planning and project management. It’s the problem of having individuals running a program who have no experience working with tribal entities. Hopefully this restructuring will reestablish our 6 regional centers.

In the absence of further questions, Ms. Van Buren suggests moving onto Agenda Item 6, Discussion of Tribal Legislative Interests on the Federal Level and State Level and turns the discussion over to Ms. McGuire and Mr. Mortillaro.

Ms. McGuire points out that the legislative session in Santa Fe is going full swing and that typically Mr. Mortillaro and Board Chair Dan Barrone fly to Washington, D.C. annually to push for public transit for funding and general support. The District wants to have the opportunity to open the floor to find out if there are any specific tribal needs that could potentially be looked at on either the State or Federal level. Mr. Mortillaro adds that in this State legislative process, we have 3 bills of specific interest; Senate Bill 11, which is the bill related to removing the exemption for taxation of national laboratories, which has made it through the Senate and is now going through the House, and so far it’s gone through without any amendments and with full support on both sides of the aisle. Once it gets through the House, hopefully it will go to the floor for a vote (it wasn’t eligible for the rocket docket). This is obviously important to us because it would ensure we don’t lose $1.4 million dollars annually in the event that LANL becomes a tax-exempt entity. Then there’s HB76 which is the yield to buses bill, which is also making it through the various committees. This is about putting a yield to bus notification on the back of buses. It is not mandatory, an agency can elect to do this, and if they do, drivers are required to yield to that bus when it is reentering traffic from a bus stop; if they don’t, they can get cited, but the legislation wouldn’t take effect until July of 2021. Mr. Valverde asks if the enforcement of this would be
dependent on a police officer observing an incident? Mr. Mortillaro affirms this adding also if there is an accident. The third bill, which was introduced about a week ago is called Senate Bill 461, and is critically important to the RTD because it has to do with funding for the Maintenance Facility, and it’s basically $2.6 million dollars of GAP funding that would be allocated to the Local Government Division of the Department of Finance and Administration, specifically for a Maintenance Facility for the RTD in Española. Asks the members that as they speak with those who represent the Pueblos at the legislature, to please ask them to make known the Pueblo support for these bills as they work their way through the process.

The Chair and I try to make a legislative visit to Washington, D.C. in March of every year although we have decided not to go this year. One of the things on our legislative agenda, which you have seen, and the Board has approved has to do with FAST Act funding, specifically 5311c which is the Tribal Transit Program. These funds have not increased for years, they’re still at $30 million dollars for the formula program, and since more and more Pueblos are applying for this funding, the slices of the pie keep getting smaller. Cites example of Nambé which in 2015 got $10,360 and now, they’re getting $3,000; same for Pojoaque. San Ildefonso was getting $38,000 and now they’re getting $11,000. Santa Clara actually went up from $97,000 to $143,000, and Tesuque has gone down from $24,000 to $16,000. We don’t have the Jicarilla Apache Nation in this process yet, but they will be coming up here soon in the reoccurring formula program and when they take their slice, we will likely see all these numbers come down because they will have such a sizeable portion. We would like to ask everyone to press Senator Udall since he Chairs the Indian Affairs Committee on the Federal side and see if we can get him to press for increased funding for Tribal 5311c funding in the future.

Mr. Mortillaro sums up by saying that the District will be meeting with Senators Udall and Heinrich’s offices as well as Governor Lujan Grisham’s office locally in March to talk about the District’s Federal legislative agenda but also to discuss the funding of the FAST Act, and states that any letters the Pueblos can send to these offices regarding this matter would be helpful so when those appropriations come up, they can press for additional funding in those areas.

Ms. Van Buren has a few follow-throughs on these topics. Regarding the increase request for the FAST Act, tribes have been pushing for this nationally requesting a 5% to 7% increase per year and points out the FAST Act is coming up for reauthorization soon, which will be the time to push for increases. Offers to share everything that is in place for these requests. Also touches on the 5311c Formula Funding which always fluctuates since it is tied 100% into ridership and agrees that more tribes want pieces of the pie. And mentions that the Tribal Infrastructure Fund (TIF) was reinstated at the full $14.2 million this year after decreasing to as low as $8 million and reminds everyone that the TIF portal is open for application and that it closes quickly (thinks it’s as soon as March 1st). Spoke with former New Mexico Deputy Secretary Suzette Shije who said that what the committee is looking for is in-the-ground infrastructure projects to fund (water, waste water, electrical, etc.), which won’t help transit or transit facilities, but has hopes they might reconsider with the full allocation of $14.2 million having been reinstated. Mentions that the new Cabinet Secretary, Lynn Trujillo from Sandia Pueblo, is an attorney and has the reputation of being pretty bright, so looks forward to meeting with her on the legislative end.

Mr. Mortillaro states that there are other programs like Transportation Alternatives Program (TAP) that he believes tribal entities are eligible for. Mentions that he and Mr. Escudero sit on the NPO technical committee and observes that there have been some projects that have been submitted, but none from any of the tribal entities. Mr. Escudero points out that a lot of this
funding is for trails and suchlike, which goes against the needs of the Pueblos at this point in time. 

Mr. Mortillaro mentions that the NCRTD got TAP funding for ADA bus shelter improvements which Mr. Escudero agrees could be a way for the Pueblos to utilize some of these funds. Ms. McGuire adds that aside from the recreational trails aspect of the funding, that TAP could be an opportunity for the District and Pueblos to do projects where they partner together, that could have a public transit component to them and be mutually beneficial to both parties. For instance, better pedestrian infrastructure, sidewalks, safety measures; could we look at an alternative way to try to pull in some of that transit component as a way to open up doors to other funding avenues. TAP is about 6-months out for its application, but it is available every year or two, and if any of the Pueblos can think of a hybrid project we can partner in, will be happy to see what we can do for funding. Mentions that a fair amount of TAP money is left on the table in the end because people put in projects that are not shovel ready. There’s also the Tribal Transportation Program (TTP) discretionary fund which is a $5 million dollar pot for tribal transportation on the FTA side, which can be matched with Federal Highway Administration (FHWA) TTP funds as the local match for the tribe, which is a 10% match. Again, if there is an opportunity where we can partner on something, infrastructure, bus stops, improved amenities, shelters, solar power for lighting, pedestrian crossways, etc.

Ms. Van Buren says it’s a lot easier to match up the State with the Federal Funds, but one good thing to come out of the Innovative Program offers a way to match up TAP funds if you have innovative ideas for transportation. Mentions that Ohkay Owingeh is looking at the whole corridor with an eye towards a triple roundabout with solar power, pedestrian byways, bicycle lanes, sidewalks, having it go into our main street; all of these things can be partnered up between TAP and the Innovative Program.

Ms. McGuire feels there has been a really good momentum, a lot of growth and opportunity on the transit side, and that all of the legwork that has been put into it is starting to come to fruition and the District is starting to get awarded on projects that have been in the works for a long time. If there is a way that we can piggyback and leverage that, we’re open to discussion.

Mr. Escudero changes topic and asks if SB461 has been heard in any committee yet? Mr. Mortillaro answers not yet, and that Senator Carlos Cisneros was the sponsor. Ms. Van Buren has a question on this matter. Imagines when the District did its Infrastructure Capital Improvement Plan (ICIP) and all the funds you already had for the new Maintenance Facility, they wanted you to show the money and contributions you already had, which seems to weigh heavily on our projects being funded. Mr. Mortillaro says it’s inputted into the ICIP, and there is a capital outlay request form that has to be filled out annually showing Federal contributions. Also asking for capital outlay on an individual basis so we have two tracks going. Ms. McGuire adds that the District is also applying for 5311 funds realizing the likelihood of receiving them is very small, in an effort to cover as many bases as possible.

After asking if anyone had anything else on Item 6, Ms. Van Buren moves on to Agenda Item 7, FY18 MOAs for Tribal Transportation Program (TTP) Formula Funding.

Mr. Mortillaro states that the MOAs were sent out and that Nambé was the first to return signed copy right away. Mr. Montoya says that Pojoaque’s lawyer is very detail oriented and is going over the MOA in detail but feels everything will be fine. Mr. Escudero asks if Tesuque returned theirs, to which Mr. Mortillaro responds in the negative. Mr. Escudero explains that a tribal council meeting has not yet been held to discuss the document. Ms. Van Buren points out
that Tesuque just changed leadership and that it is always slow going at first. Ms. Garcia mentions that the San Ildefonso MOA is in the Governor’s office, along with the Intergovernmental Agreement (adding Village of Taos Ski Valley to the NCRTD Board), which her Pueblo wants to hold a resolution on, which happens each time the IGC is updated and which she will present toward the end of the month. Mr. Mortillaro adds that Santa Clara now has outside counsel, which makes the process longer since they have to be careful about incurring outside fees. Points out that the MOA has pretty much the same content as the prior year; the changes made were strictly to reflect the year and the amount.

Ms. Escudero clarifies that the new IGC is the one adding Village of Taos Ski Valley adding that it has already been reviewed by their legal counsel, but that he hasn’t submitted the MOA yet for review.

Ms. Van Buren proceeds to FY18 NTD Reports – Process Ongoing.

Ms. McGuire mentions that the annual NTD reports are due at the end of January for most Pueblos and the end of April for one, but she likes to get all of them done at the same time. Explains to Mr. Montoya that she needs to get together with him to set him up as the CEO within the NTD reporting system in order to allow the submittal. Once the original goes into the system, Ms. McGuire will be able to make any updates. Mentions that she can’t get in to administer Tesuque, the form isn’t in the system yet, no one knows where it is, but they’ll find it. Mr. Escudero says he got an affirmation that it was okay and ready to go. Ms. McGuire says that 2018 is in there but the system won’t allow her to access the annual forms until she kicks off the 2019 year, and the 2019 package is nowhere to be found. Ms. Van Buren states that Ohkay Owingeh does its own NTD reporting because they have their own transit division and says her form is open. Ms. McGuire says the rest of her forms are open and suspects that either there is a glitch on the backside, or it was operator error and she kicked it off, didn’t finish the kickoff and the system shut her out. Mentions that San Ildefonso is good, and that Jicarilla submitted this year for the first time. The good thing about that from an RTD perspective is that it allows that route to be almost entirely funded with TPP funds thus freeing up GRT and other 5311 funds to reallocate to other services. Most of the TPP allocations don’t fully fund the routes, which is not uncommon for any funding sources for public transit, so any funding sources we can identify helps all of us. Mentions Nambé is already done, a quick process, thanks everybody for their help with the NTD input and promises that she will be following up with anyone she needs further information from.

Ms. Van Buren mentions that it looks like the ridership in Jicarilla has been excellent. Ms. McGuire comments that it has been a wonderful surprise to see a new route take off so successfully. Mentions that the last big startup prior to Jicarilla was Mountain Trail, which took up to 18 months to really gather momentum. Jicarilla has been such a big success because of how we planned the route and listened to what the community needs were.

Ms. Van Buren asks if there is anything further on NTD reports, and moves on to Agenda Item 9, Service Plan Update in FY19 – Funds Identified. Ms. McGuire states that we have successfully identified funds through New Mexico DOT, through 5304 planning for public transit and will be getting that process underway in the fall. We are currently working on the RFP and will be hiring a consultant to work with us. We’ll be talking through existing services, highlighting areas where we think we can improve. The consultants also look at increasing demands and which areas could potentially see growth based on upcoming economic development. We do public input meetings throughout the service area with staff tag-teaming various meetings. The last round took
about 9 months with 16 public meetings and was a 5-year service plan update; this one we’re looking forward 7 years, although we may speed up the timeline a bit. States that if anyone has any service plans they would like to discuss, now is the time to do it. We’ll be looking at routes that are underperforming with a view to streamlining how we are providing that service and reallocating some of those funds to other routes that are consistently overperforming.

*Mr. Mortillaro* adds that one of the most important components to this study is constituent input. We have numbers and statistics for the services we’re providing, but what we need to do is hear from the constituents in all of our service areas. What do they need in terms of service? What do they want? What is the frequency they need to use it more effectively, or what frequency would make it more efficient? Any input you may have as to how we can reach out better to all in our communities would be helpful.

*Mr. Escudero* mentions that he has been approached by a couple of people regarding RTD service to the new casino; these are not tribal members but residents of Santa Fe. Wants to know how it works between Santa Fe Trails and the RTD, do the people of Santa Fe have to pay a fare? And how do they distinguish between a tribal member who is subsidized, do they have to do a transfer? *Mr. Mortillaro* answers that usually it works the opposite way. The fare-free transfers on certain routes, asks *Ms. McGuire* to explain. *Mr. Escudero* clarifies that he wants to know if they can pick up the RTD bus in Santa Fe. *Ms. McGuire* says they can head north. There are three routes, Santa Fe, Tesuque and Santa Clara that run between Santa Fe and Española at varying times with a little bit different routing. That core sees a lot of ridership and one of the things we want to accomplish with the service plan update is if there is a way to increase the frequency of that service between Española and Santa Fe by somehow tweaking those three routes. *Mr. Escudero* asks where the RTD terminals are in Santa Fe? *Ms. McGuire* answers South Capital, Sheridan and Marcy and there’s one at the depot. *Mr. Valverde* points out there is also one at the Indian Hospital.

*Mr. Mortillaro* asks if part of *Mr. Escudero’s* question had to do with getting from Santa Fe to the new Tesuque casino or to Buffalo Thunder? *Mr. Escudero* said that the concern was mostly that the questioners wanted to be able to get to the casino without having to drive themselves and were willing to pay for such a service. *Mr. Mortillaro* acknowledges that since the casino is so new, there is no stop either way, but that the Pueblo had requested one and it was going to be looked at as part of the service plan update, with the problem being that this would be nine months to a year out, which isn’t a good answer for immediate need.

*Ms. Van Buren* stresses the importance of what *Mr. Mortillaro* and *Ms. McGuire* are saying in terms of timely input for the service plan update since everyone present are planners who know where the lack and need is for public transportation and that now is the time to provide input because if we wait until the service plan update is completed, the opportunity for improvement will be missed.

*Ms. McGuire* offers that if there is anything the District can do to help facilitate the process, such as a survey, to please let her know. *Ms. Van Buren* endorses how cooperate and available both *Mr. Mortillaro* and *Ms. McGuire* have been in the past in promoting public transportation and appreciates the efforts they make to provide information at community meetings.

*Ms. Van Buren* mentions that she does need to further the discussion about her Pueblo’s school kids at some point because they are duplicating Pojoaque routes and wants a more effective plan. *Ms. McGuire* says that is one of the components of the service plan update that needs to be
assessed. *Ms. Garcia* adds that one of the Tribal Council reps approached her regarding the Los Alamos kids (both going up there and possibly returning). *Mr. Mortillaro* asks what time to the Los Alamos kids normally go up to school? *Ms. Garcia* can only answer that it is early and that there are a good number of them. *Ms. McGuire* asks if the kids are currently using the park and ride to get to Los Alamos? *Ms. Garcia* says no, they’re using their parents or carpools. *Ms. Van Buren* asks how many Los Alamos kids does she have? *Ms. Garcia* answers about 15. States that she wants to get the RTD to speak to the Tribal Council and that the Los Alamos kids and bus shelters will be major concerns. *Mr. Mortillaro* states that the District wants to hear the Pueblo’s concerns. *Ms. McGuire* says there are a few ways to look at this, either by adding a route or doing a dial-a-ride arrangement, which *Ms. Garcia* says is what she was envisioning.

General discussion on the issue ensues inconclusively. *Ms. Van Buren* encourages everyone to speak to the RTD about these types of issues while there is an opportunity and *Mr. Mortillaro* points out that it will be another 7 years before the next service plan update.

*Mr. Escudero* asks if he can backtrack on the MOAs and Intergovernmental Contract. Remembers that he got the IGC signed and gave it to Charlie (Dorame) to sign; asks if this has happened; *Mr. Dahlquist* goes to check if it is one of the pages that has been turned in, it turns out that it had. *Mr. Escudero* mentions that Tesuque hosts several message boards that can be utilized to promote service plan updates when the time comes.

*Ms. Van Buren* moves on to Agenda Item 10, NCRTD Travel Member Updates, Travel Training Requests, suggests going around the table. *Ms. Garcia* states that she is good, just very busy at the moment with one project going into the next.

*Mr. Escudero* mentions that they are working on the Camel Rock interchange, which will be an ongoing project and promises to do his best to keep everyone updated; they’re rehabbing the bridges at the interchange, and after the NMDOT promised to do this work on the weekends, they have reneged and are working on weekdays. *Mr. Escudero* said he is trying to get them to not do construction during rush hours. There will also be work on the wastewater line which will tear up the main Tesuque road for a while with the end result of getting a new road. This is one of the reasons they’re not putting in for any construction projects until the roadwork is done.

*Ms. Van Buren* asks if anyone knows what will become of the old Camel Rock casino? *Mr. Escudero* answers that there are several options being bandied around but it will be used, it’s being maintained, and it is still a viable structure.

*Mr. Montoya* says that as of yet, there is nothing on the board, we’re in the same boat as San Ildefonso is also moving forward with their roads. *Mr. Mortillaro* says that *Ms. McGuire* and *Mr. Valverde* understand that the NMDOT settlement is about water and installing the water system near the Pueblos and the County area. *Mr. Montoya* explains that there is a 61-year court case about water rights that was finalized last year (2018), and with that, we have four Pueblos in Santa Fe County involved in the distribution. Describes the project in detail, extensive discussion of the water distribution system and the scope of the project ensues.

*Ms. Van Buren* states that although they are not part of the four tribes water settlement, Ohkay Owingeh submitted an application to USDA Rural Development for $3.4 million for phase one of their wastewater treatment facility which is currently under review. We have a bunch of
projects going on, there’s a repaving project for one of our main residential areas, which is under design right now. The USDA Rural Development project that was funded for water line replacement went out for bid and Total Contracting from Albuquerque was awarded the contract, so we’ll be under construction with our phase 3 water line. We also have a big pump replacement for wastewater going on. We’re also doing for the road system for BI inventory, we’re doing a full RIPTUS update along with GIS-ing all of our transportation facilities, and we’ve also just had a change in leadership, Ron Lovato is now our Governor again, so look for a lot of economic development going on in Ohkay Owingeh.

Ms. McGuire makes a request to go around the table and state who the new Pueblo Governors are.

San Ildefonso: Governor Perry Martinez; Lt. Governor Chris Moquino
Tesuque: Governor Milton Herrera; Lt. Governor Travis Vigil
Pojoaque: Governor Joseph M. Talachy; Lt. Governor Jenelle Roybal

Ms. Van Buren promises to email Ms. McGuire the full list of Pueblo Governors.

Ms. Van Buren moves on to Discussion of Committee positions (not on official agenda); discussion only. Wonders if this is an item that Charlie Dorame was thinking we needed formal action on eventually? Mr. Escudero states that he (Governor Dorame) wants to move forward on this and everyone agrees to have it as a future agenda item. Discussion turns to when the next Tribal Subcommittee meeting will be held. Ms. Van Buren requests that they try for May, before Feast season begins; everyone tentatively agrees. After some discussion, Tuesday, May 14 at 12:30 p.m. is agreed on. Discussion of a lunch meeting takes place, and everyone agrees.

Ms. McGuire has one miscellaneous item, which is a Tribal Transit workshop that will be taking place in El Paso on March 6th, tied to SWATA. Looked at the agenda and honestly didn’t see any new or additional information specific to tribal transit that she hasn’t seen in prior trainings, but if you have not been through them, it is helpful to get an idea of how some other tribes have participated in public transit funding and some of the Federal red tape that has to be navigated.

Mr. Mortillaro adds that the NMTA’s annual conference is in early April.

Ms. Van Buren takes a motion to adjourn the meeting. Ms. Garcia makes the motion to adjourn at 10:34, seconded by Mr. Montoya, followed by a unanimous decision to adjourn the meeting.
EXECUTIVE REPORT
November 2019

EXECUTIVE

- Presented at the AASTO meeting on Strategies for Solving Transit Employee Shortages.
- Reviewed and updated draft Scope of Work for Employee Housing study.
- Conducted site visit for Taos ADA project.
- Reviewed revised Cell Phone Policy.
- Reviewed materials and discussed with staff preparation for Triennial Review.
- Attended Ohkay Owingeh Tribal Council meeting regarding Service Plan Update.
- Participated in Tribal Subcommittee meeting.
- Met with Taos Pueblo leadership regarding Service Plan Update.
- Met with KFH regarding status of service plan study.
- Attended LANL/REDI community meeting on economic and workforce development.
- Met with consultant regarding IT vulnerability assessment.
- Met with IT contractor regarding quarterly service meeting.
- Participated in Eldorado Community meeting on the Service Plan Update.
- Participated in teleconference with NMDOT possible FTA grant funding opportunities.
- Attended NMTA Management training on Servant Leadership and Succession Planning.

- Distributed Tribal MOA’s.
- Continued to oversee short term service plan update.
- Attended NPRTPO meeting.
- Provided Connect Point contract comments regarding display equipment.
- Conducted staff performance evaluations.
- Performed Planning, Projects and Grants functions and divisional oversight.
- Continued conducting project meetings for ADA Phase V and VI, Maintenance Facility Design and Construction project, Taos Facility Masterplan, Fleet and Facilities Asset Management Software Acquisition and Short-Range Service Plan update.
- Participated in NMTA Board meeting.
- Attended monthly MPO TCC meeting.
- Attended APTA Small Operations Committee (telephonically).
- Met with Attorney and Staff regarding various legal issues and associated documents.
- Met weekly as needed (telephonically) with Board Chair Barrone on various issues.
- Continued review, revision and creation of various NCRTD policies.
- Maintained continuous communication with board members, subcommittee members, and Chair.
- Attendance at various NCRTD staff and subcommittee meetings, including Board, Finance and Tribal subcommittees meeting.
- Addressed a variety of employee human resources issues and prepared memorandums to document district actions.

LEGAL

- Work on Road Dedication Issues with City of Espanola
- Research on Triennial Review Requirements
- Prepare Legal Triennial Review Response
- Work on PTASP legal Issues
- Follow up on Implementation of New CBA
- Follow up on Albuquerque v. Tax and Rev litigation
- Continue process of revising and standardizing form contracts
- Review and assist in preparation of Board Packet materials
- Assist in various personnel matters
- Prepare Legal Updates for Staff Meetings
- Review various contracts and amendments
- Assist on Legal Issues with Procurements
- Resolve Tribal MOAs
- Follow up on Water Right Issues on Espanola Property

MARKETING/PUBLIC INFORMATION

- Continued work with Southwest Planning and Marketing on behalf of KFH Group to schedule, promote and attend a series of 24 public meetings throughout the District. Work included print, radio and social media spots as well as rider alerts posted on the buses to alert riders and interested parties of upcoming meetings. Meetings were held in Ohkay Owingeh Tribal Council, Edgewood Senior Center, Edgewood Town Council meeting, Española, Madrid, Santa Clara Seniors Center, Taos Pueblo La Cienega, Taos Ski Valley, Town of Taos, Eldorado, Santa Fe (2), Santa Clara Tribal Council
- Designed and compiled the FY2019 CAFR and worked with the Finance department to ensure a smooth completion of the project
- Began preliminary meetings on 2020 Rider Survey
- Met with James Mountain, new publisher of the Valley Daily Post
- Wrote and submitted articles for the NMTA quarterly newsletter
- Met with Corrine Sanchez, executive director of Tewa Women United to talk about transportation services support to the organization
- Cara and I attended an NMTA all day workshop in Albuquerque on website design and social media
- Designed and began running a series of ads which incorporate promotion of the MyStop app
- Updated the 20 second video to begin running on Hutton Digital Display video billboards throughout Santa Fe, Los Alamos and Taos (limited)
- Updated and re-designed a series of job postings for the website
- Updated ads for Taos News, print and digital, and New Mexican
- Submitted winter special guide ads for Albuquerque Journal (also a black Friday special pullout ad), Santa Fe New Mexican Winter Guide, Rio Grande Sun Christmas in the Valley and Hutton digital ads for SantaFe.com
- Printed the winter season Ski Santa Fe token
- Developed sample cover sheets for the FY2019 CAFR
- Made modifications to the Chama Valley Times ad to include references to the MyStop App
- Assisted Finance department on accounts payable
- Provided a series of updates to ncrtd.org
- Prepared rider alerts and press releases regarding the Veterans Day and Thanksgiving Holidays
- Issued various rider alerts throughout the month – both print and digital
- Provided near daily posts and tweets on our Facebook and Twitter pages, as well as Instagram, leading to additional
followers and connections to local businesses

- Attended weekly staff meetings
- KDCE – 950 AM radio in Espanola, :30 sec radio spot and sponsorship of the 7:30 AM news ran 17 days in November excluding Saturdays and Sundays
- KSWV 810-AM in Santa Fe, :30 sec spots ran 20 times in November as well as 30 :20 sec promos announcing RTD sponsorship during the 7:30 AM drivetime
- KTAOS 101.9 FM in Taos, 14 :30 sec radio spots ran each week in November
- Two banner ads ran in the Taos News and New Mexican and one in Los Alamos Monitor. Two 1/8-page ads ran in the Rio Grande Sun.
- A series of digital ads ran on Santa Fe Today, Valley Daily Post and Los Alamos Daily Post
- Ads also continued running on the Taos News website as well as Google search pages in the Taos County area
- Ad ran in the Chama Valley Times and submitted an ad to run in the December Round the Roundhouse

**OPERATIONS**

- Various Personnel Items
- Notice of contemplated actions
- Probationary dismissal
- Participated in Community Meetings for Service Plan Update
- Participated and prepared for FTA Drug & Alcohol Review
- Participate in TAP project meetings
- Work on final TSV schedule
- Conduct New Employee training
- Transit Manager recruitment application review
- Work with Remix on map of garages for Avail Upgrade
- Work on Radio infrastructure improvements
- Attend the NMTA Managers Conference
- Cover Taos Supervisor Duties
- Worked on Maintenance Facility Plan revisions
- Worked on Charter Policy updates
- Worked on Drug & Alcohol program SOP
- Work on Uniform jacket and vest order
- Work on Uniform Laundry service
- Participate in Operator De-escalation training
- Updated Cell phone policy to reflect CBA language
- Request duplicate titles for ZEE trans
- Work with Avail on 4G upgrades
- Participate in employee potluck
- Coordinate operator feedback with consultant for SPU
- Research ridership info for Nambe
- Work on Supervisor schedule for next month
- Participate in additional grant funding meetings
- Conduct Transit Operator and Supervisor meetings
- Coordinate daily pre-trip (DVCR) report review
- Schedule/coordinate preventive maintenance on buses and commuter vehicles
- Schedule/coordinate repairs on buses and commuter vehicles based on submitted VDRs; Espanola, Santa Fe, Taos, and Chama
- Assist with supervisor coverage in Espanola and Taos
- Schedule buses for routes
- Coordinate commuters for Operators
- Coordinate commuters for Supervisors
- Schedule staff to pick up trash at bus stops
- Schedule staff to clean, cut weeds, and repair bus stops
- Review, process, and submit invoices for payment
- Review and submit timesheets for staff
- Schedule leave for staff
• Coordinate facility inspection reports
• Coordinate addressing concerns found in facilities reports
• Request POs as appropriate
• Disseminate POs as appropriate
• Provide fleet data as requested by NCRTD staff
• Coordinate Avail system repairs
• Coordinate Camera system repairs
• Generate Fleet data reports as requested
• Coordinate movement of Office furniture (Planning office)
• Coordinate Windshield replacements on buses
• Coordinate bus and commuter accident reporting (bus 605 and commuter 613)
• Coordinate repair of break room HVAC
• Coordinate bus stop shelter pad asphalt and finalization in Chama (Yea! It is done!)
• Attend TAP project VI meetings in Taos-focus on Stop #10 KTAO
• Acting NCRTD project manager for TAP project VI in Taos area
• Coordinate employ schedules for employes to attend classes
• Coordinate equipment (Bobcat) delivery to Taos for TAP project installation of shelter at KTAO
• Coordinate Installation of shelter at KTAO
• Assts with route coverage – drove Chili Line AM route
• Met with HR on employee issues
• Met with driver to review VDR reporting-Taos
• Met with Lead driver to review VDR reporting in Taos and Espanola/Santa Fe
• Turn in two duplicate title requests to MVD
• Jump start bus in Santa Fe
• Attend 1-day Manager Training in Rio Rancho
• Inspect new bus in ABQ
• Coordinate light repair in rear parking lot of Jim West Building
• Hold one on one meetings with staff

SERVICE DEVELOPMENT

• Attend Staff meetings
• Submit report for National Transit Database
• Attended Tribal Subcommittee
• Service Excellence for New Hires
• UNM Veterans Transportation workshop
• Work to add NCRTD on Google Transit Live Feed
• Update Avail system for seasonal service.
• Refurnish Transit Planning, Projects and Grants Manager office
• Attended multiple community meetings in support of Transit Service Plan Update

HUMAN RESOURCES

• Continuous recruitment for Taos & Santa Fe
• Employee Pot Luck for Thanksgiving
• Job Fair – NM Workforce Connections – 11/7
• Interviews conducted for Drivers, Sr. Accountant & HR Specialist
• Attended Webinar on W-4 revisions
• Scheduled EEO & Harassment training for mid-January
• Working on Triennial review and Safety Plan
• Submitted EEO Plan with revisions
• 3 resignations
Performance Measures
for
FY2020

October
The performance measures that were developed are designed to provide data that can be evaluated in a logical manner. It allows the District to identify areas in which its performance may need to be improved and to understand the characteristics and factors that impact that performance. In addition, to the extent feasible a peer comparison or a benchmark has been included as available or appropriate. This performance data is important since many times the District’s costs, efficiencies and productivity is not measured against any benchmark or standard or attempts are made to compare it against systems that bear no similarities in mission, complexity or service area. Therefore, the data presented should provide some context in which to assess the District and its efforts to deliver services based upon its mission, goals and objectives."

The report data collected is grouped into 3 areas: Administrative, Fleet and Customer Relations:

1. Administrative:
   a. Ridership, All Funded Routes
   b. Ridership, NCRTD Operated Routes
   c. Ridership By Service Type
   d. Operating Cost Per Passenger Trip
   e. Operating Cost Per Passenger Mile

2. Fleet:
   a. Transit Vehicle Accidents
   b. Spare Vehicle Ratio
   c. Percentage of Preventative Maintenance
   d. Miles Per Gallon

3. Customer Relations:
   a. Incidents, Complaints & Commendations
Ridership Tracking of All NCRTD Funded Routes

Tracking ridership is the #1 way a public transportation agency can gauge its effectiveness of the service it provides. Ridership data for all routes funded and operated by the NCRTD are collected by City of Santa Fe and Los Alamos County. This data is forwarded and combined with the data from the District’s operated routes. These numbers are then compiled into a monthly ridership report. This measurement tracks the number of one way trips taken on all the routes within the district. This graph shows the NCRTD combined total ridership numbers, and compares them each month, identifying any increases or decreases in the number of monthly trips. This also indicates how well the regional district is continuing to address the issue of accessible mobility by routes that are in areas where there is public demand.

FY17/18 = 505,700 - FY18/19 = 528,688 - FY19/20 = 186,506
Ridership Tracking of NCRTD Operated Routes

This ridership data is collected by the NCRTD drivers for all routes operated by the District. This includes flex and commuter routes as well as the demand response and paratransit routes. Totaling the number of one way trips on NCRTD routes, allows staff to evaluate effectiveness and to ensure that the service is reaching areas in the district that have high demand for accessible mobility.

**FY17/18 = 289,441 - FY18/19 = 294,313 - FY19/20 = 95,816**
Ridership Tracking of NCRTD Operated Routes – By Service Type

This data includes the total ridership broken down by specific service types. Services include Fixed Route, Demand, Dial A Ride and Paratransit. Breaking down the ridership by specific service type allows staff to evaluate ridership to determine service effectiveness and opportunities for ridership improvement.

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JUL AUG SEPT OCT NOV DEC JAN FEB MAR APR MAY JUN
**Operational Cost Per Passenger Mile**

Cost per vehicle mile is the total operating costs per month in relation to the total vehicle miles per month traveled on NCRTD routes. The mileage data is logged daily for each route and compiled into a monthly report. Monthly operating costs are obtained from the Monthly Expenditures and the number of miles travelled for NCRTD operated routes. As a cost efficiency measure, operating costs per vehicle mile assesses the financial resources needed for the District’s route operations. This measurement is a beneficial tool for the planning and operations’ departments. The NM Department of Transportation uses this as one of their performance measures in the state-wide transit guide published annually. Additionally, this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 funding. This is a management tool to track the cost per mile vs. the amount of budget being spent to operate a particular route as well as collectively for all routes.

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<th>SEPT</th>
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<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
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Operating Cost Per Passenger Trip

When transit data is collected, passengers, riders and rides are counted and referred to as "trips." One passenger can generate several trips in a day, and these are counted individually. Example, a particular rider may board in Questa (1 trip) and transfer to the Taos to Espanola bus (1 trip) and again transfer to the Santa Fe bus in Espanola (1 trip) for a total of three trips. The cost per trip is computed on a monthly basis by dividing the monthly operating costs from the Monthly Expenditures by the total monthly number of trips (ridership). NM Department of Transportation uses this as one of their performance measures to the state-wide transit guide published annually. Additionally this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 funding. This is a management tool to track our cost per trip vs. the amount of budget being spent to operate a particular route as well as collectively for all routes.

![Operating Cost Per Passenger Trip Chart]

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<td>JUN</td>
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<td>$0.00</td>
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</table>
Accidents per Month

This measurement shows how many accidents occur within a month and to what frequency they occur. These are logged as minor or major accidents. A minor accident for example, is one where a driver hits a stationary object while backing but there is minimal damage. A major accident is one where there may be significant damage and/or injury, and a FTA Post accident drug screen is required. All accidents are reported to the Operations and Facilities Director to decide on what corrective action needs to be taken. There are established internal reporting and follow up procedures. All accidents, major or minor, are investigated and documented, and dealt with accordingly by the operations management team. As a result, disciplinary measures and/or driver re-training may be required by the outcome of the investigation.
Spare Vehicle Ratio

FTA defines the spare ratio as the percentage of spare vehicles in comparison to the number of vehicles required for annual maximum service. Recommended FTA spare vehicle ratio is 20% for fleets over 51 vehicles for Small and Large Urban Transit Providers. NCRTD’s fleet totals 56 and is exempt from this guideline as a Rural Transit Provider, but it is a good benchmark to keep in place. With an annual maximum service of 35 transit vehicles and a spare fleet of 12, the spare ratio is 21.43%. This number of vehicles is needed and reasonable due to the variety of passenger seating requirements for specific routes throughout the District. These vehicles ensure consistent coverage of all routes when vehicles are off line due to routine maintenance or unexpected breakdowns. Contingency vehicles are vehicles that are used to ensure timely pullouts and in the event of a mechanical failure or incident that requires another vehicle to complete the route.

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<th>SEPT</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
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</tbody>
</table>
Percentage of “On-Time” PM / Inspections

The federal benchmark for the percentage of “on-time” preventative maintenance (PMs) and inspections for the fleet is 87%. Inspections are required to be conducted within certain mileage timeframe by vehicle manufacturers for the various sizes of vehicles. Manufacturer’s recommended maintenance schedules may range in mileage due to the component makeup of a particular vehicle. The FTA recommends they be conducted within the manufacturer’s recommended maintenance schedule. However, as a sub recipient of NMDOT we are allowed varied standards as approved by NMDOT. With the variety of sizes and component makeup of District vehicles, we have determined and hold to a standard of 7,500 mile intervals for the light and medium gasoline powered fleet and 7,500 miles for the diesel powered medium-heavy fleet. This ensures frequent safety inspections and PM services at reasonable intervals that result in a more dependable and safer fleet. This data is collected and tracked by the Fleet Maintenance Manager.
Average Miles Per Gallon

Per the NCRTD Sustainability Plan, an objective of the plan is to reduce Green House Gases produced by traditional fossil fuel combustion and to lessen the carbon footprint in areas served by the District. Goals of the plan include establishing a viable alternative fuel that will become the standard spec for future bus purchases and Develop the infrastructure for storage and fueling at district locations. One metric in meeting this goal is to track alternative fuel costs and provide quarterly reports of reduced pollutants and cost of operation to the committee and the board. The chart below tracks fuel MPG for Unleaded, Diesel, E85, CNG and LPG fuel types. This gives staff an opportunity to clearly determine the best fuel source available to the District.
Performance Measure – Customer Relations:
Incidents, Complaints and Commendations

This performance measure calculates the number of customer incidents, complaints and commendations reported to the Operations and Facilities Director on a monthly basis.

Customer incidents are any serious occurrence that may have an outcome that could be potentially hazardous to the driver or other passengers. These situations could be anything such as two passengers arguing over something, or a rider threatening a driver, or a non-rider harassing a driver for not being on time. It could also be a passenger falling down on the bus, or a passenger stepping in front of the bus as it pulls away from the curb to stop it to get on the bus. This data is collected by the driver writing an incident report and turning it in to the Operations and Facilities Director. This is intended to measure the types of situations that arise and how frequently they arise on the various routes of service provided by the NCRTD. This measurement indicates the frequency of incidents versus the number of monthly riders. It is also an indication if additional training needs to be implemented for the driver to avoid or control incidents that may occur on his route.

Complaints are categorized by the type of complaint, and evaluated as to the seriousness of the complaint and whether or not a course of action needs to be taken, i.e. driver reprimand, driver retraining, vehicle maintenance, etc. This measure is intended to measure the percentage of complaints versus the total ridership for the month. Driver performance can be graded and we can see if more drivers training needs to be scheduled for particular drivers. Customers also have complained about routes, stops, dispatch, bus cleanliness and other various categories.

Compliments are categorized by the different positions within Operations. Compliments are shared with employees and when situations truly show that staff went above the call of duty they are recognized through the “Above and Beyond” recognition program at the NCRTD. Supervisors and Operators may use compliments at the time of their evaluation.
Performance Measure – Customer Relations:

1. La Cienega – Driver got stuck as he pulled off on the side of the road. Fleet Manager went to pull the bus out. No damage was done to the bus.

2. Chama – A passenger boarded the bus with a service dog. Throughout the route the dog kept standing up. When they reached the Park N Ride stop the dog ran off the bus as the driver opened the door. The driver advised the passenger his service dog needed to stay with his handler at all times.

3. Chama – The driver noticed a passenger drinking something on the bus while in route. The driver advised him drinks were not allowed on the bus. The passenger replied that it was a coke. The driver advised the passenger he would need to throw out his drink at the next stop. When they reached the next stop the driver instructed the passenger to throw out his drink. When the passenger went to through his drink the driver noticed it was a can of Climato Beer. The driver then asked the passenger to get off the bus, he was not allowed to drink alcohol on the bus.

4. Tesuque – Driver reported a Park N Ride bus pulled in front of him on the road causing the driver to quickly switch lanes to avoid any type of infraction on the road.
Performance Measure – Incidents, Complaints & Commendations:

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<th>Commendations</th>
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## Performance Measure – Incidents, Complaints & Commendations:

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# NCRTD Monthly Ridership Summary

October 1, 2019 through October 31, 2019

## Calendar Operating Days

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## Monthly System Totals

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<tr>
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<th>Last Year</th>
<th>% Change</th>
<th>This Year</th>
<th>Last Year</th>
<th>Difference</th>
<th>% Change</th>
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<tbody>
<tr>
<td>NCRTD Operated</td>
<td>24,097</td>
<td>24,360</td>
<td>-1.08%</td>
<td>95,816</td>
<td>96,792</td>
<td>-976</td>
<td>-1.01%</td>
</tr>
<tr>
<td>NCRTD Funded</td>
<td>23,711</td>
<td>25,579</td>
<td>-7.30%</td>
<td>90,690</td>
<td>88,325</td>
<td>2,365</td>
<td>2.68%</td>
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<tr>
<td>All Systems Funded</td>
<td>47,808</td>
<td>49,939</td>
<td>-4.27%</td>
<td>186,506</td>
<td>185,117</td>
<td>1,389</td>
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## Year to Date Totals

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<th>% Change</th>
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<td>24,360</td>
<td>-976</td>
<td>-1.01%</td>
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<tr>
<td>NCRTD Funded</td>
<td>23,711</td>
<td>25,579</td>
<td>2,365</td>
<td>2.68%</td>
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<tr>
<td>All Systems Funded</td>
<td>47,808</td>
<td>49,939</td>
<td>1,389</td>
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## System Daily Averages

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<tr>
<td>NCRTD Operated</td>
<td>803</td>
<td>812</td>
<td>-1.11%</td>
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<tr>
<td>NCRTD Funded</td>
<td>790</td>
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<td>Systems Total</td>
<td>1593</td>
<td>1665</td>
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## Total Ridership YTD % Change

<p>| | | | |</p>
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<thead>
<tr>
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<tbody>
<tr>
<td>Jul-19</td>
<td>10.86%</td>
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<tr>
<td>Aug-19</td>
<td>4.32%</td>
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<td>Sep-19</td>
<td>2.60%</td>
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<tr>
<td>Oct-19</td>
<td>0.75%</td>
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</tr>
<tr>
<td>Nov-19</td>
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<tr>
<td>Jun-20</td>
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## On Time Performance

<table>
<thead>
<tr>
<th></th>
<th>Early</th>
<th>On Time</th>
<th>Late</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>16.21%</td>
<td>70.62%</td>
<td>13.40%</td>
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</table>
FY 19/20 October Ridership

Comparative Ridership NCRTD Operated Routes ONLY

<table>
<thead>
<tr>
<th></th>
<th>JUL</th>
<th>AUG</th>
<th>SEPT</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
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<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUNE</th>
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</thead>
<tbody>
<tr>
<td>FY17/18</td>
<td>20,834</td>
<td>25,875</td>
<td>23,045</td>
<td>24,173</td>
<td>22,097</td>
<td>26,212</td>
<td>25,783</td>
<td>26,092</td>
<td>23,699</td>
<td>26,314</td>
<td>23,731</td>
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<tr>
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<td>22,789</td>
<td>26,475</td>
<td>23,168</td>
<td>24,360</td>
<td>20,952</td>
<td>22,073</td>
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<td>23,935</td>
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<td>22,670</td>
<td>24,097</td>
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</table>

FY17/18 = 289,441  FY18/19 = 294,313  FY19/20 = 95,816
Comparative Ridership NCRTD Funded Routes

FY17/18 = 217,301  FY18/19 = 234,375  FY19/20 = 90,690
FY17/18 = 10,293  FY18/19 = 9,359  FY19/20 = 3,189
On Time Performance: 14.8% Early / 75.9% One Time / 9.2% Late

FY16/17 = 6,317  FY17/18 = 5,299  FY18/19 = 2,209
On Time Performance: 8.5% Early 77% On Time /14.5% Late
<table>
<thead>
<tr>
<th>Month</th>
<th>FY17/18</th>
<th>FY18/19</th>
<th>FY19/20</th>
</tr>
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<tbody>
<tr>
<td>JUL</td>
<td>0</td>
<td>303</td>
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<tr>
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<td>0</td>
<td>337</td>
<td>379</td>
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<td>0</td>
<td>310</td>
<td>284</td>
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<td>OCT</td>
<td>226</td>
<td>372</td>
<td>180</td>
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<tr>
<td>NOV</td>
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<td>309</td>
<td>142</td>
</tr>
<tr>
<td>DEC</td>
<td>213</td>
<td>166</td>
<td>151</td>
</tr>
<tr>
<td>JAN</td>
<td>346</td>
<td>250</td>
<td>140</td>
</tr>
<tr>
<td>FEB</td>
<td>233</td>
<td>241</td>
<td>126</td>
</tr>
<tr>
<td>MAR</td>
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<td>241</td>
<td>163</td>
</tr>
<tr>
<td>APR</td>
<td>298</td>
<td>268</td>
<td>113</td>
</tr>
<tr>
<td>MAY</td>
<td>314</td>
<td>377</td>
<td>166</td>
</tr>
<tr>
<td>JUNE</td>
<td>367</td>
<td>387</td>
<td>164</td>
</tr>
</tbody>
</table>

FY17/18 = 2,528  FY18/19 = 3,561  FY19/20 = 1,348

On Time Performance: 29.7% Early / 52.2% On Time / 18.2% Late

<table>
<thead>
<tr>
<th>Month</th>
<th>FY17/18</th>
<th>FY18/19</th>
<th>FY19/20</th>
</tr>
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<tbody>
<tr>
<td>JUL</td>
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<tr>
<td>AUG</td>
<td>180</td>
<td>177</td>
<td>179</td>
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<tr>
<td>SEPT</td>
<td>151</td>
<td>161</td>
<td>124</td>
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<tr>
<td>OCT</td>
<td>142</td>
<td>210</td>
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<tr>
<td>NOV</td>
<td>106</td>
<td>140</td>
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<tr>
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<td>98</td>
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<tr>
<td>APR</td>
<td>95</td>
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<td>131</td>
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<tr>
<td>JUNE</td>
<td>143</td>
<td>164</td>
<td></td>
</tr>
</tbody>
</table>

FY17/18 = 1,510  FY18/19 = 1,891  FY19/20 = 633

On Time Performance: 9.8% Early / 54.4% On Time / 35.7% Late
On Time Performance:

**190-Chama**
- FY17/18 = 5,456
- FY18/19 = 6,567
- FY19/20 = 2,243

On Time Performance: 18.5% Early / 59.7% On Time / 21.7% Late

**200-Santa Fe**
- FY17/18 = 18,996
- FY18/19 = 17,602
- FY19/20 = 5,372

On Time Performance: 9.2% Early / 59.2% On Time / 31.7% Late
<table>
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<th>AUG</th>
<th>SEPT</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUNE</th>
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</thead>
<tbody>
<tr>
<td>FY17/18</td>
<td>697</td>
<td>904</td>
<td>647</td>
<td>737</td>
<td>671</td>
<td>605</td>
<td>543</td>
<td>462</td>
<td>512</td>
<td>547</td>
<td>686</td>
<td>741</td>
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<tr>
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<td>416</td>
<td>546</td>
<td>548</td>
<td>622</td>
<td>693</td>
<td>686</td>
<td>610</td>
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<tr>
<td>FY19/20</td>
<td>628</td>
<td>778</td>
<td>734</td>
<td>820</td>
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FY17/18 = 7,752  FY18/19 = 7,637  FY19/20 = 2,960
On Time Performance: 9.8% Early / 76.9% On Time / 13.2% Late

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<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUNE</th>
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<td>549</td>
<td>481</td>
<td>473</td>
<td>392</td>
<td>473</td>
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<td>462</td>
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<td>504</td>
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<tr>
<td>FY18/19</td>
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<td>382</td>
<td>414</td>
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<td>302</td>
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<td>316</td>
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<tr>
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<td>436</td>
<td>480</td>
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FY17/18 = 5,535  FY18/19 = 4,925  FY19/20 = 1,911
On Time Performance: 15.6% Early / 63.2% On Time / 21.2% Late
**255-Mountain Trail**

*Santa Fe National Forest was closed during the month of June. Mountain Trails service was suspended.*

**260-La Cienega**

**On Time Performance:**
- **255-Mountain Trail:**
  - FY17/18 = 12.45% Early / 72.3% On Time / 15.25% Late
  - FY18/19 = 18.8% Early / 54.3% On Time / 26.9% Late
  - FY19/20 = 12.45% Early / 72.3% On Time / 15.25% Late

- **260-La Cienega:**
  - FY17/18 = 4,546 FY18/19 = 8,483 FY19/20 = 1,488
  - On Time Performance: 18.8% Early / 54.3% On Time / 26.9% Late
**270-Turquoise Trail**

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<th>FY19/20</th>
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<tr>
<td>JUNE</td>
<td>297</td>
<td>296</td>
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</tbody>
</table>

FY17/18 = 4,917  FY18/19 = 3,970  FY19/20 = 1,304

**On Time Performance**: 13.1% Early / 56.3% On Time / 30.7% Late

---

**280-Eldorado**

<table>
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<tr>
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<th>FY19/20</th>
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<tr>
<td>JUNE</td>
<td>293</td>
<td>448</td>
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</table>

FY17/18 = 5,753  FY18/19 = 5,012  FY19/20 = 2,267

**On Time Performance**: 5% Early / 75.9% On Time / 19.1% Late
290-Edgewood

FY17/18 = 5,761 FY18/19 = 4,532 FY19/20 = 1,368
On Time Performance: 20.6% Early / 73% On Time / 6.4% Late

300-Taos

FY17/18 = 13,585 FY18/19 = 14,916 FY19/20 = 5,089
On Time Performance: 16.6% Early / 45.7% On Time / 37.8% Late
FY17/18 = 1,790  FY17/18 = 2,121  FY19/20 = 739
On Time Performance: 19.6% Early / 47.1% On Time / 33.3% Late

FY17/18 = 3,292  FY18/19 = 4,403  FY19/20 = 1,296
On Time Performance: 0.3% Early / 70.9% On Time / 28.8% Late
FY17/18 = 16,206  FY18/19 = 16,883  FY19/20 = 5,471
On Time Performance: 17.4% Early / 59% On Time / 23.5% Late

FY17/18 = 5,187  FY18/19 = 5,332  FY19/20 = 1,683
On Time Performance: 15.3% Early / 59.7% On Time / 25% Late
FY17/18 = 64,961  FY18/19 = 59,726  FY19/20 = 20,132
On Time Performance: 13.8% Early / 61.1% On Time / 25.1% Late

FY19/20 = 356
On Time Performance: 3.2% Early / 80.1% On Time / 16.7% Late
341-Taos Ski Valley

FY17/18 = 10,285 FY18/19 = 13,983 FY19/20 = 143

On Time Performance: Performance is not tracked due to manually entering ridership via tallysheets

350-UNM Klauer

FY17/18 = 1,995 FY18/19 = 1,086 FY19/20 = 181

On Time Performance: 8.7%Early / 71.1% On Time / 20.2% Late
**360-Tres Piedras**

FY17/18 = 832  FY18/19 = 651  FY19/20 = 274

On Time Performance: 33.6% Early / 51.4% On Time / 15% Late

**400-Los Alamos**

FY17/18 = 1,380  FY18/19 = 1,846  FY19/20 = 571

On Time Performance: 7.8% Early / 73.2% On Time / 19% Late
FY17/18 = 7,883  FY18/19 = 5,375  FY19/20 = 1,866

FY17/18 = 3,572  FY18/19 = 3,330  FY19/20 = 738
Pojoaque-Dial-A-Ride

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FY17/18 = 917 FY18/19 = 821 FY19/20 = 233

Paratransit - ADA

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FY17/18 = 1,532 FY18/19 = 5,478 FY19/20 = 1,892
Flex Route

FY17/18 = 184  FY18/19 = 17  FY19/20 = 7

* Include ADA Flex Route

Special Events

FY17/18 = 1,001  FY18/19 = 661  FY19/20 = 604
Dead Head

FY17/18 = 1,078  FY 18/19 = 958  FY19/20 = 268

On Time Performance: 28.1% Early / 50.7% On Time / 21.1% Late
Santa Fe Rt 2

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FY17/18 = 30,130  FY18/19 = 28,966  FY19/20 = 9,408

Santa Fe 4

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FY17/18 = 5,648  FY18/19 = 4,992  FY19/20 = 1,264
FY17/18 = 5,803  FY18/19 = 5,158  FY19/20 = 2,014

FY17/18 = 85,516  FY18/19 = 82,993  FY19/20 = 29,362
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**Los Alamos Rt 11**

FY17/18 = 6,728  FY18/19 = 8,009  FY19/20 = 2,476

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**Los Alamos Rt 2**

FY17/18 = 55,354  FY18/19 = 50,193  FY19/20 = 22,169
Los Alamos Enhanced

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FY17/18 = 27,986  FY18/19 = 52,253  FY19/20 = 23,997

Rail Runner

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FY17/18 = 278,297  FY18/19 = 251,720  FY19/20 = 97,459