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

Daniel R. Barrone, Chair
Anthony J. Mortillaro, Executive Director

REGIONAL TRANSIT DISTRICT
BOARD MEETING AGENDA

May 3, 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 – April 5, 2019
7. PUBLIC COMMENTS

PRESENTATION ITEMS

None

PUBLIC HEARINGS

A. Public Hearing – Preliminary Fiscal Year 2020 Budget
   Sponsor: Anthony J. Mortillaro, Executive Director and Hector Ordoñez, Finance Director
   Attachment

ACTION ITEMS

B. Discussion and Consideration of Resolution No. 2019-13 Adopting a Preliminary Budget for Fiscal Year 2020
   Sponsor: Anthony J. Mortillaro, Executive Director and Hector Ordoñez, Finance Director
   Attachment
C. **Discussion and Consideration of an Award of Bid for Final Design of Maintenance Facility**  
   *Sponsor: Anthony J. Mortillaro, Executive Director, Hector Ordoñez, Finance Director and Delilah Garcia, Transit and Facilities Operations Director*  
   *Attachment*

D. **Discussion and Consideration of Resolution No. 2019-17 Adopting a Code of Conduct for District Employees**  
   *Sponsor, Anthony J. Mortillaro, Executive Director and Peter Dwyer, Attorney*  
   *Attachment*

E. **Discussion and Consideration of a Memorandum of Understanding Between the Incorporated County of Los Alamos and the North Central Regional Transit District**  
   *Sponsor, Anthony J. Mortillaro, Executive Director*  
   *Attachment*

F. **Discussion and Consideration of Resolution No. 2019-18 Authorizing NCRTD Staff to Apply for Federal Funding Through the FFY2019 Section 5339(C) Low or No Emissions Grant Program for Vehicle Replacement with E85 Capacity, Fuel Storage and Fueling Station and Fleet Staff E85 Maintenance**  
   *Sponsor, Anthony J. Mortillaro, Executive Director and Stacey McGuire, Transit Planning, Projects & Grants Manager*  
   *Attachment*

G. **Discussion and Consideration of North Central Regional Transit District Annual Board Attendance Report April 2018 – March 2019**  
   *Sponsor, Anthony J. Mortillaro, Executive Director*  
   *Attachment*

**DISCUSSION ITEMS**

H. **Quarterly Investment Report**  
   *Sponsor, Anthony J. Mortillaro, Executive Director and Hector Ordoñez, Finance Director*  
   *Attachment*

I. **Electronic Payment Report**  
   *Sponsor: Anthony J. Mortillaro, Executive Director and Hector Ordoñez, Finance Director*  
   *Attachment*
J. Review of March 2019 Financial Summary  
   Sponsor: Anthony J. Mortillaro, Executive Director and Hector Ordoñez, Finance Director  
   Attachment

K. Finance Subcommittee Report  
   Sponsors: Chair Ed Moreno and Anthony J. Mortillaro, Executive Director  
   Attachment: Minutes – January 25, 2019

L. Tribal Subcommittee Report  
   Sponsors: Chair Charles Dorame and Anthony J. Mortillaro, Executive Director  
   Attachment: None

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

N. Executive Report and Comments from the Executive Director  
   a. Executive Report for April 2019  
   b. Performance Measures for March 2019  
   c. Ridership Report for March 2019

MATTERS FROM THE BOARD

MISCELLANEOUS

ADJOURN

NEXT BOARD MEETING: Friday, June 14, 2019, 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 9:09 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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<td>Town of Edgewood</td>
<td>Councilor Linda Holle</td>
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<td>City of Española</td>
<td>Councilor Dennis Tim Salazar</td>
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<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 López</td>
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<td>Ohkay Owingeh</td>
<td>Absent</td>
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<td>Pojoaque Pueblo</td>
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<td>Rio Arriba County</td>
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<td>Manager Tomás Campos</td>
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<tr>
<td>San Ildefonso Pueblo</td>
<td></td>
<td>Ms. Lillian Garcia</td>
</tr>
<tr>
<td>Santa Clara Pueblo</td>
<td>Absent</td>
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</table>
City of Santa Fe  |  Councilor Carol Romero-Wirth  
Santa Fe County  |  Commissioner Ed Moreno  
Town of Taos  |  Mayor Dan Barrone  
Taos County  |  Commissioner Jim Fambro  
Taos Ski Valley Village  |  Mayor Christof Brownell  
Tesuque Pueblo  |  Absent  
Rio Metro (ex officio)  |  Elizabeth Carter  

**Staff Members Present**
Mr. Anthony J. Mortillaro, Executive Director
Mr. Stephen Dahlquist, Executive Assistant
Ms. Stacey McGuire, Projects and Grants Specialist
Mr. Hector Ordoñez, Finance Director
Mr. Peter Dwyer, Legal Counsel
Ms. Delilah Garcia, Transit and Facilities Operations Director
Mr. Jim Nagle, Public Information Officer

**Others Present**
Keith Wilson, City of Santa Fe
Carl Boaz, Stenographer

2. **INTRODUCTIONS**

No introductions were made.

3. **PLEDGE OF ALLEGIANCE**

4. **MOMENT OF SILENCE**

5. **APPROVAL OF AGENDA**

Commissioner Fambro moved to approve the Agenda as presented. Commissioner Moreno seconded the motion and it passed by unanimous (10-0) roll call vote with Village of Chama, Town of Edgewood, City of Española, Rio Arriba County, San Ildefonso Pueblo, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, and Village of Taos Ski Valley, voting in favor and none against. Tesuque Pueblo, Ohkay Owingeh Pueblo, Santa Clara Pueblo and Pojoaque Pueblo were not present for the vote.
6. APPROVAL OF MINUTES – March 1, 2019

Councilor Flury moved to approve the minutes of March 1, 2018 as presented. Councilor Salazar seconded the motion and it passed by unanimous (10-0) roll call vote with Village of Taos Ski Valley, Village of Chama, Town of Edgewood, Los Alamos County, City of Española, Rio Arriba County, San Ildefonso Pueblo, City of Santa Fe, Santa Fe County, Taos County and Town of Taos voting in favor and none against. Tesuque Pueblo, Ohkay Owingeh Pueblo, Santa Clara Pueblo and Pojoaque Pueblo were not present for the vote.

7. PUBLIC COMMENTS

There were no public comments.

PRESENTATION ITEMS

A. New Mexico Transit Association 2019 Bus Rodeo Winners

Chairman Barrone and Mr. Mortillaro presented the first and third place rodeo winners, Keith Dalrymple (1st) and Rachel Vargas (3rd) who received awards. He noted that Mr. Dalrymple also won first place at the rodeo last year and will be going to the National Transit Association Rodeo in Palm Springs. He placed tenth last year in the National competition.

B. Marketing Efforts and Strategic Planning

Mr. Mortillaro noted this is an annual presentation of Staff’s efforts during the year. They will also talk about upcoming marketing for the next fiscal year and would like the Board’s input. He turned the floor over to Mr. Nagle for the presentation.

Mr. Jim Nagle gave a PowerPoint presentation and provided the web site information: Www.RidethBlueBus.com / Www.NCRTD.org. The website allows visitors to plan their trip from start to finish and includes maps and schedules and Twitter feed is directly embedded into the homepage.

- There have been over 63k website visitors with traffic up 25%; mobile visitors have increased to 58% and a continued drop in desktop visitors, now 36%.
- They are active in Facebook, Instagram, Twitter, and are building a YouTube with the addition of new videos.
• Print Ads are in major markets and special issues with additional advertising in the Albuquerque Journal North edition. The Winter Guide had a full-page advertisement promoting the Rail Runner and Mountain Trail in partnership with the Rio Metro. Additional publications are the Albuquerque Journal, Santa Fe Reporter, Green Fire Times, Round the Roundhouse, Chama Valley Times, Jicarilla Chieftain and Rio Arriba County Fair.  
  
Guest Life New Mexico is new this year and is distributed in hotels throughout the State for the year and for the first time, in the Taos News.  
• Digital Advertising has continued in the Los Alamos Daily Post, Taos News online and Santa Fe online and radio advertising in the community and this year in Outlaw Country.  
• Video Billboard Display is a two-minute advertising with over 4k people who viewed the video and a 15 second promotion runs throughout Santa Fe, Los Alamos, and this year in the Town of Taos and Taos Ski Valley.  
• The plan was started with a voter survey of who to target and a public education campaign launched with Griffin and Associates. An Op-Ed program in letters to the editor had a big impact and 10 feature stories appeared in newspapers; radio interviews in all four markets.  
• Speaking interviews were done by Councilor Romero-Wirth, Mr. Mortillaro and Mr. Dwyer and he did 20 speaking engagements and presentations to city councils, county commissions, chambers of commerce, League of Women Voters, etc. to share the RTD and their benefit to the community.  
• Mr. Nagle acknowledged his partner Cara who shared the work with him.  
• There were bus wraps that included RTD and Santa Fe Trails buses.  
• The result was the election was won by 74% - 17% higher than in 2008.  
• Annual Report, CAFR, Budget Book, Quick Facts, Mid-year Progress, Schedule Brochures and Blue Bus Times.  
• They had great collaboration with the Town of Taos and the Village of Taos Ski Valley Chamber was amazing in getting the word out to their membership and distribution of the schedules, and the Ski Resort website supported them.  

Community events were listed:  
• New this year was a campaign called the New Normal Life - an anti-opioid campaign in Espanola with shuttle service provided to the event.  
• Bike to Work week in Santa Fe  
• Dump the Pump  
• DOT Wellness Fair, Department of Health, and Santa Clara Pueblo Halloween event.  
• This year they will participate in El Dorado’s Earth Day and there has been discussion about hosting an event in May for the Lowriders.  
• Community Outreach, including career and job fairs.  
• Mr. Nagle plans to speak at the various clubs and serving on the Rio Arriba County Health Council.  
• Chambers of Commerce.  
• Special Shuttle Services
Coming events include a 2019 Ridership Program; Adopt a Shelter Art Program; April 25 is Get on Board for Public Transit that will replace Dump the Pump Day with over 100 public transit agencies who will participate; a promotion of why people ride public transportation with occasional video that includes conversation with a passenger.

Mr. Nagle stood for questions and indicated he was open to their suggestions.

Councilor Flury thanked Mr. Nagle for his incredible presentation and all that he is doing. He asked if the billboards had not been effective or were cost prohibitive.

Mr. Nagle replied they are good and have been done in the past. On several occasions they had a billboard on Highway 285 near Pojoaque, and it was a good area and they are not opposed to doing that again. Some of the money in that budget was put into the video billboard to see if they have any impact.

Councilor Romero-Wirth said the presentation was interesting to see how much they are doing. She suggested in trying to increase social media engagements they should mention in the print advertising how to find them on Facebook, Instagram, Twitter, etc. Young people, especially, get a lot of their news from, those.

She suggested Why I Ride would be perfect for Instagram with a video and snippets of people talking about why they ride.

Mr. Nagle agreed that was an excellent suggestion.

Councilor Romero-Wirth asked about the stops of the Night Rider bus.

Mr. Nagle explained that was a pilot program last winter to coincide with the TSV green route between the Town and Village of Taos from the third weekend in December to the fourth weekend in March. It made stops at hotels, the plaza and went to the ski valley and back. The Village was instrumental in making that happen for visitors as well as people in town.

Councilor Romero-Wirth was not aware of that, but suggested he also consider advertising that route next winter in Santa Fe in the Pasatiempo, or something similar. A large Santa Fe population goes to Taos and there are many second home owners in the Valley that would be interested in that ride. She encouraged the route be branched out to take advantage of Santa Fe interest in what is offered by the Town of Taos also, not just the Ski Valley.

Mr. Mortillaro asked about ridership on the night route during the season which was 22 total days of service, with 293 passenger trips running only Fridays and Saturdays for four hours. When the TSV green ended, the Night Rider took over until 10 pm.
Mr. Mortillaro stated they would be debriefing the Village, Town and Corporation and discussing if they want to expand the service. Based on ridership they might want to do that.

Councilor Romero-Wirth thought that would be important, especially Saturday night when people wanted to go for a drink and have a safe ride home.

Commissioner Moreno asked what was happening in Red River and Questa regarding the routes.

Mr. Nagle said there are no plans for other routes in that area, but they provide routes to Questa with a transfer to Red River and good service to the ski areas.

Ms. McGuire added they have had preliminary fact-finding discussions to look outside of the four-county service area and expects that will be looked at again this fall. There has been interest in an Enchanted Circle loop and the potential to provide service, but funding would need to be identified and they would need partners. It could be five to seven years out, but there is interest.

Mayor Christof Brownell thought if his people could see the schedule easier. It would help ridership to have signs up in the Village.

Mr. Nagle explained they do have an app but until it is a permanent route it would not be listed. It is a pilot phase, but the MyStop app shows the routes, bus arrival and departure from each stop and the Village Chamber created and distributed among their members a map using the RTD map, that highlights restaurants along the routes.

Mr. Mortillaro added they are also exploring electronic bulletin boards at Santa Fe and TSV ski areas that will display the arrival and departure times of the buses and possibly the departure points as well. They will be exploring that in the next budget cycle.

He said a lot of effort is generated to get the word out. He thanked Jim Nagle and Cara because they are a small team with a limited budget, and this takes a lot of work every year.

He added that there have been requests to build a low rider Blue Bus and they may be looking for someone to help with that.

C. Radio Communications Infrastructure Analysis and Recommended Improvements

Mr. Mortillaro explained Obsidian Consulting was contracted to undertake the project. The system currently is very basic but has grown exponentially throughout the four-
county area. There are areas where there is no communication and extremely important for that to be available because of some long routes with few services.

The study is to identify their baseline and how communication can be improved in the gap areas. He asked Ms. Garcia to introduce the Obsidian representative.

Ms. Garcia noted that a study in 2017 showed how far they reached and the lack of communication for operators. They put MDT’s in the buses to communicate with those in the event of an emergency so they could send text messages through mobile terminals. They have a close eye on the routes they have no communication with, as well as evaluating communication within the local areas.

There are some gaps locally and with the build out of the dispatch operation where inconsistencies are and how to improve the system.

Ms. Garcia introduced Bert Rushford with Obsidian who had a PowerPoint presentation and their packets include multiple reports of deficiencies in communication and recommendations.

Mr. Rushford explained the report summarizes three previous reports and he would walk them through the outline of the last report.

Councilor Romero-Wirth asked if the recommendations were the latest and greatest, because communication technology seemed to change. She asked how they know they would be using their dollars wisely.

Mr. Rushford noted that the report with the cost estimates has 3 options, depending on the budget. The high tier solution is the most expensive, the P-25, a digital standard that has evolved since 1993. He was one of the engineers who put the standards together. The P-25 has evolved to be the standard for public safety communications. The advantage being the digital signal generated is very clear, good, audio quality and a perception of a larger coverage area. It is also the standard that most public safety agencies are adopting and if the buses had P-25 radios they could communicate with other public safety agencies. The City of Santa Fe is working toward converting to that system.

The other advantage of P-25 is that federal grant opportunities are greater. They are more willing to give funds to a P-25 capable or P-25 ready system.

Mr. Rushford explained in the higher tier solution they also developed a network using the existing land-mobile radio tower sites to co-locate equipment that RTD might place there. They also leverage microwave paths for a homogeneous coverage area and a bus traveling through the route sends audio signals back and rebroadcast the best signal to all of the sites. They have selected five sites that would be required for RTD
coverage, including new service areas up in Farmington, etc.

The next is a mid-tier solution that can be operated either as an analog or P-25 but would not have centralized receiver capability. The radio listens to a beacon when in the coverage area and sends the strongest signal back to the repeater site only. That audio is then sent by microwave to the other sites and rebroadcast. A disadvantage of the system is between coverage sites, the signal selected might not always be the best.

The cost difference is about $150k between the high and mid-tier. To answer the question, P-25 is the leading-edge system and would be good for many years.

Councilor Romero-Wirth asked if true that analog systems are being phased out.

Mr. Rushford said it is true and there are a couple of reasons. One is that for the user, digital systems sound better, and the audio quality is stunning. Another reason is that analog paths use more bandwidth to send the audio and digital signals can be narrower bandwidth. The FCC is pressuring for everything to go digital.

Councilor Romero-Wirth added another issue is the system should be reliable, given the area RTD covers and is critical from the safety perspective that they can rely on their communication.

Mr. Rushford agreed. He said he is been doing this for 30 years and was with Motorola for 23 years and with an independent consulting company for the last nine years and worked with the State of New Mexico representing the Department of Public Safety on DOIT for new systems. They may be able to use existing infrastructure that would also reduce cost.

Mr. Rushford said the robustness of the system is solid and why they recommend the most expensive, the P-25 system.

Chair Barrone asked if this would address the many dead spots in the north and the repeaters, have constantly failed.

Mr. Rushford indicated the apparent coverage concerns were addressed in their system design. Five sites were selected to address those concerns: Pajarito (existing) would require some upgrade; the TSV should never have been used - the Touch Me Not to the east gets Angel Fire, Red River and the road into the town of Taos and could be used on the south mesa; San Antonio Mountain is a great site; Rabbit covers the gap between Dulce and Farmington (El Vado could be a substitute); and South Mesa gets Farmington. At some point they would want to discuss Pajarito to see if Los Alamos County would allow RTD equipment in their shelter. All of these sites currently exist and are owned by the State.

He indicated a disadvantage in cost is to get where the voting receiver is from Pajarito.
into the State of New Mexico FCC digital microwave network. There could be a path off Cerrillos Road that would add about $20k but is the best way. They also upgraded the Espanola and Taos dispatch centers with an IP dispatch network, so they need only one control station. The IP allows desk top consoles where they want access and without that, they would need a control station at every dispatch location.

A mid-tier solution is the bus would lock onto the beacon with the strongest signal. That is not necessarily the one it would transmit back on and audio is only sent to one site and then rebroadcast.

Councilor Maggiore questioned if the equipment should be placed on existing sites.

Mr. Rushford indicated all of the sites selected are owned by the State of New Mexico and serviced by the Department of Information Technology.

Councilor Maggiore indicated the more expensive system talked about additional engineering work. He asked the cost and if RTD could maintain the maintenance and upkeep on their own.

Mr. Rushford explained the system would need some new frequencies and to put those onto another site would require a study to ensure it would not interfere with existing equipment and new equipment added. A feasibility study would be a waste of money until they know the frequencies and if the State would agree.

An estimated cost for assessment for single frequency is about $1,500 and ensures the system power, etc. from a maintenance perspective. The mobile radios would all be replaced, and operator training would be valuable for a person doing the diagnostics, etc. The radios would only need to be maintained about once every year or two and the current radios should be maintained twice a year. He strongly recommended a preventative maintenance contract for infrastructure once a year but having someone on staff was not necessary.

Ms. Garcia indicated the vendors who installed radios in vehicles and at dispatch sites had been hard to communicate with and undependable. NCRTD found it difficult to find someone to diagnose their site and if a new system is approved this would be done through an RFP to ensure the system would last long-term.

Mr. Rushford strongly recommended an RFP for this type of solution and discounts can sometimes be better than 30% on mobiles and well worth the effort. Also, he would bid as a high-tier P-25 system and request alternate solutions. The Voting Receiver technology described can handle up to 64 sites and be good for years and can be upgraded to additional sites.

They have also proposed that the mobile radios have a vote scan feature that listens
and selects the best mobile radio site.

He reviewed the cost estimates and explained the reason for the specifications suggested.

Councilor Romero-Wirth confirmed it would be a one-time expense for someone to look the system over. She asked if outside of their budget and they had to phase items, if that would be possible, or is everything required at once for a “robust system”.

Ms. Garcia said as part of the proposal they also asked for resources for grant opportunities and should be able to tap federal funds.

Mr. Rushford noted that Homeland Security has quite a few grants specific to bus transit later this year and they could start with replacing their current radios, put in mountaintop repeaters and ensure connection, and then add the voting receiver. The biggest cost is always mobiles and portables. The cost estimate he gave is full list price and they priced the radios with the P-25 software, but they could be set up for analog initially and then flipped to P-25.

Ms. Garcia stated they are replacing vehicles and as part of capital outlay funding, the cost of the radio is included in the replacement cost of the vehicle.

Councilor Romero-Wirth asked if the grant opportunities tend to be for infrastructure or equipment. She was told generally they cover both.

Mr. Rushford explained why the antenna at TSV is not adequate for a radio signal and the installation is inadequate.

Mr. Mortillaro asked if the $900 per month was per site, or all five sites. He was told it was an estimate and based on $75 per month for co-locating equipment and $75 per month for one digital channel; i.e. 150 x 5 per month. Currently they pay $6k a year.

Mr. Rushford explained they should build a brand-new shelter at the TSV with the right grounding because so much is wrong with the site and it lacks access in the winter. Pajarito by comparison is easier to get to the shelter. The best he has seen is the shelter at Los Alamos Laboratory.

Mr. Mortillaro said this will be included in the budget proposal for fiscal year 2020, but he was not sure if it would include all of the system or a first step to make fixes while pursuing grant and other opportunities.

Commissioner Fambro pointed out the backbone communication is vital and would recommend finding a way to purchase the higher-end system.

Ms. Garcia agreed. They could also look at the sites and how to save additional funds,
like using existing that is viable. In some cases, DPS is replacing their VHS systems with 700 MHz P-25 so there is leg work they could do to reduce the cost.

Mr. Rushford replied he had seen bids come down even more than GSA pricing when Tate and others are bidding.

Councilor Romero-Wirth encouraged also looking at funding at the state level as well.

D. Village of Angel Fire Request for Transit Service

Ms. McGuire stated Roger Lainman and Fred Weir were present to request service between Angel Fire and the Town of Taos.

Roger Lainman stated he was the Village Counselor for Angel Fire and they have worked on this for some time. They are hoping this is the next piece to complete the puzzle around the Enchanted Circle. The district is supported by an imposed 1/8% GRT tax by the County and they have a big tourism site, but they are not sure they will get the support from Colfax County. Therefore, Angel Fire is requesting to participate in the 5311 DOT rural transportation agreement contingent upon receiving grant funding.

Mr. Lainman said if successful, Angel Fire will cover the first quarter of operating cost until October 1 in the amount of $45,000. Almost everyone at the table has been asked to support the Taos Airlines and Angel Fire resort has committed $10k to the Airlines but committed $15,000 to the bus because they believe it important for the resort, the employees and for tourism.

They have the first Vietnam Veterans Memorial in Moreno Valley and music from Angel Fire through Taos and northern New Mexico; many kids in the community are through the park-and-ride in Taos, on the TSV teams. This is very important to bring to northern New Mexico.

Ms. McGuire explained to further expand, they have discussed a one-year pilot project that would operate 7 days a week with 3 roundtrips a day between Angel Fire and the Town of Taos. The morning trip would provide access to school, opportunities in Angel Fire for people in Taos, teachers living in Taos but working in Angel Fire could commute, and vice versa. This would expand the opportunities for economic development by providing a midday trip of flow between the two areas whether to experience tourism, visit a medical facility, grocery shopping, etc. that is currently not available in Angel Fire. The third trip of the day would provider commuter service and a full day opportunity for people in Taos to experience the beauty of Angel Fire for a day and then return.
The Village is willing to commit full operating cost from October 1 through July 30, at which time, if NMDOT awards funding for a one-year pilot, that would come into play.

New Mexico Transit and Rail and NMDOT have authorized them to update the currently submitted FY20 5311 application to include that and requested the board direct staff to do so. The Village commitment from July through September would be contingent upon a DOT 5311 award. The cost is estimated about $175,000 annually and NCRTD is willing to commit an existing vehicle to operate the pilot. If the pilot becomes permanent, the Village is willing and committed to providing the vehicles in a local match component.

They expect NCRTD would partner money in the 5311 application with the Village for capital at an 80/20 split on a vehicle if they get to that.

Roger Lainman indicated he has been working with Ms. McGuire for a couple of years and this needs to happen in northern New Mexico. The service provided by NCRTD is invaluable.

Ms. McGuire said if the 5311 is awarded, Angel Fire has committed to a 50-50 local match and if the award is less than the request amount, they would look either at the Village funding the gap or adjusting service levels to decrease the cost.

Ms. McGuire thought this a great opportunity to expand the service area and provide service to people who have no other option and is a positive contribution.

Manager Campos asked if Colfax County did not cooperate, could they have a special tax.

Mr. Lainman explained they could not. They would have to have Colfax supporting them and is something they seldom do and a reason why they are willing to do this alone and take the first quarter.

Mr. Dwyer explained the statutes that create regional transit districts state that they could create a geographical district over a number of counties where the tax is assessed, but their service could extend beyond that, which is what they do. The difficult question is how to fund routes outside core areas.

This proposed today that the four counties in the district would not be funding service outside the district and would be responsible for making their own match. The cost would be borne under contract arrangement with Angel Fire.

He thought they would likely see in coming years a request to go outside of Santa Fe County to Pecos, etc. and there would be more requests. They can continue to work through a contract, but a larger expansion would be a bigger undertaking.
Mr. Mortillaro thought that Manager Campos was getting at the legislative amendment of the statute that allows taxing for a city, opposed to the whole county.

Mr. Dwyer explained the original version of the Act in 2004 included both a municipal and a county taxing authority but the municipal was removed.

There has been interest. There has also been discussion of the NCRTD to present to them and Colfax County stated they would like services, including going to Raton. He said if NCRTD would be ready for that, then possibly the RTPO board would be a good opportunity to give a presentation and see what they are interested in now, and in the future. Angel Fire is a good start, but it could become a domino effect.

Mr. Lainman said the Village of Angel Fire is willing to go it alone and that could open the door. The problem is Colfax is one of the largest counties in the state and getting everyone to vote would be difficult, but it could be done.

Chair Barrone addressed Councilor Salazar stating that he and staff and the Mayors of Angel Fire and Eagles Nest have discussed this. This have been presented and Ms. McGuire has been there two or three times and the representative from Colfax was not very responsive about taking information back to the board regarding a countywide tax.

This is a good start and shows buy-in by Angel Fire and Eagles Nest might want to look at this and it might show the rest of the county that this works. The meetings have happened, and this is a great start.

He added that NCRTD is able to do this and is a great opportunity especially to people out of Angel Fire, especially for people to go to Taos.

Councilor Romero-Wirth understood the reluctance to engage in legislature but encouraged a few strategic conversations with key legislators, or for staff to have a two-prong strategy to get a sense of pros and cons.

Mr. Mortillaro stated he has an understanding with the RTDs that no one goes forward trying to make legislative changes unless discussed by everyone because it impacts them all. He would want to talk with them first. He has discussed with Rio Metro some changes they would like and there are changes the district would like considered. He could test those waters.

Mr. Dwyer stated he was not adverse, going to the legislature and seeking changes but would need the board’s direction.

Councilor Romero-Wirth confirmed this was not a request for funding other than providing a bus.
Ms. McGuire said that was correct. They would submit an amended 5311 application to include this pilot request. The 5311 is federal rural transit funding and once a route becomes permanent becomes an ongoing funding source with an annual application and an assessment of all transit provider recipients. Should this move to permanent they would request funds to support the operations, and the Village would be responsible for the local match and commit to a vehicle purchase.

That agreement would be formalized through contract given the direction of the board.

Councilor Romero-Wirth wanted to understand the capacity NCRTD has to do this within current funding and with staff capacity, and if they continue to grow what would be necessary to meet all of those needs.

Mayor Brownell said if the route is successful, this could open the door to an Enchanted Circle route.

Ms. McGuire replied that the bigger picture was that two buses would run in two routes in different directions. She wanted to present an alternative for those who cannot look while driving. She would be supportive if they could align funding, of starting with a pilot to see if they can succeed.

The District also has plans to create a gateway at the corner of New Mexico 150 and US 64. They need to maximize the beauty of New Mexico and one way to do that is through a tourism route through the Enchanted Circle. There is room to grow but they need to identify funding for future expansion.

Councilor Romero-Wirth encouraged Ms. McGuire to contact the state outdoor office of recreation because there are state resources aimed at that and there may be funding opportunities.

PUBLIC HEARINGS:

There were no public hearings.

ACTION ITEMS:

E. Discussion and Consideration of Resolution No. 2019-14 Directing the North Central Regional Transit District Staff in Contract with Angel Fire to Provide Public Transit Services

Chair Barrone moved, seconded by Commissioner Fambro to approve Resolution #2019-14.
Councilor Salazar voiced his support for the resolution but thought they should cautiously move forward because of current staffing and finances. This could bring the entire county under the NCRTD and he thought they are not ready for that.

The motion passed by unanimous (12-0) roll call vote with City of Santa Fe, Santa Fe County, Taos County, Town of Taos, Village of Taos Ski Valley, Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambe, Rio Arriba County, and San Ildefonso Pueblo voting in favor and none against. Tesuque Pueblo, Ohkay Owingeh, Santa Clara and Pojoaque Pueblo were not present for the vote.

F. Discussion and consideration of Resolution No. 2019-15 Adoption of a Resolution to Adjust Budgeted Revenue and Expenses for Fiscal Year 2019

Mr. Ordoñez explained the adjustment to the budget was related to capital expenditure projects and unexpected increases in contracts. They will be moved to the following fiscal year.

He indicated the increase in budget is $64,971 for ADA; $80k for 5 bus shelters and $211k for purchase of land.

Decreases are: $751k in the Finance Department related to facility final design project; $108k in local match revenue related to technical improvement projects.

The final budget amount, if approved by the board is $12,967,234.

Manager Campos moved, seconded by Councilor Salazar, to approve Resolution No. 2019-15 to adjust budgeted revenue and expenses for Fiscal Year 2019. The motion passed by unanimous (13-0) roll call vote with San Ildefonso Pueblo, City of Santa Fe, Santa Fe County, Taos County and Town of Taos, Village of Taos Ski Valley, Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Nambe Pueblo and Rio Arriba County, voting in favor and none against. Tesuque Pueblo, Ohkay Owingeh Pueblo, Santa Clara Pueblo and Pojoaque Pueblo were not present for the vote.

G. Discussion and Consideration of Resolution No. 19-16 Authorizing the Acquisition of 3.355 Acres of Land Known as Lot 10B Silkey Way

Mr. Mortillaro reminded members that only elected officials can vote. The Pueblo of San Ildefonso appointed their Lieutenant Governor, Christopher Moquino, as the elected official of the Pueblo on the board for the vote, and then Mr. Stephen Martinez...
Mr. Mortillaro expressed his appreciation for that effort to ensure the board had the sufficient number of elected officials to vote on the item.

He added as discussed in March, this is an opportunity to purchase 3 acres needed for the headquarters office. He was authorized to proceed with negotiations and Pendleton appraisers was obtained for a preliminary value estimate, which is $180k for the entire parcel or about, $53,641 per acre. Parties have agreed to $177k ($53k per acre) and Mr. Dwyer will review the transaction documents should the board approve.

A phase 1 environmental assessment was done in 2009, when the board looked at acquiring the property. Also, they learned it will come with water rights of approximately 9-acre feet and that will be finalized once the acquisition of the property is finalized.

Mr. Dwyer reviewed the acquisition legalities and informed them the board is not subject to state law on the purchase. They will pursue the water rights and may have to go through the successor interests.

Councilor Romero Wirth asked if certain there no contamination is at the site. She was told a phase 1 environmental assessment was done in 2008.

She asked how the appraiser was selected and if they were confident in his appraisal.

Mr. Dwyer explained he received a series of names that he gave to Mr. Mortillaro.

Mr. Mortillaro added it was coincidence that the appraiser also worked with the district when they acquired the current site and the adjoining 7 acres. The formal appraisal is attached, and the buyer was on the same page.

Councilor Salazar asked about the owners and Mr. Dwyer replied.

Councilor Maggiore confirmed this brought the total land back to 10 acres.

Councilor Maggiore moved to approve, seconded by Commissioner Fambro, to approve Resolution No. 19-16 Authorizing the Acquisition of 3.355 Acres of Land Known as Lot 10B Silkey Way. The motion passed by unanimous roll call vote (10-0) of elected officials for San Ildefonso, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, Village of Taos Ski Valley, Village of Chama, Town of Edgewood, City of Española, and Los Alamos County. Nambé Pueblo was not eligible to vote, Tesuque Pueblo, Ohkay Owingeh Pueblo, Santa Clara Pueblo and Pojoaque Pueblo were not present for the vote.
DISCUSSION ITEMS

H. Discussion and Direction Regarding a Code of Conduct Policy – Draft

Mr. Mortillaro indicated this was discussed in October and November 2018 with the Finance Committee. Staff held off until the Statewide vote on the constitutional amendment and the legislative session bills regarding the State Ethics Commission. Staff thought the board might provide direction, and if they agree, have a code of conduct.

He yielded the floor to Mr. Dwyer to provide further comments.

Mr. Dwyer explained state regulated ethics by a board was strongly supported and passed in the legislature. The bill that passed, SB 668 created a statewide ethics, regulatory but cities, counties and local districts are not covered. The bill states they would review the bill in four years, but Staff thought they would present an opportunity to the board for ethics regulation.

The board does not have to do this if they feel it unnecessary. Existing laws do regulate ethical conduct, but there is just no enforcement or uniform system. Staff believes the advantage of having an ethics rule is everything is in one place.

Mr. Dwyer stated he wrapped the mission statement and professional conduct requirements into a single policy and is aware these are controversial. The legislature had a lot of discussion to come to a compromise before the law passed, and they will abide by the existing laws if the board thought this unnecessary. Staff is well aware of the laws and regulations that currently exist.

The board has only one mandatory ethics regulation, which is an annual certifying they have no conflicts of interest.

Mr. Dwyer noted the code of conduct regulations he passed out where the board could not vote on things that would make them money. The more stringent standard for Staff is to ensure no conflict between their duties to the organization and outside actions, or perception of such.

He highlighted controversial issues such as gambling; drugs and alcohol; weapons (the finance committee does not want the appearance of an armed operator in the bus); gifts and favors; political activity; travel; confidentiality; books and record retention and preservation; outside employment and hiring and contracting.

He did not include this as an action item because he would like board feedback.

Councilor Romero-Wirth said she had asked the City of Santa Fe Attorney to review
This gets complicated because many board members are elected officials and she has concerns about what might not work in that capacity. She wanted to meet with the city attorney to better understand and recommended others also do that. She, as a liaison to the City of Santa Fe and as a City Councilor, is very much under a code of conduct and is not sure the NCRTD should impose something on top of that.

Councilor Maggiore, Commissioner Moreno, and Councilor Flury also agreed.

Mr. Dwyer said if they bring back a version for board approval, he would make clear the rules apply only to Staff and would remove conflict of interest for Board members.

Councilor Romero-Wirth suggested also discussing via phone.

Mr. Mortillaro asked on page 192 regarding hiring and contracting a board member as Staff, if that would be removed as well.

Mr. Dwyer said it is not a conflict other than when voting on issues that affect salaries.

Mr. Mortillaro explained City board members have applied for positions that had made him and staff uncomfortable.

Councilor Romero-Wirth suggested looking at how other districts handle that.

Mr. Mortillaro indicated this would be brought back for approval as applicable to Staff only, and with section 24 clarified.

Mr. Dwyer explained they have tried to completely separate any political considerations for hiring for directors, etc.

I. Review of February 2019 Financial Summary

Mr. Ordoñez reported on the financial summary. The budget is at 66.6% and revenues received at $7,816,000, about 2 million more than last year.

Expenditures are at $6,048,595, $125k less than spent last year.

He highlighted variances: Federal grants increased $667k more; $187k more on 5311 C member contributions; a decrease of $423k in local match; $64k more in miscellaneous revenues; salaries at $75k and more than prior years; contributions to other agencies are $150k less; fuel expenditures about $27k more.

He reviewed GRT revenues received of $760,890 in February and was more than budgeted. County GRT revenue: Los Alamos increased; Rio Arriba decreased; Santa
Fe County increased; Taos County increased.

Rent revenues were reviewed for February which is more than the prior year and more than budgeted.

Expenditures by category were reviewed: Administrative decreased $1,900; Operating expenses increased $518k, and there were no capital expenses

J. Finance Subcommittee Report

Mr. Mortillaro stated there has not been a meeting in two months and they did fill the positions.

K. Tribal Subcommittee Report

Mr. Mortillaro there have been no meetings and are planning one in April.

L. Sustainability Subcommittee Report

Mr. Mortillaro there have been no meetings, as they meet quarterly.

M. Executive Report and Comments from the Executive Director.

The Village of Questa will hold a public hearing April 23, regarding joining the NCRTD and he was asked to attend. The board may have an action item to consider in the May or June meeting.

They have agreed to a settlement of the appeal of property to the south. The developer agreed to build a 7-foot high block wall along the property line from the front to the back to mitigate fumes and debris. They have also provided a letter from the engineer regarding the effectiveness of the wall to mitigate fumes going into the air intakes. The agreement is being finalized and the appeal at the city will be withdrawn.

Chair Barrone indicated the performance and ridership reports were in the binder.

Mr. Mortillaro added that paratransit was condensed and questions could be answered if they call Ms. Garcia.
MATTERS FROM THE BOARD

Village of Taos Ski Valley Request for Summer Pilot – Possible Board Action.

Mayor Brownell explained they are requesting a 3-month pilot program to connect the Town of Taos with the ski valley for the summer. There would be 3 routes per day, 3 days a week, on weekends.

Ms. McGuire noted she received the official request from the Village today, but it does not specify the financial aspects.

Mayor Brownell explained they had a special meeting and Council agreed to use the Lodgers’ Tax for the funding. He noted the Town of Taos had not agreed yet to pitch in.

Commissioner Fambro said they would.

Mr. Mortillaro asked the preliminary cost for the 3-month pilot.

Ms. McGuire thought it was up to $40k and the original discussions were prior to airport approval for summer service and the tie in was not factored. That should not be a problem and could be accommodated in planning.

Mr. Mortillaro noted Staff would need direction from the Board if they want to consider that, and to continue the discussion with the Village and bring forward a contract to provide service.

Councilor Maggiore moved that Ms. McGuire be directed to continue discussions and return with a contract for the board to consider. Commissioner Moreno seconded the motion.

Chair Barrone requested Ms. McGuire work with the Town of Taos staff on it.

Ms. McGuire asked for some flexibility in start dates to allow time for hiring and training someone to perform the service.

Mayor Brownell agreed. The motion passed by unanimous (11-0) roll call vote with Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Rio Arriba County, San Ildefonso Pueblo, City of Santa Fe, Santa Fe County, Taos County and Town of Taos and Village of Taos Ski Valley voting in favor and none against. Nambe Pueblo was not present for the vote.

MISCELLANEOUS
There was none.

**ADJOURN**

The Board meeting was adjourned upon motion by Councilor Flury, seconded by Manager Campos and unanimous vote.

The meeting was adjourned at 12:18 p.m.

**NEXT BOARD MEETING: Friday, May 3, 2019 at 9:00 AM.**

Approved by:

________________________________________
Daniel R. Barrone, Chair

Attest:

________________________________________
Ed Moreno, Secretary/Treasurer

Submitted by:

________________________________________
Carl Boaz for Carl G. Boaz, Inc.
Title: Conduct a Public Hearing on the Preliminary Fiscal Year 2020 Budget

Prepared By: Anthony J. Mortillaro, NCRTD Executive Director and Hector E. Ordoñez, Finance Director.

Summary: See Staff Report on Resolution Adopting the Preliminary FY2020 Budget

Background: The Local Government Division of the Department of Finance and Administration of the State of New Mexico has authority to conduct a public hearing of the District's Preliminary Budget for Fiscal Year 2020. But upon making inquiry the District's staff has determined that the state relies upon local government to perform this function. The purpose of a public hearing is to solicit feedback from the general public of the District.

Recommended Action: It is recommended that the Board conduct a public hearing

Options/Alternatives: Although the Board may elect to rely upon the state to perform a public hearing it is highly recommended that the Board perform this function to allow a meaningful opportunity for public participation in the budget process. A preliminary budget is required to be adopted by the Board and submitted to the Local Government Division of the Department of Finance and Administration by June 1, 2019.

Fiscal Impact: See attached budget.

Attachments: FY2020 Budget
North Central Regional Transit District Budget Calendar Fiscal Year 2020

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board adopted Long Range Strategic Plan</td>
<td>Identification of Goals and Objectives</td>
<td>Staff prepares and submits departmental and divisional budgets</td>
<td>Budget review by Finance and Executive Director</td>
<td>10 year Capital and Long Range Financial Plan</td>
<td>Draft proposed budget submitted to Finance Subcommittee along with Capital and Long Range Financial Plan</td>
<td>Finance Subcommittee forwards recommendations for proposed budget</td>
</tr>
<tr>
<td>Preliminary Budget public hearing</td>
<td>Final Budget public hearing and Board adoption</td>
<td>Budget submitted to State Department of Finance and Administration</td>
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2020
Budget Message
**Vision Statement**

“To be the leading rural public transportation organization connecting communities and enhancing cultural, environmental, social, and economic opportunities for the betterment of our region.”

**EXECUTIVE DIRECTOR’S BUDGET MESSAGE**

Dear Board of Directors and Citizens of the North Central Regional Transit District:

I respectfully present the proposed budget for the North Central Regional Transit District (the District) for Fiscal Year (FY) 2020 beginning July 1, 2019. The budget serves as the District’s financial and spending plan for the year, and the adoption of the budget is undoubtedly the single most important action taken by the District’s Board of Directors each year. The proposed budget will authorize resources and establish a direction for our programs and services for the coming year.

The budget as proposed reflects compliance with the Finance Policies, direction provided to staff on an ongoing basis by the Board, the Long Term Financial and Strategic Plan (LTFP), Long Range Strategic Plan (LRSP) and the Capital Investment Plan (CIP). This proposed budget prioritizes investments and allocates resources in a manner aligned with the future direction of the District and as described in the Long-Range Strategic Plan. As funding permits, these strategic initiatives have been targeted for implementation for the upcoming fiscal year.

You will note that the budget as proposed is focused on maintaining existing services, capital investment, continuity of organizational functionality and continuing to provide exceptional service to the 289,292 residents we serve in the District’s service area.

**The Economy**

Recent economic research conducted by the University of New Mexico’s Bureau of Business and Economic Research indicates that the State of New Mexico is expected to be strong but still restrained. The unemployment state wide is at 5.1% which is higher than the national unemployment rate of 3.8%. Furthermore, the forecast indicates that the state will add 12,000 new jobs in 2020 and average approximately 10,000 new jobs per year through 2024. Crude oil output is expected to increase by 50% over that same time period. Mining sector employment growth is expected to slow as will construction and transportation jobs. Professional services growth should be stable for the next several years. However, constraints that could impact this forecast is the fact that the state remains to dependent on too few sectors including oil and gas not only for jobs but also for revenue. Furthermore, there is a need for highly skilled employees and that 2/3 of recent college grads have indicated they planned to leave the State for better opportunities.

In the Santa Fe region, which is the District’s largest generator of tax revenues, its economic recovery from the recession is showing a positive mode based upon Gross Receipts Taxes generated within the City and County. Since Santa Fe is the State Capital, it will be the beneficiary of an adopted state budget that is millions of dollars in excess of prior years and that restores many of the prior administration’s cuts to State government employment and the recessionary effects that also impacted local government entities in the four-county region. The FY 2020 State budget
provides for nearly 1 billion in infrastructure spending with a modest portion of that allocated to the Districts governmental units in the four-county region. The unemployment rate in the Santa Fe region remains lower at 4.3%. Tourism appears to have made a turn around and the forecast for economic growth in Santa Fe projects that income growth should continue on a positive track until reaching its peak in 2021. Many public construction projects as well as private sector housing development is anticipated throughout the forecast period.

In Los Alamos County (LAC), the major economic concern as to the payment of gross receipts taxes that Los Alamos National Laboratory (LANL) pays has been addressed with the Legislature’s adoption of Senate Bill 11 and signature by the Governor. It is anticipated that the budget for LANL will increase and LAC is expecting a variety of single and multi-family housing projects to occur. In 2017, the LANL announced the need to replace, due to retirements and additional support area staffing, as many as 2,000 people over the next four years and they have continued on this hiring effort. Overall the Santa Fe and Los Alamos county regions continue to demonstrate an increase in revenue production however, the Rio Arriba and Taos County region continues to share the challenges of an ongoing sluggish economy and a continuance of lackluster tax revenues.

**Long Term Financial and Strategic Planning Approach to the Budget**

Due its ongoing conservative fiscal practices, the District continues to weather the various impacts of the economy that challenges various areas in its four county regions. The District’s financial discipline continues to contribute to the stable and healthy financial condition it enjoys today.

The Long Term Financial and Strategic Plan goals and objectives shown herein continue to provide the guidance needed to focus efforts on long-term initiatives such as: funding for additional future routes, frequency enhancements, maintenance and capital needs and to focus our attention on both the short-term and long-term needs of the District without compromising its financial future.

This strategic emphasis allows the District the latitude to determine what level of service is sustainable over a long period of time so that reserves can be maintained and enhanced during positive economic periods and spent in a period of difficult financial transitions to maintain service levels.

The continued availability of quality and essential public transportation is of critical importance to its constituents and the District’s future.
Ridership

The following ridership chart illustrates the existing twenty-five fixed-route services currently operated and funded by the District, two demand response routes, one dial-a-ride service, route 210 which serves the Pojoaque and Nambe Pueblos, a complementary Paratransit service in the Town of Taos and the demand service. Additionally, the District funds regional services operated by Los Alamos County, the City of Santa Fe, and the Rail Runner.

**HISTORICAL RIDERSHIP - 10 YEARS**

FY 2020 is anticipated to continue to see growth in ridership and the Districts efforts in promoting service awareness are appropriately funded in this budget. The District has continued to experience increases in Operated ridership in FY2018 with 289,441 trips an increase of 1.8% over FY 2017. Since 2008, nearly 8.1 million riders have benefited from the Districts services and funding. Furthermore, in FY 2020 we will be completing the update of the Transit Service Plan. This document is likely to advance a number of key modifications and strategies regarding the enhancement of existing services and the need for new service routes as well as a strategy for bringing to fruition more specifically those services generally identified in the Long-Range Strategic Plan and a course of action for funding future service needs in the District commencing in FY 2021 and thereafter.
Revenues

The Transit Gross Receipts Tax (GRT) revenue source comprises approximately thirty seven percent (37.16%) of the District’s overall revenues in FY2020. The balance of the District’s revenues derives from federal allocations at thirty seven percent (37.67%), state capital outlay grants of five percent (5.73%), local contributions of three and a half percent (3.53%), miscellaneous revenues one percent (1.05%) and debt borrowing of three percent (3.26%). The cash balance contribution represents eleven percent (11.59%) of the composition of FY 2020 revenues. This year’s budget proposes to utilize cash balance in accordance with the District’s budgetary and reserve policies to provide funding for operations, capital investment acquisitions not fully covered by federal funds as well as the ongoing funding of trial routes to non-trial status. Major multi-year one-time economic activity in the District such as general construction activities are reflecting increased spending in the region. As a result, a projection for slightly increased Transit GRT revenues has been incorporated into this budget compared to the baseline projection utilized for FY2019.

The following chart illustrates the revenue percentages expected to be received listed by source:

During Fiscal Year 2020, the District projects that the Transit Gross Receipts Tax in Rio Arriba County will continue to underperform due to a continuing decrease in consumer spending. Federal funds are projected to stabilize and slightly increase in the areas of Urbanized Area Formula (5307) and Rural Basic Formula (5311). Furthermore, continuing increases in spending by Los Alamos National Laboratory (LANL) in Los Alamos County, and Santa Fe and Taos County Transit Gross Receipts tends to balance the uneven revenues from Rio Arriba. During last year’s budget development process, it was unknown if the Operator of LANL would continue to pay gross receipts tax due to their non-profit tax status. As a result of this year’s legislative action, legislation was passed that no longer exempts a non profit operator of the lab from paying gross receipts taxes.
The annual funding contribution from Los Alamos County has been integrated into the proposed budget, which is similar to last year’s allocation. It is not known whether the contribution will continue for future years, therefore a projection has not been incorporated into the Long-Term Financial Plan and its impact will need to be closely monitored. Adjustments may need to be made in the District’s Regional Transit GRT allocation for regional services provided by other entities for FY 2020 and beyond, if revenues are reduced from this or other sources.

The New Mexico Department of Transportation Rail and Transit Division (NMDOT) that disperses 5311 Federal Funding, had not released its allocations for FY 2020, therefore, the projected budget utilizes the same funding allocation that the District received in FY 2019. Tribal transit funding 5311(c) is expected to decrease because of an increase in tribal recipients nationwide and the completion of the Jicarilla’s pilot project funding.

The budget as presented utilizes reserve funds (cash balance) that has been accumulated for the express purpose of meeting operational needs, matching federal requirements on capital replacement as well as non-federally funded capital and for new services. A total of $2,341,027 is proposed to be transferred from reserves.

This budget also proposes debt borrowing to commence the design and subsequent construction of the Fleet Maintenance Facility to provide the remaining funding gap to match the Section 5339(b) and BUILD federal funding award. The funding for this project also received $1,159,000 in State Capital outlay funding during this year’s legislative session. Further detail regarding the debt borrowing is discussed in the Capital Investment section of this budget message.
Expenses

The District has increased operational spending by six-point seventy three percent (6.73%) due to the addition of new positions, increases to non-RTD expenses, maintenance and support increases related to new software acquisitions as well as compensation and benefit adjustments for represented and non-represented employees. Overall the proposed budget is balanced for FY 2020. Expenditures for FY 2020 total $20,217,621. In comparison, the budget as amended for FY 2019 totaled $13,175,907. The FY 2020 budget represents an increase of $7,041,714 above the FY 2019 amended budget. The bulk of this increase can be attributed to capital investment spending.

The budget as presented provides for the continued implementation of non-trial routes, capital investment and the continuation of existing service levels. As approved by the Board 42% or $4,860,755 of the total operating budget, is allocated to the Rio Metro Rail Runner Express, Los Alamos Atomic City Transit and Santa Fe Trails to fund the regional transit services that they provide.

In FY 2020 the District will commence negotiations to renew its Collective Bargaining Agreement (CBA) that expires June 30, 2019 with the Teamsters Union that represents Drivers and Dispatchers. At this time those negotiations have not commenced and the financial implications of any agreed to changes in compensation and benefits is not know at this time. However, a placeholder for those costs has been incorporated into this budget. Additionally, the budget provides for a 3% increase to fund the Performance Matrix that is adopted annually by the Board for non-represented employees. This is the same amount that was budgeted for in the FY 2019 budget. Lastly, the budget includes a five percent (5%) increase effective in FY 2020 for the State Health Insurance, Dental and Vision plans related expenses.
Capital Investment Plan

The FY 2020 budget anticipates continued capital investment to replace fleet that has met its useful life, and which will provide for the replacement of six (6) buses. To effectively manage our fleet of 55 buses it is imperative that we migrate to utilizing software to track the District's assets, the preventative maintenance and repair needs of the fleet and for inputting to the Electronic Grant Management and Performance System (eGMPS) required for FTA sub-recipients by NMDOT for transit asset management and new reporting requirements. Funding in the amount of $150,000 is being carried over for the acquisition and implementation of this system.

The Federal Transportation Alternatives Program (TAP) funding in the amount of $980,000 is being carried over to implement the District's Americans with Disabilities Act (ADA) updated assessment on its bus shelter stops and to construct modifications to ensure that they meet all federal accessibility requirements.

Most recently the District completed an assessment and analysis of the its Land Mobile Radio System and it was estimated that to appropriately design and update the system it would cost approximately $636,362. The Capital Budget represents 50% of that cost since a validation and design will be required and once completed, the RFP can be issued for the system which will likely encompass expenditures in both FY 2020 and FY 2021. Furthermore, this will also give the staff time to apply for various federal funding opportunities to mitigate the District's costs.

Due to the recently awarded Federal 5339(b) grant ($3,600,000), BUILD grant ($1,291,910) and State Capital Outlay ($1,159,000) the District will have accumulated a total of $6,050,910 towards the estimated cost of the $7,283,611 million Fleet Maintenance Facility; therefore, the capital investment plan includes funds for the final design and commencement of construction. To fund the remaining costs for this project, staff is recommending that the Board consider borrowing $1,235,000 though the New Mexico Finance Authority with a debt repayment schedule spanning 20 years at annual debt service cost of approximately $97,000. The FY 2020 budget anticipates spending a total of $571,834 for the Final Design phase based upon the updated cost analysis contained in the Preliminary Design and Master Plan for a New Maintenance Facility. The Design Phase will commence in June 2019 (FY 2019) and has an anticipated completion of December 2019 (FY 2020). Due to the bidding time frame, construction of the facility and site work would not be predicted to commence until approximately March 2020 (FY 2020). Construction is estimated to take approximately twelve (12) months with a completion date around February/March 2021 (FY 2021). As a result of the time frames, costs have been allocated between the FY 2019, FY 2020 and FY 2021 budgets.

Capital Expenditure Investment:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>5311 Bus Replacements (6)</td>
<td>$764,592</td>
</tr>
<tr>
<td>5311 Bus Replacements Equipment (6-units)</td>
<td>$187,442</td>
</tr>
<tr>
<td>Replacement Modems and Routers (25)</td>
<td>$50,000</td>
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<tr>
<td>Asset Management &amp; Fleet Maintenance Software</td>
<td>$150,000</td>
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<tr>
<td>Bus DVR Replacements (5)</td>
<td>$35,100</td>
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<tr>
<td>AV Enhancements Board Room</td>
<td>$30,000</td>
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<tr>
<td>Concrete Shelter Pads (new and replacements)</td>
<td>$30,000</td>
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<tr>
<td>Fleet Maintenance Facility Final Design &amp; Construction (Española)</td>
<td>$5,447,370</td>
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<tr>
<td>Taos Maintenance Facility Land Acquisition</td>
<td>$250,000</td>
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<tr>
<td>Maintenance (1) and Commuter Vehicles (2)</td>
<td>$85,500</td>
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<tr>
<td>NM 68 &amp; NM 150 Park and Ride (Land Acquisition, Planning and Design)</td>
<td>$50,000</td>
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<tr>
<td>Radio Tower Infrastructure</td>
<td>$318,182</td>
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<tr>
<td>Replacement Bus Shelters</td>
<td>$80,000</td>
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<tr>
<td>Electronic Schedule Kiosks</td>
<td>$50,000</td>
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<tr>
<td>TAP (Construction – Phase VI)</td>
<td>$980,000</td>
</tr>
</tbody>
</table>
**Staffing and Classification Adjustments**

Personnel and staffing levels are proposed to increase due to the addition of a Human Resources Specialist position (1 FTE). This position will allow the HR Director to focus on the professional and organizational development aspects of human resources development, implementing a safety program and ensuring functional continuity if a vacancy occurs in either of these positions in the future. The Financial Specialist (.5 FTE) will provide for additional accounting support due to increased budgetary responsibilities related to invoice processing, cash counts, revenue recording, conversion of the Districts internal chart of accounts to a standard chart of accounts to implement New Mexico’s Department of Financial Administration Local Government Budget Management system as well as facilitating the cross training of finance staff to ensuring functional continuity due to any unexpected vacancies. Facilities Maintenance Worker (.5 FTE) to assist in the upkeep and maintenance of 448 bus stops. Two (2) Transit Operators II positions are being requested to ensure that we have route coverage due to driver absences and to reduce overtime. Lastly, the budget contains the reclassification of six (6) Driver I (non-CDL) positions to Driver II positions.

Furthermore, the District’s efforts to enhance retention of operations staff (drivers) through the implementation of a driver’s academy to train its own staff and to develop a pipeline of Commercial Drivers Licensed personnel has proven to be fruitful and will be continued. Lastly, the budget does not contain funding to address recommendations from the Classification and Compensation study, since those results were not available at the time of development of this budget.
Long Range Financial Plan (LRFP)

The LRFP reflects an update of the moderate case scenario so that it mirrors the Long-Range Strategic Plan (LRSP) scenarios 1 and 3, the proposed FY 2020 budget, the CIP and future revenue and expenditure implications. The moderate case scenario is not forced to balance; therefore, it reflects a worse case outcome. Overall the District will continue to meet the Board’s requirement for a 25% reserve amount throughout the 10-year projection provided that no degradation of revenues occurs over the next several years. Beyond FY 2020 the Los Alamos contribution is unknown and therefore is not factored as a revenue source. The undesignated reserves will reach zero balance by FY2021 and unrestricted fund balance is projected to decline to zero balance by 2024 based upon the spending reflected in LRFP. However, the LRFP contains various strategies that can be employed to moderate the decline of the undesignated and unrestricted fund balances to ameliorate the projected scenario in advance of such an occurrence. In the event that the revenue degradation occurs during the term of this LRFP, the District will assess its Regional Transit GRT allocation for non-RTD provided regional services and/or decrease capital spending to offset the reduction in the usage of the undesignated and unrestricted reserves to balance the budget. Based upon this scenario the addition of new routes or expanded operating hours/days won’t be funded unless: (1) a reoccurring revenue source is generated; or (2) underperforming routes are eliminated or reduced; and/or (3) funding is reallocated to the extent it would support expansion. Furthermore, the costs associated with the Long-Range Strategic Plan have not been factored into the LRFP moderate scenario.

Long Range Financial Strategic Plan and Fund Balance Analysis - Moderate Case Analysis

![Chart showing fund balance analysis](image_url)
Cash Reserve Levels

The District is required to maintain a minimum of eight percent (8%) of expenditures as a cash reserve. The Board’s adopted policy is to maintain a twenty five percent (25%) of revenues as cash reserve level, which is due to the variability of the District’s diverse revenue sources. The District does have cash reserves that exceed the Board’s funding requirement; however, when viewed in the context of the Long Range Financial Plan these funds can only be utilized in accordance with the District’s financial reserve policies.

The usage of project carryovers and reserves are included in the revenues to balance the budget, the total amount budgeted for FY 2020 is $2,341,027 and will be utilized to fund the following expenses: (1) Operating costs; (2) TAP project; (3) Fleet replacement and Capital project match requirements; (4) continuation of routes that have transitioned from trial status to non-trial/on-going e.g. Mountain Trail, Tres Piedra’s, Las Golondrinas and Jicarilla; and (5) Non-federally funded capital improvements. For comparison purposes in FY 2019, $1,123,122 was planned for similar qualified uses as provided within the Reserve Policy. However, the funds are not anticipated to be fully utilized due to increases on GRT revenues and federal funding received; therefore, we are projecting that only $423,175 will be used. Project carryovers are being utilized for a portion of the TAP project and capital reserve funds for the remaining items; such carryovers comprise a total of $776,834 or nine percent (9.07%) of the reserves being budgeted for FY 2019. The overall reserve balance exceeds the 25% Board requirement in FY20 in the amount of $6,516,709. The projected cash reserve balance for ending FY 2019 is $10,821,081; the reserve allocation being requested for usage in FY20 is approximately nineteen percent (19.4%) of this amount.
Service Excellence/Customer Engagement

The proposed budget contains funding to continue our emphasis on our “Service Excellence” values. This program focuses on serving the district’s customers and represents the values that the District embraces in all interactions with its customers and with each other. Furthermore, the budget contains funding to engage with our riders to ascertain their level of satisfaction with the service we provide and to obtain their input on areas needing improvement as well. The last rider survey was conducted in 2016 and represents our commitment to assess customer perspectives every three years.

Regional Contributions—Regional Interconnectivity and Transit Tax Allocation

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<td>Rail Runner</td>
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The District has requested that LAC continue to fund its regional program in which the District is a recipient for FY20. For this fiscal year, their contribution is anticipated at $350,000.

This fiscal year the budget also contemplates continued funding contributed by the City of Santa Fe, Santa Fe County, Río Metro RTD, and Ski Santa Fe towards the Mountain Trail route and Village of Taos Ski Valley contributions to the Taos Ski Valley Green Line.

As a regional entity, the District provides funding for Board approved regional services delivered by Santa Fe Trails and Los Alamos Atomic City Transit. In addition, the Río Metro Regional Transit District who operates the Rail Runner Express receives annual funding pursuant to an Intergovernmental Agreement that was approved in April 2009.

The funding derived from the Regional Transit Gross Receipts Taxes allocated to these entities comprises 65% ($4,860,755) of the total District Regional Transit GRT revenues projected to be collected in FY20 totaling $7,513,250.

Acknowledgements

The preparation of this budget has been a concerted effort involving each department head and specifically Hector Ordoñez, Finance Director. The staff carefully reviewed their programs and challenged themselves to operate within their means to implement cost-saving efficiencies wherever possible, while preserving those that make the NCRTD a model transit agency.

This proposed budget continues to provide for sensible spending, prudent capital investment, service improvement, safety, security, reliability and just as significantly, investment in our employees who are invaluable in the delivery of our services.

In looking forward, this budget continues to fulfill the mandates outlined in the statutory law that created Regional Transit Districts and we look forward to serving and enhancing the quality of life for residents in the more than sixty-seven (67) communities in the four-county region we serve. The high level of customer interaction we provide is only achievable due to the dedicated team of employees who provide exceptional service on a daily basis, the leadership of the Management Team and the vision and support of the Board of Directors.

Sincerely,

Anthony J. Mortillaro
Executive Director
The Organization
### NCRTD Position History

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## Fleet/Maintenance Facility

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<tr>
<td>Custodian</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Facility Maintenance Worker (Part Time)</td>
<td></td>
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<tr>
<td>Facility/Fleet Maintenance Worker (Full Time)</td>
<td></td>
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<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Transit Vehicle Electronics Technician</td>
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<tr>
<td>TOTAL Fleet &amp; Maintenance Positions</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>2.50</td>
<td>3.50</td>
<td>3.50</td>
<td>5.50</td>
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## Total NCRTD Positions

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<td>47.00</td>
<td>49.00</td>
<td>50.10</td>
<td>50.31</td>
<td>53.85</td>
<td>55.84</td>
<td>73.05</td>
<td>75.05</td>
<td>74.05</td>
<td>73.05</td>
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</table>
NCRTD

Functional Areas Diagram

Policy is established by the Board and is carried out by the Executive Director.

Executive Director oversees all functional areas and is supported in this oversight by Department Directors and Divisional Managers along with supervisory personnel who report to the Department Directors or Divisional Managers.

Due to the leanness of the organization many of the functional areas shown on the diagram are not staffed, but performed by one individual with multiple responsibilities.

Fleet maintenance is contracted out. Facility maintenance functions are performed by staff.

Transportation Administration/Service/Operations/Maintenance
(Delilah Garcia, Transit & Facilities Operations Director)

Maintenance/Fleet and Facilities
(David Funck, Fleet & Facilities Maintenance Manager reporting to Transit & Facilities Operations Director)
Regional Transit Planning, Service Development/Special Projects/Grant Development/Tribal Support/ITS/Service Development and Assessment
(Stacey McGuire, Transit Planning, Projects & Grants Manager reporting to Ex. Dir)

Legal
(Peter Dwyer, Legal Counsel (part-time) reporting to Executive Director and clerical support by Exec. Asst.)

Human Resources/Employee Relations/Customer Service/Safety
(TBD, Human Resources Director with clerical performed by Exec. Asst.)

Anthony J. Mortillaro
Executive Director
(Leadership and management in support of the goals and objectives of the Board of Directors)

Information Technologies/Telecom
(Steady Networks, contracted out with oversight by Ex. Dir.)
For more information, please call (866) 206-0754 or visit us online at: RidetheBlueBus.com
“At the North Central Regional Transit District, we offer services as a team of respectful, qualified professionals. Our customers come first. They are our neighbors.”

North Central Regional Transit District

Professional Values

- Neighborly
- Dedicated
- Professional Values
- Respectful
- Trustworthy
- Communication
At North Central Regional Transportation District, we offer services as a team of respectful, qualified professionals. Our customers come first. They are our neighbors.

**Our Mission:** 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 to spur economic development throughout the region.

To accomplish our mission while living our values, we believe that the following **Professional Standards** are crucial for you to embody if we are going to be a match as employer and employee.

In addition to being competent in the responsibilities outlined in your job description, you have an important professional role to play in NCRTD. To fill that role, all employees are expected to practice the following attitudes and behaviors while at work.

- ✓ Remain a professional, balanced, respectful, problem-solver, even under stress or when out of your comfort zone.

- ✓ Demonstrate trustworthy behavior and speech (personal integrity and professional competence, do what you say you will do, be dependable, be accountable, act as a contributing member of our professional team).

- ✓ Show respect for coworkers and customers (be attentive, recognize others' contributions and concerns, maintain the dignity of all people, empathize, honor differences, build rapport when possible and forgiveness where necessary).

- ✓ Keep a positive, “can do” attitude toward tasks, coworkers, management and customers.

- ✓ Communicate coherently (listen to understand, speak to be understood, no blaming, ask questions).

- ✓ Demonstrate flexibility in the face of changes and new ideas (understand why changes are being made, ask questions about them when necessary, give them a chance and offer feedback where appropriate).

- ✓ Be a steward (1) of our organization’s resources (avoid waste, suggest cost saving ideas, take care of things by keeping them clean and the area safe); and (2) of your personal career (identify one or two areas of growth, learning or certification to pursue every year).
Fiscal Year 2020
Proposed Budget
## NCRTD Summary

### Revenues

<table>
<thead>
<tr>
<th>Description</th>
<th>FY17 Actual</th>
<th>FY18 Actual</th>
<th>FY19 Budget</th>
<th>FY19 Projections</th>
<th>FY20 Budget Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Revenues</td>
<td>$7,568,341$</td>
<td>8,063,103$</td>
<td>$7,330,000$</td>
<td>$7,915,652$</td>
<td>$7,513,250$</td>
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<td>Federal Grants</td>
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<td>3,149,703</td>
<td>3,436,221</td>
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<td>Tribal Transit Grants</td>
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<td>40,952</td>
<td>306,552</td>
<td>306,552</td>
<td>176,633</td>
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<td>Member Local Match</td>
<td>146,629</td>
<td>132,650</td>
<td>132,114</td>
<td>133,114</td>
<td>188,114</td>
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<td>Local Match/LA Contribution</td>
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<td>351,306</td>
<td>350,000</td>
<td>350,000</td>
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<td>State Capital Outlay Appropriation</td>
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<td>-</td>
<td>195,000</td>
<td>195,000</td>
<td>1,159,000</td>
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<tr>
<td>Advertising Sales</td>
<td>26,866</td>
<td>15,862</td>
<td>25,000</td>
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<td>Auctioned Vehicles</td>
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<td>975</td>
<td>40,000</td>
<td>30,000</td>
<td>30,000</td>
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<td>Fares</td>
<td>43,713</td>
<td>37,078</td>
<td>42,500</td>
<td>49,000</td>
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<td>Insurance Proceeds</td>
<td>90,285</td>
<td>46,243</td>
<td>25,000</td>
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<td>Investment Revenue</td>
<td>25,165</td>
<td>34,652</td>
<td>30,000</td>
<td>81,000</td>
<td>81,000</td>
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<tr>
<td>Debt Proceeds</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>659,105</td>
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<tr>
<td>Other Revenue</td>
<td>6,489</td>
<td>2,458</td>
<td>600</td>
<td>400</td>
<td>600</td>
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<tr>
<td>Cash Balance Undesignated</td>
<td>-</td>
<td>-</td>
<td>472,293</td>
<td>-</td>
<td>754,151</td>
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<tr>
<td>Cash Balance Service Enhancements</td>
<td>71,687</td>
<td>-</td>
<td>94,447</td>
<td>-</td>
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<tr>
<td>Cash Balance Capital</td>
<td>-</td>
<td>-</td>
<td>696,180</td>
<td>423,175</td>
<td>1,436,877</td>
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<tr>
<td>Total Overall Revenue</td>
<td>$12,058,948</td>
<td>$11,874,982</td>
<td>$13,175,907</td>
<td>$12,658,131</td>
<td>$20,217,621</td>
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</table>

### Expenditures

#### Salaries and Benefits

<table>
<thead>
<tr>
<th>Description</th>
<th>FY17 Actual</th>
<th>FY18 Actual</th>
<th>FY19 Budget</th>
<th>FY19 Projections</th>
<th>FY20 Budget Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>2,667,160</td>
<td>2,828,598</td>
<td>3,048,443</td>
<td>2,925,161</td>
<td>3,255,926</td>
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<tr>
<td>Benefits &amp; Payroll Taxes</td>
<td>1,093,322</td>
<td>1,186,901</td>
<td>1,353,296</td>
<td>1,246,804</td>
<td>1,495,490</td>
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<tr>
<td>Total Salaries and Benefits</td>
<td>3,760,481</td>
<td>4,015,498</td>
<td>4,401,739</td>
<td>4,171,965</td>
<td>4,751,416</td>
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#### Contracts

<table>
<thead>
<tr>
<th>Description</th>
<th>FY17 Actual</th>
<th>FY18 Actual</th>
<th>FY19 Budget</th>
<th>FY19 Projections</th>
<th>FY20 Budget Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractual Services</td>
<td>144,987</td>
<td>180,827</td>
<td>315,190</td>
<td>274,527</td>
<td>279,500</td>
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<tr>
<td>Contractual Services - Professional Services</td>
<td>-</td>
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<td>-</td>
<td>-</td>
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<tr>
<td>Audit</td>
<td>24,640</td>
<td>23,650</td>
<td>25,000</td>
<td>26,429</td>
<td>21,500</td>
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<td>Contractual Services Other</td>
<td>81</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>170,000</td>
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<tr>
<td>Total Contracts</td>
<td>169,709</td>
<td>204,477</td>
<td>340,190</td>
<td>300,957</td>
<td>471,000</td>
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#### Other Operating Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>FY17 Actual</th>
<th>FY18 Actual</th>
<th>FY19 Budget</th>
<th>FY19 Projections</th>
<th>FY20 Budget Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Service Charges</td>
<td>839</td>
<td>731</td>
<td>150</td>
<td>50</td>
<td>1,300</td>
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<tr>
<td>Debt Service</td>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>48,495</td>
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<tr>
<td>Online Auction Fees</td>
<td>547</td>
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<td>1,500</td>
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<tr>
<td>Penalties/Interest</td>
<td>457</td>
<td>-</td>
<td>200</td>
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<tr>
<td>Internet Service</td>
<td>5,368</td>
<td>9,645</td>
<td>19,124</td>
<td>6,641</td>
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<td>Postage</td>
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<td>1,945</td>
<td>1,960</td>
<td>1,141</td>
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<td>Telephone</td>
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<td>19,577</td>
<td>22,212</td>
<td>10,922</td>
<td>26,930</td>
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<td>Cell Phone</td>
<td>12,583</td>
<td>8,655</td>
<td>7,446</td>
<td>6,988</td>
<td>10,939</td>
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<td>Print and Digital Media Advertising</td>
<td>70,901</td>
<td>53,479</td>
<td>72,370</td>
<td>59,197</td>
<td>73,870</td>
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<tr>
<td>Radio Advertising Services</td>
<td>-</td>
<td>21,521</td>
<td>23,000</td>
<td>29,861</td>
<td>23,000</td>
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<tr>
<td>Advertising-Other</td>
<td>10,283</td>
<td>11,927</td>
<td>16,925</td>
<td>17,383</td>
<td>16,360</td>
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<tr>
<td>IT Hardware/Software Support</td>
<td>116,195</td>
<td>88,640</td>
<td>179,788</td>
<td>130,782</td>
<td>206,555</td>
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<tr>
<td>Employee Recognitions &amp; Promotions</td>
<td>2,902</td>
<td>10,253</td>
<td>10,000</td>
<td>3,109</td>
<td>9,000</td>
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<td>Employee Fun Committee</td>
<td>-</td>
<td>-</td>
<td>800</td>
<td>-</td>
<td>800</td>
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<tr>
<td>Health/Wellness</td>
<td>795</td>
<td>735</td>
<td>4,000</td>
<td>1,271</td>
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<td>Tuition Reimbursement Program</td>
<td>-</td>
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<td>5,000</td>
<td>-</td>
<td>5,000</td>
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<td>Professional Dues and Subscriptions</td>
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<td>2,246</td>
<td>28,541</td>
<td>21,779</td>
<td>9,198</td>
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## North Central Regional Transit District
### FY 2020 Budget Request

<table>
<thead>
<tr>
<th>NCRTD Summary</th>
<th>FY17 Actual</th>
<th>FY18 Actual</th>
<th>FY19 Budget</th>
<th>FY19 Projections</th>
<th>FY20 Budget Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Association and Membership Dues-NCRTD</td>
<td>2,178</td>
<td>22,574</td>
<td>4,380</td>
<td>8,228</td>
<td>18,785</td>
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<td>Equipment</td>
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<td>30,169</td>
<td>8,500</td>
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<td>Equipment Rental</td>
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<td>Equipment Repair &amp; Maintenance</td>
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<td>Computers</td>
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<td>3,720</td>
<td>3,850</td>
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<td>9,850</td>
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<td>Building Maintenance</td>
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<td>27,743</td>
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<td>19,008</td>
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<td>Maintenance Machinery &amp; Equipment</td>
<td>86</td>
<td>-</td>
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<td>Bus Destination Signs</td>
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<td>Property Insurance</td>
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<td>10,793</td>
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<td>General and Employee Liability</td>
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<td>Civil Rights</td>
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<td>Utilities</td>
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<td>Uniforms</td>
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<td>7,729</td>
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<td>Drug and Alcohol Testing</td>
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<td>Background Checks</td>
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<tr>
<td>Physicals</td>
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<td>20,086</td>
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<td>Equipment Machine Copies</td>
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<td>Supplies</td>
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<td>Office Supplies</td>
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<td>Complimentary Coffee and Water</td>
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<td>1,800</td>
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<td>Furniture &amp; Equipment under 5K</td>
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<td>Training/Registration Fees</td>
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<td>Mileage</td>
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<td>Transit/ Rental/Air Fare</td>
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<td>Per Diem/Travel Meals</td>
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<td>5,366</td>
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<td>Meals &amp; Meeting Expenses</td>
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<td>Misc. Expenses</td>
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<td>Fuel</td>
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<td>Cell Tower Rental Fees</td>
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<tr>
<td>Shop Supplies</td>
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<td>6,000</td>
<td>8,807</td>
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<td>Oil and Lubricants</td>
<td>18,350</td>
<td>23,930</td>
<td>26,000</td>
<td>16,240</td>
<td>26,780</td>
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<td>Hazardous Waste Disposal</td>
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<td>1,506</td>
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<td>2,000</td>
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<td>Replacement Parts</td>
<td>133,938</td>
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<td>FY18 Actual</td>
<td>FY19 Budget</td>
<td>FY19 Projections</td>
<td>FY20 Budget Request</td>
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<td>------------</td>
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<th>FY19 Budget</th>
<th>FY19 Projections</th>
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| Total Overall Expenses | $12,058,948 | $11,108,782 | $13,175,907 | $12,658,132 | $20,217,621 |
## 200 - Executive Director’s Office

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<tr>
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<th>FY19 Budget</th>
<th>FY19 Projections</th>
<th>FY20 Budget Request</th>
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### Contractual Services

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<th>FY19 Budget</th>
<th>FY19 Projections</th>
<th>FY20 Budget Request</th>
</tr>
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<tbody>
<tr>
<td>Contractual Services</td>
<td>105,237</td>
<td>177,322</td>
<td>216,878</td>
<td>144,302</td>
<td>98,000</td>
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<td><strong>214,816</strong></td>
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### Other Operating Expenditures

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<th>FY19 Budget</th>
<th>FY19 Projections</th>
<th>FY20 Budget Request</th>
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**TOTAL EXPENDITURES**

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<th></th>
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<th>FY19 Budget</th>
<th>FY19 Projections</th>
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<td>FY19 Budget</td>
<td>FY19 Projections</td>
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<td>------------</td>
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### North Central Regional Transit District
#### FY 2020 Budget Request

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<th>FY17 Actual</th>
<th>FY18 Actual</th>
<th>FY19 Budget</th>
<th>FY19 Projections</th>
<th>FY20 Budget Request</th>
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<td>Furniture &amp; Equipment under 5K</td>
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<td>Transit/ Rental/Air Fare</td>
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<td>42,775</td>
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**TOTAL EXPENDITURES**

| | $ 351,642 | $ 348,547 | $ 387,527 | $ 380,069 | $ 449,965 |
## North Central Regional Transit District

**FY 2020 Budget Request**

<table>
<thead>
<tr>
<th>230 - Human Resources</th>
<th>FY17 Actual</th>
<th>FY18 Actual</th>
<th>FY19 Budget</th>
<th>FY19 Projections</th>
<th>FY20 Budget Request</th>
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<tbody>
<tr>
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<td>$203,377</td>
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### Contractual Services

- **Contractual Services - Other**
  - FY17: 1,039
  - FY18: 1,705
  - FY19: 19,000
  - FY20 Budget Request: 19,000

- **Total Contractual Services**
  - FY17: 1,039
  - FY18: 1,705
  - FY19: 19,000
  - FY20 Budget Request: 19,000

### Other Operating Expenditures

- **Internet Service**
  - FY17: 151
  - FY18: 296
  - FY19: 454
  - FY20 Budget Request: 188

- **Postage**
  - FY17: 185
  - FY18: 124
  - FY19: 300
  - FY20 Budget Request: 134

- **Telephone**
  - FY17: 724
  - FY18: 790
  - FY19: 864
  - FY20 Budget Request: 434

- **Advertising-Other**
  - FY17: 9,776
  - FY18: 11,401
  - FY19: 15,000
  - FY20 Budget Request: 16,041

- **IT Hardware/Software Support**
  - FY17: 209
  - FY18: 2,090
  - FY19: 2,500
  - FY20 Budget Request: 2,338

- **Employee Recognitions & Promotions**
  - FY17: 1,068
  - FY18: 4,934
  - FY19: 5,000
  - FY20 Budget Request: 2,521

- **Employee Fun Committee**
  - FY17: -
  - FY18: -
  - FY19: -
  - FY20 Budget Request: 800

- **Health/Wellness**
  - FY17: 795
  - FY18: 735
  - FY19: 4,000
  - FY20 Budget Request: 1,271

- **Tuition Reimbursement Program**
  - FY17: -
  - FY18: -
  - FY19: 5,000
  - FY20 Budget Request: 5,000

- **Professional Dues and Association and Membership Dues**
  - FY17: 1,753
  - FY18: 1,211
  - FY19: 660
  - FY20 Budget Request: 267

- **Computers**
  - FY17: -
  - FY18: -
  - FY19: -
  - FY20 Budget Request: 700

- **General and Employee Insurance**
  - FY17: 29,967
  - FY18: 24,895
  - FY19: 30,000
  - FY20 Budget Request: 31,278

- **Civil Rights**
  - FY17: 3,311
  - FY18: 2,963
  - FY19: 3,311
  - FY20 Budget Request: 3,681

- **Drug & Alcohol Testing**
  - FY17: -
  - FY18: 204
  - FY19: 350
  - FY20 Budget Request: 96

- **Background Checks**
  - FY17: -
  - FY18: -
  - FY19: -
  - FY20 Budget Request: 2,500

- **Printing**
  - FY17: 875
  - FY18: 953
  - FY19: 1,000
  - FY20 Budget Request: 1,280

- **Office Supplies**
  - FY17: 1,837
  - FY18: 865
  - FY19: 1,000
  - FY20 Budget Request: 408

- **Furniture & Equipment under 5K**
  - FY17: -
  - FY18: 1,019
  - FY19: -
  - FY20 Budget Request: 4,000

- **Training/Registration Fees**
  - FY17: 1,913
  - FY18: 2,924
  - FY19: 3,234
  - FY20 Budget Request: 173

- **Mileage**
  - FY17: -
  - FY18: -
  - FY19: 700
  - FY20 Budget Request: -

- **Transit/Rental/Air Fare**
  - FY17: 837
  - FY18: 544
  - FY19: 874
  - FY20 Budget Request: 874

- **Per Diem/Travel Meals**
  - FY17: 236
  - FY18: 248
  - FY19: 296
  - FY20 Budget Request: 256

- **Lodging**
  - FY17: 740
  - FY18: 4,178
  - FY19: 1,750
  - FY20 Budget Request: 1,600

- **Meals & Meeting Expenses**
  - FY17: 1,127
  - FY18: 75
  - FY19: -
  - FY20 Budget Request: 50

- **Fuel**
  - FY17: -
  - FY18: -
  - FY19: -
  - FY20 Budget Request: -

**Total Other Operating Expenditures**

| Total Other Operating Expenditures | 57,442 | 60,448 | 77,093 | 60,108 | 117,478 |

**TOTAL EXPENDITURES**

| TOTAL EXPENDITURES | $153,692 | $179,122 | $216,699 | $187,184 | $320,855 |
## North Central Regional Transit District
### FY 2020 Budget Request

#### Total Salaries and Benefits

<table>
<thead>
<tr>
<th></th>
<th>FY17 Actual</th>
<th>FY18 Actual</th>
<th>FY19 Budget</th>
<th>FY19 Projections</th>
<th>FY20 Budget Request</th>
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</thead>
<tbody>
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#### Contractual Services

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<th>13,412</th>
<th>170,000</th>
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<tbody>
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<td>Total Contractual Services</td>
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<td>-</td>
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<td>170,000</td>
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#### Other Operating Expenditures

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<th>FY17 Actual</th>
<th>FY18 Actual</th>
<th>FY19 Budget</th>
<th>FY19 Projections</th>
<th>FY20 Budget Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Charges &amp; Other Fees</td>
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<td>Advertising-Other</td>
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</table>

| **TOTAL EXPENDITURES**                      | $129,824    | $185,007    | $234,950    | $153,771         | $376,752            |


## North Central Regional Transit District
### FY 2020 Budget Request

<table>
<thead>
<tr>
<th>300 - Operations Administration</th>
<th>FY17 Actual</th>
<th>FY18 Actual</th>
<th>FY19 Budget</th>
<th>FY19 Projections</th>
<th>FY20 Budget Request</th>
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### Contractual Services
- Contractual Services: 49,312, 27,300
- Total Contractual Services: 49,312, 27,300

### Other Operating Expenditures

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<th>Item</th>
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<th>FY18 Actual</th>
<th>FY19 Budget</th>
<th>FY19 Projections</th>
<th>FY20 Budget Request</th>
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<tbody>
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<td><strong>Total Other Operating Expenditures</strong></td>
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**TOTAL EXPENDITURES**

<table>
<thead>
<tr>
<th></th>
<th>FY17 Actual</th>
<th>FY18 Actual</th>
<th>FY19 Budget</th>
<th>FY19 Projections</th>
<th>FY20 Budget Request</th>
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## North Central Regional Transit District
### FY 2020 Budget Request

<table>
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<tr>
<th>350 - Operations Drivers</th>
<th>FY17 Actual</th>
<th>FY18 Actual</th>
<th>FY19 Budget</th>
<th>FY19 Projections</th>
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<td>50,000</td>
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<tr>
<td><strong>Total Contractual Services</strong></td>
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<td>-</td>
<td>-</td>
<td>50,000</td>
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<tr>
<td><strong>Other Operating Expenditures</strong></td>
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<tr>
<td>Complimentary Coffee and Water</td>
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| **TOTAL EXPENDITURES** | $2,443,413 | $2,561,887 | $2,791,125 | $2,693,097 | $3,033,502 |
## North Central Regional Transit District
### FY 2020 Budget Request

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## North Central Regional Transit District
### FY 2020 Budget Request

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<th>2023</th>
<th>2024</th>
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<th>2023</th>
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### North Central Regional Transit District
**FY 2020 Budget Request**

#### 410 - Facilities Maintenance

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<th>FY19 Projections</th>
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**Contractual Services**

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**Total Contractual Services**

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**Other Operating Expenditures**

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**Total Other Operating Expenditures**

|                      | 78,208      | 97,315      | 94,949      | 70,249           | 126,339            |

**TOTAL EXPENDITURES**

<p>|                      | $179,348    | $248,007    | $283,490    | $188,915         | $338,921           |</p>
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<td><strong>Expense</strong></td>
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## North Central Regional Transit District
### FY 2020 Budget Request

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<tr>
<th>500 - Capital Improvements</th>
<th>FY17 Actual</th>
<th>FY18 Actual</th>
<th>FY19 Budget</th>
<th>FY19 Projections</th>
<th>FY20 Budget Request</th>
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<td>Other Capital Expenses</td>
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Capital Improvement Plan
## Vehicles:

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<tr>
<th>FY</th>
<th>5311 Fleet Replacement</th>
<th>5307 Fleet Replacement</th>
<th>5311c Fleet Replacement</th>
<th>Maint &amp; Commuter Vehicles</th>
<th>New Vehicle Components &amp; Equipment</th>
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<td>2020</td>
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<td>$1,095,000</td>
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## Transit System:

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<tr>
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<tr>
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## Facilities and Infrastructure:

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<td>2029</td>
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## Capital Expenses Total:

<table>
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<th>Capital Expenses Total</th>
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<tbody>
<tr>
<td>2020</td>
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<tr>
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<td>2022</td>
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<td>2024</td>
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<td>2025</td>
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<td>2026</td>
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<td>2029</td>
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### Funding Sources:

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<th>FY 2022</th>
<th>FY 2023</th>
<th>FY 2024</th>
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<th>FY 2026</th>
<th>FY 2027</th>
<th>FY 2028</th>
<th>FY 2029</th>
<th>FY 2030</th>
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<tbody>
<tr>
<td>Federal 5311 - 80% / 20%</td>
<td>$761,627</td>
<td>$856,575</td>
<td>$696,728</td>
<td>$421,473</td>
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<td>$524,220</td>
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<td>$524,220</td>
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<tr>
<td>Federal 5311c - 90% / 10%</td>
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<td>145,800</td>
<td>142,200</td>
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<td>145,800</td>
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<tr>
<td>Federal TAP - 85.44% / 14.56%</td>
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<td>854,400</td>
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<tr>
<td>Federal 5307 - 25.36% / 74.36%</td>
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<td>45,665</td>
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<td>Federal 5339(b) - 60% / 40%</td>
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<tr>
<td>Federal BUILD - 80% / 20%</td>
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<table>
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<th>Source</th>
<th>FY 2020</th>
<th>FY 2021</th>
<th>FY 2022</th>
<th>FY 2023</th>
<th>FY 2024</th>
<th>FY 2025</th>
<th>FY 2026</th>
<th>FY 2027</th>
<th>FY 2028</th>
<th>FY 2029</th>
<th>FY 2030</th>
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<tbody>
<tr>
<td>Total Federal Grants</td>
<td>5,228,204</td>
<td>7,031,210</td>
<td>1,732,593</td>
<td>1,418,073</td>
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<td>670,020</td>
<td>684,600</td>
<td>723,459</td>
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<td>674,520</td>
<td>688,020</td>
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<td>4,000,000</td>
<td>200,000</td>
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<td>Vehicle Sales Proceeds</td>
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<td>40,000</td>
<td>40,000</td>
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<td>Debt Proceeds</td>
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<tr>
<td>Tribal Capital Reimbursements 90% / 10%</td>
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<td>16,700</td>
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<th>FY 2020</th>
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<th>FY 2022</th>
<th>FY 2023</th>
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<th>FY 2026</th>
<th>FY 2027</th>
<th>FY 2028</th>
<th>FY 2029</th>
<th>FY 2030</th>
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<td>$482,555</td>
<td>$46,055</td>
<td>$169,316</td>
<td>$75,055</td>
<td>$90,055</td>
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</table>
Long Range Financial Strategic Plan
Mission Statement

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 economic opportunities throughout the region.

Strategic Goals

1. System Preservation and Safety
2. Mobility
3. Economic Opportunity
4. Partnerships
5. Environmental Stewardship
6. Community Relations/Customer Service
## Long Range Financial Strategic Plan and Fund Balance Analysis (Moderate Scenario)

### Assumptions

- **Tax Annual Growth:**
  - 6.45% (1997-2000)
  - 19.48% (2001-2048)
  - 10.48% (2001-2048)

- **Federal Fringe Cost Growth:**
  - 19.48% (2001-2048)

- **Non-Personnel Cost Growth:**
  - 15.65% (2001-2048)

- **Non-RTD Cost Growth:**
  - 4.37% (2001-2048)

- **Capital Cost Growth:**
  - -38.70% (2001-2048)

### Tax Revenues

- **2018 Actual:** $4,063,103
- **2019 Projected:** $7,915,652
- **2020-2030 Forecast:** $5,715,250

- **Assumptions:**
  - Tax Annual Growth: 15.65% (2001-2048)

### Operating Revenues

- **Revenue:**
  - Member Local Match: 438,956 (2018)
  - State Capital Outright Appropriation: - (2018)
  - Intercity Revenues: 34,652 (2018)
  - Sales Advertising: 15,862 (2018)
  - Miscellaneous Revenue: 3,044 (2018)
  - Fares: 37,078 (2018)
  - Debt Proceeds: 113,166 (2018)

- **Total Revenue:**
  - **2018 Actual:** $12,101,148
  - **2019 Projected:** $12,378,435
  - **FY 2020 Budget:** $12,101,148

### Operating Expenses

- **Personnel Services:** 4,396,492 (2018)
- **Fuel:** 432,036 (2018)
- **Other Expenses:** 898,354 (2018)

### Capital Expenses

- **Pension Restatement:** - (2018)

### Debt Service

- **Unrestricted Fund Balance:**
  - **Cash & Investments:** $11,098,368
  - **Total Designations:** $2,968,746

### Difference in Capital Expense and Depreciation

- **Total Difference:** $1,039,859

### Debt Service

- **Total Debt Service:** $4,913,701

### Change in Fund Balance

- **Change in Fund Balance:** $11,096,968

### Investment in Capital Assets

- **Restricted:** $62,020,409

### Cash & Investments

- **Total Cash & Investments:** $6,872,815

### Investment in Capital Assets

- **Restricted:** $62,020,409

### Enduring Fund Balance

- **Total Fund Balance:** $12,378,435

### Net Cash Flow

- **Beginning Cash:** $12,101,148
- **Ending Cash:** $12,378,435

---

### Long Range Financial Strategic Plan and Fund Balance Analysis (Moderate Scenario)

<table>
<thead>
<tr>
<th>Year</th>
<th>Beginning Balance</th>
<th>Total Revenue</th>
<th>Total Expenses</th>
<th>Operating Surplus (Deficit)</th>
<th>Enduring Fund Balance</th>
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<td>$20,104,711</td>
<td>$18,346,791</td>
<td>$1,757,920</td>
<td>$12,101,148</td>
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</tbody>
</table>

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### Important Notes

- Assumptions on tax growth and cost growth rates are provided for different time periods.
- Detailed financial data for revenue, expenses, and fund balances are given for specific years.
- The financial plan includes projections for the next several years, reflecting assumptions and variances.
### Long Range Financial Strategic Plan and Fund Balance Analysis (1/8 cent GRT Increase Scenario)

#### Assumptions

<table>
<thead>
<tr>
<th></th>
<th>2018 Actual</th>
<th>2019 Projected</th>
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<tr>
<td>Tax Annual Growth</td>
<td>6.45%</td>
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</tr>
<tr>
<td>Personnel &amp; Fringe Cost Growth</td>
<td>16.91%</td>
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<tr>
<td>Non-Personnel Cost Growth</td>
<td>15.65%</td>
<td>-6.13%</td>
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<tr>
<td>Non-RTD Cost Growth</td>
<td>4.37%</td>
<td>-3.00%</td>
</tr>
<tr>
<td>Capital Cost Growth</td>
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<td>54.07%</td>
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#### Revenue

<table>
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<tr>
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<th>2018 Actual</th>
<th>2019 Projected</th>
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<tbody>
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<td>Federal Operating Grants</td>
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<td>2,338,137</td>
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<tr>
<td>Federal Capital Grants</td>
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<td>Tribal Transit Grants</td>
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<td>Local Match</td>
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<td>483,114</td>
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<tr>
<td>State Capital Outlay Appropriation</td>
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<td>Interest-Savings, Short-term CD</td>
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<td>Advertising Sales</td>
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<td>Cash Balance Service Enhancements</td>
<td>423,173</td>
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#### Total Revenue

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<th></th>
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<tr>
<td></td>
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<tr>
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<tr>
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<td>$12,910,148</td>
<td>$20,814,717</td>
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#### Operating Expenses

<table>
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<tr>
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<tr>
<td>Personnel Services</td>
<td>4,396,492</td>
<td>4,139,243</td>
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<td>Vehicle Maintenance</td>
<td>330,849</td>
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<td>Fuel</td>
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<td>420,000</td>
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<td>Other Expenses</td>
<td>884,358</td>
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<td>Strategic LRSP Initiatives</td>
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<td>-</td>
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<td>Non-RTD Expenses</td>
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#### Capital Expenses

<table>
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<tr>
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<th>2018 Actual</th>
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<tr>
<td></td>
<td>1,295,739</td>
<td>1,996,291</td>
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#### Debt Service

|                      | 48,495      | 96,990         |

#### Difference in Capital Expense and Depreciation

|                      | (313,895)   |                |

#### Total Expenses

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<tr>
<th></th>
<th>$11,868,968</th>
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<tr>
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#### Change in Fund Balance

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<tr>
<td></td>
<td>(111,986)</td>
<td>145,888</td>
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<td>Pension Restatement</td>
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<td>Use of Fund Balance</td>
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<td>(2,341,020)</td>
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#### Ending Fund Balance

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#### Investment in Capital Assets

|                      | -           | -              |

#### Unrestricted Cash & Investments

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<td>$8,592,963</td>
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<td>Reserve Balance Requirement (25% of Revenue)</td>
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#### Total Designations

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#### Total Undesignated

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<tbody>
<tr>
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<td>12,373,931</td>
</tr>
</tbody>
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Long Range Financial Strategic Plan and Fund Balance Analysis (1/8 cent GRT Increase Scenario)

- Unrestricted Fund Balance
- Cash & Investments
- Total Designations


- 1,000,000
- 2,000,000
- 3,000,000
- 4,000,000
- 5,000,000
- 6,000,000
- 7,000,000

Years:
- 2018 Actual
- 2019 Projected
- FY 2020 Budget
- FY 2021 Forecast
- FY 2022 Forecast
- FY 2023 Forecast
- FY 2024 Forecast
- FY 2025 Forecast
- FY 2026 Forecast
- FY 2027 Forecast
- FY 2028 Forecast
- FY 2029 Forecast
- FY 2030 Forecast

Balance Analysis:
- Unrestricted Fund Balance
- Cash & Investments
- Total Designations
Title: Discussion and Consideration of Resolution No. 2019-13 Adopting a Preliminary Fiscal Year 2020 Budget.

Prepared By: Anthony J. Mortillaro, NCRTD Executive Director and Hector E. Ordoñez, Finance Director.

Summary: Resolution adopting the Preliminary FY2020 Budget.

Background: See previous agenda item for budget summary.

Recommended Action: It is recommended that the Board move to adopt Resolution No. 2019-13 adopting the Preliminary FY2020 Budget.

Options/Alternatives: None. A preliminary budget is required to be adopted by the Board and submitted to the Local Government Division of the Department of Finance and Administration by June 1, 2019.

Fiscal Impact: N/A

Attachments: Resolution No. 2019-13
North Central Regional Transit District (NCRTD)

Resolution No. 2019-13

ADOPTING A PRELIMINARY BUDGET FOR FISCAL YEAR 2020

WHEREAS, the Governing Body in and for the North Central Regional Transit District, State of New Mexico is responsible for developing a Preliminary Fiscal Year 2020 Budget; and

WHEREAS, the Proposed Preliminary Fiscal Year 2020 Budget was prepared and submitted in accordance with the Board’s Financial Policies; and

WHEREAS, said Preliminary Fiscal Year 2020 Budget was developed through cooperation with all user departments; and

WHEREAS, the Finance Subcommittee conducted a detailed review of the budget on April 26, 2019 and recommended that the Board approve the Preliminary Fiscal Year 2020 Budget with such modifications as they deemed advisable; and

WHEREAS, the NCRTD Governing Body has reviewed the Preliminary Fiscal Year 2020 Budget and provided an opportunity for public comment at a duly noticed public hearing.

NOW THEREFORE BE IT RESOLVED THAT, after conducting a public hearing the Board of Directors of the NCRTD, hereby adopts the Preliminary Fiscal Year 2020 Budget as attached hereto and respectfully requests approval from the Local Government Division of the Department of Finance and Administration, State of New Mexico.

PASSED, APPROVED, AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 3rd DAY OF MAY 2019.

Daniel Barrone, Chair

Approved as to form:

Peter Dwyer, Counsel
Title: Discussion and Consideration of a Notice of Intent to Award of Bid for Final Design of Maintenance Facility

Prepared By: Delilah Garcia, Operations and Transit Facilities Director and Hector Ordonez, Finance Director

Summary: The District issued a Multistep Request for Proposals (RFP) on January 29, 2019 for the Transit Maintenance Facility Final Design of the Espanola maintenance facility. The Statement of Qualifications were due on February 25, 2019 and the proposals were due on April 22, 2019.

Hector Ordonez, Procurement Officer reached out to a total of 19 Architecture and Engineering Firms (A/E) to invite them to submit proposals, four (4) of which were from New Mexico. Initially four (4) of the firms expressed interest in submitting a proposal upon release of the RFP.

The RFP was published in seven (7) publications in New Mexico, two (2) national publications and three (3) websites including the District’s website.

Out of the four (4) only one (1) A/E firm, Huitt-Zollars, submitted the Statement of Qualifications and subsequently the proposal, one (1) other firm that expressed interest (HRD) who will be working as a consultant to Huitt-Zollars.

The District is now at the stage where it intends to issue a Notice of Intent to Award to Huitt-Zollars as the sole successful proposer. The solicitation documents then call for the parties to allow the protest period to run and to finalize the contract by May 24, 2019. The final contract with contract sums included will then be brought to the Board for approval at its June 14, 2019 meeting.

Background:

The current project schedule began with Board authorization to proceed with the Maintenance Facility Project on May 4, 2018. The current project schedule anticipates that the project will end with an opening of the new facility in April of 2021. District staff has made substantial progress to date and the project remains on schedule.
On April 5, 2018, the District received an award from the Federal Transit Administration for FY18 from the FY17 Bus and Bus Facilities (5339(b)) program in the amount of $3,600,000.00 for the construction of a maintenance facility. This money can be used for any project requirements, but the District intends to only use the money for construction costs.

In addition, on December 6, 2018, the District received an award from the Federal Transit Administration for FY18 from the Better Utilizing Investment to Leverage Development (BUILD) Grants in the amount of $1,290,000.00 for the construction of a maintenance facility, standalone vehicle wash bay and fueling station. This money can only be used for construction.

In January of 2019 the Board directed the staff to seek additional state funding by Resolution 2019-04. Subsequently, The State of New Mexico, through the 2019 Legislature, approved and additional $1,159,000 though the State Capital Outlay program. This money can be used for any project costs and can be counted toward federal match requirements.

Total federal and State funding to date is $6,049,000.

Because of the mixed federal and state funding and their various constraints the design portion of the project cost will be paid by the District from existing funds and then reimbursed from an anticipated New Mexico Finance Authority loan. The Board authorized such repayment by Resolution 2019-05.

**Recommended Action:** Staff is recommending the Board authorize issuance of a Notice of Intent to Award the contract to Huitt-Zollars for the Transit Maintenance Final Design of the Espanola maintenance facility.

**Options/Alternatives:**
- Decline to award the bid and direct staff to rebid the Design services; or
- Direct the staff to pursue alternative forms of procurement such as design/build contracting.

**Fiscal Impact:** The District’s FY2020 budget includes $571,834.00 from Debt Proceeds to pay for the Design Fee and other Professional service Fees. The final amounts for the Design will be brought to the Board at its June meeting along with the proposed contract.

**Attachments:**
- Transit Maintenance Final Design Technical Proposal
- Transit Maintenance Facility Cost Proposal
- Notice of Intent to Award
North Central Regional Transit District

Transit Maintenance Facility Final Design

Request for Proposals

RFP #2019-003

TECHNICAL PROPOSAL

April 22, 2019

HUITT-ZOLLARS
CORPORATE IDEOLOGY
PURPOSE + CORE VALUES + GOAL + COMMITMENT = SUCCESS

PURPOSE
To constantly improve the quality of life in our world.

CORE VALUES
• To achieve the highest level of quality in everything we do.
• To always conduct ourselves with consummate integrity.
• To achieve client satisfaction through uncompromised personal service.
• To provide the appropriate environment for people to work, grow, and prosper.
• To maintain consistent growth and a reasonable profit in order to perpetuate a healthy company.
• To always strive to advance our services to new horizons.

GOAL
To be the very best in our industry.

COMMITMENT
To be unrelenting in the pursuit of our goal, while always maintaining our sense of purpose and never compromising our core values.

SUCCESS
Huitt-Zollars “The Very Best”
TRANSMITTAL LETTER
Letter of Transmittal Form

RFP#: RFP# 2019-003
Offeror Name: Huitz-Zollars, Inc. FED ID# 75-1500178

Items #1 to #7 EACH MUST BE COMPLETED IN FULL Failure to respond to all seven items WILL RESULT IN THE DISQUALIFICATION OF THE PROPOSAL!

1. Identity (Name) and Mailing Address of the submitting organization;
   Huitz-Zollars, Inc.
   6501 Americas Parkway NE, Suite 830
   Albuquerque, NM 87110-5375

2. For the person authorized by the organization to contractually obligate on behalf of this Offer:
   Name Kim R. Kemper, PE
   Title Senior Vice President
   E-Mail Address krkemper@Huitz-Zollars.com
   Telephone Number 505.883.8114

3. For the person authorized by the organization to negotiate on behalf of this Offer:
   Name Kim R. Kemper, PE
   Title Senior Vice President
   E-Mail Address krkemper@Huitz-Zollars.com
   Telephone Number 505.883.8114

4. For the person authorized by the organization to clarify/respond to queries regarding this Offer:
   Name Kim R. Kemper, PE
   Title Senior Vice President
   E-Mail Address krkemper@Huitz-Zollars.com
   Telephone Number 505.883.8114

5. Use of Sub-Contractors (Select one)
   _X_ The following sub-contractors will be used in the performance of any resultant contract:
   Bridgers & Paxton, Ecosphere, Eudacorp, Fuel Solutions, Inc., HDR/MDG, NV5, Verdacity

6. Please describe any relationship with any entity (other than Subcontractors listed in (5) above) which will be used in the performance of any resultant contract.

7. _X_ On behalf of the submitting organization named in item #1, above, I accept the Conditions Governing the Procurement as required in Section II. C.1.
   _X_ I concur that submission of our proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP.
   _X_ I acknowledge receipt of any and all amendments to this RFP.

Authorized Signature and Date (Must be signed by the person identified in item #2, above.)

April 22, 2019
B. TABLE OF CONTENTS
# Table of Contents

## BINDER 1 - TECHNICAL PROPOSAL

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<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Signed Letter of Transmittal</td>
<td>1</td>
</tr>
<tr>
<td>b. Table of Contents</td>
<td>2</td>
</tr>
<tr>
<td>c. Proposal Summary (Optional)</td>
<td>3-8</td>
</tr>
<tr>
<td>d. Response to Contract Terms and Conditions</td>
<td>9</td>
</tr>
<tr>
<td>e. Offeror’s Additional Terms and Conditions</td>
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<tr>
<td>f. Response to Specifications</td>
<td>11-13</td>
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<tr>
<td>g. Organizational Experience</td>
<td>14-22</td>
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<tr>
<td>h. Staff Resumes</td>
<td>23-38</td>
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<tr>
<td>i. Three (3) Organizational References</td>
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<tr>
<td>j. Certifications</td>
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<tr>
<td>k. Review &amp; Recommendations of Preliminary Master Plans</td>
<td>41</td>
</tr>
<tr>
<td>l. Design - How Past Designs fit into aesthetics of buildings &amp; landscape</td>
<td>42-43</td>
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</table>
c. Proposal Summary

The North Central Regional Transit District (District) is seeking qualified and competent architects and engineers to assist the District in the final design of a new maintenance facility for the District’s vehicle fleet in Española, NM. The project will provide a new maintenance facility, bus wash facility, fueling islands and paved parking for the District’s bus fleet and support vehicles. Huitt-Zollars provided the Master Plan and Preliminary Design for this facility and is most familiar with the project requirements and design objectives. The new facility will be designed to provide a low maintenance, energy efficient and cost effective design solution that not only meet current needs but is flexible to accommodate future needs as well. Huitt-Zollars understands these goals and is eager to demonstrate our design capability and commitment to NCRTD. Our qualifications are summarized as follows:

DESIGN TEAM

Huitt-Zollars, Inc. is a full-service architectural and engineering firm with offices in Albuquerque and 19 other offices in the United States. Established in 1975, the firm has a staff of over 550 professional and support personnel with diversified skills capable of handling highly complex multidiscipline assignments. The firm is ranked among the nation’s top 200 design firms. The Huitt-Zollars style of management is to work closely with our clients. We have developed a comprehensive project management system for all of our project managers to follow, and we have achieved success with this method. Our performance and success are measurable -- over 80% of our annual fees come from repeat clientele, proof that this philosophy is working. Our philosophy is to approach each project separately, based on the needs and goals of the project. We build our team by assembling experienced people from inside and outside of our firm to fulfill the goals of each project.

Our team is intimately familiar with this project, having prepared the Master Plan and Preliminary Design for the proposed maintenance facility at your headquarters in Española. Our team dynamic is structured in a manner that elicits the best from each team member. It fosters respect and creativity between individuals and builds a greater body of team expertise. It is this understanding of the importance of the collaborative process that distinguishes our approach. Our approach employs the same key individuals and consultants - the core team - from project inception to completion. This assures that those involved in the design, and thus most knowledgeable about the design intent, are available to lead the project through the construction process.

These complex building types are a specialty practice of our firm and therefore we are most familiar with the unique needs of these facilities, such as vehicle maneuvering and clearances, maintenance operations, equipment needs, etc. In addition to our extensive design expertise in this type of facility, we have added to our team several specialty consultants who have the depth of knowledge in specific areas important to the success of the project. Huitt-Zollars has assembled a design team of dedicated and highly motivated professionals.

Responsibilities of the key design team members are as follows:

- Huitt-Zollars, Inc.  Project Management/Architecture /Civil /Structural
- HDR / MDG  Maintenance Facility Design Consultant
- Bridgers & Paxton  Mechanical, Electrical & Special Systems
- Verdacity  Sustainability / LEED Consultant
- Fuel Solutions  Fueling Systems Design
- Ecosphere  Environmental Design
- NV5  Geotechnical Design

These firms together with all our team members will provide an efficient and functional facility for the District.
**MAINTENANCE FACILITY DESIGN EXPERIENCE**

Huitt-Zollars has extensive design expertise in vehicle maintenance facility projects for transit agencies and understand the unique requirements of these project types and the standards and codes required for these facilities. The chart below and on the following page illustrates our design team’s past experience with transit and similar vehicle maintenance and operations facilities. As can be seen from this chart, our team has extensive design experience in these project types which address the design issues and services anticipated for the NCRTD’s Espanola facility.

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</table>
Huitt-Zollars has developed a project approach that will provide NCRTD an efficient, cost effective and maintainable facility to meet both the short and long-term needs of the District.

Given the importance to our approach of recognizing the uniqueness of your project, it is also important to execute the work with standard, proven methodologies that institutionally support a coordinated effort. The first step in applying tried and true management techniques to the unique demand of your project is the development of a management plan that features effective procedures for controlling cost, quality and schedule.

Once the scope and fee are agreed upon with NCRTD, and the current phase of the work has been resourced by the Project Manager, all of this information is communicated to the team as a part of the task-specific Work Plan at a project Kick-Off Meeting. At the kick-off, all relevant project criteria and standards are discussed so that the entire team, including sub-consultants, begins on the same page. The adopted final Work Plan is then monitored in weekly team meetings at which project issues are discussed, including progress on the project since the last meeting and any intervening events or lack of information that might impede progress over the next week. Progress reports are submitted by each discipline leader to the Project Manager prior to weekly team meetings.

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**Representative Projects**  
(*Featured Projects*)

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</tr>
<tr>
<td>Equipment Specifications/ Selections</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Sustainable Design</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>LEED Design</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Multiple Zone Heating</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Security &amp; Communications</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Photovoltaic/Alternative Energy</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
The Project Manager verifies these reports and consolidates them in a team report to the client, on a periodic basis that reflects the urgency of the overall schedule, but which would be no less than once per month to support invoicing.

Thus, the weekly team meeting is the basic tool for project management monitoring and control of project objectives, such as **schedule control**. First, a Work Plan with schedule is developed by the Project Manager. Second, buy-in is established at the kick-off meeting so that each member of the team knows and agrees to what is expected of him/her and when. Finally, weekly team interaction with the Project Manager and with each other gives the manager a venue for his review of progress on the project. Due to the potential for scheduling complexities on this project, the Work Plan can be expected to include a week-to-week target for each discipline’s activities. The weekly discussion will include any topics affecting progress, such as lack of team member or client decision, deficiency in critical information required, unexpected scope elements or unforeseen site conditions discovered, need for the authorization of additional staff resources or application of overtime. Almost anything that can go wrong with regard to schedule compliance will surface in these meetings, which then provide a forum for their early discovery as well as corrective actions.

Both **quality and cost control** plans follow similar procedures to those described in connection with schedule control. During the initial planning of the work, the design team will develop a parametric construction cost estimate to confirm that the program we are proceeding into design that will result in a project that can be constructed within your budget. This budget will be based on parametric factors such as cost/square foot for comparable facilities, adjusted for local factors, soils conditions, development constraints, etc. The budget will be broken down by trade and assigned to each discipline lead as a Work Plan goal before detailed design begins. These goals will be monitored as part of the weekly team meetings chaired by the Project Manager. At project milestones, detailed estimates will be developed by professional estimators in progressively greater detail until at the 100% stage of design completion our estimate will resemble an actual construction contractor’s take-off for bidding purposes.

It is not surprising that, with these management processes and procedures in place, HZ has achieved an outstanding record of performance as to cost and schedule control, as demonstrated in the matrix below.

<table>
<thead>
<tr>
<th>Huitt-Zollars Cost / Schedule Control</th>
<th>A/E Estimate</th>
<th>Bid Amount</th>
<th>Variance</th>
<th>Design Schedule Days</th>
<th>Actual Completion Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>METRO Line Section LS-3</td>
<td>$17,000,000</td>
<td>$17,000,000</td>
<td>0.0%</td>
<td>360</td>
<td>360</td>
</tr>
<tr>
<td>Fort Worth Bus Maintenance Facility, Fort Worth, TX</td>
<td>$19,500,000</td>
<td>$18,877,000</td>
<td>-3.2%</td>
<td>240</td>
<td>240</td>
</tr>
<tr>
<td>Capital Metro Maintenance Facility, Austin, Texas</td>
<td>$19,500,000</td>
<td>$17,500,000</td>
<td>-10.5%</td>
<td>120</td>
<td>120</td>
</tr>
<tr>
<td>Harris County Flood Control District’s North Service Center</td>
<td>$7,350,000</td>
<td>$7,300,000</td>
<td>-0.1%</td>
<td>240</td>
<td>240</td>
</tr>
<tr>
<td>Waco Transit Center, Waco, TX</td>
<td>$5,100,000</td>
<td>$4,900,000</td>
<td>-3.9%</td>
<td>180</td>
<td>150</td>
</tr>
<tr>
<td>Federal Express Distribution Hub, Fort Worth, TX</td>
<td>$115,000,000</td>
<td>$104,000,000</td>
<td>-9.6%</td>
<td>425</td>
<td>365</td>
</tr>
<tr>
<td>Del Rio Sector Headquarters, Del Rio, Texas</td>
<td>$8,100,000</td>
<td>$7,960,000</td>
<td>-1.7%</td>
<td>180</td>
<td>180</td>
</tr>
<tr>
<td>Estill Building Renovations, Sam Houston State University</td>
<td>$3,000,000</td>
<td>$2,747,000</td>
<td>-8.4%</td>
<td>140</td>
<td>135</td>
</tr>
<tr>
<td>Dining Facility Ramsey Unit 1, Texas Department of Criminal Justice</td>
<td>$3,300,000</td>
<td>$3,185,000</td>
<td>-3.5%</td>
<td>160</td>
<td>155</td>
</tr>
<tr>
<td>Alumni Hall Structural Repairs, Prairie View A &amp; M</td>
<td>$635,000</td>
<td>$601,300</td>
<td>-5.3%</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>Laredo Border Patrol Station, Laredo, TX</td>
<td>$5,787,000</td>
<td>$5,287,960</td>
<td>-7.9%</td>
<td>126</td>
<td>119</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>$204,272,000</strong></td>
<td><strong>$189,358,260</strong></td>
<td><strong>-8%</strong></td>
<td><strong>(average)</strong></td>
<td></td>
</tr>
</tbody>
</table>
CURRENT WORKLOAD

With our current Alberquerque staff, our team has the personnel and resources available to provide the anticipated design and production required for the project. A simplified chart of our availability and workload for our offices is presented below. This chart is based on current workload and the anticipated projects likely to affect the staffing in the near future. As can be seen by this chart, much of our current design work will be completed in the next few months, affording us the resources to accommodate the anticipated schedule for the design and construction for your project. However, Huitt-Zollars can add additional staff from our other 19 offices to support the project, if required.

CURRENT WORKLOAD / PROJECT STATUS

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>PROJECT LOCATION</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAS CRUCES FOOD DISTR. WAREHOUSE</td>
<td>LAS CRUCES, NM</td>
<td>JAN 2020</td>
<td></td>
</tr>
<tr>
<td>GALLUP STATE VETERAN CEMETERY</td>
<td>GALLUP, NM</td>
<td>MAY 2019</td>
<td></td>
</tr>
<tr>
<td>CITY OF ROSWELL RECREATION CENTER</td>
<td>ROSWELL, NM</td>
<td>JUN 2019</td>
<td></td>
</tr>
<tr>
<td>EL PASO INDEPENDENT SCHOOL DISTRICT</td>
<td>EL PASO, TX</td>
<td>JUL 2020</td>
<td></td>
</tr>
<tr>
<td>CITY OF ABQ – UUNGER TRANSIT CENTER</td>
<td>ALBUQUERQUE, NM</td>
<td>MAY 2018</td>
<td></td>
</tr>
<tr>
<td>SANTA FE SCHOOLS – ATC ADDITION</td>
<td>SANTA FE, NM</td>
<td>JUL 2019</td>
<td></td>
</tr>
<tr>
<td>LAGUNA PUEBLO AQUATIC CENTER</td>
<td>LAGUNA, NM</td>
<td>JUL 2020</td>
<td></td>
</tr>
<tr>
<td>ARTESIA AQUATIC CENTER</td>
<td>ARTESIA, NM</td>
<td>JUL 2019</td>
<td></td>
</tr>
<tr>
<td>ANGEL FIRE VETERAN CEMETERY</td>
<td>ANGEL FIRE, NM</td>
<td>NOV 2019</td>
<td></td>
</tr>
<tr>
<td>KAFB – SMALL ARMS FIRING RANGE</td>
<td>ALBUQUERQUE, NM</td>
<td>MAY 2019</td>
<td></td>
</tr>
<tr>
<td>CLOVIS SCHOOL DISTRICT – BARRY ES</td>
<td>CLOVIS, NM</td>
<td>AUG 2019</td>
<td></td>
</tr>
</tbody>
</table>

LEGEND

- Green: Programming / Study Phase
- Yellow: Preliminary Design Phase
- Orange: Construction Document Phase
- Blue: Bidding / Negotiation Phase

FAMILIARITY WITH PROJECT

The design of the maintenance complex is driven by vehicle maneuvering requirements and clearances, bus parking requirements, vehicle access and egress and grading and drainage requirements. The new maintenance complex will be sited to the east of the existing administration building portions of the undeveloped area. The remaining portion of the site could house a Transit Oriented Development (TOD) such as multi-family housing, commercial or mixed-use development, along with a new park and ride lot for commuter’s using both the NCRTD and NMDOT bus services. Drawings depicting the proposed site layout are included below.
The maintenance building for Phase I will have two high bay maintenance bays for current maintenance operations, with the capability of adding two additional bays to meet long term needs. The new building will also house tool and equipment storage areas, lube room, parts room, offices, toilet rooms and mechanical and electrical rooms. The exterior of the building is designed to complement the existing architecture with metal siding and exposed concrete block for high durability and cost efficiency. The fueling island will include dispensers for both unleaded and diesel fuels in above ground tanks. The future bus wash facility will house an automated bus washing system with recycled water capability. Parking for the buses and vans will be located east and south of the maintenance facility on 8” concrete paving to ensure durability and ease of maintenance.

*Huitt-Zollars Knowledge From This Past Project Experience Will Provide NCRTD With A Timely And Efficient Design And Production Schedule, Due To Our Familiarity And Understanding Of The Design Needs And Approval Process Required By NCRTD Staff And Board.*
D.

RESPONSE TO CONTRACT
TERMS AND CONDITIONS
d. Response to Contract Terms and Conditions

Huitt-Zollars is not requesting modification to the Term and Conditions included in the RPF.
OFFEROR’S ADDITIONAL TERMS AND CONDITIONS
e. Offeror’s Additional Terms and Conditions
Huitt-Zollars is not proposing any additional Terms and Conditions.
RESPONSE TO SPECIFICATIONS
f. Response to Specifications

TRANSIT MAINTENANCE FACILITIES

Technical Expertise Drives Successful Approach

Our team brings experience and knowledge to design a successful project for all stakeholders. Our experience serving clients in Bus Transit, Rail Transit, Municipal, Utilities and related sectors fuels our passion for innovation, and for tailoring solutions to improve facility performance.

A critical stage in the planning and design of a new O&M facility is the preliminary design phase. Success at this stage is built on two key elements: active stakeholder involvement by administrators and users and a productive design charrette workshop. The charrette workshop is a team-led, multi-day process where your facility needs are identified and opportunities to improve operations are discussed. The resulting report creates a customized facility plan to build support, identify funding and outline your phased project schedule. It provides valuable guidance when making strategic decisions on how to protect and optimize your long-term investments.

Efficiency, Safety and Sustainability

Technology changes. Your facility should have the built-in flexibility to allow you to keep up with these changes. Safety and efficiency are critical to the functionality of the building as well as the site.

Your operation’s location must be carefully selected and planned to provide optimal vehicle and pedestrian circulation to maximize efficiency and reduce the risk of on-the-job injuries. Environmentally conscious facility design elements ensure your staff and community needs are addressed.

Services Focused on Successful Program Delivery

- Site Master Planning: Preparation of long-range site master plans addressing building placement, parking, storage, vehicle circulation, access requirements and phased expansion. Facility Conceptual Design: Translation of space needs and design criteria into conceptual site and floor plans, and building elevations
- Equipment Industrial Design: Inventories of existing equipment, new equipment selection, equipment layout and discipline coordination
drawings, and preparing specifications
- Process Piping: Design of industrial process piping drawings, schedules, and specifications for centralized fluids distribution and compressed air systems
- Building Systems Engineering: Design of sustainable mechanical, electrical, plumbing and fire protection systems appropriate for vehicle maintenance facilities
- Design-Build (DB) Criteria — Bridging Documents: Development of detailed facility design criteria and plans used as the technical basis for DB procurement documents
- Expert Value Engineering (VE): Review of preliminary design documents to evaluate cost and value
- Facility Maintenance Plans: Comprehensive preventive maintenance program to extend useful life of the facility

GREEN BUILDING DESIGNS

The team’s philosophical approach to designing sustainable environments is based on three fundamental processes:

Climate Analysis
The team must first respond to the nature of the local climate in which the project is located. The climate in the Española area can run from mild to harsh depending on the season and on the area. Winters may see temperatures below zero with several inches of snow to very mild with little to no snow.

The design need to be sensitive to these conditions and be able to react to these varying temperature swings. Other climatic conditions include wind, sun and drought. Our design team will analyze these conditions and design the facility that provides protection from these elements as well as the potential use of wind and solar energy systems. Energy conservation will include also use of natural day lighting to reduce electrical demand, building orientation to allow passive solar heating and similar such design techniques.

**Site Study**

The climate analysis is carried onto the site by studying the action of sun, shade, wind and rainfall; and the potential microclimates and outflows created by interaction with topography, vegetation and existing structures. The team will then study the impact of adjacent sites and built environments on the project site, using a variety of tools to begin shaping the composition including the use of a computer-generated massing model to study the behavior of sun and shade.

**Building Envelope Modeling**

After studying climatic and site factors, the team will proceed to shape the building envelope in concert with the internal building program. Our focus is on controlling the interaction of sun, wind and rain on the roof, walls and fenestration of the building.

Several dichotomies emerge which must be orchestrated, such as the access for daylight versus the shading against solar radiation, the use of natural ventilation versus humidity control and so forth. Building materials are selected based on their performance in the envelope as well as their intrinsic sustainable attributes.

**LEED**

Transit and federal projects have taken the lead in sustainable approaches to alternative energy. Through projects like our White Sands Missile Range police station replacement we have experience in solar water heating. This was also featured on five Land Port of Entry projects along the Canadian border for the US Customs and Border Protection. Photovoltaic arrays have been provided at Fort Bliss, El Paso, TX; LA Metro, Los Angeles, CA; as well as other transit projects in southern California and Arizona. These systems require integration with conventional controls and switchgear and have helped us achieve LEED certifications at various levels.

Additionally, Verdacity has experience integrating photovoltaic systems with the design of buildings. Currently they have worked on nearly 20 solar integration projects with Albuquerque Public Schools and consider this a standard procedure in the design of modern buildings. They use modeling software to establish baseline energy performance of the building, and then determine the amount of photovoltaics required to offset the majority of building operational energy. They will establish square footage and efficiency of the photovoltaic system and work to integrate on the roof or ground while considering egress, maintenance and functional needs.

**ADA**

All Huitt-Zollars building projects and associated sites have been designed to meet the requirements of accessibility since the Americans with Disabilities Act was enacted in the early 1990’s. As a full service design firm the coordination of access from parking lot to an individual’s work space is incorporated into all of our designs. With our background in federal, state and municipal projects, we have met these requirements for all applicable standards. Of particular importance is our experience in applying these requirements to both conventional office and industrial work applications. John Jarrard, our Project Manager is most familiar with the ADA requirements for transit and similar vehicle related facilities. He has attended numerous seminars and conferences on the subject, including several seminars on 2010 version of the ADA.
Many of the proposed changes will directly affect transit agencies and transit facilities, including signage and communication, passenger accessibility and transit equipment.

**FTA**

Huitt-Zollars will execute this project using our experience from other successful FTA approved projects that adhered to FTA’s required quality elements and their Quality Assurance and Quality Control Guidelines of February 2002, FTAIT-90-5001-02.1. We will deliver a quality design as built upon a foundation of six primary elements:

1. **Basis for Design** – understand, plan, manage the work
2. **Training** – design team understands project quality processes and procedures. *(FTA Element #15 – Training)*
3. **Design** – Assessments, Reports, Plans, Specifications, and Calculations of doing the work. *(FTA Element #3 – Design Control)*
4. **Coordination** – Internal & External – coordinate the work with others, gain input and review to meet all project requirements. *(FTA Element #2 – Quality Management System)*
5. **Quality Control** – check the work, discipline and interdisciplinary Reviews. *(FTA Element #4 – Document Control)*
6. **Quality Assurance** – validate for compliance and Documentation. *(FTA Element #13 – Quality Records)*

This foundation is necessary to provide the appropriate compliance verifications for NCRTD and the FTA. The result of this process is firmer bids, better adherence to schedule, fewer change orders, and a satisfied client.

**BUY AMERICA**

Huitt-Zollars certifies that it will comply with 49 USC. 50101 by: a. Only installing steel and manufactured products produced in the United States; or b. Installing manufactured products for which the FAA has issued a waiver as indicated by inclusion on the current FAA Nationwide Buy American Waivers Issued listing; or c. Installing products listed as an Exempted Article, Material or Supply in Federal Acquisition Regulation Subpart 25.108.

Huitt-Zollars agrees:

1. To provide to the Owner evidence that documents the source and origin of the steel and manufactured product.
2. To faithfully comply with providing US domestic products
3. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.
The North Central Regional Transit District (NCRTD) commissioned Huitt-Zollars to provide the preliminary design for a new maintenance facilities planned at the existing NCRTD complexes on Riverside Road in Espanola, NM and Taos, NM. The design team met with NCRTD staff on numerous occasions to confirm operational requirements, space and equipment needs and functional relationships. Both current and long-range (10 & 15 year horizons) needs were identified in the programming efforts. The existing 9.2-acre property currently houses the district’s administration facility and NCRTD Board Room. The new maintenance complex will include a two (2) bay maintenance building in Espanola and a three bay maintenance facility in Taos. Both with associated support space, a new fueling facility with above ground fuel tanks for both unleaded and diesel fuel and a vehicle wash facility with automated water recycling wash equipment. The fueling islands will include dispensers for both unleaded and diesel fuels located under a canopy structure. The maintenance buildings are designed with current maintenance operations and for future expansion to meet long-term needs. The new buildings will also house tool and equipment storage areas, offices, toilet / locker rooms, break room and mechanical and electrical rooms.

Huitt-Zollars also developed preliminary site design including bus and van parking, a park & ride lot for commuters and a future TOD development to complete the site development.

NCRTD ESPANOLA COMPLEX
Cost: $6.6M  Completion Date: February 2014

NCRTD TAOS COMPLEX
Contact: Anthony J. Mortillaro, Executive Director, 505.629.4713
Cost: $3.5M  Completion Date: November 2018

MUNICIPAL OPERATIONS CENTER – PROGRAMMING AND PRELIMINARY DESIGN – Las Cruces, NM

Huitt-Zollars provided planning and design services for the proposed new City of Las Cruces Municipal Operations Center. The conceptual design phase includes site and building programming, master planning, phasing planning, estimates, and budgeting.

The existing facility on Hadley can no longer meet the facility requirements for the departments located at the complex. A new site has been identified on Motel Blvd. to construct a new complex to house these departments. The master plan will identify size and conceptual layout for the following departments:

- Fleet Maintenance
- Facility Maintenance
- Transit Operations and Maintenance
- Streets
- Traffic and Signage

Additionally, the master plan will provide the space needs and preliminary design concept for the remaining space at Hadley to house the Parks and Recreation Departments.

Contact: Eric Martin, Project Manager, 575.541.2616
Cost: $20M (est.)  Completion Date: November 2018
Relevance: Vehicle Maintenance Facility
HASLER VALLEY ROAD SOLID WASTE FACILITY | Gallup, New Mexico

In 2017, Huitt-Zollars designed the City of Gallup’s new Hasler Valley Road Solid Waste Facility. The project consists of the development of four and one-half acres for the City’s new solid waste operation. The complex includes a 4,800 sf administration building for supervisors, staff and drivers, a 1,900 sf maintenance building with two bays and one outdoor wash bay, and an 8,000 sf canopy to shelter eighteen solid waste trucks in nine structural bays. The canopy was designed with an integrated fence to screen the facility from the Interstate 40 and to improve the safety of the drivers as they enter and exit the site. The canopy also serves to extend the longevity of the trucks by sheltering it from the outdoor climate of northwest New Mexico. The canopy structure has a single roof slope oriented south to accommodate solar panels. The panels are designed to provide power to the entire facility. Site improvements include parking, landscape, and drainage improvements, as well as a road extension to Hasler Valley Road. The project is currently under construction and is expected to be completed in the summer of 2019.

Contact: Frances Rodriquez, 505.863.1220
Cost: $2.3M
Completion Date: August 2019 (Est.)

Relevance: Municipal Facility

SANTA FE TRAILS OPERATIONS & MAINTENANCE COMPLEX UPGRADES | Santa Fe, NM

Huitt-Zollars provided the design and construction phase services for the renovations and additions to the Santa Fe Trails Maintenance Complex on Rufina Street in Santa Fe. The master plan identified three phases of project development. The first phase was the renovation and addition to the Administration and Operations building, and the construction of a new free standing bus wash facility to incorporate water reclamation. The second phase was the addition and renovation of the Maintenance Building. Planned future phases are upgrades to the fueling and storage canopies, additions and renovations to the maintenance building, and upgrades to the fueling and storage canopies.

Contact: Mary MacDonald, Project Manager, 505.955.6934
Cost: $3.4M
Completion Date: September 2008
Relevance: Municipal Facility; Maintenance Facility, Fueling Islands, Vehicle Wash Equipment, Facility Assessment, Programming, Schematic Design
The Denton County Transit Authority (DCTA) provides fixed route and demand response transit services to the citizens of Denton County and the surrounding areas and communities. DCTA is currently operating from a temporary building and Maintenance facilities leased from Denton County at the Solid Waste facilities located south of Denton. It is the goal of DCTA to construct a new Operations and Maintenance Facility on property recently purchased in the City of Denton. This new facility is designed to accommodate the staff, drivers and maintenance requirements for a future fleet of 100 larger 40 ft. transit buses and up to 10 articulated buses. The proposed new facility will accommodate the following functions:

- Office areas for Administrative and Operations staff
- Bus Operator (Drivers) support areas (i.e. Training Room, Drivers’ Room, Lockers, Restrooms, Dispatch areas, etc.)
- Bus Maintenance office and mechanic support areas
- Bus Maintenance shops and support areas
- Running Repair Bays (sized for standard buses and articulated buses)
- PM/Inspection Bays sized for standard buses and articulated buses
- Parts Storage areas
- Bus Fueling, Wash & Chassis Wash
- Fare Retrieval
- Bus & On-site Employee Parking

Huitt-Zollars was selected by DCTA to provide comprehensive planning, design services for the new facility and to establish project construction budgets. Due to funding limitations, Huitt-Zollars has prepared a phasing plan to meet both current needs and future growth. The team’s programming, planning, and design methodology has a single common denominator – client involvement. The projects began with on-site data collection, observations and programming interviews. This approach provided valuable data, insight, and direction.

Contact: Dee Leggett, 972.221-4600
Cost: $8M  Completion Date: February 2014
Located at 9801 Harry Hines Blvd. in northwest Dallas, this facility consolidated service and maintenance functions for the City’s Equipment & Building Services (EBS), Sanitation and Street Services, and District Four Sanitation operations for this part of the city. The facility accommodates approximately 250 employees initially and 300 in the future. The site also provides concrete paving for parking a city fleet of 285 city vehicles and 228 employee and visitors.

This $14,000,000 project was a design-build delivery. Huitt-Zollars served as engineer of record and industrial programmer (with the participation of PB / Fleet) for this municipal fleet operations and maintenance facility. The project consisted of a 17-acre municipal site, which included three buildings—a 42,000-squarefoot Vehicle Maintenance facility, 16,000-square-foot Streets and Sanitation facility, and a 10,000-square-foot Vehicle Fueling and Washing facility. Also included were 25,000 square feet of covered storage, 575,000 square feet of pavement, 60,000 square feet of landscaped areas and 4,000 linear feet of security fencing.

Each of the three buildings required new offices, crew, and support and shop spaces, in addition to bulk material storage areas. The new Fleet Vehicle Maintenance facility consists of 8 light repair bays, 8 heavy repair bays, 2 preventative maintenance bays, 1 tire bay, 1 equipment bay, 2 streets vehicle repair bays, 1 chassis wash bay, and 1 welding bay. Additionally, it accommodates a small engine repair shop, tool crib, equipment storage, streets material/barricade storage, fabrications shops, parts warehouse, tire storage, outdoor covered storage and lube/compressor room. The Streets and Sanitation facility houses offices, conference rooms, assembly / training space, lockers, restrooms, and kitchenette / vending areas. The Vehicle Wash facility provides 2 manual wash bays and 1 automatic wash bay, with support spaces that include sanitation cart storage, cart shop and wash/reclamation equipment room. The Vehicle Fuel facility includes 5 fuel islands and 1 bulk refueling station with automated fueling management system and provisions for a future central vacuum system. The project was certified LEED Gold by the USGBC.

Contact: Carl J. Janak, 214.670.3799
Cost: $14M Completion Date: January 2006
Relevance: Fueling Islands; Vehicle Wash Equipment; Storm Water Management; Programming; Equipment Specifications; Sustainable LEED Design; Multiple Zone Heating; Security Communications
NAPA VALLEY TRANSIT AUTHORITY BUS MAINTENANCE FACILITY | Napa, CA

The Napa Valley Transit Authority (NVTA) service fleet is comprised of local and regional VINE bus routes, community shuttles, shared vehicles, and the VINE GO paratransit services. With a dearth of bus maintenance bays and parking and no space for a modern bus wash, NVTA’s existing facility could not accommodate their growing fleet.

NVTA engaged the Design Team (of which HDR | MDG was part) to design a new, transit maintenance facility. Included in the new facility is a bus wash, seven spaces for bus repair work, one space for paint/body work, storage space for tires, parts, and supplies, as well as office and record keeping space. In addition, an administrative facility was co-located, with adequate parking on the site for all staff and visitors.

Notable facility design features and challenges the team turned into opportunities include:

- With an irregular site, ensuring that all functional needs were accommodated on the site proved an opportunity for innovation.
- Includes parking for transit vehicles, employees, visitors.
- Utilized environmentally sustainable materials using LEED principals.

Contact: Rebecca Schenck, NVTA Transportation Program Planner and Policy Analyst, 707.259.8634
Cost: $28M (est.)
Completion Date: December 2020 (est.)
Relevance: Vehicle Maintenance Facility, Master Plan/Concept Design, Equipment Coordination, bus wash, bus fueling, sustainability

MENDOCINO TRANSIT AUTHORITY MAINTENANCE AND ADMINISTRATION FACILITY | Ukiah, CA

The Mendocino Transit Authority (MTA) staff and bus fleet had outgrown their facility. MTA needed a new facility to provide sufficient space for all their functions and to accommodate their growth. But they also wanted to greatly reduce their carbon footprint with a new state-of-the-art, sustainable operations and maintenance facility that would support their long-term goal of an electric bus fleet.

Replacing the old facility on their existing site posed a challenge, but the challenge was answered using phased construction so that the MTA operation could continue uninterrupted. HDR | MDG provided programming and master planning to help develop a budget to fund construction of the new facility.

The new facility was designed and built to achieve LEED Silver if certified, and includes rooftop solar photovoltaics, radiant-heated floors, evaporative cooling daylighting, insulation, and electric vehicle charge ports. The result: net electrical use is nearly zero. One of the sustainable features designed into the new facility are photovoltaic (PV) canopies to cover the bus and employee parking stalls. The energy generated from the PV panels is used to charge the electric buses.

Contact: Bob Bulter, Maintenance Manager, 707.462.5765
Cost: $6.2M
Completion Date: 2012
TOWN OF JACKSON START BUS FACILITY | Jackson, WY

START Bus ran their maintenance and operations at the Town of Jackson Public Works Facility. The growth of the START operation exceeded the capacity of this facility. Due to limited available property, START and the Town decided to rearrange the operations at the Public Works Facility to construct a new Operations Facility for START and a shared Maintenance Facility for START and the Town. HDR | MDG provided programming and site master planning to develop a project budget for the new Facility.

Phase I of the new facility provided administrative offices, the first half of the interior bus storage for the fleet of 36 fixed route buses, a nine-bay fleet maintenance facility, in-line fueling and drive-thru bus wash at the entry to the bus storage area. Future phases will include a fuel island, vehicle maintenance facility, the second half of the interior bus storage, and six units of employee housing.

Contact: Larry Pardee, Town of Jackson Director of Public Works, 307.733.3932
Cost: $14M Completion Date: 2014
Relevance: Vehicle/Transit Maintenance Facility, Master Planning/Conceptual Design, Programming, Cold-Climate design

BUTTE REGIONAL TRANSIT OPERATIONS & MAINTENANCE FACILITY | Chico, CA

The Butte County Association of Governments (BCAG) was faced with an aging transit maintenance building that was over capacity and lacking adequate space to properly service the region’s growing fleet and increasing service needs.

The fleet consists of 80 buses which serve B-Line’s rural and urban fixed routes, and complementary paratransit service.

As part of a multi-disciplinary team, HDR | MDG helped to plan and design a new bus operations and maintenance facility that will serve B-Line’s needs for the next 50 years. Our team provided Space Needs Programming, Master Planning and Conceptual Design, Design Criteria, and utilized our Equipment Coordination System to provide industrial shop equipment selection, specification, and coordination.

The site is adjacent to the previous Chico Transit building, out of which the fleet was operating during construction. The construction was phased to allow operations to continue normally through construction.

Contact: Andy Newsum, Butte County Association of Governments Deputy Director, 530.809.4616,
Cost: $17.3M Completion Date: 2016
IRON HORSE TRANSIT AND PUBLIC WORKS OPERATIONS FACILITY | Park City, UT

The Park City transit system is anticipated to expand significantly in the coming years. To accommodate this growth, maintenance, operations, and bus storage capacity needed to expand as well. Park City received federal funding to expand its transit operation at their existing facility on Iron Horse Drive. This site also houses the City’s public works facilities.

The facility expansion included enlarging the maintenance building and a new heated bus storage facility with space for 44 buses. A 90-vehicle parking deck was included in the project to accommodate employee vehicles and some of the City’s fleet vehicles. The construction of the expansion was phased to allow both City and Transit operations to continue without interruption on this site.

Contact: Larry Simpson, Fleet Team Leader at Park City Municipal Corporation, 435.615.5354
Cost: $8M  Completion Date: 2012
Relevance: Vehicle/Transit Maintenance Facility, Facility Needs Assessment, Space Needs Programming, Site Selection, Equipment Industrial Design, Cold-Climate Design

SASKATOON CIVIC OPERATIONS CENTRE | Saskatoon, Saskatchewan

As part of the City of Saskatoon’s green initiative, the City and Saskatoon Transit wished to expand their services to increase transit ridership by providing more buses and making public transportation more attractive to residents.

In order to meet this goal, the City needed space to expand their current operations space. HDR | MDG, as part of a comprehensive P3 Design Team participated in the design of Phase I of the new Civic Operations Center (COC).

The new COC includes a new Transit Facility as well as a Snow Management Facility. The centralized 450,000 square foot facility includes indoor bus storage for 224 buses, two Quick Service fueling and wash lanes, 29 maintenance bays, equipment and parts storage, as well as administrative offices. The facility design focused on sustainability, achieving LEED certification.

The City has also proposed a Phase II for the project, which, if approved, will include a City Yard, vehicle and equipment services facility, radio shop, impound yard, Fire Department training facilities, and Saskatoon Light and Power training facilities.

Project highlights include:
- Interior drive aisle means buses never have to leave the building for servicing or maintenance during cold weather months.
- Project designed, built, and maintained through the next 25 years through a public-private partnership (P3).
- Project completed ahead of anticipated schedule.
- Cold weather design solutions that addressed the snowy regional climate.

Contact: Linda Andal, Director, Civic Operations Centre P3 Project, 306.975.2869
Cost: $135M (Canadian)  Completed: 2017 (Phase 1)
- Albuquerque Bernalillo County Water Utility Authority, New Administrative Building, Warehouse & Fleet Maintenance Facility – Albuquerque, NM (41,800 SF Building & 5,000 SF Covered Storage / Vehicle Maintenance / $12 M / Designing for LEED Silver / Scheduled for Completion in 2019)
- Bureau of Land Management (BLM) Albuquerque Motor Pool Building – Albuquerque, NM (4,025 SF Renovation for the GSA / $598K / Completed in 2016)
- Chase Energy Services, Midland Yard Vehicle Maintenance Facility – Midland, TX (13,170 SF Offices, 3 Bay Vehicle Maintenance & Parts Storage / Scheduled for Completion in 2019)
- City of Albuquerque, Pino Yards, 4th Street and Animal Control Vehicle Fueling Facilities – Albuquerque, NM (Completed 2013)
- City of Durango, Parks & Recreation Department New Office & Warehouse/Shop Building – Durango, CO (7,626 SF / Vehicle Maintenance / $2.3 M / Completed in 2018)
- Corona Service Yard Replacement – Phoenix, AZ (5,000 SF / $3.7 M / 2009)
- Eddy County, North Office Building and Maintenance Garage – Artesia, NM (8,500 SF Office & Vehicle Storage/Maintenance Building / Completed in 2013)
- Fiesta Nissan, New Auto Dealership & Maintenance Building – Santa Fe, NM (25,000 SF New Building / $5M / Scheduled for Completion in Early 2020)
- Fountain Valley School of Colorado, New Facilities/Maintenance Building – Colorado Springs, CO (16,000 SF / Vehicle / Bus Maintenance / Completed 2017)
- Friedman Recycling Center & Vehicle Maintenance Facility – Albuquerque, NM (90,000 SF / $21M / Completed 2013)
- Mac Energy Corp, New 22 Acre Oilfield Service Facility Elite Well Services – Artesia, NM (Maintenance Shop, Office Building, Truck Wash Building & Warehouse 2012)
- New Mexico Department of Game & Fish, Albuquerque Office Complex & Warehouse (23,753 SF / Vehicle Maintenance / Designing for LEED Silver / Completed 2018) – Albuquerque, NM
- New Mexico Department Of Game & Fish, Roswell Office Building & Warehouse – Roswell, NM (16,800 SF Building & 5,000 SF Covered Storage / Vehicle Maintenance / Designing for LEED Silver / Scheduled for Completion in 2019)
- New Mexico Department of Veterans Services, Angel Fire Veterans Cemetery Building Additions - Angel Fire, NM (3,000 SF new office/maintenance building & 200 SF storage - pump house building was designed and was constructed in 2018 / The office/maintenance building construction is waiting for additional funding / B&P MEP engineers)
- Porsche Audi Dealership Addition and Renovation – Albuquerque, NM (17,880 SF Renovation & 9,000 SF Addition / Completed in 2016)
- Scottsdale North Corporation Yard Fleet Maintenance Facility – Scottsdale, AZ (9,000 SF / $3.5 M / Completed 2011)
- Scottsdale South Corporation Yard Fleet Maintenance Facility – Scottsdale, AZ (Oil/Vehicle Fluids Storage and Distribution Systems / Completed 2010)
- Town of Calhan, Transportation Office/Maintenance Building – Calhan, CO (5,400 SF / Vehicle Maintenance & Office / 2016)
- US Army COE- Fort Worth District, Fort Polk, Unit Operations Facilities - Tactical Equipment Maintenance Facility – Fort Polk, LA (18,082 SF Maintenance Facility, Office Spaces & Warehouse / $7.5 M / Completed 2012)
SANDIA HIGH SCHOOL LIBRARY AND SCIENCE & MATH ACADEMY | Albuquerque, NM

This Sandia High School project included two building types – a library and an academy. The library is a 13,500 SF, 2-story building, and the academy is a 55,000 SF, 2-story classroom building. The original construction budget was $16.4M.

The VERDACITY team performed the following services:
LEED assessment of design documents; LEED consulting for design credits including coordination of design application submittal; LEED consulting for construction credits, energy modeling; daylight modeling; Measurement & Verification Plan; preparation of the green building innovation credit submittal; LEED Charette and preparation of the preliminary integrative project planning & design innovation credit submittal; coordination of the PNM rebate submittal; and coordination of the City of Albuquerque Green Path permit submittal.

Contact: David Ritchey, Staff Architect, 505-848.8876
Cost: $16,367,575.50 Completion Date: August 2015
Relevance: LEED certification, energy modeling, daylight modeling

GEORGE I. SÁNCHEZ COLLABORATIVE COMMUNITY SCHOOL | Albuquerque, NM

The George I. Sánchez Collaborative Community School project included a 150,000 SF building on a 46.8-acre site. The building included classrooms, administrative offices and support spaces. The MACC was $34M. The VERDACITY team performed the following services: LEED assessment of the project; LEED consulting for design credits including preparation of design phase submittal; LEED construction phase consulting, preparation of the green building innovation credit submittal; energy and daylight modeling; and LEED application coordination.

Contact: Roldan Pasion, Staff Architect, 505.848.8871
Cost: $34,305,857 Completion Date: December 2016
Relevance: LEED certification, energy modeling, daylight modeling

DEL NORTE HIGH SCHOOL INDUSTRIAL AND FINE ARTS BUILDING | Albuquerque, NM

The Del Norte High School Industrial and Fine Arts project is an 11,000 SF, 1-story building that includes classroom, shop, and associated support spaces. The VERDACITY team performed the following services: LEED assessment of design documents; LEED consulting for design credits including coordination of design application submittal; and LEED consulting for construction credits including coordination of construction application submittal.

Contact: Stewart Ingham, Construction Manager, 505.848.8801
Cost: $3,025,000 Completion Date: June 2015
Relevance: LEED certification, energy modeling, daylight modeling
STAFF RESUMES
h. Staff Resumes

Our design team has the personnel and experience to provide the NCRTD with a quality project that is on schedule and within budget. Combined we have provided design services as a team for multiple transit projects. The Design Team will be organized around our Project Manager, John Jarrard, AIA, LEED AP. He will oversee the entire team that will provide design services for the proposed scope of work. Huitt-Zollars has established productive and efficient working relationships with each team member. Further qualifications for each team member in the provided organizational chart may be found on the following pages within their summarized resume.
<table>
<thead>
<tr>
<th>TEAM MEMBER</th>
<th>RESPONSIBILITY</th>
<th>YEARS OF EXPERIENCE</th>
<th>REGISTRATIONS</th>
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<tbody>
<tr>
<td>John Jarrard, AIA, LEED AP</td>
<td>Project Manager / Architectural Design</td>
<td>35</td>
<td>Registered Architect: 1983/NM/#1658; LEED Accredited Professional</td>
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<tr>
<td>Kim Kemper, PE</td>
<td>Principal-in-Charge</td>
<td>32</td>
<td>Professional Engineer/Civil: 1988/NM/#10542</td>
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<td>William Wallace, PE, SECB</td>
<td>Structural Engineer</td>
<td>37</td>
<td>Professional Engineer/Structural: 1986/TX/#591641; SECB No. 2158/2008</td>
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<tr>
<td>Scott Eddings, PE</td>
<td>Civil Engineer</td>
<td>25</td>
<td>Professional Engineer/Civil: 1995/NM/#12856</td>
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<td>Ilir Mesiti, PE, LEED AP BD+C</td>
<td>Mechanical Engineer / Fire Suppression Design / Process Engineering</td>
<td>15</td>
<td>Professional Engineer/Mechanical: 2011/NM/#20505</td>
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<tr>
<td>Scott D. Surdahl, CPD</td>
<td>Plumbing Design</td>
<td>39</td>
<td>Certified Plumbing Designer: #9084</td>
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<tr>
<td>Sheena Zimmerman</td>
<td>Maintenance Equipment Selection</td>
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<td>John Jarrard, AIA, LEED AP</td>
<td>Federal Transit Administration (FTA) independent cost estimate</td>
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<td>Benjamin Bosse, PE</td>
<td>Electrical Engineer</td>
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<td>Professional Engineer/Electrical 2009/NM/#19418</td>
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<td>John Jarrard, AIA, LEED AP</td>
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<tr>
<td>Ralph Abeyta, PE</td>
<td>Geotechnical Engineering</td>
<td>37</td>
<td>Professional Engineer/Civil: NM/#0852; TX/#61586</td>
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<td>John Taschek, AICP</td>
<td>Environmental Engineering</td>
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<td>American Institute of Certified Planners</td>
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<td>Kim Stelzer, PLS</td>
<td>Survey</td>
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<td>Registered Landscape Architect: 1980/NM/#7482</td>
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<td>Chris Scott, RLA, ASLA, CNU-A</td>
<td>Landscape Architect</td>
<td>27</td>
<td>2006/NM /#398; LEED Accredited Professional: 2009/GBCI CNU-Accredited (CNU-A) 2013</td>
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<td>Reb Guthrie</td>
<td>Gas Detection Engineering</td>
<td>24</td>
<td>1995/ NGV Institute (Las Vegas) for advanced techniques in theory, design and development of CNG infrastructure</td>
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<td>Kris Callori, AA, LEED AP</td>
<td>Sustainability Program Management</td>
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<td>Registered Architect: NM/#3470; USGBC Faculty; LEED AP BD+C; LEED AP ID+C; LEED AP EB+OM; WELL AP 0000000089</td>
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<td>Fire and Life Safety Design</td>
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JOHN JARRARD, AIA, LEED AP
Project Manager

John Jarrard has provided facility design and project management for a wide variety of project types. His transit experience includes planning and design for both transit stations and related operations and maintenance facilities. He is proficient in the use of project management software and utilizes this knowledge in directing and coordinating project resources, project personnel, submittals, and schedules.

Relevant Project Experience

NCRTD Master Plan and Conceptual design for Bus Maintenance Facility for Espanola Complex
NCRTD Master Plan and Conceptual design for Operations / Maintenance Complex for Taos, New Mexico
City of Las Cruces Municipal Operations Complex
City of Albuquerque Bus Storage Facility for ABQ Ride Yale Complex
City of Rio Rancho Public Works Maintenance Facility
University of New Mexico Golf Vehicle Maintenance
Rio Rancho Public Schools Maintenance / Warehouse Facility
City of Santa Fe Southside Transit Facility
City of Albuquerque Pino Yards Vehicle Fueling Facility
City of Las Cruces Intermodal Transit Center
City of Albuquerque Uptown Transit Center
City of Albuquerque Central and Unser Transit Facility
Las Cruces Intermodal Transit Facility – Las Cruces, New Mexico

Educaiton:
1974/Bachelor of Fine Arts in Architecture/University of New Mexico

Registration:

Memberships:
American Institute of Architects; National Association of Industrial and Office Properties; Society of American Military Engineers; US Green Building Council

Years of Experience:
35
Kim Kemper has more than 32 years of experience in the planning, development, design, and quality control for municipal projects throughout the Southwest. He has served as Principal-in-Charge, Project Manager, or Project Engineer for more than 600 projects in the region. His philosophy of achieving project excellence through a collaborative problem solving approach has set him apart in the industry. For more than 15 years he has also maintained a GB98 General Contractors License (New Mexico). His unique background and qualifications bring a distinctive approach to any project from both a constructability and functional perspective. Some of the projects on which he has served as the Principal-in-Charge include:

**Relevant Project Experience**
- Las Cruces Intermodal Transit Facility – Las Cruces, New Mexico
- Santa Fe Downtown Transit Center – Santa Fe, New Mexico
- Santa Fe Transit Operations and Maintenance Complex – Santa Fe, New Mexico
- Uptown Transfer Center – Albuquerque, New Mexico
- Westside Transit Facility Master Plan, City of Albuquerque Transit Department – Albuquerque, New Mexico
- Transit Transfer Stations and Intermodal Facilities – Albuquerque, New Mexico
William Wallace, PE, SECB
Structural Engineer

William Wallace has more than 37 years of experience. He has been involved in the design of many highly complex structures. Projects have included: buildings such as dormitories, warehouses, maintenance facilities, religious education centers, border patrol stations, air traffic control towers, pallet storage facilities, and general office space. These structures utilized reinforced concrete, structural steel, concrete masonry units, timber, and light gage steel framing and roof deck. Other more highly complex structures were aircraft hangars and vehicle maintenance facilities where long span roof trusses were utilized. These structures utilized reinforced concrete, structural steel, concrete masonry units, timber, and light gage steel framing and roof deck. Other more highly complex structures were aircraft hangars and vehicle maintenance facilities where long span roof trusses were utilized.

Relevant Project Experience
- DCTA Transit Operations and Maintenance Building – Denton County, Texas
- Vehicle Maintenance Shops – Fort Bliss, Texas
- City of Dallas Southeast Service Center – Dallas, Texas
- Vehicle Maintenance Shops – Fort Hood, Texas
- Tactical Equipment Shops – Fort Hood, Texas

EDUCATION:
1982/Masters, Civil Engineering (Structures)/University of Texas at Arlington
1978/Bachelor of Science, Civil Engineering/University of Texas at Arlington

REGISTRATION:
Professional Engineer/Structural: 1986/ TX/#59641; SECB No. 2158/2008

MEMBERSHIPS:
Structural Engineers Association of Texas (SEAOT)
- 2013 State President
Structural Engineers Association of Texas (SEAOT)
- 2012 State President Elect
National Council of Structural Engineering Association (NCSEA)
American Society of Civil Engineers (ASCE)
National Society of Professional Engineers (NSPE)
International Code Council (ICC)
American Concrete Institute (ACI)
American Institute of Steel Construction (AISC)
Society of American Military Engineers (SAME)
Concrete Reinforcing Steel Institute (CRSI)

YEARS OF EXPERIENCE:
37
SCOTT EDDINGS, PE
Civil Engineer

Scott Eddings has 25 years of design and management experience on a wide range of transportation and public works projects. He has been responsible for projects involving land development, water facilities, roadways, intersections, highways, and utility systems while offering a strong background in project entitlements. He is also responsible for projects involving analysis of water/wastewater systems, open channel flow, closed conduit flow, free outfall systems, and retention/detention systems with an understanding of HEC-RAS, HEC-1, StormCad, FlowMaster, and Syncro 7. His in-depth knowledge of the planning process makes it possible for him to effectively and clearly communicate with owners, planners, engineers, and designers throughout the project life. Possessing a thorough understanding of construction means and methods provides a comprehensive set of construction documents which minimizes construction delays.

Relevant Project Experience
- City of Las Cruces Intermodel Transit Facility
- Albuquerque Rapid Ride – City of Albuquerque Transit Department
- 7 Bar Park and Ride – City of Albuquerque Transit Department
- Uptown Transfer Center – Albuquerque, New Mexico City of Albuquerque Fueling Facilities Upgrades
- Rio Rancho Public Schools, Martin Luther King Elementary School Addition – Rio Rancho, New Mexico
- New Mexico State Police District Six Headquarters – Gallup, New Mexico

EDUCATION:
1994/Master of Engineering, Civil Engineering/University of South Carolina
1990/Bachelor of Science, Civil Engineering/University of New Mexico

REGISTRATION:
Professional Engineer/Civil: 1995/NM/#12856

MEMBERSHIPS:
American Public Works Association; American Society of Civil Engineers; Society of American Military Engineers

YEARS OF EXPERIENCE:
25
Ilir Mesiti, PE, LEED AP BD+C
Mechanical Engineer / Fire Suppression Design / Process Engineering

Ilir serves as a Vice President and Principal-in-Charge/Project Manager for Bridgers & Paxton’s commercial design group. He has extensive experience designing educational and local government projects including maintenance, warehouse, and high-bay facility experience. Mesiti is experienced in the design of HVAC, energy efficient, specialized ventilating and exhaust systems, plumbing and process piping, special laboratory systems, LEED sustainable design, and energy modeling. He has additional experience in variable air volume systems (chilled and hot water), geothermal heat pump systems, variable refrigerant volume systems, 4-pipe fan coil systems with dedicated outside air, dual duct systems, constant volume and variable volume packaged rooftop systems, and underfloor air delivery systems with perimeter reheat.

Relevant Project Experience

- City of Durango, Parks & Recreation Department New Office & Shop Building - Durango, CO (shop/warehouse, vehicle maintenance bay, equipment)
- New Mexico Dept. of Veterans Services, Angel Fire State Veterans Cemetery Office & Pump House Buildings - Angel Fire, NM (maintenance bay)
- State of New Mexico, Dept. of Game & Fish Roswell Office Building - Roswell, NM (Vehicle Maintenance)
- Los Alamos County, White Rock Public Fire Station #3 - White Rock, NM (Vehicle Bays)
- Pueblo of Sandia, Tribal Police Headquarters - Pueblo of Sandia, NM (Vehicle Garage/Secured Parking/Vehicle Impound)
- San Juan County Sheriff Office Building - Farmington, NM (vehicle bays)
- New Mexico Dept. of Game & Fish, Office Complex New Office Complex & Warehouse-Storage Building - Albuquerque, NM (law enforcement vehicle bay)
- Eddy County Sheriff’s Office Complex - Carlsbad, NM (Vehicle bays)

Education:
2007/Bachelor of Science/University of New Mexico/Mechanical Engineering

Registration:
Professional Engineer/Mechanical: 2011/NM/#20505

Memberships:
American Society of Heating, Refrigerating, and Air Conditioning Engineers; International Ground Source Heat Pump (GSHP) Association

Years of Experience:
15
SCOTT D. SURDAHL, CPD  
*Plumbing Design*

Scott Surdahl is the Manager of B&P’s Plumbing Department. Surdahl has 39 years of plumbing design experience and has worked for Bridgers & Paxton for over 35 years. He is a Certified in Plumbing Engineering, Certified Plumbing Designer and a Member of the National Fire Protection Association (NFPA) and American Society of Plumbing Engineers (ASPE). He has extensive experience designing for government facilities. His experience also includes gas generators. Surdahl is experienced in the design of domestic water systems, service piping systems, process piping, medical gas piping & fire protection systems. He has extensive experience designing gas line replacements and new gas line distribution systems on both small and large campuses. Scott is proficient in numerous Federal, State, and local codes and governing regulations.

**Relevant Project Experience**

- Chase Energy Services, Midland Yard Vehicle Maintenance Facility – Midland, TX
- City of Albuquerque, Pino Yards, 4th Street and Animal Control Vehicle Fueling Facilities – Albuquerque, NM
- City of Durango, Parks & Recreation Department New Office & Warehouse/Shop Building – Durango, CO
- Eddy County, North Office Building and Maintenance Garage – Artesia, NM
- Jemez Mountains Electric Cooperative, New Headquarters Complex - Espanola, NM
- New Mexico Department of Game & Fish, Albuquerque Office Complex & Warehouse – Albuquerque, NM
- New Mexico Department of Game & Fish, Roswell Office Building & Warehouse – Roswell, NM
- Porsche Audi Dealership Addition and Renovation – Albuquerque, NM
- U.S. Army Corps of Engineers – Albuquerque District, Ysleta Border Patrol Station Vehicle Maintenance Garage Phase I & II – El Paso, TX

**EDUCATION:**
1983/ Construction Drafting/Central New Mexico Community College

**REGISTRATION:**
Certified Plumbing Designer: #9084

**MEMBERSHIPS:**
National Fire Protection Association (NFPA)  
American Society of Plumbing Engineers (ASPE)

**YEARS OF EXPERIENCE:**
39
Sheena Zimmerman is a Senior Facility Designer. She has over nine years of related facility design experience and has worked on more than 140 maintenance facility projects for transit and municipal clients. Her responsibilities include programming, master planning, and equipment selection, specification, and layout.

Zimmerman helps maintain, create, and utilizes HDR | MDG’s Equipment Coordination System to select specialty equipment for shops. She also provides quality reviews of equipment items for HDR | MDG’s vast Equipment Coordination System library, coordinating with manufacturers worldwide and utilizing insights gained through successful project design to provide precise equipment details.

**Relevant Project Experience**

- Taos Fleet Maintenance and Bus Storage Facility – Taos, New Mexico
- Napa Valley Transit Bus Maintenance Facility – Napa, California
- Phoenix Transit North Facility Study – Phoenix, Arizona
- Pierce Transit Maintenance & Operations Base Improvements (MOBI) - Lakewood, Washington
- RTFA Glenwood Maintenance Facility Expansion – Glenwood, Colorado
- RTFA Aspen Maintenance Facility Expansion – Aspen, Colorado
- King County New Metro Transit Base – Seattle, Washington
- SFMTA Bus Maintenance Facility Study – San Francisco, California
- Mendocino Transit Authority Maintenance and Administration Facility – Ukiah, California
- BC Transit Victoria Region Operations and Maintenance Facility Master Plan – Victoria, British Columbia
- University of Wyoming Transit Maintenance Facility – Laramie, Wyoming
- Saskatoon Civic Operations Centre- Saskatoon, Saskatchewan
Ben Bosse serves as a Senior Electrical Engineer for B&P. His design experience includes public and private projects as well as government buildings and educational facilities. In addition, Bosse system design experience includes: energy efficient HVAC and lighting, fire protection and alarm system design, solar energy systems, high, medium, and low voltage electrical distribution systems, lighting system design, LEED/sustainable design, fire alarm systems, emergency call/nurse call systems, special power distribution systems, energy audits and energy conservation studies, uninterruptible power supply (UPS) and lighting protection/grounding systems.

**Relevant Project Experience**

- Bernalillo County, A/E On-call - Fire Station #43 Remodel & Addition - Tijeras, NM (Vehicle Bays)
- Chase Energy Services, Midland Yard Vehicle Maintenance Facility - Midland, TX
- City of Albuquerque, Albuquerque Fire Department New Fire Station #9 - Albuquerque, NM (Vehicle Bays)
- City of Albuquerque, Regional Transportation Management Center (APD TI) – Albuquerque, NM
- City of Durango, Parks & Recreation Department New Office & Shop Building - Durango, CO (vehicle maintenance)
- City of Lovington, 17th Street Fire Station Design - Lovington, NM (Vehicle Bays)
- City of Santa Fe, New Fire Station No. 2 - Santa Fe, NM (Vehicle Bays)
- Fiesta Nissan, New Auto Dealership Building - Santa Fe, NM
- Hopi Tribe, New Westside Emergency Medical Services Substation - Kykotsmovi, AZ (Vehicle Bays)
- Jemez Mountains Electric Cooperative (JMEC), New Headquarters Complex - Espanola, NM (Vehicle Maintenance)
- Valle de Oro National Wildlife Refuge, Headquarters Office, Visitor Center & Shop – Albuquerque, NM
- Spaceport America, Virgin Galactic Task Order #6 - Fuel Farm - Upham, NM
- State of New Mexico, Youth Diagnostic & Development Center - New Maintenance Bldg. - Albuquerque, NM
- Angel Fire State Veterans Cemetery Office & Pump House Buildings - Angel Fire, NM (maintenance bay)
- NM Dept. of Game & Fish, New Roswell Office Building - Roswell, NM (Vehicle Maintenance)
- Spaceport America Terminal Hanger Facility Virgin Galactic East Side Tenant Improvements Task Order #6 - Upham, NM
- City of Deming, Police Station Addition - Deming, NM
- NM Dept. of Game & Fish, New Office Complex & Warehouse-Storage Building – Albuquerque, NM (Vehicle Maintenance)
- State of New Mexico, Dept. of Public Safety Building (District 3 State Police) Renovation / Addition - Roswell, NM
RALPH ABEYTA, PE
Geotechnical Engineer

As Senior Geotechnical Engineer for NV5, Inc., Ralph Abeyta brings more than 35 years of experience to the project. His specialties include: Project Management, Geotechnical Engineering, Foundation Analysis and Design, Field Inspection, Slope Stability Analysis, Geotechnical Instrumentation, and Pavement Design. He is responsible for preparing proposals for providing geotechnical engineering services, developing field investigation and laboratory testing programs, conducting geotechnical analysis and design, preparing geotechnical investigation reports, and reviewing geotechnical investigation reports prepared by others.

Relevant Project Experience
- Hanger Zero at Moriarty Municipal Airport, Moriarty, NM
- Repair Taxiway Pad 5 at KAFB, Albuquerque, NM
- SP 30 (12) 24 Turnout & Overlook, Acoma, NM
- Comanche & I-25 Sanitary Sewer Rehabilitation, Albuquerque, NM
- Tie Back Walls for Westside Boulevard PH II Bridge, Albuquerque, NM
- MHMV100115 Repair Apron 8 at KAFB, Albuquerque, NM
- MHMV100116 and MHMV100117 Repair Pad 2,3 & Pad 2,3 Taxiway at KAFB, Albuquerque, New Mexico
JOHN TASCHEK, AICP
Environmental Engineering

John Taschek is an environmental compliance and permitting specialist who has provided consulting services in the Southwest since 1983. His expertise includes preparation of categorical exclusions, environmental assessments, and environmental impact statements under the National Environmental Policy Act (NEPA) and reports and studies needed to comply with the Clean Water Act, Endangered Species Act, National Historic Preservation Act, and related regulations. With over 1,000+ past projects, John has primarily been involved in permitting of publically funded infrastructure and other development activities on federal lands. Areas of expertise include NEPA Compliance, Environmental Permitting, Coordination and Management of Multidisciplinary Teams, and Public Involvement and Meeting Facilitation.

Relevant Project Experience

- Yellow Jacket Geographic Area Development Plan: Environmental Assessment
  Montezuma County, Colorado
- NM 564/Boardman Drive Improvements: Categorical Exclusion and Supporting Studies – Gallup, New Mexico.

EDUCATION:
1983/MA in Community and Regional Planning/University of New Mexico
1980/BA in Environmental Studies/University of California, Santa Cruz

REGISTRATION:
American Institute of Certified Planners

YEARS OF EXPERIENCE:
35
Kim Stelzer has 44 years of survey experience. His experience encompasses managing a branch office for a Subsurface Utility Engineering Company as well as managing survey groups for three Top 100 Engineering Firms. Stelzer has experience establishing project scopes, budgets and schedules, as well as managing the QA/QC of all project fieldwork and deliverables. He has provided survey and subsurface utility engineering services for a variety of engineering design projects including infrastructure, transportation, and site design.

**Relevant Project Experience**
- NRCS Santa Cruz Watershed – Chimayo, New Mexico
- Rio Bravo I-25 Improvements – Albuquerque, New Mexico
- National Enrichment Facility (NEF) – Eunice, New Mexico
- Waste Control Specialist Waste Disposal Facility (WCS) – Andrews, Texas
- Waste Isolation Pilot Project (WIPP) South Access Road – Carlsbad, New Mexico
- ALTA Survey, Nolasco Property – Albuquerque, New Mexico
- Property Transfer Surveys, Albuquerque Bernalillo County Water Utility Authority – Albuquerque, New Mexico
- Bosque School Subdivision Replat, Albuquerque Bernalillo County Water Utility Authority – Albuquerque, New Mexico
CHRIS SCOTT, RLA, ASLA, CNU-A
Landscape Architect

Chris Scott is the Team Leader for Planning and Landscape Architecture for the Huitt-Zollars Dallas office. His past project experience ranges from master planning and visioning of urban land developments, community amenity design and aesthetics, hike and bike trail development, multi-family, town home, and student housing developments, commercial and retail developments, multi-use urban developments, streetscapes, manufacturing and industrial development, private and public park development, corporate campus design, restaurant and hotel development, tree preservation and identification, and federal and military housing and urban development.

Relevant Project Experience

- East Biggs Town Center Parking Area Development Guide, Fort Bliss, United States Army – El Paso, Texas
- Industrial Complex, VMF/EMF Facilities Fort Bliss, United States Army – El Paso, Texas
- DES Headquarters and Police Station, White Sands Missile Range, United States Army – El Paso, Texas
- Mesquite WWTP Operations Building
- Love Field Modernization Program North Texas Transportation Authority
- Fort Bliss Transportation/Traffic Infrastructure

EDUCATION:
1992/Bachelor of Landscape Architecture/Texas Tech University

REGISTRATION:

MEMBERSHIPS:
American Society of Landscape Architects; The Council of Landscape Architectural Registration Boards; Texas Recreation and Parks Society

YEARS OF EXPERIENCE:
27
Reb Guthrie is a Principal and Co-Founder of Fuel Solutions, Inc. He has managed the majority of the projects performed by the company since its inception, including the assessment, specification, development and installation of over 120 compressed natural gas (CNG) fueling facilities and two-dozen conventional petroleum fueling stations for more than 95 municipalities, transit authorities, counties, school districts and federal agencies throughout the U.S. Includes extensive experience with both design-build and design-bid-build projects.

Relevant Project Experience

- Fueling Facility – City of Denver Solid Waste Division
- Fuel Transit-Maintenance Facility – Phoenix Transit Department
- CNG-Fueling Facilities – Municipal Utility District, Omaha
- CNG Fuel-Provider Program – Los Angeles County Metropolitan Transportation Authority
- Evaluate Customer Fueling Requirements – Cities Of Alhambra, El Monte, Redondo Beach And Santa Monica, Hawthorne, West Covina, County Of Imperial, Whittier Union HSD, Kings Canyon USD, Montebello USD, Simi Valley Transit, Disneyland, Victor Valley (CA) Transit, And New York City Transit
- Facility Design for CNG, LCNG And Petroleum Fueling Infrastructure - Santa Monica Municipal Bus (HOK), City of Phoenix and City of Tempe (RNL), Massachusetts Bay Transit Authority, Massport and Los Angeles DOT (STV Inc.), Port of Long Beach (Gensler), Los Angeles County Metro (Maintenance Design Group), and Los Angeles USD (Glumac)
KRIS CALLORI, AIA, LEED AP
Sustainability Project Management

Kris Callori serves as Architect, LEED Fellow, USGBC Faculty, WELL AP, Fitwel Ambassador, GPCP, Biomimicry Specialist and Founder of Verdacity, LLC. She has been a registered architect since 1999, and a LEED AP since 2002. As a member of the first class of LEED Fellows, Callori has been recognized to convey established leadership, mentorship, advocacy and technical expertise in the green building industry. As USGBC Faculty, she provides curated workshops to progress industry knowledge of the LEED Rating System. Her WELL and Fitwel credentials signify advanced knowledge in human health and wellness in the built environment. As a Guiding Principles Compliance Professional (GPCP), Callori effectively implements the adoption of sustainability initiatives among federal agencies. In 2017, Callori was appointed to the Health Leadership Network established by the Urban Land Institute where she participated in the development of framework that links human health outcomes with the design of the built environment. In 2018, Callori was honored as a Women of Influence by Albuquerque Business First.

- CNM A Building – LEED NC Silver
- CNM SV-2 Classroom & Administration Building – LEED CI Silver
- CNM Smith Brasher Hall – LEED NC registered
- CNM-APS Native American Community Academy Joint Facility – LEED for Schools registered
- CNM Max Salazar Hall – LEED NC registered
- SFCC Trades & Advanced Technology Center – LEED NC Platinum
- IAIA Science and Technology Center – LEED NC Gold
- IAIA Sculpture and Foundry Building – LEED NC Gold
- UNM Chemistry Renovation – LEED NC Gold
- UNM Dental Clinic – LEED CI Gold
- UNM School of Digital Media – LEED CI Gold
- NMSU Health & Social Services – LEED NC Gold
- NMSU Grants Library Renovation – LEED CI registered
- UNM Clinical Neurosciences – LEED CI Silver
- UNM Zimmerman Library – LEED CI Silver
- UNM Anderson School of Business – LEED NC registered
- NMSU Gardiner Hall – LEED NC Silver
- University of Phoenix – LEED EB Silver
- NMIMT Children’s Center – LEED for Schools registered
- NMIMT Tech Dormitory – LEED NC registered
- CCC Allied Health – LEED NC registered
- UNMH Adult Hospital – Sustainability Masterplan

EDUCATION:
1994/Bachelor of Architecture/The Catholic University of America
2017/Master of Biomimicry/Arizona State University

REGISTRATION:
Registered Architect:
NM/#3470
USGBC Faculty
LEED AP BD+C
LEED AP ID+C
LEED AP EB+OM
WELL AP 0000000089

MEMBERSHIPS:
Fitwel Ambassador
Guiding Principles Compliance Professional
Green Advantage Certified Practitioner
Certified Biomimicry Specialist
Guest Lecturer, UNM School of Architecture + Planning & School of Engineering
Guest Lecturer, Central New Mexico Community College

YEARS OF EXPERIENCE:
24
THREE (3) ORGANIZATIONAL REFERENCES
i. Three (3) Organizational References

**Michael Bartholomew**
Transit Administrator
Road Runner Transit (Las Cruces)
300 W Lohman Ave
Las Cruces, New Mexico 88001
(675) 541-2500
mbartholomew@las-cruces.org
Staff Member: John Jarrard / HZ

**Jon Bulthuis**
Deputy Public Works Director
Los Alamos County
1000 Central Avenue
Los Alamos, New Mexico
(505) 662-8088
jrbulthuis@lacnm.us
Staff Member: John Jarrard / HZ

**Mark Eshelman**
Project Manager
ABQ. Ride
DMD/CIP Fiscal
P.O. Box 1293
Albuquerque, New Mexico 87103
(505) 724-3148
meshelman@cabq.gov
Staff Member: John Jarrard / HZ
CERTIFICATIONS
j. Certifications

Certifications are listed in Section H. Staff Resumes.
K.

The North Central Regional Transit District (NCRTD) commissioned Huitt-Zollars in October 2013 to provide the preliminary design for a new maintenance facility planned at the existing NCRTD complex on Riverside Road in Espanola, NM. The design team met with NCRTD staff on several occasions to confirm operational requirements, space and equipment needs and functional relationships. Both current and long-range (10 & 15 year horizons) needs were identified in the programming efforts. The existing property currently houses the district’s administration facility and NCRTD Board Room. The new maintenance complex will include a four (4) bay maintenance building with associated support space, a new fueling facility with above ground fuel tanks for both unleaded and diesel fuel and a bus wash facility with automated water recycling wash equipment. The fueling island will include dispensers for both unleaded and diesel fuels located under a canopy structure. The maintenance building is designed with four maintenance bays for current maintenance operations and two additional bays for future expansion to meet long term needs. The new building will also house tool and equipment storage areas, offices, toilet / locker rooms, break room and mechanical and electrical rooms.

Huitt-Zollars also developed preliminary site design including bus and van parking, a park & ride lot for commuters and a future TOD development to complete the site development. Huitt-Zollars prepared a topographic survey of the entire site for this design effort.

The proposed NCRTD Maintenance Facility is an opportunity to provide a critical link for the region transportation system. Accommodation of the design elements will require working with multiple stakeholder groups to ensure this project is successful as a maintenance hub for the district. The building will support NCRTD users by locating local transit and regional transportation providers.

The Huitt-Zollars, Inc. design team will work closely with NCRTD and stakeholders to develop conceptual design alternatives and final designs of the facility. We will draw collectively on our team’s experience with the design of bus maintenance facilities and implementation of these design requirements.

As transit facilities develop, it is important that the new facilities are compatible with the comprehensive plan goals for future growth and development and the urban design and landscape standards that have been developed in the Española community. We will develop an implementation strategy early in the design process that will be inclusive and lead to acceptance of these requirements.

We recommend a series of workshops early in the design process – involving NCRTD staff and community planners, and other stakeholders to be identified with the community – to test design alternatives. Our team will manage the design process and will work closely with NCRTD staff during this early phase of the work. Following the development of site design alternatives, the design team will develop conceptual design and preliminary design drawings of the proposed alternatives for the transit complex design. The work will include traffic analysis, civil and environmental analysis, program development and facility design as well as a final design report that will summarize the findings.
DESIGN – HOW PAST DESIGNS FIT INTO AESTHETICS OF BUILDINGS AND LANDSCAPE
1. Design - How Past Designs fit into aesthetics of buildings and landscape

In a time when we have greater understanding of the impact of buildings on our health and our environment, both globally and locally, attention to sustainable principles becomes essential for any building design. School building materials strive to utilize environmentally conscientious and regionally sensitive materials and construction methods.

The building as a living system comes into creation through a process; this process begins on paper, moves in to the environment, and then evolves into part of the regional environment.

It is crucial to monitor the building process with the intention of leaving the lightest impact on the place and its occupants. The process of building should be as conscientious as the intent of the building. The construction waste material will be managed with stewardship in mind, using local materials where feasible and recycled materials when available.

The design of the new facility will stress functionality, convenience and clarity for NCRTD users. Bus operators must compete with the private automobile for passengers and a high level of safety and ease in their experience is required to do this. Some design elements that can contribute to a positive experience for users include accessibility to parts and tools, quality of air and natural light, an open, un-constrained interior, clear layout and progression of functions, properly functioning systems (such as locker rooms, maintenance bays, etc.), accessibility and the inclusion of proper signage. Careful attention to safety and security also needs to be addressed.

The preferred (approved) design concept developed will serve as the basis for the final design. The design team will complete the final design documents for the site and terminal. Review of all elements including cost control and quality control will be carefully monitored to ensure that the documents are coordinated and complete. A full review session with NCRTD staff will be scheduled and the designs presented to the NCRTD Board and others as appropriate.

The new maintenance facility will be designed to be easily managed and maintained so that it will retain its status as a sustainable element into the future. A traffic and pedestrian circulation study will be completed to determine the best way to provide access for buses and other modes to the site and building. Curb cuts, impacts on nearby intersections, crosswalks and pedestrian paths will be evaluated to determine the best design. The quality of these routes and paths will have a large effect on how well the building is integrated with the surrounding environment.

Design elements will include:
- Site design including civil design for roadway, drives, parking stalls, sidewalks, crosswalks, etc,
- Landscape design – compatible with local landscape standards / materials
  - Building design including Canopies, Windscreens, and Seating
  - Maintenance Bays
  - Toilet Rooms
- Administrative Spaces
- Support Areas
  - Electrical/power design for lighting, emergency power and security elements
  - Signage and wayfinding elements
  - Noise Control / abatement solutions
    - Earth Berms
    - Landscaping
    - Sound walls
  - Security and ITS design
    - Identify ITS technologies – CCTV, access to Emergency alarms / controls
Our commitment is to understand the needs of our clients and to meet those needs by delivering professional services with the highest level of quality and integrity.
**CORPORATE IDEOLOGY**

*PURPOSE + CORE VALUES + GOAL + COMMITMENT = SUCCESS*

**PURPOSE**
To constantly improve the quality of life in our world.

**CORE VALUES**
- To achieve the highest level of quality in everything we do.
- To always conduct ourselves with consummate integrity.
- To achieve client satisfaction through uncompromised personal service.
- To provide the appropriate environment for people to work, grow, and prosper.
- To maintain consistent growth and a reasonable profit in order to perpetuate a healthy company.
- To always strive to advance our services to new horizons.

**GOAL**
To be the very best in our industry.

**COMMITMENT**
To be unrelenting in the pursuit of our goal, while always maintaining our sense of purpose and never compromising our core values.

**SUCCESS**
Huitt-Zollars “The Very Best”
COST ANALYSIS OF PRICING
COST RESPONSE SECTION

a. Completed Cost Analysis of Pricing of product and materials. The price lists shall include a detailed breakdown of the pricing for completion of the project based on the scope of work.

The following section includes the estimated construction costs and the associated design fee for the scope of work as outlined in the RFP.

CONSTRUCTION COST ESTIMATE

The total estimated cost for the Phase One scope of work as described in the 2017 Updated Master Plan and Preliminary Design is $6,690,00.00 (Including NMGRT). This includes the new maintenance building, fueling island and associated site work. Furniture, fixtures and equipment (FF&E) are also included as shown. Additionally, the project soft costs are included based on the estimated construction amount. This estimate assumes construction beginning in the near future with 12 months construction duration. Actual construction costs could be higher if the construction is delayed significantly.

A breakdown of these costs are provided in the graphic to the right.

| North Central Regional Transit District |
| New Maintenance Complex |

PRELIMINARY COST ANALYSIS

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITY</th>
<th>UNITS</th>
<th>$ / UNIT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAINTENANCE BUILDING</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIGH BAY AREA</td>
<td>2,800</td>
<td>SF</td>
<td>$225.00</td>
<td>$630,000</td>
</tr>
<tr>
<td>LOW ROOF AREA</td>
<td>9,800</td>
<td>SF</td>
<td>$215.00</td>
<td>$2,107,000</td>
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<tr>
<td>COVERED WASH BAY</td>
<td>1,400</td>
<td>SF</td>
<td>$160.00</td>
<td>$224,000</td>
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<tr>
<td>BUS WASH BUILDING</td>
<td>2,700</td>
<td>SF</td>
<td>$180.00</td>
<td>$486,000</td>
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<tr>
<td>FUELING ISLAND</td>
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<td>FUELING SYSTEM</td>
<td>1</td>
<td>LS</td>
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<td>$120,000</td>
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<tr>
<td>ABOVE GROUND TANKS</td>
<td>2</td>
<td>EA</td>
<td>$48,000.00</td>
<td>$96,000</td>
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<tr>
<td>CANOPY</td>
<td>3,600</td>
<td>SF</td>
<td>$45.00</td>
<td>$162,000</td>
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<tr>
<td>SITE WORK</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>EARTHWORK</td>
<td>18,850</td>
<td>CY</td>
<td>$12.00</td>
<td>$226,200</td>
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<td>UTILITY EXTENSIONS</td>
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<td>LS</td>
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<td>$60,000</td>
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<tr>
<td>8&quot; CONCRETE PAVING</td>
<td>18,800</td>
<td>SY</td>
<td>$26.00</td>
<td>$488,800</td>
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<tr>
<td>PERIMETER FENCING</td>
<td>1,600</td>
<td>LF</td>
<td>$60.00</td>
<td>$96,000</td>
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<tr>
<td>LANDSCAPING</td>
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<td>LS</td>
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<tr>
<td>EQUIPMENT</td>
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<td></td>
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<tr>
<td>MAINTENANCE EQUIPMENT</td>
<td>1</td>
<td>LS</td>
<td>$787,000.00</td>
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<tr>
<td>SUBTOTAL</td>
<td></td>
<td></td>
<td></td>
<td>$5,553,000</td>
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CONSTRUCTION / DESIGN CONTINGENCY $555,300

NMGRT @ 8.9375% $545,929

TOTAL w/ NMGRT $6,654,229

Maintenance Building Equipment List

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lubrication System</td>
<td>$91,000</td>
</tr>
<tr>
<td>Compressed Air System</td>
<td>$49,000</td>
</tr>
<tr>
<td>Lifts</td>
<td>$182,000</td>
</tr>
<tr>
<td>2 - Mobile Lifts</td>
<td>$260,000</td>
</tr>
<tr>
<td>Automatic Bus Wash Equip.</td>
<td>$114,000</td>
</tr>
<tr>
<td>Vehicle Exhaust System</td>
<td>$91,000</td>
</tr>
<tr>
<td>Misc. Shop Equipment</td>
<td>$114,000</td>
</tr>
<tr>
<td>Benches</td>
<td>$91,000</td>
</tr>
<tr>
<td>Parts Cleaning System</td>
<td>$114,000</td>
</tr>
<tr>
<td>Shelving, Racks, etc.</td>
<td>$91,000</td>
</tr>
</tbody>
</table>

TOTAL $787,000
PROPOSED DESIGN FEE
The design fee for the basic services anticipated below is $495,600.00. (Excluding NMGRT) A detailed breakdown of the fee and other associated costs is provided below. This fee is based on the scope of services shown below.

North Central Regional Transit District
Transit Maintenance Facility Final Design

Proposed Design Fee

4/22/2019

Basic Services

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Program./Schem. Design</th>
<th>Design Development</th>
<th>Const. Doc.</th>
<th>Bidding</th>
<th>Const. Admin</th>
<th>Total Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil</td>
<td>$4,906</td>
<td>$7,360</td>
<td>$26,004</td>
<td>$981</td>
<td>$9,813</td>
<td>$49,064</td>
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<tr>
<td>Architectural/PM</td>
<td>$24,136</td>
<td>$36,204</td>
<td>$127,919</td>
<td>$4,827</td>
<td>$48,271</td>
<td>$241,357</td>
</tr>
<tr>
<td>Mechanical</td>
<td>$3,717</td>
<td>$5,576</td>
<td>$19,700</td>
<td>$743</td>
<td>$7,434</td>
<td>$37,170</td>
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<tr>
<td>Electrical</td>
<td>$3,420</td>
<td>$5,129</td>
<td>$18,124</td>
<td>$684</td>
<td>$6,839</td>
<td>$34,196</td>
</tr>
<tr>
<td>Fueling Consultant</td>
<td>$2,577</td>
<td>$3,866</td>
<td>$13,659</td>
<td>$515</td>
<td>$5,154</td>
<td>$25,771</td>
</tr>
<tr>
<td>Maint. Design Consultant</td>
<td>$5,947</td>
<td>$8,921</td>
<td>$31,530</td>
<td>$1,189</td>
<td>$11,894</td>
<td>$59,472</td>
</tr>
<tr>
<td>Structural</td>
<td>$4,857</td>
<td>$7,265</td>
<td>$25,741</td>
<td>$971</td>
<td>$9,714</td>
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<tr>
<td></td>
<td>$48,560</td>
<td>$74,340</td>
<td>$262,668</td>
<td>$9,912</td>
<td>$99,120</td>
<td>$495,600</td>
</tr>
</tbody>
</table>

Additional Services (Optional)

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topographic Survey</td>
<td>$12,300.00</td>
</tr>
<tr>
<td>LEED / Sustainability Consulting</td>
<td>$56,300.00</td>
</tr>
<tr>
<td>Environmental Assessment</td>
<td>$25,720.00</td>
</tr>
<tr>
<td>Facility Maintenance Plan</td>
<td>$55,780.00</td>
</tr>
<tr>
<td>Value Engineering Service</td>
<td>$26,600.00</td>
</tr>
<tr>
<td><strong>Total Additional Services</strong></td>
<td><strong>$178,700.00</strong></td>
</tr>
</tbody>
</table>

Reimbursable Expenses

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geotechnical Report Phase I</td>
<td>$9,650.00</td>
</tr>
<tr>
<td>Geotechnical Report Phase II</td>
<td>$8,670.00</td>
</tr>
<tr>
<td>Printing</td>
<td>$6,500.00</td>
</tr>
<tr>
<td><strong>Total Reimbursable Expenses</strong></td>
<td><strong>$24,820.00</strong></td>
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</tbody>
</table>

Note: Basic Fee does not include NMGRT, Additional Services or Reimbursable Expenses

SCOPE OF SERVICES

Predesign Phase Services

Project Initiation
A project initiation meeting will be conducted to introduce the project team to the Project Manager and NCRTD staff and the project committee. The meeting will be used to clarify scope of work, define roles and responsibilities, and review the schedule of work as well as to discuss workshops and public process. Milestones and key decision points will be identified. This meeting will also present an opportunity to review and identify the process for obtaining information that will be pertinent to the design process.

Following the project initiation meeting, our team will finalize the project management plan and schedule that will be distributed to team members and the NCRTD Project Manager. A brief memo highlighting the key issues raised regarding the design of the new intermodal facility will be prepared to form a common basis of understanding for NCRTD and the design team.

Site Analysis/Data Collection
The project team will review existing plans and documents. This information will be collated and documented prior to the start of design, and will also be used to create background documents for the design tasks. Documents will include the following:

HUITT-ZOLLARS
- 2014 Facility Master Plan document (Updated in 2017)
- Utility information and reports
- Existing geotechnical reports / site survey
- Identification of all relevant building codes and zoning regulations

**Program Verification**
A workshop session will be conducted to confirm the functional requirements and programmatic elements identified in the previously prepared program document.

**Survey Information**
Additional survey information if required by the project shall be identified and shall be gathered as necessary. Utility locations are to be identified, as well as any restrictions that may be attached to the proposed site. This will include study of existing site conditions to identify possible site issues that may affect locations of new structures.

**Geotechnical Analysis**
A geotechnical report was performed for the property and the 7 acres of vacant land for the site of the project. The design team will determine if a new Phase I geotechnical investigation is needed. The Phase I investigation shall include compilation and review of available geotechnical and geological information regarding the study area, including past site usage. Laboratory tests shall also be carried out on recovered soil samples to aid soil classification and determination of pertinent engineering properties.

The results of the Phase I geotechnical investigation will be summarized in a written report with all test results attached and forwarded to the District. The report shall include preliminary assessments of site preparation needs, foundation support considerations, cut slope stability and recommendations for additional investigation at the site that shall be required for final design.

**Phase II Geotechnical Investigation (If required)**
Subject to final siting of the facilities and the results of the Phase I geotechnical investigation described above, a Phase II geotechnical investigation program may be required. The Phase II scope may be optimized and minimized as a result of the Phase I investigation and/or may include additional soil borings at the locations of the planned structures. The Phase II subsurface investigation shall be made to determine soil characteristics at specific structure locations, depth to bedrock and foundation conditions for the final design of the structure(s). A complete analysis, study and written report of subsurface conditions and geotechnical design criteria will be included.

**Schematic Design Phase**
During the Schematic Design, the Design Team will develop potential alternative plans to meet the requirements established in the previous task and in the Design Criteria. Design alternatives, if required, will be presented to the NCRTD staff during a facilitated review session. The Design Team will further develop the plans into schematic design level of detail and provide drawings and plans for recommendation to NCRTD staff. The schematic design will include preliminary sections and elevations, perspective renderings, selection of building systems and materials, dimensions, areas and volumes and a computer generated model of the Design Team’s recommended solution. Deliverables will include:

**Site Design**
A preliminary site plan will be developed to determine the optimal layout of the facilities, including maintenance building, fueling island and bus wash. The Design Team will coordinate operational and equipment related functional requirements for building systems and utilities. Water conservation measures will be identified as well as lighting, vehicle circulation, parking layouts, and other similar site design issues.

**Facility Design**
The Design Team will coordinate operational and equipment related functional requirements for building systems and components including architectural, structural, mechanical, electrical, plumbing, and human engineering, then will review architectural/engineering design for functional response to program equipment.
Preliminary Cost Estimate
The Design team will prepare an updated cost estimate based upon the completed schematic design drawings and supporting documents. This detailed estimate will be prepared on a quantitative survey basis following the CSI 16 division format.

Environmental Documentation
All projects that receive FTA funding must meet NEPA requirements for adequately considering the environmental impacts of the project. The scope of the project determines the level of effort required in the environmental process. It is likely this project will receive a Categorical Exclusion (CE) due to the project size and overall scope of the anticipated work. The design team will prepare all documents required by NEPA for determination of the environmental impact including public notices and field investigations as necessary to support the CE decision.

Design Development Phase
During the Design Development Stage, detail of the various project components will be defined. Dimensions will be tied down and building details will be refined. Work to be performed during this phase will include:

Specifications
The Design Team will prepare a set of Preliminary Specifications for the project during this phase of the work. The Preliminary Spec will be produced in the CSI 16 division format and will include preliminary information for all components of the project.

Equipment Design
The Design Team will identify, by functional area, maintenance, process piping, and fuel system equipment needed to support maintenance activities. Maintenance equipment includes storage, shop, and equipment, lifts, and cranes. Process piping equipment includes compressed air system components (i.e., compressor, dryer, hose reels, filter, regulator, and lubricator) and system components (i.e., pumps, hoods, tanks, hose reels). Identify quantities required, dimensions, and impact on other Design Team disciplines. Finally, a Preliminary Equipment List will be developed and reviewed with NCRTD staff.

Building Materials and Color Boards
The Design Team will prepare sample boards showing the various building materials and colors proposed for the project for NCRTD review and approval.

Cost Estimate
The Design Team will prepare an updated construction cost estimate following the completion of the Design Development documents. This estimate will be formatted as the previous estimate.

Value Engineering (Optional)
The design team shall provide an opinion regarding value engineering or value analysis in order to provide recommendations that can be incorporated in the design with the greatest cost benefit to the project. FTA Circular 5010.1 E should be consulted as to whether a separate independent value engineering team to evaluate the proposed design should be brought in.

Construction Document Phase
Two submittals will be provided to NCRTD for review: one at 50% complete and a final at 95% complete. The final submittal will provide all necessary documentation for bidding, permitting and construction. Work to be included in this phase:

Cost Estimate
The Design Team will prepare an updated construction cost estimate based upon the completed Construction Documents. This estimate will be formatted as the previous estimate.

Construction Documents
The Design Team will submit the Construction Documents to NCRTD for review at completion. Following the County review of the documents, the Design Team will update and revise the drawings and specs accordingly, and will submit the final documents for bidding and permitting. The District will review the contract documents submittal from the Architect and Engineer Firm and provide comments for incorporation into the final documents prior to authorizing that the project be let for bidding.
Deliverables:
- Completed construction drawings
- Completed written technical specifications (16 Division CSI format)
- Equipment cut sheets
- Final equipment layout drawings
- Final project schedule
- Final cost estimate

Bidding and Permitting
The permitting will be State of New Mexico, Construction Industries Division. The design team will review the design with NCRTD and the appropriate departments and any other agencies having jurisdiction within the locale to obtain the necessary development permits for the new facility. The design shall also be reviewed with suppliers of utility services, as necessary, to develop the construction documents and obtain permits. The Design Team will coordinate and furnish documentation required for approvals, permits, utility service and connections, and the relocation of existing utilities and other facilities. During the bidding phase, the Design Team will assist NCRTD by attending the pre-bid conference and explain the details of the project to perspective bidders. In addition, the Design Team will respond to questions from bidders and provide clarifications in the form of an addendum if necessary. We will also assist with evaluation of the bids, contractor selection and the review and evaluation of all post award submittals by the contractor.

Construction Administration
The Design Team will provide construction administration services to NCRTD during the course of the bidding and construction period. Specific work will include, but not be limited to:

The Team will provide the following services throughout the construction period:
- Construction site visits, which will average approximately one visit per week by the Architect/Engineer, to be timed to occur at the appropriate stages of the construction, and in conjunction with the General Contractor’s (GC) on-site construction meetings. Following each site visit, a field observation report will be prepared and distributed noting the progress of the work and any observed deficiencies, which must be corrected. In addition, each of the design disciplines (civil, structural, mechanical, electrical, landscape, maintenance consultant) will make site visits at the appropriate stages of construction for their particular disciplines and will file field observation reports as well.
- Participate in regularly scheduled construction coordination meetings in conjunction with the GC. Our engineers will also attend coordination meetings at the appropriate stages of construction for their particular disciplines.
- Provide normal and reasonable interpretations and clarifications to the Contractor, including responding to normal and reasonable Requests for Information (RFIs).
- Review shop drawings and submittals, which will include receiving, reviewing, and taking appropriate action on all submittals made by the Contractor including shop drawings, material samples, mix designs, product brochures and literature, etc.
- Review all the Contractor’s pay requests, change orders, field orders, claims for additional time and other such data and take appropriate action on behalf of the Owner.
- Conduct a “punch list” walk-thru prior to signing-off on the Certificate of Substantial Completion for each of the buildings. The “punch list” will identify all work items, which must be corrected or completed
- Eleven months after substantial completion (and one month before the end of the one-year warranty period expires), the Architect and Engineer Firm shall conduct a warranty inspection for the purpose of identifying any items of work that need to be corrected under the warranty. The Design Team shall work with the NCRTD as required to ensure that the work is corrected in a timely manner.

Facility Maintenance Plan
A Facility Maintenance Plan (FMP) will be prepared that shall identify the maintenance requirements of all building components, systems and equipment that need to be maintained on a regular basis and the frequency of maintenance required. Specifically, the work includes the following:
- Identifying all building components, systems and equipment requiring maintenance.
- Reviewing the list of items identified above to determine the availability of resource data for each item.
Reviewing all available resource data, including the O&M manuals, installation manuals, shop drawings, warrant information, product data and nameplate information.

- Identify all periodic inspection and maintenance requirements for each item.
- Develop detailed facility maintenance standards and procedures, which shall clearly define maintenance personnel responsibilities.
- Develop a work order system to effectively monitor preventive maintenance activities.
- Identify maintenance task intervals to provide a basis for facility maintenance master schedule.
- Provide computer-based facility maintenance program software to automate the work orders and master schedule.
- Provide all of the above described items in an organized facility maintenance system operating manual.
- Provide onsite startup assistance and training to familiarize maintenance personnel with the system.

**Sustainability / Commissioning Services (Optional)**

Design team will assemble all sustainability documentation and supporting data; provide the necessary certification documentations with the U.S. Green Building Council, Green Globes, Energy Star, or other appropriate agency; and provide necessary additional supporting documents as required to achieve the desired certification level. The commissioning agent shall also test the building systems and provide and compile the data supporting the design and certification. The design team will prepare and execute the submission documentation for the NCRTD. The team will submit the data to the sustainability certification agency as required and manage the submittal process.

**SCOPE OF WORK – ENERGY MODEL**

**Design Phase**

- Communicate with the project team regarding the mandatory provisions of ASHRAE Standard 90.1-2010. Confirm that compliant components are included in the construction documents.
- Coordinate energy modeling input assumptions with project team. Consider variables that merit analysis.
- Establish baseline energy model per LEED BD+C version 4 requirements.
- Based upon the 50% drawings and design data, develop project based energy model. Provide 50% Energy Assessment Report, including narratives describing strategies for achieving desired energy reduction, including building envelope, process loads, mechanical equipment design and integration. Meet with Project Team to review recommendations and arrive at an optimized scenario. Integrate energy analysis with daylight design.
- Based on 95% drawings and design data, develop final energy model and determine energy cost savings. Enter data into LEED credit template for compliance with EA Prerequisite Minimum Energy Performance and EA Credit Optimize Energy Performance.
- Respond to GBCI comments, as required.

**SCOPE OF WORK – DAYLIGHT MODEL**

- Communicate with the project team regarding daylight performance criteria. Confirm that compliant components are included in the construction documents.
- Coordinate daylight modeling input assumptions with project team. Consider variables that merit analysis.
- Establish baseline daylight model per LEED BD+C version 4 requirements.
- Based upon the 50% drawings and design data, develop project based daylight model. Provide 50% Daylight Assessment Report, including diagrams and narratives describing strategies for meeting desired goals. Meet with Project Team to review recommendations and arrive at an optimized scenario. Integrate daylight analysis with energy design.
- Based on 95% drawings and design data, develop final daylight model. Enter data into LEED credit template for compliance with EQ Credit Daylight.
- Respond to GBCI comments as required.

**SCOPE OF WORK – BUILDING COMMISSIONING**

- Review sequence of operations for zones, exhaust, and air-handler control points and provide recommendations for ease of operation and energy efficiency.
- Review controls points list, deliver electronic pre-functional testing checklists to sub-contractors for control new points, and write functional tests for new controls.
- Gather and review completed manufacturer’s pre-functional checklists from sub-contractors for all equipment and document per LEED v4 requirements.
- Determine statistically significant sample size for functional-testing of terminal units and controllers based on activity areas, capacity of terminal unit, and distance from central air-handling equipment and per LEED v4 requirements.
- Create and maintain commissioning issues log to document all known issues and possible conflict from design phase through the 1-year close out.
- Perform additional field observations of systems and controls, and attend additional construction meetings to help coordinate known issues pertaining to the commissioning issues log and document per LEED v4 requirements.
- Conduct functional tests with sub-contractors for a sample of terminal units, all main air-handler control points, and all exhaust fans & document per LEED v4.1 requirements.
- Re-test failing equipment and increase sample size, if greater than 5% of tested units fail functional testing criteria.
- Systems included in commissioning are as follows:
  - All Lighting & Lighting Controls
  - All HVAC Systems & Controls
    - All Water-Side Systems (chillers/boilers/pumps/water-heaters)
    - All Ventilation Systems
- Observe systems training and compile systems manuals for facility manager(s).
- Enter data into LEED template for compliance with EA prerequisite Fundamental Commissioning and EA credit Enhanced Commissioning (Monitoring).
- Respond to GBCI comments as required.
- Conduct expanded performance trend-log analysis through the building automation system and provide recommendations for optimal performance of new controls – in alignment with LEED v4 Monitoring Based Commissioning
- Modify final commissioning report to include all equipment.
- Submit documentation in accordance with LEED v4 commissioning requirements.
- Conduct one-year close-out trend-analysis and systems functionality review.

The schedule shown below is based on the Districts requirement to complete the design phase by December 1, 2019. An expanded schedule will be developed prior to the start of the project that will identify in detail the specific tasks and duration of each and interdependency of each. Because Huitt-Zolliars prepared the preliminary design for the project and are most familiar with NCRTD’s design and operational requirements, NCRTD can be assured we will meet this very aggressive design schedule.

<table>
<thead>
<tr>
<th>TASK</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kick Off Meeting</td>
<td>1 Day (June 2019)</td>
</tr>
<tr>
<td>Program / Master Plan Review</td>
<td>2 Weeks</td>
</tr>
<tr>
<td>NCRTD Review</td>
<td>1 Week</td>
</tr>
<tr>
<td>Schematic Design</td>
<td>3 Weeks</td>
</tr>
<tr>
<td>NCRTD Review</td>
<td>2 Weeks</td>
</tr>
<tr>
<td>Design Development Phase</td>
<td>6 Weeks</td>
</tr>
<tr>
<td>NCRTD Review</td>
<td>2 Weeks</td>
</tr>
<tr>
<td>Construction Document Phase</td>
<td>8 Weeks (24 Weeks = December 1, 2019)</td>
</tr>
<tr>
<td>Bidding Phase</td>
<td>TBD</td>
</tr>
<tr>
<td>Construction Phase</td>
<td>TBD</td>
</tr>
</tbody>
</table>
b. Within each section of the proposal, offerors should address the items in the order indicated above. All forms provided in this SOQ/RFP must be thoroughly completed and included in the appropriate section of the proposal. All discussion of proposed costs, rates or expenses must occur only in Binder #3 on the cost response section.

Forms are included on the following pages.
CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

(To be submitted with each bid or offer exceeding $100,000)

The undersigned [Contractor] certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such expenditure or failure.]
The Contractor, **Huitz-Zollars, Inc.**, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, *apply* to this certification and disclosure, if any.

[Signature]

Signature of Contractor's Authorized Official

Kim R. Kemper, PE

Name and Title of Contractor's Authorized Official

April 22, 2019

Date
NON-COLLUSION AFFIDAVIT

This affidavit is to be filled out and executed by the Bid; if a corporation makes the bid, then by its properly executed agent. The name of the individual swearing to the affidavit should appear on the line marked "Name of Affiant." The affiant's capacity, when a partner or officer of a corporation, should be inserted on the line marked "Capacity." The representative of the Bidder should sign his or her individual name at the end, not a partnership or corporation name, and swear to this affidavit before a notary public, who must attach his or her seal.

State of ___________ Albuquerque ___________, County of ___________ Bernallillo ___________

I, ___________ Kim R. Kemper ___________, being first duly sworn, do hereby state that

(Name of Affiant)

I am ___________ Senior Vice President ___________ of Huitz-Zollars, Inc.

(Capacity) ___________ (Name of Firm, Partnership or Corporation)

Whose business is ___________ Huitz-Zollars, Inc.

And who resides at ___________ Albuquerque, New Mexico

And that ___________ Kim R. Kemper, PE / Huitz-Zollars, Inc.

(Give names of all persons, firms, or corporations interested in the bid)

is/are the only person(s) with me in the profits of the herein contained Contract; that the Contract is made without any connection or interest in the profits thereof with any persons making any bid or Proposal for said Work; that the said Contract is on my part, in all respects, fair and without collusion or fraud, and also that no members of the Board of Trustees, head of any department or bureau, or employee therein, or any employee of the Authority, is directly or indirectly interested therein.

Signature of Affiant: ___________ Kim R. Kemper ___________ Date: ___________ 4-22-19 ___________

Sworn to before me this ___________ 22nd ___________ day of ___________ April ___________, 2019 ___________.

Notary public: ___________ Anita M. Spacagna ___________

My commission expires: ___________ October 25, 2019 ___________
OFFEROR FORM

Bidder shall complete the following form and include it in the Bid.

OFFEROR

By execution below by a duly authorized representative(s) of the Bidder, the Bidder hereby offers to furnish equipment and services as specified in its Bid submitted to the District in response to SOQ2019-002 & RFP 2019-003 Maintenance Facility Final Design in its entirety.

Offeror: Huitz-Zollars, Inc.

Street address: 6501 Americas Parkway NE, Suite 830

City, State, ZIP: Albuquerque, NM 87110

Name and title of Authorized Signer(s): Kim R. Kemper, PE / Senior Vice President

Name and title of Authorized Signer(s): John Jarrad, AIA / Project Manager

Phone: 505.883.8114

Authorized signature: ______________________  Date: April 22, 2019

Authorized signature: ______________________  Date: April 22, 2019
NEW MEXICO DEPARTMENT OF TRANSPORTATION
TRANSIT AND RAIL DIVISION

DISADVANTAGED BUSINESS ENTERPRISE
RACE-NEUTRAL IMPLEMENTATION AGREEMENT
FOR
FEDERAL TRANSIT ADMINISTRATION SUBRECIPIENTS

INTRODUCTION AND INSTRUCTIONS:

The New Mexico Department of Transportation (NMDOT) Transit and Rail Division, through the NMDOT Office of Equal Opportunity Programs (OEOP), must ensure that Subrecipient of Federal Transit Administration (FTA) funds meet applicable DBE requirements when funds are used in whole or in part to finance procurement and contracts of products and service(s). To that end, Subrecipient with contracting opportunities must submit a Disadvantaged Business Enterprise Race-Neutral Implementation Agreement for Federal Transit Administration Subrecipients (Agreement).

Please read the entire Agreement before completing, and do not change or add to the wording of the Agreement. The Agreement is incorporated into and becomes a material part of your contract with NMDOT, and Subrecipients are responsible for complying with the requirements contained therein.
DISADVANTAGED BUSINESS ENTERPRISE RACE-NEUTRAL IMPLEMENTATION AGREEMENT for North Central Regional Transit District (NCRTD) hereinafter referred to as “Subrecipient.”

I. Definition of Terms

The terms used in this agreement have the meanings defined in 49 CFR Part 26.5.

II. OBJECTIVE/POLICY STATEMENT (§26/1. 26/23)

The Subrecipient intends to receive federal financial assistance from the U.S. Department of Transportation (USDOT) through the New Mexico Department of Transportation (NMDOT), and as a condition of receiving this assistance, the Subrecipient will sign the New Mexico Department of Transportation’s Disadvantaged Business Enterprise Race Neutral Implementation Agreement (hereinafter referred to as Agreement).

The Subrecipient must implement a policy to ensure that DBEs, as defined in 49 CFR Part 26 (also referred to as the DBE Program), have an equal opportunity to receive and participate in USDOT-assisted contracts. It is also their policy:

To ensure nondiscrimination in the award and administration of USDOT-assisted procurement and contracts of products and services contracts.

To create a level playing field on which DBE’s can compete fairly for USDOT-assisted procurement and contracts of products and services contracts.

To ensure that their annual overall DBE participation percentage is narrowly tailored, in accordance with applicable law.

To ensure that only firms that fully meet 49 CFR, Part 26 eligibility standards are permitted to participate as DBEs.

To help remove barriers to the participation of DBEs in USDOT-assisted procurement and contracts of products and services contracts.

To assist the development of firms that can compete successfully in the marketplace outside the DBE Program.

III. Nondiscrimination (§26.7)

Subrecipient will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin. Subrecipient will not, directly, or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE Program with respect to individuals of a particular race, color, sex, or national origin.

IV. Race-Neutral Means of Meeting the Annual DBE Goal (§26.51)

Subrecipient will assist NMDOT to achieve its Overall Statewide DBE Goal by race-neutral means of facilitating DBE participation. Race-neutral DBE participation includes any time a DBE wins a prime contract through customary competitive procurement procedures, is awarded a subcontract on a prime contract that does not carry a DBE goal, or even if there is a DBE goal, wins a subcontract from a prime contractor that did not consider its DBE status in making the award (e.g., a prime contractor that uses a strict low-bid system to award subcontracts).
Race-neutral means include, but are not limited to, the following:

1. Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate DBE, and other small businesses, participation (e.g., unbundling large contracts to make them more accessible to small businesses, requiring or encouraging prime contractors to subcontract portions of work that they might otherwise perform with their own forces);

2. Providing assistance in overcoming limitations such as inability to obtain bonding or financing (e.g., by such means as simplifying the bonding process, reducing bonding requirements, eliminating the impact of surety costs from bids, and providing services to help DBEs, and other small businesses, obtain bonding and financing);

3. Providing technical assistance and other services;

4. Carrying out information and communication programs on contracting procedures and specific contract opportunities (e.g., ensuring the inclusion of DBEs, and other small businesses, on recipient mailing lists of bidders; ensuring the dissemination to bidders on prime contracts of lists of potential subcontractors; provision of information in languages other than English, where appropriate);

5. Implementing a supportive services program to develop and improve immediate and long-term business management, record keeping, and financial and accounting capability for DBEs and other small businesses;

6. Providing services to help DBEs, and other small businesses, improve long-term development, increase opportunities to participate in a variety of kinds of work, handle increasingly significant projects, and achieve eventual self-sufficiency;

7. Establishing a program to assist new, start-up firms, particularly in fields in which DBE participation has been historically low;

8. Ensuring distribution of the New Mexico DBE directory, through print and electronic means, to the widest feasible universe of potential contractors; and

9. Assisting DBEs, and other small businesses, to develop their capability to utilize emerging technology and conduct business through electronic media.

Subrecipient will encourage utilization of DBE contractors whenever possible on its USDOT-assisted contracts. New Mexico Certified DBE firms and the fields of work in which they participate are listed in the electronic web-based DBE Directory located at https://nmdot.dbesystem.com

V. Quotas (§26.43)

Subrecipient will not use quotas or set-asides in any way in the administration of the DBE Program.

VI. DBE Liaison Officer (§26.25)

Subrecipient must designate a DBE Liaison Officer (DBELO). The DBELO is responsible for implementing the DBE Program as it pertains to the Subrecipient and ensures that the Subrecipient is fully and properly advised concerning DBE Program matters.
VII. Federal Financial Assistance Agreement Assurance (§26.13)

The Subrecipient will sign the following assurance, applicable to and to be included in all USDOT-assisted procurements and contracts for products and services:
The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any USDOT-assisted contract, or in the administration of its DBE Program, or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR, Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts. The recipient’s DBE Program, as required by 49 CFR, Part 26 as approved by USDOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

VIII. Required Contract Clauses (§§26.13, 26.29)

Subrecipient assures that the following clauses will be included in each USDOT-assisted prime contract:

A. Contract Assurance

The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR, Part 26 in the award and administration of USDOT-assisted procurement and contracts of products and services contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as recipient deems appropriate.

B. Prompt Payment

Prompt Progress Payment to Subcontractors
A prime contractor or subcontractor shall pay to any subcontractor not later than 10 days of receipt of each progress payment. The 10-days is applicable unless a longer period is agreed to in writing. Any delay or postponement of payment over 30 days may take place only for good cause and with the NMDOT’s prior written approval. Any violation of this Section shall subject the violating contractor or subcontractor to penalties, sanctions, and other remedies provided by law. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies otherwise available to the contractor or subcontractor in the event of a dispute involving late payment or nonpayment by the contractor, deficient subcontractor performance, and/or noncompliance by a subcontractor. This clause applies to both DBE and non-DBE subcontractors.

Prompt Payment of Retainage

Subrecipient shall include either (1), (2), or (3) of the following provisions in their USDOT-assisted contracts to ensure prompt and full payment of retainage (withheld funds) to subcontractors in compliance with 49 CFR 26.29.

1. No retainage will be held by the agency from progress payments due to the prime contractor. Prime contractors and subcontractors are prohibited from holding retainage from subcontractors. Any delay or postponement of payment may take place only for good cause and with the agency’s prior written approval. Any violation of these provisions shall subject the violating contractor or subcontractor to the penalties, sanctions, and other remedies provided by law. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the contractor or subcontractor in the
event of a dispute involving late payment or nonpayment by the contractor, deficient subcontractor performance, and/or noncompliance by a subcontractor. This clause applies to both DBE and non-DBE subcontractors.

2. No retainage will be held by the agency from progress payments due the prime contractor. Any retainage kept by the prime contractor or by a subcontractor must be paid in full to the earning subcontractor within 30 days after the subcontractor’s work is satisfactorily completed. Any delay or postponement of payment may take place only for good cause and with the agency’s prior written approval. Any violation of these provisions shall subject the violating contractor or subcontractor to the penalties, sanctions, and remedies provided by law. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the contractor or subcontractor in the event of a dispute involving late payment or nonpayment by the contractor, deficient subcontractor performance, and/or noncompliance by a subcontractor. This clause applies to both DBE and non-DBE subcontractors.

3. The agency shall hold retainage from the prime contractor and shall make prompt and regular incremental acceptances of portions, as determined by the agency of the contract work and pay retainage to the prime contractor based on these acceptances. The prime contractor or subcontractor shall return all monies withheld in retention from all subcontractors within 30 days after receiving payment for work satisfactorily completed and accepted including incremental acceptances of portions of the contract work by the agency. Any delay or postponement of payment may take place only for good cause and with the agency’s prior written approval. Any violation of these provisions shall subject the violating prime contractor to the penalties, sanctions, and other remedies provided by law. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the contractor or subcontractor in the event of a dispute involving late payment or nonpayment by the contractor; deficient subcontractor performance; and/or noncompliance by a subcontractor. This clause applies to both DBE and non-DBE subcontractors.

IX. Bidders List (§26.11)

The Subrecipient will create and maintain a bidders list, consisting of information about all DBE and non-DBE firms that bid or quote on its USDOT-assisted procurement and contracts for products and services. The bidders list will include the name, address and telephone number of each quoting firm and whether the quoted is a New Mexico certified DBE. Subrecipient will include language in its procurement documents that requires each bidding Contractor, at the time that bids are submitted, to list the quotes received for the project as detailed above.

X. Reporting

Subrecipient will report bidders list and related DBE information to the NMDOT Transit and Rail Division or the NMDOT Office of Equal Opportunity Programs upon request.

Subrecipient will complete and submit annually to the NMDOT Office of Equal Opportunity Programs the NMDOT Annual Profile Registration Form. This Form will be mailed to Subrecipient.

Subrecipient will compile and provide such other information related to its procurements and the DBE Program as deemed necessary by the NMDOT Transit and Rail Division or the NMDOT Office of Equal Opportunity Programs.
XI. Incorporation of Agreement

This Agreement is incorporated into Subrecipient’s financial assistance agreement with NMDOT by reference and made a part of that agreement.

<table>
<thead>
<tr>
<th>Date:</th>
<th>April 22, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Subrecipient Official</td>
<td>[Signature]</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>505.883.5022</td>
</tr>
<tr>
<td>Printed Name of Subrecipient Official</td>
<td>Kim R. Kemper, PE</td>
</tr>
</tbody>
</table>
C.

PROPOSAL SUMMARY
c. The proposal summary may be included by potential offerors to provide the Evaluation Committee with an overview of the proposal; however, this material will not be used in the evaluation process unless specifically referenced from other portions of the Offeror's proposal.

Please see proposal summary located in Binder 1 – Technical Proposal.
Our commitment is to understand the needs of our clients and to meet those needs by delivering professional services with the highest level of quality and integrity.
May 3, 2019

To Whom It May Concern:

After careful consideration of proposals received for RFP 2019-003 for the Final Design of a Maintenance Facility, the North Central Regional Transit District, based on the criteria established on the RFP, has selected “Huitz-Zollare” (Successful Proposer) for award of the contract.

The award recommendation was approved by the Board of Directors on May 03, 2019 during the May Board meeting but it is contingent upon the successful negotiation of a final contract and the evaluation of protests received (if any).

The 15-calendar day protest period shall begin today Friday May 3, 2019 and will end at 5:00 pm MST on Saturday May 18, 2019. Protest by an Offeror must be in conformance with NMSA 1978, § 13-1-172 and applicable procurement regulations. Protests shall include the name and address of the protestor, the request for proposal number, a statement of the grounds for protest including appropriate supporting exhibits and specify the ruling requested from the party listed below.

ONLY protests delivered directly to the CPO in writing (via certified mail) or emailed at hectoror@ncrtd.org in a timely fashion (before the deadline) will be considered to have been submitted properly. In accordance with statute, rule and the Request for Proposals, protests received after the deadline will not be accepted.

Respectfully,

Hector E. Ordonez, CPA
Director of Finance – Chief Procurement Officer
Title: Discussion and Consideration of Resolution No. 2019-17 Adopting a Code of Conduct for District Employees.

Prepared By: Peter Dwyer, Legal Counsel

Summary: Currently the District has specific Personnel Rules regarding employee conduct, a Collective Bargaining Agreement that provides specific employee rights, and District "Professional Standards and Values" that define professionalism for our employees. But there is no comprehensive ethics policy that addresses the Governmental Conduct Act or various other ethical constraints for District Employees. The attached Code of Conduct Policy is intended to be a comprehensive regulation of ethical behavior by District Employees.

Board conduct is regulated directly by the Regional Transit District Act but that law only covers direct financial conflicts of interest. The attached Code of Conduct only applies to District Employees and does not address Board Members whose conduct is regulated by their individual organizations, as well as state and federal law.

Background: The Governmental Conduct Act (NMSA 1978, Section 10-16-1 et seq.) imposes mandatory minimum standards for the conduct of District Employees and authorize the creation of this Code of Conduct pursuant to NMSA 1978, Section 10-6-11 (C)

The November 6, 2018 ballot included Constitutional Amendment 2. The amendment is "to create an independent State Ethics Commission with jurisdiction to investigated, adjudicate and issue advisory opinions concerning civil violations of laws governing ethics, standards of conduct and reporting requirements…." The ballot question was approved by a strong majority of voters receiving 75% of the voting public's approval.

The legislature has passed Senate Bill 668 the "State Ethics Commission Act" which implements the Constitutional Amendment approved by the voters. Under Section 2 of the Act Public Agencies and Employees are limited to the State and its instrumentalities which does not include local governments, and subdivisions of the state like the District. Under Section 37 the Ethics Commission itself is required to make a recommendation on extending its jurisdiction by October 1, 2021. Therefore, it appears that the State does not intend to regulate ethical conduct of District
Employees until at least 2022.

Nevertheless, the District staff has determined it may be advisable to adopt a specific Code of Conduct policy. Such a policy is permitted but not required by the Governmental Conduct Act.

**Recommended Action:**

The Staff recommends that the Board approve Resolution No. 2019-17 adopting the attached Code of Conduct. This will provide uniform ethical standards for District Employees that accords with and enhances existing state and federal requirements.

**Options/Alternatives:**

- Adopt the Code of Conduct as proposed; or
- Provide staff with direction regarding alternative standards for ethical conduct; or
- Direct the staff not to proceed with a Code of Conduct at the current time based upon the limited application of a statewide program of regulating governmental ethics currently being considered by the New Mexico State Legislature.

**Fiscal Impact:** None

**Attachment:**

- Resolution No. 2019-17 Adopting Code of Conduct
- Code of Conduct Redline Showing Changes from March Board Item
- Code of Conduct Final Version
North Central Regional Transit District (NCRTD)

Resolution No. 2019-17

ADOPTING CODE OF CONDUCT FOR DISTRICT EMPLOYEES

WHEREAS, the Governing Body in and for the North Central Regional Transit District, State of New Mexico is responsible for regulating the conduct of its employees through policy directives; and

WHEREAS, the Executive Director is responsible for implementation of the Board's adopted Policies; and

WHEREAS, the District is authorized to adopt a code of conduct pursuant to NMSA 1978, Section 10-6-11 (C ); and

WHEREAS, the NCRTD's vision statement calls for the District "to be the leading rural public transportation organization connecting communities and enhancing cultural, environmental, social, and economic opportunities for the betterment of our region."

WHEREAS, in order to achieve the District's mission and live up to its vision District Employees must conduct themselves in a caring and professional manner that inspires public trust and confidence.

WHEREAS, employees of the District shall aim to advance the District's mission and vision and shall not act in their capacity as an employee for personal gain excepting such compensation or payments as may be called for by the Districts employment policies and rules.

WHEREAS, in order to achieve the preceding goals the District finds that a comprehensive regulation of District employee ethics is desirable.

NOW THEREFORE BE IT RESOLVED THAT, the attached Code of Conduct is adopted as the District's policy for all District Employees and the Executive Director is directed to educate and enforce the District's employees regarding the ethical conduct of their respective duties pursuant to the attached Code of Conduct.
PASSED, APPROVED, AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 3rd DAY OF MAY, 2019.

Daniel Barrone, Chair

Approved as to form:

Peter Dwyer, Counsel
The goal of this policy is to establish in clear and simple terms the District's expectations for its Employees, Officers and agents. Nothing herein is intended or shall be deemed to alter minimum legal requirements of the Governmental Conduct Act, and the District's Procurement Policy or any other state or federal laws imposing standards of conduct upon the District, its Employees, Officers and agents.

2.0 Coverage:

The district is a “local government agency” within the meaning of NMSA 1978, Section 10-16-2 (G) and its Employees and board members are "public Officers or Employees" within the meaning of NMSA 1978, Section 10-6-2 (I). The Governmental Conduct Act (NMSA 1978, Section 10-16-1 et seq.) imposes mandatory minimum standards for the conduct of District Employees and authorize the creation of this Code of Conduct pursuant to NMSA 1978, Section 10-6-11 (C) and shall be reviewed "at least once every four years" pursuant to NMSA 1978, Section 10-6-11 (D). For purposes of this Policy an "Officer" is an elected or appointed official who serves on the District Board and an "Employee" is a person employed by the District as further defined in the District's Personnel Rules.

3.0 Roles and Responsibilities:

Each Officer and Employee of the District is responsible for familiarizing themselves with this Code of Conduct and complying with the Code of Conduct. Training, and responses to questions and concerns will be the responsibility of the Executive Director, the Human Resources Director and the District's legal counsel.

4.0 Guiding Principles:

The Guiding Principles for conduct are established in the District's Mission and Vision statements and Long Range Strategic Plan. The District's mission 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 opportunities throughout the region." The District's vision is "to be the leading rural public transportation
organization connecting communities and enhancing cultural, environmental, social, and economic opportunities for the betterment of our region."

In order to achieve the District's mission and live up to its vision District Officers and Employees must conduct themselves in a caring and professional manner that inspires public trust and confidence.

All District related actions by Officers and Employees of the District shall aim to advance the District's mission and vision and shall not be performed for personal gain excepting such compensation or payments as may be called for by the District's employment policies and rules.

5.0 **Public Trust:**

In performing acts on behalf of the District, Officers and Employees shall act in a "public trust" capacity pursuant to NMSA 1978, Section 10-6-3 (A) of the Governmental Conduct Act. This means that Officers and Employees shall use the powers and resources of the District only to advance the public interest and not to obtain personal benefits or pursue private interests. This includes the requirement that District Officers and Employees:

- 5.1 shall strive in all their actions to bring credit to the District; and
- 5.2. shall conduct themselves in a manner that justifies the confidence placed in them by the people, at all times maintaining the integrity of and discharging ethically the high responsibilities of public office; and
- 5.3 shall not use or disclose confidential information obtained by virtue of their employment for their own or another person's benefit or private gain.

6.0 **Compliance with Law:**

The minimum standard for all persons covered by this Code of Conduct is that they comply with the law. District Officers and Employees are expected to comply with all safety and fair dealing laws, and to be ethical and responsible when dealing with the District's finances, property, and in dealing with riders. Specific laws that should be considered include but are not limited to the following state laws:

- The Governmental Conduct Act, NMSA 1978, Sections 10-16-1 et seq, 10-16-6 through 10-16-9, 10-16-11, 10-16-13.1 through 10-16-14 and 10-16-17.
- The Whistleblower Protection Act, NMSA 1978, Section 10-16C-1 et seq.
- The Fraud Against Taxpayers Act, NMSA 1978, Section 44-9-1 et seq.
- The traffic laws of the State of New Mexico, NMSA 1978, Section 66-7-2 et seq.
- The Human Rights Act, NMSA 1978, Section 28-1-1 et seq.

Although the Gift Act (NMSA 178, Section 10-16B-1 et seq.) the Financial Disclosure Act (NMSA 1978, Section 2-11-1 et seq.) and the Procurement Code (NMSA 1978, Section 13-1-1 et seq.) do not technically apply to the District they nevertheless provide useful guidance on the ethical standards for public Officers and Employees.

7.0 **Prescribed Employee Conduct:**

It is the policy of the District that certain rules and regulations regarding Employee behavior are necessary for efficient business operations and for the benefit and safety of all Employees and the public. Conduct that interferes with operations, discredits the District, is in violation of District policy, is unsatisfactory or is offensive will not be tolerated. Employees are expected at all times to conduct themselves in a positive manner
to promote the best interests of the District. Examples of behavior that may result in disciplinary action, up to and including possible termination, are:

7.1 treating others in a discourteous manner;

7.2 wearing clothing inappropriate for the work being performed;

7.3 failing to report to work punctually at the assigned times, or failing to be at the proper work station ready for work as scheduled;

7.4 failing to maintain cleanliness and order in the workplace and work areas;

7.5 fighting with or assaulting others;

7.6 threatening or intimidating others;

7.7 falsifying or altering any District record or report, such as an application for employment, a medical report, a time record, a financial record;

7.8 stealing, destroying, defacing or misusing District property or another's property;

7.9 engaging in acts of insubordination including, but not limited to, refusing to follow managements instructions concerning a job-related matter\(^1\);

7.10 using profanity or abusive language;

7.11 sleeping on the job;

7.12 gambling on District property;

7.13 playing malicious or dangerous pranks or practical jokes, or engaging in horseplay.

7.14 alcohol and substance abuse;

7.15 dishonesty;

7.16 sexual and any other form of illegal harassment;

7.17 possession of weapons on District property;

7.18 poor work performance;

\(^1\) Refusal to follow instructions based upon alleged safety issues, or in the event the instruction is alleged to require a violation of the law or of a Collective Bargaining Agreement shall be handled through the District's Personnel Rules.
7.19 violation of District leave policies; and

7.20 violation of other District policies or directives.

8.0 **Respect:**

All District Officers and Employees should show respect for one another, for riders, and for all persons having business dealings with the District. Basic standards for showing respect require that Employees refrain from harassment, and treat colleagues equally regardless of class or classifications including such things as race, age and gender. Refraining from the use of profane language and limiting discourse to topics that will elicit anger, hostility and argument are the most basic ways in which to show respect. Refraining from comments that demean others and condemning the ideas or beliefs of another are also signs of respect.

9.0 **Professionalism:**

All District Employees shall maintain a high level of professionalism. The fundamental requirements of professionalism are set forth in the District's Professional Standards and Values. Additional considerations are as follows:

9.1 Personal Appearance shall be maintained through proper attire and hygiene in accordance with the District's dress code;

9.2 Officers and Employees shall familiarize themselves with their authorized role and job duties and shall refrain from actions beyond their authority or outside the scope of their job duties;

9.3 Officers and Employees shall fulfill their duties in a timely manner;

9.4 Employees shall accept and take direction from those persons having direct authority over them including supervisors, managers, directors, the Executive Director,

9.5 Employees shall not take direction from the Board Chair or individual Directors unless expressly authorized by the Executive Director or a written law or policy;

9.6 Officers and Employees shall at all times attempt to mentor and assist persons with less experience by providing useful suggestions and guidance rather than through orders or directions;

9.7 Supervisors and managers shall refrain from abusing their authority and shall delegate work according to the competence and workload of the Employees;

9.8 Employees shall arrive to work on time, prepared for work and shall not absent themselves from work at a time or in a manner that causes their colleagues to have to take on additional work, shifts or work tasks.

10.0 **District Property:**

All District Officers and Employees should treat District property including vehicles, equipment, tools, money, buildings, data, documents and information, with care and protect it against improper use or damage. District property shall be kept clean and in good repair and District tools shall only be used for their intended purposes. Use of District computers, phones and software shall be primarily for the benefit of the District and shall only be used
for personal reasons on a limited and incidental basis as set forth in the District's other policies.

11.0 Corruption:

All actions or transactions by Employees and Board Members which are illegal and/or corrupt are strictly prohibited and will result in referring the matter to the appropriate law enforcement agency. Criminal anti-corruption laws include but are not limited to:

State Criminal Laws
- Bribery: § 30-24-2
- Concealing campaign funds: § 1-19-34.3
- Demanding illegal fees: § 30-23-1
- Embezzlement: § 30-16-8
- Extortion: § 30-16-9
- RICO: § 30-42-4
- Soliciting or receiving illegal kickbacks: § 30-41-1
- Tampering with public records: § 30-26-1
- Unlawful interest in a public contract: § 30-23-6

Federal Criminal Laws
- Mail fraud: 18 U.S.C. § 1341
- Using fictitious name: 18 U.S.C. § 1342

12.0 Gambling:

"Gambling" shall have the meaning given by New Mexico law regarding regulated or illegal gaming. Gambling on District property is prohibited. Fund raising activities that involve raffling off of items to generate funds for Employee benefits is permitted. Other forms of gambling as a fund raising activity are prohibited.

13.0 Drugs and Alcohol:

The use of drugs and alcohol by District Employees are regulated under the District's Personnel Rules and specific Drug and Alcohol related policies. In addition to those requirements all District Employees shall refrain from any use of illegal drugs and shall take care in the use of legal drugs to ensure the public safety.

14.0 Weapons:

District Officers and Employees shall refrain from bringing any weapon prescribed under the District's Personnel Rules onto District property without the prior written approval of the Executive Director. The Executive Director may permit weapons upon District property if the Officer or Employee discloses the weapon and demonstrates to the Executive Director's satisfaction that the weapon will be securely stored (in the person's vehicle or otherwise) in such a manner as to ensure that the presence of the weapon on District property will not create a risk to the District or the public and that the presence of the weapon on the District property will not constitute intimidation or harassment of District Officers, Employees, or the public.
Weapons in the possession of Public Safety Officers and Security Officers contracted by the District are exempt.

15.0 Gifts and Favors:

Gifts and favors by and from public Officers and Employees are generally regulated by the State of New Mexico Gift Act (NMSA 1978, Section 10-16B-1 et seq.) Although the Gift Act does not apply to the District, it nonetheless provides useful guidance on appropriate ethical standards for public employees. Gifts of District property are generally forbidden by the "Anti-donation" provisions of the State of New Mexico Constitution (Article IX, Section 14). Nothing in this Code of Conduct shall be construed to violate those provisions of law and the requirements of this Code of Conduct shall be deemed supplemental to, and more restrictive than, the existing legal requirements. For purposes of this policy a "Gift" shall have the definition and meaning set forth in the Gift Act but the District's limitation on gifts shall be $100 rather than the $250 set forth in the Gift Act.

15.1 Officers and Employees must not accept or permit any member of their immediate family or household to accept any gifts or favors from anyone in exchange for promised performance of an official act.

15.2 Employees shall not accept any gratuity offered for performance of existing job duties including honoraria for job related presentations, tips for District services, or any other form of compensation excepting only compensation for meals, lodging or travel expenses incurred for District related activities.

15.3 Subordinate Employees are prohibited from making any gift or gifts to any supervisory Employee that exceed $100.00 in value in any single calendar year and are expressly prohibited from making a gift of any value to any supervisor that would create an appearance of impropriety including but not limited to gifts intended to secure favorable reviews, evaluations, promotions, or other conditions of employment.

15.4 Employees are prohibited from donating or making gifts of District property to private entities or individuals.

15.5 District Officers and Employees are prohibited from granting favors to any vendor, contractor, or customer of the NCRTD where the favor would result in a significant cost or expense to the District or would result in unequal treatment of similarly situated vendors, contractors, or customers.

15.6 District Officers and Employees, or their family members are prohibited from accepting gifts exceeding $100.00 in value from a "restricted donor" as that term is defined in the Gift Act.

15.7 Prohibited gifts do not include gifts by Employees to food drives, charitable organizations or other similar fund raising activities so long as the gifts do not incur a cost or expense to the District. Nothing herein shall be deemed to amend or alter any District policy regarding solicitations in the workplace.

15.8 Prohibited gifts do not include any reward or incentive given to an Employee by the NCRTD as an employer.

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2 See footnote 17 to the Attorney General's Governmental Conduct Act Compliance Guide.

3 The GCA (NMSA 1978, Section 10-16-4.1) expressly limits honoraria to $100.00 but the subsequent guidance interpreting Article XX, Section 9 of the New Mexico Constitution as prohibiting all additional compensation may apply. Also, Article IV, Section 27 of the constitution may be interpreted as prohibiting any increased compensation to a public servant for services rendered.
15.9 Prohibited gifts include soliciting gifts for a charity from a business or corporation in a manner that appears that the purpose of the donor in making the gift is to influence the District's Officers or employees in the performance of their official duties. (See, NMSA 1978, Section 10-16B-3 (C)).

15.10 Prohibited gifts do not include gifts by and between district Employees in recognition of birthdays, holidays or for non-work related reasons.

15.11 Prohibited gifts do not include promotional materials given to persons attending a conference or training on behalf of the District.

15.12 Prohibited gifts do not include payment for another Employee's meal by a co-worker.

15.13 Prohibited gifts do not include meals permitted from financial services companies that are expressly exempted under NMSA 1978, Section 10-16-13.3 (C).

15.14 Prohibited gifts do not include awards or other forms of recognition by or to the District or its Employees that are strictly commemorative and do not include cash or payments of any kind.

16.0 Board Conflicts of Interest:

A Board Member Conflict of Interest shall mean any situation governed and regulated by NMSA 1978, Section 73-25-5 (E) that reads as follows:

"A director of the board shall not vote on an issue when the director has a conflict of interest. A director of the board, Officer of the board or Employee of the board shall not:

(1) acquire a financial interest in a new or existing business venture or business property of any kind when he believes or has reason to believe that the new financial interest will be directly affected by his official act;

(2) use confidential information acquired by virtue of his office or employment for his or another's private gain; or

(3) contract with the district without public notice and competitive bidding and full disclosure of his financial or other interest in the business that is party to the contract."

Board conflicts of interest shall be addressed and disclosed pursuant to 9.08 of the Board's Bylaws and by annual compliance through the filing of a Conflict of Interest disclosure form a copy of which is attached Hereto as Exhibit A.

17.0 Employee Conflicts of Interest/Appearance of Impropriety Standard:

Conflict of interest is difficult to define. The legal definition of conflict of interest, is very specific and covers relatively few situations. Most conflicts fall into a gray area where ethics and public perception are more relevant than statutes or precedents. Conflict of interest arises whenever the personal or professional interests of an Employee are potentially at odds with the best interests of the organization. Transactions that may constitute a conflict of interest are nevertheless acceptable if they benefit the organization and if approved by the Board or the Executive Director in an objective and informed manner. Conversely, even if an action or transaction is legal it may still be improper if action or transaction is vulnerable to legal challenges and public misunderstanding.
Loss of public confidence and a damaged reputation are to be avoided even where the action or transaction is legal because public confidence is important to the District. Therefore, it is the policy of the District to avoid even the appearance of impropriety and full disclosure of real or potential conflicts of interest is required of all Employees. Specific limitations on conflicts of interest include the following:

17.1 Employees shall not take any official act for the primary purpose of enhancing their financial interest or financial position.
17.2 Employees are responsible for identifying their own actual or potential conflicts of interest and shall not participate in decisions or official actions directly affecting their financial interests.
17.3 Employees shall not engage in any other employment or activity that creates a conflict of interest, interferes with their duties to the public, compromises their ability to discharge effectively their duties, or otherwise adversely affects the performance of their duties.
17.4 Former Employees shall not represent a person in dealings with the District on a matter in which the former Employee participated personally and substantially.

18.0 Political Activity:

18.1 *Board members and* Employees of the District shall not solicit any contribution of funds, goods or services in aid of any political campaign while on District property. *Board members and* Employees shall also refrain from using any District property, information obtained through District employment or service and any other District resources in aid of any political campaign. Nothing herein shall prohibit the District, and its *board members and* Employees from providing information regarding ballot issues involving the District.

18.2 *Board members and* Employees shall refrain from any action that expressly or impliedly compels other District Employees or Officers to support a candidate or to contribute goods, money or services to a political fund or effort including but not limited to union related associations and activities. For purposes of this Policy a request to sign a nominating petition or similar requests for aid in a political campaign shall be prohibited upon District Property. Voluntary participation in any political activity including but not limited to union membership and contribution to or payment of union dues, fees and contributions shall be permitted and appropriately documented.

18.3 Employees may run for elected office to the extent permitted by state and federal laws including but not limited to the Hatch Act and the District's Personnel Rules.

18.4 District Employees shall refrain from dissemination of partisan media while in the workplace.

18.5 Political activity by Employees and Officers that is in aid of the District and is authorized and approved by the Board is expressly permitted. However, any such political activity shall be subject to the direction and prescription of the Board and the Executive Director. District Employees shall refrain from engaging in lobbying or other political activities on behalf of the District unless they are expressly authorized and directed to take such actions.

18.6 Because the District receives substantial federal funding the District's Officers and Employees may be deemed to fall under the coverage of 5 U.S.C. Section 1501 to 1508 commonly known as the "Hatch Act." The Hatch Act covers government employees whose principal employment is in connection with an activity which is financed in whole or part by federal loans or grants. The Hatch Act restricts or prohibits covered employees from interfering with or affecting the result of an election by using their...
official authority or influence, soliciting political contributions from public employees, and running for office. All Officers and Employees of the District are charged with determining for themselves the application of the Hatch Act to their activities and complying with the law.

19.0 Solicitations:

Non-political solicitations by Employees of the District on behalf of the District are permitted to the extent authorized by the Board or the Executive Director. Non-political solicitations of Employees by other Employees for charitable organizations shall be permitted only to the extent authorized by the Executive Director and shall not be permitted where the solicitation identifies specific individuals and singles them out in front of their peers in a manner which compels participation or causes express or implied pressure to donate to a cause, charity or fund.

20.0 Travel:

Travel paid for by the District shall be scheduled and conducted in a manner that optimizes the benefits to the District. Officers and Employees shall refrain from conduct that creates the appearance of a lack of professionalism when on District travel. Such conduct includes unruly behavior, public intoxication, improper or unprofessional dress or appearance and any other inappropriate conduct that reflects poorly upon the District.

21.0 Confidentiality:

All District Business is public business and the District's Officers and Employees shall strive to optimize transparency in the performance of District work to the maximum extent practicable. Notwithstanding the District's commitment to open and transparent government, it remains essential that certain aspects of public employment and public service be performed in a manner that respects the confidential information and privacy of individuals and mitigates the risk to tax-payer assets caused by disclosure of confidential information. Confidential information includes all personal identification information that might be used for identity theft, all attorney-client privileged communications, all proprietary information of third-party vendors, all portions of disciplinary personnel actions, all Employee evaluations and such financial information as may be deemed confidential under New Mexico law.

It is the responsibility of all Officers and Employees to maintain confidentiality of confidential information and the disclosure of such information to the public, the press, or the community at large is prohibited.

22.0 Accuracy of Books, Records and Reports:

It is incumbent upon all District Officers and Employees to ensure that the records, reports and District data is maintained in a current format and accurately reflects the facts regarding the business and operations of the District. All District Officers and Employees are required to cooperate with any internal or external auditor, compliance Officers, regulators and other agencies who have regulatory authority over the District. Affirmative disclosure is required for any fact or information that is likely to materially alter a review of the District's finances and operations. Destruction and alteration of District records shall be performed only to the extent permitted by the District's Record Retention and Disposition policies. Alteration of draft documents or dynamic records such as databases, route maps and iterative documents is permitted as necessary but District records shall not be altered or amended in a manner that omits or elides material facts about the District.
23.0 **Outside Employment:**

Pursuant to the Governmental Conduct Act, all Officers and Employees of the District are charge with duties as trustees of the public's resources. As public trustees the Officers and Employees shall only use the powers and resources of public office and employment to advance the public interest and shall not obtain personal benefits or pursue private interests using District resources.

23.1 All outside employment by District Employees shall be reported to the Executive Director consistent with the District's Personnel Rules.

23.2 All outside employment by District Officers shall be reported to the Board to the extent that the employment may create a conflict of interest.

23.3 Outside employment by Employees that requires the Employee to respond to phone calls, texts, or other forms of communication during their regular work hours at the District is prohibited.

23.4 Outside employment that creates scheduling conflicts or unreasonably limits the availability of District Employees during hours when they can reasonably be expected to be available for District business or operations is prohibited.

23.5 Outside activity by District Employees, whether as an Employee, contractor or a volunteer, that seeks to obtain goods, services, grants, or other aid from the District for a third party (and not the general public) is prohibited.

24.0 **Hiring and Contracting Employees and Officers:**

The District may consider applications from existing and former Officers but shall not hire as an Employee any sitting Board Member. Board Members may volunteer pursuant to the District's Personnel Rules. The District may contract with former Employees and Officers to the extent that said contract is in the District's best interest as determined by the Board provided that:

24.1 The former Officer or Employee has no actual or apparent conflict of interest;

24.2 The contract is disclosed to the Board;

24.3 The Former Officer or Employee does not receive a direct financial benefit from prior actions taken in their capacity as an Officer or Employee of the District.

25.0 **Reporting Violations:**

All Officers and Employees shall report violations of this policy to the Executive Director or the Board.

26.0 **Retaliation Prohibited:**

It shall be deemed a violation of this policy for any Officer or Employee of the District to retaliate against another Officer or Employee for reporting or alleging a violation of this policy.
27.0 **Sanctions:**

Employees may be sanctioned for a violation of this policy pursuant to the relevant provisions of the District Personnel Rules or any applicable Collective Bargaining Agreement. Officers may be sanctioned for a violation of this policy only by action of the Board of Directors. Officer violations of the Conflict of Interest provision of this policy may be sanctioned pursuant to section 9.08 (e) of the Board's Bylaws.
1.0 **Objective:**

The goal of this policy is to establish in clear and simple terms the District's expectations for its Employees. Nothing herein is intended or shall be deemed to alter minimum legal requirements of the Governmental Conduct Act, and the District's Procurement Policy or any other state or federal laws imposing standards of conduct upon the District, its Employees, Officers and agents.

2.0 **Coverage:**

The district is a “local government agency" within the meaning of NMSA 1978, Section 10-16-2 (G) and its Employees and board members are "public Officers or Employees" within the meaning of NMSA 1978, Section 10-6-2 (I). The Governmental Conduct Act (NMSA 1978, Section 10-16-1 et seq.) imposes mandatory minimum standards for the conduct of District Employees and authorize the creation of this Code of Conduct pursuant to NMSA 1978, Section 10-6-11 (C) and shall be reviewed "at least once every four years" pursuant to NMSA 1978, Section 10-6-11 (D). For purposes of this Policy an "Officer" is an elected or appointed official who serves on the District Board and an "Employee" is a person employed by the District as further defined in the District's Personnel Rules.

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4.0 **Guiding Principles:**

The Guiding Principles for conduct are established in the District's Mission and Vision statements and Long Range Strategic Plan. The District's mission 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 opportunities throughout the region." The District's vision is "to be the leading rural public transportation organization connecting communities and enhancing cultural, environmental, social, and economic opportunities for
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5.1 shall strive in all their actions to bring credit to the District; and

5.2 shall conduct themselves in a manner that justifies the confidence placed in them by the people, at all times maintaining the integrity of and discharging ethically the high responsibilities of public office; and

5.3 shall not use or disclose confidential information obtained by virtue of their employment for their own or another person's benefit or private gain.

6.0 **Compliance with Law:**

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promote the best interests of the District. Examples of behavior that may result in disciplinary action, up to and including possible termination, are:

7.1 treating others in a discourteous manner;
7.2 wearing clothing inappropriate for the work being performed;
7.3 failing to report to work punctually at the assigned times, or failing to be at the proper work-station ready for work as scheduled;
7.4 failing to maintain cleanliness and order in the workplace and work areas;
7.5 fighting with or assaulting others;
7.6 threatening or intimidating others;
7.7 falsifying or altering any District record or report, such as an application for employment, a medical-report, a time record, a financial record;
7.8 stealing, destroying, defacing or misusing District property or another's property;
7.9 engaging in acts of insubordination including, but not limited to, refusing to follow managements instructions concerning a job-related matter\(^1\);
7.10 using profanity or abusive language;
7.11 sleeping on the job;
7.12 gambling on District property;
7.13 playing malicious or dangerous pranks or practical jokes, or engaging in horseplay.
7.14 alcohol and substance abuse;
7.15 dishonesty;
7.16 sexual and any other form of illegal harassment;
7.17 possession of weapons on District property;
7.18 poor work performance;
7.19 violation of District leave policies; and
7.20 violation of other District policies or directives.

8.0 Respect:

All District Officers and Employees should show respect for one another, for riders, and for all persons having business dealings with the District. Basic standards for showing respect require that Employees refrain from harassment, and treat colleagues equally regardless of class or classifications including such things as race, age and gender. Refraining from the use of profane language and limiting discourse to topics that will elicit anger, hostility and argument are the most basic ways in which to show respect. Refraining from comments that demean others and condemning the ideas or beliefs of another are also signs of respect.

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\(^1\) Refusal to follow instructions based upon alleged safety issues, or in the event the instruction is alleged to require a violation of the law or of a Collective Bargaining Agreement shall be handled through the District's Personnel Rules.
9.0 **Professionalism:**

All District Employees shall maintain a high level of professionalism. The fundamental requirements of professionalism are set forth in the District's Professional Standards and Values. Additional considerations are as follows:

9.1 Personal Appearance shall be maintained through proper attire and hygiene in accordance with the District's dress code;

9.2 Officers and Employees shall familiarize themselves with their authorized role and job duties and shall refrain from actions beyond their authority or outside the scope of their job duties;

9.3 Officers and Employees shall fulfill their duties in a timely manner;

9.4 Employees shall accept and take direction from those persons having direct authority over them including supervisors, managers, directors, the Executive Director,

9.5 Employees shall not take direction from the Board Chair or individual Directors unless expressly authorized by the Executive Director or a written law or policy;

9.6 Officers and Employees shall at all times attempt to mentor and assist persons with less experience by providing useful suggestions and guidance rather than through orders or directions;

9.7 Supervisors and managers shall refrain from abusing their authority and shall delegate work according to the competence and workload of the Employees;

9.8 Employees shall arrive to work on time, prepared for work and shall not absent themselves from work at a time or in a manner that causes their colleagues to have to take on additional work, shifts or work tasks.

10.0 **District Property:**

All District Employees should treat District property including vehicles, equipment, tools, money, buildings, data, documents and information, with care and protect it against improper use or damage. District property shall be kept clean and in good repair and District tools shall only be used for their intended purposes. Use of District computers, phones and software shall be primarily for the benefit of the District and shall only be used for personal reasons on a limited and incidental basis as set forth in the District's other policies.

11.0 **Corruption:**

All actions or transactions by Employees which are illegal and/or corrupt are strictly prohibited and will result in referring the matter to the appropriate law enforcement agency. Criminal anti-corruption laws include but are not limited to:

**State Criminal Laws**

- Bribery: § 30-24-2
- Concealing campaign funds: § 1-19-34.3
- Demanding illegal fees: § 30-23-1
- Embezzlement: § 30-16-8
- Extortion: § 30-16-9
- RICO: § 30-42-4
Soliciting or receiving illegal kickbacks: § 30-41-1
Tampering with public records: § 30-26-1
Unlawful interest in a public contract: § 30-23-6

Federal Criminal Laws

Mail fraud: 18 U.S.C. § 1341
Using fictitious name: 18 U.S.C. § 1342

12.0 Gambling:

"Gambling" shall have the meaning given by New Mexico law regarding regulated or illegal gaming. Gambling on District property is prohibited. Fund raising activities that involve raffling off of items to generate funds for Employee benefits is permitted. Other forms of gambling as a fund raising activity are prohibited.

13.0 Drugs and Alcohol:

The use of drugs and alcohol by District Employees are regulated under the District's Personnel Rules and specific Drug and Alcohol related policies. In addition to those requirements all District Employees shall refrain from any use of illegal drugs and shall take care in the use of legal drugs to ensure the public safety.

14.0 Weapons:

District Officers and Employees shall refrain from bringing any weapon prescribed under the District's Personnel Rules onto District property without the prior written approval of the Executive Director. The Executive Director may permit weapons upon District property if the Officer or Employee discloses the weapon and demonstrates to the Executive Director's satisfaction that the weapon will be securely stored (in the person's vehicle or otherwise) in such a manner as to ensure that the presence of the weapon on District property will not create a risk to the District or the public and that the presence of the weapon on the District property will not constitute intimidation or harassment of District Officers, Employees, or the public. Weapons in the possession of Public Safety Officers and Security Officers contracted by the District are exempt.

15.0 Gifts and Favors:

Gifts and favors by and from public Employees are generally regulated by the State of New Mexico Gift Act (NMSA 1978, Section 10-16B-1 et seq.) Although the Gift Act does not apply to the District, it nonetheless provides useful guidance on appropriate ethical standards for public employees. Gifts of District property are generally forbidden by the "Anti-donation" provisions of the State of New Mexico Constitution (Article IX, Section 14). Nothing in this Code of Conduct shall be construed to violate those provisions of law and the requirements of this Code of Conduct shall be deemed supplemental to, and more restrictive than, the existing legal requirements. For purposes of this policy a "Gift" shall have the definition and meaning set forth in the Gift Act but the District's limitation on gifts shall be $100 rather than the $250 set forth in the Gift Act.

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2 See footnote 17 to the Attorney General's Governmental Conduct Act Compliance Guide.
15.1 Employees must not accept or permit any member of their immediate family or household to accept any gifts or favors from anyone in exchange for promised performance of an official act.

15.2 Employees shall not accept any gratuity offered for performance of existing job duties including honoraria\(^3\) for job related presentations, tips for District services, or any other form of compensation excepting only compensation for meals, lodging or travel expenses incurred for District related activities.

15.3 Subordinate Employees are prohibited from making any gift or gifts to any supervisory Employee that exceed $100.00 in value in any single calendar year and are expressly prohibited from making a gift of any value to any supervisor that would create an appearance of impropriety including but not limited to gifts intended to secure favorable reviews, evaluations, promotions, or other conditions of employment.

15.4 Employees are prohibited from donating or making gifts of District property to private entities or individuals.

15.5 District Employees are prohibited from granting favors to any vendor, contractor, or customer of the NCRTD where the favor would result in a significant cost or expense to the District or would result in unequal treatment of similarly situated vendors, contractors, or customers.

15.6 District Employees, or their family members are prohibited from accepting gifts exceeding $100.00 in value from a "restricted donor" as that term is defined in the Gift Act.

15.7 Prohibited gifts do not include gifts by Employees to food drives, charitable organizations or other similar fund raising activities so long as the gifts do not incur a cost or expense to the District. Nothing herein shall be deemed to amend or alter any District policy regarding solicitations in the workplace.

15.8 Prohibited gifts do not include any reward or incentive given to an Employee by the NCRTD as an employer.

15.9 Prohibited gifts include soliciting gifts for a charity from a business or corporation in a manner that appears that the purpose of the donor in making the gift is to influence the District's Officers or employees in the performance of their official duties. (See, NMSA 1978, Section 10-16B-3 (C ).)

15.10 Prohibited gifts do not include gifts by and between district Employees in recognition of birthdays, holidays or for non-work related reasons.

15.11 Prohibited gifts do not include promotional materials given to persons attending a conference or training on behalf of the District.

15.12 Prohibited gifts do not include payment for another Employee's meal by a co-worker.

15.13 Prohibited gifts do not include meals permitted from financial services companies that are expressly exempted under NMSA 1978, Section 10-16-13.3 (C ).

15.14 Prohibited gifts do not include awards or other forms of recognition by or to the District or its Employees that are strictly commemorative and do not include cash or payments of any kind.

\(^3\) The GCA (NMSA 1978, Section 10-16-4.1) expressly limits honoraria to $100.00 but the subsequent guidance interpreting Article XX, Section 9 of the New Mexico Constitution as prohibiting all additional compensation may apply. Also, Article IV, Section 27 of the constitution may be interpreted as prohibiting any increased compensation to a public servant for services rendered.
16.0 **Board Conflicts of Interest:**

A Board Member Conflict of Interest shall mean any situation governed and regulated by NMSA 1978, Section 73-25-5 (E) that reads as follows:

"A director of the board shall not vote on an issue when the director has a conflict of interest. A director of the board, Officer of the board or Employee of the board shall not:

16.1 acquire a financial interest in a new or existing business venture or business property of any kind when he believes or has reason to believe that the new financial interest will be directly affected by his official act;
16.2 use confidential information acquired by virtue of his office or employment for his or another's private gain; or
16.3 contract with the district without public notice and competitive bidding and full disclosure of his financial or other interest in the business that is party to the contract."

Board conflicts of interest shall be addressed and disclosed pursuant to 9.08 of the Board's Bylaws and by annual compliance through the filing of a Conflict of Interest disclosure form a copy of which is attached Hereto as Exhibit A.

17.0 **Employee Conflicts of Interest/Appearance of Impropriety Standard:**

Conflict of interest is difficult to define. The legal definition of conflict of interest, is very specific and covers relatively few situations. Most conflicts fall into a gray area where ethics and public perception are more relevant than statutes or precedents. Conflict of interest arises whenever the personal or professional interests of an Employee are potentially at odds with the best interests of the organization. Transactions that may constitute a conflict of interest are nevertheless acceptable if they benefit the organization and if approved by the Board or the Executive Director in an objective and informed manner. Conversely, even if an action or transaction is legal it may still be improper if action or transaction is vulnerable to legal challenges and public misunderstanding. Loss of public confidence and a damaged reputation are to be avoided even where the action or transaction is legal because public confidence is important to the District. Therefore, it is the policy of the District to avoid even the appearance of impropriety and full disclosure of real or potential conflicts of interest is required of all Employees. Specific limitations on conflicts of interest include the following:

17.1 Employees shall not take any official act for the primary purpose of enhancing their financial interest or financial position.
17.2 Employees are responsible for identifying there own actual or potential conflicts of interest and shall not participate in decisions or official actions directly affecting their financial interests.
17.3 Employees shall not engage in any other employment or activity that creates a conflict of interest, interferes with their duties to the public, compromises their ability to discharge effectively their duties, or otherwise adversely affects the performance of their duties.
17.4 Former Employees shall not represent a person in dealings with the District on a matter in which the former Employee participated personally and substantially.

18.0 **Political Activity:**

18.1 Employees of the District shall not solicit any contribution of funds, goods or services in aid of any
political campaign while on District property. Employees shall also refrain from using any District property, information obtained through District employment or service and any other District resources in aid of any political campaign. Nothing herein shall prohibit the District, and its Employees from providing information regarding ballot issues involving the District.

18.2 Employees shall refrain from any action that expressly or impliedly compels other District Employees to support a candidate or to contribute goods, money or services to a political fund or effort including but not limited to union related associations and activities. For purposes of this Policy a request to sign a nominating petition or similar requests for aid in a political campaign shall be prohibited upon District Property. Voluntary participation in any political activity including but not limited to union membership and contribution to or payment of union dues, fees and contributions shall be permitted and appropriately documented.

18.3 Employees may run for elected office to the extent permitted by state and federal laws including but not limited to the Hatch Act and the District's Personnel Rules.

18.4 District Employees shall refrain from dissemination of partisan media while in the workplace.

18.5 Political activity by Employees that is in aid of the District and is authorized and approved by the Board is expressly permitted. However, any such political activity shall be subject to the direction and prescription of the Board and the Executive Director. District Employees shall refrain from engaging in lobbying or other political activities on behalf of the District unless they are expressly authorized and directed to take such actions.

18.6 Because the District receives substantial federal funding the District's Officers and Employees may be deemed to fall under the coverage of 5 U.S.C. Section 1501 to 1508 commonly known as the "Hatch Act." The Hatch Act covers government employees whose principal employment is in connection with an activity which is financed in whole or part by federal loans or grants. The Hatch Act restricts or prohibits covered employees from interfering with or affecting the result of an election by using their official authority or influence, soliciting political contributions from public employees, and running for office. All Employees of the District are charged with determining for themselves the application of the Hatch Act to their activities and complying with the law.

19.0 Solicitations:

Non-political solicitations by Employees of the District on behalf of the District are permitted to the extent authorized by the Board or the Executive Director. Non-political solicitations of Employees by other Employees for charitable organizations shall be permitted only to the extent authorized by the Executive Director and shall not be permitted where the solicitation identifies specific individuals and singles them out in front of their peers in a manner which compels participation or causes express or implied pressure to donate to a cause, charity or fund.

20.0 Travel:

Travel paid for by the District shall be scheduled and conducted in a manner that optimizes the benefits to the District. Officers and Employees shall refrain from conduct that creates the appearance of a lack of professionalism when on District travel. Such conduct includes unruly behavior, public intoxication, improper or unprofessional dress or appearance and any other inappropriate conduct that reflects poorly upon the District.

21.0 Confidentiality:

All District Business is public business and the District's Employees shall strive to optimize transparency in the
performance of District work to the maximum extent practicable. Notwithstanding the District's commitment to open and transparent government, it remains essential that certain aspects of public employment and public service be performed in a manner that respects the confidential information and privacy of individuals and mitigates the risk to tax-payer assets caused by disclosure of confidential information. Confidential information includes all personal identification information that might be used for identity theft, all attorney-client privileged communications, all proprietary information of third-party vendors, portions of disciplinary personnel actions, all Employee evaluations and such financial information as may be deemed confidential under New Mexico law.

It is the responsibility of all Employees to maintain confidentiality of confidential information and the disclosure of such information to the public, the press, or the community at large is prohibited.

22.0 Accuracy of Books, Records and Reports:

It is incumbent upon all District Employees to ensure that the records, reports and District data is maintained in a current format and accurately reflects the facts regarding the business and operations of the District. All District Employees are required to cooperate with any internal or external auditor, compliance Officers, regulators and other agencies who have regulatory authority over the District. Affirmative disclosure is required for any fact or information that is likely to materially alter a review of the District's finances and operations. Destruction and alteration of District records shall be performed only to the extent permitted by the District's Record Retention and Disposition policies. Alteration of draft documents or dynamic records such as databases, route maps and iterative documents is permitted as necessary but District records shall not be altered or amended in a manner that omits or elides material facts about the District.

23.0 Outside Employment:

Pursuant to the Governmental Conduct Act, all Employees of the District are charge with duties as trustees of the public's resources. As public trustees the Employees shall only use the powers and resources of public office and employment to advance the public interest and shall not obtain personal benefits or pursue private interests using District resources.

23.1 All outside employment by District Employees shall be reported to the Executive Director consistent with the District's Personnel Rules.

23.2 All outside employment by District Officers shall be reported to the Board to the extent that the employment may create a conflict of interest.

23.3 Outside employment by Employees that requires the Employee to respond to phone calls, texts, or other forms of communication during their regular work hours at the District is prohibited.

23.4 Outside employment that creates scheduling conflicts or unreasonably limits the availability of District Employees during hours when they can reasonably be expected to be available for District business or operations is prohibited.

23.5 Outside activity by District Employees, whether as an Employee, contractor or a volunteer, that seeks to obtain goods, services, grants, or other aid from the District for a third party (and not the general public) is prohibited.

24.0 Hiring and Contracting Employees and Officers:

The District may consider applications from existing and former Officers but shall not hire as an Employee any sitting Board Member. Board Members may volunteer pursuant to the District's Personnel Rules. The District
may contract with former Employees and Officers to the extent that said contract is in the District's best interest as determined by the Board provided that:

24.1 The former Officer or Employee has no actual or apparent conflict of interest;
24.2 The contract is disclosed to the Board;
24.3 The Former Officer or Employee does not receive a direct financial benefit from prior actions taken in their capacity as an Officer or Employee of the District.

25.0 **Reporting Violations:**

All Employees shall report violations of this policy to the Executive Director or the Board.

26.0 **Retaliation Prohibited:**

It shall be deemed a violation of this policy for any Employee of the District to retaliate against another Employee for reporting or alleging a violation of this policy.

27.0 **Sanctions:**

Employees may be sanctioned for a violation of this policy pursuant to the relevant provisions of the District Personnel Rules or any applicable Collective Bargaining Agreement.
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 2019 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 $8,250,000 from Los Alamos County over the last twelve (12) years.
**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 2019 budget contemplated the receipt and expenditure of these revenue funds. The following chart represents the historical and projected funding relationship with Los Alamos County.

![Fiscal Impact Chart]

**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, 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 Three Hundred Fifty Thousand Dollars ($7,350,000.00) 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 2019 (FY19) budget, beginning July 1, 2018, and ending June 30, 2019, 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 FY19 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 FY19 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. 2017-22.

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, 2020.

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:

County: Incorporated County of Los Alamos 1000 Central Avenue, Suite 160 Los Alamos, New Mexico 87544

NCRTD: Executive Director North Central Regional Transit District 1327 North Riverside Drive Espanola, New Mexico 87532

L. AUTHORIZATION.

The parties warrant that each signatory to this MOU has the appropriate authority and is

Memorandum of Understanding Between the Incorporated County of Los Alamos and the North Central Regional Transit District
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.

ATTEST

J. ALVIN LEAPHART
COUNTY ATTORNEY

INCORPORATED COUNTY OF LOS ALAMOS

BY: ________________
SARA C. SCOTT
COUNCIL CHAIR

DATE

NORTH CENTRAL REGIONAL TRANSIT DISTRICT

BY: ____________________________
DANIEL BARRONE
NCRTD CHAIR

DATE
Title:
Discussion and Consideration of Resolution No. 2019-18 Authorizing NCRTD Staff to Apply for Federal Funding through the FFY2019 Section 5339(c) Low or No Emissions Grant Program for Vehicle Replacement with E85 Capacity, Fuel Storage and Fueling Station and Fleet Staff E85 Maintenance Training.

Prepared By:
Michael Valverde, Transit Planner; Stacey McGuire, Planning, Projects & Grants Manager

Summary:
NCRTD Staff is seeking Board approval to apply for FFY2019 Section 5339(c) Low or No Emissions Grant Program funding for one (1) 29 passenger vehicle replacement with E85 capacity, E85 fuel storage and fueling station, and Fleet Staff E85 maintenance training.

The vehicle to be replaced is current unit 554, which is a 2011 Ford Glaval 29 passenger medium duty bus. The vehicle is projected to fulfill its useful life based on FTA standards for mileage and/or age by the time of replacement.

NCRTD Project application would be submitted through a State of New Mexico consolidated application (as required by FTA for rural transit providers).

Background:
This alternative fuel project is a result of the Board direction given related to the Sustainability Report that was presented in January 2018 that recommended a transition to E85 fueled vehicles as a result of a comparative analysis of CNG, LPG and E85 fueled pilot transit vehicles. To support the fuel needs of E85 vehicles (as public fueling options for E85 fueling are limited regionally), a fuel station to store and dispense fuel is also desired.
This project, if awarded funding, would align with the recent funding awards NCRTD received for the Maintenance Facility Complex. The alternative fueling station identified herein would not be a part of the Maintenance Facility construction *per se*, but could be incorporated into the Maintenance Facility Complex to ensure maximum compatibility and benefit.

The FFY2019 Low or No Emissions Grant Program deadline for application submittal is May 14, 2019. As a rural transit provider and per funding program requirements, the NCRTD application will be submitted under a consolidated application through NMDOT. The NMDOT deadline for inclusion in its consolidated application is April 26, 2019. In efforts to meet the NMDOT deadline, staff has submitted its project to NMDOT for inclusion in its consolidated application but will withdraw the application if the Board does not approve this action.

**Recommended Action:**

It is recommended that the Board move to adopt Resolution 2019-18 Authorizing the NCRTD Staff to apply for Federal funding through the FFY2019 Low or No Emissions Grant Program for one (1) vehicle replacement with E85 capacity, E85 fuel storage and fueling station, and Fleet Staff E85 maintenance training.

**Options/Alternatives:**

- Board approval to adopt Resolution 2019-18 Authorizing the NCRTD Staff to apply for Federal funding through the FFY2019 Section 5339(c) Low or No Emissions Grant Program for one (1) vehicle replacement with E85 fuel capacity, E85 fuel storage and fueling station, and Fleet Staff E85 maintenance training; or
- Do not apply for FFY2019 Section 5339(c) Low or No Emissions Grant Program funding, direct Staff to withdraw the application and seek alternative funding sources; or
- Do not attempt to procure funds for vehicle replacements with E85 fuel capacity, E85 fuel storage and fueling station, and Fleet Staff E85 maintenance training; and instead continue to operate diesel and gasoline vehicles.

**Fiscal Impact:**

FFY2019 Section 5339(c) Low or No Emissions Grant Program funds will fund eighty-five percent (85%) of total vehicle and fueling station cost. Furthermore, the grant program allows for up to 0.5% of the total project cost to be requested for staff training to support the new alternative fuel infrastructure and vehicles. Total project costs by type are estimated to be:

- E85 Vehicles- one (1) 29 passenger = $175,000
- E85 Fuel storage and fueling station- one (1) 10,000 gallon storage tank; one (1) fueling station = $115,000
- NCRTD Fleet Staff maintenance training- $1450 (maximum of 0.5% of total project budget allowed as training per NOFO (Notice of Funding Opportunity))

Total project cost is estimated to be $291,450. Upon award, the NCRTD would be required to commit to and provide a fifteen percent (15%) local match of approximately $43,718. The Federal share would be 85%, or approximately $247,732.
Attachments:

- Resolution No. 2019-18
- FFY2019 Section 5339(c) Low or No Emissions Grant Program NOFO (Notice of Funding Opportunity)
North Central Regional Transit District (NCRTD)

Resolution No. 2019-18

A RESOLUTION AUTHORIZING NCRTD STAFF TO APPLY FOR FEDERAL FUNDING THROUGH THE FFY2019 SECTION 5339(C) LOW OR NO EMISSIONS GRANT PROGRAM FOR VEHICLE REPLACEMENT WITH E85 CAPACITY, FUEL STORAGE AND FUELING STATION AND FLEET STAFF E85 MAINTENANCE TRAINING

WHEREAS, the Board of Directors of the North Central Regional Transit District has adopted a November 2015 Long Range Strategic Plan; and

WHEREAS, the Long Range Strategic Plan Objective 5.1 is to operate "a transit system that protects and enhances the built and natural environment"; and

WHEREAS, the District has undertaken the study and analysis of practical measures that may be taken to enhance the sustainability of District operations in the form of a Sustainability Report; and

WHEREAS, the Sustainability Report presented to the Board in January 2018 recommended a transition to E85 fueled vehicles as a result of a comparative analysis of CNG, LPG and E85 fueled pilot transit vehicles; and

WHEREAS, the federal government has promulgated a "Notice of Funding Opportunity ("NOFO") for FFY2019 Section 5339(c) Low or No Emissions Grant Program; and

WHEREAS, the staff has sought to preserve the opportunity to obtain the FFY2019 Section 5339(c) Low or No Emissions Grant Program funding by meeting the State of New Mexico's consolidated application deadline for submissions; and

WHEREAS, the staff now seeks Board approval of the application for FFY2019 Section 5339(c) Low or No Emissions Grant Program funding; and

WHEREAS, the federal government has promulgated a "Notice of Funding Opportunity ("NOFO") for FFY2019 Section 5339(c) Low or No Emissions Grant Program; and

WHEREAS, the FFY2019 Section 5339(c) Low or No Emissions Grant Program requires a fifteen percent local match; and
WHEREAS, the FFY2019 Section 5339(c) Low or No Emissions Grant Program match amount for the District will be $43,718 if the grant application is fully funded.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Board ratifies the staff’s application for FFY2019 Section 5339(c) Low or No Emissions Grant Program funding and directs the staff to continue to pursue the funding opportunity.

2. The Board represents that it has the resources to match the grant funds up to $43,718 and agrees to fund the match amount through a FY2020 budget adjustment or FY2021 budget allocation.

PASSED, APPROVED, AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 3rd DAY OF MAY, 2019.

Daniel Barrone, Chair

Approved as to form:

Peter Dwyer, Counsel
DEPARTMENT OF TRANSPORTATION

Federal Transit Administration

FY 2019 Competitive Funding Opportunity: Low or No Emission Grant Program

AGENCY: Federal Transit Administration (FTA), DOT.

ACTION: Notice of Funding Opportunity (NOFO).

________________________________________________________________________

SUMMARY: The Federal Transit Administration (FTA) announces the opportunity to apply for $85 million in competitive grants under the fiscal year (FY) 2019 Low or No Emission Grant Program (Low-No Program; Catalog of Federal Domestic Assistance (CFDA) number: 20.526). As required by Federal public transportation law, funds will be awarded competitively for the purchase or lease of low or no emission vehicles that use advanced technologies for transit revenue operations, including related equipment or facilities. Projects may include costs incidental to the acquisition of buses or to the construction of facilities, such as the costs of related workforce development and training activities, and project administration expenses. FTA may award additional funding that is made available to the program prior to the announcement of project selections.

DATES: Complete proposals must be submitted electronically through the GRANTS.GOV “APPLY” function by 11:59 PM Eastern time on May 14, 2019. Prospective applicants should initiate the process by registering on the GRANTS.GOV website promptly to ensure completion of the application process before the submission deadline. Instructions for applying can be found on FTA’s website at http://transit.dot.gov/howtoapply and in the “FIND” module of GRANTS.GOV. The funding opportunity ID is FTA-2019-002-TPM-LowNo. Mail and fax submissions will not be accepted.
FOR FURTHER INFORMATION CONTACT: Tara Clark, FTA Office of Program Management, 202-366-2623, or tara.clark@dot.gov.

SUPPLEMENTARY INFORMATION:

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A. Program Description

Section 5339(c) of Title 49, United States Code authorizes FTA to award grants for low or no emission buses through a competitive process, as described in this notice. The Low or No Emission Bus Program (Low-No Program) provides funding to State and local governmental authorities for the purchase or lease of zero-emission and low-emission transit buses, including acquisition, construction, and leasing of required supporting facilities such as recharging, refueling, and maintenance facilities. FTA recognizes that a significant transformation is occurring in the transit bus industry, with the increasing availability of low and zero emission bus vehicles for transit revenue operations.

B. Federal Award Information

The Consolidated Appropriations Act, 2019 appropriated $85 million in FY 2019 for grants under the Low-No Program, authorized by 49 U.S.C. 5339(c). In FY 2018, the program received applications for 151 projects requesting a total of $558 million. Fifty-two projects were funded at a total of $84.45 million. FTA may cap the amount a single recipient or State may receive as part of the selection process. In FY 2018, for example, the largest amount awarded to a single applicant was $2.29 million and no State received more than 5 percent of the total funding available.

FTA will grant pre-award authority to incur costs for selected projects beginning on the date of project announcement for the FY 2019 awards. Funds are available for obligation until September 30, 2022. 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 include designated recipients, States, local governmental authorities, and Indian Tribes. Except for projects proposed by Indian Tribes, proposals for funding projects in rural (non-urbanized) areas must be submitted as part of a consolidated State proposal. To be considered eligible, applicants must be able to demonstrate the requisite legal, financial, and technical capabilities to receive and administer Federal funds under this program. States and other eligible applicants also may submit consolidated proposals for projects in urbanized areas. Proposals may contain projects to be implemented by the recipient or its eligible subrecipients. Eligible subrecipients are entities that are otherwise eligible recipients under this program.

An eligible recipient may submit an application in partnership with other entities that intend to participate in the implementation of the project, including, but not limited to, specific vehicle manufacturers, equipment vendors, owners or operators of related facilities, or project consultants. If an application that involves such a partnership is selected for funding, the competitive selection process will be deemed to satisfy the requirement for a competitive procurement under 49 U.S.C. 5325(a) for the named entities. Applicants are advised that any changes to the proposed partnership will require FTA written approval, must be consistent with the scope of the approved project, and may necessitate a competitive procurement.

Beginning in FY 2020, and not affecting the FY 2019 Low-No Program, FTA will no longer permit applicants to submit applications that include partnerships. Applicants in FY 2020 instead will be required to fulfill the competitive procurement
requirement mandated under 49 U.S.C. 5325(a). The special exemption from the competitive procurement requirement will be phased out because the low or no emission industry is becoming more mature, making more options available to applicants. Transit agencies should continue to research potential vendors and technologies during proposal development.

2. Cost Sharing or Matching

The maximum Federal share for projects that involve leasing or acquiring transit buses (including clean fuel or alternative fuel vehicles) for purposes of complying with or maintaining compliance with the Clean Air Act is 85 percent of the net project cost.

The maximum Federal share for the cost of acquiring, installing, or constructing vehicle-related equipment or facilities (including clean fuel or alternative fuel vehicle-related equipment or facilities) for purposes of complying with or maintaining compliance with the Clean Air Act is 90 percent of the net project cost of such equipment or facilities that are attributable to compliance with the Clean Air Act. The award recipient must itemize the cost of specific, discrete, vehicle-related equipment associated with compliance with the Clean Air Act to be eligible for the maximum 90 percent Federal share for these costs.

Eligible sources of local match include the following: cash from non-Government sources other than revenues from providing public transportation services; revenues derived from the sale of advertising and concessions; amounts received under a service agreement with a State or local social service agency or private social service organization; revenues generated from value capture financing mechanisms; funds from an undistributed cash surplus; replacement or depreciation cash fund or reserve; new
capital; or in-kind contributions. Transportation development credits or documentation of in-kind match may be used for local match if identified in the application.

3. Eligible Projects

Under 49 U.S.C. 5339(c)(1)(B), eligible projects include projects or programs of projects in an eligible area for: 1) purchasing or leasing low or no emission buses; 2) acquiring low or no emission buses with a leased power source; 3) constructing or leasing facilities and related equipment for low or no emission buses; 4) constructing new public transportation facilities to accommodate low or no emission buses; 5) or rehabilitating or improving existing public transportation facilities to accommodate low or no emission buses. As specified under 49 U.S.C. 5339(c)(5)(A), FTA will only consider eligible projects relating to the acquisition or leasing of low or no emission buses or bus facilities that make greater reductions in energy consumption and harmful emissions than comparable standard buses or other low or no emission buses. As specified under 49 U.S.C. 5339(c)(5)(B), all proposed projects must be part of the intended recipient’s long-term integrated fleet management plan.

If a single project proposal involves multiple public transportation providers, such as when an agency acquires vehicles that will be operated by another agency, the proposal must include a detailed statement regarding the role of each public transportation provider in the implementation of the project.

Consistent with 49 U.S.C. 5339(c)(1)(E), a low or no-emission bus is defined as a passenger vehicle used to provide public transportation that significantly reduces energy consumption or harmful emissions, including direct carbon emissions, when compared to a standard vehicle. The statutory definition includes zero-emission transit buses, which
are defined as buses that produce no direct carbon emissions and no particulate matter emissions under any and all possible operational modes and conditions. Examples of zero emission bus technologies include, but are not limited to, hydrogen fuel-cell buses and battery-electric buses. All new transit bus models must successfully complete FTA bus testing for production transit buses pursuant to 49 U.S.C. 5318 in order to be procured with funds awarded under the Low-No Program. All transit vehicles must be procured from certified transit vehicle manufacturers in accordance with the Disadvantaged Business Enterprise (DBE) regulations at 49 C.F.R. part 26. The development or deployment of prototype vehicles is not eligible for funding under the Low-No Program.

Recipients are permitted to use up to 0.5 percent of their requested grant award for workforce development activities eligible under 49 U.S.C. 5314(b) and an additional 0.5 percent for costs associated with training at the National Transit Institute. Applicants must identify the proposed use of funds for these activities in the project proposal and identify them separately in the project budget.

D. Application and Submission Information

1. Address to Request Application

Applications must be submitted electronically through GRANTS.GOV. General information for submitting applications through GRANTS.GOV can be found at www.fta.dot.gov/howtoapply 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 Application for Federal Assistance (available at GRANTS.GOV) and the supplemental form for the FY 2019
Low-No Program (downloaded from GRANTS.GOV or the FTA website at https://www.transit.dot.gov/funding/grants/lowno). Failure to submit the information as requested can delay review or disqualify the application.

2. **Content and Form of Application Submission**

   a. **Proposal Submission**

      A complete proposal submission consists of two forms: 1) the SF-424 Application for Federal Assistance; and 2) the supplemental form for the FY 2019 Low-No Program. The supplemental form and any supporting documents must be attached to the “Attachments” section of the SF-424. The application must include responses to all sections of the SF-424 Application for Federal Assistance and the supplemental form, unless indicated as optional. The information on the supplemental form will be used 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 a State or other applicant chooses to submit separate proposals for individual consideration by FTA, each proposal must be submitted using 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. Any 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 proposer 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 and supplemental form. Applicants must fill in all fields unless stated otherwise on the forms. If information is copied into the supplemental form from another source, applicants should verify that pasted text is fully captured on the supplemental form and has not been truncated by the character limits built into the form. Applicants should use both the “Check Package for Errors” and the “Validate Form” validation buttons on both forms to check all required fields on the forms, and ensure that the Federal and local amounts specified are consistent.

b. Application Content

The SF-424 Application for Federal Assistance and the supplemental form will prompt applicants for the required information, including:

i. Applicant name

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

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

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

v. Project information (including title, an executive summary, and type)

vi. A detailed description of the need for the project

vii. A detailed description on how the project will support the Low-No Program objectives
viii. Evidence that the project is consistent with local and regional planning
documents

ix. Evidence that the applicant can provide the local cost share

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

xi. A detailed project budget

xii. An explanation of the scalability of the project

xiii. Details on the local matching funds

xiv. A detailed project timeline

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

Each applicant is required to: (1) be registered in SAM before submitting an application; (2) provide a valid unique entity identifier in its application; and (3) continue to maintain an active SAM registration with current information at all times 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 C.F.R. § 25.110(b) or (c); or (3) has an exception approved by FTA under 2 C.F.R. § 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. All applicants must provide a unique entity identifier provided by SAM. Registration in SAM may take as little as 3-5 business days, but since there could be unexpected steps or delays (for example, if there is a need to obtain an Employer
Identification Number), FTA recommends allowing ample time, up to several weeks, for completion of all steps. For additional information on obtaining a unique entity identifier, please visit [www.sam.gov](http://www.sam.gov).

4. Submission Dates and Times

   Project proposals must be submitted electronically through GRANTS.GOV by 11:59 PM Eastern time on May 14, 2019. GRANTS.GOV attaches a time stamp to each application at the time of submission. Proposals submitted after the deadline will only be considered under extraordinary circumstances not under the applicant’s control. Mail and fax submissions will not be accepted.

   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 confirmations of successful validation are not received or a notice of failed validation or incomplete materials is received, 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, include all original attachments regardless of which attachments were updated and check the box on the supplemental form indicating this is a resubmission.

   FTA urges applicants to submit applications at least 72 hours prior to the due date to allow time to receive the validation messages and to correct any problems that may have caused a rejection notification. GRANTS.GOV scheduled maintenance and outage times are announced on the GRANTS.GOV website. Deadlines will not be extended due to scheduled website maintenance.
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 take steps to keep their registration up to date before submissions can be made successfully: (1) registration in the System for Award Management (SAM) is renewed annually, and (2) 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 this NOFO cannot be used to reimburse applicants for otherwise eligible expenses incurred prior to FTA award of a grant agreement until FTA has issued pre-award authority for selected projects.

6. Other Submission Requirements

Applicants are encouraged to identify scaled funding options in case insufficient funding is available to fund a project at the full 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 the project budget would be affected by a reduced award. FTA may award a lesser amount regardless of whether a scalable option is provided.

E. Application Review

1. Criteria
Projects will be evaluated primarily on the responses provided in the supplemental form. 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. FTA will evaluate proposals for the Low-No Program based on the criteria described in this notice.

a. Demonstration of Need

Since the purpose of this program is to fund vehicles and facilities, applications will be evaluated based on the quality and extent to which they demonstrate how the proposed project will address an unmet need for capital investment in vehicles and/or supporting facilities. For example, an applicant may demonstrate that it requires additional or improved charging or maintenance facilities for low or no emission vehicles, that it intends to replace existing vehicles that have exceeded their minimum useful life, or that it requires additional vehicles to meet current ridership demands. FTA will consider an applicant’s responses to the following criteria when assessing the need for capital investment underlying the proposed project:

i. Consistency with Long-Term Fleet Management Plan: As required by 49 U.S.C. 5339(c)(5)(b), all project proposals must demonstrate that they are part of the intended recipient’s long-term integrated fleet management plan, as demonstrated through an existing transit asset management program, fleet procurement plan, or similarly documented program or policy. These plans must be attached to the application. FTA will evaluate the consistency of the proposed project with the applicant’s long-term fleet
management plan, as well as the applicant’s previous experience with the relevant low or no emissions vehicle technologies.

ii. For low or no emission bus projects (replacement and/or or expansion):
Applicants must provide information on the age, condition, and performance of the vehicles to be replaced by the proposed project. Vehicles to be replaced must have met their minimum useful life at the time of project completion. For service expansion requests, applicants must provide information on the proposed service expansion and the benefits for transit riders and the community from the new service. For all vehicle projects, the proposal must address whether the project conforms to FTA’s spare ratio guidelines. Low or no emission vehicles funded under this program are not exempted from FTA’s standard spare ratio requirements, which apply to and are calculated on the agency’s entire fleet.

iii. For bus facility and equipment projects (replacement, rehabilitation, and/or expansion): Applicants must provide information on the age and condition of the asset to be rehabilitated or replaced relative to its minimum useful life.

b. Demonstration of Benefits

Applicants must demonstrate how the proposed project will support the statutory requirements of 49 U.S.C. 5339(c)(5)(A). In particular, FTA will consider the quality and extent to which applications demonstrate how the proposed project will: (1) Reduce Energy Consumption; (2) Reduce Harmful Emissions; and (3) Reduce Direct Carbon Emissions.

i. Reduce Energy Consumption: Applicants must describe how the proposed project will reduce energy consumption. FTA will evaluate applications based on the
degree to which the proposed technology reduces energy consumption as compared to more common vehicle propulsion technologies.

ii. Reduce Harmful Emissions: Applicants must demonstrate how the proposed vehicles or facility will reduce the emission of particulates that create local air pollution, which leads to local environmental health concerns, smog, and unhealthy ozone concentrations. FTA will evaluate the rate of particulate emissions by the proposed vehicles or vehicles to be supported by the proposed facility, compared to the emissions from the vehicles that will be replaced or moved to the spare fleet as a result of the proposed project, as well as comparable standard buses.

iii. Reduce Direct Carbon Emissions: Applicants should demonstrate how the proposed vehicles or facility will reduce emissions of greenhouse gases from transit vehicle operations. FTA will evaluate the rate of direct carbon emissions by the proposed vehicles or vehicles to be supported by the proposed facility, compared to the emissions from the vehicles that will be replaced or moved to the spare fleet as a result of the proposed project, as well as comparable standard buses.

c. Planning and Local/Regional Prioritization

Applicants must demonstrate how the proposed project is consistent with local and regional long range planning documents and local government priorities. FTA will evaluate applications based on the quality and extent to which they assess whether the project is consistent with the transit priorities identified in the long-range plan; and/or contingency/illustrative projects included in that plan; or the locally developed human services public transportation coordinated plan. Applicants are not required to submit copies of such plans, but FTA will consider how the project will support regional goals.
and applicants may submit support letters from local and regional planning organizations attesting to the consistency of the proposed project with these plans.

Evidence of additional local or regional prioritization may include letters of support for the project from local government officials, public agencies, and non-profit or private sector partners.

d. Local Financial Commitment

Applicants must identify the source of the local cost 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 cost share as evidence of local financial commitment to the project. Applicants should submit evidence of the availability of funds for the project; for example, by including a board resolution, letter of support from the State, or other documentation of the source of local funds such as a budget document highlighting the line item or section committing funds to the proposed project. In addition, an applicant may propose a local cost share that is greater than the minimum requirement or provide documentation of previous local investments in the project, which cannot be used to satisfy local matching requirements, as evidence of local financial commitment. Additional consideration will be given to those projects that propose a larger local cost share. FTA will also note if an applicant proposes to use grant funds only for the incremental cost of new technologies over the cost of replacing vehicles with standard propulsion technologies.

e. Project Implementation Strategy

FTA will rate projects higher if grant funds can be obligated within 12 months of selection and the project can be implemented within a reasonable time frame. In
assessing when funds can be obligated, FTA will consider whether the project qualifies for a Categorical Exclusion (CE), or whether the required environmental work has been initiated or completed for projects that require an Environmental Assessment (EA) or Environmental Impact Statement (EIS) under the National Environmental Policy Act of 1969 (NEPA), as amended. The proposal must state when grant funds can be obligated and indicate the timeframe under which the Metropolitan Transportation Improvement Program (TIP) and/or Statewide Transportation Improvement Program (STIP) can be amended to include the proposed project.

In assessing whether the proposed implementation plans are reasonable and complete, FTA will review the proposed project implementation plan, including all necessary project milestones and the overall project timeline. For projects that will require formal coordination, approvals, or permits from other agencies or project partners, the applicant must demonstrate coordination with these organizations and their support for the project, such as through letters of support.

For project proposals that involve a partnership with a manufacturer, vendor, consultant, or other third party, applicants must identify by name any project partners, including, but not limited to, other transit agencies, bus manufacturers, owners or operators of related facilities, or any expert consultants. FTA will evaluate the experience and capacity of the named project partners to successfully implement the proposed project based on the partners’ experience and qualifications. Applicants are advised to submit information on the partners’ qualifications and experience as a part of the application. Entities involved in the project that are not named in the application will be required to be selected through a competitive procurement.
For project proposals that will require a competitive procurement, applicants must demonstrate familiarity with the current market availability of the proposed advanced vehicle propulsion technology.

*f. Technical, Legal, and Financial Capacity*

Applicants must demonstrate that they have the technical, legal, and financial capacity to undertake the project. FTA will review relevant oversight assessments and records to determine whether there are any outstanding legal, technical, or financial issues with the applicant that would affect the outcome of the proposed project.

2. *Review and Selection Process*

In addition to other FTA staff that may review the proposals, a technical evaluation committee will evaluate proposals based on the published evaluation criteria. Members of the technical evaluation committee and other FTA staff may request additional information from applicants, if necessary. Based on the findings of the technical evaluation committee, the FTA Administrator will determine the final selection of projects for program funding. In determining the allocation of program funds, FTA may consider geographic diversity, diversity in the size of the transit systems receiving funding, projects located in or that support public transportation service in a qualified opportunity zone designated pursuant to 26 USC 1400Z-1, the applicant’s receipt of other competitive awards, and the percentage of the local share provided. FTA may consider capping the amount a single applicant may receive and prioritizing investments in rural areas. Projects that have a higher local financial commitment may also be prioritized.

After applying the above criteria, the FTA Administrator will consider the following key Departmental objectives:
a. Supporting economic vitality at the national and regional level;

b. Utilizing alternative funding sources and innovative financing models to attract non-Federal sources of infrastructure investment;

c. Accounting for the life-cycle costs of the project to promote the state of good repair;

d. Using innovative approaches to improve safety and expedite project delivery; and,

e. 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 designated integrity and performance system accessible through SAM (currently the Federal Award Performance and Integrity Information System). An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM. FTA will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in the 2 C.F.R. 200.205 Federal awarding agency review of risk posed by applicants.
F. Federal Award Administration

The FTA Administrator will announce the final project selections on the FTA website. Recipients should contact their FTA Regional Offices for additional information regarding allocations for projects under the Low-No Program. At the time the project selections are announced, FTA will extend pre-award authority for the selected projects. There is no blanket pre-award authority for these projects before announcement.

1. Federal Award Notices

Funds under the Low-No Program are available to States, designated recipients, local governmental authorities, and Indian Tribes. There is no minimum or maximum grant award amount; however, FTA intends to fund as many meritorious projects as possible. Only proposals from eligible recipients for eligible activities will be considered for funding. Due to funding limitations, applicants that are 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 and can be completed with the amount awarded.

2. Administrative and National Policy Requirements

a. 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 discretionary funds until projects are selected, and even then, 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 2018 Apportionment Notice published on July 16, 2018.

b. Grant Requirements

If selected, awardees will apply for a grant through FTA's Transit Award Management System (TrAMS). All Low-No Emission Program recipients are subject to the grant requirements of the Section 5307 Urbanized Area Formula Grant program, including those of FTA Circular 9030.1E. All recipients must follow the Grants Management Requirements of FTA Circular 5010.1 and the labor protections of 49 U.S.C. 5333(b). Technical assistance regarding these requirements is available from each FTA regional office.

c. Buy America

FTA requires that all capital procurements meet FTA's Buy America requirements per 49 U.S.C. 5323(j), which require that all iron, steel, or manufactured products be produced in the United States. Federal public transportation law provides for a phased increase in the domestic content for rolling stock. For FY 2019, the cost of components and subcomponents produced in the United States must be more than 65 percent of the cost of all components. For FY 2020 and beyond, the cost of components and subcomponents produced in the United States must be more than 70 percent of the cost of all components. There is no change to the requirement that final assembly of rolling stock must occur in the United States. FTA issued guidance on the implementation of the phased increase in domestic content on September 1, 2016 (81 FR 60278). Applicants should read the policy guidance carefully to determine the applicable domestic content requirement for their project. Any proposal that will require a waiver must identify in the application the items for which a waiver will be sought. Applicants should not proceed with the expectation that waivers will be granted, nor should applicants assume that
selection of a project under the Low-No Program that includes a partnership with a manufacturer, vendor, consultant, or other third party constitutes a waiver of the Buy America requirements applicable at the time the project is undertaken. Consistent with Executive Order 13858 *Strengthening Buy-American Preferences for Infrastructure Projects*, signed by President Trump on January 31, 2019, applicants should maximize the use of goods, products, and materials produced in the United States, in Federal procurements and through the terms and conditions of Federal financial assistance awards.

*d. Disadvantaged Business Enterprise*

FTA requires that its recipients receiving planning, capital, and/or operating assistance that will award prime contracts exceeding $250,000 in FTA funds in a Federal fiscal year comply with the Disadvantaged Business Enterprise (DBE) program regulations at 49 C.F.R. part 26. Applicants should expect to include any funds awarded, excluding those to be used for vehicle procurements, in setting their overall DBE goal. Note, however, that projects including vehicle procurements remain subject to the DBE program regulations. The rule requires that, prior to bidding on any FTA-assisted vehicle procurement, entities that manufacture vehicles, or perform post-production alterations or retrofitting, must submit a DBE program plan and goal methodology to FTA. Further, to the extent that a vehicle remanufacturer is responding to a solicitation for new or remanufactured vehicles with a vehicle to which the remanufacturer has provided post-production alterations or retrofitting (e.g., replacing major components such as an engine to provide a “like new” vehicle), the vehicle remanufacturer is considered a transit vehicle manufacturer and must also comply with the DBE regulations.
FTA will then issue a transit vehicle manufacturer (TVM) concurrence/certification letter. Grant recipients must verify each entity's compliance with these requirements before accepting its bid. A list of compliant, certified TVMs is posted on FTA's webpage at https://www.fta.dot.gov/regulations-and-guidance/civil-rights-ada/eligible-tvms-list. Please note that this list is nonexclusive, and recipients must contact FTA before accepting bids from entities not listed on this web-posting. Recipients may also establish project-specific DBE goals for vehicle procurements. FTA will provide additional guidance as grants are awarded. For more information on DBE requirements, please contact Janelle Hinton, Office of Civil Rights, 202-366-9259, email: janelle.hinton@dot.gov.

e. Planning

FTA encourages applicants to notify the appropriate State Departments of Transportation and metropolitan planning organizations in areas likely to be served by the project funds made available under these initiatives and programs. Selected projects must be incorporated into the long-range plans and transportation improvement programs of States and metropolitan areas before they are eligible for FTA funding. As described under the evaluation criteria, FTA may consider whether a project is consistent with or already included in these plans when evaluating a project.

f. Standard Assurances

The applicant assures that it will comply with all applicable Federal statutes, regulations, executive orders, directives, 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.

3. Reporting

Post-award reporting requirements include the electronic submission of Federal Financial Reports and Milestone Progress Reports in FTA's electronic grants management system.

G. Technical Assistance and Other Program Information

This program is not subject to Executive Order 12372, “Intergovernmental Review of Federal Programs.” FTA will consider applications for funding only from eligible recipients for eligible projects listed in Section C. Complete applications must be submitted through GRANTS.GOV by 11:59 p.m. Eastern time on May 14, 2019. For issues with GRANTS.GOV, please contact GRANTS.GOV by phone at 1-800-518-4726 or by e-mail at support@grants.gov. Contact information for FTA’s regional offices can be found on FTA’s website at www.fta.dot.gov.

H. Federal Awarding Agency Contacts

For further information concerning this notice, please contact the Low-No Program manager, Tara Clark, by phone at 202-366-2623, or by e-mail at tara.clark@dot.gov. A TDD is available for individuals who are deaf or hard of hearing
at 800-877-8339. In addition, FTA will post answers to questions and requests for clarifications on FTA’s website at https://www.transit.dot.gov/funding/grants/lowno. To ensure applicants receive accurate information about eligibility or the program, applicants are encouraged to contact FTA directly, rather than through intermediaries or third parties, with questions.

FTA staff may also conduct briefings on the FY 2019 discretionary grants selection and award process upon request.

Issued in Washington, DC, this __________day of ______________________, 2019.

________________________

K. Jane Williams
Acting Administrator
Title: Discussion and Consideration of the Annual NCRTD Board Attendance Report, April 2018 – March 2019

Prepared By: Anthony J. Mortillaro, Executive Director

Summary: In accordance with the Amended and Restated Bylaws adopted by the Board of Directors on February 5, 2016, the Board Attendance Report is required to be reported for the period of April 2018 – March 2019.

Background: Per Section 9.10 of the Bylaws, the Executive Director shall annually review each Director’s compliance with these Bylaws, each Director’s attendance, and report the information to the Board at the regular meeting in April of each year.

Recommended Action: It is recommended that the Board review and accept the report.

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

1. Take no action; or
2. Provide further direction

Attachments:

- Board Attendance Report, April 2018 – March 2019
## NCRTD Board Attendance Report
**April 2018 - March 2019**

<table>
<thead>
<tr>
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<td>Town of Taos</td>
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<td>Taos County</td>
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<td>Pueblo de San Ildefonso</td>
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<td>P</td>
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<td>Pueblo of Santa Clara</td>
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<td>A</td>
<td>A</td>
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<tr>
<td>Village of Taos Ski Valley</td>
<td>-</td>
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<td><strong>Quorum</strong></td>
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</table>
Title: Quarterly Investment Report – 3rd Qtr. FY2019

Prepared By: Hector Ordonez, Finance Director

Background: The NCRTD invests through various FDIC insured institutions around the United States mostly through Broker Certificates of Deposit. At the end of the third quarter the value of the investment portfolio was $7,898,264.21 This is an increase of $330,777.02 from the 2nd Qtr. of FY19. The breakdown of the increase is as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Increase in LANB Checking Account Bal.</td>
<td>$295,282.06</td>
</tr>
<tr>
<td>Increase Local Gov Portfolio- Interest</td>
<td>$103.25</td>
</tr>
<tr>
<td>Sandia CD- Interest</td>
<td>$798.30</td>
</tr>
<tr>
<td>Increase in Flex Insure Cash Acc</td>
<td>$260,021.28</td>
</tr>
<tr>
<td>Decrease Cetera Brokered CDS</td>
<td>&lt;$225,427.87&gt;</td>
</tr>
<tr>
<td>Total (Net) Increase</td>
<td>$330,777.02</td>
</tr>
</tbody>
</table>

Cetera, an affiliate of LANB, our investment broker continues to invest in CDs and Municipal Bonds at the direction of Executive Director and Director of Finance. Thus far, the District has 16 CDs and 2 Municipal Bonds outstanding, and five 5 CDs and 1 US Treasury Bill have been redeemed. The two CDs matured in January, were reinvested on 6 mo. Municipality Bonds instruments to lower the average maturity date on the investment instruments. The cost basis of all the instruments currently opened under Cetera equals $3,920,000 which is the total amount invested during the year ($5,135,000) minus CDs redeemed ($1,215,000).

Total interest received in the third quarter of Fiscal year 2019 was $21,075.83. The frequency from which interest is earned varies from investment to investment, some investment is earned monthly, quarterly, semiannually, annually and/or at the redemption date. The term dates between CDs are 3, 6, 12, 18, 21 and 24 months.
Summary:

- As of March 31, 2019, our total investment amount (excluding the checking account balance deposited in Los Alamos National Bank) was $5,340,397.22
- 50.45% of our Investments consisted of CDs
- The average rate of return was 1.24%
- The average length of maturity of all investments is 12.14 months
- 16 CDs and 2 Municipal Bonds are outstanding, and 5 CDs and 1 Treasury Bill have been redeemed as of March 29 only 4 CDs and the Treasury Bill had been reinvested.

<table>
<thead>
<tr>
<th>Amount Invested YTD</th>
<th>YTD Earnings</th>
<th>% of portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking Account</td>
<td>$ 2,557,866.99</td>
<td>$ 928.54</td>
</tr>
<tr>
<td>Local Government Investment Portfolio</td>
<td>10,643.37</td>
<td>206.50</td>
</tr>
<tr>
<td>Cetera Fund Interest &amp; T-Bills</td>
<td>1,094,297.86</td>
<td>198.07</td>
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<tr>
<td>Local Banks/Credit Unions CDs</td>
<td>250,924.40</td>
<td>505.41</td>
</tr>
<tr>
<td>Brokered CDs</td>
<td>3,984,531.59</td>
<td>66,553.95</td>
</tr>
<tr>
<td>Total</td>
<td>$ 7,898,264.21</td>
<td>$ 68,392.47</td>
</tr>
</tbody>
</table>

Recommended Actions: It is recommended that the Board of Directors discuss and review the information presented in relation to the Investment Portfolio Report and move to accept as presented.

Options/Alternatives:

1. Take no action; or
2. Endorse the Quarterly Investment Report (recommended).

Fiscal Impact:

None

Attachments:

Quarterly Investment Report – 3rd Qtr. FY2019
## North Central Regional Transit District
### Quarterly Investment Report - 3rd Qtr FY2019
### As of March 31, 2019

<table>
<thead>
<tr>
<th>Date Opened</th>
<th>Term / Months</th>
<th>Expiration Date</th>
<th>Rate</th>
<th>Amount Invested</th>
<th>YTD Total Earnings</th>
<th>Redeemed/Closed Transactions</th>
<th>Investment Balance</th>
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<td><strong>Local Banks/Credit Unions CDs</strong></td>
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<tr>
<td>Sandia Area Credit Union</td>
<td>10/29/2017</td>
<td>12 months</td>
<td>10/29/2018</td>
<td>0.50%</td>
<td>$248,902.04</td>
<td>$2,022.36</td>
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<tr>
<td><strong>Local Bank/Credit Union Total</strong></td>
<td><strong>12 months</strong></td>
<td><strong>Average Rate</strong></td>
<td><strong>0.50%</strong></td>
<td><strong>$248,902.04</strong></td>
<td><strong>$2,022.36</strong></td>
<td>-</td>
<td><strong>$250,924.40</strong></td>
</tr>
<tr>
<td><strong>Brokered CDs</strong></td>
<td></td>
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<tr>
<td>Barclays BK Del Retail</td>
<td>07/26/17</td>
<td>12 months</td>
<td>07/26/18</td>
<td>1.40%</td>
<td>$235,000.00</td>
<td>3,290.00</td>
<td>$235,000.00</td>
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<tr>
<td>Bank Banoda- New York</td>
<td>08/22/17</td>
<td>12 months</td>
<td>08/22/18</td>
<td>1.35%</td>
<td>$245,000.00</td>
<td>3,307.50</td>
<td>$245,000.00</td>
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<tr>
<td>Bank of China- New York</td>
<td>10/30/17</td>
<td>12 months</td>
<td>10/30/18</td>
<td>1.35%</td>
<td>$245,000.00</td>
<td>3,307.50</td>
<td>$245,000.00</td>
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<tr>
<td>Bank of India- New York</td>
<td>11/09/17</td>
<td>12 months</td>
<td>11/07/18</td>
<td>1.35%</td>
<td>$245,000.00</td>
<td>3,289.38</td>
<td>$245,000.00</td>
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<td>Goldman Sachs- New York</td>
<td>09/27/17</td>
<td>18 months</td>
<td>03/27/19</td>
<td>1.60%</td>
<td>$245,000.00</td>
<td>3,920.00</td>
<td>$245,000.00</td>
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<td>Comenity CAP Bank- Utah</td>
<td>09/27/17</td>
<td>18 months</td>
<td>04/23/19</td>
<td>1.60%</td>
<td>$245,000.00</td>
<td>2,931.93</td>
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<td>Sallie Mae Bank- Salt Lake</td>
<td>12/06/17</td>
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<td>06/06/19</td>
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<td>2,026.79</td>
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<td>Bank of the West San Francisco</td>
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<td>07/18/19</td>
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<td>Morgan Stanley- Utah</td>
<td>07/19/18</td>
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<td>07/19/19</td>
<td>2.35%</td>
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<td>3,098.08</td>
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<td>Discover Bank- Greenwood</td>
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<td>07/24/19</td>
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<td>Barclays BK Del Retail</td>
<td>07/26/17</td>
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<td>07/26/19</td>
<td>1.65%</td>
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<td>4,042.50</td>
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<td>Wells Fargo Bank- Sioux Falls</td>
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<td>07/29/19</td>
<td>1.70%</td>
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<td>Iberia Bank- La Fayette</td>
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<td>07/31/19</td>
<td>1.90%</td>
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<td>4,655.00</td>
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<td>08/15/17</td>
<td>12 months</td>
<td>08/15/19</td>
<td>1.45%</td>
<td>$245,000.00</td>
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<td>Ally Bank Midvale, Utah</td>
<td>09/28/17</td>
<td>24 months</td>
<td>09/30/19</td>
<td>1.70%</td>
<td>$245,000.00</td>
<td>4,165.00</td>
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<td>Capital One Bank- USA</td>
<td>11/22/17</td>
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<td>11/22/19</td>
<td>1.80%</td>
<td>$245,000.00</td>
<td>2,233.12</td>
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<td>American Express- Centurion</td>
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<td>2,333.88</td>
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<td>Capital One- National Assit McLean</td>
<td>12/06/17</td>
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<td>1.90%</td>
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<td>2,333.88</td>
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<td>01/19/18</td>
<td>24 months</td>
<td>01/21/20</td>
<td>2.00%</td>
<td>$245,000.00</td>
<td>3,664.91</td>
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<td>Synchrobank</td>
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<td>24 months</td>
<td>01/21/20</td>
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<td>5,145.00</td>
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<td>Morgan Stanley- Utah</td>
<td>03/22/18</td>
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<td>03/23/20</td>
<td>2.55%</td>
<td>$245,000.00</td>
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<td><strong>Brokered CD Total</strong></td>
<td><strong>18.43</strong></td>
<td><strong>Average Rate</strong></td>
<td><strong>1.79%</strong></td>
<td><strong>$5,135,000.00</strong></td>
<td><strong>$64,531.59</strong></td>
<td><strong>$1,215,000.00</strong></td>
<td><strong>$3,984,531.59</strong></td>
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<td><strong>Short Term Investment</strong></td>
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<td>Checking Account Interest- LANB</td>
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<td>0.05%</td>
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<td>Local Government Investment Portfolio</td>
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<td></td>
<td>0.24%</td>
<td>$10,436.87</td>
<td>206.50</td>
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<td>United States Treasury Bill 6 Mo.</td>
<td>01/01/19</td>
<td>6 months</td>
<td>07/01/19</td>
<td>2.19%</td>
<td>$650,000.00</td>
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<td>Flex Insure Account Interest</td>
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<td>0.50%</td>
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<td><strong>Short Term Total</strong></td>
<td><strong>6 months</strong></td>
<td><strong>Average Rate</strong></td>
<td><strong>0.74%</strong></td>
<td><strong>$3,905,909.39</strong></td>
<td><strong>$1,898.83</strong></td>
<td><strong>$245,000.00</strong></td>
<td><strong>$3,662,808.22</strong></td>
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<tr>
<td><strong>Total Investments</strong></td>
<td><strong>12.14</strong></td>
<td><strong>Average Rate</strong></td>
<td><strong>1.01%</strong></td>
<td><strong>$9,289,811.43</strong></td>
<td><strong>$68,452.78</strong></td>
<td><strong>$1,460,000.00</strong></td>
<td><strong>$7,898,264.21</strong></td>
</tr>
</tbody>
</table>
North Central Regional Transit District
Quarterly Investment Report - 3rd Qtr FY2019
Investment Allocation Graphs
As of March 31, 2019

NCRTD's Investment Allocation

<table>
<thead>
<tr>
<th>Amount Invested YTD</th>
<th>YTD Earnings</th>
<th>% of portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking Account</td>
<td>$2,557,866.99</td>
<td>$928.54</td>
</tr>
<tr>
<td>Local Government Investment Portfolio</td>
<td>10,643.37</td>
<td>206.50</td>
</tr>
<tr>
<td>Cetera Fund Interest &amp; T-Bills</td>
<td>1,094,297.86</td>
<td>198.07</td>
</tr>
<tr>
<td>Local Banks/Credit Unions CDs</td>
<td>250,924.40</td>
<td>505.41</td>
</tr>
<tr>
<td>Brokered CDs</td>
<td>3,984,531.59</td>
<td>66,553.95</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$7,898,264.21</strong></td>
<td><strong>$68,392.47</strong></td>
</tr>
</tbody>
</table>

1.01% Average Rate of Return
12.14 Average Length of Maturity (months)
2.25% Treasury Security Return for 12 months*
0.80% 10 Yr Average Treasury Security Return
Title: Discussion and Consideration of Automatic Clearing House (ACH) Payments Over $20,000 – 3rd Qtr. FY2019.

Prepared By: Hector Ordonez, Finance Director

Background: The NCRTD Board passed a resolution in November 2013 allowing the District to pay its vendors through the Automatic Clearing House (ACH) system that withdraws funds from the District’s account and deposits into vendor’s checking accounts. To date, the District has 95 vendors signed up for ACH payments an increase of 3 vendors from the 2nd Qtr. of FY2019.

Summary: During the third quarter of Fiscal Year 2019 (January 1, 2019 through March 31, 2019), there were twenty-five (25) payments over $20,000 made to different vendors in the amount of $1,802,380.60. The payment categories breakdown is as follows:

- Six (6) payments totaling $142,142.43 were made to the Federal Government for Social Security Benefits, Federal Tax Withholdings and Medicaid.
- Four (4) payments totaling $1,139,903.78 made to other Transit Agencies for GRT contributions.
- Fifteen (15) payments totaling $520,334.39 were made for Goods, Services and Capital Assets acquired by the District.

Recommended Action: It is recommended that the Board of Directors discuss and review the information presented in relation to the Automatic Clearing House (ACH) Payments over $20,000 from January 1, 2019 thru March 31, 2019 and move to accept as presented.

Options/Alternatives:

1. Take no action; or
2. Endorse the Quarterly Automatic Clearing House (ACH) Payments over $20,000 from January 1, 2019 thru March 31, 2019 (recommended).
Fiscal Impact: None

Attachments:

- Automatic Clearing House (ACH) Payments over $20,000 – 3rd Qtr. FY2019
<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Check Number</th>
<th>Transaction Description</th>
<th>Vendor Name</th>
<th>Check Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/07/2019</td>
<td>E Check 5151757/74435603</td>
<td>Federal Tax Deposit 01-04-19 Pay Date</td>
<td>United States Treasury</td>
<td>$ 25,470.65</td>
</tr>
<tr>
<td>01/22/2019</td>
<td>E Check 957157/036934</td>
<td>Federal Tax Deposit 01-18-19 Pay Date</td>
<td>United States Treasury</td>
<td>$ 22,767.95</td>
</tr>
<tr>
<td>02/04/2019</td>
<td>E Check 371563/070058</td>
<td>Federal Tax Deposit 02-01-19 pay date</td>
<td>United States Treasury</td>
<td>$ 23,695.43</td>
</tr>
<tr>
<td>02/19/2019</td>
<td>E Check 42765652/65856773</td>
<td>Federal Tax Deposit for 02-15-19</td>
<td>United States Treasury</td>
<td>$ 24,117.04</td>
</tr>
<tr>
<td>03/01/2019</td>
<td>E Check 03123875/032952826</td>
<td>Federal Tax Deposit for 03-01-19 pay date</td>
<td>United States Treasury</td>
<td>$ 23,605.79</td>
</tr>
<tr>
<td>03/15/2019</td>
<td>E Check 2585940/94437816</td>
<td>Federal Tax Deposit for 03-15-19 pay date</td>
<td>United States Treasury</td>
<td>$ 22,485.57</td>
</tr>
</tbody>
</table>

**Federal Tax Deposits- Total**

$ 142,142.43 *

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Check Number</th>
<th>Transaction Description</th>
<th>Vendor Name</th>
<th>Check Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/09/2019</td>
<td>E19010908</td>
<td>County Regional Transit GRT October 2018</td>
<td>Rio Metro RTD</td>
<td>$ 207,655.72</td>
</tr>
<tr>
<td>02/06/2019</td>
<td>E19020641</td>
<td>County Regional Transit GRT November 2018</td>
<td>Rio Metro RTD</td>
<td>$ 204,993.49</td>
</tr>
<tr>
<td>02/20/2019</td>
<td>E190220001</td>
<td>Los Alamos County 1st Quarter Payment 2019</td>
<td>Incorporated County of Los Alamos</td>
<td>$ 351,708.24</td>
</tr>
<tr>
<td>02/20/2019</td>
<td>E190220002</td>
<td>Los Alamos County 2nd Quarter Payment 2019</td>
<td>Incorporated County of Los Alamos</td>
<td>$ 375,546.33</td>
</tr>
</tbody>
</table>

**GRT Payments- Total**

$ 1,139,903.78

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Check Number</th>
<th>Transaction Description</th>
<th>Vendor Name</th>
<th>Check Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/09/2019</td>
<td>E19010902</td>
<td>October 2018 Medical, Dental, Vision, Disability Insurance</td>
<td>GSD-Admin Services Division</td>
<td>$ 43,071.19</td>
</tr>
<tr>
<td>01/09/2019</td>
<td>E19010904</td>
<td>November 2018 Medical, Dental, Vision, Disability Insurance</td>
<td>GSD-Admin Services Division</td>
<td>$ 44,365.74</td>
</tr>
<tr>
<td>01/15/2019</td>
<td>20214</td>
<td>Jicarilla Apache Nation IDC/Local Match Reimbursement</td>
<td>The Jicarilla Apache Nation</td>
<td>$ 23,466.37</td>
</tr>
<tr>
<td>01/15/2019</td>
<td>E19011534</td>
<td>Gas Card payment for 12/01-12/31/18</td>
<td>Wex Bank</td>
<td>$ 31,229.28</td>
</tr>
<tr>
<td>02/13/2019</td>
<td>E Check 180119</td>
<td>PERA payment for PP 12/01/19-01/15/19</td>
<td>PERA</td>
<td>$ 20,284.80</td>
</tr>
<tr>
<td>02/15/2019</td>
<td>E19021501</td>
<td>Maintenance and Support 12/01/18-11/30/19</td>
<td>Avail Technologies, Inc.</td>
<td>$ 51,763.00</td>
</tr>
<tr>
<td>02/15/2019</td>
<td>E19021502</td>
<td>Remix License year 2 01/01/19-12/31/19</td>
<td>Remix Software, Inc.</td>
<td>$ 56,000.00</td>
</tr>
<tr>
<td>02/15/2019</td>
<td>E19021505</td>
<td>Fuel Charges January 2019</td>
<td>Wex Bank</td>
<td>$ 33,892.75</td>
</tr>
<tr>
<td>02/21/2019</td>
<td>E Check 150219</td>
<td>PERA payment for PP 01/26/19-02/08/19</td>
<td>PERA</td>
<td>$ 20,216.16</td>
</tr>
<tr>
<td>03/12/2019</td>
<td>E Check 010319</td>
<td>PERA Payment for 02/09/19-02/22/19</td>
<td>PERA</td>
<td>$ 20,248.16</td>
</tr>
<tr>
<td>03/21/2019</td>
<td>E19032144</td>
<td>Fuel charges for February 2019</td>
<td>Wex Bank</td>
<td>$ 31,934.96</td>
</tr>
<tr>
<td>03/21/2019</td>
<td>E19032143</td>
<td>Professional services rendered from 1/26/19-2/22/19</td>
<td>Wilson &amp; Company, Inc. Engineers &amp; Architects</td>
<td>$ 20,094.25</td>
</tr>
<tr>
<td>03/27/2019</td>
<td>E19032702</td>
<td>Health/Dental/Disability/Vision Insurance Dec 18</td>
<td>GSD-Admin Services Division</td>
<td>$ 45,149.49</td>
</tr>
<tr>
<td>03/27/2019</td>
<td>E19032704</td>
<td>Health/Dental/Disability/Vision Insurance Jan 19</td>
<td>GSD-Admin Services Division</td>
<td>$ 43,767.03</td>
</tr>
<tr>
<td>03/27/2019</td>
<td>E19032708</td>
<td>ADA Transit Stops Phase V Invoice #2 for 12/29-01/25/19</td>
<td>Wilson &amp; Company, Inc. Engineers &amp; Architects</td>
<td>$ 34,851.21</td>
</tr>
</tbody>
</table>

**Goods & Services- Total**

$ 520,334.39

**Report Total**

$ 1,802,380.60

* Federal Tax deposits include social security payments, medicaid and federal withholding taxes.
North Central Regional Transit District
Monthly Financial Report
As of March 31, 2019

Summary

The North Central Regional Transit District (NCRTD) is currently reporting nine months of financial activity as of March 31, 2019. Expenses and Revenues reported for the period through March 31, 2019 represent 75% of the budget.

Total revenue received thus far is $8,700,290 and $7,494,312 of expenses have incurred; this means that the District has received $1,205,978 more in revenues than it has spent. This amount does not include contributions that will be made to City of Santa Fe and Rio Metro of Approximately $630,000.

Monthly budget figures for GRT, federal and capital grant revenues as well as expenses were calculated utilizing trends from the last three fiscal years.

Financial Highlights

Revenue:

As of March 31, 2019, total revenue received for this fiscal Year was $8,700,290 this represents 66.03% of total revenues budgeted for the year.

Expenditures:

As of March 31, 2019, the District recognized expenditures totaling $7,494,312 this represents 56.88% of total budgeted expenditures for this fiscal year.

Significant Variances:

- Revenues –
  - Federal Revenues - Are $432,142 more than the prior year because billings made to NMDOT last Fiscal Year were a month behind, the difference is expected to even out towards the end of the year.
  - Local Match – The $438,285 decrease from the prior year is due to the fact that all contributions from our community partners had been received by this time of the year. We did receive some of these contributions this month (April).
  - GRT- We will go over in detail in the next page.
  - Miscellaneous Revenues & Charges for services – The $70,000 increase is due to $22,321 more collected in fares and approximately $35,000 more in investment revenue.
• **Expenses** –
  - *Salaries & Overtime* – The differences are starting to even out with a new driver’s bid. The $94,000 increase is related to an average 3% increase in wages and unexpected/significant annual leave payouts.
  - *Contributions to other Transit Agencies* - Related to an increase in GRT Revenues (contributions to Rail Runner have increased)
  - *Contractual Services* - Increase of $82,000 related to payments made to Huitt-Zollars for the Design of the Taos Facility and Wilson & Co Engineers for their TAP Project Phase V.
  - *Capital Expenses* – Decrease of $206,913 is related to Final Payments made on the 2018 TAP Project last year.

**GRT Revenue:**

GRT Revenue received in March was $692,406 this is $104,032 more than budgeted and $37,319 more than what we received the same month last year.

**GRT Revenue by County:**

- Los Alamos County receipts were $198,326 this is $8,981 more than the same month last year and $51,221 more than budgeted.
- Rio Arriba County receipts were $37,155 this is $2,250 more than the same month last year and $1,316 more than budgeted.
- Santa Fe County receipts were $378,050 this is $19,414 more than the same month last year and $43,886 more than budgeted.
- Taos County receipts were $78,874 this is $6,672 more than the same month last year and $7,609 more than budgeted.

**Grant Revenue:**

Grant Revenue received in March is $175,045 this is $103,738 less than we budgeted and $74,877 less than what we received the same month last year. This is due to increases in Capital Expenditures related to last year’s ADA Project.

**Expense Categories:**

Total Expenses for the month of March are $7,494,312. The net effect between the administrative, operating and capital expense categories is an increase of $151,550 from the prior year which correlates to the differences in the amount of $151,550 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 $144,927 this is $19,468 less than the same month last year and $58,940 less than we budgeted (administrative expenses are at 64.89% of their annual budget)
• Operating expenses totaled $1,222,433 this is $318,258 more than the same month last year and $277,962 more than we budgeted (operating expenses are at 66.39% of the annual budget). The difference is related to other transit agencies contributions.

• Capital expenses totaled $74,461 this is $25,739 less than the same month last year and $129,246 less than we budgeted (capital expenses are at 10.74% 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 March 31, 2019**

**FY2019 (July 1, 2018 to June 30, 2019)**

<table>
<thead>
<tr>
<th>Revenues:</th>
<th>Actual FY18</th>
<th>Budget FY19</th>
<th>Actual FY19</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>$6,284,062 $</td>
<td>$7,330,000</td>
<td>$6,587,504 $</td>
<td>$303,443 $</td>
<td>89.87%</td>
</tr>
<tr>
<td>Fed Grant</td>
<td>1,259,203</td>
<td>3,436,221</td>
<td>1,691,345</td>
<td>432,142 $</td>
<td>49.22%</td>
</tr>
<tr>
<td>S311c/Member Contributions</td>
<td>8,258</td>
<td>306,552</td>
<td>187,731</td>
<td>179,473 $</td>
<td>61.24%</td>
</tr>
<tr>
<td>State Capital/Outlay</td>
<td>-</td>
<td>195,000</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Local Match</td>
<td>507,422</td>
<td>482,114</td>
<td>69,137</td>
<td>(438,285) $</td>
<td>14.34%</td>
</tr>
<tr>
<td>Use of Fund Balance</td>
<td>-</td>
<td>1,262,920</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Charges for Services</td>
<td>28,736</td>
<td>42,500</td>
<td>51,056</td>
<td>22,321 $</td>
<td>120.13%</td>
</tr>
<tr>
<td>Misc Revenues</td>
<td>66,259</td>
<td>120,600</td>
<td>113,517</td>
<td>47,258 $</td>
<td>94.13%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$8,153,939</strong> $</td>
<td><strong>$13,175,907</strong> $</td>
<td><strong>$8,700,290</strong> $</td>
<td><strong>$546,351</strong> $</td>
<td><strong>66.03%</strong></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>$1,930,734 $</td>
<td>$2,960,940</td>
<td>$2,001,425 $</td>
<td>$70,691 $</td>
<td>68.99%</td>
</tr>
<tr>
<td>Overtime</td>
<td>153,253</td>
<td>147,500</td>
<td>176,377</td>
<td>23,124 $</td>
<td>119.58%</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>892,608</td>
<td>1,353,299</td>
<td>887,704</td>
<td>(4,904) $</td>
<td>65.60%</td>
</tr>
<tr>
<td>Contributions to Other Transit Agencies</td>
<td>2,792,480</td>
<td>4,743,220</td>
<td>3,034,274</td>
<td>241,794 $</td>
<td>63.97%</td>
</tr>
<tr>
<td>Office</td>
<td>27,370</td>
<td>51,928</td>
<td>28,413</td>
<td>1,042 $</td>
<td>54.72%</td>
</tr>
<tr>
<td>Utilities</td>
<td>58,957</td>
<td>90,782</td>
<td>43,044</td>
<td>(1,734) $</td>
<td>47.41%</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>222,605</td>
<td>525,978</td>
<td>305,268</td>
<td>82,663 $</td>
<td>58.04%</td>
</tr>
<tr>
<td>Advertising</td>
<td>53,413</td>
<td>112,295</td>
<td>76,600</td>
<td>23,187 $</td>
<td>68.21%</td>
</tr>
<tr>
<td>Equipment &amp; Building</td>
<td>34,252</td>
<td>33,500</td>
<td>14,630</td>
<td>(19,622) $</td>
<td>43.67%</td>
</tr>
<tr>
<td>Insurance</td>
<td>105,829</td>
<td>111,811</td>
<td>82,699</td>
<td>(23,124) $</td>
<td>73.91%</td>
</tr>
<tr>
<td>Employee Related</td>
<td>31,952</td>
<td>71,601</td>
<td>19,707</td>
<td>(11,894) $</td>
<td>27.52%</td>
</tr>
<tr>
<td>Travel, Meetings, Lodging and Per Diem</td>
<td>37,523</td>
<td>71,869</td>
<td>24,716</td>
<td>(12,807) $</td>
<td>34.39%</td>
</tr>
<tr>
<td>Fuel</td>
<td>306,790</td>
<td>400,000</td>
<td>296,919</td>
<td>(9,081) $</td>
<td>74.23%</td>
</tr>
<tr>
<td>Vehicle Maintenance/Repairs</td>
<td>250,873</td>
<td>338,500</td>
<td>260,092</td>
<td>9,220 $</td>
<td>76.84%</td>
</tr>
<tr>
<td>Bus &amp; Shelter Ammenities</td>
<td>-</td>
<td>6,000</td>
<td>20</td>
<td>20 $</td>
<td>0.33%</td>
</tr>
<tr>
<td>Other</td>
<td>300</td>
<td>1,870</td>
<td>5,573</td>
<td>5,273 $</td>
<td>298.00%</td>
</tr>
<tr>
<td>Capital</td>
<td>443,824</td>
<td>2,214,814</td>
<td>236,911</td>
<td>(967,903) $</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$7,342,762</strong> $</td>
<td><strong>$13,175,907</strong> $</td>
<td><strong>$7,494,312</strong> $</td>
<td><strong>$151,550</strong> $</td>
<td><strong>56.88%</strong></td>
</tr>
</tbody>
</table>

| Change in Net Position                         | $811,177 $        | -                | $1,205,978 $      | $394,801 $                              | 9.15%                    |
North Central Regional Transit District
Gross Receipts Revenue - By Month (Cash Basis)
As of March 31, 2019
FY2019 (July 1, 2018 to June 30, 2019)

<table>
<thead>
<tr>
<th>Month</th>
<th>Budget FY19</th>
<th>Actual FY19</th>
<th>Budget Variance</th>
<th>% Increase or (decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 18</td>
<td>$637,283</td>
<td>$798,916</td>
<td>$161,633</td>
<td>25.36%</td>
</tr>
<tr>
<td>AUG 18</td>
<td>752,132</td>
<td>759,415</td>
<td>7,283</td>
<td>0.97%</td>
</tr>
<tr>
<td>SEPT 18</td>
<td>612,854</td>
<td>764,560</td>
<td>151,706</td>
<td>24.75%</td>
</tr>
<tr>
<td>OCT 18</td>
<td>604,186</td>
<td>638,122</td>
<td>33,935</td>
<td>5.62%</td>
</tr>
<tr>
<td>NOV 18</td>
<td>778,984</td>
<td>808,554</td>
<td>29,570</td>
<td>3.80%</td>
</tr>
<tr>
<td>DEC 18</td>
<td>524,277</td>
<td>721,267</td>
<td>196,990</td>
<td>37.57%</td>
</tr>
<tr>
<td>JAN 19</td>
<td>571,662</td>
<td>643,374</td>
<td>71,712</td>
<td>12.54%</td>
</tr>
<tr>
<td>FEB 19</td>
<td>629,933</td>
<td>760,890</td>
<td>130,958</td>
<td>20.79%</td>
</tr>
<tr>
<td>MAR 19</td>
<td>588,374</td>
<td>692,406</td>
<td>104,032</td>
<td>17.68%</td>
</tr>
<tr>
<td>APR 19</td>
<td>520,255</td>
<td>-</td>
<td>-520,255</td>
<td>-100.00%</td>
</tr>
<tr>
<td>MAY 19</td>
<td>555,675</td>
<td>-</td>
<td>-555,675</td>
<td>-100.00%</td>
</tr>
<tr>
<td>JUN 19</td>
<td>554,385</td>
<td>-</td>
<td>-554,385</td>
<td>-100.00%</td>
</tr>
<tr>
<td></td>
<td>$7,330,000</td>
<td>$6,587,504</td>
<td>$(742,496)</td>
<td>-10.13%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Actual FY18</th>
<th>Actual FY19</th>
<th>(Inc/Dec) from Prior Year to Current Year</th>
<th>% Increase or (decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 18</td>
<td>$710,922</td>
<td>$798,916</td>
<td>$87,994</td>
<td>12.38%</td>
</tr>
<tr>
<td>AUG 18</td>
<td>843,852</td>
<td>759,415</td>
<td>(84,437)</td>
<td>-10.01%</td>
</tr>
<tr>
<td>SEPT 18</td>
<td>669,620</td>
<td>764,560</td>
<td>94,939</td>
<td>14.18%</td>
</tr>
<tr>
<td>OCT 18</td>
<td>658,919</td>
<td>638,122</td>
<td>(20,798)</td>
<td>-3.16%</td>
</tr>
<tr>
<td>NOV 18</td>
<td>881,679</td>
<td>808,554</td>
<td>(73,124)</td>
<td>-8.29%</td>
</tr>
<tr>
<td>DEC 18</td>
<td>559,911</td>
<td>721,267</td>
<td>161,356</td>
<td>28.82%</td>
</tr>
<tr>
<td>JAN 19</td>
<td>621,205</td>
<td>643,374</td>
<td>22,170</td>
<td>3.57%</td>
</tr>
<tr>
<td>FEB 19</td>
<td>682,867</td>
<td>760,890</td>
<td>78,024</td>
<td>11.43%</td>
</tr>
<tr>
<td>MAR 19</td>
<td>655,087</td>
<td>692,406</td>
<td>37,319</td>
<td>5.70%</td>
</tr>
<tr>
<td>APR 19</td>
<td>571,516</td>
<td>-</td>
<td>(571,516)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>MAY 19</td>
<td>596,378</td>
<td>-</td>
<td>(596,378)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>JUN 19</td>
<td>607,593</td>
<td>-</td>
<td>(607,593)</td>
<td>-100.00%</td>
</tr>
<tr>
<td></td>
<td>$8,059,548</td>
<td>$6,587,504</td>
<td>$(1,472,044)</td>
<td>-18.26%</td>
</tr>
</tbody>
</table>
North Central Regional Transit District
Gross Receipts Revenue- By County (Cash Basis)
As of March 31, 2019
FY2019 (July 1, 2018 to June 30, 2019)

LOS ALAMOS COUNTY

<table>
<thead>
<tr>
<th></th>
<th>Actual FY18</th>
<th>Budget FY19</th>
<th>Actual FY19</th>
<th>Inc/(Dec) from Prior Year to Current Year</th>
<th>Year-to-Date Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 18</td>
<td>$ 215,014</td>
<td>$ 167,048.03</td>
<td>$ 246,238</td>
<td>$ 31,224</td>
<td>$ 79,190</td>
</tr>
<tr>
<td>AUG 18</td>
<td>276,922</td>
<td>215,145.04</td>
<td>172,593</td>
<td>(104,329)</td>
<td>(42,552)</td>
</tr>
<tr>
<td>SEPT 18</td>
<td>127,129</td>
<td>98,768.79</td>
<td>205,402</td>
<td>78,272</td>
<td>106,633</td>
</tr>
<tr>
<td>OCT 18</td>
<td>121,353</td>
<td>94,281.25</td>
<td>50,942</td>
<td>(70,411)</td>
<td>(43,340)</td>
</tr>
<tr>
<td>NOV 18</td>
<td>334,441</td>
<td>259,833.21</td>
<td>263,096</td>
<td>(71,346)</td>
<td>3,263</td>
</tr>
<tr>
<td>DEC 18</td>
<td>36,324</td>
<td>28,220.73</td>
<td>188,925</td>
<td>152,601</td>
<td>160,704</td>
</tr>
<tr>
<td>JAN 19</td>
<td>100,116</td>
<td>77,782.18</td>
<td>121,919</td>
<td>21,803</td>
<td>44,137</td>
</tr>
<tr>
<td>FEB 19</td>
<td>102,279</td>
<td>79,462.59</td>
<td>160,730</td>
<td>58,451</td>
<td>81,268</td>
</tr>
<tr>
<td>MAR 19</td>
<td>189,345</td>
<td>147,105.20</td>
<td>198,326</td>
<td>8,981</td>
<td>51,221</td>
</tr>
<tr>
<td>APR 19</td>
<td>124,148</td>
<td>96,452.99</td>
<td>198,326</td>
<td>(124,148)</td>
<td>(96,453)</td>
</tr>
<tr>
<td>MAY 19</td>
<td>53,389</td>
<td>41,479.13</td>
<td>(121,533)</td>
<td>(53,389)</td>
<td>(41,479)</td>
</tr>
<tr>
<td>JUN 19</td>
<td>121,533</td>
<td>94,420.87</td>
<td>(121,533)</td>
<td>(94,421)</td>
<td></td>
</tr>
</tbody>
</table>

$ 1,801,994 $ 1,400,000 $ 1,608,171 $ (193,824) $ 208,171
<table>
<thead>
<tr>
<th></th>
<th>Actual FY18</th>
<th>Budget FY19</th>
<th>Actual FY19</th>
<th>Inc/(Dec) from Prior Year to Current Year</th>
<th>Year-to-Date Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 18</td>
<td>$47,069</td>
<td>$48,329.48</td>
<td>$38,636</td>
<td>$(8,433)</td>
<td>$(9,693)</td>
</tr>
<tr>
<td>AUG 18</td>
<td>43,519</td>
<td>44,684.42</td>
<td>43,486</td>
<td>(33)</td>
<td>(1,198)</td>
</tr>
<tr>
<td>SEPT 18</td>
<td>43,970</td>
<td>45,147.82</td>
<td>40,743</td>
<td>(3,227)</td>
<td>(4,405)</td>
</tr>
<tr>
<td>OCT 18</td>
<td>48,121</td>
<td>49,409.38</td>
<td>42,920</td>
<td>(5,200)</td>
<td>(6,489)</td>
</tr>
<tr>
<td>NOV 18</td>
<td>50,166</td>
<td>51,549.38</td>
<td>40,743</td>
<td>(6,767)</td>
<td>(8,110)</td>
</tr>
<tr>
<td>DEC 18</td>
<td>42,469</td>
<td>43,606.30</td>
<td>40,263</td>
<td>(2,206)</td>
<td>(3,344)</td>
</tr>
<tr>
<td>JAN 19</td>
<td>43,502</td>
<td>44,666.98</td>
<td>39,306</td>
<td>(4,196)</td>
<td>(5,361)</td>
</tr>
<tr>
<td>FEB 19</td>
<td>48,097</td>
<td>49,385.33</td>
<td>46,741</td>
<td>(1,356)</td>
<td>(2,644)</td>
</tr>
<tr>
<td>MAR 19</td>
<td>34,905</td>
<td>35,889.80</td>
<td>37,155</td>
<td>2,250</td>
<td>1,316</td>
</tr>
<tr>
<td>APR 19</td>
<td>35,149</td>
<td>36,089.95</td>
<td>-</td>
<td>(35,149)</td>
<td>(36,090)</td>
</tr>
<tr>
<td>MAY 19</td>
<td>39,973</td>
<td>41,043.73</td>
<td>-</td>
<td>(39,973)</td>
<td>(41,044)</td>
</tr>
<tr>
<td>JUN 19</td>
<td>39,237</td>
<td>40,287.41</td>
<td>-</td>
<td>(39,237)</td>
<td>(40,287)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$516,177</strong></td>
<td><strong>$530,000</strong></td>
<td><strong>$372,650</strong></td>
<td><strong>$(143,527)</strong></td>
<td><strong>$(157,350)</strong></td>
</tr>
</tbody>
</table>
**North Central Regional Transit District**  
**Gross Receipts Revenue - By County (Cash Basis)**  
As of March 31, 2019  
FY2019 (July 1, 2018 to June 30, 2019)

### SANTA FE COUNTY

<table>
<thead>
<tr>
<th></th>
<th>JUL 18</th>
<th>AUG 18</th>
<th>SEPT 18</th>
<th>OCT 18</th>
<th>NOV 18</th>
<th>DEC 18</th>
<th>JAN 19</th>
<th>FEB 19</th>
<th>MAR 19</th>
<th>APR 19</th>
<th>MAY 19</th>
<th>JUN 19</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Actual FY18</strong></td>
<td>$382,000</td>
<td>$440,066</td>
<td>$418,301</td>
<td>$408,961</td>
<td>$415,851</td>
<td>$405,811</td>
<td>$401,313</td>
<td>$443,285</td>
<td>$358,636</td>
<td>$346,691</td>
<td>$422,307</td>
<td>$386,328</td>
</tr>
<tr>
<td><strong>Budget FY19</strong></td>
<td>$355,934</td>
<td>$410,037</td>
<td>$389,758</td>
<td>$381,055</td>
<td>$387,475</td>
<td>$378,120</td>
<td>$373,929</td>
<td>$413,037</td>
<td>$334,164</td>
<td>$323,034</td>
<td>$393,490</td>
<td>$359,966</td>
</tr>
<tr>
<td><strong>Actual FY19</strong></td>
<td>$445,926</td>
<td>$462,694</td>
<td>$439,788</td>
<td>$461,103</td>
<td>$427,474</td>
<td>$415,311</td>
<td>$409,987</td>
<td>$455,801</td>
<td>$378,050</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Inc/(Dec) from Prior Year to Current Year</strong></td>
<td>$63,926</td>
<td>$22,628</td>
<td>$21,487</td>
<td>$52,142</td>
<td>$11,623</td>
<td>$9,500</td>
<td>$8,674</td>
<td>$12,516</td>
<td>$19,414</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Year-to-Date Budget Variance</strong></td>
<td>$89,992</td>
<td>$52,657</td>
<td>$50,030</td>
<td>$80,048</td>
<td>$39,999</td>
<td>$37,191</td>
<td>$36,058</td>
<td>$42,764</td>
<td>$43,886</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**Total:**
- **Actual FY18:** $4,829,550  
- **Budget FY19:** $4,500,000  
- **Actual FY19:** $3,896,134  
- **Inc/(Dec) from Prior Year to Current Year:** $(933,415)  
- **Year-to-Date Budget Variance:** $(603,866)
North Central Regional Transit District  
**Gross Receipts Revenue - By County (Cash Basis)**  
As of March 31, 2019  
FY2019 (July 1, 2018 to June 30, 2019)

### TAOS COUNTY

![Bar chart showing monthly Gross Receipts Revenue for TAOS COUNTY from July 2018 to June 2019.]

<table>
<thead>
<tr>
<th></th>
<th>Actual FY18</th>
<th>Budget FY18</th>
<th>Actual FY18</th>
<th>Inc/(Dec) from Prior Year to Current Year</th>
<th>Year-to-Date Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 18</td>
<td>$66,839</td>
<td>$65,972.04</td>
<td>$68,116</td>
<td>$1,277</td>
<td>$2,144</td>
</tr>
<tr>
<td>AUG 18</td>
<td>83,346</td>
<td>82,265</td>
<td>80,642</td>
<td>(2,704)</td>
<td>(1,623)</td>
</tr>
<tr>
<td>SEPT 18</td>
<td>80,220</td>
<td>79,179</td>
<td>78,627</td>
<td>(1,593)</td>
<td>(552)</td>
</tr>
<tr>
<td>OCT 18</td>
<td>80,485</td>
<td>79,441</td>
<td>83,156</td>
<td>2,672</td>
<td>3,716</td>
</tr>
<tr>
<td>NOV 18</td>
<td>81,220</td>
<td>80,167</td>
<td>74,586</td>
<td>(6,635)</td>
<td>(5,581)</td>
</tr>
<tr>
<td>DEC 18</td>
<td>75,307</td>
<td>74,330</td>
<td>76,769</td>
<td>1,462</td>
<td>2,438</td>
</tr>
<tr>
<td>JAN 19</td>
<td>76,273</td>
<td>75,284</td>
<td>72,162</td>
<td>(4,111)</td>
<td>(3,122)</td>
</tr>
<tr>
<td>FEB 19</td>
<td>89,205</td>
<td>88,048</td>
<td>97,618</td>
<td>8,413</td>
<td>9,570</td>
</tr>
<tr>
<td>MAR 19</td>
<td>72,201</td>
<td>71,265</td>
<td>78,874</td>
<td>6,672</td>
<td>7,609</td>
</tr>
<tr>
<td>APR 19</td>
<td>65,528</td>
<td>64,678</td>
<td>-</td>
<td>(65,528)</td>
<td>(64,678)</td>
</tr>
<tr>
<td>MAY 19</td>
<td>80,708</td>
<td>79,662</td>
<td>-</td>
<td>(80,708)</td>
<td>(79,662)</td>
</tr>
<tr>
<td>JUN 19</td>
<td>60,495</td>
<td>59,710</td>
<td>-</td>
<td>(60,495)</td>
<td>(59,710)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$911,827</td>
<td>$900,000</td>
<td>$710,549</td>
<td>$(201,278)</td>
<td>$(189,451)</td>
</tr>
</tbody>
</table>
North Central Regional Transit District
Grant Revenue- By Month (Cash Basis)
As of March 31, 2019
FY2019 (July 1, 2018 to June 30, 2019)
### North Central Regional Transit District
### NCRD Expenses- By Segment (Cash Basis)
### As of March 31, 2019
### FY2019 (July 1, 2018 to June 30, 2019)

#### Administrative Expenses FY18 - FY19

<table>
<thead>
<tr>
<th>Month</th>
<th>Actual FY18</th>
<th>Budget FY19</th>
<th>Actual FY19</th>
<th>Inc (Dec) 2018 vs 2019</th>
<th>Year to Date Budget Variance</th>
<th>% Month (Year) to Date vs Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 18</td>
<td>$102,251</td>
<td>$126,802</td>
<td>$55,792</td>
<td>$46,459</td>
<td>$(71,010)</td>
<td>44.00%</td>
</tr>
<tr>
<td>AUG 18</td>
<td>$107,481</td>
<td>$133,287</td>
<td>$145,371</td>
<td>$37,890</td>
<td>$12,084</td>
<td>109.07%</td>
</tr>
<tr>
<td>SEPT 18</td>
<td>$119,392</td>
<td>$148,059</td>
<td>$120,935</td>
<td>$1,543</td>
<td>$27,124</td>
<td>81.68%</td>
</tr>
<tr>
<td>OCT 18</td>
<td>$108,441</td>
<td>$134,478</td>
<td>$185,241</td>
<td>$76,800</td>
<td>$50,763</td>
<td>137.75%</td>
</tr>
<tr>
<td>NOV 18</td>
<td>$92,475</td>
<td>$114,679</td>
<td>$114,740</td>
<td>$22,265</td>
<td>$61</td>
<td>100.05%</td>
</tr>
<tr>
<td>DEC 18</td>
<td>$103,590</td>
<td>$128,462</td>
<td>$113,075</td>
<td>$9,485</td>
<td>$(15,387)</td>
<td>88.02%</td>
</tr>
<tr>
<td>JAN 19</td>
<td>$139,560</td>
<td>$173,069</td>
<td>$132,906</td>
<td>$(6,654)</td>
<td>$(40,163)</td>
<td>76.79%</td>
</tr>
<tr>
<td>FEB 19</td>
<td>$107,551</td>
<td>$133,374</td>
<td>$108,579</td>
<td>$1,028</td>
<td>$(24,795)</td>
<td>81.41%</td>
</tr>
<tr>
<td>MAR 19</td>
<td>$164,395</td>
<td>$203,866</td>
<td>$144,927</td>
<td>$(19,468)</td>
<td>$(58,940)</td>
<td>71.09%</td>
</tr>
<tr>
<td>APR 19</td>
<td>$104,971</td>
<td>$130,175</td>
<td>-</td>
<td>$(104,971)</td>
<td>$(130,175)</td>
<td>0.00%</td>
</tr>
<tr>
<td>MAY 19</td>
<td>$91,106</td>
<td>$112,980</td>
<td>-</td>
<td>$(91,106)</td>
<td>$(112,980)</td>
<td>0.00%</td>
</tr>
<tr>
<td>JUN 19</td>
<td>$152,611</td>
<td>$189,254</td>
<td>-</td>
<td>$(152,611)</td>
<td>$(189,254)</td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td>$1,393,823</td>
<td>$1,728,486</td>
<td>$1,121,566</td>
<td>$(272,257)</td>
<td>$(606,920)</td>
<td>64.89%</td>
</tr>
</tbody>
</table>

#### Operating Expenses FY18 - FY19

<table>
<thead>
<tr>
<th>Month</th>
<th>Actual FY18</th>
<th>Budget FY19</th>
<th>Actual FY19</th>
<th>Inc (Dec) 2018 vs 2019</th>
<th>Inc/Dec of Budget vs Actual</th>
<th>% Month (Year) to Date vs Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 18</td>
<td>$308,538</td>
<td>$322,288</td>
<td>$172,069</td>
<td>$(136,468)</td>
<td>$(150,219)</td>
<td>53.39%</td>
</tr>
<tr>
<td>AUG 18</td>
<td>$288,854</td>
<td>$301,728</td>
<td>$411,265</td>
<td>$122,410</td>
<td>$109,537</td>
<td>136.30%</td>
</tr>
<tr>
<td>SEPT 18</td>
<td>$582,554</td>
<td>$608,517</td>
<td>$638,172</td>
<td>$55,618</td>
<td>$29,655</td>
<td>104.87%</td>
</tr>
<tr>
<td>OCT 18</td>
<td>$498,698</td>
<td>$520,924</td>
<td>$946,524</td>
<td>$447,826</td>
<td>$425,601</td>
<td>181.70%</td>
</tr>
<tr>
<td>NOV 18</td>
<td>$1,136,316</td>
<td>$1,186,959</td>
<td>$516,392</td>
<td>$(619,924)</td>
<td>$(670,567)</td>
<td>43.51%</td>
</tr>
<tr>
<td>DEC 18</td>
<td>$533,670</td>
<td>$557,454</td>
<td>$531,481</td>
<td>$(2,189)</td>
<td>$(25,973)</td>
<td>95.34%</td>
</tr>
<tr>
<td>JAN 19</td>
<td>$1,062,999</td>
<td>$1,110,374</td>
<td>$615,952</td>
<td>$(447,047)</td>
<td>$(494,422)</td>
<td>55.47%</td>
</tr>
<tr>
<td>FEB 19</td>
<td>$538,627</td>
<td>$562,632</td>
<td>$1,081,547</td>
<td>$542,920</td>
<td>$518,915</td>
<td>192.23%</td>
</tr>
<tr>
<td>MAR 19</td>
<td>$904,175</td>
<td>$944,472</td>
<td>$1,222,433</td>
<td>$318,258</td>
<td>$277,962</td>
<td>129.43%</td>
</tr>
<tr>
<td>APR 19</td>
<td>$873,562</td>
<td>$912,495</td>
<td>-</td>
<td>$(873,562)</td>
<td>$(912,495)</td>
<td>0.00%</td>
</tr>
<tr>
<td>MAY 19</td>
<td>$829,014</td>
<td>$865,961</td>
<td>-</td>
<td>$(829,014)</td>
<td>$(865,961)</td>
<td>0.00%</td>
</tr>
<tr>
<td>JUN 19</td>
<td>$1,291,112</td>
<td>$1,348,654</td>
<td>-</td>
<td>$(1,291,112)</td>
<td>$(1,348,654)</td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td>$8,848,118</td>
<td>$9,242,457</td>
<td>$6,135,835</td>
<td>$(2,712,283)</td>
<td>$(3,106,622)</td>
<td>66.39%</td>
</tr>
</tbody>
</table>

#### Capital Expenses FY18 - FY19

<table>
<thead>
<tr>
<th>Month</th>
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<th>Budget FY19</th>
<th>Actual FY19</th>
<th>Inc (Dec) 2018 vs 2019</th>
<th>Inc/Dec of Budget vs Actual</th>
<th>% Month (Year) to Date vs Budget</th>
</tr>
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<td>JUL 18</td>
<td>$2,435</td>
<td>$4,950</td>
<td>-</td>
<td>$(2,435)</td>
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<td>3,001</td>
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<td>$(3,001)</td>
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<tr>
<td>SEPT 18</td>
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<td>-</td>
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<tr>
<td>OCT 18</td>
<td>-</td>
<td>-</td>
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<td>42,500</td>
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<td>JAN 19</td>
<td>147,269</td>
<td>299,399</td>
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<td>$(22,522)</td>
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<tr>
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<td>100,200</td>
<td>203,707</td>
<td>74,461</td>
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<td>APR 19</td>
<td>36,444</td>
<td>74,091</td>
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<td>$(36,444)</td>
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<td>0.00%</td>
</tr>
<tr>
<td>MAY 19</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>JUN 19</td>
<td>604,955</td>
<td>1,229,876</td>
<td>-</td>
<td>$(604,955)</td>
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<td>0.00%</td>
</tr>
<tr>
<td></td>
<td>$1,084,584</td>
<td>$2,204,964</td>
<td>$236,911</td>
<td>$(847,673)</td>
<td>$(1,968,053)</td>
<td>10.74%</td>
</tr>
</tbody>
</table>
Board Members Present: Leandro Cordova, Taos County; Antonio Maggiore, Los Alamos; Lillian Garcia, Pueblo de San Ildefonso

Staff Present: Anthony Mortillaro, Executive Director; Hector Ordoñez, Finance Director; Stephen Dahlquist, Executive Assistant

Absent: Commissioner Ed Moreno, Santa Fe County; Danny Garcia, Rio Arriba County

Transcribed By: Stephen Dahlquist, Executive Assistant

CALL TO ORDER: Leandro Cordova

ROLL CALL: Stephen Dahlquist

ITEMS FOR DISCUSSION/RECOMMENDATION

Mr. Cordova opened the meeting at 9:05 a.m. and moved straight to item A, turning it over to Mr. Mortillaro for opening remarks.

A. Mid-Year Budget Financial Summary
   Sponsor: Anthony J. Mortillaro, Executive Director and Hector Ordoñez, Finance Director
   Attachment

   Mr. Mortillaro introducing subject: Annually, we come to the Finance Subcommittee and then to the Board with a mid-year budget update, underscoring projections and findings on the mid-year review. Turns discussion over to Finance Director Hector Ordoñez.

   Mr. Ordoñez, summarizing the 11-page report: the intent of this review is to take a look at the District’s financial position ending December 31, 2018 now that the first six months of the fiscal year have been completed. We analyzed past trends as well as timeframes on capital projects to see which ones will be materially completed this year to help us assess where our budget will be at year-end in order to assist us with the Fiscal Year 2020 Budgetary Process. Proceeds on a page-by-page summary of the report.
Anticipates a decrease in revenues of 1.76%, which reflects the net effect of expected increases in revenue sources that will result in a significant decrease in the Use of Fund balance. The forecasted ending revenue amount is $12,944,097, a decrease of $231,810 from the approved Operating budget of $13,175,907. Enumerates details in report.

Moves on to Federal Grant and Member Contributions; the following details are excerpted from Mr. Ordoñez’ notes:

Expects to receive $157,472 less in Federal Revenues and Member Contributions due to a decrease in capital projects expenses not being incurred this fiscal year, and a receipt of funds from FTA from a prior year. The increase includes some of the following increases/decreases in revenues:

- Increase of $54,400 in Federal Grant Revenue for the Taos Needs Assessment
- Increase of $83,214 in Federal Grant Revenue for Vehicle Components and related Equipment
- Increase of $36,000 of Reimbursable Overtime
- Increase of $187,730 in member Contributions from FTA on behalf of the Jicarilla Apache Nation; a reimbursement for expenses paid by the District to operate the Jicarilla route in FY2018.
- Decrease of $120,000 for the Service Plan Update
- Decrease of $427,493 for the Maintenance Facility Design Federal Grant Revenue; does not include local match (only 15% or $100,000 expected to be incurred in FY2019)

Mr. Mortillaro interrupts to point out that the above-mentioned funds aren’t going away, they will just be budgeted for FY2020.

Mr. Ordoñez proceeds to GRT Revenue overall and by County (pp 6-10). Explains that actual amounts were used for the months of July through December and used last year’s revenues for January through June, which makes for a more conservative approach as GRT revenue is expected to increase significantly. From Mr. Ordoñez’ notes:

Conservative estimates based on trends seen thus far in GRT revenue lead us to believe that there will be an increase of 7.62% in GRT Revenue which translates to approximately $558,681 more. As of December 2018, two of the four counties were above their GRT budget. The projected GRT by county is as follows:

- Los Alamos County – projected increase is 5.8% or $80,842
- Rio Arriba County – projected decrease is 8.3% or $43,886

Conversation ensues between Antonio Maggiore and Leandro Cordova wondering how Rio Arriba continues to be a decrease in GRT revenue. Mr. Ordoñez mentions that the average decrease rate calculated for Rio Arriba County was 13%, but after using last year’s amount, he was able to come up with a slightly more favorable 8.3% decrease, although the 13% was based on the actual numbers from June through December.

- Santa Fe County – projected increase is 11.5% or $519,529
- Taos County – projected increase is .2% or $2,195
Mr. Cordova mentions that Taos County is looking forward to the release of December’s numbers anticipating strong increases due to the active ski season throughout Taos County and the success of the new Taos Air flight. States that October numbers were flat for the County and down for the town. General acknowledgment that the snow has been good for the District’s four Counties.

Mr. Ordoñez moves onto Expenditures by Category (p11). Excerpted from his notes:

The NCRTD expects a decrease of 1.76% or $231,810 in Expenses. The breakdown of expenditure savings/deficits vs. budget are as follows:

- Increase in Overtime of Approximately $45,000 – the only significant variance.

Mr. Mortillaro states that the hope is that overtime will be leveling out as vacated positions are filled

Mr. Maggiore asks if some of that overtime is reimbursable.

Mr. Mortillaro explains this is because it comes from 5311 funds versus being paid out of GRT.

- Increase of GRT contributions of $259,765 for the Rail Runner due to GRT Increase in Santa Fe County
- Increase of Contractual Expenses of $68,000 for Taos Study
- Increase of $1,500 in EWS & HR Software

Capital expenditures went from (budgeted) $2,204,964 to $1,598,889, this is the net effect of the following:

- Decrease of $50,000 for the Purchase of Land for the Taos Park and Ride
- Decrease of $150,000 for the Service Plan Update
- Decrease of $534,366 for Maintenance Facility Design
- Increase in Vehicle Equipment (Capital Expenditures) of $128,291 in buses

In summary overall revenues and expenditures will be less than budgeted. The projected revenues of $12,300,983 will be less than projected expenditures of $12,944,097 by $643,114 for FY2019. The Use of Fund Balance will be utilized to cover the revenue shortfall.

Invites questions or comments.

Mr. Mortillaro interjects that the only factor that is an unknow is the status of the Los Alamos National Lab in regard to GRT. Mentions that Senate Bill 11 was heard, got a due pass and is off to the next committee with bipartisan support.

General agreement that this would be a good thing for the NCRTD and the State. Discussion ensues regarding other tax bills/amendments being considered.

Before moving to approve the Mid-Year Budget Financial Summary, Mr. Mortillaro mentions that as no one is getting reimbursements on Federal funds due to the Federal Government
shutdown, and that the NMDOT has requested the NCRTD, as well as other financially secure organizations such as Rio Metro and Los Alamos County, consider delaying Federal reimbursement requests if the situation doesn’t change by February, in order to help less stable entities recover. This might then be reflected in future financial reports since NCRTD would have to dip into reserves it would otherwise not touch.

*Mr. Cordova* calls for a motion to accept the Mid-Year Budget Financial Summary and recommend it to the full Board.

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

*Mr. Cordova* moves on to next item.

**B. Quarterly Investment Report**

*Sponsor: Anthony J. Mortillaro, Executive Director and Hector Ordoñez, Finance Director*

*Attachment*


Continuing to invest through various FDIC insured institutions, mostly through broker CDs. Have added three short-term Municipal bills, which although they have a slightly lower rate of interest rate return than the CDs, Mr. Ordoñez’ goal is to lower the average length of maturity of the investments. (Had been 18 months, now down to 12.14.)


In summary, as of December 31, total investment amount (excluding LANB checking account balance) was $5,304,902.26; portfolio consists of about 58.94% CDs; average rate of return about 1%; average length of maturity approximately 12.14 months; 17 CDs and 1 treasury Bill are outstanding, 2 CDs have been redeemed and reinvested.

Opens floor to questions, there are none. General discussion follows regarding investments.

*Mr. Cordova* entertains a motion to accept the Quarterly Investment Report and recommend it to the full Board.

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

*Mr. Cordova* moves on to item C, turns floor back to *Mr. Ordoñez*.

**C. Electronic Payment Report**

*Sponsor: Anthony J. Mortillaro, Executive Director and Hector Ordoñez, Finance Director*

*Attachment*
Mr. Ordoñez refers the Committee to table on page 18 enumerating all payments over $20,000 broken down into specific categories; 27 payments made between October 1 and December 31, 2018 totaling $1,849,807.05. Categories are as follows: Federal Government, GRT Contribution to other transit agencies, and payments made on goods and services.

Mr. Maggiore asks to clarify that the four Griffin & Associates charges were related to the election; this is confirmed by Mr. Mortillaro.

Mr. Cordova, reacting to the insurance line item shares that the Association of Counties (NM) will be consolidating their insurance pools with eyes to expand that circle, suggesting that sometime in the not-to-distant future (possibly a year), the NCRTD may have another option.

Mr. Mortillaro recounts how when NCRTD was shopping around for insurance, the County was not open to other local bodies, which resulted in a decrease from the Municipal League.

Mr. Cordova recommends a motion to approve Electronic Payments Report for the full Board.

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

Mr. Cordova moves on to review Minutes from October 26 meeting for approval, gives Committee some time to look them over.

D. Minutes from October 26, 2018
Draft Minutes

Mr. Cordova: If there are no recommended changes, I will accept a motion to approve.

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

Mr. Cordova moves onto item E, same procedure.

E. Minutes from November 30, 2018
Draft Minutes

Mr. Cordova asks for a motion to approve the Minutes from November 30, if there are no recommended changes.

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

Mr. Cordova moves to Matters for the Subcommittee, of which there are none.

Matters from the Subcommittee

Adjourn Mr. Cordova moves to adjourn.

Mr. Maggiore moves to pass, Ms. Garcia seconds; motion passes unanimously, Financial Subcommittee meeting of January 25, 2019 officially concludes.
Mr. Cordova: Next Finance Subcommittee meeting scheduled for this time Friday, February 22.

Mr. Mortillaro states that February 22nd meeting is tentative as there are currently no items for discussion.

NEXT FINANCE SUBCOMMITTEE MEETING: Friday, April 26, 2019

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.
EXECUTIVE REPORT
April 2019

EXECUTIVE

- Attended Enchanted Circle Council of Governments meeting
- Attended Village of Questa council meeting regarding becoming a Board member
- Participated in evaluation of Maintenance Facility design proposal
- Conducted orientation for new Taos County alternate to the Board
- Participated in interviews for finance vacancy
- Attended NMTA annual conference at Buffalo Thunder
- Attended National Public Employers Labor Relations annual conference in Scottsdale, AZ
- Finalized agreement to mitigate Dell Taco drive thru impacts on District’s ventilation system and negotiated settlement
- Finalized purchase for Lot 1-B 3.3 acres
- Reviewed and implemented consultant recommendations regarding an internal analysis regarding employee interactions
- Finalized an agreement with the owner of the Agora shopping center (Eldorado park and ride)
- Reviewed and issued final RFP for Service Plan update
- Participated in discussion with NMDOT regarding right-of-way conveyance for US64/NM150 park and ride
- Participated in discussions on upgrade for Cradelpoint routers and Avail
- Finalized a draft budget for FY 2020
- Met with Compensation and Classification consult regarding internal job audits results
- Held quarterly IT briefing with Steady Networks
- Conducted staff performance evaluation
- Participated in Tribal Subcommittee meeting
- Participated in Sustainability committee meeting
- Performed all HR functions
- Continued discussion with NEO Gov regarding computerized recruitment tracking, onboarding and performance evaluation systems
- 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

- Review and assist in preparation of Board Packet materials
- Work on Real Property Issues with City of Espanola and Surveyor and District Staff
- Work toward closing on additional 3 acres of property
- Follow Legislative Initiatives Potentially Impacting District
- Assist in various personnel matters
- Prepare Legal Updates for Staff Meetings
- Review various contracts and amendments
- Work on Insurance Enforcement Issues
- Assist Staff responding to Grievance Select Arbitrator and Schedule Hearing
- Settle Land Use Appeal
- Assist with Changes to Banking Agreements
- Revise Form Contract for Incidental Uses of District Property and Coordinate Review with DOT and FTA
- Finalize Code of Conduct Policy and Staff Memo
- Review of Regional Transit District Act for Potential enhancements
- Assist with staff participation in Taos County ROW litigation
- Completed updates to ncrtd.org in accordance to NMDOT suggestions and recommendations
- Participated in National Get on Board for Public Transit day with website buildout, a social media campaign and photo opportunity events on April 25
- Worked with Andres Valdez to begin preparations for a Lowrider event here in the parking lot on Saturday, May 18
- Prepared rider alerts, press release and social media regarding additional bus on the Chimayo route during the Good Friday walk
- Distributed schedules and rack cards in Santa Fe to SF Chamber, NM Tourism office, Tourism Santa Fe and 10 Thousand Waves. Included distribution of the 255 Mountain Trail non-winter schedule
- Signed up for participation in the State of New Mexico Wellness Fair at the Montoya Building June 11
- Presented FY2020 marketing budget to the Board Finance Subcommittee on April 26th
- Attended the New Mexico Transit Association Roadeo on March 31st and the NMTA Conference on April 2 at Buffalo Thunder
- Attended the Rio Arriba County Health Council meeting April 10
- Met with Scott Hutton, Hutton Broadcasting to discuss FY2020 advertising
- Met with Pat Gonzales, KSVW, Santa Fe Today, to discuss FY2020 advertising
- Completed information for Comp and Class study and met with the consultant to discuss
- Submitted summer guide ads for LA Monitor, Santa Fe Reporter, Taos News, SF Reporter, Bienvenidos special issue and Rio Grande Sun
- Compiled list of marketing promotional giveaway items and placed order with Great Ideas

MARKETING/PUBLIC INFORMATION

- Presented the FY2020 Marketing Plan to the Board
- Participated in the 2019 Eldorado Earth Day event
- Participated in the Workforce Connection annual Job Fair at Northern New Mexico College
- Continued work with Finance on the FY2020 Budget Book for ultimate submission to GFOA
- Completed and distributed the April Blue Bus Times
• Provided support to HR for placement of recruitment ads in various publications
• Provided support to Procurement for the placing of Legal ads
• 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 April excluding Saturdays and Sundays
• KSWV 810-AM in Santa Fe, :30 sec spots ran 20 times in April 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 April
• One banner ad ran in the Taos News and one in Los Alamos Monitor. One 1/8-page ad ran in the Rio Grande Sun. A strip ad ran on the front page of the Locals Section for the New Mexican.
• 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
• Ads ran in the Chama Valley Times and Green Fire Times

OPERATIONS
• Interview Transit Operator Candidates
• Conduct reference checks for prospective candidates
• Work on Uniform Policy update
• Various personnel issues
• Participate in the NMTA Roadeo
• Attend the FTA Drug & Alcohol Conference in Milwaukee
• Trained Operations Assistant on new Performance Measures
• Worked with the Secretary of State on transportation request
• Assist with Opening and Closing Supervisor duties
• Distributed job questionnaires to various staff for completion
• Met with consultants for Compensation and Class Study
• Scheduled Supervisors, Transit Manager for Route Training
• Rolled out Spring Bid
• Worked with Avail on updates to deadheads and garages
• Work with Finance on risk management items
• Work with Radio study consultant on board report
• Worked with planning on Verizon 3G sunset
• Schedule safety training for staff
• Work with Marketing on website updates
• Work with Transit Supervisors on staff schedule updates, seasonal bonuses
• Work with Avail to update computer software to be able to see GeoTools
• Conduct Employee exit interviews
• Work with Leadership NM on transportation request
• Work with Galls on Uniform contract
• Upload site visit D & A questionnaire to Blackcat
• Upload documents from Site Visit into Blackcat
• Work with the City of Portales on a scheduled time for vehicle transfer
• Participate in preliminary budget meetings
• Participate in ADA Transition plan meetings
• Work with bus shelter vendor for purchase
• Worked on Lost and Found list for publish
• Work on Safety training list and verification
• Review daily pre-trip (DVCR) reports
• Schedule/coordinate preventive maintenance on buses and commuter vehicles
• Schedule/coordinate repairs on buses and commuter vehicles
• Assist with supervisor coverage in Espanola
• Schedule buses for routes
• Schedule commuters for Operators
• Schedule commuters for Supervisors
• Schedule buses/commuters for cleaning/washing
• 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 address Vehicle defect and deficiency reports
• Review and submit timesheets for staff
• Schedule leave for staff
• Schedule facility inspection reports
• Coordinate addressing concerns found in facilities reports
• Request POs as appropriate
• Disseminate POs as appropriate
• Provide fleet data as requested by other staff
• Coordinate install of components on new buses
• Coordinate installation and removal of ads on buses
• Coordinate Avail system repairs
• Coordinate Camera system repairs
• Coordinate replacement of Angel Track camera systems
• Coordinate buses for special events
• Conduct interviews for Facilities Worker position
• Generate Fleet data reports as requested
• Coordinate movement of Office furniture

• Work on generating Fleet Operating procedures
• Reviewed Maintenance Facility design RFP and score
• Generate FY 2020 Budget for Fleet (400) and Facilities (410)
• Inspect Taos facility with an eye towards increasing Bus and employee parking.
• Communicate potential bus defect problem with Air Conditioning manufacture ACT and Creative bus sales (2 of 8 buses have this problem)
• Attended NMTA conference, classes, and bus Road-eo
• Coordinate Windshield replacements on buses
• Drafted a set of procedures for supervisors to follow concerning Pre/Post Trip paperwork
• Worked on next month’s schedule for the Supervisors
• Advised Supervisors we will be moving forward with organizing all supplies in the buses

SERVICE DEVELOPMENT

• March 2019 ridership report compiled through ITS; distributed throughout Agency
• ITS AVL/CAD project work including:
  • Ongoing feedback loop and review with Avail as necessary, email correspondence and discussion related to MDT issues, ridership data, Wi-Fi and cellular usage
  • Facilitated data entry input with Avail for March Operator Bid
  • Facilitate onsite visit with new representative from Avail
  • Tally sheet ridership reconciliation support as necessary
• Ongoing bimonthly meetings with Santa Fe Trails Staff to provide progress updates, discuss opportunities to collaborate
- Ongoing quarterly meetings with Los Alamos and Atomic City Transit to provide service updates, discuss opportunities to collaborate
- Ongoing collaboration with Wilson & Co. on the ADA Transition Plan update and the next phase of TAP ADA bus stop improvements and related construction; 60% construction plan review meeting follow up held with NMDOT District Five, NMDOT North Region Design, NMDOT Transit & Rail, Wilson & Co. to further discuss options at US64/NM150 intersection and ROW
- Ongoing efforts with Angel Fire regarding future public transit contracted service between Angel Fire and Taos: draft schedule completed; contract creation requested; NMDOT Transit & Rail assistance in 5311 grant application submittal process requested
- Ongoing training and support to Transit Planner
- Ongoing work to submit Tribal NTD reports for NCRTD member Tribes and Jicarilla Apache Nation
- Completed departmental budget; participated in budget review process; presented departmental budget to Finance Subcommittee
- Supported Rio Metro and MRCOG in its ITS RFP process
- Participated in funding allocation process with the Coalition to End Homelessness
- Met with/provided information to consultant related to class and compensation study
- Chaired NPRTPO at Taos Pueblo, represented NCRTD
- Participated in the Kickoff Call for BUILD funding award with FTA
- Researched electric vehicles and assessed NCRTD use in current system in context of Federal grant opportunity
- Presented NCRTD information and background to Enchanted Circle Council of Governments (ECCoG) at its monthly meeting at Taos County
- Attended and provided feedback to ICIP forms and process with DFA/LGD
- Drafted response to Service Plan Update RFP questions, provided to Procurement
- Participated in annual NMTA conference at Buffalo Thunder

**HUMAN RESOURCES**

- Currently performed under Executive Director
Performance Measures for FY2019

March
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
Performance Measure – Administrative:

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.

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<th>SEPT</th>
<th>OCT</th>
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<td>% of Change from Previous Year</td>
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<td>8%</td>
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<td>5%</td>
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</table>

FY16/17 = 503,011 - FY17/18 = 505,700 - FY18/19 = 395,680
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.

FY16/17 = 284,285 - FY17/18 = 289,441 - FY18/19 = 221,982
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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![Bar chart with data]
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 operation’s 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.
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.
Performance Measure – Fleet:

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.

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Federated Transit Administration (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.
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.
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 Unlead, 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. After the El Rito bus had departed from the Park N Ride lot he was radioed to return to the Park N Ride because he had left a passenger behind. When arriving back at Park N Ride there were 4 male individuals at the stop. The driver asked if they were going to El Rito, they replied no, dispatch then radioed the El Rito bus to come back to base.
2. Driver refused service to a rider due to cursing at a driver.
3. Driver was informed by a fellow passenger of two other passengers on the bus who were drinking alcohol while riding on the bus.
4. A passenger boarded the bus in Taos headed to Santa Fe with an animal she claimed was a service animal. When the driver asked the type of service the dog provided for the passenger, the passenger stated it was for her diabetes. The driver called a supervisor to find out if the dog met the description of a service animal. The supervisor stated it did not meet the qualifications. The driver then shared the information with the passenger and asked her to exit the bus. The passenger was upset and accused the driver of being disrespectful to her and her dog, she also stated she was going to call the RTD to file a complaint.
5. On route from Espanola to Taos a couple of regular riders boarded the bus at Park N Ride. When arriving at the Taos County Admin the driver noticed the two passengers who boarded the bus in Espanola seemed to be intoxicated or high when getting off the bus in Taos. As the driver was doing a walk through on the bus a passenger approached him to notify him the two passengers had shot up heroin and were engaged in sexual activity on the back of the bus on the way to Taos.
6. While approaching a stop in Alcalde the driver saw an individual standing at the stop. At the stop a passenger exited the bus. The individual who was standing at the stop walked away talking to the passenger that exited the bus. As the bus was getting ready to leave from the stop this individual approached the bus. The driver opened the door and asked her if she was going to get on, she was unsure because she was arguing with the passenger who had exited the bus. The driver asked her again if she was going to ride. At this time, she boarded the bus but was still upset and was talking badly of the person she had been arguing with.
7. The driver was advised when providing service to a regular ADA rider he needs to be dropped off at a certain location although the rider insists to be dropped off at different location. The driver is following instruction that were given to him, but it has caused issues with the passenger. The driver has requested that the driver and passenger have the same understanding as to where the passenger needs to be dropped off due to his handicap.
8. A driver caught a young kid drinking from an open container while riding on the bus. The driver stopped the bus at a safe stop and advised the passenger to get off the bus.
9. The driver had to stop the bus at a safe stop due to a passenger acting up, swearing and threatening he was going to kill people. As the driver attempted to approach the passenger, the passenger began to flip-off the driver. The driver asked the passenger to exit the bus. The passenger began to give the driver a hard time. At this time, there were two other drivers from other routes at the same stop who noticed the driver was needing assistance. As the two other drivers were boarding the bus the passenger exited the bus.
10. Driver had been waiting for a passenger at Wal-Mart. The time had gone beyond the 5 minute waiting period. The driver radioed into dispatch to notify them the passenger was not there and was told to wait 2 more minutes. The passenger came out with a basket full of groceries. The driver notified the passenger her waiting time was only 5 minutes and her time limit had expired. The passenger became upset with the driver and told him to leave but that she would be calling the office to report him.
Performance Measure – Incidents, Complaints & Commendations:

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## Performance Measure – Incidents, Complaints & Commendations:

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## NCRTD Monthly Ridership Summary

**March 1, 2019 Through March 31, 2019**

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### Monthly System Totals

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<td>3.31%</td>
</tr>
<tr>
<td>All Systems Funded</td>
<td>46,408</td>
<td>44,066</td>
<td>5.31%</td>
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</table>

### Year to Date Totals

<table>
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<tr>
<th></th>
<th>This Year</th>
<th>Last Year</th>
<th>Difference</th>
<th>% Change</th>
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</thead>
<tbody>
<tr>
<td>NCRTD Operated</td>
<td>221,982</td>
<td>215,697</td>
<td>6,285</td>
<td>2.91%</td>
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<tr>
<td>NCRTD Funded</td>
<td>173,698</td>
<td>157,472</td>
<td>16,226</td>
<td>10.30%</td>
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<tr>
<td>All Systems Funded</td>
<td>395,680</td>
<td>373,169</td>
<td>22,511</td>
<td>6.03%</td>
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</table>

### System Daily Averages

<table>
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<tr>
<th></th>
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<th>Last Year</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCRTD Operated</td>
<td>898</td>
<td>842</td>
<td>6.65%</td>
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<tr>
<td>NCRTD Funded</td>
<td>599</td>
<td>580</td>
<td>3.28%</td>
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<tr>
<td>Systems Total</td>
<td>1497</td>
<td>1422</td>
<td>5.27%</td>
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### Total Ridership YTD % Change

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<th>Last Year</th>
<th>% Change</th>
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<tbody>
<tr>
<td>Jul-18</td>
<td>0.06%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aug-18</td>
<td>0.52%</td>
<td></td>
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</tr>
<tr>
<td>Sep-18</td>
<td>3.61%</td>
<td></td>
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<tr>
<td>Oct-18</td>
<td>4.73%</td>
<td></td>
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<tr>
<td>Nov-18</td>
<td>5.38%</td>
<td></td>
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</tr>
<tr>
<td>Dec-18</td>
<td>5.33%</td>
<td></td>
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<tr>
<td>Jan-19</td>
<td>5.80%</td>
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</tr>
<tr>
<td>Feb-19</td>
<td>6.13%</td>
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</tr>
<tr>
<td>Mar-19</td>
<td>6.03%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr-19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May-19</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Jun-19</td>
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### On Time Performance

<table>
<thead>
<tr>
<th></th>
<th>Early</th>
<th>On Time</th>
<th>Late</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>62.40%</td>
<td>27.64%</td>
<td>9.93%</td>
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</table>
FY 18/19 March Ridership

Comparative Ridership NCRTD Operated Routes ONLY

FY16/17 = 284,285  FY17/18 = 289,441  FY18/19 = 221,982
Comparative Ridership NCRTD Funded Routes

FY16/17 = 227,142  FY17/18 = 217,301  FY18/19 = 173,698
### 100-Riverside

<table>
<thead>
<tr>
<th>Month</th>
<th>FY16/17</th>
<th>FY17/18</th>
<th>FY18/19</th>
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</thead>
<tbody>
<tr>
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<td>4,511</td>
<td>4,874</td>
<td>5,025</td>
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<tr>
<td>AUG</td>
<td>5,255</td>
<td>5,541</td>
<td>5,415</td>
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<tr>
<td>SEPT</td>
<td>4,570</td>
<td>4,330</td>
<td>4,678</td>
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<tr>
<td>OCT</td>
<td>4,487</td>
<td>4,561</td>
<td>4,672</td>
</tr>
<tr>
<td>NOV</td>
<td>3,986</td>
<td>3,904</td>
<td>3,875</td>
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<td>DEC</td>
<td>3,589</td>
<td>3,734</td>
<td>3,447</td>
</tr>
<tr>
<td>JAN</td>
<td>4,308</td>
<td>4,088</td>
<td>4,447</td>
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<tr>
<td>FEB</td>
<td>4,601</td>
<td>4,409</td>
<td>4,993</td>
</tr>
<tr>
<td>MAR</td>
<td>5,422</td>
<td>4,558</td>
<td>5,793</td>
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<tr>
<td>APR</td>
<td>4,645</td>
<td>4,846</td>
<td>5,054</td>
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<tr>
<td>MAY</td>
<td>4,829</td>
<td>5,793</td>
<td>5,054</td>
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<tr>
<td>JUNE</td>
<td>4,994</td>
<td>5,054</td>
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</table>

**On Time Performance:** 9.6% Early / 71.9% On Time / 18.5% Late

### 110-Westside

<table>
<thead>
<tr>
<th>Month</th>
<th>FY16/17</th>
<th>FY17/18</th>
<th>FY18/19</th>
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</thead>
<tbody>
<tr>
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<td>1,290</td>
<td>1,318</td>
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<td>1,296</td>
<td>1,860</td>
<td>1,709</td>
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<tr>
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<td>1,151</td>
<td>1,287</td>
<td>1,426</td>
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<tr>
<td>OCT</td>
<td>1,401</td>
<td>1,507</td>
<td>1,488</td>
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<tr>
<td>NOV</td>
<td>1,244</td>
<td>1,586</td>
<td>1,220</td>
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<tr>
<td>DEC</td>
<td>941</td>
<td>1,626</td>
<td>1,056</td>
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<tr>
<td>JAN</td>
<td>1,270</td>
<td>1,630</td>
<td>981</td>
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<tr>
<td>FEB</td>
<td>1,218</td>
<td>1,585</td>
<td>1,263</td>
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<tr>
<td>MAR</td>
<td>1,292</td>
<td>1,707</td>
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<tr>
<td>APR</td>
<td>1,062</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAY</td>
<td>1,115</td>
<td></td>
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<tr>
<td>JUNE</td>
<td>1,237</td>
<td></td>
<td></td>
</tr>
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</table>

**On Time Performance:** 9.1% Early / 69.2% On Time / 21.7% Late
FY16/17 = 9,673  FY17/18 = 10,293  FY18/19 = 6,974
On Time Performance: 12.3% Early / 76.9% One Time / 10.8% Late

FY16/17 = 6,317  FY17/18 = 5,299  FY18/19 = 4,175
On Time Performance: 6.7% Early / 86.8% On Time /6.5% Late
FY17/18 = 2,528  FY18/19 = 2,529
On Time Performance: 32.5% Early / 44.5% On Time / 23% Late

FY16/17 = 1,290  FY17/18 = 1,510  FY18/19 = 1,448
On Time Performance: 15.6% Early / 50.1% On Time / 34.3% Late
**190-Chama**

- **FY16/17**: 5,190
- **FY17/18**: 5,456
- **FY18/19**: 4,791

**On-Time Performance**: 17.1% Early / 64.5% On Time / 18.5% Late

**200-Santa Fe**

- **FY16/17**: 20,381
- **FY17/18**: 18,996
- **FY18/19**: 13,346

**On-Time Performance**: 7.8% Early / 62.4% On Time / 29.8% Late
FY16/17 = 7,742  FY17/18 = 7,752  FY18/19 = 5,648
On Time Performance: 11.9% Early / 79.8% On Time / 8.3% Late

FY16/17 = 4,861  FY17/18 = 5,535  FY18/19 = 3,790
On Time Performance: 17.3% Early / 77% On Time / 5.7% Late
**255-Mountain Trail**

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

**On Time Performance:** 36.4% Early / 48.4% On Time / 15.3% Late

**FY16/17**
- JUL: 124
- AUG: 155
- SEPT: 208
- OCT: 289
- NOV: 99
- DEC: 1,523
- JAN: 1,445
- FEB: 716
- MAR: 765
- APR: 131
- MAY: 171
- JUNE: 331

**FY17/18**
- JUL: 386
- AUG: 378
- SEPT: 389
- OCT: 349
- NOV: 223
- DEC: 720
- JAN: 479
- FEB: 518
- MAR: 521
- APR: 212
- MAY: 371
- JUNE: 0

**FY18/19**
- JUL: 231
- AUG: 342
- SEPT: 410
- OCT: 221
- NOV: 152
- DEC: 1,933
- JAN: 1,908
- FEB: 1,309
- MAR: 1,583

**Total for FY16/17:** 5,917
**Total for FY17/18:** 4,546
**Total for FY18/19:** 8,089

**260-La Cienega**

**On Time Performance:** 2.2% Early / 89.5% On Time / 8.2% Late

**FY16/17**
- JUL: 83
- AUG: 116
- SEPT: 99
- OCT: 122
- NOV: 131
- DEC: 80
- JAN: 89
- FEB: 120
- MAR: 188
- APR: 161
- MAY: 121
- JUNE: 137

**FY17/18**
- JUL: 109
- AUG: 132
- SEPT: 93
- OCT: 116
- NOV: 85
- DEC: 63
- JAN: 67
- FEB: 72
- MAR: 102
- APR: 120
- MAY: 186
- JUNE: 144

**FY18/19**
- JUL: 136
- AUG: 150
- SEPT: 123
- OCT: 165
- NOV: 176
- DEC: 132
- JAN: 141
- FEB: 156
- MAR: 163

**Total for FY16/17:** 1,447
**Total for FY17/18:** 1,289
**Total for FY18/19:** 1,342
270-Turquoise Trail

- FY16/17 = 5,940
- FY17/18 = 4,917
- FY18/19 = 2,980

On Time Performance: 14.1% Early / 71.9% On Time / 14.1% Late

280-Eldorado

- FY16/17 = 5,168
- FY17/18 = 5,753
- FY18/19 = 3,521

On Time Performance: 16.8% Early / 78.3% On Time / 4.9% Late
290-Edgewood

FY16/17 = 6,997  FY17/18 = 5,761  FY18/19 = 3,376
On Time Performance: 9.5% Early / 72.5% On Time / 18% Late

300-Taos

FY16/17 = 13,004  FY17/18 = 13,585  FY18/19 = 11,041
On Time Performance: 14.3% Early / 42.8% On Time / 42.9% Late
### 305-Taos Express

- FY16/17: 1,591
- FY17/18: 1,790
- FY18/19: 1,630

**On Time Performance:** 16.6% Early / 54.9% On Time / 28.5% Late

### 310-Red River

- FY16/17: 4,058
- FY17/18: 3,292
- FY18/19: 3,400

**On Time Performance:** 0% Early / 79% On Time / 21% Late
JUL AUG SEPT OCT NOV DEC JAN FEB MAR APR MAY JUNE

FY16/17 509 1,021 1,506 1,625 1,383 1,303 1,323 1,591 1,337 1,402 969 732
FY17/18 705 1,173 1,518 1,620 1,563 1,394 1,301 1,317 1,431 1,756 1,660 768
FY18/19 663 1,394 1,548 1,714 1,444 1,442 1,151 1,602 1,483

On Time Performance: 3.9% Early / 87.4% On Time / 8.7% Late

FY16/17 = 14,701 FY17/18 = 16,206 FY18/19 = 12,441

320-QUESTA

FY16/17 = 14,701 FY17/18 = 16,206 FY18/19 = 12,441
On Time Performance: 3.9% Early / 87.4% On Time / 8.7% Late

330-PENASCO

FY16/17 = 4,673 FY17/18 = 5,187 FY18/19 = 4,009
On Time Performance: 17.5% Early / 63.3% On Time / 19.2% Late
**340-Chile Line**

Yearly data for the Chile Line is shown in the chart. The data indicates an overall increase in passenger volume from FY16/17 to FY18/19, with slight variations month over month. The chart also highlights on-time performance with a note indicating that the performance metrics for FY16/17 to FY18/19 show an improvement in on-time service.

**FY16/17 = 67,161**  
**FY17/18 = 64,961**  
**FY18/19 = 43,878**

On Time Performance: 14.3% Early / 74.7% On Time / 10.9% Late

---

**341-Taos Ski Valley**

The Taos Ski Valley data chart shows a consistent volume of passengers throughout the fiscal years. The data for FY16/17 to FY18/19 shows a slight decrease in ridership, with a notable drop in March. The performance metrics indicate a need for manual data entry due to the lack of automated tracking.

**FY16/17 = 10,208**  
**FY17/18 = 10,285**  
**FY18/19 = 13,983**

On Time Performance: Performance is not tracked due to manually entering ridership via tallysheets
### 350-UNM Klauer

**FY16/17 = 1,707  FY17/18 = 1,995  FY18/19 = 933**

*On Time Performance: 11.4% Early / 84.2% On Time / 4.4% Late*

### 360-Tres Piedras

**FY16/17 = 872  FY17/18 = 832  FY18/19 = 487**

*On Time Performance: 12.8% Early / 78.9% On Time / 8.3% Late*
400-Los Alamos

On Time Performance: 6.7% Early / 87.2% On Time / 6.1% Late

Demand Response

FY16/17 = 1,088  FY17/18 = 1,380  FY18/19 = 1,469
Pojoaque Demand Response

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<th>JUL</th>
<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>JUN</th>
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</thead>
<tbody>
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<td>227</td>
<td>383</td>
<td>315</td>
<td>324</td>
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<td>363</td>
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<tr>
<td>FY17/18</td>
<td>0</td>
<td>338</td>
<td>497</td>
<td>463</td>
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<td>429</td>
<td>393</td>
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<td>343</td>
<td>429</td>
<td>460</td>
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<td>258</td>
<td>326</td>
<td>344</td>
<td>303</td>
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</table>

FY16/17 = 3,188  FY17/18 = 3,572  FY18/19 = 2,830

Pojoaque-Dial-A-Ride

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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>
<th>JUN</th>
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<tr>
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<td>97</td>
<td>87</td>
<td>91</td>
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<td>84</td>
<td>100</td>
<td>103</td>
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<tr>
<td>FY17/18</td>
<td>81</td>
<td>117</td>
<td>96</td>
<td>98</td>
<td>78</td>
<td>105</td>
<td>80</td>
<td>68</td>
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FY16/17 = 1,095  FY17/18 = 917  FY18/19 = 548
Paratransit - ADA

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<td>551</td>
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<td>407</td>
<td>343</td>
<td>454</td>
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FY16/17 = 1,711  FY17/18 = 1,532  FY18/19 = 4,062

Flex 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>
<th>JUNE</th>
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FY17/18 = 184  FY18/19 = 16  
* Include ADA Flex Route
Special Events

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</tr>
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</tr>
<tr>
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FY16/17 = 1,509  FY17/18 = 1,001  FY18/19 = 314

Dead Head

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<th>FY16/17</th>
<th>FY17/18</th>
<th>FY18/19</th>
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<tr>
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<td>JUNE</td>
<td>164</td>
<td>43</td>
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</tr>
</tbody>
</table>

FY16/17 = 1,263  FY17/18 = 1,078  FY18/19 = 706

On Time Performance: 31% Early / 52.9% On Time / 16.1% Late
Los Alamos, 177, 1%
Rio Arriba, 1407, 5%
Taos, 12694, 46%
Tribal, 1665, 6%
Santa Fe, 4598, 16%
Espanola, 6477, 23%
Flex Route, 0, 0%
Demand Response, 330, 1%
Paratransit Services, 454, 2%
Special Event, 0, 0%
Dead Head, 37, 0%
Santa Fe Rt 2

FY16/17 = 45,818  FY17/18 = 30,130  FY18/19 = 22,311

Santa Fe 4

FY16/17 = 7,103  FY17/18 = 5,648  FY18/19 = 3,814
Santa Fe 22

FY16/17 = 6,854  FY17/18 = 5,803  FY18/19 = 4,076

Santa Fe Pickup

FY16/17 = 85,384  FY17/18 = 85,516  FY18/19 = 58,133