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 9:00 a.m. at the Jim West Regional Transit Center, Española, New Mexico.

1. Roll Call

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

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<tr>
<th>MEMBERS</th>
<th>ELECTED MEMBERS</th>
<th>ALTERNATE DELEGATES</th>
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<tr>
<td>Town of Edgewood</td>
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<tr>
<td>Los Alamos County</td>
<td>Councilor Antonio Maggiore</td>
<td>Commissioner Anna Hansen</td>
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<td>Rio Arriba County</td>
<td>Commissioner Alex Naranjo</td>
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<td>Santa Fe County</td>
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<td>Commissioner Anna Hansen</td>
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<td>Taos County</td>
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<td>Nambé Pueblo</td>
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<td>Ohkay Owingeh</td>
<td>Ms. Christy Van Buren</td>
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<td>Pojoaque Pueblo</td>
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<td>Mr. Jeff Montoya</td>
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<td>Santa Clara Pueblo</td>
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<td>Ms. Mary Lou Valério</td>
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<td>San Ildefonso Pueblo</td>
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<td>City of Santa Fe</td>
<td>Councilor Joseph Maestas</td>
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<td>Town of Taos</td>
<td>Mayor Dan Barrone</td>
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<td>Tesuque Pueblo</td>
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<td>Mr. Edward Escudero</td>
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<td>Rio Metro</td>
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Staff Members Present
Mr. Anthony J. Mortillaro, Executive Director
Ms. Jackie Trujillo, Executive Assistant
Mr. Pat López, Acting Finance Director
Ms. Delilah Garcia, Transit and Facilities Operations Director
Mr. Jim Nagle, Public Information Officer
Ms. Dora Anaya, HR Director
Ms. Stacey McGuire, Planning, Projects and Grants Manager

Others Present
Keith Wilson, Santa Fe Trails
Thomas Martinez, Santa Fe Trails
Elizabeth Martin, Stenographer

2. INTRODUCTIONS

Everyone present introduced themselves.

3. Pledge of Allegiance

4. Moment of Silence

5. APPROVAL OF AGENDA

Commissioner Naranjo moved to approve the agenda as published. Councilor Maestas seconded the motion and it passed by unanimous (9-0) roll call vote with Los Alamos County, Rio Arriba County, Santa Fe County, Ohkay Owingeh, Pojoaque Pueblo, Santa Clara Pueblo, City of Santa Fe, Town of Taos and Tesuque Pueblo voting in favor and none against.

6. APPROVAL OF MINUTES July 7, 2017

Commissioner Hansen moved to approve the minutes of July 7, 2017 as presented. Commissioner Naranjo seconded the motion and it passed by unanimous (9-0) roll call vote with Los Alamos County, Rio Arriba County, Santa Fe County, Ohkay Owingeh, Pojoaque Pueblo, Santa Clara Pueblo, City of Santa Fe, Town of Taos and Tesuque Pueblo voting in favor and none against.

7. PUBLIC COMMENTS

There were no public comments.

PRESENTATION ITEMS:

A Recognition of Town of Edgewood Councilor Chuck Ring’s Service to the North Central Regional Transit District Board of Directors
Councilor Ring and Mr. Torres were not present for this recognition.

B. Above and Beyond/Safe Driver Quarterly Awards

Mr. Mortillaro invited Mr. Mark López and Mr. Daniel Roybal to come forward for recognition and award. Mr. Mortillaro read the award for Above and Beyond service which involved their service at the scene of an accident. There help reflected well on the RTD and provided service to the community. Chair Barrone presented the Above and Beyond Awards to them and thanked them for their service to the District.

PUBLIC HEARINGS

C. 4th Quarter DFA Financial Report

Mr. Mortillaro said the District is required to have a public hearing on the fourth quarter financial report.

Mr. Pat López, Interim Finance Director, reviewed the report with the Board. The report was in the packet.

Chair Barrone opened the Public Hearing.

There were no speakers from the public regarding the 4th Quarter Financial Report and the public hearing was closed at 9:27 a.m.

ACTION ITEMS:

D. Discussion and Consideration of Resolution No. 2017-26 Approving the 4th Quarter Financial Report for FY 2017

Commissioner Naranjo moved to adopt Resolution No. 2017-26 Approving the 4th Quarter Financial Report for FY 2017. Ms. Valerio seconded the motion and it passed by unanimous (9-0) roll call vote with Los Alamos County, Rio Arriba County, Santa Fe County, Ohkay Owingeh, Pojoaque Pueblo, Santa Clara Pueblo, City of Santa Fe, Town of Taos and Tesuque Pueblo voting in favor and none against.

E. Discussion and Review of the Update Conceptual Design of the Maintenance Facility, Vehicle Wash Bay, and Fueling Station

Mr. John Jarrard, Huitt-Zollars, Vice President was present for consideration of this project.

Mr. Mortillaro referred to the document describing the update of the initial conceptional design performed in May 2014. He said "we had the engineer come back and do an update of the Master Plan. The amount of acreage we initially used was 10 acres but subsequently
confirmed that we only owned 7 acres. We wanted to make sure the plan design would fit on 7 acres. Secondly, we have been unsuccessful in finding $6 million in potential federal money to assist in the construction of this facility. It is not through a lack of effort, trying to find federal money, but it was such a competitive process. Our project and all New Mexico projects don’t fare well under that process. But the District must move forward at some point in constructing this facility and bringing maintenance in-house. We decided to phase the project and build it in small portions and asked the engineer to plan for that. The design process is a 6-month process. Once designed in phases, we will go out for bids. Mr. Jarrard is here and will walk the Board through the Master Plan and phasing for this facility. These plans are in the packet.

Chair Barrone understood this is conceptional, but looking at these elevations, it does not lend itself to solar at all. There appears to be no southern exposure of the roof design but the original plan was to use solar panels.

Mr. Jarrard gave a brief overview of the design which is a revision to plan of 3 years ago to try to reduce some of the costs and make it a phased project. He reviewed the documents in the packet. He mentioned that the design is to be LEEDS Silver.

Commissioner Hansen pointed out that Governor Richardson said in 2002 that all the buildings should be LEEDS Silver. We should be looking at net zero energy buildings. We need to add solar to this building. The cost of solar has come down so much. Climate change is a serious issue and we need to be paying attention to that.

Mr. Mortillaro said Mr. Jarrard is the messenger. We trying to keep the cost within a set financial amount and that drives the design. With these comments, we can go back when we do the actual design and incorporate those ideas, if possible, or do it in the next phase. This is the kind of input we want.

Commissioner Hansen understood how frustrating it is to try to get federal money and get turned down. Maybe with more solar and other elements, the FTA might be more receptive. We should not give up on Federal money and keep trying.

Mr. Mortillaro thought the District might not be able to get fed funding for the entire project but maybe for portions of it. There are sources out there that provide funding for energy efficiency and we will be looking at those and applying.

Chair Barrone suggested there are opportunities for grants for solar installations.

Commissioner Hansen said charging stations and electric vehicles are not available for large vehicles now, but in the future, it might be a good idea to have a charging station located here. This has a large enough parking lot in the front so people could actually charge their car. As technology moves forward she believes trucks and larger vehicles will come on line.

Councilor Maggiore agreed completely with Commissioner Hansen. Let’s be as progressive as we can on the design front. He was uneasy about the roof sloping toward the middle. Climate change storms get more intense and that does not make sense.
Mr. Jarrard said they can look at other options.

Councilor Maestas asked if this site plan reflects all the planning and zoning set back requirements.

Mr. Jarrard agreed.

Councilor Maestas said most cities require a buffer before residential and asked if this plan reflects the actual boundaries of the land.

Mr. Jarrard agreed and would comply with setbacks, although there might be some concerns with sound.

Mr. Mortillaro said the three acres behind here are owned by the Akes family. At one time, it was zoned residential but is not now. They will double check to make sure.

Councilor Maestas suggested getting a courtesy review from the City Planning Department.

Commissioner Hansen was uncomfortable with the roof design.

Mr. Jarrard said this architectural design is to bring in more natural light but he would look at it again.

Commissioner Hansen asked which way this building will face.

Mr. Jarrard said the lower part of the V runs parallel with the face. It faces east.

Commissioner Hansen asked if there is no way to turn the building to get the southern exposure.

Mr. Jarrard said they could change the roof. Part of it faces south now.

Councilor Maggiore didn’t see the feature for collecting roof water in the plan.

Mr. Jarrard said it is on the south side under the canopy with either an underground or above ground tank.

Councilor Maggiore said those tanks affect cost estimates as well.

Mr. Jarrard agreed. With a change in roof design we may have to move that.

Councilor Maggiore is that incorporated in the design cost estimate before us.

Mr. Jarrard clarified that it is under the contingency amount.
Councilor Maggiore considered contingency as unexpected construction costs.

Mr. Jarrard said they define it as for things that are not totally detailed out yet that we can add or change.

Chair Barrone understood this is a preliminary discussion to provide some idea of what the Board is thinking. He asked if Mr. Jarrard would bring it back for more discussion.

Commissioner Naranjo said the roof is the Board’s biggest concern.

Mr. Mortillaro recalled those tanks were shown on the original plan.

Mr. Jarrard said they will look at that.

Councilor Maestas said in the geology report it seems the existing soils could be used for fill but there is clay in there. He asked if there is going to be some sub excavation.

Mr. Jarrard agreed. That is what we priced to provide three feet of fill.

Mr. Mortillaro recounted the problems encountered when they remodeled this building. The minute they touched the old parking lot and took the asphalt off the equipment started to sink and water came up. That resulted in $400,000 additional cost to deal with that water table problem. We ordered 12 to 18 borings on this project to check that. We will probably do more borings to minimize the unknown as much as we possible.

Councilor Maestas warned that three feet of sub excavation may not be enough.

Mr. Escudero asked how they addressed the water table.

Mr. Mortillaro said they excavated down and put galistine and geo fabric and fill on top of that.

Mr. Escudero how would the water harvesting fit in with that.

Mr. Jarrard said it would be used for landscaping. They knew that there may have to be some soil stabilization, depending on what we find. Varies with the season.

F. Discussion and Consideration of Memorandum of Agreement (MOA) between NCRTD and City of Bloomfield to Operate Jicarilla Pilot Route Service in City

Ms. McGuire said the pilot route will begin on October 2nd and will operate for one year. They needed to identify a location in Bloomfield where we could locate a bus stop. They found an old bus stop there with a shelter as described on page 115 in the packet.
Commissioner Naranjo asked if instead of just going to Bloomfield if the District has thought of going all the way to Farmington.

Ms. McGuire agreed that they are going all the way to Farmington but there was a request for a stop in Bloomfield. We propose to use that bus stop.

Commissioner Hansen commented it is a nice looking bus stop.

Commissioner Naranjo asked if the money has been allocated for one year.

Ms. McGuire agreed. It is tribal transportation funding and she is working with Jicarilla Apache Nation on that.

**Commissioner Hansen moved to approve the Memorandum of Agreement (MOA) between NCRTD and City of Bloomfield to Operate Jicarilla Pilot Route Service in the City. Commissioner Naranjo seconded the motion.**

Councilor Maestas asked about any triggers of what represents a pilot.

Ms. McGuire said they will be looking at usage, ridership and cost per rider. One challenge is our system is so diverse. Given the level of response in survey she in encourage to see growth in that route. First year is tough to estimate. If we see continued growth that is the first baby step to success.

Councilor Maestas asked if the District seeks municipalities along the route to promote it.

Ms. McGuire agreed. And also, Red Apple Transit, as well. We want folks to be educated on how to make connections and set up the riders to be successful.

Councilor Maestas asked what process would be used after a year, if it is successful for the governments that benefit to step in and provide some funding.

Ms. McGuire agreed that is a possibility and she is looking now at other avenues. She is hoping if successful to cue it over to the funds used for other routes. That would be brought back before the Board for discussion and approval.

Mr. Mortillaro pointed out that Jicarilla did contribute money to this.

Ms. McGuire said it was a 10% match. They are vested and in the game.

Chair Barrone noted the distance between here and there and asked if the District has additional buses to station over there and additional drivers for consistency and confidence.

Ms. McGuire said they have discussed continency plans and have identified some maintenance options in Farmington and Chama and a vehicle yard in Chama to station some
vehicles there. This is a stretch of our service area. We are trying to set in place as many plans as we can.

Commissioner Naranjo do you know how many people in that area are using the bus today.

Ms. McGuire said they do know in Chama. Lumberton riders are not captured now. They commute into Chama for that route. We do have a stop in Lumberton. There was some discussion about a stop close to Pagosa. We don’t know exact numbers but expect we will be able to have a better idea of rider ship when we start.

Ms. Van Buren between 5311 and grants well-funded project. This will be a great route. Don’t lose sight of what public transportation will mean to these people. They can’t even get to the grocery store.

Ms. McGuire said they live in a food desert. Very eye opening. Folks have to travel really long distances to get to the grocery store. Expect we will see significant grocery runs.

Commissioner Naranjo said the weather is very different. You are going to have to understand the weather.

Ms. McGuire agreed they will have different weather challenges there but have a driver from the area who is familiar with it and has provided some insight in planning.

Commissioner Naranjo thought the best thing is to work with the Village of Chama.

The motion to approve passed by unanimous (9-0) roll call vote with Los Alamos County, Rio Arriba County, Santa Fe County, Ohkay Owingeh, Pojoaque Pueblo, Santa Clara Pueblo, City of Santa Fe, Town of Taos and Tesuque Pueblo voting in favor and none against.

G. Discussion and Consideration of Memorandum of Agreement (MOA) between NCRTD and City of Farmington to operate Jicarilla Pilot Route Service in City

Ms. Garcia mirror of Ms. McGuire’s item, but is an MOA with the City of Farmington. We identified a bus stop there to use that is a central location. It will be used for pick up and drop off for their system users and ours. In reference to the question about contingency plans, we will have a spare vehicle in the Village of Chama yard for this route as well.

Commissioner Naranjo asked if the $211,000 includes the Jicarilla route.

Ms. McGuire agreed and added that they are working on two other bus stops, as well.

Commissioner Hansen asked if the stops are near the grocery stores in Chama.

Ms. McGuire said yes. They are by the grocery store by the Senior Center. Given the right of way there and the access, she was comfortable keeping the stop there.
Mr. Mortillaro clarified that the bus is only going to Farmington two days a week. Dulce to Chama is three days each week and enhanced circulation in Chama is for five days a week. It is a beneficial expansion of service for Chama. It is probably going to be one of our most challenging routes to service. The fact that we were able to get federal funding to enhance this route will help. We have only had one driver in Chama. Now there are 2 ½ people there.

Commissioner Naranjo moved to approve the Memorandum of Agreement (MOA) between NCRTD and City of Farmington to operate Jicarilla Pilot Route Service in the City, Commissioner Hansen seconded the motion.

Mr. Mortillaro clarified that this is a draft MOA because they have not gotten the formal draft from the City of Farmington yet. He asked that the motion allow for a revision of the MOA.

Commissioner Naranjo agreed the amendment was friendly, as did Commissioner Hansen and passed by unanimous (9-0) roll call vote with Los Alamos County, Rio Arriba County, Santa Fe County, Ohkay Owingeh, Pojoaque Pueblo, Santa Clara Pueblo, City of Santa Fe, Town of Taos and Tesuque Pueblo voting in favor and none against.

H. Discussion and Consideration of Resolution No. 2017-27 Amending the District’s Business Travel and Expenses Policy

Mr. Mortillaro explained this resolution is amending the policy to address issues that arise when the District must send employees to replace other employees during a period of time for some of these outlying routes. It was discussed at the Finance Subcommittee and they recommend approval. He referred to page 123 in the packet for the addition of transitory travel and lodging and briefly reviewed the policy changes. The District finds it more cost effective to get them a hotel room and pay for their meals as well.

Ms. Van Buren said they had a lengthy discussion at the Finance meeting and concluded that this only makes sense.

Chair Barrone moved to approve Resolution No. 2017-27 Amending the District’s Business Travel and Expenses Policy. Mr. Montoya seconded the motion and it passed by unanimous (9-0) roll call vote with Los Alamos County, Rio Arriba County, Santa Fe County, Ohkay Owingeh, Pojoaque Pueblo, Santa Clara Pueblo, City of Santa Fe, Town of Taos and Tesuque Pueblo voting in favor and none against.

I. Discussion and Consideration of Automatic Clearing House (ACH) Payments over $20,000 from April 1, 2017 through June 30, 2017

Mr. López referred the Board to the report in the packet on page 136. He reviewed the report and the spreadsheet.

Councilor Maestas asked why we make individual payments for the buses.
Mr. López said they are staggered and arrive at different times.

Councilor Maestas asked if the District places an initial order for all of them and then pays for each one as it is delivered.

Mr. López agreed.

Councilor Maggiore moved to approve Automatic Clearing House (ACH) Payments over $20,000 from April 1, 2017 through June 30, 2017. Commissioner Naranjo seconded the motion and it passed by unanimous (9-0) roll call vote with Los Alamos County, Rio Arriba County, Santa Fe County, Ohkay Owingeh, Pojoaque Pueblo, Santa Clara Pueblo, City of Santa Fe, Town of Taos and Tesuque Pueblo voting in favor and none against.

J. Discussion and Consideration of Investment of District Funds Summary

Mr. Mortillaro said this is more of our quarterly report.

Mr. López said the summary is in the Board packet. He reviewed the spreadsheet.

Commissioner Naranjo was a bit confused about the State Bank of Dallas and these other banks.

Mr. López those are brokered CDs that go internationally.

Commissioner Naranjo preferred to bank locally. We are going through some hard times in this part of the country. He is a strong believer that we should invest our monies locally.

Mr. López explained that brokered CDs have higher rates.

Mr. Mortillaro added that these banks are all located in the US. They are covered by FDIC.

Commissioner Naranjo said the local banks here are also covered by FDIC.

Mr. Mortillaro said this was discussed with our investment committee. We can’t get a rate of return like this locally and we are limited to $250,000 in each account for the insurance so we have money in over 30 banks. Some of the local credit unions will not collateralize. Those banks make their own choices. To the extent we can we will invest locally.

Councilor Maggiore pointed out that we can invest elsewhere but we are still spending our monies locally.

Commissioner Hansen was interested to know what the District has experienced with First National Bank now that they have been acquired by Sunflower.
Mr. Mortillaro said in 2016, he went to that bank and they seemed to be very focused on providing a high level of customer service but we could not get them to collateralize. Since they changed over it is maturing and we will see how that goes.

Commissioner Naranjo moved to approve the Investment of District Funds Summary. Councilor Maestas seconded the motion and it passed by unanimous (9-0) roll call vote with Los Alamos County, Rio Arriba County, Santa Fe County, Ohkay Owinge, Pojoaque Pueblo, Santa Clara Pueblo, City of Santa Fe, Town of Taos and Tesuque Pueblo voting in favor and none against.

DISCUSSION ITEMS:

K. Financial Report for June 2017

Mr. López referred to the financial report in the Board packet and briefly reviewed it with the Board.

Councilor Maggiore asked if the new employee travel plan is expected to cut into the overtime budget.

Mr. López said it will cut it down slightly. A lot of the overtime is due the vacancies we have in the course of the year.

Mr. Mortillaro added that we have people on FMLA and we have to back fill those positions and that generates more overtime. In this FY18 budget we put a few additional positions in with the hope that it would reduce that overtime. For some reason transit programs tends to have very high sick leave usage. We are working on that as well as vacancies and turnover.

Mr. López said the vacancy rate for 2017 is 5%.

Mr. Mortillaro pointed out that the budget had programmed in $800,000 plus for reserves and we may not use all of those funds. We will be under budget when the books close for June 30, 2017.

L. Finance Subcommittee Report

Neither the Chair or the Vice-Chair were present.

Councilor Maggiore said it was a good short meeting. They looked at three items that were on the agenda today and they have all been presented here.

M. Tribal Subcommittee Report

Gov. Dorame was not present.

Ms. Van Buren said the Tribal Subcommittee will meet at the end of the month.
Ms. McGuire said the meeting will be at Buffalo Thunder. She asked to be notified if anyone has something to add to the agenda.

**N. Executive Report and Comments from the Executive Director**

1) Executive Report for July 2017  
2) Performance Measures for June 2017  
3) Ridership Report for June 2017

Mr. Mortillaro said the reports are in the packet and asked people to call him if there are any questions. He said ridership is up over last year and that is great.

Mr. Mortillaro announced the August 28th special board meeting when the consultant presentation will be made. Then it goes to Santa Fe City Council and public meeting beforehand for districts 1 and 2. The next day will be another public meeting to cover districts 3 and 4. Everyone is welcome to attend. After all of that input, the consultants will consider it and finalize the report.

Commissioner Hansen said it is important to publicize the ridership since we have a ballot issue coming up.

Mr. Mortillaro said the Staff has prepared a press release but wanted to let the Board know first.

Mr. Mortillaro announced the Saturday, August 19th employee appreciation event at Nambé Falls. He would love to have the Board members there.

**MATTTERS FROM THE BOARD**

Mr. Escudero reported that NMDOT is beginning to work on bridges at the Camel Rock Casino area. There will be some closures on weekends in October except during the Indian Market.

Councilor Maestas mentioned the increase in the administrative fee for all the GRT collections with NMTRD. That is being challenged because it was done administratively and not legislatively. Several municipalities, The Municipal League and Association of Counties knew Tax and Rev is understaffed but still increased the administration fee. He didn’t know if the District should be a party to that challenge. There were a lot of audit irregularities with TRD and the State Auditor has taken that on. The City Managers’ Association is also going to challenge the fee. He suggested that Mr. Dwyer could report to the Board at the next meeting.

Mr. Mortillaro thanked him for bringing that up. Other cities are joining in on that. These credits are millions of dollars. For the District, it is hundreds of thousands of dollars. His position is to find the problem in the first year and not penalize us and go back three years on that.
Councilor Maestas said the City of Eunice sued them because of a huge clawback due to an accounting error. We have no way of verifying monies that go to TRD and it is becoming a big problem. We need to make our legal presence known.

Ms. Valério announced the Santa Clara Feast Day on August 12th.

MISCELLANEOUS

There were no miscellaneous items.

ADJOURNMENT

Commissioner Naranjo moved to adjourn the meeting. Commissioner Hansen seconded the motion and it passed by unanimous voice vote.

The meeting was adjourned at 11:00 am

NEXT BOARD MEETING: September 8, 2017 at 9:00 a.m.

Approved by:

_____________________________________
Daniel R. Barrone, Chair

Attest:

_____________________________________
Dennis Tim Salazar, Secretary

Submitted by:

_____________________________________
Carl Boaz for Carl G. Boaz, Inc.