North Central Regional Transit District
Board Meeting
Friday, March 3, 2017
Jim West Regional Transit Center
Española, New Mexico
9:00 a.m. - 1:00 p.m.

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 9:15 a.m. at the Jim West Regional Transit Center, Española, New Mexico.

1. Pledge of Allegiance

2. Moment of Silence

3. Roll Call

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

<table>
<thead>
<tr>
<th>Members Present:</th>
<th>Elected Members</th>
<th>Alternate Designees</th>
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<tbody>
<tr>
<td>Los Alamos County</td>
<td>Councilor Antonio Maggiore</td>
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<tr>
<td>Rio Arriba County</td>
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<td>Mr. Tomás Campos</td>
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<td>Taos County</td>
<td>Commissioner Jim Fambro</td>
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<tr>
<td>Town of Taos</td>
<td>Mayor Dan Barrone, Chair</td>
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<td>Santa Fe County</td>
<td>Commissioner Ed Moreno</td>
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<td>Nambé Pueblo</td>
<td>Lt. Gov Arnold Garcia</td>
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<td>Ohkay Owingehe</td>
<td>Absent</td>
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<td>Pojoaque Pueblo</td>
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<td>Councilwoman Anna Sanchez</td>
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<tr>
<td>Santa Clara Pueblo</td>
<td>Absent</td>
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North Central Regional Transit District Board   March 3, 2017
<table>
<thead>
<tr>
<th>Location</th>
<th>Name</th>
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<tbody>
<tr>
<td>City of Santa Fe</td>
<td><strong>Councilor Joseph Maestas</strong></td>
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<td>San Ildefonso Pueblo</td>
<td>Absent</td>
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<tr>
<td>Tesuque Pueblo</td>
<td><strong>Mr. Edward Escudero</strong></td>
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<tr>
<td>City of Española</td>
<td><strong>Councilor Tim Salazar</strong></td>
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<tr>
<td>Town of Edgewood</td>
<td>Absent</td>
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<tr>
<td>Rio Metro (ex officio)</td>
<td><strong>Ms. Elizabeth Carter</strong></td>
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**Staff Members Present**
- Mr. Anthony J. Mortillaro, Executive Director
- Ms. Jackie Trujillo, Executive Assistant
- Ms. Stacey McGuire, Projects and Grants Specialist
- Mr. Troy Bingham, Finance Director
- Mr. Peter Dwyer, Legal Counsel
- Ms. Dora Anaya, HR Director
- Ms. Delilah Garcia, Transit and Facilities Operations Director
- Mr. Jim Nagle, Public Information Officer

**Others Present**
- Mr. Carl Boaz, Stenographer
- Mr. Austin Fisher, Rio Grande Sun
- Mr. Wayne Brown, Auditor
- Mr. Keith Wilson, Santa Fe Trails
- Mr. James Martínez, Santa Fe Trails
- Mr. Ray Matthews, Santa Fe County

4. **INTRODUCTIONS**

Those present introduced themselves to the Board.

5. **APPROVAL OF AGENDA**

Councilor Maestas moved to approve the Agenda as presented. Councilor Salazar seconded the motion and it passed by unanimous (10-0) roll call vote with City of Española, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Rio Arriba County, City of Santa Fe, Santa Fe County, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against.

6. **APPROVAL OF MINUTES – February 3, 2017**

Councilor Salazar moved to approve the minutes of February 3, 2017 as submitted. Councilor Maestas seconded the motion and it passed by unanimous (10-0) roll call vote with City of Española, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Rio Arriba County, City of Santa Fe, Santa Fe County, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against.
Fe, Santa Fe County, Taos County, 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 Councilor Pete Sheehy for Service to the North Central Regional Transit District

Councilor Maggiore moved to postpone the recognition to the next regular meeting. Councilor Salazar seconded the motion and it passed by unanimous (10-0) roll call vote with City of Española, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Rio Arriba County, City of Santa Fe, Santa Fe County, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against.

ACTION ITEMS:

B. Discussion and Consideration of Re-adoption to correct Resolution 2017-06 from the January 13, 2017 Board Meeting to Resolution No. 2017-09 – Adoption of a Policy for Prescription and over the Counter Drugs

Mr. Mortillaro explained that this only needs to be re-adopted with a different number as it was a duplicate last time.

Councilor Salazar moved to approve Resolution 2017-09 as presented. Commissioner Fambro seconded the motion and it passed by unanimous (10-0) roll call vote with City of Española, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Rio Arriba County, City of Santa Fe, Santa Fe County, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against.

C. Discussion and Consideration of the Sustainability Plan FY 16 Goals and Metrics Annual Report

Mr. Mortillaro explained that this item is just a presentation. It is the annual update on progress toward identified goals in the sustainability plan.

Ms. Garcia referred to the Sustainability Plan for FY 16 including the goals and metrics, as shown on page 22 in the packet. On February 14, 2014, the Board adopted the Sustainability Plan and it calls for establishment of a committee of seven members appointed by the Board to set goals and measurements. That committee met in January, 2015, and established the goals for evaluation of vehicles, facilities, bus shelters and other amenities, as well as any future facility or land use. Due to Staff changes within Operations over the last year, the Committee has been unable to meet and now she is presenting the present status.

Page 23 provided information on the two purchased alternative fuel buses and a 14-passenger flex-fuel vehicle. All were placed in service in 2016. Maintenance costs are yet unknown because they are so new. The committee recommended registration with EPA Energy Star Program. The District scored 81 against an average of 75. It doesn’t include Taos yet. They will report total utilities, etc. in next year’s report.
The recycling was trucked to Taos County and totaled over 2,400 pounds. The ADA transition plan also uses solar lighting for the bus stops. They are working to become an alternative fueler and eliminate extra costs for those.

Councilor Maggiore asked if the two 18-passengers vehicles are running similar routes.

Ms. Garcia agreed. They are out of Santa Fe. One is LPG and the other is CNG.

D. Discussion and Consideration of Resolution No. 2017-10 Amending and Updating the Existing Fare Resolution

Ms. McGuire said the District is clarifying premium services and flex routing. We have to offer ADA flex routes with requests a day ahead and the bus can go up to 3/4 mile from the fixed route. If the person is ADA certified, it is a free ride. People not certified as ADA would pay a fare. They can call one day ahead and Staff suggested a $10 fare for that. Page 29 calls out all routes and which ones do have flex route on them. She shared a few examples of how it would work.

Lt. Governor Garcia asked if drivers will have cash on hand.

Ms. McGuire agreed and noted they have a cash handling policy.

Councilor Maestas understood that if they don’t call ahead, they don’t get a ride.

Ms. McGuire agreed.

Councilor Maestas asked how the fare schedule was determined. It is significant.

Ms. McGuire said it came from lots of discussions with the consultant on how best to provide the added option. But it is free at all bus stops. The chart is for those not ADA certified. It is designed to be a dis-incentive because Flex is really for ADA certified and it is an imposition for the rest of the riders, causing time constraints. With Flex, the rider is picked up and let off at a set location but the driver doesn’t wait for a rider to do business and get back on the bus.

Chair Barrone asked if for the ADA call in the attendant is included.

Ms. McGuire agreed. They have a right to have an attendant.

Mr. Campos asked if the driver decides if they can use that road or not.

Ms. McGuire agreed.

Councilor Maestas asked what the protocol is for approval.

Ms. McGuire said the dispatcher has extensive knowledge of the area and the dispatcher makes the first call. Or if not familiar with the road, it goes to supervisors and to Ms. Garcia to decide.

Ms. Garcia said the supervisors are familiar with all routes and might go out to see on-site if it is okay.
Councilor Maggiore understood why we want it to be somewhat a disincentive but he felt it should have a modicum of affordability. He asked if it could be $10 one way and $15 round trip.

Ms. McGuire was a little unsure on the ultimate cost to the agency. We have a couple of riders who use it regularly but really don’t know the actual cost.

Councilor Maggiore said the District should looking for a way for riders to purchase tickets on line.

Councilor Maestas moved to approve Resolution No. 2017-10 Amending and Updating the Existing Fare Resolution. Chair Barrone seconded the motion and it passed by unanimous roll call vote with City of Española, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Rio Arriba County, City of Santa Fe, Santa Fe County, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against.

E. Discussion and Approval of the Award of annual Audit

Mr. Mortillaro said the RFP for the Audit went through the Finance Subcommittee.

Mr. Bingham clarified that they went out for proposals because the previous auditor did it for 6 years and by statute is the maximum term. This contract is year-to-year. It is a 3-year award but contracted each year. Two firms bid (shown on page 92). We reviewed and Ritchie and Company is the awarded company.

Mr. Wayne Brown was invited to speak on behalf of the company. He said the firm is 40 years old and has 50 personnel. They serve small medium and large government entities in New Mexico, Texas and Arizona. He mentioned some of their clients. The firm has specific experience in transit with Rio Metro, City of Albuquerque, and Transportation Authority in southern Nevada, which is important because of compliance issues specific to transit. He stressed that the relationship is with the Board. He was sure the audit will go smoothly in working with Mr. Bingham and made a ready line available with the Board.

He explained that as they start, they will meet with one or more of the Board members in June for a perspective for what they should focus on more intently. They will report as much or as little as the Board wishes. They will have an entrance conference and a formal presentation. Board members may call at any time during the year.

Mr. Brown congratulated the District for producing a CAFR each year. Only about ten entities in New Mexico produce a CAFR annually though their company and that is a shame.

They have to do some work before year end and do the single audit after books are closed.

Chair Barrone asked if they could have a local address to help Rio Arriba County GRT revenue.

Mr. Brown didn’t think they could have one here.

Councilor Maestas asked if they would look at previous audits to consider internal controls, etc.

Mr. Brown agreed and said they have worked with Hinkle and Andrews many times. That will be one of
the very first things they do.

Councilor Maestas said the NCRTD is a significant recipient of federal funds. He asked how many his company has done.

Mr. Bingham said that is listed in the packet. The vast majority of single audit clients receive federal funds.

Councilor Maestas asked if the fees are locked in for the 3 years.

Mr. Bingham said the three-year cost proposal is in line with what the District has been paying.

Mr. Campos moved to approve the annual audit award with Ritchie and Company. Commissioner Moreno seconded the motion and it passed by unanimous roll call vote with City of Española, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Rio Arriba County, City of Santa Fe, Santa Fe County, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against.

F. Discussion and Consideration of Resolution No. 2017-11 Authorizing NCRTD Staff to Collaborate with Tesuque Pueblo in Applying for Tribal Transit Program Discretionary Program to Purchase a Replacement Vehicle

Ms. McGuire reported this became available in the Federal Register on December 9, 2016 from the formula fund the District works with tribes to go after. It is predominantly for capital and new starts. This one is for a replacement vehicle assigned to the Tesuque route and the vehicle is beyond its useful life. So she and Mr. Escudero will be working together on the proposal. If awarded, the District provides a 10% match. The cost is $100,000 and the match at $10,000.

Mr. Escudero said the Pueblo of Tesuque is committed to work with Ms. McGuire and NCRTD to get the vehicle.

Ms. McGuire explained that at the end of its life cycle, the vehicle is returned to Tesuque only.

Lt. Governor Garcia moved to approve Resolution No. 2017-11 Authorizing NCRTD Staff to Collaborate with Tesuque Pueblo in Applying for Tribal Transit Program Discretionary Program to Purchase a Replacement Vehicle Mr. Escudero seconded the motion and it passed by unanimous (10-0) roll call vote with City of Española, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Rio Arriba County, City of Santa Fe, Santa Fe County, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against.

DISCUSSION ITEMS:

G. Financial Report for January 2017

Mr. Bingham presented the financial report through January 31, 2017. The revenues did not exceed expenses for this period but that is typical for January and it has always balanced out at the end. He went through the highlights for the report and commented briefly on the results. He noted that all parts for the
new buses had been shipped and would probably get installed and delivered in April. Spending is less than anticipated and administration and operations are right on target. Capital expenses are for the remodeling at the back of the building.

There were no questions regarding the financial report.

H. Finance Subcommittee Report:

Commissioner Moreno said the Finance Subcommittee met to evaluate and review the proposals for the audit. It was a very short meeting with no controversy.

I. Tribal Subcommittee Report:

There was nothing to report for the Tribal Subcommittee and a meeting is being scheduled for April.

Mr. Campos asked about the Jicarilla status.

Mr. Mortillaro said at the last meeting, the Board approved the MOA with Jicarilla. We are now in the process of planning the routes and services and securing a location in Chama to park the buses. We hope to start service in October. Once the federal requirements are all met for their approval of the funding, we will order the bus and before it arrives, will use District buses. Ms. McGuire and Ms. Garcia will meet with Farmington Transit to interconnect with them.

Ms. McGuire said she has a concept for when and where the routes will operate. We will be in regular contact with Dulce and communities along the route. They are also inviting Jicarilla to join the RTD Board.

J. Executive Report and Comments from the Executive Director:

1) Executive Report for February 2017

Mr. Mortillaro referred the Board to the report in the packet.

2) Performance Measures for January 2017

Ms. Garcia reviewed the statistics for performance starting on page 126 to 129.

3) Ridership Report for January 2017

Ms. Garcia reviewed the ridership report in the packet, starting on page 129. She summarized that the ridership continues to increase. Page 133 has the finalized inventory of 34 vehicles for our 27 routes. The spare ratio is good. The District is 96% on prevention maintenance schedule. Page 136 covered the accidents. There was one minor accident on January 23 and one major on January 23. There were three complaints and none for paratransit and ten customer incidents for January.

Councilor Maggiore asked Ms. Garcia to also track compliments on the paratransit side.

Ms. Garcia said she would do that.
Mr. Mortillaro reported the District has had challenging months here for driver wellness - flue and allergies, and driver absences. So that drives up our overtime costs this year. We have also had extensive training. We conducted comprehensive training we had to bring in everyone on Saturday or Sunday. In dealing with those issues, we have also had challenges in recruiting for employees, both seasonal and year-round. We hire somebody and several days later, they quit because they don’t want to drive a bus. So we are going to start a driver’s academy for people with 5 good years of driving experience- 11-week training course. Police Departments do that too. Hopefully, that will help.

We are also going to be hiring at 10-20% over our budgeted staffing level because we know we will have to keep hiring. We can’t continue to just put an ad in the paper and invest 2-weeks of training and hope they work out. That is reflected in the upcoming budget. We concern about training them for 11 weeks only to have them leave a few weeks later. The CDL licenses they get and their medical cards will be restricted to the extent allowed - they can’t take it with them.

We also will ask them to enter into a contract with us that if they leave before 24 months of service, they will, pay us back for our investment in them. We emphasize this is a career which provides good benefits. It is not just a NCRTD problem but true nationally. Santa Monica shared their vacancy issues. Rio Metro also had vacancy issues.

Ms. Carter agreed. We train them if they have no CDL. They do reimburse a percentage of their paycheck for OJT. But it is a nationwide problem.

Ms. Garcia said for workforce training, the District will apply for the training funds. We will get our application in so that feds can pay for some training.

Lt. Gov Garcia asked if there were problems with their background or drug history.

Ms. Anaya and Ms. Carter both agreed.

Mr. Mortillaro said they are doing the training so Staff don’t have to call on the Board members to drive the buses. We do have a sequence of backups to help. All supervisors have CDLs. And if it got really bad, we would have to consider reductions in trip frequency.

Councilor Maggiore asked what the cost of the driver academy is.

Mr. Bingham said it depends on the number of applicants and because they are not actually driving, overtime would continue. He still has to figure out the cost per trainee.

Mr. Dwyer commented that the savings from vacancies will help pay for it.

Mr. Mortillaro handed out a letter from Rosemary Romero’s work that said only three board members have responded to her calls. She gave some time slots in her letter.

Chair Barrone asked everyone to get her called.

Matters from the Board
Councilor Maestas announced that Public Works Director, Ike Pino has retired. The City Manager has made interim appointments and he wanted to know what the District requires.

Mr. Dwyer said a letter from the City Manager for an official designee or from the Mayor.

Councilor Maestas said Keith Wilson manages the MPO and is the interim transit manager.

Mr. Dwyer clarified that it is up to the City how you select them. The backups can vote on everything except bonds issuances, and land purchases.

Ms. Carter thanked the Board for allowing Ms. McGuire to help them with tribal transit funding. She was a big help.

MISCELLANEOUS

The Staff decided not to have Frito Pie fundraiser for today since we knew this would be a shorter meeting. Next month will be longer and they will have Frito Pie after the April meeting.

Mr. Mortillaro announced that any member with an interest in the old buses should let him know.

ADJOURN

Mr. Campos moved to adjourn the meeting. Commissioner Moreno seconded the motion and it passed by unanimous voice vote.

The meeting was adjourned at 10:40 a.m.

NEXT BOARD MEETING: April 7, 2017 at 9:00 a.m.

Approved by:

[Signature]
Daniel R. Barrone, Chair

Attest:

[Signature]
Dennis Tim Salazar, Secretary

Submitted by:

[Signature]
Carl Boaz for Carl G. Boaz, Inc.

North Central Regional Transit District Board
March 3, 2017