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 9:10 a.m. at the Jim West Regional Transit Center, Española, New Mexico.

1. Roll Call

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

<table>
<thead>
<tr>
<th>MEMBERS</th>
<th>ELECTED MEMBERS</th>
<th>ALTERNATE DELEGATES</th>
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<tbody>
<tr>
<td>Town of Edgewood</td>
<td>Absent</td>
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<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>Manager Tomás Campos</td>
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<tr>
<td>Santa Fe County</td>
<td>Commissioner Ed Moreno (T)</td>
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<td>Taos County</td>
<td>Absent</td>
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<tr>
<td>Nambé Pueblo</td>
<td>Lt. Gov Arnold Garcia</td>
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<tr>
<td>Ohkay Owingeh</td>
<td>Ms. Christy Van Buren</td>
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<td>Pojoaque Pueblo</td>
<td>Councilwoman Anna Sanchez</td>
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<td>San Ildeonso Pueblo</td>
<td>Ms. Lillian Garcia</td>
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<td>Santa Clara Pueblo</td>
<td>Ms. Mary Lou Valério (T)</td>
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<td>City of Santa Fe</td>
<td>Mr. Keith Wilson</td>
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<tr>
<td>City of Española</td>
<td>Councilor Tim Salazar</td>
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<td>Town of Taos</td>
<td>Mayor Dan Barrone, Chair</td>
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<tr>
<td>Tesuque Pueblo</td>
<td>Absent</td>
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<td>Rio Metro</td>
<td>Ms. Elizabeth Carter</td>
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</tbody>
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**Staff Members Present**

Mr. Anthony J. Mortillaro, Executive Director  
Ms. Shannon Sandoval, Financial Specialist  
Mr. Pat López, Finance Specialist  
Mr. Hector Ordonez, Finance Director  
Ms. Stacey McGuire, Development Director  
Ms. Delilah Garcia, Transit and Facilities Operations Director  
Mr. Jim Nagle, Public Information Officer  
Ms. Dora Anaya, HR Director

**Others Present**

Scott Flurry, Village of Chama  
Thomas Martinez, Santa Fe Trails  
Austin Fisher, Rio Grande Sun  
Keith Wilson, City of Santa Fe/Santa Fe Trails  
Carl Boaz, Stenographer

2. **INTRODUCTIONS**

Mr. Scott Flurry from the Village of Chama was introduced.

3. **Pledge of Allegiance**

The Pledge of Allegiance was recited.

4. **Moment of Silence**

5. **APPROVAL OF AGENDA**

Chair Barrone added an award under Presentation
County Manager Campos moved to approve the Agenda as amended with an award added under Presentations. Councilor Maggiore seconded the motion and it passed by unanimous (10-0) roll call vote with City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, City of Santa Fe, Santa Fe County, and Town of Taos voting in favor and none against. Santa Clara Pueblo, was not yet present for the vote.

6. APPROVAL OF MINUTES — August 28 and September 8, 2017

Councilor Salazar moved to approve the minutes of August 28, 2017 and of September 8, 2017 as amended. Chair Barrone seconded the motion and it passed by unanimous (10-0) roll call vote with City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, City of Santa Fe, Santa Fe County, and Town of Taos voting in favor and none against. Santa Clara Pueblo was not yet present for the vote.

7. PUBLIC COMMENTS

There were no public comments.

PRESENTATION ITEMS:

New Employee Introduction, Hector Ordonez, Finance Director

Mr. Mortillaro introduced Mr. Ordonez and invited him to speak.

Mr. Ordonez shared his academic background and experience. - CPA in Colorado. Working on MBA. - He enjoys working in the public sector. Been here one week and glad to be here.

Award for Budget Excellence -

Chair Barrone thanked the Finance Team for receiving the Budget Award for Excellence for the second time in a row.

PUBLIC HEARINGS

A. Request by Village of Chama to Join the NCRTD as a Voting Member of the District

Mr. Mortillaro said this request by the Village of Chama is to join the NCRTD. They undertook the process in the State Statute and our bylaws. They had a public hearing and approved the Village of Chama Resolution to join the district and completed it now. After the public hearing, there is opportunity for the
Board to adopt the resolution to make them a member.

Ms. Valério joined the telephone bridge.

Mr. Mortillaro referred to page 19, noting a change. The Village of Chama population gets subtracted from Rio Arriba County and he did subtract it out and it did not change Rio Arriba County voting units and it added to the number of members from 14 to 15. So total voting goes up to 35 from 34.

The other change required is that IGA would have to be signed by everyone. The changes are very minor. It just adds Chama and a signatory page. It takes a while to get all signatures, but it can be done.

Mr. Scott Flurry said Chama is excited, with the blue buses here in Chama, going south to Española and now one to the west for Dulce. We are excited to be a part of the Board. Besides being Mayor Pro-Tem, he works for Jicarilla, so he rides the bus which saves him 1,200 miles to ride the bus. Thank you so much.

There were no other speakers from the public regarding this matter and the public hearing portion was closed.

ACTION ITEMS:

B. Discussion and Consideration of Board Resolution No. 2017-36 Adding the Village of Chama as a New Member of the NCRTD

Ms. Van Buren moved to approve Resolution No. 2017-36, adding the Village of Chama as a new member of the NCRTD. Councilor Maggiore seconded the motion and it passed by unanimous (11-0) roll call vote with City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owinge, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, City of Santa Fe, Santa Clara Pueblo, Santa Fe County, and Town of Taos voting in favor and none against.

C. Discussion and Consideration of Village of Taos Ski Valley Memorandum of Agreement for Winter Transit Services

Mr. Mortillaro explained that this is a new MOA with the Taos Ski Valley Green Line for this winter. It has been contracted for several years, prior to taking over the Taos Chili Line.

The rate is 5% more this year and the service level is the same now. But there is an interest to add a couple of additional runs and they were given a price for that. We don't know if they will include those yet. They are finalizing that with Town of Taos, Taos County and Village of Taos Ski Valley. Otherwise, it is the same.

The 2016 total was 6,187 riders and in 2017, was over 10,000. So we anticipate an increase in
ridership as well.

Chair Barrone said the Ski Valley Corporation provides the service for employees and if they start riding our buses, the ridership would go way up.

County Manager Campos moved to approve the Village of Taos Ski Valley Memorandum of Agreement for Winter Transit Services. Lt. Gov. Garcia seconded the motion and it passed by unanimous (11-0) roll call vote with City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, City of Santa Fe, Santa Clara Pueblo, Santa Fe County, and Town of Taos voting in favor and none against.

D. Discussion and Consideration of Award of Bid for Taos Facilities Needs Assessment

Mr. Mortillaro said the District allocated funding for assessment of the Taos facilities and at the time of acquisition of the Chile Line we received a facility on less than an acre. There are pictures in the packet. Basically a six-bay maintenance facility and within it, the vehicles are stored that fit. One bay is used by the mechanic for maintenance of the buses. The other building is a trailer and has become inadequate for our needs. Nine routes are based out of there. There is a restroom but no break room. The assessment may indicate it does not even meet code requirements and ADA standards. They can be modified but if not, we would look at a different site and construction.

The District obtained a 5304 planning grant from NMDOT FTA funding for the project. Our contribution is shown on page 55. We received a proposal from Huitt-Zollars in the RFP process and asked for their best and final offer, which they provided. It is for $77,168 plus GRT.

He asked the Board to consider authorizing the Executive Director to enter into a Professional Services Agreement with the Huitt-Zollars for the assessment program; to authorize the Executive Director to accept the FTA 5304 planning grant funding; and to approve a project budget not to exceed $97,536.

In the event it needs an Environmental Assessment or a Traffic Impact Analysis, the total might be more. Those are all reimbursables, if needed.

Councilor Maggiore moved to approve authorizing the Executive Director to enter into Professional Services Agreement with Huitt-Zollars for the assessment program; to authorize the Executive Director to accept the FTA 5304 planning Grant funding; and to approve a project budget not to exceed $97,536. Chair Barrone seconded the motion and it passed by unanimous (11-0) by roll call vote with City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, City of Santa Fe, Santa Clara Pueblo, Santa Fe County, and Town of Taos voting in favor and none against.

E. Discussion and Consideration of Board Resolution No. 2017-37 regarding the signature and authority to transact business with banks for and in behalf of NCRTD
Mr. Mortillaro said with a new Finance Director, the Board must pass a new resolution for finance authority and rescind the last one. All this does is replace Troy Bingham with Mr. Ordonez, so he can do banking business that Mr. Mortillaro does not get involved in. The banks require this to know who is authorized to sign checks.

County Manager Campos moved to approve Resolution No. 2017-37 regarding the signature and authority to transact business with banks for and in behalf of NCRTD. Lt. Governor Garcia seconded the motion and it passed by unanimous (10-0) by roll call vote with City of Española, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, City of Santa Fe, Santa Clara Pueblo, Santa Fe County, and Town of Taos voting in favor and none against. Santa Fe County was not present for the vote.

DISCUSSION ITEMS:

F. Presentation of Fiscal Year 2017 Ending Budget Report

Mr. Mortillaro said the bylaws require this report to be presented to the Board at the end of the fiscal year. We wait until the audit, normally.

Mr. López provided the report. He said they closed the 2017 budget and considered how the budget compares with actuals. They also did a mid-year report in January and looked at how projections compared with actuals.

They are preparing the 2019 budget in February.

Mr. López went through the report and explained the revenues and expenditures with comparisons to previous years. He compared budgeted GRT revenue with actual receipts, county by county. He highlighted the increases in miscellaneous revenues and explained that some of the increase was due to the fares being charged, vehicle auctions, and investment returns.

The District now has $8.6 million in reserves and must maintain 25% in conformance with by-laws. This balance is well above that requirement.

In his detail of expenditures, he noted the overrun of $187,000 which Mr. Mortillaro pointed out, includes driver overtime.

County Manager Campos asked if he ran a scenario on GRT if LANL was operated by a nonprofit with no GRT.

Mr. Mortillaro said they did the District would lose about $1 million in revenue.

Councilor Maggiore said they are pushing again at the Legislature for a statute change to not exempt GRT on a nonprofit contractor. He will bring a resolution here for District consideration.
Mr. López pointed out that the Railrunner had a deficit and capital had a surplus compared with budget. Overall the District had a $595,000 surplus. The capital outlay surplus carries over to the next fiscal year. He identified some of the large expenditures, replacement of 15 buses, a new copier and a backup generator.

Mr. Mortillaro said the cash balance is still growing which allows the District to make purchases when needed, regardless of government subsidy. Staff paid close attention on expenditures, but some things are out of our control. We must run the routes when drivers are out sick and that causes overtime increases. They are working to reduce overtime. We appreciate staff’s efforts.

There were no questions on the report.

G. Presentation of quarterly Investment Report

Mr. López presented the investment report and described the returns on CDs. When interest rates declined for local CDs or low rate CD terms expire, they buy brokered CDs. The expiration dates have been the District’s CD ladder that helps with liquidity. A CD expires every month except February. The brokered CDs have 18 or 24-month terms that have higher rates than one-year CDs.

He briefly reviewed the other short-term investments and reported the returns, including LGIP, (State Investment Fund) and Cynterra. Overall, the investments went from $7.2 million to $7.4 million for this quarter. The average rate of return was 0.76% and is lower because the checking account rate of return went down. Average maturity is 10.7 months and the checking account brings that down too. At present, Brokered CDs are higher than Treasuries.

There were no questions by the Board.

County Manager Campos moved to accept the Quarterly Investment Report as presented. Councilor Maggiore seconded the motion and it passed by unanimous (9-0) voice vote with Ohkay Owingeh and Santa Fe County not present for the vote.

H. Presentation of Quarterly Electronic Payment Report

Mr. López said there are 80 vendors for ACH payments and that accounts for about 50% of total vendors. He referred to page 188 for the report of a total $1,560,000 of expenditures of over $20,000. The biggest was federal withholding. There were three fuel expenditures over $20,000, two to Rio Metro, three insurance premiums and one to Santa Fe Trails.

There were no questions.

Councilor Maggiore moved to accept the Quarterly Electronic Payment Report. County Manager Campos seconded the motion and it passed by unanimous (9-0) voice vote with Ohkay Owingeh
are excited about. She didn’t know exactly when it will go live.

Mr. Wilson announced that Santa Fe Trails got approval for Google Transit last week from Council, so they will start the process and hopefully, not take three years. We are excited - Rio Metro is on already. Park and Ride is working on their Google Transit approval.

Ms. Van Buren returned to the meeting.

Mr. López said it has been hard since the prior Finance Director left but we kept up with everything and he thanked Ms. Sandoval for doing a really good job and complete everything. He is really looking forward to passing the torch to Mr. Ordonez.

2. Performance Measures for September 2017

3. Ridership Report for September 2017

Ms. Garcia presented the reports which start on page 237 of the Board packet. She went through the pages for ridership and performance measures. They have made adjustments to the routes, based on the assessment done in October.

Councilor Maggiore noted that the operating cost per vehicle was more expensive than Region Six but the average cost per trip is less than Region Six.

Ms. Garcia thought that was due to ridership.

Mr. Mortillaro added that the Region Six data is 3 years old and not revised as frequently.

Ms. Garcia highlighted the information on the next thirteen pages for performance with the Board.

Councilor Maggiore referred to the complaint on page 246 that said the driver is no longer with RTD. He asked if Staff has reached out to that rider to inform them of that.

Ms. Garcia said she always follow up or has a supervisor investigate and don’t usually let them know the driver has left but to say that the issue has been addressed.

MATTERS FROM THE BOARD

Mr. Mortillaro said he has talked with Mr. Ordonez about the disposal of buses.

MISCELLANEOUS

There were no miscellaneous items.
ADJOURN

County Manager Campos moved to adjourn the meeting. Councilor Maggiore seconded the motion and it passed by unanimous voice vote.

NEXT BOARD MEETING: December 1, 2017 9:00

Approved by:

[Signature]

Daniel R. Barrone, Chair

Attest:

[Signature]

Dennis Tim Salazar, Secretary

Submitted by:

[Signature]

Carl Boaz for Carl G. Boaz, Inc.