CALL TO ORDER:

The 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>
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<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>
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<td>Mr. Philo Shelton</td>
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<td>Rio Arriba County</td>
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<td>Santa Fe County</td>
<td>Commissioner Ed Moreno</td>
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<td>Taos County</td>
<td>Commissioner Jim Fambro</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>Councilwoman Anna Sanchez</td>
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<td>San Ildefonso Pueblo</td>
<td>Ms. Lillian Garcia</td>
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<td>Santa Clara Pueblo</td>
<td>Ms. Mary Lou Valério</td>
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</table>
City of Santa Fe | Councilor Joseph Maestas
City of Española | Councilor Tim Salazar
Town of Taos | Mayor Dan Barrone, Chair
Tесuqе Pueblo | Fmr Gov Charles Dorame
Rio Metro | Elizabeth Carter

**Staff Members Present**
Mr. Anthony J. Mortillaro, Executive Director
Ms. Shannon Sandoval, Financial Specialist
Mr. Pat López, Interim Finance Director
Mr. Peter Dwyer, Legal Counsel
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**
Thomas Martínez, Santa Fe Trails
Austin Fisher, Rio Grande Sun
Keith Wilson, City of Santa Fe/Santa Fe Trails
Carl Boaz, Stenographer

2. **INTRODUCTIONS**

There were no introductions.

3. **Pledge of Allegiance**

4. **Moment of Silence**

5. **APPROVAL OF AGENDA**

Commissioner Fambro moved to approve the Agenda as amended, deleting item A from the agenda. Councilor Maestas seconded the motion and it passed by unanimous (11-0) roll call vote with City of Española, Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, San Ildefonso Pueblo, City of Santa Fe, Santa Clara Pueblo, Santa Fe County, Taos County, Tesuqе Pueblo, and Town of Taos voting in favor and none against.
6. APPROVAL OF MINUTES — August 28 and September 8, 2017

Ms. Garcia said she was mistakenly listed as with Santa Clara Pueblo, not San Ildefonso and on the September 8 minutes.

Commissioner Moreno 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 (11-0) roll call vote with City of Española, Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, San Ildefonso Pueblo, City of Santa Fe, Santa Clara Pueblo, Santa Fe County, Taos County, Tesuque Pueblo, and Town of Taos 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

Chair Barrone announce that Councilor Ring has not been here. He drove the farthest of anyone. He asked Mr. Mortillaro to mail that out to him.

Commissioner Moreno explained that he is actively working to establish a health center in Edgewood and very busy with that.

B. Above and Beyond Employee Quarterly Award

Mr. Mortillaro described the Above and Beyond Employee award for exemplary and special service above and beyond their regular duties. Mr. Daniel Gavurnik was nominated through Councilor Maggiore when he observed Dan’s bus in Santa Fe at Guadalupe and Paseo de Peralta. He handed a sandwich out of the window to a homeless person in the median. Often the simple things are most impactful. It made his day to see it. Doing that in a big blue bus definitely reflects the quality of our District’s service.

Chair Barrone read the certificate and presented the certificate to him.

The Board members applauded his actions while driving the bus.

Mr. Gavurnik thanked the Board for the recognition.
C. Presentation of Employee Years of Service Awards

Mr. Mortillaro said we now have employees who have been with the NCRTD 10 years. The District has been in existence for 13 years.

Ten-Year awards were given to: Cindy Romero Garcia, Tommy Martinez, Michelle Jacquez, Joe Casillas, and Belinda Santiago.

Chair Barrone spoke to their service and thanked them for 10 years of service.

Mr. Casillas thanked the Board for the recognition.

A Five-Year award was presented to Shannon Sandoval. Ms. Sandoval thanked the Board for her recognition.

One Year certificates were given to Daniel Roybal, Delilah Garcia, and Dora Anaya.

Ms. Anaya thanked the Board for the wonderful year which was very challenging and rewarding.

ACTION ITEMS

D. Discussion and Consideration of Board Direction for the North Central Regional Transit District and City of Santa Fe Transit System Consolidation Study

Mr. Mortillaro shared the background of the consolidation study that first started in February 2016, when the Santa Fe City Manager and Finance Director reached out to him about their financial problems at Santa Fe Trails. Also Councilor Maestas reached out to him for possible consolidation. Then they entered a letter of intent in March to explore the possibility of consolidation and $150,000 funding from DOT was provided for a study with 10% match from the City and 10% from the District. They contracted with the consulting firm TMD and a local consultant to undertake the study. The study started in July 2016 and was organized in four tasks. TMD completed tasks 1, 2, and 3, and partially completed Task 4.

Mr. Mortillaro found part of it unsatisfactory but believed that would not affect decision making on how to move forward if consolidation was chosen. Part of the public hearing was verbatim of the four district meetings in Santa Fe.

The report concluded that consolidation was possible, particularly under Scenario 2 and could be considered at a future date. None of the scenarios provided a direct cost savings quantified by the consultant but did provide efficiencies and an opportunity to be explored more fully.

Under scenarios 2 and 3 a potential cost savings could be realized. Under scenario 2, they identified $900,000 of administrative overhead and up to $400,000 savings per year in operations and could repurpose $300,000 in Lodgers' Tax revenue. The net of $700,000 would be $14 million over a 20-year period.
Scenario 3 could save approximately $400,000 per year and re-purpose Lodgers’ Tax funds. The City of Santa Fe had budgeted for a service analysis in FY 2018 and the District is contemplating in 2019 a 5-year service plan that might bring some synergy in exploring the larger service area.

Based on the deliberation, Mr. Mortillaro and Staff felt we need to get some other things out of the way first. He read the six items from the printed report that are based on the Long Range Strategic Plan the Board adopted:

1. Removal of the County Transit GRT sunset; Funding and construction of the Phase 1 Maintenance Facility; Future funding and implementation of the service and expansions enumerated in the NCRTD adopted Long Range Strategic Plan
2. That Scenario 3 not be considered by the District;
3. That consolidation pursuant to Scenario 2 can be analyzed further to ascertain benefits to the District, provided that the City of Santa Fe is committed to further exploration and service consideration;
4. Amendment of the Governing Documents and Voting Strengths will not be considered under any form of consolidation;
5. Further opportunities to enhance service connectivity between the NCRTD and Santa Fe Trails transit is supported by the Board of Directors;
6. Future examination of consolidation/merger can be considered in future years, after the District resolves the GRT sunset election, if the parties believe there is merit for further exploration.

Suggestions could come out of the study that would be beneficial and those should be explored, regardless of consolidation, after the sunset it eliminated.

Ms. Van Buren asked if he was looking for a decision today based on the study or to put it on hold until the sunset clause is resolved.

Mr. Mortillaro proposed a motion including the six items mentioned to put it on hold for now.

Gov. Dorame was unclear where the tribes fit into the agreement since they are not under the county or the city. He asked if there were any special meetings or identification of tribes in the agreement or if the tribes are completely left out. He didn’t know if it merits further consideration. For the County, considering leaving the RTD, it was assumed the tribes would also be included in it. But Tesuque is a separate entity and is still a member of this Board. It might warrant more discussion but he didn’t want that to hinder the Board from moving forward.

Mr. Dwyer said when Santa Fe County wanted to withdraw, the District’s position was and is that Tesuque’s membership would not be affected. The County wouldn’t have a vote but Tesuque would keep its vote. At present, the point that might be unclear. There was discussion at Santa Fe City Council about changing voting strength and we take the position that it would not change. We have the intergovernmental agreement and all 14 members have signed on to it.

Mr. Mortillaro said he presented an abbreviated form of #3 to the Santa Fe County Commission. I
heard from them.

Commissioner Moreno said it was a cool reception at the Board of County Commissioners without clear benefits for the county residents and the complications would overwhelm what was focused on. The sunset clauses have to be cleared first. That was the most important part of that. There were some technical issues that arose but the county didn't slam the door but gently closed it.

Mr. Mortillaro agreed. Dealing with the GRT is critically important so it doesn't continue to hang over the District and that affects all four counties.

Councillor Maestas, as the City of Santa Fe representative, strongly believed this study had to go forward. We should always strive to spend tax payer money efficiently. All our jurisdictions have implemented such consideration of efficiency and regionalization has been very effective. The Santa Fe Trails operation is very different than the rural transit of the district. And we learned a lot about both entities. It is important to see the financial outlook, capital expenses, etc.

The consultant made it clear that seamless consolidation is not that easy. This was a wise use of taxpayer dollars and can identify things we can move forward on. The Council's reception was a little on the cool side. It depends on how much skin is in the game. There is such a heavy subsidy in public transit and if one being taken over by another, it would need greater representation.

This was not a service-designed study and the consultant made that clear. Many of his colleagues felt that should have happened first and the City is going to do a service-designed study and if we did it over again, he would propose doing that first before any consolidation study. That could keep discussions alive, depending on the result of the service designed study. When the Council had a peek at it and there were no scenarios on it, the consultant added the scenarios at a late date. They seemed like they were thrown together in the report.

For the record, on page 28 under the summary #2, it says, no financial benefit and he disagreed with that. There are unfunded long-range projects and under scenario 3, those would be paid. Maybe the LRP needs for the District are greater. While the City has only identified about $10 million on long range needs over a ten-year period so perhaps the long-range needs for the RTD are just much greater than for the City of Santa Fe.

The RTD has a 25% reserve and perhaps we should change the reserve requirements - DFA only requires 8% and we are having difficulty to maintain that reserve so there should be more discussion on the reserves.

Scenario #2 only eliminates a few subsidies but not the $8 million GRT subsidy. The City is still not out of the woods on unrealized revenues and still looking for better ways to use those funds. Public transit is subsidized everywhere.

This was good to do and we have a better perspective now. We should not stop the dialogue. He wanted to be part of the campaign in March to eliminate the sunset and should consider increasing the GRT. He thought that could be justified, irrespective of consolidation.
Mr. Mortillaro said those were good remarks and he was glad Councilor Maestas pushed it forward. Nationally, we are seeing multi-billion-dollar investments. Voters have voted support to expand public transit system or consolidation in other cities and places. That is the way things are going and the way the federal government wanted to see it go - not a disservice to taxpayers.

Our LRP includes expansion of services that benefit all of our constituents. Use of public transit is important and people realize that. At the election for sunset elimination, we will ask whether they would favor an increase for expanded services. That isn’t needed by the District now. But we must continue to have a revenue source. It would be catastrophic if that went away. Our ridership is growing. At some time in the future, we should discuss it further.

Chair Barrone felt this was a great exercise for all of us and we learned a lot more. He supported fiscal responsibility by making sure the District has plenty in reserves. A lot of the income depends on GRT and there are ups and downs and other entities dissolve without enough reserves. He also stood firm on item 4 regarding voting strengths. As a regional district, the formula that is set up for voting strength by population needs to continue. And we need to make sure GRT is backed in every community.

Ms. Van Buren agreed that DFA requires 8% for reserves but the Board approved the 25% because of transportation plans, capital needs and resilience.

Chair Barrone moved to approve the recommendation of Staff, including the six priorities for the District and not pursue consolidation at this time. Councilor Salazar seconded the motion and it passed 11-0 by roll call vote with City of Española, Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, San Ildefonso Pueblo, City of Santa Fe, Santa Clara Pueblo, Santa Fe County, Taos County, Tesuque Pueblo, and Town of Taos voting in favor and none against.

Gov. Dorame wanted to go back to Ms. Van Buren’s recommendation and asked that the motion include that. Chair Barrone agreed - that there be no additional change to the Board reserve requirement of 25%.

**E. Discussion and Consideration of Resolution NO. 2017-33 Authorizing Staff to Apply for Federal Funding Through the FFY2017 TIGER Program for a Maintenance Facility, Wash Bay, and Fueling Facility**

Ms. McGuire said she has been seeking funding for this facility for years now and looked for avenues of funding. TIGER came back on as an opportunity for funding a few weeks ago. They will fund rural projects at 100% but indicated a greater chance of success if we have skin in the game. So we proposed 5% match, which is a little over $600,000 and hopefully this would put us over the top. The Resolution is on page 108 and 109 provides for the funding opportunity. She would greatly appreciate letters of support.

Ms. Van Buren asked if the match is from reserve funds.

Ms. McGuire agreed.
Mr. Shelton moved to approve Resolution No. 2017-33 Authorizing Staff to Apply for Federal Funding Through the FFY2017 TIGER Program for a Maintenance Facility, Wash Bay, and Fueling Facility. Gov. Dorame seconded the motion and it passed 11-0 by roll call vote with City of Española, Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, San Ildefonso Pueblo, City of Santa Fe, Santa Clara Pueblo, Santa Fe County, Taos County, Tesuque Pueblo, and Town of Taos voting in favor and none against.

F. Discussion and Consideration of Resolution 2017-34 Adopting an Amended Equal Employment Opportunity Plan

Mr. Mortillaro clarified this is an update of the plan for progress made on the first plan and goals for 2018.

Ms. Anaya provided a brief summary of the EEO plan and noted that program costs are down. There are some issues for hiring in several categories. Native American category is flat. The plan includes treatment of military veterans, time and a half overtime rates and action plans. She pointed out the two new categories, and made several observations about current compliance, including male-female ratios, ethnic composition, etc. She used regional market comparisons instead of looking nationwide. Her goals were to increase Native American percentages in all categories and work for more diversity and comparisons with the market.

Gov. Dorame moved to approve Resolution 2017-34 Adopting an Amended Equal Employment Opportunity Plan. Councilor Tim Salazar seconded the motion and it passed 11-0 by roll call vote with City of Española, Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, San Ildefonso Pueblo, City of Santa Fe, Santa Clara Pueblo, Santa Fe County, Taos County, Tesuque Pueblo, and Town of Taos voting in favor and none against.

G. Discussion and Consideration of Resolution 2017-35 Amending the Records and E-mail Retention Policy

Mr. Dwyer went through the proposed changes. The project turned out to be larger than he anticipated.

Documents retention is not about IPRA but about having original files stored and then destroyed. It determines which are critical to save and for how long and what to do at the end of that life. We don’t have to have such a policy but it is a good policy to have.

All the NCRTD records physically are in the silo Only video tapes and audio tapes have been destroyed. Those are kept 30 days from the buses and then overwritten. If we know one that needs longer storage, we do. Everything else has been kept. The rest is either buried, burned or shredded. We don’t have an incinerator so we keep them. At some point an incinerator will be needed. The purpose of the plan is to be able to get rid of the documents when no longer useful. The District doesn’t have a records manager so, the principal person on the matter has not been available recently. Records are defined and
drawn from the state statute to have a consistent system. Page 179 is where the policy begins. We make sure the original is secured. He went through that page and described how they are all saved.

Mr. Dwyer maintains the legal records. We are hopeful that this doesn’t cause more work. Active and closed files are in Section 8. Section 9 is classification and they are still working on it. Storage is not an issue now. Disposition needs to have a record on disposition of the records. All email documents are on Outlook and are stored on the Microsoft server. The District does not follow the state retention system policies.

Ms. Van Buren moved to approve Resolution 2017-35 Amending the Records and E-mail Retention Policy. Commissioner Moreno and Mr. Shelton seconded the motion and it passed 11-0 by roll call vote with City of Española, Los Alamos County, Ohkay Owinge, Pojoaque Pueblo, San Ildefonso Pueblo, City of Santa Fe, Santa Clara Pueblo, Santa Fe County, Taos County, Tesuque Pueblo, and Town of Taos voting in favor and none against.

DISCUSSION ITEMS:

H. Financial Report for August 2017

Mr. López reported the financial summary for August 2017. He reviewed the components of the report including revenue and expenditures and compared them with the budget amounts year to date.

The Board had no questions on the report.

I. Finance Subcommittee Report

Commissioner Moreno said there was no report this time.

J. Tribal Subcommittee Report

Gov. Dorame reported the Tribal Subcommittee met in Pojoaque at Buffalo Thunder.

Councilwoman Sanchez thanked the Board for allowing Pojoaque to host the meeting.

Mr. Mortillaro announced their next meeting will be in January 2018. The minutes are not put in the packet until they are approved by the Subcommittee.

K. Executive Report and Comments from the Executive Director

1. Executive Report for September 2017

Mr. Mortillaro said some information is in the packet. Jackie Trujillo will be out on medical leave for a
while. He appreciated the other staff filling in while she is out.

Chair Barrone thanked the Staff for professional work for the ribbon cutting at Jicarilla. That route has now been in operation for two weeks. There was lots of excitement to start riding it.

Mr. Mortillaro said about 85 people were at ribbon cutting.

Ms. McGuire said the new service has been well received by the community and they are seeing good ridership.

Mr. Mortillaro announced the hiring of Mr. Hector Ordonez as Financial Director and he will start on October 30. Ms. Sandoval and Mr. López are looking forward to his presence and grateful for the relief.

2. Performance measures for August 2017

3. Ridership Report for August 2017

These reports are in the packet.

MATTERS FROM THE BOARD

Councilor Maestas announced the New Mexico Infrastructure Conference at the Eldorado on October 16-17 and Mr. Mortillaro has put together a session on public transportation. He has done a great job getting perspectives from public transit people.

Mr. Mortillaro thanked Councilor Maestas for reaching out to the New Mexico Transit Association to provide information. We are bringing in folks state-wide and then deal with local and regional issues. They will talk about the Silver Wave - transit for seniors. Mr. Shelton will talk about financing of transit systems. New Mexico is one of few states that don’t finance transit from the General Fund. The Association will provide a white paper to all legislative candidates and talk to any of them. There is a need here.

Councilor Maestas asked if the District could provide bus service for the special event, “Music on the Hill at St. John’s College which takes place on their campus every Wednesday for a couple of months (June, July) and there is no parking there.

Mr. Mortillaro said the policy is that each member gets one free service per year. If the City wanted to use that for the one event, the rest could be done as a charter request with a fee.

Mr. Wilson said they have been working on it. The Museum Shuttle can be expanded for those events. He is meeting with Ms. McGuire next Thursday and will mention that.

Gov. Dorame cautioned members about bridgework on exit 175 at the Casino which is still being worked out with DOT. Ed Muscadero will help people find the best route - north and south exit as a pass through which means long lines.
Mr. Mortillaro explained the driveway is closed off as part of our ADA project. It involves a bus turnout lane in front of the building and new drainage. Three other bus stops will be brought into compliance with this contract. The ADA project benefits the community because the sidewalk is extended all across. In the back behind McDonalds is a development that will be more economic development for Española and bring more GRT for us with development of a Weinerschnitzel and a Gym.

Ms. Carter announced a new Rio Metro route to Isleta and a Walmart there. They are also getting new operators for Santa Fe.

Mr. Shelton said the Bandelier service concludes this weekend and fortunately, they have more drivers for expansion of Route 2.

MISCELLANEOUS

ADJOURNMENT

Commissioner Moreno moved to adjourn the meeting. Ms. Van Buren seconded the motion and it passed by unanimous voice vote.

The meeting was adjourned at 11:07 a.m.

NEXT BOARD MEETING; November 3, 2017

Approved by,

Daniel R. Barrone, Chair

Attest:

Dennis Tim Salazar, Secretary

Submitted by:

Carl Boaz for Carl G. Boaz, Inc.