North Central Regional Transit District
Board Meeting
Friday, April 7, 2017
Jim West Regional Transit Center
Espaňola, 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>
<td>Commissioner Alex Naranjo</td>
<td>(Mr. Tomás Campos)</td>
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<td>Taos County</td>
<td>Mr. Leandro Cordova, County Manager</td>
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<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>
<td>(Commissioner Anna Hansen)</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>
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<td>Mr. Ben Luján</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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</tbody>
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City of Santa Fe  |  Councilor Joseph Maestas
---|---
San Ildefonso Pueblo | Ms. Lillian Garcia
Tесuque Pueblo | Fmr Gov Charles Dorame (later)  
Mr. Edward Escudero
City of Española | Councilor Tim Salazar
Town of Edgewood | Absent
Rio Metro (ex officio)  |  Ms. Elizabeth Carter

**Staff Members Present**
Mr. Anthony J. Mortillaro, Executive Director
Ms. Jackie Trujillo, Executive Assistant
Ms. Stacey McGuire, Projects and Grants Specialist
Mr. Pat López, Finance /Specialist
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. Keith Wilson, Santa Fe Trails
Mr. James Martínez, Santa Fe Trails
Mr. Ray Matthews, Santa Fe County
Councilor Pete Sheehy
Ms. Carmella Quintana, Senator Tom Udall’s Office
Ms. Carla Fazio
Ms. Jeannette Bachand
Ms. Bobbi Farrell, Senator Tom Udall’s Office

4. **INTRODUCTIONS**

Those present introduced themselves to the Board.

5. **APPROVAL OF AGENDA**

Commissioner Naranjo moved to approve the Agenda as presented. Councilor Salazar seconded the motion and it passed by unanimous (12-0) roll call vote with City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, City of Santa Fe, Santa Fe County, San Ildefonso, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against.
6. APPROVAL OF MINUTES – March 3, 2017

Councilor Maggiore moved to approve the minutes of March 3, 2017 as submitted. Commissioner Naranjo seconded the motion and it passed by unanimous (12-0) roll call vote with City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, Pueblo of San Ildefonso, City of Santa Fe, Santa Fe County, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against.

7. PUBLIC COMMENTS

Ms. Bobbi Farrell from Tom Udall’s office introduced Carmella Quintana as the new representative for Senator Udall in this area.

Ms. Quintana said she just finished a 20-year career with the Air Force and was looking forward to this new role.

Mr. Mortillaro introduced new District employees, Jeannette Bachand and Carla Fazio as Marketing and Communication Specialist.

PRESENTATION ITEMS:

Chair Barrone announced that the GFOA (Government Finance Officers’ Association) awarded NCRTD, for excellence in financial reporting. It is a significant accomplishment. He thanked Pat López and Troy Bingham’s department for all their hard work. He presented a certificate to Pat López and Shannon Sandoval.

Mr. Mortillaro said this is the second year to receive this award and speaks to their efforts and accomplishments.

Mr. López said we have come a long way from the old findings and for the last two years had none. We have a good team and we enjoy working with Mr. Bingham.

A. Recognition of Councilor Pete Sheehey for Service to the North Central Regional Transit District

Chair Barrone commended on Councilor Sheehey for his service to the Board. He is now taking on other roles and his contributions will be missed.

Mr. Mortillaro presented a Nambé plaque to Councilor Sheehey in recognition of his service.

Councilor Sheehey said the NCRTD is a great example of how government should work. He pledged to work with the Board to secure continued GRT funding.

B. Above and Beyond/Safe Driver Quarterly Awards

Mr. Mortillaro announced that Ms. Cynthia Garcia is receiving the award for Above and Beyond this quarter. She was nominated by colleagues and supervisor. She is the only customer service representative
in the Española office. Among other things, Ms. Garcia volunteered to fill in as a driver when shortages happened and worked double shifts during staff vacancies.

Chair Barrone read the award and presented it to her.

C. Recognition of NMTA Awards at the Annual Road-eo, Nick Molina, Driver I - Second Place for the Cutaway Van and James Morgas, Driver II – Third Place for the Cutaway Bus

Chair Barrone congratulated NCRTD drivers for their driving awards.

Mr. Mortillaro explained that the NMTA holds this state-wide competition in Bus, Van and Large Bus driving. Two of our employees won awards for their skills. Nick Molina and James Morgas came forward to receive their awards.

ACTION ITEMS

D. Discussion and Consideration of Resolution No. 2016-23(R) for Award of Disposal Buses.

Mr. Mortillaro said the Board adopted a policy of disposing of vehicles and equipment that is no longer useful to the District and went through the process and now the District is ready to approve the disposition. He referred the Board to page 26 of the packet.

Mr. López reported that the resolution in 2016 we approved by the Board for nine vehicle disposals but the state auditor wanted more information. He provided a list for the disposals showing the further information. He said all vehicles are valued at less than $5,000. The first will be sold at auction.

The second vehicle is to be donated to Taos County, as Rio Arriba County decided not to take it.

Mr. Cordova said Taos County would support a donation to a non-profit. He talked with Tomás Campos about Rio Arriba County. Mr. Cordova explained that Taos County has some stumbling blocks to get it to the nonprofit, Inside Out to provide support to recovering addicts. He would like to explore having Rio Arriba County receive the vehicle instead. He understood that Rio Arriba County has an immediate need.

Mr. Dwyer clarified this is being done under the old policy from last year. Another round will happen next month. The State does allow a donation to a non-profit. The District’s experience is that it is difficult to get any return from the auctions. The second one has no value and could be donated to the nonprofit. But the State Auditor is very interested in these and they want to know in detail what we are doing with the vehicle. He recommended changing this sheet to comply with legal requirements.

Mr. López said vehicles 3 and 4 would be sold at auction. Vehicle 5 will be donated to Rio Arriba County.

Councilor Maestas moved to approve the Resolution No. 2016-23(R) for Award of Disposal Buses as amended, changing Taos County to Rio Arriba County for the second vehicle. Mr. Luján seconded the motion.
Mr. Cordova said Taos County would appreciate consideration in the future.

Councilor Maestas suggested taking the step to declare when a vehicle has no value in order to make a direct donation to a nonprofit in the future.

Mr. Dwyer agreed and said he will be proposing some tweaks to the policy.

The motion passed by unanimous (12-0) roll call vote with City of Española, Los Alamos County, Nambe Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, Pueblo of San Ildefonso, City of Santa Fe, Santa Fe County, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against.

E. Discussion and Consideration of Budget Resolution No. 2017-12 to Amend the Fiscal Year (FY) 2017 Budget to Allow for the Ordering of a Bus for the Jicarilla Apache Nation Route

Mr. Mortillaro reported that federal funds have been awarded for this transaction.

Mr. López said this will amend the budget to allow the allocation under 5311 C program of the award of a little more than $211,000. Ms. McGuire presented the MOA at the February meeting and it was approved. We need to order the vehicle now with budget authority in FY 2017 and it will take nine months to build it so it will be encumbered this year and actually paid for in FY 2018. The MOA will provide transit services though the District and account for the funds. The budget increase will be submitted to LGD at DFA for their approval.

Mr. Mortillaro added that it was reviewed at the March Finance Subcommittee and they recommended approval of this resolution.

Commissioner Naranjo moved to approve Resolution No. 2017-12 to Amend the Fiscal Year (FY) 2017 Budget to Allow for the Ordering of a Bus for the Jicarilla Apache Nation Route. Councilor Maggiore seconded the motion.

Commissioner Naranjo asked how many it would serve.

Ms. McGuire reviewed the trip schedule that will include Farmington and Chama as well as Dulce. Vehicles to be parked at the Village yard.

It is new so we don’t know exactly what will happen but anticipate decent ridership. There were 200 responses to the questionnaire.

The motion passed by unanimous (12-0) roll call vote with City of Española, Los Alamos County, Nambe Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, Pueblo of San Ildefonso, 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 255 Mountain Trail Route Winter and Non-Winter Service Levels and Continuation of Year-round Services

Ms. McGuire said this request is to continue this wonderful route with permission to operate year-round services. We anticipate a big increase because now, riders can bring their bikes up during
non-winter seasons.

There had been a question whether it should be continuous service. After doing it continuously, we have a better way to determine the feasibility. She expected Rio Metro cooperation to continue. We had a challenge as Ski Santa Fe closed and then reopened so we had to be nimble. We would align service to align with Railrunner and Santa Fe Trails. The success is because of those partnerships. Page 23 shows ridership of 5,200 rides, including an average of 800 trips provided for non-winter.

Ms. McGuire is seeking 5307 funding to offset operation costs and funding through MPO and partnerships for good connectivity. Her recommendation was to continue with year-round service. She estimated a cost of $165,000 to operate it, including vehicle depreciation. The 5307 would provide $148,000. 5307 has a reduction for fare income received.

Currently, three vehicles are used for a little under $500,000 and we have to capture that as well for replacement.

Chair Barrone asked if there is a time when forests are closed.

Ms. McGuire said the roads have a closure period but not trails. USFS has to repair road damages. We could address that with our schedule.

Councilor Maestas thought this is a good public/private partnership model, still in the pilot stage but evolving. We have incredible partners and it is always good when stakeholders have “skin in the game.” He urged the Board to accept the staff recommendation to continue the non-winter service. We need to ask the partners to continue their level of support. It is just a very positive trend.

Councilor Maggiore asked if all three buses were bought in the same cycle or if it is staggered replacement.

Ms. McGuire said it is staggered replacement, based off of FTA requirements. We will manage mileage for staggered replacement.

Councilor Maestas moved to approve the request for 255 Mountain Trail Route Winter and Non-Winter Service Levels and Continuation of Year-round Services with no break in service. Commissioner Naranjo seconded the motion and it passed by unanimous (12-0) roll call vote with City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, Pueblo of San Ildefonso, City of Santa Fe, Santa Fe County, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against.

G. Discussion and Consideration of Marketing Efforts and Strategic Plan

Mr. Nagle presented the marketing plan, using a power point presentation. The website overhaul is seeing increased visits; the new Rider Alert system operates to provide email, text messages, route specific information. The 2016 rider survey had a good response and drivers were rated. He also did ski route surveys.

The Social Media program is doing well with Facebook, Twitter, Instagram and Youtube promotions; advertising in the Rio Grande Sun, Los Alamos Monitor, Taos News, Santa Fe New
Mexican, Green Fire Times, Round the Roundhouse, Santa Fe Reporter, Chama Valley Times and Rio Arriba County Fair annually. He listed the digital advertising and radio Advertising. On the Mountain Trail route, a video is shown to the riders.

Mr. Nagle identified the partners and supporters and commented on media relations, which have become positive after earlier negative relations years ago.

In upcoming advertising, the District will highlight travel training and the launch of Jicarilla service.

Former Governor Charles Dorame arrived at 10:22.

Councilor Maggiore made several suggestions for coverage in Los Alamos.

Councilor Salazar pointed out that there are remote areas without transportation available and asked about possible outreach to those areas. Mr. Nagle agreed there was a need and they are working to address it with other partners.

Councilor Maestas asked if the District meets with editorial boards once or twice a year to announce milestones and keep transit at the forefront. He asked if there would be any benefit in formalizing that relationship.

Mr. Nagle said he was open to it. He does have good relationship with the editors. The approval of year-round service on the Mountain Trail Route is another opportunity for positive press in Santa Fe. He said he would consider meetings with the editorial board.

Councilor Maestas suggested that budget approvals could be a good opportunity for PR, also.

Gov. Dorame commented that at the legislature this year, a bill was presented pushing for more local oil and gas and when he testified, he asked who used alternative transportation to get here. There are two sides. We offer alternative transportation to cut down on fuel consumption and, on the other hand, the State is attempting to create more fuel.

Mr. Mortillaro said he met with John Arthur Smith on behalf of the New Mexico Transit Association to get funding for public transit and one of his key staff is a rider with us. Statewide, we need to educate our legislators more on how folks are depending on public transportation. The NMTA Board will take up the topic of how to educate legislators throughout the state.

H. Discussion and Consideration of Transit Services to Taos Ski Valley and Expanded Transit Services to Taos Ski Valley

Mr. Mortillaro asked for Board direction here. The route provides seasonal service. The TSV Corporation provides employee shuttles and they wanted to talk about getting out of that business and have the RTD provide that service.

Ms. McGuire said the RTD has 5 round trips during the week and 7 on the weekend. The employee shuttle has 13 round trips. The question is how we can integrate those services. To have those discussions, we need board support. Major implications for equipment replacement and
staffing. It would be a huge ramp up. We would like approval to continue those discussions and what the plan could look like. She didn’t have fiscal implications yet for how it could transition.

Obviously, there would be huge fiscal implication.

Mr. Mortillaro said TSV Green only operates during ski season - December 20 to March 20. The Village allocates $30,000 from Lodgers Tax and the Town of Taos allocated $10,000 from the Lodgers Tax Fund. NCRTD allocates part of 5311 funding through NMDOT and GRT toward that service. Should the Board decide to talk about enhancing that service, the TSV Corporation would be asked to provide some funding for it. They foot the entire cost of that new and lease buses during the ski season. Leasing is not a good fiscal proposition. The village of TSV also makes a contribution to the Corporation for the service.

Staff had discussions with DOT for 5311 funding by RTD. There is no commitment yet but some interest in considering that. It would take probably a year or more to get the 5311 funding (starting in October 2018) for FY 19.

Ms. McGuire said the Park and Ride options are important. She would identify legitimate Park and Ride facilities. The District would prefer not taking on big costs for that but might have to put some money into it.

Mr. Mortillaro said the District had a big jump in ridership when we took over TSV Green. Potentially almost 30,000 riders. The Village is also interested in summer service to make the area a year-round resort. On Monday, they invited us to a presentation on their future plans.

Mr. Cordova thanked the District for doing the Green route - both for skiers and employees. The more people use the bus, the less vehicles are on that road. He supported increasing the routes up there and their target is the summer and he didn’t know about the future. The Blake reopened and is doing very well. They will keep putting money into the ski valley for the next ten years. The biggest question is about year-round service. There aren’t many places to stay up there so they live in Taos. This is low-hanging fruit and would benefit everybody.

Chair Barrone said the Corporation does understand they will have to have partners to make it work. Building more capacity will help a lot.

Ms. McGuire said if the decision is for year-round service, we would look to reduced service for non-winter months.

Mr. Cordova pledged that Taos County will work with the District in any way possible.

**Commissioner Moreno moved to approve going forward with the Transit Services to Taos Ski Valley and Expanded Transit Services to Taos Ski Valley. Commissioner Naranjo seconded the motion and it passed by unanimous (12-0) roll call vote with City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, Pueblo of San Ildefonso, City of Santa Fe, Santa Fe County, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against.**

Chair Barrone asked to amend the agenda to have the closed session now because some members
need to leave soon.

M. CLOSED SESSION

Pursuant to NMSA 1978 Section 10-15-1 (H)(7) for the limited purpose of discussing threatened litigation in which the public body is or may become a participant; Sunset of existing Regional Transit Gross Receipt Tax.

Councilor Maestas moved to amend the agenda and go into closed executive session

Pursuant to NMSA 1978 Section 10-15-1 (H)(7) for the limited purpose of discussing threatened litigation in which the public body is or may become a participant and sunset of existing Regional Transit Gross Receipt Tax. Commissioner Naranjo seconded the motion and it passed by unanimous (12-0) roll call vote with City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, Pueblo of San Ildefonso, City of Santa Fe, Santa Fe County, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against.

The Board went into Closed Executive Session at 10:52 a.m.

At 11:18 a.m., the executive session ended.

Reconvene in Open Session: Possible action item(s) from closed session.

Mr. Luján moved to return to open session. Councilor Maestas seconded the motion and it passed by unanimous voice vote.

Mr. Dwyer announced to the public that during the closed session, no actions were taken and the discussions were limited to the matters published on the agenda.

Councilor Maggiore moved to accept the Attorney’s report. Mr. Luján seconded the motion and it passed by unanimous (12-0) roll call vote with City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, Pueblo of San Ildefonso, City of Santa Fe, Santa Fe County, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against.

Mr. Mortillaro pointed out that 70% of NCRTD revenue is from the GRT. There is a sunset provision on the ordinances that adopted the GRT election which also included a specific date for election to renew the GRT. In the 20-year strategic plan, one objective was to seek an election to remove that sunset provision. In 2018, 2020 and 2022, there are- three chances to do that before the sunset expiration. One thing we’ve explored is removal of the specific dates when the election would be held in the four county ordinances.

He and Mr. Dwyer have discussed that with the four county managers to get their perspectives. To get further direction for that in order to do so, would require a resolution to be adopted by the Board at the May meeting. He handed out a schedule for what the election timeline would look like. The target date would be November 2018. So, starting with this meeting and into May, he would request Board direction and a resolution to amend the GRT ordinance to eliminate the election dates and a 4 to 8-week process for them to schedule on their agenda. The District would provide a sample ordinance for them and he
and Mr. Dwyer would appear at the County Commission meetings to explain the issue.

Once the Counties agree to amend the GRT ordinance, we would hire a public opinion firm to gather attitudes toward the GRT to remove the sunset clause from this GRT. We don’t know if the constituency understands there is a sunset provision. The results would be evaluated and, if needed, do more education of the public about it and then have a second survey to see if the results were improved.

Sometime in April 2018, the Board would have to pass a resolution calling for four county elections within 75 days to specify the question and direct the county clerks to put it on the ballot. Once done, then the ordinances would be voted on by county councils. He was not sure what the time line for that would be.

Then we would structure an outreach and education program for the election in November and if it passed it would become effective July 2019.

Councilor Maestas asked if the survey would entail a general survey or targeting likely voters.

Mr. Mortillaro said they would develop the plan in consultation with the survey team. We get great reviews by our riders but we don’t know how the rest of the area residents view the blue bus and its value to them in using their tax dollars. When voting in 2008, there was great support for it in the counties. Hopefully, it is greater now. But how we target the voters and get the information will be designed from the professional firm.

Councilor Maestas felt strongly that there should be an element leading to county voters that we target likely voters.

Mr. Mortillaro asked for the Board to consider a motion to direct staff and attorney to bring to the May meeting a resolution requesting the counties to consider the amendment to their former Ordinances in adopting the GRT to remove the election dates in it.

Chair Barrone moved to direct staff and attorney to bring a resolution requesting the counties to consider the amendment of their ordinances that adopted the GRT for the District and asking them to remove the election dates therein. Commissioner Moreno seconded the motion.

Councilor Maestas asked if it would include a legal opinion.

Mr. Dwyer said it would be just a simple resolution to proceed with the ordinance amendment.

The motion passed by unanimous (11-0) roll call vote with City of Española, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Rio Arriba County, Pueblo of San Ildefonso, City of Santa Fe, Santa Fe County, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against. Ohkay Owingeh was not present for the vote.

DISCUSSION ITEMS

I. Financial Report for February 2017
Mr. López presented the financial report which was in the packet, beginning on page 30. He went through the breakout of sources, commenting on GRT receipts by county. The reimbursement for the vehicle received last week will not be requested for drawdown. The Los Alamos contribution will show in the next month’s report. Compared to the year-to-date budget, the Los Alamos GRT is 5% over; Rio Arriba is under, probably because of the Walmart closing; Santa Fe County is over by $135,000, of which half goes for the Railrunner; Taos County is over by $79,000 for a total of $216,000 for the first seven months.

Mr. López reviewed the expenditures year-to-date starting on page 38 and noted that driver overtime is over budget but offset by vacancies. Insurance is paid for the entire year. Vehicle maintenance is at 78% but will go down with the new vehicles being delivered.

There were no questions from the Board.

J. Finance Subcommittee Report

Commissioner Moreno reported the only activity at the Subcommittee meeting was the recommendation to approve the Jicarilla bus.

Mr. Mortillaro said that next month’s meeting will be longer with consideration of the upcoming budget.

Members will get the finance packet a month before.

K. Tribal Subcommittee Report

Gov. Dorame said the meeting was canceled and rescheduled to April 18 at the Jim West Center.

L. Executive Report and Comments from the Executive Director

1. Executive Report for March 2017

Mr. Mortillaro said the report is in the packet.

2. Performance Measures for February 2017

3. Ridership Report for February 2017

Ms. Garcia provided the performance and ridership reports which were in the packet, beginning on page 52. She reviewed the statistics for the Board, noting that the District continues to see an overall increase in ridership which probably will exceed more than 290,000 for the year. There were no major or minor accidents for the month. She mentioned the incidents that occurred and the commendations for customer service. There were no complaints.

MISCELLANEOUS

Mr. Mortillaro announced that Ms. McGuire was elected Chair of the Northern Pueblos Transportation Planning Organization after serving last year as Vice Chair. He was elected Chair of the New Mexico Transit Association for a third year.
Mr. Mortillaro said the Dispatch remodel is completed on time and under budget, thanks to Mr. Bingham who managed it. The electrical generator building is complete and awaiting generator to be installed.

On the legislative side, there was no capital outlay and no public transit funding but they did approve the yield to buses legislation, if the Governor signs it in the next six minutes. He said this is Frito Pie day and asked everyone to stay and have a Frito pie to help raise funds for the Employee’s Fund.

Governor Dorame thanked the Staff for assisting the Tesuque tribe with addressing their request to divert transit access to the pueblo on a temporary basis.

Mr. Mortillaro asked members to fill out the conflict of interest form before leaving today.

Councilor Maestas announced that Keith Wilson is the alternate representative for the City of Santa Fe.

Mr. Cordova announced that Taos County is hosting the New Mexico Association of Counties. They expect 700-800 participants and thanked the NCRTD for providing the transportation for it.

**ADJOURN**

Upon motion by Mr. Luján and second by Councilor Maggiore, the meeting was adjourned at 12:05 p.m.

**NEXT BOARD MEETING: May 5, 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.