North Central Regional Transit District
Board Meeting
Friday, June 2, 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 9:07 a.m. at the Jim West Regional Transit Center, Española, New Mexico.

Chair Barrone announced that Councilor Ring has retired and Juan Torres is here representing the Town of Edgewood today. Chair Barrone hoped to be able to honor Councilor Ring for all his work here.

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>
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<td>Taos County</td>
<td>Commissioner Jim Fambro</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>
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<td>Nambé Pueblo</td>
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<td>Mr. Marcus López</td>
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<tr>
<td>Ohkay Owingeh</td>
<td>Ms. Christy Van Buren</td>
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<tr>
<td>Place</td>
<td>Member</td>
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<tr>
<td>Pojoaque Pueblo</td>
<td>ABSENT</td>
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<tr>
<td>Santa Clara Pueblo</td>
<td>Ms. Mary Lou Valério</td>
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<td>City of Santa Fe</td>
<td>Councilor Joseph Maestas</td>
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<td>San Ildefonso Pueblo</td>
<td>ABSENT</td>
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<td>Tesuque Pueblo</td>
<td>Mr. Edward Escudero</td>
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<td>City of Española</td>
<td>Councilor Tim Salazar</td>
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<td>Town of Edgewood</td>
<td>Mr. Juan Torres</td>
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<tr>
<td>Rio Metro (ex officio)</td>
<td>ABSENT</td>
<td></td>
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</tbody>
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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. Delilah Garcia, Transit and Facilities Operations Director
- Mr. Jim Nagle, Public Information Officer

**Others Present**
- Tammy DeVine, Moreno Valley Schools, Council President
- Tammy Dunn, Moreno Valley Schools, Interim Director
- Thomas Campos, Rio Arriba County
- Ray Matthews, Santa Fe County
- Thomas Martinez, Santa Fe Trails
- Keith Wilson, Santa Fe Trails
- Ms. Elizabeth Martin, for Carl Boaz, Stenographer

4. **INTRODUCTIONS**

There were no introductions.

5. **APPROVAL OF AGENDA**

Commissioner Naranjo moved to approve the Agenda as presented. Commissioner Fambro seconded the motion and it passed by unanimous (12-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambe Pueblo, Ohkay Owingeh, Rio Arriba County, City of Santa Fe, Santa Fe County, Santa Clara Pueblo, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against.
6. APPROVAL OF MINUTES – May 5, 2017

   Councilor Maestas moved to approve the minutes of May 5, 2017 as presented. Commissioner Naranjo seconded the motion and it passed by unanimous (12-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Rio Arriba County, City of Santa Fe, Santa Fe County, Santa Clara Pueblo, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against.

7. PUBLIC COMMENTS

   Ms. Tammy DeVine, Moreno Valley High School Board President, Angel Fire, New Mexico, asked if the District could provide an Enchanted Circle route so their students in Taos have an opportunity to attend their high school. Elderly people in Eagle Nest need to get to doctor appointments as well. She asked what steps they need to take for consideration.

   Chair Barrone said he would give Ms. McGuire and Mr. Mortillaro time to address the request. A year ago, he met with the Mayors of Angel Fire and Eagle Nest and because those communities are in Colfax County and not Taos County there was a bit of an issue. He asked them to pitch to Colfax County Commission the requirement to implement the gross receipts tax for transportation. Then it could be a collaborative effort. But there was some resistance.

   Ms. McGuire said there is definitely a chance to explore opportunities and options. There are some challenges but we can talk about options outside of the Board meeting. It is something to look at in the big picture along with tourism and economic development.

   Chair Barrone believed the Mayors would love that service if we could find a way to fund it.

   Ms. DeVine said they did receive a grant with some transportation money in it. She thanked the Board for considering it.

PRESENTATION ITEMS:

None

ACTION ITEMS:

A. Discussion and Consideration of Resolution No. 2017-16 Adopting a Final Fiscal Year Budget, Capital Investment Plan and Long-term Strategic Financial Plan

   Mr. Mortillaro reminded the Board that at the last meeting, Staff had not had a chance to meet with NMDOT to finalize federal funding through them to the District. Now they have had the meeting and the federal allocations are now reflected in the proposed budget for the Board’s consideration.

   Mr. Bingham discussed the changes outlined in the budget book and packet. The first change is a reduction in administrative expenses. Admin costs are a little over 26% and they want to get it below 25% not only for the District but throughout the State. Overall, the District has admin percentage of 18.6% but it is higher when just considering the grant. But what they took from administration was put back into operations. They had anticipated 5
buses and now will be getting seven. The increase in grant money was $197,000.

The District is getting TAP funds for bus stops and shelters.

He indicated the District has not had to use any fund balances for operations thus far but they are getting closer to that point.

Ms. Van Buren said a lot of the tribes got cut and that will affect them in the future.

Commissioner Fambro asked the Board to be cautious. He reported that Taos County has had a sharp decline in GRT revenues. They don’t yet know why.

Mr. Bingham said the District is being very conservative with Taos County because there are a lot of one-time revenues.

Councilor Maestas moved to approve Resolution No. 2017-16 Adopting a Final Fiscal Year Budget, Capital Investment Plan and Long-term Strategic Financial Plan as presented. Commissioner Naranjo seconded the motion and it passed by unanimous (12-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Rio Arriba County, City of Santa Fe, Santa Fe County, Santa Clara Pueblo, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against.

B. Discussion and Consideration of Resolution No. 2017-17 Adopting an Infrastructure Capital Improvement Plan (ICIP)

Mr. Mortillaro indicated that this is an annually recurring activity to maintain eligibility. We keep our fingers crossed for funding. Ms. McGuire will go over the priorities.

Ms. McGuire reviewed the priorities in the packet.

Ms. Van Buren asked if the plan is in place for the ADA transition plan.

Ms. McGuire agreed and gave an update.

Ms. Van Buren asked if she was sure the plan component is eligible.

Ms. McGuire agreed to check on that.

Councilor Maestas said the State has a capital outlay tracking system. Any unexpended amounts that might affect future requests from entity over three years old are subject to reversion. He asked if the District tracks that to make sure no reversions happen.

Mr. Mortillaro said yes,

Councilor Maestas noted that DFA requires government entities to identify their top five priorities.

Ms. McGuire agreed that they have a tendency to fund the top five but there are opportunities outside of that.
Councilor Maestas thought it might help in the future to identify other funds that could supplement capital funds. He thought it would be a good exercise to draft a capital project request form for the Board to see. He related that the City of Santa Fe has had success in showing other funds that are committed to each project to demonstrate their commitment and it has resulted in greater funds for the projects.

Ms. Van Buren moved to approve Resolution No. 2017-17 Adopting an Infrastructure Capital Improvement Plan (ICIP) as presented. Ms. Valério seconded the motion.

Ms. McGuire made one correction to resolution numbers as an amendment. Ms. Van Buren accepted the amendment as friendly and the motion passed by unanimous (12-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Rio Arriba County, City of Santa Fe, Santa Fe County, Santa Clara Pueblo, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against.

C. Discussion and Consideration of Resolution 2017-18 Authorizing the Submittal of Applications for Federal Funding for §5304, §5307, §5309, §5310 and §5311 in Federal Fiscal year 2019

Ms. McGuire reported that this is an annual process the District goes through. This resolution is for Board authorization for Staff to apply for grants as shown in the packet which she reviewed.

Ms. Van Buren cautioned that it has a whole different application this year.

Councilor Maggiore moved to approve Resolution No. 2017-18 Authorizing the Submittal of Applications for Federal Funding for §5304, §5307, §5309, §5310 and §5311 in Federal Fiscal year 2019 as presented. Councilor Salazar seconded the motion and it passed by unanimous (12-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Rio Arriba County, City of Santa Fe, Santa Fe County, Santa Clara Pueblo, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against.

D. Discussion and Consideration of Resolution 2017-19 Authorizing NCRTD Staff to Apply for Federal Funding through the Federal Fiscal Year 2017 Section 5339(C) Low or No Emissions Grant Program for a Maintenance Facility, Wash Bay, and Fueling Station

Mr. Mortillaro explained that in our quest to find funds for the new maintenance facility they found this possible source.

Ms. McGuire reviewed the packet material for this funding opportunity for the maintenance facility.

Councilor Maestas asked if there any state funding opportunities for the match.

Ms. McGuire didn’t know but said she would check for that.

Councilor Maestas moved to approve Resolution No. 2017-19 Authorizing NCRTD Staff to Apply for Federal Funding through the Federal Fiscal Year 2017 Section 5339(C) Low or No Emissions Grant Program for a Maintenance Facility, Wash Bay, and Fueling Station as presented. Mr. Escudero seconded the motion and it passed by unanimous (12-0) roll call vote with Town of Edgewood, City of Española, Los Alamos
E. Discussion and Consideration of Resolution No. 2017-20 Providing for the Adoption of the 2018 Compensation Plan, Adoption of the Employee Performance Increase Schedule and Distribution of Salary Increases for Fiscal Year 2018 for Non-Collective Bargaining Positions

Mr. Mortillaro informed the Board that personnel rules and regulations require Board approval for this performance schedule and compensation plan. The Plan has been reviewed by the Finance Subcommittee, who recommended approval to the Board. He reviewed the plan details which were in the packet.

Councilor Maggiore made a motion to approve Resolution No. 2017-20 Providing for the Adoption of the 2018 Compensation Plan, Adoption of the Employee Performance Increase Schedule and Distribution of Salary Increases for Fiscal Year 2018 for Non-Collective Bargaining Positions as presented. Commissioner Naranjo seconded the motion.

Councilor Maestas said in support that the Board recognizes the importance of the District employees and appreciate all that they do.

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

F. Discussion and Consideration of Resolution No. 2017-21 Adopting an Incidental Use and Fee Schedule for District Meeting Facility

Mr. Mortillaro said the District needs to update the current fee schedule so he asked Mr. Dwyer to work on a revision of the resolution.

Mr. Dwyer reviewed the changes which were presented in detail in the packet.

Commissioner Fambro pointed out that looking at this in a good PR light would be good exposure. It shows the District giving back to the communities and presents a positive situation.

Councilor Maestas recalled the Sierra Grande fire and asked if the District needs to notify the Red Cross and let them know we offer this facility as an emergency facility.

Mr. Dwyer agreed we could do that. This is intended to update our plan on crisis management and he could look at that.

Councilor Maestas said the Feds recognize Red Cross certified facilities more than not. We had other facilities ready here during fire but they directed people to the Red Cross certified facilities. This is a good idea.

Mr. Mortillaro agreed to investigate that. The District has reached out to the various emergency management departments in the four member counties and he would follow up with the Red Cross.

Mr. Escudero asked how the energy costs would be recovered when someone uses the facility.
Mr. Dwyer said there is a schedule attached for such charges.

Mr. Bingham said they amortize the costs.

Mr. Dwyer said he tried to make it a minimal charge but NMDOT and the State must review and approve the recovery method.

Mr. Escudero pointed out that the NMDOT allows usage of their facilities. He wondered if we should recover costs for emergencies.

Mr. Dwyer said no but explained that the insurance policy covers that.

Councilor Maggiore asked if the charge includes the insurance costs.

Mr. Dwyer agreed. There is a base charge and then other expenses like insurance are added that the group pays.

Councilor Maestas was glad the liability insurance was noted.

Mr. Dwyer if you have a non-district event, they would have to get additional insurance and name us as insured.

Councilor Maestas asked if we should designate a minimum amount.

Mr. Dwyer said amounts less than $1 million are not available but that amount is adequate.

Ms. Valério asked if the District has printed request forms.

Mr. Dwyer said no but they could be developed if the Board wants. They provide for email requests and have a list of things to give them.

Mr. Escudero moved to adopt Resolution No. 2017-21 Adopting an Incidental Use and Fee Schedule for District Meeting Facility. Councilor Salazar seconded the motion and it passed by unanimous (12-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Rio Arriba County, City of Santa Fe, Santa Fe County, Santa Clara Pueblo, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against.

DISCUSSION ITEMS:

G. Financial Report for April 2017

Mr. Bingham reviewed the information in Financial Report for April 2017 in the packet.

There were no questions or concerns from the Board.

H. Finance Subcommittee Report
Commissioner Moreno said the Finance Subcommittee met on April 28th. He reviewed the Report in the packet. There were no questions or concerns.

I. Tribal Subcommittee Report

Former Governor Dorame was not present to give the report.

Mr. Mortillaro the next Tribal Subcommittee meeting is scheduled in June and the report will be given in July.

J. Executive Report and Comments from the Executive Director

1. Executive Report for May 2017

Mr. Mortillaro said the report is in the packet and Board members could contact him with any questions or concerns.

2. Performance Measures for April 2017

Ms. Garcia gave the report on performance measures and ridership which were also in the Board packet.

Councilor Maestas asked if clients eligible for paratransit can request a recurring pick up schedule.

Ms. Garcia agreed.

Councilor Maestas asked how many Staff members are empowered to do the paratransit intake. He explained that he had received some complaints about not having intake people available.

Ms. Garcia said the lead dispatcher provides that service and if she is out of the office, the administrative assistant or she, herself, would step in to provide it.

3. Ridership Report for April 2017

Ms. Garcia reviewed the ridership statistics for April 2017. There were no questions or concerns from the Board members.

K. CLOSED SESSION

Closed session of the meeting pursuant to NMSA 1978, Section 10-15-1 (H)(2) limited personnel exception for the purpose of the annual performance evaluation of the Executive Director.

Councilor Maestas moved to go into closed executive session pursuant to NMSA 1978, Section 10-15-1 (H)(2) limited personnel exception for the purpose of the annual performance evaluation of the Executive Director. Commissioner Fambro seconded the motion and it passed by unanimous (12-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Rio Arriba County, City of Santa Fe, Santa Fe County, Santa Clara Pueblo, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against.

The Board went into closed session at 10:30 am. The closed session ended at 11:09 am.
Reconvene in Open Session: Possible action item(s) from closed session.
Commissioner Fambro moved to return to open session. Ms. Valério seconded the motion and it passed by unanimous (12-0) voice vote.

Mr. Dwyer announced to the public that during the closed session, no actions were taken and the only matter discussed was limited to those published on the agenda.

Commissioner Fambro moved to accept the Attorney’s report of the executive session. Councilor Maestas seconded the motion and it passed by unanimous (12-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Río Arriba County, City of Santa Fe, Santa Fe County, Santa Clara Pueblo, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against.

L. Review and Acceptance of Goals and Objectives for Executive Director for the period of June 2017 – June 2018

Mr. Mortillaro reviewed the Goals and Objectives for the Executive Director for the upcoming fiscal year which was also included in the documentation in the packet.

Mr. Escudero moved to accept the Goals and Objectives for the Executive Director for the period of June 2017 to June 2018 as presented. Councilor Maestas seconded the motion and it passed by unanimous (11-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Río Arriba County, City of Santa Fe, Santa Fe County, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against. Santa Clara Pueblo was not present for the vote.

Mr. Dwyer proposed a motion that either he (Mr. Dwyer) or Chair Barrone be authorized to take any additional action necessary on the matters the Board approved.

Commissioner Naranjo made a motion to authorize Mr. Dwyer or Chair Barrone to take any additional action necessary on the matters approved by the Board. Commissioner Moreno seconded the motion and it passed by unanimous (11-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Río Arriba County, City of Santa Fe, Santa Fe County, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against. Santa Clara Pueblo was not present for the vote.

MATTERS FROM THE BOARD

There were no matters from the Board.

MISCELLANEOUS

There were no miscellaneous items.

ADJOURN
Commissioner Naranjo moved to adjourn the meeting. Commissioner Moreno seconded the motion and it passed by unanimous (11-0) voice vote. Santa Clara Pueblo was not present for the vote.

The meeting was adjourned at 11:18 am.

NEXT BOARD MEETING: July 7, 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.