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 9:11 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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</thead>
<tbody>
<tr>
<td>Los Alamos County</td>
<td>Councilor Antonio Maggiore</td>
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<tr>
<td>Rio Arriba County</td>
<td></td>
<td>Mr. Tomás Campos - later</td>
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<tr>
<td>Taos County</td>
<td>Absent</td>
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<tr>
<td>Town of Taos</td>
<td>Mayor Dan Barrone, Chair</td>
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<tr>
<td>Santa Fe County</td>
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<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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<tr>
<td>Pojoaque Pueblo</td>
<td>Absent</td>
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<td>Santa Clara Pueblo</td>
<td>Absent</td>
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<tr>
<td>City of Santa Fe</td>
<td>Mr. Keith Wilson</td>
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<tr>
<td>San Ildefonso Pueblo</td>
<td>Ms. Lillian Garcia</td>
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<td>Tesuque Pueblo</td>
<td>Fmr Gov Charles Dorame</td>
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<td>City of Española</td>
<td>Absent</td>
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<td>Town of Edgewood</td>
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<tr>
<td>Rio Metro (ex officio)</td>
<td>Ms. Elizabeth Carter</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
Mr. Pat López, Financial Analyst
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
Councilor Michael Wismer, former Board member
Mr. Ray Matthews, Santa Fe County

4. **INTRODUCTIONS**

There were no introductions.

5. **APPROVAL OF AGENDA**

Councilor Maggiore moved to approve the Agenda as presented. Mr. Luján seconded the motion and it passed by unanimous (8-0) roll call vote with Los Alamos County, Nambé Pueblo, Ohkay Owingeh, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Town of Taos and Tesuque Pueblo voting in favor and none against.

6. **APPROVAL OF MINUTES – April 7, 2017**
Commissioner Hansen moved to approve the minutes of April 7, 2017 as submitted. Governor Dorame seconded the motion and it passed by unanimous (8-0) roll call vote with Los Alamos County, Nambé Pueblo, Ohkay Owinge, Pueblo of San Ildefonso, City of Santa Fe, Santa Fe County, Town of Taos and Tesuque Pueblo voting in favor and none against.

7. PUBLIC COMMENTS

Councilor Michael Wismer, Los Alamos City Council, congratulated the NCRTD, Board and Staff especially for excellence in budgeting. It is a big deal, as a taxpayer, to see well-run blue buses. The synergy among the governing body members has been unique and has worked. He recalled he was on the panel that selected Mr. Mortillaro as Executive Director and thought they made the right decision. Thanks for the work you do. The spirit of Jim West, who was his colleague and friend, is here.

PRESENTATION ITEMS:

A. ABOVE AND BEYOND SAFE DRIVER QUARTERLY AWARD

Mr. Mortillaro announced Mr. Rubél Martínez as the recipient, specifically for his actions - letter from a rider who was sick on the bus and he showed her care and concern and she couldn’t praise him enough for his efforts.

Chair Barrone presented him with the award and Mr. Martinez said he enjoys working here and plans to stick around a long time.

Mr. Mortillaro also recognized him for one year’s service

Mr. Campos arrived at 9:20.

B. YEARS OF SERVICE AWARDS

Chair Barrone said the Board recognizes staff as they continue their journey with us.

Mr. Mortillaro said some of them are working now so they cannot be present.

For 5 years, Mr. Jim Nagle was recognized. Chair Barrone commented on his great work here - part of the team.

Mr. Mortillaro presented a gift to him and a $50 gift card.

Mr. Nagle said he was proud to be part of this team with great people working together. He thanked the Board for making it easy for him to be here 5 years.

Commissioner Hansen said it is great to work with him. He is nothing but a professional and working with him has been wonderful.

A one- year award was presented to Mr. Keith Dalrymple, fleet mechanic. He was the first fleet
mechanic and came on board when the RTD acquired the Chile Line in Taos.

Chair Barrone read the award.

Mr. Mortillaro presented a one-year award to Ms. Jackie Trujillo. Chair Barrone read the award and hoped she could remain with us.

Mr. Mortillaro mentioned one-year awards for Herbert Cordova, James MORGAS, Steven Gonzales, Nikki Moyer, Matthew Cecchett and Neil Gallegos; a 5-year service award for the Ms. Shelly Outman, Transit Supervisor who is on duty and a 10-year award for Henry Sandoval who is working as a driver.

C. PUBLIC HEARING - Preliminary Fiscal Year 2018 Budget

There were no speakers from the public regarding the new budget and the public hearing was closed.

ACTION ITEMS:

D. DISCUSSION AND CONSIDERATION OF RESOLUTION NO. 207-14 ADOPTING A PRELIMINARY FISCAL YEAR FY 2018 BUDGET

Mr. Mortillaro made a few comments. This budget is 1.4% higher than the previous year at $184,975. The main difference in this budget is that it includes the new Jicarilla Apache Nation route, 4.6 positions added; salary adjustments per the CBA of 2.7% and a performance matrix of 3% for nonrepresented employees.

The budget also includes a health insurance increase of 1%, and increases in regional payments for service to Atomic City Transit, Santa Fe Trails and Railrunner. The budget does propose some debt borrowing for a new fleet maintenance facility. This is the first time in our history to borrow money.

The budget continues to replace fleet vehicles. Funds for fleet replacement are conservative and staff has discussed that with DOT and they may increase the federal allocation. We won’t know that until May 25. It could be as much as $1 million. The final budget may reflect those increases. They would pay 80% so it is a good return on our money. The budget is in line with our policy for using reserves. The projected use of reserves is $966,512 for the new routes, prior years’ capital, and operating costs as well. Conservative revenue projections, by the end of the year, actual revenues are much higher than budget proposed. The reserve is higher than the 25% required.

For the long-range finance projections, we don’t force the projections to balance.

The Finance Subcommittee met on the 28th and have the reviewed today's and all revenue projections and department expenses. It also shows non RTD and capital.

Mr. Pat López reviewed the revenue projections, starting on page 70 in the packet. The GRT is $7.2 million, federal grants of $3.46 million 5311 funds, and 5307 funds. The TAP DOT amount is
not known yet and there is no 5310 projected. The local match/tribes is $470,865 which includes the Jicarilla amount. He mentioned the Los Alamos Contribution, investments, advertising sales, insurance proceeds, fares and debt as well as a cash balance of $207,264. The total is $12,839,274.

Mr. Bingham shared the expenditures budgeted with Salaries& Benefits at $4.359 million, anticipating being fully staffed; and contracts at $329,208. Page 71 showed the breakout of operating expenses. The transit total was on page 72; personnel on page 75 with an organization chart on page 78.

Mr. Mortillaro reviewed the E.D. budget items with a total of $570,167.

Mr. Bingham said the PIO budget is on page 86. Mr. Nagle said the increase of $20,000 is mostly for the Jicarilla route. Advertising up $15,000 and 2/3 is for Jicarilla. He shared the other items for the digital guide, websites, Guest Life New Mexico, and promotional items. Miscellaneous is for travel training. How to ride the bus - break down barriers for new riders.

Mr. Bingham said the Finance section is on pages 88- 89. The biggest increase is salaries and benefits for staff. The IT contract has increased. Printing is up; training is up. And the total is $45,431. The total expenditures are $393,533 for financial.

Mr. Mortillaro said the HR budget is $120,651 for salaries/benefits and Performance Pro, which is the performance evaluation system. The total is $201,636.

Ms. McGuire reviewed the Planning and Grants budget on page 95, which includes route planning and service development, ITS system, grant writing, GIS. Contractual service is the big increase to $43,467. The total budget is $232,050.

The Operations Administration budget was on page 98. Ms. Garcia reviewed the items that totaled $289,427.

The Drivers budget was on page 101. Salaries/Benefits are $2,755,126. Fleet service, page 104, has a little increase with more staff at $175,780. The total fleet budget is $1,071,345.

Commissioner Hansen asked if training is in-house or sent out.

Ms. Garcia said the majority is in-house. She said they rent cell tower space to reach drivers in the field.

Mr. Mortillaro said the only one paid is on Taos Mountain. At Pajarito, they co-locate with Los Alamos who does not charge us.

Councilor Maggiore asked in driver academy if half of that is administration.

Ms. Garcia said that 90% of it is her time. A third party provides training for customer service and CPR.

Councilor Maggiore was trying to figure out if we are implementing the new driver academy. He
thought it should be in one line item rather than split out. He asked how we track actual expenses for academy.

Mr. Bingham said HR will give the actual cost of hire and will track all of it.

Mr. Mortillaro said the training program is to get a CDL. That is done by local assistance through DOT so we don’t pay for that.

Mr. Campos noted that Jicarilla might have extra communications cost.

Ms. Garcia said they are linking with a radio provider for cell towers to use. We have one at Chama - and will find others.

Mr. Campos will have his county coordinator talk with her about what is out there.

Ms. Garcia reviewed the facilities budget on page 107. The total budget is $285,510.

Councilor Maggiore asked if the janitorial budget is not for a full year.

Mr. Bingham explained that they don’t anticipate having to buy those things again but consumables are included.

The Non-RTD budget was shown on page 112.

Mr. Mortillaro reminded the Board that Rail Runner is 50% of Santa Fe County GRT receipts. The City of Santa Fe and Los Alamos allocations are done by a formula. The Rail Runner is under IGA with Rio Metro and NCRTD. If the sunset is removed, that IGA will be renegotiated.

Commissioner Hansen asked if the City of Santa Fe pays into the budget also.

Mr. Mortillaro said only Los Alamos contributes. In the old days, everyone kicked in before GRT tax was approved.

Chair Barrone noted that the City does contribute to the Mountain Trail as does the County.

Mr. Mortillaro said page 117 shows the Fund analysis. There are three scenarios related to sunset - based on the long-range strategic plan. This goes up to 2028.

Mr. Bingham explained the scenarios for the Board.

Commissioner Hansen asked about possible increments to the GRT percentage.

Mr. Mortillaro clarified that we don’t have the ability to add increments by Board action. That can only be done by an election.

Mr. Dwyer explained that it was elected by all four counties at the same time. The proposal is to keep same rate without a sunset.
Mr. Campos asked if the Governor calling a special session would have any effect on GRT.

Mr. Mortillaro said whatever she is doing does not affect the GRT. But, if she agrees to exemptions, it could affect the amounts received.

Mr. Bingham said the claw back is about $1.4 million. It wouldn’t be good for regional partners but district service must be considered first.

Mr. Campos added that it wouldn’t affect Rio Arriba County as much with no regional allocation.

Mr. Mortillaro said it would have a compounding effect. We need to work for the legislature to remove that exemption.

Councilor Maggiore said they got word that even if the non-profit exemption was removed, they would still lose about half of their tax base.

Commissioner Hansen asked if they would not continue the GRT with a nonprofit manager at Los Alamos. She understood they could still tax a nonprofit.

Councilor Maggiore agreed. Even if that would pass, it could still be done.

Mr. Bingham went over the scenario of page 122 and holding the regional payouts level throughout. The chart on page 123 shows we would still fall below the blue line for balanced budget. Scenario #2 is the one included in the Long-Range Plan. The Last scenario as shown on page 125-126 would increase the GRT rate. He reminded the Board that they are just models. He didn’t think it shows anything alarming for the future.

Mr. Bingham went to the Capital Improvement Plan for 2018-2028 shown on page 139. In deals with the 57 vehicles and projects replacement dates, etc. Page 143 shows how the money is used and explains the grant designations. Plan is on pages 146, 147. $400,00 of it is capital replacement. Some is to replace engines for the three largest vehicles at $168,800. 5311 funds are for tribal buses. Currently, they have four tribal routes and some have new buses. It is a 90/10 split. They plan to replace one each year. The Jicarilla bus has been ordered and he cut back what it would show. It is an attempt to make the routes more efficient. In the plan, they also need commuter vehicles to get drivers to their busses.

Commissioner Hansen asked about any solarizing and electric vehicles.

Mr. Bingham said they included solar panels but have not talked about electric vehicles.

Commissioner Hansen said the State has some funding from the VW settlement.

Mr. Mortillaro said he raised that with DOT and have not gotten an answer yet.

Commissioner Hansen thought it would be the perfect location for some of that money.
Mr. Mortillaro promised to pursue it.

Mr. Bingham said the Maintenance Facility budget is $100,000 for design but not final design they plan to phase the project and have moved a large portion to 2024. This will be the first time going out to the market and believe we can get a great rate to borrow the money and reduce maintenance costs by bringing it in-house and it could also reduce the number of vehicles needed.

The 24 shelters are all related to our bus stops. They got a $1 million in a TAP grant that includes phase 3. They plan to buy two shelters in this year. For the camera system, they decided on one system that includes monitoring of drivers and helps to prove our case in accidents and driver behavior. It is a very robust system.

The Taos facility upgrades include a mechanic bay and infrastructure for ADA access.

The needs analysis ten years into the future budgeted $30,000 for a consultant.

The Computer system has a 2004 server and it is reaching a point where the system is inadequate. $35,000 is to upgrade and replace the server with better speed.

An amount of $20,000 is for ongoing maintenance of fleet software to keep it operating efficiently and monitoring of the facility.

The total for capital costs is $2,044,000.

Mr. Campos didn’t see insurance costs in it.

Mr. Bingham said the vehicle insurance is in the fleet budget, liability is in administration and Workers’ comp. The financial software is in 2020 at $150,000.

Mr. Campos moved to approve the budget for FY 2018 as presented. Commissioner Hansen seconded the motion and passed by unanimous (8-0) by roll call vote Los Alamos County, Nambé Pueblo, Pueblo of San Ildefonso, Rio Arriba County, City of Santa Fe, Santa Fe County, Town of Taos and Tesuque Pueblo voting in favor and none against. Ohkay Owingeh was not present for the vote.

E. DISCUSSION AND CONSIDERATION OF RESOLUTION NO. 2017-15 REQUESTING COUNTIES TO AMEND THE GRT ELECTION ORDINANCES

Mr. Dwyer said this has been discussed for months.

Commissioner Hansen asked if the Board will have a presentation.

Mr. Mortillaro agreed. He will present at Santa Fe County on Tuesday.

Mr. Dwyer noted a minor change to amend the dates for election of the removal of sunset that does not include 2022 or 2023.
Mr. Mortillaro said page 152 is the specific request. The blue represents what is new. Page 155 reflects what the new language would look like with the changes made.

Commissioner Hansen asked if the counties need to elect it at the same time.

Mr. Mortillaro agreed. It would occur when we adopt a future resolution.

Mr. Dwyer explained that this just puts a potential of three times for the election. We have already consulted with counties to make sure it is possible.

Mr. Campos moved to approve Resolution No. 2017-15 requesting Counties to Amend the GRT Election Ordinances. Chair Barrone seconded the motion and passed by unanimous (8-0) by roll call vote Los Alamos County, Nambé Pueblo, Pueblo of San Ildefonso, Rio Arriba County, City of Santa Fe, Santa Fe County, Town of Taos and Tesuque Pueblo voting in favor and none against. Ohkay Owingeh was not present for the vote.

F. DISCUSSION AND APPROVAL OF NCRTD BOARD OF ATTENDANCE REPORT, APRIL 2016 - MARCH 2017

Mr. Mortillaro explained this is required annually. Page 157 is the report. He said no action is required other than to accept the report.

Councilor Maggiore moved to accept the report. Commissioner Hansen seconded the motion and passed by unanimous (8-0) by roll call vote Los Alamos County, Nambé Pueblo, Pueblo of San Ildefonso, Rio Arriba County, City of Santa Fe, Santa Fe County, Town of Taos and Tesuque Pueblo voting in favor and none against. Ohkay Owingeh was not present for the vote.

Chair Barrone announced that Councilor Maestas did call in to get excused and their alternate is here.

G. DISCUSSION AND APPROVAL OF MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN NCRTD AND VILLAGE OF CHAMA (the Village) TO PROVIDE FOR TRANSIT PARKING

Mr. Bingham said the MOA is for the Jicarilla route and they need a parking area in Chama. The Staff went there to discuss it. The village has a maintenance facility for village equipment that is supposed to be plowed in the winter. The MOU provides for three 14-passenger buses to park there. As part of the agreement, since they are heavy and might cause some rutting, the District will add $10,000 for gravel to make it more stable and 15% of costs for a new automatic gate.

Mr. Luján returned at 11:22.

The Village is excited to have the service there and the Village Council approved it. This is a one-year agreement.

Mr. Campos moved to approve the Memorandum of Understanding between NCRTD and
Village of Champ to provide for transit parking. Mr. Luján seconded the motion and passed by unanimous (9-0) by roll call vote Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pueblo of San Ildefonso, Rio Arriba County, City of Santa Fe, Santa Fe County, Town of Taos and Tesuque Pueblo voting in favor and none against.

H. DISCUSSION AND CONSIDERATION OF CHANGE OF MEETING DATE FROM OCTOBER 6, 2017 TO OCTOBER 13, 2017

Mr. Mortillaro will not be able to attend that meeting.

Mr. Campos moved to change the October meeting date from October 6, 2017 to October 13, 2017. Commissioner Hansen seconded the motion and passed by unanimous (9-0) by roll call vote Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pueblo of San Ildefonso, Rio Arriba County, City of Santa Fe, Santa Fe County, Town of Taos and Tesuque Pueblo voting in favor and none against.

I. DISCUSSION AND REVIEW OF AUTOMATIC CLEARING HOUSE (ACH) PAYMENTS OVER $20,000 FROM JANUARY 1, 2017 THROUGH MARCH 31, 2017

Mr. Bingham said this is a check and balance item in financial policies to no longer use paper check for vendors with amounts over $20,000, allowing them to be paid quicker and ensure the payment is made. Page 169 shows the payments made. Most are tax payments to the IRS on behalf of employees; fuel payments, payments to Rio Metro and payments to Santa Fe Trails and Los Alamos County.

Chair Barrone assumed it benefits staff.

Mr. Bingham agreed. Having these clear in a timely manner makes his life easier and assures vendors that it gets done.

Mr. Luján moved to approve the ACH payments that were made from January 1, 2017 through March 31, 2017. Councilor Maggiore seconded the motion and passed by unanimous (9-0) by roll call vote Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pueblo of San Ildefonso, Rio Arriba County, City of Santa Fe, Santa Fe County, Town of Taos and Tesuque Pueblo voting in favor and none against.

J. DISCUSSION AND REVIEW OF INVESTMENT OF DISTRICT FUNDS SUMMARY

Mr. Bingham said the report is on page 170 172. The total of $8.4 million came down to $8 million because of bus purchases. Money was taken from the investment account for them and will be returned when the federal government repays us. Going out of state doubles the ROI. 56 bps is the average return. CDs produce 100 bps at the Guadalupe FCU. He said he will bring recommendations back to leverage more. This report shows some out of state banks and brokered CD market is increasing every month.

Councilor Maggiore said the report just needs to be more legible.
Commissioner Hansen moved to approve the Investment of District Funds Summary. Mr. Luján seconded the motion and passed by unanimous (8-0) by roll call vote Los Alamos County, Ohkay Owingeh, Pueblo of San Ildefonso, Rio Arriba County, City of Santa Fe, Santa Fe County, Town of Taos and Tesuque Pueblo voting in favor and none against. Nambé Pueblo was not present for the vote.

DISCUSSION ITEMS:

K. FINANCIAL REPORT FOR MARCH 2017

Mr. Bingham said the report is on page 174. Revenues were a little less than expenses but it was just a timing difference. The nine-month report does include the Los Alamos contribution. Other revenue items are larger than expected and we continue to see growth. Los Alamos was 159%; Rio Arriba was 92%; Santa Fe was 101%; and Taos County at 99%. Grant revenue was $228,000 which is all capital decrease - but it will get paid. Overtime is over budget and the vacancy savings was not enough to cover overtime.

Maintenance will probably end with $10,000 over budget. Capital was shown on page 186.

There were no questions on the report.

L. FINANCE SUBCOMMITTEE REPORT

The Finance Subcommittee met in April and Councilor Maggiore said it was a good long meeting.

There were no questions.

M. TRIBAL SUBCOMMITTEE REPORT

Gov. Dorame said the Tribal subcommittee met on April 18 and they talked about some available funding. A letter from Ms. Van Buren about it is in the packet. She wanted to make the letter an official record.

On May 5, Ms. Van Buren was the regional representative for TCP funding. The Secretary of the Interior has inherent authority of tribal nations. The funding availability is published in the Federal Register - She will consult with local tribes on this program.

Mr. Luján said Ms. Van Buren asked him to reiterate how important this is - She will do as much as she can for us.

Gov. Dorame said they did get staff a one on one for affiliates at Tribes. BIA has the southwest area with an area know as northern pueblo agency. It also includes Ute Mountain and Southern Ute tribes. He thought the District should include Ute Mountain and Southern Ute in the District. It is a discussion to bring to the Board so you are aware we are thinking about those two tribes. Southern Ute has land in the State of New Mexico, so they are part of the state. It would take some legal discussion. He didn’t know where it would go. He asked if they had any transportation service to
their people. It would be interesting to find out and respond. The Subcommittee didn’t talk about Navajo Nation because they have their own.

Ute Mountain is in Acoya, close to Farmington in the Cortez area. The agenda is in the packet. He asked that the letter be part of the record. Ms. McGuire agreed to put it in.

N. EXECUTIVE REPORT AND COMMENTS FROM THE EXECUTIVE DIRECTOR

1. Executive Report for April 2017
2. Performance Measures for March 2017
3. Ridership Report for March 2017

Mr. Mortillaro said the reports are in the packet and asked for anyone to call him with any concerns.

MATTERS FROM THE BOARD

Chair Barrone announced a Mother’s Day celebration in Taos.

MISCELLANEOUS

There were no miscellaneous items.

ADJOURN

The meeting was adjourned at 11:51 a.m. on a motion by Mr. Luján and second by Mr. Campos.

NEXT BOARD MEETING: June 2, 2017

Approved by:

Daniel R. Barrone, Chair

Attest:

Dennis Tim Salazar, Secretary

Submitted by:

Carl Boaz for Carl G. Boaz, Inc.

North Central Regional Transit District Board
May 5, 2017