CALL TO ORDER:

A special meeting of the North Central Regional Transit District Board was called to order on the above date by Mayor Dan Barrone, Chair, at 9:00 a.m. at the Jim West Regional Transit Center, Española, New Mexico.

1. Roll Call

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

<table>
<thead>
<tr>
<th>MEMBERS</th>
<th>ELECTED MEMBERS</th>
<th>ALTERNATE DELEGATES</th>
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<tbody>
<tr>
<td>Town of Edgewood</td>
<td>Absent</td>
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<tr>
<td>Los Alamos County</td>
<td>Councilor Antonio Maggiore</td>
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<tr>
<td>Rio Arriba County</td>
<td>Absent</td>
<td>Manager Tomás Campos (later)</td>
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<tr>
<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>Marcus López (later)</td>
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<td>Ohkay Owingeh</td>
<td>Ms. Christy Van Buren</td>
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<tr>
<td>Pojoaque Pueblo</td>
<td>Absent</td>
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<tr>
<td>San Ildefonso Pueblo</td>
<td>Ms. Lillian Garcia</td>
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<tr>
<td>Santa Clara Pueblo</td>
<td>Ms. Mary Lou Valério</td>
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</tbody>
</table>
City of Santa Fe  |  Mr. Keith Wilson
City of Española  |  Absent
Town of Taos  |  Mayor Dan Barrone, Chair
Tesuque Pueblo  |  Absent
Rio Metro  |

**Staff Members Present**
Mr. Anthony J. Mortillaro, Executive Director
Ms. Jackie Trujillo, Executive Assistant
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**
Ray Matthews, Santa Fe County
Thomas Martinez, Santa Fe Trails
Austin Fisher, Rio Grande Sun
Carl Boaz, Stenographer

2. **INTRODUCTIONS**

There were no introductions.

3. **Pledge of Allegiance**

4. **Moment of Silence**

5. **APPROVAL OF AGENDA**

Mr. Mortillaro announced there would be no presentations under agenda item A.

Commissioner Fambro moved to approve the Agenda as amended, deleting item A from the agenda. Commissioner Moreno seconded the motion and it passed by unanimous (8-0) roll call vote with Los Alamos County, Ohkay Owingeh, San Ildefonso Pueblo, City of Santa Fe, Santa Clara
Pueblo, Santa Fe County, Taos County, Town of Taos voting in favor and none against. Nambé Pueblo and Rio Arriba County were not present for the vote.

6. APPROVAL OF MINUTES — August 4, 2017

Ms. Van Buren requested a change to the minutes on page 12, where MOU should be MOA.

Commissioner Fambro moved to approve the minutes of August 4, 2017 as amended. Councilor Maggiore seconded the motion and it passed by unanimous (8-0) roll call vote with Los Alamos County, Ohkay Owingeh, San Ildefonso Pueblo, City of Santa Fe, Santa Clara Pueblo, Santa Fe County, Taos County, Town of Taos voting in favor and none against. Nambé Pueblo and Rio Arriba County were not present for the vote.

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

This item was removed from the agenda.

B. Recognition of Veterans Service Plaque

Mr. Nagle gave the recognition of Veterans Service under a program implemented by FTA to reach out to younger veterans from Iraq and Afghanistan for an opportunity of jobs and education. They discovered a need for access to the VA Hospital in Albuquerque. The District put up notices and provided a call center for it to meet that need. At the summit, two weeks ago, the RTD was recognized with a plaque which he read. It was signed by Secretary Fox.

Mr. Nagle presented the plaque to Chair Barrone.

Chair Barrone thanked Mr. Nagle for his efforts on this.

C. Jicarilla Apache Nation Route Schedule and September 29, Route Launch Event in Dulce

Mr. Mortillaro reminded the Board that it was two years ago when we first talked about seeking funds and a year ago, got an award and started planning the routes. Everyone kept their commitment to meet the time frame deadline. He presented the official schedule and announced the launch on September 29th.
Ms. McGuire said the ceremony in Dulce would be at 11 a.m. Dulce has never had bus service and sometimes that is a deterrent so we will have a bus there and the whole crew and encourage all Board members to attend it. The route service starts the following Monday on October 2.

Mr. Mortillaro added that Senator Udall and Representative Luján will have a staff representative there also.

Ms. Van Buren congratulated Staff on a good job. She said the Jicarilla Transportation Department cannot be there because they will be at a transportation conference in Tucson on that day.

Ms. Garcia said they will have a four-wheel drive bus coming in with chains available.

PUBLIC HEARINGS:

There were no public hearings.

ACTION ITEMS:

D. Discussion and Consideration of a Memorandum of Agreement (MOA) between Santa Fe County (County) and the North Central Regional Transit District (District) for Funding of the Mountain Trail Route

Mr. Mortillaro said this MOA is done annually for Santa Fe County’s contribution to the Mountain Trail Route expenses. It is $25,072 with minor adjustments to reflect the year-round service and when winter service commences. We have commitments from all other partners: City of Santa Fe is $25,000; Rio Metro is $15,000 and new 5307 funding (small urban) will be used. They are still in discussions with the Santa Fe Ski Area. Last year, they contributed $15,000 and a $5 lift ticket discount which meant a total of $22,000 last year. For sure they will do the $5 coupon but a cash contribution is still unknown. The District is starting recruitment for a driver now.

Rio Arriba County Manager Campos arrived at 9:26.

Chair Barrone asked if the route can be run without that contribution. Mr. Mortillaro agreed.

Mr. Wilson moved to approve the MOA with Santa Fe County for funding of the Mountain Trail Route. Commissioner Fambro seconded the motion and it passed by unanimous (9-0) roll call vote with Los Alamos County, Ohkay Owingeh, Rio Arriba County, San Ildefonso Pueblo, City of Santa Fe, Santa Clara Pueblo, Santa Fe County, Taos County, Town of Taos voting in favor and none against. Nambé Pueblo was not present for the vote.

E. Discussion and Consideration of Award of Bid for Phase III ADA Bus Stop and Shelter
Ms. McGuire reported the TAP funding was awarded to the District; then the ADA transition plan was completed and one round of construction occurred. She recently sent a request out for a bid to construct four bus stops. Bids came in at a level to construct all four to match the bus stop in front of this building.

Stephen Luján from Wilson & Company, who did the planning and design, will lead the construction management. Mr. Luján read the results of the four bids. H & R Company had the lowest bid. He described their experience and standing. The request is for $193,575, excluding GRT.

Ms. McGuire referred the Board to page 33 which showed the bid tabulation.

Marcus López, Nambé Pueblo, arrived at 9:31 a.m.

Ms. McGuire went through financial details. The overall budget is $360,000 and the award is $360,000 less the amount spent for planning and design. The award was contingent from Transit and Rail (DOT) and they gave us the go ahead.

Chair Barrone didn’t like change orders and noticed four of them.

Mr. Mortillaro said this requires two motions: one to authorize to let the contract and the second motion to approve the overall project budget.

Commissioner Fambro said it would be $312,560.

Mgr. Campos moved to authorize execution of the contract with H&O Company. Commissioner Fambro seconded the motion and it passed by unanimous (10-0) roll call vote with Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Rio Arriba County, San Ildefonso Pueblo, City of Santa Fe, Santa Clara Pueblo, Santa Fe County, Taos County, Town of Taos voting in favor and none against.

Mgr. Campos moved to approve the contract budget of $312,573.50 for the Phase III ADA Bus Stop and Shelter. Councilor Maggiore seconded the motion and it passed by unanimous (10-0) roll call vote with Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Rio Arriba County, San Ildefonso Pueblo, City of Santa Fe, Santa Clara Pueblo, Santa Fe County, Taos County, Town of Taos voting in favor and none against.

Mgr. Campos asked if a “No Panhandling” sign could be posted on the shelter across the street.

Mr. Mortillaro didn’t know and asked Ms. Garcia about it.

Ms. Garcia said no one has complained about it from there.

Mr. Mortillaro asked Mr. Dwyer to respond if complaints were received. He added that campaign posters are not allowed at bus stops.
F. Discussion and Consideration of Resolution 2017-28 to Supersede Resolutions 2017-10, 2016-08, 2016-03, and 2015-27 and to Provide for Continuation of the Adopted Fare Structure as it Relates to Fixed Route Service, Premium Service, Flex Service (Up to ¾ mile from a Fixed Route)

Ms. McGuire said this comes back periodically. This is not to change any fare structure but to capture the fare options for ADA passengers, veterans, and capture the definition of premium services. Flex is an option as described in the packet on page 43, and the premium routes far is on page 44.

Ms. Van Buren understood the District just needs a resolution to continue doing what we are doing now.

Ms. McGuire agreed.

Mr. Mortillaro said the policy is reviewed by the Board every two years.

Ms. Van Buren said she is a big supporter of fare free.

Ms. Valério moved approval of Resolution 2017-28 to Supersede Resolutions 2017-10, 2016-08, 2016-03, and 2015-27 and to Provide for Continuation of the Adopted Fare Structure as it Relates to Fixed Route Service, Premium Service, Flex Service Commissioner Moreno seconded the motion and it passed by unanimous (10-0) roll call vote with Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Rio Arriba County, San Ildefonso Pueblo, City of Santa Fe, Santa Clara Pueblo, Santa Fe County, Taos County, Town of Taos voting in favor and none against.

G. Discussion and Consideration of Resolution No. 2017-29 Amending the Drug and Alcohol Policy

Mr. Mortillaro said this updates the existing policy and is more aligned with current FDA regulations. He asked Mr. Dwyer to address changes in the policy vs. the prior policy.

Mr. Dwyer said the first policy was adopted in 2008 and the policy adopted in 2011 is the current policy. He provided a red line version that showed the changes. It was submitted to us in May with a proposal to meet certain changed federal guidelines. When he started editing it, he discovered the format needed to reflect the realities for operators of our vehicles or those who could affect vehicle operation, and the process became very complicated. So he used the FTA web site tool for making policy and its form generator. It is current and he used it, inserting the NCRTD as the RTD name. Page 48-59 is the new policy and most is just federal language that is mandated. Bolded is what was added or inserted. So it is FTA compliant and has mandatory pre-employment testing and post-accident and random testing. It also continues zero tolerance. The District practice is to terminate those who are tested drug positive.

There is nothing surprising but significant changes are shown on page 53 in bold such as what to do with those who refuse to test after testing positive. The District tries to make arrangements for transporting them and not allow them to get behind the wheel but if they decide on their own to drive, the District can't
stop them. But we can report them to the police. The rest is standard federal language.

He briefly described the complication on prescription policy with the legal issue on medical marijuana. With a zero tolerance, it is difficult to deal with and the federal law doesn’t always trump state law. The District must comply with both.

Mr. Mortillaro said if an employee comes to tell us of the problem before he is notified of a random drug test, we will work with them and refer them to a counseling service.

Mgr. Campos moved to approve Resolution No. 2017-29 Amending the Drug and Alcohol Policy. Ms. Valério seconded the motion and it passed by unanimous (10-0) roll call vote with Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Rio Arriba County, San Ildefonso Pueblo, City of Santa Fe, Santa Clara Pueblo, Santa Fe County, Taos County, Town of Taos voting in favor and none against.

H. Discussion and Consideration of FY 2018 Bus Purchases

Mr. Mortillaro explained this is the annual request for authorization to proceed with bus purchases which are already in the budget.

Mr. López reviewed the details of the purchase as shown in the packet on page 82 with DOT funds of $900,900 of grant money for capital and match money involved. The buses are equipped with camera, bike rack, destination - two-way radios, etc. from Creative Bus Sales on the statewide price agreement and equipment being installed by District Staff. He added that the 5311B federal grant for the Tesuque Route has not been received yet but he is asking for Board approval in case it is received. Page 82 showed which buses would be replaced. This includes the request to purchase the 2015 40-passenger from Santa Clara Pueblo for what Santa Clara Pueblo paid for it, less depreciation. He said the Tesuque bus purchase is a little over budget but the District can cover it from cash reserves. The Jicarilla bus and the Santa Clara bus have already been approved by the Board. The total budget cost is $1,025,000. The District has already been notified of the award for everything except the 5531c money.

Councilor Maggiore moved to approve the FY 2018 bus Purchases as reported. Ms. Van Buren seconded the motion and it passed by unanimous (10-0) roll call vote with Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Rio Arriba County, San Ildefonso Pueblo, City of Santa Fe, Santa Clara Pueblo, Santa Fe County, Taos County, Town of Taos voting in favor and none against.

I. Discussion and Consideration of Resolution No. 2017-30 Authorizing NCRTD Staff to Apply for Federal Funding through the FFY2017 Section 5339(b) Bus and Bus Facilities Infrastructure Investment Program for a Maintenance Facility, Wash Bay, and Fueling Station

Ms. McGuire explained that this is another opportunity for getting the maintenance facility. She submitted an application for it before but from a different funding source. The application was due on August 25 but it was submitted as part of statewide application. So Staff submitted the application and now
requests Board support tied to the local match. The FIR for this request was shown on page 85. The local match for this application of $1.2 million is 20%. The resolution was on page 86 and the federal notice was on page 87.

Councillor Maggiore asked if this would restrict the District to the design presented at the previous meeting. Ms. McGuire said it does not and an RFP for the design would be issued if the application is successful.

Mgr. Campos moved to approve Resolution No. 2017-30 Authorizing NCRTD Staff to Apply for Federal Funding through the FFY2017 Section 5339(b) Bus and Bus Facilities Infrastructure Investment Program for a Maintenance Facility, Wash Bay, and Fueling Station. Commissioner Fambro seconded the motion and it passed by unanimous (10-0) roll call vote with Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Rio Arriba County, San Ildefonso Pueblo, City of Santa Fe, Santa Clara Pueblo, Santa Fe County, Taos County, Town of Taos voting in favor and none against.

J. Discussion and Consideration of Resolution No. 2017-31 Demonstrating the NCRTD’s Commitment to Provide its Local Share for §5311 Federal Funding Award in Federal Fiscal Year 2019 (FFY19)

Ms. McGuire said they are moving ahead with 5311 funds and expect to be able to provide the local match for it.

Commissioner Fambro moved to approve Resolution No. 2017-31 Demonstrating the NCRTD’s Commitment to Provide its Local Share for §5311 Federal Funding Award in Federal Fiscal Year 2019 (FFY19) Councillor Maggiore seconded the motion and it passed by unanimous (10-0) roll call vote with Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Rio Arriba County, San Ildefonso Pueblo, City of Santa Fe, Santa Clara Pueblo, Santa Fe County, Taos County, Town of Taos voting in favor and none against.

K. Discussion and Consideration of Resolution No. 2017-32 Annual Route Assessment Report

Mr. Mortillaro clarified that annually, Staff reviews all routes and prepares an assessment of which ones should be modified. The minor ones won’t be discussed but Ms. McGuire will discuss more substantive routes.

Ms. McGuire explained that the assessment is a critical component for safe, efficient public transit. This year, the specialist rode all routes and talked with drivers and passengers about service needs or where we could consider eliminating some services. This year, the IT system data was included which was not previously available. It provides another tool for even better services.

Ms. McGuire reviewed the matrix on page 96 of the Board packet that had a FIR for individual routes and page 99 for the route analysis. As she went through each route, she described the changes that were proposed from the feedback received. Some were reductions in service based on reduced ridership, some
were changes in stops, and others were schedule changes to better accommodate riders.

Commissioner Fambro said the Taos change was to accommodate doctor visits and things like that for the Wednesday trip.

Commissioner Moreno said the cost for the added stop at the fire station is almost a wash but is good if it brings more people.

Ms. Valério asked on the Santa Clara Route what the changes are for Tesuque.

Ms. McGuire said going into Santa Fe, there are more bus stop out on Cerrillos to the Indian hospital and Santa Fe Trails bus stop. Red Lightning has no ridership. There is road work to be finalized by DOT at Ohkay Owinge’s property. It is a tight area but they couldn’t find a bus stop location because the DOT project interferes.

Ms. Van Buren said on highway 74, DOT has no right of way to the tribal road so it will be on hold forever.

Ms. Valério asked if the bus stop by Savers is okay.

Ms. McGuire agreed - and also for South Capitol and Cities of Gold.

Commissioner Moreno asked if she had received interest from Rancho Viejo.

Ms. McGuire said no.

Commissioner Moreno thought there might be an opportunity there. Santa Fe Turquoise Trail to Madrid is a two-mile in and out route.

Mr. Wilson said inside Indian Hospital is ADA compliant. There are no curb ramps if you drop them off. Santa Fe Trails has a route to Rancho Viejo and we should figure out how to coordinate that. He asked if there is a public comment process involved in this.

Ms. McGuire said right now is the opportunity for public comment. On a couple of them, we would post within vehicles to notify passengers for the opportunity to comment.

For this analysis, there are several Board options. The first is to direct staff to implement these changes.

Mgr. Campos moved to approve Resolution No. 2017-32 Annual Route Assessment Report with Option 1 to implement the changes as recommended. Councilor Maggiore seconded the motion and it passed by unanimous (8-0) roll call vote with Los Alamos County, Ohkay Owinge, Rio Arriba County, San Ildefonso Pueblo, City of Santa Fe, Santa Fe County, Taos County, Town of Taos voting in favor and none against. Nambé Pueblo and Santa Clara Pueblo were no in the room for the vote.
DISCUSSION ITEMS:

L. Financial Report for June 2017 and July 2017

Mr. Mortillaro clarified that June 30 is end of the fiscal year but GRT was not yet reported and now all those revenues have been received.

Mr. López provided the report which was also shown on page 101. He reviewed the budget comparisons in the following pages of the packet and pointed out that only $136,726 was used from the cash balance to complete the year. The revenue generated was about 95.6% of budget. He compared that with previous years. Page 103 presented the GRT revenue and then commented on the GRT for each of the four counties which, overall, was a little lower than 2016. But federal grant revenue was much more in 2017 compared with 2016.

He then reviewed the month of July, the first month of the present fiscal year, and went through each category in the budget. He explained that the insurance premium for the year is paid in July each year.

There were no questions on the financial reports.

M. Finance Subcommittee Report

Commissioner Moreno said the subcommittee was introduced to the new auditor, Mr. Len Baldwin and had an opportunity to talk with him and had recommended approving the appointment at the last meeting.

N. Tribal Subcommittee Report

Mr. Mortillaro announced the next meeting of the Tribal Subcommittee was scheduled for September 18th.

O. Executive Report and Comments from the Executive Director

1. Executive Report for August 2017

Mr. Mortillaro referred the Board to his executive report in the packet.

2. Performance Measures for July 2017

Ms. Garcia presented the performance report and reviewed the factors that were shown in the pages starting on page 138 and gave brief comments on performance measures.
3. **Ridership Report for July 2017**

Ms. Garcia recited some of the portions of the ridership report for July 2017.

4. **NMML Suit against TRD – Peter Dwyer, Legal Counsel**

Mr. Dwyer said Councilor Maestas had asked if we might join in the suit against NMTRD. The Town of Jal filed mandamus action to compel TRD to open their books to show what their revenues are. It is before Judge Singleton who is about to retire but she will be held on to finish with this case. The District could join it. It is mostly towns and they are fighting over two issues: the increased administration fee of 3% to 3¼% and claimed that TRD didn’t do it the proper way (on the back of an appropriations bill). So significant money is being held. The other is the claw back issue. When TRD gets requests for a refund, they follow their own ad hoc process and takes away money for local GRT recipients.

Mr. Dwyer said there is discussion about consolidating a class action suit so all GRT recipients would be part of it. He talked to General Counsel for the Municipal League about it. We both have concerns about fighting the State of New Mexico and that could have negative repercussions and the State could take legislative action later.

His recommendation is for the District to stay out of it because we don’t know how removal of the sunset would be affected. We may be asked to talk with TRD about the sunset provision and it would be difficult if we have a lawsuit against them.

TRD has been very strong to not provide revenue details and they could become adversarial. The District can wait and watch and probably it will not be settled any time soon. If there is a class consolidation we could consider it or perhaps file an amicus brief.

Mr. Mortillaro said the Staff will keep monitoring it and may come back to ask the Board’s concurrence later.

Mgr. Campos said we have no business getting involved here.

**MATTERS FROM THE BOARD**

Councilor Maggiore commented regarding the consolidation study that if the Board wants to pursue it, it would be important to have the Santa Fe Trails performance report either added to our charts or reported separately to help determine what we want to take on.

Mr. Mortillaro agreed to bring to the October meeting a discussion item regarding consolidation. Task 2 did include some comparative costs for routes and included some Santa Fe information for the prior year. It is not current year information and he couldn’t speak for Santa Fe.
Mr. Wilson clarified that Santa Fe Trails does provide information to the Transit Advisory Board each month but need to have performance measures reported so we could compare apples to apples. He agreed to work on that.

Mr. Mortillaro said there will be verbatim transcripts of the public meetings. The matter will go to Public Works in October, then to Finance and finally, to Council.

MISCELLANEOUS

Ms. McGuire said she will be asking for Tiger support letters for our facility project.

ADJOURNMENT

Commissioner Moreno moved to adjourn the meeting. Councilor Maggiore seconded the motion and it passed by unanimous voice vote. The meeting was adjourned at 11:16 a.m.

NEXT BOARD MEETING: October 13, 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.

North Central Regional Transit District Board  September 8, 2017