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.

1. Roll Call

Mr. Dahlquist 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>Councilor Linda Holle</td>
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<td>Los Alamos County</td>
<td>Councilor Antonio Maggiore</td>
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<td>Rio Arriba County</td>
<td>Commissioner Leo V. Jaramillo</td>
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<td>Santa Fe County</td>
<td>Commissioner Ed Moreno</td>
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<td>Taos County</td>
<td>Commissioner Jim Fambro</td>
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<td>Nambé Pueblo</td>
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<td>Mr. Marcus López</td>
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<td>Ohkay Owingeh</td>
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<td>Ms. Christy Van Buren</td>
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<td>Pojoaque Pueblo</td>
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<td>San Ildefonso Pueblo</td>
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<tr>
<td>Santa Clara Pueblo</td>
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</tbody>
</table>
City of Santa Fe  |  Councilor Carol Romero-Wirth
City of Española  |  Councilor Dennis Tim Salazar
Town of Taos  |  Mayor Dan Barrone, Chair
Tесuque Pueblo  |  Mr. Edward Escudero
Village of Chama  |  Councilor Scott Flury
Village of Taos Ski Valley  |  Mayor Christof Brownell
Rio Metro  |  Ms. Elizabeth Carter

**Staff Members Present**
- Mr. Anthony J. Mortillaro, Executive Director
- Mr. Stephen Dahlquist, Executive Assistant
- Ms. Stacey McGuire, Transit Planning, Projects & Grants Director
- Ms. Dora Anaya, HR Director
- Ms. Delilah Garcia, Transit and Facilities Operations Director
- Mr. Hector Ordoñez, Finance Director
- Mr. Jim Nagle, Public Information Officer
- Mr. Michael Valverde, Transit Planner

**Others Present**
- Austin Fisher, Rio Grande Sun
- Patricia Dominguez, Senator Heinrich's Office
- Carl Boaz, Stenographer

2. Introductions

Everyone introduced themselves

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Moment of Silence

A moment of silence was observed for the two people who lost their lives in the Taos Ski Valley avalanche and their families, and for a driver at NCRTD.
5. APPROVAL OF AGENDA

Councilor Maggiore moved to approve the Agenda as presented. Councilor Flury seconded the motion and it passed by unanimous (13-0) roll call vote with Pueblo of Tesuque, Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Nambe Pueblo, Ohkay Owingeh Pueblo, Rio Arriba County, City of Santa Fe, Santa Fe County, Taos County, Town of Taos and Village of Taos Ski Valley, voting in favor and none against.

6. APPROVAL OF MINUTES of January 11, 2019

Councilor Maggiore moved to approve the minutes of January 11, 2019 as presented. Chair Barrone seconded the motion and it passed by unanimous (13-0) roll call vote with the Village of Taos Ski Valley, Pueblo of Tesuque, Village of Chama, Town of Edgewood, City of Española, Ohkay Owingeh Pueblo, Los Alamos County, Nambe Pueblo, Rio Arriba County, City of Santa Fe, Santa Fe County, Taos County, and Town of Taos voting in favor and none against.

7. PUBLIC COMMENTS

There were no public comments.

PRESENTATION ITEMS

A. Years of Service/Safe Driver Award Presentation

There were none.

B. Presentation of Government Finance Officers Association & Distinguished Budget Presentation Award for Fiscal Year 2019

Chair Barrone explained this is the third year in a row that the NCRTD district has received the award. The award is the highest form of recognition in governmental budgeting and represents a significant achievement by the district. NCRTD is one of 11 to receive the award out of 863 local governments in New Mexico.

Chair Barrone and Mr. Mortillaro presented the award to Hector Ordoñez and thanked him and his staff.

Mr. Ordoñez acknowledged this award was not the efforts of one person but all of the staff. He gave a special thanks to Cara and Jim for their help.
PUBLIC HEARINGS

There were no Public Hearings.

ACTION ITEMS

C. Discussion and Consideration of Resolution No. 2019-09 Approval to Transfer Surplus Bus T-307 to Portales Area Transit System

Mr. Mortillaro stated this vehicle was declared surplus by the Board. He asked Mr. Ordoñez to provide details.

Mr. Ordoñez explained the NMDOT is listed as lienholder for all vehicles purchased with Federal revenue and NCRTD is required to request to dispose a vehicle and meet the requirements. NMDOT often asks that NCRTD keep the vehicle or place them with another local agency that lacks funds to purchase their own.

NCRTD requested in September 2018 the disposal of 27 vehicles but to date has not received permission. However, NMDOT recommended the transfer of vehicle T-307 to the Portales Transit District.

The Board’s permission to transfer the vehicle per NMDOT’s recommendation was requested.

Ms. Garcia noted that the vehicle only needed a battery replaced and had about 70,000 miles.

Mr. Salazar moved to approve Resolution 2019-09 to transfer Surplus Bus T-307 to Portales Area Transit System. Councilor Maggiore seconded the motion.

Ms. Van Buren asked for a definition of the $40,000 revenue.

Mr. Ordoñez explained the budget expectation was to receive $10,000 for four vehicles but they would not be able to dispose all of the vehicles by the end of the year. This will affect the fiscal impact estimate of $40,000 by about $4,000.

The motion to approve Resolution 2019-09 passed unanimously (13-0) by roll call vote with the Village of Taos Ski Valley, Pueblo of Tesuque, Village of Chama, Town of Edgewood, City of Española, Ohkay Owingeh Pueblo, Los Alamos County, Nambé Pueblo, Rio Arriba County, City of Santa Fe, Santa Fe County, Taos County, and Town of Taos voting in favor and none against.

Chair Barrone thanked staff for rearranging the room to better accommodate everyone.
D. Discussion and Consideration of Bus Shelter Purchase

Mr. Mortillaro stated in September Toler Manufacturers were awarded the bid to manufacturer bus shelters. He asked Ms. Garcia to provide the details of the request.

Ms. Garcia noted (page 24) the Transportation Alternative Program (TAP) funding received $1.2 million for the construction and update of the ADA Transition Plan. They presented 16 bus shelters at the last Board meeting and that has resulted in the purchase of a total of 22 shelters, 16 of which are for Ms. McGuire’s project. The remaining would be used in-house to replace shelters as needed.

The new bus shelters have solar lighting and colors compliant with the RTD brand and all have trash receptacles and a bench. There are two specific sizes, 20 feet and 10 feet with the option of advertising panels. They are considering four 20’ and 18 ten-foot shelters for a total budget from TAP of $320,000 and $80,000 from NCRTD capital improvements.

Ms. Garcia indicated the design of the 10-foot shelter on page 26 that had no advertising but would have the district name. A side profile and the shelter with advertising panels were shown on the next pages. The larger shelter version on page 30, would be placed at the transfer centers where there are more passengers and bus connections made.

Councilor Maggiore asked if the larger version would have two 20’ benches and if solar panels would be on the roof.

Ms. Garcia replied the benches would be according to ADA compliance. The solar panels were shown on page 31 and would be inside the polycarbonate cover of the shelter, free from vandalism and weather.

Commissioner Jaramillo asked the number of shelters proposed for Rio Arriba County.

Ms. McGuire explained the TAP program funds ADA improvements to bus stops, and this is the third round of construction. The first two focused in Española and added 14 new facilities at bus stops, including the shelter, sidewalks, concrete pad and ADA access.

The work focus is on the ADA Transition Plan that outlines prioritization and directs the future construction and this round is focused in Taos. She expected to have 1 to 3 in the County in the next year and then come back to Rio Arriba County.

Mr. Escudero asked to confirm the average cost was $15,000 - $20,000 for the shelters.

Ms. Garcia replied costs is around $11,000 for the 10-foot shelter but with advertising increased to about $15,000 and the larger shelter is about $23,000 with advertising. Installation would be in-house, and shelters would be shipped as areas are completed, or as shelters need to be replaced.

Chair Barrone asked if end caps help with wind and snow or are just for advertising. He noted there were end caps in Taos, and he wondered if that made it more comfortable for those waiting for the bus.
Ms. Garcia stated it is two-fold with pros and cons and they want shelter from the weather but could be site obstruction that hampers visibility. They had to replace the metal screen with Plexiglas in Espanola for visibility for oncoming traffic and traffic pulling out of the roadway.

Mayor Christof asked if the cost of the foundation is included. He was told as part of the TAP program as roadways are improved, new pads are poured.

Commissioner Fambro moved to approve the funding for the new bus shelters as presented. Mr. Escudero seconded the motion and the motion passed unanimously (13-0) by roll call with the City of Santa Fe, Santa Fe County, Taos County, Town of Taos, Village of Taos Ski Valley, Pueblo of Tesuque, Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owinge Pueblo and Rio Arriba County voting in favor and none against.

DISCUSSION ITEMS

E. North Central Regional Transit District Fiscal Year 2019 Mid-Year Financial Summary Report

Mr. Mortillaro noted staff is required to report the performance of the budget and their projections for the end of year annually at mid-year. The Mid-Year Report was presented to the Finance Subcommittee last month who approved and recommended the report be presented to the Board.

Mr. Ordoñez stated the report is to apprise the Board of what is expected for FY 2019 and the budget process using conservative projections of what they observed during the first six months.

He reported a decrease is anticipated in revenue over expenditures which is not necessarily a negative thing. That is the net effect of a significant increase in GRT revenue and member contributions and a 49% decrease in the use of the fund balance.

The biggest difference was from contributions and the decrease in fund balance due to capital improvement projects and they do not anticipate spending a lot of funds before the end of the fiscal year. Also, the increasing member contributions relate to an FTA award received in 2018 for expenses that was not expected, and it was not recorded.

There was a slight decrease in Miscellaneous Revenue related to the net effect of the $40,000 on bus disposals, but about $25,000 interest not originally budgeted would be received.

Federal grant revenue on page 36 shows they expect to receive about $157,000 less (10% decrease) in Federal revenues and members contributions due to uncompleted CIP this year. Those expenditures would be reflected in FY 2020.

GRT revenue by month is shown on page 37 and estimates conservatively are for an 8% increase, or around $565,000 actual GRT. That is based on what was collected July through December the previous
fiscal year and the thought that NCRTD will receive at least the same amount of GRT as last year.

Mr. Ordoñez reviewed page 38 of the projected GRT collection by county:

Los Alamos County – an increase of 5.8% ($80k)
Rio Arriba County - a decrease of 8.3% ($43k)
Santa Fe County – an increase of 11% ($519k)
Taos County – an increase of .2% ($2,000)

Expenditures on page 42 were highlighted and reflected a decrease of $231,810.

Expense projections were broken down: an increase in overtime; for employee annual leave payout of about $38,000; increase in GRT contributions for the Rail Runner of $259,765; increase of contractual expenses of $68,000 for the Taos study; a $1,500 increase to purchase time keeping software, and a decrease in capital expenses of $606,000.

Page 43 explained the decrease in capital expenses due to the vehicle equipment decrease of about $128,000; a decrease of $50,000 for the purchase of land for the Taos Park and Ride; a decrease of $150,000 for the Service Update Plan (budgeted in 2020); and a decrease of about $534,000 for the maintenance facility design.

Overall revenues and expenses will be less than budgeted with a difference of $643,000 and the fund balance will be used to cover the revenue shortfall.

Mr. Ordoñez stood for questions. There were none.

F. Quarterly Investment Report B Second Quarter Fiscal Year 2019

Mr. Mortillaro indicated the report was presented to the Finance Subcommittee last month and they recommended the report be presented to the Board.

Mr. Ordoñez provided the report noting that the value of the investment portfolio had increased about $128,000 from $7.5 million. That was due to an increase in the LANB checking account of about $90,000, interest received from LGIP, Sandia Credit Union and brokers CDs, but they saw decrease in Cetera CDs. Investments are mostly in CDs through LNLB Cetera and more recently in municipal bonds and short-term investments such as Treasury Bonds.

The total investments through Cetera are around $4 million with interest received as of December 31 minus the checking account, about $5 million. The average maturity is about $20k; about 58.9% of investments are currently CDs with average maturity at 12 months. At the end of December there were 17 CDs and one Treasury Bill outstanding and two CDs redeemed were reinvested for six months.

Mr. Ordoñez stood for questions. There were none.
G. Discussion and Consideration of Automatic Clearing House (ACH) Payments Over $20,000 - Second Quarter, Fiscal Year 2019

Mr. Mortillaro stated this is a required quarterly report that was presented last month to the Finance Committee who recommended this be presented to the Board for acceptance.

Mr. Ordoñez directed members to page 50 showing the 27 electronic payments made last quarter in excess of $20,000 that were made to multiple vendors totaling $1,849,807.

He provided a break-down of the categories and amounts of the payments for: fringe benefits/Federal tax deposits; contributions to other transit agencies and goods and services required by the district.

There were no questions.

Councilor Maggiore moved, seconded by Commissioner Fambro, to accept the report as presented and the motion passed by unanimous 13-0 voice vote.

H. Review of December 2018 Financial Summary

Mr. Mortillaro pointed out this is the monthly breakdown of expenses and revenues for December 2018.

Mr. Ordoñez presented the financial activity reported for the calendar year:

- Total revenue received was $5.7 million with $4.1 million spent and does not include contributions of around $540k not yet invoiced or paid.
- Revenue is currently 43.48% of budgeted but does not take into account the use of the fund balance.
- The biggest variance is from GRT and Federal revenues which will even out in January.
- The 5311 C program increased about $187k related to the FTA reimbursement for Jicarilla Apache Nation
- A decrease from prior year of $49,000 was due to contributions last year from the City of Santa Fe and the Jicarilla Apache Nation.

The Expenditures were reported at $4,089,000 and differences were noted and compared from last year to current.

The GRT revenue received in December of $721,267 was more than budgeted.

GRT Revenue received by each county and the difference in last year and budgeted was reviewed:
- Los Alamos County – $164k was received more than budgeted
- Rio Arriba County – $3,344 less than budgeted

North Central Regional Transit District February 1, 2019 Page 8
- Santa Fe County - $37k more than budgeted
- Taos County - $2,438k more than budgeted

Rent revenues were reported at $430k received.

Expenses by category were reviewed. Administrative Expenses is more than budgeted and 42.53% of the annual budget; Operating Expenses are less than last year and 34.79% of the budget; Capital Expenses is less than budgeted and 5.36% of the budget but will increase near year end.

There were no questions.

I. Finance Subcommittee Report

Councilor Maggiore reported the subcommittee had reviewed much of what the Board was looking at today.

He indicated the subcommittee was sad at Leandro Cordova's announcement that he will be moving to New Mexico Association of Counties and thanked him for his service the last few years.

Commissioner Fambro added that this was a good move for Mr. Cordova and his family, and the subcommittee supports him. He said Mr. Cordova was with Taos County for six years and would do a great job for New Mexico Counties and they would find a good replacement, but it will be hard.

J. Tribal Subcommittee Report

Mr. Mortillaro stated a meeting is scheduled February 11 at 9 a.m. and there will be a report in March.

K. Executive Report and Comments from the Executive Director

a. Executive Report for January 2019

Mr. Mortillaro reported the NCRTD and the Attorney General's Office plans a workshop on the Open Meetings Act and Inspection of Public Records Act on March 1 at 10 a.m. after the Board meeting. Those who want to attend should RSVP to the Attorney General.

Chair Barrone indicated members could also invite staff, commissioners or councilors, they knew who would benefit but should be sure to RSVP.

Mr. Mortillaro indicated the meeting would be limited to about 60 attendees.

He reported the SB 11 legislation known as the LANL on tax exemption had made it through 2 Senate committees and now goes to the Senate floor and if passed, on to the House, and hopefully would then be
HB 76 on Yield to Buses legislation previously passed last year by the Legislature and pocket vetoed by the Governor has passed the House Transportation Committee. There have been no objections so far. The bill is not mandatory and transportation agencies could voluntarily place Yield to Buses signs on their vehicles and allows citing anyone who failed to yield.

Mr. Mortillaro stated the DOT had reported statistics at the Senate hearing and one was on traffic deaths. Deaths related to inattentive driving is surpassing DUI and is a concern. Many of the accidents with the buses are due to inattention. Colorado passed the law a few years ago and appears to help.

SB 6 is the tax bill where the New Mexico Transit Association is trying to add a Statewide Transit Fund of $4 million to assist transit agencies in the State with their capital and operating costs.

NCRTD continues to request capital outlay funding for their maintenance facility and their lobbyist is working to solicit contributions from representatives in their district.

Mr. Mortillaro reported lastly, the RFP for the final design of the new maintenance facility has been released and is awaiting submittals of statements of qualification. Once a proposer has been determined qualified, RFPs would be submitted. That is anticipated to be before the Board for award in April or May.

He asked Ms. Garcia to report on the Paratransit performance measures.

b. Paratransit Report for January 2019

Ms. Garcia provided the statistics for Paratransit Demand Response Services and ridership for December 2018:

- There were 1158 passenger trips - fewer passengers because of the colder weather.
- Total operating costs was $21,960 with $7,466 costs for paratransit. Cost per mile was $2.97 and is below Rio Metro but slightly above that recommended by FTA.
- Of the 347 cancellations, 104 were late and 121 were no shows. The no show policy is now being enforced with suspensions.
- Service was early 39.21%; on time 57.41% and late only 2.36%.
- The average trip length was 20.42 minutes and 7.3 miles on board.
- There were no commendations, no complaints and no incidents reported.

d. Ridership Report for December 2018

Ms. Garcia reported 22,073 passenger trips for December, including significant transportation during the holidays. Operating costs were $425,622 with per mile cost at $2.76; per passenger trip was $14.27.

The spare ratio remains at 58.33% with 36 vehicles operated during peak service and average fleet
There was one minor accident in December and more accidents in January due to the bad weather.

One commendation and one complaint were received and there were eight incidents.

Chair Barrone asked the status of the on-bus security.

Ms. Garcia replied it proved to be beneficial and a success and they had a turnover of security officers with a new officer that started this week. Security has deterred incidents as hoped and has made a difference. Passengers had not commented much about the security, but Operations Staff loves the idea and wants to see more.

Mr. Escudero asked where the security officer sits in the bus.

Ms. Garcia indicated the previous officer sat in the back because they noticed passengers who tend to misbehave would gravitate to the front when the security officer sat in the back. The new officer engages more with passengers and prefers to be at the front of the bus. He watches people at the back and often walks through the bus, periodically informing riders about the rules of the bus.

**MATTERS FROM THE BOARD**

**Edgewood Request for Demand Service and Board Action**

Mr. Mortillaro explained he put this on the agenda again because last month they failed to notice a Board action was required.

Councilor Holle explained she had distributed her request to the Board at the last meeting and wanted them to consider her request this month. She said Edgewood has one commuter route round trip from Edgewood to Santa Fe daily and they would like to also have demand services. Edgewood has a new building for their community health care clinic and anticipates more clients because of the additional providers and the plan to expand their hours. She saw the need but would ask that Staff conduct a study.

Chair Barrone moved, seconded by Commissioner Fambro, to request staff to conduct an analysis for demand services and report back to the Board.

Mr. Mortillaro indicated the study may be incorporated into the short-term service plan update.

The motion passed unanimously (13-0) by roll call with the City of Santa Fe, Santa Fe County, Taos County, Town of Taos, Village of Taos Ski Valley, Pueblo of Tesuque, Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh Pueblo and Rio Arriba County voting in favor and none against.

**MISCELANEOUS**

North Central Regional Transit District February 1, 2019
Ms. Van Buren announced the State Legislature Travel Infrastructure Fund has been reinstated to the original $14.2 million by Governor Lujan Grisham.

She continued that on behalf of Ohkay Owingeh, over the last several years doing improvements on New Mexico 68, the Tribes have had their hands tied. They have completed the traffic studies and have done everything possible, they are #1 for safety improvements and highway improvements. But NMDOT District 5 was given zero funding this year for construction.

Ms. Van Buren said last night there was another fatality at the same intersection they have been working so hard on. She will be working with Rio Arriba County and the Pueblo to take a proactive approach. The studies have all been done but nothing can be funded without the final blessing from NMDOT. The engineer in District 5 is on board and they continue to have fatalities – last night was the third fatality in the past year.

NEXT BOARD MEETING: Friday, March 1, 2019, at 9:00 a.m.

ADJOURNMENT

Upon motion by Commissioner Fambro and second by Commissioner Moreno, the meeting was adjourned by unanimous voice vote at 10:22 a.m.

Approved by:

[Signature]
Daniel R. Barone, Chair

Attest:

[Signature]
Ed Moreno, Secretary/Treasurer

Submitted by:

[Signature]
Carl Boaz for Carl G. Boaz, Inc.

North Central Regional Transit District
February 1, 2019
Page 12