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 9:06 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 Present:</th>
<th>Elected Members</th>
<th>Alternate Designees</th>
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</thead>
<tbody>
<tr>
<td>Village of Chama</td>
<td>Absent</td>
<td></td>
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<tr>
<td>Town of Edgewood</td>
<td>Councilor Linda Holle</td>
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<tr>
<td>City of Española</td>
<td>Councilor Dennis Tim Salazar</td>
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<tr>
<td>Los Alamos County</td>
<td>Councilor Antonio Maggiore</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 Ladd</td>
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<td>Pojoaque Pueblo</td>
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<td>Mr. Jeff Montoya</td>
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<td>Rio Arriba County</td>
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<td>Mgr. Tomás Campos</td>
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<td>San Ildefonso Pueblo</td>
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<td>Ms. Lillian Garcia</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>Councilor Carol Romero-Wirth</td>
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<tr>
<td>Santa Fe County</td>
<td>Commissioner Ed Moreno</td>
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<tr>
<td>Town of Taos</td>
<td>Mayor Dan Barrone</td>
<td></td>
</tr>
</tbody>
</table>
Taos County Absent
Taos Ski Valley  Mr. Jalmar Bowden
Tesoque Pueblo  Former Gov. Charlie Dorame [later]
Village of Questa  Councilor Charlie Gonzales
Rio Metro  Ms. Elizabeth Carter

**Staff Members Present**
Mr. Anthony J. Mortillaro, Executive Director
Mr. Stephen Dahlquist, Executive Assistant
Mr. Hector Ordoñez, Finance Director
Mr. Peter Dwyer, Legal Counsel
Mr. Jim Nagle, Public Information Officer
Mr. Michael Valverde, Transit Planner

**Others Present**
Carl Boaz, Stenographer

2. **INTRODUCTIONS**

Human Resources Specialist Yesenia Marquez with NCRTD was introduced. The Board welcomed her.

3. **PLEDGE OF ALLEGIANCE**

4. **MOMENT OF SILENCE**

5. **APPROVAL OF AGENDA**

Councilor Maggiore moved, seconded by Councilor Salazar, to approve the agenda as published. The motion passed by unanimous (13-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, Village of Questa, City of Santa Fe, Santa Fe County, City of Taos, and Village of Taos Ski Valley voting in favor and none voting against. Tesuque Pueblo was not present for the vote.

6. **APPROVAL OF MINUTES August 2, 2019**

Councilor Salazar moved, seconded by Chair Barrone, to approve the minutes of August 2, 2019 as presented. The motion passed by unanimous (13-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, Village of Questa, City of Santa Fe, Santa Fe County, City of Taos,
and Village of Taos Ski Valley voting in favor and none voting against. Tesuque Pueblo was not present for the vote.

7. PUBLIC COMMENTS

There were no public comments.

PRESENTATION ITEMS

A. Government Finance Officers Association (GFOA) Award for the North Central Regional Transit District (NCRTD) Comprehensive Annual Financial Report (CAFR)

Chair Barrone commented that it is great to go above and beyond our expectations and to qualify for these awards. The RTD continues to strive for excellence and that is very true in the Finance Department.

Mr. Mortillaro announced this award is for our CAFR. The award is due to Mr. Ordoñez and his staff; in line with all federal and state requirements. Only eleven entities in New Mexico have received it. This is our fourth award in a row.

Mr. Ordoñez came forward. Chair Barrone thanked him and his staff for their achievement.

Mr. Ordoñez said the CAFR this year was a 300-page document we had to complete in 30 days. We are one of five awardees that have received all four GFOA awards and one of them was also Los Alamos County. Thank you.

B. Years of Service and Safe Driver Program, Awards Presentation

Mr. Mortillaro announced two staff members to receive their Five-Year awards. Mark López is a Vehicle Electronics Technician and Elizabeth Garcia is a Driver II.

Chair Barrone read the certificate for both employees and said he was looking for them to be here for their 25-year pin.

PUBLIC HEARINGS - None

ACTION ITEMS

C. Discussion and Consideration of Resolution No. 2019-33 Demonstrating the NCRTD Commitment to Provide the Local Match Share Upon Award of §5311 Federal Funding for
Federal Fiscal Year (FFY) 2021

Mr. Mortillaro explained this is a required annual action to be taken.

Mr. Valverde gave the details of the match which will not exceed a maximum of $3,306,000 for federal or state funds. It was submitted on August 23, 2019 and DOT will accept it once it is approved here.

Governor Dorame arrived at 9:18.

Councilor Maggiore moved, seconded by Councilor Gonzales, to approve Resolution No. 2019-33 Demonstrating the NCRTD Commitment to Provide the Local Match Share Upon Award of §5311 Federal Funding for Federal Fiscal Year 2021. The motion was approved on a unanimous 14-0 roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, Village of Questa, City of Santa Fe, Santa Fe County, City of Taos, Village of Taos Ski Valley and Tesuque Pueblo voting in favor and none voting against.

D. Discussion and Consideration of Resolution No. 2019-34 Amending the District’s Procurement Policy

Mr. Mortillaro explained that each year, Staff undertakes a review of existing procurement policies. This year, he and Mr. Ordoñez and Mr. Dwyer met with the Finance Subcommittee.

Mr. Ordoñez said the purpose was to make sure our policies for procurement met all the requirements. Federal recommendations are made during the year and there were no significant changes to be made. It was just minor modifications, including sequence of events and re-definitions on procurement. The Table of Contents was updated and there were new definitions added, including competitive sealed bids, etc. He listed those policies that were no longer needed that would be deleted.

He noted exceptions in Section 4 to which financial services were added. He wanted to make sure the District had policies if the District wanted to change banks. It also updates the federal thresholds in the procurement code as it applied to the NCRTD. The policy also listed procurement types within the District and the RFQ process was defined.

Mr. Dwyer clarified that the Hector Ordonez, who serves as the Chief Procurement Officer for the District goes to training at the State level, which they are adding alternate processes, so we changed competitive sealed bids as only one process. We often ask bidders to state their qualifications first. We still use sealed bids (traditional) but others that are more appropriate in some situations.

The Federal threshold had to change so the federal section follows federal law and trying to keep current.

Chair Barrone understood if it doesn't name you, we cannot use it off of a package.
Mr. Dwyer said that piggybacking with state price agreements are not accepted.

Mr. Ordoñez clarified it is highly discouraged but still can be done. The only time we use it is for lowest cost. Certain projects can be done where terms or other qualifications comply better with NMDOT requirements and will provide a bid that is reasonable.

Ms. Ladd reported that tribes have to use the lowest bidder.

Mr. Ordoñez said the RTD cannot use local preference with federal funds.

Councilor Salazar asked if this was recommended by Finance.

Mr. Ordoñez agreed.

Councilor Salazar moved, seconded by Councilor Maggiore, to approve Resolution No. 2019-34 Amending the District’s Procurement Policy. The motion was approved on a unanimous 14-0 roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, Village of Questa, City of Santa Fe, Santa Fe County, City of Taos, Village of Taos Ski Valley and Tesuque Pueblo voting in favor and none voting against.

**E. Discussion and Consideration of Resolution No. 2019-35 Revising the 5307 Fare Policy**

Mr. Mortillaro said this change in policy was requested by the NMDOT Transit and Rail Division and came up during the site visit.

Mr. Dwyer said it was a very minor change on Mountain Trails route, that provide for 50% discounts for seniors and disabled. With proper identification, the District will honor a 50% discount when requested.

Councilor Salazar moved, seconded by Councilor Maggiore, to approve Resolution No. 2019-35 Revising the 5307 Fare Policy as requested. The motion was approved on a unanimous 14-0 roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, Village of Questa, City of Santa Fe, Santa Fe County, City of Taos, Village of Taos Ski Valley and Tesuque Pueblo voting in favor and none voting against.

**F. Discussion and Consideration of an Award of Proposal for a Construction Owner’s Representative (Construction Manager) of the Española Maintenance Facility**

Mr. Mortillaro said this was a service request for to retain a firm as construction manager for the Española construction project. The Construction Manager would be for the duration of the project. He
wanted to get the Representative involved right away in the design of the project. They would lend a good perspective to assure it is constructible and minimize change orders. The Representative is also to be available during the whole construction period to interface with the contractor to assure it is built to specifications and any field changes necessitated, to be in contact with Mr. Mortillaro and get our approval and architect’s approval and to do the final walk-through for the warranty.

Mr. Ordoñez addressed the proposal process and announced that the rep from North Star was present at the meeting. He reported that he issued the RFP on June 5, 2019 with nine potential companies invited. Proposals were due July 23 and North Star was the only proposal received. They provided references for consideration and Staff was amazed at the good feedback received. The evaluation committee recommended North Start for approval by the Board.

Mr. Clay Simmons spoke to their experience in various projects. They were excited for the opportunity to work with NCRTD and stood for questions.

Ms. Ladd asked if they were confident with the proposed timeline for 80% completion by February 2020.

Mr. Mortillaro said they cannot sign any contracts until the feds finalize the build grant. The District has no pre-award authority. He is keeping his fingers crossed that they would sign the documents before the end of September and then can finalize the agreement with engineering and get started by October on six months for design; award construction by June and one-year construction season for the facility.

Chair Barrone noted that the neighbors to the south of District property had to do excavation and we had to do that in front. Those are all to be addressed.

Mr. Mortillaro agreed. The preliminary design was done in 2014 and undertook eleven borings on the back seven acres. When they designed this building, they did borings and it did not show the extent and depth of the water table. In the back, the table is as high as six feet. He understood they had to go down 8 feet to get past the water table. It has been five years since our borings, so we need to do them again to understand the impact of the water table on this facility due to changing weather patterns.

Mr. Ordoñez added that they went back to the company that did the borings before.

Mr. Mortillaro explained that the federal grant has several milestones that were put into the document and he hedged as much as possible in case construction bids were higher than our budget and winter weather that delays progress.

Ms. Ladd asked why they did not allow pre-award authority.

Mr. Mortillaro said the District has three federal grants. One is $3.6 million, and another was $1.9 million, and the feds trumped all agreements until this agreement was signed.
Ms. Ladd moved, seconded by Councilor Maggiore, to approve Award of Proposal for a Construction Owner’s Representative (Construction Manager) of the Española Maintenance Facility to North Star. The motion was approved on a unanimous 14-0 roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, Village of Questa, City of Santa Fe, Santa Fe County, City of Taos, Village of Taos Ski Valley and Tesuque Pueblo voting in favor and none voting against.

G. Discussion and Consideration of Resolution No. 2019-36 Adoption of a Resolution to Adjust Budgeted Revenues and Expenditures and Reallocation of CIP Funding for FY 2020

Mr. Mortillaro provided a new revised handout on this request for a minor correction.

Mr. Ordoñez addressed the budget adjustment request of $1,197,593 to carry forward $1,109,093 for buses, wrapping of buses, uniforms, furniture and bus shelters. The District has those obligations along with $88,500 for Worker’s Comp as well as asset management. The amount for Worker’s Comp would provide a Financial Specialist and full year budgets for drivers. The Resolution also includes approval to reallocate from one project to another of $35,100 for replacement of 3G Modems and Routers. He identified the sources for funding and listed each line item for expenses. The new budget total would be $20,833,428. He recommended approval.

Mr. Mortillaro said the Finance Subcommittee discussed this and one item was not ready. It was the change in the asset management system. The Finance Subcommittee approved all other parts.

Commissioner Moreno moved, seconded by Councilor Gonzales, to approve Resolution No. 2019-36, Adoption of a Resolution to Adjust Budgeted Revenues and Expenditures and Reallocation of CIP Funding for FY 2020, including the asset management addition. The motion was approved on a unanimous 14-0 roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, Village of Questa, City of Santa Fe, Santa Fe County, City of Taos, Village of Taos Ski Valley and Tesuque Pueblo voting in favor and none voting against.

H. Discussion and Consideration of Staff Request to Submit Two Projects to the New Mexico Department of Transportation (NMDOT) for Funding

Mr. Mortillaro said the Staff would like to apply for funding of two projects. This item does not need a resolution for this. So the motion would authorize submittal of these two projects.

Mr. Valverde explained that NMDOT seeks projects for funding and ours will be for a total of $220,000. The first project to extend para transit in northern Santa Fe County to Arroyo Seco, Chimayó, etc. with one additional vehicle and paratransit operator and secondly to expand Chile Line in in the Taos area. This does not require a local match but there are about $10,000 of local contributions to those projects.
Mr. Mortillaro said the availability came from efforts of the New Mexico Transit Association Legislative Subcommittee, of which he is the Chair and Keith Wilson is also a member. We have worked to get the Legislature to fund a Transit Fund in New Mexico. This year, we approached the Secretary of Transportation and met and made our case with him. He supports public transit and he offered an allocation of $1 million for pilot projects.

On page 250 is the outline of parameters and NMDOT signed off on them and approved the deadline. We put it out to NMTA membership, and we bring this forward to get authorization to apply for those funds. Hopefully our application is meritorious. It is a good thing that no federal money is involved.

Ms. Ladd said she did not receive anything on it.

Mr. Mortillaro said it went out to association members and agreed to forward it to her.

Mgr. Campos moved, seconded by Commissioner Moreno, to approve authority to Submit Two Projects to the New Mexico Department of Transportation (NMDOT) for Funding. The motion was approved on a unanimous 14-0 roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, Village of Questa, City of Santa Fe, Santa Fe County, City of Taos, Village of Taos Ski Valley and Tesuque Pueblo voting in favor and none voting against.

DISCUSSION ITEMS

I. Quarterly Investment Report

Mr. Ordoñez provided details of the quarterly investment report contained in the packet. He clarified that when CDs are redeemed, the cash goes into the general fund. Most of the money is invested in CDs and treasuries in a short-term strategy. The CDs have staggered maturity in each month. He anticipated higher rates in January. He gave totals of funds invested and totals of the redeemed CDs. Page 251 had the summaries. The average return on investment was 1.56%.

There were no questions on the report.

J. Electronic Payment Report

Mr. Ordoñez provided the report for all payments over $20,000 as shown on page 257. Twenty-five payments were made for a total of over $2.5 million.

There were no questions.

K. Review of July 2019 Financial Summary

North Central Regional Transit District Board of Directors Meeting September 6, 2019
Mr. Ordoñez reviewed the July financial activity for July, the first month of the current fiscal year, as presented, starting on page 261. He read portions from the report to the Board and explained all of the significant variances. He said most were due to it being the end of the fiscal year and having three payrolls in the month. He noted the purchase of a trailer to be used for transporting equipment on the Mountain Route.

He gave the GRT totals by County to the Board and reported that no federal grant revenue in July was received.

He also went through the expenditures by category listed on page 268.

There were no questions on the report.

L. Finance Subcommittee Report

Commissioner Moreno said the Subcommittee met and discussed how to have flexibility in managing the money, which is a big deal.

Mr. Mortillaro added that the Subcommittee had discussion an Audit Entrance conference with the auditors. We are using the same audit firm as last year.

M. Tribal Subcommittee Report

Governor Dorame reported the Tribal Subcommittee did not meet last month. He did not know if they would meet this month with everything else going on.

N. Sustainability Subcommittee Report

The Sustainability Subcommittee did not have a meeting.

O. Executive Report and Comments from the Executive Director

Mr. Mortillaro reported completion of CBA negotiations and said the October agenda would include an item to ratify the agreement and the union will get the membership ratification in September. Both parties were pleased with the results.

CLOSED SESSION
P. Closed Session pursuant to NMSA 1978, Section 10-15-1(H)(7) for the limited purposes of discussing threatened or pending litigation; City of Albuquerque v. John Monforte and the New Mexico Taxation and Revenue Department; D-202-CV-2018-08036

Councilor Gonzales moved, seconded by Commissioner Moreno, to go into closed session for the limited purpose of the two pending litigation items listed on the agenda. The motion was approved on a unanimous 14-0 roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, Village of Questa, City of Santa Fe, Santa Fe County, City of Taos, Village of Taos Ski Valley and Tesuque Pueblo voting in favor and none voting against.

The Board went into closed session at 10:27 a.m. and ended at 11:05 a.m.

Councilor Salazar moved, seconded by Ms. Ladd, to return to open session. The motion was approved on a unanimous 13-0 roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, San Ildefonso Pueblo, Village of Questa, City of Santa Fe, Santa Fe County, City of Taos, Village of Taos Ski Valley and Tesuque Pueblo voting in favor and none voting against. Rio Arriba County was not present for the vote, having departed during the closed session.

Mr. Dwyer reported that the matters discussed during the closed session were limited to those listed on the agenda and no actions were taken.

Councilor Maggiore moved, seconded by Councilor Salazar to accept the Attorney report. The motion was approved on a unanimous 13-0 roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, San Ildefonso Pueblo, Village of Questa, City of Santa Fe, Santa Fe County, City of Taos, Village of Taos Ski Valley and Tesuque Pueblo voting in favor and none voting against. Rio Arriba County was not present for the vote.

MATTERS FROM THE BOARD

Councilor Salazar announced the Regional Transportation Planning Organization meeting and a few NCRTD members were at the meeting. Ms. Ladd was elected as the new Chair.

There were no other matters from the Board.

MISCELLANEOUS

There were no miscellaneous items.
ADJOURNMENT

Upon motion by Councilor Romero-Wirth and second by Councilor Maggiore, the meeting was adjourned at 11:08 a.m.

NEXT BOARD MEETING:  Friday, October 4, 2019 at 9:00 a.m.

Approved by:

[Signature]
Daniel R. Barrone, Chair

Attest:
[Signature]
Ed Moreno, Secretary/Treasurer

Submitted by:
[Signature]
Carl Boaz for Carl G. Boaz, Inc.