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>Councilor Scott Flury</td>
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<tr>
<td>Town of Edgewood</td>
<td></td>
<td>Mr. Juan Torres</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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<tr>
<td>Nambé Pueblo</td>
<td>Absent</td>
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<tr>
<td>Ohkay Owingeh</td>
<td></td>
<td>Ms. Christy Ladd</td>
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<tr>
<td>Pueblo Pueblo</td>
<td>Absent</td>
<td></td>
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<tr>
<td>Rio Arriba County</td>
<td>Commissioner Leo V. Jaramillo</td>
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<tr>
<td>San Ildefonso Pueblo</td>
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<td>Ms. Lillian Garcia (T)</td>
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<td>Santa Clara Pueblo</td>
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<td>Ms. Mary Lou Valério</td>
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<td>City of Santa Fe</td>
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<td>Mr. Keith Wilson</td>
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<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>
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<td>Taos County</td>
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<td>Dep Cty Mgr Lupe Martinez (T)</td>
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<td>Taos Ski Valley</td>
<td>Mayor Christoff Brownell</td>
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2. INTRODUCTIONS

There were no introductions.

3. PLEDGE OF ALLEGIANCE

4. MOMENT OF SILENCE

5. APPROVAL OF AGENDA

A request was made to remove item B under Action Items from the agenda as it was not yet ready.

Councilor Maggiore moved, seconded by Councilor Salazar, to approve the agenda as amended with Action Item B removed. The motion was approved by unanimous (15-0) roll call vote with Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Ohkay Owingeh, Village of Questa, Río Arriba County, Pueblo de San Ildefonso, Pueblo of Santa Clara, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, Taos Ski Valley and Pueblo of Tesuque voting in the affirmative and none voting against.

6. APPROVAL OF MINUTES 8 September 6, 2019

Councilor Salazar moved, seconded by Ms. Valério, to approve the minutes of September 6, 2019 as presented. The motion was approved by unanimous (14-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Pueblo of Ohkay Owingeh, Village of Questa, Río Arriba County, Pueblo de San Ildefonso, Pueblo of Santa Clara, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, Taos Ski Valley and Pueblo of Tesuque voting in the affirmative.
and none voting against. The Village of Chama abstained because Councilor Flury had been absent at that meeting.

7. PUBLIC COMMENTS

There were no public comments.

PRESENTATION ITEMS

A. Years of Service and Safe Driver Program

Mr. Mortillaro announced the awardees - Neil Garinger, Eduardo Garcia and James Martínez. Chair Barrone presented the awards to each of the employees - for five years of service and safe driving award to Mr. Garinger; for one year of service and safe driving awards to Mr. Garcia and Mr. Martínez. The Board congratulated them for their service to the District.

PUBLIC HEARINGS

There were no public hearings.

ACTION ITEMS

B. Discussion and Consideration of Resolution No. 2019-37 Amending Financial Policy No. 7, Disposition of Obsolete Property

This item was removed from the agenda under Approval of the Agenda.

C. Discussion and Consideration of Resolution No. 2019-38 Certifying the Physical Inventory of Movable Chattels and Assets Costing More Than $5,000

Mr. Ordoñez presented this resolution, which was also shown in the packet on pages 31-38. Pages 31 - 33 listed the vehicles and he recited the established values for each. Page 37 provided the real estate assets and appraised value, including buildings and equipment. He then identified the items to be transferred to the related projects in Taos. The total in the inventory was valued at $8.583 million.

Ms. Ladd said she did not see in the packet the items listed that were removed from the inventory.

Mr. Ordoñez explained that there were none removed during the period of this report.
but there would be some in the near future. They would probably be on the next agenda.

Councilor Maggiore noticed there were items listed that did not seem to have a value as much as $5,000.

Mr. Ordoñez explained that with projects, even when parts of the project individually be less than $5,000. under capitalization rules those components are considered part of the capital asset.

Councilor Maggiore moved, seconded by Councilor Salazar to approve Resolution No. 2019-38 Certifying the Physical Inventory of Movable Chattels and Assets Costing More Than $5,000. The motion was approved by unanimous (15-0) roll call vote with Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Ohkay Owingeh, Village of Questa, Rio Arriba County, Pueblo de San Ildefonso, Pueblo of Santa Clara, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, Taos Ski Valley and Pueblo of Tesuque voting in the affirmative and none voting against.

D. Discussion and Consideration of Resolution No. 2019-39 Board Approval of Safety Management System Plan Policy Statement

Mr. Mortillaro clarified that this item is in response to the new FTA regulation regarding public transportation safety plans related to 5307 operations.

Director Garcia said this is the final rule, first issued in July 2018. It requires transit systems receiving funding from 5307 to be compliant with the rules. Entities must develop safety plans for a safety management system which must be completed by July 2020. The District is creating one plan and bringing all bus procedures into one plan for how we operate safely from the Board, to the Executive Director, to management and to all District employees. She is planning to present the final plan, and have it adopted at the June 2020 board meeting.

Page 42 has the statement to be considered by the Board. She is letting all contractors know about it and performing safety training with all employees. Page 43 presents the employee reporting, development of safety goals and targets and measuring our compliance with the goals and targets.

Ms. Ladd asked Director Garcia to clarify the intent of this resolution since the final compliance is in 2020.

Director Garcia said this is the first step, which is to develop a statement for what we are committed to. The plan itself is a huge undertaking. It will take about an 8-month turnaround to get it all in place. Because we get 5307 funding, we are subject to it, but
it only affects Mountain Trail and La Cienega directly. But the 5307 federal funding requires that we cover all of our territory. So the District is really required to meet the standard for the whole agency.

Ms. Ladd asked if the District gets NMDOT assistance to complete it.

Ms. Garcia clarified that NMDOT is responsible for the plan.

Mr. Kevin Olinger, from NMDOT, was present and stated that the rule, as announced, indicated the states have the final responsibility for completion of the safety plan so the Department spoke with all transportation entities in the state. One statewide plan would not fit with all of them. Mr. Lazaro, the technical consultant, is working with all affected providers to make sure everyone has a compliant plan by July 2020.

Chair Barrone asked if it is new for all providers.

Mr. Olinger agreed. It also deals with ADA, 5310 and 5311 but for right now, it just applies to agencies getting 5307 funding and the rest is suspended for now.

Ms. Ladd pointed out that there are five New Mexico tribes with their own transit systems. She asked Mr. Olinger if he would be helping them where the tribes receive 5307.

Mr. Olinger agreed. DOT is working with the tribes to get them done and Transit Operation Policy and Procedures (TOPPS) is one of the plans on the books and another is Safety and Emergency Preparedness Plan. Those are the precursors of the final plans. We reach out to small and rural transit agencies to keep them up to date.

Chair Barrone thanked him for being here.

Chair Barrone moved, seconded by Mr. Escudero, to approve Resolution No. 2019-39 Board Approval of Safety Management System Plan Policy Statement. The motion was approved by unanimous (15-0) roll call vote with Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Ohkay Owingeh, Village of Questa, Rio Arriba County, Pueblo de San Ildefonso, Pueblo of Santa Clara, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, Taos Ski Valley and Pueblo of Tesuque voting in the affirmative and none voting against.

E. Discussion and Consideration of an Extension of Signature Authority for Architect Services

Mr. Ordoñez said that during the June Board meeting, authority was granted to the Executive Director for three months, but we have not received approval from the FTA
for this grant yet. We are close and had a conversation with them yesterday. The approval will probably happen within the next two weeks. The authority approval expired on September 14, 2019 so this is asking for an extension to January 2020 for this signature authority.

Mr. Dwyer was good with it. It is just an extension because a federal grant did not come in yet.

Councilor Maggiore moved, seconded by Ms. Ladd to approve an Extension of Signature Authority for Architect Services until January 2020. The motion was approved by unanimous (15-0) roll call vote with Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Ohkay Owingeh, Village of Questa, Rio Arriba County, Pueblo de San Ildefonso, Pueblo of Santa Clara, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, Taos Ski Valley and Pueblo of Tesuque voting in the affirmative and none voting against.

F. Discussion and Consideration of Resolution No. 2019-40 Approval to Dispose Assets

Mr. Ordoñez provided a brief explanation of the guidelines regarding disposal of assets purchased with federal funding or DOT. He read the guidelines that were also in the Board packet. They included the title, lien, if any, removal of equipment that were District installed and removal of identifying labels. He has submitted 27 requests for disposal in 2019 and recently got a request to transfer 4 vehicles from Zia Therapy. They are a nonprofit in Alamogordo serving children with special needs and they were approved for disposal of four vehicles valued at $8,000 that have exceeded their useful life. The District has already replaced the vehicles and he requested authorization to transfer the vehicles as requested.

Chair Barrone mentioned a request from Taos for a bus.

Mr. Ordoñez explained that the District must get permission from NMDOT for that vehicle, which was purchased with 5311 funding, to make sure we comply with all requirements. When that is approved, we can make the disposal.

We give members the first right of refusal and let other transit agencies apply for a transfer who is not a member of the District.

Chair Barrone surmised the request is still there.

Mr. Ordoñez agreed. It is a new process and we are still learning.

Ms. Ladd asked if it is just for vehicles or also for shelters.
Mr. Ordoñez said the District can include other assets.

Commissioner Jaramillo moved, seconded by Ms. Ladd to approve Resolution No. 2019-40 Approval to Dispose Assets as requested. The motion was approved by unanimous (15-0) roll call vote with Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Ohkay Owingeh, Village of Questa, Rio Arriba County, Pueblo de San Ildefonso, Pueblo of Santa Clara, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, Taos Ski Valley and Pueblo of Tesuque voting in the affirmative and none voting against.

G. Discussion and Possible Contingent Ratification of the Labor Agreement between Chauffeurs Teamsters and Helpers Local No. 492 and North Central Regional Transit District Effective October 12, 2019 through June 30, 2022

Mr. Mortillaro mentioned one correction to the agreement. When first drafted, not knowing how the membership would be voting, we used the word contingent for the agreement. But membership voted on October 2, 2019 for ratification on a 31-3 vote.

He reviewed some items in the agreement that were changes. On page 57, article 2, section 1 it was once referred to as fair share, but a Supreme Court decision brought a need to change it. Employees cannot be forced to contribute to a union they do not belong to.

Mr. Dwyer described it as the Janus case. He based his objection on union funds used for political purposes. The Court said people not in the union have free speech rights and cannot be forced to pay for a position the employee does not support. What it means is that there is now no incentive for people to join the union. For NCRTD, it has not yet been a problem. The problems have been resolved in this agreement. Fair share is now illegal.

Mr. Mortillaro listed the other changes:
• Page 58 has in section 2 a wording added for one hour during orientation to talk about unions.
• Section 3 has the payment of union dues changed from the Janus decision.
• Page 59 deals with DRIVE, which is a political action committee and the policy does not compel employees to participate in it, but the District will allow a payroll deduction for an employee who signs up for DRIVE.
• Page 60, section 1 on Seniority, adds a couple more domiciles to the list. Employees located in those domiciles have their own roster for bidding on routes.
• Probationary period - provides for an extension up to an additional 3 months - now is 6 months - can extended it 3 months more.
• At the bottom are some exemptions for probationary employees.
• Page 61 - loss of seniority, gives more clarification how it applies to people who may have been separated from employment.
• Article 5 - filling vacancies - changes term job to term position. A person fills it, not a piece of work.
• Section 2 was revised to define what is a work assignment or piece of work related to bidding.
• Page 62 has some changes that just document current practices including language on bids that become open after the bidding process happened. We will allow at least two bids during the first two months and a third move is made by the District.
• Driver III is clarified - it allows the District to assign to extra work since they fill in for vacancies and absences.
• What happens with promotions when the promotion does not work out - can they return to previous position. We will not let them replace an existing employee and they would be laid off.
• Page 64 deals with oral reprimands, etc - how far back we can go to use evidence through video or other documentation. We use progressive discipline. The new part is tardiness and want it to be clear that must show up for their shift on time.
• Page 65 is extended time period for when we can request after nine months with no reoccurrence of the infraction. It will not be used for further disciplinary purposes except for safety violations.
• Page 69 under section 4 regards grievance - to add a mediation section rather than directly to arbitration.
• Page 71 is on safety - clarified pre and post-trip inspections must be written in detail by driver report. Report any A/C problem within four days or leave the bus out of service.
• Privacy panels behind drivers are added as new buses are purchased.
• Section 3 - outside bus washing - We will not assign drivers to wash in sub-freezing weather and 99 degrees or higher. The new facility will have automatic bus washing.
• Page 72 - new provisions - temporary reclassification and handle compensation when to a higher level. Examples happen rarely.
• Uniforms are provided to employees and this specifies minimum numbers including pants which are new. We will launder or clean the uniforms or provide a $15/month allowance.
• Cell phones - employees are not required to carry their own. No chats allowed. In inclement weather, a driver can use a cell phone while not sitting in driver=s seat when the radio is inoperable.
• Page 74 - most weeks are 40 hours, but some pieces end up being less than 40 by a few hours and they are assigned other work to finish the 40 hours for the week. If they choose not to make it up, they can use annual leave. And if not, all benefits are reduced proportionately.
• Page 75 - holidays - We changed Columbus Day to Indigenous People Day.
• Page 76 changed notice for medical leave or illness and what happens when not made as prescribed. Three-hour minimum.
• Page 79 has a new provision - accumulation of vacation time and forfeiture when over the maximum if not used. They can sell back vacation leave time. It also clarified how many days can be bid.
• Page 80 - health and welfare - under item B, we cover 80% and employees pay 20% and we are picking up increases in the plan. Pension is already in the budget for increases at PERA.
• Page 81 deals with the 3-year contract commencing on October 12 because it is the start of that pay period.
• Page 82 - wage adjustment - employees who are Driver 1 or Customer Service Rep 1 will get a 3% increase in salary; Driver 2 or better will get a 6% increase starting October 12 and for the following year, a 3% and the year after is 2% across the board.
• Page 84 - makes sure the union is fully aware of recognition programs and how they are managed.

Mr. Mortillaro said overall, this is an agreement that puts us in a more competitive position for Driver II positions. The parties worked well together and focused on trying to resolve all mutual concerns. And, as we went through them, no one walked out. The costs of the contract are well within the parameters we established.

Ms. Valério asked, in the event of medical emergency, whether employees could donate sick leave for them.

Mr. Mortillaro said the District does not have a sick leave donation program.

Councilor Maggiore moved, seconded by Mr. Escudero, for Ratification of the Labor Agreement between Chauffeurs Teamsters and Helpers Local No. 492 and North Central Regional Transit District Effective October 12, 2019 through June 30, 2022. The motion was approved by unanimous (15-0) roll call vote with Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Ohkay Owingeh, Village of Questa, Rio Arriba County, Pueblo de San Ildefonso, Pueblo of Santa Clara, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, Taos Ski Valley and Pueblo of Tesuque voting in the affirmative and none voting against.

DISCUSSION ITEMS

H. Review of August 2019 Financial Summary

Mr. Ordoñez presented the August 2019 Financial Summary report which began in the packet on pages 88 and following. He identified the variance from budget which were on page 89 and following. He presented the GRT revenues by County and compared them with last year. Then he reviewed the financial activity by budget category as presented in the packet.
There were no questions about the Finance Summary Report.

I. Finance Subcommittee Report

The Finance Subcommittee did not meet.

J. Tribal Subcommittee Report

The Tribal Subcommittee did not meet.

K. Sustainability Subcommittee Report

The Sustainability Subcommittee will meet next month.

L. Executive Report and Comments from the Executive Director

a. Executive Report for September 2019

Mr. Mortillaro reported on the acquisition of asset management software, the District received four bids and ended negotiations with one vendor because the costs vacillated every time we asked for clarification. We will restart the process in December or January.

He announced that weekend service starts on October 5 with Angel Fire, which will make it seven-day service.

Mr. Mortillaro said the new Chama bus shelter is now completed.

In Taos, construction has started on the new bus stop, shelter, and parking lot.

b. Performance Measures for August 2019

c. Ridership Report for August 2019

Director Garcia presented her report on performance measures and ridership for August. She informed the Board that ridership for August was up from the previous month with 25,114 passenger trips, but lower that ridership in August 2018. She shared the statistics on ridership by type for August and said some of the reduced rate was due to kids just getting back to school and anticipated increases from trips for school riders.
Operational costs were shown on page 106 in the packet which for August was $3.06 overall; $2.88 for fixed route service and $5.05 for demand service.

The accidents on pages 107-108 for August included one minor accident and no major accidents. On times stats were on page 110 and maintenance was at 98%. Average miles per gallon will be reported in November. Page 112-114 contained all passenger incidents, commendations and criticisms.

MATTERS FROM THE BOARD

Councilor Salazar announced the Española Presbyterian Hospital annual health fair and free flu shots tomorrow for any who are interested.

Mr. Escudero said last November, the Pueblo of Tesuque had submitted to the Board consideration of other stops and wondered if there would be any action on that.

Mr. Mortillaro explained that the request was turned over to the consultants who are doing the short-range service plan update and they will be scheduling public meetings throughout the District. He hopefully will get a list of those meetings soon. Chris Cordova, with Southwest Planning in a subcontract to KFH is doing that plan.

Mayor Brownell thanked the Board and Staff for implementing the summer pilot program from Taos to the Ski Valley. It had good ridership and he hopefully we can continue the program again next summer. Thanks for the pilot program.

Chair Barrone pointed out that activity is growing around that region and snow this year will help greatly.

Mr. Mortillaro announced that he and Director Garcia met with the Red River City Clerk and Transit Manager to talk about service operations there and whether they wanted to consider consolidation with the District. They are going to take the contract up with Mayor and Council. It is basically a small demand service which they are funding with their Lodgers Tax revenue. If they consolidate with the District, they would save approximately $70,000 each year.

MISCELLANEOUS

There were no miscellaneous matters to consider.

ADJOURN

Upon motion by Councilor Maggiore, second by Commissioner Moreno and
unanimous voice vote, the meeting was adjourned at 10:31 a.m.

NEXT BOARD MEETING: Friday, November 1, 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.