North Central Regional Transit District
Board Meeting
Friday, November 1, 2019
Jim West Regional Transit Center
Española, New Mexico
9:00 a.m. - 1:00 p.m.

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 9:08 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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<tbody>
<tr>
<td>Village of Chama</td>
<td>Councilor Scott Flury</td>
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<tr>
<td>Town of Edgewood</td>
<td>Councilor Linda Holle</td>
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<td>City of Española</td>
<td>Councilor Dennis Tim Salazar</td>
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<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 Lopez</td>
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<td>Ohkay Owingeh</td>
<td>Absent</td>
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<td>Pojoaque Pueblo</td>
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<td>Rio Arriba County</td>
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<td>San Ildefonso Pueblo</td>
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<td>Santa Clara Pueblo</td>
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<tr>
<td>City of Santa Fe</td>
<td>Councilor Carol Romero-Wirth</td>
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<td>Santa Fe County</td>
<td>Commissioner Ed Moreno</td>
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<td>Town of Taos</td>
<td>Mayor Dan Barrone</td>
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<td>Taos County</td>
<td>Commissioner Jim Fambro</td>
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<td>Taos Ski Valley</td>
<td>Absent</td>
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2. INTRODUCTIONS

There were no introductions.

3. PLEDGE OF ALLEGIANCE

4. MOMENT OF SILENCE

5. APPROVAL OF AGENDA

Mr. López moved, seconded by Councilor Romero-Wirth, to approve the agenda as published. The motion was approved by unanimous (11-0) roll call vote with Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Village of Questa, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, and Pueblo of Tesuque voting in the affirmative and none voting against.

6. APPROVAL OF MINUTES

   a. September 6, 2019 as corrected

   Mr. Mortillaro noted correction to Electronic Payments total from $25 million to $2.5 million as highlighted in yellow on the revised September 6, 2019 minutes.

   Councilor Salazar moved, seconded by Commissioner Moreno, to approve the September 6, 2019 minutes as amended. The motion was approved by majority (10-0-1) roll call vote with Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Village of Questa, Santa Fe County, Taos County, Town of Taos, and Pueblo of Tesuque voting in the affirmative and none voting against. City of Santa Fe abstained.
b. October 4, 2019 minutes

Mr. Mortillaro noted on page 16, an amended matrix to add Elizabeth Carter who was present at that meeting.

Councilor Flury moved, seconded by Councilor Salazar, to approve the October 4, 2019 minutes as amended. The motion passed by majority (9-0-2) roll call vote with Village of Chama, City of Española, Los Alamos County, Village of Questa, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, and Pueblo of Tesuque voting in the affirmative and none voting against. Town of Edgewood and Pueblo of Nambé abstained.

7. PUBLIC COMMENTS

There were no public comments.

PRESENTATION ITEMS

a. Years of Service Awards

Mr. Mortillaro announced two employees had reached a full year of service to the District. He invited Stephen Dahlquist and Arthur Gonzales forward to receive their one-year awards. Chair Barrone presented the awards to them, thanking them for their service in the past year and hoping to present more awards in the future for their years of service to the NCRTD.

PUBLIC HEARINGS None

ACTION ITEMS
A. Discussion and Review of the Fiscal Year 2019 Ending Budget

Mr. Mortillaro explained that once the audit is concluded, we are required to bring the report on budget. It was reviewed by the Finance Subcommittee and recommended for approval.

Mr. Ordoñez gave the report. for FY 19 end. The numbers were presented on page 29 and following. He pointed out that with $103,000 more than expenses, there was no need to use any fund balances or reserves during FY 2019. The revenue sources were listed on page 30 and the District received 74% of the federal revenue budget. 5311 income exceeded the budget and an additional grant from previous years shows in the cash balance. Investment revenue was more than budget after changing investment strategy and changed portfolio. GRT receipts were shown starting on page 31.
On the expense side, he noted personnel savings of $104,000 for the year. Fuel costs were higher in 2019.

Councilor Romero-Wirth referred to page 37 and asked him to explain the increase in miscellaneous expenses.

Mr. Ordoñez said one was higher bank fees was one and office supplies were reclassified to miscellaneous.

Councilor Romero-Wirth asked if the overtime increase was for a particular event.

Mr. Mortillaro said some of those expenses were due to staff turnover and high use of sick leave which forces overtime to cover the shift. It has decreased from 2017. We have also tried to add more staff to avoid some overtime. Some of that has worked.

Councilor Romero-Wirth saw it is actually lower than in previous years.

Mr. Mortillaro said it was also due to Workers' Compensation and FMLA.

Mr. Ordoñez Hector - we are limited in what we can do. We are still seeing some decreases. He highlighted certain expenses shown on pages 38-41. He also explained that the District did not need to spend $1.5 million in capital expenses due to delays and will be spent in the future.

There were no further questions.

Councilor Maggiore moved, seconded by Commissioner Fambro to approve the Fiscal Year 2019 Ending Budget as presented. The motion was approved by unanimous (11-0) roll call vote with Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Village of Questa, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, and Pueblo of Tesuque voting in the affirmative and none voting against.

B. Discussion and Consideration of Resolution No. 2019-41 Adopting Amended Personnel Rules

Mr. Mortillaro said the annual review of personnel rules was presented to the Finance Subcommittee and they recommended approval as proposed.

Mr. Palmeri presented the report on amended personnel rules which were shown in the packet on pages 52 and following. He briefly explained the changes shown in the packet, some of which were deletions as not relevant or appropriate any longer. There was new language to put in the parameters on hiring salaries; it corrected the calculation for overtime; it clarified compensable time for travel as only if allowed by the Executive Director. The Executive Director has greater discretion on allowing leave
Chair Barrone noted that Columbus Day was renamed Indigenous Peoples Day.

Councilor Romero-Wirth asked for clarification on page 90 regarding time off.

Mr. Palmeri said it is to make sure people are not abusing time off so they must submit paperwork upon their return.

Mr. Dwyer pointed out that under FMLA regulations, the employee is required to file a report after 5 days off, but we shortened that to 3 days. The flu is not eligible for FMLA. It also clarifies what is eligible for FMLA - up to 12 weeks is allowed to keep track of cumulative hours remaining.

Mr. Mortillaro said the change was also for Collective Bargaining Agreement.

Councilor Romero-Wirth wondered if they would require more paperwork than they needed to. She suggested reviewing this change in a year to see if 3 days is too short of a time.

Commissioner Fambro moved, seconded by Councilor Maggiore, to approve Resolution No. 2019-41 Adopting Amended Personnel Rules as presented. The motion was approved unanimous (11-0) roll call vote with Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambe, Village of Questa, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, and Pueblo of Tesuque voting in the affirmative and none voting against.

C. Discussion and Consideration of the Memorandum of Agreements (MOA) between North Central Regional Transit District (NCRTD) and Member Pueblos for Federal Fiscal Year (FFY) 2019 Tribal Transit Program (TTP) §5311(c) Funds

Mr. Mortillaro said the District enters these MOAs annually for tribes to get 5311 funding. Once we know what funds will be allocated, we enter into an MOA with each tribe to indicate each of the partners' responsibilities and we report all of them and provide it for the national transit data. This determines allocations several years later.

He noted that the pot of money has been at $30 million for a number of years. About $5 million was applied for and the District got the grant and recently submitted funds for another bus for Pueblo of Santa Clara. We haven't heard a response on that one yet.

The MOA is a standard document, but the red line indicates the changes that will be required for next year. Each tribe will have their legal counsel review them. Mr. Dwyer is allowed to make non-substantive changes.
Former Governor Dorame moved, seconded by Councilor Gonzales to approve the Memorandum of Agreements (MOA) between North Central Regional Transit District (NCRTD) and Member Pueblos for Federal Fiscal Year (FFY) 2019 Tribal Transit Program (TTP) §5311(c) Funds. The motion was approved by unanimous (11-0) roll call vote with Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambe, Village of Questa, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, and Pueblo of Tesuque voting in the affirmative and none voting against.

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 the District annually enters into this agreement with Santa Fe County and they are a partner in funding it. Their contribution will be over $25,000. It will be on the agenda for the Santa Fe County Board of County Commissioners very soon.

A discussion this year was their concern of how much longer it will be funded through partner contributions. Mr. Mortillaro discussed it with their County Manager and Staff. The best answer he could give is that we have other routes that are partner funded such as one to Taos Ski Valley Village. That one is funded by Town of Taos and Village of Taos Ski Valley and Taos County has agreed to fund it this year too. Angel Fire service also has multiple funding sources including Colfax County and Village of Angel Fire. So these are service levels with partnerships.

Mr. Mortillaro agreed to look at the route and how it is funded and if it changes, how we would cover it and whether it should be fare-free. We would need to compare the Mountain Route with the Taos Express Route. as part of our short-term plan. But for now, he asked the Board to approve it.

Commissioner Moreno said this plan is a good plan and gives us some breathing room to consider possible changes through negotiation.

Councilor Romero-Wirth asked if Santa Fe County want the District to incorporate the costs of this route in the budget.

Mr. Mortillaro said yes. And then all the other partners will ask for that too. The City of Santa Fe provides $25,000 too, and the Rio Metro (Rail Runner) gives $15,000 to the costs of that route. The other partner is the Santa Fe Ski Area. In the past they voluntarily gave $15,000 (not this year) but also provide a $5 token for a discount that could amount to $15,000 annually. The District received 5307 grant funding, starting three years ago, and used that for maintenance and vehicle replacement, which reduced the City of Santa Fe 5307 funding.
Councilor Romero-Wirth thought they could also look at what value this brings to Santa Fe County.

Mr. Mortillaro agreed. We figured about 50% of the riders are tourists coming here from other places. We did a winter survey and a summer survey.

Councilor Salazar said the County Planner did the leg work and Mr. Flavio is here. He supports the Mountain Trail Route and bike route. Some Staff see it as a way to fight climate change and traffic congestion. It is complicated funding and does need a lot of partners. We want to help as much as we can continue to help but is up to people above our pay grade.

Councilor Salazar moved, seconded by Councilor Maggiore, approve 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. The motion was approved by unanimous (9-0-2) roll call vote with Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Village of Questa, City of Santa Fe, Santa Fe County, Taos County, and Town of Taos voting in the affirmative and none voting against. Pueblo of Tesuque abstained and Pueblo of Nambé was not present for the vote.

E. Discussion and Consideration of a Memorandum of Agreement (MOA) between the Village of Taos Ski Valley (Village) and the North Central Regional Transit District (District)

Chair Barrone noted this is a great collaboration. It helps our kids have a ride to the Ski Valley and helps reduce the carbon footprint; it is a big plus for our community with Economic Development opportunities.

Commissioner Fambro agreed. "This is what we are asked to do." It also lets passengers out right at the door.

Mr. Mortillaro added that public transit reduces parking requirements also. It means less costs for the projects. TSV Corp uses that value also. We met with TSV and the Village and Town of Taos. They will take this to Village Council in November.

Chair Barrone said not everyone skis, so half of the family can come down to the town and shop all day and meet the skiers at evening.

Councilor Maggiore pointed out there is a significant increase in ridership for this one and Santa Fe Mountain. That speaks highly for future plans to support it.

Chair Barrone moved, seconded by Commissioner Fambro to approve the Memorandum of Agreement (MOA) between the Village of Taos Ski Valley
(Village) and the North Central Regional Transit District (District). The motion was approved by unanimous (11-0) roll call vote with Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Village of Questa, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, and Pueblo of Tesuque voting in the affirmative and none voting against.

DISCUSSION ITEMS

F. Quarterly Investment Report

Mr. Ordoñez referred the Board members to page 192 in the packet for the report. He noted an error had been made on the interest amount.

Mr. Mortillaro said it was corrected in the packet.

Mr. Ordoñez explained that when CDs mature, we invest in T Bills with short maturities. We keep enough cash to invest in Muni Bonds and that strategy is why we have seen the increase in revenue. Eight CDs are still outstanding and four of them will mature in four months. The rest will mature in February 2021.

There were no questions.

G. Electronic Payment Report

Mr. Ordoñez said the report is on page 195 in the packet. He reviewed the payments and there were no questions on the report.

H. Review of September 2019 Financial Summary

Mr. Ordoñez reviewed the year-to-date financial summary, starting on page 198 in the packet. He noted that income was $535,000 more than expenses but the report did not reflect a payment to Rio Metro.

He highlighted the significant differences from budget and clarified that the District will soon start seeing federal revenues come in.

He gave the statistics for GRT by County, starting on page 200. There has been no grant revenue yet from NMDOT.

He summarized the expenses by program category at page 205.

There were no questions on this report.
I. Finance Subcommittee Report

Commissioner Moreno reported that the Finance Subcommittee met with the auditor in closed session for the exit conference. The audit was completed a month in advance of the State requirement. Once cleared by the State Auditor, it will be presented in public.

Council Maggiore said the Subcommittee also went over the personnel changes.

J. Tribal Subcommittee Report

Mr. Mortillaro said the Tribal Subcommittee is scheduled to meet on November 7 at 10:00 a.m. at Ohkay Owingeh.

K. Sustainability Subcommittee Report

The Sustainability Subcommittee reports quarterly and the date of their meeting is being negotiated.

L. Executive Report and Comments from the Executive Director

a. Executive Report October 2019

Mr. Mortillaro reported that, to date, at total of 11 community meetings on the service plan update have been held and there are 14 more to go. Several have not been scheduled yet. He is trying to get them all done in November. Those that are scheduled will be done by then.

Councilor Romero-Wirth was concerned that time is tight with holiday and many other meetings scheduled.

Mr. Mortillaro agreed.

Mr. Mortillaro announced they finally got the confirmation that approves our BUILD grant agreement for the Maintenance Facility. We should get documents in the next few weeks.

b. Performance Measures for September 2019

c. Ridership Report for September 2019

Director Garcia reported on performance and ridership statistics. The ridership was presented on page 218 and showed 22,670 passenger trips. That is a decrease
from last year and from the previous month. For the first quarter, it is over 77,000 and she hoped snow will bring increases. She shared service by types, cost of service by mile and type on pages 221-223. There were no accidents.

She reported on-time maintenance is at 98%. Gas mileage was reported on page 226. Page 228 reported incidents and complaints.

Councilor Maggiore said a few times, drivers could not get in touch with dispatch. He asked if that was because of our radio network. It is important for them to always reach dispatch.

Director Garcia said the repeater sites have some issues. We are to get seven new radios for seven vehicles and an updated the radio study will lead to a $3,100 radio installation. The vendor looked over our site and found we have both an analog and a digital system. We are aware of the issues in our radio system. We do not have software capability to read at the base station. We are getting bids for that.

Mr. Mortillaro added that, to some extent, we can communicate with AVAIL but only small messages. And the emergency system still works.

Director Garcia shared some details on an incident near Taos.

Chair Barrone asked about snow days and a two-hour delay at the school.

Director Garcia said we cannot delay our schedule. Last week there were two semi-trucks turned over and that blocked the road to Angel Fire. We kept the kids on the bus. That also impacted the Chama run.

She pointed out reports on a couple of seasonal routes that were on page 244. The TSV summer service ended with 133 passenger trips. It was a pilot service only on Friday and Saturdays. It has had good ridership and was beneficial for the summer months. If it happens again, it will be the busiest part of the summer.

Page 236 detailed the Angel Fire Route. It started on September 5 with seven days per week service. We saw a need for the Jicarilla Route, and it proved to be beneficial with consistent ridership.

Councilor Gonzales thanked Staff for their work. The survey was very informative.

MATTERS FROM THE BOARD

Governor Dorame invited people to the Pueblo of Tesuque annual feast day on November 12.
Chair Barrone said the Red River Christmas Tree is headed to Washington DC. It is great for the region and sponsored by Carson National Forest. Lots of ornaments will be going with the tree. Commissioner Fambro will be there for lighting of the tree.

Councilor Maggiore announced that Tuesday night, the agreement was approved at the County Council meeting. He also thanked Mr. Mortillaro for the letter he sent.

Mr. Mortillaro explained that LANL is considering a couple of thousand new jobs and the letter invites them to discuss how public transit can assist.

Councilor Maggiore added that there is a huge bridge to be built.

Mr. Mortillaro pointed out that no one has talked about public transit to get people to the Lab and we asked for a meeting with the Lab to deal with that possibility.

MISCELLANEOUS

There were no miscellaneous items.

ADJOURN

The meeting was adjourned at 10:45 a.m. by motion by Councilor Maggiore and second by Commissioner Fambro.

NEXT BOARD MEETING: Friday, December 6, 2019, at 9:00 a.m.

Approved by:

[Signature]

Dennis Tim Salazar, Vice Chair

Attest:

[Signature]

Ed Moreno, Secretary/Treasurer

Submitted by:

[Signature]

Carl Boaz for Carl G. Boaz, Inc.