NCRTD Board Meeting
Friday, December 13, 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 Vice Chair Salazar, 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>
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<tr>
<th>Members Present:</th>
<th>Elected Members</th>
<th>Alternate Designees</th>
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<tr>
<td>Village of Chama</td>
<td>Councilor Scott Flury</td>
<td>Mr. Juan Torres</td>
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<td>Town of Edgewood</td>
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<td>City of Española</td>
<td>Councilor Dennis Tim Salazar</td>
<td>Mr. Marcus Lopez</td>
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<td>Los Alamos County</td>
<td>Councilor Antonio Maggiore</td>
<td>Ms. Christy Ladd</td>
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<td>Nambé Pueblo</td>
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<td>Ohkay Owingeh</td>
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<td>Pojoaque Pueblo</td>
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<td>Rio Arriba County</td>
<td>Commissioner Leo V. Jaramillo</td>
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<td>San Ildefonso Pueblo</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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<td>Town of Taos</td>
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<td>Taos County</td>
<td>Commissioner Jim Fambro</td>
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<td>Taos Ski Valley</td>
<td>Mayor Christoff Brownell</td>
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**Staff Members Present**

- Mr. Anthony J. Mortillaro, Executive Director
- Mr. Stephen Dahlquist, Executive Assistant
- Mr. Hector Ordoñez, Finance Director
- Mr. Peter Dwyer, Legal Counsel
- Ms. Delilah Garcia, Transit and Facilities Operations Director
- Mr. Jim Nagle, Public Information Officer
- Mr. Michael Valverde, Regional Transit District Planner
- Mr. Joe Palmeri, Human Resources Director

**Others Present**

- Carl Boaz, Stenographer

2. **INTRODUCTIONS**

Several people in the audience introduced themselves.

3. **PLEDGE OF ALLEGIANCE**

4. **MOMENT OF SILENCE**

5. **APPROVAL OF AGENDA**

   Commissioner Fambro moved, seconded by Councilor Maggiore, to approve the agenda as published. The motion was approved by unanimous (14-0) roll call vote with Pueblo of Tesuque, Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Pueblo of Ohkay Owingeh Village of Questa, Rio Arriba County, Pueblos of Santa Clara, City of Santa Fe, Santa Fe County, Taos County, and Village of Taos Ski Valley voting in the affirmative and none voting against.

6. **APPROVAL OF MINUTES**

   November 1, 2019

   Councilor Flury moved, seconded by Councilor Maggiore, to approve the November 1, 2019 minutes as presented. The motion was approved by unanimous (14-0) roll call vote with Village of Taos Ski Valley, Pueblo of Tesuque, Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Pueblo Of Ohkay Owingeh, Village of Questa, Rio Arriba County, Pueblo of Santa Clara, City of Santa Fe, Santa Fe County and Taos County voting in the affirmative and none voting against.
7. PUBLIC COMMENTS

There were no public comments.

PRESENTATION ITEMS

A. Years of Service and Safe Driver Program Awards Presentation

Mr. Mortillaro awarded David Muñoz a service award for completing one year of service. He was also awarded a Safe Driver award for driving for one year without an accident on roads that were difficult to drive, especially in the winter.

B. A Presentation by Mora County Regarding Potential Contract Services

Mr. Mortillaro stated Mora County asked to explore transit service and was asked to do a survey to determine potential use for public service in the area. He introduced Commissioner Serna and County Manager Joy Ansley. He asked them to review the results of the survey.

Ms. Ansley noted that a copy of the Needs Assessment is included in the packet and includes demographics and data. Mora County is 28 miles from Las Vegas and people commute to Los Alamos, Taos, and Las Vegas every day. The County would not only appreciate but needs public transportation and wants to see if a pilot project is feasible.

Commissioner Serna added there is the labor force as well as other issues that would need to be addressed. Students in Mora take classes in other cities and are relocating because of the lack of mobility and the County is losing population. Their labor force commutes to Angel Fire. The hope is that could also be looked at in the future if the pilot program works.

PUBLIC HEARINGS

None

ACTION ITEMS

C. Discussion and Direction to Staff Regarding the Proposal by Mora County for North Central Regional Transit District to Perform Contracted Public Transit to Serve Mora County

Mr. Mortillaro said the transportation Needs Assessment was well done and provided valuable information. He noted page 18 had trip requests several times a week to Las Vegas for medical and shopping, and for public transportation to Taos and Santa Fe.
The assessment indicates local ridership would not support a standalone bus route to Santa Fe and Taos but could support a standalone route two days a week to Las Vegas. As Commissioner Serna noted, it may also be viable in the future to consider service to Angel Fire or Taos.

The report supports consideration of a pilot two times a week to Las Vegas. Staff could be directed to treat the pilot similar to the Angel Fire pilot program. There the Board asked staff to create a contract and contact NMDOT about funding. The current vehicle used for the Angel Fire pilot program is with the premise that Angel Fire will help replace it if the program is successful. And Angel Fire would cover the costs for the matching requirement for the vehicle.

Angel Fire covers 100% of the first three months of the pilot program. They received a 5311 allocation for the remaining 12 months that pays 50% of the operating costs. The County picked up the balance and other than the use of the vehicle, no funds are expended outside the service district.

Mr. Mortillaro said if approved, staff would suggest a similar approach. RTD would use a vehicle for service two days a week roundtrip from Mora to Las Vegas. They would discuss securing 5311 funds for the 15-month pilot to offset costs with Mora County providing the match.

Staff recommended the Board direct them to continue discussions with Mora County on the program and meet with NMDOT to seek 5311 funding, subject to Mora County generating matching funds for federal funding and operating cost.

Mr. Mortillaro stood for questions.

Commissioner Fambro said in support he could envision bringing back Sipapu which is currently expanding. A loop from Mora to Guadalupita to Angel Fire, Taos to Sipapu and on to Mora and eventually to Raton would be viable. That would create another loop system in the future. He supported exploring this further and could see having a base that covered the entire northern New Mexico as positive.

Councilor Gonzales in Questa said miners come from Mora every day and they are one of the best workforces in the state and is a win-win in the expansion of RTD. He asked to hear from DOT.

Mr. Kevin Olinger, Transit Bureau Chief with DOT said DOT is definitely supportive and would like to make it work. There needs to be further discussion of how to make that happen.

Ms. Ladd noted that federal applications for 5311 Fiscal Year 2021 have been submitted. She asked if RTD would be allowed to do an addendum to their submittal.
Mr. Mortillaro said they would need to discuss that with Mr. Olinger. He was not sure Mr. Olinger has had a chance to review but had indicated he would be open to further discussion on the request.

Mr. Olinger explained a precedent beyond NCRTD is to allow applicants to amend their applications after deadline because of changes in circumstances.

Ms. Ladd thanked him and expressed support. She has family in Vegas that struggle with this.

Commissioner Jaramillo said he also supports this, and he and Commissioner Serna have talked about how to make this successful. They discussed the number of students in Mora and his hope is consideration to expand to Española. They would benefit from the number of programs RTD offers at NNMC and could bring back the trade’s programs. They have to ensure they can keep the students and find a way to bridge the transportation gap. He looked forward to working with the Vice Chairman.

Councilor Maggiore asked to clarify what the Board would be authorizing. This would be for service two days a week to start, going only from Mora to Las Vegas. He asked since they run a route into Peñasco, why not have more connectivity and do Peñasco to Las Vegas.

Mr. Mortillaro explained that staff asked also to incorporate this into the short-range service plan and would have the consultant look at other opportunities.

Ms. Garcia added the current service between Peñasco and Taos for commuters operates four round trips daily. People also go to the hospital, the social service agencies, get groceries, etc. She met a gentleman on the bus who meets his wife who works in Taos every day. He rides the bus in the afternoon from Peñasco to Taos to ride back home with her.

They used to have service to Sipapu and that might work with a schedule adjustment. Ski resort employees requested the service, but it was not early enough. They transport quite a few students from Peñasco to Taos to school as well, but it would be difficult to use the same bus and route to get to Las Vegas.

Councilor Maggiore clarified he was talking about having an overlap in connection in Peñasco. He wanted to make a loop of Las Vegas to Peñasco and back and pick up Mora in the middle. That would provide overlap needed for the transportation.

Councilor Maggiore said he preferred looking at service more than two days a week.

Ms. Garcia said she discussed with the City Manager and Commissioner from Mora a service to connect people form Mora and Peñasco, and people could get to Taos. They also discussed Mora to Angel Fire, Mora to Wagon Mound, and Mora to Las Vegas. There were multiple requests, but the study recommends Mora to Las Vegas.
Commissioner Serna pointed out that all of the surveys did not get to the contractor on time. Many of their workforce turned them in late and there are a number of teachers teaching in Peñasco, as well as many nurses and skiers. She thought the data that did not make it into the assessment would have made the request stronger. She asked if they would want to consider that.

Commissioner Fambro thought that should be separate. He noted, there are 6-8 people daily in Peñasco that work in Taos that are everyday riders. They eliminated Sipapu because workers in Taos were getting to work 20 minutes late every day because of that run. To ensure that long-time riders get to work on time in Taos, they could not go to Peñasco.

Councilor Maggiore said his only further direction to staff is to explore how to maximize potential and look at how routes are scheduled. Mora to Vegas does not do that. Routes should be the most efficient and when possible overlap and connect with existing routes.

Mr. Mortillaro replied staff would look at that in the short-range service plan update.

Councilor Salazar said he has worked with Manager Ansley and Commissioner Serna and he believes in this. There is a need for two days a week from Mora to Las Vegas. He asked Mr. Mortillaro if there was sufficient staff to take this on and to add on in the future.

Mr. Mortillaro replied there was not at this point, but if they go forward, they will recruit personnel. The vehicle would be based in Mora with the hope the driver would be from the Mora area and he heard there is adequate workforce there.

Mr. Mortillaro requested the motion direct staff to continue its review and discuss the matter with NMDOT and Mora County. Staff will return to the Board with a final recommendation, including funding.

Councilor Maggiore moved, seconded by Commissioner Fambro to approve the Proposal by Mora County for NCRTD to Perform Contracted Public Transit to Serve Mora County as presented. The motion was approved by majority (14-0) roll call vote with Santa Fe County, Taos County, Village of Taos Ski Valley, Pueblo of Tesuque, Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Pueblo of Ohkay Owingeh, Village of Questa, Rio Arriba County, Pueblo of Santa Clara, and City of Santa Fe voting in the affirmative and none voting against.

D. Discussion and Consideration of Resolution No. 2019-42 Implementing Provisions of the Open Meetings Act for 2020
Mr. Mortillaro explained this is required annually. He asked Mr. Dwyer to cover.

Mr. Dwyer reported the only substantive change is the dates of the meetings. They have no July meeting and otherwise remains the same. The Open Meetings Act has not changed since 2014 in substantive provisions.

**Councilor Gonzales moved, seconded by Commissioner Jaramillo, to approve Resolution No. 2019-42 Implementing Provisions of the Open Meetings Act for 2020 as presented.** The motion was approved by unanimous (13-0) roll call vote with City of Santa Fe, Santa Fe County, Taos County, Village of Taos Ski Valley, and Pueblo of Tesuque, Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Ohkay Owingeh, Rio Arriba County, Village of Questa, and Pueblo of Santa Clara voting in the affirmative and none voting against. Pueblo of Nambe was not present for the vote.

E. Discussion and Consideration of Resolution No. 2019-43 Adopting the North Central Regional Transit District’s Annual State and Federal Legislative Agenda

Mr. Mortillaro explained this is brought forth annually for the upcoming state legislative session and includes their federal agenda. This year’s legislative session is January 21 through February 20 and he works with their lobbyist to ensure agenda items are carried forth.

This year they will seek Capital outlay appropriations for the Taos operation and maintenance facility. They garnered $5.3 million in federal grants and will approach legislators for the gap in funding about $1.3 million. This year they received $1.1 million in state Capital outlay for Española maintenance facility.

They will also seek appropriations for the replacement and upgrade of the radio and radio infrastructure of over $700,000. Also, on the list is the replacement of transit vehicles and to transition bus stops to comply with ADA; acquiring/designing/constructing a satellite facility in Santa Fe; and items in the long-range improvement plan. They are not proposing legislation but always look for legislation that might negatively impact them and support legislation that enhances their ability to operate and fund their operation.

On the federal level, they monitor the funding of the Fast Act and continue to press for increased funding for federal priorities related to public transit.

Mr. Mortillaro said under the state portion, the tribal subcommittee has asked for RTD’s help in monitoring and supporting legislation that enhances the participation of New Mexicans in the 2020 census.

Mr. Torres asked if the Capital outlay requests are also sent to the Governor’s Office.
Mr. Mortillaro responded they do. Last year they submitted a letter to the Governor’s Office for the funding of the Espanola maintenance facility. This year they will do so for the Taos Facility.

Ms. Ladd asked an explanation of “oppose unfriendly amendments to RTD statute.”

Mr. Mortillaro provided examples; if someone wanted to change the amount of regional transit GRT they could ask voters for; currently up to half-cent. Anything that could affect or minimize their ability to generate revenues.

Mr. Dwyer added he and Mr. Mortillaro talked with Rio Metro and other RTDs around the state about positive changes to the RTD statutes. They recognize that could be dangerous but there could be in the future, e.g., the authority to potentially have their own policing force.

Mr. Mortillaro added that legislation was passed that allowed the Rail Runner to have a police force. He will meet quarterly with other RTDs to discuss issues they may want to seek adjustment to in the legislature. Those will be brought to the Board for discussion.

Councilor Maggiore moved, seconded by Mr. Torres to approve Resolution No. 2019-43 Adopting the North Central Regional Transit District’s Annual State and Federal Legislative Agenda. The motion was approved by unanimous (14-0) roll call vote with Pueblo of Santa Clara, City of Santa Fe, Santa Fe County, Taos County, Village of Taos Ski Valley, Pueblo of Tesuque, Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Pueblo of Ohkay Owingeh, Village of Questa, and Rio Arriba County voting in the affirmative and none voting against.

F. Discussion and Consideration of Resolution No. 2019-44 Adopting a Revised Charter Service Policy and Rescinding Resolution 2017-03 Directing the North Central Regional Transit District (NCRTD) to Provide Charter Service in the Boundaries of the NCRTD Within Compliance of the Federal Transit Administration, DOT 49 CFR Part 604.5

Mr. Mortillaro explained they are proposing adjustments to their charter service policy to clarify provisions and ensure full compliance with the code of federal regulations. He asked Ms. Garcia to review those.

Ms. Garcia directed the Board to page 49 and the amendment to the existing charter policy. She noted it states they will provide up to 160 hours of services to member entities, but they will only provide up to 80 hours of service to members. They regularly receive requests for service outside the boundaries.
This change clarifies their service areas to include only the four counties they serve: Rio Arriba, Taos, Santa Fe and Los Alamos. In addition, they are asking and setting a time frame for requests to allow RTD to seek other private charter companies to provide service if they have the opportunity.

The reduction of hours from 160 to 80 reflects the hours allowed by the charter exceptions for government officials. The maximum is 80 hours and if they go beyond that or need additional hours, they will submit a request to FTA. The application was included in the packet.

Ms. Garcia added they want to be sure member entities are aware they must submit an official request form; a document request on letterhead should be submitted within 30 days of the request.

There were no questions.

Councilor Maggiore moved, seconded by Commissioner Fambro to approve Resolution No. 2019-44 Adopting a Revised Charter Service Policy and Rescinding Resolution 2017-03 Directing the North Central Regional Transit District (NCRTD) to Provide Charter Service in the Boundaries of the NCRTD Within Compliance of the Federal Transit Administration, DOT 49 CFR Part 604.5. The motion was approved by unanimous (14-0) roll call vote with Pueblo of Santa Clara, City of Santa Fe, Santa Fe County, Taos County, Village of Taos Ski Valley, Pueblo of Tesuque, Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Pueblo of Ohkay Owingeh, Village of Questa, and Rio Arriba County voting in the affirmative and none voting against.

G. Discussion and Consideration of Resolution No. 2019-45 Amending Financial Policy No. 7 Disposition of Obsolete Property

Mr. Ordoñez stated they have decided to revise the existing policy on disposition of obsolete property adopted on September 19, 2016 in the document for 2020. They met last month with NMDOT in collaboration to finalize the process.

The changes as agreed upon are on page 64, clarification of the rules and responsibilities of internal stations throughout the district. Page 65 was added sections 5.0 and 6.0 policies based on the funding source or assets purchased with funds received through NMDOT including FTA, state/ federal road funds. For those vehicles RTD will notify NMDOT and request through email BlackCat (NMDOT tracking system), the approval to dispose vehicles. Once approved, RTD will publish an Intent to Dispose notice on the district web sites and invite transit agencies and 5310 providers to request property from the list.

Priority will be given to transit agencies and 5310 providers. If no requests are received the Board members can request the donation of the property. Or the vehicle
will be disposed via auction or donation to a public entity non-member of the district. The remaining would be donated to not-for-profit or destroyed.

Section 6.0 is the policy for disposal of assets purchased with GRT capital outlay funds from the State or district reserves. Those will not require approval from NMDOT and do not need an Intent to Dispose notice and other agencies would be invited to make requests. Priority will then be given to Board members to request a donation for their local entities/governments, or a request for a donation to any not-for-profit. Any remaining vehicles will be disposed through auction and transit agency or 5310 providers will have the opportunity to make request donation of the property. If none are received, they will donate to a public entity non-member of the district, or not for profit, or destroy the property.

Vehicles purchased with 5311C (tribal funds) are exempt of the policy and must be returned to the pueblos, tribes, or nations that requested the vehicles. No authorization is required from NMDOT.

Mr. Dwyer explained the policy in the past was first come first serve list, but the State has adopted plans directing them to first try to redirect the vehicles to other transit entities. The overarching gist of the changes is to try to comply with DOT requirements that other agencies have first option. The RTD respects that members will occasionally want some of the buses and will do that when possible, but priorities have to be different than in the past.

Mr. Ordoñez stated he would send out a list of property that meets the criteria. The request should be sent to Mr. Mortillaro on letterhead and will be first come first serve.

He stood for questions.

Mr. Escudero asked when 5311c vehicles come due if it is pre-designated tribes and if they would be notified when that occurs.

Mr. Ordoñez replied the bus would go to the pueblo, tribe or nation that applied for the bus on their behalf. He gets a list in January and verifies the funding source.

Commissioner Moreno thought recycling is a great idea. They are looking at engaging the schools in his neighborhood and transportation is a great motivator. He supports this.

Ms. Ladd added this not just for buses, but also shelters. They are working with RTD to get shelters to keep the kids dry and appreciate that.

Mr. Escudero moved, seconded by Councilor Maggiore to approve Resolution No. 2019-45 Amending Financial Policy No. 7 Disposition of Obsolete Property. The motion was approved by unanimous (14-0) roll call vote with Rio Arriba County, Pueblo of Santa Clara, City of Santa Fe, Santa Fe County, Taos County,
Village of Taos Ski Valley, Pueblo of Tesuque, Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Pueblo of Ohkay Owingeh, and Village of Questa voting in the affirmative and none voting against.

H. Discussion and Consideration of a Memorandum of Agreement (MOA) between Los Alamos County and the North Central Regional Transit District for Annual Funding

Mr. Mortillaro reported on the annual allocation of funding from Los Alamos County for Fiscal Year 2020. The MOU documents this year’s contribution of $350k and the Los Alamos County Board of Commissioners approved the allocation. Once the NCRTD approves the MOU it will be returned to Los Alamos County to process the request.

He thanked Los Alamos County who has allocated over $7.7 million to NCRTD since 2006.

Councilor Gonzales moved, seconded by Commissioner Maggiore to approve the Memorandum of Agreement between Los Alamos County and the North Central Regional Transit District for Annual Funding. The motion was approved by unanimous (14-0) roll call vote with Village of Questa, Rio Arriba County, Pueblo Santa Clara, City of Santa Fe, Santa Fe County, Taos County, Village of Taos Ski Valley, Pueblo of Tesuque, Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, and Pueblo of Ohkay Owingeh voting in the affirmative and none voting against.

I. Discussion and Consideration of Resolution No. 2019-46 Revised Drug and Alcohol Testing Policy

Ms. Garcia reported NCRTD was visited in October by FTA representatives and consultants to evaluate their Drug and Alcohol Program. RTD works with NMDOT annually and DOT conducts an annual site visit. There were two minor deficiencies identified on this visit in need of policy correction. One was to eliminate the word opiates and replace with opioids, to include the synthetic opioids. The other change was a section that was a district policy instead of a federal policy. The two deficiencies identified include the access to collection sites for after hours and weekend testing. Since operation is from 5 am to sometimes 10:30 pm RTD has to ensure the drug testing is also done after hours and weekends. This policy will allow RTD to submit their responses to NMDOT.

Ms. Ladd asked if Presbyterian would be used for testing after hours.

Ms. Garcia replied they have contacted Preferred Alliance, the third-party administrator, to give them a list of DOT certified providers in the area. Rio Grande Drug testing is no longer doing testing in the Espanola area leaving no collection site in Espanola. Staff and employees will be sent to either Santa Fe or Taos for testing until
they find a certified collection site. A mobile collector from Santa Fe is also used for post-accident/after-hours testing and weekend testing as well. They have over 60 safety sensitive employees and they are required to submit to a lot of testing quarterly and there is only one person that does this for them in Santa Fe and Los Alamos.

There were no questions.

Ms. Valério moved, seconded by Commissioner Fambro to approve Resolution No. 2019-46 Revised Drug and Alcohol Testing Policy. The motion was approved by unanimous (13-0) roll call vote with Village of Questa, Rio Arriba County, Pueblo of Santa Clara, City of Santa Fe, Santa Fe County, Taos County, Village of Taos Ski Valley, Pueblo of Tesuque, Village of Chama, Town of Edgewood, City of Española, Pueblo of Nambé, and Pueblo of Ohkay Owingeh voting in the affirmative and none voting against. Los Alamos County was not present for the vote.

J. Discussion and Consideration of Resolution No. 2019-47 Authorizing the North Central Regional Transit District Staff to Apply for Federal Funding Through the FFY2020 Innovative Coordinated Access and Mobility Grant Program

Mr. Valverde addressed the item and explained the resolution had two options NCRTD could work with the State and apply for a pilot program. Or they could write their own grant and submit it without collaboration with the State. The grant would provide an increased demand service specifically for the El Dorado area. However, would also benefit a larger demand response system and people could use their phones to schedule a ride via an app. The grant specifically covers operating funds but operating costs beyond the first year would be NCRTD’s responsibility. Capital funding could be used the first year and thereafter operational costs for the smaller El Dorado project would be about $110,000. The software system would be about $60,000.

Mr. Mortillaro clarified that the request was not to authorize the El Dorado service. They would target a new service for that area but would first have to find funding. This is just to authorize the request to apply for a grant and provide the software. The software could be used system wide as well. If they receive the grant, they will determine whether to accept it based on finding funding to service the El Dorado area.

Mr. Valverde explained the option would be two-tiered and they would either go with the State or apply on their own. It would still have to be through the State application.

Councilor Maggiore moved, seconded by Councilor Flurry to approve Resolution No. 2019-47 Authorizing the North Central Regional Transit District Staff to Apply for Federal Funding Through the FFY 2020 Innovative Coordinated Access and Mobility Grant Program. The motion was approved by unanimous (13-0) roll call vote with Pueblo of Ohkay Owingeh, Rio Arriba County, Pueblo of Santa Clara, City of Santa Fe, Santa Fe County, Taos County, Village of Taos Ski Valley, Pueblo of Tesuque, Village of Chama, Town of Edgewood, City of
Espanola, Los Alamos County and Pueblo of Nambé voting in the affirmative and none voting against. Village of Questa was not present for the vote.

DISCUSSION ITEMS

K. Review of October 2019 Financial Summary

Mr. Ordoñez presented the summary through October 31, 2019 and the first 4 months of activity for FY 2020.

Expenses and Revenue - represent 33% of budget. The monthly GRT, and other grants and expenses were calculated using trends for the last three fiscal years.

- total year to date revenue received (page 102) is 18.58%, or $50,000 more than the prior year.

Expenditures: 16.82% budgeted and $435,000 more than prior year.

Differences for Federal grants is $377,000 less than previous year because much of the drawdown requests were received in November. Also, local match increased $279,000 because of funds received from Los Alamos County and a contribution of $29,000 from Village of Angel Fire for services.

Miscellaneous Revenue - $10,000 which is above budget due to interest income.

Expenses: Salaries and Benefits, $25,000 increase across the board for salaries. The increase is related to 5% increase in health insurance and other benefits.

- $282,000 decrease in contributions to other agencies because 2 contributions were made to Rio Metro in November.
- Contractual services decreased $53,000 related to payment last year for Taos maintenance facility design.
- Decrease in fuel of $48,000 was due was due to timing.
- Maintenance and Repair - $50,000 increase due to 3 vehicle repairs due to accidents; and 3 transmissions replaced in buses.
- $707,000 in expense for buses/bus shelters received in October.

GRT Details: page 103 shows receipt of $682,000 total.
GRT By County:
- Los Alamos County- $70,792 - an increase from prior year.
- Rio Arriba County - $45,023 - an increase from prior year.
- Santa Fe County - $477,000 - an increase from prior year.
- Taos County - $89,278 - an increase from prior year.

Grant Revenue - $149,000 received for 5311 in June.
Expenditures by Category: Total expenditures were $1,133,475 - an increase from
prior year.
Administrative Expenses-$64,000, a decrease from the prior year
Operating Expense-$749,367, a decrease from the prior year
Capital Expenditures $212,000, a decrease from prior year.

Mr. Ordoñez stood for questions.

There were no questions.

L. Finance Subcommittee Report
Commissioner Moreno indicated there was no report this month.

M. Tribal Subcommittee Report
Mr. Mortillaro had nothing to report. They met last month and scheduled to meet in February.

N. Sustainability Subcommittee Report
No report.

O. Executive Report and Comments from the Executive Director

a. Executive Report November 2019

Mr. Mortillaro reported that last month the Board approved a funding agreement between the district and Santa Fe County on the Mountain Trail. The County approved the funding but as an amendment to the existing agreement.

A redraft and new agreement was presented to the Board. The contents are the same in the amendment as in the agreement. If the Board did object the amendment could be brought back for approval, or the Chairman could proceed and sign the amendment.

Mr. Dwyer added the simplest path would be to authorize the Chair to sign the amendment. He noted there is no legal or substantive difference whether the contract is the new or amended contract. They bottom line is they will give RTD $25,000.

The Board agreed by consensus.

Mr. Mortillaro announced that Carl Boaz is retiring. He said Carl has been the stenographer to the district since the RTD began in 2004. He has done an excellent job transcribing the minutes and will be missed and the Board wished him the best of luck.
Mr. Mortillaro said he has arranged for Elizabeth Martin, another stenographer, to take Carl’s place and she will start on January 10, 2020.

Mr. Boaz was given a round of applause.

Mr. Mortillaro continued that NCRTD has received a grant that funds 80% of the Taos maintenance facility. He acknowledged Mr. Valverde for his success in his first federal grant application.

He reminded the Board of the email for the KTAO Park And Ride ribbon cutting on Monday at 10 am. There will be 77 parking spaces.

Lastly, he wished everyone a safe and happy holiday and New Year and looks forward to seeing them next year.

b. Performance Measures for October 2019

c. Ridership Report for October 2019

Page 127 - Ms. Garcia reviewed the statistics for all operated routes: there were 24,000 passenger trips; a slight increase over the previous month.

Page 128 Ridership by service type: 617 demand; 81 dial-a-ride; 451 paratransit and 22,948 fixed route trips.

Page 129 - Cost per passenger mile $2.98 systemwide; $2.89 fixed; $3.77 demand; $8.80 paratransit.

Page 130 - Operations cost per passenger trips systemwide is $15.69; fixed $14.91; demand - $42.71 and paratransit at $18.70.

Page 131 - Accidents for October; 2 minor and no major.

Page 133 - Percentage of on-time preventative maintenance inspections is 98% - and above standard.

Page 136 - Customer Incidents - 4 incidents total; a decrease from previous month and there were no complaints and no commendations.

Ms. Garcia stood for questions.

There were none.

MATTERS FROM THE BOARD
Councilor Salazar reported Espanola’s 22nd Electric Light Parade tomorrow at 6 p.m. starting at the Plaza.

Commissioner Jaramillo invited everyone to the gym at the Arriba Empowerment Center from 1:30-4 p.m. Every nonprofit in northern New Mexico will be available to offer services. Santa Claus will be flying in by helicopter at 4 pm.

Councilor Maggiore reminded everyone to take extra time on the roads and to drive a little more cautiously. He reported in Los Alamos a 9-year old was killed who ran out into traffic.

Mr. Escudero said in Tesuque Pueblo the road is still closed due to a wastewater expansion project until construction is completed.

Councilor Salazar wished everyone Happy Holidays and thanked District Staff for their hard work.

MISCELLANEOUS

There was none.

ADJOURN

The meeting was adjourned at 10:37 a.m. by Commissioner Fambro, seconded by Councilor Maggiore.

NEXT BOARD MEETING: Friday, January 10, 2020 at 9:00 a.m.

Approved by:

[Signature]
Daniel R. Barrone, Chair

Attest:

[Signature]
Ed Moreno, Secretary/Treasurer

Submitted by:

[Signature]
Carl Boaz, Stenographer