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 9:09 a.m. at the Jim West Regional Transit Center, Española, New Mexico.

1. Roll Call

Ms. Hernandez called the roll and it indicated the presence of a quorum as follows:

<table>
<thead>
<tr>
<th>MEMBERS</th>
<th>ELECTED MEMBERS</th>
<th>ALTERNATE DELEGATES</th>
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<tr>
<td>Town of Edgewood</td>
<td>Councilor Linda Holle</td>
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<td>Los Alamos County</td>
<td>Councilor Antonio Maggiore</td>
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<td>Rio Arriba County</td>
<td>Commissioner Danny Garcia</td>
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<td>Santa Fe County</td>
<td>Commissioner Ed Moreno</td>
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<td>Taos County</td>
<td>Absent</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>
<td>Absent</td>
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<td>Pojoaque Pueblo</td>
<td>Councilwoman Anna Sanchez</td>
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<td>San Ildefonso Pueblo</td>
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<td>Location</td>
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<td>Santa Clara Pueblo</td>
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<td>City of Santa Fe</td>
<td>Councilor Carol Romero-Wirth</td>
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<td>City of Española</td>
<td>Councilor Tim Salazar</td>
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<td>Town of Taos</td>
<td>Mayor Dan Barrone, Chair</td>
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<td>Tesuque Pueblo</td>
<td>Gov. Charles Dorame</td>
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<td>Village of Chama</td>
<td>Councilor Scott Flurry</td>
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<td>Rio Metro</td>
<td>Ms. Elizabeth Carter</td>
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**Staff Members Present**
- Mr. Anthony J. Mortillaro, Executive Director
- Ms. Delfina Hernandez, Executive Assistant
- Mr. Peter Dwyer, Legal Counsel
- Mr. Hector Ordoñez, Finance Director
- Mr. Pat López, Financial Analyst
- Ms. Stacey McGuire, Planning, Projects and Grants Manager
- Ms. Dora Anaya, HR Director
- Ms. Delilah Garcia, Transit and Facilities Operations Director
- Mr. Jim Nagle, Public Information Officer

**Others Present**
- Keith Wilson, Santa Fe Trails
- Brian Sanderoff, Research and Polling
- Tomás Campos, Rio Arriba County Manager
- David Harris, NMDOT
- Matt Hughes, Research and Polling
- Toni Griffin, Griffin and Associates
- Carl Boaz, Stenographer

2. **INTRODUCTIONS**

   Everyone introduced themselves

3. **Pledge of Allegiance**

   The Pledge of Allegiance was recited.

4. **Moment of Silence**
5. APPROVAL OF AGENDA

Councilor Maggiore moved, seconded by Councilor Salazar, to approve the Agenda as amended with only NMTA Roadeo Participation Awards under Presentation Items. The motion passed by unanimous (10-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, City of Santa Fe, Santa Fe County, Town of Taos, Tesuque Pueblo, and Village of Chama voting in favor and none against. Rio Arriba County was not present for the vote.

6. APPROVAL OF MINUTES — April 6, 2018

Councilor Salazar moved, seconded by Councilor Maggiore to approve the Minutes of April 6, 2018 as presented. The motion passed by unanimous (10-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, City of Santa Fe, Santa Fe County, Town of Taos, Tesuque Pueblo, and Village of Chama voting in favor and none against. Rio Arriba County was not present for the vote.

7. PUBLIC COMMENTS

There were no public comments.

PRESENTATION ITEMS

A. Recognition: Years of Service, Safe Driver, and NMTA Roadeo Participation Awards

1st Place was awarded to Keith Dalrymple, and 2nd Place was awarded to Mark López, who is our Vehicle Technology Technician. The Board congratulated them on their awards and thanked them for representing NCRTD so well.

B. Presentation of Research and Polling Results

Mr. Nagle introduced the team. He said Mr. Sanderoff and Mr. Hughes have been contracted to manage the public education campaign.

Brian Sanderoff, with Research and Polling, and Matt Hughes and Joan Griffin, Griffin and Associates, were present for this presentation.

Mr. Sanderoff said the Board members should have a copy of his survey results in the packet and also the slide show. The survey was to determine public opinion on extending the 1/8%
GRT beyond 2024 in the four counties of the NCRTD. He did phone interviews, with people who had land lines and those who have cell phones. He made contact with 402 in Santa Fe County, 150 in Rio Arriba County, 150 in Los Alamos County and 150 in Taos County and contacts were made from February 27, 2018 through March 25, 2018. The margin of error for the survey results is ±3.4%.

The question regarding continuing the GRT support, they asked people whether they would support or oppose reauthorizing the existing 1/8% Gross Receipts Tax to provide funding for RTD beyond 2024. The response was very positive (81%) in the survey.

*Commissioner Danny Garcia, Rio Arriba County Commissioner arrived at 9:22.*

Mr. Sanderoff went through chart on biggest issues in the counties. For impression of public transportation, he found that 43% didn’t know or never heard of NCRTD or Blue bus; for the Rail Runner, 38% are very positive and 23% feel good about it. Most people do not know where the RTD gets its funding. He summarized that residents are very favorable but there is still a lot of work to do for public education in the campaign.

Councilor Holle, who lives in Edgewood, asked if the sample selection was spread out.

Mr. Sanderoff said Edgewood did get its fair share in the sample.

Mr. Dave Harris asked if there was a question on money going to the Rail Runner.

Mr. Sanderoff agreed, and he identified them.

Chair Barrone thanked him for the report.

Mr. Mortillaro said Joan Griffin and Associates have been contracted to do the public education program and now that they have the survey results, they can target the effort where we need to increase the knowledge base of constituents. He asked her to give an overview of the work ahead.

Ms. Griffin said this will be the last question on all of the ballots, which is an interesting place to be. Most of the work will be from Labor Day to Election Day. She said they are looking at ways to get the public better informed about the RTD service. The activities include speaking to service clubs, mailing out postcards, and other strategies to reach people who vote. She will be working with each newspaper and hoping for a positive editorial. She is targeting an op-ed article from various people to help educate them. Board members will be hearing from her to pinpoint your community.

**PUBLIC HEARINGS**
C. Public Hearing – Preliminary Fiscal Year 2019 Budget

Mr. Mortillaro explained that the RTD is required to hold a public hearing on the budget so Chair Barrone will open the hearing and we will take any input.

Chair Barrone opened the public hearing.

Mr. Mortillaro said the budget was presented to the Finance Sub-Committee last week in a marathon session. They did a thorough review and will provide input to the Board. Among the factors we had to deal with, the contract for LANL is still an unknown whether GRT would be paid if the contract is awarded to a nonprofit entity. The decision could mean as much as $1.4 million of lost revenue. Los Alamos would be impacted and might not make their usual voluntary contribution during that contract.

The District will try to keep the budget fairly flat and wait until we know what will happen. The budget has a provision that any capital expense without federal funding would not happen until the LANL contract is known. Federal funding is usually an 80% coverage.

Mr. Mortillaro mentioned the positive economic factors in the region with hiring going on, tourism rebounding, oil resurgence, increased residential building, and government raises. Unemployment is still a struggle. Overall, he said the budget is fairly flat with operational spending down 0.8%, some increases in software purchases and benefits adjustments. The total increase is about 1.58% over the last budget.

Mr. López reviewed the budget categories both for revenue with a summary on page 109 showing an increase of $205,078 over last year’s. GRT revenues are projected at $7,337,000, a 1.5% increase over last year and 55% of total budget. He listed the GRT budget for each county on page 121.

Mr. Mortillaro commented that the RTD always estimated conservatively and based it on previous budget because actuals might be based on one-time construction in the county - non-recurring projects. The result drives cash balances. The District sometimes does not need to use cash balances.

Mr. López reported the budget for federal grants, including $2.5 million for 5311; $900,000 from FTA (for shelters) and $120,000; from 5304 for planning; $159,000 from 5307, and the federal grant for design and maintenance of the maintenance facility of $3.6 million, of which $507,000 is budgeted for the design.

Mr. Mortillaro commented that the 5311 grant comes through NMDOT and they have not allocated anything to NCRTD yet, so it was projected really low and hoped to see an increase in it. He hoped to see firmer numbers by June for budget ratification.

Mr. López went next to the Tribal Transit Grants and listed the tribes receiving those funds.
The one-year grant for Jicarilla goes away.

The local match requested is $135,000. The Los Alamos contribution request is $350,000.

The State Capital Outlay awarded is $195,000 for buses.

He listed the other miscellaneous revenue budget items with $1.3 million cash balance of undesignated funds to cover operation needs and enhancements for routes.

Mr. Ordoñez hoped the use of cash will be much lower in the coming year.

Mr. Mortillaro went next to the department budgets. Administration was shown on page 112 and he described the items in it. The total is lower this year because the Taos Facility Master Plan will be completed and no longer budgeted. The contracts were identified. Increases included computer replacements contemplated and subscriptions from memberships the District has.

Under Personnel, there are increases in all salaries and 4% increase in health benefits (state program) that are shared 80/20 with employees. The CBA increases 2.7% and 3% for non-represented employees.

Mr. Nagle reviewed his budget which is decreased $9,700. He described the advertising purchased for the year. He clarified that print advertising is going down and increase into digital advertising. Radio ads are through his budget and he listed the radio stations covered.

The Finance budget was shown on page 113.

Mr. Ordoñez said the department budget is decreased about $600 from the prior year as a result of collaboration between Finance and Executive and software differences. Changes included increases in salaries, IT and support, additional licenses, etc.

The HR budget was on page 115. Ms. Anaya said it is a decrease of $158. This year it includes the compensation study that is done every three years.

Planning Budget was listed on page 116. Ms. McGuire reviewed it. The budget is flat except for the ReMix contract which increased the budget. IT support is the biggest item in the budget. There is money for training and some training is out of state.

With the award of $3.6 million for the maintenance facility the overall budget is $6.1 million and the local match the Board committed to is $1.2 million so she is working on filling that gap.

Operations and Administration was reviewed by Ms. Garcia. She called out the contracted services, including the scheduling software and security on buses. She said the security contract was very effective and this line item allows us to continue doing that. Internet service was increased, and the bottom line is a small increase in the budget.
Councilor Romero-Wirth asked what “run cutting” is.

Ms. Garcia explained that it is the opportunity to find the most efficient way to run the routes with 64 buses. Mr. Mortillaro said it also deals with number of hours we would like employees to work. The software generates pieces of work and is used to reduce overtime and sick leave. The District should see decreases in sick leave and overtime. Run-cutting is sophisticated software to eliminate duplications.

Ms. Garcia review the budget for drivers on page 118. Professional dues increased, and uniforms increased.

No questions

The Fleet budget, on page 119, was reviewed by David and facilities maintenance on page 120. Fuel increases were noted in the fleet budget and a decrease was projected on maintenance, based on the costs in the prior year. No major expenses are anticipated. - Fleet -

Page 121 showed non RTD expenses. Mr. Mortillaro explained the formula allocations that will be attributed to regional partners with 20% to Atomic Transit in Los Alamos; 14% to Santa Fe Trails; and 50% to the Rail Runner from Santa Fe GRT only. These will be finalized with a Board Resolution coming in July. The budget shows a slight increase for those allocations.

The Staffing and Organization budget was on page 94 with small changes in staffing. The Transit Operations Manager was covered with elimination of two driver positions. The Safety and Security Division has contractual expense for security on various routes which is still a pilot program. Any staffing decision for it would be made in the future. The Customer Service position is being reclassified and moving to Level 2. The Organization Chart on pages 106 and 107 shows the changes.

Mr. Mortillaro commented on the Capital Budget starting on page 93 for the replacement of seven buses this year using federal funds for 80 to 90% of vehicle cost. The purchase of asset management software was budgeted for the current year and found there was not enough money to make the purchase, so it will be a carryover from previous budget. AV enhancements for the Board Room are also planned. Replacement of concrete pads is also budgeted.

The full maintenance facility final design is to be covered by the federal grant which will also cover 60% of construction costs for the facility. The plans call for design proposals in October and a final design chosen in January 2019. The facility will have a 12-month construction period with completion in February or March 2021. Some costs will be borrowed funds from the New Mexico Finance Authority.

Plans call for adding two maintenance vehicles to allow us to send out a staff member in the field and one for our electronic maintenance technician. It will be properly equipped to maintain the fleet technology components.
Park and Ride will start land acquisition and design for a park and ride field at the turnoff to Taos Ski Valley for park and ride service there. Construction costs would be in the next year. There are also plans for radio replacements and new infrastructure, replacement of shelters, especially in Taos.

Mr. Mortillaro mentioned the Short-Range Transit Plan Update which has to be done every five years. 5304 federal grant funds will help offset that cost. Solar panels for bus stops and ADA Plan update were also mentioned. The total capital budget is $2.2 million with most covered by federal funds and local match from reserves. Page 124 shows the 10-year plan and page 125 shows the funding sources.

Councilor Romero-Wirth asked if the District has considered seeking state legislative grant for the maintenance facility.

Mr. Mortillaro said it is part of our ICIP proposal every year. We are working with a lobbyist on it. They like buses so usually we get that. Hopefully, state revenue will be better. And with four counties, we have a lot of representatives to support it.

Councilor Romero-Wirth said because of the strength of this Board and its communities, the RTD should try for $1 million for the facility. The oil and gas boom means more money available now. She believed the figure on page 125 is low. She thought the RTD could be more aggressive in seeking that money.

Mr. Mortillaro agreed, but added that it is a harder push since we have federal funds now.

Mr. Flurry excused himself from the meeting at 11:00.

The Long-Range Plan was on page 95. Mr. Mortillaro explained the strategy in the LRFP established in 2011 to not adjust the balance in order to see where funding gaps would be found. He explained the three scenarios. The Board adopted the moderate scenario on page 95. It showed we could not maintain 25% reserve without addressing spending in the future. A lot depends on what happens with the LANL. That is not reflected in the scenarios. Page 96 shows the reserves levels that have increased annually and where we have used some of those. Cash balances have grown, and we exceed the 25% each year. We continue to be conservative on reserves and spending.

Mr. Mortillaro went to page 97 to the Transit Tax allocation and page 98 has a chart for allocations to regional partners and a provision here that is dependent on the Lab outcome. It might affect the third and fourth quarters to offset the reductions in revenues from nonprofit management. We are being cautious about allocations beyond the second quarter. The proviso is important to keep in mind.

There were no public comments regarding the Budget and the public hearing was closed.
ACTION ITEMS

D. Discussion and Consideration of Resolution No. 2018-12 Adopting a Preliminary FY 19 Budget

Commissioner Moreno reported the Finance Subcommittee met last Friday and discussed everything heard today. The Subcommittee was supportive in the discussion.

Councilor Maggiore added that with the knowledge of directors and staff, the services were well explained to us.

Mr. Mortillaro pointed out that there may be some minor adjustments by June and those will be highlighted. Some of them reflect better revenue numbers from other sources so we can make appropriate adjustments.

Councilor Maggiore moved, seconded by Mr. López, to approve Resolution No. 2018-12 Adopting a Preliminary FY 19 Budget. The motion passed by unanimous (10-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Rio Arriba County, City of Santa Fe, Santa Fe County, Town of Taos, and Tesuque Pueblo voting in favor and none voting against. The Village of Chama was not present for the vote.

E. Discussion and Consideration of Resolution No. 2018-13 Adopting the Fiscal Year 2019 Compensation Plan and Performance Matrix

Mr. Mortillaro said the District is required to have the Board adopt the compensation plan. It is same as this year. We don’t include the CBA, but they are incorporated here with a 2.7% increase across the board and non-represented employees use a pay for performance system. He explained the process for establishing the eligibility for increases for performance, using a computer evaluation. Those scoring less than 3 are not eligible. A score of 3 means a 2% increase and the increase goes up with higher scores. The performance system only affects 13 employees.

There were no questions.

Councilor Salazar moved, seconded by Councilor Maggiore, to approve Resolution No. 2018-13 Adopting the Fiscal Year 2019 Compensation Plan and Performance Matrix.

Mr. Mortillaro clarified that the entire workforce does go through evaluation but only 13 have their performance valued for increases. Those who don’t pass their performance are put on a plan or encouraged to find other employment.

The motion passed by unanimous (10-0) roll call vote with Town of Edgewood, City of
Española, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Río Arriba County, City of Santa Fe, Santa Fe County, Town of Taos, and Tesuque Pueblo voting in favor and none voting against. The Village of Chama was not present for the vote.

F. Discussion and Consideration of Resolution No. 2018-14 Request to Counties to Place Regional Transit Gross Receipts Tax Sunset Election on November 2018 Ballot

Mr. Dwyer said the Board wanted to change the election dates and that is completed. The election can be held this November. Now we have to send out this resolution to those four counties to put it on their ballot. The polling numbers will be shared with the county commissions. That should be some comfort for them. It follows the state statute but is not exact. Because it doesn’t say anything about removing a sunset. It is couched as a request and the exact language is on page 145. It has to be identical for all four counties. It is our best effort to summarize the issue. It is for reauthorization or against reauthorization.

The wording is a little long and Ms. Griffin will try to educate them, so it is not confusing.

Councilor Romero-Wirth asked, if this passes, whether the Counties must take some action.

Mr. Dwyer agreed. They would pass two ordinances the same as they did in 2008, that the New Mexico Tax and Revenue Department would continue to impose the 1/8% GRT. This summer, they have to approve an election and an ordinance amending the tax by removing the sunset. The counties will submit it to the State, so the tax would continue. That is the last step.

Councilor Romero-Wirth said the District is really asking them to repeal the sunset.

Mr. Dwyer agreed but “reauthorization” was the language of the statute. There is no guidance from the state on it. In talking with the County Commissions for over a year, there is no push back from them. Since it is a District-wide issue, all of the County Clerks have to keep it identical. There is no Secretary of State language for this kind of issue.

The Secretary of State was involved in litigation on some of those from last year about who makes the call. Mr. Dwyer concluded that the county clerks make the call. So, he will meet with the County Clerks and County Attorneys to clarify it with them.

Councilor Romero-Wirth encouraged him to have the conversation with the Clerks to make sure we don’t end up with a clerk having issues with it at the end, and to also meet with the Secretary of State on it.

Mr. Dwyer agreed.

Governor Dorame moved, seconded by Commissioner Moreno, to approve Resolution No. 2018-14 Request to Counties to Place Regional Transit Gross Receipts Tax Sunset
Election on November 2018 Ballot. The motion passed by unanimous (10-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Rio Arriba County, City of Santa Fe, Santa Fe County, Town of Taos, and Tesuque Pueblo voting in favor and none voting against. The Village of Chama was not present for the vote.

Governor Dorame said when we talk about things on ballots and voting - English, Spanish or both. I have tribal members that don’t understand English - can we interpret them in our own language. It takes extra time to do that and to sit with county clerks to reach out to the pueblos to understand what is going on with that ballot in order to not disenfranchise them.

It behooves the County Clerk to find natives who can interpret at the polling places. These are things tribal people have to contend with.

Chair Barrone thanked him for that reminder.

G. Discussion and Consideration of Amended Memorandum of Understanding with Village of Chama

Ms. Garcia briefly explained the Chama MOU amendment. She said we want a multi-year agreement with Village of Chama for up to ten years. In it, we are asked to contribute to surveillance of equipment at the site where the buses are stored. This allows the District to keep the buses there for the route. It is very beneficial for us and saves time and costs.

Chair Barrone moved, seconded by Councilor Maggiore, to approve the Amended Memorandum of Understanding with the Village of Chama. The motion passed by unanimous (10-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Rio Arriba County, City of Santa Fe, Santa Fe County, Town of Taos, and Tesuque Pueblo voting in favor and none voting against. The Village of Chama was not present for the vote.

H. Discussion and Consideration of Resolution NO. 2018-15 Amending Signers on NCRTD Bank Account

Mr. Ordoñez said Commissioner Ed Moreno, as the new Secretary-Treasurer, needs to be added to signers on the bank account along with Daniel Barrone, Chairman, Anthony J. Mortillaro, Executive Director, and Hector E. Ordoñez, Finance Director and Councilor Salazar would come off the list of signers since he is no longer the Secretary-Treasurer.

Councilor Maggiore moved, seconded by Councilor Salazar to approve Resolution No. 2018-15, Amending Signers on NCRTD Bank Account. The motion passed by unanimous (10-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé
Pueblo, Pojoaque Pueblo, Rio Arriba County, City of Santa Fe, Santa Fe County, Town of Taos, and Tesuque Pueblo voting in favor and none voting against. The Village of Chama was not present for the vote.

I. Discussion and Acceptance of NCRTD Board Attendance Report, April 2017-March 2018

Mr. Mortillaro said the bylaws require this attendance report. It is in the packet and it requires no action other than acceptance of it.

Councilor Maggiore moved, seconded by Chair Barrone, to accept the NCRTD Board of Directors Attendance Report for April 2017 - March 2018. The motion passed by unanimous (10-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambe Pueblo, Pojoaque Pueblo, Rio Arriba County, City of Santa Fe, Santa Fe County, Town of Taos, and Tesuque Pueblo voting in favor and none voting against. The Village of Chama was not present for the vote.

Gov. Dorame asked to be excused at 11:36 a.m.

DISCUSSION ITEMS

J. Discussion and Review of Quarterly Investment Report

Mr. Mortillaro said this report was accepted by the Finance Subcommittee.

Mr. Ordoñez said the Quarterly Investment Report was presented on page 125-127. He provided the details and earnings. The average return on CD investments was 1.45%. He explained that by Board policy, we don’t invest in securities that have no guaranteed returns.

There were no questions.

K. Discussion and Review of Automatic Clearing House (ACH) Payments over $20,000 from January 1, 2018 through March 31, 2018

Mr. Ordoñez said this report follows the current resolution for reporting on ACH payments made that are over $20,000. The report was provided on pages 128-131. Twenty-seven payments were made to different vendors and seven to the federal government for salary taxes and contributions.

There were no questions.
L. March 2018 Financial Summary

Mr. Ordoñez presented the financial summary for March 2018. Page 171 showed that the District had $246,000 more revenue than expenses. March represents 75% of the budget year. We have not received some grants that are due to us.

He reviewed the GRT revenue by county and pointed out the good increases in GRT in Los Alamos County.

Mr. Ordoñez referred to pages 178 to 182 and highlighted the expenses by type.

There were no questions about the financial summary.

Mr. Markus López excused himself from the meeting at 11:46 a.m.

M. Finance Subcommittee Report

Councilor Maggiore said the Subcommittee dealt with the policies and reporting. The subcommittee was presented with a report showing what other counties and cities use. That is in the packet on page 189. He clarified that they did not have a quorum at the meeting but felt this should be shared with the full Board.

N. Tribal Subcommittee Report

Mr. Mortillaro reported the meeting was held last month and the minutes are in the packet. The next meeting will be in June.

O. Executive Report and Comments from the Executive Director

Mr. Mortillaro said these reports (1-4) are in the packet for your reading. He invited everyone to come to the Taco Bar after the meeting.

1. Executive Report for April 2018
2. Paratransit Performance Measures, March 2018
3. Performance Measures for March 2018
4. Ridership Report for March 2018

MATTERS FROM THE BOARD

Councilor Holle announced that Edgewood now has a place for the bus parking in the
remodeled fire station. She brought a garage door opener to the meeting for bus drivers to use.

P. Arroyo Seco Petition to add year-round service

Chair Barrone proposed to postpone this item to the next meeting.

MISCELLANEOUS

Ms. McGuire said she was preparing a proposal for TIGER funding for gap funding to finish the maintenance building and asked for support letters from the members.

ADJOURN

Commissioner Garcia moved, seconded by Councilor Maggiore to adjourn the meeting. The meeting was adjourned at 12:02 p.m.

NEXT BOARD MEETING: June 1, 2018 at 9:00 a.m.

Approved by:

[Signature]

Daniel R. Barrone, Chair

Attest:

[Signature]

Ed Moreno, Secretary

Submitted by:

[Signature]

Carl Boaz for Carl G. Boaz, Inc.