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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<tbody>
<tr>
<td>Town of Edgewood</td>
<td>Councilor Linda Holie</td>
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<td>Los Alamos County</td>
<td>Mr. Philo Shelton (T)</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>Commissioner Jim Fambro</td>
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<td>Nambé Pueblo</td>
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<td>Ohkay Owingeh</td>
<td>Ms. Christy Van Buren</td>
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<td>Pojoaque Pueblo</td>
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<td>San Ildefonso Pueblo</td>
<td>Ms. Lillian Garcia</td>
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<td>Santa Clara Pueblo</td>
<td>Ms. Mary Lou Valério</td>
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### Staff Members Present

- Mr. Anthony J. Mortillaro, Executive Director
- Ms. Delfina Hernandez, Executive Assistant
- Ms. Shannon Sandoval, Financial Specialist
- Mr. Peter Dwyer, Legal Counsel
- Mr. Hector Ordonez, Finance Director
- Ms. Stacey McGuire, Development Director
- Ms. Delilah Garcia, Transit and Facilities Operations Director
- Mr. Jim Nagle, Public Information Officer

### Others Present

- Sam Montoya, Business Owner
- Ray Matthews, Santa Fe County
- Austin Fisher, Rio Grande Sun
- Carl Boaz, Stenographer

#### 2. INTRODUCTIONS

Mr. Mortillaro introduced the new Executive Assistant, Ms. Delfina Hernandez and new Board members and everyone introduced themselves.

#### 3. Pledge of Allegiance

The Pledge of Allegiance was recited.

#### 4. Moment of Silence

A moment of silence was observed.
5. APPROVAL OF AGENDA

Chair Barrone requested a change in the agenda to remove item C under Presentations and item D under Action Items.

Commissioner Fambro moved to approve the Agenda as amended, Councilor Maestas seconded the motion and it passed by unanimous (12-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Ohkay Owingeh, Rio Arriba County, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, Town of Taos, Taos County, and Village of Chama voting in favor and none against.

6. APPROVAL OF MINUTES — December 1, 2017

Councilor Maestas moved to approve the minutes of November 3, 2017 as presented. Councilor Flurry seconded the motion and it passed by unanimous (12-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Ohkay Owingeh, Rio Arriba County, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, Taos County and Town of Taos voting in favor and none against.

7. PUBLIC COMMENTS

Sam Montoya. A business owner in Española, said that in February 2017, he was provided a P.O. for maintenance with NCRTD. He said it was about $3,500 on the PO and on December 5, because a second P.O. was sent, and he came by to find out if there was something wrong. And was told the RTD did not like his work model. He said they don’t rotate tires and did not complete the brake inspection because they don’t have a DOT certified mechanic. He didn’t think his competitor does either. He said they do a comprehensive inspection aside from the brakes and their prevention program exceeds all standards. There are others who do oil change and brake inspections, but he was told the RTD wanted one place. That’s why he came.

Chair Barrone recommended making an appointment through the Staff. The Board has delegated that responsibility to the Staff and the Board does not take those things on unless they have to.

Mr. Montoya said he did try and met with them on December 5. He said, “We are not here to take over and just want some of the business.”

Mr. Mortillaro said he has not met with Mr. Montoya usually doesn’t get into that. But he would set up a time to meet with Mr. Montoya to discuss the issues and clarify needs.

Councilor Maestas clarified that “public comments” is not a time for discussion of issues but the Board could discuss it under Matters from the Board.
PRESENTATION ITEMS:

A. Above and Beyond Employee of the Quarter Award

Mr. Mortillaro identified Mr. Mike López as our recipient today. He has received one before. He is always in the right place to help someone and us as well. This time, he was at work and pulled over to help the people at a bus stop and found one person passed out and gave him assistance to help him breathe again and probably saved his life. That goes above and beyond what is expected of employees. He has the skills to help people in physical, medical stress and always has come to their aid. Chair Barrone read the award and presented it to Mr. López.

B. Years of Service Recognition

Ms. Stacey McGuire was awarded the 5-years’ service award. Chair Barrone read the certificate and thanked her for all her service and continued support for the RTD.

Ms. McGuire thanked the Board for her recognition. She noted it has been a fast 5 years and gratifying to see the growth of this organization. Thank you.

An employee who was present earlier was to receive a one-year recognition but was unavailable. (He was recognized later in the meeting.)

PUBLIC HEARINGS: None

ACTION ITEMS:

D. Discussion and Consideration of Acceptance of Fiscal Year 2017 Comprehensive Annual Financial Report

This item was removed from the agenda.

E. Discussion and Consideration of Memoranda of Agreement with Tribal Members for Federal Fiscal Year 2017 Tribal Transit Funding

Mr. Mortillaro explained that the District asks the tribal members if they want the District to apply for 5311 funds on their behalf. These Memoranda of Agreement are with those tribal members who asked for the award to be sough on their behalf. When the funds are received, the RTD allocates the money to the expenses for their pueblo routes on an annual basis. He referred to the chart on page 21. He explained that the amounts are less this year because more tribes...
across the nation have applied for those funds, making the slices thinner. We have signed agreements with San Ildefonso, Santa Clara, and Tesuque Pueblos. We are awaiting Pojoaque Pueblo’s signed agreement, but the motion should include authority for that signature. No other changes would be needed but if there is a need to change anything, the MOA would be brought back to the Board. He explained that the FTA wanted the RTD to put the pueblo logo on the vehicles purchased with 5311 funds and that will be done.

Mr. Dwyer added that last year they got a comprehensive review with him and their legal counsel. This year, they wanted some audit compliance measures and no pueblo objected. All those issues have been resolved.

Ms. Van Buren said she sat with Ms. McGuire on the report and it gets very confusing. She asked how the system works.

Mr. Dwyer said it is tribal money, but the District does the administrative work for all five pueblos. So although they get the money and can do what they want, they tell us to spend the money on their behalf and the system tracks it as a federal account. In the past, it was cumbersome but now is streamlined.

Ms. Valério said they still have a small balance from 2013 that first came here, but then went to the pueblo.

Mr. Mortillaro agreed. Santa Clara gets the most money and we can’t always spend it but there is no deadline to spend the money. The others are smaller and get spent in a couple of months.

Councilor Maestas moved to approve Memoranda of Agreement with Tribal Members for Federal Fiscal Year 2017 Tribal Transit Funding, including the Pueblo of Pojoaque and if there are changes, that it come back to the Board for action. Chair Barrone seconded the motion and it passed by unanimous (12-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Ohkay Owingeh, Rio Arriba County, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, Taos County and Town of Taos voting in favor and none against.

B. Years of Service Recognition (continued)

Chair Barrone read the one-year service recognition for Mr. David Funck. He thanked Mr. Funck for being a big asset to the RTD and presented him with a certificate or recognition.

David said he was “having a blast” and commented that it is a good professional challenge for him and an enriching experience.

F. Discussion and Consideration of Resolution No. 2018-01 The Demand and Para-Transit
Policies

Director Garcia referred to page 74 in the packet and explained the revisions to the ADA service and demand response and dial-a-ride policies. At the September 8, 2017 Board meeting, the policy was presented and called out these services. The policy remains pickup within 3/4 mile of a fixed route for those with disabilities and those not disabled. It allows for deviation up to 3/4 mile except for the 100 and Taos routes. The application process is revised, and the policy clarifies baggage limits to what the passenger can carry. It also has improved the pick-up and stops along the way to be in the reservation.

In the packet, page 114 shows the service area map boundaries. The system lets us know if the passenger is within the service area boundaries.

Councilor Maestas thought these are really good changes. His 88-year-old mom uses the service. They have things pile up and can schedule one trip to cover it. When the appointment is made, he asked if the staff are trained to question the passenger on all their needs. They allow up to 30 minutes flow time.

Director Garcia said the driver will call them and ask for all the stops needed and dispatch gives them the approval. They are usually early with the stops and personal assistants often ride with them.

Chair Barrone asked if they have difficulty with service animals.

Director Garcia agreed. Last month, they had an issue with a pet on board. If the animal is not fully controlled, the driver can ask the individual to get off the bus.

Ms. Carter described the assistance offered through the VA who pays a certain percentage of the costs per month to help for care givers. It takes six months to complete the applications.

Councilor Maestas moved to approve Resolution No. 2018-01 The Demand and Para-Transit Policies. Ms. Valério seconded the motion and it passed by unanimous (12-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Ohkay Owingeh, Rio Arriba County, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, Taos County and Town of Taos voting in favor and none against.

G. Discussion and Consideration of Resolution No. 2018-02 - Adopting a Reasonable Modification Policy

Mr. Dwyer said DOT requested this modification of the policy, which applies to riders, not staff. So this policy change is to allow slight changes when needed by a rider to use our service regularly. It was a federal regulation of 2015 and this policy follows that regulation. It is somewhat vague because we don’t always know what is needed to ride our buses. If we can do it safely, we are supposed to do it. DOT wants the policy approved quickly so they can say all
funded agencies meet the requirement.

Ms. Van Buren said it is part of Title Six. Mr. Dwyer agreed.

Councilor Maestas recalled several months ago, the Board discussed improvements to stops that were not ADA accessible. He asked if we have a process to inform past riders whose bus stop is not ADA compliant, to use para-transit until the stop can be improved. And could the Board have a quarterly report on those that are now ADA accessible. ADA should be prominent in our minds and status of our stops should be part of it.

Ms. McGuire said there are a little over 400 stops and we will never be 100% compliant, especially in very rural areas with no sidewalk. TAP does not provide funds to install sidewalks. But the federal regulations allow for variances where ADA compliance is not possible. She estimated probably half or a little more could become fully ADA compliant and the reminder can be justified for not being compliant and can satisfy the federal requirements.

Councilor Maestas said that to stay in good graces with the Department of Justice, we must self-certify that we are compliant - that we are making an earnest effort but perhaps should provide a notification where we can’t try to make it compliant, to inform riders about paratransit. That is just to make sure we are covered where we cannot make the capital improvements, with outreach and offering the alternative.

Mr. Dwyer said we do have a driver notification on that.

Director Garcia added that she is creating a rider guide. We do provide that service up to 3/4 mile - The fixed bus will pick them up when possible. And encourage disabled to use the fixed routes where possible.

Councilor Maestas asked if that is in our ADA plan.

Ms. McGuire agreed. And she is updating the ADA transition plan with the stops that became compliant and will provide more guidance and with addition of our GIF specialist, can provide it on the web site and they can see an actual picture of the bus stop, so they know ahead of time what accommodation they might need, if any. If they cannot navigate that stop, we can identify the next closest stop where we could accommodate them.

Commissioner Garcia moved to approve Resolution 2018-02 - Adopting a Reasonable Modification Policy. Ms. Van Buren seconded the motion and it passed by unanimous (12-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Ohkay Owingeh, Rio Arriba County, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, Taos County and Town of Taos voting in favor and none against.

H. Annual Sustainability Report

Mr. Mortillaro said the plan requires annual reporting on the metrics.
Director Garcia presented the report, which was summarized on page 123. The Sustainability Report includes the best practices in areas of utility usage and the maximum benefit of utility use. It also educates the community of the benefit of using public transit and establishes guidelines for it. Under accomplishments, she listed the alternative fuels vehicles and each year, she shows an analysis of vehicles and use of fuels. CNG average cost is $2.88 and the station is located at the Santa Fe Trails parking area. E-85 gets filled at any station and the cost is $2.02. She is awaiting December bills and will have a full report next month.

Recycling has increased 13%. Recycling material is taken to the Los Alamos recycling facility.

The RTD applied to become an alternative fueler which would provide a discount and exempt the District from federal gas taxes. CNG vehicles (two vehicles) must go either to Albuquerque for service or for limited service in Santa Fe. She proposed E-85 instead of CNG for better access to fueling stations. The average mileage for E-85 is comparable to 6.59 mpg. Currently, there is no CNG refueling station in Española. The CNG vehicles serve Santa Fe routes, so refueling in Santa Fe is not a burden. However, we have limited access to the facility and it takes 30 minutes to refuel a vehicle. The City of Santa Fe just approved an expansion of their CNG facility and it is open to the public. All Santa Fe Trails buses are CNG, so they can provide repairs. We need an agreement to have Santa Fe staff make the repairs for us. The maintenance staff does meet regularly with Santa Fe Trails staff.

Commissioner Fambro moved to accept the Annual Sustainability Report and pursue the possibility of an agreement with City of Santa Fe for vehicle maintenance. Councilor Flurry seconded the motion and it passed by unanimous (12-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Ohkay Owingeh, Rio Arriba County, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, Taos County and Town of Taos voting in favor and none against.

I. Discussion and Consideration of Board of Resolution No. 2018-03 - Amending the Sustainability Plan and Committee

Mr. Mortillaro explained that since the Sustainability Plan was approved in 2014, operations have changed and that needs to be reflected in the plan.

Director Garcia reviewed the changes with the Board. Originally, the plan said monthly reports to the Board and we have done annual. So she drafted what we are actually doing for this year. We updated bus stops/shelters, and completed the generator project. We will have a Sustainability Committee again and will reach out to the original committee members who are still on the Board first. The Committee is to look at how to be more efficient; look at vehicles, bus stop lighting, and at shelters; and make sure that the improvements to our facilities can reduce energy consumption. They were mostly minor changes.

Councilor Maestas asked if the District does bench marking with other regional transit...
agencies to see how we stack up.

Director Garcia said no.

Councilor Maestas suggested it would be good to look into it. There are surely some others working on this issue and we might find ideas to improve ours here. It could be a healthy thing.

Director Garcia agreed, but there is not another comparable in our region and she would look for one of those that would be comparable.

Ms. McGuire asked for an amendment on page 140, where #2 should be 67 shelters. Page 132 shows the accurate number.

Ms. Van Buren moved to approve Resolution No. 2018-03 - Amending the Sustainability Plan and Committee, as amended by Ms. McGuire. Councilor Maestas seconded the motion and it passed by unanimous (12-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Ohkay Owingeh, Rio Arriba County, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, Taos County and Town of Taos voting in favor and none against.

J. Discussion and Consideration of Board Resolution 2018-04 - Amending the Capital Projects Funding

Mr. Ordonez said this is to reallocate some CIP funding because some CIP projects were completed with fewer costs. He referenced page 138 in the packet for the details on a $30,000 study which was completed and only $20,000 was spent. He summarized the other changes for the Board.

Commissioner Fambro to approve Resolution 2018-04 - Amending the Capital Projects Funding. Ms. Valério seconded the motion and it passed by unanimous (12-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Ohkay Owingeh, Rio Arriba County, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, Taos County and Town of Taos voting in favor and none against.

K. Discussion and Consideration of Resolution 2018-05 - Adopting a Budget Amendment Recognizing the Receipt of a 5304 Planning Grant and Associated Expenditure

Mr. Ordonez explained that the budget adjustment is to incorporate the 5304 planning grant for the Taos facility in the amount of $67,546.

Councilor Maestas asked what the scope of the assessment includes and what we will attain from it.
Mr. Mortillaro said the Taos assessment will evaluate the existing facilities in Taos which is a trailer and an 8-bay metal building on less than an acre lot and determine whether that facility will meet current and future needs. The trailer has a bathroom between the Supervisor’s office and dispatcher’s office and there are 15 staff members. There is no break room. That is what the District inherited, and since then, our services have tripled there. The facility must be expanded and must meet ADA standards. We need to provide an employee break room and better restrooms. And then there is need to look at future needs - and where we should relocate if we don’t have enough room for it there. So a comprehensive analysis is needed.

Councilor Maestas asked that the evaluation include an EPA Energy Stars assessment for itemization of capital improvements to get an energy star rating which we don’t have for Taos.

Director Garcia agreed.

Mr. Mortillaro said it will include that energy component.

Chair Barrone noted that the Town of Taos just purchased very nice portable bathrooms on a trailer. We had it on the plaza for New Year’s Eve. They are really nice.

Chair Barrone moved to approve Resolution 2018-05 - Adopting a Budget Amendment Recognizing the Receipt of a 5304 Planning Grant and Associated Expenditures. Councilor Maestas seconded the motion and it passed by unanimous (12-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Ohkay Owingeh, Rio Arriba County, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, Taos County and Town of Taos voting in favor and none against.

DISCUSSION ITEMS:

L. Financial Report for November 2017

Mr. Ordonez presented the Financial Report for November 2017, showing five months of financial activity and representing 41.6% of the budget. He referred the Board to page 146 and following in the packet. He briefly reviewed the GRT receipts from each member County and compared the results with the previous year. He summarized the total revenues compared with budget. Then he highlighted the expenses by category and provided brief explanations of differences from the budget to date. He pointed out that the District is finally fully staffed as of Monday, but they can still use vacancy savings for expenses.

M. Finance Subcommittee Report

Commissioner Moreno gave the Finance Subcommittee Report. The Subcommittee met with the auditors who were very complimentary about the financial records at NCRTD.
Mr. Mortillaro added that the audit is confidential until the State Auditor releases it. We have scheduled that for the February 2, 2018 Board meeting. Other than approval of the minutes from the October 27 meeting, all of that was conducted at the meeting.

N. Tribal Subcommittee Report

Mr. Mortillaro said the Tribal Subcommittee is scheduled to meet on January 9th at this location so there will be a report at the February Board meeting.

O. Executive Report and Comments from the Executive Director

1. Executive Report for December 2017

Mr. Mortillaro said his report is in the packet and asked people to contact him for any concerns.

He mentioned that the lack of snow has affected the Taos Ski Valley ridership. But the Mountain Trail Route to the Santa Fe Ski Area has been surprising. We are finding that people use it for ski and others use it to ride their bikes. They are flexible in meeting people’s needs.

For Taos, we agreed to an expanded service schedule and implemented all but one part of it - the late evening run. The Village manager and he agreed to suspend that until conditions change to warrant it. Otherwise, the buses run every day.

Director Garcia provided a brief report and agreed it is surprising to have riders without any snow there.

Chair Barrone said the Town of Taos has more visitors because of the lack of snow.

Councilor Maestas said it is the same in Santa Fe.

2. Performance Measures for November 2017

Director Garcia provided the performance measures for November 2017 which were in the packet, beginning on page 173. She gave details on maintenance, costs per vehicle per mile and trip. She said the NCRTD costs are below comparable transit systems in the region. Currently, the District has 37 vehicles operating and 17 spare vehicles.

Mr. Mortillaro commented that the variety of bus sizes affects the spare vehicle ratio.

On-time maintenance is at 98%. There were no accidents in November and RTD vehicles have travelled 234, 000 miles since the last accident.
Director Garcia defined incidents and gave an example of calling out a passenger for vulgar language.

3. Ridership Report for November 2017

In response to Councilor Maestas, she said the District does train the drivers on de-escalating those incidents. The driver also has the capacity to communicate with base and can provide for getting the disruptive passenger off the bus. If 911 is needed, the supervisor makes that call. If police are called, the bus cannot proceed on the route until they arrive. Most of the incidents don’t need a supervisor or the police. Sometimes, dealing with school children can be a problem.

Mr. Mortillaro pointed out that we deal with 25 different law enforcement entities and it changes along the route. Some incidents occur frequently on some routes.

Director Garcia shared the statistics for paratransit and demand response. RTD statistics are better than Sandoval County and Region Six. The District is cracking down on no shows. The driver waits five minutes and then leaves for no shows.

MATTERS FROM THE BOARD

Ms. Carter gave a report for Rio Metro and the Rail Runner. She said Ms. Elaine Chow sent a letter to all railroads to comply with auto braking control requirements by December 2018. Rio Metro doesn’t have the money for it but applied for Tiger funding. The cost for automatic braking control is $50 million. Some other railroads have not even started it. She didn’t know how long it would take but some railroads have taken 2-3 years. We must find out what DOT will do if there is no money available.

Councilor Maestas asked if the District should write a letter of support for the Rail Runner for funding to do make that improvement.

Ms. Carter agreed. December 2018 is the deadline to have it in place. And with recent accidents, she didn’t think they would extend the deadline.

Councilor Maestas thought we should all urge a strawman resolution to do something for financial assistance.

Ms. Carter said Rio Metro sent representatives to meet with the FTA and our delegation to try to get that funding. It is a short time line.

Councilor Maestas offered to sponsor such a resolution and to do this as an RTD because Rio Metro is a member and because there are impacts to other members.

Mr. Mortillaro agreed. NCRTD contributes about $2.2 million to the Rail Runner annually. With the consent of the Board, he would put a resolution on the February agenda.
Councilor Maestas asked if the District has a tradition of meeting with the delegation prior to a legislative session.

Mr. Mortillaro said the Board adopted the legislative agenda in December and he conveyed it to our lobbyist and scheduled a meeting in DC to meet with the federal delegation.

Councilor Maestas thought they should meet with the appropriate state legislators and get their take on the state funding.

Mr. Mortillaro said, historically, he has met with our lobbyists and with each of the state legislators to talk about what we do for their constituents. This year, we have already submitted our requests. For how big our area is, we try to get a little bit from everyone and usually, it is enough to get a new bus. We don’t know how much it will be this year, but we have succeeded every year.

Councilor Maestas suggested having a legislative breakfast next year before the November 2017 board meeting perhaps at 8:00 a.m. That has been effective for Santa Fe City. It provides a time to share the agenda with them.

Councilor Maestas advocated for using as many local businesses as possible; not diluting our standards but working with as many as possible. Perhaps the District could use an incentive in bids for local preference. At the City of Santa Fe, the policy is only for prime contractors and gives an add bonus if the company staff is over 50% local.

He wondered if the District could break out preventive maintenance into certain categories without relaxing preventative maintenance policies.

Mr. Mortillaro said he would look at that and report back to the Board on the outcome.

Mr. Ordonez pointed out that the FTA actually forbids local preferences and our funding comes from federal sources.

Mr. Dwyer said he was going to mention that. We do have some flexibility and he would come up with a procurement policy in March to see what we can do with those goals.

Ms. Van Buren asked about ridership in Jicarilla.

Director Garcia said those statistics are on page 213 and commented that it is a new route and will increase every month.

Councilor Flurry said one of his joys of being on the Board was their driver, Pancho, who came upon a baby in diapers on the road. He stopped and got on phone with 911. The police never arrived but a man snatched up the baby and took him to a trailer and a Headstart staff member was right behind the bus. That is the example of our people doing the right thing and
we should be proud for it.

    Commissioner Garcia commended the Board for extending the route. He asked if service is from Farmington or Dulce to Española.

    Director Garcia explained the route schedule.

    Commissioner Garcia said Rio Arriba County is so rural and he sees a lot of people use the buses.

    Ms. Valério asked if a person could come to Española from Farmington in one day.

    Director Garcia said that was not available with the current schedule.

**MISCELLANEOUS**

There were no miscellaneous items.

**ADJOURN**

Commissioner Fambro moved to adjourn the meeting. Ms. Valério seconded the motion and it passed by unanimous voice vote.

The meeting was adjourned at 11:38 a.m.

**NEXT MEETING: February 2, 2018**

Approved by:

Daniel R. Barrone, Chair

Attest:

Dennis Tim Salazar, Secretary

Submitted by:

Carl Boaz for Carl G. Boaz, Inc.