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 9:07 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>
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<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>
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<td>Manager Tomás Campos</td>
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<td>Santa Fe County</td>
<td>Commissioner Ed Moreno</td>
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<td>Taos County</td>
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<td>Nambé Pueblo</td>
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<td>Ohkay Owingeh</td>
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<td>Ms. Christy Van Buren</td>
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<td>Pojoaque Pueblo</td>
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<td>Mr. Jeff Montoya</td>
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<td>San Ildefonso Pueblo</td>
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<td>Mr. Stephen Martínez</td>
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<td>Santa Clara Pueblo</td>
<td>Ms. Lillian Garcia</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 Dennis 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  
Ms. Stacey McGuire, Development Director  
Ms. Dora Anaya, HR Director  
Ms. Delilah García, Transit and Facilities Operations Director  
Mr. Jim Nagle, Public Information Officer

**Others Present**
Keith Wilson, Santa Fe Trails  
Regina Wheeler, Director, Public Works  
Elizabeth Martin for Carl Boaz, Stenographer

2. **INTRODUCTIONS**

Everyone introduced themselves, including Ms. Regina Wheeler, Public Works Director for the City of Santa Fe.

3. **Pledge of Allegiance**

The Pledge of Allegiance was recited.

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

Mr. Mortillaro asked to remove item E as neither party is ready at this time.

Councilor Salazar moved to approve the Agenda as amended with item E deleted. Mr. Campos seconded the motion and it passed by unanimous (13-0) roll call vote with City of Española, Town of Edgewood, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, Town of Taos, Taos County, Tesuque Pueblo, and Village of Chama voting in favor and none against.

6. APPROVAL OF MINUTES — August 3, 2018

Ms. Garcia said the date of the minutes for approval is incorrect. The names of the persons present in the minutes for San Ildefonso Pueblo and Santa Clara Pueblo were transposed.

Councilor Flurry moved to approve the minutes of August 3, 2018 as amended. Councilor Maggiore seconded the motion and it passed by unanimous (15-0) roll call vote with City of Española, Town of Edgewood, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, Tesuque Pueblo and Village of Chama voting in favor and none against.

7. PUBLIC COMMENTS

There were no public comments.

PRESENTATION ITEMS

A. Years of Service, Safe Driver, Quarterly Awards Presentation

Mr. Mortillaro announced the safe driver awards and service awards to present as follows: Frances Talamanche received a 1 year of service and safe driver award; Francisco Martinez, Josh Abeyta, Joe Valdez, Justin Duran and Rachael Vargas received 1-year service awards. Lisa Turney received a 5-year service award.

Chair Mortillaro congratulated them and thanked them for their contribution to the District.

B. Presentation of Government Finance Officers Association (GFOA) Award of Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year

Mr. Mortillaro said Mr. Pat López and Mr. Hector Ordoñez were awarded a Certificate of Achievement for Excellence in Financial Reporting for this past year.

Mr. Hector Ordoñez and Mr. Pat López thanked the Board for receiving the award. The Board thanked them for their achievement.

PUBLIC HEARINGS

There were no public hearings.

ACTION ITEMS

C. Discussion and Consideration of Award of Contract for Bus Shelters

Mr. Mortillaro noted an RFP was issued for acquisition of bus shelters in a 4-year agreement.

Mr. Delila Garcia said the Staff report of a request for award of contract is in the Board packet. She reviewed the packet information. She added that it also includes ADA improvements at bus stops.

Ms. Garcia recommended awarding the contract to Tolar Manufacturing as the best bid. The District is also looking for additional funds for this. The contract calls for a minimum of 10 shelters up to a maximum of 100 shelters over a 4-year period. The first 10 will be done right away with Ms. McGuire’s program and the additional shelters with this agreement.

Mr. Ordoñez clarified that if the contract is approved, they will publish the award of contact and comply with the procurements code regulations.

Councilor Romero-Wirth asked if Staff knew anything about the quality and reputation of this company, given that they were the only bid.

Mr. Ordoñez said the requirement of bid request an estimated useful life. 40 years was the answer they gave us. He did some research and found that they are a well-known vendor. We require that they provide us with their financial statements to make sure they stable and will be around.

Councilor Romero-Wirth asked if they are a New Mexico company.

Mr. Ordoñez said this is a company in California.
Councilor Romero-Wirth asked how they advertise the RFP.

Mr. Ordoñez said they complied with the minimum amount of time for the bids. We released the RFP on June 22, with a deadline to submit within 30 days. Ms. Garcia provided an opportunity for questions and comments. We hit all of our deadlines. This company is also a bus shelter manufacturer. Mr. Ordoñez said the notice was on the RTD website and advertised in the Albuquerque Journal and Rio Grande Sun.

Councilor Romero-Wirth asked if the District advertises in any trade journals. She is always concerned when there is only one bidder and wanted to make sure they will serve us well.

Ms. Garcia said other shelter vendor companies in New Mexico were sent the information as well as other vendors outside of the State and some also called in and asked questions.

Mr. Ordoñez said they got a lot of responses with questions.

Mr. Campos asked if these are prefabricated shelters. He also asked what the process is for choosing the sites for shelters.

Ms. Garcia said it was based on projects Ms. McGuire is working on. She will provide the locations and they will be forwarded to the contractor. We want to only order shelters as needed.

Mr. Campos asked if the contract allows subcontracting for installation.

Ms. Garcia said no. The District will install them. Also included is solar lighting and advertising.

Councilor Maggiore said they have not used this vendor again. He asked what the design is.

Ms. Garcia said the District has four different styles of shelters within our service area. They have standard styles, but we can ask for a different design.

**MOTION: Mgr. Campos moved to approve the contract with Tolar Manufacturing. Chair Barrone seconded the motion.**

Discussion on the Motion:

Gov. Dorame pointed out that when we deal with out of state vendors, the cost of materials usually goes up. In this case, either Staff is installing to cover that kind of work. He asked if we are going to hire people to maintain the shelters. He wondered what other cities in the State have bus shelters and who they deal with. He would prefer to make the effort to go with someone in-state.

Ms. Garcia replied that the District has staff employed now who maintain the shelters. Trash
pickup and weed control and whatever else is needed. There are many transits across the state that have bus shelters in place. A lot of them get their shelters out of state. In Española, down Riverside Street, they are all from out of state. The options in-state are limited.

Mr. Ordoñez said they are purchased by federal funding sources, so they are required to open the RFP to everywhere and cannot give preference for an in-state contractor.

Gov. Dorame explained that when Staff does work on these kinds of projects, the Board has to ask questions that may sound like we disagree with the recommendations. But that is the farthest thing from what he was asking. He just wanted information to cover why the contract is with an out of state company.

VOTE: The motion passed by unanimous (15-0) roll call vote with City of Española, Town of Edgewood, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Río Arriba County, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, Town of Taos, Tesuque Pueblo and Village of Chama voting in favor and none against.

D. Discussion and Consideration of Award of Engineering Services for Taos American with Disabilities Assessment and Engineering Phase V.

Mr. Mortillaro this is the next phase of our extensive effort to bring all of our shelters and stops into ADA compliance per the ADA Plan that was approved several years ago. It involved the design and updating of ADA equipment and the design of the next set of bus shelters.

Ms. McGuire said $1.6 million was awarded for bus stops. She will prepare and application for TAP funds, as well. The fee proposal and task orders are in the Board packet. She reviewed the information in the packet with the Board.

Ms. Van Buren was glad she is working with Wilson & Company. They have done a lot of work at the pueblos - even some pro bono work.

Mr. Mortillaro Wilson Engineering we went out for proposals for on-call engineering and as a result of that they were selected as our on-call engineer. Allowed under that contract to engage them for upcoming projects. We bring to board due to the amount. For approval.

Councilor Maggiore for design only on second task order.

Ms. Van Buren yes. As well as setting up the pro con with the selected contractor. Will return to the board to discuss that.

MOTION: Councilor Maggiore moved, seconded by Councilor Salazar to approve the Award of Engineering Services for Taos American with Disabilities Assessment and Engineering Phase V.
VOTE: The motion passed by unanimous (15-0) roll call vote with City of Española, Town of Edgewood, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, Tesuque Pueblo and Village of Chama voting in favor and none against.

E. Discussion and Consideration of Resolution 2018-25 Authorizing NCRTD Staff to Collaborate with the Pueblo de San Ildefonso in Applying for FFY 2018 Tribal Transit Program Discretionary Program Funding to Plan, Design, Construct, and Purchase Bus Stop Amenities

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

F. Discussion and Consideration of Resolution 2018-26: A Resolution Demonstrating the North Central Regional Transit District’s (NCRTD) Commitment to Provide its Local Match Share for §53111 Federal Funding Award in Federal Fiscal Year 2020 (FFY 20)

Ms. McGuire said the details are in the packet which she reviewed. This is an annual effort.

Ms. Van Buren asked when the application is due.

Ms. McGuire said it was due August 31st. She submitted on time with the hope that the Board would support this as in years past.

Ms. Van Buren asked if she would still need to upload these resolutions.

Ms. McGuire agreed.

Ms. Van Buren asked the amount she is applying for.

Ms. McGuire said it is for $4 million. The big-ticket item is the gap in funding for the maintenance facility. It is a tough ask but we are asking.

Ms. Van Buren asked where within the RTD budget the match comes from.

Ms. McGuire said it is from GRT.

Mr. Mortillaro said they usually over match the grant.

Ms. Van Buren asked if they can use the Tribal funds for the match.
Ms. McGuire said they cannot use that for the FTA portion.

**MOTION:** Ms. Van Buren moved, seconded by Councilor Maggiore to approve Resolution 2018-26: A Resolution Demonstrating the North Central Regional Transit District’s (NCRTD) Commitment to Provide its Local Match Share for §5311 Federal Funding Award in Federal Fiscal Year 2020 (FFY 20)

**VOTE:** The motion passed by unanimous (15-0) roll call vote with City of Española, Town of Edgewood, Los Alamos County, Nambé Pueblo, Ohkay Owinge, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, Tesuque Pueblo and Village of Chama voting in favor and none against.

**G. Discussion and Consideration of a Referral Memorandum of Understanding (MOU) between North Central Regional Transit District (NCRTD) and El Centro Family Health**

Ms. McGuire was approached by El Centro Family Health that frequently refers clients to RTD services informally. Now they are formalizing the relationship through an MOU. There is no fiscal impact and it aligns with RTD’s short-term and long-term missions to partner with social service agencies and health care providers as the transit option that gives people access to services.

Councilor Romero-Wirth asked how that relationship worked now.

Ms. McGuire explained RTD shares their route information with El Centro who uses the RTD brochures to help their clients go where they need to go. NCRTD assists them with trip planning if needed, just as they do with anyone else.

Councilor Romero-Wirth asked if RTD transported people between homes and services.

Ms. McGuire said they are not changing anything, they are using existing routes.

Ms. Garcia pointed out if the person is a client of El Centro and requests demand service or they have an ADA application on file, NCRTD would have to transport them from their homes to the facility.

Ms. McGuire added that would be no different than for anyone else.

Councilor Romero-Wirth asked how many people are in the on-demand service.

Ms. Garcia replied that would depend on the time of the year. Paratransit provides between 800-1,200 trips a month and the trips are not specific to El Centro but if a client of RTD they transport them between locations.
The on-demand service is for people that request a pick-up and RTD could schedule to take them to Walmart, the bank, etc. within the 15-mile radius. They also have the ADA complementary paratransit; a service that complements their fixed route. The federal requirement is a radius of three quarters of a mile but RTD extends the service out to 15 miles.

Mr. Mortillaro noted that was only for Espanola and Rio Arriba County is 15-mile radius within the transit center, which is different and was part of the understanding when NCRTD acquired the Rio Arriba system.

Councilor Romero-Wirth asked if Rio Arriba was doing that and NCRTD took that over.

Chair Barrone asked if there was a bus stop, or a bus shelter there.

Ms. McGuire explained currently there is no stop there but RTD would be open to discussing that. They will definitely incorporate that into the service plan update.

Ms. Garcia added there are stops nearby and El Centro operates in the Embudo and Dixon area and is option for someone wanting to go there from Espanola. There is also a stop near El Centro in Taos.

Councilor Maggiore asked why they are doing the same thing they have always done if this is a long-term goal.

Ms. McGuire explained it is a requirement that El Centro have the MOUs in place with providers and this was initiated from them. The benefit to RTD is this would tie to their overarching goals as a way to contribute to the betterment of the communities they serve. This could lead to more in-depth discussions on improving health care or social services coordination in a rural area that has long distances to cover and a lot of people without a vehicle.

NCRTD has been working hard to partner with other governmental agencies and social services in general and they want to be at the table for those discussions and this is a first step.

Ms. Van Buren encouraged Staff and the board to add a stop there. She noted that several of their tribal members use El Centro who is in charge of their of their Social Services Department in their Pueblo. She thought there would be opportunity for connectivity between the tribes and El Centro as their major Medicaid provider for the Pueblo.

**MOTION:** Councilor Salazar moved, seconded by Councilor Romero-Wirth, to approve the MOU between NCRTD and El Centro.

**VOTE:** The motion passed by unanimous (12-0) roll call vote with Pueblo of Pojoaque, Rio Arriba County, San Ildefonso Pueblo, City of Santa Fe, Santa Fe County, Tesuque Pueblo, Town of Taos, Village of Chama, Town of Edgewood, City of Española, Los Alamos County, and Ohkay Ohwingeh voting in favor and none against.
DISCUSSION ITEMS

H. Review of Quarterly Investment Report of District Funds

Mr. Ordoñez reviewed the summary of June 30, 2018 information included in the packet.

(Page 67) Total investment portfolio balance is $8,027,609/ total net increase - $691,897.99 from the third quarter received from interests, reserves and different investment pools.

Portfolio value breakdown
- LANB increase - $685,466.90
- Interest from Sandia Area Credit Union of $493.98
- Interests from LGIP investment pool of $40.47
- Increase in Cetera cash account- $504,715.81
- Brokered CDs under the Cetera account $498,819.17; 18 CDs outstanding and 20 redeemed, two CDs expired in April. All other CDs have been reinvested.
- Net increase of about $691,897.99
- Current quarter earned a total of $19,282.25 / $3001.43 increase from the third quarter
  - Average rate of return $1.31 and average investment is for 15 months

I. Review of Automatic Clearing House (ACH) Payments over $20,000

Mr. Ordoñez reviewed the information included in the packet:

Per a resolution passed by the Board in November 2018, they are required to disclose all ACH payments made:

- 93 payments were made totaling $1,753,177.32
- 6 payments totaling $128,029.29 for US treasury for fringe benefits
- 5 payments to other agencies for GRT contributions - $1,319,182.65
- 8 payments totaling $305,964.68 for business expenses

J. Review of July 2018 Financial Summary

Mr. Mortillaro indicated this was the first financial report for the new fiscal year.

Mr. Ordoñez reviewed the information in the packet. He noted the new format that minimized and summarized the information and would welcome the Board’s feedback.

The RTD Transit District is reporting one financial CD fiscal year ending June 2019. The expenses and revenues for the period for July 31, 2018 represent 8.3% of the budget.

The GRT federal and capital grant revenues and expenses were approximated and utilized for
the last three fiscal years.

**Statement of Revenues and Expenses:**

**Revenues:**
- Total Revenues - $902,321 / $33,830 increase
- Total Expenses - $268,912 / $138,286 increase
- Gross Receipt Revenues - $798,916 / $87,994 increase the previous year
- Federal Grants - $99,705 / $51,377 less than last year. They were fully staffed.
- Charge for Services - $1,872 / $704 less than last year
- Miscellaneous Revenues - $1,828 / $2084 less than last year

**Expenses:**
- Salaries – $73,358 /versus $25,889 decrease from prior year
- Overtime - $6261 / $2786 decrease
- Employee benefits - $84,780 /$10,260 decrease
- Office expenses- $1458 / $694 decrease
- Utilities - $516 / $3252 decrease
- Contracted service -$8496 / $5596 decrease
- Advertising Expenses- $1222 / $3056 decrease
- Equipment and building- $528 / $2202 increase
- Insurance - $19,082 / $85,540 increase
- Employee Related expenses - $7854 / $4804 increase
- Travel etc. - $1331 /$773 increase
- Fuel expense- $40,232 /$10,734 increase
- Vehicle maintenance repairs - $13,698 / $7661 decrease

**Explanations of variances:**

Federal grants are less due to an increase in salary and expenses. They were fully staffed and this year 9 employees were not eligible for benefits.

Insurance was prorated throughout the year.

The Fuel increase reflects the rise in fuel costs.

Maintenance / Repairs – includes engineer and transmission test work

The difference in Capital accounts of $7,000 was due to $9,000 for the buses they will receive. This year they would be spending $1000 in capital and the other $9k has to be approved.

Ms. Van Buren questioned the operating expense of $121,000 less than budgeted. She asked if that was because they prorated the insurance.

Mr. Ordoñez replied it was as well as an insurance benefits cost savings because 9 employees were not eligible for insurance.
Ms. Van Buren noted on page 72 that administrative expenses were about half [of the prior year].

Mr. Ordoñez explained it was an increase of $61k, again partly to do with benefits, salaries and overtime. Also this is reported on a cash basis and last year accruals were not done at the time of the report.

Mr. Ordoñez reviewed the GRT revenue report in the packet on page 74 for the month.

Total GRT received 798,916 / $161,633 increase from the prior year.

Broken down by county:
Los Alamos County – received $24,6238 / $31,224 increase from the prior year
Rio Arriba County – received $38,636 / $8,433 decrease
Santa Fe County – received $445,926 / $63,926 increase
Taos County - received $88,116 / $1277 increase
Grant revenues – received $99,705 / $51,377 decrease

Breakdown of Operating Expense by segments: (Page 80)

Operating expenses - $197,554 / $107,923 decrease
Administrative Expenses – $61,262 / $38,244 decrease
Capital Expenses - $10,096 / $7761 increase

K. Finance Subcommittee Report

Commissioner Moreno stated the last meeting was 2 weeks ago and the new format for the financials is a result of the meeting. They worked to make the format easier to read and consolidated some duplications.

He was open to suggestions from members on what was done by the subcommittee.

The subcommittee also had their entrance meeting with Axium.

Mr. Ordoñez noted Axium had been at NCRTD since Monday looking at internal controls and reviewing files to assess risk.

NCRTD if considered a risk organization could mean additional tests would be needed. Axium will complete their premium audit today and he and Mr. Mortillaro will meet with them at 1:00 to discuss possible findings. Axium returns October 15th to complete the final audit and look at all of the accounts and also to work on the federal audit. They will ensure federal grants are spent appropriately and that there are no other programs subsidized that were not approved.
NCRTD would receive a financial statement by the first week of November or last week of October.

Mr. Mortillaro added that the subcommittee also met with Operations to update the Operations Report. The Board does not have the updated report before them but should have a new report tomorrow and an updated report next month.

Ms. Van Buren indicated in the minutes she is noted as absent, but she had actually stepped down from the subcommittee due to her schedule.

L. Tribal Subcommittee Report

The subcommittee did not meet this month. The next meeting is October 18th at Ohkay Owingeh.

M. Executive Report and Comments from the Executive Director
1. Executive Report for August 2018

Mr. Mortillaro asked to hold his comments until after the Paratransit Performance Measures Report.

2. Paratransit Performance Measures, July 2018

Ms. Garcia stated they have been working with the Finance Subcommittee to update their Performance Measures Report, which has a lot off repetitive information and is not clear. The next report will be significantly different and have more useful information.

Ridership for Demand Response routes (page 98) (picks up people at their homes and takes them where they need to go) had a total of 965 passengers (up from the previous year). They also provide service to schoolchildren when their parents schedule pickups. The kids are taken to the senior center or their home from the Arroyo Central Fire Department or Pojoaque School.

ADA Paratransit Trips (page 99) (clients on file who are dropped off within the 15-mile service area in Espanola or 3/4 of a mile in Taos) had 459 passenger trips, a slight increase from June.

Councilor Maggiore noted on page 98 the BAR fiscal year 2018/2019 did not seem to track.

Ms. Garcia replied she would update that.

Ms. Van Buren pointed out on the Pojoaque route there are several tribal children that go to the senior center etc., but they can only schedule for the elementary students. She asked if RTD was providing service for elementary, junior high and high schools.
Ms. Garcia replied service was primarily for the high schools.

Ms. Van Buren suggested they need to talk.

Mr. Mortillaro explained the history related to when RTD acquired the Rio Arriba Transit system. That was part of the agreement and there has been quite a bit of discussion about that. The board has directed maintaining the agreement and it is funded through the Santa Fe County and Rio Arriba resources.

Ms. Van Buren noted that the service is fantastic, but she thought they could do a better job coordinating them.

Ms. Garcia explained the service is part of the on-demand and parents have to call and schedule on a weekly basis and there are capacity issues. The parents have commented they would like an additional bus or two specifically for students and she has explained that NCRTD is general public transportation and is a shared trip if someone else is on the bus.

Ms. Van Buren explained they have difficulty with the timing and have room for preschool kids year-round and if RTD does not have many students, they could coordinate the pickups.

Ms. Garcia replied that RTD passenger policies required anyone under the age of 10 to have a parent or guardian to ride.

Mgr. Campos indicated parents called him to ask for a fare card.

Ms. McGuire replied they have talked about this in the past and could look at this again. They are now able to include more options.

Ms. Garcia said she and Mr. Mortillaro have discussed this because they continued to receive requests and a fare card would make it easier on parents and students as well as the RTD drivers.

Gov. Dorame indicated he was disturbed that the school district does not provide the transportation. He asked why.

Chairman Barrone explained it is outside the Pojoaque School District and there are two different districts that work together, Española and Pojoaque. The kids are choosing not to go to Española.

Gov. Dorame stated they saw the problems the school districts were having when this occurred in 1993 and parents were concerned and chose to bring their kids to Pojoaque. The Governor at the time met with the Pojoaque School District and entered an agreement for Native students, including Santa Clara.

He stated he was not pleased with the service and thought more could have been done to provide better services. The Natives are at a disadvantage because the Pueblo do not have
enough votes to get what they want, so they are left out.

Ms. Van Buren replied the agreement had been in place but fell flat on its face after Gov. Dorame left office. She noted the issue is not just with Pojoaque Valley Schools, but Espanola School District does not provide service. This has to be treated as on demand service and offer rides to other people. She noted as an example that McCurdy School would not go to the reservation.

She said the purpose of public transportation is to increase the graduation rates and this a huge problem they deal with every day. The public schools are not willing to enter agreements with RTD and it has been challenging.

Ms. Van Buren asked that the Governor take care of that.

3. Performance Measures for July 2018

Ms. Garcia continued her report on performance measures (page 100).

- Total Monthly Demand Response and ADA paratransit total operational costs - $284,073 out of which Demand Operations is $19,800 / Paratransit is $9,504.
- Paratransit cost per vehicle mile is $3.42 average; Sandoval / Valencia is $3.99; Region 6 is $2.11.
- Paratransit Operating Cost per Trip average is $20.71; Valencia and Sandoval at $17.89; Region 6 is $16.54.
- Performance Measures: 168 cancellations; 79 late cancellations; 21 no shows.
- The service was early 47.39%; on time 48.55% and late 3.14%. The average trip length is slightly over 18 miles and 5.9 miles on board.

Councilor Romero-Wirth asked what happened if the bus is early and people missed the bus.

Ms. Garcia explained that passengers are asked to be prepared up 15 minutes before or after the scheduled pickup time.

There were zero compliments, zero complaints and 4 customer incidents in July.

4. Ridership Report for July 2018

Ms. Garcia reviewed the information for ridership (page 110) included in the packet.

- 22,789 - All NCRTD operated routes, a slight increase from the previous year.
- $97,294 in Administrative Operating Costs / Operating Expense - $284,073 for a total Operating Expense of $381,367.
- Operating Costs per Vehicle Mile: average $2.53; Sandoval/ Valencia - $4.07; FTA/ Region 6 - $2.25.
• Operating cost per passenger trip average $12.47; Sandoval/Valencia - $17.89; FTA / Region 6 - $12.65.
• Spare Vehicle Ratio for all vehicles - 36 vehicles are needed for use and the spare ratio is 58.33% versus the 20% recommended.
• Average Age in Vehicle Miles - 82,013
• 100% preventative maintenance is done on all vehicles compared to FTA recommended at 87%.

One minor incident and one major accident were reported. Total miles driven - 113,033 miles / 105,734 miles before a minor accident and 51,044 miles before a major accident.

One accommodation and one complaint were received in July.

Customers incidents are listed on page 111.

Councilor Romero-Wirth asked regarding the incident in Tierra Amarilla if there is a camera on the bus.

Ms. Garcia replied cameras are on all of the buses and the video is pulled for review when an accident occurs.

Councilor Romero-Wirth asked to confirm that the two people involved were not put off the bus until Chama.

Ms. Garcia explained the driver communicates to dispatch in that type of issue and the supervisor tells the driver how to handle it. RTD tries to communicate with law enforcement and will show up if possible and supervisors if nearby would go out to assist the operator.

Mr. Mortillaro said he will meet on September 17 with NMDOT for their biannual Technical Assistance and Compliance Review. NMDOT sent a 50-page questionnaire in advance on items that will be looked at and RTD has responded.

He noted that he and Staff would conduct presentations on the November 6th GRT upcoming elections to educate members and local organizations as well as City Council and Tourism Santa Fe among others.

Mr. Mortillaro announced that the district was selected to receive the Rural Transit System of the Year award from the Federal Transit Administration. He asked the Board to support him in attending the ceremony and accepting the award. The media would be alerted about the award after the conference.

He added that NCRTD had also been selected 4 years ago and this speaks to the efforts of everyone in the room in making NCRTD an outstanding transit agency. He will bring the award to the meeting next month.
MATTERS FROM THE BOARD

N. Board Approval of Travel Expenses for Board Chair; 23rd National Conference on Rural Public and Intercity Bus Transportation, Breckenridge, Colorado, September 30-October 3, 2018.

MOTION: Councilor Salazar moved to approve travel expenses for Mr. Mortillaro to attend the National Conference in September, seconded by Councilor Maggiore.

VOTE: The motion passed unanimously (11-0) with the City of Espanola, Los Alamos County, Pueblo of Ohkay Owingeh, Rio Arriba County, City of Santa Fe, Santa Fe County, Pueblo of San Ildefonso, Town of Taos, Pueblo of Tesuque, Village of Chama and the Town of Edgewood voting in favor and none against.

MISCELLANEOUS

Councilor Flurry said their town is asking for a bus stop at the Village Hall where buses leave to go to Espanola. People have been walking over to the Village Hall to wait inside and several have missed the bus. He has submitted a letter to Mr. Mortillaro also.

Ms. McGuire replied they would definitely look at options.

Ms. Carter thanked the board for their support because Rio Metro received $29.4 million in federal funding. They are also applying for additional funding through other grants to come up with the difference and the Commission had approved the SID grant.

Ms. Van Buren noted that Ohkay Owingeh is hiring two new drivers for on-demand service and needs more.

Also they had their FTA on-site technical assistance audit review a few weeks ago. They learned that their NTD reporting could include reporting mileage with Human Services agencies within the tribes. That would include their community health representatives, senior programs and Meals on Wheels so their numbers would skyrocket. She would be working with Stacy on that.

Councilor Maggiore noted regarding grants and awards that Los Alamos County was just awarded $1.4 million for a pilot project of two electric buses. They have to spend a lot of time parked on a couple of routes with their engines running in the neighborhoods and they hope the electric buses are quieter.

Gov. Dorame indicated Pueblo of Tesuque on October 5th would host the Native Affairs Committee of the State Legislature and would not be at the meeting that day, but all of their staff are required to attend.
Councilor Romero-Wirth announced the fiestas happening with a mass she attended at 6 and dancing later and the proclamation would be read about 9 o’clock.

Ridership for the Chama train ride to see the fall foliage is up over 20% this year.

Chair Barrone stated they support one another as communities and hopefully all of them could survive together.

A Code of Conduct Training is tentatively scheduled for 11 o’clock for all Board members.

ADJOURN

Upon motion by Councilor Maggiore and second by Councilor Romero-Wirth, the meeting was adjourned at 11:04 am

NEXT BOARD MEETING: October 5, 2018 at 9:00 a.m.

Approved by:

[Signature]
Daniel R. Barrone, Chair

Attest:

[Signature]
Ed Moreno, Secretary/Treasurer

Submitted by:

[Signature]
Carl Boaz for Carl G. Boaz, Inc.