North Central Regional Transit District
Board Meeting
Friday, May 1, 2015
Jim West Regional Transit Center
9:00 a.m. - 1:00 p.m.

CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Mayor Daniel Barrone, Chair, at 9:13 a.m. at the Jim West Regional Transit Center, 1327 Riverside Drive, Española, New Mexico.

1. Pledge of Allegiance

2. Moment of Silence

3. Roll Call

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

<table>
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<tr>
<th>Members Present:</th>
<th>Elected Members</th>
<th>Alternate Designees</th>
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<tbody>
<tr>
<td>Los Alamos County</td>
<td>Councilor Pete Sheehy</td>
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<td>Rio Arriba County</td>
<td>Commissioner Alex Naranjo</td>
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<td>Taos County</td>
<td>Commissioner Jim Fambro</td>
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<td>Town of Taos</td>
<td>Mayor Daniel Barrone</td>
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<td>Santa Fe County</td>
<td>Commissioner Miguel Chávez</td>
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<td>Nambé Pueblo</td>
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<td>Ohkay Owingeh</td>
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<td>Pojoaque Pueblo</td>
<td>Mr. Tim Vigil</td>
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<tr>
<td>Santa Clara Pueblo</td>
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<td>Ms. Mary Lou Valério</td>
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</table>
City of Santa Fe    Mr. Jon Bulthuis
San Ildefonso Pueblo    Ms. Lillian Garcia
Tesoque Pueblo    Governor Charles Dorame
City of Española    Councilor Dennis Tim Salazar
Town of Edgewood    Excused
Rio Metro (ex officio)    Excused

**Staff Members Present**
Mr. Anthony J. Mortillaro, Executive Director
Ms. Dalene Lucero, Executive Assistant
Mr. Michael Kelly, Transit Operations Manager
Ms. Stacey McGuire, Projects and Grants Specialist
Mr. Jim Nagle, Public Information Officer
Mr. Daniel Simon, Marketing and Communications Specialist
Mr. Troy Bingham, Finance Director
Mr. Pat López, Financial Analyst
Ms. Michelle Jacquez, Administrative Specialist
Mr. Tommy Martinez, Transit Shift Supervisor
Ms. Cindy Romero, Customer Service Representative
Mr. Ermo Gonzales, Transit Driver I

**Others Present**
Mr. Peter Dwyer, Legal Counsel
Mr. Carl Boaz, Stenographer
Ms. Marcy Eppler, NMDOT
Ms. Delilah Garcia, NMDOT
Ms. Lucia Sanchez, Rio Arriba County
Ms. Tessa Jo Mascareñas, Santa Fe County
Mr. Ray Matthews, Santa Fe County
Mr. Scott Perkins, Wilson & Co.
Ms. Maria López Garcia, Rio Grande Sun
Mr. Sebastian Garcia, Guest

4. **INTRODUCTIONS**

   Everyone present introduced themselves to the Board and public.
5. APPROVAL OF AGENDA

Commissioner Fambro moved to approve the agenda as presented. Mr. Vigil seconded the motion and it passed by unanimous roll call vote with City of Española, Los Alamos County, Pojoaque Pueblo, Rio Arriba County, City of Santa Fe, Santa Fé County, Santa Clara Pueblo, San Ildefonso Pueblo, Taos County, and Town of Taos voting in the affirmative and none voting against (10-0).

6. APPROVAL OF MINUTES – April 10, 2015

Commissioner Fambro moved to approve the agenda as presented. Commissioner Naranjo seconded the motion and it passed by unanimous roll call vote with City of Española, Los Alamos County, Pojoaque Pueblo, Rio Arriba County, City of Santa Fe, Santa Fé County, Santa Clara Pueblo, San Ildefonso Pueblo, Taos County and Town of Taos voting in the affirmative and none voting against (10-0).

7. PUBLIC COMMENTS

There were no public comments.

Mr. Mortillaro introduced Troy Bingham as the new Finance Director and commented that he has 12 years' experience in government finance. The Board welcomed him to the NCRTD.

PRESENTATION ITEMS:

A. Presentation of Employee Anniversary Awards

Chairman Barrone said that the District employees are one of the most important parts of our family so it is great to bring them forward and brag about them. These five staff members have been with NCRTD five years.

Mr. Mortillaro and Chairman Barrone presented Ms. Michelle Jacquez, Mr. Tommy Martinez, Mr. Erma Gonzales, Ms. Cindy Romero and Mr. Pat López with 5-year service awards.

They briefly commented their appreciation for the recognition and pictures were taken.

Governor Charlie Dorame arrived at 9:26 a.m.

B. Public Hearing and Presentation of the Draft Fiscal Year 2016 Budget
Mr. Mortillaro said a draft budget is prepared annually at this time of year and initially is submitted to the Finance Subcommittee and then forwarded to the Board with recommendations. A final budget is required to be adopted by the Board by June 30 and submitted to the State Department of Finance and Administration.

He pointed out that overall, it is less than a 1% increase and continues to focus on the service plan and for this coming year, incorporates the start of the Mountain Trail Route as an 8 month trial starting in October and the La Cienguilla/Cerrillos Route as trial run. It also includes replacement of fleet vehicles and funding the three regional services: New Mexico Rail Runner, Atomic Transit and Santa Fe Trails. This budget does not incorporate the consolidation of the Taos Chili Line until both legislative bodies take the final vote. At that point in time a proposed amendment will be presented to the Board for consideration.

Mr. López gave a comprehensive review of the budget and explained many of the categories to the Board.

Mr. Mortillaro referred to page 25 and explained that the Mountain Trail Route would start in October 2015 and carry over to 2016. The La Cienega/Las Golondrinas Route starts in February 2016. He also reviewed all personnel changes in the new budget. Staff compensation had a 3% increase per the proposed compensation plan. The collective bargaining agreement has a 2% COLA and the health insurance premiums have a 3% increase in January 2016.

He reviewed the disbursements to the three regional transit systems and mentioned the Capital Investment Plan shown on page 28 that included administration auto; buses; solar lighting for shelter/stops; bus stop surface improvements; ADA plan compliance construction; standby emergency generator; bush hog attachment for skid steer loader; office addition; and Bus DVR replacements for a total of $1,237,838. The District will initially request a generator from war surplus. Office space is just a reconfiguration in the building and furniture.

Councilor Sheehey asked if the District was affected by lack of passing the state capital outlay.

Mr. Mortillaro agreed. $175,000 was lost. And it could have been used for local cash match on federal capital grants.

Councilor Sheehey urged members to send letters to the Legislature to lobby for special session.

Governor Dorame asked what hiring level the District was in.

Mr. Mortillaro thought it was 57. He added that there would be a new compensation plan presented next month.

The 10-year capital plan was shown on page 32. It was created to plan out anticipated expenditures for fleet replacement (per FTA guidelines), constructing a maintenance facility in 2016, paving for bus parking in 2019 which wouldn’t be needed if the maintenance facility gets funded, and PV panels to reduce utility costs. The rest are just placeholders.
The Long Range Financial Plan was shown on page 34. The Board approved the moderate case scenario going out to 2024. It shows adequate finances up to 2021 where the District would no longer be in accord with the financial reserve plan. That plan doesn’t include any state capital outlay.

Councilor Sheehy reported that he saw no intent for Los Alamos County to quit making their contributions to the District but it could shrink. Even continuing at $350,000 wouldn’t be enough to balance future budgets. So other counties need to start thinking about some contribution. No one likes to see shrinking reserves. If the District can keep receiving federal and state funding, it would not be a great burden on the other counties. And the closer we can get to a balanced budget, the better we can make a case for continuing the GRT to the District.

Mr. Mortillaro agreed and emphasized that the District is in an enviable position with current reserves for providing services. The maintenance facility shows a big match but if it doesn’t happen - right now it is over $600,000 - it would push the costs down further. The whole intent is to look down the road and be prepared to address this potential shortfall before it happens.

He presented the reserve levels and the requirements and said there are not many agencies with an 8 month reserve. Staff and Board should be applauded for this conservative approach.

The budget relies on 564k reserve level and we follow the board policy on use of reserves and a new resolution will be presented at June meeting.

Mr. Bulthuis agreed it is a wonderful place to be with reserves. Santa Fé is certainly not in that position. He commented on the difficulty of not being able to fill the HR position.

Mr. Mortillaro said they have gone out and recruited and get applicants who couldn’t follow the instructions. He made offers to several people without success. The District will soon be at 70 staff members so we really need one.

Mr. Dwyer said the whole area of employment law leads to some caution and the need for someone who is committed to the agency. So the District needs to hire a good HR director.

There was no public comment.

[This was an informational item and no action was required.]

**ACTION ITEMS FOR APPROVAL / DISCUSSION**

C. Discussion and Consideration of Adoption of Resolution 2015-10 Adopting a Preliminary Fiscal Year 2016 Budget

Mr. Mortillaro explained that we are required to have the Board take action on a preliminary budget. The final budget will be presented next month so this is not a binding vote today. There is one last chance
to amend the final budget for FY 2016 at the June meeting.

Commissioner Fambro moved to approve the Resolution 2015-10 Adopting a Preliminary Fiscal Year 2016 Budget. Mr. Vigil seconded the motion.

Councilor Sheehey asked if the Taos consolidation would likely be included next month.

Mr. Mortillaro hoped that would be the case. It is scheduled at the Taos Town Council on May 12, hopefully for the final review and approval. The budget for it is sort of lined out in our mind. We would be able to amend this budget and incorporate that into the final budget.

The motion passed by unanimous roll call vote with City of Española, Los Alamos County, Pojoaque Pueblo, Rio Arriba County, City of Santa Fe, Santa Fé County, San Ildefonso Pueblo, Taos County, Town of Taos and Tesuque Pueblo voting in the affirmative and none voting against. Santa Clara Pueblo was not present for the vote. (10-0).

D. Discussion and consideration of Adoption of Resolution 2015-11 FY 14 Transportation Alternatives Program (TAP) ADA Transition Plan Approval

Ms. McGuire gave the background material regarding the ADA issues. In October, 2013, the Board authorized submission of an application for funding for the transition plan and to construct the needed modifications. The application was for $307,000 with a match of $52,000 to address 32 stops that were noncompliant and about 30 additional are in need of modifications.

Mr. Scott Perkins, with Wilson & Company, shared a power point presentation and explained that the approval of the ADA Transition Plan and related Resolution is the first step in the process of the NCR TD bringing all of its bus stops into ADA compliance. In Phase I (FFY14), an ADA Transition Plan has been created and identifies ADA noncompliant bus stops and shelters and provides ADA compliant bus stop location templates that will be used to guide modifications to bring the bus stops into ADA compliance. In Phase II (FFY15) and Phase III (FFY16) of the project, the ADA Transition Plan findings will be implemented to bring existing ADA noncompliant bus stops and shelters into compliance.

Ms. McGuire provided a hand out for the Transition Plan that included the budgets for five different options and a total estimate of $790,500 for 62 bus stops.

Mr. Perkins outlined the steps in the process for approval of the implementation plan including a 4-5 week bidding process; contract award; notice to proceed; construction for 3-4 months; and reimbursement from the State to close it out.

Mr. Perkins said the handout breaks down each of the options provided in Appendix D and takes a close look at each with estimates on what it would cost. Those ranges are developed from DOT unit bid prices. He cautioned that no bid information supports these ranges. Some elements could affect bids like transporting concrete to the site, etc.
Councilor Sheehy asked if the District had some choice in how to ask for bids, e.g., if the District could split up the region or have one contract for the whole region. He thought there might be motivated contractors in one section of the District. He also wondered if the $790,500 was close to what the District has.

Ms. McGuire clarified that this provides a clear picture of what to identify for additional funding needed to complete the project. Given the schedule of revenue coming in, it will have to be done with phasing.

Mr. Perkins agreed that we do want them to concentrate on an area and identify viable contractors who could qualify for this. The Board will have the capability for adding or separating the sites in the contracts. So there is as much flexibility as possible. He noted that the DOT has had rounds of projects and out of six, three were at least $1 million over budget. Hopefully the District can time it just right and get good competition on the project.

Chairman Barrone thanked Mr. Perkins for his presentation.

Mr. Mortillaro referred to page 66 for the resolution to adopt the ADA transition plan.

Councilor Sheehy moved to adopt Resolution 2015-11 FY 14 Transportation Alternatives Program (TAP) ADA Transition Plan Approval as presented. Commissioner Chávez seconded the motion and it passed by unanimous roll call vote with City of Española, Los Alamos County, Pojoaque Pueblo, Rio Arriba County, City of Santa Fe, Santa Fé County, Santa Clara Pueblo, San Ildefonso Pueblo, Taos County, Town of Taos and Tesuque Pueblo voting in the affirmative and none voting against. (11-0).

E. Discussion and Consideration of Resolution 2015-12 Authorizing the NCRTD Staff to apply for Federal funding through the FFY 2015 TIGER Grant Program for a Maintenance Facility, Wash Bay, and Fueling Station

Ms. McGuire referred to page 276 and presented information regarding the application for TIGER funding. This is the third attempt to get the TIGER funding. She got FTA to comment on how to improve the application and they were very helpful. She referred to page 279 on funding availability and the designs of the facility to be presented. The request is for $5,554,000 for project and the total cost is $6.61 million. So there is a need to look for alternatives in match funding. The deadline is June 5.

Chairman Barrone asked if this is preliminary.

Ms. McGuire said she submitted the re-application form that just asked for statistics on our organization. She just had to complete that in order for the District to be eligible. She will be requesting support letters for it and asked members to put their letter on their letterhead and adjust language as they prefer so they can be included in the application.

Governor Dorame moved to adopt Resolution 2015-12 Authorizing the NCRTD Staff to apply for Federal funding through the FFY 2015 TIGER Grant Program for a Maintenance Facility, Wash Bay,
and Fueling Station. Councilor Salazar seconded the motion and it passed by unanimous roll call vote with City of Española, Los Alamos County, Pojoaque Pueblo, Rio Arriba County, City of Santa Fe, Santa Fé County, Santa Clara Pueblo, San Ildefonso Pueblo, Taos County, Town of Taos and Tesuque Pueblo voting in the affirmative and none voting against. (11-0). voice vote. (11-0)

Commissioner Naranjo departed after the vote at 11:04 a.m.

F. Discussion and Consideration of an Agreement between the Town of Taos (Town) and the North Central Regional Transit District (District) to Consolidate Public Transit Services

Mr. Mortillaro presented the agreement as it was worked out between the Town of Taos and the NCRTD to consolidate the public transit services. It was reviewed by the Taos Town Council at their meeting on Tuesday and, based on discussion, it was continued to May 12. There were concerns expressed related to employees and what would happen to their vacation and sick leave accruals. They use a concept where vacation and sick leave are combined in accruing leave. The District agreed to provide some options to the employees and he sent a couple for the Town Manager to consider. One would be just for the Town to pay out those accruals and they start over, based on the accrual rates and based on their years of service.

The downside would be if they become ill or have an accident they wouldn’t have any form of income protection and would have to take leave without pay. And they would have to make up the prorated insurance premium coverage for the leave time. The other option was that each employee would come with 40 sick days and 40 annual leave days and ask the Town to cover those at their rate of pay at the District. Then the employees would make the decision on which option to choose.

There were questions about what their earnings would be. They would all get a pay increase because of differences in pay structures. Benefits are very comparable and the pension plan conversion won’t take away benefits.

He met with the staff before their Council meeting and he will meet with them again and explain the options to them further.

The most complex part is the transfer of the maintenance facility.

In the exhibits are the scope of service, current funding sources, etc. The consolidation would start July 1. Liabilities, assets, termination, conveyance are all addressed in the agreement. There is a lot that must happen beforehand - to get staff on board, training programs, changes to the computer system, etc. The Board can approve it today with latitude to make changes in the document or bring it back on the first of June. It is a dilemma right now.

Governor Dorame made a motion to approve the Agreement, pending the approval of the Town of Taos. Mr. Vigil seconded the motion and it passed by unanimous roll call vote with City of Española, Los Alamos County, Pojoaque Pueblo, City of Santa Fe, Santa Fé County, Santa Clara Pueblo, San Ildefonso Pueblo, Taos County, Town of Taos and Tesuque Pueblo voting in the
affirmative and none voting against. Rio Arriba County was not present for the vote (10-0).

Mr. Dwyer pointed out that the District needs to meet with employees to train them on NCRTD rules and that decision needs to be made now regardless of when the agreement is approved.

Councilor Sheehey said page 32 is hard to understand. He asked if the District expects to save money with this agreement but has to put $138,000 of GRT revenue into this.

Mr. Mortillaro explained the details of financial results of the agreement. He said for the Taos Ski Valley route there needs to be a bigger contribution from the Ski Valley and that the Ski Corporation needs to contribute to the operation also.

Councilor Sheehey suggested that should be comparable to the subsidy in Santa Fé.

Mr. Mortillaro said they tried to find a happy medium and clarify the District subsidy as well. He pointed out that there is some benefit to the District, aside from dollars and cents. The maintenance facility and vehicle yard there have a lot of value and would eliminate lots of mileage from Taos to Española and back.

Taos should get some GRT subsidy also. It is a balancing act and not a precise science. The exact numbers won’t be known until we are operating it.

Councilor Sheehey asked what the best estimate for operating costs are now.

Mr. Mortillaro said it is about $450,000.

Councilor Sheehey observed that the operation is ultimately saving the tax payers money and he supported that. But in the long term, all the counties and organizations within the district might have to subsidize it. He thought the District could offer efficiency as well.

Commissioner Fambro reminded the Board that it also allows for expansion to Taos Pueblo and scenarios just outside the town limits but he also cautioned, in knowing their Council to note that this approval is pending the Taos Council’s approval and giving Mr. Mortillaro the leeway to negotiate with their employees.

Governor Dorame agreed to include “pending the Taos Council’s approval and giving Mr. Mortillaro the leeway to negotiate with their employees in his motion. Mr. Vigil agreed.

Mr. Bulthuis asked regarding the compensation package if those employees are adequately represented.

Mr. Mortillaro said currently, they are not represented but will be soon.

Chairman Barrone said that vote is today.
Mr. Mortillaro explained the provisions and how it would be implemented. He thought the union would accept it.

Mr. Bulthuis asked if it had a six month probation. Mr. Mortillaro agreed.

Mr. Dwyer hoped they would transfer the facilities without strings. Land can be an asset or a liability depending on environmental conditions, etc. so that is still unknown. It will go through a normal real estate procedure and that takes a little time. It is normally conveyed by ordinance following an appraisal. There is a possibility of a referendum and we don’t have the time to do all of that so that will be after.

Mr. Mortillaro said they met with Dave Harris about the DOT grant and issues with a transfer of the grant. We have time in FY 2016 to have that conveyed to the District.

The motion (as amended) passed by unanimous roll call vote with City of Española, Los Alamos County, Pojoaque Pueblo, City of Santa Fe, Santa Fé County, Santa Clara Pueblo, San Ildefonso Pueblo, Taos County, Town of Taos and Tesuque Pueblo voting in the affirmative and none voting against. Rio Arriba County was not present for the vote (10-0).

G. Discussion and Consideration of an Agreement between the Town of Taos (Town) and the North Central Regional Transit District (District) for Fleet Maintenance Services

Mr. Mortillaro explained that this goes hand in hand with the consolidation agreement. The District is the beneficiary and this allows the Town to keep a full-time employee for their vehicles. The agreement allows them to keep that employee and allows all vehicles to be serviced there. It uses the maintenance agreement approved here two months ago.

Mr. Kelly added that this is just like the Rio Arriba County agreement. The issue there is that currently, six of our vehicles are housed in Taos and really are looking at 20 vehicles in that area. This will help facilitate meeting the District’s needs there. It would be beneficial to all, especially with the facility right next door.

Mr. Mortillaro noted that on page 34 was an aerial photograph of the maintenance facility and described it. Some details still have to be worked out.

Councilor Sheehy understood that can be negotiated but having an adequate facility and a qualified mechanic there is valuable.

Commissioner Chávez was confused because in the memo it says the agreement is “stop gap.”

Mr. Mortillaro said it means the District would still have its own maintenance facility here but doesn’t preclude having satellite facilities.

Commissioner Chávez agreed that makes sense and provides efficiency and cost savings.
Mr. Mortillaro added that if we reach that point, we might ask that person to become a District employee and working under the District’s maintenance supervisor.

Mr. Bulthuis moved to approve the agreement as presented. Commissioner Chavez seconded the motion and it passed by a roll call vote with City of Española, Los Alamos County, Pojoaque Pueblo, City of Santa Fe, Santa Fé County, Santa Clara Pueblo, San Ildefonso Pueblo, Taos County, Town of Taos and Tesuque Pueblo voting in the affirmative and none voting against. Rio Arriba County was not present for the vote (10-0).

DISCUSSION ITEMS:

Councilor Salazar departed the meeting at this time.

H. Financial Report for April 2015

Mr. López presented the Financial Report for April and referred to the packet, pages 381 to 395 for details.

![Overall Revenue/Expenses FY 15](image)

I. Finance Subcommittee Report

Mr. Vigil reported on the Finance Subcommittee meeting which was held on April 24, 2015. He said the result is evidenced in the draft budget presented earlier in this meeting. He thanked Mr. Mortillaro and staff for putting it together in an easy to understand format.

J. Tribal Subcommittee Report

Mr. Montoya was not present to give the report. Ms. McGuire said they discussed ride enhancement and changes in routes. They talked about the $5 million set-aside from the feds for tribes that differs from formula funding and identified some projects that would be ready to go when the funding becomes
available for discretionary funding. They have submitted reports. The meetings will be concurrent with board meetings quarterly.

K. Executive Report for April 2015 and Comments from the Executive Director

1. Executive Report

Mr. Mortillaro reported on the Mountain Trail Route status. Santa Fé County approved participation in a contribution a month ago and also requested an agreement between the District and Santa Fe County which has been drafted and should be on their next meeting agenda.

Commissioner Chávez said it will be considered at their meeting on May 12 and the Commission will have a letter from the City of Santa Fe indicating their source of funding for that route and they should be able to agree to support it.

Mr. Mortillaro asked Mr. Bulthuis if an updated letter is possible for deduction from the third quarter. Mr. Bulthuis agreed.

Mr. Mortillaro announced that he will become President of the New Mexico State Transit Association, taking over from Mr. Bulthuis who was the President before. “I appreciate Mr. Bulthuis’ work and his confidence in nominating me. I will hand over the books to Philo Shelton as Treasurer.”

2. Performance Measures for March 2015

The Performance Measures were contained in the packet.

3. Ridership Report for March 2015

The Ridership Report for March 2015 was in the packet.

4. Open Gov. Demo: NCRTD cloud-based financial analysis and transparency platform

Mr. López showed the Demo which will be on the NCRTD website in the near future. He said the staff will be working on tutoring for the next couple of months.

Mr. Mortillaro commented briefly on the program and how it can be utilized. Opengov is a very helpful website. They set this all up for the District and it saved a lot in staff time.

Mr. López noted that 270 entities throughout the nation use opengov for transparency in their governance.

Councilor Sheehy asked if there was a way to provide projections out of this.
Mr. Mortillaro said there is a module for that but the District doesn't have it yet.

MATTERS FROM THE BOARD

There were no other matters from the Board.

MISCELLANEOUS

There were no miscellaneous items.

ADJOURN - Next Board Meeting: June 5, 2015 at 9:00 a.m.

Commissioner Chávez moved to adjourn the meeting. Commissioner Fambro seconded the motion and it passed by unanimous voice vote at 12:12 p.m.

Approved by:

[Signature]
Daniel R. Barrone, Chair

Attest:

[Signature]
Dennis Tim Salazar, Secretary

Submitted by:

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

North Central Regional Transit District Board
May 1, 2015