North Central Regional Transit District
Board Meeting
Friday, November 6, 2015
Jim West Regional Transit Center
Española, New Mexico
9:00 a.m. - 1:00 p.m.

CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Mayor Daniel Barrone, Chair, at 9:12 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. Trujillo called the roll and it indicated the presence of a quorum as follows:

<table>
<thead>
<tr>
<th>Members Present:</th>
<th>Elected Members</th>
<th>Alternate Designees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Los Alamos County</td>
<td>Councilor Pete Sheehy</td>
<td></td>
</tr>
<tr>
<td>Rio Arriba County</td>
<td>Councilor Alex Naranjo</td>
<td></td>
</tr>
<tr>
<td>Taos County</td>
<td>Commissioner Jim Fambro</td>
<td></td>
</tr>
<tr>
<td>Town of Taos</td>
<td>Mayor Daniel Barrone</td>
<td></td>
</tr>
<tr>
<td>Santa Fe County</td>
<td>Commissioner Miguel Chávez</td>
<td></td>
</tr>
<tr>
<td>Nambé Pueblo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ohkay Owingehe</td>
<td>Ms. Christy Van Buren</td>
<td></td>
</tr>
<tr>
<td>Pojoaque Pueblo</td>
<td></td>
<td>Mr. Cameron Martinez (T)</td>
</tr>
<tr>
<td>Santa Clara Pueblo</td>
<td>Ms. Mary Lou Valério</td>
<td></td>
</tr>
</tbody>
</table>
Staff Members Present
Mr. Anthony J. Mortillaro, Executive Director
Mr. Michael Kelly, Transit Operations Manager
Ms. Stacey McGuire, Projects and Grants Specialist
Mr. Jim Nagle, Public Information Officer
Mr. Troy Bingham, Finance Director
Ms. Shannon Sandoval, Financial Specialist
Ms. Daria Veprek, Human Resources Director
Ms. Jackie Trujillo, Executive Assistant

Others Present
Mr. Peter Dwyer, Legal Counsel
Mr. Carl Boaz, Stenographer
Mr. Ray Matthews, Santa Fe County
Mr. Mark Fratrick, Village of Taos Ski Valley
Ms. Delilah Garcia, NMDOT

4. INTRODUCTIONS

Everyone present introduced themselves to the Board and public.

5. APPROVAL OF AGENDA

Commissioner Chávez as amended (Mr. Vigil’s presentation is tabled because he is not present.) Councilor Naranjo 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, Pojoaque Pueblo, Rio Arriba County, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Taos County, Town of Taos voting in the affirmative and none voting against.

6. APPROVAL OF MINUTES ❂ October 9, 2015
Councilor Salazar moved to approve the minutes of October 9, 2015 as presented.

Mr. Mermejo asked for an amendment to correct the spelling of her name.

**Councilor Salazar moved to approve the minutes of October 9, 2015 as amended.**

Councilor Ring seconded the motion and it passed by unanimous (12-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Ohkay Owingehe, Pojoaque Pueblo, Rio Arriba County, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Taos County, Town of Taos voting in the affirmative and none voting against.

7. **PUBLIC COMMENTS**

There were no public comments.

**PRESENTATION ITEMS:**

A. **Recognition of Mr. Tim Vigil's Service to the North Central Regional Transit District Board of Directors**

This item was postponed under Approval of the Agenda.

B. **Presentation of Employee Anniversary Awards**

Mr. Mortillaro announced that a number of employees have reached 5 years of employment. We have been operating service for seven years. And today the Board is recognizing Ms. Dianne Vigil, Driver to Red River for her five years of service to the RTD.

Chair Barrone gave her a certificate and a gift and the Board, Staff and audience congratulated her for her service to the District.

**ACTION ITEMS FOR APPROVAL/DISCUSSION:**

C. **Discussion and Consideration of Resolution No. 2015-31 Adopting the Long Range Transit Service Plan**

Mr. Mortillaro said the Board has been working on this s for the past 11 months. We had a number of public meetings throughout the region and after the August Board meeting, put it on the website for public review and got no comments.

So the plan is in the same as from August with perhaps formatting and minor word changes. This is the
first LRP we have had. We did it to look out to the future and develop a direction for the next 20 years. We will make adjustments as we go forward.

Mr. Mortillaro highlighted a few sections of the document.

Page 39 - mission statement which is pretty much the same since inception with tweaking on economic development.

Page 40 - the Board developed a new vision statement which he read. A lot of goals and objectives are aligned to achieve the vision.

Page 41 - we are undertaking performance based planning as required under MAP 21. We established a number of objectives related to those goals and strategies to achieve them and assigned priorities.

Page 59 - financial planning and developed scenarios as discussed in August. We spent much time in August getting to the conclusion on how to approach the scenarios. Page 64 is the conclusion with a strategic path with many steps.

Page 65 - steps are identified. One is to eliminate the sunset for GRT. We will have to do extensive polling about removing the sunset clause and whether anyone would even support an increase in GRT. We would go out in 2018 for an election to remove the sunset clause. Another scenario is to discuss the reallocation to partners.

Commissioner Chávez said if the sunset is not removed, then there would be no increase in GRT and that would make it more difficult to provide services.

Mr. Mortillaro said there are three bites at the apple. 2018, 2020 and 2023. We need to reauthorize the GRT in 2023. The NCRTD could not continue to operate without the GRT. The approach to take is up to the Board. It requires continuous education of the constituency about our services.

Commissioner Chávez said all members need to be part of that education.

Mr. Mortillaro agreed and the polling will be in several phases. About 80% of the cost for the LRSP was funded by a NMDOT grant and thanks to them for funding that.

Mr. Bulthuis moved to approve Resolution No. 2015-31 Adopting the Long Range Transit Service Plan with thanks to those who created it.

Mr. Bulthuis said many of us have struggled with this kind of strategic vision and he appreciated the work that went into this. It is incredibly valuable.

Chair Barrone seconded the motion. It gives us a path to follow. It is a good start.

Councilor Sheehy also appreciated the plan and it is a good statement of our vision and quite frank about the financial challenges we face and it is important for us to educate our constituencies. The good work over the past several years helps and he is reasonably confident that GRT can be renewed but
getting an increase is a bigger challenge and we have to be very specific in advocating for it.

He hopes the polling is focused and people recognize us as we are and can demonstrate what an increase could do for us. The plan set forth is a good one and we have some work to do on it.

Commissioner Fambro appreciated that Taos was included in this. Now it has to occur with our governing bodies. Taos County is going to work with Town of Taos on it.

The motion passed by unanimous (12-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Taos County, Town of Taos voting in the affirmative and none voting against.

D. Discussion and Possible Action on a Memorandum of Agreement (MOA) between the Village of Taos Ski Valley (Village) and the North Central Regional Transit District (District)

Mr. Mortillaro said prior to acquiring the Taos Chile Line Transit, the Town provided seasonal transportation to the Village of Taos Ski Valley thru an agreement. As part of the seasonal service they provided $30,000 and charged a $1 fare per trip. Also 5311 funds were received by Town from NMDOT and one of the hotels provided $1,000. When the District took over the transit, we agreed to provide transportation during the ski season and met in July with the Village Manager and Village Councilors and drafted an agreement. The Village considered it at their October which they approved the agreement but not the $30,000 match for service. We met last week with the Village and the Ski Corporation to talk about the service. Parking will be limited from construction there and the corporation is going to provide transit for their employees. The amount of service may need to be revised to not overlap. We will also work with hotels to get a sense of their need for service to the ski valley. That meeting has not happened yet.

The service would start December 20. What will make it or break it is the funding. Under the 5311 program, any fares collected get deducted on dollar for dollar basis. Fares at $2 could be $28,000 but would come off the $43,000 from 5311 and if the Village doesn’t provide $30,000 it would be short $48,000 for the level of service. It might be a lower funding from the Village.

Mr. Mark Fratrick, Village Administrator, said from the Village Council perspective, the ski area at Taos Ski Valley generates much GRT for the County and RTD has been collecting it from the Ski Valley for several years and providing no service to the Ski Valley. So the Council felt the $40,000 GRT collected could be more than its match of $30,000. There is unprecedented growth in the Ski Valley and GRT collections for July more than doubled. A lot of the increase in Taos County GRT is due to construction in the Ski Valley.

August is forecasted at more than double previous year. And we forecast more in the next 5-7 years. Every year we did put up the money for Town of Taos travel and he always got push back from the lodgers. The Ski Valley lodgers pay for a bus that picks up people from lodging places in Taos and brings skiers up. So the lodgers in the Ski Valley subsidize the lodgers in Taos by providing that service. The council noted that he fares would be doubled. They didn’t understand about losing 5311 as fares come in.
The District is considering travel to Santa Fe Ski Area and that is quite a bit different than Taos Ski Valley. We have a village and residents and hotels with over 1,200 beds but Ski Santa Fe doesn’t.

He talked with their Chamber and the Chamber Director wanted him to convey that 100-120 businesses in Taos Ski Valley and she would be willing to market the bus service to the Ski Valley if it happens. In running the numbers, the budget was about $79,000.

Mr. Mortillaro said the budget range is from $111,000 to $138,000.

Mr. Fratrick said the subsidy would be about $350 per round trip for that bus service up and down and that is expensive. It just came to light with Taos Ski Valley Inc. that all of their employees would be eligible to ride the Taos Ski Valley Inc. bus for free; not just construction workers. That is something we need to look at.

Mr. Mortillaro said that is an expansion from the meeting.

Mr. Fratrick didn’t think the matter is concluded but he couldn’t speak for the Council. It has been good working with RTD staff in explaining things and having them come to meet with us and how easy they are to talk with and work with.

Mr. Mortillaro clarified there were about 14,000 trips when Taos was operating it. He asked the bus operators who was riding it most. We were told that 80% were employees who work there. So with Taos Ski Valley Inc. providing free transportation, there is not much left for the RTD to take. So it would not be the 14,000 trips but he did not know what that number would be.

And he asked why they would charge fares if it would just come out of the 5311 funds. So we have to rethink the service with this new information and figure out what would work and how to fund it. He had no recommendation now and this will come back in December and if it happens, they would have to gear up quickly.

Commissioner Fambro asked how this affects the Taos Express that goes from Santa Fe to the Ski Valley. His family used to use the Taos Chili Line to get there to ski because it went right to the ski lift ticket window and now he would have to try something different to get there. He understood the Village will be a year round facility so the board has narrowed its thinking by just doing four months. A year-round operation would change those numbers.

Ms. McGuire said Taos Express should not be impacted regardless of this. The termination point is Taos County Administration and it goes to the Guadalupe/Loretto parking lot. It doesn’t have that continuation going further up but we do need to be mindful of that.

Mr. Mortillaro agreed that one concern they have always had about the Taos Express is that it doesn’t interconnect with service going to the Ski Valley.

Commissioner Fambro clarified he was talking about the one that left Santa Fe and went straight to Taos Ski Valley for $5.
Mr. Mortillaro said the Taos Express never went to the Ski Valley.

Ms. McGuire said when they took over the Taos service, they tried to coordinate connections but the existing schedules could not interconnect.

Mr. Mortillaro clarified that it was only on weekends. Chili Line doesn’t operate on weekends.

Ms. Delilah Garcia, NMDOT, formerly Town of Taos, said they did implement a run to the Ski Valley as a direct run but was not utilized much and the next year they connected with the Ski Valley bus but to use it, the riders would have to spend the weekend at the Ski Valley.

Mr. Mortillaro said there is a desire to recognize more year-round access to Taos Ski Valley. We need to talk about summer service and is on our plate already for future discussions.

Commissioner Fambro pointed out that this is the basis of our work with Valdez and Arroyo Seco too, to bring that year-round service.

Commissioner Chávez commented that this is about special routes and diversifying from the regional charge and that is good but it all depends on funding and cost sharing. Should it be for ski season or year round - that all depends on funding. It took the Board two to three years to make the trial run to Santa Fe Ski Area happen.

There are differences between Ski Santa Fe and Taos Ski Valley. In Ski Santa Fe, it was funded not just by RTD but City, County, Rio Metro and the Ski Santa Fe. It took several years to get comfortable with the contributions and all done on a trial basis. If it works, we can keep with it but if not, we have to pull the plug.

Commissioner Chávez read the resolution and emphasized provided funding is available

Mr. Mortillaro believed the cost forecast will come down.

Commissioner Chávez mentioned that the fare for Santa Fe Mountain Route is $5 each way and all the rest are free. The Taos is proposed at $2 each way.

Mr. Mortillaro pointed out that there are no federal monies with the Santa Fe route so the fare revenue doesn’t get reduced by 5311 funding.

Mr. Mortillaro said the other difference is that the village is an incorporated political entity. Ski Santa Fe is just Forest Service land. So it would be no different than Questa or Red River.

Commissioner Chávez moved to postpone Action on the Memorandum of Agreement between the Village of Taos Ski Valley and the North Central Regional Transit District to the December meeting. Councilor Naranjo seconded the motion.
Mr. Fratrick said with no fares, ridership would be boosted a lot and it would be a big incentive for lodgers and businesses.

Commissioner Fambro said Mr. Fratrick has been very successful. He felt the youth ridership would increase unbelievably without a fare.

Mr. Fratrick agreed. He pointed out that the Corporation will be having concrete trucks running up there until February so transportation would be important.

Councilor Naranjo was confused with the term of service. Obviously they are working toward the ski season but proposing 90 days. He asked if the Village is willing to put up $30,000 for 90 days.

Mr. Fratrick said the Village Council voted no to that request.

Councilor Naranjo said it is puzzling to him why the Board would act in November for service beginning December 20 and now postponing it to December.

Mr. Fratrick explained that it has been an established service by the Town but the RTD agreed to continue the Chili Line service.

Commissioner Chávez said the Santa Fe Mountain Route started from scratch but here we have a service provider rolled into the RTD so we have something to build on.

Ms. Garcia said the service has been in operation since 1998. She added that employee ridership was a big chunk but as Commissioner Fambro mentioned, youth utilize it a lot during ski season. That gives young people a chance to do something when not in school.

Councilor Sheehy asked if it is a federal regulation that the 5311 funds are lost with fares.

Mr. Mortillaro said it isn't on 5307 but it is with 5311. It was part of the Chili Line and was carried over to the RTD as 5311 funding. If the Town of Taos had to endure the loss of 5311, then the Town had to make up the difference. These were preliminary early numbers when negotiating with them.

Ms. Garcia confirmed it was applied to everyone who got 5311 monies.

Mr. Mortillaro added that it was specifically given for this service.

Councilor Sheehy assumed the TSVI buses were temporary during construction to carry employees to the Village. The RTD still needs to ask for cash sharing among the Village, the Town and businesses in both places who would benefit.

Mr. Bulthuis asked for friendly amendment to ask Staff to continue negotiations to reach an agreement and that the fares be removed and get GRT as part of the picture.

Commissioner Chávez accepted that as friendly and also to ask all the parties to consider a
reasonable contribution.

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

E. Resolution No. 2015-32 Adopting NCRTD EEO Plan

Mr. Mortillaro said this is the District's first EEO plan since the payroll has reached 50 employees.

Ms. Veprek said she will be ensuring the application of this plan. She walked through the resolution and the way it was created with analysis and goals for 2016 and 2017. The program is a federal responsibility under Title 7. She explained that it is a mandate that personnel decisions are made without bias for race, color, religion, sex, national origin, disability, etc. and must be implemented through creation of a program for equal employment opportunity. The EEO Commission provides guidance in creating the policy and provides a standard for effective affirmative action and employment.

Some principles the federal government recommends are in our program already. It is more than social and moral activity but proactive with periodic assessments and forces its use for recruitment and program dissemination of where the District stands. It also offers great opportunity to reaffirm our position to all employees and potential employees that we are fair and committed to diversity.

She explained the processes used to ensure compliance and pointed out if we don't comply, it would affect federal funding eligibility but also this program minimizes costs by eliminating costly disputes.

She went through the utilization analysis in the Board packet starting on page 98, comparing District percentages with the market percentages. The result showed a need to increase white female representation; increase Hispanics in management; increase female employees; increase Native Americans in management functions; and develop a workforce that reflects changing labor markets - a multi-cultural team, embracing other minorities.

Councilor Sheehey said the District is a relatively small organization and values people who stay on the job. EEO is valuable. The problem is whether a small organization can reflect easily the actual percentages in the work force. And when we set goals - are they simply to have in mind when hiring and promoting or is there an obligation for a quota that would be penalized if we fail.

Ms. Veprek thought the District does a pretty good job in mirroring the area but if we are intentional in our practice, we can more accurately reflect the market.

Chair Barrone asked if there are consequences for not meeting the goals.

Mr. Dwyer said the District is trying to make a good faith effort. 90-94 has the nuts and bolts of the process. The District would follow the existing law and follow the CBA first but would hire on a merit basis.
Ms. Veprek would assess the candidates based on this plan. She would analyze the pool of candidates and consider appeals, if made. But it is still important to hire based on merit.

Mr. Mortillaro added that since this is our first one, in the future, we would evaluate how our policies worked and how it can be reflected.

Councilor Sheehoy said having a good policy and having management that executes it would help. But one lawsuit can be so expensive that it also upsets morale. This is preventative and not only makes a better organization but also a more fiscally responsible organization.

Councilor Ring thanked Ms. Veprek for a good presentation. One small nit on the last page 107, #5 - change developing to A develop a workforce.

Ms. Mermejo commended her for the work and it is very interesting detail. The analysis looks pretty good overall.

Ms. Carter noticed a typo on page 88 on responsibilities.

Mr. Bulthuis wondered if any CBA people here today had any comments. There were none.

Commissioner Chávez moved to approve the EEO policy with minor corrections. Councilor Sheehoy seconded the motion and it passed by unanimous (11-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Ohkay Owingeh, Rio Arriba County, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Taos County, Town of Taos voting in the affirmative and none voting against. Pojoaque Pueblo was not present for the vote.

DISCUSSION ITEMS:

F. Discussion of the Demand Response DA / Paratransit Performance Measures for use for paratransit management and for reporting to the Board

Mr. Mortillaro said this new report will be incorporated into our performance measures and we want to have discussion on the format of this report.

Mr. Kelly said it is one of the newer tools for 5310 programs (paratransit or ADA). They are for equipment use with people with disabilities. They are complimentary transportation services specifically for people with disabilities on a par with a regular fixed-route system. A lot of this is provided with candidates going through eligibility process by completing an application and by a physician or care-giver and then is reviewed against the criteria provided. In some cases, it is verified door-to-door. The performance measures are like standards for the entire system.

We look at ridership within demand response service and cost of service and then per mile and per trip. We look at cancellations and late cancellations (no show). They are tracked. Then on-time stats. We have a 30-minute window - 10 minutes before and 20 minutes after.
The consumer relations - complaints have been included in the reports and those will be broken out. Most transit systems keep demand response separate. We have had it since Rio Arriba County joined the District. We have it with 5-year transit plan and brought the 3/4-mile zone within the four county area.

Commissioner Chávez left the meeting at 11:14 a.m.

Mr. Kelly said they recently consolidated with Taos who had a separate para-transit. So we have three areas of ADA service and have to do performance measures taking that all into consideration. As we incorporate para-transit into our whole system, we will know what the costs per trip and mile are. Part of this is on our new software.

Mr. Kelly reviewed each aspect of the performance measures which were identified in the Board packet.

After his presentation, there were no Board comments.

G. Quarterly Investment Report

Mr. Bingham reviewed the Quarterly Investment Report in the Board packet. He explained that this doesn't reflect reduction of liquidity. The average return for the quarter is 2.725% and average maturity is 6.3 months. He listed the banks where the investments are kept according to the maximum in each facility policy.

There were no questions.


Mr. Bingham referred the Board to the financial report pages for September in the Board packet, beginning with page 127.

Ms. Valério left the meeting at 11:27 a.m.

After sharing the county by county GRT revenue, he pointed out that overall, they are at 110% of the budget and added that expenses are under the projected amounts. Although capital expenses are very low, the District will begin paying for buses in the coming weeks. All 16 buses have been ordered and most are expected to arrive before Christmas. At present, vehicle maintenance is still high.

Councillor Naranjo left the meeting at 11:31 a.m.

The Board had no questions concerning the Financial Report.
I. Finance Subcommittee Report

Councilor Sheehy said he was absent from the last meeting but Mr. Bingham has already covered what took place at the meeting.

J. Tribal Subcommittee Report

Mr. Mortillaro said they will try to have a meeting in December.

K. Executive Report for October 2015 and Comments from the Executive Director
   1) Executive Report

   2) Performance Measures for September 2015

   3) Ridership Report for September 2015

Mr. Mortillaro said his report is in the packet and invited questions by phone.

He noted the Frito Pie flyer and asked Board members to come hungry with a donation in December.

He wished everyone a safe thanksgiving.

MATTERS FROM THE BOARD

Ms. Carter said Rio Metro got 13 new vehicles and its first Transit Review by the FTA. The Veteran’s Pass is successful and they will extend it for another year through December 2016.

Mr. Mortillaro asked if veterans living anywhere were eligible. Ms. Carter agreed.

Mr. Bulthuis said the Santa Fe City Council just extended the veteran’s benefit for Santa Fe Trails without regard to residence. If they don’t have a VA card- they can come to our office and we issue a card for any US veteran.

Ms. Carter announced they hired a new Transit Manager for Valencia County.

Mr. Bulthuis said he was a great employee for Santa Fe Trails before that.

MISCELLANEOUS

Commissioner Fambro commended Rio Metro for expanding the veterans program. Taos County has been working with State on that too.
Ms. Mermejo announced that Ohkay Owingeh just created a veterans' office.

ADJOURN

NEXT BOARD MEETING: December 4, 2015

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

The meeting was adjourned at 11:39 a.m.

Approved by:

[Signature]
Daniel R. Barrone, Chair

Attest:

[Signature]
Dennis Tim Salazar, Secretary

Submitted by:

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