CALL TO ORDER:

1. ROLL CALL
2. INTRODUCTIONS
3. PLEDGE OF ALLEGIANCE
4. MOMENT OF SILENCE
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES – May 5, 2017
7. PUBLIC COMMENTS

PRESENTATION ITEMS: None

ACTION ITEMS:

A. Discussion and Consideration of Resolution No. 2017-16 Adopting A Final Fiscal Year 2018 Budget, Capital Investment Plan and Long-term Strategic Financial Plan  
   Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director
   Attachment

B. Discussion and Consideration of Resolution No. 2017-17 Adopting an Infrastructure Capital Improvement Plan (ICIP)  
   Sponsor: Anthony J. Mortillaro, Executive Director and Stacy McGuire Planning, Projects & Grants Manager
   Attachment

C. Discussion and Consideration of Resolution 2017-18 Authorizing the submittal of applications for Federal funding for §5304, §5307, §5309, §5310 and §5311 in Federal Fiscal Year 2019  
   Sponsor: Anthony J. Mortillaro, Executive Director and Stacy McGuire Planning, Projects & Grants Manager
   Attachment

D. Discussion and Consideration of Resolution 2017-19 Authorizing NCRTD Staff to Apply for Federal Funding through the Federal Fiscal Year 2017 Section 5339(c) Low or No Emissions Grant Program for a Maintenance Facility, Wash Bay, and Fueling Station.  
   Sponsor: Anthony J. Mortillaro, Executive Director and Stacy McGuire Planning, Projects & Grants Manager
   Attachment.
E. **Discussion and Consideration of Resolution No. 2017-20** Providing for the Adoption of the 2018 Compensation Plan, Adoption of the Employee Performance Increase Schedule and Distribution of Salary Increases for Fiscal Year 2018 for Non-Collective Bargaining Positions.
   
   *Sponsor: Anthony J. Mortillaro, Executive Director*

   *Attachment*

F. **Discussion and Consideration of Resolution No. 2017-21** Adopting an Incidental Use and Fee Schedule for District Meeting Facility
   
   *Sponsor: Anthony J. Mortillaro, Executive Director and Peter Dwyer, Legal*

   *Attachment*

**DISCUSSION ITEMS:*

G. **Financial Report for April 2017:**
   
   *Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director*  

   *Attachment.*

H. **Finance Subcommittee Report:**
   
   *Sponsor: Chair Ed Moreno and Anthony J. Mortillaro, Executive Director*  

   *Agenda and Minutes April 28, 2017.*

I. **Tribal Subcommittee Report:**
   
   *Sponsor: Chair Charles Dorame and Anthony J. Mortillaro, Executive Director*  

   *None*

J. **Executive Report and Comments from the Executive Director:**
   
   1) Executive Report for May 2017  
   2) Performance Measures for April 2017  
   3) Ridership Report for April 2017

K. **CLOSED SESSION**

   Closed session of the meeting pursuant to NMSA 1978, Section 10-151 (H) (2) limited personnel exception for the purpose of the annual performance evaluation of the Executive Director.

   Reconcile in Open Session: Possible action item(s) from closed sessions.

L. **Review and Acceptance of Goals and Objectives for the Executive Director for the Period of June 2017 – June 2018 and such Additional Actions the Board Deems Appropriate**
   
   *Sponsor: Daniel Barrone, Chairman*

**MATTERS FROM THE BOARD**

**MISCELLANEOUS**

**ADJOURN**

**NEXT BOARD MEETING:** July 7, 2017 at 9:00 a.m.

If you are an individual with a disability who is in need of a reader, amplifier, qualified Sign Language interpreter or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.
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 9:11 a.m. at the Jim West Regional Transit Center, 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 Antonio Maggiore</td>
<td></td>
</tr>
<tr>
<td>Rio Arriba County</td>
<td></td>
<td>Mr. Tomás Campos - later</td>
</tr>
<tr>
<td>Taos County</td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>Town of Taos</td>
<td>Mayor Dan Barrone, Chair</td>
<td></td>
</tr>
<tr>
<td>Santa Fe County</td>
<td></td>
<td>Commissioner Anna Hansen</td>
</tr>
<tr>
<td>Nambé Pueblo</td>
<td></td>
<td>Mr. Marcus López</td>
</tr>
<tr>
<td>Ohkay Owingeh</td>
<td></td>
<td>Mr. Ben Luján</td>
</tr>
<tr>
<td>Pojoaque Pueblo</td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>Santa Clara Pueblo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. **INTRODUCTIONS**

There were no introductions.

5. **APPROVAL OF AGENDA**

Councilor Maggiore moved to approve the Agenda as presented. Mr. Luján seconded the motion and it passed by unanimous (8-0) roll call vote with Los Alamos County, Nambé Pueblo, Ohkay Owingeh, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Town of Taos and Tesuque Pueblo voting in favor and none against.

6. **APPROVAL OF MINUTES – April 7, 2017**
Commissioner Hansen moved to approve the minutes of April 7, 2017 as submitted. Governor Dorame seconded the motion and it passed by unanimous (8-0) roll call vote with Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pueblo of San Ildefonso, City of Santa Fe, Santa Fe County, Town of Taos and Tesuque Pueblo voting in favor and none against.

7. PUBLIC COMMENTS

Councilor Michael Wismer, Los Alamos City Council, congratulated the NCRTD, Board and Staff especially for excellence in budgeting. It is a big deal, as a taxpayer, to see well-run blue buses. The synergy among the governing body members has been unique and has worked. He recalled he was on the panel that selected Mr. Mortillaro as Executive Director and thought they made the right decision. Thanks for the work you do. The spirit of Jim West, who was his colleague and friend, is here.

PRESENTATION ITEMS:

A. ABOVE AND BEYOND SAFE DRIVER QUARTERLY AWARD

Mr. Mortillaro announced Mr. Rubé1 Martínez as the recipient, specifically for his actions - letter from a rider who was sick on the bus and he showed her care and concern and she couldn’t praise him enough for his efforts.

Chair Barrone presented him with the award and Mr. Martinez said he enjoys working here and plans to stick around a long time.

Mr. Mortillaro also recognized him for one year’s service

Mr. Campos arrived at 9:20.

B. YEARS OF SERVICE AWARDS

Chair Barrone said the Board recognizes staff as they continue their journey with us.

Mr. Mortillaro said some of them are working now so they cannot be present.

For 5 years, Mr. Jim Nagle was recognized. Chair Barrone commented on his great work here - part of the team

Mr. Mortillaro presented a gift to him and a $50 gift card.

Mr. Nagle said he was proud to be part of this team with great people working together. He thanked the Board for making it easy for him to be here 5 years.

Commissioner Hansen said it is great to work with him. He is nothing but a professional and working with him has been wonderful.

A one-year award was presented to Mr. Keith Dalrymple, fleet mechanic. He was the first fleet
mechanic and came on board when the RTD acquired the Chile Line in Taos.

Chair Barrone read the award.

Mr. Mortillaro presented a one-year award to Ms. Jackie Trujillo. Chair Barrone read the award and hoped she could remain with us.

Mr. Mortillaro mentioned one-year awards for Herbert Cordova, James Morgas, Steven Gonzales, Nikki Moyer, Matthew Cecchett and Neil Gallegos; a 5-year service award for the Ms. Shelly Outman, Transit Supervisor who is on duty and a 10-year award for Henry Sandoval who is working as a driver.

C. PUBLIC HEARING - Preliminary Fiscal Year 2018 Budget

There were no speakers from the public regarding the new budget and the public hearing was closed.

ACTION ITEMS:

D. DISCUSSION AND CONSIDERATION OF RESOLUTION NO. 207-14 ADOPTING A PRELIMINARY FISCAL YEAR FY 2018 BUDGET

Mr. Mortillaro made a few comments. This budget is 1.4% higher than the previous year at $184,975. The main difference in this budget is that it includes the new Jicarilla Apache Nation route, 4.6 positions added; salary adjustments per the CBA of 2.7% and a performance matrix of 3% for nonrepresented employees.

The budget also includes a health insurance increase of 1%, and increases in regional payments for service to Atomic City Transit, Santa Fe Trails and Railrunner. The budget does propose some debt borrowing for a new fleet maintenance facility. This is the first time in our history to borrow money.

The budget continues to replace fleet vehicles. Funds for fleet replacement are conservative and staff has discussed that with DOT and they may increase the federal allocation. We won’t know that until May 25. It could be as much as $1 million. The final budget may reflect those increases. They would pay 80% so it is a good return on our money. The budget is in line with our policy for using reserves. The projected use of reserves is $966,512 for the new routes, prior years’ capital, and operating costs as well. Conservative revenue projections, by the end of the year, actual revenues are much higher than budget proposed. The reserve is higher than the 25% required.

For the long-range finance projections, we don’t force the projections to balance.

The Finance Subcommittee met on the 28th and have the reviewed todays and all revenue projections and department expenses. It also shows non RTD and capital.

Mr. Pat López reviewed the revenue projections, starting on page 70 in the packet. The GRT is $7.2 million, federal grants of $3.46 million 5311 funds, and 5307 funds. The TAP DOT amount is
not known yet and there is no 5310 projected. The local match/tribes is $470,865 which includes the Jicarilla amount. He mentioned the Los Alamos Contribution, investments, advertising sales, insurance proceeds, fares and debt as well as a cash balance of $207,264. The total is $12,839,274.

Mr. Bingham shared the expenditures budgeted with Salaries& Benefits at $4.359 million, anticipating being fully staffed; and contracts at $329,208. Page 71 showed the breakout of operating expenses. The transit total was on page 72; personnel on page 75 with an organization chart on page 78.

Mr. Mortillaro reviewed the E.D. budget items with a total of $570,167.

Mr. Bingham said the PIO budget is on page 86. Mr. Nagle said the increase of $20,000 is mostly for the Jicarilla route. Advertising up $15,000 and 2/3 is for Jicarilla. He shared the other items for the digital guide, websites, Guest Life New Mexico, and promotional items. Miscellaneous is for travel training. How to ride the bus - break down barriers for new riders.

Mr. Bingham said the Finance section is on pages 88- 89. The biggest increase is salaries and benefits for staff. The IT contract has increased. Printing is up; training is up. And the total is $45,431. The total expenditures are $393,533 for financial.

Mr. Mortillaro said the HR budget is $120,651 for salaries/benefits and Performance Pro, which is the performance evaluation system. The total is $201,636.

Ms. McGuire reviewed the Planning and Grants budget on page 95, which includes route planning and service development, ITS system, grant writing, GIS. Contractual service is the big increase to $43,467. The total budget is $232,050.

The Operations Administration budget was on page 98. Ms. Garcia reviewed the items that totaled $289,427.

The Drivers budget was on page 101. Salaries/Benefits are $2,755,126. Fleet service, page 104, has a little increase with more staff at $175,780. The total fleet budget is $1,071,345.

Commissioner Hansen asked if training is in-house or sent out.

Ms. Garcia said the majority is in-house. She said they rent cell tower space to reach drivers in the field.

Mr. Mortillaro said the only one paid is on Taos Mountain. At Pajarito, they co-locate with Los Alamos who does not charge us.

Councilor Maggiore asked in driver academy if half of that is administration.

Ms. Garcia said that 90% of it is her time. A third party provides training for customer service and CPR.

Councilor Maggiore was trying to figure out if we are implementing the new driver academy. He
thought it should be in one line item rather than split out. He asked how we track actual expenses for academy.

Mr. Bingham said HR will give the actual cost of hire and will track all of it.

Mr. Mortillaro said the training program is to get a CDL. That is done by local assistance through DOT so we don’t pay for that.

Mr. Campos noted that Jicarilla might have extra communications cost.

Ms. Garcia said they are linking with a radio provider for cell towers to use. We have one at Chama - and will find others.

Mr. Campos will have his county coordinator talk with her about what is out there.

Ms. Garcia reviewed the facilities budget on page 107. The total budget is $285,510.

Councilor Maggiore asked if the janitorial budget is not for a full year.

Mr. Bingham explained that they don’t anticipate having to buy those things again but consumables are included.

The Non-RTD budget was shown on page 112.

Mr. Mortillaro reminded the Board that Rail Runner is 50% of Santa Fe County GRT receipts. The City of Santa Fe and Los Alamos allocations are done by a formula. The Rail Runner is under IGA with Rio Metro and NCRTD. If the sunset is removed, that IGA will be renegotiated.

Commissioner Hansen asked if the City of Santa Fe pays into the budget also.

Mr. Mortillaro said only Los Alamos contributes. In the old days, everyone kicked in before GRT tax was approved.

Chair Barrone noted that the City does contribute to the Mountain Trail as does the County.

Mr. Mortillaro said page 117 shows the Fund analysis. There are three scenarios related to sunset - based on the long-range strategic plan. This goes up to 2028.

Mr. Bingham explained the scenarios for the Board.

Commissioner Hansen asked about possible increments to the GRT percentage.

Mr. Mortillaro clarified that we don’t have the ability to add increments by Board action. That can only be done by an election.

Mr. Dwyer explained that it was elected by all four counties at the same time. The proposal is to keep same rate without a sunset.
Mr. Campos asked if the Governor calling a special session would have any effect on GRT.

Mr. Mortillaro said whatever she is doing does not affect the GRT. But, if she agrees to exemptions, it could affect the amounts received.

Mr. Bingham said the claw back is about $1.4 million. It wouldn’t be good for regional partners but district service must be considered first.

Mr. Campos added that it wouldn’t affect Rio Arriba County as much with no regional allocation.

Mr. Mortillaro said it would have a compounding effect. We need to work for the legislature to remove that exemption.

Councilor Maggiore said they got word that even if the non-profit exemption was removed, they would still lose about half of their tax base.

Commissioner Hansen asked if they would not continue the GRT with a nonprofit manager at Los Alamos. She understood they could still tax a nonprofit.

Councilor Maggiore agreed. Even if that would pass, it could still be done.

Mr. Bingham went over the scenario of page 122 and holding the regional payouts level throughout. The chart on page 123 shows we would still fall below the blue line for balanced budget. Scenario #2 is the one included in the Long-Range Plan. The Last scenario as shown on page 125-126 would increase the GRT rate. He reminded the Board that they are just models. He didn’t think it shows anything alarming for the future.

Mr. Bingham went to the Capital Improvement Plan for 2018-2028 shown on page 139. In deals with the 57 vehicles and projects replacement dates, etc. Page 143 shows how the money is used and explains the grant designations. Plan is on pages 146, 147. $400,00 of it is capital replacement. Some is to replace engines for the three largest vehicles at $168,800. 5311 funds are for tribal buses. Currently, they have four tribal routes and some have new buses. It is a 90/10 split. They plan to replace one each year. The Jicarilla bus has been ordered and he cut back what it would show. It is an attempt to make the routes more efficient. In the plan, they also need commuter vehicles to get drivers to their busses.

Commissioner Hansen asked about any solarizing and electric vehicles.

Mr. Bingham said they included solar panels but have not talked about electric vehicles.

Commissioner Hansen said the State has some funding from the VW settlement.

Mr. Mortillaro said he raised that with DOT and have not gotten an answer yet.

Commissioner Hansen thought it would be the perfect location for some of that money.
Mr. Mortillaro promised to pursue it.

Mr. Bingham said the Maintenance Facility budget is $100,000 for design but not final design they plan to phase the project and have moved a large portion to 2024. This will be the first time going out to the market and believe we can get a great rate to borrow the money and reduce maintenance costs by bringing it in-house and it could also reduce the number of vehicles needed.

The 24 shelters are all related to our bus stops. They got a $1 million in a TAP grant that includes phase 3. They plan to buy two shelters in this year. For the camera system, they decided on one system that includes monitoring of drivers and helps to prove our case in accidents and driver behavior. It is a very robust system.

The Taos facility upgrades include a mechanic bay and infrastructure for ADA access.

The needs analysis ten years into the future budgeted $30,000 for a consultant.

The Computer system has a 2004 server and it is reaching a point where the system is inadequate. $35,000 is to upgrade and replace the server with better speed.

An amount of $20,000 is for ongoing maintenance of fleet software to keep it operating efficiently and monitoring of the facility.

The total for capital costs is $2,044,000.

Mr. Campos didn’t see insurance costs in it.

Mr. Bingham said the vehicle insurance is in the fleet budget, liability is in administration and Workers’ comp. The financial software is in 2020 at $150,000.

Mr. Campos moved to approve the budget for FY 2018 as presented. Commissioner Hansen seconded the motion and passed by unanimous (8-0) by roll call vote Los Alamos County, Nambé Pueblo, Pueblo of San Ildefonso, Rio Arriba County, City of Santa Fe, Santa Fe County, Town of Taos and Tesuque Pueblo voting in favor and none against. Ohkay Owingeh was not present for the vote.

E. DISCUSSION AND CONSIDERATION OF RESOLUTION NO. 2017-15 REQUESTING COUNTIES TO AMEND THE GRT ELECTION ORDINANCES

Mr. Dwyer said this has been discussed for months.

Commissioner Hansen asked if the Board will have a presentation.

Mr. Mortillaro agreed. He will present at Santa Fe County on Tuesday.

Mr. Dwyer noted a minor change to amend the dates for election of the removal of sunset that does not include 2022 or 2023.
Mr. Mortillaro said page 152 is the specific request. The blue represents what is new. Page 155 reflects what the new language would look like with the changes made.

Commissioner Hansen asked if the counties need to elect it at the same time.

Mr. Mortillaro agreed. It would occur when we adopt a future resolution.

Mr. Dwyer explained that this just puts a potential of three times for the election. We have already consulted with counties to make sure it is possible.

Mr. Campos moved to approve Resolution No. 2017-15 requesting Counties to Amend the GRT Election Ordinances. Chair Barrone seconded the motion and passed by unanimous (8-0) by roll call vote Los Alamos County, Nambé Pueblo, Pueblo of San Ildefonso, Rio Arriba County, City of Santa Fe, Santa Fe County, Town of Taos and Tesuque Pueblo voting in favor and none against. Ohkay Owingeh was not present for the vote.

F. DISCUSSION AND APPROVAL OF NCRTD BOARD OF ATTENDANCE REPORT, APRIL 2016 - MARCH 2017

Mr. Mortillaro explained this is required annually. Page 157 is the report. He said no action is required other than to accept the report.

Councilor Maggiore moved to accept the report. Commissioner Hansen seconded the motion and passed by unanimous (8-0) by roll call vote Los Alamos County, Nambé Pueblo, Pueblo of San Ildefonso, Rio Arriba County, City of Santa Fe, Santa Fe County, Town of Taos and Tesuque Pueblo voting in favor and none against. Ohkay Owingeh was not present for the vote.

Chair Barrone announced that Councilor Maestas did call in to get excused and their alternate is here.

G. DISCUSSION AND APPROVAL OF MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN NCRTD AND VILLAGE OF CHAMA (the Village) TO PROVIDE FOR TRANSIT PARKING

Mr. Bingham said the MOA is for the Jicarilla route and they need a parking area in Chama. The Staff went there to discuss it. The village has a maintenance facility for village equipment that is supposed to be plowed in the winter. The MOU provides for three 14-passenger buses to park there. As part of the agreement, since they are heavy and might cause some rutting, the District will add $10,000 for gravel to make it more stable and 15% of costs for a new automatic gate.

Mr. Luján returned at 11:22.

The Village is excited to have the service there and the Village Council approved it. This is a one-year agreement.

Mr. Campos moved to approve the Memorandum of Understanding between NCRTD and
Village of Champ to provide for transit parking. Mr. Luján seconded the motion and passed by unanimous (9-0) by roll call vote Los Alamos County, Nambe Pueblo, Ohkay Owingeh, Pueblo of San Ildefonso, Rio Arriba County, City of Santa Fe, Santa Fe County, Town of Taos and Tesuque Pueblo voting in favor and none against.

H. DISCUSSION AND CONSIDERATION OF CHANGE OF MEETING DATE FROM OCTOBER 6, 2017 TO OCTOBER 13, 2017

Mr. Mortillaro will not be able to attend that meeting.

Mr. Campos moved to change the October meeting date from October 6, 2017 to October 13, 2017. Commissioner Hansen seconded the motion and passed by unanimous (9-0) by roll call vote Los Alamos County, Nambe Pueblo, Ohkay Owingeh, Pueblo of San Ildefonso, Rio Arriba County, City of Santa Fe, Santa Fe County, Town of Taos and Tesuque Pueblo voting in favor and none against.

I. DISCUSSION AND REVIEW OF AUTOMATIC CLEARING HOUSE (ACH) PAYMENTS OVER $20,000 FROM JANUARY 1, 2017 THROUGH MARCH 31, 2017

Mr. Bingham said this is a check and balance item in financial policies to no longer use paper check for vendors with amounts over $20,000, allowing them to be paid quicker and ensure the payment is made. Page 169 shows the payments made. Most are tax payments to the IRS on behalf of employees; fuel payments, payments to Rio Metro and payments to Santa Fe Trails and Los Alamos County.

Chair Barrone assumed it benefits staff.

Mr. Bingham agreed. Having these clear in a timely manner makes his life easier and assures vendors that it gets done.

Mr. Luján moved to approve the ACH payments that were made from January 1, 2017 through March 31, 2017. Councilor Maggiore seconded the motion and passed by unanimous (9-0) by roll call vote Los Alamos County, Nambe Pueblo, Ohkay Owingeh, Pueblo of San Ildefonso, Rio Arriba County, City of Santa Fe, Santa Fe County, Town of Taos and Tesuque Pueblo voting in favor and none against.

J. DISCUSSION AND REVIEW OF INVESTMENT OF DISTRICT FUNDS SUMMARY

Mr. Bingham said the report is on page 170 172. The total of $8.4 million came down to $8 million because of bus purchases. Money was taken from the investment account for them and will be returned when the federal government repays us. Going out of state doubles the ROI. 56 bps is the average return. CDs produce 100 bps at the Guadalupe FCU. He said he will bring recommendations back to leverage more. This report shows some out of state banks and brokered CD market is increasing every month.

Councilor Maggiore said the report just needs to be more legible.
Commissioner Hansen moved to approve the Investment of District Funds Summary. Mr. Luján seconded the motion and passed by unanimous (8-0) by roll call vote Los Alamos County, Ohkay Owingeh, Pueblo of San Ildefonso, Rio Arriba County, City of Santa Fe, Santa Fe County, Town of Taos and Tesuque Pueblo voting in favor and none against. Nambé Pueblo was not present for the vote.

DISCUSSION ITEMS:

K. FINANCIAL REPORT FOR MARCH 2017

Mr. Bingham said the report is on page 174. Revenues were a little less than expenses but it was just a timing difference. The nine-month report does include the Los Alamos contribution. Other revenue items are larger than expected and we continue to see growth. Los Alamos was 159%; Rio Arriba was 92%; Santa Fe was 101%; and Taos County at 99%. Grant revenue was $228,000 which is all capital decrease - but it will get paid. Overtime is over budget and the vacancy savings was not enough to cover overtime.

Maintenance will probably end with $10,000 over budget. Capital was shown on page 186.

There were no questions on the report.

L. FINANCE SUBCOMMITTEE REPORT

The Finance Subcommittee met in April and Councilor Maggiore said it was a good long meeting.

There were no questions.

M. TRIBAL SUBCOMMITTEE REPORT

Gov. Dorame said the Tribal subcommittee met on April 18 and they talked about some available funding. A letter from Ms. Van Buren about it is in the packet. She wanted to make the letter an official record.

On May 5, Ms. Van Buren was the regional representative for TCP funding. The Secretary of the Interior has inherent authority of tribal nations. The funding availability is published in the Federal Register - She will consult with local tribes on this program.

Mr. Luján said Ms. Van Buren asked him to reiterate how important this is - She will do as much as she can for us.

Gov. Dorame said they did get staff a one on one for affiliates at Tribes. BIA has the southwest area with an area know as northern pueblo agency. It also includes Ute Mountain and Southern Ute tribes. He thought the District should include Ute Mountain and Southern Ute in the District. It is a discussion to bring to the Board so you are aware we are thinking about those two tribes. Southern Ute has land in the State of New Mexico, so they are part of the state. It would take some legal discussion. He didn’t know where it would go. He asked if they had any transportation service to
their people. It would be interesting to find out and respond. The Subcommittee didn’t talk about Navajo Nation because they have their own.

Ute Mountain is in Acoya, close to Farmington in the Cortez area. The agenda is in the packet. He asked that the letter be part of the record. Ms. McGuire agreed to put it in.

**N. EXECUTIVE REPORT AND COMMENTS FROM THE EXECUTIVE DIRECTOR**

1. Executive Report for April 2017
2. Performance Measures for March 2017
3. Ridership Report for March 2017

Mr. Mortillaro said the reports are in the packet and asked for anyone to call him with any concerns.

**MATTERS FROM THE BOARD**

Chair Barrone announced a Mother’s Day celebration in Taos.

**MISCELLANEOUS**

There were no miscellaneous items.

**ADJOURN**

The meeting was adjourned at 11:51 a.m. on a motion by Mr. Luján and second by Mr. Campos.

**NEXT BOARD MEETING: June 2, 2017**

Approved by:

_________________________________
Daniel R. Barrone, Chair

Attest:

_________________________________
Dennis Tim Salazar, Secretary

Submitted by:

_________________________________
Carl Boaz for Carl G. Boaz, Inc.
Overview:

Title: Discussion and Consideration of Resolution No. 2017-16 Adopting a Final Fiscal Year (FY) 2018 Budget

Prepared By: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director

Summary: Resolution No. 2017-16 Adopts a final 2018 Budget. The preliminary budget adopted by the Board in May has been revised due to receipt of the final Federal funding numbers. Following is a summary of the revenue and expense changes.

<table>
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<tr>
<th>Revenue Category</th>
<th>Preliminary Revenue FY2018</th>
<th>Final Revenue FY2018</th>
<th>Difference</th>
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</thead>
<tbody>
<tr>
<td>5311 Federal/Admin.</td>
<td>$ 689,995</td>
<td>$ 622,795</td>
<td>$(67,200)</td>
</tr>
<tr>
<td>5311 Federal/Operating</td>
<td>$ 1,548,276</td>
<td>$ 1,485,476</td>
<td>$(62,800)</td>
</tr>
<tr>
<td>5311 Federal/Capital</td>
<td>$ 528,640</td>
<td>$ 720,720</td>
<td>$ 192,080</td>
</tr>
<tr>
<td>Auctioned Vehicles</td>
<td>$ 0</td>
<td>$ 60,000</td>
<td>$ 60,000</td>
</tr>
<tr>
<td>TAP Program/Federal</td>
<td>$ 623,712</td>
<td>$ 686,938</td>
<td>$ 63,226</td>
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<tr>
<td>Use of Cash Balance</td>
<td>$ 796,512</td>
<td>$ 926,306</td>
<td>$ 129,794</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>$ 4,187,135</td>
<td>$ 4,502,235</td>
<td>$ 315,100</td>
</tr>
</tbody>
</table>

| Expenditure Category:         | Preliminary Expenses FY2018 | Final Expenses FY2018 | Difference     |
| Capital Expense              |                            |                      |               |
| Bus Replacements             | $ 500,000                   | $ 900,900            | $ 400,900     |
| Refurbishment of 3 Buses     | $ 160,800                   | $ 0                  | $(160,800)    |
| 5307 Bus Buyout              | $ 0                         | $ 45,000             | $ 45,000      |
| Radio Tower Infrastructure   | $ 0                         | $ 30,000             | $ 30,000      |
| Total Expenditures           | $ 660,800                   | $ 975,900            | $ 315,100     |

Background:

Revenues:

5311 Federal/Administration - Final award was reduced by New Mexico Department of Transportation (DOT) to lower the Administration to Operations ratio. The funds were transferred to 5311 Operating.
5311 Federal/Operating – NCRTD assumed an increase in the preliminary budget. However, funds were transferred by NMDOT in the final award from Administration to Operations to make up a portion of the difference.

5311 Federal Capital – NMDOT awarded NCRTD 7 vehicles for bus replacements (4 were requested in the preliminary budget).

Auctioned Vehicles – NCRTD will trade-in or auction 3 International buses due to not receiving repair funding. NCRTD plans on disposing of 11 buses from FY2016 bus purchases and has experienced a positive return situation by utilizing eBay.

TAP Program/Federal - Converted 3 capital outlay projects from cash balance to be funded by the TAP program. The 3 projects were solar lighting for shelters, bus stop pads and bus shelters.

Use of Cash Balance – The increase in federal funding from 5311 Administration/Operating was not provided by NMDOT so the use of cash balance had to be utilized. Capital projects that will be covered by TAP was offset by new capital outlay projects.

Expenditures:

Bus Replacements – NMDOT awarded NCRTD 3 additional vehicles (4 were requested in the preliminary budget) from the 5311-capital federal grant.

Refurbishment of 3 Buses – The preliminary budget included the refurbishment (replace engines) of 3 international buses. NMDOT’s final award did not fund the vehicles.

5307 Bus Buyout – NMDOT has allowed NCRTD to buyout a bus from Santa Clara Pueblo to convert a 5310 route to a 5307 route.

Radio Tower Infrastructure - Moved the radio tower infrastructure from the 10-year capital outlay plan from FY19 to FY18 due to the need to improve radio communications and minimize dead spots.

Recommended Action: It is recommended that the Board move to adopt Resolution No. 2017 -16 adopting the Fiscal Year 2018 Budget.

Options/Alternatives: None, a budget is required to be adopted by the Board and submitted to the State of New Mexico Department Finance and Administration by July 31, 2017. FY2018 starts July 1st, so the budget needs to be in place in order to continue operations.

Fiscal Impact: N/A

Attachments:
- Resolution No. 2017-16
North Central Regional Transit District (NCRTD)

Resolution No. 2017- 16

A RESOLUTION ADOPTING THE FISCAL YEAR 2018 FINAL BUDGET

WHEREAS, the proposed Fiscal Year 2018 Budget was submitted in accordance with the Board’s Financial Policies (as adopted and amended on November 4, 2011, March 1, 2013, November 8, 2013, October 9, 2015, and November 4, 2016); and

WHEREAS, after a public hearing was held, said budget was developed on the basis of need and through cooperation with all user departments, appointed officials and other department supervisors; and

WHEREAS, the Board of Director’s Finance Sub Committee on April 28, 2017 conducted a detailed review of the budget and recommended that the Board consider the Budget as presented; and

WHEREAS, the NCRTD governing body in and for the NCRTD has conducted a public hearing on May 5, 2017 and reviewed and approved a preliminary Budget for Fiscal Year 2018.

NOW THEREFORE BE IT RESOLVED THAT the Board of Directors of the NCRTD, hereby adopts the final budget for Fiscal Year 2018 hereinafter described and respectfully requests approval from the State of New Mexico’s Local Government Division of the Department of Finance and Administration.

PASSED, APPROVED, AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 2nd, DAY OF JUNE 2017.

Daniel Barrone, Chairman

Approved as to form:

Peter Dwyer, Counsel
Title: Discussion and Consideration of Resolution No. 2017-17 Adopting an Infrastructure Capital Improvement Plan (ICIP)

Prepared By: Stacey McGuire, Planning, Projects & Grants Manager

Summary: This Resolution is required to be considered for State Capital funding.

Background: This is for the annual submission of the ICIP and is representative of a modified Five Year Capital Investment Plan presented to the Board and adopted with the Budget for FY 2018 by Resolution No. 2017-16. Funding is not assured but the District needs to comply with submission requirements if it hopes to obtain ICIP funding.

Recommended Action: Adoption by the Board.

Options/Alternatives: Alternatives would be to not participate in the State of New Mexico’s ICIP process.

Fiscal Impact: The fiscal impact would be the potential loss of State funding over a five-year period for the top five projects. The projects and suggested order of priority for funding in FY2019 are as follows:

1. Fleet Replacement ($637,000)
2. Maintenance Facility Complex Final Design ($100,000)
3. ADA Transition Plan Update, Capital and Construction ($574,000)
4. Satellite Facilities in Santa Fe ($150,000)
5. NM68/NM150 Park & Ride Facility ($50,000)

Attachments:
- Board Resolution No. 2017-17
- NCRTD Five Year ICIP Capital Improvement Plan
North Central Regional Transit District

Resolution No. 2017-17

A RESOLUTION ADOPTING AN INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN (ICIP)

WHEREAS, the North Central Regional Transit District recognizes that the financing of public capital projects has become a major concern in New Mexico and nationally; and

WHEREAS, in times of scarce resources, it is necessary to find new financing mechanisms and maximize the use of existing resources; and

WHEREAS, systematic capital improvements planning is an effective tool for communities to define their development needs, establish priorities and pursue concrete actions and strategies to achieve necessary project development; and

WHEREAS, this process contributes to local and regional efforts in project identification and selection in short and long range capital planning efforts.

NOW, THEREFORE, BE IT RESOLVED BY THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT that:

1. The North Central Regional Transit District Board has adopted the attached Infrastructure Capital Improvement Plan, which was adopted in principle with the FY 2018 Budget by Resolution No. 2017-17 on June 2, 2017 and,
2. It is intended that the ICIP be a working document and is the first of many steps toward improving rational, long-range capital planning and budgeting for New Mexico’s infrastructure.

PASSED, APPROVED, AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 2nd DAY OF JUNE 2017.

_____________________________
Daniel Barrone, Chair

Approved as to form:

_____________________________
Peter Dwyer, Counsel
## Capital Improvement Plan

<table>
<thead>
<tr>
<th>Project Description</th>
<th>FY 2016</th>
<th>FY 2020</th>
<th>FY 2021</th>
<th>FY 2022</th>
<th>FY 2023</th>
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<td>$817,000</td>
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<td>5311c Fleet Replacement</td>
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<tr>
<td>Jacarilla Apache Nation's Bus</td>
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<td>Commuter (3@$17,000)</td>
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<tr>
<td>Service Expansion New Fleet</td>
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<tr>
<td>Maintenance Facility</td>
<td>$100,000</td>
<td>$1,600,000</td>
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<td>Board Room AV Enhancements</td>
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<td>Security Fencing for Española Site</td>
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<td>Bus Protective Awnings</td>
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<td>PJ panels and electrical conversion to power RTD Facilities</td>
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<tr>
<td>Consolidation Study</td>
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<td>24 Shelters (2@ $20,000 ea)</td>
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<tr>
<td>ADA Plan Implementation (Planning)</td>
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<td>ADA Plan Implementation (Construction)</td>
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<td>Concrete Shelter Pads</td>
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<tr>
<td>Satellite Facilities (SF)</td>
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<td>Satellite Facilities (Chama)</td>
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<tr>
<td>Radio Tower Infrastructure</td>
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<td>Silky Way Park and Ride</td>
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<td>Eldorado Santa Fe Park and Ride</td>
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<td>Safety and Security Improvements</td>
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<td>Emergency Electrical Generator - Building</td>
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<td>Bus DVR replacements ($5 @$5,000)</td>
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<tr>
<td>Office Addition &amp; Furniture</td>
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<td>Light Maintenance Bay Conversion to Offices</td>
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<tr>
<td>Automatic Passenger Counters</td>
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<td>Automatic Announciators</td>
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<td>Automatic Bus Inspection</td>
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<td>Automatic IVR</td>
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<tr>
<td>Taos Maintenance Facility Upgrades</td>
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<tr>
<td>Taos Admin Building (Needs Analysis, Design, Construction)</td>
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<td>Taos Fueling Facility (Land Acquisition, Construction)</td>
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<tr>
<td>Paving (late improvements Taos facility -storage aprons)</td>
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<tr>
<td>Enhanced Video Surveillance System for Taos and Española</td>
<td>$100,000</td>
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<tr>
<td>Enhanced Access Control System for Taos and Española</td>
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<td>$150,000</td>
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<tr>
<td>Main Server Replacement</td>
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<tr>
<td>Vehicle Maintenance Software</td>
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<td>Records software and Archival System</td>
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<td>Replacement of Finance Software</td>
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<td>Copier Replacement</td>
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<td><strong>Total</strong></td>
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<td><strong>$3,920,000</strong></td>
<td><strong>$2,324,000</strong></td>
<td><strong>$1,920,808</strong></td>
<td><strong>$1,441,492</strong></td>
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</table>
Title: Discussion and Consideration of Resolution No. 2017-18 Authorizing the submittal of applications for Federal funding for §5304, §5307, §5309, §5310 and §5311 in Federal Fiscal Year 2019

Prepared By: Stacey McGuire, Planning, Projects & Grants Manager

Summary: Approval for NCRTD Staff to submit letter of intent to New Mexico Department of Transportation (NMDOT) to file an application for Federal grants for Federal Fiscal Year (FFY) 2019.

Background: The NCRTD files for Federal grants that pass through NMDOT each year. The §5304 grant is for planning; the §5307 grant program is for urban public transportation; the §5309 grant program is capital assistance for bus and bus facilities; the §5310 grant is for qualifying elderly and ADA entities to purchase vehicles for their transportation division; and the §5311 grant supplies funding for administrative, operating, and capital for qualifying rural recipients.

The letter of intent deadline for submittal to NMDOT is June 23, 2017, and must be filed in order to submit an application packet which is expected to be due in September 2017.

Recommended Action: It is recommended that the Board approve Resolution No. 2017-18, which authorizes Staff to file a letter of intent with NMDOT so that appropriate applications can be filed by September 2017.

Options/Alternatives: Not filing a letter of intent with NMDOT and subsequently applying for Federal funding in FFY2019 could substantially impact the budget by approximately two and a half million dollars, plus capital awards.

Fiscal Impact: The grant funds are necessary to the NCRTD’s annual budget to sustain existing routes.

Attachments:
- Resolution No. 2017-18
- NMDOT Notice to Interested Parties for Formula Grants for Rural Areas
- 2017 Letter of Intent to NMDOT for §5304, §5307, §5309, §5310, and §5311 Federal funding for Federal Fiscal Year 2019
North Central Regional Transit District (NCRTD)

Resolution No. 2017-18

A RESOLUTION AUTHORIZING THE SUBMITTAL OF A LETTER OF INTENT FOR §5304, §5307, §5309, §5310, §5311 FEDERAL FUNDING FOR FEDERAL FISCAL YEAR 2019

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Section 73-25-1 et seq.); and

WHEREAS, the NCRTD is a sub-division of the State of New Mexico; and

WHEREAS, the NCRTD was approved and certified by the New Mexico Department of Transportation on the 14th day of September 2004; and

WHEREAS, the NCRTD wishes to submit a letter of intent to New Mexico Department of Transportation in order to file application(s) for §5304, §5307, §5309, §5310, §5311 grant funding for the 2019 Federal fiscal year; and

WHEREAS, the funding may be used for planning and design (§5304); capital outlay including state of good repair of buses and bus facilities (§5309); urban public transportation (§5307); vehicle purchase for qualifying ADA and elderly entities (§5310) administrative, operating, and capital funding assistance for rural public transportation (§5311); and

WHEREAS, the letters of intent are anticipated to be due to the New Mexico Department of Transportation by June 23, 2017;

NOW, THEREFORE, BE IT RESOLVED by the NCRTD Board that the District Staff is directed to take such actions as it deems necessary to file applications for §5304, §5307, §5309, §5310, and §5311 Federal funding including but not limited to sending a letter of intent to the New Mexico Department of Transportation.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 2nd DAY OF JUNE 2017.

________________________
Daniel Barrone, Chairman

Approved as to form:

________________________
Peter Dwyer, Counsel
MAY 22, 2017

NOTICE TO INTERESTED PARTIES
FY 2019 FINANCIAL ASSISTANCE FOR
FORMULA GRANTS FOR RURAL AREAS
49 USC SECTION 5311
AND
ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES
49 USC SECTION 5310

The New Mexico State Department of Transportation’s Transit and Rail Division is accepting Letters of Intent from organizations interested in applying for the following grant opportunities:

- Federal Transit Administration (FTA) Section 5310 Program (Enhanced Mobility of Seniors and Individuals with Disabilities) which provides capital grants to assist private non-profit organizations and, under certain conditions, public agencies, to provide safe, efficient, and coordinated transportation services for seniors and individuals with disabilities for whom public transportation is otherwise unavailable, insufficient, or inappropriate.

- FTA Section 5311 Program (Rural/Non-Urbanized Public Transportation) which provides administrative, operating, and capital funding assistance for rural public transportation.

Descriptions of these and other grant programs are available at the FTA website: https://www.transit.dot.gov/grants

THIS NOTICE APPLIES TO FUNDING FOR THE 2019 FEDERAL FISCAL YEAR FOR SECTIONS 5310 and 5311 PROGRAMS BEGINNING OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019

Interested parties wishing to apply for assistance under SECTIONS 5310 and 5311 MUST return a Letter of Intent postmarked no later than Friday, June 23, 2017 to:

New Mexico Department of Transportation
Deborah Bach – FY19 Intent to Apply
P.O. Box 1149
Santa Fe, New Mexico 87504-1149

Letters of Intent must include:

1. Organization Name, Address, and Telephone Number.
2. Name, phone number and e-mail address of contact person.
3. Specify which application package(s) you are requesting (Sections 5310 and 5311)

For further information on these programs, Please contact Deborah Bach at 505-827-5218 or Deborah.Bach@state.nm.us
June 2017

New Mexico Department of Transportation
Transit and Rail Division
C/O FY 2019 LOI
PO Box 1149
Santa Fe, NM 87504-1149

Dear NMDOT-

Please consider this the North Central Regional Transit District’s letter of intent to apply for Federal funding for FFY2019. We will be applying for Federal §5304, §5307, §5309, §5310 and §5311 funding through New Mexico DOT.

Please send any related information to:

North Central Regional Transit District
Anthony Mortillaro, Executive Director
1327 North Riverside Drive
Española, NM 87532

Contact person:
Stacey McGuire
505.629.4704 office
staceym@ncrtd.org

Sincerely,

Anthony Mortillaro
Executive Director

NMDOT - New Mexico Department of Transportation
Title: Discussion and Consideration of Resolution No. 2017-19 Authorizing NCRTD Staff to Apply for Federal Funding through the FFY2017 Section 5339(c) Low or No Emissions Grant Program for a Maintenance Facility, Wash Bay, and Fueling Station.

Prepared By: Stacey McGuire, Planning, Projects & Grants Manager

Summary: NCRTD Staff is seeking Board approval to apply for FFY2017 Section 5339(c) Low or No Emissions Grant Program funding for a Maintenance Facility, Wash Bay, and Fueling Station project. The NCRTD Project application would be submitted through either a State of New Mexico consolidated application (as required by FTA for rural transit providers), or as an independent application (as allowed for agencies that receive 5307 urbanized area transit funds). NMDOT is currently assessing which application process is most appropriate and will direct NCRTD upon its completed assessment.

Background: The construction of the Transit Maintenance Facility will include a Vehicle Maintenance Garage, a Vehicle Wash Bay and a Fueling Station, to fulfill current needs as well as being capable of accommodating future operations and fleet expansion. Current fleet inventory is approximately 64 vehicles, ranging in size from 40 foot buses to 5-passenger transport vans and standard-size commuter vehicles. Fleet expansion is anticipated to be one (1) to four (4) vehicles annually. The Maintenance Facility complex will be situated on the existing approximately 7-acre site adjacent to the Jim West Regional Transit Center and Vehicle Parking Yard. Work will include site preparation, final design, construction and capital equipment purchase. The facility-to-be design team will maximize utilization of green building energy saving facility standards wherever possible.

The Board of Directors authorized the Staff to move forward with the conceptual design at their February 1, 2013 meeting, with the design contract ultimately awarded to Huitt-Zollars in July 2013. At the March 2014 Board meeting, Huitt-Zollars presented its design findings and construction and general cost estimates. Site assessments, soil borings and environmental assessments were also completed.

In January 2017, Huitt-Zollars was asked to update the 2014 design and plan and provide phasing options for the Maintenance Facility Complex. This update is currently underway. Upon completion of final design and bidding, the Maintenance Facility Complex will be shovel-ready.

Recommended Action: It is recommended that the Board move to adopt Resolution No. 2017-19 Authorizing the NCRTD Staff to apply for Federal funding through the FFY2017 Low or No Emissions Grant Program for a Maintenance Facility, Wash Bay, and Fueling Station. The FFY2017 Low or No Emissions Grant Program deadline for application submittal is June 26, 2017.
Options/Alternatives:
- Board approval to adopt Resolution No. 2017-19 Authorizing the NCRTD Staff to apply for Federal funding through the FFY2017 Section 5339(c) Low or No Emissions Grant Program for a Maintenance Facility, Wash Bay, and Fueling Station; or
- Do not apply for FFY2017 Section 5339(c) Low or No Emissions Grant Program funding, direct Staff to seek alternative funding sources; or
- Do nothing; do not attempt to procure funds to construct a Maintenance Facility Complex and continue to outsource vehicle maintenance services.

Fiscal Impact: FFY2017 Section 5339(c) Low or No Emissions Grant Program funds will provide ninety percent (90%) of the cost of the project. Upon award, the NCRTD would be required to commit to and provide a ten percent (10%) local match of approximately $611,455 for the Maintenance Facility Complex.

Overall project cost of the Maintenance Facility, Fueling Station and Vehicle Wash Bay is $6,114,552. The possible award would significantly impact the overall cost of the project as well as potentially improve the ultimate construction and implementation timeline.

Attachments:
- Resolution No. 2017-19
- FFY2017 Section 5339(c) Low or No Emissions Grant Program NOFO (Notice of Funding Opportunity)
North Central Regional Transit District (NCRTD)
Resolution 2017-19

A RESOLUTION AUTHORIZING THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT TO APPLY FOR FEDERAL FUNDING THROUGH THE FEDERAL FISCAL YEAR (FFY) 2017 SECTION 5339(c) LOW OR NO EMISSIONS GRANT PROGRAM FOR A MAINTENANCE FACILITY, WASH BAY, AND FUELING STATION

WHEREAS, the United States Department of Transportation (USDOT) issued a notice for funding availability for the FFY2017 Section 5339(c) Low or No Emissions Grant Program on April 27, 2017; and

WHEREAS, the NCRTD will submit its application by the submittal deadline of June 26, 2017 to USDOT and Federal Transit Administration (FTA); and

WHEREAS, the NCRTD has identified capital improvements related to the efficient and effective day-to-day operations and maintenance of fleet; and

WHEREAS, upon selection to receive FFY2017 Section 5339(c) Low or No Emissions Grant Program funds, the NCRTD is committed to provide a ten (10) percent match ($611,455) of overall project cost ($6.115 million).

NOW, THEREFORE, BE IT RESOLVED by the NCRTD Board that the request for NCRTD Board authorization and support of Staff submitting for a FFY2017 Section 5339(c) Low or No Emissions Grant Program to fund a new Maintenance Facility, Wash Bay, and Fueling Station is approved.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 2nd DAY OF JUNE 2017.

__________________________________________
Daniel Barrone, Chairman

Approved as to form:

__________________________________________
Peter Dwyer, Counsel
prohibiting drivers with ITDM from obtaining an exemption from the rule have satisfied the renewal conditions for
31315, the following 16 individuals

III. Discussion of Comments

FMCSA received no comments in this preceding.

IV. Conclusion

Based upon its evaluation of the 71 renewal exemption applications and that no comments were received, FMCSA confirms its’ decision to exempt the following drivers from the rule prohibiting drivers with ITDM from driving CMVs in interstate commerce in 49 CFR 391.41(b)(3). The physical qualification standard for drivers regarding diabetes found in 49 CFR 391.41(b)(3) states that a person is physically qualified to drive a CMV if that person has no established medical history or clinical diagnosis of diabetes mellitus currently requiring insulin for control.

As stated in the previous notice, FMCSA has evaluated the eligibility of these applicants and determined that renewing these exemptions would achieve a level of safety equivalent to or greater than the level that would be achieved by complying with the current regulation 49 CFR 391.41(b)(3). As of March 12, 2017, and in accordance with 49 U.S.C. 31136(e) and 31315, the following 16 individuals have satisfied the renewal conditions for obtaining an exemption from the rule prohibiting drivers with ITDM from driving CMVs in interstate commerce (80 FR 8929; 80 FR 24313):

- Timothy E. Adkins (KY)
- Daniel S. Arke (HI)
- Raul Arlequin Jr. (FL)
- Chad W. Beeman (NY)
- Jeffrey S. Bohle (IA)
- Bradley T. Boyd (IA)
- Bradley M. Brauer (NE)
- Gary W. Brendel (NY)
- Thomas Browning (PA)
- Kell D. Busby, Jr. (MI)
- Rafael B. Castillo (NJ)
- Zachary D. Craig (ND)
- Terry R. Darnall (IL)
- Raymond W. Dropps (MN)
- Curtis W. Fox (IN)
- William H. Geiselhart, Jr. (PA)
- Darrel G. Goetz (MO)
- Chris S. Hammad (CO)
- James P. Hancock, Jr. (PA)
- Donald S. Hanson (MN)
- Michael Hasley (AR)
- Gene A. Heibult (SD)
- Ronald R. Herrington (WV)
- Jay H. Hess (PA)
- Kevin L. Holmes (IL)
- Claude E. Hoskins (WA)
- Ulyssees Jones (IN)
- Sean M. Jordan (PA)
- Steven N. Kemp (TX)
- Tracy A. Knake (IA)
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- Keith J. Tschetter (ND)
- Sean E. Twohig (NY)
- Jimmie W. Ward (NC)
- Michael R. Wasko (WI)
- James B. Westphal (WI)
- John A. Winquist (SD)
- Robert J. Wyand (NY)

Michael E. Zincone (RI)

The drivers were included in docket No. FMCSA–2007–0070. Their exemptions are effective as of March 12, 2017, and will expire on March 12, 2019.

As of March 24, 2017, and in accordance with 49 U.S.C. 31136(e) and 31315, the following 55 individuals have satisfied the renewal conditions for obtaining an exemption from the rule prohibiting drivers with ITDM from driving CMVs in interstate commerce (80 FR 8929; 80 FR 24313):

- Timothy E. Adkins (KY)
- Daniel S. Arke (HI)
- Raul Arlequin Jr. (FL)
- Chad W. Beeman (NY)
- Jeffrey S. Bohle (IA)
- Bradley T. Boyd (IA)
- Bradley M. Brauer (NE)
- Gary W. Brendel (NY)
- Thomas Browning (PA)
- Kell D. Busby, Jr. (MI)
- Rafael B. Castillo (NJ)
- Zachary D. Craig (ND)
- Terry R. Darnall (IL)
- Raymond W. Dropps (MN)
- Curtis W. Fox (IN)
- William H. Geiselhart, Jr. (PA)
- Darrel G. Goetz (MO)
- Chris S. Hammad (CO)
- James P. Hancock, Jr. (PA)
- Donald S. Hanson (MN)
- Michael Hasley (AR)
- Gene A. Heibult (SD)
- Ronald R. Herrington (WV)
- Jay H. Hess (PA)
- Kevin L. Holmes (IL)
- Claude E. Hoskins (WA)
- Ulyssees Jones (IN)
- Sean M. Jordan (PA)
- Steven N. Kemp (TX)
- Tracy A. Knake (IA)
- Robert E. Lane (IN)
- Jason C. Lewis (MD)
- Corey A. Maas (KS)
- James P. MacDonald (MA)
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- James B. Westphal (WI)
- John A. Winquist (SD)
- Robert J. Wyand (NY)

Michael E. Zincone (RI)

The drivers were included in docket No. FMCSA–2014–0313. Their exemptions are effective as of March 24, 2017, and will expire on March 24, 2019.

In accordance with 49 U.S.C. 31315, each exemption will be valid for two years from the effective date unless revoked earlier by FMCSA. The exemption will be revoked if the following occurs: (1) The person fails to comply with the terms and conditions of the exemption; (2) the exemption has resulted in a lower level of safety than was maintained prior to being granted; or (3) continuation of the exemption would not be consistent with the goals and objectives of 49 U.S.C. 31136 and 31315.

Issued on: April 19, 2017.

Larry W. Minor,

Associate Administrator for Policy.

[FR Doc. 2017–08512 Filed 4–26–17; 8:45 am]

BILLING CODE 4910–EX–P

DEPARTMENT OF TRANSPORTATION

Federal Transit Administration

FY 2017 Competitive Funding Opportunity: Low or No Emission Grant Program

AGENCY: Federal Transit Administration (FTA), DOT.

ACTION: Notice of funding opportunity (NOFO).

SUMMARY: The Federal Transit Administration (FTA) announces the opportunity to apply for $55 million in FY 2017 funds for the Low or No Emission Bus Discretionary Grant Program (Low-No Program; Catalog of Federal Domestic Assistance (CFDA) number: 20.526), subject to funding availability. Only $31.5 million is available under the Continuing Resolution that expires on April 28, 2017. As required by Federal transit law (49 U.S.C. 5339(c)) and subject to funding availability, funds will be awarded competitively for the purchase or lease of low or no emission vehicles that use advanced technologies for transit revenue operations, including related equipment or facilities. Projects may include costs incidental to the acquisition of buses or to the construction of facilities, such as the costs of related workforce development and training activities, and project administration expenses. FTA may award additional funding that is made available to the program prior to the announcement of project selections.

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### A. Program Description

Section 5339(c) of Title 49, United States Code, as amended by the Fixing America’s Surface Transportation (FAST) Act, (Pub. L. 114–94, Dec. 4, 2015), authorizes FTA to award grants for low or no emission buses through a competitive process, as described in this notice. The Low or No Emission Bus Program (Low-No Program) provides funding to State and local governmental authorities for the purchase or lease of zero-emission and low-emission transit buses, including acquisition, construction, and leasing of required supporting facilities such as recharging, refueling, and maintenance facilities. FTA recognizes that a significant transformation is occurring in the transit bus industry, with the increasing availability of low and zero emission bus vehicles for transit revenue operations.

### B. Federal Award Information 5339(c)

**Low or No Emission Discretionary Program**

Federal transit law authorizes $55 million in FY 2017 for grants under the Low-No Program. In FY 2016, the program received applications for 101 projects requesting a total of $446 million. Twenty projects were funded at a total of $55 million.

FTA will grant pre-award authority starting on the date of project announcement for the FY 2017 awards. Funds are available for obligation until September 30, 2020. Funds are only available for projects that have not incurred costs.

### C. Eligibility Information

#### 1. Eligible Applicants

Eligible applicants include designated recipients, States, local governmental authorities, and Indian Tribes. Exceptions for projects proposed by Indian Tribes, proposals for funding projects in rural (non-urbanized) areas must be submitted as part of a consolidated State proposal. To be considered eligible, applicants must be able to demonstrate the requisite legal, financial and technical capabilities to receive and administer Federal funds under this program. States and other eligible applicants also may submit consolidated proposals for projects in urbanized areas. Proposals may contain projects to be implemented by the recipient or its eligible subrecipients. Eligible subrecipients are entities that are otherwise eligible recipients under this program.

An eligible recipient may submit an application in partnership with other entities that intend to participate in the implementation of the project, including, but not limited to, specific vehicle manufacturers, equipment vendors, owners or operators of related facilities, or project consultants. If an application that involves such a partnership is selected for funding, the competitive selection process will be deemed to satisfy the requirement for a competitive procurement under 49 U.S.C. 5325(a) for the named entities. Applicants are advised that any changes to the proposed partnership will require advance FTA written approval, must be consistent with the scope of the approved project, and may necessitate a competitive procurement.

#### 2. Cost Sharing or Matching

All eligible expenses under the Low-No Program are attributable to compliance with the Clean Air Act. Therefore, under the provisions of 49 U.S.C. 5323(i), the maximum Federal participation in the costs of leasing or acquiring a transit bus financed under the Low-No Program is 85 percent of the total transit bus cost. The proposer may request a lower Federal contribution. Further, the maximum Federal participation in the cost of leasing or acquiring low or no emission bus-related equipment and facilities under the Low-No Program, such as recharging or refueling facilities, is 90 percent of the net project cost of the equipment or facilities that are attributable to compliance with the Clean Air Act.

Eligible sources of local match include the following: cash from non-Government sources other than revenues from providing public transportation services; revenues derived from the sale of advertising and concessions; amounts received under a service agreement with a State or local social service agency or private social service organization; revenues generated from value capture financing mechanisms; funds from an undistributed cash surplus; replacement or depreciation cash fund or reserve; new capital; or in-kind contributions. In addition, transportation development credits or documentation of in-kind match may substitute for local match if identified in the application.

### 3. Eligible Projects

Under 49 U.S.C. 5339(c)(B), eligible projects include projects or programs of projects in an eligible area for: (1) Purchasing or leasing low or no emission buses; (2) acquiring low or no emission buses with a leased power source; (3) constructing or leasing facilities and related equipment for low or no emission buses; (4) constructing new public transportation facilities to accommodate low or no emission buses; (5) or rehabilitating or improving existing public transportation facilities to accommodate low or no emission buses. As specified under 49 U.S.C. 5339(c)(5)(A), FTA will only consider eligible projects relating to the acquisition or leasing of low or no emission buses or bus facilities that make greater reductions in energy consumption and harmful emissions than comparable standard buses or other low or no emission buses. As specified under 49 U.S.C. 5339(c)(5)(B), all proposed projects must be part of the intended recipient’s long-term integrated fleet management plan.

If a single project proposal involves multiple public transportation providers, such as when an agency acquires vehicles that will be operated by another agency, the proposal must include a detailed statement regarding the role of each public transportation provider in the implementation of the project.

Under 49 U.S.C. 5339(c)(1)(E), a low or no-emission bus is defined as “a passenger vehicle used to provide public transportation that significantly reduces energy consumption or harmful emissions, including direct carbon emissions, when compared to a comparable standard vehicle.” The statutory definition includes zero-emission transit buses, which are defined as buses that...
produce no direct carbon emissions and no particulate matter emissions under any and all possible operational modes and conditions. Examples of zero emission bus technologies include, but are not limited to, hydrogen fuel-cell buses and battery-electric buses. All new transit bus models procured with funds awarded under the Low-No Program must complete FTA bus testing for production transit buses pursuant to 49 U.S.C. 5318. All transit vehicles must be procured from certified transit vehicle manufacturers in accordance with the Disadvantaged Business Enterprise (DBE) regulations at 49 CFR part 26. The development or deployment of prototype vehicles is not eligible for funding under the Low-No program.

Recipients are permitted to use up to 0.5 percent of their requested grant award for workforce development activities eligible under 49 U.S.C. 5314(b) and an additional 0.5 percent for costs associated with training at the National Transit Institute. Applicants must identify the proposed use of funds for these activities in the project proposal and identify them separately in the project budget.

D. Application and Submission Information

1. Address To Request Application

Applications must be submitted electronically through GRANTS.GOV. General information for submitting applications through GRANTS.GOV can be found at www.fta.dot.gov/howtoapply along with specific instructions for the forms and attachments required for submission. Mail and fax submissions will not be accepted. A complete proposal submission consists of at least two forms: The SF424 Mandatory Form (downloaded from GRANTS.GOV) and the supplemental form for the FY 2017 Low-No Program (downloaded from GRANTS.GOV or the FTA Web site at www.transit.dot.gov/busprogram). Failure to submit the information as requested can delay review or disqualify the application.

2. Content and Form of Application Submission

(i) Proposal Submission

A complete proposal submission consists of at least two forms: (1) The SF424 Mandatory Form; and (2) the supplemental form for the FY 2017 Low-No Program. The application must include responses to all sections of the SF424 Mandatory Form and the supplemental form, unless indicated as optional. The information on the supplemental form will be used to determine applicant and project eligibility for the program, and to evaluate the proposal against the selection criteria described in part E of this notice.

An applicant may submit multiple project proposals in a single submission, but must include all project proposals on a single supplemental form. To add additional projects, select the “add project” button and complete a separate “project detail” section for each project. FTA will only accept one supplemental form per submission.

The supplemental form must be submitted as an attachment to the SF424 Mandatory Form. All project proposals will be evaluated separately, regardless of whether they are submitted as a single submission.

An applicant may submit additional supporting documentation for each project proposal as attachments. Any supporting documentation must be described and referenced by file name in the appropriate response section of the supplemental form, or it may not be reviewed.

Information such as proposer name, Federal amount requested, local match amount, description of areas served, etc. may be requested in varying degrees of detail on both the SF424 form and Supplemental Form. Proposers must fill in all fields unless stated otherwise on the forms. If information is copied into the supplemental form from another source, applicants should verify that pasted text is fully captured on the supplemental form and has not been truncated by the character limits built into the form. Proposers should use both the “Check Package for Errors” and the “Validate Form” validation buttons on both forms to check all required fields on the forms, and ensure that the federal and local amounts specified are consistent.

(ii) Application Content

The SF424 Mandatory Form and the Supplemental Form will prompt applicants for the required information, including:

a. Applicant Name
b. Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number
c. Key contact information (including contact name, address, email address, and phone)
d. Congressional district(s) where project will take place
e. Project Information (including title, an executive summary, and type)
f. A detailed description of the need for the project
g. A detailed description on how the project will support the Low-No program objectives
h. Evidence that the project is consistent with local and regional planning documents
i. Evidence that the applicant can provide the local cost share
j. A description of the technical, legal, and financial capacity of the applicant
k. A detailed project budget
l. An explanation of the scalability of the project
m. Details on the local matching funds
n. A detailed project timeline

3. Unique Entity Identifier and System for Award Management (SAM)

Each applicant is required to: (1) Be registered in SAM before submitting an application; (2) provide a valid unique entity identifier in its application; and (3) continue to maintain an active SAM registration with current information at all times during which the applicant has an active Federal award or an application or plan under consideration by FTA. These requirements do not apply if the applicant: (1) Is an individual; (2) is excepted from the requirements under 2 CFR 25.110(b) or (c); or (3) has an exception approved by FTA under 2 CFR 25.110(d). FTA may not make an Award until the applicant has complied with all applicable unique entity identifier and SAM requirements. If an applicant has not fully complied with the requirements by the time FTA is ready to make an Award, FTA may determine that the applicant is not qualified to receive an Award and use that determination as a basis for making a Federal award to another applicant. All applicants must provide a unique entity identifier provided by SAM. Registration in SAM may take as little as 3–5 business days, but since there could be unexpected steps or delays (for example, if you need to obtain an Employer Identification Number), FTA recommends allowing ample time, up to several weeks, for completion of all steps. For additional information on obtaining a unique entity identifier, please visit www.sam.gov.

4. Submission Dates and Times

Project proposals must be submitted electronically through GRANTS.GOV by 5:00 p.m. Eastern on June 26, 2017. GRANTS.GOV attaches a time stamp to each application at the time of submission. Proposals submitted after the deadline will only be considered under extraordinary circumstances not under the applicant’s control. Mail and fax submissions will not be accepted.

Within 48 hours after submitting an electronic application, the applicant
should receive three email messages from GRANTS.GOV: (1) Confirmation of successful transmission to GRANTS.GOV, (2) confirmation of successful validation by GRANTS.GOV, and (3) confirmation of successful validation by FTA. If confirmations of successful validation are not received or a notice of failed validation or incomplete materials is received, the applicant must address the reason for the failed validation, as described in the email notice, and resubmit before the submission deadline. If making a resubmission for any reason, include all original attachments regardless of which attachments were updated and check the box on the supplemental form indicating this is a resubmission.

FTA urges proposers to submit applications at least 72 hours prior to the due date to allow time to receive the validation messages and to correct any problems that may have caused a rejection notification. GRANTS.GOV scheduled maintenance and outage times are announced on the GRANTS.GOV Web site. Deadlines will not be extended due to scheduled Web site maintenance.

Proposers are encouraged to begin the process of registration on the GRANTS.GOV site well in advance of the submission deadline. Registration is a multi-step process, which may take several weeks to complete before an application can be submitted. Registered proposers may still be required to take steps to keep their registration up to date before submissions can be made successfully: (1) Registration in the System for Award Management (SAM) is renewed annually; and (2) persons making submissions on behalf of the Authorized Organization Representative (AOR) must be authorized in GRANTS.GOV by the AOR to make submissions.

5. Funding Restrictions

Funds under this NOFO cannot be used to reimburse applicants for otherwise eligible expenses incurred prior to FTA award of a Grant Agreement until FTA has issued pre-award authority for selected projects through a notification in the Federal Register.

6. Other Submission Requirements

Applicants are encouraged to identify scaled funding options in case insufficient funding is available to fund a project at the full requested amount. If an applicant indicates that a project is scalable, the applicant must provide an appropriate minimum funding amount that will fund an eligible project that achieves the objectives of the program and meets all relevant program requirements. The applicant must provide a clear explanation of how the project budget would be affected by a reduced award. FTA may award a lesser amount whether or not a scalable option is provided.

E. Application Review

Projects will be evaluated primarily on the responses provided in the supplemental form. Additional information may be provided to support the responses; however, any additional documentation must be directly referenced on the supplemental form, including the file name where the additional information can be found. FTA will evaluate project proposals for the Low-No Program based on the criteria described in this notice.

i. Demonstration of Need

Since the purpose of this program is to fund vehicles and facilities, applications will be evaluated based on the quality and extent to which they demonstrate how the proposed project will address an unmet need for capital investment in vehicles and/or supporting facilities. For example, an applicant may demonstrate that it requires additional or improved charging or maintenance facilities for low or no emission vehicles, that it intends to replace existing vehicles that have exceeded their minimum useful life, or that it requires additional vehicles to meet current ridership demands.

FTA will consider an applicant’s responses to the following criteria when assessing need for capital investment underlying the proposed project:

a. Consistency With Long-Term Fleet Management Plan: As required by 49 U.S.C. 5339(c)(5)(b), all project proposals must demonstrate that they are part of the intended recipient’s long-term integrated fleet management plan, as demonstrated through an existing transit asset management program, fleet procurement plan, or similarly documented program or policy. These plans must be attached to the application. FTA will evaluate the consistency of the proposed project with the applicant’s long-term fleet management plan, as well as the applicant’s previous experience with the relevant low or no emissions vehicle technologies.

b. For low or no emission bus projects (replacement and/or expansion): Applicants must provide information on the age, condition and performance of the vehicles to be replaced by the proposed project. Vehicles to be replaced must have met their minimum useful life at the time of application. For service expansion requests, applicants must provide information on the proposed service expansion and the benefits for transit riders and the community from the new service. For all vehicle projects, the proposal must address whether the project conforms to FTA’s spare ratio guidelines. Low or no emission vehicles funded under this program are not exempted from FTA’s standard spare ratio requirements which apply to and are calculated on the agency’s entire fleet.

c. For bus facility and equipment projects (replacement, rehabilitation, and/or expansion): Applicants must provide information on the age and condition of the asset to be rehabilitated or replaced relative to its minimum useful life.

ii. Demonstration of Benefits

Applicants must demonstrate how the proposed project will support statutory requirements of 49 U.S.C. 5339(c)(5)(A). In particular, FTA will consider the quality and extent to which applications demonstrate how the proposed project will: (1) Reduce Energy Consumption; (2) Reduce Harmful Emissions; and (3) Reduce Direct Carbon Emissions.

a. Reduce Energy Consumption: Applicants must describe how the proposed project will reduce energy consumption. FTA will evaluate applications based on the degree to which the proposed technology reduces energy as compared to more common vehicle propulsion technologies.

b. Reduce Harmful Emissions: Applicants must demonstrate how the proposed vehicles or facility will reduce the emission of particulates that create local air pollution, which leads to local environmental health concerns, smog, and unhealthy ozone concentrations. FTA will evaluate the rate of particulate emissions by the proposed vehicles or vehicles to be supported by the proposed facility, compared to the emissions from the vehicles that will be replaced or moved to the spare fleet as a result of the proposed project, as well as comparable standard buses.

c. Reduce Direct Carbon Emissions: Applicants should demonstrate how the proposed vehicles or facility will reduce emissions of greenhouse gases from transit vehicle operations. FTA will evaluate the rate of direct carbon emissions by the proposed vehicles or vehicles to be supported by the proposed facility, compared to the emissions from the vehicles that will be replaced or moved to the spare fleet as a result of the proposed project, as well as comparable standard buses.
iii. Planning and Local/Regional Prioritization

Applicants must demonstrate how the proposed project is consistent with local and regional long range planning documents and local government priorities. FTA will evaluate applications based on the quality and extent to which they assess whether the project is consistent with the transit priorities identified in the long range plan; and/or contingency/illustrative projects included in that plan; or the locally-developed human services public transportation coordinated plan. Applicants are not required to submit copies of such plans, but FTA will consider how the project will support regional goals and may submit support letters from local and regional planning organizations attesting to the consistency of the proposed project with these plans.

Evidence of additional local or regional prioritization may include letters of support for the project from local government officials, public agencies, and non-profit or private sector partners.

iv. Local Financial Commitment

Applicants must identify the source of the local cost share and describe whether such funds are currently available for the project or will need to be secured if the project is selected for funding. FTA will consider the availability of the local cost share as evidence of local financial commitment to the project. Applicants should submit evidence of the availability of funds for the project, for example by including a board resolution, letter of support from the State, or other documentation of the source of local funds such as a budget document highlighting the line item or section committing funds to the proposed project. In addition, an applicant may propose a local cost share that is greater than the minimum requirement or provide documentation of previous local investments in the project, which cannot be used to satisfy local matching requirements, as evidence of local financial commitment. FTA will also note if an applicant proposes to use grant funds only for the local cost share and describe the amount of previous local investments in the project.

Funding proposals that involve a partnership with a manufacturer, vendor, consultant, or other third party, applicants must identify by name any project partners, including but not limited to other transit agencies, bus manufacturers, owners or operators of related facilities, or any expert consultants. FTA will evaluate the experience and capacity of the named project partners to successfully implement the proposed project based on the partners’ experience and qualifications. Applicants are advised to submit information on the partners’ qualification and experience as a part of the application. Entities involved in the project that are not named in the application will be required to be selected through a competitive procurement.

For project proposals that will require a competitive procurement, applicants must demonstrate familiarity with the current market availability of the proposed advanced vehicle propulsion technology.

vi. Technical, Legal, and Financial Capacity

Applicants must demonstrate that they have the technical, legal and financial capacity to undertake the project. FTA will review relevant oversight assessments and records to determine whether there are any outstanding legal, technical, or financial issues with the applicant that would affect the outcome of the proposed project.

vii. Review and Selection Process

In addition to other FTA staff that may review the proposals, a technical evaluation committee will evaluate proposals based on the published evaluation criteria. Members of the technical evaluation committee and other FTA staff may request additional information from applicants, if necessary. Based on the findings of the technical evaluation committee, the FTA Administrator will determine the final selection of projects for program funding. FTA may consider geographic diversity, diversity in the size of the transit systems receiving funding, and/or the applicant’s receipt of other competitive awards in determining the allocation of program funds.

F. Federal Award Administration

Subsequent to an announcement by the FTA Administrator of the final project selections, which will be posted on the FTA Web site, FTA will publish a list of the selected projects, Federal award amounts, and recipients in the Federal Register. Project recipients should contact their FTA Regional Offices for additional information regarding allocations for projects under the Bus and Low-No Programs.

At the time the project selections are announced, FTA will extend pre-award authority for the selected projects. There is no blanket pre-award authority for these projects before announcement.

1. Federal Award Notices

Funds under the Low-No Program are available to States, designated recipients, local governmental authorities and Indian Tribes. There is no minimum or maximum grant award amount; however, FTA intends to fund as many meritorious projects as possible. Only proposals from eligible recipients for eligible activities will be considered for funding. Due to funding limitations, proposers that are selected for funding may receive less than the amount originally requested. In those cases, applicants must be able to demonstrate that the proposed projects are still viable and can be completed with the amount awarded.

2. Administrative and National Policy Requirements

i. Pre-Award Authority

FTA will issue specific guidance to recipients regarding pre-award authority at the time of selection. FTA does not provide pre-award authority for
discretionary funds until projects are selected and even then there are Federal requirements that must be met before costs are incurred. For more information about FTA’s policy on pre-award authority, please see the FY 2016 Apportionment Notice published on February 16, 2016. https://www.gpo.gov/fdsys/pkg/FR-2016-02-16/pdf/2016-02821.pdf.

ii. Grant Requirements

If selected, awardees will apply for a grant through FTA’s Transit Award Management System (TrAMS). All Low-No Emission recipients are subject to the grant requirements of Section 5307 Urbanized Area Formula Grant program, including those of FTA Circular 9030.1E. All recipients must follow the Grants Management Requirements of FTA Circular 5010.1D or its latest version, and the labor protections of 49 U.S.C. 5333(b). All discretionary grants, regardless of award amount, will be subject to the congressional notification and release process. Technical assistance regarding these requirements is available from each FTA regional office.

iii. Buy America

FTA requires that all capital procurements meet FTA’s Buy America requirements, which require that all iron, steel, or manufactured products be produced in the U.S. These requirements help create and protect manufacturing jobs in the U.S. The Low-No Program will have a significant economic impact on meeting the objectives of the Buy America law. The FAST Act amended the Buy America requirements to provide for a phased increase in the domestic content for rolling stock. For FY17, the cost of components and subcomponents produced in the United States must be more than 60 percent of the cost of all components. For FY18 and FY19, the cost of components and subcomponents produced in the United States must be more than 65 percent of the cost of all components. For FY20 and beyond, the cost of components and subcomponents produced in the United States must be more than 70 percent of the cost of all components. There is no change to the requirement that final assembly of rolling stock must occur in the United States. FTA issued guidance on the implementation of the phased increase in domestic content on September 1, 2016. A copy of the policy guidance may be found in 81 FR 60278 (September 1, 2016). Applicants should read the policy guidance carefully to determine the applicable domestic content requirement for their project.

Any proposal that will require a waiver must identify the items for which a waiver will be sought in the application. Applicants should not proceed with the expectation that waivers will be granted, nor should applicants assume that selection of a project under the Low-No Program that includes a partnership with a manufacturer, vendor, consultant, or other third party constitutes a waiver of the Buy America requirements for rolling stock applicable at the time the project is undertaken.

iv. Disadvantaged Business Enterprise

FTA requires that its recipients receiving planning, capital and/or operating assistance that will award prime contracts exceeding $250,000 in FY17 funds in a Federal fiscal year comply with the Disadvantaged Business Enterprise (DBE) program regulations at 49 CFR part 26. Applicants should expect to include any funds awarded, excluding those to be used for vehicle procurements, in setting their overall DBE goal. Note, however, that projects including vehicle procurements remain subject to the DBE program regulations. The rule requires that, prior to bidding on any FTA-assisted vehicle procurement, entities that manufacture vehicles, perform post-production alterations or retrofitting must submit a DBE Program plan and goal methodology to FTA. Further, to the extent that a vehicle remanufacturer is responding to a solicitation for new or remanufactured vehicles with a vehicle to which the remanufacturer has provided post-production alterations or retrofitting (e.g., replacing major components such as engine to provide a “like new” vehicle), the vehicle remanufacturer is considered a transit vehicle manufacturer and must also comply with the DBE regulations. The FTA will then issue a transit vehicle manufacturer (TVM) concurrence/certification letter. Grant recipients must verify each entity’s compliance with these requirements before accepting its bid. A list of compliant, certified TVMs is posted on FTA’s Web page at https://www.fta.dot.gov/regulations-and-guidance/civil-rights-ada/eligible-tvms-list. Please note, that this list is nonexclusive and recipients must contact FTA before accepting bids from entities not listed on this web-posting. Recipients may also establish project specific DBE goals for vehicle procurements. FTA will provide additional guidance as grants are awarded. For more information on DBE requirements, please contact Janelle Hinton, Office of Civil Rights, 202–366–9259, email: janelle.hinton@dot.gov.

vi. Standard Assurances

The applicant assures that it will comply with all applicable Federal statutes, regulations, executive orders, directives, FTA circulars, and other Federal administrative requirements in carrying out any project supported by the FTA grant. The applicant acknowledges that it is under a continuing obligation to comply with the terms and conditions of the grant agreement issued for its project with FTA. The applicant understands that Federal laws, regulations, policies, and administrative practices might be modified from time to time and may affect the implementation of the project. The applicant agrees that the most recent Federal requirements will apply to the project, unless FTA issues a written determination otherwise. The applicant must submit the Certifications and Assurances before receiving a grant if it does not have current certifications on file.

3. Reporting

Post-award reporting requirements include the electronic submission of Federal Financial Reports and Milestone Reports in FTA’s electronic grants management system.

G. Federal Awarding Agency Contacts

This program is not subject to Executive Order 12372, “Intergovernmental Review of Federal Programs.” FTA will consider applications for funding only from eligible recipients for eligible projects listed in Section C. Applications must be submitted through GRANTS.GOV by 5:00 p.m. EDT June 26, 2017. For issues with GRANTS.GOV please contact GRANTS.GOV by phone at 1–800–518–4726 or by email at support@grants.gov. Contact information for FTA’s regional offices can be found on FTA’s Web site at www.fta.dot.gov.

H. Technical Assistance and Other Program Information

For further information concerning this notice, please contact the Low-No Program manager Tara Clark by phone.
DEPARTMENT OF THE TREASURY

Community Development Financial Institutions Fund

Announcement Type: Notice and Request for Public Comment

AGENCY: Community Development Financial Institutions Fund, Treasury.

ACTION: Notice.

SUMMARY: The Department of the Treasury, as part of its continuing effort to reduce paperwork and respondent burden, invites the general public and other Federal agencies to take this opportunity to comment on proposed and/or continuing information collections, as required by the Paperwork Reduction Act of 1995. Currently, the Community Development Financial Institutions Fund (CDFI Fund), U.S. Department of the Treasury, is soliciting comments concerning the Community Development Financial Institutions CDFI Program (CDFI Program) and New Markets Tax Credit Program (NMTC Program) Annual Report including the Community Investment Impact System (CIIS).

DATES: Written comments must be received on or before June 26, 2017 to be assured of consideration.

ADDRESSES: Submit your comments via email to Greg Bischak, Program Manager for Financial Strategies and Research, CDFI Fund, at cdfi-help@cdfi.treas.gov.


SUPPLEMENTARY INFORMATION:

Title: CDFI Program and NMTC Program Annual Report including CIIS.

OMB Number: 1559–0027.

Abstract: This collection captures quantitative information from Community Development Financial Institutions (CDFI) and Community Development Entities (CDE) at the institution and transaction levels. This information is used to assess: (1) the recipient’s/allocatee’s activities as detailed in its application materials; (2) the recipient’s/allocatee’s approved use of the assistance; (3) the recipient’s/allocatee’s financial condition; (4) the socio-economic characteristics of recipient’s/allocatee’s borrowers/investees, loan and investment terms, repayment status, and community development outcomes; and (5) overall compliance with the terms and conditions of the assistance/allocation agreement entered into by the CDFI Fund and the recipient/allocatee.

A CDFI Program or Native American CDFI Assistance Program (NACA Program) recipient must submit an Annual Report that comprises of several sections that depend on the program and the type of award. The specific components that comprise a recipient’s Annual Report are set forth in the assistance agreement that the recipient enters into with the CDFI Fund in order to receive a CDFI Program or a NACA Program award. These reporting requirements can be found in the assistance agreement templates located on the CDFI Fund Web site at www.cdfi.treas.gov. NMTC Program allocatees must submit an Annual Report that comprises: (i) a financial statement that has been audited by an independent certified public accountant; (ii) an Institution Level Report (ILR) (including the IRS Compliance Questions section), if the allocatee has issued any Qualified Equity Investments; and (iii) a Transaction Level Report (TLR) if the allocatee has issued any Qualified Low-Income Community Investments in the form of loans or investments. The components that comprise an allocatee’s Annual Report are set forth in the allocation agreement that the allocatee enters into with the CDFI Fund in order to receive a NMTC Program allocation. These requirements can be found in the allocation agreement templates located on the CDFI Fund Web site at www.cdfi.treas.gov.

Table of Contents: Regular Review. Affected Public: CDFIs and CDEs; including businesses or other for-profit institutions, non-profit entities, and State, local and Tribal entities participating in CDFI Fund programs.

Estimated Number of Respondents: CDFI TA Annual ILR: 65. CDFI Annual TLR and ILR: 28,175.


Estimated Annual Time Per Respondent:


Estimated Total Annual Burden Hours: 53,175.


Request for Comments: Comments submitted in response to this notice will be summarized and/or included in the request for OMB approval. All comments will become a matter of public record. Comments are invited on all aspects of the information collections, but commentators may wish to focus particular attention on: (a) The cost for CDFIs and CDEs to operate and maintain the services/systems required to provide the required information; (b) ways to enhance the quality, utility, and clarity of the information to be collected; (c) whether the collection of information is necessary for the proper evaluation of the effectiveness and impact of the CDFI Fund’s programs, including whether the information has practical utility; (d) the accuracy of the CDFI Fund’s estimate of the burden of the collection of information; (e) ways to minimize the burden of the collection of information including through the use of technology, such as software for internal accounting and geocoding to capture geographic detail while streamlining and aggregating TLR reporting for upload to CIIS, and; (f) what methods might be used to improve the data quality, internal accounting and efficiency of reporting transactions for serving other targeted populations.

Please note that this request for public comment is necessary in order to renew the CIIS data collection under the Paperwork Reduction Act. Next year the CDFI Fund plans to integrate the CIIS data collection into the CDFI Fund’s Awards Management Information System (AMIS). It is anticipated that the transition to AMIS will result in streamlining of the CIIS data collections and a reduction of reporting burden. The CDFI Fund will publish a request for public comment at that time to solicit feedback on the proposed revisions and potential effects on reporting burdens.
Title:  Discussion and consideration of Resolution No. 2017-20 providing for the adoption of the 2018 Compensation Plan, Adoption of the Employee Performance Increase Schedule and distribution of salary increases for Fiscal Year 2018 for non-collective bargaining positions.

Prepared By:  Anthony J. Mortillaro, Executive Director

Summary:  The attached resolution provides for acceptance of the Non-Represented Employees Compensation Plan and a Performance Increase Matrix for distribution of the budgeted performance increase for fiscal year 2018. This compensation plan and resolution will only apply to those positions that are not covered by a Collective Bargaining Agreement (CBA). For those employees covered by the CBA, they will be receiving an 2.7% across the board adjustment in FY 2018.

Background:  In Fiscal Year (FY) 2014 and 2015 the district budgeted for 3.5% increases in compensation and pay indexed benefit costs. In FY 2016, the Compensation Plan included a 3% overall budgetary impact in compensation costs, an adjustment of some pay ranges and reclassification changes that were outlined in the Budget summary. In FY 2017, the Compensation Plan included a 3% overall budgetary impact in compensation costs and an adjustment of pay ranges pursuant to the Market Study that was reviewed by the Finance Subcommittee in January 2016. Some of the modifications in pay ranges resulted in adjustments to individual employees’ salaries that occupied those classifications. For FY 2018, the budget as proposed includes a 3% overall budgetary impact in compensation costs and development of a new compensation range for the position of Transit Vehicle Electronics Technician.

The District ascribes to a pay for performance system for non-represented employees. The recommended FY 18 Performance Increase Matrix remains the same as for this current fiscal year and continues to provide for a differentiation of performance increases tied to certain performance scores. The performance score segments correspond to the Districts computerized performance system which utilizes a 1-5 rating criteria. As a result, those employees whose score is indicative of truly meritorious performance would receive a greater increase than those whose performance is not as ambitious. An employee receiving a score of less than 3.0, which means that they are either partially meeting expectations or in need of improvement will not be eligible for a performance adjustment.

Following are the applicable sections of the Personnel Rules and Regulations regarding compensation:
3.7 Compensation Policy.

A. Compensation for District Employees shall be equitable and competitive with the market and in accord with the District's ability to pay.

B. It is the policy of the District that any comprehensive Compensation plan, for all Classifications of the District is subject to and limited by the availability of funds as determined by the Board. The Board shall be the final arbiter of available funds.

C. An Employee working 40 hours, minimum, per week is eligible to receive full benefits. An Employee working not less than 21 hours and not more than 39 hours per week is entitled to partial benefits on a pro rata basis.

3.8 Preparation of the Compensation Plan—Pay Ranges.

A comprehensive Compensation plan for all Classifications in the District shall be prepared under the direction of the Executive Director. The Compensation plan shall take into consideration experience in recruiting for positions for the District, prevailing rates of pay in comparison to similar services in public and private employment (to the extent that such data is available), cost of living, and other benefits received by District Employees, and the District’s financial condition and ability to pay.

3.9 Adoption of the Compensation Plan.

The Compensation plan (whether a part of a Compensation and Classification policy or otherwise) shall be adopted by resolution of the Board.

3.10 Revision to the Compensation Plan.

The Compensation plan may be revised upon the recommendation of the Executive Director and the approval of the Board.

3.11 Administration of the Compensation Plan.

A. The approved Compensation Plan shall constitute the official schedule of pay for all Classifications in the District to which such Compensation plan is applicable. The rates of pay for all persons in the District shall be approved by the Executive Director and no pay shall be approved unless it conforms to the approved Compensation plan.

B. No Employee in the District shall be paid less than the minimum nor greater than the maximum of the pay Range for the Classification as fixed by the Compensation plan unless otherwise provided for in these Rules.

C. The entry pay of any Employee of the District shall be the minimum pay in any applicable pay Range, unless a higher rate, in-grade hire, is authorized by the Executive Director because of the Candidate’s exceptional qualifications, difficulty in recruitment, or other valid reason.

D. Increases in pay within the pay Range shall be based upon performance and shall require the approval of the Executive Director. Supervisors and the Executive director shall consider an Employee’s compliance with District policies and procedures, job performance, competence and job knowledge when evaluating any increase in pay of an Employee.
3.14 Performance Based Increases.

A. Performance increases shall not be granted on an automatic basis but shall be granted upon the demonstrated quality of an Employee’s performance, subject to the availability of funding.

B. Exempt, Classified and limited term Employees whose performances are average or above average, may be granted a performance increase. Any limitations for such increases shall be approved by the Board, and shall be further limited by the pay permitted to the Classification. Periodic performance evaluations may be performed as needed. Management may in its discretion perform performance evaluations at any time but shall generally perform evaluations one (1) year from the most recent of:

1. Rehire or re-employment
2. Initial employment
3. Promotion.

C. Generally, performance increases shall only be considered annually. Any period of leave without pay in excess of thirty (30) Days shall not be credited as continuous service in calculation of this annual period. Service in emergency or limited term, or temporary status, when followed without a break in service by probationary employment to the same Classification, will be credited toward calculation of this annual period.

D. The Executive Director may authorize a pay increases within the Range permitted for a Classification as an incentive for the retention of exempt, Classified and limited term Employees who are offered employment outside of the District to retain them in their current positions. The following will be required:

1. The District must have satisfactory proof of an outside job offer.
2. Any pay increase shall be prospective, not retroactive and pay shall never be provided in advance of work performed.
3. Before receiving a pay increase for retention, an Employee must sign a written agreement to complete a specified period of service with the District.

E. The Executive Director may authorize a pay increases within the Range permitted for a Classification as an incentive for the retention of limited term “seasonal” Employees who return to work in subsequent seasons. The following will be required:

1. The District must be satisfied that the limited terms Employee’s prior work was satisfactory and that the rehiring of the Employee is a benefit to the District because of the Employee knowledge and training regarding District operations.
2. Any pay increase shall be prospective, not retroactive and pay shall never be provided in advance of work performed.

3.18 General Wage/Pay Adjustments.

It is the intent of the District to consider prevailing practices related to cost of living and market trends in establishing wages and salaries which constitute any formal Compensation plan. Any change in Compensation will ultimately be based upon the anticipated affect(s) upon the District budget. The Executive Director, based upon Board of Director’s approval, will make final determinations of any changes regarding Compensation. If general, across-the-board, adjustments in Compensation are approved for District Employees, then the change will be effective on a date determined and approved by the Board of Directors. General adjustments in Compensation are separate and distinct from merit based adjustments to Compensation. General adjustments may affect the Compensation plan only, potentially shifting the pay of all Employees in relation to the midpoint without changing individual Compensation.


Adjustments to any Compensation plan may be determined periodically through analysis of market trends in comparison to cost-of-living (COL). The District may utilize either market survey results or cost-of-living index data (federal) or a combination of both. If the District’s Board approves an adjustment to a Compensation plan, all Employees, except those being red circled (frozen for having reached the top of their pay scale), shall receive the benefits of such general COL adjustments to the pay plan unless such Employees are represented by a union and such adjustments, if any, are governed by a collective bargaining agreement.

In determining the total Compensation value of the position, benefits and changes to overall costs of the District from Employer contributions must be considered. Base pay plus all employer cost of benefits constitutes total Compensation. In comparing benefit packages provided in the labor market, the District may evaluate both level and cost of benefits or other factors as deemed appropriate.

**Recommended Action:** It is recommended that the Board discuss and consider approval of Resolution No. 2017-20 adopting the FY 2018 Compensation Plan and Performance Increase Matrix for Non-Represented Positions.

The Finance Subcommittee met on May 26, 2017 and recommends that the FY18 Compensation Plan and Performance Increase Matrix be considered as presented.

**Options/Alternatives:** The Board may consider the following options/alternatives:

1. Take no action; or
2. Adoption of the recommendation of the Finance Subcommittee and Resolution; or
3. Request that Staff return with additional information to address any Board concerns; or
4. Amend the Resolution and then take action to adopt the amended version.

**Fiscal Impact:** The FY 18 Budget contains sufficient funds for adoption of the Compensation Plan and distribution of performance increases based upon the Performance Increase Matrix.

**Attachments:**

- Resolution No. 2018-20
- FY 18 Compensation Plan – Non-Represented
- FY 18 Performance Increase Matrix
- CBA Compensation Plan – Represented (FY 18)
North Central Regional Transit District (NCRTD)

Resolution No. 2017-20

ADOPTION OF A COMPENSATION PLAN AND PERFORMANCE INCREASE MATRIX FOR FISCAL YEAR 2018 FOR NON-COLLECTIVE BARGAINING POSITIONS

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Sections 73-25-1 through 73-25-19); and

WHEREAS, the NCRTD is a subdivision of the State of New Mexico with all the authority and duties of the same; and

WHEREAS, the Board has the authority to make and pass resolutions necessary for the execution of the powers vested in the District; and

WHEREAS, the NCRTD Personnel Rules Section 3.9 and 3.10 require that the compensation plan be adopted by resolution; and

WHEREAS, the NCRTD Board has approved the FY 2018 Budget which includes funding for a performance increase for non-collective bargaining employees to be distributed as reflected in the attached Performance Increase Matrix in concert with the District's adopted Personnel Policies.

NOW THEREFORE BE IT RESOLVED THAT THE FY 2018 COMPENSATION PLAN AND PERFORMANCE INCREASE MATRIX ARE APPROVED AND ADOPTED AS ATTACHED HERETO AS EXHIBITS “A” AND “B” ON THIS 2nd DAY OF June 2017.

____________________________________
Daniel Barrone, Chair

Approved as to form:

____________________________________
Peter Dwyer, Counsel
North Central Regional Transit District Adopted by Board Resolution No. 2017-20
Compensation Plan - Fiscal Year 2018 - Non Represented (Effective 7-1-2017 Thru 6-30-18)

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Minimum</th>
<th>MidPoint</th>
<th>Maximum</th>
<th>FSLA Status</th>
<th>Job Code</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance Director**</td>
<td>$87,616</td>
<td>$109,520</td>
<td>$131,424</td>
<td>Exempt</td>
<td>110</td>
<td>Administration</td>
</tr>
<tr>
<td>Transit &amp; Facilities Operations Director**</td>
<td>$81,037</td>
<td>$101,296</td>
<td>$121,555</td>
<td>Exempt</td>
<td>200</td>
<td>Operations</td>
</tr>
<tr>
<td>Attorney**</td>
<td>$67,193</td>
<td>$83,991</td>
<td>$100,790</td>
<td>Exempt</td>
<td>140</td>
<td>Administration</td>
</tr>
<tr>
<td>Human Resources, Safety &amp; Risk Director**</td>
<td>$67,193</td>
<td>$83,991</td>
<td>$100,790</td>
<td>Exempt</td>
<td>120</td>
<td>Administration</td>
</tr>
<tr>
<td>Fleet &amp; Facilities Maintenance Manager</td>
<td>$55,798</td>
<td>$69,748</td>
<td>$83,698</td>
<td>Exempt</td>
<td>220</td>
<td>Operations</td>
</tr>
<tr>
<td>Transit Planning, Projects and Grants Manager</td>
<td>$54,355</td>
<td>$67,944</td>
<td>$81,532</td>
<td>Exempt</td>
<td>130</td>
<td>Administration</td>
</tr>
<tr>
<td>Public Information Officer</td>
<td>$54,355</td>
<td>$67,944</td>
<td>$81,532</td>
<td>Exempt</td>
<td>125</td>
<td>Administration</td>
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<tr>
<td>Financial Analyst</td>
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<td>$63,749</td>
<td>$76,499</td>
<td>Non exempt</td>
<td>115</td>
<td>Administration</td>
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<tr>
<td>Transit Shift Supervisor</td>
<td>$44,361</td>
<td>$55,451</td>
<td>$66,541</td>
<td>Non exempt</td>
<td>205</td>
<td>Operations</td>
</tr>
<tr>
<td>Geographic Information System/Intelligent Transporation System Specialist</td>
<td>$44,210</td>
<td>$55,262</td>
<td>$66,315</td>
<td>Exempt</td>
<td>129</td>
<td>Administration</td>
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<tr>
<td>Marketing &amp; Communications Specialist</td>
<td>$43,835</td>
<td>$54,794</td>
<td>$66,753</td>
<td>Exempt</td>
<td>117</td>
<td>Administration</td>
</tr>
<tr>
<td>Executive Assistant **</td>
<td>$42,138</td>
<td>$52,672</td>
<td>$63,206</td>
<td>Non exempt</td>
<td>135</td>
<td>Administration</td>
</tr>
<tr>
<td>Financial Specialist</td>
<td>$36,746</td>
<td>$45,932</td>
<td>$55,119</td>
<td>Non exempt</td>
<td>116</td>
<td>Administration</td>
</tr>
<tr>
<td>Fleet Mechanic</td>
<td>$36,253</td>
<td>$45,316</td>
<td>$54,379</td>
<td>Non exempt</td>
<td>228</td>
<td>Operations</td>
</tr>
<tr>
<td>Transit Vehicle Electronics Technician</td>
<td>$36,253</td>
<td>$45,316</td>
<td>$54,379</td>
<td>Non exempt</td>
<td>227</td>
<td>Operations</td>
</tr>
<tr>
<td>Facilities Maintenance Specialist</td>
<td>$35,470</td>
<td>$44,337</td>
<td>$53,205</td>
<td>Non exempt</td>
<td>225</td>
<td>Operations</td>
</tr>
<tr>
<td>Administrative Specialist</td>
<td>$34,916</td>
<td>$43,645</td>
<td>$52,374</td>
<td>Non exempt</td>
<td>230</td>
<td>Operations</td>
</tr>
<tr>
<td>Fleet &amp; Facilities Maintenance Worker</td>
<td>$30,889</td>
<td>$38,611</td>
<td>$46,333</td>
<td>Non exempt</td>
<td>226</td>
<td>Operations</td>
</tr>
<tr>
<td>Custodian</td>
<td>$22,692</td>
<td>$28,365</td>
<td>$34,038</td>
<td>Non exempt</td>
<td>221</td>
<td>Operations</td>
</tr>
</tbody>
</table>

**At will positions
Exhibit - B

NCRTD - Performance Increase Schedule - FY 2018 (Effective 7-1-2017 Thru 6-30-2018)

### Performance Score

<table>
<thead>
<tr>
<th>Score Range</th>
<th>0.00%</th>
<th>2.00%</th>
<th>2.25%</th>
<th>2.50%</th>
<th>3.00%</th>
<th>3.50%</th>
<th>4.00%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Needs Improvement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valued Performer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Performer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unacceptable</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Performance Adjustment

Employee pay rate below pay plan maximum. Increases are added to the base pay.

<table>
<thead>
<tr>
<th>Score Range</th>
<th>0.00%</th>
<th>2.00%</th>
<th>2.25%</th>
<th>2.50%</th>
<th>3.00%</th>
<th>3.50%</th>
<th>4.00%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Needs Improvement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valued Performer</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>High Performer</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Unacceptable</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Performance Recognition - One Time Salary Distribution

Employee pay rate at or above maximum. Award treated as a one time distribution and not added to the base pay.

<table>
<thead>
<tr>
<th>Score Range</th>
<th>0.00%</th>
<th>2.00%</th>
<th>2.25%</th>
<th>2.50%</th>
<th>3.00%</th>
<th>3.50%</th>
<th>4.00%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Needs Improvement</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Valued Performer</td>
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<td></td>
</tr>
<tr>
<td>High Performer</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Unacceptable</td>
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</tbody>
</table>

### Evaluation Form Performance Ratings and Numerical Score:

<table>
<thead>
<tr>
<th>Performance Rating</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Performer</td>
<td>5</td>
</tr>
<tr>
<td>Valued Performer</td>
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</tr>
<tr>
<td>Contributor</td>
<td>3</td>
</tr>
<tr>
<td>Needs Improvement</td>
<td>2</td>
</tr>
<tr>
<td>Unacceptable</td>
<td>1</td>
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</table>
## Wage Scale effective July 1, 2017 thru June 30, 2018

<table>
<thead>
<tr>
<th>Annual Salary</th>
<th>Hourly Rates</th>
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</thead>
<tbody>
<tr>
<td>MINIMUM</td>
<td>MIDPOINT</td>
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<tr>
<td>$33,037</td>
<td>$39,644</td>
</tr>
<tr>
<td>$32,550</td>
<td>$39,060</td>
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<tr>
<td>$32,078</td>
<td>$38,493</td>
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<tr>
<td>$32,078</td>
<td>$38,493</td>
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<tr>
<td>$30,399</td>
<td>$36,478</td>
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<tr>
<td>$29,713</td>
<td>$35,655</td>
</tr>
<tr>
<td>$29,092</td>
<td>$35,012</td>
</tr>
</tbody>
</table>
Title: Discussion and Consideration of Adoption of a Resolution No. 2017-21 a Resolution adopting a policy regarding Incidental Use of District Property and Superseding and repealing Resolution No. 2012-29.

Prepared By: Peter Dwyer, Legal Counsel.

Summary: Resolution No. 2017-21 Adopts a general policy for incidental use of district property such as the use of the Board Meeting Room. The Policy broadly covers other incidental uses as well such as use of the parking area, use of District equipment and other "incidental" uses of District property which do not interfere with the District's operations.

Background: The District adopted a specific policy for the use of the Jim West Transit Center in 2012. That policy was limited in its scope and did not take into consideration certain federal restriction imposed pursuant to the Relocation Assistance Act. In discussions with the New Mexico Department of Transportation the staff determined that an updated policy integrating the federal concerns would be appropriate.

The new policy generally prohibits the use of District property for non-district purposes. However, an exception is made for public safety so that the District's facilities could be deployed for emergency assistance in the event of a major incident or disaster that requires a diversion of District resources for such things as staging fire suppression operations, sheltering disaster victims or other similar exigencies. Also prohibited are fund-raising and campaign related uses. The policy does not prohibit election related uses (Resolution 2012-29 did prohibit them) because it is possible that the District could be used as a polling place in future elections.

The remainder of the policy addresses how and when the Executive Director and the Fleet and Facilities Manger allow for uses of the property by others for non-district purposes. The emphasis is on preservation of the property and recovery of costs. Extensive incidental use of District property is not anticipated but may arise from time to time upon the request of various local entities that have need of meeting or potentially parking areas.

Recommended Action: It is recommended that the Board consider adoption of Resolution No. 2017-21.

Options/Alternatives:

- Take no action and rely upon Resolution 2012-29;
- Ask that the policy be amended to meet Board goals not covered by the draft policy; or
- Adopt the resolution as presented (recommended).
Fiscal Impact: The policy is not intended to generate revenue and would only recover District costs.

Attachments:
- Resolution 2017-21
- Resolution 2012-29
- Incidental Use Policy Revised
A RESOLUTION ADOPTING A POLICY FOR INCIDENTAL USE OF DISTRICT PROPERTY SUPERSEeding AND REPEALING RESOLUTION 2012-29

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Sections 73-25-1 through 73-25-19); and

WHEREAS, the NCRTD is a subdivision of the State of New Mexico with all the authority and duties of the same; and

WHEREAS, the Board has the authority to make and pass resolutions necessary for the execution of the powers vested in the District; and

WHEREAS, the federal government has a role in regulating the use of certain property acquired with federal funds; and

WHEREAS, the general federal policy is "to permit grantees maximum flexibility in determining the best and most cost-effective use of FTA-funded property;" and

WHEREAS, the Board has previously adopted a specific policy for the use of the Jim West Regional Transit Center; and

WHEREAS, the Board now wishes to adopt a more general policy on the incidental use of District Property.

NOW THEREFORE THE NCRTD BOARD, hereby adopts the attached policy on the Incidental Use of District Property and supersedes and repeals Resolution 2012-29.

Daniel R. Barrone, Chair

Approved as to form:

Peter Dwyer, Counsel
North Central Regional Transit District (NCRTD)

Resolution 2012-29

RESOLUTION CREATING GENERAL POLICY AND PRIORITIES FOR USE OF THE JIM WEST REGIONAL TRANSIT CENTER

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Sections 73-25-1 through 73-25-19); and

WHEREAS, the NCRTD is a subdivision of the State of New Mexico with all the authority and duties of the same; and

WHEREAS, the Board has the authority to make and pass resolutions necessary for the execution of the powers vested in the District; and

WHEREAS, the Board recognizes that creating a policy and providing priorities for the usage of the Jim West Regional Transit Center is desired; and

WHEREAS, by making available meeting space to state and local government entities, agencies, boards and their committees benefits the greater north central New Mexico region, and

WHEREAS, The Executive Director is requested to promulgate and issue administrative and operational procedures for the implementation of this policy establishing priorities for the use of the Jim West Regional Transit Center.

NOW THEREFORE THE NCRTD BOARD, DOES RESOLVE AS FOLLOWS:

Section 1. The purpose of the policy shall be to:

A. Make the facility available to state and local government entities, agencies, boards and their committees;
B. Provide for the appropriate uses of the NCRTD facility and protection of the asset for future generations;
C. Provide a mechanism for review and approval of possible requested use;
D. Establish priorities and scheduling of the Board Room and other meeting spaces.

Section 2. Review, Approval, and Authority:

A. The Executive Director shall review and approve all usage of the Executive Board Room.

B. Priorities for its usage shall be as follows:
   1) District usage, Board Meetings, Committee Meetings, Professional Meetings hosted by the District Board or Staff.
   2) NCRTD Member entities or their Boards or Committees.
   3) Other Public Service Agencies such as tribal, state, federal, city, county or local agencies deemed to be subdivisions of the state by state statute.
   4) Agencies or Boards or delegated committees of state, municipal or county entities.
   5) Special events as deemed to be incidental uses by the Executive Director.

C. Fees and non-refunded deposits maybe assessed for the following purpose subject to the Executive Director’s approval.
   1) In the event that the District needs to provide staffing to support the requested use and offset it’s incurred costs.

D. Proof of insurance coverage is required to be provided by the event holder, with the District named as additional insured when the event holder is not an entity insured by New Mexico Municipal Self Insurance Fund.

E. NCRTD facilities will not be used for or by;
   1) Activities involving fund raising, advertising, promoting or selling of merchandise or services, for profit or not for profit (excluding professional training sessions offered on a fee basis by any entity permitted to use such facility);
   2) Persons or organizations for election or campaign purposes or purposes contrary to federal, state or city law.

Daniel R. Barrone, Chair

Approved as to form:

Peter Dwyer, Counsel
### NORTH CENTRAL REGIONAL TRANSIT DISTRICT

<table>
<thead>
<tr>
<th>SUBJECT: Incidental Use of District Property</th>
<th>NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFFECTIVE DATE: July 1, 2017</td>
<td>Adopted and amended by Board Resolution No. 2017-21</td>
</tr>
<tr>
<td>AMENDS/SUPERSEDES:</td>
<td>APPROVED:</td>
</tr>
<tr>
<td>Supersedes and repeals Resolution 2012-29</td>
<td>ANTHONY J. MORTILLARO, EXECUTIVE DIRECTOR</td>
</tr>
</tbody>
</table>

### 1.0 Purposes

The North Central Regional Transit District (NCRTD) ("District") owns certain real and personal property that may, from time to time, be used by persons or organizations other than the District and its employees. Incidental use of said property may be permitted pursuant to this policy. The goal and purpose of the policy is to recover costs of incidental uses of district property; not to generate profit.

### 2.0 Scope of Policy

This policy covers only the incidental use of District property by persons or organizations who are not the District, its employees or agents. It does not cover long term leasing, sale or conveyance of District property. Nothing herein shall limit the District's own use of its property in any manner. Where Federal Transit Administration (FTA) money has been used to acquire District property, "incidental uses" shall mean the authorized use of real property and equipment for purposes of transit service but which also has limited non-transit use due to transit operating circumstances. Where the property in question was acquired using FTA funds, and to the extent that the property in question is subject to federal restrictions, such use must be compatible with the approved purposes of the project funded and not interfere with intended public transportation uses of project assets. The federal policy as stated in FTA circular 5010 1D is "to permit grantees maximum flexibility in determining the best and most cost-effective use of FTA-funded property." The District has adopted this policy in order to effect that goal.

### 3.0 Oversight Responsibility:
This policy shall be administered by the Fleet and Facilities Manager or by such other staff person as the Executive Director may designate.

4.0 General Prohibition:

Incidental use of District property by persons or organizations other than the District itself, its employees and agents (including contractors) is prohibited unless expressly authorized by the Executive Director or the Fleet and Facilities Manager. District property is generally reserved for the sole and exclusive use of the District, its officers, employees and agents. Activities involving fund raising, advertising, promoting or selling of merchandise or services, for profit or not for profit (excluding professional training sessions offered on a fee basis) are generally prohibited. Use of District property by persons or organizations for campaign purposes or any other purpose contrary to law are generally prohibited. However, nothing herein is intended to limit the use of publicly accessible District property (such as bus stops and transit amenities) by the general public for transit uses.

5.0 Exceptions to General Prohibition:

5.01 Public Safety

Use of District property by state, federal and local agencies including but not limited to law enforcement agencies shall be permitted in emergency situations and during the course of public safety operations. The District is prepared to assist in activities such as emergency staging of fire control, disaster relief and sheltering, staging for emergency operations, and assistance with law enforcement where such assistance is in the public interest and either will not unduly interfere with District operations or is deemed by the District to warrant an interference with District operations (such as disaster relief or emergency assistance.)

5.02 Transit Uses

Any uses of District property for collaborative purposes by other publicly controlled transit service providers such as "Park and Ride" may be permitted without the formal requirements of section 6.0 regarding discretionary uses.

6.0 Discretionary Incidental Uses:

The District may, in its sole discretion, elect to permit incidental uses of District Property where the following criteria are met:

6.01 General Requirements:

(a.) the use will not interfere with District operations.
(b.) the use will not violate any law
(c.) the use will not adversely impact the District's contractual agreements including but not limited to any relevant grants.
(d.) The use will not harm District property or cause the District to incur unrecoverable costs.

6.02 Specific Requirements for FTA funded property to the extent the District is regulated under the Federal Relocation Assistance Act:

In incidental use will be permitted if:

(a) The incidental use does not interfere with the grantee’s project or public transportation operations;
(b) The grantee fully recaptures all costs related to the incidental use from the non-transit public entity or private entity, including all applicable excise taxes on fuel for fueling facilities and wear and tear to capital improvements;
(c) The grantee uses revenues received from the incidental use for capital and/or operating expenses that were or will be incurred to provide the public transportation; and
(d) Private entities pay all applicable excise taxes on fuel.

7.0 Requirements for Discretionary Incidental Uses:

Any person or organization seeking a discretionary incidental use shall be required to meet the following standards and requirements prior to the District's approval of the use:

7.1 Written Request Requirement:

The user must provide the District with a prior written request at least two weeks prior to the use containing the following:

(a) name and legal status of the person or organization
(b) contact information on the applicant
(c) the date, time, and location of the proposed use
(d) the number of hours anticipated for the use
(e) the specific District property proposed for use
(f) name and policy number of person or organizations insurance carrier

7.2 Review of Requests:

The District will review all requests on a first come first serve basis and may grant or deny the request in its sole discretion. The Executive Director shall review and may approve uses of District property consistent with this policy. Requests to use the District's Board room shall be assessed as follows:

First priority shall be given to the District usage for Board Meetings, Committee Meetings, and professional meetings hosted by the District Board or Staff.
Second priority shall be Member entities or their Boards or Committees.

Third priority shall be other public service agencies such as tribal, state, federal, city, county or local agencies deemed to be subdivisions of the state by state statute.
Fourth priority shall be agencies or boards or delegated committees of state, municipal or county entities.

Fifth priority shall be special events as deemed to be incidental uses by the Executive Director.

The Fleet and Facilities Manager shall review all applications and shall forward to the Executive director for approval a recommendation on the approval or denial of the application based upon District needs and this policy. The Fleet and Facilities manager shall recommend what conditions of approval and fees and charges should be imposed with the goal of ensuring the protection of District property and the recovery of District Costs.

The Executive Director shall review and approve or deny all applications and may impose such conditions of approval, fees and charges, as deemed necessary and proper.

7.3 Conditions of Approval:

The District may impose restrictions or requirements upon the proposed user including but not limited to the following:

(a) Special events, liability or property insurance;
(b) Trash removal or clean up;
(c) Payment of a refundable security deposit for any damage to District property.

7.4 Fees and Charges

The District may impose fees and charges sufficient to recover all district costs associated with the use including but not limited to:

(i) Rental fees for use of District buildings in an amount indicated on the attached Schedule A;
(ii) Rental fees for use of District equipment at a rate equal to the then prevailing market rate;
(iii) Utility fees for the costs of any District gas, electric, water, sewer or other utility costs;
(iv) prorated staff costs for any District staff time required to access or use District property; (Proration of staff costs are in the sole discretion of the District.)
(v) Audio visual fees for the time and equipment costs of any use of District audio visual systems;
(vi) Copying fees shall be at the rate the District uses for its own internal cost allocation;
(vii) Phone/Internet fees shall be at the rate the District uses for its own internal cost allocation;
(viii) Refundable damage deposit equal to 2 times the rental fee.
Schedule A

Midpoint Facilities Maintenance Specialist + Benefits
$ 62,071.80 / 2080 Full time hours = $ 29.84

Building Asset Cost
$ 2,497,036.47 / 350,400 40 Year Asset in Hours = $ 7.13

Manpower + Depreciation $ 36.97

<table>
<thead>
<tr>
<th>Hourly Building Rental Cost</th>
<th>Hourly Parking Lot Only Rental Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$35</td>
<td>$30</td>
</tr>
</tbody>
</table>
North Central Regional Transit District
Financial Summary
As of April 30, 2017

Summary:
The North Central Regional Transit District (NCRTD) is currently reporting the nine month of FY2017 financial activity. The expenses/revenues that should be reported for the period through April 30, 2017, which represents 83.33% of the budget.

The GRT monthly revenue budget figures are allocated utilizing trends from the last five fiscal years (excluding FY2016 because it was not complete).

The monthly budget figures for the federal grant revenues from the charts/tables have been derived from dividing administration and operation yearly allocations using a straight-line method (1/12 increments) and allocating capital revenue allocations using a straight-line method (1/4 increments) over the last 4 month of the fiscal year.

The monthly budget figures for the expenditures from the charts/tables have been derived from utilizing trends from the last three fiscal years and mirror FTA reporting categories.

Financial Highlights

Revenue:
As of April 30, 2017, total revenue of $8,406,806 has been recognized, which is 66.4% of budgeted revenues. NCRTD has received nine months of GRT and ten months of federal revenues as of April 2017. There is a two-month lag in receiving gross receipts tax revenue (GRT) and federal funds are recognized after the funds are spent which is typically a one-month lag. The use of Fund Balance can cover shortfalls when expenses exceed revenues during the given month. The use of Fund Balance is budgeted as a revenue for the fiscal year and can represent operating and capital funding sources as described in Financial Policy #1.

Expenditures:
As of April 30, 2017, NCRTD recognized expenditures totaling $8,876,365 which is 70.1% of total budgeted expenditures.

Of the $8,876,365 spent, $1,053,495 was in Administration, $6,484,582 in Operations and $1,338,288 in Capital Outlay. Administration has spent 67.1%, Operations 77.7% and Capital Outlay 48.9% of its budgets.

Other Matters:

N/A
MONTHLY BOARD REPORT
FY2017 (July 1, 2016 to June 30, 2017)
NCRTD Revenue and Expenses vs. Budget
As of April 30, 2017

Overall Revenue/Expenses FY 17

<table>
<thead>
<tr>
<th>Month</th>
<th>Budget Revenue FY17</th>
<th>Current Year FY17 Actuals Revenue</th>
<th>Budget Expenses FY17</th>
<th>Current Year FY17 Actuals Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>1,051,028</td>
<td>446,362</td>
<td>1,051,028</td>
<td>446,362</td>
</tr>
<tr>
<td>August</td>
<td>1,051,028</td>
<td>533,545</td>
<td>1,051,028</td>
<td>482,640</td>
</tr>
<tr>
<td>September</td>
<td>1,051,028</td>
<td>779,824</td>
<td>1,051,028</td>
<td>830,729</td>
</tr>
<tr>
<td>October</td>
<td>1,051,028</td>
<td>1,166,540</td>
<td>1,051,028</td>
<td>691,669</td>
</tr>
<tr>
<td>November</td>
<td>1,051,028</td>
<td>792,880</td>
<td>1,051,028</td>
<td>1,142,422</td>
</tr>
<tr>
<td>December</td>
<td>1,051,028</td>
<td>672,313</td>
<td>1,051,028</td>
<td>797,642</td>
</tr>
<tr>
<td>January</td>
<td>1,051,028</td>
<td>879,238</td>
<td>1,051,028</td>
<td>1,192,050</td>
</tr>
<tr>
<td>February</td>
<td>1,051,028</td>
<td>790,555</td>
<td>1,051,028</td>
<td>647,955</td>
</tr>
<tr>
<td>March</td>
<td>1,030,843</td>
<td>1,272,022</td>
<td>1,030,843</td>
<td>1,158,397</td>
</tr>
<tr>
<td>April</td>
<td>1,153,350</td>
<td>1,073,527</td>
<td>1,153,350</td>
<td>1,486,499</td>
</tr>
<tr>
<td>May</td>
<td>1,030,843</td>
<td>1,030,843</td>
<td>1,030,843</td>
<td>876,365</td>
</tr>
<tr>
<td>June</td>
<td>1,030,843</td>
<td>1,030,843</td>
<td>1,030,843</td>
<td>1,030,843</td>
</tr>
<tr>
<td>Totals</td>
<td>$ 12,654,099</td>
<td>$ 8,406,806</td>
<td>$ 12,654,099</td>
<td>$ 8,876,365</td>
</tr>
</tbody>
</table>

*Use of Fund Balance can cover shortfalls when expenses exceed revenues during the given month. The use of Fund Balance is budgeted as a revenue for the fiscal year and can represent operating and capital funding sources as described in Financial Policy #1.
## MONTHLY BOARD REPORT
**FY2017 (July 1, 2016 to June 30, 2017)**

**NCRTD Revenue by Sources**

As of April 30, 2017

<table>
<thead>
<tr>
<th>Source</th>
<th>2014 Actual</th>
<th>2015 Actual</th>
<th>2016 Actual</th>
<th>2017 Budget</th>
<th>2017 Actual</th>
<th>% of Actual vs Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gross Receipt</strong></td>
<td>$6,941,122</td>
<td>$7,247,360</td>
<td>$6,987,287</td>
<td>$7,095,000</td>
<td>$5,538,417</td>
<td>78.1%</td>
</tr>
<tr>
<td><strong>Fed Grant</strong></td>
<td>$1,902,036</td>
<td>$2,839,376</td>
<td>$2,839,376</td>
<td>$3,866,859</td>
<td>$2,124,879</td>
<td>55.0%</td>
</tr>
<tr>
<td><strong>State Capital/Outlay</strong></td>
<td>$161,188</td>
<td>-</td>
<td>$301,312</td>
<td>$93,000</td>
<td>$93,000</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Local Match</strong></td>
<td>$450,000</td>
<td>$400,000</td>
<td>$350,000</td>
<td>$350,000</td>
<td>$350,000</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Member Contributions</strong></td>
<td>$156,154</td>
<td>$210,507</td>
<td>$143,449</td>
<td></td>
<td></td>
<td>68.1%</td>
</tr>
<tr>
<td><strong>Use of Fund Balance</strong></td>
<td>$-</td>
<td>-</td>
<td>$937,233</td>
<td></td>
<td></td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Misc Revenues</strong></td>
<td>$53,637</td>
<td>$105,967</td>
<td>$157,011</td>
<td>$101,500</td>
<td>$157,061</td>
<td>154.7%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$9,507,983</td>
<td>$10,592,703</td>
<td>$10,791,140</td>
<td>$12,654,099</td>
<td>$8,406,806</td>
<td>66.4%</td>
</tr>
</tbody>
</table>
# MONTHLY BOARD REPORT

FY2017 (July 1, 2016 to June 30, 2017)

Gross Receipts Revenue By County

## LOS ALAMOS COUNTY

<table>
<thead>
<tr>
<th>Date</th>
<th>Actual Revenue</th>
<th>Budget Revenue</th>
<th>% of Monthly Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul-16</td>
<td>$220,824</td>
<td>$116,157</td>
<td>190%</td>
</tr>
<tr>
<td>Aug-16</td>
<td>$32,608</td>
<td>$114,524</td>
<td>28%</td>
</tr>
<tr>
<td>Sep-16</td>
<td>$293,661</td>
<td>$233,942</td>
<td>126%</td>
</tr>
<tr>
<td>Oct-16</td>
<td>$31,785</td>
<td>$22,859</td>
<td>139%</td>
</tr>
<tr>
<td>Nov-16</td>
<td>$43,208</td>
<td>$84,971</td>
<td>51%</td>
</tr>
<tr>
<td>Dec-16</td>
<td>$41,650</td>
<td>$85,915</td>
<td>48%</td>
</tr>
<tr>
<td>Jan-17</td>
<td>$156,037</td>
<td>$110,754</td>
<td>141%</td>
</tr>
<tr>
<td>Feb-17</td>
<td>$88,158</td>
<td>$55,509</td>
<td>159%</td>
</tr>
<tr>
<td>Mar-17</td>
<td>$102,880</td>
<td>$94,426</td>
<td>109%</td>
</tr>
<tr>
<td>Apr-17</td>
<td>$186,352</td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td>May-17</td>
<td>$111,822</td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td>Jun-17</td>
<td>$92,769</td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td>YTD Total</td>
<td>$1,010,811</td>
<td>$1,310,000</td>
<td>77%</td>
</tr>
</tbody>
</table>
MONTHLY BOARD REPORT
FY2017 (July 1, 2016 to June 30, 2017)
Gross Receipts Revenue By County

RIO ARRIBA COUNTY

<table>
<thead>
<tr>
<th>Date</th>
<th>Actual</th>
<th>Budget</th>
<th>Actual Revenue % of Monthly Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul-16</td>
<td>$44,103</td>
<td>$50,886</td>
<td>87%</td>
</tr>
<tr>
<td>Aug-16</td>
<td>$44,684</td>
<td>$52,520</td>
<td>85%</td>
</tr>
<tr>
<td>Sep-16</td>
<td>$47,195</td>
<td>$51,873</td>
<td>91%</td>
</tr>
<tr>
<td>Oct-16</td>
<td>$37,290</td>
<td>$52,793</td>
<td>71%</td>
</tr>
<tr>
<td>Nov-16</td>
<td>$41,779</td>
<td>$47,329</td>
<td>88%</td>
</tr>
<tr>
<td>Dec-16</td>
<td>$50,002</td>
<td>$53,535</td>
<td>93%</td>
</tr>
<tr>
<td>Jan-17</td>
<td>$38,084</td>
<td>$43,354</td>
<td>88%</td>
</tr>
<tr>
<td>Feb-17</td>
<td>$36,835</td>
<td>$39,848</td>
<td>92%</td>
</tr>
<tr>
<td>Mar-17</td>
<td>$41,707</td>
<td>$43,368</td>
<td>96%</td>
</tr>
<tr>
<td>Apr-17</td>
<td>$42,334</td>
<td>$42,334</td>
<td>0%</td>
</tr>
<tr>
<td>May-17</td>
<td>$45,855</td>
<td>$45,855</td>
<td>0%</td>
</tr>
<tr>
<td>Jun-17</td>
<td>$51,305</td>
<td>$51,305</td>
<td>0%</td>
</tr>
<tr>
<td>YTD Total</td>
<td>$381,679</td>
<td>$575,000</td>
<td>66%</td>
</tr>
</tbody>
</table>
MONTHLY BOARD REPORT
FY2017 (July 1, 2016 to June 30, 2017)
Gross Receipts Revenue By County

SANTA FE COUNTY

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Actual</th>
<th>Budget</th>
<th>Actual Revenue % of Monthly Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul-16</td>
<td>$386,389</td>
<td>$376,620</td>
<td>103%</td>
</tr>
<tr>
<td>Aug-16</td>
<td>$399,955</td>
<td>$390,366</td>
<td>102%</td>
</tr>
<tr>
<td>Sep-16</td>
<td>$400,606</td>
<td>$372,915</td>
<td>107%</td>
</tr>
<tr>
<td>Oct-16</td>
<td>$383,221</td>
<td>$360,981</td>
<td>106%</td>
</tr>
<tr>
<td>Nov-16</td>
<td>$362,157</td>
<td>$336,965</td>
<td>107%</td>
</tr>
<tr>
<td>Dec-16</td>
<td>$434,403</td>
<td>$418,706</td>
<td>104%</td>
</tr>
<tr>
<td>Jan-17</td>
<td>$339,947</td>
<td>$314,671</td>
<td>108%</td>
</tr>
<tr>
<td>Feb-17</td>
<td>$318,343</td>
<td>$314,505</td>
<td>101%</td>
</tr>
<tr>
<td>Mar-17</td>
<td>$383,616</td>
<td>$361,487</td>
<td>106%</td>
</tr>
<tr>
<td>Apr-17</td>
<td>$342,066</td>
<td>$359,779</td>
<td>0%</td>
</tr>
<tr>
<td>May-17</td>
<td>$400,939</td>
<td>$400,939</td>
<td>0%</td>
</tr>
<tr>
<td>Jun-17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YTD Total</td>
<td>$3,408,637</td>
<td>$4,350,000</td>
<td>78%</td>
</tr>
</tbody>
</table>

** Note one-half of the SF County GRT is allocated to Rio Metro
## MONTHLY BOARD REPORT
### FY2017 (July 1, 2016 to June 30, 2017)
Gross Receipts Revenue By County

### TAOS COUNTY

<table>
<thead>
<tr>
<th>Date</th>
<th>Actual</th>
<th>Budget</th>
<th>Actual Budget of Monthly Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul-16</td>
<td>$86,779</td>
<td>$78,745</td>
<td>110%</td>
</tr>
<tr>
<td>Aug-16</td>
<td>$92,384</td>
<td>$74,537</td>
<td>124%</td>
</tr>
<tr>
<td>Sep-16</td>
<td>$80,684</td>
<td>$71,991</td>
<td>112%</td>
</tr>
<tr>
<td>Oct-16</td>
<td>$83,414</td>
<td>$69,635</td>
<td>120%</td>
</tr>
<tr>
<td>Nov-16</td>
<td>$81,200</td>
<td>$61,388</td>
<td>132%</td>
</tr>
<tr>
<td>Dec-16</td>
<td>$93,819</td>
<td>$93,328</td>
<td>101%</td>
</tr>
<tr>
<td>Jan-17</td>
<td>$73,695</td>
<td>$63,377</td>
<td>116%</td>
</tr>
<tr>
<td>Feb-17</td>
<td>$65,716</td>
<td>$66,591</td>
<td>99%</td>
</tr>
<tr>
<td>Mar-17</td>
<td>$79,599</td>
<td>$77,988</td>
<td>102%</td>
</tr>
<tr>
<td>Apr-17</td>
<td>$62,096</td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td>May-17</td>
<td>$64,919</td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td>Jun-17</td>
<td>$75,405</td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td><strong>YTD Total</strong></td>
<td><strong>$737,290</strong></td>
<td><strong>$860,000</strong></td>
<td><strong>86%</strong></td>
</tr>
</tbody>
</table>

5/26/2017 Unaudited financials-For Board and Management purposes/review
MONTHLY BOARD REPORT
FY2017 (July 1, 2016 to June 30, 2017)
Gross Receipts Revenue

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Actual</th>
<th>Actual Revenue % of Monthly Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>$622,408</td>
<td>$738,095</td>
<td>119%</td>
</tr>
<tr>
<td>August</td>
<td>$631,947</td>
<td>$569,631</td>
<td>90%</td>
</tr>
<tr>
<td>September</td>
<td>$730,721</td>
<td>$822,146</td>
<td>113%</td>
</tr>
<tr>
<td>October</td>
<td>$506,268</td>
<td>$535,710</td>
<td>106%</td>
</tr>
<tr>
<td>November</td>
<td>$530,653</td>
<td>$528,344</td>
<td>100%</td>
</tr>
<tr>
<td>December</td>
<td>$651,484</td>
<td>$619,874</td>
<td>95%</td>
</tr>
<tr>
<td>January</td>
<td>$532,156</td>
<td>$607,763</td>
<td>114%</td>
</tr>
<tr>
<td>February</td>
<td>$476,453</td>
<td>$509,052</td>
<td>107%</td>
</tr>
<tr>
<td>March</td>
<td>$577,269</td>
<td>$607,802</td>
<td>105%</td>
</tr>
<tr>
<td>April</td>
<td>$632,848</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>May</td>
<td>$582,375</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>June</td>
<td>$620,418</td>
<td>-</td>
<td>0%</td>
</tr>
</tbody>
</table>

$7,095,000 $5,538,417 (79%)

Prior Year vs. Current Year

<table>
<thead>
<tr>
<th></th>
<th>Prior Year FY2016</th>
<th>Current Year FY2017</th>
<th>Inc/Dec from Prior Year to Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>$666,453</td>
<td>$738,095</td>
<td>$71,642 (67,956)</td>
</tr>
<tr>
<td>August</td>
<td>$637,587</td>
<td>$569,631</td>
<td>-0-10,016 (33,546)</td>
</tr>
<tr>
<td>September</td>
<td>$812,130</td>
<td>$822,146</td>
<td>10,016 (43,075)</td>
</tr>
<tr>
<td>October</td>
<td>$532,939</td>
<td>$535,710</td>
<td>2,771 (31,189)</td>
</tr>
<tr>
<td>November</td>
<td>$571,419</td>
<td>$528,344</td>
<td>-43,075 (32,441)</td>
</tr>
<tr>
<td>December</td>
<td>$653,420</td>
<td>$619,874</td>
<td>-33,546 (32,312)</td>
</tr>
<tr>
<td>January</td>
<td>$638,952</td>
<td>$607,763</td>
<td>-31,189 (31,189)</td>
</tr>
<tr>
<td>February</td>
<td>$541,493</td>
<td>$509,052</td>
<td>-32,441 (32,441)</td>
</tr>
<tr>
<td>March</td>
<td>$640,114</td>
<td>$607,802</td>
<td>-32,312 (32,312)</td>
</tr>
<tr>
<td>April</td>
<td>$712,795</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>May</td>
<td>$579,985</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>June</td>
<td>$686,367</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

$7,673,654 $5,538,417 (156,090)
## MONTHLY BOARD REPORT
**FY2017 (July 1, 2016 to June 30, 2017)**

### Grant Revenue

![Bar chart showing Actual Grant Revenue for FY2016 and FY2017 across months.

#### Actual FY16 vs. Actual FY17

<table>
<thead>
<tr>
<th>Month</th>
<th>Actual FY16</th>
<th>Budget FY17</th>
<th>Actual FY17</th>
<th>Monthly Revenue % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>$128,685</td>
<td>$171,678</td>
<td>$139,339</td>
<td>81%</td>
</tr>
<tr>
<td>August</td>
<td>$145,446</td>
<td>$171,678</td>
<td>$230,674</td>
<td>134%</td>
</tr>
<tr>
<td>September</td>
<td>$223,878</td>
<td>$171,678</td>
<td>$181,682</td>
<td>106%</td>
</tr>
<tr>
<td>October</td>
<td>$203,353</td>
<td>$171,678</td>
<td>$143,530</td>
<td>84%</td>
</tr>
<tr>
<td>November</td>
<td>$134,896</td>
<td>$211,678</td>
<td>$194,959</td>
<td>92%</td>
</tr>
<tr>
<td>December</td>
<td>$235,833</td>
<td>$312,654</td>
<td>$163,722</td>
<td>52%</td>
</tr>
<tr>
<td>January</td>
<td>$390,639</td>
<td>$171,678</td>
<td>$162,360</td>
<td>95%</td>
</tr>
<tr>
<td>February</td>
<td>$141,554</td>
<td>$211,678</td>
<td>$179,777</td>
<td>85%</td>
</tr>
<tr>
<td>March</td>
<td>$373,815</td>
<td>$557,275</td>
<td>$293,398</td>
<td>53%</td>
</tr>
<tr>
<td>April</td>
<td>$188,166</td>
<td>$541,268</td>
<td>$435,438</td>
<td>80%</td>
</tr>
<tr>
<td>May</td>
<td>$162,963</td>
<td>$541,268</td>
<td>$293,398</td>
<td>0%</td>
</tr>
<tr>
<td>June</td>
<td>$510,148</td>
<td>$632,646</td>
<td>$162,360</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Total:**

$2,839,376 $3,866,859 $2,124,879 55%

### Prior Year vs. Current Year

<table>
<thead>
<tr>
<th>Month</th>
<th>Actual FY2015</th>
<th>Actual FY2016</th>
<th>Actual FY2017</th>
<th>Inc/(Dec) from Prior Year to Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>$98,061</td>
<td>$128,685</td>
<td>$139,339</td>
<td>$10,654</td>
</tr>
<tr>
<td>August</td>
<td>$96,946</td>
<td>$145,446</td>
<td>$230,674</td>
<td>85,228</td>
</tr>
<tr>
<td>September</td>
<td>$160,962</td>
<td>$223,878</td>
<td>$181,682</td>
<td>(42,196)</td>
</tr>
<tr>
<td>October</td>
<td>$167,516</td>
<td>$203,353</td>
<td>$143,530</td>
<td>(59,823)</td>
</tr>
<tr>
<td>November</td>
<td>$126,083</td>
<td>$134,896</td>
<td>$194,959</td>
<td>60,063</td>
</tr>
<tr>
<td>December</td>
<td>$123,492</td>
<td>$235,833</td>
<td>$163,722</td>
<td>(72,111)</td>
</tr>
<tr>
<td>January</td>
<td>$101,591</td>
<td>$390,639</td>
<td>$162,360</td>
<td>(228,279)</td>
</tr>
<tr>
<td>February</td>
<td>$106,716</td>
<td>$141,554</td>
<td>$179,777</td>
<td>38,223</td>
</tr>
<tr>
<td>March</td>
<td>$67,879</td>
<td>$373,815</td>
<td>$293,398</td>
<td>(80,417)</td>
</tr>
<tr>
<td>April</td>
<td>$124,015</td>
<td>$188,166</td>
<td>$435,438</td>
<td>247,272</td>
</tr>
<tr>
<td>May</td>
<td>$133,931</td>
<td>$162,963</td>
<td>$-</td>
<td>-</td>
</tr>
<tr>
<td>June</td>
<td>$455,192</td>
<td>$510,148</td>
<td>$-</td>
<td>-</td>
</tr>
</tbody>
</table>

**Total:**

$1,762,384 $2,839,376 $2,124,879 $(41,386)
## Comparative Expenses by Type

<table>
<thead>
<tr>
<th></th>
<th>FY14 Actual</th>
<th>FY15 Actual</th>
<th>FY16 Actual</th>
<th>Budget FY17</th>
<th>Actual FY17</th>
<th>Year to Date Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$1,764,308</td>
<td>$1,831,697</td>
<td>$2,563,915</td>
<td>$2,347,371</td>
<td>$1,882,912</td>
<td>80.2%</td>
</tr>
<tr>
<td>Overtime</td>
<td></td>
<td></td>
<td></td>
<td>122,182</td>
<td>221,184</td>
<td>181.0%</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>$709,864</td>
<td>830,082</td>
<td>1,055,797</td>
<td>1,138,722</td>
<td>892,194</td>
<td>78.4%</td>
</tr>
<tr>
<td>Railrunner, SF Trails and Atomic City Transit</td>
<td>$4,387,272</td>
<td>$4,118,232</td>
<td>$4,092,619</td>
<td>$4,587,300</td>
<td>$3,311,634</td>
<td>72.2%</td>
</tr>
<tr>
<td>Office Expenses</td>
<td>$36,948</td>
<td>33,084</td>
<td>40,873</td>
<td>77,396</td>
<td>64,089</td>
<td>82.8%</td>
</tr>
<tr>
<td>Utilities (phone, gas, electric, internet)</td>
<td>$38,486</td>
<td>33,084</td>
<td>40,873</td>
<td>77,396</td>
<td>64,089</td>
<td>82.8%</td>
</tr>
<tr>
<td>Audit</td>
<td>$23,219</td>
<td>23,433</td>
<td>23,581</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractual Services</td>
<td>$333,948</td>
<td>352,779</td>
<td>236,532</td>
<td>493,566</td>
<td>256,477</td>
<td>52.0%</td>
</tr>
<tr>
<td>Advertising</td>
<td>$61,715</td>
<td>82,687</td>
<td>87,181</td>
<td>95,040</td>
<td>68,575</td>
<td>72.2%</td>
</tr>
<tr>
<td>Equipment &amp; Building Expense</td>
<td>$22,181</td>
<td>36,443</td>
<td>94,244</td>
<td>46,997</td>
<td>58,616</td>
<td>124.7%</td>
</tr>
<tr>
<td>Insurance (property, WC Ins, gen liab, vehicle, civil ri)</td>
<td>$87,589</td>
<td>95,406</td>
<td>119,953</td>
<td>111,191</td>
<td>109,556</td>
<td>98.5%</td>
</tr>
<tr>
<td>Health &amp; Wellness/Promotions</td>
<td>-</td>
<td>2,555</td>
<td>2,918</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Related Expenses</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>21,700</td>
<td>7,316</td>
<td>33.7%</td>
</tr>
<tr>
<td>Dues, Licenses and Fees</td>
<td>$5,826</td>
<td>15,961</td>
<td>19,634</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training &amp; Registration fees</td>
<td>$8,825</td>
<td>9,087</td>
<td>7,590</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel, meetings, lodging and per diem</td>
<td>$30,111</td>
<td>34,092</td>
<td>29,305</td>
<td>85,642</td>
<td>50,492</td>
<td>59.0%</td>
</tr>
<tr>
<td>Fuel</td>
<td>$410,199</td>
<td>352,857</td>
<td>334,796</td>
<td>416,160</td>
<td>294,849</td>
<td>70.8%</td>
</tr>
<tr>
<td>Vehicle Maintenance, Repairs</td>
<td>$209,623</td>
<td>281,344</td>
<td>311,125</td>
<td>329,900</td>
<td>285,778</td>
<td>86.6%</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>$15,024</td>
<td>22,812</td>
<td>21,144</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Expenses</td>
<td>$709,563</td>
<td>374,409</td>
<td>1,458,967</td>
<td>2,734,681</td>
<td>1,338,288</td>
<td>48.9%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$8,854,701</td>
<td>$8,534,297</td>
<td>$10,562,213</td>
<td>$12,654,099</td>
<td>$8,876,365</td>
<td>70.1%</td>
</tr>
</tbody>
</table>
MONTHLY BOARD REPORT
FY2017 (July 1, 2016 to June 30, 2017)
NCRTD BUDGET EXPENDITURES OVERALL
As of April 30, 2017

<table>
<thead>
<tr>
<th>Month</th>
<th>FY14 Actual</th>
<th>FY15 Actual</th>
<th>FY16 Actual</th>
<th>Budget FY17</th>
<th>Actual FY17</th>
<th>Inc/Dec of Budget vs Actual</th>
<th>Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>$546,007</td>
<td>$226,528</td>
<td>$273,848</td>
<td>$428,633</td>
<td>$446,362</td>
<td>(17,729)</td>
<td>104.1%</td>
</tr>
<tr>
<td>August</td>
<td>464,828</td>
<td>524,839</td>
<td>607,663</td>
<td>657,578</td>
<td>482,640</td>
<td>174,938</td>
<td>73.4%</td>
</tr>
<tr>
<td>September</td>
<td>313,124</td>
<td>543,236</td>
<td>249,172</td>
<td>493,613</td>
<td>830,729</td>
<td>(337,116)</td>
<td>168.3%</td>
</tr>
<tr>
<td>October</td>
<td>294,912</td>
<td>1,331,392</td>
<td>966,567</td>
<td>1,085,232</td>
<td>691,669</td>
<td>393,563</td>
<td>63.7%</td>
</tr>
<tr>
<td>November</td>
<td>783,580</td>
<td>370,513</td>
<td>709,030</td>
<td>1,006,622</td>
<td>1,142,422</td>
<td>(135,800)</td>
<td>113.5%</td>
</tr>
<tr>
<td>December</td>
<td>625,552</td>
<td>275,029</td>
<td>913,619</td>
<td>781,174</td>
<td>797,642</td>
<td>(16,468)</td>
<td>102.1%</td>
</tr>
<tr>
<td>January</td>
<td>1,534,559</td>
<td>551,091</td>
<td>1,026,524</td>
<td>1,377,079</td>
<td>1,192,050</td>
<td>185,029</td>
<td>86.6%</td>
</tr>
<tr>
<td>February</td>
<td>287,772</td>
<td>922,081</td>
<td>673,640</td>
<td>936,897</td>
<td>647,955</td>
<td>288,942</td>
<td>69.2%</td>
</tr>
<tr>
<td>March</td>
<td>429,154</td>
<td>911,872</td>
<td>727,303</td>
<td>904,635</td>
<td>1,158,397</td>
<td>(253,762)</td>
<td>128.1%</td>
</tr>
<tr>
<td>April</td>
<td>1,339,437</td>
<td>931,267</td>
<td>1,023,724</td>
<td>1,557,494</td>
<td>1,486,499</td>
<td>70,995</td>
<td>95.4%</td>
</tr>
<tr>
<td>May</td>
<td>934,795</td>
<td>588,018</td>
<td>2,039,566</td>
<td>1,496,070</td>
<td>1,496,070</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>June</td>
<td>1,300,982</td>
<td>1,348,431</td>
<td>1,351,557</td>
<td>1,929,071</td>
<td>1,929,071</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

$8,854,701 $8,534,297 $10,562,213 $12,654,099 $8,876,365 $3,777,734 70.1%

5/26/2017 Unaudited financials-For Board and Management purposes/review
MONTHLY BOARD REPORT
FY2017 (July 1, 2016 to June 30, 2017)
Administration Expense Summary
As of April 30, 2017

<table>
<thead>
<tr>
<th>Month</th>
<th>Actual FY14</th>
<th>Actual FY15</th>
<th>Actual FY16</th>
<th>Budget FY17</th>
<th>Actual FY17</th>
<th>Inc/Dec of Budget vs Actual</th>
<th>Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>$99,342</td>
<td>$36,996</td>
<td>$76,354</td>
<td>$100,397</td>
<td>$98,869</td>
<td>$1,528</td>
<td>98.5%</td>
</tr>
<tr>
<td>August</td>
<td>$56,248</td>
<td>$65,796</td>
<td>$154,434</td>
<td>$130,506</td>
<td>$85,687</td>
<td>$44,819</td>
<td>65.7%</td>
</tr>
<tr>
<td>September</td>
<td>$77,618</td>
<td>$79,531</td>
<td>$75,888</td>
<td>$110,001</td>
<td>$124,202</td>
<td>$(14,201)</td>
<td>112.9%</td>
</tr>
<tr>
<td>October</td>
<td>$77,447</td>
<td>$107,450</td>
<td>$114,095</td>
<td>$141,133</td>
<td>$104,670</td>
<td>$36,463</td>
<td>74.2%</td>
</tr>
<tr>
<td>November</td>
<td>$84,993</td>
<td>$92,871</td>
<td>$72,212</td>
<td>$118,043</td>
<td>$88,556</td>
<td>$29,487</td>
<td>75.0%</td>
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<tr>
<td>December</td>
<td>$63,622</td>
<td>$69,805</td>
<td>$88,349</td>
<td>$104,685</td>
<td>$116,300</td>
<td>$(11,615)</td>
<td>111.1%</td>
</tr>
<tr>
<td>January</td>
<td>$110,423</td>
<td>$82,409</td>
<td>$113,515</td>
<td>$144,605</td>
<td>$98,338</td>
<td>$46,267</td>
<td>68.0%</td>
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<tr>
<td>February</td>
<td>$76,028</td>
<td>$114,696</td>
<td>$96,686</td>
<td>$135,666</td>
<td>$102,286</td>
<td>$33,380</td>
<td>75.4%</td>
</tr>
<tr>
<td>March</td>
<td>$72,862</td>
<td>$110,596</td>
<td>$100,000</td>
<td>$133,801</td>
<td>$124,378</td>
<td>$9,423</td>
<td>93.0%</td>
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<tr>
<td>April</td>
<td>$83,438</td>
<td>$93,933</td>
<td>$97,006</td>
<td>$129,514</td>
<td>$110,209</td>
<td>$19,305</td>
<td>85.1%</td>
</tr>
<tr>
<td>May</td>
<td>$102,701</td>
<td>$107,700</td>
<td>$101,400</td>
<td>$147,180</td>
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<td>$0.0%</td>
<td>0.0%</td>
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<tr>
<td>June</td>
<td>$74,894</td>
<td>$161,099</td>
<td>$129,705</td>
<td>$174,509</td>
<td>$174,509</td>
<td>$0.0%</td>
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$ 979,616 $1,126,883 $1,219,644 $1,570,041 $1,053,495 $516,546 67.1%
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<th>Actual FY17</th>
<th>Inc/Dec of Budget vs Actual</th>
<th>Budget Variance</th>
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<tr>
<td>July</td>
<td>$ 446,665</td>
<td>$ 165,544</td>
<td>$ 197,494</td>
<td>$ 307,932</td>
<td>$ 344,546</td>
<td>(36,614)</td>
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<tr>
<td>August</td>
<td>408,580</td>
<td>411,069</td>
<td>448,110</td>
<td>482,131</td>
<td>277,454</td>
<td>204,677</td>
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<td>September</td>
<td>204,531</td>
<td>415,730</td>
<td>173,284</td>
<td>301,787</td>
<td>554,568</td>
<td>(252,781)</td>
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<tr>
<td>October</td>
<td>217,465</td>
<td>1,168,758</td>
<td>785,951</td>
<td>826,083</td>
<td>545,424</td>
<td>280,659</td>
<td>66.0%</td>
</tr>
<tr>
<td>November</td>
<td>602,638</td>
<td>275,448</td>
<td>579,144</td>
<td>554,188</td>
<td>1,031,722</td>
<td>(477,534)</td>
<td>186.2%</td>
</tr>
<tr>
<td>December</td>
<td>561,929</td>
<td>205,224</td>
<td>705,378</td>
<td>560,007</td>
<td>530,833</td>
<td>29,174</td>
<td>94.8%</td>
</tr>
<tr>
<td>January</td>
<td>1,304,199</td>
<td>393,437</td>
<td>785,516</td>
<td>944,348</td>
<td>1,066,848</td>
<td>(122,500)</td>
<td>113.0%</td>
</tr>
<tr>
<td>February</td>
<td>211,744</td>
<td>753,200</td>
<td>277,216</td>
<td>472,396</td>
<td>495,805</td>
<td>(23,409)</td>
<td>105.0%</td>
</tr>
<tr>
<td>March</td>
<td>350,376</td>
<td>811,276</td>
<td>476,098</td>
<td>622,840</td>
<td>540,495</td>
<td>82,345</td>
<td>86.8%</td>
</tr>
<tr>
<td>April</td>
<td>1,094,811</td>
<td>819,256</td>
<td>801,484</td>
<td>1,032,730</td>
<td>1,096,887</td>
<td>(64,157)</td>
<td>106.2%</td>
</tr>
<tr>
<td>May</td>
<td>736,145</td>
<td>432,325</td>
<td>1,872,541</td>
<td>1,156,503</td>
<td>1,156,503</td>
<td>0.0%</td>
<td>0.0%</td>
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<tr>
<td>June</td>
<td>1,022,562</td>
<td>1,181,739</td>
<td>657,716</td>
<td>1,088,432</td>
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<td>0.0%</td>
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</tbody>
</table>

$ 7,161,646  $ 7,033,005  $ 7,759,932  $ 8,349,377  $ 6,484,582  $ 1,864,795  77.7%
MONTHLY BOARD REPORT
FY2017 (July 1, 2016 to June 30, 2017)
Capital Expense Summary
As of April 30, 2017

<table>
<thead>
<tr>
<th>Month</th>
<th>Actual FY14</th>
<th>Actual FY15</th>
<th>Actual FY16</th>
<th>Budget FY17</th>
<th>Actual FY17</th>
<th>Inc/Dec of Budget vs Actual</th>
<th>Budget Variance</th>
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</thead>
<tbody>
<tr>
<td>July</td>
<td>$100,000</td>
<td>-</td>
<td>$23,987</td>
<td>$20,304</td>
<td>$2,947</td>
<td>$17,357</td>
<td>15%</td>
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<tr>
<td>August</td>
<td>-</td>
<td>47,975</td>
<td>5,119</td>
<td>44,941</td>
<td>119,499</td>
<td>(74,558)</td>
<td>266%</td>
</tr>
<tr>
<td>September</td>
<td>30,974</td>
<td>47,975</td>
<td>-</td>
<td>81,826</td>
<td>151,959</td>
<td>(70,133)</td>
<td>186%</td>
</tr>
<tr>
<td>October</td>
<td>-</td>
<td>55,184</td>
<td>66,521</td>
<td>118,016</td>
<td>41,576</td>
<td>76,441</td>
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<td>November</td>
<td>95,949</td>
<td>2,194</td>
<td>57,674</td>
<td>334,391</td>
<td>22,144</td>
<td>312,247</td>
<td>7%</td>
</tr>
<tr>
<td>December</td>
<td>-</td>
<td>-</td>
<td>119,892</td>
<td>116,482</td>
<td>150,509</td>
<td>(34,027)</td>
<td>129%</td>
</tr>
<tr>
<td>January</td>
<td>119,937</td>
<td>75,245</td>
<td>127,493</td>
<td>288,126</td>
<td>26,864</td>
<td>261,262</td>
<td>9%</td>
</tr>
<tr>
<td>February</td>
<td>-</td>
<td>54,185</td>
<td>299,738</td>
<td>328,835</td>
<td>49,864</td>
<td>278,971</td>
<td>15%</td>
</tr>
<tr>
<td>March</td>
<td>5,916</td>
<td>-</td>
<td>151,205</td>
<td>147,994</td>
<td>493,524</td>
<td>(345,530)</td>
<td>333%</td>
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<tr>
<td>April</td>
<td>161,188</td>
<td>18,078</td>
<td>125,234</td>
<td>395,249</td>
<td>279,403</td>
<td>115,846</td>
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<td>May</td>
<td>95,949</td>
<td>47,993</td>
<td>65,625</td>
<td>192,387</td>
<td>192,387</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>203,526</td>
<td>1,593</td>
<td>564,136</td>
<td>666,131</td>
<td>666,131</td>
<td>0%</td>
<td></td>
</tr>
</tbody>
</table>

$713,439   $374,409   $1,582,637  $2,734,681  $1,338,288   $1,396,393   48.9%
CALL TO ORDER:

Roll Call:

ITEMS FOR DISCUSSION/RECOMMENDATION

A. Review of Draft Fiscal Year 2018 Budget
   Sponsor: Anthony Mortillaro, Executive Director and Troy Bingham, Finance Director
   Attachment

B. Automatic Clearing House (ACH) Payments over $20,000 from January 1, 2017 thru March 31, 2017
   Sponsor: Anthony Mortillaro, Executive Director and Troy Bingham, Finance Director
   Attachment

C. Investment of District Funds and the State of New Mexico Local Government Investment Pool Report Summary as of March 31, 2017
   Sponsor: Anthony Mortillaro, Executive Director and Troy Bingham, Finance Director
   Attachment

D. Minutes from March 24, 2017
   Draft Minutes

MATTERS FROM THE SUBCOMMITTEE

ADJOURN

If you are an individual with a disability who is in need of a reader, amplifier, qualified Sign Language interpreter or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.
Finance Subcommittee
Meeting April 28, 2017
9:00 a.m.

Board Members Present: Commissioner Ed Moreno–Santa Fe County, Antonio Maggiore-Los Alamos County, Christy Van Buren-Ohkay Ow ingeh, Leandro Cordova-Taos County

Staff Present: Anthony Mortillaro-Executive Director, Troy Bingham-Finance Director, Pat Lopez-Financial Analyst, Delilah García-Transit and Facilities Operations Director, Stacey McGuire-Transit Planning and Grants Manager, Dora Anaya-Human Resources Director, Jim Nagle-Public Information Officer, David Funck Sr.-Fleet and Building Maintenance Manager, Jackie Trujillo-Executive Assistant

Guest(s) Present:

Absent: Commissioner Alex Naranjo–Rio Arriba County

Transcribed By: Jackie Trujillo-Executive Assistant

ROLL CALL

APPROVAL OF AGENDA

CALL TO ORDER

A regular Finance Subcommittee meeting was called to order on the above date by Chairman Commissioner Moreno.

ITEMS FOR DISCUSSION/RECOMMENDATION

A. Review of Draft Fiscal Year 2018 Budget

Mr. Mortillaro noted that the Staff would be going over their budget’s during the presentation and provide a general summary of expenditures, organizational structure and staffing. He noted that we will also give an overview of the non-RTD expenses, Capital, Ten-year Capital Plan, Long Range Strategic Plan and Fund Balance. We will then take any additional questions the Sub Committee may have.

He continued, stating that the overall Fiscal Year 2018 budget is 1.4% higher than the FY17 budget, a $185,000 difference. Some of the influencing factors are the new route in the Jicarilla Apache Nation, the District is starting to see the full implications of the Mountain Trail and La Cienega route and funding in the FY18 budget; proposal of additional staff in the Operation side of the District; including salary adjustments at 2.7% which is required by the Collective Bargaining Agreement and a 3% performance increase, this is performance base; employees eligible are non-representative employees. He noted it also reflects an increase on regional payments (non-RTD expenses); these are funds that go to Los Alamos County Transit, Santa Fe Transit and the Rail Runner. He noted we have percentage formulas that we apply to arrive at those numbers.

Mr. Mortillaro continued to state that the budget relies upon some use of our reserves; $966,000 pursuant to the Reserve Use Policy that the board adopted. Reserves can be used for new routes, operating expenses, capital, and for cost associated with non-federally paid for Capital. This number is not far off from numbers used for the FY17 budget and was similar for the FY16 budget, noting we tend to underestimate our revenue so that at the end of the year, our revenues are much higher than originally estimated. Noting the District doesn’t normally need to use the reserve because of sufficient revenue to offset the reserve usage.
Mr. Mortillaro noted a new proposal for the District which has never been done is a request for debt financing. He noted that when we get into the Capital part of the presentation it will be explained. He then turned it over to Mr. Lopez to go over the revenue projections that are included in the budget.

Mr. Lopez reference page 22 on the packet. He stated the GRT tax revenue is budgeted at $7,222,500 over the operating budget of $7,095,000 a 1.8% increase over our operating budget; projections are estimated at $7,690,000. He then referred to page 34 on packet, to explain the breakdown of gross receipts tax by county; requesting for Santa Fe County $4,400,000, operating budget is at $4,350,000 at a 1.1% increase; budgeting for Rio Arriba County at $575,000 the same as the operating budget; Taos County operating budgeting was at $860,000 and requesting $892,500 at a 3.8% increase.

Mr. Mortillaro noted there is one time economic activity occurring in these areas and noted the District attempts not to reconsidered those in our projections.

Mr. Lopez continued to state that the Los Alamos County’s operating budgeting was at $1,310,000 and are requesting $1,355,000, a 3.8% increase.

Mr. Cordova asked about the LANL contract in Los Alamos County as a whole.

Councilor Maggiore stated given what is going on at the federal level, it is estimated they will be spending the better part of next year on a continued resolution. He noted he does not foresee the feds coming to a real budget anytime soon.

Mr. Bingham stated, with a continuing resolution you have to stay at a FFY16 level. He noted for the Districts FFY16 we are at $1.5 million, Los Alamos did for that year, noting 1.3% is $200,000 less. He noted the District is more conservative and are not in any danger, stating the contact will go out on FFY19.

Mr. Lopez referred back to page 22. Continued to Federal Grants, noting the District is requesting $3,463,573, more then what was asked for the FY17 budget, this includes the 5311, FTA funding for federal grants for administration operation for capital outlay, including the transportation alternative program. He stated the District did not request 5310 federal grant.

Mr. Lopez moved on to Local Match/Tribes, Trial Transit Federal Grants, requesting $470,865 above the operating budget, this includes Santa Clara, Tesuque, Pojoaque, Nambe and Jicarilla Apache Nation; this is money given from the federal government.

Councilor Maggiore asked, how much of that increase is Jicarilla.

Mr. Bingham responded the increase is $95,000; $105,000 for Jicarilla operations plus an extra $105,000 for the bus.

Mr. Lopez proceeded to discuss Member Local Match, requesting $132,000; operating budget is at $88,000, anticipating the Rail Runner and Ski Santa Fe will each give the District $15,000; City of Santa Fe and Santa Fe County will each give the District $25,000; Taos Ski Valley will give $51,000.

Mr. Lopez continued with the Local Match/LA Contribution, it is anticipated the District will receive $350,000 from Los Alamos County; State Capital Outlay Appropriation, we received $93,000 in FY17 and did not receive money for FY18; Investments, budget was at $20,000, projecting $30,000; Advertising Sales, revenue budget request at $31,000; Insurance Proceeds, budget request $30,000, noted the District gets insurance reimbursements; Fares, used for on demand response, Taos Express and Mountain Trail, budgeted at $42,500; Dept Proceeds (dept barrowing) budgeted $100,000 this is for the planning of the maintenance facility.

He stated the Cash Balance is budgeted close to $1,000,000 and is broken up between Undesignated, Service Enhancement, and Capital Outlay; $207,264 is used for operation on service enhancements for the Santa Fe Mountain Trail and La Cienenega routes in accordance with our financial policies. $107,000; Cash Balance for Capital Outlay is at $589,248 some of the money is match money for the 5311 grant and cash balance for budget on Capital Outlay. He then concluded his presentation of the revenues, stated the overall projected revenue for FY18 totaled $12,839,274.
Mr. Lopez asked if there were any questions. There was none.

Mr. Bingham moved on to review Expenditure Summary on page 22 on the packet. He noted $4.3 million in salary and benefits is higher than the $3.6 million of the previous year, which is due to attorney and janitorial taken from contractual services and brought in staffed employees as well as a salary increases for representative and non-representative employees, including the 1% increase of health insurance. Noting the District has 41 employees driving buses, next fiscal year we will be adding employees for the Jicarilla Apache Nation to run the route making our FTE count go up.

He moved on to Operating Expenses, he noted there was a slight increase in the following items; Internet Services all departments in Taos and Espanola office; Postage, we have tried getting away from postage by going through electronic methods although we still need to send some mail certified; Telephone, noting we have a new upgraded phone system with new features, with the addition of new employees this has brought the costs up.

Ms. Van Buren asked if it includes cost for the two-way radios fees.

Mr. Bingham responded it did not include the two way radio fees.

He continued to go over the increases; Cell Phones, he noted employees whose position warrants the use of a cell phone are designated to have cell phones; Advertising Services, are used for purchasing to post RFP and IFP and Human Resources also uses advertising services to post position openings; Dues and Subscriptions, used by all employees to get information to be a resource for their organization. He continued by noting, Building Maintenance became a new department on FY17, this year we are seeing the actual cost associated with the maintenance of the Espanola and Taos buildings; requesting $28,000 as compared to $16,925 the previous year; Insurance, increase is due to having more accidents than we did in the past, more severity to bus damage; Printing, up $7,000 as we are printing approximately 20,000 paper copies each month; Training/Registration Fees, noted transit training is hard to find in this state therefore employees have to travel out of state to attend specific trainings for transit.

Mr. Maggiore questioned why Drug and alcohol testing listed twice on the report.

Mr. Bingham responded, it was moved to a different line to get it in sync to where it should be, noting we had $500.00 budgeted in line item 905 and moved it to line item 095, going down in cost due to the state takes on most of the cost, testing the District pays is for the administrative staff and pre-employment, noting NMDOT administers drug testing for drivers. Mr. Bingham confirmed the line items will be collapsed to on line item for the final budget.

Further discussion continued this topic.

Mr. Bingham went on to review the following: Fuel, budgeted $416,160 expecting to spend $367,027, with fuel on the rise we want to be aware that may be one of our major expenses; Fuel and Maintenance, is up from fiscal year 17, noted we are trying to use common sense when it comes to repairing vehicle that are almost at the end of their life and trying to opt out of getting rid of the vehicle before expense of repairs become too high; Towing Services has increased due to towing buses to Albuquerque for maintenance.

Mr. Maggiore asked about line item Bus Washing Service.

Mr. Bingham responded, bus washing service is for washing buses that are on offsite locations; one of the sites we get buses washed is in Santa Fe at All Aboard America, they wash the buses inside and outside at a charge of $50 for small buses and $75 for bigger buses. He noted we are looking to obtain service in the Chama area or buses in that area.

Mr. Bingham moved on to Non-RTD, these are based on formulas in the Districts financial plan, this graph shows how much we will be contributing to each county; Los Alamos County and City of Santa Fe contributions go up based on that formula. Noting that most of the money collected from GRT is given away; explained, if the District receives $7.2 million, $4.6 million is given away. Capital Outlay Plan is a high level for accounts, he stated he will go over these numbers when we get to that portion of the packet of what these individual numbers make up in the Capital portion.
Total for the Districts expenditures for this year, $12.8 million.

Mr. Mortillaro moved on to the NCRTD Functional Areas Diagram on page 17, referencing the Functional Organizational Diagram, this gives you an idea of the different functions and activities for each department and explains their responsibilities in the department and who they report to.

He then moved on to page 18 of the packet, Organizational Chart noting it shows the structure of staffing as overall departments; Transit and Facilities, Finance, Transit Planning Projects and Grants, Human Resources, Public Information and the Administrative side with IT services contracted out.

Mr. Mortillaro moved on to reference page 19, Position History; he noted it was difficult to create from 2011 budget; he stated we tracked from 2011-2018. He noted in terms of staffing levels there is no change in administration, finance or in operations admin. He noted on Operations Driver there have been several changes in FTE; in FY16 we had a total of 45.5 FTE and in FY2017 a total of 48.5 FTE. He stated the District is proposing for 51.75 FTE an increase of three new employees.

Mr. Mortillaro then moved on to Fleet and Building, stating there is one FTE increase in this department; would like to reclassify the current Fleet and Facility Maintenance worker to a Transit Vehicle Electronics Technician which is more inline as to what this employee does on a day to day basis for the District, after his transition we would like to back fill his position with a Fleet and Facilities Maintenance worker.

Overall looking at going from a 65.84 positons to 70 full time equivalence and number of employees will go from 72 to 75 employees.

Mr. Mortillaro moved on to discuss specific department budgets, referred to page 25 of the packet, Administration budget. He noted the change in salaries and benefits change is related to attorney services that used to be under contractual services. The District had the opportunity to hire an attorney in house and hire Peter on a half time position. Therefore instead of those monies being in contractual services, they are now in Salaries and Benefits. This also represents the increases that were discussed within the budget in terms of performance increases and increase in health benefits. He noted in the contractual services you will see a decline, due to not having to pay for outside legal counsel; the remaining amount is to pay the Districts IT contractor at about $50,000 a year; they maintain all the IT infrastructure; also paid from this budget is for the Lobbyist and Carl who takes minutes and serves as secretary for the Board, transit consulting, customer service training as well as money for the polling elections strategy that was discussed as we look forward to the 2018 election.

Mr. Mortillaro continued by stating, the budget request for Administration is up $1,300 from the prior year. He went on to state that the admin budget and training budget is specifically for himself, Peter, Jackie and for the boards chair to attend the Annual Legislative Conference.

Mr. Mortillaro asked if there were any questions. There were none.

Mr. Mortillaro asked to turn to page 26 of the packet, Public Information Office by which he directed Mr. Nagle to present his budget.

Mr. Nagle noted the biggest increase needed for PIO is advertising which is up by about $15,000 dollars; a number of reasons for that increase are most significant to the Jicarilla launch and the launch of new routes in Santa Fe, Los Alamos and Taos areas. In Rio Arriba, he noted, with the existing advertising program, he can do some modifying to promote new routes and may involve some first time buys in the various locations, as well as additional campaigns to promote the District.

He noted that Promotional is up by about $3,500; the bulk of that is the kick off of the Jicarilla ribbon cutting launch party. Money will also go to marketing and promotional items for events done throughout the year. Noting supplies are depleting and will need to renew items to be supplied at events.
Mr. Nagle moved on to Misc. Expenses budget request is $2,000, noting this is the first time this item has been added to the budget. This is the launch of the Travel Training Program, stated some programs have been done associated to the training, although the full launch of the program will be in FY18.

He noted the bottom line is a $20,000 change compared to last years’ budget request.

Mr. Nagle asked if there were any questions.

Mr. Mortillaro stated that the PIO budget is a marginal budget due to the fact that the District covers over 10,000 mile area, four counties and over 50 plus communities within that area. We try to get the word out to as many regarding our services.

Mr. Maggiore asked Mr. Nagle to explain, Travel Training.

Mr. Nagle replied this program is for staff to go out and actively get out in the community and senior centers to educate on how to read schedules and/or the process of using public transit.

Mr. Mortillaro asked to turn to page 28 of the packet, Human Resources, by which he directed Ms. Anaya to present her budget.

Ms. Anaya noted projection for contractual services is $1,639 due to a vacancy of approximately three months of the Human Resources Director. She moved on to point out an increase in advertising due to a huge turn over in staff and is going out to advertise more job postings. She moved on to the increase of IT Software Support, increase is for a new software, Performance Pro, this is an electronic evaluation system for employees; charging for each person that is accessing the software. She noted Promotional, known as employee engagement used to help employees to be happy, healthy and want to continue to work for the District which is included in the health and fitness program.

Ms. Anaya continued to state that a 10% increase is in the General and Employee Insurance to cover any civil rights or risk management we may have.

Ms. Van Buren asked for explanation to what is the line item, Civil Rights.

Mr. Bingham stated it covers any civil rights cases that may be filed with the District and is part of a policy.

Ms. Anaya continued to discuss Drug and Alcohol Testing is a new line item used for drug and alcohol testing on new staff. She continued to note, printing has increased due to printing of material for new hires.

Ms. Anaya asked if there were any questions. There were none.

Mr. Bingham asked to turn to page 27 to discuss increases for Finance. He noted the biggest increase in the budget is salaries. He noted finance budget pays the Districts auditor out of their budget; IT/Hardware Support, he stated, we pay a maintenance fee for a financial system which goes up every year; Travel and Training, he noted finance oversees risk management, procurement and finance which requires specific training that needs to be performed, he specifically attends the GFOA training for a once a year update on all the new accounting regulations as well as training on risk management updates and his staff attends various in state training.

Mr. Mortillaro stated, Mr. Bingham is also the Risk Manager and Procurement Agent for the Department, noting finance provides multiple services in support of the whole organization operation.

Mr. Bingham continued to state that he will have to get more training being that we are going into small urban arena of 5307 which requires us to be in contact with District 6 in Fort Worth Texas, getting more federal direct training for the $72,000 that we receive every year.
Ms. McGuire referenced page 29 of the packet by which she proceeded to go over the budget for the Planning and Grants budget; she stated this is the second year having a standalone budget, prior to that the department was under operations budget. She noted she is not seeing a lot of changes from last year’s budget; the biggest increase is on Contractual Services an increase going up to $43,467 versus $10,000 from last year, this is due to the Jicarilla IDC (in direct cost), and Engineering on Call.

Mr. Bingham explained; the direct cost is a charge the tribe charges to administer their grant, approximately $32,000 at a 13.75% rate.

Ms. McGuire continued to state another increase related to Contractual Services is related to Engineering on Call, in the event that we have a project like the NM68 project in Taos, a project like this has major implications to our bus stops. She noted the District is not a direct player because it is not our project and we don’t necessarily have the resources to be able to provide to a project like that, Engineering on Call will allow us that option to where we can utilize Wilson and Co., our on call engineering firm.

She noted as far as changes, Miscellaneous Expenses has gone down significantly. She moved on to note, the one key difference in what was spent in FY17, and we were down due to having the Regional Planner position open for half the year, in discussing the position, it is was agreed to reclassify the position and making it more focused and fully maximize it with our ITS (Intelligent Transportation System) system and tying into the GIS (Geographical Information System) component. ITS side is the AVIL system which is a computerized dispatch and GIS is a system that can map out areas. She stated we recently received our GIS software; this will help us to create a database that shows all bus stops showing every amenity we have at each bus stop with pictures.

Further discussion continued on this item.

Mr. Mortillaro asked Ms. McGuire to state what is covered in her department.

Ms. McGuire stated they serve in development planning, project management, grant acquisitions and management of those projects once grant monies come in. She continued to note, she does quarterly reporting to NMDOT for reimbursements and federal contract.

Mr. Mortillaro then moved on to the Operations budget, stating that it is broken down into Operations Admin., Operations Drivers as well as Fleet and Facilities, he then referred to page 30 of the packet and turned it over to Delilah Garcia.

Ms. Garcia noted Operations is responsible for service that is placed out on the road; Dispatch covers 23 fixed routes in our service area and 4 supplemental routes which are comprised of paratransit service in the Taos and Espanola area. She noted we also have on demand service that is within a 15-mile radius from the Espanola transit center and also have the Pojoaque dial a ride service. Operations is also responsible for facilities in the Espanola and Taos buildings, 458 bus stops and 40 bus shelters.

Ms. Van Buren asked if it is broken up by Operations Admin. because of the NMDOT monies the District gets from 5311.

Mr. Bingham stated all of Operations gets charged from the 5311 because they oversee fleet, facilities and drivers the oversight functions of all three department. She also has an administrative secretary who handles all the financial work for all three departments.

Ms. Garcia continued to note, Operations department is the largest budget across the four budgets being presented on operation which is the bulk of RTD’s budget in getting service out on the road.

Ms. Garcia went on to review Operations Administration, by which she referenced page 30 of the packet. She noted the overall operations administration budget has decreased slightly; FY17 projection was $97,000 and are requesting $68,000 for FY18; majority of that decrease is coming from the AVAIL annual contract, noting every year it slightly decreases. She noted an increase on the Printing line item due to the department is on a cost per print for every copy made.
She then moved on to discuss an increase of $30,000 on Contractual Services for Operations Run-cutting. This was done on the Taos route last winter with a contractor; Run-cutting is contracting with a company, we give them a list of all our employees for the Taos area with the number of routes and schedules, they then determine what is the most efficient way to operate all our services and ensure coverage with the personnel we have or we may look at an increase of personnel if needed.

Further discussion continued on this item.

Ms. Garcia continued to note an increase of the following items: Furniture and Equipment increase of $1,000, this is for miscellaneous supplies for the Operations area; significant increase in training for the administration operations, for Ms. Garcia and the Administration Assistant.

Ms. Garcia moved on to reference page 31, Operations Driver. She noted this budget is related specifically for drivers and the operations of services put out on the field. She noted a slight increase in the budget; increase is in the IT Hardware/Software Support going from $3,200 to $5,500, this is for the time tracking system for all employees, as we continue to increase employees on operations we will have to pay for an additional individual on that time tracking system.

Mr. Bingham stated the rest of the increase is in Salaries and Benefits; noting we put into FY17 budget a salary savings, in previous years FY14 and FY15 we saw a salaries savings due to open vacant positions and now those vacant positions didn’t materialize this year. There is a $175,000 negative in last year’s salaries and will now need a Board item by the end of the fiscal year to increase their budget for all overtime expenses that have gone over. This is predicting a $200,000 loss in the budget for this year and will give an update in June as to what that number will be.

Further discussion continued on this item.

Ms. Garcia moved on to note an increase in Uniforms, moving from $7,000 to $10,000. This is to get all the operators better quality jackets.

She noted a slight decrease in Physicals, this captures everyone that needs to get their annual physicals done. Trying to ensure we have employees fit to do the duties for the District, she moved on to Training; this has increase so to having a fourth supervisor and three dispatchers that need to get training; majority of the training is in state.

Mr. Mortillaro asked to turn to page 32 of the packet, Fleet.

Ms. Garcia continued to discuss the Fleet budget; she noted David Funck Sr. is the Fleet and Facilities Manager, these two budgets he manages and oversees. She stated the District is requesting $20,000 in IT Hardware/Software maintenance, looking at acquiring fleet software, this will help track maintenance, fleet needs as well as facilities in which will include bus shelters, stop signs, buildings in Taos and Espanola. She noted the District is requesting a decrease of $12,000 from equipment and asking for $4,000; the prior $16,000 was primarily for ski racks on the buses for the Taos Ski Valley and Mountain Trail, noting we already have the ski racks and do not need to incur that expense again. She stated there are general increases to vehicle insurance and uniforms for the fleet and facilities employees.

Ms. Garcia moved on to discuss another increase is under Bus Washing Services moving from $8,600 in FY17 to $36,000, this is because we are entering agreements with third parties whether it is a private vender or a municipal local government to do bus washing in Santa Fe. She noted the District contracts with All Aboard America to do all the Santa Fe buses and will be working with the Village of Chama to provide similar service on the Chama, Dulce and Farmington route.

Mr. Mortillaro asked Mr. Funck to talk about the general repair and maintenance challenges of the fleet as it is currently composed.
Mr. Funck stated the overall challenge is lack of information which is time consuming as far as tracking mileage for the monthly mileage reports, he also noted ages of fleet; some buses have high mileage or need major maintenance work done.

Mr. Mortillaro state the District had three buses that were Internationals and every month or two we were spending over $5,000 per bus on maintenance. He also stated we requested an increase in the Capital Budget to rebuild these vehicles, noting the bodies are in great shape, it’s the engine and transmission that have been problematic. If the District gets the request, we will gut the transmission out and rebuild the whole system.

Further discussion continued on this item.

Ms. Garcia moved on to Facilities referencing page 33 of the packet. She began by pointing out an increase on salaries and savings, noting the District is no longer contracting out for facility janitorial services; we have employed a part time employee that is capturing those duties, working 20 hours a week. She went on to state we are also requesting for additional staff in facilities.

She moved on to Equipment; this increase is for getting equipment for facilities and have an increase in Building Maintenance this is for repairing irrigation system and for working on landscaping for the Espanola and Taos buildings. She noted all utilities are also paid out of the facilities budget. Ms. Garcia moved on to explain Janitorial Supplies. She stated the last janitorial contractor covered their own janitorial supplies; increase on this line item is due to us having to supply our own supplies for our custodian.

Mr. Mortillaro then referenced page 34, Non-RTD. He stated earlier in the revenue discussion, Mr. Lopez talked about the projected revenues from each of the counties, as indicated our GRT is allocated out, based on formula. He noted the Rail Runner receives 50% of all the transit GRT collected in Santa Fe only, that was by agreement and the agreement runs the terms of the GRT which is supposed to sunset in 2024. He went on to say City of Santa Fe by formula gets 14% and Los Alamos County gets 20% of the $7.2 million; this amount is based on projections from GRT, not actuals.

Mr. Mortillaro moved on to Capital Improvement Plan referencing the graph on page 37. He stated we budgeted $660,800 for fleet replacement. He then turned it over Mr. Bingham to discuss the amount of fleet we will be buying.

Mr. Bingham went on to state we are requesting half a million dollars to replace four buses and looking at replacing the bigger buses who have met 7 to 10 years’ life and considering engine swapping for 3 international buses at $160,000 for three engines.

Further discussion continued on this item.

Mr. Mortillaro moved on to discuss 5311C (tribal transit funding), fleet replacement for Tesuque Pueblo.

Mr. Bingham noted we are seeking a 90/10 grant with the tribes, under discretionary, he noted we pay 80/20 with our buses from NMDOT and would like to take advantage of the 90/10 grant to get the feds to pay directly for our tribal routes. This constitutes 6 buses we have been paying for ourselves and hope to get federal funding and would like to replace buses every year for tribal routes.

Further discussion continued on this item.

Mr. Mortillaro moved on to discuss increases on the following: purchase of Jicarilla Apache Nation bus as discussed earlier in the presentation to start running that route; purchase of 3 commuter vehicles for supervisors or employees to use when out on an assignment.

He moved on to discuss the increase of the following: Maintenance and Facilities requesting $100,000, this request is for the start of construction for a new fleet and maintenance facility which will include a fueling station and wash bay in the future; requesting an increase on bus shelter replacement at $20,000 each; repair or replace concrete pads as necessary;
Solar lighting on some of the shelters and stops; bus DVR replacement; Taos facility upgrades; main server replacement and software upgrade; safety and security improvements.

Mr. Mortillaro moved on to discuss the Long Range Financial Strategic Plan, referencing page 40, noting the moderate scenario plan was adopted by the Board. He mentions two other scenarios are included in the packet which are based on our Long Range Strategic Plan, this will show how things will look like when we start implementing, and cost to start imbedding into this Long Range Plan the 20 year strategic plan strategies.

He then asked Mr. Bingham to go over this item.

Mr. Bingham proceeded to go over the Moderate Scenario referencing to the graph on the packet, he stated listed are 2 years of audited financials for 2015 and 2016 this shows how our revenues compared to audited actuals, also listed are the projections which was given in January of this year, although they may have changed within the last 3 or 4 months. He notes we were planning on having a balanced budget of revenues equals to expenditure for this year’s projection. He stated in the past we had excess revenue and can bank money in the fund balance although this may be the first year that we will not be banking in the fund balance and noting this may be the first year that we may have to use some of the fund balance, budgeted $900,000.

He continued to explain graphs on the packet. He stated we have a 25% revenue designation, this is more than the state requires, stating this is good financial policy making to be sure we have enough revenue banked to cover any unforeseen catastrophic failure that may occur or to have cash on hand to make payroll.

Referring to the graph he noted we need to stay above the blue line; yellow line is the unrestricted fund balance, this is for any excess cash we have obligated to other places, also shown is cash this is based on liabilities and receivables that are weighing out each other every year, mirroring the unrestricted fund balance line. He noted in 2019 our balance drops below the blue line although the cash is still above the line. The cause of the drop in the graph is that we are seeing our revenue growth is not as large as our expenditure growth, keeping in mind we give most of our moneys to non-RTD entities for regional routes. That growth is set in our policies as to how much it goes up every year.

Mr. Bingham referenced page 41 to discuss Scenario 2. This scenario was talked about on the Long Range Financial Plan. Stating that the Rail Runner is contracted to keep 50% of Santa Fe counties GRT. Noting he capped whatever would be spent in 2020 is showing our partners will receive the same amount with no growth. Until 2023 we have to keep in mind that the Rail Runner will receive growth until that obligation is met.

Mr. Mortillaro stated in all three scenarios that the voluntary contribution that Los Alamos makes of $350,000 is not built in to any features.

Mr. Bingham continued by stating, we are anticipating Los Alamos not making that contribution, that hasn’t been the case and if they continue to have the lab private, it may change this. In scenario 2, if we were to cap our partners, it would not solve our financial goals of getting above the blue line in future years, unless one of the scenarios is to stop paying our partners, at that point we could see growth above the blue line although this will not get us out of the hole.

Mr. Mortillaro noted that in 2023, to align with what is on the Long Range Strategic Plan, we put in a million dollars a year with additional spending, if this wasn’t done the lines would change.

Mr. Bingham added the amount would not go to $15 million but to a $5 million negative. That’s saying we are not accomplishing any of our Long Range goals and would stay at the same service for the next ten years. If we want to do anything different then we are doing today we will need to find some additional revenue sources.

Mr. Bingham moved on to page 42, Scenario 3. Noted as our revenues increase to a $.08 cent GRT, he added it to the year needed the most in 2020, this shows the $7.4 million dollars has gone up to $15 million, stating this graph meets all of our goals.

Further discussion continued on this item.
Mr. Cordova made a motion to forward this item to the full board. Councilor Maggiore seconded the motion and it passed by voice vote.

B. Automatic Clearing House (ACH) Payments over $20,000 from January 1, 2017 thru March 31, 2017

Mr. Bingham referenced pages 43 and 44 of the packet, this is a check and balance done for all electronic payments made to our vendors, this report if for January to March, 24 payments were made to vendors through the ACH process, totaling $1,970,441.48.

Councilor Maggiore made a motion recommend this item to the full board. Mr. Cordova seconded the motion and it passed by voice vote.

C. Investment of District Funds and the State of New Mexico Local Government Investment Pool Report Summary as of March 31, 2017

Mr. Bingham referenced pages 45 through 47 of the packet. He stated money was taken out of Los Alamos National Bank who were giving us 40 basis points and moved it to a Brokers CD’s that are getting close to 100 bases points; one year CD’s is making 0.99% this is where we should be at, we are only making 56 basis points, he added Brokers CD’s have been a great opportunity for us to invest in, the rate of return has been significant but not as much as we had hoped.

He went on to say that he had to drop $2 million on the investment portfolio, this money was taken out to pay for buses in which the District will get reimbursed; money taken should be replaced by the end of the year. He noted the District should be ending the year with $8.5 million close to $9 million invested.

Mr. Cordova made a motion to recommend this item to the full board. Councilor Maggiore seconded the motion and it passed by voice vote.

D. Minutes - March 24, 2017

Councilor Maggiore made a motion to accept minutes as presented. Mr. Cordova seconded the motion and it passed by voice vote.

MATTERS FROM THE SUBCOMMITTEE

There were none.

ADJOURN

Mr. Cordova made a motion to adjourn the meeting. Commissioner Moreno seconded the motion.

Next Finance Subcommittee will be held April 26, 2017 at 9:00 AM.
EXECUTIVE REPORT
For May 2017

EXECUTIVE

- Presentation to Taos County Commission.
- Presentation to Santa Fe County Board of Commissioners.
- Presentation to Town of Taos Council.
- Meeting with NMDOT regarding NMTA funding.
- Met with Executive Officers of NCRTD regarding annual review.
- Met with Staff and City of Santa Fe representatives regarding consolidation issues with Task 3 report.
- Met with staff and AVAIL representatives regarding ITS issues and Stratagem software.
- Continued development of FY 18 budget.
- Continuing project meetings with Staff for Jicarilla Apache Nation service, Taos Ski Valley expanded service acquisition.
- Generated ongoing information and responses for Consultants regarding consolidation study.
- Continued discussions on employee staffing issues.
- Participated in new employee orientations.
- Attended monthly MPO TCC meeting.
- Attended APTA Small Operations Committee (telephonically).
- Attended APTA State Affairs Committee (telephonically).
- Met with Attorney and Staff regarding various legal issues and associated documents.
- Prepared Board and Finance Subcommittee meeting materials.
- Met weekly (telephonically) with Board Chair Barrone on various issues.
- Continued review, revision and creation of various NCRTD policies.
- Maintained continuous communication with board members, subcommittee members, and Chair.

LEGAL

- Review HR related Updates and Info
- Research on Record Retention laws and Spoliation of Evidence
- Attend two Record Management Training Seminars
- Assist with Response to Union Grievance
- Work on Dismissal of Labor Management Arbitration Case
- Review/Discuss Consolidation Study Issues and Prepare Letter to Contractor
- Various Personnel Matters
- Prepare Legal Updates for Staff Meetings
- Review Staff Reports and Draft Agenda Items
- Revise Form License for District Use of Private Land
- Monitor Avail Dispute
- Review Advertising Contract
- Work on GRT Sunset Related Matters
- Work on Improved Service Contract Form
- Disclaimer Language for Glossary
- Work on Incidental Use Policy
- Analysis of TRAMS issues

MARKETING/PUBLIC INFORMATION OFFICE

- Completed working with the Finance Department on the Budget Book and delivered it to the printer
- Participated in CommUNITY Day in the Santa Fe Plaza
- Attended the Taos County Commission, Santa Fe BCC and Town of Taos Council meetings where NCRTD Executive Director Mortillaro presented the District Annual Report to the region
- Participated in Oral Presentations for the Transit Advertising RFP and made a final selection of those who submitted proposals
- Attended the opening of the Santa Fe Chamber of Commerce, Bienvenidos visitor’s booth in the Santa Fe Plaza

- Attendance at various NCRTD staff and subcommittee meetings, including Board, Finance and Tribal subcommittees meeting.
- Addressed a variety of employee human resources issues and prepared memorandums to document district actions.
• Held a meeting with Scott Hutton of Hutton Broadcasting to talk about FY18 advertising program
• Delivered a series of schedules and rack cards to the Tourism Santa Fe Plaza office location
• Attended a meeting at RealTime Solutions in Albuquerque to talk about setting up a pay system for the ncrtd.org website
• Designed and submitted a new strip ad for the Santa Fe New Mexican promoting Mountain Trail as year-round route. Also, submitted newly designed ads to the SF Reporter, Taos News, Green Fire Times and the annual Rio Arriba County Fair program
• Issued press releases on TAP Award and Memorial Day holiday schedule
• Issued various rider alerts throughout the month including those related to Memorial Holiday schedule, Red River stop move, Chama route modifications, Taos Pueblo construction related closures, La Cienega road construction and UNM Taos route ceasing operations for summer season
• Began to develop plans for the June Dump the Pump campaign
• Updated the Chama schedule brochure to reflect stop additions and bus stop modifications. Did a ridealong on the route to obtain photos and incorporate into updated brochure
• Provided a series of updates to the NCRTD website throughout the month
• Provided near daily posts and tweets on our Facebook and Twitter pages, as well as Instagram, leading to additional followers and connections to local businesses
• KDCE – 950 AM radio in Espanola, :30 sec radio spot and sponsorship of the 7:30 AM news ran 17 days in May excluding Saturdays and Sundays
• KSWV 810-AM in Santa Fe, :30 sec Mountain Trail spots ran 20 times in May as well as 30 :20 sec promos announcing RTD sponsorship during the 7:30 AM ½ hour
• KTAOS 101.9 FM in Taos, 14 :30 sec radio spots ran each week in May
• One banner ad ran in the Taos News and one in Los Alamos Monitor. One 1/8-page ad ran in the Rio Grande Sun. Ran ad in Taos News summer guide. Ran ad in the LA Monitor summer guide, the summer guide for the Rio Grande Sun and the SF New Mexican Bienvenidos summer guide
• A strip ad ran on the front page of the Locals Section for the New Mexican
• A series of digital ads ran on SantaFe.com, Santa Fe Hometown News, Valley Daily Post and Los Alamos Daily Post
• A ¼ page ad ran in the Santa Fe Reporter’s Annual Manual which has a shelf/newsstand life of six months
• Ads also continued running on the Taos News website as well as Facebook pages in the Taos County area
• Ads ran in the Chama Valley Times and a new ad ran in the Green Fire Times this month

SERVICE DEVELOPMENT

• April 2017 5311 Ridership Report
• ITS AVL/CAD project work including:
  • Continued data entry review and oversight, emphasis on nomenclature standardization
  • Google transit feed submitted and currently under review and testing by google
• TAP FY15- project final closeout underway, awaiting NMDOT reimbursement and official closeout
• TAP FY16- planning and design work continuing for next phase of construction with Wilson & Company; environmental certification process initiated; property landowners notified; utilities work underway
• Tribal NTD reports completion for FY16 ongoing; original reports submitted to NTD for report review, awaiting report year closeout; ongoing efforts with NCRTD Tribal reps to update NTD access
• Ongoing discussions with Adept and StrataGen regarding zone boundaries, ADA buffer zone in Taos, current operational issues; facilitated Operations Staff training
• Participated in weekly project meetings related to future service in Jicarilla; TSV service for upcoming season
• Received NMDOT District 5 approval for new/modified bus stops along the 190 Chama route
• Chaired NPRTPO meeting held at Taos County Administration
• Researched alternative funding sources, identified opportunity
• Participated in Interactive Voice Response (IVR) concall with Avail; system review and stop name pronunciation review process ongoing
• Contributed to consolidation study review process, provided feedback
• Concall with ITS vendors to clarify support and response, action plan created
• Represented NCRTD at Rio Metro Board meeting
• Discussed opportunities to collaborate and potentially provide senior transport within Taos County

OPERATIONS

• Conducted training for Driver’s Academy participants
• Conducted Supervisors Meeting
• Personnel Issues
• Participated in Notice of Contemplated Action meetings
• Submitted three CTAA Scholarship applications to NMDOT
• Conducted New Driver Training for two new drivers
• Conducted Driver II Interviews for Santa Fe, Espanola and Taos
• Conducted Driver Academy Interviews
• Conducted Driver Interviews for JAN route
• Updated Performance measures for FY 2018 Budget for Operations Admin, Operations, Fleet & Facilities Departments
• Spoke with Roots & Wings Director about passengers without a chaperone
• Coordinated travel arrangements for Chama driver while assigned driver is attending training and on vacation
• Met with Val-Comm on Radio improvements
• Met with the City of Santa Fe on the Consolidation Study
• Conference Call with Red Apple Transit on JAN Service
• Scheduled staff to attend NMTA quarterly training
• Submitted a request to NMML for training during July Special Request week
• Discussion of CDL requirements with NM MVD CDL Unit

•Submitted Charter Request applications to various entities requesting special service
• Working with Apollo on new cellular connection for video surveillance
• Issue final notice of action on personnel issues
• Assist with driver route coverage

HUMAN RESOURCES

• Celebrated Birthdays and Anniversaries on Wednesday, May 17, 2017;
• Mother’s Day Hero contest (Winners featured on the Blue Bus Times;
• Above and Beyond Monthly Winners;
• Fun Committee Meeting, May 25, 2017 – Planning Employee Picnic;
• Conducted interviews for Driver Academy Participants;
• Processing new July 1, 2017, Driver Academy Participants;
• Hired two (2) new CDL Drivers for Taos;
• Conducted interviews for JAN Chama/Dulce/Farmington route;
• Processing candidate for JAN Chama/Dulce Farmington route;
• Attended one Union Grievance meeting in Taos on 5/24/2017;
• Five (5) FML certifications;
• Two (2) terminations processed;
• Conducted New Employee Orientation on, Monday, May 8, 2017;
• June Calendar;
• Continued audit of personnel files;
• Two Discipline Actions;
• Attended Pre-Determination Meeting in Taos 5/10/2017;
• One (1) unemployment hearings;
• Attended Jicarilla Apache Nation pre-implementation meetings;
• Attended Northern New Mexico Human Resources Association meeting in Santa Fe;
• FY18 Budget Cost of Hire Analysis;
• Worked with Operations Employees on Performance Pro Evaluation System;
• Processed payroll for pay period ending May 5 and May 19, 2017;
Performance Measures

for

Fiscal Year 2017

April 2017
Performance Measures for Fiscal Year 2016-2017

The performance measures that were developed are designed to provide data that can be evaluated in a logical manner. It allows the District to identify areas in which its performance may need to be improved and to understand the characteristics and factors that impact that performance. In addition, to the extent feasible a peer comparison or a benchmark has been included as available or appropriate. This performance data is important since many times the District’s costs, efficiencies and productivity is not measured against any benchmark or standard or attempts are made to compare it against systems that bear no similarities in mission, complexity or service area. Therefore, the data presented should provide some context in which to assess the District and its efforts to deliver services based upon its mission, goals and objectives.

The report data collected is grouped into 3 areas: Administrative, Fleet and Customer Related:

1. Administrative:
   - A. Ridership, All Funded Routes
   - B. Ridership, NCRTD Operated Routes
   - C. Monthly Expenditures
   - D. Cost Per Mile
   - E. Cost Per Trip

2. Fleet:
   - A. Spare Vehicle Ratio
   - B. Average Vehicle Age
   - C. Percentage of “On-Time” PM / Inspections
   - D. Accidents, Major/Minor Tracking

3. Customer Relations:
   - A. Complaints
   - B. Incidents

The In-state/local comparable is Sandoval/Valencia Counties which are operated by the Rio Metro Regional Transit District. This benchmark/peer entity was chosen since they are within New Mexico and somewhat similar to rural transit service. The FTA benchmarking data used originates from the Rural Transit Fact Book 2014. The data is for 2012 in FTA Region 6, rural providers which includes New Mexico, Texas, Oklahoma, Arkansas and Louisiana.
Performance Measure - Administrative:

Ridership Tracking of All NCRTD Funded Routes

Tracking ridership is the #1 way a public transportation agency can gauge its effectiveness of the service it provides. Ridership data for all routes funded by the NCRTD are collected by City of Santa Fe and Los Alamos County. This data is forwarded and combined with the data from the District’s operated routes. These numbers are then compiled into a monthly ridership report. This measurement tracks the number of one way trips taken on all the routes within the district. This graph shows the NCRTD combined total ridership numbers, and compares them each month, identifying any increases or decreases in the number of monthly trips. This also indicates how well the regional district is continuing to address the issue of accessible mobility by routes that are in areas where there is public demand. Sandoval/Valencia counties are used local/in-state comparison benchmark, as they are similar in service but smaller in size: a two county service of the Rio Metro Transit District.

Ridership All Funded Routes

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<tr>
<td>FY13/14</td>
<td>43,836</td>
<td>49,624</td>
<td>50,295</td>
<td>42,682</td>
<td>45,202</td>
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<tr>
<td>FY14/15</td>
<td>36,784</td>
<td>49,034</td>
<td>46,680</td>
<td>52,575</td>
<td>46,154</td>
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<tr>
<td>FY15/16</td>
<td>44,437</td>
<td>46,976</td>
<td>47,152</td>
<td>52,528</td>
<td>45,373</td>
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</tr>
<tr>
<td>FY16/17</td>
<td>35,825</td>
<td>37,369</td>
<td>34,702</td>
<td>40,393</td>
<td>36,527</td>
<td></td>
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</tbody>
</table>

FY12/13 = 462,173  FY13/14 = 521,843  FY14/15 = 501,936  FY15/16 = 517,684  FY16/17 = 416,027
This ridership data is collected by the NCRTD drivers for all routes operated by the District. This includes 27 flex and commuter routes as well as the demand response and paratransit routes. Totaling the number of one way trips on NCRTD routes, allows staff to evaluate effectiveness and to ensure that the service is reaching areas in the district that have high demand for accessible mobility. Sandoval/Valencia counties were selected as a local/in-state comparison benchmark.

FY2012/2013 = 193,027  FY2013/14 = 209,750  FY2014/15 = 184,320  FY2015/16 = 267,870  FY2016/17 = 239,194
The NCRTD’s Finance Department provides the administrative and operating expenses in a monthly budget status report. It is important to measure the expenditures to maintain a balanced budget, as well as tracking the administrative and operating margins. This data is used in determining the cost per trip and the cost per mile. Tracking the budget and monitoring operational costs allows management to target specific dollar amounts when creating future budgets and requesting federal funding from the NM Department of Transportation.

### Monthly Expenditures FY 16-17

<table>
<thead>
<tr>
<th>Month</th>
<th>Admin</th>
<th>Operating</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>$96,031</td>
<td>$291,021</td>
<td>$387,052</td>
</tr>
<tr>
<td>Aug</td>
<td>$85,397</td>
<td>$274,745</td>
<td>$360,142</td>
</tr>
<tr>
<td>Sept</td>
<td>$121,278</td>
<td>$362,197</td>
<td>$483,475</td>
</tr>
<tr>
<td>Oct</td>
<td>$94,111</td>
<td>$351,334</td>
<td>$445,445</td>
</tr>
<tr>
<td>Nov</td>
<td>$88,557</td>
<td>$254,442</td>
<td>$342,998</td>
</tr>
<tr>
<td>Dec</td>
<td>$109,979</td>
<td>$329,506</td>
<td>$439,485</td>
</tr>
<tr>
<td>Jan</td>
<td>$103,112</td>
<td>$308,086</td>
<td>$411,198</td>
</tr>
<tr>
<td>Feb</td>
<td>$101,588</td>
<td>$278,572</td>
<td>$380,160</td>
</tr>
<tr>
<td>March</td>
<td>$109,831</td>
<td>$370,522</td>
<td>$494,353</td>
</tr>
<tr>
<td>April</td>
<td>$124,001</td>
<td>$323,599</td>
<td>$433,430</td>
</tr>
<tr>
<td>May</td>
<td>$109,831</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>June</td>
<td>$124,001</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>
Operational Cost per Vehicle Mile

Cost per vehicle mile is the total operating costs per month in relation to the total vehicle miles per month traveled on NCRTD routes. The mileage data is logged daily for each route and compiled into a monthly report. Monthly operating costs are obtained from the Monthly Expenditures (chart above) and the number of miles travelled for NCRTD operated routes. As a cost efficiency measure, operating costs per vehicle mile assesses the financial resources needed for the District's route operations. This measurement is a beneficial tool for the planning and operation's departments. The NM Department of Transportation uses this as one of their performance measures in the state-wide transit guide published annually. Additionally this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 funding. This is a management tool to track our cost per mile vs. the amount of budget being spent to operate a particular route as well as collectively for all routes. Sandoval and Valencia counties’ annual average are used as a local/in state comparable benchmark, even though their system is smaller than NCRTD. Data from the 2015 Rural Transit Data Fact Book, specifically FTA's District 6 (our district) annual cost per mile is included as a benchmark. *This Data from 2015 Rural Transit Data Fact Book has been revised for the FY17 year.

*Data Update to reflect the 2013 National Transit Data Base beginning January 2017
Performance Measure - Administrative:

Operating Cost per Trip

When transit data is collected, passengers, riders and rides are counted and referred to as “trips.” One passenger can generate several trips in a day, and these are counted individually. Example, a particular rider may board in Questa (1 trip) and transfer to the Taos to Espanola bus (1 trip) and again transfer to the Santa Fe bus in Espanola (1 trip) for a total of three trips. The cost per trip is computed on a monthly basis by dividing the monthly operating costs from the Monthly Expenditures (chart above), by the total monthly number of trips (ridership). NM Department of Transportation uses this as one of their performance measures to the state-wide transit guide published annually. Additionally this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 funding. This is a management tool to track our cost per trip vs. the amount of budget being spent to operate a particular route as well as collectively for all routes. Sandoval and Valencia counties’ annual average are used as a local/in state comparable benchmark, even though their system is smaller than the NCRTD. Data from the 2015 Rural Transit Data Fact Book, specifically FTA’s District 6 (our district) annual cost per trip is included as a benchmark. *This Data from 2015 Rural Transit Data Fact Book has been revised for the FY17 year (data is from 2013).

*Data Update to reflect the 2013 National Transit Database (NTD) beginning January 2017
Spare Vehicle Ratio/Combined all Vehicles

FTA defines the spare ratio as the percentage of spare vehicles in comparison to the number of vehicles required for annual maximum service. Recommended FTA spare vehicle ratio is 20% for fleets over 51 vehicles. NCRTD’s fleet totals 55 and is exempt from this guideline but it is a good benchmark to keep in place. With an annual maximum service of now 35 and a backup fleet of 20, the backup ratio is 58.82%. This higher number is needed and reasonable due to the variety of passenger seating requirements for specific routes throughout the District. These backup vehicles ensure consistent coverage of all routes when vehicles are off line due to routine maintenance or unexpected breakdowns.
The FTA allows the use of years or mileage to attain usable life. The District uses mileage rather than the year of manufacture because of the large area of the district and the high number of miles traveled on an annual basis. This compares the age of specific kind of vehicles by mileage in accordance to the FTA guidelines. This is useful in fleet replacement planning. The numbers will vary month to month as mileages increase and old vehicles are replaced by new.

**Average Fleet Age**

The performance measure for fleet is shown in the table below.

<table>
<thead>
<tr>
<th>Mileage (in Thousands)</th>
<th>Average Age in Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>105,134</td>
</tr>
<tr>
<td>50,000</td>
<td>100,000</td>
</tr>
<tr>
<td>100,000</td>
<td>142,117</td>
</tr>
<tr>
<td>150,000</td>
<td>137,272</td>
</tr>
<tr>
<td>200,000</td>
<td>150,000</td>
</tr>
<tr>
<td>250,000</td>
<td>128,417</td>
</tr>
<tr>
<td>300,000</td>
<td>350,000</td>
</tr>
<tr>
<td>350,000</td>
<td></td>
</tr>
</tbody>
</table>

**Average Fleet Age in Miles by FTA Category**

The graph shows the average age of vehicles in miles by FTA category.
The federal benchmark for the percentage of “on-time” preventative maintenance (PMs) and inspections for the fleet is 87%. Inspections are required to be conducted within certain mileage timeframe by vehicle manufacturers for the various sizes of vehicles. Manufacturer’s recommended maintenance schedules may range in mileage due to the component makeup of a particular vehicle. The FTA recommends they be conducted within the manufacturer’s recommended maintenance schedule. However, as a sub recipient of NMDOT we are allowed varied standards as approved by NMDOT. With the variety of sizes and component makeup of District vehicles, we have determined and hold to a standard of 6000 mile intervals for the light and medium gasoline powered fleet and 7000 miles for the diesel powered medium-heavy fleet. This ensures frequent safety inspections and PM services at reasonable intervals that result in a more dependable and safer fleet. This data is collected and tracked by the Fleet Maintenance Manager.

### Performance Measure - Fleet:

**Percentage of “On-Time” PM / Inspections**

<table>
<thead>
<tr>
<th>Month</th>
<th>FY 16-17 RTD Maintenance</th>
<th>FTA Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>100</td>
<td>87</td>
</tr>
<tr>
<td>Aug</td>
<td>96</td>
<td>87</td>
</tr>
<tr>
<td>Sept</td>
<td>100</td>
<td>87</td>
</tr>
<tr>
<td>Oct</td>
<td>94</td>
<td>87</td>
</tr>
<tr>
<td>Nov</td>
<td>94</td>
<td>87</td>
</tr>
<tr>
<td>Dec</td>
<td>100</td>
<td>87</td>
</tr>
<tr>
<td>Jan</td>
<td>96</td>
<td>87</td>
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<tr>
<td>Feb</td>
<td>87</td>
<td>87</td>
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<tr>
<td>March</td>
<td>99</td>
<td>87</td>
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<tr>
<td>April</td>
<td>99</td>
<td>87</td>
</tr>
<tr>
<td>May</td>
<td>99</td>
<td>87</td>
</tr>
<tr>
<td>June</td>
<td>99</td>
<td>87</td>
</tr>
</tbody>
</table>
Accidents per Month

Number of Major/Minor Accidents per 113,033 Miles Avg. Driven Monthly

MINOR ACCIDENT DETAIL
*Driver slightly tapped the yard gate causing side window on bus to shatter 04/13/17.

MAJOR ACCIDENT DETAIL
None

Last Minor Accident - April 13, 2017
Miles Driven since last Minor Accident - 61,982

Last Major Accident - March 22, 2017
Miles Driven since last Major Accident - 142,194
This performance tracks monthly the compliments received by the Operations Division of the NCRTD. The compliments are received by Operations and Admin staff. These are categorized by the different positions within Operations, and are recognized with an incentive in the “Above and Beyond” recognition program at the NCRTD. Driver's may use recognition at the time of their evaluation.

1. **Henry Sandoval** received a commendation from a passenger on the Chile Line route who had left his cellphone on the bus. The passenger called the office to report leaving his cellphone on the bus. Between the office staff and the driver, the passenger met up with the bus to recover his cell phone. He also stated Henry is always very nice when he rides the bus.

<table>
<thead>
<tr>
<th>FY 16-17 Number of Commendations</th>
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<tbody>
<tr>
<td>Total</td>
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<tr>
<td>-------</td>
</tr>
<tr>
<td>July</td>
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<tr>
<td>August</td>
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<tr>
<td>Sept</td>
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<td>Oct</td>
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<td>January</td>
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<td>March</td>
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<td>April</td>
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<tr>
<td>May</td>
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<tr>
<td>June</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>
Performance Measure – Customer Relations:

Complaints per Month

This performance tracks monthly the number and type of complaints received by the Operations Division of the NCRTD. The complaints are received by the Operations and Maintenance Manager. These are categorize by the type of complaint, and evaluated as to the seriousness of the complaint and whether or not a course of action needs to be taken, i.e. driver reprimand, driver retraining, vehicle maintenance, etc. This measure is intended to measure the percentage of complaints versus the total ridership for the month. Driver performance can be graded and we can see if more drivers training needs to be scheduled for particular drivers. Customers also have complained about routes, stops, dispatch, bus cleanliness and other various categories.

1. Riverside I – The caller stated an NCRTD bus pulled in front of her at a bus stop almost hitting her car. She also said when she met up with the bus by the OhKay Casino the bus driver honked at her.

The Supervisor checked the video camera on the bus and after review the footage it showed the NCRTD bus had the right away. The other vehicle tried to put out while the bus was at the bus stop and the driver never honked at the car by the OhKay Casino.

2. Taos Chile Line – The caller stated the bus driver would not allow him to ride along the route to see all the stops in the Taos area.

The dispatcher talked with the individual, explained to him that he should let the drivers know he is trying to get familiar with all the bus stops. She suggested he ask the driver for a copy of the route schedule and apologized for his experience riding with the NCRTD.

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>Schedule Issues</th>
<th>Driver Performance</th>
<th>Against other Passengers</th>
<th>Miscellaneous*</th>
<th>Percent VS Ridership</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>5</td>
<td>0</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>0.024%</td>
</tr>
<tr>
<td>August</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0.012%</td>
</tr>
<tr>
<td>Sept</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0.004%</td>
</tr>
<tr>
<td>Oct</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0.004%</td>
</tr>
<tr>
<td>Nov</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0.005%</td>
</tr>
<tr>
<td>Dec</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.000%</td>
</tr>
<tr>
<td>January</td>
<td>3</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>0.011%</td>
</tr>
<tr>
<td>Feb</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0.004%</td>
</tr>
<tr>
<td>March</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0.01%</td>
</tr>
<tr>
<td>April</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0.01%</td>
</tr>
<tr>
<td>May</td>
<td></td>
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<td>June</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>20</td>
<td>0</td>
<td>16</td>
<td>2</td>
<td>2</td>
<td>0.084%</td>
</tr>
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</table>
Performance Measure – Customer Relations:
Customer Incidents

This performance measure calculates the number of customer incidents reported to the Operations and Maintenance Manager on a monthly basis. Customer incidents are any serious occurrence that may have an outcome that could be potentially hazardous to the driver or other passengers. These situations could be anything such as two passengers arguing over something, or a rider threatening a driver, or a non rider harassing a driver for not being on time. It could also be a passenger falling down on the bus, or a passenger stepping in front of the bus as it pulls away from the curb to stop it to get on the bus. This data is collected by the driver writing an incident report and turning it in to the Operations and Maintenance Manager. This is intended to measure the types of situations that arise and how frequently they arise on the various routes of service provided by the NCRTD. This measurement tells us the frequency of incidents versus the number of monthly riders. We can then see if additional training needs to be implemented for the driver to avoid or control incidents that may occur on his route.

1. A passenger became upset with the driver when he realized the driver was not going to stop where he wanted to be dropped off. Got off the bus cussing at the driver.
2. A passenger board the bus at Park N Ride, he seemed like he was high on something so the driver asked him to sit in the seat behind her. The passenger sits on the seat assigned to him then reached over to the seat across him grabbing the person’s hand and began kissing it. The driver asked him to leave the other passengers alone. This passenger began to talk non-sense. Then suddenly he stands up on the bus as the bus was approaching a stop. He began yelling he wanted to get off the bus, then began kicking the front entrance door. The driver opened the door allowing him to get off the bus. As he was getting off the bus he was cussing at the driver.
3. While in route, a driver slammed his brakes due to the car in front of him braking in front of him; causing a passenger who was not wear his seat belts to fly forward hitting the dash with his hand and possibly his face.
4. A passenger was acting in an aggressive manner. He was cussing freely on the bus then began cussing at the driver telling him to change the music that was being played. The driver asked him to have respect and if he couldn’t have respect to get off the bus. The passenger began threatening the driver by saying “you don’t know what I can do to you” and “you don’t know what I have in my bag”. At the next stop the passenger got off the bus cussing at the driver.
<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>Driver-Non Rider</th>
<th>Rider-Rider</th>
<th>Driver-Rider</th>
<th>Non- Rider</th>
<th>Rider</th>
<th>% of Ridership</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>8</td>
<td>2</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>0.038%</td>
</tr>
<tr>
<td>Aug</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0.008%</td>
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<tr>
<td>Sept</td>
<td>8</td>
<td>2</td>
<td>0</td>
<td>5</td>
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<td>0.033%</td>
</tr>
<tr>
<td>Oct</td>
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<td>0</td>
<td>0</td>
<td>2</td>
<td>0.017%</td>
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<tr>
<td>Nov</td>
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<td>1</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>0.02%</td>
</tr>
<tr>
<td>Dec</td>
<td>5</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>3</td>
<td>0</td>
<td>0.02%</td>
</tr>
<tr>
<td>Jan</td>
<td>10</td>
<td>3</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>2</td>
<td>0.04%</td>
</tr>
<tr>
<td>Feb</td>
<td>7</td>
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<td>0</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>0.03%</td>
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<tr>
<td>March</td>
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<td>4</td>
<td>2</td>
<td>4</td>
<td>0.05%</td>
</tr>
<tr>
<td>April</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>3</td>
<td>0.02%</td>
</tr>
<tr>
<td>May</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>68</td>
<td>12</td>
<td>7</td>
<td>22</td>
<td>20</td>
<td></td>
<td>0.028%</td>
</tr>
</tbody>
</table>
PARATRANSIT Performance Measures for Fiscal Year 2017 April 2017
DEMAND RESPONSE / PARATRANSIT
Performance Measures for
Fiscal Year 2017

The performance measures that were developed are designed to provide data that can be evaluated in a logical manner. It allows the District to identify areas in which its performance may need to be improved and to understand the characteristics and factors that impact that performance. In addition, to the extent feasible a peer comparison or a benchmark has been included as available or appropriate. This performance data is important since many times the District’s costs, efficiencies and productivity is not measured against any benchmark or standard or attempts are made to compare it against systems that bear no similarities in mission, complexity or service area. Therefore, the data presented should provide some context in which to assess the District and its efforts to deliver services based upon its mission, goals and objectives.”

The report data collected is grouped into 3 areas: Demand Response Administrative, Paratransit Operations and Customer Relations:

1. Demand Response Administrative:
   A. Ridership, All Demand Response Routes
   B. Ridership, Demand Response Paratransit
   C. Demand Response Operational Cost
   D. Cost Per Mile
   E. Cost Per Trip

2. Paratransit Operations
   A. Cancellations
   B. Late Cancellations
   C. No-Show
   D. On-Time Performance
   E. Trip Length

3. Customer Relations:
   A. Complaints
   B. Incidents

The closest peer comparison is Rio Metro Regional Transit District-Sandoval/Valencia County for 2014. Theirs covers a large area as does NCRTD giving a close comparable to cost per mile. Their percentage of Demand Response trips are 46% of their total ridership, higher than NCRTD’s at 4.7%, showing a considerable spread on the cost per trip. The FTA benchmarking data used originates from the Rural Transit Fact Book 2014. The data is for 2012 in FTA Region 6, rural providers which includes New Mexico, Texas, Oklahoma, Arkansas and Louisiana.
Performance Measure - Administrative:

Ridership Tracking of All Demand Response Routes

This measurement tracks the number of rides (trips) taken each month on all the demand response routes within the district. This graph shows the NCRTD demand response ridership numbers, and compares them each month, identifying any increases or decreases in the number of monthly trips. This also indicates how well the regional district is continuing to address the issue of accessible mobility by routes that are in areas where there is public demand.

FY12/13 = 11,374  FY13/14 = 11,941  FY14/15 = 10,164  FY15/16 = 11,937  FY16/17 = 10,182
Performance Measure - Administrative:

Ridership Tracking of Demand Response / ADA Paratransit Trips

This ridership data represents the number of ADA paratransit trips that occurred each month within the demand response routes. This also includes any ADA eligible trips that occurred on the fixed/flex routes. Please note that this is an incomplete chart at this time; it will be updated as ADA Paratransit ridership can be mined from the historical data.

Ridership Demand Response Paratransit

FY 12/13 = 899  FY 13/14 = 1,539  FY 14/15 = 2,247  FY 15/16 = 3,230  FY 16/17 = 2,736
The NCRTD’s Finance Department provides the administrative and operating expenses in a monthly budget status report. It is important to measure the operational costs to maintain a balanced budget, as well as tracking the administrative and operating margins. This data is used in determining the cost per trip and the cost per mile. The operating budget for demand response is 6.97% of the overall operating budget. Each month’s operating expenditures are calculated at 6.97% to acquire a crude demand response share. That share is then calculated to a percentage of the actual ADA trips for the month to determine a cost for paratransit. This number will be used to calculate cost per mile and cost per trip.

**Monthly Demand Response & ADA Paratransit Operational Cost FY 16-17**
The Paratransit Cost per vehicle mile is the total operating costs per month in relation to the percentage of ADA vehicle miles per month traveled. The mileage data is logged daily for each route and compiled into a monthly report. As a cost efficiency measure, operating costs per vehicle mile assesses the financial resources needed for the District’s demand response paratransit route operations. This measurement is a beneficial tool for the planning and operation’s departments. The NM Department of Transportation uses this as one of their performance measures in the state-wide transit guide published annually. Additionally, this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 and 5310 funding. The peer comparison is Rio Metro Regional Transit District-Sandoval/Valencia County for 2014. Theirs covers a large area as does NCRTD giving a close comparable. Data from the 2015 Rural Transit Data Fact Book with data from 2013 (NTD), specifically FTA’s District 6 (our district) annual cost per trip is included as a benchmark.
The paratransit cost per trip is computed on a monthly basis by dividing the paratransit monthly operating costs from the paratransit cost (chart above), by the total monthly number of trips (ridership). NM Department of Transportation uses this as one of their performance measures to the state-wide transit guide published annually. Additionally this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 and 5310 funding. This is a management tool to track our cost per trip vs. the amount of budget being spent to operate a particular route as well as collectively for all routes. The peer comparison is Rio Metro Regional Transit District-Sandoval/Valencia County for 2014. Theirs covers a large area as does NCRTD giving a close comparable. Data from the 2015 Rural Transit Data Fact Book with data from 2013 (NTD), specifically FTA’s District 6 (our district) annual cost per trip is included as a benchmark.

*Data Update to reflect the 2013 National Transit Data Base beginning January 2017*
Performance Measure – Paratransit Operations:

Cancellations, Late Cancellations and No-Shows

Cancellations, Late Cancellations and No-shows by the paratransit rider are tracked as a performance measure. A late cancellation (cancelled within 2 hours of the scheduled trip) is counted as a No-Show. When a rider has accumulated 3 No-Shows in a 30 day period, he/she may be subject to a 30 day suspension of service.

Cancellations = 12  Late Cancellations = 5  No-shows = 5

On Time Performance and Trip Length tracked for scheduling and driver performance. On-Time performance is considered on-time from 10 minutes before to 20 minutes after the scheduled pickup time for the scheduled ride. This is reflected in the percentages of total trips that were early, late and on time. The performance goal for this measure is to attain 90% On-time.

Early = 33.93%  On Time = 65.85%  Late = .22%

Trip length is measured to determine the average trip length riders are on the bus during their trip as the rides are shared with other rider’s pick up and drop offs. This is considered acceptable when ride time is not longer than twice the time it would take to make the ride on a fixed route bus. The average trip time on comparable fixed routes is 15 minutes.

Average Trip Length Per Client = 22.52 Minutes, 7.7 Miles On Board
Commendations per Month

This performance tracks monthly the number and type of complaints received by the Operations Division of the NCRTD. The complaints are received by the Operations and Maintenance Manager. These are categorized by the type of complaint, and evaluated as to the seriousness of the complaint and whether or not a course of action needs to be taken, i.e. driver reprimand, driver retraining, vehicle maintenance, etc. This measure is intended to measure the percentage of complaints versus the total ridership for the month. Driver performance can be graded and we can see if more drivers training needs to be scheduled for particular drivers. Customers also have complained about routes, stops, dispatch, bus cleanliness and other various categories.

No Commendations for April 2017

<table>
<thead>
<tr>
<th>FY 16-17 Number of Commendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
</tr>
<tr>
<td>July</td>
</tr>
<tr>
<td>August</td>
</tr>
<tr>
<td>Sept</td>
</tr>
<tr>
<td>Oct</td>
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<tr>
<td>Nov</td>
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<td>Dec</td>
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<tr>
<td>January</td>
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<td>Feb</td>
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<tr>
<td>March</td>
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<tr>
<td>April</td>
</tr>
<tr>
<td>May</td>
</tr>
<tr>
<td>June</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>
Performance Measure – Customer Relations:

Complaints per Month

This performance tracks monthly the number and type of complaints received by the Operations Division of the NCRTD. The complaints are received by the Operations and Maintenance Manager. These are categorized by the type of complaint, and evaluated as to the seriousness of the complaint and whether or not a course of action needs to be taken, i.e. driver reprimand, driver retraining, vehicle maintenance, etc. This measure is intended to measure the percentage of complaints versus the total ridership for the month. Driver performance can be graded and we can see if more drivers training needs to be scheduled for particular drivers. Customers also have complained about routes, stops, dispatch, bus cleanliness and other various categories.

No ADA complaints in April 2017

<table>
<thead>
<tr>
<th>FY 16-17 Number of Complaints</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
</tr>
<tr>
<td>July</td>
</tr>
<tr>
<td>August</td>
</tr>
<tr>
<td>Sept</td>
</tr>
<tr>
<td>Oct</td>
</tr>
<tr>
<td>Nov</td>
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<tr>
<td>Dec</td>
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<tr>
<td>January</td>
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<td>Feb</td>
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<tr>
<td>March</td>
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<tr>
<td>April</td>
</tr>
<tr>
<td>May</td>
</tr>
<tr>
<td>June</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>
Customer Incidents

This performance measure calculates the number of customer incidents reported to the Operations and Maintenance Manager on a monthly basis. Customer incidents are any serious occurrence that may have an outcome that could be potentially hazardous to the driver or other passengers. These situations could be anything such as two passengers arguing over something, or a rider threatening a driver, or a non rider harassing a driver for not being on time. It could also be a passenger falling down on the bus, or a passenger stepping in front of the bus as it pulls away from the curb to stop it to get on the bus. This data is collected by the driver writing an incident report and turning it in to the Operations and Maintenance Manager. This is intended to measure the types of situations that arise and how frequently they arise on the various routes of service provided by the NCRTD. This measurement tells us the frequency of incidents versus the number of monthly riders. We can then see if additional training needs to be implemented for the driver to avoid or control incidents that may occur on his route.

<p>| No Incidents for April 2017. |</p>
<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>Driver-Non Rider</th>
<th>Rider-Rider</th>
<th>Driver-Rider</th>
<th>Rider</th>
<th>% of Ridership</th>
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</thead>
<tbody>
<tr>
<td>July</td>
<td>3</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>0.98%</td>
</tr>
<tr>
<td>Aug</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
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<td>4</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>0.99%</td>
</tr>
<tr>
<td>Oct</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0.39%</td>
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<tr>
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<td>Dec</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0.83%</td>
</tr>
<tr>
<td>Jan</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0.34%</td>
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<tr>
<td>Feb</td>
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<td>0</td>
<td>2</td>
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<tr>
<td>March</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0.83%</td>
</tr>
<tr>
<td>April</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>May</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>June</td>
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<tr>
<td>Total</td>
<td>15</td>
<td>1</td>
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NCRTD Monthly Ridership Summary

April 1 through April 30, 2017

Calendar Operating Days

<table>
<thead>
<tr>
<th></th>
<th>This Year</th>
<th></th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jul-16</td>
<td>20</td>
<td>Aug-16</td>
<td>31</td>
<td>Sep-16</td>
<td>30</td>
<td>Oct-16</td>
<td>30</td>
<td>Nov-16</td>
<td>27</td>
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<tr>
<td></td>
<td>Dec-16</td>
<td>31</td>
<td>Jan-17</td>
<td>31</td>
<td>Feb-17</td>
<td>28</td>
<td>Mar-17</td>
<td>31</td>
<td>Apr-17</td>
<td>30</td>
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<tr>
<td></td>
<td>May-17</td>
<td></td>
<td>Jun-17</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Monthly System Totals

<table>
<thead>
<tr>
<th></th>
<th>This Year</th>
<th>Last Year</th>
<th>% Change</th>
<th>This Year</th>
<th>Last Year</th>
<th>Difference</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCRTD Operated</td>
<td>20,829</td>
<td>20,963</td>
<td>-0.64%</td>
<td>239,111</td>
<td>222,261</td>
<td>16,850</td>
<td>7.58%</td>
</tr>
<tr>
<td>NCRTD Funded</td>
<td>17,379</td>
<td>16,292</td>
<td>6.67%</td>
<td>185,332</td>
<td>212,126</td>
<td>-26,794</td>
<td>-12.63%</td>
</tr>
<tr>
<td>All Systems Funded</td>
<td>Total</td>
<td>38,208</td>
<td>37,255</td>
<td>2.56%</td>
<td>424,443</td>
<td>434,387</td>
<td>-9,944</td>
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</tbody>
</table>

Year to Date Totals

System Daily Averages

<table>
<thead>
<tr>
<th></th>
<th>This Year</th>
<th>Last Year</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCRTD Operated</td>
<td>694</td>
<td>998</td>
<td>-30.46%</td>
</tr>
<tr>
<td>NCRTD Funded</td>
<td>579</td>
<td>776</td>
<td>-25.39%</td>
</tr>
<tr>
<td>Systems Total</td>
<td>1273</td>
<td>1774</td>
<td>-28.24%</td>
</tr>
</tbody>
</table>

Total Ridership YTD % Change

<p>| | | | | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>June 16</td>
<td>10.95%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>August 16</td>
<td>-2.84%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>September 16</td>
<td>-2.29%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 16</td>
<td>-3.96%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>November 16</td>
<td>-4.93%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>December 16</td>
<td>-5.80%</td>
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<td></td>
<td></td>
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<tr>
<td>January 17</td>
<td>-5.43%</td>
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<td></td>
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<tr>
<td>February 17</td>
<td>-4.51%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 17</td>
<td>-2.72%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>April 17</td>
<td>-2.29%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>May 17</td>
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<td>June 17</td>
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</tbody>
</table>
Ridership Report

Comparative Ridership NCRTD Funded Routes

<table>
<thead>
<tr>
<th></th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY13-14</td>
<td>31,048</td>
<td>31,690</td>
<td>31,001</td>
<td>27,771</td>
<td>22,577</td>
<td>21,251</td>
<td>23,169</td>
<td>23,491</td>
<td>25,908</td>
<td>24,531</td>
<td>25,909</td>
<td>23,747</td>
</tr>
<tr>
<td>FY15-16</td>
<td>26,067</td>
<td>20,914</td>
<td>29,077</td>
<td>29,566</td>
<td>21,569</td>
<td>18,551</td>
<td>18,369</td>
<td>15,566</td>
<td>16,155</td>
<td>16,292</td>
<td>17,609</td>
<td>19,906</td>
</tr>
<tr>
<td>FY16-17</td>
<td>24,656</td>
<td>23,049</td>
<td>21,877</td>
<td>21,886</td>
<td>15,163</td>
<td>14,476</td>
<td>13,262</td>
<td>14,920</td>
<td>18,664</td>
<td>17,379</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FY12-13 = 269,146 / FY13-14 = 312,093 / FY14-15 = 317,616 / FY15/16 = 249,641 / FY16/17 = 185,332
Comparative Ridership NCRTD Operated Routes Only

FY12-13 = 193,027 / FY13-14 = 209,750 / FY14/15 = 184,320 / FY15/16 = 268,050 / FY16/17 = 239,194

Riverside Route

FY12-13 = 41,470 / FY13-14 = 48,943 / FY14/15 = 45,007 / FY15/16 = 48,279 / FY16/17 = 45,374
Westside Route

FY12-13 = 13,359 / FY13-14 = 15,393 / FY14-15 = 12,864 / FY15-16 = 12,664 / FY16/17 = 11,964

Chama Route

FY12-13 = 3,292 / FY13-14 = 3,834 / FY14/15 = 2,902 / FY15/16 = 4,376 / FY16/17 = 4,239

FY15/16= 124 / FY16/17= 1,189
FY12-13 = 4,876 / FY13-14 = 4,980 / FY14-15 = 3,229 / FY15-16 = 1,777 / FY16-17 = 940

FY12-13 = 25,286 / FY13-14 = 29,643 / FY14-15 = 23,972 / FY15-16 = 21,313 / FY16-17 = 17,096
Espanola to Los Alamos Route

FY12-13 = 1,461 / FY13-14 = 1,685 / FY14-15 = 1,820 / FY15-16 = 1,318 / FY16/17 = 874

Penasco to Taos Route

FY12-13 = 9,189 / FY13-14 = 7,707 / FY14/15 = 6,567 / FY15/16 = 7,368 / FY16/17 = 3,849
### Questa to Taos Route

<table>
<thead>
<tr>
<th>Month</th>
<th>FY13/14</th>
<th>FY14/15</th>
<th>FY15-16</th>
<th>FY16-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td>552</td>
<td>443</td>
<td>574</td>
<td>509</td>
</tr>
<tr>
<td>Aug</td>
<td>665</td>
<td>608</td>
<td>960</td>
<td>1021</td>
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<tr>
<td>Sept</td>
<td>1116</td>
<td>1158</td>
<td>1338</td>
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<tr>
<td>Oct</td>
<td>1371</td>
<td>1230</td>
<td>1358</td>
<td>1625</td>
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<td>Nov</td>
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<tr>
<td>Dec</td>
<td>833</td>
<td>870</td>
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<td>Jun</td>
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FY12-13 = 12,913 / FY13-14 = 10,792 / FY14-15 = 9,794 / FY15-16 = 12,035 / FY16-17 = 13,000

### Red River Route

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<td>Jun</td>
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FY12-13= 10,500 / FY13-14= 10,243 / FY14-15= 9,862 / FY15-16= 12,983 / FY16-17= 10,774

FY12-13 = 7,524 / FY13-14= 10,448 / FY14-15= 9,322 FY15-16= 8,950 / FY16-17= 6,227
Chile Red Line (Taos)

FY14/15 = 236
FY15/16 = 625
FY16/17 = 699

Tres Piedras - Services began on March 18, 2015

FY14/15 = 236
FY15/16 = 625
FY16/17 = 699
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<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
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<th>Mar</th>
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<th>May</th>
<th>Jun</th>
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<td>795</td>
<td>894</td>
<td>638</td>
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<td>520</td>
<td>700</td>
<td>673</td>
<td>611</td>
<td>462</td>
<td>492</td>
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<td>95</td>
<td>107</td>
<td>134</td>
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**Taos Express** - Services began on January 2, 2015

<table>
<thead>
<tr>
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<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
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FY14/15 = 731 FY15/16 = 1,442 / FY16/17 = 1,328
### Taos Ski Valley

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<tr>
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<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
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<th>March</th>
<th>April</th>
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FY15/16 = 6,200 / FY16/17 = 10,208

### UNM Klauer Route

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<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
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<td>194</td>
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<td>331</td>
<td>292</td>
<td>408</td>
<td>235</td>
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<td>FY-14/15</td>
<td>238</td>
<td>334</td>
<td>461</td>
<td>391</td>
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<td>0</td>
</tr>
<tr>
<td>FY 15/16</td>
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<td>146</td>
<td>229</td>
<td>161</td>
<td>112</td>
<td>62</td>
<td>137</td>
<td>276</td>
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<td>247</td>
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<tr>
<td>FY16-17</td>
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<td>146</td>
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<td>178</td>
<td>142</td>
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FY12-13 = 4,504 / FY13-14 = 3,579 / FY14/15 = 1,908 / FY15/16 = 1,691 / FY16/17 = 1,646

**Services resumed on August 17, 2015**
Pojoaque Route has been changed to Pojoaque Dial A Ride effective 03/16/2015.

FY14/15 = 105  FY15/16 = 384  /  FY16/17 = 426

Pojoaque Route has been changed to Pojoaque Dial A Ride effective 03/16/2015.

FY12-13 = 2,035 / FY13-14 = 1,389 / FY14-15 = 1,251 / FY15-16 = 1,093 / FY16/17 = 892
Demand Response Route

FY12-13\textsuperscript{= 7,859} / FY13-14\textsuperscript{= 8,030} / FY14-15\textsuperscript{= 7,397} / FY15-16\textsuperscript{= 6,855} / FY16/17\textsuperscript{= 4,957}

Demand Response Pojoaque Students

FY12-13\textsuperscript{= 3,515} / FY13-14\textsuperscript{= 3,911} / FY14-15\textsuperscript{= 2,695} / FY15-16\textsuperscript{= 2,825} / FY16/17\textsuperscript{= 2,863}
FY15/16 = 1,230 / FY16/17 = 1,470

- DeadHead, 67, 0%
- Espanola, 6714, 25%
- Los Alamos, 117, 0%
- Tribal, 1735, 6%
- Taos, 12224, 45%
- Rio Arriba, 1808, 7%
- Santa Fe County, 4739, 17%
Los Alamos Enhanced


Los Alamos Route 11 formerly route 10

June-Route 10 didn't run due to fire

FY12-13 = 6,792 / FY13-14 = 6,230 / FY14-15 = 6,873 / FY15-16 = 7,117 / FY16/17 = 5,712
Los Alamos Route 2

FY12-13 = 46,008 / FY13-14 = 106,671 / FY14-15 = 98,779 / FY15-16 = 73,954 / FY16/17 = 38,423

Santa Fe Route 2

Santa Fe Route 4

FY12-13= 10,015 / FY13-14= 11,543 / FY14-15= 9,626 / FY15-16= 8,928 / FY16/17= 5,867

Santa Fe Route 22

FY12-13= 10,925 / FY13-14= 10,318 / FY14-15= 7,739 / FY15-16= 6,323 / FY16/17= 6,229
### Santa Fe Pick Up

<table>
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<th>Sept</th>
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<th>Nov</th>
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<th>Jun</th>
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<td>6298</td>
<td>6097</td>
<td>8339</td>
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<td>9979</td>
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<td>4737</td>
<td>7214</td>
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**FY12-13= 80,318 / FY13-14= 76,413 / FY14-15= 86,790 / FY15-16= 76,305 / FY16/17= 67,936**

### Rail Runner Ridership

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<th>Oct</th>
<th>Nov</th>
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<th>March</th>
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<td>26,186</td>
<td>27,842</td>
<td>25,908</td>
<td>25,200</td>
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<td>21,210</td>
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<td>22,959</td>
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<td>26,107</td>
<td>26,469</td>
<td>20,400</td>
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<td>20,965</td>
<td>23,045</td>
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<td>22,019</td>
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Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 2, 2017

Agenda Item - L

**Title:** Review and acceptance of Goals and Objectives for Executive Director for the period of June 2017 – June 2018

**Prepared By:** Anthony J. Mortillaro, Executive Director

**Summary:** The attached document reflects the Goals and Objectives that were developed and reviewed by the Executive Officers and Chairs of the Finance and Tribal Subcommittee at their meeting on June 1, 2017. The following members were anticipated to participate in the process of reviewing this document; Chairman Daniel Barrone, Vice Chairman Joseph Maestas, Secretary/Treasurer Dennis Tim Salazar, and Finance Subcommittee Chair Ed Moreno, and Charlie Dorame, Tribal Subcommittee Chair. Due to the June 1 meeting the FY 2018 Goals and Objectives will be distributed at the Board meeting.

**Background:** The Executive Directors employment agreement requires that annual goals and objectives be developed.

**Recommended Action:** It is recommended that the Board move for acceptance of the attached Goals and Objectives.

**Options/Alternatives:**

1. Take no action; or
2. Adoption of the recommendation of the Executive Committee; or
3. Request that Executive Committee return with additional information to address any Board concerns.

**Fiscal Impact:** None

**Attachments:**
- Performance Goals and Objectives for July 2017 – June 2018
Anthony J. Mortillaro, Executive Director

Performance Goals and Objectives for July 2017 – June 2018

Goals are divided into three categories:

➢ Organizational Goals;
➢ Project and Service Delivery Goals, the activities that will improve transportation for the public; and
➢ Administrative Goals, the actions aimed at maximizing the effectiveness of the District’s internal operations.

Organizational Goals

Goal 1: Maintain the long-range strategic financial and capital plans.

Objectives:

a. Annually update the 10-year long range financial plan for presentation to the Board and adoption.
b. Annually update the 10-year capital investment plan for presentation to the Board and adoption.

Goal 2: Maximize state, federal and local funding.

Objectives:

a. Continue to work with NMDOT and submit funding requests.
b. Continue to seek out new funding from various sources.
c. Continue to work with Tribal Members to apply for funding requests.
d. Continue to work with municipal and county members on funding partnerships opportunities.
e. Continue to work with NMTA on its quest to seek funding for a statewide transit program.

Goal 3: Continue to enhance the visibility of the NCRTD.

Objectives:

a. Maintain updated district informational materials to reflect district initiatives (ongoing).
b. Continue outreach to media outlets (ongoing).
c. Meet individually at least once annually with each member district and present the Districts Annual Report.
d. Continue to implement the strategic marketing plan (based upon funding availability).
e. Maintain transparency through web site enhancements.
Goal 4: GRT Election – Sunset Removal.

Objectives: Commence activities per attached illustrative roadmap in preparation for a November 2018 Election.

Project and Service Delivery Goals

Goal 45: Long Range Strategic Plan.

Objectives:
   a. Continue implementation of Long Range Strategic Plan subject to available funding.

Goal 56: Oversee implementation of the FY15 Capital Investment Plan.

Objectives:
   a. Implement the various capital investments funded in FY 18.

<table>
<thead>
<tr>
<th>Capital Expenditure</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>NMDOT Buyout for 5307 Bus Replacement</td>
<td>$45,000</td>
</tr>
<tr>
<td>5311 Bus replacements (7 units)</td>
<td>$900,000</td>
</tr>
<tr>
<td>5311 C Tribal Buses (2 units)</td>
<td>$213,750</td>
</tr>
<tr>
<td>Commuter Vehicles (3 units)</td>
<td>$51,000</td>
</tr>
<tr>
<td>TAP (Bus Stops Components, Project Design, Management and Construction)</td>
<td>$804,000</td>
</tr>
<tr>
<td>Radio Tower Infrastructure</td>
<td>$30,000</td>
</tr>
<tr>
<td>Taos Facility Improvements (ADA ramp)</td>
<td>$25,000</td>
</tr>
<tr>
<td>Replacement Bus Digital Video Recorders (5)</td>
<td>$25,000</td>
</tr>
<tr>
<td>Taos Facilities Needs Analysis</td>
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<tr>
<td>Server replacement</td>
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<tr>
<td>Fleet Maintenance Software</td>
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</tr>
<tr>
<td>Fleet Maintenance Facility Final Design</td>
<td>$100,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,359,650</strong></td>
</tr>
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</table>

a. —— b. ADA Transition Plan - continue to implement updated milestones for compliance and as funding is available.
<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replacement Admin service vehicle</td>
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</tr>
<tr>
<td>5311 Bus replacements and lease buyout (12 units)</td>
<td>$1,175,332</td>
</tr>
<tr>
<td>5310 Bus replacements (3 units)</td>
<td>$242,553</td>
</tr>
<tr>
<td>Shelters and Stops with solar lighting</td>
<td>$25,000</td>
</tr>
<tr>
<td>Bus stop surface improvements</td>
<td>$10,000</td>
</tr>
<tr>
<td>TAP (Project Management and construction)</td>
<td>$360,000</td>
</tr>
<tr>
<td>Standby Emergency Generator, pad and fencing</td>
<td>$103,000</td>
</tr>
<tr>
<td>Copier</td>
<td>$40,000</td>
</tr>
<tr>
<td>Office Addition</td>
<td>$22,000</td>
</tr>
<tr>
<td>Replacement Bus DVR's (5)</td>
<td>$25,000</td>
</tr>
<tr>
<td>Vehicle Interactive Voice Response</td>
<td>$30,993</td>
</tr>
<tr>
<td>Intelligent Transportation System Improvements Taos Fleet</td>
<td>191,537</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,260,415</strong></td>
</tr>
</tbody>
</table>

**Goal 67: Evaluate various alternative fuels for fleet conversion**

**Goal 6: Evaluate various alternative fuels for fleet conversion**

Objectives:
- Assess performance of CNG and LPG powered buses for alternative fuels assessment.
- Present findings to Board within three months of the end of the twelve-month assessment period.

**Goal 78: Environmental Sustainability Plan**

Objectives:
- Implement the approved sustainability plan as funded and provide Board updates on milestone accomplishments.
Goal 89: NCRTD and City of Santa Fe Consolidation Study

Objectives:
   a. Oversee consultants performing the consolidation study. Prepare RFP for consolidation study.
   b. Submit study to Board and City Council for review and possible action.
   c. Implement adopted recommendation.

Administrative Goals


Objectives:
   a. Ensure Annual Audits are timely.
   b. Continue refinement of financial practices.
   c. Submit Comprehensive Annual Financial Report and Budget for GFOA Award Program.

Goal 110: Fill staff vacancies, initiate transition of assignments and support professional development of all staff.

Objectives:
   a. Fill vacant positions with qualified individuals.
   b. Promote professional development of staff through training, educational coursework and participation in professional associations (ongoing).
   c. Ensure that all driver training continues as appropriate and is inclusive of passenger and employee safety instruction as funding is allocated by the Board.

Goal 11: Collective Bargaining

Objectives:
   a. Conduct FY 17 negotiations and present a revised collective bargaining agreement to the Board for consideration.

Goal 1122: Continue Implementation of Service Excellence Initiative

Objectives:
   a. Continue implementation if Service Excellence initiative and Four Fields of Success Matrixes.

Goal 13: Conduct customer survey and address any identified issues.

Objectives:
Goal 1324: Maintain contemporary policies and procedures.

Objectives:

a. Conduct customer survey
b. Address any identified deficiencies noted for improvement

Goal 1435: Ensure that the Executive Director understands Board members’ and member goals for the organization and meets with non-members and other transit agencies.

Objectives:

a. Meet with each Board member to discuss his or her ideas on goals and objectives for the district as needed.
b. Meet with executive staff from member and non-member entities to review goals and priorities as needed.
c. Attends and participates on the Rio Metro Board of Directors and keeps the NCRTD Board informed.
In order to place Item on election ballot for November
5. County Clerks Office determine date by which Election Ordinances must be adopted
4. Adoption
3. 2 weeks gap
2. Notice of publication
1. Proposes Ordinance to County Board of Commissioners/Councilors

NM 4-37-7

1. Certify Ordinance to Tax and Revenue Department 5 days after election certification
   Post election

Election Day 11-2019
1. Election
2. Post Election
3. Election Results
4. Electiontabulation
5. Report Election
6. Certification of Election (6-9 week)
7. Determination by County Clerks Office
8. Notice of publication

Proposes Ordinance to County Board of Commissioners/Councilors

North Central Regional Transit District - Cross Receipts Transit Tax Election - 2017-2018 (illustrative and subject to change)