Below is a summary of the actions taken by the North Central Regional Transit District’s Board of Directors on the above date. This is not an official transcript of the meeting.

CALL TO ORDER:

A regularly scheduled meeting of the North Central Regional Transit District’s Board of Directors was called to order on the above date at 9:07 am.

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>Town of Edgewood</td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>City of Espanola</td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>Los Alamos County</td>
<td>Councilor Antonio Maggiore</td>
<td></td>
</tr>
<tr>
<td>Pueblo of Nambe</td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>Pueblo of Ohkay Owinge</td>
<td>Christy Van Buren</td>
<td></td>
</tr>
<tr>
<td>Pueblo of Pojoaque</td>
<td></td>
<td>Jeff Montoya</td>
</tr>
<tr>
<td>Rio Arriba County</td>
<td>Commissioner Alex Naranjo</td>
<td></td>
</tr>
<tr>
<td>Pueblo of Santa Clara</td>
<td></td>
<td>Mary Lou Valerio</td>
</tr>
<tr>
<td>City of Santa Fe</td>
<td>Councilor Joseph Maestas</td>
<td></td>
</tr>
<tr>
<td>Santa Fe County</td>
<td></td>
<td>Commissioner Anna Hansen</td>
</tr>
</tbody>
</table>
Pueblo de San Ildefonso | Absent
---|---
Taos County | Absent
Town of Taos | Mayor Dan Barrone
Pueblo of Tesuque | Edward Escudero

**Staff Members Present**
- Mr. Anthony J. Mortillaro, Executive Director
- Ms. Delilah Garcia, Transit Operations and Maintenance Director
- Ms. Stacey McGuire, Transit Planning, Projects and Grants Manager
- Ms. Jackie Trujillo, Executive Assistant
- Mr. Pat Lopez, Interim Finance Director
- Ms. Dora Anaya, Human Resources Director

**Others Present**
- Ms. Elizabeth Martin, Stenographer
- Mr. John Girard, Huitt-Zollars
- Mr. Ray Matthews, Santa Fe County
- Mr. Keith Wilson, Santa Fe Trails
- Mr. Thomas Martinez, Santa Fe Trails
- Mr. Austin Fisher, Rio Grande Sun
- Ms. Carmela Quintana, Senator Tom Udall Office
- Ms. Ceryn Schoel, Senator Tom Udall Office

**APPROVAL OF AGENDA:**

Commissioner Naranjo made a motion to approve the agenda as presented. Councilor Maestas seconded the motion and it passed by a roll call vote (9-0).

**APPROVAL OF MINUTES – July 7, 2017**

Commissioner Hansen made a motion to approve the minutes as presented. Commissioner Naranjo seconded the motion. Minutes approved by a roll call vote (9-0).

**PRESENTATION ITEMS:**

A. Recognition of Town of Edgewood Councilor Chuck Ring’s Service to the North Central Regional Transit District Board of Directors

Councilor Ring was not present at this time.

B. Above and Beyond/Safe Driver Quarterly Awards

Daniel Barrone, Chairman and Anthony J. Mortillaro, Executive Director presented Mr. Daniel Roybal and Mr. Mark Lopez with the 2nd Quarter - Above and Beyond Award.
PUBLIC HEARING:

C. 4th Quarter DFA Financial Report

Public hearing on proposed 4th Quarter DFA Financial Report. There was no public comment on the budget.

[No Action was required on this item]

ACTION ITEMS:

D. Discussion and Consideration of Resolution No. 2017-26 Approving the 4th Quarter Financial Report for FY2017

New Mexico law requires the LGD of the Department of Finance and Administration to make rules and regulations relating to budgets, records, reports, and the disbursement of public monies, including transfers between funds. One of the LGD’s primary responsibilities is to review financial reports of subdivisions of the State in order to detect financial difficulties early and to ensure that each entity maintains financial stability.

Commissioner Naranjo made a motion to approve Resolution No. 2017-26 as presented. Ms. Valerio seconded the motion and it passed by a roll call vote (9-0).

E. Discussion and Review of the Updated Conceptual Design of the Maintenance Facility, Vehicle Wash Bay, and Fueling Station

NCRTD was awarded a §5304 grant through NMDOT in 2010 for Design of a Transit Maintenance Facility. NCRTD issued a Request for Qualifications for Conceptual Design of a Maintenance Facility, Vehicle Wash Bay, and Fueling Station, the evaluation team collectively determined that the most qualified respondent was Huitt-Zollars Inc. A program report was performed by their sub consultant Maintenance Design Group, LLC, Denver, Colorado who specializes in the planning and design of vehicle operations and maintenance facilities and transit centers. In January 2017 Huitt-Zollars was tasked with updated the initial conceptual plan for a phased approach and to adjust the plan for a 7-acre site.

[No action was required on this item]

F. Discussion and Consideration of Memorandum of Agreement (MOA) between NCRTD and City of Bloomfield to Operate Jicarilla Pilot Route Service in City

NCRTD collaborated with Staff from Jicarilla Apache Nation to complete and submit an application through the TTP Discretionary program for operational costs and capital vehicle purchase for future service between Dulce and Farmington and Dulce and Chama (alternating weekday service). For FY16, Jicarilla Apache Nation was awarded $211,197.40 from FTA through its Tribal Transit Program (TTP) Discretionary §5311(c) Program.

The one-year pilot route is scheduled to begin operations October 1, 2017. The City of Bloomfield is located along NM64 and the pilot routing. The City has an existing bus stop located in right-of-way adjacent to the Library and Cultural Center that is not currently in use. The City agrees to
allow the NCRTD to use the aforementioned bus stop in its provision of transit between Dulce and Farmington during the one-year pilot transit route.

**Commissioner Hansen made a motion to approve Memorandum of Agreement (MOA) between NCRTD and City of Bloomfield to Operate Jicarilla Pilot Route Service in City. Commissioner Naranjo seconded the motion and it passed by a roll call vote (9-0).**

**G. Discussion and Consideration of Memorandum of Agreement (MOA) between NCRTD and City of Farmington to operate Jicarilla Pilot Route Service in City**

NCRTD collaborated with Staff from Jicarilla Apache Nation to complete and submit an application through the TTP Discretionary program for operational costs and capital vehicle purchase for future service between Dulce and Farmington and Dulce and Chama (alternating weekday service). For FY16, Jicarilla Apache Nation was awarded $211,197.40 from FTA through its Tribal Transit Program (TTP) Discretionary §5311(c) Program.

The one-year pilot route is scheduled to begin operations October 1, 2017. The City has an existing bus stop located at the Orchard Center right off Main Street in Farmington. The City agrees to allow the NCRTD to use the bus stop in its provision of transit between Dulce and Farmington during the one-year pilot transit route.

**Commissioner Naranjo made a motion to approve Memorandum of Agreement (MOA) between NCRTD and City of Farmington to Operate Jicarilla Pilot Route Service into Farmington and to allow to make changes to the MOA. Commissioner Hansen seconded the motion and it passed by a roll call vote (9-0).**

**H. Discussion and Consideration of Resolution No. 2017-27 Amending the District’s Business Travel and Expenses Policy**

The NCRTD first implemented the District’s Business Travel and Meals Expenses Policy in November of 2011 to give guidance for employees and the Board on what constituted travel and what the District reimburses and does not reimburse. Current changes are to provide clarifications to the changes made on June 2016 to the policy in the following areas; who is covered by the in-radius travel section and establish an in-radius per diem rules regarding which meals are covered and the maximum amount covered.

**Mayor Barrone made a motion to approve Resolution No. 2017-27 as presented. Mr. Montoya seconded the motion and it passed by a roll call vote (9-0).**

**I. Discussion and Consideration of Automatic Clearing House (ACH) Payments over $20,000 from April 1, 2017 thru June 30, 2017**

As of July 2016, the District’s established the ability to pay vendors through the Automatic Clearing House (ACH) system that withdrawals funds from the District’s account and deposits into vendor’s checking accounts with their permission. From March 31, 2017 to June 30, 2017, there were 30 payments made to vendors for more than $20,000 through the ACH process, totaling $2,544,959.96.

**Councilor Maggiore made a motion to accept the Automatic Clearing House (ACH) Payments over $20,000 from April 1, 2017 thru June 30, 2017 as presented. Commissioner Naranjo seconded the motion and it passed by a roll call vote (9-0).**
J. Discussion and Consideration of Investment of District Funds Summary

As of June 30, 2017, the total investment exclusive of interest revenue was $7,175,747. Total earnings from interest total $27,025 since the start of the fiscal year, average rate of return is .66%, highest earned income is 1.00% with Guadalupe CU (12-month term) earning the District a total of $2,473.83 in interest this fiscal year. The current quarter from April through June of 2017 earned a total of $5,040.61 in interest.

Commissioner Naranjo made a motion to accept the Investment Portfolio Report as presented. Councilor Maestas seconded the motion and it passed by a roll call vote (9-0).

DISCUSSION ITEMS:

K. Financial Report for June 2017:

[No action was required on this item.]

L. Finance Subcommittee Report:

Councilor Maggiore and Ms. Van Buren gave a brief overview of the Finance Subcommittee meeting that was held on July 28, 2017. He noted that what was initially presented to the Board was what was covered. Copies of the Minutes from the meeting held on May 26, 2017 were provided to Board Members for review.

[No action was required on this item.]

M. Tribal Subcommittee Report:

There was no report. However, Ms. McGuire noted that a Tribal Subcommittee would be held on September 19, 2017 hosted by Pueblo of Pojoaque.
N. Executive Report and Comments from the Executive Director:
   1) Executive Report for July 2017
   2) Performance Measures for June 2017
   3) Ridership Report for June 2017

Mr. Mortillaro noted that a special Board meeting will be held on August 28, 2017 at 9:00 a.m. at the NCRTD office to discuss the Consolidation Study, later on the same day another meeting will be held at 4:30 p.m. at Santa Fe City Hall with Santa Fe City Council and a Public Meeting at 7:00 p.m. at the Fort March Park which will cover District 1 and District 2.

He went on to state another meeting will be held on August 29, 2017 at 6:00 p.m. at the Genevieve Chavez Community Center.

### NCRTD Monthly Ridership Summary

**June 1, 2017 through June 30, 2017**

#### Calendar Operating Days

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

#### Monthly System Totals

<table>
<thead>
<tr>
<th></th>
<th>This Year</th>
<th>Last Year</th>
<th>% Change</th>
<th>Year to Date Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NCRTD Operated</strong></td>
<td>23,578</td>
<td>23,516</td>
<td>0.26%</td>
<td>284,285</td>
</tr>
<tr>
<td><strong>NCRTD Funded</strong></td>
<td>21,251</td>
<td>19,906</td>
<td>6.76%</td>
<td>227,142</td>
</tr>
<tr>
<td><strong>All Systems Funded Total</strong></td>
<td>44,829</td>
<td>43,422</td>
<td>3.24%</td>
<td>511,427</td>
</tr>
</tbody>
</table>

### MATTERS FROM THE BOARD

There were none.

### MISCELLANEOUS

There were none.

### ADJOURN

The meeting was adjourned.
Commissioner Hansen made a motion to adjourn the meeting. Ms. Valerio seconded the motion and it passed by unanimous voice vote (9-0).

NEXT BOARD MEETING: September 8, 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.