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 9:03 a.m.

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>Councilor Chuck Ring</td>
<td></td>
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<tr>
<td>City of Espanola</td>
<td>Dennis Tim Salazar</td>
<td></td>
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<tr>
<td>Los Alamos County</td>
<td>Councilor Pete Sheehey</td>
<td></td>
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<tr>
<td>Pueblo of Nambe</td>
<td>Lt. Governor Arnold Garcia</td>
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<tr>
<td>Pueblo of Ohkay Owinge</td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>Pueblo of Pojoaque</td>
<td>Elizabeth Duran</td>
<td></td>
</tr>
<tr>
<td>Rio Arriba County</td>
<td>Commissioner Alex Naranjo</td>
<td></td>
</tr>
<tr>
<td>Pueblo of Santa Clara</td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>City of Santa Fe</td>
<td>Councilor Joseph Maestas</td>
<td></td>
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<tr>
<td>Santa Fe County</td>
<td>Commissioner Ed Moreno</td>
<td></td>
</tr>
<tr>
<td>Pueblo de San Ildefonso</td>
<td>Lillian Garcia</td>
<td></td>
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</table>
APPROVAL OF AGENDA:

Commissioner Naranjo made a motion to approve the agenda as presented. Councilor Maestas seconded the motion and it passed by voice vote (11-0).

APPROVAL OF MINUTES – January 13, 2017

Commissioner Fambro made a motion to approve the minutes from January 13, 2017 as presented. Councilor Ring seconded the motion. Minutes approved by voice vote (11-0).

PUBLIC COMMENTS:

There were none.

PRESENTATION ITEMS:

There were none.

ACTION ITEMS FOR APPROVAL/ DISCUSSION:

A. Discussion and Consideration of Adoption of a Resolution No. 2017-06 Amending the Procurement Regulations

Resolution No. 2017-06 amends the existing Procurement Regulations. Changes were made to provide clarification of the application of these regulations and addition and clarification of exemptions. Regulations are updated to use statewide terminology such as changing the "purchasing officer" to a Chief Procurement Officer which is the new State of New Mexico standard term. Corrections and improvements to the code also are intended to address NMDOT...
Councilor Salazar made a motion to approve Resolution No. 2017-06. Commissioner Naranjo seconded the motion and it passed by a roll call vote (11-0).

B. Discussion and Approval of North Central Regional Transit District FY2017 Mid-Year Financial Summary Report

The intent of this review is to apprise the Board of what to expect from FY2017 in relation to actual budgetary performance to date and projected budgetary performance for the remaining time period before engaging in the development of the FY2018 budget. Overall revenues and expenditures will be slightly less than budgeted. Overall the actual revenues of $12,314,499 (less use of fund balance) will be less than projected expenditures of $12,422,473 by $107,974 for FY2017.

Commissioner Fambro made a motion to accept recommendations and endorse review as presented. Councilor Maestas seconded the motion and it passed by a roll call vote (11-0).

C. Discussion and Consideration of Award of Contract – Española Facility Backup Generator Project and Resolution No. 2017-07 Amending the FY2017 Budget

As part of the FY2017 Capital Improvement Plan the NCRTD planned to add a backup generator to the Española Facility due to the power interruptions that occur during the summer and that may occur due to various weather conditions for Jemez Electric Coop members. It was noted Española Facility is the backbone of the District’s communication with the public and when the power is out, the phones stop working, the Intelligent Transportation System (ITS) is unable to be monitored, cooling and heating systems fail and administrative staff are unable to perform most of their daily tasks. Therefore, to ensure uninterrupted District operations and provide for a shelter in place facility due to severe weather emergencies the staff recommends approval and award of a contract to install a backup generator and related facilities.

Councilor Maestas made a motion to approve Resolution No. 2017-07, amending the capital project budget for the Española Facility Backup Generator from $90,000 to $108,000 ($98,233 + 10% Contingency Budget). Commissioner Fambro seconded the motion and it passed by a roll call vote (11-0).

Councilor Maestas made a motion to authorize the Executive Director to execute a contract for $98,233.87 to Omega Contractors for the installation and construction of a backup generator for the Española Facility. Commissioner Fambro seconded the motion and it passed by a roll call vote (11-0).

Councilor Maestas made a motion to provide additional authorization to the Executive Director, if required, to increase the award to Omega Contractors if there are unforeseen construction expenses not to exceed the project budget. Commissioner Naranjo seconded the motion and it passed by a roll call vote (11-0).

D. Discussion and Consideration of Budget Resolution No. 2017-08 Approving a Capital Project Funding Allocations for the Operations Area Remodel
Staff is seeking a Capital Projects reallocation in the FY2017 Budget from completed capital projects with project savings to the Operations Area Remodel project for remodeling the Operations area of the Española administration building to accommodate a 3rd supervisor cubicle, a 3rd dispatch space, and conference room/future office for operations. The initial remodel plans were not modified to reprogram this area due to the costs associated at the time with a change order and budgetary limitations.

Commissioner Naranjo made a motion to approve Resolution 2017-08. Councilor Maestas seconded the motion and it passed by a roll call vote (11-0)

E. Discussion and Approval of Memorandum of Agreement (MOA) between NCRTD and Jicarilla Apache Nation (JAN) for Federal Fiscal Year (FY) 2016 Tribal Transit Program (TTP) Discretionary §5311(c) Funds

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. MOA reflects the agreement made between the two entities and has been approved by both NCRTD and Tribal legal.

Councilor Maestas made a motion to approve agreement as it is necessary to outline and satisfy Federal requirements related to the 5311(c) Discretionary funding and its suballocation from Jicarilla Apache Nation to NCRTD. Commissioner Naranjo seconded the motion and it passed by a roll call vote (11-0)

F. Discussion and Acceptance of Investment of District Funds Summary

- As of December 31, 2016, the total investment exclusive of interest revenue was $8,437,947.
- Total earnings from interest total $16,646 since the start of the fiscal year.
- The average rate of return is up 4 basis points to .50%.
- The highest earned income is 1.00% with Guadalupe CU (12-month term) earning the District a total of $1,237.22 in interest this fiscal year.
- The current quarter from October through December of 2016 earned a total of $8,866 in interest.

Councilor Ring made a motion to discuss and review the information presented in relation to the Investment Portfolio Report and move to accept as presented. Councilor Maestas seconded the motion and it passed by a roll call vote (11-0)

G. Discussion and Acceptance of Automatic Clearing House (ACH) Payments over $20,000 from July 1, 2016 thru December 31, 2016

NCRTD Board passed a resolution in November 2013 to allow for ACH payments to vendors. Since that time, staff has been establishing the District’s 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. As of July 2016, the program was able to commence after months of working out the details with the District’s bank, LANB, about internal controls and assurances to the vendor community. To date, the District has 58 vendors signed up for
ACH payments. Changes to Finance Policy #1 in November 2016 and January 2017 incorporated a quarterly reporting requirement to the Finance Subcommittee and Board to provide oversight and governance of the program.

Councilor Ring made a motion to endorse the Quarterly Automatic Clearing House (ACH) Payments over $20,000 as recommended. Commissioner Naranjo seconded the motion and it passed by a roll call vote (11-0)

DISCUSSION ITEMS:

H. Financial Report for October 2016:

![Overall Revenue/Expenses FY 17](image)

[No action was required on this item.]

I. Finance Subcommittee Report:

The minutes from November 18, 2016 were presented in the Board packet for review.

[No action was required on this item.]

J. Tribal Subcommittee Report:

There were none

[No action was required on this item.]

K. Executive Report and Comments from the Executive Director:

1) Executive Report for January 2017
2) Performance Measures for December 2016
3) Ridership Report for December 2016

Mr. Mortillaro provided the Board with an update on the status of the consolidation study. Mr. Mortillaro provided the Board with information regarding transportation bills submitted by the New Mexico Transit Association.
**MATTERS FROM THE BOARD**

1.) Meeting Rotation Discussion; it was agreed by Board members that all future meetings will be held at the Jim West Building.

**MISCELLANEOUS**

Mr. Mortillaro introduced and welcomed Mr. David Funck as the Districts Fleet and Facilities Manager

**ADJOURN**

The meeting was adjourned.

Commissioner Naranjo made a motion to adjourn the meeting. Commissioner Moreno seconded the motion and it passed by unanimous voice vote (11-0).

**NEXT BOARD MEETING:** March 3, 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.