CALL TO ORDER

ROLL CALL

ITEMS FOR DISCUSSION/RECOMMENDATION

A. Review of Updated Personnel Rules and Regulations
   Sponsor: Dora Anaya, Director of Human Resources and Peter Dwyer, Legal Counsel
   Attachment

B. Review of Revised Financial Report
   Sponsor: Anthony J. Mortillaro, Executive Director and Hector Ordoñez, Finance Director
   Attachment

C. Input for Revised Operating Reports
   Sponsors: Anthony J. Mortillaro, Executive Director and Delilah Garcia, Director of Operations
   Attachment

D. Minutes from April 27, 2018
   Draft Minutes

MATTERS FROM THE SUBCOMMITTEE

ADJOURN

NEXT FINANCE SUBCOMMITTEE MEETING: Friday, June 29, 2018

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.
Memorandum

To: Finance Committee
From: Peter Dwyer, Legal Counsel and Dora Anaya, Human Resources Director
Thru: Anthony J. Mortillaro, Executive Director
Date: April 27, 2018
Re: Personnel Rules Update – 1.10 Dating Restrictions & 1.17 F 9 Employee Responsibilities

Background: The Board has reserved two sections of the Personnel Rules for further consideration and revisions relating to a District dating in the workplace policy. The proposed amendments will provide substantive text for the two reserved sections.

We have also attached the report that provides alternatives for reference and in order to allow further consideration of amendments.

Summary: The two members present at the prior Finance Subcommittee meeting and considering the issue were Secretary/Treasurer/Subcommittee Chair Ed Moreno and Councilor Antonio Maggiore. Both members preferred a hybrid form of "Alternative Three; Restricting Only Supervisor Subordinate Relationships" but incorporating a prohibition from alternative two on employees participating in the procurement process. The preferred reporting alternative was alternative 4; reporting any relationship that might create an appearance of impropriety. The Finance Subcommittees report was included in the May Board packet for the full Board's consideration. The memo to the subcommittee and alternatives discussed are included. E-mail with a link to an article on the issue was also sent to assist in the deliberation process. To date the staff has not received any direction on how to proceed apart from the Finance Subcommittee's previous stated preferences.

Recommended Action: Recommend approval to the full board of the attached Resolution Adopting Amendments to the District's Personnel Rules Regarding Dating

Options/Alternatives: Approve one of the alternatives for notification and regulation of dating relationships in the office-place.

Fiscal Impact: None.

Attachments:
Exhibit A; Personnel Rules from other Entities
Exhibit B; Alternatives for Restricting Dating in the Office-Place
Proposed Resolution Adopting Amendments to the District's Personnel Rules Regarding Dating
Substitute Section 1.10 and 1.17 with proposed text of amendments
Exhibit A
Personnel Rules from other Entities

City of Española–
Rules 3.5 – Employment of Relatives (Nepotism), subsection (C) – If two Employees marry, or become related by marriage or through a domestic partnership, reasonable efforts will be made to ensure that the working relationship is not in conflict with subsection A of this section. If such conflict exists, the affected employees must decide which one will transfer or seek other employment.

Rule 8.2 – Conflict of Interest, Subsection A – Employees should avoid situations that might cause their interests to conflict with the City or might compromise the City’s integrity and reputation.

City of Las Cruces –
Rule 206 – Application Review and Referral, Subsection 3. Nepotism Prohibited. Any supervisor or manager who is in a position to recommend employment or promotion of a relative (be blood, marriage or domestic partnership) shall advise his/her immediate supervisor, and withdraw from the selection process.

Any employee asked to participate in a selection process where a relative (blood, marriage or domestic partnership) shall immediately inform the hiring supervisor of their conflict of interest and withdraw from the selection process.

Rule 611. Employee Ethics Policy, Subsection 3 Improper Gifts, #11 – Avoiding Appearance of Impropriety. City employees are required to accept responsibility for their decisions and the resulting consequences. This includes avoiding even the appearance of impropriety, because appearances affect public confidence. Employees shall not engage in any activity, on or off the job, which reasonably brings into question their impartiality, objectivity, and effective performance of their duties as City Employees.

City of Rio Rancho –

Personnel Rule 1011 – Code of Conduct, Subsection K – Employees shall refrain from the use of force, threats of the use of force, harassing behavior, appearances of impropriety, use of obscene language and inappropriate conduct while engaged in the performance of their job, while representing the City, while wearing City uniforms or driving a City vehicle or where such conduct reflects adversely on the image of the City.

City of Santa Fe –

Rule 4.22 Nepotism –

A. Persons shall not be employed by the City whereby they would be directly supervised by any persons related to them by consanguinity or affinity within the second degree.

B. Definitions:

Consanguinity means related by blood of marriage. 
Affinity means one’s spouse or related through one’s spouse.
The first degree means father, mother, son, daughters.
The second degree means brother, sister, grandfather, grandmother, grandson, granddaughter.

C. The City Manager, Department or Division Director, or any other supervisor may neither immediately supervise nor directly hire relatives as defined above.
D. Supervisors and employee relationships which are in violation of the rule upon its effective date shall be exempt. Hist. 6/26/91

Los Alamos County –

Rule 414 Nepotism, (d) 4 b, c, f– It is the policy of the County to avoid the practice or appearance of nepotism in employment. In all personnel actions, the County shall take such reasonable steps as may be warranted to avoid the appearance of impropriety due to nepotism. Avoidance of the appearance of impropriety shall include but not be limited to the following….

4) Third degree of kinship – Includes:
   • Spouse,
   • Parents / step-parents,
   • Child / step-child,
   • Sibling / step-sibling / half-sibling,
   • Grandparent grandchild,
   • Aunt / uncle,
   • Niece / nephew.

(b) No person shall be hired, promoted, demoted, or transferred to a position which is under the direct or indirect supervision of a relative who is related by blood, adoption, or by marriage to the third degree of kinship except under the situation outlined in the next section (item c).
(c) No employee shall directly supervise employees having a restricted relationship under this Rule. If an indirect supervisor in the chain of command for a relative, then the next supervisor up shall make all such supervisory decisions on employment status, performance appraisals, compensation and promotion.
(f) If as a result of marriage, transfer or promotion, any of the restricted relationships described above should occur, best efforts shall be made to transfer one of the employees concerned without loss of pay or length of service, and with full observance of the individual’s rights.

New Mexico Association of Counties-

Policy that states Board Members cannot date staff members. Nothing about employees dating employees or employees/supervisors.

Santa Fe County –

Rule 6.15 Personal Relationships in the Workplace: Employee Off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception is romantic or sexual relationship between supervisors and subordinates. It is strictly prohibited for an employee in a supervisory position to supervise another employee with who he or she is romantically or sexually involved. A supervisor who becomes sexually or romantically involved with an employee whom he or she supervises must immediately disclose the existence of the relationship to his or her immediate supervisor and the Human Resources Director. One of the employees may be transferred to another position or department, which may result in a reduction in pay. The employee with the more senior position will be considered for transfer first to avoid any perception of retaliation against the less senior employee. If no opportunity for a transfer exist, the senior employee will be required to resign. Failure to resign will result in termination. Failure of an employee to disclose that they are involved in a romantic or sexual relationship with their supervisor or their subordinate shall result in disciplinary action up to and including termination. The provisions of this policy apply regardless of the sexual orientation of the parties involved.
County of Taos –

Rule 2-4 Nepotism, subsection B 4.: In the event an employee becomes an immediate family member as defined herein that violates any of the conditions outlined in this Section, the County will make reasonable efforts to assign job duties so as to minimize problems of supervision. If this is not feasible, attempts will be made to find a suitable vacant position to which one of the employees will be transferred, provided the employee is qualified for that position. If no suitable vacancies exist, the employees involved will be permitted to determine which of them will resign. If the employees cannot make a decision, the County manager will have sole discretion to decide which employee will remain employed.

Rule 2-6 Personal Relationships:
   A. A personal relationship is defined as a consensual, mutually acceptable relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The County reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who occupy positions at any level in the same line of authority that may affect employment decisions. Supervisors are prohibited from dating subordinates and may be disciplined for such actions, up to and including termination of employment.
   B. Interpersonal relationships within the working environment shall be professional at all times. Personal, familial or romantic involvement on the part of an employee with an outside provider of goods or services, or with another employee of the County, may create a potential conflict of interest. Those relationships that impair an employee’s ability to exercise good judgment in the performance of his/her duties for the County are discouraged and may be cause for discipline up to an including termination of employment.
   C. In the event that a supervisor becomes aware of a conflict of interest, created by a consensual relationship, the supervisor shall investigate and take appropriate action pursuant to this policy and Section X. X=Discipline

Town of Taos –

Rule 3.70.110: Employment of Relatives, Subsection C.: Employees who marry or become part of a relative relationship or members of the same household after assuming a position may continue employment as long as there is not:

1. A direct or indirect supervisor/subordinate relationship between the employees: or
2. An actual conflict of interest or appearance of a conflict of interest.
If one of the above situations occurs, the Town will attempt to transfer one of the affected employees to another suitable position within the Town of Taos organization, without loss of pay or seniority to the employee. If an accommodation of this nature is not feasible, the employees will be permitted to determine which of them will resign.

Rule 3.110.040: Conflict of Interest: Employees must disclose promptly any circumstance that might constitute a conflict of interest or appear to be a conflict of interest. If such a situation develops, the employee must immediately notify their Department Director and complete a Town of Taos Disclosure Statement Form.
Exhibit B
RESTRICTIONS ON DATING IN THE OFFICE-PLACE

Alternative One; Statutory Restrictions Only
District Employees are not prohibited from engaging in consensual interpersonal relationships with other District Employees, including romantic relationships and dating, as long as their conduct comports with all statutory ethical requirements for public employees including but not limited to the Governmental Conduct Act.

Alternative Two; Traditional Nepotism Requirements
District Employees shall not supervise or hire or engage in procurement of goods or services with any persons related to them by consanguinity or affinity within the second degree. Consanguinity means related by blood of marriage. Affinity means one’s spouse or related through one’s spouse. The first degree means father, mother, son, daughters. The second degree means brother, sister, grandfather, grandmother, grandson, granddaughter.

Alternative Three; Restricting Only Supervisor-Subordinate Relationships
Employee Off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception is romantic or sexual relationship between supervisors and subordinates. It is strictly prohibited for an employee in a supervisory position to supervise another employee with whom he or she is romantically or sexually involved. A supervisor who becomes sexually or romantically involved with an employee whom he or she supervises must immediately disclose the existence of the relationship to his or her immediate supervisor and the Human Resources Director. One of the employees may be transferred to another position which may result in a reduction in pay. The employee with the more senior position will be considered for transfer first to avoid any perception of retaliation against the less senior employee. If no opportunity for a transfer exist, the senior employee will be required to resign. Failure to resign will result in termination. Failure of an employee to disclose that they are involved in a romantic or sexual relationship with their supervisor or their subordinate shall result in disciplinary action up to and including termination. The provisions of this policy apply regardless of the sexual orientation of the parties involved.

Alternative Four; Restricting Any Relationship that Creates an Actual Conflict of Interest
District Employees are prohibited from dating or interpersonal relationships with all co-workers and any vendor for the District if the relationship would create an actual conflict of interest as measured by the reasonable person standard.

Decisions that create a conflict of interest include:

1. Personnel decisions including hiring, firing, promotion, demotion, transfers, adjustments in pay, performance evaluations and discretionary decisions about the use of leave or work schedule.

2. Procurements from vendors

Alternative Five Restricting Relationships that Create the Appearance of Impropriety
District Employees shall refrain from dating or interpersonal relationships that create the appearance of impropriety as measured by the reasonable person standard. Any conduct that a reasonable person would find improper or unethical, such as a supervisor making decisions about
compensation or performing evaluations of a person that they are dating, shall constitute a violation of these Rules and shall be grounds for action including but not limited to transfer to another position or termination from employment.

**Alternative Six: Prohibiting all Intraoffice Dating**

A personal relationship is defined as a consensual, mutually acceptable relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The District reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who occupy positions at any level in the same line of authority that may affect employment decisions. Supervisors are prohibited from dating subordinates and may be disciplined for such actions, up to and including termination of employment. Interpersonal relationships within the working environment shall be professional at all times. Personal, familial or romantic involvement on the part of an employee with an outside provider of goods or services, or with another employee of the District, may create a potential conflict of interest. Those relationships that impair an employee’s ability to exercise good judgment in the performance of his/her duties for the District are discouraged and may be cause for discipline up to an including termination of employment. In the event that a supervisor becomes aware of a conflict of interest, created by a consensual relationship, the supervisor shall investigate and take appropriate action pursuant to these Rules.

**Alternatives on Reporting:**

1. No reporting required;
2. Reporting required only for potential conflicts of interest;
3. Reporting required only for supervisor dating;
4. Reporting required for any relationship that might create an appearance of impropriety;
5. Reporting required for all intraoffice dating;
6. Reporting and Waiver of Liability required for all intraoffice dating.
North Central Regional Transit District (NCRTD)

Resolution No. 2018---

ADOPTING AMENDMENTS TO THE DISTRICT'S PERSONNEL RULES

WHEREAS, the Board of Directors adopted its existing North Central Regional Transit District Personnel Rules and Regulations on July 12, 2013 by Resolution No. 2013-15; and

WHEREAS, the Board of Directors revised and renamed the North Central Regional Transit District Personnel Rules on November 4, 2016 by Resolution No. 2016-39; and

WHEREAS, the Board of Directors revised and updated the North Central Regional Transit District Personnel Rules on April 6th, 2018 by Resolution No. 2018-11; and

WHEREAS, the Board of Directors reserved for subsequent resolution and amendment two sections of the Personnel Rules at the time that it adopted Resolution No. 2018-11; and

WHEREAS, the Board of Directors now wishes to amend the Personnel Rules by adding text to the two reserved sections; and

WHEREAS, the District Finance Subcommittee has reviewed and discussed the proposed revisions and recommended approval of the revised Rules.

NOW THEREFORE BE IT RESOLVED BY THE NCRTD BOARD THAT the attached amendments to Personnel Rules, Sections 1.10 and 1.17 shall repeal and replace the existing provisions enacted by Resolution 2018-11.

PASSED APPROVED AND ADOPTED this 1st day of June 2018.

________________________
Daniel Barrone, Chair

Approved as to form:

________________________
Peter Dwyer, Counsel
1.10 Dating Restrictions

Dating is defined as a consensual, mutually acceptable relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The District recognizes that dating between co-workers and supervisors occurs frequently in many workplaces. Because relationships outside the workplace can result in adverse consequences in the workplace, such as a hostile work environment, invidious discrimination, Sexual Harassment, Harassment and Retaliation, the District restricts dating among and between Employees as follows.

1. Dating between Supervisors and any employee they supervise is prohibited.

2. Employees dating other District Employees are required to verbally report the situation to a Supervisor if the dating relationship would cause an appearance of impropriety.

3. Employees in a dating relationship with any person who is a vendor selling goods or services to the District or works for a vendor selling goods or services to the District shall be required to report the relationship to the District's Chief Procurement Officer and shall be prohibited from participating in any manner in the procurement.

1.17 Employee Responsibilities

A. It is the duty and responsibility of every employee to be aware of and abide by these Rules along with any additional rules and regulations which may from time to time be promulgated and updated by the District. The District shall provide copies of any new or modified rules, regulations and policies regulating the conduct of employees and their work.

B. It is the responsibility of the employee to perform his/her duties to the best of his/her ability and according to the professional standards set forth in his/her job description and the District Professional Standards and Values.

C. Employees are required to work at the times, places and in the manner prescribed for their work functions by District Supervisors and to arrive and depart from work in timely fashion to ensure the efficient and timely operation of the District’s business. Supervisors are responsible for maintaining attendance and tardiness records on their employees.

D. Standards for Dress and Appearance: The District is a professional organization. All employees must present a professional appearance by wearing attire appropriate for their job classification in order to promote a positive image of the District and its employees and operations. The general public, other agencies and co-workers may form their initial impression of the District's professional credibility solely on employee appearance. Therefore, it is the responsibility of each employee to ensure that the District’s image, appearance and professionalism is preserved through appropriate dress and appearance. This policy is intended to provide general standards on dress and appearance and is not meant to address all situations. There may be differences in some dress standards depending on the nature of the work environment, nature of the work performed, involvement with the public, required uniforms or other circumstances. In General employees shall abide by the following standards:
1. All clothing and accessories should be functional, in good repair, and safe.

2. Employees not required to wear uniforms should wear clothing that is neat and clean, and suitable for business.

3. Employees required to wear uniforms should wear uniforms that are clean, fresh, and mended if necessary. Uniforms bearing a District identification patch may not be worn, unless on duty. Employees shall refrain from drinking, vaping and smoking any products which might reasonably be mistaken for regulated or prohibited drugs and alcohol while in uniform or in District vehicles.

4. Personal hygiene is essential. Therefore, it is necessary that all employees maintain a clean, presentable appearance. Personal hygiene includes bathing/shower, and such other steps as are reasonably necessary to ensure that employees do not offend customers or coworkers due to lack of hygiene.

E. Upon separation from the District, all District issued equipment and property including but not limited to uniforms, identification patches, keys, records, identification cards, passwords, electronic files, and all other information or property of the District must be returned to the District.

F. Employees are required to notify the Human Resources Office of the following actions:
   1. A change of residence or telephone number within ten (10) business days.
   2. A change in domestic partnership, marital status (marriage, divorce, widowed)
   3. A change in number of dependents within fifteen (15) calendar days. New dependents not enrolled in the employee insurance benefits within fifteen (15) calendar days may be enrolled during the next open enrollment period or as otherwise permitted by law.
   4. Any outside employment.
   5. Prescription drug use that may affect or impair performance of job duties.
   6. Violations of law occurring at work or upon District property.
   7. All arrests or detentions of District Employees.
   8. All convictions for driving while impaired or intoxicated whether subject to appeal or not.
   9. Any dating relationship that would create the appearance of impropriety.
   10. All convictions of crimes including traffic violations, misdemeanors and felonies.
   11. Any drug or alcohol use prohibited by these Rules or the District's drug and alcohol policies.
Memorandum

To: Finance Committee
From: Hector E. Ordoñez, Finance Director
Thru: Anthony J. Mortillaro, Executive Director
Date: May 25, 2018
Re: Input for Financial Summary Report

Recommendation:
Discussion only. It is recommended that the Finance Committee provides feedback regarding the modifications made by the Director of Finance to the District’s current Financial Summary Report. The report was updated based on the feedback and recommendations made by the Committee during the March 23, 2018 Finance Committee Meeting.

Attachments:
- Updated Financial Summary Report – May 2018
North Central Regional Transit District  

Statements of Revenue, Expenses and Change in Net Position  

As of March 31, 2018  

FY2018 (July 1, 2017 to June 30, 2018)

<table>
<thead>
<tr>
<th></th>
<th>Actual FY17</th>
<th>Budget FY18</th>
<th>Actual FY18</th>
<th>Inc/(Dec) from Prior Year to Current Year</th>
<th>Year to Date Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross Receipt</td>
<td>$4,930,615</td>
<td>$5,416,875</td>
<td>$5,300,803</td>
<td>$370,188</td>
<td>97.86%</td>
</tr>
<tr>
<td>Fed Grant</td>
<td>1,689,441</td>
<td>2,570,075</td>
<td>1,665,299</td>
<td>(24,142)</td>
<td>64.80%</td>
</tr>
<tr>
<td>State Capital/Outlay</td>
<td>93,000</td>
<td>-</td>
<td>93,000</td>
<td>(93,000)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Local Match</td>
<td>350,000</td>
<td>262,500</td>
<td>350,000</td>
<td>-</td>
<td>133.33%</td>
</tr>
<tr>
<td>Use of Fund Balance</td>
<td>-</td>
<td>842,342</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>5311c/Member Contributions</td>
<td>109,972</td>
<td>454,372</td>
<td>156,752</td>
<td>46,781</td>
<td>34.50%</td>
</tr>
<tr>
<td>Misc Revenues</td>
<td>160,251</td>
<td>220,125</td>
<td>102,270</td>
<td>(57,981)</td>
<td>46.46%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$7,333,279</td>
<td>$9,766,288</td>
<td>$7,575,123</td>
<td>$241,845</td>
<td>77.56%</td>
</tr>
<tr>
<td><strong>Expenses:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>$1,658,707</td>
<td>$2,111,029</td>
<td>$1,933,907</td>
<td>$275,199</td>
<td>91.61%</td>
</tr>
<tr>
<td>Overtime</td>
<td>171,879</td>
<td>106,487</td>
<td>149,100</td>
<td>(22,779)</td>
<td>140.02%</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>821,408</td>
<td>1,051,763</td>
<td>892,608</td>
<td>71,200</td>
<td>84.87%</td>
</tr>
<tr>
<td>Railrunner, SF Trails and Atomic City Transit</td>
<td>2,516,119</td>
<td>3,491,738</td>
<td>2,792,480</td>
<td>276,360</td>
<td>79.97%</td>
</tr>
<tr>
<td>Office</td>
<td>31,262</td>
<td>42,847</td>
<td>26,398</td>
<td>(4,864)</td>
<td>61.61%</td>
</tr>
<tr>
<td>Utilities</td>
<td>58,348</td>
<td>57,893</td>
<td>54,727</td>
<td>(3,620)</td>
<td>94.53%</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>221,888</td>
<td>458,037</td>
<td>222,129</td>
<td>241</td>
<td>48.50%</td>
</tr>
<tr>
<td>Advertising</td>
<td>60,888</td>
<td>89,753</td>
<td>50,684</td>
<td>(10,204)</td>
<td>56.47%</td>
</tr>
<tr>
<td>Equipment &amp; Building</td>
<td>42,633</td>
<td>55,125</td>
<td>34,252</td>
<td>(3,620)</td>
<td>62.14%</td>
</tr>
<tr>
<td>Insurance</td>
<td>82,167</td>
<td>87,233</td>
<td>105,829</td>
<td>23,661</td>
<td>121.32%</td>
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<tr>
<td>Employee Related</td>
<td>6,998</td>
<td>20,213</td>
<td>11,707</td>
<td>4,710</td>
<td>57.92%</td>
</tr>
<tr>
<td>Travel, Meetings, Lodging and Per Diem</td>
<td>53,589</td>
<td>75,536</td>
<td>56,180</td>
<td>2,591</td>
<td>74.38%</td>
</tr>
<tr>
<td>Fuel</td>
<td>271,035</td>
<td>300,000</td>
<td>306,438</td>
<td>35,403</td>
<td>102.15%</td>
</tr>
<tr>
<td>Vehicle Maintenance/Repairs</td>
<td>269,894</td>
<td>286,350</td>
<td>248,433</td>
<td>(21,462)</td>
<td>86.76%</td>
</tr>
<tr>
<td>Capital</td>
<td>1,123,051</td>
<td>1,532,288</td>
<td>443,824</td>
<td>(679,227)</td>
<td>28.96%</td>
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<td><strong>Total Expenses</strong></td>
<td>$7,389,866</td>
<td>$9,766,288</td>
<td>$7,328,696</td>
<td>(61,170)</td>
<td>75.04%</td>
</tr>
<tr>
<td><strong>Change in Net Position</strong></td>
<td>(56,587)</td>
<td>-</td>
<td>$246,427</td>
<td>$303,014</td>
<td>2.52%</td>
</tr>
</tbody>
</table>

Statement of Revenues vs Expenses

5/17/2018 Unaudited financials-For Board and Management purposes/review
North Central Regional Transit District  
Gross Receipts Revenue- By Month  
As of March 31, 2018  
FY2018 (July 1, 2017 to June 30, 2018)

### Budget to Actual FY2018

<table>
<thead>
<tr>
<th></th>
<th>Budget FY18</th>
<th>Actual FY18</th>
<th>Year-to-Date Budget Variance</th>
<th>Actual Revenue % of Monthly Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 17</td>
<td>$636,431</td>
<td>$669,620</td>
<td>$33,189</td>
<td>105.21%</td>
</tr>
<tr>
<td>Aug 17</td>
<td>643,007</td>
<td>658,920</td>
<td>15,913</td>
<td>102.47%</td>
</tr>
<tr>
<td>Sept 17</td>
<td>745,658</td>
<td>881,678</td>
<td>136,020</td>
<td>118.24%</td>
</tr>
<tr>
<td>Oct 17</td>
<td>513,863</td>
<td>559,911</td>
<td>46,048</td>
<td>108.96%</td>
</tr>
<tr>
<td>Nov 17</td>
<td>539,723</td>
<td>621,204</td>
<td>81,481</td>
<td>115.10%</td>
</tr>
<tr>
<td>Dec 17</td>
<td>662,708</td>
<td>682,866</td>
<td>20,158</td>
<td>103.04%</td>
</tr>
<tr>
<td>Jan 18</td>
<td>541,478</td>
<td>655,087</td>
<td>113,609</td>
<td>120.98%</td>
</tr>
<tr>
<td>Feb 18</td>
<td>484,229</td>
<td>571,516</td>
<td>87,287</td>
<td>118.03%</td>
</tr>
<tr>
<td></td>
<td>$4,767,097</td>
<td>$5,300,803</td>
<td>$533,706</td>
<td>111.20%</td>
</tr>
</tbody>
</table>

### Prior Year vs. Current Year FY2018

<table>
<thead>
<tr>
<th></th>
<th>Actual FY17</th>
<th>Actual FY18</th>
<th>(Inc/Dec) from Prior Year to Current Year</th>
<th>% Increase or (decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 17</td>
<td>$738,095</td>
<td>$669,620</td>
<td>$ (68,475)</td>
<td>-9.28%</td>
</tr>
<tr>
<td>Aug 17</td>
<td>569,631</td>
<td>658,920</td>
<td>89,289</td>
<td>15.67%</td>
</tr>
<tr>
<td>Sept 17</td>
<td>822,146</td>
<td>881,678</td>
<td>59,532</td>
<td>7.24%</td>
</tr>
<tr>
<td>Oct 17</td>
<td>535,710</td>
<td>559,911</td>
<td>24,201</td>
<td>4.52%</td>
</tr>
<tr>
<td>Nov 17</td>
<td>528,344</td>
<td>621,204</td>
<td>92,860</td>
<td>17.58%</td>
</tr>
<tr>
<td>Dec 17</td>
<td>619,874</td>
<td>682,866</td>
<td>62,992</td>
<td>10.16%</td>
</tr>
<tr>
<td>Jan 18</td>
<td>607,763</td>
<td>655,087</td>
<td>47,324</td>
<td>7.79%</td>
</tr>
<tr>
<td>Feb 18</td>
<td>509,052</td>
<td>571,516</td>
<td>62,464</td>
<td>12.27%</td>
</tr>
<tr>
<td></td>
<td>$4,930,615</td>
<td>$5,300,803</td>
<td>$370,188</td>
<td>7.51%</td>
</tr>
</tbody>
</table>
### North Central Regional Transit District

Gross Receipts Revenue - By County

As of March 31, 2018

FY2018 (July 1, 2017 to June 30, 2018)

#### LOS ALAMOS COUNTY

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual FY17</td>
<td>$ 220,824</td>
<td>$ 122,791</td>
<td>$ 127,129</td>
<td>$ (93,695)</td>
<td>$ 4,338</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget FY18</td>
<td>$ 32,608</td>
<td>$ 118,427</td>
<td>$ 121,353</td>
<td>$ 88,745</td>
<td>$ 2,926</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actual FY18</td>
<td>$ 293,661</td>
<td>$ 242,003</td>
<td>$ 334,441</td>
<td>$ 40,780</td>
<td>$ 92,438</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inc/(Dec) from Prior Year to Current Year</td>
<td>$ 4,539</td>
<td>$ 4,539</td>
<td>$ 4,539</td>
<td>$ 4,539</td>
<td>$ 4,539</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year-to-Date Budget Variance</td>
<td>$ 12,747</td>
<td>$ 12,747</td>
<td>$ 12,747</td>
<td>$ 12,747</td>
<td>$ 12,747</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual FY17</td>
<td>$ 907,931</td>
<td>$ 854,492</td>
<td>$ 1,135,137</td>
<td>$ 227,206</td>
<td>$ 280,645</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget FY18</td>
<td>$ 57,181</td>
<td>$ 124,148</td>
<td>$ 102,729</td>
<td>$ 80,629</td>
<td>$ 13,662</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actual FY18</td>
<td>$ 156,037</td>
<td>$ 114,227</td>
<td>$ 189,345</td>
<td>$ 33,308</td>
<td>$ 75,118</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5/17/2018 Unaudited financials-For Board and Management purposes/review
## North Central Regional Transit District
### Gross Receipts Revenue- By County
#### As of March 31, 2018
**FY2018 (July 1, 2017 to June 30, 2018)**

**RIO ARRIBA COUNTY**

![Chart showing gross receipts revenue by county from Jul 2017 to Jan 2018.](chart)

<table>
<thead>
<tr>
<th>Month</th>
<th>Actual FY17</th>
<th>Budget FY18</th>
<th>Actual FY18</th>
<th>Inc/(Dec) from Prior Year to Current Year</th>
<th>Year-to-Date Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 2017</td>
<td>$44,103</td>
<td>$50,886</td>
<td>$43,970</td>
<td>($133)</td>
<td>($6,916)</td>
</tr>
<tr>
<td>Aug 2017</td>
<td>44,684</td>
<td>52,520</td>
<td>48,121</td>
<td>3,437</td>
<td>(4,399)</td>
</tr>
<tr>
<td>Sept 2017</td>
<td>47,195</td>
<td>51,873</td>
<td>50,166</td>
<td>2,971</td>
<td>(1,707)</td>
</tr>
<tr>
<td>Oct 2017</td>
<td>37,290</td>
<td>52,793</td>
<td>42,469</td>
<td>5,179</td>
<td>(10,324)</td>
</tr>
<tr>
<td>Nov 2017</td>
<td>41,779</td>
<td>47,329</td>
<td>43,502</td>
<td>1,723</td>
<td>(3,827)</td>
</tr>
<tr>
<td>Dec 2017</td>
<td>50,002</td>
<td>53,535</td>
<td>48,097</td>
<td>(1,905)</td>
<td>(5,438)</td>
</tr>
<tr>
<td>Jan 2018</td>
<td>38,084</td>
<td>43,354</td>
<td>34,905</td>
<td>(3,179)</td>
<td>(8,449)</td>
</tr>
<tr>
<td>Feb 2018</td>
<td>36,835</td>
<td>39,848</td>
<td>35,149</td>
<td>(1,686)</td>
<td>(4,699)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$339,972</strong></td>
<td><strong>$392,138</strong></td>
<td><strong>$346,379</strong></td>
<td><strong>$6,407</strong></td>
<td><strong>($45,759)</strong></td>
</tr>
</tbody>
</table>

*5/17/2018 Unaudited financials-For Board and Management purposes/review*
## North Central Regional Transit District
### Gross Receipts Revenue- By County
#### As of March 31, 2018
##### FY2018 (July 1, 2017 to June 30, 2018)

### SANTA FE COUNTY

![Graph showing Gross Receipts Revenue By County for SANTA FE COUNTY]

<table>
<thead>
<tr>
<th></th>
<th>Actual FY17</th>
<th>Budget FY18</th>
<th>Actual FY18</th>
<th>Inc/(Dec) from Prior Year to Current Year</th>
<th>Year-to-Date Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 2017</td>
<td>$386,389</td>
<td>$381,040</td>
<td>$418,301</td>
<td>$31,912</td>
<td>$37,261</td>
</tr>
<tr>
<td>Aug 2017</td>
<td>399,955</td>
<td>394,680</td>
<td>408,961</td>
<td>9,006</td>
<td>14,281</td>
</tr>
<tr>
<td>Sept 2017</td>
<td>400,606</td>
<td>377,080</td>
<td>415,861</td>
<td>15,245</td>
<td>38,771</td>
</tr>
<tr>
<td>Oct 2017</td>
<td>383,221</td>
<td>365,200</td>
<td>405,811</td>
<td>22,590</td>
<td>40,611</td>
</tr>
<tr>
<td>Nov 2017</td>
<td>362,157</td>
<td>341,000</td>
<td>401,313</td>
<td>39,156</td>
<td>60,313</td>
</tr>
<tr>
<td>Dec 2017</td>
<td>434,403</td>
<td>423,720</td>
<td>443,285</td>
<td>8,882</td>
<td>19,565</td>
</tr>
<tr>
<td>Jan 2018</td>
<td>339,947</td>
<td>318,120</td>
<td>358,636</td>
<td>18,689</td>
<td>40,516</td>
</tr>
<tr>
<td>Feb 2018</td>
<td>318,343</td>
<td>318,120</td>
<td>346,691</td>
<td>28,348</td>
<td>28,571</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,025,021</strong></td>
<td><strong>$2,918,960</strong></td>
<td><strong>$3,198,849</strong></td>
<td><strong>$173,828</strong></td>
<td><strong>$279,889</strong></td>
</tr>
</tbody>
</table>
# North Central Regional Transit District

Gross Receipts Revenue - By County

As of March 31, 2018

FY2018 (July 1, 2017 to June 30, 2018)

## TAOS COUNTY

<table>
<thead>
<tr>
<th></th>
<th>Actual FY17</th>
<th>Budget FY18</th>
<th>Actual FY18</th>
<th>Inc/(Dec) from Prior Year to Current Year</th>
<th>Year-to-Date Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 17</td>
<td>$86,779</td>
<td>$81,714</td>
<td>$80,220</td>
<td>$(6,559)</td>
<td>$(1,494)</td>
</tr>
<tr>
<td>Aug 17</td>
<td>92,384</td>
<td>77,380</td>
<td>80,485</td>
<td>$(11,899)</td>
<td>3,105</td>
</tr>
<tr>
<td>Sept 17</td>
<td>80,684</td>
<td>74,702</td>
<td>81,220</td>
<td>536</td>
<td>6,518</td>
</tr>
<tr>
<td>Oct 17</td>
<td>83,414</td>
<td>72,293</td>
<td>75,307</td>
<td>$(8,107)</td>
<td>3,014</td>
</tr>
<tr>
<td>Nov 17</td>
<td>81,200</td>
<td>63,725</td>
<td>76,273</td>
<td>$(4,927)</td>
<td>12,548</td>
</tr>
<tr>
<td>Dec 17</td>
<td>93,819</td>
<td>96,836</td>
<td>89,205</td>
<td>$(4,614)</td>
<td>$(7,631)</td>
</tr>
<tr>
<td>Jan 18</td>
<td>73,695</td>
<td>65,777</td>
<td>72,201</td>
<td>$(1,494)</td>
<td>6,424</td>
</tr>
<tr>
<td>Feb 18</td>
<td>65,716</td>
<td>69,080</td>
<td>65,528</td>
<td>$(188)</td>
<td>$(3,552)</td>
</tr>
<tr>
<td></td>
<td><strong>$657,691</strong></td>
<td><strong>$601,507</strong></td>
<td><strong>$620,438</strong></td>
<td><strong>$(37,253)</strong></td>
<td><strong>$18,931</strong></td>
</tr>
</tbody>
</table>

As of March 31, 2018

Gross Receipts Revenue - By County

North Central Regional Transit District

FY2018 (July 1, 2017 to June 30, 2018)
### North Central Regional Transit District

**Grant Revenue - By Month**

**As of March 31, 2018**

**FY2018 (July 1, 2017 to June 30, 2018)**

<table>
<thead>
<tr>
<th></th>
<th>Budget FY18</th>
<th>Actual FY18</th>
<th>Year-to-Date Budget Variance</th>
<th>Actual Revenue % of Monthly Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 17</td>
<td>$175,689</td>
<td>$151,082</td>
<td>$(24,607)</td>
<td>85.99%</td>
</tr>
<tr>
<td>Aug 17</td>
<td>$175,689</td>
<td>$161,892</td>
<td>$(13,797)</td>
<td>92.15%</td>
</tr>
<tr>
<td>Sept 17</td>
<td>$175,689</td>
<td>$221,981</td>
<td>$46,292</td>
<td>126.35%</td>
</tr>
<tr>
<td>Oct 17</td>
<td>$175,689</td>
<td>$158,623</td>
<td>$(17,066)</td>
<td>90.29%</td>
</tr>
<tr>
<td>Nov 17</td>
<td>$175,689</td>
<td>$221,981</td>
<td>$(46,292)</td>
<td>126.35%</td>
</tr>
<tr>
<td>Dec 17</td>
<td>$175,689</td>
<td>$183,607</td>
<td>$7,917</td>
<td>104.51%</td>
</tr>
<tr>
<td>Jan 18</td>
<td>$175,689</td>
<td>$209,209</td>
<td>$33,520</td>
<td>119.08%</td>
</tr>
<tr>
<td>Feb 18</td>
<td>$175,689</td>
<td>$176,672</td>
<td>$982</td>
<td>100.56%</td>
</tr>
<tr>
<td>Mar 18</td>
<td>$545,841</td>
<td>$249,922</td>
<td>$(295,919)</td>
<td>45.79%</td>
</tr>
</tbody>
</table>

**Actual FY17**

**Budget to Actual FY2018**

**Prior Year vs. Current Year FY2018**

<table>
<thead>
<tr>
<th></th>
<th>Actual FY17</th>
<th>Actual FY18</th>
<th>Inc/(Dec) from Prior Year to Current Year</th>
<th>Inc/(Dec) from Prior Year to Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 17</td>
<td>$139,339</td>
<td>$151,082</td>
<td>$11,743</td>
<td>8.43%</td>
</tr>
<tr>
<td>Aug 17</td>
<td>$230,674</td>
<td>$161,892</td>
<td>$(68,782)</td>
<td>-29.82%</td>
</tr>
<tr>
<td>Sept 17</td>
<td>$181,682</td>
<td>$221,981</td>
<td>$40,309</td>
<td>22.18%</td>
</tr>
<tr>
<td>Oct 17</td>
<td>$143,530</td>
<td>$158,623</td>
<td>$15,093</td>
<td>10.52%</td>
</tr>
<tr>
<td>Nov 17</td>
<td>$194,959</td>
<td>$152,311</td>
<td>$(42,648)</td>
<td>-21.88%</td>
</tr>
<tr>
<td>Dec 17</td>
<td>$163,722</td>
<td>$183,607</td>
<td>$19,885</td>
<td>12.15%</td>
</tr>
<tr>
<td>Jan 18</td>
<td>$162,360</td>
<td>$209,209</td>
<td>$46,849</td>
<td>28.85%</td>
</tr>
<tr>
<td>Feb 18</td>
<td>$179,777</td>
<td>$176,672</td>
<td>$(3,105)</td>
<td>-1.73%</td>
</tr>
<tr>
<td>Mar 18</td>
<td>$293,398</td>
<td>$249,922</td>
<td>$(43,476)</td>
<td>-14.82%</td>
</tr>
</tbody>
</table>

|                | $1,689,441  | $1,665,299  | $(24,142)                                | -1.43%                                    |
## Operating Expenses FY15 - FY18

<table>
<thead>
<tr>
<th></th>
<th>Actual FY15</th>
<th>Actual FY16</th>
<th>Actual FY17</th>
<th>Budget FY18</th>
<th>Actual FY18</th>
<th>Inc (Dec) 2017 vs Actual</th>
<th>Inc/Dec of Budget vs Actual</th>
<th>Year to Date Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 17</td>
<td>$165,544</td>
<td>$197,494</td>
<td>$344,546</td>
<td>$275,757</td>
<td>$305,477</td>
<td>$39,069</td>
<td>$31,719</td>
<td>111.59%</td>
</tr>
<tr>
<td>Aug 17</td>
<td>538,627</td>
<td>448,110</td>
<td>277,454</td>
<td>499,103</td>
<td>288,854</td>
<td>11,400</td>
<td>(200,249)</td>
<td>59.06%</td>
</tr>
<tr>
<td>Sept 17</td>
<td>415,730</td>
<td>173,284</td>
<td>554,568</td>
<td>442,441</td>
<td>592,554</td>
<td>27,986</td>
<td>140,114</td>
<td>131.67%</td>
</tr>
<tr>
<td>Oct 17</td>
<td>1,168,758</td>
<td>785,951</td>
<td>545,424</td>
<td>967,277</td>
<td>498,698</td>
<td>(46,766)</td>
<td>(468,579)</td>
<td>51.56%</td>
</tr>
<tr>
<td>Nov 17</td>
<td>275,448</td>
<td>579,144</td>
<td>1,031,722</td>
<td>729,796</td>
<td>1,121,952</td>
<td>90,230</td>
<td>392,156</td>
<td>153.73%</td>
</tr>
<tr>
<td>Dec 17</td>
<td>205,224</td>
<td>705,378</td>
<td>530,833</td>
<td>557,677</td>
<td>532,522</td>
<td>1,689</td>
<td>(25,155)</td>
<td>95.49%</td>
</tr>
<tr>
<td>Jan 18</td>
<td>393,437</td>
<td>785,516</td>
<td>1,066,848</td>
<td>868,878</td>
<td>1,077,633</td>
<td>10,785</td>
<td>208,755</td>
<td>124.03%</td>
</tr>
<tr>
<td>Feb 18</td>
<td>753,200</td>
<td>277,216</td>
<td>495,805</td>
<td>590,480</td>
<td>538,627</td>
<td>42,822</td>
<td>(51,853)</td>
<td>91.22%</td>
</tr>
<tr>
<td>Mar 18</td>
<td>811,276</td>
<td>476,098</td>
<td>797,184</td>
<td>102,376</td>
<td>899,560</td>
<td>102,376</td>
<td>105,765</td>
<td>112.84%</td>
</tr>
<tr>
<td></td>
<td>$4,727,244</td>
<td>$4,428,191</td>
<td>$5,387,695</td>
<td>$5,716,594</td>
<td>$5,845,878</td>
<td>$458,183</td>
<td>$129,284</td>
<td>102.26%</td>
</tr>
</tbody>
</table>

## Administration Expenses FY15 - FY18

<table>
<thead>
<tr>
<th></th>
<th>Actual FY15</th>
<th>Actual FY16</th>
<th>Actual FY17</th>
<th>Budget FY18</th>
<th>Actual FY18</th>
<th>Inc (Dec) 2017 vs Actual</th>
<th>Inc/Dec of Budget vs Actual</th>
<th>Year to Date Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 17</td>
<td>$36,996</td>
<td>$76,354</td>
<td>$98,869</td>
<td>$97,683</td>
<td>$99,486</td>
<td>$617</td>
<td>$1,803</td>
<td>101.85%</td>
</tr>
<tr>
<td>Aug 17</td>
<td>65,796</td>
<td>154,434</td>
<td>85,687</td>
<td>140,811</td>
<td>107,481</td>
<td>21,794</td>
<td>(33,330)</td>
<td>76.33%</td>
</tr>
<tr>
<td>Sept 17</td>
<td>79,531</td>
<td>75,888</td>
<td>124,202</td>
<td>128,707</td>
<td>119,392</td>
<td>(4,810)</td>
<td>(9,315)</td>
<td>92.76%</td>
</tr>
<tr>
<td>Oct 17</td>
<td>107,450</td>
<td>114,095</td>
<td>104,670</td>
<td>150,154</td>
<td>108,441</td>
<td>3,771</td>
<td>(41,713)</td>
<td>72.22%</td>
</tr>
<tr>
<td>Nov 17</td>
<td>92,871</td>
<td>72,212</td>
<td>88,556</td>
<td>116,748</td>
<td>92,475</td>
<td>3,919</td>
<td>(24,273)</td>
<td>79.21%</td>
</tr>
<tr>
<td>Dec 17</td>
<td>69,805</td>
<td>88,349</td>
<td>116,300</td>
<td>126,329</td>
<td>103,590</td>
<td>41,055</td>
<td>3,946</td>
<td>102.91%</td>
</tr>
<tr>
<td>Jan 18</td>
<td>82,409</td>
<td>113,515</td>
<td>98,338</td>
<td>135,447</td>
<td>139,333</td>
<td>41,055</td>
<td>5,265</td>
<td>74.49%</td>
</tr>
<tr>
<td>Feb 18</td>
<td>114,696</td>
<td>96,686</td>
<td>102,286</td>
<td>144,379</td>
<td>107,551</td>
<td>5,265</td>
<td>(36,828)</td>
<td>72.22%</td>
</tr>
<tr>
<td>Mar 18</td>
<td>110,596</td>
<td>100,000</td>
<td>124,378</td>
<td>154,186</td>
<td>899,560</td>
<td>359,065</td>
<td>102,376</td>
<td>104.95%</td>
</tr>
<tr>
<td></td>
<td>$760,150</td>
<td>$891,533</td>
<td>$943,286</td>
<td>$1,194,445</td>
<td>$1,039,633</td>
<td>$96,347</td>
<td>(154,812)</td>
<td>87.04%</td>
</tr>
</tbody>
</table>

## Capital Expenses FY15 - FY18

<table>
<thead>
<tr>
<th></th>
<th>Actual FY15</th>
<th>Actual FY16</th>
<th>Actual FY17</th>
<th>Budget FY18</th>
<th>Actual FY18</th>
<th>Inc (Dec) 2017 vs Actual</th>
<th>Inc/Dec of Budget vs Actual</th>
<th>Year to Date Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 17</td>
<td>$23,987</td>
<td>-</td>
<td>$2,947</td>
<td>$15,457</td>
<td>$2,435</td>
<td>(512)</td>
<td>(13,022)</td>
<td>15.75%</td>
</tr>
<tr>
<td>Aug 17</td>
<td>47,975</td>
<td>5,119</td>
<td>119,499</td>
<td>99,046</td>
<td>3,001</td>
<td>(116,498)</td>
<td>(96,045)</td>
<td>3.03%</td>
</tr>
<tr>
<td>Sept 17</td>
<td>47,975</td>
<td>-</td>
<td>151,959</td>
<td>114,736</td>
<td>-</td>
<td>(151,959)</td>
<td>(114,736)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Oct 17</td>
<td>55,184</td>
<td>66,521</td>
<td>41,575</td>
<td>93,701</td>
<td>-</td>
<td>(41,575)</td>
<td>(93,701)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Nov 17</td>
<td>2,194</td>
<td>57,674</td>
<td>22,144</td>
<td>47,064</td>
<td>125,258</td>
<td>103,114</td>
<td>78,194</td>
<td>266.14%</td>
</tr>
<tr>
<td>Dec 17</td>
<td>-</td>
<td>119,892</td>
<td>150,509</td>
<td>155,175</td>
<td>42,500</td>
<td>(108,009)</td>
<td>(112,675)</td>
<td>27.39%</td>
</tr>
<tr>
<td>Jan 18</td>
<td>75,245</td>
<td>127,493</td>
<td>26,864</td>
<td>131,761</td>
<td>147,269</td>
<td>120,405</td>
<td>15,508</td>
<td>111.77%</td>
</tr>
<tr>
<td>Feb 18</td>
<td>54,185</td>
<td>299,738</td>
<td>49,864</td>
<td>231,721</td>
<td>22,522</td>
<td>(27,342)</td>
<td>(209,199)</td>
<td>9.72%</td>
</tr>
<tr>
<td>Mar 18</td>
<td>-</td>
<td>151,205</td>
<td>493,524</td>
<td>369,990</td>
<td>100,200</td>
<td>(393,324)</td>
<td>(269,790)</td>
<td>27.08%</td>
</tr>
<tr>
<td></td>
<td>$306,745</td>
<td>$827,642</td>
<td>$1,058,885</td>
<td>$1,258,651</td>
<td>$443,185</td>
<td>(615,700)</td>
<td>(815,466)</td>
<td>35.21%</td>
</tr>
</tbody>
</table>
Memorandum

To: Finance Committee
From: Delilah D. Garcia, Operations Director
Thru: Anthony J. Mortillaro, Executive Director
Date: May 17, 2018
Re: Input for Operations Monthly Performance Measures and Ridership Reports

Background:

The existing Performance Measures and Ridership Reports have only seen minor cosmetic and formatting changes. However, the performance measure data that is currently being reported has not been updated since they were initially approved by the Finance Subcommittee and Board back in December 2012.

The performance measures that were initially developed were 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 was 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.

Furthermore, the general purpose of the monthly performance measures and ridership report is to provide information to the Board about the operations performance to include, passenger cost per mile, and passenger cost per hour for both the fixed route and Demand/Dial A Ride/Paratransit services. Also, included are monthly ridership per route. Because the report aims to deliver information to our Board of Directors staff is seeking feedback and suggestions from the Finance Subcommittee to improve the report in order to provide information in that is relevant, informational, and easy to read.

Recommendation:

It is recommended that the Finance Committee discuss and provide comments and feedback to staff. The Operations Director will update the report based on the recommendations provided and will present different alternatives to the Finance Committee before implementation at the July 2018 Board of Directors meeting.

Attachments:

• April Performance Measures & Ridership Report
• Sample of Updated Ridership Report.
PARATRANSIT Performance Measures for Fiscal Year 2017 April 2018
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-Shows
   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.
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 = 12,017  FY17/18= 11,734
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 an incomplete chart at this time will be updated as ADA Paratransit ridership can be mined from the historical data.

FY 12/13 = 899  FY13/14 = 1,539  FY 14/15 = 2,247  FY 15/16 = 3,230  FY 16/17 = 3,283  FY 17/18= 2,700
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.
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.
Paratransit Operating Cost per Trip

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-Show

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 = 360    Late Cancellations = 132    No-shows = 86

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 = 53%    On Time = 44.56%    Late = 2.03%

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 = 20.59 Minutes,    7.3 Miles On Board
Performance Measure – Customer Relations:

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 2018

<table>
<thead>
<tr>
<th>FY 17/18 Number of Commendations</th>
</tr>
</thead>
<tbody>
<tr>
<td></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>
</tr>
<tr>
<td>Dec</td>
</tr>
<tr>
<td>January</td>
</tr>
<tr>
<td>Feb</td>
</tr>
<tr>
<td>March</td>
</tr>
<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 Complaints for April 2018

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>Scheduling Issues</th>
<th>Driver Performance</th>
<th>CSR/Dispatch</th>
<th>Miscellaneous*</th>
<th>Percent VS Ridership</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>August</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0.36%</td>
</tr>
<tr>
<td>Sept</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Oct</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0.38%</td>
</tr>
<tr>
<td>Nov</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Dec</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>January</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Feb</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>March</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</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>
<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>
</tr>
<tr>
<td>Total</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0.08%</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.

No Customer Incidents for April 2018

<table>
<thead>
<tr>
<th>Month</th>
<th>Total</th>
<th>Driver-Non Rider</th>
<th>Rider-Rider</th>
<th>Driver-Rider</th>
<th>Rider</th>
<th>% of Ridership</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Aug</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0.36%</td>
</tr>
<tr>
<td>Sept</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Oct</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>1.15%</td>
</tr>
<tr>
<td>Nov</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Dec</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Jan</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Feb</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>March</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</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>
<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>
</tr>
<tr>
<td>Total</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>3</td>
<td>0.17%</td>
</tr>
</tbody>
</table>
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.
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 Tracking of NCRTD Operated Routes

This ridership data is collected by the NCRTD drivers for all routes operated by the District. This includes 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.

FY12/13 = 193,027  FY13/14 = 209,750  FY14/15 = 184,320  FY15/16 = 267,870  FY16/17 = 284,285 / FY17/18 = 239,396
Monthly Expenditures for Administrative and Operating

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.
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
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 54 and is exempt from this guideline but it is a good benchmark to keep in place. With an annual maximum service of now 37 and a backup fleet of 17, the backup ratio is 45.95%. 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.

Spare Vehicle Ratio/Combined All Vehicles

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<td>Spare Vehicles</td>
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<td>Spare Ratio</td>
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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.
Percentage of “On-Time” PM / Inspections

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.
Accidents per Month

This measurement shows us how many accidents occur within a month and to what frequency they occur. These are logged as minor or major accidents. A minor accident for example, is one where a driver hits a stationary object while backing but there is minimal damage. A major accident is one where there may be significant damage and/or injury, and a FTA Post accident drug screen is required. All accidents are reported to the Operations and Maintenance Manager to decide on what corrective action needs to be taken. There are established internal reporting and follow up procedures. All accidents, major or minor, are investigated and documented, and dealt with accordingly by the operations management team. As a result, disciplinary measures and/or driver re-training may be required by the outcome of the investigation.

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

MINOR ACCIDENT DETAIL
*4/13/18 Gate swung opened hitting side of the bus.
4/16/18 Rear bumper was bent while driver tried to access a side road.

MAJOR ACCIDENT DETAIL
*4/18/18 Driver side-swiped another vehicle when trying to go around the other vehicle.
4/27/18 Driver rear-ended another vehicle.

Last Minor Accident - April 16, 2018
Miles Driven since last Minor Accident - 51,044

Last Major Accident - April 27, 2018
Miles Driven since last Major Accident - 10,938
Performance Measure – Customer Relations:
Commendations per Month

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.

Rodney / Joe were commended for the service they provided to an individual who rides the Chama bus into Espanola for Dialysis treatment three (3) times a week. She is very thankful and appreciates the assistance she receives from the drivers.

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<th>FY 17/18 Number of Commendations</th>
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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. An email was sent from a complainant that a driver and supervisor did not allow service to this individual at a designated stop.  
   A Supervisor spoke with the individual problem was resolved.

2. Caller expressed she felt uncomfortable with a driver who would stare and make advances at her.  
   Actions were taken, driver is no longer employed with the NCRTD.

3. Caller stated the driver was parked at a different location and never stopped at the RTD sign.  
   Supervisor looked at the AVAIL system, it shows the driver is on time and picked up passengers at the specific stop.

4. Caller stated the driver saw her outside hanging something but left her.  
   Supervisor talked with the driver and checked the AVAIL system. The driver explained to the supervisor she was there at the time requested. The driver waited 6 minutes for the passenger to board the bus, no attempt was made, so the driver left. The supervisor called the passenger to address the issue but there was no answer. He left a message with his name and phone number for a call back, no calls have been returned.

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<th>FY 17/18 Number of Complaints</th>
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<td>Total</td>
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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 driver refused service to a passenger whom he had problems with the prior week for disorderly conduct. The driver gave the individual the supervisor’s name and phone number and told him to call the supervisor. The individual became very upset, took the supervisor’s name and phone number and stood in front of the bus to call the supervisor. The driver asked the individual to move away from the front of the bus so he could proceed with the route. The individual finally moved away from the front to the bus, allowing the driver to leave the stop.

2. A passenger boarded the bus appearing visibly weak. On the route the driver noticed the passenger had fallen asleep but quickly woke up grabbing at his chest. The Driver called dispatch requesting an Ambulance meet the bus at the next designated stop. The passenger was transported by ambulance to the hospital.

3. A driver refused service to a passenger due to intoxication.

4. A vehicle in front of an NCRTD bus lifted a piece of debris with its tires causing it to fly up and hit the front hood of the bus causing a dent on the hood.

5. A driver entered the wrong run # when beginning the route, thus causing some confusion. When he reached the stop where he was to begin the route the passengers were very upset. The driver got nervous when the passengers began yelling at him, he immediately took off without making sure everyone was seated before driving away causing a passenger to fall.

6. While in route to drop off a passenger the driver passed the stop. She quickly pulled over to the opposite side of the road and dropped the passenger off there. The driver claimed there was not enough room to pull into the passenger’s yard to drop her off.

7. A Dial-A-Rider passenger called to make reservations for another person who would be riding with him. When dispatch asked for the individual’s last name was he was not able to give the last name to dispatch. The dispatcher explained to him the last name was necessary to schedule a ride. He began to use foul language towards the dispatcher. The dispatcher did explain to him she did not appreciate the foul language he was using and suggested he stop talking to her in that manner, the caller continued. The dispatcher hung up on the caller.
<table>
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<tr>
<th></th>
<th>FY 17/18 Number of Incidents</th>
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<td>Driver-Non Rider</td>
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<td>June</td>
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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 at 9:00 a.m., operating as a ‘sub’ subcommittee due to attendance.

ITEMS FOR DISCUSSION/RECOMMENDATION

Review of Draft Fiscal Year 2019 Preliminary Budget
Sponsor: Anthony J. Mortillaro, Executive Director and Hector Ordoñez, Finance Director

Anthony Mortillaro began by asking the 2-member committee if they want to proceed with a full review, or simply focus on specific areas of the budget. Both Antonio Maggiore and Ed Moreno agreed to proceed with a full review in order to prepare NCRTD for questions that may arise at the May Board Meeting.
Anthony Mortillaro proceeded by explaining the Board Message in the packet is the basis of the budget. The Board sets the direction of the budget through adopted financial policies.

The Long Term Strategic Plan, adopted in 2011, forms the basis and goals for NCRTD.

The Long Range 20 year Plan incorporates funding for goals and objectives and relies on new funding in order to be operational to the extent that resources allow.

We looked at the economy in the 4-county region, for the most part, New Mexico is pretty flat. Info from UNM Bureau of Business and Economic Research states that the decline in oil is somewhat in recovery which helps the state overall, but there is no major diversification from this source of revenue in the state as a result. We’re still dependent on it.

Ed Moreno offered that oil is more difficult and controversial to extract.

Anthony Mortillaro agreed and continued, unemployment is at 6% overall, 4.1% nationally. Presbyterian Hospital has been constructed and is currently hiring, but we are not aware of any other new construction.

There has been an increase in GRT spending in the Santa Fe County region. Los Alamos County, the question is, who is going to operate the lab?

Antonio Maggiore offered that there are some housing projects happening now and near future, new revenue is starting to occur.

Regarding Taos and Rio Arriba Counties, there is no new major activity there.

The Questa mine cleanup is ongoing.

Taos Ski Valley, there is some additional spending, not as much as compared to prior years.

All in all, no major changes.

Further, we projected conservatively in terms of including GRT revenue; some of what we’ve seen are one-time projects and it’s difficult to see how they contribute, the economy is lackluster.

Ed Moreno reminded us of the new Tesuque casino.

Anthony Mortillaro stated that the GRT doesn’t come to us as it’s on Indian property, however there will be a spike in spending.

Ed Moreno offered that economic projections for Santa Fe comfortably focus on where opportunities lie. A 6-figure federal grant was received for an addition to a low-income housing development.

Antonio Maggiore stated that Los Alamos County recently approved a plat for a development in White Rock for 160 homes going for $350-450K. Affordable rentals will be available at the Old Lasso site. Los Alamos is trying to find a way to do some deed-restricted projects as well.
Revenue, Sources, and Projections, Pat Lopez, Financial Analyst

Referring to page 28:
NCRTD is budgeting $13,227,306 for FY19
The FY18 Operating Budget = $13,021,717
Total revenue stands at $205,000, an increase of 1.6%

Referring to page 40:
GRT tax revenues, revenue by county:
Santa Fe County. $4.5 million budgeted for FY19; projecting $4.7M generated resulting in a 2.2% increase.
Rio Arriba County. $530,000 budgeted for FY19; projecting $529,000 generated resulting in a 7.8% decrease.
Taos County. $900,000 budgeted for FY19; projecting $926,769 generated resulting in a .08% increase.
LA county. $1.4 million budgeted for FY19; projecting $1,599,844 generated. The Governor vetoed Senate Bill 17. LANL is not exempt from GRT. We’re uncertain if LANL will be private or non-private but will continue business as usual. If the Lab becomes non-private, we might have to issue a budget reduction.

Anthony Mortillaro added that there will be no capital spending on project that are not federally funded until we know what’s next for LANL. We will honor the 1st and 2nd quarter reimbursements, will regroup when the Lab changes occur and gingerly move forward.

Pat Lopez referenced page 28, Federal Grants
NCRTD is requesting $3,459,000 for FY19. The Operating Budget is at $3,426,000, as follows:
5311 Federal Funding - requesting $2.5M for Administration, Operations, and Capital Outlay
NCRTD hasn’t received the FY19 award yet, perhaps in early May.

Other grants:
Transportation Alternative Program funding, for ADA transition - requesting $102,528 for design; NCRTD appropriated $1 million for FY19 construction.

5304 funding – NCRTD is submitting through State of New Mexico in order to update our 5yr service plan that was last updated in 2013 and is due every 5 years. We receive a grant to do this.

5339B – NCRTD received $3.6 million for design and construction of a new maintenance facility. The FY19 Budget is $507,493 for design only. The federal share is 60%; the actual cost is estimated at $634000. The balance comes from our cash reserves and match requirement of 40%. Total cost will be approx. $6.2million.

5307 – For urban areas, including Operations and Capital, we are hoping to get $159,000 in federal funds.

Tribal Transit Grants in FY18 had a $470,000 operating budget that was reduced to $282,626 due to Jicarilla Apache Nation grant was one-time only. Also, we will carry over a purchased vehicle from Tesuque for $97,000.
**Member local match**

Budgeted $134,964 which has remained the same.

Rail Runner contribution is at $15,000 for the Santa Fe Trails run.

Santa Fe and Santa Fe County contribute $25,000 each.

Taos Ski Valley contributes $67,114.

Los Alamos contributes $350,000. This amount is also budgeted by Los Alamos.

**State Capital Outlay Appropriation**

$195,000 was received after being signed by the Governor to purchase 2 buses.

**Investments**

- $30,000 is budgeted and projections are in line with this request.
- Auction vehicles budgeted at $60,000, the budget request is $40,000.
- Advertising sales budgeted at $31,000, the budget request is $25,000.
- Insurance proceeds are budgeted at $30,000, the budget request is $25,000.
- Miscellaneous revenue, the “Fun Committee” is budgeted at $600.
- Fares in FY18 were budgeted for $42,500. FY19 requires the same as the projections are lower due to Santa Fe Trails had no snow.
- Debt proceeds are budgeted at $100,000, due to a $3.6 million grant that will not be used in FY19.

Anthony Mortillaro added that we don’t show the amount coming in due to our efforts to push the award of final design in December 2018, so we can focus on the election. We may borrow $2.6 million to complete the project in January 2019 once sunset is removed. We will seek authorization from the Board for loan and reimbursement from debt proceeds. Actual debt repayments will reflect in long range projections.

Pat Lopez continued -

Cash balance is budgeted for $1.3 million from cash reserves to cover the following:

- Operating costs
- New service enhancements for new routes over 3 year period
- Capital outlay, including match money and capital projects

Anthony Mortillaro stated that this reflects our conservative approach to budgeting and projecting revenues conservatively. NCRTD knows that historically, revenue comes in greater and the full reserve amount is never used. The money stays in the reserves and doesn’t get spent. Provided the Lab doesn’t go nonprofit, it should be the same in Fiscal Year19.

**Expenditures Summary**

Anthony Mortillaro reports that the summary has to do with general operating expenditures such as personnel, salary, benefits, and day to day operating costs.

We came in at .08% below this year for the following reasons:

- Salaries and benefits were recalculated. Some employees aren’t taking the family health coverage.
• One-time projects and contractual services have been completed, but offset by a 4% increase in state system health benefits. NCRTD has a 80/20 sharing.
• CDA compensation has increased by 2.7%.
• General non-represented employee compensation is 16% of total workforce rewarded by a performance matrix that is proposed to be budgeted.

The bigger cost is on the Operations side: bus service, operators making up 84% of employees. Increases include software purchases, annual cost for maintenance and upgrades, and monthly licensing fees.

Staff is keeping the budget flat, the bulk of the increase is on the capital side at $205,000, equal to 1.5%.

Hector Ordoñez added that budgets went down despite the additional costs of software. We’re improving our processes and becoming more efficient, a good example is the acquisition of the run-cutting and time keeping software and seeing immediate savings. For instance, we realized savings of $3,000 in overtime in just one pay period, multiplied by 26 pay periods, it has more than paid for itself. Most of our increases are from prior years. Departments are relatively flat.

**Administration budget – Anthony Mortillaro**
Administration includes the office, legal, monthly contractual services (like IT which includes software upgrades, wifi system, voiceover IP telephone system), with minimal increases. Overall, the budget is down from last year due to the Taos Facility Master Plan Study, a one-time expense. Further, all salaries and benefits were updated with a 3% increase, a 4% adjustment with benefits, the lobbyist, a customer service training consultant, GRT election services, and Carl Boaz stenographer.

Polling and Public Education are built-in as last year.

Transit consulting for specialized work is built into the budget as well.

There is an increase in APTA dues as operating budget increases.

NMTA dues.

SWTA dues.

$1,000 is budgeted for furniture, specifically, shelves for archiving.

Computers – we see an increase of $2,600 for replacements. Our general practice is that once it’s out of warranty, we target it for replacement depending on how the pc is being used.

**PIO budget, Jim Nagle, Public Information Officer**

Referring to page 32, marketing and public relations.

Overall, down $9,700.

Other Operating Expenditures - No line item has gone up, but rather down due to current year. Took out ad in Guest Life magazine, a handsome publication, for $3,000 which has a wide
distribution. It’s a half page ad and editorial. We might do it again in the future if we find it’s worth it.

The PIO budget has built-in money due to the Jicarilla launch.

Advertising in the Chama Valley Times remains. Also, The Jicarilla and a radio station in Dulce.

Printing is down $2,000 due to schedules being printed last year and it was overshot so we brought it down to where it should be.

A Marketing and PR firm has been retained to conduct a Public Education Campaign for presentations to the county commissions and Los Alamos.

Advertising has not been cut back.

Antonio Maggiore suggests that while it’s a good idea, it’s best done after the primaries, late June or early July.

Anthony Mortillaro added that the GRT election coming up and we are not going to do mailers but reach out through the media, Twitter, electronic means, talking to council members in order to get the campaign message out.

Finance, Hector Ordoñez, Finance Director
Finance requests an operating budget of $387,527, a $6,006 decrease from prior year due to collaborative efforts between the finance department and the Executive Director, looking for ways to improve the customer service level while maintaining a relatively flat budget. The following increases in line items were covered by decreases in others.

Increases in salaries and benefits, contractual services, operating expenditures, new timekeeping system, financial software user licenses, online auction fees (that we were not aware of), were offset by decreases in printing costs $2K, some LANB bank charges eliminated, reassessing the training budget and mileage reimbursement, etc.

Other fluctuation have to do with the fact that some expenses/line items have been reclassified.

HR, Dora Anaya, Human Resources Director
The Human Resources budget went up $10,000 due to contractual services for a Compensation and Classification study that must be done every 3 years. It is a study of wages based on a point system that examines each position and its respective pay range that also allows us to prepare for negotiations that are due in June.

Otherwise, the budget is flat.

The department went from $3,000 to $5,000, increased for employee motivation.

The Tuition Reimbursement Program is included in the budget which brings it up by $5,000.
**Planning, Projects, and Grants, Stacey McGuire, Manager**

A relatively flat budget, the department requests $234,000.

The biggest increase is for hardware and Remix scheduling software of which a portion comes from this budget and some from Operations.

There is also a slight increase in internet service and advertising is up a bit due to RFPs and legal notices that were pulled from the PIO budget as it’s relative to this department.

GIS membership, training, and registration is up a bit to support the Projects team.

Antonio Maggiore asks what is the total annual Remix cost?

Stacey McGuire answers, $56,000. We are hoping to decrease that amount by partnering with other transit agencies like Atomic City and Santa Fe Trails. In that way we can realize a savings for everyone and not pay for a full license while improve coordination for all involved.

Antonio Maggiore asks for a breakdown of the $56,000.

Stacey McGuire responds that the planning component of the software is in her budget, the run-cutting and scheduling component, $24,000, is in the Operations budget.

**Operations, Delilah Garcia, Director of Operations**

Operations is broken down into Administration, Operators/Drivers, Fleet, Facilities, and there are separate budgets.

Administration consists of Delilah Garcia and one other employee. Requesting to add a Transit Operations Manager position that will be offset by cutting 2 CDL-1 positions.

The budget includes Remix software and support. The run-cutting portion includes Avail software, e.g. “Where’s My Bus”, GPS on buses.

Also included is training to allow the administrative assistant and the Director to attend federal training related to the FTA Drug and Alcohol Program in order to get up to date on regulations and upcoming changes.

Regarding Safety and Security, NCRTD is looking at bringing 15 year-round, part time security officers onboard at $50,000. The pilot program was productive and effective for both passenger and operator.

Regarding the Operations Driver Budget, we see an increase due to CDL testing for the NCRTD Driver’s Academy and skills test. It costs $150 per test, x 2 tests. We aim to bring in 24 people to do this annually.

Uniforms need updating for a more professional image. We want to provide operators, dispatch, supervisors, and customer service each a different color. The reasoning being in case of incident to define employee levels. Supervisors will wear a black shirt, Customer Service representatives
will wear a white shirt, Operators will wear a red shirt, Drivers will wear a blue shirt. All will wear charcoal-colored slacks for consistency.

There is no other increase in further line items. Overall budget decreased in operations, we do very well with what we have.

**Fleet – David Funck, Fleet Manager**

David Funck begins by stating, “Overall, what we do is make sure the buses start, they stop, they run”.

Big picture, we have had 3 buses that were money pits, the Internationals, we parked them and realized some savings and can expand in other areas:

- Expanding in training and registration fees to allow technicians to access college level electrical classes at Santa Fe Community College and online radio repair classes.
- Vehicle towing services have gone down significantly due to parking the Internationals at partner sites. allows us to minimize cost of getting stuck elsewhere.
- Some radios are old and will expire, we have no spares and need $6,000 in radios to put us in good shape.

Antonio Maggiore notices the 112 replacement parts line item and asks if that is reasonable with Internationals out of service?

David Funck replies that they have had problems all along, the figure covers more along with what has been happening with the Internationals from 2016 forward.

Anthony Mortillaro adds that 15 new buses coming on board, all under warranty. The overall budget request is $60,000 lower than last year, we’re still coming in $100,000 under last year’s budget request.

Antonio Maggiore asks, when the facility is built, will we have our own gas and realize savings if we buy in bulk?

Delilah Garcia answers yes.

Anthony Mortillaro adds that former Finance Director Troy Bingham did an analysis of the savings and it’s a 5 year payback on the gas savings to help pay for the facility.

David Funck adds that right now we outsource repairs but with the facility, we will cut into their 40% markup, he’s real excited to ready to go.

**Facilities, David Funck, Facilities Manager**

NCRTD has 470+ facilities, bus shelters. We want to hit them hard to make them clean and appealing to the eye and take the same proactive approach to bigger buildings and maintenance. Once a week we look at safety and maintenance needs. Last year we spent $38,000, this year we’re looking at $28,000 and anticipate more savings due to being preemptive.

Shop supplies went up a little bit. Light bulbs, door hinges, are included in this line item. Overall, a decrease by addressing small matters before they become large matters.
Delilah Garcia adds that you’ll see an increase in contractual services in the amount of $10,000 for a bus parking arrangement with Village of Questa and site improvements for the Red River route, as well as designated parking areas swapping out buses. Bus stop amenities are up $1,000, for signs and posts at shelters and bus stops.

**GRT allocations, Anthony Mortillaro**

The expense side of the budget shows our recommendations based on formulas reflected in adopted finance policies.

Rail Runner gets 50% of everything generated by Santa Fe County.

The city of SF receives 14% of the GRT revenue generated district wide;

Los Alamos County gets 20% GRT revenue generated district wide.

When you apply all 3 together, Rail Runner is at 26% of everything generated district wide. This represents 65% of our total GRT revenue is going back out for regional services as defined in the financial policy. Yearly, in July, Los Alamos County and Santa Fe Trails submit a transportation plan to show how revenue is going to be used, which then becomes a resolution for Board approval. There is one proviso - 3rd quarter we won’t make a payment until we know what’s going on with LANL.

Attention is directed to page 41 which outlines capital improvements.

Page 43 contains the list of capital improvements that show where the money is going in FY19 and the source of revenue that goes toward these acquisitions. Notably:

- 5 – 5311 replacements.
- 5307 – we’re not acquiring these funds right away.
- 5311c is the Tesuque bus that we’ll replace this year.
- Maintenance vehicles - NCRTD will acquire 1 van, 1 F150 truck.
- Build a park n ride facility, working with Taos County and the State of New Mexico. True cost of construction won’t be realized until 2020.
- Facilities/infrastructure for a radio tower. Study is being conducted now. We don’t have a price on it now, this is a placeholder/estimate.
- 500K in grants for design cost for maintenance facility. Work will begin after December.
- Board room enhancements – audio and hoping to get large screen TVs for Board members to better view presentations from where they sit.
- Info/technology – budgeted for vehicle enhancement software and came to realize that we don’t have the money for it. We are requesting to re-budget for it.
- Administration – short range plan 5yr, funded by federal dollars.

Antonio Maggiore asks why in 2024 do we not see the service plan update?

Anthony Mortillaro replies that we should have put it in there. We will update it for the Board.

Attention is directed to page 44 which shows funding sources and revenue and how much of the relative cost is cash balance/cash match.

Anthony Mortillaro asks, are you all able to continue?
Antonio Maggiore and Ed Moreno were able to accommodate.

**Returning to the Budget, Anthony Mortillaro**


Page 15 reveals Cash Reserve Levels. The graph shows how the Levels have grown since 2010. Cash exceeds the 25% reserve requirement by 2 times. It serves as a cushion to fund when we don’t have federal money, ups and downs of our revenues.

Page 17 reveals the Regional Transit Tax Allocation chart that shows how funds funnel back into the communities.

Page 47 reveals the Long Range Financial Strategic Plan and Fund Balance Analysis – Moderate Scenario. One factor missing is $350,000 from Los Alamos County. It was not added to the long-range projection.

Antonio Maggiore asks if this based on the GRT sunset?

Anthony Mortillaro answers, yes, it is based on removal of the sunset.

Page 49 reflects the same tax rate, a removed sunset which will hold regional partners flat.

Page 51, referring to Scenario 3, it reflects the removal of the sunset clause and a 1/8% increase in GRT. The aim is by 2021 to get voters to approve a tax increase by that amount. In that scenario, our cash balance and that of our partners will grow substantially. Also, we will be enabled to fund $5 million in strategic initiatives starting year 2022 and see a healthy ending fund balance by the end of 2029.

What can change between now and when the Board adopts the fy19 preliminary budget is we receive the 5311 funding numbers from NMDOT which are used for day to day operations; if the funds increase, we will cut back on the amount of reserves we plan to use. Some numbers might change between now and the June Board Meeting.

In conclusion, we ask for a recommendation from the Finance Subcommittee, with the stipulation of incorporating the 5 year service plan into the long range plan.

Antonio Maggiore motioned to approve the Budget to the Board with the aforementioned change; Ed Moreno seconded the motion.

**Compensation Plan and Performance Increase Matrix, Fiscal Year 2019**

*Sponsors: Anthony J. Mortillaro, Executive Director, and Dora Anaya, Director of Human Resources*

**FY19 Compensation Plan and Performance Increase Matrix, Anthony Mortillaro**

Anthony Mortillaro began by summing Budgeted for 3% budgetary impact in compensation costs and development of a new compensation range for the position of a Transit Vehicle Electronics Technician. For FY 2018, NCRTD included a Market Study expenditure that will be addressed during the development of the FY 2020 budget.
Referring to the Performance Increase Schedule on page 58, there is no increase afforded non-represented employees, there are 12, with the exception of performance, via computerized scoring:

- 75% of score relates to daily performance;
- 25% of the score relates to goals.
- Less than 3.0 out of 5, no increase.

The majority of the employees fall between a score of between 2 and 3.

There will be a 2.7% increase for represented employees.

A classification adjustment has been issued for one CDL employee as earlier discussed.

In conclusion, we ask for a recommendation from the Finance Subcommittee.

Antonio Maggiore motioned to approve the Budget to the Board; Ed Moreno seconded the motion.

**Quarterly Investment Report**

*Sponsor: Hector Ordoñez, Finance Director*

**Investment of District Funds and the State of New Mexico Local Government Investment Pool Report Summary as of March 31, 2018**

Hector Ordoñez began with page 71, stating that most of NCRTD’s FDIC investments are through brokered certificates of deposit. At the end of 3rd quarter, investments are valued at $7,335,711.46.

Further, the total investment portfolio, excluding the LANB checking account balance, is $5,232,769.40, that reflects the value of the Sandia CD, brokered CDs, the local government investments portfolio, and flex insurance account interest. The increase is tracked through interest and proceeds from:
Sandia Area Credit Union
Cetera CD portfolio (there are 6 CDs left to mature this year)
Los Alamos National Bank checking account
Local Government Investment Portfolio
State of NM

As of March 31, 2018, the total investment, excluding the checking account balance, is $5,232,769 versus $5,201,375.90 on 12/31/2017.

The average rate of return is 1.14% which is close to the average one-year treasury bill rate of 1.46%.

There is an increase in interest of $3,778.50 from last quarter.

20 CDs are outstanding and 16 CDs have been reinvested

The average length of maturity of all investments is 15.5 months.

Antonio Maggiore suggested NCRTD look into cycle securities, a floating rate bill.
Hector Ordoñez agreed.

In conclusion, Hector Ordoñez asked that the Finance Subcommittee recommend the submission of the Quarterly Investment Report to the Board as presented.

Antonio Maggiore motioned to approve the Report to the Board; Ed Moreno seconded the motion.

**Electronic Payment Report**  
*Sponsor: Hector Ordoñez, Finance Director*

Automatic Clearing House (ACH) Payments over $20,000 from January 1, 2018 through March 31, 2018

Hector Ordoñez began by stating that the NCRTD Board passed a resolution in November 2013 allowing the District to pay its vendors through the Automatic Clearing House system. To date, the District has 88 vendors signed up for ACH payments, an increase of 3.

Since January 1, 2018 we received the following payments:
- 7 payments to the Federal Government for social security benefits, federal tax withholding, and Medicaid totaling $162,499.65.
- 3 payments to Rio Metro for GRT contributions totaling $603,865.58.
- 17 payments for goods and services acquired by the District totaling $694,128.06.

In conclusion, Hector Ordoñez asked that the Finance Subcommittee recommend the submission of the Automatic Clearing House Payments Report to the Board as presented.

Antonio Maggiore motioned to approve the Report to the Board; Ed Moreno seconded the motion.

**Review of Updated Personnel Rules and Regulations**  
*Sponsor: Dora Anaya, Director of Human Resources and Peter Dwyer, Legal Counsel*

**Attachments**

**Personnel Rules Update – 1.10 Dating Restrictions and 1.17 F 9 Employee Responsibilities**

Anthony Mortillaro prefaced the presentation with a reminder that Personnel Rules and Regulations were presented at the April 6th Board Meeting. The Board elected to adopt the policy with the exception of this particular section of the policy. Here we offer six alternatives for consideration to replace the section in the packet.

Peter Dwyer added, six appears to be a lot of choices, but we want to be thorough in our offering.

Dora Anaya began by directing all to page 62. The options came about after speaking with a wide variety of Human Resources Directors to make comparisons. We asked:
- Do you have a dating in the workplace rule or policy in place?
- Do you require self-disclosure of personal relationship?
- Do you require self-disclosure in the instance of a supervisor/subordinate personal relationship?
Do you take disciplinary action in the event of a personal relationship, up to and including dismissal?

Most of the Directors relied on rules against nepotism, but answers were varied. All were intrigued by the investigation.

Peter Dwyer explained that the rules on nepotism are loose and really don’t relate to dating. But we did try to “find out how far will people go”, per Councilor Romero-Wirth’s request, and it ran the gamut.

Options provided in Exhibit B:
Alternative One – Statutory Restrictions Only
Alternative Two – Traditional Nepotism Requirements
Alternative Three – Restricting Only Supervisor-Subordinate Relationships
Alternative Four – Restricting Any Relationship that Creates an Actual Conflict of Interest
Alternative Five – Restricting Relationships that Create the Appearance of Impropriety
Alternative Six – Prohibiting All Intraoffice Dating

Antonio Maggiore found it interesting that in the instance of Santa Fe County, the employee in the most senior position would be transferred first.

Peter Dwyer responded with it would be a challenge to move people to another job, and you want them to stay employed.

Ed Moreno added that Santa Fe has a lot of employees and it would be difficult to reassign someone to another position and we don’t want the relationship to compromise the work.

Hector Ordoñez stated that he worked at an organization where you had to sign a waiver of liability.

Anthony Mortillaro said since we have to meet in May, we’ll put it back on the agenda for the Board to approve. Can you make a recommendation?

Antonio Maggiore replied that the entire Board should have a say, so do present this as a discussion item.

Ed Moreno agreed as it will give them more time to think about the options.

Peter Dwyer explained that now is a good time to pass a rule in the instance of a conflict of interest. The legal term, “ex post facto” means you cannot issue an after-the-fact law without being punitive and isn’t fair play.

Antonio Maggiore stated that Alternative 3 with traditional nepotism control; regarding reporting, Alternative 2; and leaning towards Option 4 from an H.R. standpoint. An amalgamation of the three sounds best.

Further, he offered that two drivers dating is not impropriety, I don’t see the need for them to report.

Ed Moreno stated that he leans toward Alternative 3 as well, with the addition that Alternative 2 as it relates to the procurement of services, which is in the same vein as Santa
Fe County. With regard to reporting, alternative 4, as it is the broadest option and covers any kind of appearance impropriety.

AM: it will also be useful for the b as a whole to see what rules the surrounding communities have in place.

Antonio Maggiore motioned to bring the matter to Board as it will be useful for the Board as a whole to see what rules the surrounding communities have in place as well.

Ed Moreno seconded the motion.

Due to time constraints, it was unanimously decided to hold over the following items for the May 25th Finance Subcommittee Meeting:
G. Revised Financial Report
H. Input for Revised Operating Reports

**Minutes from March 26, 2018**

Antonio Maggiore asked to change the name Anthony Mortillaro to Antonio Maggiore on page 214, item 1; then made a motion to accept the minutes with this change as presented; Ed Moreno seconded the motion.

**MATTERS FROM THE SUBCOMMITTEE**
None

**ADJOURNED at 1:00 p.m.**

Next Finance Subcommittee will be held Friday, May 25, 2018 at 9:00 A.M.