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

CALL TO ORDER:

A regularly scheduled meeting of the North Central Regional Transit District’s Board of Directors was called to order on the above date at 9:14 a.m.

ROLL CALL

Ms. Lucero called the roll and it indicated the presence of a quorum as follows:

<table>
<thead>
<tr>
<th>Members Present:</th>
<th>Elected Members</th>
<th>Alternate Designees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Los Alamos County</td>
<td>Councilor Geoff Rodgers</td>
<td></td>
</tr>
<tr>
<td>Rio Arriba County</td>
<td>Commissioner Barney Trujillo</td>
<td>Tomas Campos</td>
</tr>
<tr>
<td>Taos County</td>
<td>Commissioner Daniel Barrone</td>
<td></td>
</tr>
<tr>
<td>Santa Fé County</td>
<td>Commissioner Miguel Chavez</td>
<td></td>
</tr>
<tr>
<td>Nambé Pueblo</td>
<td></td>
<td>Lonnie Montoya</td>
</tr>
<tr>
<td>Pojoaque Pueblo</td>
<td>Tim Vigil</td>
<td></td>
</tr>
<tr>
<td>Ohkay Owingeh</td>
<td>Christy Mermejo</td>
<td></td>
</tr>
<tr>
<td>San Ildefonso Pueblo</td>
<td>Lillian Garcia</td>
<td></td>
</tr>
<tr>
<td>Santa Clara Pueblo</td>
<td></td>
<td>Mary Lou Valerio</td>
</tr>
<tr>
<td>Tesuque Pueblo</td>
<td></td>
<td>Sandra Maes</td>
</tr>
<tr>
<td>City of Santa Fé</td>
<td></td>
<td>Jon Bulthuis</td>
</tr>
<tr>
<td>City of Española</td>
<td>Mayor Pro Tem Dennis Tim Salazar</td>
<td></td>
</tr>
</tbody>
</table>
Town of Edgewood | Councilor Chuck Ring
---|---
Rio Metro (ex officio) | Absent

**Staff Members Present**
- Mr. Anthony J. Mortillaro, Executive Director
- Ms. Glenda Aragon, Finance Director
- Mr. Pat Lopez, Financial Analyst
- Ms. Shannon Sandoval, Financial Specialist
- Ms. Dalene Lucero, Executive Assistant
- Ms. Stacey McGuire, Project and Grants Specialist
- Mr. Jim Nagle, Public Information Officer
- Mr. Michael Kelly, Transit and Facilities Operations Director
- Mr. Gus Martinez, Fleet/Facilities Maintenance Manager
- Mr. Nicholas Molina, Driver

**Others Present**
- Mr. Peter Dwyer, Legal Counsel
- Mr. Carl Boaz, Stenographer
- Mr. Farley Vener, Hinkle and Landers, P.C.
- Mr. Pete Sheehey, Los Alamos County
- Mr. Andrew Martinez, Rio Arriba County
- Mr. Eric Aune, Santa Fe MPO
- Mr. Antonio Sierra, Rio Grande Sun
- Mr. Carl Dickens, La Cienega Valley Association

**APPROVAL OF AGENDA**

The agenda was unanimously approved (11-0).

**APPROVAL OF MINUTES – December 6, 2013**

The Minutes from December 6, 2013 were unanimously approved (11-0).

**PUBLIC COMMENTS**

There were none.

**PRESENTATION ITEMS:**

A. **A Presentation and Discussion of Annual Auditors Report**

Mr. Mortillaro stated that The NCRTD has been working on the FY2013 audit which was submitted on time and as required by the Office of the State Auditor on December 2, 2013. The CAFR was then reviewed and approved by the Office of the State Auditor. He then handed it over to Mr. Vener to further present this item.

Mr. Vener went over the Audit Report as presented. There were no current year findings for Fiscal Year 2013 and one carryover finding from 2008. As a means of assessing how much progress the District has made in its financial management efforts, the Fiscal Year 2010 Audit (prior to current administration) had 7 current year findings and 8 repeat findings from prior years. The current finance staff has made significant changes and efforts in the District's accounting practices.
Mr. Mortillaro asked the Finance Staff to stand, in which he and the Board publicly commended them for all of their hard work in this matter.

It was recommended that the Board accept the Final FY2013 Audit.

Councilor Ring made a motion to accept the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2013. Mr. Vigil seconded the motion and it passed by unanimous voice vote (11-0).

ACTION ITEMS FOR APPROVAL/ DISCUSSION:

B. Discussion and Consideration of Resolution 2013-32 Open Meetings Act

Mr. Mortillaro stated that Resolution 2013-32 adopts the annual policy for regular board meetings for 2014.

Included in the resolution are stipulations for time, location, dates, subject matter, and requirements for notices for all regular Board meetings as well as for “special” or “emergency” Board meetings. These requirements are according to the provisions of New Mexico’s “Open Meetings Act.” Although not required by the Open Meetings Act, this Resolution also complies with requirements of the Americans with Disabilities Act.

Mr. Mortillaro also noted that all regular scheduled meetings of the Board are on the first Friday of each month, unless noted otherwise.

Mr. Dwyer noted the minor changes in the Open Meetings Act.

It was recommended that the Board approve Resolution 2013-32.

Commissioner Chavez made a motion to adopt Resolution 2013-32 as presented. Mr. Bulthuis seconded the motion and it passed by unanimous voice vote (11-0).

C. Discussion and Consideration of Resolution 2013-31 Authorizing the Disposal of Assets/Fleet

Mr. Martinez stated that the NCRTD Property Disposal Committee (Los Alamos County Vice-Chair Geoff Rodgers, Santa Fe City Official Designee Jon Bulthuis and D. Tim Salazar, Espanola, City Councilor) met prior to today’s Board Meeting to inspect and review the recommended disposal of certain obsolete fleet and miscellaneous District Property determined to be obsolete and that has met its useful life. The attached was a “Fleet Disposal Priority List” and a “Miscellaneous Inventory/Non Inventory Items for Disposal” that describes all items approved by the committee and categorized by lot number to sell on Publicsurplus.com.

Further Discussion went on regarding this item.

It was recommended that the Board approve Resolution 2013-31 authorizing the Disposal of Assets/Fleet.

Commissioner Chavez made a motion to adopt Resolution 2013-31 as presented. Mayor Pro Tem Salazar seconded the motion and it passed by unanimous voice vote (11-0).
D. **Discussion and Consideration of Resolution 2014-01 Authorizing a Budget Amendment for Fiscal Year (FY) 2014 so as to incorporate funding adjustments for the acquisition of replacement fleet**

Ms. Aragon noted that the Resolution is required in order to amend the FY 14 budget and incorporate the additional revenues to provide funding for the procurement of two, fourteen passenger buses and to adjust capital expenditures related thereto.

Further discussion went on regarding this item.

It was recommend that the Board approve Resolution 2014-01 Authorizing a Budget Amendment to the FY14 budget.

**Councilor Ring made a motion to approve Resolution 2014-01 as presented. Commissioner Chavez seconded the motion and it passed by unanimous voice vote (11-0).**

E. **Discussion and Consideration of Service Plan Update Recommendation**

Mr. Mortillaro went over Tech Memo 5 (page 41-121) as presented in the Board packet, noting the various route adjustments and new service/route recommendations. He also went over the attached matrix (page 40) that summarizes the existing services alternatives and costs and the staff recommendations as well as new services costs. In addition, the anticipated funding sources for each of recommendations was also identified.

[This item was for discussion only. Based upon Board input, the Consultant and Staff will formulate final recommendations to be input into the Preliminary Options Report and subsequently into the Draft Transit Service Plan.]

F. **Discussion and Consideration Authorizing the Employee Recognition Program**

Mr. Mortillaro gave a brief overview on this item, noting that the District does not currently have a formalized employee recognition program. He noted that in April 2013 he created an Employee Recognition Committee to research, review and recommend a variety of employee recognition activities. The Committee consists of the following staff members: Dalene Lucero, Chair, Shannon Sandoval, Secretary, Stacey McGuire, Treasurer, Glenda Aragon, Jim Nagle, Nicholas Molina, Jose Palomares, Cindy Romero, and Belen De Santiago.

Mr. Mortillaro asked the Employee Recognition Committee members to present the Proposed Employee Recognition Program to the Board. The Committee Members did as directed.

Further discussion went on regarding this item.

The Board members commended staff for their hard work in this matter.

It was recommended that the Board Direct staff to return with a formal Board Resolution adopting the Employee Recognition Program

**Councilor Ring made a motion directing staff to return with a formal Board Resolution adopting the Employee Recognition Program for the February 7th**
meeting. Mr. Vigil seconded the motion and it passed by unanimous voice vote (10-0).

G. Discussion and Review of Ski Santa Fe Service Update

Ms. McGuire gave a brief update regarding Ski Santa Fe Service. Stating that in December, NCRTD Staff met with Ken Smithson, Director of Operations Santa Fe Trails; David Griscom, Economic Development Manager of Santa Fe County; Duke Klauck, owner of Ten Thousand Waves; George Brooks of Ski NM; Benny Abruzzo, owner of Ski Santa Fe; and Cynthia Delgado of Santa Fe Convention and Visitors Bureau. She also noted that she has reached out to the Santa Fe National Forest, but she is still awaiting a response.

Ms. McGuire went on to mention that she has continued communication with National Bus Sales to ascertain what vehicle costs would be for a variety of vehicle sizes and equipment. Requested information also includes vehicle purchase options, both short and long term, and equipment options. Furthermore, she is also working with Government Capital Corporation on leasing options, and anticipate detailed information in the coming month.

As authorized by NCRTD Board at the December meeting, a formal letter was submitted to NMDOT requesting additional 5311 funding in relation to anticipated service expansion. The anticipated service expansion includes (but is not limited to) service to Santa Fe National Forest and Ski Santa Fe. Tesuque Pueblo leadership met with the NCRTD Executive Director and did voice concerns relating to transit service expansion into Santa Fe National Forest and how the potential increase in access could affect sacred Tribal lands in the area. This concern is duly noted by NCRTD Staff and will be considered going forward.

[No action was required on this item. Staff will report back to the Board at the February 7, 2014 Board meeting with an update.]

DISCUSSION ITEMS:

H. Financial Report for December 2013:

I. Finance Subcommittee Report:
Mr. Tim Vigil gave a brief overview of the Finance Subcommittee meeting that was held on November 22, 2013. He noted that what was initially presented in Agenda Item A, was what was covered. Copies of the Agenda and Minutes from the meeting held on November 22, 2013 were provided to Board Members for review.

Mr. Mortillaro mentioned that the December meeting was cancelled. However, the next Finance Subcommittee meeting would be held on January 24, 2014.

J. Tribal Subcommittee Report:

There was no report. However, Ms. McGuire noted that a Tribal Subcommittee meeting would be held on January 14, 2014.

K. Executive Report for December 2013 and Comments from the Executive Director:

1) Executive Report
2) Performance Measures for November 2013
3) Ridership Report for November 2013

Mr. Mortillaro reported on the following items:

1. Legislative Finance Committee has asked for their staff to undertake a program review of RTD’s. The NCRTD was selected for this program review. A kickoff meeting was held with LFC Staff and the report will be presented during a public hearing at a future LFC meeting.
2. NMDOT is creating a 2040 Statewide Long Range Multi Modal Transportation Plan. The NCRTD has been invited to participate in its creation. We will be representing the northern area on a statewide and regional working groups.
3. The District is working with Davis-Mayo & Associates to undertake the development of a customer service culture. Davis-Mayo will be sending confidential questionnaires to Board Members, Management Staff and Employees to get input and perspectives regarding customer service. This will be followed up with focus groups with the Finance Subcommittee, Tribal Subcommittee, individual interviews and employee focus groups. A customer service value system will be created along with a training program for all employees.

<table>
<thead>
<tr>
<th>NCRDT Monthly Ridership Summary</th>
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<tbody>
<tr>
<td>November 1, 2013 through November 30, 2013</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Calendar Operating Days</th>
<th>This Year</th>
<th>Year to Date Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul-13</td>
<td>21</td>
<td>14,792</td>
</tr>
<tr>
<td>Aug-13</td>
<td>22</td>
<td>15,317</td>
</tr>
<tr>
<td>Sep-13</td>
<td>20</td>
<td>15,015</td>
</tr>
<tr>
<td>Oct-13</td>
<td>22</td>
<td>17,237</td>
</tr>
<tr>
<td>Nov-13</td>
<td>18</td>
<td>17,419</td>
</tr>
<tr>
<td>Dec-13</td>
<td></td>
<td>26,627</td>
</tr>
<tr>
<td>Jan-14</td>
<td></td>
<td>36,320</td>
</tr>
<tr>
<td>Feb-14</td>
<td></td>
<td>36,540</td>
</tr>
<tr>
<td>Mar-14</td>
<td></td>
<td>36,544</td>
</tr>
<tr>
<td>Apr-14</td>
<td></td>
<td>36,544</td>
</tr>
<tr>
<td>May-14</td>
<td></td>
<td>36,544</td>
</tr>
<tr>
<td>Jun-14</td>
<td></td>
<td>36,544</td>
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</table>

<table>
<thead>
<tr>
<th>Total Ridership YTD % Change</th>
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</thead>
<tbody>
<tr>
<td>-20%</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Monthly System Totals</th>
<th>Year to Date Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>This Year</td>
<td>Last Year</td>
</tr>
<tr>
<td>NCRDT Operated</td>
<td>14,792</td>
</tr>
<tr>
<td>NCRDT Funded</td>
<td>22,577</td>
</tr>
<tr>
<td>All Systems, Funded Total</td>
<td>37,369</td>
</tr>
</tbody>
</table>

**MATTERS FROM THE BOARD**
Councilor Rodgers stated that he would be resigning from the Board, in which he introduced Mr. Pete Sheehey as the newly appointed representative for Los Alamos County.

Several Board members thanked Councilor Rodgers for his service to the Board.

**MISCELLANEOUS**

Mr. Mortillaro asked Mr. Dwyer what the procedure was to appoint a new Treasurer/Secretary now that Councilor Rodgers has given his resignation.

Mr. Dwyer noted that he would e-mail Mr. Mortillaro regarding this matter.

**ADJOURN**

The meeting was adjourned at 12:00 p.m.

**NEXT BOARD MEETING:**  February 7, 2014 at 9:00 a.m.