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 9:12 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 Pete Sheehey</td>
<td></td>
</tr>
<tr>
<td>Rio Arriba County</td>
<td>Commissioner Barney Trujillo</td>
<td>County Manager 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>Absent</td>
<td></td>
</tr>
<tr>
<td>Ohkay Owingeh</td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>San Ildefonso Pueblo</td>
<td>Lillian Garcia</td>
<td>Mary Lou Valerio</td>
</tr>
<tr>
<td>Santa Clara Pueblo</td>
<td></td>
<td>Sandra Maes</td>
</tr>
<tr>
<td>Tesuque Pueblo</td>
<td></td>
<td>Jon Bulthuis</td>
</tr>
<tr>
<td>City of Santa Fé</td>
<td></td>
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</tr>
</tbody>
</table>
Staff Members Present
Mr. Anthony J. Mortillaro, Executive Director
Ms. Glenda Aragon, Finance Director
Mr. Pat Lopez, Financial Analyst
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

Others Present
Mr. Peter Dwyer, Legal Counsel
Mr. Carl Boaz, Stenographer
Mr. Ken Hosen, KFH Group
Mr. Geoff Rodgers, Los Alamos County
Mr. Antonio Sierra, Rio Grande Sun
Ms. Arin McKenna, Los Alamos Monitor
Mr. Robert Griego, Santa Fe County
Mr. Greg White, NMDOT

APPROVAL OF AGENDA

The agenda was unanimously approved (10-0).

APPROVAL OF MINUTES – January 10, 2014

Ms. Lillian Garcia asked that the minutes from January 10, 2014 be amended because she was not present.

Commissioner Chavez made a motion to postpone voting on this item. Commissioner Trujillo seconded the motion and it passed by unanimous voice vote (10-0).

PUBLIC COMMENTS

There were none.

PRESENTATION ITEMS:

A. Recognition of Councilor Geoff Rodgers’ Service to the Board

Councilor Rodgers was acknowledged by the Board for his service as Board Secretary and Treasurer; he was presented a plaque by Commissioner Barrone and Mr. Mortillaro.

ACTION ITEMS FOR APPROVAL/ DISCUSSION:

B. Discussion and Possible Action Accepting Chapter 2 of Transit Service Plan Update
Mr. Mortillaro noted that at the January 10, 2014 meeting staff and Board discussed the recommended route adjustments and alternatives. The Board provided staff with direction related to those adjustments, alternatives and new recommended routes. The direction that the Board provided at the January 10, 2014 meeting have now been incorporated into the Transit Service Plan Chapter 2. Mr. Mortillaro asked Mr. Ken Hosen from KFH Group to go over Chapter 2 of the updated Service Plan.

Mr. Ken Hosen went through Chapter 2 of the Service Plan Update and highlighted the route changes and adjustments and discussed new services.

Further Discussion went on regarding this item.

Commissioner Chavez made a motion to accept Chapter 2 of the Service Plan Update with the amendments of the San Ildefonso Route. Ms. Maes seconded the motion and it passed by unanimous voice vote (10-0).

C. Discussion and Review of the Mid-Year Budget Review

Ms. Aragon and Mr. Lopez gave an overview of the Mid-Year Budget as presented. The North Central Regional Transit District (NCRTD) is currently reporting six months of financial activity. The standard for expenses and revenue is for the six month period to be at 50% of the budget.

The NCRTD is on target with its expected revenue and expenses ending December 31, 2013. Staff introduced amendments to the budget that were approved by the Board, increasing the FY14 budget by 3.16% in the amount of $304,494, bringing the total FY14 budget to $9,636,458.

The slight deficits in two of the counties’ GRT is offset by the surpluses of the other two. No expenditures cuts will be anticipated. Capital Outlay items will continue as budgeted with approved increases presented to the Board from federal funds for the Transportation Alternatives Program (TAP) and other miscellaneous expenditure capital items.

Ms. Aragon noted that the federal grants awarded to NCRTD will remain static on revenue and expenditures for the remainder of FY2014.

Further Discussion went on regarding this item.

NCRTD will continue operating as budgeted by monitoring cash flow and no plan of action is recommended at this time. The NCRTD staff will keep the Board apprised of any significant changes that might occur during the FY14 budget.

It was recommended that the Board accept the FY14 Mid-Year Budget Review.

Commissioner Chavez made a motion to accept the Mid-Year Budget Review as presented. Mr. Montoya seconded the motion and it passed by unanimous voice vote (10-0).

D. Discussion and Consideration of Resolution 2014-02 Authorizing the Adoption of the Employee Recognition Program
Mr. Mortillaro gave a brief overview on this item noting that an initial summary of the Employee Recognition Program was presented to the Board on January 10, 2014, in which the Board directed staff to return with a resolution to formally adopt the Employee Recognition Program as presented.

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

It was recommended that the Board adopt Resolution 2014-02 authorizing the Adoption of an Employee Recognition Program.

Commissioner Chavez made a motion to approve Resolution 2014-02 Authorizing the Adoption of an Employee Recognition Program. Mayor Pro Tem Salazar seconded the motion and it passed by unanimous voice vote (10-0).

**E. Discussion and Consideration of Resolution 2014-03 Authorizing the Adoption of the Environmental Sustainability Plan**

Mr. Kelly gave a brief overview on this item stating that the NCRTD Sustainability Plan to be discussed is designed to reflect the benefit of the District establishing a sustainability plan consisting of best sustainable practices within the organization and with the future development of its properties and facilities.

He noted that the NCRTD is a political subdivision of the State that owns and develops property, consumes multiple forms of energy, provides transportation services in a variety locations and produces a moderate amount of waste in the process. It is therefore incumbent upon the District to establish its own sustainable plan that encompasses a broad focus to identify:

- Existing opportunities utilizing best practices to reduce waste and save energy at its existing facility;
- Alternative fuel sources for future rolling stock;
- Green ways to develop vacant property and field facilities that may utilize or produce sustainable forms of renewable energy;
- Goals, benchmarks and measurable metrics to verify the functionality of the plan and the desired results.

Mr. Kelly proceeded to go through this item as presented.

Further discussion went on regarding this item.

It was recommended that the Board adopt Resolution 2014-03 establishing the NCRTD Sustainability Plan.

Councilor Sheehey made a motion to adopt Resolution 2014-03 establishing the NCRTD Sustainability Plan. Commissioner Chavez seconded the motion and it passed by unanimous voice vote (10-0).

**DISCUSSION ITEMS:**

**F. Discussion and Review of Ski Santa Fe Service Update**

Ms. McGuire stated that the Federal Lands Access Program (FLAP), which specifically funds transportation projects that provide access to Federal lands, had a deadline for application submittal of January 10, 2014. The NCRTD coordinated and met with
multiple different stakeholders and interested players, consolidated the feedback and input provided and incorporated the pertinent information into the FLAP application; it was successfully submitted and the District is currently awaiting a decision on selection. Per the project NOFA, selection is expected to be in April or May 2014.

In January, NCRTD Staff met with Santa Fe National Forest personnel and discussed the project and FLAP application. The Santa Fe National Forest provided its support of the FLAP application; future conversations are expected to specifically address project scope, and potential impact to Santa Fe National Forest and the surrounding area.

Ms. McGuire has continued communication with National Bus Sales regarding vehicle costs for a variety of vehicle sizes and equipment. Requested information also includes vehicle purchase options, both short and long term, and equipment options. Furthermore, Ms. McGuire is working with Government Capital Corporation on leasing options, in which she recently received leasing information. Discussions will be planned in February to compare options of purchase versus lease.

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. NMDOT has since requested a detailed budget for each route/component included in the original request; this information will be provided to NMDOT in February.

Further discussion went on regarding this item.

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

**G. Financial Report for January 2014:**

![Overall Revenue/Expenses FY 14](image)

**H. Finance Subcommittee Report:**

There was no report. However, Mr. Mortillaro noted that the Mid-Year Budget Review and Sustainability Plan were discussed. He also mentioned that the Finance Subcommittee’s Customer Service Initiative Focus group would be held on February 12th.

**I. Tribal Subcommittee Report:**

There was no report. However, Ms. McGuire stated the Tribal Subcommittee meetings would be held the second Tuesday of every other month.
Mr. Mortillaro noted that the Tribal Subcommittee’s Customer Service Initiative Focus group would be held on February 12th.

J. Executive Report for January 2014 and Comments from the Executive Director:
   1) Executive Report
   2) Performance Measures for December 2013
   3) Ridership Report for December 2013

NCRTD Monthly Ridership Summary

<table>
<thead>
<tr>
<th>Calendar Operating Days</th>
<th>Total Ridership YTD % Change</th>
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<tbody>
<tr>
<td></td>
<td>This Year</td>
</tr>
<tr>
<td>Jul-13</td>
<td>21</td>
</tr>
<tr>
<td>Aug-13</td>
<td>22</td>
</tr>
<tr>
<td>Sep-13</td>
<td>20</td>
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<td>Oct-13</td>
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<td>Nov-13</td>
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<td>Dec-13</td>
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<td>Jan-14</td>
<td>21</td>
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<td>Feb-14</td>
<td>22</td>
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<td>Mar-14</td>
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<tr>
<td>Apr-14</td>
<td>22</td>
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<tr>
<td>May-14</td>
<td>18</td>
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<tr>
<td>Jun-14</td>
<td>21</td>
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</table>

NCRTD Monthly Ridership Summary

<table>
<thead>
<tr>
<th>Monthly System Totals</th>
<th>Year to Date Totals</th>
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<tbody>
<tr>
<td></td>
<td>This Year</td>
</tr>
<tr>
<td>NCRTD Operated</td>
<td>15,069</td>
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<tr>
<td></td>
<td>102,537</td>
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<tr>
<td>NCRTD Funded</td>
<td>15,978</td>
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<tr>
<td></td>
<td>165,338</td>
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<tr>
<td>All Systems Funded</td>
<td>31,047</td>
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<td></td>
<td>267,875</td>
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</table>

MATTERS FROM THE BOARD:

K. Discussion and Consideration of Interim Board Treasurer/Secretary

Commissioner Barrone and the Board of Directors appointed Mayor Pro Tem Salazar as the Interim Board Treasurer/Secretary.

Ms. Lucero called a roll call vote as directed by Commissioner Barrone, and all were in favor (10-0).

MISCELLANEOUS:

ADJOURN:

The meeting was adjourned at 11:39 a.m.

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