NORTH CENTRAL REGIONAL TRANSIT DISTRICT
BOARD MEETING SUMMARY

April 4, 2014
9:00 AM - 1:00 PM
Jim West Regional Transit Center
Board Room

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 9:18 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>
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</thead>
<tbody>
<tr>
<td>Los Alamos County</td>
<td>Councilor Pete Sheehey</td>
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<tr>
<td>Rio Arriba County</td>
<td>Commissioner Barney Trujillo</td>
<td>County Manager Tomas Campos</td>
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<td>Taos County</td>
<td>Commissioner Daniel Barrone</td>
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<tr>
<td>Santa Fé County</td>
<td>Absent</td>
<td></td>
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<tr>
<td>Nambé Pueblo</td>
<td></td>
<td>Lonnie Montoya (Telephonically)</td>
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<td>Pojoaque Pueblo</td>
<td>Tim Vigil</td>
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<tr>
<td>Ohkay Owingeh</td>
<td>Christy Mermejo</td>
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<tr>
<td>San Ildefonso Pueblo</td>
<td>Absent</td>
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<tr>
<td>Santa Clara Pueblo</td>
<td>Absent</td>
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<tr>
<td>Tesuque Pueblo</td>
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<td>Sandra Maes</td>
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APPROVAL OF AGENDA:

Councilor Bushee made a motion to approve the agenda as presented. Commissioner Trujillo seconded the motion and it passed by unanimous voice vote (10-0).

APPROVAL OF MINUTES – March 7, 2014

Commissioner Trujillo made a motion to approve the minutes from March 7, 2014 as presented. Tim Vigil seconded the motion and it passed by unanimous voice vote (10-0).

PUBLIC COMMENTS:

Mr. Mortillaro and Mr. Kelly commended Mr. Molina for placing second in the NMTA Road-EO Van Competition. He then thanked him for participating and noted that the District was very proud of him. The Board of Directors also acknowledged Mr. Molina.

Mr. Bulthuis thanked Ms. Maes for informing him of the NMDOT Driving Simulator. He stated that it was a big part of the NMTA conference.
PRESENTATION ITEMS:

A. Election of Board Officers

Mr. Mortillaro noted Article X- Officers, in the adopted Board of Directors Bylaws provides for the election of Officers every other year at the April meeting of the Board. The last election of Officers occurred in April 2012. Officers serve a two (2) year term in the position. The Officer positions consist of a Chair, Vice Chair and Secretary and Treasurer which over the years has been combined as Secretary/Treasurer.

It was recommended that the Board elect new officers.

Election of Board Chair
Commissioner Trujillo nominated Commissioner Barrone to be re-elected as Chairman of the Board. Councilor Ring seconded the motion and it passed by unanimous voice vote (10-0).

Election of Board Vice Chair
Commissioner Trujillo nominated Commissioner Chavez to serve as Vice Chairman of the Board. Mayor Pro Tem Salazar seconded the motion and it passed by unanimous voice vote (10-0).

Election of Board Secretary/Treasurer
Commissioner Trujillo nominated Mayor Pro Tem Salazar to serve as Secretary and Treasurer of the Board. The Board agreed and the motion passed by unanimous voice vote (10-0).

B. Discussion and Review of Chapters 1 and 3 of the Service Plan Update

Mr. Mortillaro noted that at the February 7, 2014 meeting the Board discussed and approved the recommended route adjustments and alternatives that were incorporated in Chapter 2. Prior to this meeting the Board provided staff with direction related to those adjustments, alternatives and new recommended routes. The adjustments, alternatives newly recommended routes were also presented to the Board at the December 6, 2013 Board Meeting.

Mr. Hosen then gave a brief overview of Chapter 1 and 3 of the service plan update as presented. Chapter 1 incorporates existing services, demographic data and transit service needs, whereas Chapter 3 includes both the implementation and funding component.

It was recommended that a motion be made to accept Chapter 1 and 3 and directing their input into the Final Draft Transit Service Plan

Mayor Pro Tem Salazar made a motion to accept Chapter 1 and 3 of the Service Plan Update. Councilor Bushee seconded the motion and it passed by unanimous voice vote (10-0).
C. Presentation and Discussion of Marketing Efforts and Strategic Plan

Mr. Jim Nagle gave a brief overview of the District’s marketing program as presented. He outlined the marketing programs that have been put into place over the last year, as well as the plans for the future.

The Board commended his hard work on this matter.

Mr. Campos suggested that Mr. Nagle work with the radio station KZRN located in Chama.

Mr. Nagle agreed and noted that there was money put into the budget to work with them this year.

Councilor Ring also suggested that Mr. Nagle work with any or all of the Edgewood publications in the future.

Mr. Nagle mentioned again, that money was put into the budget for this also.

Further discussion went on regarding this item.

[No action was required on this item. This item was for discussion and review only.]

ACTION ITEMS FOR APPROVAL/ DISCUSSION:

D. Discussion and Consideration of Resolution 2014-06 Authorizing the Adoption of the Amendment of the ADA Complementary Paratransit Service and Demand-Response and Dial-a-Ride Service Policies and Procedures

Mr. Mortillaro noted that On March 7, 2014 staff presented to the Board for discussion and direction the amendment of the “ADA Complementary Paratransit Service and Demand-Response Service Policies and Procedures.”

Mr. Kelly proceeded to mention that the discussion consisted of the required updates to the current policy that would capture the FTA-ADA requirements and recommendations as outlined in the new Service Plan as follows: the provision of complimentary ADA service within a ¾ mile zone on all fixed routes, the addition of Dial-a-Ride service for the Pojoaque-Nambe route and the expansion of demand response service area during peak hours in the ¾ mile zone of the Chimayo and Santa Fe routes located inside Santa Fe County for the La Puebla and Arroyo Seco communities.

It was recommended that the Board approve Resolution 2014-06 authorizing the amendment of the ADA Complementary Paratransit Service and Demand-Response Policies and Procedures.
Mr. Campos made a motion to approve Resolution 2014-06 as presented. Mr. Montoya seconded the motion and it passed by unanimous voice vote (10-0).

E. Discussion and Consideration of Resolution 2014-07 Authorizing the Application Submittal for TIGER VI Funds

Ms. McGuire noted that Staff is seeking Board approval to apply for FFY2014 TIGER grant funding for two projects: a Maintenance Facility, Wash Bay, and Fueling Station; and Vehicle Automatic Passenger Counters (APCs).

She continued stating the construction of the Transit Maintenance Facility will include a Vehicle Maintenance Garage, a Vehicle Wash Bay and a Fueling Station, to fulfill current needs as well as being capable of accommodating future operations and fleet expansion.

Ms. McGuire went on to mention that the Vehicle Automatic Passenger Counters (APCs) System is a valuable component in accessing current ridership data, and it ensures that the information provided is accurate and correct. Also, APCs allow the driver to focus on driving instead of on recording passenger information on the tally sheet. The APCs are used to accurately track passenger boarding and are situated near the entrance of the bus. Again, as ridership continues to grow within the NCRTD, technology such as this will streamline operations, mitigate safety risks and improve our data accuracy and validity. The acquisition of APCs was initially a component of the Intelligent Transportation System contract awarded in July 2013. However, due to limited funding, the APC option was not awarded at that time.

Further discussion went on regarding this item.

It was recommended that the Board move to adopt Resolution 2014-07 Authorizing the NCRTD Staff to apply for Federal funding through the FFY2014 TIGER grant program for a Maintenance Facility, Wash Bay, and Fueling Station; and Vehicle Automatic Passenger Counters. The FFY2014 TIGER grant application deadline is April 28, 2014.

Councilor Bushee made a motion to approve Resolution 2014-07 as presented. Mr. Campos seconded the motion and it passed by unanimous voice vote (10-0).

F. Discussion and Review of the Annual Board Attendance Report

Mr. Mortillaro stated that in accordance with the Bylaws adopted by the NCRTD Board of Directors, the Board Attendance Report is required to be reported for the period of April 2013 – March 2014. He mentioned that the attendance report had been reviewed with Board Secretary/Treasurer Salazar prior to the meeting, and it was for information only.
G. **Discussion and Review of Ski Santa Fe Service Update**

Ms. McGuire gave a brief overview regarding the Ski Santa Fe National Forrest possible funding scenario.

Further discussion went on regarding this item.

Ms. Maes and Mr. Montoya requested that staff schedule a meeting with both Tesuque and Nambe Pueblo prior to any other meetings being held regarding Ski Santa Fe.

Staff agreed.

**Mr. Montoya made a motion directing staff to contact both Nambè and Tesuquè Pueblo prior to any meetings regarding Ski Santa Fe. Ms. Maes seconded the motion and it passed by unanimous voice vote (10-0).**

H. **Financial Report for March 2014:**

![Graph showing overall revenue/expense FY 14]

I. **Finance Subcommittee Report:**

There was no report. However, Mr. Mortillaro noted that the next Finance Subcommittee Meeting would be held on April 25, 2014.

J. **Tribal Subcommittee Report:**

Ms. McGuire noted that the minutes from the Tribal Subcommittee meeting held on March 11, 2014 were included in the packet. She went on to state that the next meeting would be held on May 12, 2014.

K. **Executive Report for March 2014 and Comments from the Executive Director:**

1) Executive Report
2) Performance Measures for February 2014
3) Ridership Report for February 2014
Mr. Mortillaro mentioned that he would be meeting with the Santa Fe Board of County Commissioners and the Town of Edgewood to give an update on the NCRTD.

He went on to state that the Legislative Finance Committee Hearing would be taking place on April 10th to discuss the final results of the review. Mr. Mortillaro noted that Ms. Aragon and Mr. Kelly would be in attendance.

Mr. Mortillaro then proceeded to thank the Town of Taos for their assistance with the San Cristobal stop. He noted that it would be ready for implementation by Monday, April 14th.

### MATTERS FROM THE BOARD

Commissioner Barrone mentioned the Mother’s day celebration that would be sponsored by the Town of Taos and Taos County. He noted that because the location had been moved, he would like to coordinate transportation between the Town of Taos and the District. He directed Mr. Kelly to coordinate this if possible.

Mr. Kelly stated that he would.

### MISCELLANEOUS

There were no miscellaneous items.

### ADJOURN

The meeting was adjourned at 11:49 a.m.

**NEXT BOARD MEETING:** May 2, 2014 at 9:00 a.m.