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 9:11 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>Philo Shelton</td>
</tr>
<tr>
<td>Rio Arriba County</td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>Taos County</td>
<td>Absent</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 (Telephonically)</td>
<td></td>
</tr>
<tr>
<td>Ohkay Owingeh</td>
<td>Christy Mermejo</td>
<td></td>
</tr>
<tr>
<td>San Ildefonso Pueblo</td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>Santa Clara Pueblo</td>
<td>Absent</td>
<td></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>
</tbody>
</table>
Staff Members Present
Mr. Anthony J. Mortillaro, Executive Director
Ms. Glenda Aragon, Finance Director
Ms. Dalene Lucero, Executive Assistant
Ms. Stacey McGuire, Project and Grants Specialist
Mr. Michael Kelly, Transit and Facilities Operations Director
Mr. Jim Nagle, Public Information Officer
Mr. Juan Ortiz, Transit Driver I

Others Present
Mr. Peter Dwyer, Legal Counsel
Mr. Carl Boaz, Stenographer
Mr. Ardee Napolitano, Rio Grande Sun
Ms. Lisa Katonak, Santa Fe County Manager’s Office
Mr. Robert Griego, Santa Fe County Planning Manager

APPROVAL OF AGENDA:

Councilor Salazar made a motion to approve the agenda as presented. Councilor Ring seconded the motion and it passed by unanimous voice vote (9-0).

APPROVAL OF MINUTES – August 1, 2014

Councilor Ring made a motion to approve the minutes from August 1, 2014 as presented. Councilor Sheehey seconded the motion and it passed by unanimous voice vote (9-0).

PUBLIC COMMENTS:

There were none.

PRESENTATION ITEMS:

A. Presentation of Above and Beyond and Safe Driver Awards

Vice Chairman Chavez and Mr. Mortillaro presented Mr. Juan Ortiz with the Above and Beyond Award.

[No Action was required on this item. This item was for presentation only.]
ACTION ITEMS FOR APPROVAL/DISCUSSION:

B. **Discussion and Consideration of Resolution 2014-18 In Recognition of the 10th Anniversary of the NCRTD’s certification as the first Regional Transit District in the State of New Mexico**

The NCRTD is entering the 10th year since its establishment as the first Regional Transit District in the State of New Mexico. It has complied in all respects with the provisions set forth in the Regional Transit District Act. Since it began providing service in 2007, the NCRTD has continued to provide transit services to transit-dependent groups such as seniors, students, veterans, low-income and mobility-impaired residents to provide them with better access to education, higher paying jobs, medical and quality of life services, while at the same time reducing oil dependence.

It was recommended that the board approve Resolution 2014-18 in recognition of the 10th Anniversary of the NCRTD’s certification as the first Regional Transit District in the State of New Mexico.

Councilor Ring made a motion to approve Resolution 2014-18 as presented. Councilor Sheehey seconded the motion and it passed by unanimous voice vote (9-0).

C. **Discussion and Consideration of Resolution 2014-19 Authorizing the Submittal of Applications for Federal Funding for §5311 in Federal Fiscal Year 2016**

The NCRTD files for Federal grants that pass through NMDOT each year. The §5311 grant supplies funding for administrative, operating, and capital for qualifying rural recipients. This year, NMDOT is requiring a Board Resolution acknowledging that the local agency is willing to provide the local match required.

The FFY16 §5311 application is due to NMDOT by September 5, 2014, and must be filed in order to receive Federal fiscal year 2016 §5311 funds. The NCRTD is requesting $4,475,405 administrative, operating and capital funds. The Federal share is $2,891,568, and the NCRTD share is $1,583,837.

It was recommended that the Board approve Resolution No. 2014-19, authorizing Staff to submit a FFY16 §5311 application with NMDOT with the understanding that, upon award, the NCRTD is responsible for the local share, which is 20% for administrative and capital and 50% for operating funds.

Mr. Bulthuis made a motion to approve Resolution 2014-19 as presented. Councilor Ring seconded the motion and it passed by unanimous voice vote (9-0).
D. Discussion and Review of §5311 Capital Bus Procurement for Fiscal Year 2015

On February 1, 2013 the board approved the award of NCRTD Purchase Agreement no. NCRTD-2012-001 for purchasing buses, which was solicited for bids on December 12, 2012. On May 8, 2014 the FY 2015 5311 Capital Funding of $300K was awarded to the District by the New Mexico Department of Transportation for the purchase of 3 buses. At this time the District desires to purchase one bus: 1-34 passenger bus in the amount of $155,573.00. There are 3 buses listed for this 5311 grant:

1 – 34 passenger @ $155,373.00
1 – 18 passenger @ $97,000.00
1 – ADA van @ $50,000.00

The ADA van is a new type of ADA accessible van and has to be presented as a sole source procurement with a separate agenda item to the Board.

The 18 passenger bus is an alternative fuel vehicle and is part of the Alternative Fuels Analysis that was approved by the Board on August 2, 2013. The Board approved 2 – 18 passenger buses to be procured, one LNG fuel and one CNG fuel. Both were to be ordered and manufactured at the same time in order to test identical vehicles for a future alternative fuel for the District. The 18 passenger CNG bus will come from state funding source that will be awarded later this year.

It was recommended that the Board authorize the Executive Director to purchase 1-34 passenger buses in the amount of $150,490.00 from National Bus Sales.

Mr. Montoya made a motion to approve Staff’s recommendation as presented. Councilor Sheehey seconded the motion and it passed by unanimous voice vote (9-0).

E. Discussion and Review of Sustainability Committee Member Appointments

In February, 2014, the Board adopted the Sustainability Plan. The plan calls for the establishment of a Sustainability Committee that would set goals, measurements and provide reports of progress on sustainability initiatives and goals to the Board. The Sustainability Committee Charter was approved by the Board on March 7, 2014. On June 6, 2014 the Board approved four (4) initial members of the committee. Those were Councilor Pete Sheehey of Los Alamos, Collin Messer from the State Energy and Minerals Department, Tony Mortillaro, Executive Director, and Mike Kelly, Operations Director. Staff is recommending three (3) additional appointments at this time: Katherine Mortimer, Erik Aaboe and Erick Aune.

It was recommended that the Board approve the appointment of the three (3) additional members to the Sustainability Committee.
Councilor Ring made a motion to approve Staff’s recommendation as presented. Mr. Bulthuis seconded the motion and it passed by unanimous voice vote (9-0).

F. Discussion and Award of Long Range Transit Service Plan (LRTSP)

During the development of the Fiscal Year 2015 Budget Staff requested funding from the New Mexico Department of Transportation Rail and Transit Division and was awarded a grant amount of $64,000 representing 80% of the estimated cost ($80,000) for the preparation of a LRTSP. After approval of the budget incorporating the funds for the LRTSP, staff prepared a Request for Proposals (RFP) and provided a legal notice in the Albuquerque Journal and Rio Grande Sun announcing the RFP solicitation. The RFP was issued on June 16, 2014 and proposals were due on August 15, 2013. Two proposals were submitted. A selection committee determined that both proposals did merit further consideration. The two proposers were invited to continue in the process and to present their proposals in an interview process to the selection committee on August 29, 2014. Based upon the results of the two processes the selection committee is recommending award to Felsburg, Holt & Ullevig.

It was recommended that the Board award the contract for the Long Range Transit Service Plan update to Felsburg, Holt & Ullevig; and authorize the Executive Director to execute a contract with Felsburg, Holt & Ullevig in an amount of $80,000.00 (not inclusive of GRT) and set a project budget amount of $96,400.00 which is inclusive of GRT and which allocates an additional amount of funding for public meetings as needed.

Ms. Mermejo made a motion to approve Staff's recommendations as presented. Councilor Ring seconded the motion and it passed by unanimous voice vote (9-0).

G. Discussion and Review of the Investment of District Funds and the State of New Mexico Local Government Investment Pool Report

The NCRTD began recently participating in the LGIP government investment fund, known as the New MexiGROW Local Government Investment Pool or LGIP, and Other Certificate of Deposits from Local and surrounding banks in New Mexico. The NCRTD established the short-term investments (no more than 12 months) throughout various FDIC insured institutions in the state of New Mexico. The total amount set for investment totaled approximately $5,975,492 and a total overall cash balance of $7,428,077, including the NCRTD operating account of approximately $1,226,891. (NCRTD has 2.15x in operating liquidity funds)

Summary:

- As of June 30, 2014, the total Investment CD’s and LGIP inclusive of interest revenue is $5,981,186, with a total earning of $5,883 since the accounts have been established and began earning interest.
- The average rate of return is .325% with and average earned income of
$356.
- The highest earned income is .70% with US New Mexico FCU for a 6 month term earning the district a total of $598.10 in interest.
- The current Quarter from April-June of 2014 earned a total of $3,941 in interest.
- Last Fiscal Year (FY2013) the district generated approximately $3,377.
- Operating Cash Balance account has approximately $1,226,891 for operational cash flows.

[This item was for discussion only, no action was required.]

DISCUSSION ITEMS:

H. Discussion and Review of Ski Santa Fe Service Update

As instructed by the Board, conversations have continued with NCRTD Tribal members as well as City, County, and area stakeholders. A meeting occurred on July 30th to further discuss the service request, with the City of Santa Fe, Santa Fe County, Nambé Pueblo, Tesuque Pueblo, and the NCRTD in attendance. At this meeting, Tribal concerns were voiced regarding the impact of the service on the Mountain, wilderness and People. Additional meetings involving the City, County, Santa Fe National Forest, Ski NM and Ski Santa Fe, and the Santa Fe MPO occurred on August 1 and August 18 to address Tribal concerns, routing questions and continue conversations as to how to craft a win-win plan moving forward. A tentative meeting is set for September 2, 2014 to further clarify the mission of the service, potential funding sources and possible stop sponsorships.

[This item was for discussion only, no action was required.]

I. Financial Report for August 2014:

J. Finance Subcommittee Report:

Mr. Vigil gave a brief overview of the meeting held on August 22, 2014. He noted that the Audit Entrance Conference Occurred as well as discussion regarding the Investment of District Funds and the State of New Mexico Local Government
Investment Pool. Additionally, the meeting minutes from May 23, 2014 were approved.

K. **Tribal Subcommittee Report:**

There was no report.

L. **Executive Report for August 2014 and Comments from the Executive Director:**

1) Executive Report
2) Performance Measures for July 2014
3) Ridership Report for July 2014

**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>Jul-13</td>
<td>22</td>
</tr>
<tr>
<td>Aug-13</td>
<td>20</td>
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<td>Sep-13</td>
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<tr>
<td>May-14</td>
<td>2</td>
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<td>Jun-14</td>
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**Monthly System Totals**

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<thead>
<tr>
<th></th>
<th>This Year</th>
<th>Last Year</th>
<th>% Change</th>
<th>Year to Date Totals</th>
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<tbody>
<tr>
<td><strong>NCRTD Operated</strong></td>
<td>17,415</td>
<td>17,504</td>
<td>-1%</td>
<td>17,415</td>
</tr>
<tr>
<td><strong>NCRTD Funded</strong></td>
<td>28,959</td>
<td>31,048</td>
<td>-7%</td>
<td>28,959</td>
</tr>
<tr>
<td><strong>All Systems Funded Total</strong></td>
<td>46,374</td>
<td>48,552</td>
<td>-5%</td>
<td>46,374</td>
</tr>
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</table>

**Year to Date Totals**

<table>
<thead>
<tr>
<th></th>
<th>This Year</th>
<th>Last Year</th>
<th>Difference</th>
<th>% Change</th>
</tr>
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</tr>
<tr>
<td><strong>All Systems Funded Total</strong></td>
<td>46,374</td>
<td>48,552</td>
<td>-2,178</td>
<td>-5%</td>
</tr>
</tbody>
</table>

MATTERS FROM THE BOARD

M. **Request for Service to Jicarilla Apache Nation**

This item was postponed for the next meeting.

MISCELLANEOUS

Mr. Mortillaro invited Board members to the 10th Anniversary celebration that would take place on September 12th.

Mr. Lonnie Montoya invited Board members to the Nambe Pueblo Feast Day on October 4th.

Board members then commended staff for all of their hard work.

N. **Request to Reschedule October 3, 2014 Board Meeting to October 10, 2014**

It was recommended that the October 3rd Board meeting be rescheduled to October 10, 2014.
Councilor Ring made a motion to approve Staff’s recommendation as presented. Mr. Bulthuis seconded the motion and it passed by unanimous voice vote (9-0).

**ADJOURN**

The meeting was adjourned at 10:35 p.m.

**NEXT BOARD MEETING:** October 10, 2014 at 9:00 a.m.