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 9:27 a.m.

ROLL CALL:

Ms. Trujillo 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>
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<tbody>
<tr>
<td>Town of Edgewood</td>
<td>Councilor Chuck Ring</td>
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<tr>
<td>City of Espanola</td>
<td>Councilor Dennis Tim Salazar</td>
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<td>Los Alamos County</td>
<td>Councilor Pete Sheehy</td>
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<td>Pueblo of Nambe</td>
<td>Lt. Governor Arnold Garcia</td>
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<tr>
<td>Pueblo of Ohkay Ow ingeh</td>
<td>Absent</td>
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<tr>
<td>Pueblo of Pojoaque</td>
<td>Absent</td>
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<tr>
<td>Rio Arriba County</td>
<td>Commissioner Alex Naranjo</td>
<td></td>
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<tr>
<td>Pueblo of Santa Clara</td>
<td></td>
<td>Mary Lou Valerio</td>
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<tr>
<td>City of Santa Fe</td>
<td>Councilor Joseph Maestas</td>
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<tr>
<td>Santa Fe County</td>
<td>Commissioner Miguel Chavez</td>
<td></td>
</tr>
<tr>
<td>Pueblo de San Ildefonso</td>
<td>Absent</td>
<td></td>
</tr>
</tbody>
</table>
Taos County          Commissioner Jim Fambro

Town of Taos          Absent

Pueblo of Tesuque      Charles Dorame

Staff Members Present
- Mr. Anthony J. Mortillaro, Executive Director
- Mr. Peter Dwyer, Legal Counsel
- Ms. Delilah Garcia, Transit Operations and Maintenance Director
- Ms. Jackie Trujillo, Executive Assistant
- Mr. Troy Bingham, Finance Director
- Ms. Dora Anaya, Human Resources Director
- Ms. Stacey McGuire, Projects and Grants Manager
- Mr. Jim Nagel, Public Information Officer
- Mr. Rodney Kephart, RTD Driver
- Mr. Daniel Roybal, Driver Supervisor

Others Present
- Mr. Carl Boaz, Stenographer
- Mr. Austin Fisher, Rio Grande Sun
- Mr. Isaac Pino, City of Santa Fe
- Mr. Ray Matthews, Santa Fe County
- Mr. Keith Wilson, Santa Fe Trails
- Mr. Thomas Martinez, Santa Fe Trails
- Ms. Lucia Sanchez, Rio Arriba County
- Mr. Tomas Campos, Rio Arriba County
- Mr. Hvtce Miller, Pueblo of Tesuque-Santa Fe County

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES – September 9, 2016

Commissioner Alex Naranjo made a motion to approve the minutes from September 9, 2016 as presented. Councilor Dennis Tim Salazar seconded the motion. Minutes approved by unanimous voice vote.

PUBLIC COMMENTS:

There were none.

PRESENTATION ITEMS:

A. Introduction of Delilah Garcia, Transit and Facilities Operations Director, Dora Anaya, Human Resources Director, Daniel Roybal, Transit Shift Supervisor

Mr. Mortillaro introduced and welcomed Ms. Delilah Garcia, Transit and Facilities Operations Director, Ms. Dora Anaya, Human Resources Director, and Mr. Daniel Roybal, Transit Shift Supervisor.
B. Presentation of GFOA “Distinguished Budget Presentation Award”

Vice Chairman Chavez and Mr. Mortillaro, Executive Director presented the GFOA “Distinguished Budget Presentation Award” award to Finance Director Troy Bingham.

C. Above and Beyond Quarterly Award

Mr. Mortillaro and Vice Chairman Chavez presented Rodney Kephart, Driver II with the Above and Beyond Award.

ACTION ITEMS FOR APPROVAL/ DISCUSSION:

D. Discussion and Consideration of Resolution 2016-39 Adopting and Amending Personnel Rules and Regulations

NCRTD last updated its “North Central Regional Transit District Personnel Rules and Regulations” on July 12, 2013. This Resolution adopts new Personnel Rules and supersedes resolution 2013-15 adopting the prior version of the North Central Regional Transit District Personnel Rules and Regulations.

Commissioner Fambro made a motion to Approve the Resolution and adopt the amended Personnel Rules and authorized staff to make conforming (non-substantive) changes to the final version. Commissioner Naranjo seconded the motion and it passed by a roll call vote (10-0).

E. Discussion and Consideration of Resolution 2016-40 Demonstrating the NCRTD’s Commitment to Provide its Local Share for §5311 Federal Funding Award in Federal Fiscal Year 2018 (FFY18)

A final revision to the dollar amount for grant submittal for §5311, intent is to apply for approximately $5,962,255 in §5311 Federal funding in FFY2018 through New Mexico Department of Transportation (NMDOT). The Board previously approved a Resolution noting a match not to exceed $2,169,810.90; local match will now not exceed $2,230,410.

Councilor Sheehey made a motion to approve Resolution 2016-40. Councilor Ring seconded the motion and it passed by a roll call vote (10-0).

F. Discussion and Approval of Operational Assessment of Town of Taos Routes Post-consolidation

Staff is suggesting a two phased approach to addressing service modifications in the Taos area. Phase I would capture service requests with minimal fiscal impact and Phase II would address service requests that have significant fiscal impacts which would be considered and possibly incorporated into next year’s budget discussion and planning.

Commissioner Fambro made a motion on option 2 to Direct Staff to implement route modifications to Taos area transit routes in a two-phased approach. Councilor Ring seconded the motion and it passed by a roll call vote (10-0).
Commissioner Fambro made a motion to include the Taos Ski Valley mid-day service 341 green route as a trial for this season. Councilor Maestas seconded the motion and it passed by a roll call vote (10-0).

G. Discussion and Consideration of Resolution No. 2016-41 Transportation Alternatives Program (TAP) ADA Transition Plan FFY18 and FFY19 Planning, Design, Construction, Construction Management and Capital Request Application Submittal

A request to submit for additional TAP funding in FY18 and FY19 specifically to plan, design, construct, manage construction, and purchase capital as prioritized and outlined in the (updated) ADA Transition Plan.

Councilor Maestas made a motion to approve Resolution 2016-41. Councilor Maestas seconded the motion and it passed by a roll call vote (10-0).

H. Discussion and Consideration of FY2017 Bus Replacement Purchases

Authorize the purchase of ten 14 passenger buses for $944,280 or the two vans/buses for demand response and lose funding of $754,808 budgeted in FY2017, from the State of New Mexico 5311 capital funding and $194,042 budgeted in FY2017, from the State of New Mexico 5310 capital funding.

Councilor Maestas made a motion to recognize the purchase of State Capital Outlay 14-passenger bus from late August 2016 for $94,428. Commissioner Fambro seconded the motion and it passed by a roll call vote (10-0).

Councilor Maestas made a motion to Recognize the purchase of Santa Clara Pueblo’s 14-passenger bus from late August 2016 for $94,428 that will be reimbursed by tribal transit funds passed through the Pueblo. Commissioner Fambro seconded the motion and it passed by a roll call vote (10-0).

Councilor Maestas made a motion to Recognize the buyout purchase of Santa Fe Mountain Trail rental/lease bus from September 2016 for $128,627. Councilor Ring seconded the motion and it passed by a roll call vote (10-0).

Councilor Maestas made a motion to Authorize the Executive Director to purchase ten 14-passenger buses in the amount of $944,135 from approved NMDOT purchase agreement no. 60-000-15-00015 after final approval from NMDOT to proceed with the purchase. Councilor Salazar seconded the motion and it passed by a roll call vote (10-0).

Councilor Maestas made a motion to Authorize the Executive Director to purchase two 14-passenger buses for demand response in the amount not to exceed $188,827 from approved NMDOT purchase agreement no. 60-000-15-00015 after final approval from NMDOT to proceed with the purchase. Councilor Salazar seconded the motion and it passed a roll call vote (10-0).

I. Discussion and Consideration of Resolution No. 2016-42 Adopting Amended Financial Policies to Incorporate a Change to District’s Financial Policies to Include Automatic Vendor Payments and Check Signatures
The Finance Subcommittee meet October 28, 2016 and discussed the changes to the policy and recommend that the Board discuss and review the information about the “Vendor Direct Deposit Program” and recommended approval of incorporating this program into the Financial Policies of the District by resolution.

Councilor Sheehey made a motion to approve Resolution 2016-42. Councilor Maestas seconded the motion and it passed by a roll call vote (10-0).

J. Discussion and Approval of Investment of District Funds Summary

As of September 30, 2016, the total investment exclusive of interest revenue was $7,933,129. Total earnings from interest total $7,768 since the start of the fiscal year. The average rate of return is .46%. The highest earned income is 1.00% with Guadalupe CU (12-month term) earning the District a total of $621.21 in interest this fiscal year. The current quarter from July through September of 2016 earned a total of $7,768 in interest.

Commissioner Naranjo made a motion to accept the Investment Portfolio Report as presented. Councilor Maestas seconded the motion and it passed by unanimous voice vote (10-0).

K. Discussion and Approval of FY2016 Year-End Financial Summary Report

Overall revenues were less than budgeted and expenditures were less than budgeted. The actual revenues of $11,684,148 (less Non-Cash Transactions of $591,109) exceeded expenditures of $10,961,499 by $722,649 for FY2016

Councilor King made a motion to approve the FY2016 Year-End Financial Summary Report. Commissioner seconded the motion and it passed by unanimous voice vote (10-0).

DISCUSSION ITEMS:

L. CLOSED SESSION

Closed session of the meeting pursuant to NMSA 1978, Section 10-15-1 (H) (7) regarding Attorney-client privileged matters pertaining to threatened or pending litigation in which the District may become a participant.

Councilor Maestas made a motion to move out of Closed Session. Councilor Sheehey seconded the motion and it passed by a roll call vote (8-0).

M. Reconvene in Open Session:

Councilor Sheehey made a motion to authorize the attorney to take the actions as discussed. Ms. Valerio seconded the motion and it passed by a roll call vote (8-0).

N. Financial Report September for 2016:
O. **Finance Subcommittee Report:**

The minutes from August 26, 2016 were presented in the Board packet for review.

[No action was required on this item.]

P. **Tribal Subcommittee Report:**

The minutes from June 29, 2016 were presented in the Board packet for review.

[No action was required on this item.]

Q. **Executive Report and Comments from the Executive Director:**

1) Executive Report for October 2016
2) Performance Measures for September 2016
3) Ridership Report for September 2016
MATTERS FROM THE BOARD

There were none.

MISCELLANEOUS

There were none.

ADJOURN

The meeting was adjourned.

Commissioner Fambro made a motion to adjourn the meeting. Ms. Valerio seconded the motion and it passed by unanimous voice vote (8-0).

NEXT BOARD MEETING: December 9, 2016 at 9:00 a.m.
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.