North Central Regional Transit District
Board Meeting
Friday, October 4, 2013
9:00 a.m. - 1:00 p.m.

CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Commissioner Dan Barrone, Chair, at 9:10 a.m. at the Jim West Transit Center, 1327 Riverside Drive, Española, New Mexico.

1. Pledge of Allegiance

2. Moment of Silence

3. 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></td>
<td>Mr. Philo Shelton III</td>
</tr>
<tr>
<td>Rio Arriba County</td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>Taos County</td>
<td>Commissioner Daniel Barrone</td>
<td></td>
</tr>
<tr>
<td>Santa Fé County</td>
<td>Commissioner Miguel Chávez</td>
<td></td>
</tr>
<tr>
<td>Nambé Pueblo</td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>Pojoaque Pueblo</td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>Ohkay Owingehe Pueblo</td>
<td>Ms. Christy Mermejo</td>
<td></td>
</tr>
<tr>
<td>San Ildefonso Pueblo</td>
<td>Ms. Lillian Garcia</td>
<td></td>
</tr>
<tr>
<td>Santa Clara Pueblo</td>
<td></td>
<td>Ms. Mary Lou Valério</td>
</tr>
<tr>
<td>Organization</td>
<td>Status</td>
<td></td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------</td>
<td></td>
</tr>
<tr>
<td>Tesuque Pueblo</td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>City of Santa Fé</td>
<td>Councilor Patti Bushee</td>
<td></td>
</tr>
<tr>
<td>City of Española</td>
<td>Councilor D. Tim Salazar</td>
<td></td>
</tr>
<tr>
<td>Town of Edgewood</td>
<td>Councilor Chuck Ring</td>
<td></td>
</tr>
<tr>
<td>Rio Metro (ex officio)</td>
<td>Absent</td>
<td></td>
</tr>
</tbody>
</table>

**Staff Members Present**
- Mr. Anthony J. Mortillaro, Executive Director
- Ms. Glenda Aragon, Financial Manager
- Mr. Pat López, Financial Analyst
- Mr. Jim Nagle, Public Information Officer
- Ms. Dalene Lucero, Executive Assistant
- Mr. Mike Kelly, Transit Operations Manager
- Ms. Stacey McGuire, Projects and Grants Specialist

**Others Present**
- Mr. Mark Basham, Legal Counsel
- Mr. Carl Boaz, Stenographer
- Mr. Antonio Sierra, Rio Grande Sun
- Mr. Daniel Manzanares, Ghost Ranch
- Ms. Debbie Manzanares, Ghost Ranch
- Mr. Gary Forrest, Sipapu Ski and Summer Resort
- Mr. Ken Smithson, City of Santa Fé

4. **INTRODUCTIONS**

All present introduced themselves to the Board.

5. **APPROVAL OF AGENDA**

Councilor Ring moved to approve the agenda as presented. Councilor Bushee seconded the motion and it passed by unanimous voice vote.

Chair Barrone noted that none of the pueblos could attend on November 1 so he asked that the meeting date be November 8th.

The motion passed by roll call vote with Los Alamos County, Taos County, Ohkay Owingeh Pueblo, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fé, City of Española, and Town of Edgewood voting in favor and none voting
against. Santa Fé County was not present for the vote.

6. APPROVAL OF MINUTES – September 6, 2013

Councilor Ring moved to approve the minutes of September 6, 2013 as presented. Ms. Valério seconded the motion and it passed by roll call vote with Los Alamos County, Taos County, Ohkay Owingeh Pueblo, San Ildefonso Pueblo, Santa Clara Pueblo, City of Española, and Town of Edgewood voting in favor and none voting against and City of Santa Fé abstaining and Santa Fé County was not present for the vote.

7. PUBLIC COMMENTS

There were no public comments.

8. PRESENTATIONS

There were no presentations.

9. ACTION ITEMS FOR APPROVAL/DISCUSSION

A. Discussion and Consideration of Resolution 2013-24 adopting a Money Purchase Retirement Plan, Executing the Declaration of Trust of Vantage Trust and approving the Plan Document and Trust, Administrative Services Agreement and affiliated documents

Mr. Mortillaro explained that this document allowed the District to set up the supplemental pension plan. The Board approved employee choices on retirement on August 2, 2013 (Resolution 2013-17) so that employees could choose this plan if they chose not to participate in Social Security. He described it as a money purchase plan rather than defined benefit plan through International City Managers’ Association Retirement Corporation. The plan design provided for a 6.2% contribution by the District and a mandatory 4.2% contribution by the employee (the amount the Board selected). It was limited only to those hired before August 2, 2013 and who chose not to participate in Social Security and who also were enrolled in PERA. All others would be required to be enrolled in Social Security and in PERA. There would be no extra cost to the District with this plan except for some maintenance costs that were about $1,000 per year.

He offered to go through the design of the plan as described on pp 30-36. He highlighted some of the provisions. Those employees who were eligible would make their election on November 5 (Election Day).
Commissioner Chávez arrived at this time.

Mr. Mortillaro listed highlights. Among them was Section 14 on spousal protection.

Councilor Bushee asked that it define "spouse" somewhere in the plan.

Mr. Mortillaro said it followed the legal provisions of the IRS but agreed to investigate that further.

Councilor Bushee asked if they would keep the age 59.5 age relative to what PERA was doing.

Mr. Mortillaro explained it was not a defined contribution provision like PERA. Employees didn't select how their funds would be invested, this was the default.

Mr. Mortillaro said on their final paycheck, employees could contribute anywhere from 0 to 4.2% but had to make the choice at time of enrollment and it was irrevocable.

Commissioner Chávez moved to adopt Resolution 2013-24, adopting Money Purchase Retirement Plan 10-107802. Councilor Bushee seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Santa Fé County, Taos County, Ohkay Owinge Pueblo, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fé, City of Española, and Town of Edgewood voting in favor and none voting against.

B. Discussion and Review of FY 2013 End of Year Budget

Mr. Mortillaro recalled at mid-year the Board discussed the budget status and made expenditure modifications that anticipated what was happening with the revenue decline. This report showed how it went at year end.

Mr. López provided a handout showing other details on GRT. He referred to page 109 that provided budget/actual comparisons. The FY 2013 budget was $9.7 million. At midyear they were looking at a $262,047 deficit for GRT. At year end, the District finished with a $142,530 deficit.

His handout showed the end of year total for each county. The total budgeted for GRT was $7,138,000. Los Alamos had a $472,532 shortfall, Rio Arriba County had a $12,801 deficit, Santa Fé County ended with a $301,522 surplus and Taos with a $41,281 surplus.

Commissioner Chávez thought the half of Santa Fé County's GRT going to the Rail runner should be added to the flow chart because it was significant and would alert the entities to continue being conservative.
Mr. Mortillaro said roughly 60% of this revenue went out to other entities. $1.4 million went to Los Alamos for regional service they provided; almost $1 million went to Santa Fé Trails. So the District only retained about 40% for direct RTD operations.

Commissioner Chávez asked Mr. López if he could reflect those in the flow chart.

Ms. Aragon said that was shown on page 109.

Mr. López said they also had a little surplus from auctioned vehicles and received some from bank account interest. There were also some insurance proceeds of $2,191 and miscellaneous income surplus of $121.

At midyear they were really concerned because of the deficit and dwindling revenue in Los Alamos County. LANL actually got a credit on GRT from State Treasury Department so the District put in austerity measures at mid-year. Salaries stayed the same through the year and they had a small vacancy rate through the year. Administrative costs were $10,000 less than projected. $150,000 was earmarked for the service plan and would actually be spent in 2014 so they picked up some money in contractual services. It was an 80/20 split for our service plan.

The overall budget surplus for administration, including salaries, benefits and operating costs was $291,000. Operations, including drivers, maintenance, supervisors, had a surplus of $141,666 at midyear projected. They picked up some money at year end and had $243,000 surplus at year end. Some was from vacancy savings in the drivers' salary and benefits and reduced overtime. Overall for operations the surplus at year end was $262,000.

For regional allocations, they were looking at an overall deficit at midyear of $123,000 and ended up the year with a deficit of $119,000.

Commissioner Chávez said he would make this report as a standard update to the County Commission but the details were buried in a footnote. That detail was very significant. He asked if Mr. López could provide that to Mr. Erick Aune so it could be included in his next presentation.

Mr. López agreed. He said $291,215 was the projected capital outlay surplus and it ended up at $264,000.

At midyear they projected a $676,000 surplus and at year end they realized a $704,915 surplus.

For Federal match with 5311 was 80/20 for administration and 50/50 for operations. They had until September 30 to spend the federal funds and surplus of local share match was put into reserves. With the 5311 capital outlay, the budget was specifically for the
software for vehicle scheduling at $430,000 and part of it was budgeted for 2014. They picked up extra federal funds for the software. With the Veterans’ Initiative they picked up about 60% of that cost and only had to come up with $90,000 match. Overall they picked up about $233,000.

At year end the total net savings resulted in $852,556 surplus overall and it went to cash reserves that now totaled in excess of $3.2 million.

Ms. Mermejo asked how the District could expend all the federal 5311 funds without spending the local share requirements simultaneously.

Mr. López explained that the federal year crossed over the state fiscal year. So the match was spent but following the state fiscal year meant the District overstated it a little but spent everything in its entirety.

Ms. Aragon explained it further.

Ms. Mermejo agreed it made sense that the primary match was GRT but asked what would happen if that match revenue didn’t come up as budgeted.

Mr. López explained it further and Ms. Aragon added to the explanation.

No action was needed for this item.

Chair Barrone thanked staff for this report.

C. Discussion and Consideration of Resolution 2013-25 Authorizing Application Submittal for a Transportation Alternatives Program (TAP) ADA Transition Plan

Mr. Mortillaro said that because of the TAP application deadline they had to submit this application prior to Board review to the Northern Pueblos Regional Planning Organization (RPO). He commended Ms. McGuire for her work, scouting for all federal money available. She did a great job with this application.

Ms. McGuire said Resolution 2013-25 was on pp.112. For TAP funding it passed through the RPO with federal funds allocated through the MPO and RPO. This was the ADA transition plan to design and construct ADA compliant amenities at shelters and stops. There were 32 shelters and stops that didn’t comply with ADA requirements. The plan would be implemented in FY 2014 and 2015 in two phases.

This year, for the first time, DOT allowed the RPO’s to decide on funding of projects. Applications were due to the RPO before the next regular Board meeting.
She explained it was a cost reimbursement program and required a 14.5% match. It was a good option. The average cost per bus stop was about $4-5,000.

She handed out the revised PIF. At the RPO meeting they were awarded $114,000. She noted the changes in the PIF. The project was on the ICIP priorities at #5. It was to pre-existing bus stops and shelters. The plan would prioritize the stops that were out of compliance and use ADA standards for the transition. The costs were estimated at $96,000; environment planning at $8,500 and a total cost of over $200,000. There might be more costs in construction, depending on the work needed. The match of $26,829 would come from GRT and for capital outlay the federal funds would be $159,000. She didn’t have actuals yet but that was the amount agreed to at the RPO.

Commissioner Chávez asked how they arrived at the $60,000 for state funds and where that was in the request pipeline.

Ms. McGuire said it was submitted September 30 and was based on the estimated costs of new shelters at $15,000 including pad and other design issues. It would be $180,000 for each of three years and that would be the maximum for what they wanted to modify.

Councilor Bushee was amazed that the environment costs were about the same as construction costs.

Ms. McGuire said the original TAP request was about $165,000 (page 116) but in order to insure that multiple projects all received adequate levels of funding. It was asked if the District would look at alternative options. She knew they had money through ICIP and other options to look at for other funds. She didn’t think the $96,000 would fund everything but she wanted to get the ADA Transition Plan established. She knew the District was not in compliance at all stops and having the transition plan in place would be required so they wanted to make sure it covered the highest priority stops first.

Councilor Bushee asked how many facilities needed updating.

Ms. McGuire said 32 shelters and the stops out of the 32 total. They really needed an overhaul on the entire system. The first phase was for design and planning and the second phase would be the construction. But as it breaks down, they were allowed $12,000 for construction in year one. That would do one or maybe two shelters and would cover the highest priority shelter.

Commissioner Chávez noted in the resolution it said the RTD authorizes staff to submit the application for $252,500 from NMDOT. He asked how that was broken out.

Ms. McGuire explained that was based on the first PIF which was the $252,500 request and it was changed at the meeting (p 116) that amount was to the total project cost estimate. At the meeting the RTD requested the new PIF. So $184,266 was the new
amount for TAP funding. She just thought the project was going to cost more than that but it was tied into the TAP funding.

Councilor Bushee asked if she believed they could get the TAP funding.

Ms. McGuire said they already got the award.

Councilor Bushee moved to approve the application with the adjusted amount. Mr. Shelton seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Santa Fé County, Taos County, Ohkay Owingeh Pueblo, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fé, City of Española, and Town of Edgewood voting in favor and none voting against.

D. Discussion and Consideration of Sipapu Service Expansion

Mr. Mortillaro said this was a follow up from the last meeting and new information from Ms. McGuire.

Ms. McGuire reported, based on the September Board discussions, that staff continued working on the possibility and the cost of weekend service and collaboration with the Chili Line. District staff and Sipapu continued the discussion, adjusting timing and weekend schedules on a trial basis. Mr. Mortillaro and Chair Barrone met with Oscar Rodriguez, Taos Town Manager, and discussed collaboration with Chili Line and staff were scheduled to meet October 2 to discuss routes.

On October 2, the District began working to eliminate duplication and planned to meet again later in October and November to nail down hard figures with more in depth discussion. They discussed Peñasco, Questa and the Taos Ski Valley. They considered the cost changes and found they could reallocate for the Questa Route and in discussions regarding the Chili Line the District was duplicating some service and could set up transfer times to provide regional connectivity.

The modified route schedules and cost details were shown on page 126 and showed a $5,000 cost annually for the Taos loop on the Peñasco route.

Staff requested further time to negotiate and this could provide a cost savings. If that was realized, staff would recommend version 2 in the packet on page 129. This would most readily incorporate Sipapu but wouldn't address employee accommodation on seven days of service Sipapu was looking for. For weekend service, staff recommended further negotiations. Weekend service would be around $3,500 per month. Staff acknowledged that unless there was a contribution put forward by Sipapu it would not be a viable option because it was not currently in the budget. But if its funding could be agreed upon, it might be incorporated on a trial basis and periodically assess how effective it was for both sides. It was also recommended further review of other options in
light of the service plan update.

Three options were presented - no action, approve it and ask staff to bring back a resolution to be approved, or recommend modifications or further deliberations.

The fiscal impact for Option 1 would be about $9,400 per year. For Option 2, the impact would be about $7,900 per year. The impact of Option 3 would be $3,900 annually. She also included a weekend version on page 132 which was not in last month's options. It just gave an idea of how it would work. On 132 it gave the option on weekend route. It was not incorporated into the Peñasco route but just for service to Sipapu and back.

Councilor Bushee understood it would not be a savings of $4,750 if the Taos Route was just removed.

Ms. McGuire said as shown on page 126 the loop would be absorbed into another route, probably the Questa route. But it could eliminate the redundancy.

Councilor Bushee asked if there was any estimate on those cost savings.

Ms. McGuire said it could free up $5,000 from the Peñasco cost, however the driver would either have cut hours or be switched to other route service. If they ran Sipapu as a separate service that driver could have those hours but with weekday service it would add more duties.

Councilor Bushee thought it was maybe a good idea but more information was needed and maybe the Chair could inform the Board of other talks with Taos.

Mr. Mortillaro agreed it was complicated. The Taos town manager was interested in eliminating the duplication but wanted the RTD to pick up the Taos Express services seven days a week at a cost of $75,000 per year. Or about $6,500 per month.

The UNM Klauer route could be eliminated and that costs $132,000 per year. If they agreed. Then the District could pick up the Taos Express. Some data needed to be verified because the information Chair Barrone and he received wasn't the same as what staff said.

Chair Barrone said the Chili Line was not funded through the RTD and they ran it to Taos Ski Valley. They used the same bus stops but it was duplicated service.

Ms. McGuire clarified that they wouldn't eliminate UNM entirely but would coordinate with Taos to eliminate duplication. There would be no impact on riders.

Mr. Mortillaro said our riders might be impacted in that if they go by the white bus they pay and the blue bus was free.
Ms. McGuire felt there were lots of opportunities to work together. Maybe a transfer could be used so it wouldn’t be a competitive thing. We don’t want to reduce their fare income.

Mr. Mortillaro added that the RTD did that with Santa Fé Trails so there was good precedent for that.

Councilor Bushee asked what the fare was.

Ms. McGuire thought it was maybe $2.

Commissioner Chávez thought it was $1 and with Park and Ride it was $1 or $2, depending on the transfer taken.

Councilor Bushee didn’t think the user would mind paying a $1.

Chair Barrone said the Sipapu Manager was here and they were willing to contribute if they needed to.

Ms. Mermelo felt this was a good discussion. She lived at the heart of this area being discussed. 11.5% of people in Sipapu were in poverty. Sipapu was one of few employers in their area. A lot of people needed to use transportation from Peñasco to Sipapu. It wasn’t like Santa Fé. There was no money up there. So charging would make us lose our perspective there. Ms. McGuire was doing awesome work. She thought they should try to do it even without a Sipapu contribution. She was willing to help any way she could.

Councilor Bushee said she was just trying to get the for profit company to participate and was not trying to get the residents to pay for the transportation but was thinking about the tourists and skiers.

Ms. Mermelo said this would be very beneficial for Sipapu residents.

Mr. Mortillaro reminded them the policy was already fare free. Mr. Forrest could comment later. If Sipapu or any corporate ski area wanted, they could add a surcharge onto the lift ticket to get their contribution made. But the whole discussion was getting their employees to work and back. Without being able to get workers there, they couldn’t open their doors.

Commissioner Chávez focused back on the recommended action here. There were several versions and lots of thought had gone into them. More significant was the discussion and the need for it to continue. He would support the first recommendation by staff. It was establishing some collaboration that could become stronger.

Commissioner Chávez moved to approve staff’s first recommendation to continue the conversation with Sipapu, the Town of Taos and the Chile Line.
Chair Barrone said there was no pressure on staff but he would like to see us get a timeline so we could do something before the ski season opening. He asked if the Board could move forward on it.

Mr. Mortillaro said the challenge was getting the Town of Taos to align with the RTD’s time line.

Commissioner Chávez said even though these needs come up but they needed to adhere to the service plans and amend them as new services come up. So it was hard to impose a deadline for things the RTD had no control over. He would leave that to staff who are doing a good job. He wouldn’t be comfortable to impose a deadline that would cause problems down the road.

Councilor Bushee asked if there was any sense on how much contribution and how it could move forward.

Ms. McGuire said she and Mr. Forrest had touched on it but were waiting to talk hard numbers until they knew what happened here and at Taos.

Mr. Forrest thanked Ms. Mermejo who spoke the employee’s side clearly. One of their objectives was to be the least costly ski area in New Mexico. They were not stuck with a $60 life ticket. The adult lift ticket price was $44 out of which the resort got $17 per lift ticket. They also had food service and the sport shop to help with revenue. The question was whether they could make more money and spend less with a shuttle service. It would save their fuel costs so it would be like a raise for staff.

Sipapu was committed to be here to see how things were going and he wanted to get things done. They would work with every institution possible to reach the goal of more business and reduced costs. They wanted people to enjoy the sport and to provide employment. He knew the City of Santa Fé was trying to get people up to Ski Santa Fé but the RTD would have to engage the private sector.

Councilor Bushee asked if they were looking at year-round service or just the ski season.

Mr. Forrest said they were looking at the ski season and if Sipapu must pay something it must help us get increased skiers and to get reliable staffing. Their weekends were already booked for next summer.

Councilor Bushee asked if Taos was fearful of this affecting their labor pool.

Mr. Forrest didn’t think so.

Councilor Bushee asked what the log jam was then.
Chair Barrone said it was completion of negotiations with the Town of Taos.

Mr. Mortillaro added that for whatever reason with prior staff, there were issues that contributed to lack of collaboration in the past with the Town. The first meeting focused on some of that and he hoped the second meeting would get to the hard facts. The Town Manager was very specific on what they would like to see.

Councilor Bushee thought the service plan was flexible and the Board needed to focus on getting people to places they need to go. It was always the Board's job to review the service plan to make it be most efficient. So we need to get the two entities together to agree and then figure out the most effective way.

Councilor Bushee seconded Commissioner Chávez' motion.

Ms. McGuire was encouraged by the conversations they had this week and thought it was productive. There would be cost saving benefits for both agencies to eliminate duplications or swap services with each other. She looked forward to the next meeting to make some progress done. It might take a few meetings to get it finished.

The motion passed by unanimous roll call vote with Los Alamos County, Santa Fé County, Taos County, Ohkay Owingeh Pueblo, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fé, City of Española, and Town of Edgewood voting in favor and none voting against.

E. Discussion and Consideration of Ghost Ranch Service Expansion

Mr. Mortillaro said the letter requesting consideration of Ghost Ranch service expansion was submitted by Mr. Campos at the last Board meeting. The results of findings were presented.

Ms. McGuire shared the results from their findings. She said Ghost Ranch contacted the District in August about their transportation needs and indicated that they had about 40 staff in double shifts. She presented five possible versions for addressing the Ghost Ranch needs. She referred to a chart in the packet about these versions.

Version 1 was on page 142 and the added cost would be $332 per year with service three times per week, Tuesday through Thursday (the current Chama Route). It was just a four-minute per day increase. It would be the easiest to implement. It would add a bus stop on Highway 84 at the Continental Divide Trail - the Ghost Ranch access road. Possible cost savings in the Taos Route could be used to cover these costs.

Version O'Keeffe was "the perfect world for Ghost Ranch" and would meet employees' needs as well as for visitors and tourists from Chama and Española areas. It would be a
five day per week route. She said staff would prepare a resolution making those changes for consideration at the November Board meeting.

For fiscal impact, Version 2 (page 143) would cost approximately $10,000 annually and would expand the Chama Route to Monday through Thursday. Version 3 (page 144) would expand the Chama Route to Monday through Friday would cost more annually.

Version LA Ghost (page 145) would tie in some of the service plan update from the community meeting in the Chama area that would help serve residents who worked in Los Alamos to coordinate those needs with Ghost Ranch needs. It would require a full rework of Chama Route and bigger expense. That could become an option for the future.

Version O’Keeffe (Monday through Friday) would be recommended by staff if there was money found to cover the added costs as it would provide better options for tourists coming from Santa Fé or Española and locals.

Councilor Ring asked if Ghost Ranch was closed on the weekends.

Ms. McGuire said they were open on weekends and summer was their bigger time.

Mr. Dan Manzanares, Chief of Operations from Ghost Ranch, was present and said they could use 7-day service. Lots of groups and individuals came there and they would commit to get a bus out to the highway for employees. When gas prices went up employees couldn’t afford to get there.

Councilor Ring said he was curious about it but not proposing it. It did fulfill the District’s mission and was a win-win but was for someone else to negotiate.

Chair Barrone asked Ms. McGuire what the District could afford to do.

Ms. McGuire said right now staff recommended version 1 but thought they should revisit it in the future.

Mr. Mortillaro added that a lot of these additions or enhancements were really identifying a revenue service like they did with reallocation on the Las Trampas route. The recommendation would always be to do what they could do within budget first and then share options on reallocation.

Mr. Shelton asked about their staff numbers

Mr. Dan Manzanares said right now there were 55 staff at Ghost Ranch but in the summer the staff increased to 110.

Mr. Shelton asked Ms. McGuire about any rider surveys. He recalled they changed the route about a year ago for medical trips.
Ms. McGuire said not at this point but what drove that were discussions at community meetings provided by community members and they needed to do that research. She would be comfortable doing surveys.

Mr. Mortillaro thought Ms. Debbie Manzanares had talked with her staff about interest

Ms. Manzanares said she attended the meeting in Tierra Amarilla and then presented it at one of their staff meetings and had that feedback. There was interest. They had fluctuating schedules with cooks coming at 6:30 to 3:30 and some from 8 to 5 and 11:30 to 7:30. They had a very limited labor pool. They had openings and those who interviewed often said it was really a long drive.

Councilor Bushee moved to approve Version One. Ms. Valério seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Santa Fé County, Taos County, Ohkay Owinge Pueblo, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fé, City of Española, and Town of Edgewood voting in favor and none voting against.

Upon motion by Commissioner Chávez and second by Councilor Bushee with unanimous voice vote, the Board recessed from 11:23 to 11:38 a.m.

During the recess, Ms. Mermejo excused herself from the meeting.

DISCUSSION ITEMS:

F. Financial Report for September 2013

Ms. Aragon referred to the Financial Report in the packet starting on page 147. Page 150 gave the overall GRT summary. Page 155 showed the overall grant revenue. Income from the first advertising on buses was received this month. Page 157 provided the month by month expenditures. Administration was at 17%, Operations was at 8.2% of budget, and Capital Outlay was at 0%.

She reported the external audit review took place on September 17-18 and she expected a draft report in October. She thanked staff for their understanding during that audit review time. The audit looks good for a positive result this year. She anticipated it to be an unqualified audit this year.

Chair Barrone asked if there was anything out of the ordinary this month on financials.

Ms. Aragon said she didn’t know what anticipated GRT would be.

There were no concerns from the Board.
G. Finance Subcommittee Report

Mr. Vigil was not present for the report.

Mr. Mortillaro reported that at the last meeting, the Finance Subcommittee received the end of year budget report and considered joining the Local Government Investment Pool. After discussion they wanted more information about it. For the October meeting they will have a long term financial plan and discuss reserve policies and hopefully the exit conference with the auditor.

Commissioner Chávez added regarding the Local Government Investment Pool that some Subcommittee members wanted staff to look at all options and bring findings to the full Board. Regarding the reserve and being conservative, they wanted to be careful to designate portions of the reserves for specific purposes.

H. Tribal Subcommittee Report

Ms. Valério said they had not had any meeting but hopefully by next meeting they should have a report.

I. Executive Report for September 2013 and Comments from the Executive Director

1. Executive Report

2. Performance Measures for August 2013

3. Ridership Report for August 2013

Mr. Mortillaro said regarding the federal shutdown, the good news for the District was that there would be no impact. The state was a year behind in spending federal dollars.

He asked Mr. Kelly to review the performance measures that were on pages 165.

Mr. Kelly reviewed the measures in the packet. He noted that all NCRD operated routes showed increasing ridership. The spare vehicle ratio has been static. Today they would be getting two replacement 14-passenger vans so the ratio would change next month.

Regarding complaints they had one from an 80 year old ADA passenger who through a communication error didn’t get on the list. He met with one individual, Mr. Bean, who
had several complaints.

Chair Barrone noted there was a report in Rio Grande Sun about complaints and believed they had been taken care of.

Mr. Mortillaro said he and Mr. Kelly both talked with the reporter and the complaint also tells different stories to the Governor’s office.

Mr. Kelly defined customer incidents and Councilor Ring asked if the majority of confrontations were the result of alcohol.

Mr. Kelly said about 10-15% were related to alcohol and the rest were from just not getting along. It varied each month and alcohol was an issue.

MATTERS FROM THE BOARD

There were no matters from the Board.

MISCELLANEOUS

J. Request for Service to Santa Fé Ski Basin

Councilor Bushee believed they had a letter from her. Mr. Bulthuis had been attending these meetings in the last few months and it was great today to see the work that has been done.

She said she was introducing the resolution to change the service plan. The City continued to have discussions with Abruzzos, owners of Santa Fé Ski Basin and CVB staff and transit staff. They were seeking corporate representation. This was part of the Santa Fé County’s plan. There are a lot of workers and lots of young people without a car who were hiking up there. This too could be a good year-round service. It was a pretty hopeful effort at this point.

Commissioner Chávez was interested in seeing a resolution drafted by RTD for such service and asked Mr. Mortillaro if staff could formulate a resolution on it or however the Board would handle it.

Mr. Mortillaro clarified that the protocol as established by the Board in 2009 was that a board member just needed to submit a letter asking for a staff analysis and then for the Board to evaluate the results. That was followed in a number of requests already.

Commissioner Chávez moved to accept the request of the City of Santa Fé and that the process established in Resolution 2009-15 be followed. Councilor Bushee
seconded the motion.

Councilor Bushee mentioned that this also went through the City’s Occupancy Tax Advisory Board (OTAB). She didn’t have the minutes here but could get a copy to Mr. Mortillaro.

Mr. Mortillaro said he did attend the OTAB and Mr. Bulthuis explained the protocol to them. One member had a number of questions and he became more supportive after the discussion.

Councilor Bushee said the resolution was prepared for the OTAB and extended the invitation to see if the Santa Fé County Commission wanted to participate and be invited to the meetings.

Commissioner Chávez said he had made a commitment to address those matters but was not comfortable with introducing the resolution to the County Commission before the RTD had addressed it. He and Commissioner Anaya had agreed to not do that until discussed at NCRTD.

Chair Barrone noted she failed to put Taos County on it. He said the proper protocol was to move them forward and by bringing this letter, this put the City’s foot in the door and the Board could do that.

Councilor Bushee agreed to make that correction and would bring it to the November 8 meeting.

Ms. McGuire didn’t know that staff would have a plan in place by the November meeting and would be more comfortable with a later deadline.

Commissioner Chávez didn’t think they should rush this.

Mr. Mortillaro deferred to Ms. McGuire who was the one that was doing all the work on analysis and knew she wanted to do it comprehensively. This one was different than the others because it would be a brand new route and require new vehicles.

Councilor Bushee agreed there was no attempt to rush it. OTAB was just the first possible source for revenue and she didn’t know what contribution was sought by RTD and there were a lot of pieces to this puzzle.

Ms. McGuire said she would much rather do it right so if it came to fruition it would be ready to go. She thought it could take, 6 or 9 months.

Councilor Bushee asked for a friendly amendment to bring regular reports on progress to the Board. Commissioner Chávez accepted the amendment as friendly and the motion passed by unanimous roll call vote with Los Alamos County, Santa
Fé County, Taos County, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fé, City of Española, and Town of Edgewood voting in favor and none voting against. Ohkay Owingeh Pueblo was not present for the vote.

ADJOURN

Next Board Meeting: November 8, 2013 at 9:00 a.m.

Councilor Bushee moved to adjourn the meeting. Councilor Ring seconded the motion and it passed by unanimous voice vote.

The meeting was adjourned at 12:10 p.m.

Approved by:

[Signature]
Daniel R. Barrone, Chair

Attest:

[Signature]
Geoffrey Rodgers, Secretary

Submitted by:

[Signature]
Carl Boaz, Stenographer