North Central Regional Transit District  
Board Meeting  
Friday, June 7, 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 9:21 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

Mr. Mortillaro 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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<tbody>
<tr>
<td>Los Alamos County</td>
<td>Councilor Geoff Rodgers</td>
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<tr>
<td>Rio Arriba County</td>
<td>Commissioner Barney Trujillo</td>
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<td>Taos County</td>
<td>Commissioner Daniel Barrone</td>
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<td>Santa Fé County</td>
<td>Absent</td>
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<tr>
<td>Nambé Pueblo</td>
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<td>Mr. Lonnie Montoya</td>
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<tr>
<td>Pojoaque Pueblo</td>
<td>Gov. Cameron Martinez</td>
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<td>Ohkay Owingeh</td>
<td>Ms. Christi Mermejo</td>
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<td>San Ildefonso Pueblo</td>
<td>Mr. Stephen Martinez</td>
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<tr>
<td>Santa Clara Pueblo</td>
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<tr>
<td>Tesuque Pueblo</td>
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<td>City of Santa Fe</td>
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<tr>
<td>City of Española</td>
<td>Councilor Tim Salazar</td>
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<td>Town of Edgewood</td>
<td>Councilor Chuck Ring</td>
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<td>Rio Metro (ex officio)</td>
<td>Absent</td>
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</tbody>
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**Staff Members Present**
- Mr. Anthony J. Mortillaro, Executive Director
- Ms. Glenda Aragon, Financial Manager
- Mr. Jim Nagle, Public Information Officer
- Ms. Stacey McGuire, Projects and Grants Specialist
- Ms. Dalene Lucero, Executive Assistant

**Others Present**
- Mr. Peter Dwyer, Legal Counsel
- Mr. Carl Boaz, Stenographer
- Mr. Erick Aune, Santa Fe County

4. **INTRODUCTIONS**

All present introduced themselves to the Board.

5. **APPROVAL OF AGENDA**

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

6. **APPROVAL OF MINUTES – May 3, 2013**

Mr. Montoya asked for a correction on page 6 where it should say, “Las Trampas” not “Las Traps.”

Mr. Montoya moved to approve the minutes of May 3, 2013 as amended. Commissioner Trujillo seconded the motion and it passed by unanimous voice vote.

7. **PUBLIC COMMENTS**

There were no public comments.
Mr. Tomás Campos (Rio Arriba County) joined the meeting at this time.

8. PRESENTATIONS

A. Service Plan Update – Ken Hosen, KHF Group

Mr. Mortillaro introduced Mr. Hosen to provide the update of the service plan and talk about the process and entertain any questions. He also handed out a schedule of meetings to occur next week. It would be the last week of intensive meetings.

Mr. Hosen distributed his power point presentation. He said he was working with Bruce Poster from Southwest Planning and Marketing. He briefly reviewed the power point with the Board. He indicated he had received input from all six transit systems in the region.

Bus stops were important in the plan. Buses were not permitted to stop at places other than bus stops. So all of them would have signs designating them as bus stops. The Plan called for reducing times at stops in Española.

He held 16 meetings and talked with over 100 people.

He said the Plan would coordinate where possible; consolidate where possible, manage contracts and seek funding.

He identified the individual tasks in the plan, including Task 1 - project initiation

Task 2 - Outreach - write ups by end of June.

Task 3 - review demographics, land uses and travel patterns.

Task 4 - review NCRTD services

Task 5 - Identify unmet needs in the region.

Task 6 - wide range of alternatives

Task 7- recommend Transit Service Plan

Task 8 - implementation and funding strategies in Oct - Dec.

Councilor Ring inquired as to how many of the meetings had people asking for additional service.

Mr. Hosen said they were just getting started with the meetings. He just had one with Nambé. No one came to the meeting in Española. He had gotten lots of feedback. Most of the roads were covered with some level of service now. Concerns were for more bus stops.
Mr. Mortillaro said the RTD website had the survey instrument on it and customers could take the survey and provide feedback. That has been conveyed through media outreach as well.

**ACTION ITEMS FOR APPROVAL/DISCUSSION**

**B. Discussion and Consideration of Adoption of Resolution 2013-09 Adopting Fiscal Year 2014 Final Budget**

Mr. Mortillaro clarified that this was the final hearing on the budget. The subcommittee met on April 24 and soon thereafter, the draft budget was presented at the May Board meeting and they didn’t receive any amendment requests to be made. So this was the final budget for consideration by the resolution.

Commissioner Trujillo moved to approve Resolution 2013-09 as presented. Councilor Ring seconded the motion and it passed by unanimous roll call vote with Town of Edgewood, City of Española, Taos County, Nambe Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County and San Ildefonso Pueblo voting in favor and none voting against.

**C. Discussion and Consideration of Adoption of Resolution 2013-11 Adoption of Multiple route Modifications as Discussed at the May 3, 2013 Board Meeting**

Mr. Mortillaro said this resolution had those routes that were presented at the May Board meeting and some changes were made from the discussion at that meeting.

Ms. McGuire identified the modifications that were different including the Questa route.

Mr. Mortillaro said page 57 showed the schedule for that route. The bus was based in Cerro, stopping first in Costilla and then all the way to Questa and connects with the Red River and Taos route.

Ms. McGuire said Edgewood had one change. They thought the bus stop would be at the fire station but from the feedback, they were relocating the stop to the Community Center about 100 feet away. It would provide better parking and would not be blocking the fire station so it was a safer place to leave vehicles.

Staff would begin implementation with ROW agreements, etc.

Fiscal impact on Las Trampas was a $58,000 savings as programmed.

A cost/benefit analysis was used.

Questa route costs would be about $5,000 above previous budget. Las Trampas was actually $7,000 more than originally budgeted.
Mr. Montoya moved to approve Resolution 2013-11 as presented. Councilor Rodgers seconded the motion.

Ms. Mermejo asked about the time for implementation.

Ms. McGuire said they anticipated having it completed in the next couple of weeks.

Mr. Mortillaro asked the Board to give staff at least a month to get things going. We have to get out rider alerts and some would be easier than others.

Mr. Dwyer drafted an easement agreement several years ago and he was now revising it to make sure all shelters were insured and covered under our liability policies. He hoped to finish it by Monday.

The motion passed by unanimous roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingehe, Pojoaque Pueblo, Río Arriba County, San Ildefonso Pueblo and Taos County voting in favor and none against.

D. Discussion and Consideration of Adoption of Resolution 2013-12 Authorizing the Submittal of a Letter of Intent for 85310 and 85311 Federal Funding for Federal Fiscal Year 2015

Ms. McGuire said the 5310 federal program was for elderly passengers and RTD would apply on request of member entities for these funds and 5311 for rural recipients. The due date for applying was August. The impact of not applying was a potential loss of $2 million. She called attention to page 77-79 for the documents.

There were no public comments.

Ms. Mermejo moved to approve Resolution 2013-12 as presented. Commissioner Trujillo seconded the motion and it passed by unanimous roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingehe, Pojoaque Pueblo, Río Arriba County, San Ildefonso Pueblo and Taos County voting in favor and none against.

E. Discussion and Consideration of Adoption of Resolution 2013-13 Authorizing the District to Apply for Federal Funding Through the Tiger 5 Grant Program for Maintenance Facility, Wash Bay and Fueling Station

Mr. Mortillaro reminded members that the Board authorized staff to use this federal source of money to proceed with the facility construction. The opportunity now was to apply for this grant to cover the costs.

Ms. McGuire said they were seeking approval to apply for a Tiger 5 grant for the maintenance facility, wash bay and fueling station. The funding was recently made available and had a deadline of June 3 so staff went ahead to apply in order to not miss the deadline.
This grant has a potential 100% match for facilities so it was a good opportunity as a funding resource. It was recommended to approve the resolution to apply for the Tiger 5 grant. It would be a minimum of $1 million. She referenced page 83 and resolution on page 82.

Chair Barrone said Mr. Mortillaro had asked him if they should move ahead with the grant application prior to Board consideration and he told Mr. Mortillaro to go ahead.

Ms. Mermejo asked if they applied for the full $1 million.

Ms. McGuire said they applied for $1.8 million and said they would provide $200,000 match from NCRTD. Offering a match was not required but it made the application more likely to be funded.

Ms. Mermejo asked what the source of the match would be. Ms. McGuire said it would come from GRT revenues.

Councilor Rodgers asked if it wouldn't be any problem because the Board approved it after the fact.

Mr. Dwyer said it would be no problem unless the Board didn't agree.

Mr. Mortillaro said in the application they stated that the resolution from the board would come later. We were allowed to do that.

Councilor Rodgers moved to approve Resolution 2013-13 with the proviso. Mr. Montoya seconded the motion.

There were no public comments.

Councilor Ring asked if the GRT amount needed to be in the budget.

Mr. Mortillaro said the award would probably occur during FY 15 so there was an opportunity then to incorporate it into the budget. If it came sooner, the Board would have the opportunity to amend the budget and also whether the Board wanted to accept the funds. He hoped by then to have the conceptual study and cost estimates for the Board's review.

Ms. Mermejo asked where it would be located.

Ms. McGuire said it would be on the 7 acres behind this building.

Mr. Mortillaro added that at a future meeting the Board would decide whether to modify vehicles for alternative fuels. That would have to be taken into account on the facility design.

Mr. Montoya liked to have a green building as much as possible.

Mr. Mortillaro agreed. They released the RFP and in it asked that it comply with LEEDS standards but didn't specify the level. We could decide on that later.
Councilor Rodgers asked if they were likely to have the same water table issues.

Mr. Mortillaro didn’t know but the RFP required extensive geo-technical work and has the benefit of the previous experience.

The motion to approve the resolution passed by unanimous roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo and Taos County voting in favor and none against.

F. Discussion and Consideration of Adoption of Resolution 2013-14 - Open Meetings Act (OMA) - rescinding Resolution No. 2012-27

Mr. Mortillaro explained that the state changed OMA to require a 72 hour notice for meetings. So this resolution enacts that for the District.

Mr. Dwyer said he went through the whole new act and made all the conforming changes. There was also a rule about emergencies and also about posting on the internet web site. So there were a number of changes to encourage more open government and more participation. Those were all in this resolution. It was a significant change.

Councilor Ring moved to adopt Resolution 2013-14 as presented. Councilor Rodgers seconded the motion and it passed by unanimous roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo and Taos County voting in favor and none against.

Discussion items

G. Financial Report for May 2013

Ms. Aragon reported on 11 months of financial activity. The report didn’t include all of May since they were continuing to post revenue and expenses. There were three payroll payments in May and the third payroll of May 31 was not included.

Page 123 showed the overall revenue of about $7 million including $5 million in GRT. The summary collected for GRT was shown on page 124. They had collected about 72% for the year. Detail by county was shown on pages 125 - 128 and by month on page 131.

Total expenses for the year were $5.82 million. About $661,000 was administration, $4.336 million was for operations and capital expense was $345,000.

Chair Barrone asked if GRT was a little more than anticipated.
Ms. Aragon said they readjusted the budget to take into account the impact from Los Alamos County's reductions. GRT was up in Santa Fe County and Taos County but not enough to make up for the loss in Los Alamos County.

Mr. Mortillaro said at mid-year the Board consented to adjusting downward our projections mostly from LANL reductions and paired the expenditures so the expenses would be below or in line with projected revenues.

Ms. Aragon said Los Alamos County GRT was reduced 20%.

Ms. Merméjó asked if June 1 was when the Los Alamos County contribution stopped.

Mr. Mortillaro said Los Alamos County was committed to two more years of contributions. Next year it would be $450,000 and in 2015 it would be $400,000. Those have been put into the long term projections.

The budget would balance without using reserves but that might change with economy changes or capital needs. The Board has had a conservative approach and that has served the District well. Reserves were above what was required by the Board.

There were no questions and no action was needed.

Councilor Rodgers explained the County had to cut many items and services but it was still committed to this RTD.

H. Finance Subcommittee Report

Mr. Vigil was not present to give the report.

Mr. Mortillaro said the Finance Subcommittee had a meeting in May and reviewed modifications to personnel policies and the collective bargaining agreement and non-represented personnel policies which would come in July.

I. Tribal Subcommittee Report

Ms. Valério was not present to give the report.

Mr. Mortillaro noted their minutes were included in the packet. They had scheduled a meeting in June with the Tribal subcommittee.

J. Executive Report for May 2013 and Comments from the Executive Director

1. Executive Report

Mr. Mortillaro said the report was in the packet.
He called attention to the conflict of interest form and asked that directors and representatives return it to Ms. Lucero. He would appreciate it if everyone would fill them out today.

2. Performance Measures

Ms. McGuire reported on the performance measures which were in the packet. Ridership was shown on page 169 showed by route and was up 2,200 over last year.

She briefly reported on the other factors, including operating costs per trip, operating costs by vehicle, spare vehicles available and replacement schedule for vehicles. She said the District had new vehicles on order that should arrive in July.

Chair Barrone asked if the District was getting rid of the old vehicles.

Ms. McGuire said a couple of them would go to auction.

Chair Barrone asked how the advertising on the buses was going.

Ms. McGuire said there were three contracts right now and those ads would be on buses next week. One on Española to Taos and two on Española to Santa Fé.

Councilor Ring asked about a program for commending drivers who did special things.

Ms. McGuire said they were working on a way of recognition when employees went above and beyond.

Councilor Ring supported that.

CLOSED SESSION

Councilor Rodgers moved to go into executive session pursuant to NMSA 1978, Section 10-15-1.H (2) to discuss personnel matters. Councilor Ring seconded the motion.

Mr. Stephen Martínez excused himself and had his alternate, Ms. Lillian Garcia, take his place.

Chair Barrone said okay.

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

The NCRTD Board went into executive session at 10:18 a.m.
K. Reconvene in Open Session

The executive session ended at 11:27 a.m.

Mr. Montoya moved to return to open session. Councilor Rodgers seconded the motion and it passed by unanimous roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo and Taos County voting in favor and none against.

Chair Barrone announced to the public that during the executive session no actions were taken and the only matters discussed were limited personnel matters.

Councilor Rodgers moved to authorize a 3.5% raise for Mr. Mortillaro and set the next evaluation for May 2014. Commissioner Trujillo seconded the motion and it passed by unanimous roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo and Taos County voting in favor and none against.

Mr. Mortillaro thanked the Board for their confidence in him and hoped to have a more successful year next year.

L. Review and Acceptance of Goals and Objectives for Executive Director for the period of June 2013 to June 2014.

Chair Barrone said the goals and Objectives for the Executive Director were in the packet and had been worked on.

Mr. Montoya asked if the Board had to approve them.

Mr. Mortillaro said if approved by the Board, he would know what to work on.

Councilor Rodgers moved to accept the Goals and Objectives as amended in the staff report. Mr. Montoya seconded the motion. and it passed by unanimous roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo and Taos County voting in favor and none against.

MATTERS FROM THE BOARD

Chair Barrone reminded Board members to turn in their Conflict of Interest forms.

MISCELLANEOUS
There was no miscellaneous business.

ADJOURN – Next Meeting: July 12, 2013 at 9:00 a.m.

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

The meeting was adjourned at 11:31 a.m.

Approved by:

[Signature]
Daniel R. Barrone, Chair

Attest:

[Signature]
Geoffrey Rodgers, Secretary

Submitted by:

[Signature]
Carl Boaz, Stenographer