The mission of the North Central Regional Transit District is to provide safe, secure and effective public transportation within North Central New Mexico in order to enhance the quality of life of our citizens by providing mobility options and spur economic development throughout the region.

NORTH CENTRAL REGIONAL TRANSIT DISTRICT
BOARD MEETING AGENDA

April 3, 2020
9:00 AM - 1:00 PM
Telephonically via Conference Bridge Line
Dial in: (877) 292-5720
Guest Pin: 22446688

CALL TO ORDER

1. ROLL CALL
2. INTRODUCTIONS
3. PLEDGE OF ALLEGIANCE
4. MOMENT OF SILENCE
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES: March 6, 2020
7. PUBLIC COMMENTS

PRESENTATION ITEMS

A. Election of Officers of the Board of Directors
   Sponsor: Anthony J. Mortillaro, Executive Director
   Attachment: None

B. Above and Beyond/Safe Drivers Program/Years of Service
   Sponsor: Chairman Daniel Barrone, Anthony J. Mortillaro, Executive Director
   Attachment

PUBLIC HEARINGS

None

ACTION ITEMS

C. Discussion and Consideration of a Transit Security Program
   Sponsor: Anthony J. Mortillaro, Executive Director, Delilah Garcia, Operations Director and Peter Dwyer, Attorney
   Attachment
D. Discussion and Consideration of Resolution No. 2020-10 Adoption of a Resolution for a Budget Adjustment to Reallocate Funding Between Projects for FY 2020  
Sponsor: Anthony J. Mortillaro, Executive Director and Tim Mildren, Finance Director  
Attachment

E. Discussion and Consideration of Resolution No. 2020-11 Adopting Revised Board Meeting Procedures  
Sponsor: Anthony J. Mortillaro, Executive Director, and Peter Dwyer, Attorney  
Attachment

F. Discussion and Consideration of Resolution No. 2020-12 Appointing a New Authorized Signer for the District’s Bank Accounts and Rescinding Resolution No. 2017-37  
Sponsor: Anthony J. Mortillaro, Executive Director  
Attachment

G. Discussion and Consideration Authorizing NCRTD Staff to enter into a Memorandum of Agreement (MOA) with Santa Clara Pueblo for Tribal Transit Program Discretionary funds to Purchase a Replacement Vehicle  
Sponsor: Anthony J. Mortillaro, Executive Director, Michael Valverde, Transit Planner and Peter Dwyer, Attorney  
Attachment

H. Discussion and Consideration of Resolution No. 2020-13 Providing for Emergency Authority to Make Changes to District Services and Fares  
Sponsor: Anthony J. Mortillaro, Executive Director and Peter Dwyer, Attorney  
Attachment

DISCUSSION ITEMS

I. Review of February 2020 Financial Summary  
Sponsor: Anthony J. Mortillaro, Executive Director and Tim Mildren, Finance Director  
Attachment to be distributed

J. Finance Subcommittee Report  
Sponsors: Chair Ed Moreno and Anthony J. Mortillaro, Executive Director  
Attachment: Minutes from January 24, 2020
K. Tribal Subcommittee Report  
*Sponsors: Chair Christy Ladd and Anthony J. Mortillaro, Executive Director*  
*Attachment: None. Next meeting May 21, 2020*

L. Sustainability Subcommittee Report  
*Sponsors: Anthony J. Mortillaro, Executive Director and Delilah Garcia, Operations Director*  
*Attachment: None. Next meeting April 16, 2020*

M. Executive Report and Comments from the Executive Director  
   a. Executive Report March 2020  
   b. Performance Measures for February 2020  
   c. Ridership Report for February 2020  
   d. Española Maintenance Facility Update

**MATTERS FROM THE BOARD**

Request to Move June 5 Board Meeting to June 12 on Account of No Meeting in July.

**MISCELLANEOUS**

**ADJOURN**

**NEXT BOARD MEETING:** Friday, May 1, at 9:00 a.m.

If you are an individual with a disability 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.
1. CALL TO ORDER

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Chair Barrone at 9:06 am at the Jim West Regional Transit Center Board Room, Española, New Mexico.

<table>
<thead>
<tr>
<th>MEMBERS</th>
<th>ELECTED MEMBERS</th>
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<td>Town of Edgewood</td>
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<td>Juan Torres</td>
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<td>City of Española</td>
<td>Councilor Dennis Tim Salazar</td>
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<td>Los Alamos County</td>
<td>Councilor Antonio Maggiore</td>
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<td>Marcus Lopez</td>
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<td>Jeff Montoya</td>
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<td>Village of Questa</td>
<td>Councilor Charlie Gonzales</td>
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<td>Rio Arriba County</td>
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<td>Tomas Campos</td>
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</tbody>
</table>
3. **INTRODUCTIONS**

None.

4. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was given.

5. **MOMENT OF SILENCE**

A moment of silence was taken.

6. **APPROVAL OF AGENDA**
MOTION  A motion was made by Mr. Wilson, seconded by Councilor Maggiore, to approve the agenda as presented.

VOTE  The motion passed unanimously by roll call vote of 17-0 as follows: Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Pueblo of Ohkay Owingeh, Pueblo of Pojoaque, Village of Questa, Rio Arriba County, Pueblo de San Ildefonso, Pueblo of Santa Clara, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, Village of Taos Ski Valley and Pueblo of Tesuque.

6.  APPROVAL OF MINUTES  
   JANUARY 10, 2020

MOTION  A motion was made by Councilor Salazar, seconded by Ms. Valerio, to approve the minutes of January 10, 2020.

VOTE  The motion passed by a roll call vote of 16-1 with Ms. Ladd abstaining because she was not in attendance at the meeting of January 10th.

The roll call vote yes votes were as follows: Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Pueblo of Pojoaque, Village of Questa, Rio Arriba County, Pueblo de San Ildefonso, Pueblo of Santa Clara, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, Village of Taos Ski Valley and Pueblo of Tesuque.

FEBRUARY 7, 2020

MOTION  A motion was made by Councilor Maggiore, seconded by Mr. Montoya, to approve the minutes of February 7, 2020.

VOTE  The motion passed unanimously by a roll call vote of 17-0 as follows: Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Pueblo of Ohkay Owingeh, Pueblo of Pojoaque, Village of Questa, Rio Arriba County, Pueblo de San Ildefonso, Pueblo of Santa Clara, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, Village of Taos Ski Valley and Pueblo of Tesuque.

7.  PUBLIC COMMENTS

   None.

PRESENTATION ITEMS
A. **Introduction of New Finance Director Tim Mildren**

Mr. Mortillaro welcomed Mr. Mildren, the new Finance Director for the NCRTD.

Mr. Mildren introduced himself.

B. **A Presentation by Santa Fe Metropolitan Planning Organization to present their 2020-2045 Metropolitan Transportation Plan**

Mr. Mortillaro said the MPO is in the process of updating the Metropolitan Transportation Plan (MTP). Leah Yngve is here today to give us a brief presentation.

Ms. Yngve said this plan will be looking out 25 years. We have our draft plan open now on the website for public review until March 30th. It covers key demographics and the basic Transportation Plan for the City of Santa Fe. There are detailed sections about each mode of transportation in the City. There are statements highlighting social equity and climate change woven in throughout the plan and some novel strategies. We are incorporating new things to use in street design. Our project list is the meat of the plan of road projects. Transit is not on the list because it is Federally funded. We coordinated with our member agencies to include projects until 2045, then we will evaluate the project and estimate a timeline. We are estimating how many dollars we will have each year and that gives us the amount we think we can spend each year. Our list is longer than our projected amount of funds. We will have a fiscally constrained list and a wish list. We do have public meetings going on. We have had two so far.

Mr. Wilson said he serves as Chair of the MPO-TCC. For most of you it does not have an impact. This covers the metropolitan area of Santa Fe. It is pretty simplistic as it relates to transit. NCRTD is currently working on their service plan and we in the City of Santa Fe are working on ours. We will roll that into the plan when it is completed.

PUBLIC HEARINGS

None

ACTION ITEMS

C. **Discussion and Direction to Staff Regarding the Proposal by Los Alamos National Lab (LANL) North Central Regional Transit District (NCRTD) to Consider Expanded Transit Service**

Mr. Mortillaro said at last months meeting a representative of Los Alamos National Labs was present and presented the information included in your packet regarding their request that the District consider services as a result of job expansion at the Lab over the next five years. We have met with Rio Metro and NMDOT to look at
options for transit. We put this on the agenda today because we are requesting that the Board provide us direction regarding this request.

Ms. Ladd asked are we looking at additional routes and connectivity.

Mr. Mortillaro said we are looking at that now and at incorporating that into the service plan. We will also be looking at an analysis of costs related to the implementation if this is something the Board wants to adopt.

Mr. Maggiore asked is there a willingness at the Lab to come to the table for funding or are we expected to bear the full cost.

Mr. Mortillaro said it is all on the table for discussion once we have a better idea of costs. There are currently other services in play such as Park and Ride and the Railrunner. We are looking at if there are changes that could be made there to enhance service up to the Lab. Are we talking about new services or modification of services that exist. There is a lot of discovery that needs to take place.

Mr. Campos said he knows it is focused on the southern area, but as Tony will recall there was a small study done for us that showed a percentage of the Lab workforce comes from the north. He suggests that the north be included in the discussions. He would like to establish a work path for residents from the north.

Ms. Ladd said she was in full support of it. There is a huge need. She encouraged the rest of the Board to move forward with this quickly for the north and the south.

Mr. Mortillaro reported that he has discussed with the Lab not only putting service in place, but also having to incentivize folks to use it. We would have to get a percentage of people out of their cars and into buses. This presents an opportunity for that if it is done correctly.

Mr. Olinger said his advice would be for LANL and NCRTD to talk with NMDOT as soon as possible before you go too far down the path. We have some ideas we would like to discuss with you that would make for a better customer experience. Also we want to talk with you about how the service would be structured and who would be served. We can see some pitfalls in framing this as service only for LANL employees.

Councilor Gonzales said Questa is in favor of this. We like the idea of finally getting to the point of communicating together to improve services to Los Alamos and the surrounding areas. He is interested in the study to see the projection for riders. It sounds exciting. We have been looking for something like this for some time.

Chair Barrone said as we continue to look at global warming and reducing the carbon footprint this will help with that as well.
Mr. Mortillaro said if this is structured correctly the focus can be wider than just LANL employees, but we have to get more ridership locally. The more people out of their cars the better.

Councilor Maggiore said he seconds that. As beneficial as this could prove to be for LANL, he would hate to see a real regional opportunity for improvement slip by by not working in partnership. He is in support of this request. He would like to see less traffic coming into his town and better connectivity for all the surrounding communities. He hopes this leads to real improvements for the region.

MOTION  A motion was made by Mr. Campos, seconded by Councilor Gonzales, to support staff moving forward with working and collaborating on this request.

VOTE  The motion passed unanimously 17-0 by roll call vote as follows:

Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Pueblo of Ohkay Owingeh, Pueblo of Pojoaque, Village of Questa, Rio Arriba County, Pueblo de San Ildefonso, Pueblo of Santa Clara, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, Village of Taos Ski Valley and Pueblo of Tesuque.

D. Discussion and Consideration of Resolution no. 2020-02 Adopting the North Central Regional Transit District’s Title VI Program which Prohibits Discrimination on the Basis of Race, Color, or National Origin in Federally Funded Programs and Activities

Mr. Mortillaro said we presented this item at the last meeting. At that meeting we indicated that we had not had any comments from the FTA at the time regarding our Title VI program. They finally got us comments and we incorporated them. The new version is included in the packet today.

Mr. Palmeri reviewed the changes.

MOTION  A motion was made by Councilor Salazar, seconded by Councilor Maggiore, to approve the plan.

VOTE  The motion passed unanimously by roll call vote as follows:

Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Pueblo of Ohkay Owingeh, Pueblo of Pojoaque, Village of Questa, Rio Arriba County, Pueblo de San Ildefonso, Pueblo of Santa Clara, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, Village of Taos Ski Valley and Pueblo of Tesuque.
E. Discussion and Consideration of Resolution no. 2020-03 Authorizing the Executive Director to Negotiate and Sign a Purchase Agreement for the Purchase of Real Property in Taos, New Mexico, for the New Taos Operations and Maintenance Facility

Mr. Mortillaro said in November 2018 we brought forward to the Board a preliminary design for the Master Plan for this facility. The study we did confirmed what our operational requirements would be for a ten year horizon. As part of the study we asked the engineering firm to provide us some illustrated layouts on three possible sites we were looking at. We spoke with the property owners about prices and use.

Mr. Mortillaro reviewed the information in the packet.

Mr. Mortillaro said we would like to engage further in discussions on site number two. We would like your authorization to engage in a purchase agreement with the owner of that site. After the appraisal is done we would come back to the Board for final approval.

There was discussion about the sites.

MOTION A motion was made by Mr. Montoya, seconded by Councilor Maggiore, to give the Board authorization to staff to engage in a purchase agreement with the owner of site number two.

VOTE The motion passed unanimously by roll call vote as possible:

Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Pueblo of Ohkay Owingeh, Pueblo of Pojoaque, Village of Questa, Rio Arriba County, Pueblo de San Ildefonso, Pueblo of Santa Clara, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, Village of Taos Ski Valley and Pueblo of Tesuque.

F. Discussion and Consideration of Resolution no. 2020-04 Adopting the NCRTD’s Disadvantaged Business Enterprise (DBE) Policy Program and Goals

Mr. Mortillaro said any time you become a direct recipient of Federal money over a certain amount you are required to adopt your own DBE program. Currently, as an indirect recipient, we are under the NMDOT program. When we get money directly we get the benefit of adopting our own and had to do that in 2012 when we were a direct recipient. Michael Valverde worked with Legal Counsel on this plan. It should not effect our procurement policies as it is a goal.

MOTION A motion was made by Mr. Wilson, seconded by Chair Barrone, to approve the DBE Plan.
VOTE  The motion passed unanimously 17-0 by a roll call vote as follows:

Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Pueblo of Ohkay Owingeh, Pueblo of Pojoaque, Village of Questa, Rio Arriba County, Pueblo de San Ildefonso, Pueblo of Santa Clara, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, Village of Taos Ski Valley and Pueblo of Tesuque.

G. Discussion and Consideration of Resolution no. 2020-05 Authorizing the North Central Regional Transit District Staff to Apply for Federal Funding Through the FFY2020 Section 5339(c) “Low-No” Grant Program for Three Electric Buses and Two Vans to Replace Existing Fleet Vehicles

Mr. Mortillaro stated that Mr. Valverde would make the presentation on this item. He will be talking about this item and the next item.

Mr. Valverde gave a presentation on the electric vehicle project.

The presentation is herewith attached to these minutes as Exhibit “1”.

Mr. Escudero asked how long does it take from low charge to full charge on larger buses.

Mr. Valverde said we expect 3 to 4 hours. Multiple buses can be charged at the same time. It takes 12 hours for the transit vans.

Chair Barrone asked what is the average range.

Mr. Valverde said the 35 foot bus can go 230 miles at this time.

Ms. Garcia asked what is the life expectancy of a bus.

Mr. Valverde said 12 years. We are looking at the batteries. Many manufacturers guarantee a 12 year battery life. Most last far longer.

Councilor Flury said he assumed Mr. Valverde was confident in this project. Electric buses took a big hit in Albuquerque. You are confident these will work and be an asset.

Mr. Valverde said in Albuquerque those buses had not been tested or met the Federal requirements. All of these buses we are looking at would have to go through Federal testing.

Mayor Brownell asked are the routes just in Española.
Mr. Valverde said we are looking at two in Española and possibly Santa Fe to Española. We are incorporating charging here. In two years he can see us moving them to Taos after the facility is completed.

Chair Barrone asked are we looking at solar charging stations as well.

Mr. Valverde said solar energy can help, but a lot of energy is needed for buses. We cannot expect that to be met by just solar.

Ms. Valerio asked what is the cost of the units.

Mr. Valverde said typically it is $750,000 per unit. We expect to make up costs in operational savings. They are about the same weight as our other buses.

Mr. Mortillaro said we had the discussion about weight with our architectural engineer and asked them to factor that into the new facility.

MOTION A motion was made by Mayor Brownell, seconded by Ms. Valerio, to approve the Resolution.

VOTE The motion passed unanimously by a roll call vote of 16-0 as follows:

- Village of Chama
- Town of Edgewood
- City of Española
- Los Alamos County
- Pueblo of Ohkay Owingeh
- Pueblo of Pojoaque
- Village of Questa
- Rio Arriba County
- Pueblo de San Ildefonso
- Pueblo of Santa Clara
- City of Santa Fe
- Santa Fe County
- Taos County
- Town of Taos
- Village of Taos Ski Valley
- Pueblo of Tesuque

(Pueblo of Nambé was out of the room at the time of the vote)

H. Discussion and Consideration of Resolution no. 2020-06 Authorizing the North Central Regional Transit District Staff to Apply for Federal Funding Through the FFY 2020 Section 5339(b) Grant Program for Three Electric Buses and Two Vans to Replace Existing Fleet Vehicles

Mr. Valverde said this grant is for the same project.

Ms. Ladd asked how are you coming up with 10% match.

Mr. Mortillaro said we are using reserve funds.

MOTION A motion was made by Ms. Ladd, seconded by Mayor Brownell, to approve the Resolution.

VOTE The motion was approved unanimously 17-0 by roll call vote as follows:
I. Discussion and Consideration of Resolution no. 2020-07 Adopting an Amended Equal Employment Opportunity Plan

Mr. Mortillaro said this is another required document we have in place. It includes comments from our biannual review by the State of New Mexico.

Mr. Palermo reviewed the information in the packet.

MOTION  A motion was made by Mr. Campos, seconded by Councilor Maggiore, to approve the Resolution.

VOTE  The motion passed unanimously 17-0 by roll call vote as follows:

J. Discussion and Consideration of Resolution no. 2020-08 Authorizing Entering into a Memorandum of Agreement (MOA) Between the New Mexico Department of Transportation and the NCRTD for Two Pilot Programs

Mr. Mortillaro said several months ago we were authorized to apply for pilot programs funding from NMDOT for programs that served rural New Mexico. The Board authorized us to submit these two programs for consideration. We were successful in garnering the awards for the two programs.

Mr. Valverde reviewed the information in the packet.

Mr. Mortillaro said the key word is pilot. It is one-year funding. Whether we continue this program or not depends on the ridership we garner. We will be promoting the service. It will take us a bit to get the program up and running. We have to acquire the vehicles and hire one staff member. We don’t know yet if the pilot will be eligible for continued funding.

Mr. Torres asked if this does not pan out do you have an alternative plan for the vans you acquire.
Mr. Mortillaro said they will belong to NMDOT and would be returned to them.

Mr. Olinger said this pilot project is 100% State funded. There is no match. We would own the vehicles. If it does not continue we could talk about integrating them into your fleet or another program.

**MOTION**
A motion was made by Mr. Torres, seconded by Councilor Maggiore, to approve the Resolution.

**VOTE**
The motion passed unanimously 17-0 by roll call vote as follows:

Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Pueblo of Ohkay Owingeh, Pueblo of Pojoaque, Village of Questa, Rio Arriba County, Pueblo de San Ildefonso, Pueblo of Santa Clara, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, Village of Taos Ski Valley and Pueblo of Tesuque.

**K. Discussion and Consideration of Resolution No. 2020-09 Approval to Dispose of Assets**

Mr. Mortillaro said we have requested the transfer of four vehicles to Gallup Express. Delilah will explain as to why.

Ms. Garcia reviewed the information in the packet.

**MOTION**
A motion was made by Councilor Gonzales, seconded by Mr. Torres, to approve the Resolution.

**VOTE**
The motion passed unanimously 17-0 by roll call vote as follows:

Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Pueblo of Ohkay Owingeh, Pueblo of Pojoaque, Village of Questa, Rio Arriba County, Pueblo de San Ildefonso, Pueblo of Santa Clara, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, Village of Taos Ski Valley and Pueblo of Tesuque.

**DISCUSSION ITEMS**

**L. Review of January Financial Summary**

Mr. Resnick reviewed the packet information.
M. **Finance Subcommittee Report**

Mr. Mortillaro reported we did not have a meeting last month. We will have one in March and are moving the meeting date to the third Friday of every month.

N. **Tribal Subcommittee Report**

Mr. Mortillaro reported we had a meeting last month. The new Chair is Ms. Ladd.

Ms. Ladd reported that they had a lot of good discussions about the FAST Act reauthorization bill. Our next meeting will be on May 21st in San Ildefonso.

O. **Sustainability Subcommittee Report**

Mr. Mortillaro reported that they met on February 19th.

Councilor Maggiore reported that they discussed the maintenance facility and standards and metrics so that we will have clear, concise numbers and apples to apples comparisons. We also discussed the two grants we just approved.

P. **Executive Report and Comments from the Executive Director**

a. **Executive Report February 2020**

Mr. Mortillaro reported that the Española maintenance facility is in the schematic design phase. The design team is meeting on March 11th to review the design. Capital outlay this year with the Legislature did well again, but not as well as last year. We are grateful for any contributions we can get. We were awarded $100,000 for the Taos facility and $410,000 for infrastructure. The City of Española submitted Silky Road as a request for funding. It continues to the back of our property. In the future the City anticipates it would expand to McCurdy Road. $234,000 was allocated for construction of that roadway. It will be paved from the entry of our property to the back of our property. We will need to convey to the City an additional 20 feet of roadway. We have committed to sharing some costs related to that project as well. As to the Corona virus and what the District is doing, at this point we have been looking at and have participated in some webinars by the public and the Federal Transportation Association. We are going to formulate a response if this turns into a major pandemic. We may have to reconsider things as it develops. For the short term our advice to employees is to do what you do normally during flu season. We do disinfect our buses all the time and this building as well.

Ms. Garcia said the system we use is similar to a fogging machine. We place it in buses and various parts of the facility. It has a water, peroxide mixture mister. It has been effective for us.
Mr. Mortillaro said as this develops the frequency of misting the vehicles will increase. We may have other recommendations and actions we may have to take.

b. Performance Measures for January 2020

Ms. Garcia reviewed the information in the packet.

c. Ridership Report for January 2020

Ms. Garcia reviewed the information in the packet.

Q. MATTERS FROM THE BOARD

Mayor Brownell presented a letter from the Village of Taos Ski Valley asking for the use of their charter funds and donations of others for the extension of service for their race in April.

Mr. Mortillaro said from our perspective we would rather just keep our employees on and not stop the service. We feel we can continue the service to the end of the special event. We budget for costs related to charter services and not everybody uses the charter services so there is some left over. It would more than cover the additional 14 days. We also have some vacancy savings.

Mayor Brownell said we accept the offer. Thank you.

Ms. Martinez left the meeting.

MOTION       A motion was made by Councilor Maggiore, seconded by Councilor Gonzales, to approve the extended service.

VOTE         The motion passed unanimously 16-0 by roll call vote as follows:

Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Pueblo of Ohkay Owingeh, Pueblo of Pojoaque, Village of Questa, Rio Arriba County, Pueblo de San Ildefonso, Pueblo of Santa Clara, City of Santa Fe, Santa Fe County, Town of Taos, Village of Taos Ski Valley and Pueblo of Tesuque.

Q. MISCELLANEOUS

Councilor Salazar said tomorrow is our Chili Bowl Contest. It will be from 10:00 am to 2:00 pm at the Santa Claran Event Center. He would like to invite everyone to attend.
R. NEXT BOARD MEETING
April 3, 2020

ADJOURN

MOTION  A motion was made by Councilor Maggiore, seconded by Commissioner Moreno, to adjourn the meeting.

There being no further business before the Board the meeting adjourned at 11:05 am.

Approved by:

Mayor Daniel R. Barrone, Chair

Attest:

Commissioner Ed Moreno, Secretary/Treasurer

Submitted by:

Elizabeth Martin, Stenographer
Electric Vehicle Project
The Project

- 3 35 ft Electric Buses
- 2 Electric Paratransit Vans
- Depot Charging
- 3 On-route Bus Chargers
- Staff Training
Project Cost

- Total Project Cost: $3,650,000
- Federal Share (80%): $2,920,000
- Local Share (20%): $730,000
Benefits

- Expected Cost Savings in Fuel and Maintenance: $1,076,000
- Reduction in Carbon Dioxide emissions and other harmful chemicals (Nitrogen Oxide and Particulate Matter)
- An unknown reduction in community medical costs due to a reduction in emissions
- 3 low-floor buses that should speed up the boarding and alighting process
Electric Vehicles

Up to 120 miles per charge

Up to 234 miles per charge
Vehicle Charging Systems
Grant Application due March 17

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<td>Order Buses and Charging Infrastructure</td>
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<td>Begin Receiving and Installing Infrastructure</td>
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<td>Electric Buses Arrive</td>
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<tr>
<td>Electric Buses Enter Service</td>
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Title: Election of Officers

Prepared By: Anthony J. Mortillaro, NCRTD Executive Director

Summary: Board of Directors Bylaws, Article X- Officers, provides for the election of Officers every other year at the April meeting of the Board. The last election of Officers occurred in April 2016. Officers serve a two (2) year term in the position. There are no term limits for officers. The Officer positions are as follows; Chair, Vice Chair and Secretary and Treasurer which over the years has been combined as Secretary/Treasurer. Further guidance on the responsibilities is listed in Article X.

The current officers and their terms are as follows:

Chair – Daniel Barrone, Town of Taos (April 2018 – March 2020)
Vice Chair – Dennis-Tim Salazar, City of Espanola (April 2018 – March 2020)
Secretary/Treasurer – Ed Moreno, Santa Fe County (April 2018 – March 2020)

Background: Following is Article X of the Amended and Restated Bylaws adopted on February 5, 2016.

ARTICLE X
OFFICERS

Section 10.01. Identification. The Board shall elect or appoint a Chair, a Vice Chair, a Secretary, and a Treasurer as Officers of the Board.

Section 10.02. Officers of the Board. Officers of the Board shall be Tribal Governors, Tribal Council members or elected officials.

Section 10.03. Election. The Board shall elect Officers every other year at the April meeting of the Board. The currently elected Board shall elect Officers by simple majority vote after canvassing each member as to their interest in service, time availability, and qualifications.

Section 10.04. Election of Chair and Vice Chair. The election of the Board Chair and Vice Chair may alternate between Tribal and non-Tribal members.
Section 10.05. **Term.** Each Officer shall serve a two (2) year term commencing upon election or appointment by the Board. Each Officer shall serve until the end of their term or until a successor is elected or appointed or the Officer is lawfully removed pursuant to State law or these Bylaws. Officers may serve unlimited terms.

Section 10.06. **Removal of Officers.** Any Officer of the Board may be removed at any time upon the affirmative vote of a two-thirds majority of both the total number of Directors and the voting units of all Members of the Board. Such action shall be initiated by a motion made at a regular meeting, but the vote shall not be called for until the next regular meeting or at a special meeting called for the purpose of considering such motion. The Secretary shall cause to be delivered or shall mail a copy of the resolution to the affected Director at least seven (7) days prior to the meeting at which the motion is to be voted upon. The vote shall be by secret ballot and the Chair shall appoint two Board members other than the officer being voted upon to count the votes and report on the results.

Section 10.07. **Vacancies.** If a vacancy exists in any office, the Chair shall appoint a Director to fill such vacancy until the next regular meeting of the Board, when an election will be held to fill the vacancy. The term of the Office of Officers filling vacancies shall be until the next regular election of officers.

Section 10.08. **Duties of the Officers.**

(a) Chair. The Chair shall:

1. Have the power to call meetings of the Board and to preside over such meetings;
2. Have the power to execute, deliver, acknowledge, file and record on behalf of the District such documents as may be required by the Act or other applicable law;
3. Have the power to execute and deliver contracts, deeds and other instruments and agreements on behalf of the District as are necessary or appropriate in the ordinary course of its activities or as are duly authorized or approved by the Board;
4. Have such additional authority, powers and duties as are appropriate and customary for the office of the Chair of the Board of Directors of entities such as the District, and as the Board may otherwise prescribe.
5. The Chair is the first point of contact to the Executive Director on matters related to the District’s business, personnel matters or in the execution of his/her duties.
6. The Chair will facilitate ongoing meetings with the Executive Director to ensure the Board is kept informed about important issues in a timely manner.
7. The Chair is the direct supervisor of the Executive Director and is authorized to provide advice and counsel but not to direct or interfere with operational or personnel matters that are the sole purview of the Executive Director.
8. The Executive Director will annually provide to the Chair any information requested or needed for a performance evaluation of the Executive Director. The Chair may seek input from members of the Board as the Chair deems appropriate which shall normally include consulting with all standing committee chairs. The Chair will also make a recommendation for an appropriate performance increase for the Executive Director if warranted on an annual basis.

(b) Vice Chair. The Vice Chair shall:

1. Be the Officer next in seniority after the Chair and, upon the death, absence, or disability of the Chair, shall have the authority, powers and duties of the Chair until such time as the Board elects a new Chair.
2. Have such additional authority, powers and duties as are prescribed by the Board.

(c) The Secretary shall:

1. If a Treasurer has not been elected or appointed, the Secretary shall also serve as Treasurer and may use the title of Treasurer in performing the functions of Treasurer.
(2) Have such other authority, powers and duties as are appropriate and customary for the office of Secretary of entities such as the District, and as the Board may otherwise prescribe.

(3) In the event of the absence, vacancy, disability, or death of the Chair and Vice-Chair; the Secretary shall serve as Chair until such time as the Board elects a new Chair or Vice-Chair.

(d) Treasurer. If a Treasurer has not been elected or appointed, the Secretary shall also serve as Treasurer and may use the title of Treasurer in performing the functions of Treasurer. The Treasurer shall, subject to rules and procedures established by the Board:

(1) Cosign any financial document requiring the signature of multiple Officers of the NCRTD.

(2) Have such additional authority, powers and duties as are appropriate and customary for the office of Treasurer of entities such as the District, and as the Board may otherwise prescribe.

**Recommended Action:** It is recommended that the Board elect officers.

**Options/Alternatives:** NA

**Fiscal Impact:** None

**Attachments:** None
Title: Discussion and Consideration of a Transit Security Program

Prepared By: Delilah D. Garcia, Operations Director

Summary: As part of the Service Plan Update, during the community meetings we heard multiple times that security was a concern for passengers. Many individuals acknowledged that the District has taken measures to ensure that the buses and facilities were safe, however, they wanted to see more security officers on the buses.

Over the course of the past two (2) years, the District has been contracting for a Level III security officer for transit vehicles and facilities. During that time, we have contracted with two (2) security providers and have had six (6) security officers, primarily one at a time.

Based on this experience we have seen multiple lapses in coverage anywhere from 1 week up to four months due largely to the inability of the security companies to find qualified Level III officers to work in this area for the negotiated rate.

Based on this experience, staff is requesting to bring the security services in house. Similar to the Driver’s Academy, we would recruit, hire and train transit security personnel.

Currently the District’s annual cost for contracted security services is $60,000 which provides for a single Transit Security Officer (TSO). The proposed program to employ District Transit Security Officers would involve increasing the number of Transit Security Officers to two. The cost associated with this program are as follows:

Recurring Costs:
- Wages and Benefits: $95,808 (TSO I @ $16.48/hr. and TSO II @ 17.64/hr. plus benefits @ 35%)  
- Uniforms: $1,200  
- Training: $1,500  
- Miscellaneous: $1,000  
- Fuel and Maintenance: $2,000  
- Sub Total: $101,508
One-time Costs:
- Handheld Radios: $4,000
- Vehicle: $40,000 includes various equipment
- Sub Total: $44,000

Initial Total costs: $145,508
Recurring costs: $101,508 (this would increase annually based upon wage and benefit cost increases)

**Background:** In addition, in the Executive Director’s Budget message for FY19, he referenced discussions related to implementing and staffing a Safety and Security Division. However, at the time the budget request was to pilot the service through the retention of a contractual security firm whose services would be utilized on an as needed basis during FY19.

Although the private security companies provided Level 3 (armed with firearms) security the District intends to begin internal Security Division work by utilizing Level 1 (unarmed) security and evaluating that service initially with potential changes to Level 2 or Level 3 armed security only occurring once the District has more practical experience managing security services.

This approach allowed us to evaluate the implementation and need of security services on various routes throughout the District and whether the pilot program should be continued or not and whether it would be on a contractual basis or brought in house.

The Finance Subcommittee at their March 20, 2020 meeting reviewed the proposal outlined in this report but did not review the attached draft Security Policy. The Finance Subcommittee recommended that the District proceed with this program. The District has no experience operating security services and is likely to learn more about how to operate and manage these services as time progresses. The policy is intended to serve as a basic form of guidance to employees performing security services and may be amended in the coming months as the hiring and implementation of security officers occurs.

**Recommended Action/Proposed Motion:** It is recommended that the Board approve the Program and adopt the attached Security Policy.

**Attachment(s):**
- Security Policy
TRANSIT SECURITY POLICY

1. General Safety Policy

Transit Security Officers are not intended to serve as an enforcement agent or directed to apprehend individuals in the process of committing a crime. Overly aggressive action by a Transit Security Officer could precipitate a potentially violent confrontation. Transit Security Officers shall have normal concern for their own physical safety and shall take reasonable precautions not to place themselves in situations which would encourage violence or abuse against either themselves or other persons in the area. All enforcement actions shall be the responsibility of the appropriate law enforcement agency.

2. Employment by the District

Transit Security Officers shall have the specific duties, responsibilities, job requirements and job descriptions as the District shall from time to time assign.

3. Supervision

Transit Security Officers shall be managed by the Transit Operations Division of the District and may be assigned appropriate supervisors by the Transit Operations Director.

4. Professional Competency and Training Standards

Transit Security Officers shall be properly trained to the standards set forth under NMSA 1978, Section 61-27B-1, the "Private Investigations Act," and shall maintain a minimum registration level of LEVEL ONE. Nothing herein shall prevent the District from requiring higher levels of registration subsequent to the District's initiation of its internal security program.

Transit Security Officers must be properly qualified prior to performing security services for the District and shall maintain their qualifications and any required level of registration throughout their employment with the District. A failure to maintain proper registration and or licensure shall be grounds for termination. Each Guard shall carry a current and valid security identification card consistent with NMSA 1978, Section 61-27B-15 subsection B.

Services provided by Transit Security Officers will be performed in a manner consistent with the level of care and skill ordinarily exercised by members of Guard's profession currently practicing in the same industry under similar conditions. Acceptance or approval by the District of Guard's work will in no way relieve Transit Security Officers of liability to the District for damages suffered or incurred arising from the failure of Transit Security Officers to adhere to the previously mentioned standard of professional competence.

Transit Operations Director shall ensure that all personnel are thoroughly familiar with applicable rules, regulations, and procedures before they are allowed to staff any post. All personnel shall be properly trained in the operation of the facility and shall adhere to all rules and regulations without exception.
Training shall include, at a minimum:

- Legal Aspects of Security
- First Aid/CPR
- Fire prevention, control and suppression; use of a handheld fire extinguisher
- Blood borne pathogens
- Hazard communication/MSDS
- Patrol techniques
- Transit Security Officers Safety
- Crime Prevention
- Terrorism

5. **Implementation of District Security Plans**

District Security Plans may be adopted from time to time to ensure the security of District property, to protect District employees and to protect the general public. Plans may include, names, assignments and duties of all key personnel; schedules for recruiting and training of personnel; developing orders, emergency recall plan, schedules and format for monthly and other reporting requirements. It shall be the duty of all Transit Security Officers to implement the District's Security Plans and to coordinate the implementation of plans with any other public agency that may also be performing safety or security functions impacting the District.

6. **Work Locations**

Because of the vast geographical area covered by the District, Transit Security Officers may have to travel to and work in and throughout Northern New Mexico. Work assignments may include work on buses and routes operated by the District but may also require security at specific locations where the District has offices or facilities or secures its buses. Transit Security Officers should expect to have assignments at different times and locations throughout their employment with the District and are expected to be flexible in their scheduling. The security of the District, its equipment and facilities and the general public are of primary importance under this policy and shall therefore be primary considerations when determining the location, hours and other needs of the District.

7. **General Responsibilities**

General Responsibilities. Transit Security Officers shall include but not be limited to:

- Conduct site surveillance by foot, electric cart or vehicle.
- Monitor the public and watch for potential disturbances.
- Identify and report security and (to the extent observed) safety violations.
Maintain files for security-related documentation.

Assist District personnel in emergency situations to include, but not be limited to special events, crowd control, service interruptions, collisions, fire/life safety incidents, etc. This requirement shall not apply to those situations that require personal protective equipment (PPE) for any part of an investigation.

Provide data and/or reporting of events for programs, events or plans that support District safety and security objectives.

Provide information as required for reports, criminal trending, calls for service and actions taken on any electronic citation device (devices provided).

Maintain discipline, excellent professional appearance, professional demeanor, integrity, and attention to duty.

Act as the agent for the District to enforce their published policies and rules regarding rider conduct. However, Transit Security Officers will request the assistance of local law enforcement for removal of individuals from the properties when they fail to abide by District policies and rules as well as civil and criminal code violations.

Transit Security Officers are not authorized to use force or cause bodily injury to a suspected trespasser.

Notify law enforcement of any illegal or unauthorized activity as observed. Provide documented account of all activity witnessed and assist law enforcement as required. Ensure that prompt action is taken to address security incidents and, to the extent observed, accidents, fire, property damage and safety hazards.

Provide communications dispatch services to mobile field units, supervisors and post personnel. Act as a liaison and interoperable communication on any shared talk channels with local law enforcement agencies.

Notwithstanding the above, the position title and job description maintained by the District's Human Resources Office is the official description of the job duties for Transit Security Officers.

8. **Reporting**

Transit Security Officers will provide comprehensive written reports and data to their supervisor for the purpose of evaluating the quality and appropriate deployment of security services. Periodic and special reports will be provided by Transit Security Officers as required by the District concerning operational and performance issues. Such periodic reports include:
Once daily by the end of the shift, Transit Security Officers will submit to the Transit Operations Director an electronic daily activity report including: incident report data; facilities maintenance issues reported; abandoned vehicle information and passenger vehicle information and security and criminal activities.

Once monthly on the third Friday of the month the Operations Director will compile a comprehensive report on the previous month’s activities. This report will contain field supervisor’s weekly inspection reports, supervisory review reports, alarm response incidents, a complete listing of incident reports, a complete listing of facilities maintenance issues reported, and emerging or continuing challenges or issues. This report will be conveyed to the Executive Director for inclusion in the monthly Board packet.

Duty Assignments. Transit Security Officers shall record all duty assignments, in a format approved by the District ensuring that the following information is captured:

- Employee start/end date and time;
- Post/duty performance;
- Employee brief/relief periods;
- Supervisory review/inspections;
- Signature/print of subject employee; and
- Signature/print of certifying official.

Outside Employment. All Transit Security Officers shall submit a written report to Transit Operations Director, listing all sources of outside employment, to include self-employment. In addition, employees shall not be permitted to work in any security-related position outside their employment while working for the District. Continued employment with the District will be subject to the District's outside employment policy and restrictions.

9. **Equipment**

The District will supply, maintenance, upkeep, and repair/replacement of the equipment and uniforms of Transit Security Officers. All such equipment shall be and remain District property and shall not be used by Transit Security Officers for purposes other than performance of District security functions.

The following list of equipment supplied by the District

- Designated security vehicles, clearly marked as a security vehicle, and equipped with appropriate light bars, mini light bars or beacons;
- A communication device with two-way radio capability;
- Lapel cameras.

Uniforms shall be provided by and cleaned by the District under its Uniform Policy.
Transit Security Officers shall report broken, defective or malfunctioning equipment, whether such equipment is in active use or is being used as a backup, within a reasonable time after the need for such repair and/or replacement is discovered.

10. **District Policies to be Enforced**

    Policies and procedures for responding to emergency alarms, bomb threats, suspected incendiary devices, and other potential hazards;

    A review of responsibilities for each post during an emergency; and

    Instructions on Badges and Security-related requirements.

    Mandatory, site-specific, Hazardous Material training

    District Rider Suspension Policy

    Visitor in the Workplace Policy

11. **Customer Service**

    All Transit Security Officers shall receive comprehensive training to provide answers to various security-related questions, as well as provide first-class customer service. Transit Security Officers will receive annual and recurrent training. The training must foster the development of a cohesive team in order to carry out the required services in a professional manner.

12. **Transit Security Officers Appearance**

    A professional appearance is required of all Transit Security Officers. The District prides itself on a highly motivated, customer service-oriented and professional staff to secure Public Transit locations.

    No reading unauthorized material shall be permitted while Transit Security Officers are in public view.

    No personal phone calls will be permitted except in an emergency. Phone calls during the course of work shall be further limited by the District's cell phone policy.

    A District-issued uniform is required; uniforms are covered by the District's Uniform Policy.

    The District will provide all uniforms. No unauthorized uniforms or accessories are permitted. Uniform items that resemble any component of known law enforcement agency uniforms will not be approved.
District shall provide Transit Security Officers with badges and name plates in order to provide a professional appearance.

Transit Security Officers shall wear name plates centered over the right breast pocket.

**Hygiene**

All Transit Security Officers shall, at all times while on duty, be neat in dress and use proper hygiene. No smoking, chewing tobacco, or uses of any tobacco or vaping products of any kind are permitted while on duty.

Facial hair (mustaches, sideburns) is acceptable if kept in a clean and trimmed manner acceptable to the District.

Hairstyles will be conservative and well kept; hair shall be clean and trimmed at all times.

Body odor shall be controlled so as not to be offensive.

Proper oral hygiene shall be used.

Face and body shall be clean and kept free or dirt.

Piercings will be limited and will be appropriate.

Visible tattoos will be limited and will be appropriate.

Make up and nails will be kept neat and conservative.

13. **Professional Conduct**

Transit Security Officers shall be required to maintain the highest standards of employee competency, conduct, cleanliness, appearance, and integrity. Assignments shall be performed in accordance with prescribed regulations as well as in a safe and secure manner. Transit Security Officers shall maintain an arms-length relationship with all other District employees in order to ensure that they are able to perform their job duties in an impartial manner. District employees are subject to all Federal, State, and local laws in the jurisdiction in which they are performing services.

The following acts by Transit Security Officers shall be deemed misconduct Consistent the Districts Personnel Rules and Regulations and other District Policies:

Failing to demonstrate courtesy and good manners.
Unauthorized use of District property inclusive of computers, communication equipment, telephones or radios, automobiles, or any other District property.

Falsifying or unlawfully concealing, removing, mutilating or destroying any official documents, records, badges, keys, or concealing material facts by intentional omission from official documents or records.

Entertaining, socializing or entering into business arrangements with, or giving legal advice to persons while on District property.

Recommending an attorney or medical practitioner for any matter or incident involving actions occurring on District property.

Disclosing any official information to include duties or responsibilities, or writing, or distributing any news or press releases without expressed written permission from the District.

Engaging in inappropriate discussions concerning internal matters, policies, grievances, legal issues, or personalities, or financial, personal, or family matters with District employees, the public, or any known associate of the above, except as authorized by law.

Disclosure of duty assignment(s) or security related issues without the express approval of the District.

Neglecting duties by sleeping while on duty, failing to devote full time and attention to assigned duties, unreasonably delaying or failing to carry out assigned task, conducting personal affairs during duty hours and refusing to render assistance or cooperate in upholding the integrity of the work site security, or any other act, that constitutes neglect of duties.

Failing to remain on duty until properly relieved or deserting a duty post.

Displaying disorderly or immoral conduct, e.g. using abusive or offensive language, quarreling, intimidating by words or actions, fighting or participating in disruptive activities.

Gambling or unlawfully wagering or promoting gambling.

Accepting gratuities and/or gifts, such as money, lunches, or free items.

Using uniform, uniform or security badge and/or other identification for other than official business while on or off duty.

Unethical or improper use of official authority identification or credentials e.g. badges, passes and other document providing special access or privileges.
Knowingly giving false or misleading statements or concealing material facts in connection with official reports, records, investigations, or about other contract employees/officials, the general public and District employees.

Involvement in any form of discrimination or sexual harassment.

Failing or delaying (without justifiable cause) to carry out a proper order of a Supervisor.

Eating, smoking, drinking, or taking breaks in any location except those designated as authorized break areas.

Employment in any other position which would constitute a real or apparent conflict of interest with the mission of the District.

Possession of a weapon while on duty.

14. **Alarms**

Generally, Transit Security Officers shall respond to all alarms triggered at the assigned sites. If it is safe to do so and consistent with the provisions of this policy, Transit Security Officers shall conduct a preliminary investigation as to the source of the triggered alarm. After preliminary investigation, Transit Security Officers shall notify their supervisors unless the alarm requires immediate police or fire services then 911 will be called and the appropriate first responders applicable to the particular alarm.

Where appropriate, Transit Security Officers shall activate the applicable emergency stop button if it determines the alarm to be false. The requirements of this subsection shall not apply to those alarms that require personal protective equipment (PPE) for any investigation, such as a facility fuel island or a fuel storage. Transit Security Officers shall inquire with the District’s management in advance as to which alarms require PPE and shall be trained to what alarms to which they can respond. When the Police issue specific procedures for alarms, Transit Security Officers will follow such procedures.
Title: Discussion and Consideration of Resolution No. 2020-10 Adoption of a Resolution to Adjust Budget Revenues and Expenditures and Reallocation of CIP Funding for FY 2020.

Prepared By: Tim Mildren, Finance Director

Summary: The NCRTD Staff is seeking a Budget Amendment to reallocate funding between projects included and approved in the FY2020 CIP budget. The Finance Department is asking the Boards permission to reallocate the $50,000 from the Park & Ride-NM68/150 (Taos) Land Acquisition Project and $130,000 from the Radio Tower Infrastructure Project to the following projects: An increase of $10,000 for the Española Facility: Board Room AV Enhancements, $150,000 for the Taos Facility: Admin & Maintenance Facility-Land Acquisition and $20,000 for Maintenance and Commuter Vehicles. In addition, an increase to the Operating Budget of $94,288 for two drivers, benefits, fuel and maintenance, and to increase the Capital Budget of $125,712 to purchase two paratransit vehicles.

The breakdown of reallocation and increase request is as follows:

**Budget Reallocations:**

<table>
<thead>
<tr>
<th>Capital Funding Additions:</th>
<th>Current Budget</th>
<th>Addition/Deduction</th>
<th>New Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Española Facility: Board Rm AV Enhancements</td>
<td>$30,000</td>
<td>$10,000</td>
<td>$40,000</td>
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<tr>
<td>Taos Fac.: Admin &amp; Maint Facility-Land Acquisition</td>
<td>$250,000</td>
<td>$150,000</td>
<td>$400,000</td>
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<tr>
<td>Vehicles: Maintenance &amp; Commuter Vehicles</td>
<td>$85,000</td>
<td>$20,000</td>
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<table>
<thead>
<tr>
<th>Capital Funding Deductions:</th>
<th>Current Budget</th>
<th>Addition/Deduction</th>
<th>New Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transit Syst: Park &amp; Ride - (Taos) Land Acquisition</td>
<td>$50,000</td>
<td>-$50,000</td>
<td>$0</td>
</tr>
<tr>
<td>Facilities &amp; Infrastructure: Radio Tower Infrastructure</td>
<td>$318,182</td>
<td>-$130,000</td>
<td>$188,182</td>
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**Net Change** | | | $0 |
Budget Increase Request:

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<tr>
<th>Revenues:</th>
<th>Current Budget</th>
<th>Addition/Deduction</th>
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<tr>
<td>State Grant - NMDOT Pilot Project</td>
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<td>$220,000</td>
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<tr>
<td><strong>Total Revenues</strong></td>
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<td><strong>$220,000</strong></td>
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<tr>
<th>Expenses:</th>
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<tbody>
<tr>
<td>SF County Paratransit Project – Operating</td>
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<td>$47,144</td>
<td>$47,144</td>
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<tr>
<td>Chile Ride Expansion Project – Operating</td>
<td>$0</td>
<td>$47,144</td>
<td>$47,144</td>
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<tr>
<td><strong>Subtotal Operating</strong></td>
<td><strong>$94,288</strong></td>
<td></td>
<td><strong>$94,288</strong></td>
</tr>
<tr>
<td><strong>Capital Expenses:</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>SF County Paratransit Project - Paratransit Vehicle</td>
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<td>$62,856</td>
<td>$62,856</td>
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<tr>
<td>Chile Ride Expansion Project - Paratransit Vehicle</td>
<td>$0</td>
<td>$62,856</td>
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<tr>
<td><strong>Subtotal Capital</strong></td>
<td><strong>$0</strong></td>
<td><strong>$125,712</strong></td>
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<td><strong>Total Expenses</strong></td>
<td><strong>$0</strong></td>
<td><strong>$220,000</strong></td>
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</table>

**Background:** The NCRTD Finance Department is asking for a Budget Amendment to reallocate funding of FY2020 CIP projects approved by the Board between a number of projects with no net change to the budget. In addition, the Finance Department is asking the Board to increase the Operating Budget by $94,288 for two drivers, benefits, fuel and maintenance, to increase the Capital Budget by $125,712 to purchase two paratransit vehicles. This will be offset by new revenue received specifically for this purpose.

**Recommended Action/Proposed Motion:** It is recommended that the Board of Directors discusses and review the information presented to reallocate funding between projects included in the approved FY2020 capital budget of the District to increases in costs and timing. The Finance Subcommittee reviewed the requested Budget Amendment for reallocations at their March 20, 2020 meeting and they are recommending the Board’s consideration of this request. The request for an adjustment to revenues and expenses was added when we received notification on March 24, 2020 from NMDOT of the Pilot Project Memorandum of Agreement (MOA) being fully executed. Please be advised that the two vans have been ordered in advance of this budget amendment since the State of New Mexico price agreement was due to expire on March 31, 2020. Not taking advantage of ordering the vehicles under this price of agreement would have significantly delayed the Pilot Project and exposed it to possible price increases in the vehicles. The NMDOT did approve the buyers order for the purchase of these vehicles.

**Options/Alternatives:**
1. Take no action; or
2. Adopt the recommendation, (recommended); or
3. Amend, modify or reject the recommendation and provide direction to staff.

**Fiscal Impact:** The reallocation request is from existing funding. There is no fiscal impact for those changes. The funding reallocated from the Radio project will not have a negative impact since we have decided to delay this project due to having received state capital outlay funding and do not want to expend funds without having entered into the agreement with the State. The fiscal impact for the revenue and expense increases is an increase of $220,000 to the overall budget. The Final Budget Amount if approved by the Board will be $21,053,428.

**Attachment(s):**
- Resolution No. 2020-10
North Central Regional Transit District (NCRTD)
Resolution No. 2020-10

ADOPTION OF A RESOLUTION FOR A BUDGET ADJUSTMENT TO REALLOCATE FUNDING BETWEEN PROJECTS FOR FY 2020

WHEREAS, the Governing body in and for the NCRTD has developed a budget for Fiscal Year (FY) 2020; and

WHEREAS, the District staff is requesting adjustments to the approved budget; and

WHEREAS, the District must maintain a balanced budget; and

WHEREAS, the proposed adjustments maintain a balanced budget without fundamentally altering any district service; and

WHEREAS, the District requires additional funds for projects relating to Board Room AV enhancements, Taos land acquisition, certain vehicle maintenance, operating and capital for NMDOT Pilot Project; and

WHEREAS, the net effect of the budget reallocation is simply to transfer funds between projects without changing overall revenues and expenditures.

WHEREAS, the proposed increase to the budget will allow for revenues and expenditures linked to the acquisition of two buses, the related vehicles components and equipment and hiring of drivers as a result of new funding received for additional services.

NOW, THEREFORE BE IT RESOLVED THAT, the following budget adjustment be made to the District's FY2020 budget:

**Budget Reallocations:**

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<td>-$50,000</td>
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Net Change: $0
## Budget Increase Request:

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<td>Federal Grants - 5311 NMDOT Pilot Project</td>
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<td><strong>Total Revenues</strong></td>
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District staff is further directed to submit the Budget Adjustment to the New Mexico Department of Finance Administration, Local Government Division for their review and approval.

**PASSED APPROVED AND ADOPTED THIS 3rd DAY OF APRIL 2020 by the Board of Directors for the North Central Regional Transit District.**

Daniel Barrone, Chair

Approved as to form:

Peter Dwyer, Counsel
**Title:** Discussion and Consideration of Resolution No. 2020-11 Adopting Revised Board Meeting Procedures.

**Prepared By:** Peter Dwyer, Legal Counsel

**Summary:** The Board of Directors met on February 7th, 2020 but both the Chair and Vice Chair were absent. The staff alerted the Board to the provision in the existing "Rules Governing Conduct of Board Meeting" which are procedural rules that prohibited action in the absence of the Chair and Vice-Chair. The staff was directed to bring forward a proposed amendment to allow the Secretary/Treasurer to serve as the Chair in the absence of the Chair and the Vice-Chair to ensure the District's business could be advanced in most cases.

**Background:** In 2018 the Board wanted to consider changes whereby the Secretary/Treasurer could preside and the Board could do business in the absence of the Chair and Vice Chair. However, following extensive discussion relating primarily to resolution of tie vote and the calculation of a majority or supermajority for the purposes of determining a quorum, the proposed changes were never adopted. The only change currently proposed is on Page 8 under Rule XII. The Finance Subcommittee reviewed this item at its March 20, 2002 meeting and recommended it to the Board.

**Recommended Action:** Adoption of the attached revision to the Rules Governing Conduct of Board Meetings in order to make it easier to conduct business in the absence of the Chair and Vice-Chair.

**Options/Alternatives:**
- Recommend adoption of the attached resolution and rule change; or
- Recommend alternative rules changes; or
- Leave the existing rules as they are.

**Fiscal Impact:** None.

**Attachments:**
- Resolution No. 2020-11
- North Central Regional Transit District Rules Governing the Conduct of Board Meetings
North Central Regional Transit District (NCRTD)
Resolution No. 2020-11

A RESOLUTION ADOPTING REVISED BOARD MEETING PROCEDURES

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Section 73-25-1 et seq.); and

WHEREAS, the NCRTD is a sub-division of the State of New Mexico; and

WHEREAS, the NCRTD was approved and certified by the New Mexico Department of Transportation on the 14th day of September 2004; and

WHEREAS the Board has a set of procedural rules entitled "Rules Governing Conduct of Board Meetings" which are intended to facilitate the Board's work; and

WHEREAS, the Board has found that the existing rule requiring either the Chair or Vice-Chair to be present in order to conduct business has impeded the ability of the Board to conduct its business; and

WHEREAS, the Board wishes to amend its rules to allow the Secretary/Treasurer or a Board member chosen for a single meeting to preside in the absence of the Chair and Vice-Chair.

NOW, THEREFORE BE IT RESOLVED THAT the attached Rules Governing Conduct of Board Meetings (Revised April 3, 2020) are hereby adopted as amended.

PASSED APPROVED AND ADOPTED THIS 3rd DAY OF April 2020 by the Board of Directors for the North Central Regional Transit District.

Daniel Barrone, Chair

Approved as to form:

Peter Dwyer, Counsel
North Central Regional Transit District

Rules Governing the Conduct of Board Meetings
(Revised April 3, 2020)

I. Foreword

The North Central Regional Transit District ("the District") is a governmental entity, a multimodal public transit district formed pursuant to NMSA 1978, 73-25-1 et seq. (2003) whose purpose is the development, operation, management, and improvement of transportation systems serving residents in the North Central New Mexico Region. The District is governed by a Board of Directors as described in the Act and the "Amended Intergovernmental Contract" of March 14, 2008 ("the Intergovernmental Contract"). The Board is composed of one Director from each Member of the District. Directors are elected officials, Tribal Governor or Tribal Council Member or their respective Official Designees. The process for selection of Directors is outlined in the North Central Regional Transit District Board of Directors Bylaws Amended and Approved by the NCRTD Board on January 12, 2007 (the "Bylaws"). Accordingly, each Member of the District shall have a voting strength as determined by the Voting Strength Analysis outlined in Appendix B of the Intergovernmental Contract. The Bylaws authorize the Board to "promulgate and adhere to policies and procedures that govern its conduct." The following rules, therefore, are adopted as a set of operating procedures to which the Board voluntarily binds itself. The rules are made only to facilitate the orderly transaction of public business. Robert's Rules of Order only apply where Board rules are silent.

II. Officers, Members and Meeting Requirements

Identification. The Board shall elect or appoint a Chair, a Vice Chair a Secretary, and a Treasurer. The election of the Board Chair and Vice Chair may alternate between Tribal and non Tribal members.

Officers of the Board. The Board selects Officers every other year at the April meeting of the Board. The currently elected Board elects officers by simple majority vote after canvassing each member as to their interest in service, time availability, and qualifications. Officers of the Board shall be Tribal Governors, Tribal Council Members or elected officials.

Terms. Each Officer serves a two (2) year term commencing upon election or appointment by the Board. Each Officer serves until the end of their term or until a successor is elected or appointed or the Officer is lawfully removed pursuant to State law of the Bylaws.

Duties of Officers. The duties of the Chair, Vice Chair, Secretary and Treasurer are as outlined in Article X of the Bylaws.

Regular Meetings. Regular meetings of Board will be set under the requirements of the Opening Meetings Act (NMSA 1978, 10-15-1, et seq.). The Board of Directors meets at least quarterly, or more frequently as determined by a majority of the Board, for the purpose of conducting such business as may come before the Board. In accordance with the Open Meetings Act, all meetings of a quorum of members of the Board, held for the purpose of formulating public policy or taking any action within the authority of the Board, are open to the public. The Board may hold closed sessions for portions of an open meeting or schedule a closed meeting for the limited purposes provided by the Open Meetings Act, the statutory and common law, or the Constitution of State of New Mexico.
Special Meetings. Special meetings of the Board may be called, either by the Chair or by three voting Directors, and held at any time and in any place.

Emergency Meetings. The Board may hold emergency meetings, to be held at any time and place as permitted by the Open Meetings Act.

Quorum. The presence of Directors representing a majority of the Members and a majority of the total voting units as prescribed under Appendix B to the Intergovernmental Agreement is required to constitute a quorum for the transaction of business. If a quorum is present, action by a simple majority of voting units by the Directors present and eligible to vote is considered an act of the Board, unless the act of a greater number is required by the Bylaws the Intergovernmental Agreement or applicable law.

Rules of Order For The Conduct of Meetings

III. Guiding Principles

The Board rules of order for conducting its meetings are supported by the following values:

- **Applicability.** With minor re-phrasing, these rules could be generalized so that any Board or Commission, or other formal body could utilize them to the extent they choose. Any subordinate body of the NCRTD Board may choose to use these rules or may adopt its own rules.

- **Rules should establish order.** The primary purpose of any rules of parliamentary procedure are to establish a framework for the orderly conduct of meetings.

- **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules lead to two classes: those who understand and participate and those who do not fully understand and do not fully participate.

- **Rules should be user friendly.** That is, the rules must be simple enough that citizens feel they have been able to participate in the process.

- **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules is to encourage discussion among Board members and to facilitate decision making by the Board. In a democracy, the majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself (but not dominate) and fully participate in the process and discussion.

IV. Role of the Chair

While all Directors should know and understand the rules of parliamentary procedure, it is the Chair who is charged with applying these procedural rules. The Chair should be well versed in these rules, because the Chair, for all intents and purposes, makes the final ruling on the
application of these rules unless a specific parliamentarian has been designated to enforce parliamentary procedures. In fact, all decisions by the Chair regarding application of these rules are final unless overruled by the majority of Directors. The Chair has discretions, subject to overriding by Board, to deviate from the letter of these rules in the interest or expediency provided the intent of the rules and fairness to all parties is maintained. The Chair may make or second motions to participate in discussion as any other Member.

V. Basic Format for an Agenda Item Discussion:

Formal Board and Advisory Committee meetings normally have a written, published agenda. Portions of meetings, like closed sessions, may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the Board's agreed-upon road map for the meeting. Each agenda item can be handled by the Chair in the following basic format.

First, the Chair should clearly announce the agenda item number and clearly state what the subject is. The Chair should then announce the procedure that will be followed in the handling of that item.

Second, following the Chair's announcement of the item, the Chair should invite the appropriate people to report on the item, including any recommendation they might have. The appropriate person may be the Chair, a member of Board, a staff person, any subcommittee chair or representative, a member of the public, or a person charged with providing information about the agenda item.

Third, the Chair should ask Directors if they have any questions for clarification. At this point, Members may ask clarifying questions to the people who reported on the item, and they should be given time to respond.

Fourth, the Chair should invite public comments or, if appropriate at a formal hearing, open the meeting to public input. If numerous members of the public indicate a desire to speak to the subject, the Chair may limit the time of each public speaker. At the conclusion of the public comments, the Chair should announce that the public input has concluded (or that the public hearing, as the case may be, is closed). For those meetings that call for formal quasi-judicial proceedings, the Attorney will provide the Chair with detailed instructions designed solely for the conduct of that type of meeting.

Fifth, the Chair should invite a motion from a Director. The Chair should announce the name of the Director who makes the motion.

Sixth, the Chair should determine if any Director wishes to second the motion. The Chair should announce the name of the Director who seconds the motion. It is compulsory practice for a motion to require a second before proceeding with it, to ensure that it is not just one Director who is interested in a particular approach.

Seventh, if the motion is made and seconded, the Chair should make sure everyone understands the motion before the discussion or vote. This can be done in one of three ways:

1. The Chair can ask the maker of the motion to repeat it;
2. The Chair can repeat the motion; or
3. The Chair can ask the person taking minutes to repeat the motion.

If there has been substantial Board discussion that has led to a motion for action significantly different than what was being contemplated at the time of earlier public comment, the Chair may reopen the floor to public comment on the specific motion.

_Eighth_, the Chair should now invite discussion of the motion by the members of Board. If there is no desired discussion or the discussion has ended, the Chair should announce that the body will vote on the motion. If there has been no discussion or a very brief discussion, the vote should proceed immediately, and there is no need to repeat the motion. If there has been substantial discussion, it is normally best to make sure everyone understands the motion by repeating it.

_Ninth_, the Chair takes a vote by asking the clerk to call the roll of Directors present. A simple majority of Directors determines whether the motion passes or is defeated unless a greater majority is required by the Bylaws the Intergovernmental Agreement or applicable law.

_Tenth_, the Chair should announce the result of the vote and should announce what action (if any) the Board has taken. In announcing the result, the Chair should indicate the names of the Directors, if any, who voted in the minority on the motion. This announcement may take the following form: "The motion passes by a vote of 4-2, with Directors Smith and Jones dissenting. We have passed a motion requiring 10 days' notice for all future meetings of the North Central Regional Transit District." Announcement of the results may require assistance and tabulation by NCRTD staff due to the voting weights established under Appendix B of the Intergovernmental Agreement which affect the relative influence of the various Directors' votes.

### VI. Motions in General

Motions are vehicles for decision-making. As soon as discussion has indicated some reasonably defined direction(s), a motion helps focus the discussion. Motions are made in a simple, two step process. First, the Chair recognizes the Director. Second, the Director makes a motion by preceding the Director's desired approach with the words: "I move..." A typical motion might be: I move that we give 10 days' notice in the future for all our meetings."

The Chair usually initiates the motion by:

1. Inviting the Directors to make a motion: "A motion at this time would be in order."

2. Suggesting a motion to Directors: "A motion would be in order that we give 10-days' notice for all future meetings."

3. Making the motion.

As noted, the Chair has every right as a member of Board to make a motion, but normally should do so only if he or she wishes a motion be made but no other Director seems willing to do so.
III. The Three Common Motions

Three motions are the most common:

1. **The main motion.** The basic motion is the one that puts forward a decision for consideration. A basic motion might be: "I move that Board create a five-member committee to plan and put on an annual fundraiser."

2. **The motion to amend.** If a Director wants to change a basic motion that is under discussion, he or she should move to amend it. A motion to amend might be: "I move that we amend the motion to have a 1a-member committee." A motion to amend takes a basic motion that is before the Board and seeks to change it in some way.

3. **The substitute motion.** If a Director wants to completely do away with the basic motion under discussion and put a new motion before Council, he or she would "move a substitute motion." A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

   a. **The friendly amendment.** This is not a formal action by itself but a suggestion for a revision to the maker of the motion (main, amendment, or substitute). The maker of the motion may accept the friendly amendment and effectively replace the original motion with the revised one. Either the second must concur or another councilor must second the revised motion. If a friendly amendment is not accepted as such, it can be made as a formal motion to amend.

Motions to amend and substitute A motion to amend seeks to retain the main motion on the floor, but to modify it in some way. A vote on a motion to amend should occur before the vote on the main motion. If it passes then the vote should be taken on the main motion as amended. If the motion to amend does not pass, then the main motion as originally stated should be voted on.

A substitute motion seeks to throw out the main motion on the floor and substitute a new and different motion for it. A vote on a motion to substitute has precedence over the main motion. If a substitute motion is made, the Chair should call for a vote on the substitute motion first. If it passes, then a vote is not called on the main motion since it has been substituted with the substitute motion. If the substitute motion fails, then a vote on the main motion should be taken.

VIII. Voting on a Motion

The method of vote on any motion depends on the situation. The Chair may select from any of the following:

   a. **By Voice.** The Chair asks those in favor to say "aye", those opposed to say "no". Any Director may move for an exact count.

   b. **By Roll Call.** Each Director answers "yes" or "no" as his or her name is called. This method is used when a record of each Director's vote is required.
Normally a simple majority of the voting units present shall be required. However, a two-thirds (2/3) majority of the voting units present is required for the following actions:

(a) Addition or withdrawal of territory or property, pursuant to Article 8 of the Bylaws, Article XI of the Intergovernmental Agreement, and Sections 73-25-6 and 73-25-17 of the Act;
(b) Removal of officers from the Board, pursuant to Article 1O of the Bylaws and Article VIII of the Intergovernmental agreement.
(c) Amendment of the Bylaws, pursuant to Section 15 of the Bylaws.
(d) Amendments to the Intergovernmental Agreement pursuant to Article IV.
(e) Addition of Members pursuant to Article XI of the Intergovernmental Agreement, and Sections 73-25-6 and 73-25-17 of the Act;

Only an elected official shall be able to vote on resolutions regarding ratification of acquisition of land by negotiated sale and issuance of bonds pursuant to NMSA 1978, §73-25-5.

**IX. To Debate or Not Debate**

The basic rule of motions is that they are subject to debate and discussion. Accordingly, basic motions, motions to amend, motions to suspend the rules, and substitute motions are all eligible, each in their turn, for full discussion before and by the Board. The debate can continue as long as Directors wish to discuss an item, subject to the decision of the Chair that it is time to move on and take action.

Most motions are debatable. The motion to table has a special rule.

**A motion to table.** This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on hold. The motion may contain a specific time in which the item can come back to the Board in which case it is not debatable. The motion to table may contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the Board will have to be made at a future meeting. A motion to take an item off the table does not vitiate the need for the item to be properly noticed and included on an agenda and if the item is not already on the agenda the motion shall be construed as instruction to include the item on the next meeting agenda. A tabling motion that does not set a time for resumption of discussion shall be debatable because the effect of such a motion is to stop the proposed item or action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the Board to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the Chair must immediately call for a vote of the Board without debate on the motion):

**A motion to adjourn.** Can be directed by either the Chair or by Board action. Once imposed, this motion requires the Board to immediately adjourn to its next regularly scheduled meeting.
A motion to recess. This motion, if passed, requires the Board to immediately take a recess. Normally, the Chair determines and states the time or date at which the meeting will reconvene.

A motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn the meeting at midnight."

- Adjournment. The time for adjournment of regular Board meetings shall be set in the agenda.

A motion to limit debate. The most common form of this motion is to say: "I move the previous question" or "I call for the question." When a Director makes such a motion, the Director is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the Chair should ask for a second to the motion, stop debate, and vote on the motion to limit debate. Note that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." A similar motion is a motion to object to consideration of an item. This motion is not debatable, and if passed, precludes the Board from even considering an item on the agenda.

Motion to close nominations. When choosing officers of the Board, such as the Chair and Vice-Chair, nominations are in order from the floor of the Board. A motion to close nominations effectively cuts off the right of Directors to nominate officers for consideration.

X. The Motion to Reconsider

This is a special and unique motion that requires a bit of explanation all by itself. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to reconsider is made.

Obviously, a motion to reconsider requires a simple majority of Directors' vote units to pass, but there are two special rules that apply only to the motion to reconsider.

First is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the Board. Technically, a motion to reconsider made at a later time is untimely. (The Board, however, can always vote to suspend the rules and, allow a motion to reconsider to be made at another time.) (If we want to allow suspension of the rules we should probably list this as an additional type of motion)

Second, a motion to reconsider may only be made by certain Directors. Accordingly, a motion to reconsider may only be made by a Director who voted in the majority on the original motion. If such a Director has a change of heart, he or she may make the motion to reconsider (any other Director may second the motion.) If a Director who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a Director of the minority could make a motion to reconsider, then the item could be brought back again and again, which would defeat the purpose of finality.
If the motion to reconsider passes, then the original matter is back before the Board, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

**XI. Tabulation of Votes**

Staff shall be charged with tabulation of votes. Normally a simple majority of the voting units represented by the Directors present at the meeting shall be required for a vote to pass. Abstentions shall be noted in the record, shall be counted as refraining from voting, and as such shall neither be counted in the affirmative or the negative. The voting units represented by an abstaining Director shall be deducted from the total number of voting units of those Directors present for purposes of tabulating whether a motion obtains majority of supermajority approval.

**XII. Lack of a Quorum**

If at any time during a meeting there is a lack of a quorum no action may be taken by the Board. The Board may however consider presentations, public input or any other non-action items. The only appropriate motion in the absence of a quorum is a motion to adjourn.

Absence of Chair and Vice-Chair:

In the absence of the Chair and Vice Chair no action may be taken by the Board, the Secretary/Treasurer shall act as Chair. In the absence of all Board Officers the Board may elect an acting chair for the purposes of continuing to do business at a single Board meeting. The Board may however consider presentations, public input or any other non-action items. The only appropriate motion in the absence of a quorum is a motion to adjourn.

**XIII. Courtesy and Decorum**

The rules of order are meant to create an atmosphere where members of the Board and members of the public can attend to business efficiently, fairly, and with full participation. And at the same time, it is up to the Chair and the Board to maintain common courtesy and decorum. Only one person can have the floor at a time; it is always best for every speaker to be first recognized by the Chair before proceeding to speak. In order to be recognized by the Chair any person wishing to speak should raise their hand.

The Chair should always ensure that debate and discussion of an agenda item focus on the item and the policy in question, not the personalities of the Directors, staff or the public. Debate on policy is healthy; debate on personalities is not. The Chair has the right to cut off discussion that is too personal, too loud, too unprofessional or too crude.

**XIV. Interruptions**

Debate and discussion should be focused, but free and open. In the interest of time, the Chair may, however, limit the time allotted to speakers. Can Directors interrupt a speaker? The general rule is no. There are, however, exceptions. A speaker may be interrupted for the following reasons:

**Privilege.** The proper interruption would be: "Point of Privilege." The Chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything
that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

**Order.** The proper interruption would be "Point of Order." Again, the Chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting; for example, if the Chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

**Appeal.** If the Chair makes a ruling that a Director disagrees with, the Director may appeal the ruling of the Chair. If the motion is seconded and after debate, it passes by a majority vote, then the ruling of the Chair is reversed.

**Call for orders of the day.** This is simply another way of saying, "Let's return to the agenda." If a Councilor believes the Board has drifted from the agreed upon agenda, such a call may be made. It does not require a vote, and when the Chair discovers the agenda has not been followed, the Chair simply reminds the Board to return to the agenda item before them. If the Chair fails to do so, the Chair’s determination may be appealed.

**Withdraw a motion.** During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the Chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other Director may make the motion if properly recognized.

**XV. Special Notes about Public Input**

The rules outlined here help make meetings very public friendly. But in addition, and particularly for the Chair, it is wise to remember three special rules that apply to each agenda item:

**Rule One:** Tell the public what the Board will be doing.

**Rule Two:** Keep the public informed while the Board is doing their work.

**Rule Three:** When the Board has acted, tell the public exactly what the Board did.

Public input is essential to a healthy democracy, and community participation is an important element of that input. The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items. The rules presented here for conducting a Board meeting are offered as tools for effective leadership and as a means of developing sound policy.

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Chair, North Central Regional Transit District
Title:  Discussion and Consideration of Resolution No. 2020-12 regarding the signature and authority to transact business with banks for and on behalf of North Central Regional Transit District (NCRTD).

Prepared By:  Anthony J. Mortillaro, Executive Director

Summary:  Banking institutions require formal action by the Board to ensure that our agents have authority to perform transactions on behalf of the District. The Board passed similar resolutions in June of 2015, June of 2016 and November of 2017. Due to the transitions to a new Finance Director and the election of new Board Officers, this resolution is required in order to provide our new staff and officers with signature authority. Most banks require the authorization of a “signer” to interact with them for and on behalf of the organization. For the NCRTD, only the Chair, Secretary/Treasurer, Executive Director and Finance Director are authorized to sign checks. But neither the Board members nor the Executive Director speak with banks directly for most of the routine transactions and business of the District. The Finance Director is typically assigned that duty of establishing bank relations and handling issues on a day to day basis.

Background:  In March 2020 Tim Mildren was hired as the NCRTD Finance Director. The attached banking resolution indicates that the Finance Director is an authorized signer on behalf of the District for banking purposes. The resolution also segregates the duties of District Staff and Officers so that the Finance Director cannot both approve and sign checks and also reconcile the bank account for the District. The two Board positions authorized to sign on behalf of the District are the Chair and Secretary/Treasurer. Because the election of Officers is scheduled for the April 2020 meeting those officer names have been left blank and will be inserted into the final Resolution following the Board's decision on the election of Officers.

Recommended Action:  It is proposed that the Board approve the addition of the Finance Director as an authorized signer for the District and direct staff to insert the names of the Chair and Secretary Treasurer prior to having the Chair sign the Resolution.

Options/Alternatives:  The Board can elect to make no change in the current authority or Enterprise Bank file and direct the staff on how to divide the duties of Officers and Staff to ensure that no one person can perform all banking duties.
**Fiscal Impact:** None.

**Attachments:**
Resolution No. 2020-12 Appointing Authorized Signer on all Bank Accounts
WHEREAS, the North Central Regional Transit District ("NCRTD") is the Regional Transit District serving the City of Española, City of Santa Fe and Rio Arriba, Santa Fe, Los Alamos, Taos counties; and the towns/villages of Edgewood, Chama, Taos Ski Valley, Questa and Taos, and the Pueblos of Nambe, Ohkay Owingeh, Santa Clara, Pojoaque, Tesuque, and de San Ildefonso, known together as the District; and

WHEREAS, the NCRTD was authorized by legislative enactment of the Regional Transit District Act NMSA 1978, Section 73-25-1 et. seq., and is a sub-division of the State of New Mexico; and

WHEREAS, the District is governed by a Board that includes a Chair, Vice Chair, and Secretary/Treasurer; and

WHEREAS, the District maintains certain accounts with banks, including checking accounts.

NOW, THEREFORE BE IT RESOLVED by the NCRTD Board of Directors that it hereby grants to the following Officers and employees the power to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with any and all banks. For checks in an amount exceeding twenty thousand dollars ($20,000.00), the signature of two of the following authorized signers shall be required.

– Chairman
– Secretary/Treasurer
– Anthony J. Mortillaro – Executive Director
– Tim Mildren – Finance Director

BE IT FURTHER RESOLVED by the NCRTD Board of Directors that it hereby grants to the above named individuals the power to transact all banking business on behalf of the NCRTD including the powers to: open accounts, make inquiry into accounts, resolve any issue for the payment of money, withdraw or transfer funds and such other banking transactions as may be required for the legal and proper management of District funds.
BE IT FURTHER RESOLVED that this Resolution supersedes all previous resolutions pertaining to bank authority.

Daniel Barrone, Chair

Approved as to form:

Peter Dwyer, Counsel
Title: Discussion and Consideration Authorizing NCRTD Staff to enter into a Memorandum of Agreement (MOA) with Santa Clara Pueblo for Tribal Transit Program Discretionary funds to Purchase a Replacement Vehicle.

Prepared By: Michael Valverde, Transit Planner

Summary: On May 10, 2019 the Federal Transit Administration (FTA) published a Notice of Funding Opportunity (NOFO) for its current round of Tribal Transit Program (TTP) Discretionary funding program. The program provides funding opportunities for a variety of transit initiatives including new operations, planning and capital. Santa Clara Pueblo was awarded the full federal funding request ($126,000) to purchase the approximately $140,000 bus.

Background: Annually, FTA provides two funding opportunities specific to Tribal entities and transit: TTP Formula and TTP Discretionary. Formula funds are allocated as a result of NTD reporting, are formula-based, and are employed predominately to fund ongoing transit operations. Eligible projects through the TTP Discretionary source are new transit services, planning for future services and capital purchase. TTP Discretionary awards are entirely subjective and FTA determines the allocation.

Replacement vehicle purchase is an eligible project for TTP Discretionary funding. It is anticipated that the vehicle that is currently allocated to the Riverside route will have fulfilled its useful life and will be up for replacement by the time of award. In the event that TTP Discretionary funds are awarded and a replacement vehicle is purchased with said award, the vehicle would be used by NCRTD to provide service until its useful life is expended, at which time the vehicle would then be returned to the Pueblo as the actual owner.

Recommended Action: Staff recommends collaboration with Santa Clara Pueblo to enter into a Memorandum of Agreement (MOA) for vehicle replacement through TTP Discretionary funding. As Santa Clara Pueblo is the eligible applicant (and therefore will be the official awardee) through this particular funding source, it is necessary and beneficial to collaborate on the submittal of an application. Utilizing TTP Discretionary funds will further diversify NCRTD’s funding sources and will provide an alternate capital replacement option.

Upon award, NCRTD and Santa Clara Pueblo would enter a MOA that implements the grant funding and expenditure.
Options/Alternatives:
- Take no action, (not recommended);
- Direct Staff to collaborate with Santa Clara Pueblo to enter a MOA to fund a replacement vehicle purchase (recommended);
- Direct Staff to not collaborate with Santa Clara Pueblo on a MOA for Tribal Transit Discretionary funds for a replacement vehicle (not recommended).

Fiscal Impact:  It is anticipated that the replacement vehicle will be a 14-passenger vehicle equipped with standard NCRTD equipment including a wheelchair lift and a bike rack. The cost is estimated to be approximately $140,000.

TTP Discretionary program does require a 10% local match. NCRTD, on behalf of its member, Santa Clara Pueblo, is committed to providing the 10% local match. The 10% match is estimated to be $14,000.

Attachments:
- MOA
FEDERAL FISCAL YEAR 2019

MEMORANDUM OF AGREEMENT

BETWEEN

THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT

AND

PUEBLO OF Santa Clara

THIS AGREEMENT made and entered into this __ day of ________________, 2020 by and between the North Central Regional Transit District (hereinafter referred to as “NCRTD”), and Pueblo of Santa Clara (hereinafter referred to as the “PUEBLO”).

WHEREAS, 49 U.S.C. Section 5311(c) authorizes Federal assistance for the specific purpose of assisting tribes in providing transportation services; and,

WHEREAS, the NCRTD desires to assist communities within the district in participating with the 49 U.S.C. § 5311 program; and,

WHEREAS, the Pueblo receives these funds from the Federal Government as a “Recipient” within the meaning of 49 U.S.C. § 5311 (a); and,

WHEREAS, the PUEBLO has expressed a desire to have the NCRTD provide the transit services and perform the reporting requirements of 49 U.S.C. § 5311 (b) (4); and,

WHEREAS, the PUEBLO and the NCRTD wish to enter into this Memorandum of Agreement (MOA) for the purpose of documenting their manner of implementing the program under 49 U.S.C. § 5311(c) and more specifically as a means of implementing a tribal transit program and seeking federal reimbursements;

NOW, THEREFORE, in consideration of the foregoing recitals, the mutual covenants, promises, agreements and representations herein, the parties agree as follows:

SECTION 1. PURPOSE OF AGREEMENT

The purpose of this AGREEMENT is to provide for the use of federal §5311 funds by the Recipient PUEBLO and the accounting therefore and services by the Sub-recipient NCRTD.

SECTION 2. SCOPE OF THE AGREEMENT

NCRTD shall provide the transit services and account for the funds received from the PUEBLO in accordance with the terms and conditions of this AGREEMENT. It is the intention of the parties to use the Award Amount to acquire a vehicle for the PUEBLO and to utilize the
vehicle in its provision of public transit. The NCRTD shall serve as an operator for transit services and shall provide all necessary administrative services but shall not be a sub-grantee or sub-recipient of the Award Amount. The NCRTD shall perform all functions necessary to administer the grant and ensure provision of the transit services and the PUEBLO’s obligation shall be only to account for the Award Amount in their single audit. NCRTD shall provide all supporting information necessary for the PUEBLO’s single audit.

Transit services provided by the NCRTD shall be those services on Tribal lands described in the NCRTD’s service plan as amended from time to time. Nothing herein shall be deemed to prohibit the parties from utilizing §5311 funds for any legally permissible purpose including NCRTD operations designated as appropriate for said funding. Nothing herein shall require or alter the NCRTD’s implementation of routes, schedules or programs that would violate the laws of the United States, the State of New Mexico or the PUEBLO. Nothing herein shall require the NCRTD to amend or alter its existing service plan or services other than as expressly agreed to by the parties in this AGREEMENT.

In order to facilitate the NCRTD’s role as administrator of the grant the PUEBLO agrees to take such steps as are reasonably necessary to ensure that the NCRTD has access to the Federal “TrAMS” and “ECHO” systems.

SECTION 3. COST OF SERVICES

The NCRTD and PUEBLO agree that the NCRTD shall provide transit services consistent with the scope and purposes of federal law regarding the §5311 grant from the United States. The obligations of the NCRTD shall be to provide the services in a lawful manner consistent with all grant requirements, to account for money expended and to ensure that use for administration, technical assistance and planning does not exceed established thresholds under 49 U.S.C. § 5311 (e). The NCRTD and PUEBLO, agree that the NCRTD’s responsibility to provide services under this AGREEMENT shall be limited to the amounts appropriated and allocated to the PUEBLO under §5311(c).

Estimated Total Project Cost (100%):
$140,000.00

FFY2017 Federal Section 5311(c) Tribal Transportation Program Discretionary Award (90%):
$126,000.00

Local Match Commitment (10%):
$14,000.00 NCRTD, on behalf of its member, Pueblo of Tesuque, is committed to provide the local match specific to the Award outlined herein.

Any vehicle(s) purchased with the Award Amount shall be and remain the exclusive property of the PUEBLO, subject only to such liens and encumbrances as may be required by the Federal government.
SECTION 4. NCRTD FUNDS NOT TO BE OBLIGATED

Nothing herein shall be construed as obligating NCRTD funds for payment of any debt or liability of any nature arising hereunder. The parties expressly recognize that all payments are to be made by the NCRTD solely from Federal funds made available to the NCRTD for said purpose(s) and such additional funds as the NCRTD may, in its sole discretion, choose to budget and appropriate for the project including any matching funds budgeted from non-federal NCRTD funds.

SECTION 5. PROCUREMENT REQUIREMENTS

The NCRTD shall make any purchases financed in whole or in part pursuant to this AGREEMENT in accordance with the procedures set forth by the NCRTD and FTA, and applicable New Mexico State law.

SECTION 6. BILLING

Under “49 U.S.C. § 5311 (a) the NCRTD is a Contracted public transit service provider of federal funds granted to the PUEBLO. In order to convey the funds from the PUEBLO to the NCRTD, the NCRTD shall bill the PUEBLO for services under this AGREEMENT on an annual basis for the total amount awarded. PUEBLO shall pay all amounts billed under this AGREEMENT promptly upon receipt of the bill from the NCRTD but in no event more than 60 days following the date printed on the NCRTD bill. Notwithstanding the foregoing all amounts due under this agreement shall be paid in full to the NCRTD by the PUEBLO prior to the end of the federal fiscal year they are received.

Billing shall be performed based upon services rendered. The Finance Director of the NCRTD and the PUEBLO’S agent shall collaborate to ensure that payments and reimbursements are made in timely fashion and to minimize the administrative work required.

SECTION 7. DRUG AND ALCOHOL TESTING

The NCRTD shall ensure that, if vehicles utilized in the 49 U.S.C.§ 5311 program require drivers to have a Commercial Driver’s License (CDL), it is in compliance with the Federal Highway Administration Drug and Alcohol rules and regulations set forth in the Omnibus Transportation Testing Act of 1991.

SECTION 8. REPORTING REQUIREMENTS

The NCRTD shall keep satisfactory records with regard to the use of the Federal funds granted to the PUEBLO and shall submit such information as is required by law in order to assure compliance with this AGREEMENT.

SECTION 9. TERMINATION FOR CAUSE
The Parties, have the option to terminate this AGREEMENT in whole or in part if either Party fails to comply with any provisions of this AGREEMENT including but not limited to the timely reimbursement to the NCRTD of funds. Termination shall be effected by serving a notice of termination on the non-compliant Party setting forth the manner in which the non-compliant Party is in default. By such termination neither Party may nullify obligations already incurred for performance or failure to perform prior to termination of this AGREEMENT.

The Parties, each in its sole discretion may, in the case of a termination for breach or default, allow the non-compliant Party a reasonable opportunity to correct the breach. If within ten (10) days after receipt of a written notice of termination, the non-compliant Party has not corrected the breach or, in the case of a breach which cannot be corrected in ten (10) days, the non-compliant Party has not begun and proceeded in good faith to correct the breach, the compliant Party may declare the non-compliant Party in default and terminate the AGREEMENT effective 30 days after original notification. The Parties shall retain any and all other remedies available to it under law.

SECTION 10. AUDIT

The NCRTD shall grant the PUEBLO, the New Mexico Department of Transportation and the FTA or any of their duly authorized representatives the right of access to any books, documents, papers and records of the NCRTD or its subcontractors which are directly pertinent to this AGREEMENT for the purpose of making audits, examination excerpts, and transcriptions.

The PUEBLO shall grant the NCRTD, the New Mexico Department of Transportation and the FTA or any of their duly authorized representatives the right of access to any books, documents, papers and records of the PUEBLO or its subcontractors which are directly pertinent to this AGREEMENT for the purpose of making audits, examination excerpts, and transcriptions.

SECTION 11. AUDIT EXCEPTIONS

If Federal or State audit exceptions are made relating to this AGREEMENT, the party responsible for any exception shall reimburse all costs incurred by the other party associated with defending against the audit exceptions or performing an audit or follow-up audit including but not limited to: audit fees, court costs, attorney’s fees based on reasonable charges in the community, travel costs, penalty assessments, and all other costs of whatever nature.

SECTION 12. RETENTION OF RECORDS

The parties shall maintain all books, documents, papers, accounting records, and other evidence pertaining to costs incurred on the Project, and shall make all such materials available to one another and the New Mexico Department of Transportation, the FTA, the Comptroller General of the United States or their representatives at any reasonable time during the term of this AGREEMENT for three (3) years from the date of the last expenditure report.

SECTION 13. SUBCONTRACTS
The NCRTD shall not assign any portion of the work to be performed under this AGREEMENT, or execute any contract, amendment or change order thereto, or obligate itself in any manner with any third party with respect to its rights and responsibilities under this AGREEMENT without the prior written approval of the PUEBLO.

Should subcontract(s) be authorized, the subcontractor(s) shall be subject to all provisions of this AGREEMENT.

SECTION 14. TORT CLAIMS ACT

No provision of the AGREEMENT establishes any waiver of immunity from liability for alleged tortious conduct of any employee of the NCRTD or the PUEBLO arising from the performance of this AGREEMENT apart from that set forth in the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1, et seq. or any applicable consent to suit by either party.

SECTION 15. OFFICIALS NOT TO BENEFIT

No member of the New Mexico Legislature nor any member of or delegate to Congress shall be admitted to any share or part of this AGREEMENT or to any benefit that may arise therefrom. The provisions of this Section shall be extended to all public employees, officers, or tribal council members.

SECTION 16. COMPLIANCE WITH LAWS, RULES AND REGULATIONS

The parties make mutual assurances to one another that the assurances and warranties which were signed as part of the §5311 grant application are to their knowledge true and correct.

Both parties shall comply with all other Federal, State and local laws, ordinances, rules and regulations applicable to the performance of this AGREEMENT and the work hereunder. All Federal and State regulations, laws and documents referenced in this AGREEMENT are to be considered as though fully written herein.

SECTION 17. CHANGES

Either party may request an amendment or modification of this AGREEMENT. Changes mutually agreed upon shall be incorporated in written amendments to this AGREEMENT, which amendments shall become valid only after having been fully executed by the parties hereto.

SECTION 18. EQUAL OPPORTUNITY COMPLIANCE

The parties agree to abide by all Federal and State laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, the parties agree to assure that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, sexual preference, age or handicap, be excluded from employment with or participation in, be denied the benefits, or be
otherwise subjected to discrimination under, any program or activity performed under this AGREEMENT. If a party is found to not be in compliance with these requirements during the term of this AGREEMENT, the party agrees to take appropriate steps to correct these deficiencies.

SECTION 19. NON-DISCRIMINATION

The Recipient shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The recipient shall carry out applicable requirements of 49 CFR 26 in the award and administration of DOT-assisted contracts. Failure by the recipient to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy, as the NCRTD and the State of New Mexico Department of Transportation deems appropriate.

SECTION 20. JURISDICTION

This AGREEMENT and all work hereunder shall be subject to the laws, rules, regulations, jurisdiction and decrees of the Federal government. This AGREEMENT shall be governed by the laws and ordinances of the Pueblo of Tesuque. All claims arising under or related to this AGREEMENT shall be brought under the arbitration provision below. In the event of litigation not covered by the arbitration provision of this AGREEMENT claims shall be brought exclusively in the Court of the Pueblo of Tesuque. Furthermore, nothing in this AGREEMENT shall be misconstrued in any way as the PUEBLO waiving its right to sovereign immunity.

SECTION 21. SCOPE OF AGREEMENT

This AGREEMENT incorporates all of the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements, and understandings have been merged into this written AGREEMENT. No prior agreements or understandings, verbal or otherwise, of the parties or their agents shall become valid or enforceable unless embodied in this AGREEMENT.

SECTION 22. CIVIL RIGHTS LAWS AND REGULATIONS COMPLIANCE

The parties shall comply with all federal, State and local laws and ordinances applicable to the work called for herein. The parties further agree to operate under and be controlled by Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Employment Act, the Americans with Disabilities Act of 1990, the Environmental Justice Act of 1994, the Civil Rights Restoration Act of 1987, the New Mexico Human Rights Act, and Executive Order No. 11246 entitled “Equal Employment Opportunity”, as amended by Executive Order 11375 and as supplemented by the Department of Labor regulations (41 CFR 60). Accordingly, 49 CFR 21 is applicable to this AGREEMENT and incorporated herein by reference.

SECTION 23. INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS
The provisions include, in part, any Standard Terms and Conditions required by the Federal Department of Transportation (DOT), whether or not expressly set forth in the preceding AGREEMENT provisions. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this AGREEMENT. The parties shall comply with FTA mandated terms and conditions. The parties shall not perform any act, fail to perform any act, or refuse to comply with any request which would cause the party to be in violation of FTA terms and conditions.

For complete FTA provisions and requirements please refer to the FTA Master Agreement:


SECTION 24. FEDERAL CHANGES

The parties shall at all times comply with all applicable FTA regulations, policies, procedures and directives.

SECTION 25. THIRD-PARTY BENEFICIARY CLAUSE

This AGREEMENT is not intended by any of the provisions of any part of the AGREEMENT to create in the public, or any member thereof, a third-party beneficiary or to authorize anyone not a party to the AGREEMENT to maintain a suit for wrongful death, bodily and/or personal injury to persons, damage to property, and/or any other claim(s) whatsoever pursuant to the provisions of this AGREEMENT.

SECTION 26. APPROPRIATIONS

The terms of this AGREEMENT are contingent upon sufficient appropriations and authorizations being made by the Congress of the United States for performance of this AGREEMENT. If sufficient appropriations and authorizations are not made, this AGREEMENT shall terminate automatically without further action by the parties.

SECTION 27. NO GOVERNMENT OBLIGATION TO THIRD PARTIES

A. The NCRTD and the PUEBLO acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the NCRTD, PUEBLO, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.
B. The parties agree to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

SECTION 28. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS AND RELATED ACTS

A. The parties acknowledge that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this AGREEMENT. Upon execution of the underlying contract, the parties each certify or affirm the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the NCRTD further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the NCRTD to the extent the Federal Government deems appropriate.

B. The parties also acknowledge that if they make, or cause to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. §5307, the Government reserves the right to impose the penalties of 18 U.S.C. §1001 and 49 U.S.C. §5307(n)(1) on the NCRTD, to the extent the Federal Government deems appropriate.

C. The parties agree to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

SECTION 29. SEVERABILITY

In the event any portion of this AGREEMENT is determined to be void, unconstitutional or otherwise unenforceable, the reminder of this AGREEMENT shall remain in full force and effect.

SECTION 30. TERM OF AGREEMENT

This AGREEMENT shall be in effect until September 30, 2022 or until the total amount of Federal funding of this AGREEMENT is expended, whichever occurs first.

SECTION 31. ALLOWABLE COSTS IF TERMINATED

In the event this AGREEMENT is terminated as herein provided, the NCRTD shall be paid for all the allowable costs incurred prior to the date of termination, subject to audit verification by the PUEBLO or its duly authorized representative. In the event of termination for cause, the NCRTD
shall not be paid for any costs incurred that are inconsistent with, or contrary to, the terms and conditions of this AGREEMENT.

SECTION 32. ARBITRATION PROVISIONS:

A. **Matters to be Submitted to Arbitration:** All disputes and controversies of every kind and nature between the parties to this AGREEMENT as to the existence, construction, validity, interpretation or meaning, performance, non-performance, enforcement, operation, breach, continuance, or termination of this AGREEMENT shall be submitted to arbitration pursuant to the procedure set forth herein.

B. **Procedure:**

1. Any party may demand such arbitration in writing, which demand shall include the name of the arbitrator appointed by the party demanding arbitration, together with a statement of the matter in controversy.

2. Within 20 days after such demand, the other party(s) shall name their arbitrator, or in default of such naming, such arbitrator shall be named in the American Arbitration Association, and the two arbitrators so selected shall name a third arbitrator within 20 days or, in lieu of such agreement on a third arbitrator by the two arbitrators so appointed, a third arbitrator shall be appointed by the Federal District Court for the District of New Mexico. In the event said Court fails to appoint a third arbitrator within 30 days of the request therefore, the appointment shall be made by the American Arbitration Association.

3. The arbitration costs and expenses of each party shall be borne by that party and all arbitrators’ fees and other expenses shall be borne equally by both parties.

4. The arbitration hearing shall be held at such time and place as designated by the arbitrators on at least 20 days written notice to the parties.

5. An award rendered by a majority of the arbitrators appointed pursuant to this agreement shall be final and binding on all parties to the proceeding, and the parties hereto agree to be bound by such award.

6. As to any procedures regarding the conduct of the arbitration that are not specified either in the agreement or in another written agreement signed in advance of the hearing, the parties shall follow the Commercial Arbitration rules of the American Arbitration Association.

C. **Arbitration as Bar to Suit:**

1. The parties stipulate that the arbitration provisions of the AGREEMENT shall be a complete defense to any suit, action, or proceeding instituted in any federal,
State, or tribal court or before an administrative tribunal with respect to any controversy or dispute arising during the period of this AGREEMENT and which is arbitratable as set forth in this AGREEMENT.

2. The arbitration provisions of this agreement shall, with respect to such controversy or dispute, survive the termination or expiration of this AGREEMENT.

D. **Lack of Arbitrators’ Authority to Modify Agreement:** Nothing contained in this AGREEMENT shall be deemed to give the arbitrators any authority, power, or right to alter, change, amend, modify, add to, or subtract from any of the provisions of this AGREEMENT.

E. **Enforcement:** Failure by either party to arbitrate any dispute pursuant to the procedure set forth herein when a demand to do so has been made by the other party or failure by either party to comply with the arbitration award shall amount to a material breach of this AGREEMENT and shall entitle the party who demanded arbitration to cease performance of any obligation set forth in the AGREEMENT at the sole discretion of that party.

F. **Nonapplicability of Uniform Arbitration Act:** To the extent allowed by law, this AGREEMENT is not subject to enforcement under the Uniform Arbitration Act (N.M.S.A. 1978, 44-7A-1 through 44-7A-32).

**SECTION 33. SCHOOL BUS REQUIREMENTS**

Pursuant to 69 U.S.C. 5323(f) and 49 CFR Part 605, Recipients and sub-recipients of FTA assistance may not engage in school bus operations exclusively for the transportation of students and school personnel in competition with private school bus operators unless qualified under specified exemptions. When operating exclusive school bus service under an allowable exemption, recipients and sub-recipients may not use federally funded equipment, vehicles, or facilities.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT.

North Central Regional Transit District
By: Dan Barrone, Chairman
Date:

Pueblo of Santa Clara
By: Title: Governor
Date:
Approved as to form:  

____________________  ____________________
Peter A. Dwyer  
NCRTD Counsel  
Pueblo of Santa Clara Counsel
Title: Discussion and Consideration of Resolution No. 2020-13 Providing for Emergency Authority to Make Changes to District Services and Fares.

Prepared By: Anthony J. Mortillaro, Executive Director

Summary: I have been monitoring ridership levels and meeting regularly with the Operations Director to assess what if any changes to service levels may be warranted as a response to the current public health emergency. I have kept the board and public apprised through Press Releases and Rider Alerts and emails. However, it is not possible to accurately predict what other service and fare changes may be required by State and Federal authorities as the emergency situation is continuously evolving. In order to meet certain state and federal requirements for the changes I am requesting that the Board indicate that we are in an emergency situation and that I am authorized to make significant and major changes to service as may be warranted or required.

Background: In January of 2019 the Board adopted a policy on public participation prior to making major changes to service levels or fares (Resolution 2019-07). Under the policy the District staff would normally engage in extensive public participation prior to making big changes to services. However, considering the current pandemic, a sharp decrease in ridership, and the rapid succession of executive orders and directives, the District is not able to facilitate the level of public participation normally required. The policy does provide an emergency exception for events such as the current public health crisis. Therefore, in order to comply with the policy, I am requesting that you acknowledge that the current situation constitutes an emergency and authorize service changes and the suspension of fare collection during the current emergency operations.

I have attached copies of the Press Releases and Rider Alerts implemented thus far so you are aware of the changes being implemented. I anticipate that more changes may be required and seek the authority to implement whatever changes are needed. I will, of course, keep the full Board and the public apprised of any changes to service.

Recommended Action: Approve the attached Resolution No. 2020-13 declaring the current public health crisis an emergency and authorizing such changes to service as may be required during the emergency operations.

Options/Alternatives: The Board can decline to approve the resolution in which case all route modifications in excess of 25% (as measured by the operational cost of the route) would need to
be approved by the Board and the District would need to go through public participation process with 30 and 45 day windows for comment prior to implementing changes.

**Fiscal Impact:** Changes to service levels will doubtless have a profound impact on operational costs. The District is monitoring federal responses and hopes to recover any lost revenues through federal appropriations. The District maintains very healthy reserves and will be able to manage unanticipated costs if needed. However, the District is predominately a fare free service and most service changes anticipated at present would reduce service levels and costs.

**Attachments:**
- Resolution No. 2020-13 Providing for Emergency Authority to Make Changes to District Services and Fares
- Resolution 2019-07
- Recent Press Releases on Service Changes
- Recent Rider Alerts on Service Changes
North Central Regional Transit District (NCRTD)
Resolution No. 2020-13

A RESOLUTION PROVIDING FOR EMERGENCY AUTHORITY TO MAKE CHANGES TO DISTRICT SERVICES AND FARES

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Sections 73-25-1 through 73-25-19); and

WHEREAS, the NCRTD is a subdivision of the State of New Mexico with all the authority and duties of the same; and

WHEREAS, it is lawful for the NCRTD to charge fares for transit services (NMSA 1978, Section 73-25-6 (A) (4)); and

WHEREAS, the NCRTD pursuant to NMSA 1978, Section 73-25-5 the Board has the authority to impose fares, issue bonds and make system-wide changes to services; and

WHEREAS, pursuant to NMSA 1978, Section 73-25-5 "significant" changes to services for purposes of state law are defined as "route or schedule changes affecting more than twenty-five percent of a regional transit system"; and

WHEREAS, the NCRTD Board has the non-delegable authority to establish all policies regarding fees, tolls, rates or charges. (NMSA 1978, Section 73-25-5 (A) (4)); and

WHEREAS, the NCRTD is the recipient of certain federal funds provided for under 49 U.S.C. 5307; and

WHEREAS, the federal government requires Section 5307 grant recipients to adopt "a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation"; and,

WHEREAS, pursuant to NMSA 1978, Section 73-25-14 there are notice and comment requirements prior to making major service changes; and

WHEREAS, in order to implement these various requirements the Board has previously adopted Resolution 2019-07 regarding the manner in which the District meets these legal requirements prior to changing service levels; and

WHEREAS, due to the current state of emergency and the response to the Covid-19 Pandemic there has been a sharp reduction in ridership and the District finds that Significant and Major Service Changes (as set forth in Resolution 2019-07) may be warranted; and
WHEREAS, the exigent need for the District to adjust service levels in response to public health directives constitutes a "Disaster or Emergency Operation" within the meaning of Resolution 2019-07; and

WHEREAS, the District staff seeks Board approval to exercise the emergency authority provisions of Resolution 2019-07 in order to address the rapidly evolving responses to the current public health crisis posed by the pandemic.

NOW THEREFORE BE IT RESOLVED THAT, the North Central Regional Transit District Board of Directors hereby declares the current public health crisis to constitute an emergency warranting Significant and Major Changes to Service under the Board's "Policy Regarding Public Participation on Proposed Changes to District Services and Fares" and further declares that the staff are authorized to adjust service and service levels as needed during the crisis without first soliciting the public participation normally required for such changes.

PASSED APPROVED AND ADOPTED THIS 3rd DAY OF APRIL 2020 by the Board of Directors for the North Central Regional Transit District.

Daniel Barrone, Chair

Approved as to form:

Peter Dwyer, Counsel
North Central Regional Transit District (NCRTD)

Resolution 2019-07

A RESOLUTION ADOPTING A POLICY REGARDING PUBLIC PARTICIPATION ON PROPOSED CHANGES TO DISTRICT SERVICES AND FARES

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Sections 73-25-1 through 73-25-19); and

WHEREAS, the NCRTD is a subdivision of the State of New Mexico with all the authority and duties of the same; and

WHEREAS, it is lawful for the NCRTD to charge fares for transit services (NMSA 1978, Section 73-25-6 (A) (4)); and

WHEREAS, the NCRTD pursuant to NMSA 1978, Section 73-25-5 the Board has the authority to impose fares, issue bonds and make system-wide changes to services; and

WHEREAS, pursuant to NMSA 1978, Section 73-25-5 "significant" changes to services for purposes of state law are defined as "route or schedule changes affecting more than twenty-five percent of a regional transit system"; and

WHEREAS, the NCRTD Board has the non-delegable authority to establish all policies regarding fees, tolls, rates or charges. (NMSA 1978, Section 73-25-5 (A) (4)); and

WHEREAS, the NCRTD is the recipient of certain federal funds provided for under 49 U.S.C. 5307; and

WHEREAS, the federal government requires Section 5307 grant recipients to adopt "a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation"; and,

WHEREAS, pursuant to NMSA 1978, Section 73-25-14:

"A. At least forty-five days prior to a meeting at which the board shall consider or take action on a proposal to request, establish, increase or decrease a rate, toll, fee or charge, the board shall deliver written notice of the meeting and proposal to a governmental unit where the proposed rate, toll, fee or charge will be imposed. The affected governmental unit shall be afforded a reasonable opportunity for comment, either at a regular meeting of the board or at a special meeting convened to receive comment."
B. At least seven business days prior to a regularly scheduled meeting, the board shall make available to the public written or electronic notice of the time and agenda of the meeting. The board shall designate during each meeting a public comment period and shall offer the public an opportunity to comment.; and,

WHEREAS, pursuant to NMSA 1978, Section 73-25-15:

"A. At least forty-five days prior to the imposition of or an increase in a rate, toll, fee or charge or prior to the issuance of bonds as authorized in the Regional Transit District Act, a notice specifying the amount of the fee, toll, rate or charge and its proposed duration or the value and number of bonds to be issued shall be sent to the commission and to the taxation and revenue department.

B. The commission shall file an annual report with the state auditor concerning the activities of all active districts. The report shall detail how many districts have been created, describe their boundaries and specify the regional transit systems that are being provided and how they are being financed."; and,

WHEREAS, the Board deems it proper to reconcile the state and federal requirements for public comment on changes to fares and services into a single uniform process.

NOW THEREFORE BE IT RESOLVED THAT, the North Central Regional Transit District Board of Directors hereby adopts the following "Policy Regarding Public Participation on Proposed Changes to District Services and Fares."

NORTH CENTRAL REGIONAL TRANSIT DISTRICT POLICY REGARDING PUBLIC PARTICIPATION ON PROPOSED CHANGES TO DISTRICT SERVICES AND FARES

1.1 Introduction

The North Central Regional Transit District (NCRTD) is committed to providing opportunities for public participation on matters that impact the communities served by the District.

Under state law the District is required to allow public comment at Board meetings generally. The District is also required to solicit comment from governmental units (Cities, Counties and Pueblos) impacted by proposed "increases or decreases" on charges by the District. If the change is an increase in fees then the District is further required to report the change to both the State Transportation Commission and the Taxation and Revenue Department.

Also, under state law, the Board is responsible for approving "significant" service changes (changes affecting more than twenty-five percent of the regional transit system) and cannot delegate these decisions to staff. There is no specific state law requirement for solicitation of public comment on service changes but the changes contemplated include increases in services, reduction in service or major alterations to service.

Federal law requires the District to adopt its own process for soliciting and consider public comments but only before "raising a fare" or carrying out a "major reduction of transportation." This is less comprehensive than the state requirements that also cover lowering fares and significant changes that might include increasing or altering the service.
In order to comply with both federal and state laws in a uniform and consistent manner the District has chosen to establish this Policy Regarding Public Participation on Proposed Changes to District Services and Fares (the "Policy") with standards that meet and exceed both federal and state requirements.

1.2 Definitions

*Exemptions*, shall mean service changes that are not subject to the requirements of this policy due to

- Discontinuance of Temporary Services, Demonstration Services and Pilot Projects that do not have identified sources of recurring funding
- Initiation/Discontinuance of Promotional Fares
- Disasters or Emergency Operations that may force the suspension of transit services or reallocation of transit resources
- Temporary Route Detours

Major Service Change shall include any "major reduction" for purposes of compliance with Section 5307 grant compliance and shall mean a change to any permanent (non-pilot) service which decreases the cost allocation for an existing route by 25% or more.

Minor Service Change shall mean any changes to service that are not Major Service Changes or Significant Service Changes.

Significant Service Change shall mean route or schedule changes affecting more than twenty-five percent of the District's system as measured by the ratio of the dollar cost of the change compared to the dollar cost for all routes and district funded services combined.

1.3 Scope of Policy

This Policy is intended to complement the NCRTD Title VI Policy, any NCRTD/NMDOT MOA governing the operations and the notice; opportunity for comment requirements of the New Mexico Regional Transit District Act, NMSA 1978, Sections 73-25-14 and 15. This policy is not intended to supersede NCRTD's Title VI policy nor the notice; opportunity for comment requirements of the New Mexico Regional Transit District Act, NMSA 1978, Sections 73-25-14 and 15.

Nothing in this policy shall be interpreted or deemed to limit the authority of the District to seek and obtain additional public input through its regular Board meetings, its planning processes or its work in conjunction with any Municipal Planning Organization (MPO) or any other public entity.

The NCRTD may rely upon the relevant MPO's public participation process for purposes of compliance with Section 5307 requirements. Any additional public participation under this Policy not required by law or as a condition of federal grant requirements shall be in the District's sole discretion.

1.4 Solicitation and Consideration of Public Comment

The NCRTD shall solicit and consider public comments prior to raising fares or implementing a Major or Significant Service Change. Solicitation of comments shall be at two
or more times and two or more places in the community directly impacted by the proposed service change.

1.5 Solicitation and Consideration of Comments from Public Bodies

At least forty-five days prior to a meeting at which the District considers or takes action on a proposal to request, establish, increase or decrease a rate, toll, fee or charge, the Board shall deliver written notice of the meeting and proposal to a governmental unit where the proposed rate, toll, fee or charge will be imposed. The affected governmental unit shall be afforded a reasonable opportunity for comment, either at a regular meeting of the Board or at a special meeting convened to receive comment.

1.6 Solicitation and Consideration of Comments from State

At least forty-five days prior to the imposition of or an increase in a rate, toll, fee or charge or prior to the issuance of bonds as authorized in the Regional Transit District Act, a notice specifying the amount of the fee, toll, rate or charge and its proposed duration or the value and number of bonds to be issued shall be sent to the commission and to the taxation and revenue department.

1.7 Public Meetings

At least one public meeting by the NCRTD shall be conducted prior to raising fares or the implementation of Major or Significant Service Change. Notice of the meeting time and place shall be given by publication on the NCRTD's website and through such other and additional notice as is reasonably calculated to solicit maximum participation by affected community members. The notice shall generally describe the nature of the proposed action, shall state that public comments will be accepted prior to and at the meeting, shall provide an address for the submission of written comments prior to the meeting, and shall describe the means of obtaining and/or the location of additional information about the proposed action. The meeting shall be conducted in accordance with all applicable laws, regulations and NCRTD procedures. Mailed notices shall also be given to any persons who have filed written requests with the NCRTD for such notices. The NCRTD may provide additional public notice by posting the public notice on transit vehicles or transit stops and other locations expected to be viewed by users of transit services. NCRTD may also at its discretion conduct one or more public workshops prior to the public meeting to inform transit users and the general public of proposed Major or Significant Service Changes and to accept and consider public comment on the proposed changes.

1.8 Consideration of Public Comments

A staff, employee or contractor shall be assigned by the Executive Director to take notes on all public comments received which shall then be summarized and reported to the NCRTD Board of Directors during a regularly scheduled Board meeting. Staff analysis will be prepared to accompany the summary of comments. Additional public comments will be accepted during the Board meeting. The Board of Directors will consider and, if necessary, act on the comments and staff analysis prior to raising fares or implementing a Major or Significant Service Change.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 11TH DAY OF JANUARY 2019.
Daniel Barrone, NCRTD Chair

Approved as to form:

Peter Dwyer, Legal Counsel
FOR IMMEDIATE RELEASE

March 23, 2020

Contact: Jim Nagle
Public Information Officer
505-629-4707

EIGHT RTD BLUE BUS ROUTES TO BE TEMPORARILY SUSPENDED OR MODIFIED
AMID COVID-19 OUTBREAK

While continuing to provide an essential service during the COVID-19 outbreak, the North Central Regional Transit District has identified eight of its 29 routes that will be temporarily suspended or modified beginning Wednesday, March 25.

The changes will be in effect until further notice.

Suspended routes are: 290 Edgewood, 305 Taos Express, 400 Los Alamos

Modified routes include the 800 Angel Fire route which will operate Monday through Friday only, no weekend service. The 260 La Cienega, 270 Turquoise Trail, 280 Eldorado and 350 UNM Taos will each operate on a demand request ride basis from 7AM to 6PM. Riders on these routes needing service can call at least 24 hours in advance to schedule pick-up. The scheduled ride will only provide for pickups and drop-offs at designated stops along the existing route.

The NCRTD continues to take aggressive measures to clean and disinfect passenger vehicles. Our top priorities are to continue service to the public, and to keep them and our employees healthy and safe. The District asks that anyone experiencing flu symptoms refrain from boarding our vehicles. Thank you for partnering with us to help prevent the spread of any germs and flu.

The North Central Regional Transit District provides fare-free bus service on 27 of 29 routes to a service area that encompasses over 10,000 square miles of north central New Mexico including the Counties of Taos, Los Alamos, Rio Arriba and Santa Fe; as well as the Pueblos of Pojoaque, Ohkay Owingeh, Nambé, San Ildefonso, Santa Clara and Tesuque. The agency’s signature “RTD Blue Buses” provide additional transit connections to New Mexico Rail Runner, Santa Fe Trails, NMDOT Park and Ride, Los Alamos Atomic City Transit and Red River Miner’s Transit.

####

North Central Regional Transit District – 1327 N. Riverside Drive, Española, NM 87532
Tele: 505-629-4725  Toll-Free: 866-206-0754
RIDER NOTICE

400 LOS ALAMOS ROUTE
TO BE SUSPENDED UNTIL
FURTHER NOTICE

As a result of continuing impacts of the COVID-19 virus, the North Central Regional Transit District has identified a series of routes that will be suspended or modified beginning Wednesday, March 25. Service on the 400 Los Alamos route will be suspended until further notice.

For more information on other routes to be impacted, please visit www.RidetheBlueBus.com or call toll-free to 866-206-0754, ext. 2.

Thank You!
RIDER NOTICE

800 ANGEL FIRE WEEKEND SERVICE SUSPENDED UNTIL FURTHER NOTICE

As a result of continuing impacts of the COVID-19 virus, the North Central Regional Transit District has identified a series of routes that will be suspended or modified beginning Wednesday, March 25. Weekend service on the 800 Angel Fire route is suspended until further notice.

For more information on other routes to be impacted, please visit www.RidetheBlueBus.com or call toll-free to 866-206-0754, ext. 2.

Thank You!
RIDER NOTICE

290 EDGEWOOD ROUTE
TO BE SUSPENDED UNTIL
FURTHER NOTICE

As a result of continuing impacts of the COVID-19 virus, the North Central Regional Transit District has identified a series of routes that will be suspended or modified beginning Wednesday, March 25. Service on the 290 Edgewood route will be suspended until further notice.

For more information on other routes to be impacted, please visit www.Ride theBlueBus.com or call toll-free to 866-206-0754, ext. 2.

Thank You!
RIDER NOTICE

280 ELDORADO ROUTE TO BE MODIFIED TO DEMAND REQUEST SERVICE UNTIL FURTHER NOTICE

As a result of continuing impacts of the COVID-19 virus, the North Central Regional Transit District has identified a series of routes that will be suspended or modified beginning Wednesday, March 25. Service on the 280 Eldorado route will switch to a call-in Demand Request service. Requests must be made at least 24-hours in advance.

To schedule a ride call toll free 1-866-206-0754, ext. 2. For more information, visit www.RidetheBlueBus.com

Thank You!
RIDER NOTICE

ROUTES TO BE SUSPENDED OR MODIFIED DUE TO COVID-19

As a result of continuing impacts of the COVID-19 virus, the North Central Regional Transit District has identified a series of routes that will be suspended or modified beginning Wednesday, March 25. These changes will be in effect until further notice:

Suspended routes are: 290 Edgewood, 305 Taos Express, 400 Los Alamos

Modified routes are:

800 Angel Fire will only operate Monday through Friday, no weekend service.

260 La Cienega, 270 Turquoise Trail, 280 Eldorado and 350 UNM Taos will each operate on a demand request ride basis. Please call at least 24 hours in advance to schedule pick-up.

Thank You!

To schedule a ride call toll free 1-866-206-0754, ext. 2. For more information, visit www.RidetheBlueBus.com
RIDER NOTICE

260 LA CIENEGA ROUTE TO BE MODIFIED TO DEMAND REQUEST SERVICE UNTIL FURTHER NOTICE

As a result of continuing impacts of the COVID-19 virus, the North Central Regional Transit District has identified a series of routes that will be suspended or modified beginning Wednesday, March 25. Service on the 260 La Cienega route will switch to a call-in Demand Request service. Requests must be made at least 24-hours in advance.

To schedule a ride call toll free 1-866-206-0754, ext. 2. For more information, visit www.RidetheBlueBus.com

Thank You!
RIDER NOTICE

305 TAOS EXPRESS
ROUTE SUSPENDED
UNTIL FURTHER NOTICE

As a result of continuing impacts of the COVID-19 virus, the North Central Regional Transit District has identified a series of routes that will be suspended or modified. Beginning Saturday, March 28, service on the weekend 305 Taos Express route to be suspended until further notice.

For more information on other routes to be impacted, please visit www.RidetheBlueBus.com or call toll-free to 866-206-0754, ext. 2.

Thank You!
RIDER NOTICE

270 TURQUOISE TRAIL ROUTE TO BE MODIFIED TO DEMAND REQUEST SERVICE UNTIL FURTHER NOTICE

As a result of continuing impacts of the COVID-19 virus, the North Central Regional Transit District has identified a series of routes that will be suspended or modified beginning Wednesday, March 25. Service on the 270 Turquoise Trail route will switch to a call-in Demand Request service. Requests must be made at least 24-hours in advance.

To schedule a ride call toll free 1-866-206-0754, ext. 2. For more information, visit www.RidetheBlueBus.com Thank you!
RIDER NOTICE

350 UNM TAOS ROUTE TO BE MODIFIED TO DEMAND REQUEST SERVICE UNTIL FURTHER NOTICE

As a result of continuing impacts of the COVID-19 virus, the North Central Regional Transit District has identified a series of routes that will be suspended or modified beginning Wednesday, March 25. Service on the 350 UNM Taos route will switch to a call-in Demand Request service. Requests must be made at least 24-hours in advance.

To schedule a ride call toll free 1-866-206-0754, ext. 2. For more information, visit www.RidetheBlueBus.com

Thank You!
North Central Regional Transit District
Monthly Financial Report
As of February 29, 2020

Summary

The North Central Regional Transit District (NCRTD) is currently reporting eight months of financial activity as of February 29, 2020. We are therefore 67% of the way through the fiscal year.

As of February 29, 2020, total revenue received was $7,263,104, which represents 35% of budgeted revenues for the current fiscal year. Year-to-date incurred expense was $7,924,452, which represent 38% of the budgeted expenditures for the fiscal year. However, if we look only at operations expenses (i.e. excluding capital expenses and contributions to other transit agencies), we have spent 60% of budget for the year.

The District has received $661,258 less in revenues than it has spent which is a slight improvement from last month’s deficit of $708,578.

Significant February Variances

• Revenues –
  o Since the last board meeting, we have managed to gain the necessary knowledge to invoice NMDOT, so the process of applying for federal money has proceeded in earnest; however, the invoicing activity won’t show up until we present March results. Thus far in March, we have invoiced the following:
    ▪ $961,893 in federal grants,
    ▪ $147,118 in tribal transit grants, and
    ▪ $195,000 in state funding for buses.
  More invoicing is expected shortly.

• Expenses –
  o Notable expenses in the month of February were
    ▪ $44,169 for design of the Espanola maintenance facility
    ▪ $6,992 for project management on the maintenance facility
    ▪ $6,400 for the Chama bus stop
  Other expenses were in line with normal spending, or lower.

GRT Revenue:

GRT revenue year-to-date is 83% of the fiscal year budget, and we are 67% of the way through the fiscal year. Though our projection for GRT revenue is quite conservative, we also know that the recent downturn in the economy will likely dampen GRT going forward. We have a two-month lag in receipt of GRT payments, so we’re not likely to see the drop until May or June.
Los Alamos County GRT increased from $60,020 in January to $177,492 in February, which is more typical.

Taos County GRT was the second highest of the fiscal year for Taos, at $104,901.

Other county GRTs were in line with their norm.

**Expense Categories:**

Administrative expenses  
Costs were lower than the average by $19,749

Operating expenses  
Costs were also lower than average by $16,926. Much of this was due to lower billing from transit partners

Capital expenses  
Costs in this category were also low this month at only $77,375.

**Other Matters:**

N/A
<table>
<thead>
<tr>
<th>Revenues:</th>
<th>Actual FY19</th>
<th>Budget FY20</th>
<th>Actual FY20</th>
<th>Inc/(Dec) from Prior Year to Current Year</th>
<th>% Year to Date vs Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Receipt</td>
<td>5,895,099</td>
<td>$7,513,250</td>
<td>$6,236,952</td>
<td>$341,853</td>
<td>83%</td>
</tr>
<tr>
<td>Fed Grant</td>
<td>1,521,734</td>
<td>9,327,784</td>
<td>340,845</td>
<td>(1,180,889)</td>
<td>4%</td>
</tr>
<tr>
<td>5311c/Member Contributions</td>
<td>187,731</td>
<td>257,813</td>
<td>86,414</td>
<td>(101,317)</td>
<td>34%</td>
</tr>
<tr>
<td>State Capital/Outlay</td>
<td>0</td>
<td>829,332</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Local Match</td>
<td>65,177</td>
<td>768,264</td>
<td>446,238</td>
<td>381,061</td>
<td>58%</td>
</tr>
<tr>
<td>Use of Fund Balance</td>
<td>1,922,875</td>
<td></td>
<td>-</td>
<td>-</td>
<td>0%</td>
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<tr>
<td>Charges for Services</td>
<td>37,773</td>
<td>49,010</td>
<td>43,101</td>
<td>5,328</td>
<td>88%</td>
</tr>
<tr>
<td>Misc Revenues</td>
<td>116,290</td>
<td>165,100</td>
<td>109,644</td>
<td>(6,466)</td>
<td>66%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$7,823,804</strong></td>
<td><strong>$20,833,428</strong></td>
<td><strong>$7,263,194</strong></td>
<td><strong>(560,610)</strong></td>
<td><strong>35%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses:</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>1,689,386</td>
<td>$3,119,355</td>
<td>$1,894,537</td>
<td>$205,151</td>
<td>61%</td>
</tr>
<tr>
<td>Overtime</td>
<td>149,190</td>
<td>147,319</td>
<td>178,968</td>
<td>29,778</td>
<td>121%</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>761,410</td>
<td>1,537,831</td>
<td>881,949</td>
<td>120,539</td>
<td>57%</td>
</tr>
<tr>
<td>Contributions to Other Transit Agencies</td>
<td>2,241,329</td>
<td>4,860,755</td>
<td>2,204,008</td>
<td>(37,321)</td>
<td>45%</td>
</tr>
<tr>
<td>Office</td>
<td>21,596</td>
<td>63,894</td>
<td>44,172</td>
<td>22,576</td>
<td>69%</td>
</tr>
<tr>
<td>Utilities</td>
<td>43,938</td>
<td>87,946</td>
<td>42,570</td>
<td>(1,368)</td>
<td>48%</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>311,548</td>
<td>683,556</td>
<td>325,482</td>
<td>13,934</td>
<td>48%</td>
</tr>
<tr>
<td>Advertising</td>
<td>71,750</td>
<td>113,230</td>
<td>73,212</td>
<td>1,462</td>
<td>65%</td>
</tr>
<tr>
<td>Equipment &amp; Building</td>
<td>14,333</td>
<td>33,700</td>
<td>18,817</td>
<td>4,484</td>
<td>56%</td>
</tr>
<tr>
<td>Insurance</td>
<td>73,151</td>
<td>111,811</td>
<td>72,110</td>
<td>(1,041)</td>
<td>64%</td>
</tr>
<tr>
<td>Employee Related</td>
<td>20,804</td>
<td>58,381</td>
<td>22,912</td>
<td>2,108</td>
<td>39%</td>
</tr>
<tr>
<td>Travel, Meetings, Lodging and Per Diem</td>
<td>25,259</td>
<td>83,878</td>
<td>36,164</td>
<td>10,610</td>
<td>43%</td>
</tr>
<tr>
<td>Fuel</td>
<td>297,581</td>
<td>440,000</td>
<td>264,939</td>
<td>(32,642)</td>
<td>60%</td>
</tr>
<tr>
<td>Vehicle Maintenance/Repairs</td>
<td>199,732</td>
<td>369,840</td>
<td>235,879</td>
<td>36,147</td>
<td>64%</td>
</tr>
<tr>
<td>Other</td>
<td>5,323</td>
<td>18,785</td>
<td>12,545</td>
<td>7,222</td>
<td>0%</td>
</tr>
<tr>
<td>Capital</td>
<td>162,450</td>
<td>9,103,147</td>
<td>1,616,188</td>
<td>1,453,738</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$6,089,075</strong></td>
<td><strong>$20,833,428</strong></td>
<td><strong>$7,924,452</strong></td>
<td><strong>$1,835,377</strong></td>
<td><strong>38%</strong></td>
</tr>
</tbody>
</table>

| Change in Net Position                       | $1,734,729  | -          | (661,258)   | (2,395,987)                               | -3%                     |
North Central Regional Transit District
Gross Receipts Revenue - By Month (Cash Basis)
As of February 29, 2020
For Fiscal Year 2020 (July 1, 2019 to June 30, 2020)

<table>
<thead>
<tr>
<th>Year-to-Date Budget Variance</th>
<th>% Increase or (decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$7,673</td>
<td>1.12%</td>
</tr>
<tr>
<td>$145,423</td>
<td>21.85%</td>
</tr>
<tr>
<td>$97,944</td>
<td>14.80%</td>
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<tr>
<td>$98,158</td>
<td>16.81%</td>
</tr>
<tr>
<td>$316,477</td>
<td>45.96%</td>
</tr>
<tr>
<td>$220,825</td>
<td>35.27%</td>
</tr>
<tr>
<td>$47,414</td>
<td>8.31%</td>
</tr>
<tr>
<td>$152,298</td>
<td>22.67%</td>
</tr>
<tr>
<td>$109,045</td>
<td>13.65%</td>
</tr>
<tr>
<td>$51,640</td>
<td>6.80%</td>
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<tr>
<td>$47,414</td>
<td>6.90%</td>
</tr>
<tr>
<td>$196,476</td>
<td>24.30%</td>
</tr>
<tr>
<td>$220,825</td>
<td>17.43%</td>
</tr>
<tr>
<td>$25,505</td>
<td>3.96%</td>
</tr>
<tr>
<td>$63,291</td>
<td>8.32%</td>
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<tr>
<td>$196,476</td>
<td>24.30%</td>
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<tr>
<td>$220,825</td>
<td>17.43%</td>
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<tr>
<td>$152,298</td>
<td>22.67%</td>
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<tr>
<td>$51,640</td>
<td>6.80%</td>
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<tr>
<td>$47,414</td>
<td>6.90%</td>
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<tr>
<td>$196,476</td>
<td>24.30%</td>
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<tr>
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<td>17.43%</td>
</tr>
<tr>
<td>$25,505</td>
<td>3.96%</td>
</tr>
<tr>
<td>$63,291</td>
<td>8.32%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gross Receipts Revenue - By Month (Cash Basis)</th>
<th>Actual FY19</th>
<th>Actual FY20</th>
<th>(Inc/Dec) from Prior Year to Current Year</th>
<th>% Increase or (decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 19</td>
<td>$798,916</td>
<td>$689,871</td>
<td>$109,045</td>
<td>-13.65%</td>
</tr>
<tr>
<td>AUG 19</td>
<td>759,415</td>
<td>811,055</td>
<td>51,640</td>
<td>6.80%</td>
</tr>
<tr>
<td>SEPT 19</td>
<td>764,560</td>
<td>759,825</td>
<td>4,375</td>
<td>-0.62%</td>
</tr>
<tr>
<td>OCT 19</td>
<td>638,121</td>
<td>682,155</td>
<td>44,034</td>
<td>6.90%</td>
</tr>
<tr>
<td>NOV 19</td>
<td>808,555</td>
<td>1,005,031</td>
<td>196,476</td>
<td>24.30%</td>
</tr>
<tr>
<td>DEC 19</td>
<td>721,268</td>
<td>846,965</td>
<td>125,697</td>
<td>17.43%</td>
</tr>
<tr>
<td>JAN 20</td>
<td>643,374</td>
<td>617,869</td>
<td>25,505</td>
<td>-3.96%</td>
</tr>
<tr>
<td>FEB 20</td>
<td>760,890</td>
<td>824,181</td>
<td>63,291</td>
<td>8.32%</td>
</tr>
<tr>
<td>MAR 20</td>
<td>692,405</td>
<td>-</td>
<td>(692,405)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>APR 20</td>
<td>603,382</td>
<td>-</td>
<td>(603,382)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>MAY 20</td>
<td>680,112</td>
<td>-</td>
<td>(680,112)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>JUN 20</td>
<td>746,386</td>
<td>-</td>
<td>(746,386)</td>
<td>-100.00%</td>
</tr>
</tbody>
</table>

$8,617,384                                     $6,236,952  $2,380,432                   -27.62%
# North Central Regional Transit District

**Gross Receipts Revenue - By County (Cash Basis)**

As of February 29, 2020

For Fiscal Year 2020 (July 1, 2019 to June 30, 2020)

## LOS ALAMOS COUNTY

<table>
<thead>
<tr>
<th></th>
<th>Actual FY19</th>
<th>Budget FY20</th>
<th>Actual FY20</th>
<th>Inc/(Dec) from Prior Year to Current Year</th>
<th>Year-to-Date Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 19</td>
<td>$246,238</td>
<td>$166,094</td>
<td>$148,689</td>
<td>$(97,549)</td>
<td>$(17,405)</td>
</tr>
<tr>
<td>AUG 19</td>
<td>172,593</td>
<td>116,419</td>
<td>205,830</td>
<td>33,237</td>
<td>89,411</td>
</tr>
<tr>
<td>SEPT 19</td>
<td>205,402</td>
<td>138,549</td>
<td>96,676</td>
<td>(108,726)</td>
<td>(41,873)</td>
</tr>
<tr>
<td>OCT 19</td>
<td>50,942</td>
<td>34,362</td>
<td>70,792</td>
<td>19,850</td>
<td>36,430</td>
</tr>
<tr>
<td>NOV 19</td>
<td>263,096</td>
<td>177,465</td>
<td>382,742</td>
<td>119,646</td>
<td>205,277</td>
</tr>
<tr>
<td>DEC 19</td>
<td>188,925</td>
<td>127,435</td>
<td>252,212</td>
<td>63,287</td>
<td>124,777</td>
</tr>
<tr>
<td>JAN 20</td>
<td>121,919</td>
<td>82,238</td>
<td>60,020</td>
<td>(61,899)</td>
<td>(22,218)</td>
</tr>
<tr>
<td>FEB 20</td>
<td>160,730</td>
<td>108,417</td>
<td>177,492</td>
<td>16,762</td>
<td>69,075</td>
</tr>
<tr>
<td>MAR 20</td>
<td>198,326</td>
<td>133,776</td>
<td></td>
<td>(198,326)</td>
<td>(133,776)</td>
</tr>
<tr>
<td>APR 20</td>
<td>133,221</td>
<td>89,861</td>
<td></td>
<td>(133,221)</td>
<td>(89,861)</td>
</tr>
<tr>
<td>MAY 20</td>
<td>143,514</td>
<td>96,804</td>
<td></td>
<td>(143,514)</td>
<td>(96,804)</td>
</tr>
<tr>
<td>JUN 20</td>
<td>242,510</td>
<td>163,580</td>
<td></td>
<td>(242,510)</td>
<td>(163,580)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,127,416</strong></td>
<td><strong>$1,435,000</strong></td>
<td><strong>$1,394,454</strong></td>
<td><strong>$(732,962)</strong></td>
<td><strong>$(40,546)</strong></td>
</tr>
</tbody>
</table>

- Actual FY19
- Budget FY20
- Actual FY20
- Inc/(Dec) from Prior Year to Current Year
- Year-to-Date Budget Variance
North Central Regional Transit District  
Gross Receipts Revenue- By County (Cash Basis)  
As of February 29, 2020  
For Fiscal Year 2020 (July 1, 2019 to June 30, 2020)  

RIO ARRIBA COUNTY

<table>
<thead>
<tr>
<th></th>
<th>Actual FY19</th>
<th>Budget FY20</th>
<th>Actual FY20</th>
<th>Inc/(Dec) from Prior Year to Current Year</th>
<th>Year-to-Date Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 19</td>
<td>$38,636</td>
<td>$43,147</td>
<td>$39,453</td>
<td>$817</td>
<td>$(3,694)</td>
</tr>
<tr>
<td>AUG 19</td>
<td>43,486</td>
<td>48,564</td>
<td>42,952</td>
<td>(534)</td>
<td>(5,611)</td>
</tr>
<tr>
<td>SEPT 19</td>
<td>40,743</td>
<td>45,500</td>
<td>41,727</td>
<td>984</td>
<td>(3,773)</td>
</tr>
<tr>
<td>OCT 19</td>
<td>42,920</td>
<td>47,932</td>
<td>45,023</td>
<td>2,103</td>
<td>(2,909)</td>
</tr>
<tr>
<td>NOV 19</td>
<td>43,399</td>
<td>48,496</td>
<td>41,727</td>
<td>765</td>
<td>(4,303)</td>
</tr>
<tr>
<td>DEC 19</td>
<td>40,263</td>
<td>44,964</td>
<td>39,825</td>
<td>(438)</td>
<td>(5,139)</td>
</tr>
<tr>
<td>JAN 20</td>
<td>39,306</td>
<td>43,896</td>
<td>40,992</td>
<td>1,686</td>
<td>(2,904)</td>
</tr>
<tr>
<td>FEB 20</td>
<td>46,741</td>
<td>52,199</td>
<td>42,309</td>
<td>(4,432)</td>
<td>(9,890)</td>
</tr>
<tr>
<td>MAR 20</td>
<td>37,155</td>
<td>41,493</td>
<td>-</td>
<td>(37,155)</td>
<td>(41,493)</td>
</tr>
<tr>
<td>APR 20</td>
<td>35,508</td>
<td>39,654</td>
<td>-</td>
<td>(35,508)</td>
<td>(39,654)</td>
</tr>
<tr>
<td>MAY 20</td>
<td>38,982</td>
<td>43,534</td>
<td>-</td>
<td>(38,982)</td>
<td>(43,534)</td>
</tr>
<tr>
<td>JUN 20</td>
<td>39,311</td>
<td>43,901</td>
<td>-</td>
<td>(39,311)</td>
<td>(43,901)</td>
</tr>
</tbody>
</table>

Total: $486,450 $543,250 $336,445 $(150,005) $(206,805)
### North Central Regional Transit District

**Gross Receipts Revenue - By County (Cash Basis)**

As of February 29, 2020

For Fiscal Year 2020 (July 1, 2019 to June 30, 2020)

**SANTA FE COUNTY**

<table>
<thead>
<tr>
<th></th>
<th>Actual FY19</th>
<th>Budget FY20</th>
<th>Actual FY20</th>
<th>Inc/(Dec) from Prior Year to Current Year</th>
<th>Year-to-Date Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 19</td>
<td>$445,926</td>
<td>$405,218</td>
<td>$432,960</td>
<td>$(12,966)</td>
<td>$27,743</td>
</tr>
<tr>
<td>AUG 19</td>
<td>462,694</td>
<td>420,455</td>
<td>479,150</td>
<td>16,456</td>
<td>58,695</td>
</tr>
<tr>
<td>SEPT 19</td>
<td>439,788</td>
<td>399,640</td>
<td>489,039</td>
<td>49,251</td>
<td>89,399</td>
</tr>
<tr>
<td>OCT 19</td>
<td>461,103</td>
<td>419,009</td>
<td>477,063</td>
<td>15,960</td>
<td>58,054</td>
</tr>
<tr>
<td>NOV 19</td>
<td>427,474</td>
<td>388,450</td>
<td>489,728</td>
<td>62,254</td>
<td>101,278</td>
</tr>
<tr>
<td>DEC 19</td>
<td>415,311</td>
<td>377,397</td>
<td>468,051</td>
<td>52,740</td>
<td>90,654</td>
</tr>
<tr>
<td>JAN 20</td>
<td>409,987</td>
<td>372,559</td>
<td>435,961</td>
<td>25,974</td>
<td>63,402</td>
</tr>
<tr>
<td>FEB 20</td>
<td>455,801</td>
<td>414,191</td>
<td>499,479</td>
<td>43,678</td>
<td>85,288</td>
</tr>
<tr>
<td>MAR 20</td>
<td>378,050</td>
<td>343,538</td>
<td>-</td>
<td>(378,050)</td>
<td>(343,538)</td>
</tr>
<tr>
<td>APR 20</td>
<td>363,575</td>
<td>330,384</td>
<td>-</td>
<td>(363,575)</td>
<td>(330,384)</td>
</tr>
<tr>
<td>MAY 20</td>
<td>413,831</td>
<td>376,053</td>
<td>-</td>
<td>(413,831)</td>
<td>(376,053)</td>
</tr>
<tr>
<td>JUN 20</td>
<td>402,335</td>
<td>365,606</td>
<td>-</td>
<td>(402,335)</td>
<td>(365,606)</td>
</tr>
<tr>
<td></td>
<td>$5,075,875</td>
<td>$4,612,500</td>
<td>$3,771,432</td>
<td>$(1,304,443)</td>
<td>$(841,068)</td>
</tr>
</tbody>
</table>
## TAOS COUNTY

<table>
<thead>
<tr>
<th>Month</th>
<th>Actual FY19</th>
<th>Budget FY20</th>
<th>Actual FY20</th>
<th>Inc/(Dec) from Prior Year to Current Year</th>
<th>Year-to-Date Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 19</td>
<td>$68,116</td>
<td>$67,738</td>
<td>$68,768</td>
<td>$652</td>
<td>$1,029</td>
</tr>
<tr>
<td>AUG 19</td>
<td>80,642</td>
<td>80,195</td>
<td>83,123</td>
<td>2,481</td>
<td>2,928</td>
</tr>
<tr>
<td>SEPT 19</td>
<td>78,627</td>
<td>78,191</td>
<td>132,382</td>
<td>53,755</td>
<td>54,191</td>
</tr>
<tr>
<td>OCT 19</td>
<td>83,156</td>
<td>82,695</td>
<td>89,278</td>
<td>6,122</td>
<td>6,583</td>
</tr>
<tr>
<td>NOV 19</td>
<td>74,586</td>
<td>74,172</td>
<td>88,397</td>
<td>13,811</td>
<td>14,224</td>
</tr>
<tr>
<td>DEC 19</td>
<td>76,769</td>
<td>76,343</td>
<td>86,877</td>
<td>10,108</td>
<td>10,534</td>
</tr>
<tr>
<td>JAN 20</td>
<td>72,162</td>
<td>71,762</td>
<td>80,896</td>
<td>8,734</td>
<td>9,134</td>
</tr>
<tr>
<td>FEB 20</td>
<td>97,618</td>
<td>97,077</td>
<td>104,901</td>
<td>7,283</td>
<td>7,824</td>
</tr>
<tr>
<td>MAR 20</td>
<td>78,874</td>
<td>78,437</td>
<td>-</td>
<td>(78,874)</td>
<td>(78,437)</td>
</tr>
<tr>
<td>APR 20</td>
<td>71,078</td>
<td>70,684</td>
<td>-</td>
<td>(71,078)</td>
<td>(70,684)</td>
</tr>
<tr>
<td>MAY 20</td>
<td>83,785</td>
<td>83,320</td>
<td>-</td>
<td>(83,785)</td>
<td>(83,320)</td>
</tr>
<tr>
<td>JUN 20</td>
<td>62,230</td>
<td>61,885</td>
<td>-</td>
<td>(62,230)</td>
<td>(61,885)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$927,643</strong></td>
<td><strong>$922,500</strong></td>
<td><strong>$734,621</strong></td>
<td><strong>$193,022</strong></td>
<td><strong>$187,879</strong></td>
</tr>
</tbody>
</table>

For Fiscal Year 2020 (July 1, 2019 to June 30, 2020)
## North Central Regional Transit District
### Grant Revenue- By Month (Cash Basis)
#### As of February 29, 2020
##### For Fiscal Year 2020 (July 1, 2019 to June 30, 2020)

### Budget to Actual FY2020

<table>
<thead>
<tr>
<th>Month</th>
<th>Budget FY20</th>
<th>Actual FY20</th>
<th>Year-to-Date Budget Variance</th>
<th>% Year to Date vs Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 19</td>
<td>$371,771</td>
<td></td>
<td>$371,771</td>
<td>0.00%</td>
</tr>
<tr>
<td>AUG 19</td>
<td>$591,906</td>
<td></td>
<td>$591,906</td>
<td>0.00%</td>
</tr>
<tr>
<td>SEPT 19</td>
<td>$897,772</td>
<td></td>
<td>$897,772</td>
<td>0.00%</td>
</tr>
<tr>
<td>OCT 19</td>
<td>$290,992</td>
<td>$149,736</td>
<td>$141,256</td>
<td>51.46%</td>
</tr>
<tr>
<td>NOV 19</td>
<td>$801,000</td>
<td>$191,109</td>
<td>$609,891</td>
<td>23.86%</td>
</tr>
<tr>
<td>DEC 19</td>
<td>$805,005</td>
<td></td>
<td>$805,005</td>
<td>0.00%</td>
</tr>
<tr>
<td>JAN 20</td>
<td>$965,489</td>
<td></td>
<td>$965,489</td>
<td>0.00%</td>
</tr>
<tr>
<td>FEB 20</td>
<td>$929,902</td>
<td></td>
<td>$929,902</td>
<td>0.00%</td>
</tr>
<tr>
<td>MAR 20</td>
<td>$652,691</td>
<td></td>
<td>$652,691</td>
<td>0.00%</td>
</tr>
<tr>
<td>APR 20</td>
<td>$683,845</td>
<td></td>
<td>$683,845</td>
<td>0.00%</td>
</tr>
<tr>
<td>MAY 20</td>
<td>$900,691</td>
<td></td>
<td>$900,691</td>
<td>0.00%</td>
</tr>
<tr>
<td>JUN 20</td>
<td>$833,958</td>
<td></td>
<td>$833,958</td>
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</tr>
<tr>
<td></td>
<td>$8,725,021</td>
<td>$340,845</td>
<td>$8,384,176</td>
<td>3.91%</td>
</tr>
</tbody>
</table>

### Prior Year FY 2019 vs. Current Year FY2020

<table>
<thead>
<tr>
<th>Month</th>
<th>Actual FY19</th>
<th>Actual FY20</th>
<th>Inc/(Dec) from Prior Year to Current Year</th>
<th>Inc/(Dec) from Prior Year to Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 19</td>
<td>$99,705</td>
<td></td>
<td>($99,705)</td>
<td>0.00%</td>
</tr>
<tr>
<td>AUG 19</td>
<td>$158,743</td>
<td></td>
<td>($158,743)</td>
<td>0.00%</td>
</tr>
<tr>
<td>SEPT 19</td>
<td>$240,773</td>
<td></td>
<td>($240,773)</td>
<td>0.00%</td>
</tr>
<tr>
<td>OCT 19</td>
<td>$78,041</td>
<td>$149,736</td>
<td>$71,695</td>
<td>191.87%</td>
</tr>
<tr>
<td>NOV 19</td>
<td>$214,820</td>
<td>$191,109</td>
<td>($23,711)</td>
<td>88.96%</td>
</tr>
<tr>
<td>DEC 19</td>
<td>$215,894</td>
<td></td>
<td>($215,894)</td>
<td>0.00%</td>
</tr>
<tr>
<td>JAN 20</td>
<td>$258,934</td>
<td></td>
<td>($258,934)</td>
<td>0.00%</td>
</tr>
<tr>
<td>FEB 20</td>
<td>$249,390</td>
<td></td>
<td>($249,390)</td>
<td>0.00%</td>
</tr>
<tr>
<td>MAR 20</td>
<td>$175,045</td>
<td></td>
<td>($175,045)</td>
<td>0.00%</td>
</tr>
<tr>
<td>APR 20</td>
<td>$183,400</td>
<td></td>
<td>($183,400)</td>
<td>0.00%</td>
</tr>
<tr>
<td>MAY 20</td>
<td>$241,556</td>
<td></td>
<td>($241,556)</td>
<td>0.00%</td>
</tr>
<tr>
<td>JUN 20</td>
<td>$223,659</td>
<td></td>
<td>($223,659)</td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td>$2,339,960</td>
<td>$340,845</td>
<td>($1,999,115)</td>
<td>14.57%</td>
</tr>
</tbody>
</table>
North Central Regional Transit District  
NCRTD Expenses- By Segment (Cash Basis)  
As of February 29, 2020  
For Fiscal Year 2020 (July 1, 2019 to June 30, 2020)

### Administrative Expenses FY19 - FY20

<table>
<thead>
<tr>
<th>Segment</th>
<th>Actual FY19</th>
<th>Budget FY20</th>
<th>Actual FY20</th>
<th>Inc (Dec) 2019 vs 2020</th>
<th>Year to Date</th>
<th>% Month (Year) to Date vs Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 19</td>
<td>$90,163</td>
<td>$107,531</td>
<td>$89,661</td>
<td>($502)</td>
<td>$17,870</td>
<td>83.38%</td>
</tr>
<tr>
<td>AUG 19</td>
<td>$114,798</td>
<td>$136,912</td>
<td>$109,502</td>
<td>($5,296)</td>
<td>$27,410</td>
<td>79.98%</td>
</tr>
<tr>
<td>SEPT 19</td>
<td>$64,613</td>
<td>$77,060</td>
<td>$86,818</td>
<td></td>
<td>22,205</td>
<td>9,758</td>
</tr>
<tr>
<td>OCT 19</td>
<td>$170,180</td>
<td>$202,962</td>
<td>$171,115</td>
<td>935</td>
<td>(31,846)</td>
<td>84.31%</td>
</tr>
<tr>
<td>NOV 19</td>
<td>$149,740</td>
<td>$178,584</td>
<td>$142,275</td>
<td>(7,465)</td>
<td>(36,309)</td>
<td>79.67%</td>
</tr>
<tr>
<td>DEC 19</td>
<td>$113,075</td>
<td>$134,856</td>
<td>$183,083</td>
<td>70,008</td>
<td>48,226</td>
<td>135.76%</td>
</tr>
<tr>
<td>JAN 20</td>
<td>$132,906</td>
<td>$158,507</td>
<td>$206,666</td>
<td>73,760</td>
<td>48,159</td>
<td>130.38%</td>
</tr>
<tr>
<td>FEB 20</td>
<td>$108,579</td>
<td>$129,494</td>
<td>$118,733</td>
<td>10,154</td>
<td>(10,761)</td>
<td>91.69%</td>
</tr>
<tr>
<td>MAR 20</td>
<td>$144,927</td>
<td>$172,844</td>
<td>-</td>
<td>(144,927)</td>
<td>(172,844)</td>
<td>0.00%</td>
</tr>
<tr>
<td>APR 20</td>
<td>$94,871</td>
<td>$113,146</td>
<td>-</td>
<td>(94,871)</td>
<td>(113,146)</td>
<td>0.00%</td>
</tr>
<tr>
<td>MAY 20</td>
<td>$125,044</td>
<td>$149,131</td>
<td>-</td>
<td>(125,044)</td>
<td>(149,131)</td>
<td>0.00%</td>
</tr>
<tr>
<td>JUN 20</td>
<td>$140,412</td>
<td>$167,459</td>
<td>-</td>
<td>(140,412)</td>
<td>(167,459)</td>
<td>0.00%</td>
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</tbody>
</table>

$1,449,309 $1,728,486 $1,107,853 $341,457 $620,633 64.09%

### Operating Expenses FY19 - FY20

<table>
<thead>
<tr>
<th>Segment</th>
<th>Actual FY19</th>
<th>Budget FY20</th>
<th>Actual FY20</th>
<th>Inc (Dec) 2019 vs 2020</th>
<th>Year to Date</th>
<th>% Month (Year) to Date vs Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 19</td>
<td>$207,366</td>
<td>$236,963</td>
<td>$327,500</td>
<td>$120,134</td>
<td>$90,537</td>
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<tr>
<td>AUG 19</td>
<td>$375,202</td>
<td>$428,754</td>
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<td>7,767</td>
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<tr>
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<td>$638,172</td>
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<tr>
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<td>$871,852</td>
<td>$996,289</td>
<td>$899,367</td>
<td>27,515</td>
<td>(96,922)</td>
<td>90.27%</td>
</tr>
<tr>
<td>NOV 19</td>
<td>$516,392</td>
<td>$590,095</td>
<td>$563,339</td>
<td>46,947</td>
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<td>95.47%</td>
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<tr>
<td>DEC 19</td>
<td>$642,419</td>
<td>$734,110</td>
<td>$653,287</td>
<td>10,869</td>
<td>(80,822)</td>
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</tr>
<tr>
<td>JAN 20</td>
<td>$615,952</td>
<td>$703,865</td>
<td>$1,081,275</td>
<td>465,323</td>
<td>377,410</td>
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<tr>
<td>FEB 20</td>
<td>$1,081,547</td>
<td>$1,235,913</td>
<td>$633,236</td>
<td>(448,311)</td>
<td>(602,677)</td>
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</tr>
<tr>
<td>MAR 20</td>
<td>$1,222,433</td>
<td>$1,396,908</td>
<td>-</td>
<td>(1,222,433)</td>
<td>(1,396,908)</td>
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</tr>
<tr>
<td>APR 20</td>
<td>$553,920</td>
<td>$632,980</td>
<td>-</td>
<td>(553,920)</td>
<td>(632,980)</td>
<td>0.00%</td>
</tr>
<tr>
<td>MAY 20</td>
<td>$706,699</td>
<td>$807,564</td>
<td>-</td>
<td>(706,699)</td>
<td>(807,564)</td>
<td>0.00%</td>
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<tr>
<td>JUN 20</td>
<td>$656,114</td>
<td>$749,759</td>
<td>-</td>
<td>(656,114)</td>
<td>(749,759)</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

$8,088,068 $9,242,457 $5,201,296 (2,886,772) (4,041,161) 56.28%

### Capital Expenses FY19 - FY20

<table>
<thead>
<tr>
<th>Segment</th>
<th>Actual FY19</th>
<th>Budget FY20</th>
<th>Actual FY20</th>
<th>Inc (Dec) 2019 vs 2020</th>
<th>Year to Date</th>
<th>% Month (Year) to Date vs Budget</th>
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<tbody>
<tr>
<td>JUL 19</td>
<td>$44,782</td>
<td>$371,771</td>
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<td>($44,782)</td>
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<tr>
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<tr>
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</tr>
<tr>
<td>MAR 20</td>
<td>$74,461</td>
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<tr>
<td>APR 20</td>
<td>$10,798</td>
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<td>(10,798)</td>
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<tr>
<td>MAY 20</td>
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<td>JUN 20</td>
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<td>-</td>
<td>(604,955)</td>
<td>(1,212,084)</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

$876,428 $9,103,148 $1,615,303 $738,874 $7,487,845 17.74%
CALL TO ORDER: A regular meeting of the North Central Regional Transit District (NCRTD) was called to order on the above date by Chair Ed Moreno at 9:10 a.m. at the Jim West Regional Transit Center, Española, New Mexico.

ROLL CALL: Mr. Dahlquist called the roll as follows:

Board Members Present: Commissioner Ed Moreno, Santa Fe County; Councilor Antonio Maggiore, Los Alamos County

Staff Present: Anthony Mortillaro, Executive Director; Andrew Resnick, Senior Accountant; Stephen Dahlquist, Executive Assistant

Absent: Leo Jaramillo, Rio Arriba County; Lillian Garcia, Pueblo de San Ildefonso; Lupe Martinez, Taos County

A quorum is not required for the NCRTD Finance Subcommittee.

This meeting took place a week after the departure of Finance Director, Hector Ordoñez from the NCRTD. Mr. Ordoñez prepared the materials for this meeting.

ITEMS FOR DISCUSSION/RECOMMENDATION

A. Mid-Year Budget Financial Summary
   Sponsor: Anthony J. Mortillaro, Executive Director and Hector Ordoñez, Finance Director

Before addressing the first item on the agenda, Mr. Mortillaro introduces Andrew Resnick, a temporary employee filling the vacant Senior Accountant Position, who came on board in time to spend a couple of weeks with Hector Ordoñez before he left the District. Mr. Resnick comments that he has a lot of finance background, but none in public administration, so a lot of what he is doing is new to him.
Before turning the discussion over to Mr. Resnick, Mr. Mortillaro introduces the first agenda item by commenting that the Mid-Year Budget Summary is done each year in order for the District to see how the budget is performing to actuals, and to look forward and try to project how it will perform for the remainder of the fiscal year. It is also a good tool for budgeting purposes as the process of development of the next fiscal year’s budget is approaching. Turns discussion over to Mr. Resnick to go over details of the summary.

Mr. Resnick goes over highlights of the Mid-Year Budget Financial Summary, pages 3 – 14 of the packet, citing the following as the main bottom-line numbers of the 6-month forecast:

- $1.7M less than anticipated taken from Use of Fund Balance;
- Net impact $1M less net expense is really just a delay of funds from this fiscal year to the next due to a delay in the construction budget;
- GRT $600,000 higher than projection, mostly due to Santa Fe, although $200,000 is a pass-through to Rail Runner, making net positive of $400,000;
- $257k net decrease in projected pay, overtime and benefits, due to difficulties in recruiting;
- Original budget projected $2.2M Use of Fund Balance, now just $400k.

Mr. Resnick proceeds to review pages 7 – 14 of the packet and goes over details of Mr. Ordoñez’ report which outlines:

- Grant revenue by month – 45% won’t come in until the last month of the fiscal year (some discussion takes place on reimbursement process);
- GRT revenue by month (discussion of Los Alamos County’s GRT and how LANL’s inconsistent reporting causes fluctuation in their GRT contribution ensues);
- GRT revenue by County (Los Alamos, Rio Arriba, Santa Fe and Taos);
- Expenses by Category Type (net decrease in projected pay, referred to above, is illustrated here);
- Capital expenditures by month (demonstrates bump in June caused by construction delays and Federal grant reimbursement, as discussed).

(Refer to packet for details.)

Mr. Mortillaro asks if there are any questions from the Subcommittee, there are none. Councilor Maggiore moves to forward the Mid-Year Budget Financial Summary to the Board, Chair Moreno seconds motion, both vote unanimously to forward to Board, motion passes. Mr. Resnick moves on to next item.

B. Quarterly Investment Report

Sponsor: Anthony J. Mortillaro, Executive Director and Hector Ordoñez, Finance Director

Attachment

Value of investment portfolio decreased almost $800,000 from previous quarter, largely in the checking account, due to payment in October for six buses and shelters. Mr. Mortillaro points out that 80% of that gets reimbursed by the Feds.

At the end of December, the District had more cash in the pool of brokered CDs than is optimal ($2.9M) due to matured CDs pending reinvestment. Mr. Mortillaro has been in discussions with the District’s broker and will be reinvesting those funds. Mr. Mortillaro mentions that since CD rates are down, the District is considering Treasury Bills in order to keep investments liquid and short-term.
There are no questions on the Quarterly Investment Report. *Councilor Maggiore* moves to forward to the Board, *Chari Moreno* seconds, both members are in favor, motion passes.

(See packet for details.)

**C. Electronic Payment Report**  
*Sponsor: Anthony J. Mortillaro, Executive Director and Hector Ordoñez, Finance Director*  
*Attachment*

*Mr. Resnick* summarizes this straightforward report, briefly enumerating each section. Please refer to Finance Subcommittee packet for details.

As report has items relating to the District’s radio-communications enhancement program, conversation ensues about the progress of that project.

*Councilor Maggiore* moves to forward to the Board, *Chari Moreno* seconds, both members are in favor, motion passes. Moves on to final agenda item.

**D. Review and Approval of Minutes from October 25, 2019**  
*Attachment: Draft Minutes*

*Councilor Maggiore* moves to accept the October 25, 2019 minutes, *Chair Moreno* seconds, both members in favor, motion passes.

**MATTERS FROM THE SUBCOMMITTEE**

*Mr. Mortillaro* mentions that there will probably be no need for a Finance Subcommittee meeting in February, and also mentions that the Fiscal Year 2021 budget is coming up and will probably be presented in May.

Mentions that a possible future item of discussion before the budget is presented may center on the issue of security personnel and what the District is considering in light of the difficulty in retaining security officers contracted from Securitas, a national firm that has been having problems retaining its employees.

**ADJOURN**: Meeting adjourns at 9:45 a.m. with a motion from *Councilor Maggiore*, seconded by *Chair Moreno*, with all in favor.

**NEXT FINANCE SUBCOMMITTEE MEETING**: Friday, March 20, 2020

If you are an individual with a disability 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.
EXECUTIVE REPORT
March 2020

EXECUTIVE

- Daily and Weekly meetings and implementation of contingency plans with Staff regarding COVID-19 response.
- Finalized discussions with landowner for Site 2 regarding Taos Operations and Maintenance facility site acquisition. Landowner agreed to sell property for $50,000 per acre based upon the appraisal.
- Continued revisions of Project Management Plan for Espanola Maintenance Facility based upon FTA comments.
- Conference call with Rick Bailey, President of North Central New Mexico College and transit for implementation of their dual credit college program for plumbing and electrical apprentices.
- Finalized legislative documents for Washington, DC legislative visits.
- Performed Planning, Projects and Grants functions and divisional oversight.
- Discussions with Mr. Doolittle regarding Veterans Van Service and transfer of vehicles from Chavez County.
- Continued discussion with LANL regarding transit options.
- Attended LANL Community Conversation meeting.
- Finalized Transit Security Officer project discussions.
- Continued discussions with Mora County for transit pilot project.
- Continued discussions with NMDOT regarding extended funding for next phase of TAP ADA projects.
- On Call Engineering RFP.
- Participated in Schematic Design review meeting on Espanola Maintenance Facility.
- Participated in FTA monthly project oversight meeting for Espanola Maintenance Facility.
- Continued to oversee short term service plan update.
- Commenced FY 2021 Budget process.
- Continued discussion with Listen Up audio regarding Board Room AV update project.
- Participated in Connect Point meeting for implementation of display project.
- Contracted for property phase I.
- Continued conducting project meetings for ADA Phase V and VI, Maintenance Facility Design and Construction project, Taos Facility Masterplan, Fleet and Facilities Asset Management Software Acquisition and Short-Range Service Plan update.
- Participated in NMTA Board meeting.
- Attended monthly MPO TCC meeting.
- Attended APTA Small Operations Committee (telephonically).
- Met with Attorney and Staff regarding various legal issues and associated documents.
- Met weekly as needed (telephonically) with Board Chair Barrone on various issues.
- Continued review, revision and creation of various NCRTD policies.
- Maintained continuous communication with board members, subcommittee members, and Chair.
- Attendance at various NCRTD staff and subcommittee meetings, including...
Board, Finance and Tribal subcommittees meeting.
- Addressed a variety of employee human resources issues and prepared memorandums to document district actions.

**LEGAL**
- Research on Policies for Internal Security Services and Draft Initial District Policy
- Change Board Rules to allow alternatives to Chair/Vice-Chair at meetings
- Attend Finance Committee on Security Policy and Board Rules
- Research on Triennial Review Requirements
- Summarize information gathered at APTA conference
- Participate in Project Planning for Two Maintenance Facilities
- Work on PTASP legal Issues
- Assist with Resolution of Suspended License Issue
- Continue process of revising and standardizing form contracts
- Review and assist in preparation of Board Packet materials
- Assist in various personnel matters
- Prepare Legal Updates for Staff Meetings
- Review various contracts and amendments
- Serve as Acting CPO
- Follow up on Tribal MOAs
- Review Title VI Regulations and implement changes
- Research and Advise regarding evolving legal requirements in response to public health emergency
- Work on Telecommuting and Related forms and issues
- Prepare Updates to Civil Rights Compliance Documents
- Assist with Taos Real Property Acquisition Issues
- Amend on-call engineering Contract and resolve procurement issues

**MARKETING/PUBLIC INFORMATION**
- Completed preliminary draft of FY2021 budget and reviewed it with the Executive Director and the Finance Director at a budget hearing
- Completed rider surveys on the vehicles and forwarded them to Southwest Planning and Marketing to begin tabulating the results and prepare for May 1 presentation to the Board. Surveys were done in English and Spanish, and were conducted onboard the vehicles and online via the NCRTD website
- Prepared the annual marketing presentation to be presented to the Board at the April 3 Board meeting
- Attended a meeting with staff members and Dr. Richard Baily as well as representatives from Northern New Mexico College to discuss potential services to the El Rito campus trade program
- Oversaw two meetings with ConnectPoint and RTD staff in preparations for the implementation of the ConnectPoint software and digital displays at nine RTD bus stops
- Attended three covid-19 contingency planning meetings
- Oversaw Hutton Digital Display video shoot in preparations for a 1-minute and 15-second video overview of RTD Service “Why I Ride”
- Attended a CTAA virtual townhall meeting on the state of rural transit during the coronavirus web conference
- Assisted the Executive Director with designing of the Legislative Priorities document
Developed a number of rider alerts and a press release regarding measures taken in light of the covid-19 outbreak
Developed a number of rider alerts and a press release regarding routes modified or suspended as a result of the covid-19 outbreak
Created safety signage and social media posts to help raise awareness amongst riders regarding safety measures during covid-19
Developed rider alerts regarding closing of Ski Santa Fe and TSV
Assisted NCRTD planner with design look of a power point presentation and grant proposal
Completed and distributed March Blue Bus Times
Worked with Hutton Digital Display in a pre-production meeting to lay out plans for upcoming video shoot (Shoot moved from February to March due to snow storm)
Assisted Finance department on accounts payable
Provided a series of updates to ncrtd.org
Issued various rider alerts throughout the month – both print and digital
Provided near daily posts and tweets on our Facebook and Twitter pages, as well as Instagram, leading to additional followers and connections to local businesses. Continued program for scheduled social media posts that has been very successful
Attended weekly staff meetings
KDCE – 950 AM radio in Espanola, :30 sec radio spot and sponsorship of the 7:30 AM news ran 17 days in March excluding Saturdays and Sundays
KSWV 810-AM in Santa Fe, :30 sec spots ran 20 times in March as well as 30 :20 sec promos announcing RTD sponsorship during the 7:30 AM drivetime
KTAOS 101.9 FM in Taos, 14 :30 sec radio spots ran each week in March
Two banner ads ran in the Taos News and New Mexican and one in Los Alamos Monitor. Two 1/8-page ads ran in the Rio Grande Sun.
A series of digital ads ran on Santa Fe Today, Valley Daily Post and Los Alamos Daily Post
Ads also continued running on the Taos News website as well as Google search pages in the Taos County area
Ad ran in the Chama Valley Times, Round the Roundhouse

OPERATIONS

Conducted follow up CSR interviews
Worked on Supervisor schedule for the next month
Various passenger complaints
Met with Securitas new reporting feature
Met with Obsidian on Radio upgrades
Participated in various staff meetings
Work with Safety Counseling on First Aid/CPR training schedule
Follow up with Avail on equipment deliveries
Work on implementing COVID – 19 precautionary measures
Work on FY 21 budget request
Participate in FTA, APTA COVID calls
Work on correspondence for Angel Fire budget request
Evaluate ridership and service levels and reduction of service due to COVID
Met with Wilson at Questa bus stop
Work on FTA Triennial document submission
Conduct Spring Bid
Prepare for and attend Finance Subcommittee meeting
Drivers Academy Training
Work on bus transfer for Gallup Express
Interview with PMOC on technical capacity for Espanola Maintenance Facility
• Coordinate daily pre-trip (DVCR) report review
• Schedule/coordinate preventive maintenance on buses and commuter vehicles
• Schedule/coordinate repairs on buses and commuter vehicles based on submitted VDRs; Espanola, Santa Fe, Taos, and Chama
• Assist with supervisor coverage in Espanola and Taos
• Attend weekly staff meetings
• Schedule buses for routes
• Coordinate commuters for Operators
• Coordinate commuters for Supervisors
• Schedule staff to pick up trash at bus stops
• Schedule staff to clean, shovel snow, and repair bus stops
• Review, process, and submit invoices for payment
• Review and submit timesheets for staff
• Schedule leave for staff
• Coordinate facility inspection reports
• Coordinate addressing concerns found in facilities reports
• Request POs as appropriate
• Disseminate POs as appropriate
• Provide fleet data as requested by NCRTD staff
• Coordinate Avail system repairs
• Coordinate Camera system repairs
• Generate Fleet data reports as requested
• Coordinate Windshield replacements on buses
• Coordinate employ to attend class- Call before you dig
• Met with HR on employee issues
• Assist with staff position interviews
• Hold one on one meetings with staff
• coordinate installation of secondary bus passenger heater (T-585)
• Work on destruction of paper records as appropriate
• Coordinate scrap metal disposal
• Work on Design and construction report for Maintenance facility in Espanola
• Review design plans for Maintenance facility in Espanola
• Generate equipment list for new maintenance facility in Espanola
• Develop revised bus cleaning procedures for COVID-19
• Procure cleaning supplies due to COVID-19
• Adjust staff schedules to sanitize buses while bus off route due to COVID-19

SERVICE DEVELOPMENT
• Attend Staff meetings
• Submit application electric vehicle grant
• Attend Meetings for Espanola Maintenance Facility
• Continuously work with Avail on system problems
• Listen in on webinars for current grants
• Train coworkers in Avail
• Create service expansion cost estimates
• Attend meeting for temporary service reduction plans
• Attend meeting with Santa Fe County staff to relocate the bus stop in Stanley

HUMAN RESOURCES
• 3 resignations
• 6 new hires
• Numerous interviews for Transit Operators and CSR (interviews changed to virtually as of March 17th )
• 1 internal promotion
• No Birthday/Anniversary celebrations – due to COVID
• Ongoing employee relations/issues – several write ups/coaching
• Continued work on safety plan
• Budget meeting
• NEOGOV implementation and training
• 2 Workers comp cases
• 1 disability case
Performance Measures
for
FY2020
February
The performance measures that were developed are designed to provide data that can be evaluated in a logical manner. It allows the District to identify areas in which its performance may need to be improved and to understand the characteristics and factors that impact that performance. In addition, to the extent feasible a peer comparison or a benchmark has been included as available or appropriate. This performance data is important since many times the District’s costs, efficiencies and productivity is not measured against any benchmark or standard or attempts are made to compare it against systems that bear no similarities in mission, complexity or service area. Therefore, the data presented should provide some context in which to assess the District and its efforts to deliver services based upon its mission, goals and objectives."

The report data collected is grouped into 3 areas: Administrative, Fleet and Customer Relations:

1. Administrative:
   a. Ridership, All Funded Routes
   b. Ridership, NCRTD Operated Routes
   c. Ridership By Service Type
   d. Operating Cost Per Passenger Trip
   e. Operating Cost Per Passenger Mile

2. Fleet:
   a. Transit Vehicle Accidents
   b. Spare Vehicle Ratio
   c. Percentage of Preventative Maintenance
   d. Miles Per Gallon

3. Customer Relations:
   a. Incidents, Complaints & Commendations
Performance Measure – Administrative:

Ridership Tracking of All NCRTD Funded Routes

Tracking ridership is the #1 way a public transportation agency can gauge its effectiveness of the service it provides. Ridership data for all routes funded and operated by the NCRTD are collected by City of Santa Fe and Los Alamos County. This data is forwarded and combined with the data from the District’s operated routes. These numbers are then compiled into a monthly ridership report. This measurement tracks the number of one way trips taken on all the routes within the district. This graph shows the NCRTD combined total ridership numbers, and compares them each month, identifying any increases or decreases in the number of monthly trips. This also indicates how well the regional district is continuing to address the issue of accessible mobility by routes that are in areas where there is public demand.

FY17/18 = 505,700 - FY18/19 = 528,688 - FY19/20 = 344,163
Ridership Tracking of NCRTD Operated Routes

This ridership data is collected by the NCRTD drivers for all routes operated by the District. This includes flex and commuter routes as well as the demand response and paratransit routes. Totaling the number of one way trips on NCRTD routes, allows staff to evaluate effectiveness and to ensure that the service is reaching areas in the district that have high demand for accessible mobility.

<table>
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<tr>
<th></th>
<th>JUL</th>
<th>AUG</th>
<th>SEPT</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
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<td>25,875</td>
<td>23,045</td>
<td>24,173</td>
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<td>26,092</td>
<td>23,699</td>
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% of Change from Previous Year: 5% -5% -2% -1% -8% 15% 1% -3% -100% -100% -100% -100%

FY17/18 = 289,441 - FY18/19 = 294,313 - FY19/20 = 194,186
Ridership Tracking of NCRTD Operated Routes – By Service Type

This data includes the total ridership broken down by specific service types. Services include Fixed Route, Demand, Dial A Ride and Paratransit. Breaking down the ridership by specific service type allows staff to evaluate ridership to determine service effectiveness and opportunities for ridership improvement.

<table>
<thead>
<tr>
<th>Service</th>
<th>JUL</th>
<th>AUG</th>
<th>SEPT</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
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</thead>
<tbody>
<tr>
<td>Demand</td>
<td>336</td>
<td>402</td>
<td>513</td>
<td>617</td>
<td>449</td>
<td>439</td>
<td>462</td>
<td>390</td>
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<tr>
<td>Dial A Ride</td>
<td>62</td>
<td>42</td>
<td>48</td>
<td>81</td>
<td>86</td>
<td>162</td>
<td>191</td>
<td>206</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Paratransit</td>
<td>480</td>
<td>509</td>
<td>452</td>
<td>451</td>
<td>386</td>
<td>323</td>
<td>362</td>
<td>320</td>
<td></td>
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</tr>
<tr>
<td>Fixed Route</td>
<td>23,057</td>
<td>24,161</td>
<td>21,657</td>
<td>22,948</td>
<td>18,276</td>
<td>24,481</td>
<td>26,139</td>
<td>25,698</td>
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<tr>
<td>Systemwide</td>
<td>23,935</td>
<td>25,114</td>
<td>22,670</td>
<td>24,097</td>
<td>19,197</td>
<td>25,405</td>
<td>27,154</td>
<td>26,614</td>
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</tbody>
</table>
Operational Cost Per Passenger Mile

Cost per vehicle mile is the total operating costs per month in relation to the total vehicle miles per month traveled on NCRTD routes. The mileage data is logged daily for each route and compiled into a monthly report. Monthly operating costs are obtained from the Monthly Expenditures and the number of miles travelled for NCRTD operated routes. As a cost efficiency measure, operating costs per vehicle mile assesses the financial resources needed for the District's route operations. This measurement is a beneficial tool for the planning and operation’s departments. The NM Department of Transportation uses this as one of their performance measures in the state-wide transit guide published annually. Additionally this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 funding. This is a management tool to track the cost per mile vs. the amount of budget being spent to operate a particular route as well as collectively for all routes.

![Graph showing operational cost per passenger mile]
Operating Cost Per Passenger Trip

When transit data is collected, passengers, riders and rides are counted and referred to as “trips.” One passenger can generate several trips in a day, and these are counted individually. Example, a particular rider may board in Questa (1 trip) and transfer to the Taos to Espanola bus (1 trip) and again transfer to the Santa Fe bus in Espanola (1 trip) for a total of three trips. The cost per trip is computed on a monthly basis by dividing the monthly operating costs from the Monthly Expenditures by the total monthly number of trips (ridership). NM Department of Transportation uses this as one of their performance measures to the state-wide transit guide published annually. Additionally this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 funding. This is a management tool to track our cost per trip vs. the amount of budget being spent to operate a particular route as well as collectively for all routes.
Performance Measure – Fleet:

Accidents per Month
This measurement shows how many accidents occur within a month and to what frequency they occur. These are logged as minor or major accidents. A minor accident for example, is one where a driver hits a stationary object while backing but there is minimal damage. A major accident is one where there may be significant damage and/or injury, and a FTA Post accident drug screen is required. All accidents are reported to the Operations and Facilities Director to decide on what corrective action needs to be taken. There are established internal reporting and follow up procedures. All accidents, major or minor, are investigated and documented, and dealt with accordingly by the operations management team. As a result, disciplinary measures and/or driver re-training may be required by the outcome of the investigation.
Spare Vehicle Ratio

FTA defines the spare ratio as the percentage of spare vehicles in comparison to the number of vehicles required for annual maximum service. Recommended FTA spare vehicle ratio is 20% for fleets over 51 vehicles for Small and Large Urban Transit Providers. NCRTD’s fleet totals 56 and is exempt from this guideline as a Rural Transit Provider, but it is a good benchmark to keep in place. With an annual maximum service of 35 transit vehicles and a spare fleet of 12, the spare ratio is 21.43%. This number of vehicles is needed and reasonable due to the variety of passenger seating requirements for specific routes throughout the District. These vehicles ensure consistent coverage of all routes when vehicles are off line due to routine maintenance or unexpected breakdowns. Contingency vehicles are vehicles that are used to ensure timely pullouts and in the event of a mechanical failure or incident that requires another vehicle to complete the route.
The federal benchmark for the percentage of “on-time” preventative maintenance (PMs) and inspections for the fleet is 87%. Inspections are required to be conducted within certain mileage timeframe by vehicle manufacturers for the various sizes of vehicles. Manufacturer’s recommended maintenance schedules may range in mileage due to the component makeup of a particular vehicle. The FTA recommends they be conducted within the manufacturer’s recommended maintenance schedule. However, as a sub recipient of NMDOT we are allowed varied standards as approved by NMDOT. With the variety of sizes and component makeup of District vehicles, we have determined and hold to a standard of 7,500 mile intervals for the light and medium gasoline powered fleet and 7,500 miles for the diesel powered medium-heavy fleet. This ensures frequent safety inspections and PM services at reasonable intervals that result in a more dependable and safer fleet. This data is collected and tracked by the Fleet Maintenance Manager.
Per the NCRTD Sustainability Plan, an objective of the plan is to reduce Green House Gases produced by traditional fossil fuel combustion and to lessen the carbon footprint in areas served by the District. Goals of the plan include establishing a viable alternative fuel that will become the standard spec for future bus purchases and Develop the infrastructure for storage and fueling at district locations. One metric in meeting this goal is to track alternative fuel costs and provide quarterly reports of reduced pollutants and cost of operation to the committee and the board. The chart below tracks fuel MPG for Unleaded, Diesel, E85, CNG and LPG fuel types. This gives staff an opportunity to clearly determine the best fuel source available to the District.
Performance Measure – Customer Relations:

Incidents, Complaints and Commendations

This performance measure calculates the number of customer incidents, complaints and commendations reported to the Operations and Facilities Director on a monthly basis.

Customer incidents are any serious occurrence that may have an outcome that could be potentially hazardous to the driver or other passengers. These situations could be anything such as two passengers arguing over something, or a rider threatening a driver, or a non rider harassing a driver for not being on time. It could also be a passenger falling down on the bus, or a passenger stepping in front of the bus as it pulls away from the curb to stop it to get on the bus. This data is collected by the driver writing an incident report and turning it in to the Operations and Facilities Director. This is intended to measure the types of situations that arise and how frequently they arise on the various routes of service provided by the NCRTD. This measurement indicates the frequency of incidents versus the number of monthly riders. It is also an indication if additional training needs to be implemented for the driver to avoid or control incidents that may occur on his route.

Complaints are categorized by the type of complaint, and evaluated as to the seriousness of the complaint and whether or not a course of action needs to be taken, i.e. driver reprimand, driver retraining, vehicle maintenance, etc. This measure is intended to measure the percentage of complaints versus the total ridership for the month. Driver performance can be graded and we can see if more drivers training needs to be scheduled for particular drivers. Customers also have complained about routes, stops, dispatch, bus cleanliness and other various categories.

Compliments are categorized by the different positions within Operations. Compliments are shared with employees and when situations truly show that staff went above the call of duty they are recognized through the “Above and Beyond” recognition program at the NCRTD. Supervisors and Operators may use compliments at the time of their evaluation.
**Performance Measure – Customer Relations:**

1. **Dial A Ride** – A passenger tripped on the step as she was boarding the bus. The driver offered her medical assistance. The passenger declined medical assistance.
2. **Questa** – The driver noticed as he was on route a passenger seemed to be asleep at the back of the bus. He continued to observe the passenger along the route. When he arrived at the K-Taos stop he noticed the passenger was not responding to him when asked where she was headed. The driver then radioed base to ask for medical assistance and police assistance.
3. **Sheridan** – Two passengers began to argue at the back of the bus. The security guard on board assessed the situation to calm them down. The driver asked a female and male passenger who were involved in the argument to get off the bus at the Sheridan stop.
4. **Questa** – A passenger attempting to get off the bus at the Taos Admin stop lost her footing/balance, falling face first from the landing area down the steps hitting her head on the sidewalk. The driver tried to call dispatch but was not able to get in touch with dispatch. He then sent an emergency alert via the Avail system. A supervisor immediately responded to the driver, then notified the police and called for medical assistance. The passenger was then transported to the hospital via ambulance.
5. **San Ildefonso** – As the driver was looking through the rearview mirror, she failed to see the speed bump that was up headed, striking the speed bump a little harder than normal. The driver noted the passengers began to complain and began to make comments “something like this could merit for a lawsuit”. The driver asked the passengers if anyone needed medical assistance, in which they all declined needing medical assistance.
6. **Taos** – A male and female boarded the bus in Espanola headed to Taos. They sat at the back of the bus. While in route the driver smelled the odor of smoke. He asked if they were smoking, they stated they were not. At the Dixon turn off the driver pulled over and walked to the back of the bus. The driver found the man with his shirt off, the driver asked the passenger if he was shooting up. The passenger stated he was not. The driver then told him to put his shirt on. At that time the passenger went to put his shirt on, the driver found a turn kit wrapped around the man’s arm, and a syringe fell to the floor. The driver then asked the female and male passenger to get off the bus.

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1. **Caller** stated the buses picking up at the Ohkay Oweningh Library were late that morning and wanted to know why. He requested to have a supervisor go and sit there to see if the buses arrive on time or arrived at all to this stop. **Supervisor tried to contact the caller to find out more information regarding his complaint but was not able to reach him. Left a message for a return call, supervisor never got at return call.**
2. **Caller** stated driver was driving 80mph between Chama and Abiquiu. **Supervisor checked geotools and found the driver would reach speeds of 74mph at times. There was a period that no information on geotools was reported due to not being able to access the system due to the location and no cellular signal. The supervisor spoke with the driver regarding his speed and the importance of following the speed limit.**
3. **Caller** stated he and his brother were trying to get the bus at the Okay bus stop. The caller asked the driver to wait for his brother who just had surgery. The driver declined waiting and left his brother. **Supervisor tried returning the call back to the caller but was not able to get in touch with him. The supervisor did leave a message notifying the caller buses on the fixed routes are not able to wait no more than 3 minutes.**
4. Caller stated the driver from Santa Fe to Taos was acting very nervous and fidgety the entire route, would lose focus on the road when he saw a pretty lady on the side of the road, played the radio very loud that it was uncomfortable, and dropped off a female passenger at Allsup’s to use the restroom and called base to notify them the stop at Allsup’s was an emergency stop. The caller stated the female passenger who was allowed to get off at Allsup’s to use the restroom went inside to do her drugs not use the restroom based on her demeanor when getting back on the bus. The caller also stated the driver would honk and wave at everyone he met on the road. There is great concern for retaliation from the driver and asked that a warning to be given to the driver; and is hopeful the situation is handled in a professional manner.

Supervisor checked the geotools and it shows the driver was on time. She also checked video footage from the cameras, and it doesn’t show the driver waving at pedestrians or honking his horn. The radio is not disturbingly loud as the caller stated. It does show the driver checking his mirrors from left to right while he’s driving.

The NCRTD received a letter from a rider coming from Taos to Santa Fe. In the letter she wrote how riding the bus from Taos to Santa Fe has been so beneficial for her to get to work in Santa Fe Monday thru Friday. She commends the amazing job that Roger Miera does to get his passengers from point A to point B in a very safe manner. She goes on to state how friendly he is with all his passengers wishing them a good morning when they get on the bus and a good day when they exit the bus.
Performance Measure – Incidents, Complaints & Commendations:

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<tr>
<th></th>
<th>JUL</th>
<th>AUG</th>
<th>SEPT</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
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<td>8</td>
<td>9</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>9</td>
<td>6</td>
<td></td>
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</tr>
<tr>
<td>Complaints</td>
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Performance Measure – Incidents, Complaints & Commendations:

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<th>APR</th>
<th>MAY</th>
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<tr>
<td>Incident - Passenger</td>
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<td>5</td>
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<td>5</td>
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<td>Complaint - Operator Performance</td>
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<td>0</td>
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<tr>
<td>Total</td>
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<td>12</td>
<td>11</td>
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NCRTD Monthly Ridership Summary

February 1, 2020 through February 29, 2020

Calendar Operating Days

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<th></th>
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<th>Last Year</th>
<th>% Change</th>
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<tr>
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<tr>
<td>Jun-20</td>
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Monthly System Totals

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<th>% Change</th>
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<tbody>
<tr>
<td>NCRTD Operated</td>
<td>26,614</td>
<td>27,454</td>
<td>-3.06%</td>
</tr>
<tr>
<td>NCRTD Funded</td>
<td>15,263</td>
<td>16,433</td>
<td>-7.12%</td>
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<tr>
<td>All Systems Funded</td>
<td>41,877</td>
<td>43,887</td>
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Year to Date Totals

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<th>Difference</th>
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<tr>
<td>NCRTD Operated</td>
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<td>194,143</td>
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<tr>
<td>NCRTD Funded</td>
<td>149,977</td>
<td>155,129</td>
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<tr>
<td>All Systems Funded</td>
<td>344,163</td>
<td>349,272</td>
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System Daily Averages

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<th></th>
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<th>Last Year</th>
<th>% Change</th>
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<tbody>
<tr>
<td>NCRTD Operated</td>
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<td>947</td>
<td>-3.06%</td>
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<tr>
<td>NCRTD Funded</td>
<td>526</td>
<td>567</td>
<td>-7.23%</td>
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<tr>
<td>Systems Total</td>
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<td>1514</td>
<td>-4.62%</td>
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Total Ridership YTD % Change

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<tr>
<td>Jul-19</td>
<td>10.86%</td>
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<tr>
<td>Aug-19</td>
<td>4.32%</td>
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<tr>
<td>Sep-19</td>
<td>2.60%</td>
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<td>Oct-19</td>
<td>0.75%</td>
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<tr>
<td>Nov-19</td>
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<td>Dec-19</td>
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<td></td>
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<tr>
<td>Jan-20</td>
<td>-1.01%</td>
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</tr>
<tr>
<td>Feb-20</td>
<td>-1.46%</td>
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<td></td>
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<tr>
<td>Mar-20</td>
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<td></td>
<td></td>
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<tr>
<td>Apr-20</td>
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<tr>
<td>May-20</td>
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<td></td>
</tr>
<tr>
<td>Jun-20</td>
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On Time Performance

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<thead>
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<th></th>
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<tbody>
<tr>
<td>Early</td>
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<tr>
<td>On Time</td>
<td>77.67%</td>
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<tr>
<td>Late</td>
<td>9.41%</td>
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FY 19/20 February Ridership

Comparative Ridership NCRTD Operated Routes ONLY

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FY17/18 = 289,441  FY18/19 = 294,313  FY19/20 = 194,186
Comparative Ridership NCRTD Funded Routes

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FY17/18 = 217,301 FY18/19 = 234,375 FY19/20 = 149,977
**100-Riverside**

FY17/18 = 55,692  FY18/19 = 59,645  FY19/20 = 39,565

On Time Performance: 6.9% Early / 58.7% On Time / 34.4% Late

**110-Westside**

FY17/18 = 18,433  FY18/19 = 15,706  FY19/20 = 11,583

On Time Performance: 6.1% Early / 69.2% On Time / 24.7% Late
150-Chimayo

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FY17/18 = 10,293  FY18/19 = 9,359  FY19/20 = 5,517
On Time Performance: 18% Early / 71.6% On Time / 10.5% Late

160-Santa Clara

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FY16/17 = 6,317  FY17/18 = 5,299  FY18/19 = 3,872
On Time Performance: 9% Early 74.9% On Time / 16.2% Late
### JICARILLA

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**On Time Performance:** 32.3% Early / 47.5% On Time / 20.2% Late

### El Rito

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**On Time Performance:** 8.3% Early / 63.4% On Time / 28.3% Late
190-Chama

FY17/18 = 5,456 FY18/19 = 6,567 FY19/20 = 4,177

On Time Performance: 19.4% Early / 60.4% On Time / 20.3% Late

200-Santa Fe

FY17/18 = 18,996 FY18/19 = 17,602 FY19/20 = 9,478

On Time Performance: 12.1% Early / 62.4% On Time / 25.5% Late
### 220-Tesuque

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<td>606</td>
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FY17/18 = 7,752  FY18/19 = 7,637  FY19/20 = 5,289

On Time Performance: 9.9% Early / 77.8% On Time / 12.2% Late

### 230-San Ildefonso

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FY17/18 = 5,535  FY18/19 = 4,925  FY19/20 = 3,815

On Time Performance: 14.3% Early / 71.4% On Time / 14.2% Late
*Santa Fe National Forest was closed during the month of June. Mountain Trails service was suspended.

On Time Performance: 33% Early / 53.3% On Time / 13.7% Late

On Time Performance: 15.3% Early / 69.8% On Time / 14.9% Late
**270-Turquoise Trail**

On Time Performance: 12.7% Early / 59.1% On Time / 28.3% Late

**280-Eldorado**

On Time Performance: 7.7% Early / 66.3% On Time / 26% Late
290-Edgewood

FY17/18 = 5,761  FY18/19 = 4,532  FY19/20 = 2,790

On Time Performance: 22.1% Early / 76.8% On Time / 1.2% Late

300-Taos

FY17/18 = 13,585  FY18/19 = 14,916  FY19/20 = 9,421

On Time Performance: 17.7% Early / 52.8% On Time / 29.5% Late
305-Taos Express

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FY17/18 = 1,790  FY17/18 = 2,121  FY19/20 = 1,261
On Time Performance: 23.1% Early / 48.6% On Time / 28.4% Late

310-Red River

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FY17/18 = 3,292  FY18/19 = 4,403  FY19/20 = 2,840
On Time Performance: 0.3% Early 77.7% On Time / 21.9% Late
On Time Performance: 12.8% Early / 71.1% On Time / 16.1% Late

On Time Performance: 19.1% Early / 62.2% On Time / 18.7% Late
340-Chile Line

On Time Performance: 14.4% Early / 74.1% On Time / 11.5% Late

800 - Angel Fire

On Time Performance: 5.2% Early / 70.1% On Time / 24.7% Late
341-Taos Ski Valley

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FY17/18 = 10,285 FY18/19 = 13,983 FY19/20 = 10,854

On Time Performance: 16.9% Early / 68.6% On Time / 14.5% Late

350-UNM Klauer

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FY17/18 = 1,995 FY18/19 = 1,086 FY19/20 = 385

On Time Performance: 14.5% Early / 63.3% On Time / 22.2% Late
FY17/18 = 832  FY18/19 = 651  FY19/20 = 461

On Time Performance: 38.7% Early / 39.6% On Time / 21.6% Late

FY19/20 = 66
On Time Performance: 36.8% Early / 25.1% On Time / 38.1% Late
400-Los Alamos

FY17/18 = 1,380  FY18/19 = 1,846  FY19/20 = 937

On Time Performance: 7.3% Early / 83.1% On Time / 9.7% Late

Demand Response

FY17/18 = 7,883  FY18/19 = 5,375  FY19/20 = 3,996
Pojoaque Demand Response

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<td>326</td>
<td>344</td>
<td>303</td>
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<td>211</td>
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<td>202</td>
<td>265</td>
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FY17/18 = 3,572  FY18/19 = 3,330  FY19/20 = 1,980

Pojoaque-Dial-A-Ride

<table>
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<tr>
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FY17/18 = 917  FY18/19 = 821  FY19/20 = 906
Paratransit - ADA

FY17/18 = 1,532  FY18/19 = 5,478  FY19/20 = 3,603

Flex Route

FY17/18 = 184  FY18/19 = 17  FY19/20 = 7
* Include ADA Flex Route
Special Events

FY17/18 = 1,001  FY18/19 = 661  FY19/20 = 604

Dead Head

FY17/18 = 1,078  FY18/19 = 958  FY19/20 = 815

On Time Performance: 41.1% Early / 41.1% On Time / 17.8% Late
<table>
<thead>
<tr>
<th>Location</th>
<th>Population</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Los Alamos</td>
<td>86</td>
<td>0%</td>
</tr>
<tr>
<td>Rio Arriba</td>
<td>1265</td>
<td>5%</td>
</tr>
<tr>
<td>Taos</td>
<td>12240</td>
<td>46%</td>
</tr>
<tr>
<td>Tribal</td>
<td>2018</td>
<td>8%</td>
</tr>
<tr>
<td>Santa Fe</td>
<td>3839</td>
<td>14%</td>
</tr>
<tr>
<td>Espanola</td>
<td>6334</td>
<td>24%</td>
</tr>
<tr>
<td>Flex Route</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Demand Response</td>
<td>390</td>
<td>2%</td>
</tr>
<tr>
<td>Paratransit</td>
<td>320</td>
<td>1%</td>
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<tr>
<td>Special Event</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Dead Head</td>
<td>122</td>
<td>0%</td>
</tr>
<tr>
<td>Rio Arriba</td>
<td>1265</td>
<td>5%</td>
</tr>
<tr>
<td>Taos</td>
<td>12240</td>
<td>46%</td>
</tr>
</tbody>
</table>

The pie chart indicates the following:
- Los Alamos: 86, 0%
- Rio Arriba: 1265, 5%
- Taos: 12240, 46%
- Tribal: 2018, 8%
- Santa Fe: 3839, 14%
- Espanola: 6334, 24%
- Flex Route: 0, 0%
- Demand Response: 390, 2%
- Paratransit Services: 320, 1%
- Special Event: 0, 0%
- Dead Head: 122, 0%
- Rio Arriba: 1265, 5%
- Taos: 12240, 46%

The chart uses colors to distinguish between different categories.
Santa Fe Rt 2

FY17/18 = 30,130  FY18/19 = 28,966  FY19/20 = 16,510

Santa Fe 4

FY17/18 = 5,648  FY18/19 = 4,992  FY19/20 = 2,211
### Santa Fe 22

- **FY17/18**: 5,803
- **FY18/19**: 5,158
- **FY19/20**: 3,162

### Santa Fe Pickup

- **FY17/18**: 85,516
- **FY18/19**: 82,993
- **FY19/20**: 41,562
Los Alamos Rt 11

FY17/18 = 6,728  FY18/19 = 8,009  FY19/20 = 5,867

Los Alamos Rt 2

FY17/18 = 55,354  FY18/19 = 50,193  FY19/20 = 37,072
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<tr>
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<td>2,469</td>
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<td>4,542</td>
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Los Alamos Enhanced

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Rail Runner

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<td>22,177</td>
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