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

January 10, 2020
9:00 AM - 1:00 PM
Jim West Regional Transit Center
Board Room

CALL TO ORDER

1. ROLL CALL
2. INTRODUCTIONS
3. PLEDGE OF ALLEGIANCE
4. MOMENT OF SILENCE
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES – December 13, 2019
7. PUBLIC COMMENTS

PRESENTATION ITEMS

A. Above and Beyond, Years of Service and Safe Driver Program, Quarterly Awards Presentation
   Sponsor: Chairman Daniel Barrone, Anthony J. Mortillaro, Executive Director
   Attachment: None

B. Presentation of Fiscal Year 2019 Comprehensive Annual Financial Report (CAFR)
   Sponsor: Anthony J. Mortillaro, Executive Director and Hector Ordoñez, Finance Director
   Attachment: To be distributed at meeting

C. Service Plan Status Update by Ken Hosen, Principal of the KFH Group
   Sponsor: Anthony J. Mortillaro, Executive Director
   Attachment

PUBLIC HEARINGS

None
ACTION ITEMS

D. Discussion and Consideration of Acceptance of Fiscal Year 2019 Comprehensive Annual Fiscal Report
   Sponsor: Anthony J. Mortillaro, Executive Director and Hector Ordoñez, Finance Director
   Attachment: Same from item B

E. Presentation on the Sustainability Plan Fiscal Year 2019 Goals and Metrics Annual Report
   Sponsor: Anthony J. Mortillaro, Executive Director and Delilah Garcia, Operations Director
   Attachment

F. Discussion and Consideration of Resolution No. 2020-01 Approval to Dispose of Assets (Transfer to Zia Therapy)
   Sponsor: Anthony J. Mortillaro, Executive Director and Hector E. Ordonez, Finance Director
   Attachment

DISCUSSION ITEMS

G. Review of November 2019 Financial Summary
   Sponsor: Anthony J. Mortillaro, Executive Director and Hector Ordoñez, Finance Director
   Attachment

H. Finance Subcommittee Report
   Sponsors: Chair Ed Moreno and Anthony J. Mortillaro, Executive Director
   Attachment: None. Next meeting: January 24, 2020

I. Tribal Subcommittee Report
   Sponsors: Chair Charles Dorame and Anthony J. Mortillaro, Executive Director
   Attachment: None. Next meeting: February 6, 2020

J. Sustainability Subcommittee Report
   Sponsors: Anthony J. Mortillaro, Executive Director and Delilah Garcia, Operations Director
   Attachment: None

K. Executive Report and Comments from the Executive Director
   a. Executive Report December 2019
   b. Performance Measures for November 2019
   c. Ridership Report for November 2019
MATTERS FROM THE BOARD

MISCELLANEOUS

ADJOURN

NEXT BOARD MEETING: Friday, February 7, 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.
CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Vice Chair Salazar, at 9:08 a.m. at the Jim West Regional Transit Center, Española, New Mexico.

1. Roll Call

Mr. Dahlquist called the roll and it indicated the presence of a quorum as follows:

<table>
<thead>
<tr>
<th>Members Present</th>
<th>Elected Members</th>
<th>Alternate Designees</th>
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<tbody>
<tr>
<td>Village of Chama</td>
<td>Councilor Scott Flury</td>
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<td>Town of Edgewood</td>
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<td>Mr. 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>Nambé Pueblo</td>
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<td>Mr. Marcus Lopez</td>
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<td>Ohkay Owingege</td>
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<td>Ms. Christy Ladd</td>
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<td>Pojoaque Pueblo</td>
<td>Absent</td>
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<td>Rio Arriba County</td>
<td>Commissioner Leo V. Jaramillo</td>
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<td>San Ildefonso Pueblo</td>
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<td>Santa Clara Pueblo</td>
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<td>Ms. Mary Lou Valério</td>
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<td>City of Santa Fe</td>
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<td>Mr. Keith Wilson</td>
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<td>Santa Fe County</td>
<td>Commissioner Ed Moreno</td>
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<td>Town of Taos</td>
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<td>Taos County</td>
<td>Commissioner Jim Fambro</td>
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<td>Taos Ski Valley</td>
<td>Mayor Christoff Brownell</td>
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</table>
Staff Members Present
Mr. Anthony J. Mortillaro, Executive Director
Mr. Stephen Dahlquist, Executive Assistant
Mr. Hector Ordoñez, Finance Director
Mr. Peter Dwyer, Legal Counsel
Ms. Delilah Garcia, Transit and Facilities Operations Director
Mr. Jim Nagle, Public Information Officer
Mr. Michael Valverde, Regional Transit District Planner
Mr. Joe Palmeri, Human Resources Director

Others Present
Carl Boaz, Stenographer

2. INTRODUCTIONS

Several people in the audience introduced themselves.

3. PLEDGE OF ALLEGIANCE

4. MOMENT OF SILENCE

5. APPROVAL OF AGENDA

Commissioner Fambro moved, seconded by Councilor Maggiore, to approve the agenda as published. The motion was approved by unanimous (14-0) roll call vote with Pueblo of Tesuque, Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Pueblo of Ohkay Owingeh, Village of Questa, Rio Arriba County, Pueblos of Santa Clara, City of Santa Fe, Santa Fe County, Taos County, and Village of Taos Ski Valley voting in the affirmative and none voting against.

6. APPROVAL OF MINUTES

November 1, 2019

Councilor Flury moved, seconded by Councilor Maggiore, to approve the November 1, 2019 minutes as presented. The motion was approved by unanimous (14-0) roll call vote with Village of Taos Ski Valley, Pueblo of Tesuque, Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Pueblo Of Ohkay Owingeh, Village of Questa, Rio Arriba County, Pueblos of Santa Clara, City of Santa Fe, Santa Fe County, Taos County and Village of Taos Ski Valley voting in the affirmative and none voting against.
7. PUBLIC COMMENTS

There were no public comments.

PRESENTATION ITEMS

A. Years of Service and Safe Driver Program Awards Presentation

Mr. Mortillaro awarded David Muñoz a service award for completing one year of service. He was also awarded a Safe Driver award for driving for one year without an accident on roads that were difficult to drive, especially in the winter.

B. A Presentation by Mora County Regarding Potential Contract Services

Mr. Mortillaro stated Mora County asked to explore transit service and was asked to do a survey to determine potential use for public service in the area. He introduced Commissioner Serna and County Manager Joy Ansley. He asked them to review the results of the survey.

Ms. Ansley noted that a copy of the Needs Assessment is included in the packet and includes demographics and data. Mora County is 28 miles from Las Vegas and people commute to Los Alamos, Taos, and Las Vegas every day. The County would not only appreciate but needs public transportation and wants to see if a pilot project is feasible.

Commissioner Serna added there is the labor force as well as other issues that would need to be addressed. Students in Mora take classes in other cities and are relocating because of the lack of mobility and the County is losing population. Their labor force commutes to Angel Fire. The hope is that could also be looked at in the future if the pilot program works.

PUBLIC HEARINGS

None

ACTION ITEMS

C. Discussion and Direction to Staff Regarding the Proposal by Mora County for North Central Regional Transit District to Perform Contracted Public Transit to Serve Mora County

Mr. Mortillaro said the transportation Needs Assessment was well done and provided valuable information. He noted page 18 had trip requests several times a week to Las Vegas for medical and shopping, and for public transportation to Taos and Santa Fe.
The assessment indicates local ridership would not support a standalone bus route to Santa Fe and Taos but could support a standalone route two days a week to Las Vegas. As Commissioner Serna noted, it may also be viable in the future to consider service to Angel Fire or Taos.

The report supports consideration of a pilot two times a week to Las Vegas. Staff could be directed to treat the pilot similar to the Angel Fire pilot program. There the Board asked staff to create a contract and contact NMDOT about funding. The current vehicle used for the Angel Fire pilot program is with the premise that Angel Fire will help replace it if the program is successful. And Angel Fire would cover the costs for the matching requirement for the vehicle.

Angel Fire covers 100% of the first three months of the pilot program. They received a 5311 allocation for the remaining 12 months that pays 50% of the operating costs. The County picked up the balance and other than the use of the vehicle, no funds are expended outside the service district.

Mr. Mortillaro said if approved, staff would suggest a similar approach. RTD would use a vehicle for service two days a week roundtrip from Mora to Las Vegas. They would discuss securing 5311 funds for the 15-month pilot to offset costs with Mora County providing the match.

Staff recommended the Board direct them to continue discussions with Mora County on the program and meet with NMDOT to seek 5311 funding, subject to Mora County generating matching funds for federal funding and operating cost.

Mr. Mortillaro stood for questions.

Commissioner Fambro said in support he could envision bringing back Sipapu which is currently expanding. A loop from Mora to Guadalupita to Angel Fire, Taos to Sipapu and on to Mora and eventually to Raton would be viable. That would create another loop system in the future. He supported exploring this further and could see having a base that covered the entire northern New Mexico as positive.

Councilor Gonzales in Questa said miners come from Mora every day and they are one of the best workforces in the state and is a win-win in the expansion of RTD. He asked to hear from DOT.

Mr. Kevin Olinger, Transit Bureau Chief with DOT said DOT is definitely supportive and would like to make it work. There needs to be further discussion of how to make that happen.

Ms. Ladd noted that federal applications for 5311 Fiscal Year 2021 have been submitted. She asked if RTD would be allowed to do an addendum to their submittal.
Mr. Mortillaro said they would need to discuss that with Mr. Olinger. He was not sure Mr. Olinger has had a chance to review but had indicated he would be open to further discussion on the request.

Mr. Olinger explained a precedent beyond NCRTD is to allow applicants to amend their applications after deadline because of changes in circumstances.

Ms. Ladd thanked him and expressed support. She has family in Vegas that struggle with this.

Commissioner Jaramillo said he also supports this, and he and Commissioner Serna have talked about how to make this successful. They discussed the number of students in Mora and his hope is consideration to expand to Espanola. They would benefit from the number of programs RTD offers at NNMC and could bring back the trade’s programs. They have to ensure they can keep the students and find a way to bridge the transportation gap. He looked forward to working with the Vice Chairman.

Councilor Maggiore asked to clarify what the Board would be authorizing. This would be for service two days a week to start, going only from Mora to Las Vegas. He asked since they run a route into Peñasco, why not have more connectivity and do Peñasco to Las Vegas.

Mr. Mortillaro explained that staff asked also to incorporate this into the short-range service plan and would have the consultant look at other opportunities.

Ms. Garcia added the current service between Peñasco and Taos for commuters operates four round trips daily. People also go to the hospital, the social service agencies, get groceries, etc. She met a gentleman on the bus who meets his wife who works in Taos every day. He rides the bus in the afternoon from Peñasco to Taos to ride back home with her.

They used to have service to Sipapu and that might work with a schedule adjustment. Ski resort employees requested the service, but it was not early enough. They transport quite a few students from Peñasco to Taos to school as well, but it would be difficult to use the same bus and route to get to Las Vegas.

Councilor Maggiore clarified he was talking about having an overlap in connection in Peñasco. He wanted to make a loop of Las Vegas to Peñasco and back and pick up Mora in the middle. That would provide overlap needed for the transportation.

Councilor Maggiore said he preferred looking at service more than two days a week.

Ms. Garcia said she discussed with the City Manager and Commissioner from Mora a service to connect people from Mora and Peñasco, and people could get to Taos. They also discussed Mora to Angel Fire, Mora to Wagon Mound, and Mora to Las Vegas. There were multiple requests, but the study recommends Mora to Las Vegas.
for now.

Commissioner Serna pointed out that all of the surveys did not get to the contractor on time. Many of their workforce turned them in late and there are a number of teachers teaching in Peñasco, as well as many nurses and skiers. She thought the data that did not make it into the assessment would have made the request stronger. She asked if they would want to consider that.

Commissioner Fambro thought that should be separate. He noted, there are 6-8 people daily in Peñasco that work in Taos that are everyday riders. They eliminated Sipapu because workers in Taos were getting to work 20 minutes late every day because of that run. To ensure that long-time riders get to work on time in Taos, they could not go to Peñasco.

Councilor Maggiore said his only further direction to staff is to explore how to maximize potential and look at how routes are scheduled. Mora to Vegas does not do that. Routes should be the most efficient and when possible overlap and connect with existing routes.

Mr. Mortillaro replied staff would look at that in the short-range service plan update.

Councilor Salazar said he has worked with Manager Ansley and Commissioner Serna and he believes in this. There is a need for two days a week from Mora to Las Vegas. He asked Mr. Mortillaro if there was sufficient staff to take this on and to add on in the future.

Mr. Mortillaro replied there was not at this point, but if they go forward, they will recruit personnel. The vehicle would be based in Mora with the hope the driver would be from the Mora area and he heard there is adequate work force there.

Mr. Mortillaro requested the motion direct staff to continue its review and discuss the matter with NMDOT and Mora County. Staff will return to the Board with a final recommendation, including funding.

 Councilor Maggiore moved, seconded by Commissioner Fambro to approve the Proposal by Mora County for NCRTD to Perform Contracted Public Transit to Serve Mora County as presented. The motion was approved by majority (14-0) roll call vote with Santa Fe County, Taos County, Village of Taos Ski Valley, Pueblo of Tesuque, Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Pueblo of Ohkay Owingeh, Village of Questa, Rio Arriba County, Pueblo of Santa Clara, and City of Santa Fe voting in the affirmative and none voting against.

D. Discussion and Consideration of Resolution No. 2019-42 Implementing Provisions of the Open Meetings Act for 2020
Mr. Mortillaro explained this is required annually. He asked Mr. Dwyer to cover.

Mr. Dwyer reported the only substantive change is the dates of the meetings. They have no July meeting and otherwise remains the same. The Open Meetings Act has not changed since 2014 in substantive provisions.

**Councilor Gonzales moved, seconded by Commissioner Jaramillo, to approve Resolution No. 2019-42 Implementing Provisions of the Open Meetings Act for 2020 as presented. The motion was approved by unanimous (13-0) roll call vote with City of Santa Fe, Santa Fe County, Taos County, Village of Taos Ski Valley, and Pueblo of Tesuque, Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Ohkay Owingeh, Rio Arriba County, Village of Questa, and Pueblo of Santa Clara voting in the affirmative and none voting against. Pueblo of Nambé was not present for the vote.**

**E. Discussion and Consideration of Resolution No. 2019-43 Adopting the North Central Regional Transit District's Annual State and Federal Legislative Agenda**

Mr. Mortillaro explained this is brought forth annually for the upcoming state legislative session and includes their federal agenda. This year’s legislative session is January 21 through February 20 and he works with their lobbyist to ensure agenda items are carried forth.

This year they will seek Capital outlay appropriations for the Taos operation and maintenance facility. They garnered $5.3 million in federal grants and will approach legislators for the gap in funding about $1.3 million. This year they received $1.1 million in state Capital outlay for Española maintenance facility.

They will also seek appropriations for the replacement and upgrade of the radio and radio infrastructure of over $700,000. Also, on the list is the replacement of transit vehicles and to transition bus stops to comply with ADA; acquiring/designing/construction a satellite facility in Santa Fe; and items in the long-range improvement plan. They are not proposing legislation but always look for legislation that might negatively impact them and support legislation that enhances their ability to operate and fund their operation.

On the federal level, they monitor the funding of the Fast Act and continue to press for increased funding for federal priorities related to public transit.

Mr. Mortillaro said under the state portion, the tribal subcommittee has asked for RTD’s help in monitoring and supporting legislation that enhances the participation of New Mexicans in the 2020 census.

Mr. Torres asked if the Capital outlay requests are also sent to the Governor’s Office.
Mr. Mortillaro responded they do. Last year they submitted a letter to the Governor’s Office for the funding of the Espanola maintenance facility. This year they will do so for the Taos Facility.

Ms. Ladd asked an explanation of “oppose unfriendly amendments to RTD statute.”

Mr. Mortillaro provided examples; if someone wanted to change the amount of regional transit GRT they could ask voters for; currently up to half-cent. Anything that could affect or minimize their ability to generate revenues.

Mr. Dwyer added he and Mr. Mortillaro talked with Rio Metro and other RTDs around the state about positive changes to the RTD statutes. They recognize that could be dangerous but there could be in the future, e.g., the authority to potentially have their own policing force.

Mr. Mortillaro added that legislation was passed that allowed the Rail Runner to have a police force. He will meet quarterly with other RTDs to discuss issues they may want to seek adjustment to in the legislature. Those will be brought to the Board for discussion.

Councilor Maggiore moved, seconded by Mr. Torres to approve Resolution No. 2019-43 Adopting the North Central Regional Transit District’s Annual State and Federal Legislative Agenda. The motion was approved by unanimous (14-0) roll call vote with Pueblo of Santa Clara, City of Santa Fe, Santa Fe County, Taos County, Village of Taos Ski Valley, Pueblo of Tesuque, Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Pueblo of Ohkay Owingeh, Village of Questa, and Rio Arriba County voting in the affirmative and none voting against.

F. Discussion and Consideration of Resolution No. 2019-44 Adopting a Revised Charter Service Policy and Rescinding Resolution 2017-03 Directing the North Central Regional Transit District (NCRTD) to Provide Charter Service in the Boundaries of the NCRTD Within Compliance of the Federal Transit Administration, DOT 49 CFR Part 604.5

Mr. Mortillaro explained they are proposing adjustments to their charter service policy to clarify provisions and ensure full compliance with the code of federal regulations. He asked Ms. Garcia to review those.

Ms. Garcia directed the Board to page 49 and the amendment to the existing charter policy. She noted it states they will provide up to 160 hours of services to member entities, but they will only provide up to 80 hours of service to members. They regularly receive requests for service outside the boundaries.
This change clarifies their service areas to include only the four counties they serve: Rio Arriba, Taos, Santa Fe and Los Alamos. In addition, they are asking and setting a time frame for requests to allow RTD to seek other private charter companies to provide service if they have the opportunity.

The reduction of hours from 160 to 80 reflects the hours allowed by the charter exceptions for government officials. The maximum is 80 hours and if they go beyond that or need additional hours, they will submit a request to FTA. The application was included in the packet.

Ms. Garcia added they want to be sure member entities are aware they must submit an official request form; a document request on letterhead should be submitted within 30 days of the request.

There were no questions.

Councilor Maggiore moved, seconded by Commissioner Fambro to approve Resolution No. 2019-44 Adopting a Revised Charter Service Policy and Rescinding Resolution 2017-03 Directing the North Central Regional Transit District (NCRTD) to Provide Charter Service in the Boundaries of the NCRTD Within Compliance of the Federal Transit Administration, DOT 49 CFR Part 604.5. The motion was approved by unanimous (14-0) roll call vote with Pueblo of Santa Clara, City of Santa Fe, Santa Fe County, Taos County, Village of Taos Ski Valley, Pueblo of Tesuque, Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambe, Pueblo of Ohkay Owinge, Village of Questa, and Rio Arriba County voting in the affirmative and none voting against.

G. Discussion and Consideration of Resolution No. 2019-45 Amending Financial Policy No. 7 Disposition of Obsolete Property

Mr. Ordoñez stated they have decided to revise the existing policy on disposition of obsolete property adopted on September 19, 2016 in the document for 2020. They met last month with NMDOT in collaboration to finalize the process.

The changes as agreed upon are on page 64, clarification of the rules and responsibilities of internal stations throughout the district. Page 65 was added sections 5.0 and 6.0 policies based on the funding source or assets purchased with funds received through NMDOT including FTA, state/ federal road funds. For those vehicles RTD will notify NMDOT and request through email BlackCat (NMDOT tracking system), the approval to dispose vehicles. Once approved, RTD will publish an Intent to Dispose notice on the district web sites and invite transit agencies and 5310 providers to request property from the list.

Priority will be given to transit agencies and 5310 providers. If no requests are received the Board members can request the donation of the property. Or the vehicle
will be disposed via auction or donation to a public entity non-member of the district. The remaining would be donated to not-for-profit or destroyed.

Section 6.0 is the policy for disposal of assets purchased with GRT capital outlay funds from the State or district reserves. Those will not require approval from NMDOT and do not need an Intent to Dispose notice and other agencies would be invited to make requests. Priority will then be given to Board members to request a donation for their local entities/governments, or a request for a donation to any not-for-profit. Any remaining vehicles will be disposed through auction and transit agency or 5310 providers will have the opportunity to make request donation of the property. If none are received, they will donate to a public entity non-member of the district, or not for profit, or destroy the property.

Vehicles purchased with 5311C (tribal funds) are exempt of the policy and must be returned to the pueblos, tribes, or nations that requested the vehicles. No authorization is required from NMDOT.

Mr. Dwyer explained the policy in the past was first come first serve list, but the State has adopted plans directing them to first try to redirect the vehicles to other transit entities. The overarching gist of the changes is to try to comply with DOT requirements that other agencies have first option. The RTD respects that members will occasionally want some of the buses and will do that when possible, but priorities have to be different than in the past.

Mr. Ordoñez stated he would send out a list of property that meets the criteria. The request should be sent to Mr. Mortillaro on letterhead and will be first come first serve.

He stood for questions.

Mr. Escudero asked when 5311c vehicles come due if it is pre-designated tribes and if they would be notified when that occurs.

Mr. Ordoñez replied the bus would go to the pueblo, tribe or nation that applied for the bus on their behalf. He gets a list in January and verifies the funding source.

 Commissioner Moreno thought recycling is a great idea. They are looking at engaging the schools in his neighborhood and transportation is a great motivator. He supports this.

Ms. Ladd added this not just for buses, but also shelters. They are working with RTD to get shelters to keep the kids dry and appreciate that.

Mr. Escudero moved, seconded by Councilor Maggiore to approve Resolution No. 2019-45 Amending Financial Policy No. 7 Disposition of Obsolete Property. The motion was approved by unanimous (14-0) roll call vote with Rio Arriba County, Pueblo of Santa Clara, City of Santa Fe, Santa Fe County, Taos County,
Village of Taos Ski Valley, Pueblo of Tesuque, Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, Pueblo of Ohkay Owingeh, and Village of Questa voting in the affirmative and none voting against.

H. Discussion and Consideration of a Memorandum of Agreement (MOA) between Los Alamos County and the North Central Regional Transit District for Annual Funding

Mr. Mortillaro reported on the annual allocation of funding from Los Alamos County for Fiscal Year 2020. The MOU documents this year’s contribution of $350k and the Los Alamos County Board of Commissioners approved the allocation. Once the NCRTD approves the MOU it will be returned to Los Alamos County to process the request.

He thanked Los Alamos County who has allocated over $7.7 million to NCRTD since 2006.

Councillor Gonzales moved, seconded by Commissioner Maggiore to approve the Memorandum of Agreement between Los Alamos County and the North Central Regional Transit District for Annual Funding. The motion was approved by unanimous (14-0) roll call vote with Village of Questa, Rio Arriba County, Pueblo Santa Clara, City of Santa Fe, Santa Fe County, Taos County, Village of Taos Ski Valley, Pueblo of Tesuque, Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Nambé, and Pueblo of Ohkay Owingeh voting in the affirmative and none voting against.

I. Discussion and Consideration of Resolution No. 2019-46 Revised Drug and Alcohol Testing Policy

Ms. Garcia reported NCRTD was visited in October by FTA representatives and consultants to evaluate their Drug and Alcohol Program. RTD works with NMDOT annually and DOT conducts an annual site visit. There were two minor deficiencies identified on this visit in need of policy correction. One was to eliminate the word opiates and replace with opioids, to include the synthetic opioids. The other change was a section that was a district policy instead of a federal policy. The two deficiencies identified include the access to collection sites for after hours and weekend testing. Since operation is from 5 am to sometimes 10:30 pm RTD has to ensure the drug testing is also done after hours and weekends. This policy will allow RTD to submit their responses to NMDOT.

Ms. Ladd asked if Presbyterian would be used for testing after hours.

Ms. Garcia replied they have contacted Preferred Alliance, the third-party administrator, to give them a list of DOT certified providers in the area. Rio Grande Drug testing is no longer doing testing in the Espanola area leaving no collection site in Espanola. Staff and employees will be sent to either Santa Fe or Taos for testing until
they find a certified collection site. A mobile collector from Santa Fe is also used for post-accident/ after-hours testing and weekend testing as well. They have over 60 safety sensitive employees and they are required to submit to a lot of testing quarterly and there is only one person that does this for them in Santa Fe and Los Alamos.

There were no questions.

Ms. Valério moved, seconded by Commissioner Fambro to approve Resolution No. 2019-46 Revised Drug and Alcohol Testing Policy. The motion was approved by unanimous (13-0) roll call vote with Village of Questa, Rio Arriba County, Pueblo of Santa Clara, City of Santa Fe, Santa Fe County, Taos County, Village of Taos Ski Valley, Pueblo of Tesuque, Village of Chama, Town of Edgewood, City of Española, Pueblo of Nambé, and Pueblo of Ohkay Owingeh voting in the affirmative and none voting against. Los Alamos County was not present for the vote.

J. Discussion and Consideration of Resolution No. 2019-47 Authorizing the North Central Regional Transit District Staff to Apply for Federal Funding Through the FFY2020 Innovative Coordinated Access and Mobility Grant Program

Mr. Valverde addressed the item and explained the resolution had two options NCRTD could work with the State and apply for a pilot program. Or they could write their own grant and submit it without collaboration with the State. The grant would provide an increased demand service specifically for the El Dorado area. However, would also benefit a larger demand response system and people could use their phones to schedule a ride via an app. The grant specifically covers operating funds but operating costs beyond the first year would be NCRTD’s responsibility. Capital funding could be used the first year and thereafter operational costs for the smaller El Dorado project would be about $110,000. The software system would be about $60,000.

Mr. Mortillaro clarified that the request was not to authorize the El Dorado service. They would target a new service for that area but would first have to find funding. This is just to authorize the request to apply for a grant and provide the software. The software could be used system wide as well. If they receive the grant, they will determine whether to accept it based on finding funding to service the El Dorado area.

Mr. Valverde explained the option would be two-tiered and they would either go with the State or apply on their own. It would still have to be through the State application.

Councilor Maggiore moved, seconded by Councilor Flurry to approve Resolution No. 2019-47 Authorizing the North Central Regional Transit District Staff to Apply for Federal Funding Through the FFY 2020 Innovative Coordinated Access and Mobility Grant Program. The motion was approved by unanimous (13-0) roll call vote with Pueblo of Ohkay Owingeh, Rio Arriba County, Pueblo of Santa Clara, City of Santa Fe, Santa Fe County, Taos County, Village of Taos Ski Valley, Pueblo of Tesuque, Village of Chama, Town of Edgewood, City of
Española, Los Alamos County and Pueblo of Nambé voting in the affirmative and none voting against. Village of Questa was not present for the vote.

DISCUSSION ITEMS

K. Review of October 2019 Financial Summary

Mr. Ordoñez presented the summary through October 31, 2019 and the first 4 months of activity for FY 2020.

Expenses and Revenue - represent 33% of budget. The monthly GRT, and other grants and expenses were calculated using trends for the last three fiscal years.

- total year to date revenue received (page 102) is 18.58%, or $50,000 more than the prior year.

Expenditures: 16.82% budgeted and $435,000 more than prior year.

Differences for Federal grants is $377,000 less than previous year because much of the drawdown requests were received in November. Also, local match increased $279,000 because of funds received from Los Alamos County and a contribution of $29,000 from Village of Angel Fire for services.

Miscellaneous Revenue - $10,000 which is above budget due to interest income.

Expenses: Salaries and Benefits, $25,000 increase across the board for salaries. The increase is related to 5% increase in health insurance and other benefits.

- $282,000 decrease in contributions to other agencies because 2 contributions were made to Rio Metro in November.
- Contractual services decreased $53,000 related to payment last year for Taos maintenance facility design.
- Decrease in fuel of $48,000 was due was due to timing.
- Maintenance and Repair - $50,000 increase due to 3 vehicle repairs due to accidents; and 3 transmissions replaced in buses.
- $707,000 in expense for buses/bus shelters received in October.

GRT Details: page 103 shows receipt of $682,000 total.
GRT By County:
- Los Alamos County- $70,792 - an increase from prior year.
- Rio Arriba County - $45,023 - an increase from prior year.
- Santa Fe County - $477,000 - an increase from prior year.
- Taos County - $89,278 - an increase from prior year.

Grant Revenue - $149,000 received for 5311 in June.
Expenditures by Category: Total expenditures were $1,133,475 - an increase from
prior year.
Administrative Expenses-$64,000, a decrease from the prior year
Operating Expense-$749,367, a decrease from the prior year
Capital Expenditures $212,000, a decrease from prior year.

Mr. Ordoñez stood for questions.

There were no questions.

L. Finance Subcommittee Report

Commissioner Moreno indicated there was no report this month.

M. Tribal Subcommittee Report

Mr. Mortillaro had nothing to report. They met last month and scheduled to meet in
February.

N. Sustainability Subcommittee Report

No report.

O. Executive Report and Comments from the Executive Director

a. Executive Report November 2019

Mr. Mortillaro reported that last month the Board approved a funding agreement between the district and Santa Fe County on the Mountain Trail. The County approved the funding but as an amendment to the existing agreement.

A redraft and new agreement was presented to the Board. The contents are the same in the amendment as in the agreement. If the Board did object the amendment could be brought back for approval, or the Chairman could proceed and sign the amendment.

Mr. Dwyer added the simplest path would be to authorize the Chair to sign the amendment. He noted there is no legal or substantive difference whether the contract is the new or amended contract. They bottom line is they will give RTD $25,000.

The Board agreed by consensus.

Mr. Mortillaro announced that Carl Boaz is retiring. He said Carl has been the stenographer to the district since the RTD began in 2004. He has done an excellent job transcribing the minutes and will be missed and the Board wished him the best of luck.
Mr. Mortillaro said he has arranged for Elizabeth Martin, another stenographer, to take Carl’s place and she will start on January 10, 2020.

Mr. Boaz was given a round of applause.

Mr. Mortillaro continued that NCRTD has received a grant that funds 80% of the Taos maintenance facility. He acknowledged Mr. Valverde for his success in his first federal grant application.

He reminded the Board of the email for the KTAO Park And Ride ribbon cutting on Monday at 10 am. There will be 77 parking spaces.

Lastly, he wished everyone a safe and happy holiday and New Year and looks forward to seeing them next year.

b. Performance Measures for October 2019
c. Ridership Report for October 2019

Page 127 - Ms. Garcia reviewed the statistics for all operated routes: there were 24,000 passenger trips; a slight increase over the previous month.

Page 128 Ridership by service type: 617 demand; 81 dial-a-ride; 451 paratransit and 22,948 fixed route trips.

Page 129 - Cost per passenger mile $2.98 systemwide; $2.89 fixed; $3.77 demand; $8.80 paratransit.

Page 130 - Operations cost per passenger trips systemwide is $15.69; fixed $14.91; demand - $42.71 and paratransit at $18.70.

Page 131 - Accidents for October; 2 minor and no major.

Page 133 - Percentage of on-time preventative maintenance inspections is 98% - and above standard.

Page 136 - Customer Incidents - 4 incidents total; a decrease from previous month and there were no complaints and no commendations.

Ms. Garcia stood for questions.

There were none.

MATTERS FROM THE BOARD
Councilor Salazar reported Espanola’s 22nd Electric Light Parade tomorrow at 6 p.m. starting at the Plaza.

Commissioner Jaramillo invited everyone to the gym at the Arriba Empowerment Center from 1:30-4 p.m. Every nonprofit in northern New Mexico will be available to offer services. Santa Claus will be flying in by helicopter at 4 pm.

Councilor Maggiore reminded everyone to take extra time on the roads and to drive a little more cautiously. He reported in Los Alamos a 9-year old was killed who ran out into traffic.

Mr. Escudero said in Tesuque Pueblo the road is still closed due to a wastewater expansion project until construction is completed.

Councilor Salazar wished everyone Happy Holidays and thanked District Staff for their hard work.

MISCELLANEOUS

There was none.

ADJOURN

The meeting was adjourned at 10:37 a.m. by Commissioner Fambro, seconded by Councilor Maggiore.

NEXT BOARD MEETING: Friday, January 10, 2020 at 9:00 a.m.

Approved by:

________________________
Daniel R. Barrone, Chair

Attest:

________________________
Ed Moreno, Secretary/Treasurer

Submitted by:

________________________
Carl Boaz, Stenographer
Title: Presentation on Status of Service Plan Update

Prepared By: Anthony J. Mortillaro, Executive Director

Summary: Update by Ken Hosen, Principal regarding the service plan update.

Background: At the August 2, 2019 Board Meeting KFH was selected to conduct the Service Plan Update. Since that date they have diligently been carrying out the functions established within the contract. Field surveys of each route are being conducted, which includes the riding of each route. Community and Stakeholder outreach has occurred which resulted in 29 public meetings to obtain constituent input as well as one focus group. A second focus group is being planned for the Santa Fe area. Stakeholder interviews are ongoing.

Recommended Action/Proposed Motion: None, presentation only.

Options/Alternatives: None, presentation only.

Fiscal Impact: None, presentation only.

Attachments:
- NCRTD KFH Board Presentation January 10
Agenda

- Goals of the Project
- The Challenges of the Project: Our Understanding
- The Work Plan: Activities to Date
- Discussion
Overarching Philosophy

“Help provide for more trips for more people, while providing cost effective, high quality and safe transportation for the community.”
Goals of the Project

- Evaluate services and past recommendations
- Conduct extensive outreach
- Identify and develop future service opportunities and improvements including areas beyond the NCRTD service area
- Identify marketing strategies
- Develop financial and capital plans
- Ensure system connectivity across the region to at least six systems
- Increase ridership
NCRTD Since 2014

- Over **40 percent increase in ridership** on existing services in one year after 2014 plan was implemented.

- **Significant expansion of services:**
  - Taos and Taos Express
  - Service to Farmington
  - Demand response service
  - Mountain Trail
  - Other new routes

- Successful reauthorization election and long term sustainability is secured.
Challenges of the Project: Planning in a Dynamic Environment

- Multiple Jurisdictions of cities, counties and pueblos
- Serving Multiple Subgroups of Residents and Visitors
- Local in town service, rural and long distance routes, and commuter services
- Increasing ridership
- Seeking new customers and opportunities
- Seasonal Needs and Tourism
The diversity of the service area cannot be overstated

From Edgewood to Farmington is about 250 miles

Ensuring equitable service in 17 jurisdictions:

Four counties
Seven cities, towns and villages
Six tribal entities
Seasonal Needs and Tourism

National and International destination:

People expect convenient public transit

Ski shuttles
Recreational shuttles
Festivals
Seeking New Customers and Opportunities

Are there new opportunities within NCRTD’s service area?

Are there new opportunities outside the existing service area?

Looking for new connections

Some services geared for visitors

Potential for more partnerships with the public and private sector
There are a number of ways to increase ridership in a cost effective manner:

Through expansion of service:
- Within the service area
- Beyond the service area

Through improvements to the existing services with:
- Stop by stop data
- Remix planning software
- Field work

Through improved connectivity – internal and external
The Work Plan: Tasks 1 and 2

Task 1: Project Initiation and Management
- Kick off meeting – Review of work plan, roles and schedule as well as a detailed discussion of needs and issues
- Refined work plan

Task 2: Community and Stakeholder Outreach
- Plan and conduct 20 public meetings
- Conduct stakeholder focus groups
- Stakeholder interviews
Outreach Methodology

A series of twenty-nine (29) meetings in twenty-one (21) communities were held between October 15 and December 10, 2019. 315 people were engaged through this process.

Community members and riders were invited to participate in the meetings through:

- Rider Alerts on buses
- NCRTD Website
- Radio and newspapers (Taos, Santa Fe, Espanola, Edgewood)
- Flyers and posters in most communities
- Press releases and Public Service Announcements to all major media
- Social Media Posts and the NCRTD Facebook page
SWPM provided additional outreach efforts in communities with low participation

Southwest Planning (SWPM) garnered an additional fifty (50) comments from an online link provided on the NCRTD website.

A focus group of selected riders was held in Espanola.

Tribal input through Council Meetings, Community events (in-person interviews), Staff Meetings and community meetings as arranged for each tribe.

SWPM also garnered input at four Town Council meetings.
Outreach Format

Participants were asked a series of questions in four areas:

1. Transit service
2. Safety and comfort
3. Communications and information
   - Open forum that allowed participants to provide additional information not covered in the previous three areas
4.
**Transit Service**

**Major Findings:**

All the communities were grateful and complimentary of the service and drivers. Participants went out of their way to express their appreciation.

There are varying connectivity issues in many communities revolving around getting to and from work/school and to medical appointments and shopping.

- In most small communities, better connectivity to Santa Fe and Los Alamos were requested for workers.
- Routes that coincide with school schedules for students (Taos, Los Alamos).
- More direct routes to use for work or shopping for a full day.
- Later and more midday routes for medical and shopping.
- Weekend service (particularly Saturday) and later service beyond 6pm.
- Particularly in the tourist towns (Madrid, Taos Ski Valley, Chama), they requested later routes and weekend routes to motivate tourist to visit their communities.
Transit Service

**Major Findings:**

In most communities, participants provided some specific recommendations for more convenient bus stops and routes in each community.

Some communities have a shortage of workers and requested schedules that could be used to get workers to work early and back to small communities later (particularly tourist related jobs).

In some communities there were comments that a few bus drivers did not wait for riders during scheduled stop times.
Safety and Comfort

Major Findings:

Virtually all the communities requested covered and heated shelters because of the harsh Northern New Mexico winters.

The perception of safety issues were raised at most meetings however, there were no major safety or security incidents raised at any meeting. Many voiced concern regarding homeless or intoxicated persons.

- There is a concern regarding homeless persons riding the free buses.
- Tribes with casinos reiterated that stops around casinos generate transients and vagrancy.
Major Findings:

There is a need to have more on-going messaging regarding awareness of the service, routes and ancillary services available (routing app, schedules, on-demand service where available).

Awareness about the bus service (for people that don’t ride the bus) is very low.

Some communities had issues with bus stop signage that matched schedules and times.
The Work Plan: Task 3

Task 3: Needs Assessment

- Review of planning documents
- Demographic analysis
- Land use and major trip generators
- Review of travel patterns
- Review of existing services
- Review of connectivity internally and across 7 systems
The Bottom Line

Ridership at NCRTD between FY 2015 and 2018 increased over 40 percent.

Ridership on NCRTD funded routes was flat during the same time period.

Nationally, ridership has dropped about 6 percent during this time period.

NCRTD Operated One-Way Passenger Trips

- FY 2015
- FY 2016
- FY 2017
- FY 2018

One-Way Passenger Trips
Route Profile: Stop Activity-An Example
Route Profile: Stop Activity
The Work Plan: Task 4

Task 4: Preliminary Options, Alternatives and Strategies

Development of Alternatives

- Service design
- Route design
- Service levels
- Vehicle needs
- Service hours
- Bus stops
- Improved connectivity
- New partnerships and expansion opportunities
Population Centers
NCRTD Region and Beyond

Map showing population centers in the NCRTD region and beyond, with various markers indicating population sizes ranging from 500 and below to 20,000 and above. The map includes locations such as Taos, Santa Fe, and Los Alamos.
The Work Plan: Task 5

Task 5: Recommended Plan

Key elements include:

- Ensuring effective leveraging of opportunities,
- Addressing additional services or partners where NCRTD can collaborate,
- Address ineffective services through service or route design changes,
- Review inter-organizational duplication and opportunities,
- Factors measuring success include productivity and key performance measures,
- Mobility plus economic development are to be considered,
- Consider general public and multiple sub groupings.
Title: Presentation and Acceptance of the FY2019 Comprehensive Annual Financial Report (CAFR)

Prepared By: Hector E. Ordonez, NCRTD Finance Director

Summary: The Comprehensive Annual Financial Report (CAFR) which includes the NCRTD’s Audited Financial Statements, is the culmination of a six-month effort that began with the closing of the prior fiscal year and the examination by an independent audit firm of the District’s operations and Financial Statements.

The audit engagement was performed by the independent public accounting firm of AXIOM, CPAs during the months of August, September and October 2019. An exit conference with the Finance Committee was held on October 25, 2019 to discuss the Auditor's Opinions (pages 23-25, 110-111, and 112-113) and their recommendations.

The auditor’s opinion is unqualified which carries the highest degree of reliability and it’s the best report that can be obtained (it is often referred to as a clean audit). This opinion indicates that: the financial records have been maintained in accordance with Generally Accepted Accounting Principles and the Financial Statements are free of misrepresentations.

The District’s CAFR for fiscal year 2019 was submitted to the Office of the State Auditor on December 27, 2019, complying with the deadline imposed by the State of New Mexico. The Financial Statements were reviewed and officially accepted by the Office of the State Auditor during the month of December 2019.

Background: The District has been independently reporting financial statements since FY2006, during the last five fiscal years the District has received unqualified audits. The Financial Statements are the groundwork of this Comprehensive Annual Financial Report (CAFR), which was submitted to the Government Finance Officer Association (GFOA) for recommendation for an award for excellence in financial reporting. The Finance Department believes that the 2019 Report conforms to the GFOA’s program requirements.

Recommended Action/Proposed Motion: It is recommended that the Board move to accept the 2019 CAFR as presented. The Finance Committee took the only action required which was the
submission approval of the Audited Financial Statements to the Office of the State Auditor and GFOA.

**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:** N/A

**Attachments:**
- FY2019 CAFR
Title: Presentation on the Sustainability Plan Fiscal Year 2019 Goals and Metrics Annual Report

Prepared By: Delilah D. Garcia, Transit Operations Director

Summary: As required by the NCRTD Sustainability Committee Plan and the Sustainability Plan Committee Charter this annual sustainability report is to be presented to the Board.

Background: In February 2014, the Board adopted the Sustainability Plan. The plan calls for the establishment of a Sustainability Committee (Committee) that would set goals, measurements and provide reports of progress on sustainability initiatives to the Board. Since then the Board approved a seven (7) member Committee as set forth in the Sustainability Plan.

In January 2015, the Committee met and agreed on goals and metrics that would effectively guide and measure the working of the Sustainability Plan. The Plan was updated on March 1, 2019.

The goals and metrics address all areas of the Sustainability Plan with the following specific objectives

- **Alternative Fuels:** Reduce greenhouse gasses and reduce the carbon footprint within the District.

- **Existing Facilities:** Manage facilities in a manner of best practices with green initiatives in the areas of utilities usage, waste reduction/recycling, alternative power source and the maximum benefit of facility use.

- **Field Facilities:** Produce excellent field facilities of bus stops and shelters that maximize customer use, educate the community of the environmental benefits of public transit and the green initiatives of the NCRTD and utilization of alternative energy.

- **Future Facilities/Land Use:** Establish sustainable guidelines for planning and design that will be required for future facilities and/or third-party development of District property.

**Alternative Fuels:**

- We currently have two (2) 18 Passenger Alternative Fuel buses, one (1) CNG, one (1) LPG, and One (1) 14 passenger E85 Flex Fuel bus that have been in operation since the fall of 2016.
• A fuel analysis on the CNG, LPG, and E85 buses have been conducted on fuel consumptions between January 1, 2019 - December 19, 2019.
  o The LPG bus is fueled at Ferrell gas, the average cost per gallon is $1.24. The average miles per gallon are 6.45.
  o The CNG bus is fueled at the Clean Energy commercial fueling facility in Santa Fe, the average cost per gallon was $2.52. The average miles per gallon were 8.90. Fuel consumption between August and December 2019 was not tracked due to construction of the Clean Energy fueling site. Fuel was provided at no cost and with no receipt for tracking.
  o The E85 Flex Fuel bus can be fueled at any fueling station that sells E85 fuel. The average cost per gallon is $2.00 per gallon. The average miles per gallon is 8.55.

**Existing Facilities:** The sustainability committee recommended registering the District’s utilities usage in the EPA’s Energy Star program. An organization must score at least 75 to rate in the Energy Star program. For FY 19 the District Headquarters scored 73 on a scale of 1-100. For FY 19 the Taos Transit Yard scored 48 on a scale of 1-100, this score is a result of 11 months of service. Score will be updated once the final bill has been received.

In 2019, the district recycled a total of 7,494 lbs. of material which is a decrease of 39% from the previous year, 10,430.15 lbs which included multiple scrap metal runs, which we did not have in FY19. Recycling materials including plastic, cardboard, scrap metal and paper were sent to Los Alamos County, Town of Taos Recycling Center and Aguirre Salvage recycling.

In FY18, the District discontinued the use of Bottled Water services at the District Headquarters and installed a water bottle filling station and fountain for staff. Since the installation, we have saved 16,261 bottles of water by dispensing water into reusable containers rather than plastic water bottles.

**Field Facilities:** During the Spring of 2019 the Facilities Staff worked to rehab and paint bus shelters in the Espanola Area. Staff also worked on the procurement for a new style and two standard bus shelter sizes, 10’ and 20’ with and without advertising. The new bus shelters utilize solar lighting.

A new bus shelter and ADA accessible pad were installed at the Village of Chama for the Chama and Jicarilla route passengers.

As part of the Transportation Alternatives Program, the District worked on the ADA Transition Plan Update. To ensure ADA compliance at bus stop amenities the District also built its first Park and Ride lot in Taos off of Highway 64 and State road 150. This new lot has over 83 parking spaces and a 20’ bus shelter for passengers going to Questa or Taos Ski Valley. Along with the park and ride, a new Eastbound Cid’s bus stop was built for the El Prado Area, and bus stop improvements made to Cid’s Westbound, Guadalupe Parking Lot and Taos Public Library and the installation of a rail south of our existing Quality Inn bus stop.
**Future Facilities/Land Use:** Project planning for the new Maintenance Facility was initiated in 2018 and total funding was secured in 2019. The staff has awarded a contract for the Architect/Engineer for the final design of the project and required the integration of sustainability criteria into the final design of the project. The project will be built to meet LEED standards however, we will not seek certification.

In addition, the district was recently awarded $5.25 Million dollars for the construction of the Taos Operations and Maintenance Facility. Project Planning began on December 19, 2019.

**Recommended Action/Proposed Motion:** None

**Options/Alternatives:** Presentation and discussion only

**Fiscal Impact:** None

**Attachments:**
- Energy Star Annual Report
  - Taos Transit Yard
  - North Central Regional Transit District
North Central Regional Transit District

For Year Ending: October 31, 2019

Property Address: 1327 N. Riverside Drive
Española, New Mexico
87532

Primary Function: Office

Gross Floor Area (ft²): 12,000

Year built: 2012

Energy Use per sq. ft.: 68.5 kBtu

What is the ENERGY STAR Score?
The ENERGY STAR score rates commercial building's energy performance relative to similar buildings nationwide. Expressed as a number on a simple 1-100 scale, the score rates performance on a percentile basis: a building with a score of 50 performs better than 50% of its peers. Higher scores mean better energy efficiency, resulting in less energy use and fewer greenhouse gas emissions. If a 1-100 score for a specific building type has not been developed, Site Energy Use Intensity (EUI) will be displayed on this scorecard.

*Site energy use

Learn more at: energystar.gov/scorecard

Date Generated: December 20, 2019
## Taos Transit Yard

<table>
<thead>
<tr>
<th>For Year Ending</th>
<th>October 31, 2019</th>
</tr>
</thead>
</table>
| Property Address | 1032 Dea Lane  
                   | Taos, New Mexico 87571 |
| Primary Function  | Office           |
| Gross Floor Area (ft²) | 7,224       |
| Year built       | 1998            |
| Energy Use per sq. ft.* | 81.4 kBtu |

What is the ENERGY STAR Score?
The ENERGY STAR score rates commercial building's energy performance relative to similar buildings nationwide. Expressed as a number on a simple 1-100 scale, the score rates performance on a percentile basis: a building with a score of 50 performs better than 50% of its peers. Higher scores mean better energy efficiency, resulting in less energy use and fewer greenhouse gas emissions. If a 1-100 score for a specific building type has not been developed, Site Energy Use Intensity (EUI) will be displayed on this scorecard.

Learn more at: energystar.gov/scorecard

*Site energy use

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![Energy Star Logo](https://www.epa.gov/sites/production/files/2015-12/documents/energy-star-e2.png)

**Date Generated:** December 20, 2019
Title: Discussion and Consideration of Resolution No. 2020-01 Providing for the Transfer of Disposed Fleet to Zia Therapy.

Prepared By: Hector E. Ordonez, NCRTD Finance Director

Summary: In New Mexico, the Department of Transportation (NMDOT) is listed as a lienholder on the title of all capital assets funded with Federal Transit Administration (FTA) program funds. NMDOT only releases the lien on a title after a request is made by the District for their approval to ensure that the established FTA and NMDOT disposal criteria have been met. If a vehicle is found to be ineligible for disposition, NMDOT reserves the right to re-distribute the vehicle to other transit agencies and/or ask the District to continue using the vehicle for transit purposes. If the request is approved, then the District must notify the Department of Finance and Administration, Office of the State Auditor, and the Members of the Board prior to transferring the vehicle to a third party.

Background: On September 2018, the District submitted requests in Black-Cat (NMDOT Grant Management System) to dispose of 27 vehicles that were approved for disposal by the District’s Board during fiscal years 2017 and 2018. On September 5, 2019, NMDOT recommended the transfers of several vehicles to ZIA Therapy, a 5310 funded agency from Alamogordo that provides transportation to kids with special needs. The Board approved 4 Transfers during the Board Meeting in October. Another transfer request was received in December 2019 for the following vehicle:

<table>
<thead>
<tr>
<th>Asset #</th>
<th>VIN #</th>
<th>Year</th>
<th>Make</th>
<th>Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>T-557</td>
<td>1G3BG4B1176409</td>
<td>2011</td>
<td>Chevy</td>
<td>E-3500</td>
</tr>
</tbody>
</table>

The vehicle has an estimated market value of $2,500 and has exceeded its useful life and FTA’s mileage requirements. The District has replaced the subject vehicle and it’s asking the Board permission to transfer the bus to the recommended transit agency.

Recommended Action: It is recommended that the Board move to authorize the transfer of Bus T-557 to ZIA Therapy.
**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:** $2,500

**Attachments:**
- Resolution No. 2020-01
North Central Regional Transit District (NCRTD)
Resolution No. 2020-01

APPROVAL TO DISPOSE OF ASSETS

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, from time to time the NCRTD has property that is worn-out, unusable or deemed obsolete to the extent that the item or items are no longer economical or safe for continued use by the District; and

WHEREAS, NCRTD purchased vehicle T-557 using FTA funds administered by NMDOT and has used the vehicle to provide NCRTD service; and

WHEREAS, NCRTD has sufficient buses in better condition than the vehicles listed above in its inventory; and

WHEREAS, NMDOT is the lien holder on the title of the vehicle in accordance with the New Mexico State Management Plan for Administration of Federal Grants, Section III Subsection I – Vehicle Ownership and Title; and

WHEREAS, NCRTD planned to dispose of this vehicle through auction, sale or donation in accordance with the useful life requirements detailed in the New Mexico State Management Plan but has been directed by NMDOT to transfer the vehicle to another transit agency in lieu of sale or donation; and

WHEREAS, the NMDOT as the lien holder on the titles has requested/directed NCRTD to redistribute the vehicles to Zia Therapy, a transit provider in Alamogordo, New Mexico that provides transit to special needs children.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The North Central Regional Transit District Board approves the disposal of T-557 as obsolete fleet assets; and

2. The current fair market value of the vehicles is now estimated to be $2,500.00; and
3. The vehicle has a value of less than $5,000.00 but based upon the direction given from NMDOT the District is now proceeding to transfer the vehicles to Zia Therapy in lieu of sale or donation of the vehicle as excess property; and
4. The staff is directed to give a copy of these findings and the proposed disposition to such State of New Mexico review bodies and authorities as may be required by law; and
5. The Board delegates to the staff the authority to sign, authenticate and preserve all records required by law.

PASSED APPROVED AND ADOPTED THIS 10th DAY OF JANUARY 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
Monthly Financial Report
As of November 30, 2019

Summary

The North Central Regional Transit District (NCRTD) is currently reporting five months of financial activity as of November 30, 2019. Expenses and Revenues reported for the period through November 30, 2019 represent 42% of the budget. Monthly budget figures for GRT, federal and capital grant revenues as well as expenses were calculated utilizing trends from the last three fiscal years.

As of November 30, 2019, total revenue received were $4,669,500 this represents 23.78% of budgeted revenues for the current fiscal year and $4,387,222 of expenses have incurred this represents 22.34% of the budgeted expenditures for the fiscal year.

The District has received $282,278 more in revenues than it has spent, but this amount does not include contributions that will be made to Rio Metro of Approximately $242,000 and City of Santa Fe of $250,000.

**Significant Variances**

- **Revenues** –
  - GRT- We will go over in detail in the next page.
  - Federal Revenues - Are $398,795 less than the prior year because 5301 Billing for the months of September and October have not been received.
  - Local Match – the increase of $379,566 is because the $350,000 from Los Alamos County and City of Santa Fe have been received.

- **Expenses** –
  - Salaries: The increase in salaries of $41,925 is related to the average increase in salaries of 3%
  - Employee Benefits: The increase of $47,926 benefits is due to the 5% increase in Health Insurance Premiums.
  - Contractual Services- The $27,062 decrease this year is related to payments made to Huitt-Zollars last year for the Preliminary Design of the Taos maintenance Facility.
  - Fuel – The $41,704 decrease r is related to a new payment agreement with WEX where the prior month gets paid the following month by direct pay. This will be a timing difference throughout the year.
  - Vehicle Maintenance & Repairs – the $ 43,830 increase is related to several vehicles being repaired for accidents T-612, T-592 & T553 and the replacement of transmissions on vehicles T-598, T-554 and T- 571.
  - Capital Expenses – The increase of $816,269 is related to buses received in the month of November vs. July last year ($630,000) and the acquisitions of bus shelters ($78,130).
GRT Revenue:

GRT Revenue received in November was $1,005,031 this is $196,476 more than what we received the same month last year and $316,477 more than budgeted.

GRT Revenue by County:

- *Los Alamos County* receipts were $382,742 this is $119,646 more than the same month last year and $205,277 more than budgeted.
- *Rio Arriba County* receipts were $44,164 this is $765 more than the same month last year and $4,303 less than budgeted.
- *Santa Fe County* receipts were $489,728 this is $62,254 more than the same month last year and $101,278 more than budgeted.
- *Taos County* receipts were $88,397 this is $13,811 more than the same month last year and $14,224 more than budgeted.

Grant Revenue:

Grant Revenue received in November was $149,736 this is $214,820 less than the same time last year and $801,000 less than Budgeted. NMDOT drawdowns are waiting for NMDOT to be approved.

Expense Categories:

Total Expenses for the month of November are $1,133,475. The net effect between the administrative, operating and capital expense categories is an increase of $435,416 from the prior year which correlates to the differences in the amount of $435,416 that were discussed in the Statement of Revenues and Change in net Position. The monthly Expenditures are allocated in the following categories:

- Administrative expenses totaled $142,274 this is $37,466 5 less than the same month last year and $63,489 less than we budgeted (administrative expenses are at 34.68% of their annual budget)
- Operating expenses totaled $563,339 this is $46,947 more than the same month last year and $34,962 less than we budgeted (operating expenses are at 30.66% of the annual budget).
- Capital expenses totaled $115,170 this is $3,120 less than the same month last year and $147,040 less than we budgeted (capital expenses are at 50.89% of their monthly budget)

Other Matters:

N/A
### North Central Regional Transit District

**Statement of Revenues, Expenses and Change in Net Position - (Cash Basis)**

**As of November 30, 2019**

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

<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 vs Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross Receipt</td>
<td>$3,282,262</td>
<td>$7,513,250</td>
<td>$3,947,937</td>
<td>$665,675</td>
<td>52.55%</td>
</tr>
<tr>
<td>Fed Grant</td>
<td>548,531</td>
<td>8,725,021</td>
<td>149,736</td>
<td>(398,795)</td>
<td>1.72%</td>
</tr>
<tr>
<td>S311c/Member Contributions</td>
<td>-</td>
<td>176,633</td>
<td>86,414</td>
<td>86,414</td>
<td>48.92%</td>
</tr>
<tr>
<td>State Capital/Outlay</td>
<td>634,332</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Local Match</td>
<td>25,000</td>
<td>538,114</td>
<td>404,566</td>
<td>379,566</td>
<td>75.18%</td>
</tr>
<tr>
<td>Use of Fund Balance</td>
<td>187,731</td>
<td>1,834,385</td>
<td>-</td>
<td>(187,731)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Charges for Services</td>
<td>11,643</td>
<td>49,000</td>
<td>14,240</td>
<td>2,597</td>
<td>29.06%</td>
</tr>
<tr>
<td>Misc Revenues</td>
<td>59,370</td>
<td>165,100</td>
<td>66,607</td>
<td>7,238</td>
<td>40.34%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$4,114,536</td>
<td>$19,635,835</td>
<td>$4,669,500</td>
<td>$554,964</td>
<td>23.78%</td>
</tr>
</tbody>
</table>

| **Expenses:**                 |             |             |             |                                          |                         |
| Salaries                      | $1,034,796  | $3,119,355  | $1,076,721  | $41,925                                  | 34.52%                  |
| Overtime                      | 96,001      | 147,319     | 97,149      | 1,148                                    | 65.94%                  |
| Employee Benefits             | 480,577     | 1,499,331   | 528,503     | 47,926                                   | 35.25%                  |
| Contributions to Other Transit Agencies | 1,101,425 | 4,860,755 | 1,083,867 | (17,558) | 22.30% |
| Office                        | 11,011      | 59,476      | 28,090      | 17,079                                   | 47.23%                  |
| Utilities                     | 24,961      | 87,946      | 23,541      | 1,148                                    | 26.77%                  |
| Contractual Services          | 190,825     | 609,556     | 163,763     | 2,597                                    | 26.87%                  |
| Advertising                   | 37,011      | 113,230     | 30,657      | 6,354                                    | 27.08%                  |
| Equipment & Building          | 7,474       | 33,700      | 9,094       | 1,619                                    | 26.98%                  |
| Insurance                     | 45,719      | 111,811     | 44,614      | (1,106)                                  | 26.98%                  |
| Employee Related              | 15,252      | 65,333      | 10,104      | (5,148)                                  | 15.47%                  |
| Travel, Meetings, Lodging and Per Diem | 14,577       | 83,878 | 16,627      | 2,049                                    | 19.82%                  |
| Fuel                          | 197,374     | 440,000     | 155,670     | (41,704)                                 | 35.38%                  |
| Vehicle Maintenance/Repairs   | 108,880     | 363,840     | 152,611     | 43,731                                   | 41.94%                  |
| Other                         | 5,023       | -           | 11,857      | 6,834                                    | 0.00%                   |
| Capital                       | 138,087     | 8,040,305   | 954,356     | 816,269                                  | 0.00%                   |
| **Total Expenses**            | $3,508,993  | $19,635,835 | $4,387,222  | $878,229                                 | 22.34%                  |

| **Change in Net Position**    | $605,543    | -           | $282,278    | (323,265)                                | 1.44%                   |

#### FY 2020 Statement of Revenues vs Expenses

![Bar Chart](image)
North Central Regional Transit District
Gross Receipts Revenue- By Month (Cash Basis)
As of November 30, 2019
For Fiscal Year 2020 (July 1, 2019 to June 30, 2020)

<table>
<thead>
<tr>
<th>Month</th>
<th>Budget FY20</th>
<th>Actual FY20</th>
<th>Year-to-Date Budget Variance</th>
<th>% Increase or (decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 19</td>
<td>$682,197</td>
<td>$689,871</td>
<td>$7,673</td>
<td>1.12%</td>
</tr>
<tr>
<td>AUG 19</td>
<td>$665,632</td>
<td>$811,055</td>
<td>145,423</td>
<td>21.85%</td>
</tr>
<tr>
<td>SEPT 19</td>
<td>$661,881</td>
<td>$759,825</td>
<td>97,944</td>
<td>14.80%</td>
</tr>
<tr>
<td>OCT 19</td>
<td>$583,997</td>
<td>$682,155</td>
<td>98,158</td>
<td>16.81%</td>
</tr>
<tr>
<td>NOV 19</td>
<td>$688,554</td>
<td>$1,005,031</td>
<td>316,477</td>
<td>45.96%</td>
</tr>
<tr>
<td>DEC 19</td>
<td>$626,140</td>
<td>-</td>
<td>-626,140</td>
<td>-100.00%</td>
</tr>
<tr>
<td>JAN 20</td>
<td>$570,455</td>
<td>-</td>
<td>-570,455</td>
<td>-100.00%</td>
</tr>
<tr>
<td>FEB 20</td>
<td>$671,883</td>
<td>-</td>
<td>-671,883</td>
<td>-100.00%</td>
</tr>
<tr>
<td>MAR 20</td>
<td>$597,244</td>
<td>-</td>
<td>-597,244</td>
<td>-100.00%</td>
</tr>
<tr>
<td>APR 20</td>
<td>$530,584</td>
<td>-</td>
<td>-530,584</td>
<td>-100.00%</td>
</tr>
<tr>
<td>MAY 20</td>
<td>$599,711</td>
<td>-</td>
<td>-599,711</td>
<td>-100.00%</td>
</tr>
<tr>
<td>JUN 20</td>
<td>$634,972</td>
<td>-</td>
<td>-634,972</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Total</td>
<td>$7,513,250</td>
<td>$3,947,937</td>
<td>$(3,565,313)</td>
<td>-47.45%</td>
</tr>
</tbody>
</table>

Prior Year FY2019 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>% 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>$759,825</td>
<td>$(4,735)</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>$721,268</td>
<td>-</td>
<td>$(721,268)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>JAN 20</td>
<td>$643,374</td>
<td>-</td>
<td>$(643,374)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>FEB 20</td>
<td>$760,890</td>
<td>-</td>
<td>$(760,890)</td>
<td>-100.00%</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>
<tr>
<td>Total</td>
<td>$8,617,384</td>
<td>$3,947,937</td>
<td>$(4,669,447)</td>
<td>-54.19%</td>
</tr>
</tbody>
</table>
North Central Regional Transit District  
Gross Receipts Revenue - By County (Cash Basis)  
As of November 30, 2019  
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>$166,094.23</td>
<td>$148,689</td>
<td>(97,549)</td>
<td>(17,405)</td>
</tr>
<tr>
<td>AUG 19</td>
<td>172,593</td>
<td>116,418.68</td>
<td>205,830</td>
<td></td>
<td>89,411</td>
</tr>
<tr>
<td>SEPT 19</td>
<td>205,402</td>
<td>138,549.24</td>
<td>205,692</td>
<td>(108,726)</td>
<td>(41,873)</td>
</tr>
<tr>
<td>OCT 19</td>
<td>50,942</td>
<td>34,361.77</td>
<td>70,792</td>
<td></td>
<td>36,430</td>
</tr>
<tr>
<td>NOV 19</td>
<td>263,096</td>
<td>177,465.41</td>
<td>382,742</td>
<td>119,646</td>
<td>205,277</td>
</tr>
<tr>
<td>DEC 19</td>
<td>188,925</td>
<td>127,435.06</td>
<td></td>
<td></td>
<td>(127,435)</td>
</tr>
<tr>
<td>JAN 20</td>
<td>121,919</td>
<td>82,237.68</td>
<td></td>
<td>(121,919)</td>
<td>(82,238)</td>
</tr>
<tr>
<td>MAR 20</td>
<td>198,326</td>
<td>133,776.29</td>
<td></td>
<td>(198,326)</td>
<td>(133,776)</td>
</tr>
<tr>
<td>APR 20</td>
<td>133,221</td>
<td>89,861.19</td>
<td></td>
<td>(133,221)</td>
<td>(89,861)</td>
</tr>
<tr>
<td>MAY 20</td>
<td>143,514</td>
<td>96,804.10</td>
<td></td>
<td>(143,514)</td>
<td>(96,804)</td>
</tr>
<tr>
<td>JUN 20</td>
<td>242,510</td>
<td>163,579.60</td>
<td></td>
<td>(242,510)</td>
<td>(163,580)</td>
</tr>
<tr>
<td></td>
<td>$2,127,416</td>
<td>$1,435,000</td>
<td>$904,730</td>
<td></td>
<td>$(1,222,686)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$(530,270)</td>
</tr>
</tbody>
</table>
North Central Regional Transit District
Gross Receipts Revenue - By County (Cash Basis)
As of November 30, 2019
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>$43,147.31</td>
<td>$39,453</td>
<td>$817</td>
<td>$ (3,694)</td>
</tr>
<tr>
<td>AUG 19</td>
<td>43,486</td>
<td>48,563.61</td>
<td>42,952</td>
<td>(534)</td>
<td>(5,611)</td>
</tr>
<tr>
<td>SEPT 19</td>
<td>40,743</td>
<td>45,500.33</td>
<td>41,727</td>
<td>984</td>
<td>(3,773)</td>
</tr>
<tr>
<td>OCT 19</td>
<td>42,920</td>
<td>47,931.52</td>
<td>45,023</td>
<td>2,103</td>
<td>(2,909)</td>
</tr>
<tr>
<td>NOV 19</td>
<td>43,399</td>
<td>48,466.45</td>
<td>44,164</td>
<td>765</td>
<td>(4,303)</td>
</tr>
<tr>
<td>DEC 19</td>
<td>40,263</td>
<td>44,964.28</td>
<td>-</td>
<td>(40,263)</td>
<td>(44,964)</td>
</tr>
<tr>
<td>JAN 20</td>
<td>39,306</td>
<td>43,895.54</td>
<td>-</td>
<td>(39,306)</td>
<td>(43,896)</td>
</tr>
<tr>
<td>FEB 20</td>
<td>46,741</td>
<td>52,198.68</td>
<td>-</td>
<td>(46,741)</td>
<td>(52,199)</td>
</tr>
<tr>
<td>MAR 20</td>
<td>37,155</td>
<td>41,493.38</td>
<td>-</td>
<td>(37,155)</td>
<td>(41,493)</td>
</tr>
<tr>
<td>APR 20</td>
<td>35,508</td>
<td>39,654.07</td>
<td>-</td>
<td>(35,508)</td>
<td>(39,654)</td>
</tr>
<tr>
<td>MAY 20</td>
<td>38,982</td>
<td>43,533.71</td>
<td>-</td>
<td>(38,982)</td>
<td>(43,534)</td>
</tr>
<tr>
<td>JUN 20</td>
<td>39,311</td>
<td>43,901.12</td>
<td>-</td>
<td>(39,311)</td>
<td>(43,901)</td>
</tr>
</tbody>
</table>

$486,450 $543,250 $213,319 $ (273,131) $ (329,931)
North Central Regional Transit District
Gross Receipts Revenue- By County (Cash Basis)
As of November 30, 2019
For Fiscal Year 2020 (July 1, 2019 to June 30, 2020)

**Santa Fe County**

![Graph showing revenue by county from July 19 to June 20, 2020.]

<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>-</td>
<td>(415,311)</td>
<td>(377,397)</td>
</tr>
<tr>
<td>JAN 20</td>
<td>409,987</td>
<td>372,559</td>
<td>-</td>
<td>(409,987)</td>
<td>(372,559)</td>
</tr>
<tr>
<td>FEB 20</td>
<td>455,801</td>
<td>414,191</td>
<td>-</td>
<td>(455,801)</td>
<td>(414,191)</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><strong>Total</strong></td>
<td><strong>$5,075,875</strong></td>
<td><strong>$4,612,500</strong></td>
<td><strong>$2,367,941</strong></td>
<td><strong>$(2,707,934)</strong></td>
<td><strong>$(2,244,559)</strong></td>
</tr>
</tbody>
</table>
North Central Regional Transit District
Gross Receipts Revenue- By County (Cash Basis)
As of November 30, 2019
For Fiscal Year 2020 (July 1, 2019 to June 30, 2020)

## TAOS 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>$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>132,382</td>
<td>13,811</td>
<td>14,224</td>
</tr>
<tr>
<td>DEC 19</td>
<td>76,769</td>
<td>76,343</td>
<td>-</td>
<td>(76,769)</td>
<td>(76,343)</td>
</tr>
<tr>
<td>JAN 20</td>
<td>72,162</td>
<td>71,762</td>
<td>-</td>
<td>(72,162)</td>
<td>(71,762)</td>
</tr>
<tr>
<td>FEB 20</td>
<td>97,618</td>
<td>97,077</td>
<td>-</td>
<td>(97,618)</td>
<td>(97,077)</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>$927,643</td>
<td>$922,500</td>
<td>$461,947</td>
<td>$(465,696)</td>
<td>$(460,553)</td>
</tr>
</tbody>
</table>
### North Central Regional Transit District

**Grant Revenue - By Month (Cash Basis)**

*As of November 30, 2019*

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

#### Budget to Actual FY2020

<table>
<thead>
<tr>
<th></th>
<th>Actual FY20</th>
<th>Year-to-Date</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 0.00%</td>
</tr>
<tr>
<td>AUG 19</td>
<td>591,906</td>
<td>-</td>
<td>(591,906) 0.00%</td>
</tr>
<tr>
<td>SEPT 19</td>
<td>897,772</td>
<td>-</td>
<td>(897,772) 0.00%</td>
</tr>
<tr>
<td>OCT 19</td>
<td>290,992</td>
<td>149,736</td>
<td>(141,256) 51.46%</td>
</tr>
<tr>
<td>NOV 19</td>
<td>801,000</td>
<td>-</td>
<td>(801,000) 0.00%</td>
</tr>
<tr>
<td>DEC 19</td>
<td>805,005</td>
<td>-</td>
<td>(805,005) 0.00%</td>
</tr>
<tr>
<td>JAN 20</td>
<td>965,489</td>
<td>-</td>
<td>(965,489) 0.00%</td>
</tr>
<tr>
<td>FEB 20</td>
<td>929,902</td>
<td>-</td>
<td>(929,902) 0.00%</td>
</tr>
<tr>
<td>MAR 20</td>
<td>652,691</td>
<td>-</td>
<td>(652,691) 0.00%</td>
</tr>
<tr>
<td>APR 20</td>
<td>683,845</td>
<td>-</td>
<td>(683,845) 0.00%</td>
</tr>
<tr>
<td>MAY 20</td>
<td>900,691</td>
<td>-</td>
<td>(900,691) 0.00%</td>
</tr>
<tr>
<td>JUN 20</td>
<td>833,958</td>
<td>-</td>
<td>(833,958) 0.00%</td>
</tr>
<tr>
<td></td>
<td>$8,725,021</td>
<td>$149,736</td>
<td>$8,575,285 1.72%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></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) 0.00%</td>
<td></td>
</tr>
<tr>
<td>AUG 19</td>
<td>158,743</td>
<td>-</td>
<td>(158,743) 0.00%</td>
<td></td>
</tr>
<tr>
<td>SEPT 19</td>
<td>240,773</td>
<td>-</td>
<td>(240,773) 0.00%</td>
<td></td>
</tr>
<tr>
<td>OCT 19</td>
<td>78,041</td>
<td>149,736</td>
<td>71,695 191.87%</td>
<td></td>
</tr>
<tr>
<td>NOV 19</td>
<td>214,820</td>
<td>-</td>
<td>(214,820) 0.00%</td>
<td></td>
</tr>
<tr>
<td>DEC 19</td>
<td>215,894</td>
<td>-</td>
<td>(215,894) 0.00%</td>
<td></td>
</tr>
<tr>
<td>JAN 20</td>
<td>258,934</td>
<td>-</td>
<td>(258,934) 0.00%</td>
<td></td>
</tr>
<tr>
<td>FEB 20</td>
<td>249,390</td>
<td>-</td>
<td>(249,390) 0.00%</td>
<td></td>
</tr>
<tr>
<td>MAR 20</td>
<td>175,045</td>
<td>-</td>
<td>(175,045) 0.00%</td>
<td></td>
</tr>
<tr>
<td>APR 20</td>
<td>183,400</td>
<td>-</td>
<td>(183,400) 0.00%</td>
<td></td>
</tr>
<tr>
<td>MAY 20</td>
<td>241,556</td>
<td>-</td>
<td>(241,556) 0.00%</td>
<td></td>
</tr>
<tr>
<td>JUN 20</td>
<td>223,659</td>
<td>-</td>
<td>(223,659) 0.00%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$2,339,960</td>
<td>$149,736</td>
<td>$(2,190,224) 6.40%</td>
<td></td>
</tr>
</tbody>
</table>
## Administrative Expenses FY19 - FY20

<table>
<thead>
<tr>
<th></th>
<th>Actual FY19</th>
<th>Budget FY20</th>
<th>Actual FY20</th>
<th>Inc (Dec) 2019 vs 2020</th>
<th>Year to Date Budget Variance</th>
<th>% Month (Year) to Date vs Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 19</td>
<td>$90,163</td>
<td>$103,217</td>
<td>$89,661</td>
<td>($502)</td>
<td>($13,556)</td>
<td>86.87%</td>
</tr>
<tr>
<td>AUG 19</td>
<td>145,371</td>
<td>166,418</td>
<td>109,502</td>
<td>($35,869)</td>
<td>($56,916)</td>
<td>65.80%</td>
</tr>
<tr>
<td>SEPT 19</td>
<td>64,613</td>
<td>73,968</td>
<td>86,818</td>
<td>22,205</td>
<td>12,850</td>
<td>117.37%</td>
</tr>
<tr>
<td>OCT 19</td>
<td>170,180</td>
<td>194,819</td>
<td>171,115</td>
<td>935</td>
<td>(23,704)</td>
<td>87.83%</td>
</tr>
<tr>
<td>NOV 19</td>
<td>179,740</td>
<td>205,763</td>
<td>142,274</td>
<td>(37,466)</td>
<td>(63,489)</td>
<td>69.14%</td>
</tr>
<tr>
<td>DEC 19</td>
<td>113,075</td>
<td>129,446</td>
<td>-</td>
<td>(113,075)</td>
<td>(129,446)</td>
<td>0.00%</td>
</tr>
<tr>
<td>JAN 20</td>
<td>132,906</td>
<td>152,148</td>
<td>-</td>
<td>(132,906)</td>
<td>(152,148)</td>
<td>0.00%</td>
</tr>
<tr>
<td>FEB 20</td>
<td>108,579</td>
<td>124,299</td>
<td>-</td>
<td>(108,579)</td>
<td>(124,299)</td>
<td>0.00%</td>
</tr>
<tr>
<td>MAR 20</td>
<td>144,927</td>
<td>165,910</td>
<td>-</td>
<td>(144,927)</td>
<td>(165,910)</td>
<td>0.00%</td>
</tr>
<tr>
<td>APR 20</td>
<td>94,871</td>
<td>108,607</td>
<td>-</td>
<td>(94,871)</td>
<td>(108,607)</td>
<td>0.00%</td>
</tr>
<tr>
<td>MAY 20</td>
<td>125,044</td>
<td>143,148</td>
<td>-</td>
<td>(125,044)</td>
<td>(143,148)</td>
<td>0.00%</td>
</tr>
<tr>
<td>JUN 20</td>
<td>140,412</td>
<td>160,741</td>
<td>-</td>
<td>(140,412)</td>
<td>(160,741)</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

### Total

**$1,509,882** vs **$1,728,486**

**$599,370** vs **$910,512**

**34.68%**

## Operating Expenses FY19 - FY20

<table>
<thead>
<tr>
<th></th>
<th>Actual FY19</th>
<th>Budget FY20</th>
<th>Actual FY20</th>
<th>Inc (Dec) 2019 vs 2020</th>
<th>Year to Date Budget Variance</th>
<th>% Month (Year) to Date vs Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 19</td>
<td>$207,366</td>
<td>$240,258</td>
<td>$327,500</td>
<td>$120,134</td>
<td>$87,241</td>
<td>136.31%</td>
</tr>
<tr>
<td>AUG 19</td>
<td>375,202</td>
<td>434,716</td>
<td>382,969</td>
<td>7,767</td>
<td>(51,747)</td>
<td>88.10%</td>
</tr>
<tr>
<td>SEPT 19</td>
<td>638,172</td>
<td>739,398</td>
<td>660,322</td>
<td>22,150</td>
<td>(79,076)</td>
<td>89.31%</td>
</tr>
<tr>
<td>OCT 19</td>
<td>871,852</td>
<td>1,010,144</td>
<td>899,367</td>
<td>27,515</td>
<td>(110,777)</td>
<td>89.03%</td>
</tr>
<tr>
<td>NOV 19</td>
<td>516,392</td>
<td>598,302</td>
<td>563,339</td>
<td>46,947</td>
<td>(34,962)</td>
<td>94.16%</td>
</tr>
<tr>
<td>DEC 19</td>
<td>531,481</td>
<td>615,784</td>
<td>-</td>
<td>(531,481)</td>
<td>(615,784)</td>
<td>0.00%</td>
</tr>
<tr>
<td>JAN 20</td>
<td>615,952</td>
<td>713,654</td>
<td>-</td>
<td>(615,952)</td>
<td>(713,654)</td>
<td>0.00%</td>
</tr>
<tr>
<td>FEB 20</td>
<td>1,081,547</td>
<td>1,253,101</td>
<td>-</td>
<td>(1,081,547)</td>
<td>(1,253,101)</td>
<td>0.00%</td>
</tr>
<tr>
<td>MAR 20</td>
<td>1,222,433</td>
<td>1,416,335</td>
<td>-</td>
<td>(1,222,433)</td>
<td>(1,416,335)</td>
<td>0.00%</td>
</tr>
<tr>
<td>APR 20</td>
<td>553,920</td>
<td>641,782</td>
<td>-</td>
<td>(553,920)</td>
<td>(641,782)</td>
<td>0.00%</td>
</tr>
<tr>
<td>MAY 20</td>
<td>706,699</td>
<td>818,795</td>
<td>-</td>
<td>(706,699)</td>
<td>(818,795)</td>
<td>0.00%</td>
</tr>
<tr>
<td>JUN 20</td>
<td>656,114</td>
<td>760,186</td>
<td>-</td>
<td>(656,114)</td>
<td>(760,186)</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

### Total

**$7,977,130** vs **$9,242,457**

**$2,833,497** vs **($5,143,633)**

**$6,408,960**

**30.66%**

## Capital Expenses FY19 - FY20

<table>
<thead>
<tr>
<th></th>
<th>Actual FY19</th>
<th>Budget FY20</th>
<th>Actual FY20</th>
<th>Inc (Dec) 2019 vs 2020</th>
<th>Year to Date Budget Variance</th>
<th>% Month (Year) to Date vs Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 19</td>
<td>$44,782</td>
<td>$99,268</td>
<td>-</td>
<td>($44,782)</td>
<td>($99,268)</td>
<td>0.00%</td>
</tr>
<tr>
<td>AUG 19</td>
<td>3,349</td>
<td>7,424</td>
<td>7,229</td>
<td>3,880</td>
<td>(195)</td>
<td>97.38%</td>
</tr>
<tr>
<td>SEPT 19</td>
<td>-</td>
<td>-</td>
<td>618,964</td>
<td>618,964</td>
<td>618,964</td>
<td>0.00%</td>
</tr>
<tr>
<td>OCT 19</td>
<td>83,521</td>
<td>-</td>
<td>212,993</td>
<td>129,472</td>
<td>212,993</td>
<td>0.00%</td>
</tr>
<tr>
<td>NOV 19</td>
<td>118,290</td>
<td>262,210</td>
<td>115,170</td>
<td>(3,120)</td>
<td>(147,040)</td>
<td>43.92%</td>
</tr>
<tr>
<td>DEC 19</td>
<td>19,797</td>
<td>43,883</td>
<td>-</td>
<td>(19,797)</td>
<td>(43,883)</td>
<td>0.00%</td>
</tr>
<tr>
<td>JAN 20</td>
<td>24,363</td>
<td>54,005</td>
<td>-</td>
<td>(24,363)</td>
<td>(54,005)</td>
<td>0.00%</td>
</tr>
<tr>
<td>FEB 20</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>MAR 20</td>
<td>74,461</td>
<td>165,056</td>
<td>-</td>
<td>(74,461)</td>
<td>(165,056)</td>
<td>0.00%</td>
</tr>
<tr>
<td>APR 20</td>
<td>10,798</td>
<td>23,936</td>
<td>-</td>
<td>(10,798)</td>
<td>(23,936)</td>
<td>0.00%</td>
</tr>
<tr>
<td>MAY 20</td>
<td>10,402</td>
<td>23,058</td>
<td>-</td>
<td>(10,402)</td>
<td>(23,058)</td>
<td>0.00%</td>
</tr>
<tr>
<td>JUN 20</td>
<td>604,955</td>
<td>970,114</td>
<td>-</td>
<td>(604,955)</td>
<td>(970,114)</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

### Total

**$994,718** vs **$1,648,953**

**$954,356** vs **$40,363**

**$694,597**

**57.88%**
EXECUTIVE REPORT
December 2019

EXECUTIVE

- Continued discussions with landowners regarding Taos Operations and Maintenance facility site acquisition.
- Finalized draft Scope of Work for Employee Housing study.
- Continued site visit for Taos ADA project.
- Attended ribbon cutting for Taos Park and Ride.
- Finalized and submitted materials for Triennial Review.
- Attended FTA Triennial Review Workshop in Fort Worth, Texas.
- Participated in interviews for Operations Manager position.
- Participated in interviews for Planning, Projects and Grants Manager position.
- Finalizing IT vulnerability assessment.
- Meet with several contractors regarding AV updates to Board room.
- Meet with Kathy Keith from LANL regarding transit options.
- Continued discussion's with NMDOT regarding Mobility for All grant application.
- Submitted 2020 Capital Outlay requests.
- Meet with staff to discuss options for security services.
- Held discussions with several contractors regarding interim service in the Finance Department.
- Finalized letter to the Citizens for annual report.
- Reviewed final draft of annual report.
- Meet with ICMA RC representative.
- Continued to oversee short term service plan update.
- Continued with Connect Point contract comments regarding display equipment.
- Conducted staff performance evaluations.
- Performed Planning, Projects and Grants functions and divisional oversight.
- 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

- Work on Sound Mitigation Issues with City of Espanola and Adjoining Property Developer
• Research on Policies for Internal Security Services
• Research on Triennial Review Requirements
• Resolve Property Tax Issues with Assessor
• Participate in Project Planning for Two Maintenance Facilities
• Respond to Insurance Claims
• Review and Respond to Outside Counsel Regarding Draft Pleadings in Stipe Case
• Work on PTASP legal Issues
• Follow up on Arbitration Decision and Implementation
• Review and Respond to Union Grievances
• Review Articles and News Regarding Albuquerque v. Tax and Rev litigation
• 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
• Assist on Legal Issues with Procurements
• Resolve Collateralization of District Bank Account with Letter of Credit
• Research Towing Laws and Draft Signs for New Taos Parking Lot

MARKETING/PUBLIC INFORMATION

• Wrote, designed, edited and printed the FY2019 Popular Annual Financial Report (PAFR). Prepared PDF to create link for GFOA
• Completed and printed the FY2019 CAFR and worked with the Finance department to layout and design
• Participated in the Taos and Española Holiday Light Parades
• Met with Kathy Keith, community partnerships office at LANL to discuss lab expansion and filling expanding transit needs
• Conducted an Española focus group as part of the Service Plan Update. 12 individuals were in attendance
• Attended the Española Maintenance Facility final design kick-off meeting hosted by Huitt-Zolars
• Planned and executed the ribbon cutting for the RTD Park & Ride Taos
• Worked with the Taos News for a story on the ADA Transition Plan expansion to Taos and the RTD Park & Ride Taos
• Participated in the interviews for Transit Planning, Projects and Grants Manager and for Operations Manager
• Jim out of office on annual leave December 23 through January 3
• Worked with Angel Fire Resort to secure RTD information posted on AF website
• Wrote and submitted articles for the NMTA quarterly newsletter
• Wrote, produced and edited the December Blue Bus Times
• Designed and began running a series of winter ads promoting Mountain Trail, TSV Green, Night Rider and Angel Fire resort services (Taos News, Ski Santa Fe, KTOA, KXMT, Santa Fe Reporter, Round the Roundhouse)
• Assisted Finance department on accounts payable
• Provided a series of updates to ncrtd.org
• Prepared rider alerts and press releases regarding the end of year Holidays
• 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
• 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 December excluding Saturdays and Sundays
• KSWV 810-AM in Santa Fe, :30 sec spots ran 20 times in December 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 December
• 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 and Santa Fe Reporter

**OPERATIONS**

- Participate in Transit Manager Interviews
- Participate in Planning Manager Interviews
- Provide supervisor coverage in Taos
- Assist with Route coverage
- Work on uniform contract
- Reach out to transit providers providing transit security
- Worked with Avail on 3G upgrade
- Worked on Supervisor schedule
- Worked on FTA Drug and Alcohol review responses
- Worked on NMDOT drug and alcohol responses
- 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
- 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, cut weeds, and repair bus stops
- Review, process, and submit invoices for payment
- Review and submit timesheets for staff
- Schedule leave for staff
- Schedule leave for myself
- 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 bus shelter accident repair (Questa Route)
- Coordinate repair of Taos shop heater
- Coordinate body repairs to buses 593 and 605
- Attend TAP project VI meetings in Taos-focus on Stop #10 KTAO
- Attend TAP project VI grand opening at Stop #10 KTAO
- Acting NCRTD project manager for TAP project VI in Taos area
- Coordinate employ schedules for employs to attend classes
- Met with HR on employee issues
- Assist with staff position interviews
- Hold one on one meetings with staff

**SERVICE DEVELOPMENT**

- Attend Staff meetings
• Submit Mobility for All Grant
• Create draft services for potential expansion
• Attend Kickoff Meeting for Espanola Maintenance Facility
• Attended Triennial Training in Little Rock, Arkansas
• Continuously work with Avail on system problems
• Create schedules for potential services

**HUMAN RESOURCES**

• Continuous recruitment for Santa Fe & Taos
• Employee Holiday Potluck/Birthdays/Anniversaries
• Interviews conducted for Facilities Maintenance Worker/Sr. Accountant/Drivers/Supervisors/Transit Planning Manager/Transit Operations Manager
• Completed Triennial documentation
• 3 resignations
• 1 termination
• Employee updates for Personnel Rules
• Completed payout/transfer of sick/annual leave for non-represented employees
• 1 current workers comp case
• 2 employees out on disability/FMLA
• NEOGOV configuration and uploads complete. Go live TBD
Performance Measures
for
FY2020

November
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 = 221,135
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.

FY17/18 = 289,441 - FY18/19 = 294,313 - FY19/20 = 115,013
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.
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.
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.
Percentage of “On-Time” PM / Inspections

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:

**Incidents from September 2019 that were not documented until November 2019.**
Santa Fe - Driver was not able to use the left lane to pass vehicles, he opted to use the right lane. The driver put his blinkers on for safety measures as he passed the two vehicles. As he merged to the left lane, he made sure he had enough distance between him and the two other vehicles he passed. One of the vehicles he passed honked at him as he was passing.

**Incidents from October 2019 that were not documented until November 2019.**
Taos – While approaching a stop the driver noticed three (3) individuals waiting for the bus. The driver recognized one as a regular rider, and the other two fit the description of passengers who have been suspended from riding. The one passenger who is a regular rider boarded the bus. As the other two attempted to board the bus the driver told them they were not allowed to ride due to being suspended from the bus. The driver closed the door and they proceeded to punch and kick the door. The driver pressed the emergency button on the bus but was not addressed by dispatch, he then radioed into dispatch for police assistance. He waited at the stop for 8 minutes until the police arrived. The driver was then able to leave the stop. As the driver was coming back North on the route, he noticed the two individuals were sitting at the bus stop waiting for the bus, and the police had already left.

Red River – Two passengers boarded the bus to go to Red River. As they boarded the bus the driver stated the woman passenger had a very strong odor. When they boarded the bus they initially sat behind the driver. As the driver proceeded on the route, the female passenger stated she was going to sit at the back of the bus and listen to music with her headphones. Half way through the route the driver stated the odor got stronger and asked the female passenger what she was doing. The passenger stated she wasn’t doing anything but listening to music. The driver did not actually see her doing anything but decided to press the white button to document the date and time if anything resulted from her actions.

**Caller left a message stating the driver did not stop at the stop he was waiting at.**
**The supervisor returned the call, left a message for a return call. The supervisor then spoke with the driver. The driver stated he saw someone standing on the side of the road but did not stop, the location of where the individual was standing was not a fixed stop. The supervisor asked the driver to fill out an incident form. The supervisor then pulled the video from the bus and found the individual was standing where he said he was standing; the sign was missing at that stop and the Avail system also was not triggered when approaching that stop. The supervisor advised the driver if he saw someone standing at that location, he needed to stop for them until a sign was placed in that area to signify the stop location.**

**Caller stated the driver never showed up to pick him up until 1:30**
**The supervisor called the driver to ask what time he estimated picking up the passenger who was waiting. The driver notified his arrival would be within 15-20 minutes. The times on the avail system vs the times on the manifest were different.**
Performance Measure – Incidents, Complaints & Commendations:

<table>
<thead>
<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>
</tr>
</thead>
<tbody>
<tr>
<td>Incidents</td>
<td>11</td>
<td>8</td>
<td>9</td>
<td>4</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Performance Measure – Incidents, Complaints & Commendations:

| Incident Type                      | JUL | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|-----------------------------------|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Incident - Driver-Non Rider       | 2   | 3   | 0    | 2   | 1   |     |     |     |     |     |     |     |     |
| Incident - Passenger              | 4   | 1   | 5    | 1   | 1   |     |     |     |     |     |     |     |     |
| Incident Driver-Rider             | 5   | 4   | 4    | 1   | 1   |     |     |     |     |     |     |     |     |
| Incident - Passenger Non- Rider   | 0   | 0   | 0    | 0   | 0   |     |     |     |     |     |     |     |     |
| Complaint - Schedule Issues       | 2   | 0   | 0    | 0   | 1   |     |     |     |     |     |     |     |     |
| Complaint - Operator Performance  | 3   | 0   | 0    | 0   | 1   |     |     |     |     |     |     |     |     |
| Complaint - Against other Passengers | 0  | 0   | 0    | 0   | 0   |     |     |     |     |     |     |     |     |
| Commendation - Operator Performance | 0  | 0   | 0    | 0   | 0   |     |     |     |     |     |     |     |     |
| Commendation - Dispatch           | 0   | 0   | 0    | 0   | 0   |     |     |     |     |     |     |     |     |
| Commendation - Scheduling         | 0   | 0   | 0    | 0   | 0   |     |     |     |     |     |     |     |     |
| **Total**                         | **16** | **8** | **9** | **4** | **5** |     |     |     |     |     |     |     |     |

**Note:** The table above provides a summary of incidents, complaints, and commendations. The values represent the counts of each category for each month from July to June.
# NCRTD Monthly Ridership Summary

**November 1, 2019 through November 30, 2019**

## Calendar Operating Days

<table>
<thead>
<tr>
<th>Month</th>
<th>This Year</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul-19</td>
<td>30</td>
<td>10.86%</td>
</tr>
<tr>
<td>Aug-19</td>
<td>31</td>
<td>4.32%</td>
</tr>
<tr>
<td>Sep-19</td>
<td>29</td>
<td>2.60%</td>
</tr>
<tr>
<td>Oct-19</td>
<td>30</td>
<td>0.75%</td>
</tr>
<tr>
<td>Nov-19</td>
<td>27</td>
<td>-1.37%</td>
</tr>
<tr>
<td>Dec-19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan-20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb-20</td>
<td></td>
<td></td>
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<tr>
<td>Mar-20</td>
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<tr>
<td>Apr-20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May-20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jun-20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Monthly System Totals

<table>
<thead>
<tr>
<th>Category</th>
<th>This Year</th>
<th>Last Year</th>
<th>% Change</th>
<th>Year to Date Totals</th>
<th>This Year</th>
<th>Last Year</th>
<th>Difference</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCRTD Operated</td>
<td>19,197</td>
<td>20,952</td>
<td>-8.38%</td>
<td>115,013</td>
<td>117,744</td>
<td>-2,731</td>
<td>-2.32%</td>
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<tr>
<td>NCRTD Funded</td>
<td>15,432</td>
<td>18,145</td>
<td>-14.95%</td>
<td>106,122</td>
<td>106,470</td>
<td>-348</td>
<td>-0.33%</td>
<td></td>
</tr>
<tr>
<td>All Systems Funded</td>
<td>34,629</td>
<td>39,097</td>
<td>-11.43%</td>
<td>221,135</td>
<td>224,214</td>
<td>-3,079</td>
<td>-1.37%</td>
<td></td>
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## System Daily Averages

<table>
<thead>
<tr>
<th>Category</th>
<th>This Year</th>
<th>Last Year</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCRTD Operated</td>
<td>711</td>
<td>776</td>
<td>-8.38%</td>
</tr>
<tr>
<td>NCRTD Funded</td>
<td>572</td>
<td>672</td>
<td>-14.88%</td>
</tr>
<tr>
<td>Systems Total</td>
<td>1283</td>
<td>1448</td>
<td>-11.40%</td>
</tr>
</tbody>
</table>

## Total Ridership YTD % Change

<table>
<thead>
<tr>
<th>Month</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul-19</td>
<td>10.86%</td>
</tr>
<tr>
<td>Aug-19</td>
<td>4.32%</td>
</tr>
<tr>
<td>Sep-19</td>
<td>2.60%</td>
</tr>
<tr>
<td>Oct-19</td>
<td>0.75%</td>
</tr>
<tr>
<td>Nov-19</td>
<td>-1.37%</td>
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<tr>
<td>Dec-19</td>
<td></td>
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<td>Jan-20</td>
<td></td>
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<tr>
<td>Feb-20</td>
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<td>Apr-20</td>
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<td>May-20</td>
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<tr>
<td>Jun-20</td>
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## On Time Performance

<table>
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<tr>
<th></th>
<th>Early</th>
<th>On Time</th>
<th>Late</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17.60%</td>
<td>72.88%</td>
<td>9.37%</td>
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</table>
FY 19/20 November Ridership

Comparative Ridership NCR TD Operated Routes ONLY

<table>
<thead>
<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>JUNE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY17/18</td>
<td>20,834</td>
<td>25,875</td>
<td>23,045</td>
<td>24,173</td>
<td>22,097</td>
<td>26,212</td>
<td>25,783</td>
<td>26,092</td>
<td>23,699</td>
<td>26,314</td>
<td>23,731</td>
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<tr>
<td>FY18/19</td>
<td>22,789</td>
<td>26,475</td>
<td>23,168</td>
<td>24,360</td>
<td>20,952</td>
<td>22,073</td>
<td>26,872</td>
<td>27,454</td>
<td>27,839</td>
<td>24,773</td>
<td>22,368</td>
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<tr>
<td>FY19/20</td>
<td>23,935</td>
<td>25,114</td>
<td>22,670</td>
<td>24,097</td>
<td>19,197</td>
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FY17/18 = 289,441  FY18/19 = 294,313  FY19/20 = 115,013
### Comparative Ridership NCRTD Funded Routes

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<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
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<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUNE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY17/18</td>
<td>20,951</td>
<td>21,320</td>
<td>18,448</td>
<td>22,116</td>
<td>14,413</td>
<td>13,543</td>
<td>14,041</td>
<td>14,666</td>
<td>17,974</td>
<td>18,666</td>
<td>20,692</td>
<td>20,471</td>
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<tr>
<td>FY18/19</td>
<td>19,019</td>
<td>21,164</td>
<td>22,563</td>
<td>25,579</td>
<td>18,145</td>
<td>15,347</td>
<td>16,433</td>
<td>16,433</td>
<td>18,569</td>
<td>12,542</td>
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<td>FY19/20</td>
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</tbody>
</table>

FY17/18 = 217,301  FY18/19 = 234,375  FY19/20 = 106,122
FY17/18 = 55,692  FY18/19 = 59,645  FY19/20 = 25,187

FY17/18 = 18,433  FY18/19 = 15,706  FY19/20 = 7,441
### 150-Chimayo

<table>
<thead>
<tr>
<th>Month</th>
<th>FY17/18</th>
<th>FY18/19</th>
<th>FY19/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL</td>
<td>1,097</td>
<td>868</td>
<td>828</td>
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<tr>
<td>AUG</td>
<td>1,125</td>
<td>983</td>
<td>940</td>
</tr>
<tr>
<td>SEPT</td>
<td>923</td>
<td>755</td>
<td>685</td>
</tr>
<tr>
<td>OCT</td>
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<td>NOV</td>
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<td>APR</td>
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<tr>
<td>MAY</td>
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<tr>
<td>JUNE</td>
<td>665</td>
<td>753</td>
<td>0</td>
</tr>
</tbody>
</table>

**FY17/18 = 10,293  FY18/19 = 9,359  FY19/20 = 3,759**

*On Time Performance: 16.4% Early / 67.5% One Time / 16.1% Late*

### 160-Santa Clara

<table>
<thead>
<tr>
<th>Month</th>
<th>FY16/17</th>
<th>FY17/18</th>
<th>FY18/19</th>
<th>FY19/20</th>
</tr>
</thead>
<tbody>
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<td>JUL</td>
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<td>438</td>
<td>438</td>
<td>510</td>
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<td>608</td>
<td>526</td>
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<tr>
<td>SEPT</td>
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**FY16/17 = 6,317  FY17/18 = 5,299  FY18/19 = 2,624**

*On Time Performance: 5.2% Early 83.7% On Time /11.1% Late*
On Time Performance: 29.2% Early / 53.9% On Time / 16.9% Late

On Time Performance: 14.4% Early / 60.1% On Time / 25.5% Late
On Time Performance:

220-Tesuque:
- FY17/18 = 7,752
- FY18/19 = 7,637
- FY19/20 = 3,518
- On Time Performance: 8.7% Early / 81.5% On Time / 9.9% Late

230-San Ildefonso:
- FY17/18 = 5,535
- FY18/19 = 4,925
- FY19/20 = 2,372
- On Time Performance: 9.3% Early / 65.3% On Time / 25.4% Late
255-Mountain Trail

*Santa Fe National Forest was closed during the month of June. Mountain Trails service was suspended.

On Time Performance: 17.95% Early / 65.85% On Time / 16.15% Late

260-La Cienega

On Time Performance: 16.1% Early / 62.6% On Time / 21.2% Late
270-Turquoise Trail

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FY17/18 = 4,917  FY18/19 = 3,970  FY19/20 = 1,588

On Time Performance: 14% Early / 57% On Time / 29% Late

280-Eldorado

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FY17/18 = 5,753  FY18/19 = 5,012  FY19/20 = 2,694

On Time Performance: 4% Early / 65.4% On Time / 30.5% Late
290-Edgewood

FY17/18  = 5,761  FY18/19  = 4,532  FY19/20  = 1,679
On Time Performance: 22% Early / 72% On Time / 6% Late

300-Taos

FY17/18  = 13,585  FY18/19  = 14,916  FY19/20  = 6,110
On Time Performance: 19.2% Early / 54.4% On Time / 26.4% Late
305-Taos Express

FY17/18 = 1,790  FY17/18 = 2,121  FY19/20 = 843
On Time Performance: 11.5 Early / 52.2% On Time / 36.3% Late

310-Red River

FY17/18 = 3,292  FY18/19 = 4,403  FY19/20 = 1,534
On Time Performance: 0% Early / 86% On Time / 14% Late
On Time Performance:

320-Questa:
On Time Performance: 23.5% Early / 65.3% On Time / 11.2% Late

330-Penasco:
On Time Performance: 18.7% Early / 64.4% On Time / 16.9% Late

FY17/18 = 16,206 FY18/19 = 16,883 FY19/20 = 6,745

FY17/18 = 5,187 FY18/19 = 5,332 FY19/20 = 2,119
**340-Chile Line**

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**On Time Performance:**

- **FY17/18 = 64,961**
- **FY18/19 = 59,726**
- **FY19/20 = 24,109**

- 13.8% Early / 76.5% On Time / 9.7% Late

---

**800 - Angel Fire**

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**FY19/20 = 433**

- 1.8% Early / 85.2% On Time / 13% Late
341-Taos Ski Valley

- FY17/18: 0, 0, 0, 0, 0, 1,512, 3,383, 3,139, 2,251, 0, 0, 0
- FY18/19: 0, 0, 0, 0, 0, 1,499, 4,239, 4,292, 3,953, 0, 0, 0
- FY19/20: 0, 0, 0, 0, 0, 500, 1,000, 1,500, 2,000, 2,500, 3,000, 5,000

On Time Performance: Performance is not tracked due to manually entering ridership via tally sheets

350-UNM Klauer

- FY17/18: 0, 0, 0, 0, 0, 1,512, 3,383, 3,139, 2,251, 0, 0, 0
- FY18/19: 0, 0, 0, 0, 0, 1,499, 4,239, 4,292, 3,953, 0, 0, 0
- FY19/20: 0, 138, 5, 0, 0

On Time Performance: 9.2% Early / 80.5% On Time / 10.2% Late
360-Tres Piedras

On Time Performance: Data was not provided this month due to technical issues with Avail system.

400-Los Alamos

On Time Performance: 10.3% Early / 78.4% On Time / 11.3% Late.
Demand Response

FY17/18 = 7,883  FY18/19 = 5,375  FY19/20 = 2,315

Pojoaque Demand Response

FY17/18 = 3,572  FY18/19 = 3,330  FY19/20 = 993
Pojoaque-Dial-A-Ride

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FY17/18 = 917  FY18/19 = 821  FY19/20 = 321

Paratransit - ADA

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FY17/18 = 1,532  FY18/19 = 5,478  FY19/20 = 2,278
**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 = 417

On Time Performance: 28.2% Early / 54.4% On Time / 17.4% Late
### Santa Fe Rt 2

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FY17/18 = 30,130 FY18/19 = 28,966 FY19/20 = 11,171

### Santa Fe 4

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FY17/18 = 5,648 FY18/19 = 4,992 FY19/20 = 1,545
FY17/18 = 5,803  FY18/19 = 5,158  FY19/20 = 2,390

FY17/18 = 85,516  FY18/19 = 82,993  FY19/20 = 33,055
Los Alamos Rt 11

FY17/18 = 6,728  FY18/19 = 8,009  FY19/20 = 3,384

Los Alamos Rt 2

FY17/18 = 55,354  FY18/19 = 50,193  FY19/20 = 25,839
**Los Alamos Enhanced**

FY17/18 = 27,986  FY18/19 = 52,253  FY19/20 = 28,738

**Rail Runner**

FY17/18 = 278,297  FY18/19 = 251,720  FY19/20 = 116,290