1. CALL TO ORDER

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

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<th>MEMBERS</th>
<th>ELECTED MEMBERS</th>
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<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>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>Pueblo of Nambé</td>
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<td>Marcus Lopez</td>
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<td>Christy Ladd</td>
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<td>Jeff Montoya</td>
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<td>Village of Questa</td>
<td>Councilor Charlie Gonzales</td>
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<td>Rio Arriba County</td>
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<td>Tomas Campos</td>
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<td>Pueblo de San Ildefonso</td>
<td>Lillian Garcia</td>
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<td>Pueblo of Santa Clara</td>
<td>Mary Lou Valerio</td>
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<td>City of Santa Fe</td>
<td>Keith Wilson</td>
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<td>Santa Fe County</td>
<td>Commissioner Ed Moreno</td>
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<td>Taos County</td>
<td>Lupe Martinez (via phone)</td>
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<td>Town of Taos</td>
<td>Mayor Dan Barrone</td>
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<td>Village of Taos Ski Valley</td>
<td>Mayor Christof Brownell</td>
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<td>Pueblo of Tesuque</td>
<td>Edward Escudero</td>
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**Staff Present**

- Mr. Anthony J. Mortillaro, Executive Director
- Mr. Stephen Dahlquist, Executive Assistant
- Mr. Tim Mildren, Finance Director
- Mr. Andrew Resnick, Senior Accountant
- Mr. Peter Dwyer, Legal Counsel
- Ms. Delilah Garcia, Operations Director
- Mr. Jim Nagle, Public Information Officer
- Mr. Michael Valverde, Regional Transit District Planner
- Mr. Joe Palmeri, Human Resources Director
- Mr. Michael Valverde, Regional Transit District Planner

**Others Present**

- Kevin Olinger, NMDOT
- Leah Yngve, MPO
- Elizabeth Martin, Stenographer

3. **INTRODUCTIONS**

None.

4. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was given.

5. **MOMENT OF SILENCE**

A moment of silence was taken.

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

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

6. APPROVAL OF MINUTES
   JANUARY 10, 2020

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

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

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

FEBRUARY 7, 2020

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

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

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

7. PUBLIC COMMENTS

   None.

PRESENTATION ITEMS

North Central Regional Transit District Board
March 6, 2020
A. **Introduction of New Finance Director Tim Mildren**

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

Mr. Mildren introduced himself.

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

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

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

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

**PUBLIC HEARINGS**

None

**ACTION ITEMS**

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

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

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

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

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

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

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

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

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

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

Councilor Gonzales said Questa is in favor of this. We like the idea of finally getting to the point of communicating together to improve services to Los Alamos and the surrounding areas. He is interested in the study to see the projection for riders. It sounds exciting. We have been looking for something like this for some time.
Chair Barrone said as we continue to look at global warming and reducing the carbon footprint this will help with that as well.

Mr. Mortillaro said if this is structured correctly the focus can be wider than just LANL employees, but we have to get more ridership locally. The more people out of their cars the better.

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

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

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

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

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

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

Mr. Palmeri reviewed the changes.

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

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

Village of Chama, Town of Edgewood, City of Española, Los Alamos
E. **Discussion and Consideration of Resolution no. 2020-03 Authorizing the Executive Director to Negotiate and Sign a Purchase Agreement for the Purchase of Real Property in Taos, New Mexico, for the New Taos Operations and Maintenance Facility**

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

Mr. Mortillaro reviewed the information in the packet.

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

There was discussion about the sites.

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

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

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

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

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

MOTION  A motion was made by Mr. Wilson, seconded by Chair Barrone, to approve the DBE Plan.

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

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

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

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

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

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

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

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

Chair Barrone asked what is the average range.

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

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

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

Councilor Flury said he assumed Mr. Valverde was confident in this project. Electric buses took a big hit in Albuquerque. You are confident these will work and be an asset.
Mr. Valverde said in Albuquerque those buses had not been tested or met the Federal requirements. All of these buses we are looking at would have to go through Federal testing.

Mayor Brownell asked are the routes just in Española.

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

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

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

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

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

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

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

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

Village of Chama, Town of Edgewood, City of Española, Los Alamos County, Pueblo of Ohkay Owingeh, Pueblo of Pojoaque, Village of Questa, Rio Arriba County, Pueblo de San Ildefonso, Pueblo of Santa Clara, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, Village of Taos Ski Valley and Pueblo of Tesuque. (Pueblo of Nambé was out of the room at the time of the vote)

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

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

Ms. Ladd asked how are you coming up with 10% match.
Mr. Mortillaro said we are using reserve funds.

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

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

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

I. Discussion and Consideration of Resolution no. 2020-07 Adopting an Amended Equal Employment Opportunity Plan

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

Mr. Palermo reviewed the information in the packet.

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

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

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

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

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

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

Mr. Torres asked if this does not pan out do you have an alternative plan for the vans you acquire.

Mr. Mortillaro said they will belong to NMDOT and would be returned to them.

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

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

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

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

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

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

Ms. Garcia reviewed the information in the packet.

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

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

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

L. **Review of January Financial Summary**

Mr. Resnick reviewed the packet information.

M. **Finance Subcommittee Report**

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

N. **Tribal Subcommittee Report**

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

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

O. **Sustainability Subcommittee Report**

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

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

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

a. **Executive Report February 2020**

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

Ms. Garcia said the system we use is similar to a fogging machine. We place it in buses and various parts of the facility. It has a water, peroxide mixture mister. It has been effective for us.

Mr. Mortillaro said as this develops the frequency of misting the vehicles will increase. We may have other recommendations and actions we may have to take.

b. Performance Measures for January 2020

Ms. Garcia reviewed the information in the packet.

c. Ridership Report for January 2020

Ms. Garcia reviewed the information in the packet.

Q MATTERS FROM THE BOARD

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

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

Mayor Brownell said we accept the offer. Thank you.

Ms. Martinez left the meeting.

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

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

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

Q. MISCELLANEOUS

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

R. NEXT BOARD MEETING
April 3, 2020

ADJOURN

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

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

Approved by:

Mayor Daniel R. Barrone, Chair

Attest:

Commissioner Ed Moreno, Secretary/Treasurer

Submitted by:

Elizabeth Martin, Stenographer