North Central Regional Transit District
Board Meeting
Friday, June 12, 2020
Telephonically via Webex Meetings
9:00 a.m. - 1:00 p.m.

CALL TO ORDER

A virtual meeting, by conference call, of the North Central Regional Transit District Board was called to order on the above date by Chair Barrone at 9:03 am.

Chair Barrone said thank you all for joining us.

Roll Call was as follows with a quorum declared:

1. ROLL CALL

<table>
<thead>
<tr>
<th>NCRTD MEMBER</th>
<th>DIRECTOR</th>
<th>OFFICIAL DESIGNEE</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>
<td>Councilor Linda Holle</td>
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<td>City of Espanola</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 Nambe</td>
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<td>Marcus Lopez</td>
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<td>Pueblo of Ohkay Owinge</td>
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<td>Christy Ladd</td>
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<td>Pueblo of Pojoaque</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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Rio Arriba County                          Tomas Campos  

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<tr>
<th>Pueblo de San Ildefonso</th>
<th>Lillian Garcia</th>
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<tr>
<td>Pueblo of Santa Clara</td>
<td>Absent</td>
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<td>City of Santa Fe</td>
<td>Councilor Jamie Cassutt-Sanchez</td>
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<td>Santa Fe County</td>
<td>Commissioner Ed Moreno</td>
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<td>Taos County</td>
<td>Commissioner Jim Fambro</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>Absent</td>
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**Staff Present**  
Mr. Anthony J. Mortillaro, Executive Director  
Mr. Stephen Dahlquist, Executive Assistant  
Mr. Tim Mildren, Finance Director  
Mr. Peter Dwyer, Legal Counsel  
Ms. Delilah Garcia, Operations Director  
Mr. Jim Nagle, Public Information Officer  
Mr. Joe Palmeri, Human Resources Director  

**Others Present**  
Mr. Dave Doolittle, NM Veterans Transportation Network (Vet Rides)  
Mr. Michael Herrick  
Ms. Boderra Joe, Rio Grande Sun  
Ms. Elizabeth Martin, Stenographer  

2. **INTRODUCTIONS**  
There were no introductions.

3. **PLEDGE OF ALLEGIANCE**  
The Pledge of Allegiance was given.

4. **MOMENT OF SILENCE**  
A moment of silence was observed.
5. APPROVAL OF AGENDA

MOTION A motion was made by Councilor Salazar, seconded by Councilor Maggiore to approve the agenda as presented.

VOTE The motion passed by a roll call vote of 11-0 as follows:

Village of Chama, yes; City of Espanola, yes; Los Alamos County, yes; Pueblo of Nambe, yes; Rio Arriba County, yes; City of Santa Fe, yes; Santa Fe County, yes; Taos County, yes; Town of Taos, yes; Village of Taos Ski Valley, yes.

6. APPROVAL OF MINUTES
MAY 1, 2020

MOTION A motion was made by Chair Mayor Barrone, seconded by Councilor Flury, to approve the minutes of May 1, 2020.

VOTE The motion passed on a roll call vote of 13-0 as follows:

Village of Chama, yes; Town of Edgewood, yes; City of Espanola, yes; Los Alamos County, yes; Pueblo of Nambe, yes; Pueblo of Ohkay Owingeh, yes; Rio Arriba County, yes; Pueblo de San Ildefonso, yes; City of Santa Fe, yes; Santa Fe County, yes; Taos County, yes; Town of Taos, yes; Village of Taos Ski Valley, yes.

7. PUBLIC COMMENT

None.

PRESENTATION ITEMS

None.

PUBLIC HEARINGS

None.

ACTION ITEMS

A. Discussion and Consideration of Resolution No. 2020-18 Budget Adoption Fiscal Year 2021
Mr. Mortillaro said we are presenting the final budget for consideration. Last month we presented the preliminary budget. Mr. Mildren will talk about any variances between the preliminary and final budgets.
Mr. Mildren said on page 14 the variances from what you saw in May are listed.

Mr. Mildren reviewed the report.

MOTION A motion was made by Commissioner Fambro, seconded by Councilor Salazar, to approve the budget.

VOTE The motion passed on a roll call vote of 12-0 as follows:

Village of Chama, yes; Town of Edgewood, yes; City of Espanola, yes; Los Alamos County, yes; Pueblo of Nambe, yes; Pueblo of Ohkay Owingeh, yes; Pueblo de San Ildefonso, yes; City of Santa Fe, yes; Santa Fe County, yes; Taos County, yes; Town of Taos, yes; Village of Taos Ski Valley, yes.

B. Discussion and Consideration of Resolution No. 2020-19 Adopting a 2022 Infrastructure Capital Improvement Plan (ICIP)

Mr. Mildren reviewed the plan and the list on page 185 of the meeting packet.

MOTION A motion was made by Councilor Gonzales, seconded by Ms. Ladd, to approve Resolution No. 2020-19.

VOTE The motion passed on a roll call vote of 13-0 as follows:

Village of Chama, yes; Town of Edgewood, yes; City of Espanola, yes; Los Alamos County, yes; Pueblo of Nambe, yes; Pueblo of Ohkay Owingeh, yes; Pueblo de San Ildefonso, yes; City of Santa Fe, yes; Santa Fe County, yes; Taos County, yes; Town of Taos, yes; Village of Taos Ski Valley, yes.

C. Discussion and Consideration of Agency Safety Plan

Mr. Mortillaro stated that they brought a draft document to you that you approved a month ago. It was submitted to MPO for their review. Today, for your consideration, is the final draft.

Ms. Garcia reviewed the plan review process.

MOTION A motion was made by Councilor Maggiore, seconded by Mr. Montoya, to approve the Agency Safety Plan.
VOTE The motion passed on a roll call vote of 15-0 as follows:

Village of Chama, yes; Town of Edgewood, yes; City of Española, yes; Los Alamos County, yes; Pueblo of Nambe, yes; Pueblo of Ohkay Owingeh, yes; Pueblo of Pojoaque, yes; Village of Questa, yes; Rio Arriba County, yes; Pueblo de San Ildefonso, yes; City of Santa Fe, yes; Santa Fe County, yes; Taos County, yes; Town of Taos, yes; Village of Taos Ski Valley, yes.

D. Discussion and Consideration of Cooperative Agreement (CA) with North Central New Mexico Veterans Transportation Network (Vet Rides) Regarding the Lease and Purchase of Certain Property (Vehicles)

Mr. Mortillaro explained that this agreement will allow us to obtain two vehicles from Chavez County. It is an agreement between NCRTD and the New Mexico Veteran Transportation Network.

Mr. Mortillaro reviewed the information in the packet.

Mr. Doolittle thanked the Board for considering this item. We appreciate it very much. Also thank you to the staff for their hard work and diligence in working this through. We currently have one van and the number of Veterans we transport to Albuquerque and Santa Fe dictates that we need at least one more van. We are prepared to insure it. We are set to go.

Chair Barrone said thank you for the services you provide for our Veterans in northern New Mexico. You provide a great service.

Mr. Doolittle said this will give us a bit of ability to expand. One of the vehicles we are getting has a ramp for wheelchairs.

MOTION A motion was made by Councilor Salazar, seconded by Councilor Gonzales, to approve the agreement.

VOTE The motion passed on a roll call vote of 14-0 as follows:

Village of Chama, yes; Town of Edgewood, yes; City of Española, yes; Pueblo of Nambe, yes; Pueblo of Ohkay Owingeh, yes; Pueblo of Pojoaque, yes; Village of Questa, yes; Rio Arriba County, yes; Pueblo de San Ildefonso, yes; City of Santa Fe, yes; Santa Fe County, yes; Taos County, yes; Town of Taos, yes; Village of Taos Ski Valley, yes.

E. Discussion and Consideration of Second Amendment to Professional
Services Agreement (PSA) with Steady Networks

Mr. Mortillaro explained that this item provides for the second-year renewal for our ongoing agreement with Steady Networks. This is a company we have used since 2011 for the maintenance of our information technology infrastructure. We are bringing this to you because subsequent renewals exceed his signature authority. This will authorize him to enter into this agreement and subsequent agreements as well. The agreement is in the packet and outlines the services they provide. It begins on page 244 of the packet. Rate for services is included as well. There is no change in rates for this renewal.

MOTION A motion was made by Councilor Flury, seconded by Councilor Maggiore, to approve the amendment.

VOTE The motion passed on a roll call vote of 15-0 as follows:

Village of Chama, yes; Town of Edgewood, yes; City of Espanola, yes; Los Alamos County, yes; Pueblo of Nambe, yes; Pueblo of Ohkay Owingeh, yes; Pueblo of Pojoaque, yes; Village of Questa, yes; Rio Arriba County, yes; Pueblo de San Ildefonso, yes; City of Santa Fe, yes; Santa Fe County, yes; Taos County, yes; Town of Taos, yes; Village of Taos Ski Valley, yes.

F. Review and Acceptance of Goals and Objectives for Executive Director for the Period of June 2020 - June 2021 and Such Additional Action Items the Board Deems Appropriate

Chair Barrone said Mr. Dwyer sent out this document to the Board.

Mr. Mortillaro outlined the changes in his goals, which were stated on page 255 of packet.

MOTION A motion was made by Chair Barrone, seconded by Councilor Salazar, to adopt the recommendation of the Executive Committee and to adopt the goals as set forth by Mr. Mortillaro.

VOTE The motion passed on a roll call vote of 14-0 as follows:

Village of Chama, yes; Town of Edgewood, yes; City of Espanola, yes; Los Alamos County, yes; Pueblo of Nambe, yes; Pueblo of Ohkay Owingeh, yes; Village of Questa, yes; Rio Arriba County, yes; Pueblo de San Ildefonso, yes; City of Santa Fe, yes; Santa Fe County, yes; Taos County, yes; Town of Taos, yes; Village of Taos Ski Valley, yes.
Chair Barrone thanked Mr. Mortillaro for all he had done and continues to do. You have a wonderful staff. Thank you for the good hires. We are looking forward to working with you three more years until you retire.

Mr. Mortillaro thanked the Executive Committee and the Board as a whole for your support to move the District forward and provide a high level of service to our constituents. This year he has completed nine years of service. We have been fortunate to acquire funding to achieve our goals. The future is bright. We have a great team of staff here to continue to ensure the vision and goals and objectives move forward and are implemented as the Board wishes.

DISCUSSION ITEMS

G. Review of April 2020 Financial Summary

Mr. Mildren reviewed the April 2020 financial summary.

There were no questions.

Chair Barrone thanked Mr. Mildren for his review.

H. Finance Subcommittee Report

Mr. Mortillaro reported that the subcommittee did not meet. It is tentatively scheduled to meet on June 19th. We will let the subcommittee know if we have topics to discuss.

I. Tribal Subcommittee Report

Ms. Ladd reported that the subcommittee has not met. We will be meeting in the next couple of weeks.

J. Sustainability Committee Report

Councilor Maggiore stated that there was no report at this time.

K. Executive Report and Comments from the Executive Director

a. Executive Report May 2020

Mr. Mortillaro said when we had our last financial audit it included a recommendation from our auditors that we do a risk and vulnerability assessment of the District's Information Technology infrastructure. We did undertake that study. Michael Herrick, who provided the study, will give an overview of the findings and answer questions.
Mr. Herrick reviewed his presentation which is herewith attached to these minutes as Exhibit “1”.

b. Performance Measures for April 2020

Mr. Mortillaro stated that the written material for items j, b, c and d are included in the packet. If the Board has any comments or questions please contact him or Ms. Garcia.

c. Ridership Report for April 2020

This information was included in the meeting packet.

d. Results of Vulnerability Assessment for Information Technology Infrastructure

This information was included in the meeting packet.

e. Espanola Maintenance Facility Update

Mr. Mortillaro updated the Board on the progress to date with illustrations and an overview in the packet including new funding sources.

Councilor Gonzales asked are you looking at solar.

Mr. Mortillaro said the project does not have any solar built into it. It has the ability to have solar added to it in the future should there be a desire to do that. We are building other components into it such as water harvesting. A number of things are taking place there that are taking into consideration sustainability measures.

Mr. Mortillaro said as to the status of the District getting back to our original routes, we are looking at another round of route adjustments on June 29th. We are considering putting all routes back in service with few exceptions. Edgewood, the commuter to work route, will not be reinstated until the State opens back up for work in offices. Also the Jicarilla and Chama routes, Chama to Dulce. We are in discussions with the Jicarilla Apache Nation and the Village of Chama before we make any modifications to those routes. We just communicated with Taos Ski Valley and the Town of Taos regarding the green route that only runs in the winter. Normally those receive contributions from those communities. The Mountain Trail route is the same. We are recommending that we use CARES money for that and will not be asking for partnership contributions for those routes. The same will go for the Taos express route. We will not institute fares in any of those routes.

Ms. Garcia said she wanted to add that getting back to some level of normalcy,
whatever that is, we are looking forward to that. We are looking now at what we can do to restore the service to what we had prior to the pandemic. She and the operations staff and administrative staff are looking forward to getting back to what we do best. Providing transportation service to the public.

MATTERS FROM THE BOARD

None.

MISCELLANEOUS

Chair Barrone thanked everyone for being on the call. Continue to be safe and wear masks in the public.

ADJOURN

MOTION A motion was made by Commissioner Fambro, seconded by Councilor Maggiore, to adjourn.

VOTE The motion passed unanimously by voice vote.

There being no further business before the Board the meeting adjourned at 10:50 am.

NEXT BOARD MEETING
Friday, August 7, at 9:00 am

Approved by:

Mayor Daniel R. Barrone, Chair

Attest:

Councilor Scott Flury, Secretary/Treasurer

Submitted by:

Elizabeth Martin, Stenographer

North Central Regional Transit District Board
June 12, 2020
A Security Risk Assessment was recommended by Axiom Certified Public Accountants and Business Advisors LLC
The Purpose of a Security Risk Assessment

- **Inventory** all technology systems
- **Identify** people, process, and policy systems
- **Document** existing security controls
- **Propose** new controls to improve security
- **Assess** business risk levels to set priorities
Risk Analysis Formula

threat \times \text{Vulnerability} - \text{Controls} \Rightarrow \text{Risk}

Risk Assessment Factors

- Likelihood
- Impact
- Effectiveness
Confidentiality

Integrity

Availability

Information Security
Prevention | Existing Controls

- Access protections on VPN
- All workstations are enrolled and managed by IT
- Software installation privileges are limited
- Workstations and servers are patched and kept up-to-date by IT

Resilience | Proposed Controls

- New technical and process controls to protect further against phishing
Resilience | Existing Controls

- Automated backups
- Insulated backups
- Redundant backups
- Tested restoration procedures

Resilience | Proposed Controls

- Review cyber liability insurance
Ransomware Risk

Risk is Well Managed
Ransomware Risk

New Controls Can Lower Risk Further

Likelihood of Exploit  Impact of Exploit  Effectiveness of Controls
Seal of Approval
The Only Constant is Change
You’re never “done” with cybersecurity