CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Mayor Dan Barrone, Chair, at 9:12 a.m. at the Jim West Regional Transit Center, Española, New Mexico.

1. Pledge of Allegiance
2. Moment of Silence
3. Roll Call

Ms. Trujillo called the roll and it indicated the presence of a quorum as follows:

<table>
<thead>
<tr>
<th>Members Present:</th>
<th>Elected Members</th>
<th>Alternate Designees</th>
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<tbody>
<tr>
<td>Los Alamos County</td>
<td>Councilor Pete Sheehy</td>
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<td>Rio Arriba County</td>
<td>Commissioner Alex Naranjo</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>Santa Fe County</td>
<td>Commissioner Miguel Chávez</td>
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<td>Nambé Pueblo</td>
<td>Absent</td>
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<td>Ohkay Owingeh</td>
<td>Ms. Christy Van Buren</td>
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<td>Pojoaque Pueblo</td>
<td>Councilman James Rivera</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>
<td>Councilor Joseph Maestas</td>
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<td>San Ildefonso Pueblo</td>
<td>Ms. Lillian Garcia</td>
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<td>Tesuque Pueblo</td>
<td>Gov Charles Dorame</td>
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<td>City of Española</td>
<td>Absent</td>
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<td>Town of Edgewood</td>
<td>Councilor Chuck Ring</td>
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<td>Rio Metro (ex officio)</td>
<td>Ms. Elizabeth Carter</td>
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**Staff Members Present**
- Mr. Anthony J. Mortillaro, Executive Director
- Ms. Jackie Trujillo, Executive Assistant
- Ms. Stacey McGuire, Projects and Grants Specialist
- Mr. Troy Bingham, Finance Director
- Mr. Peter Dwyer, Legal Counsel
- Ms. Dora Anaya, HR Director
- Ms. Delilah Garcia, Transit and Facilities Operations Director
- Mr. Jim Nagle, Public Information Officer

**Others Present**
- Mr. Carl Boaz, Stenographer
- Ms. Rosemary Romero, Consultant
- Mr. Austin Fisher, Rio Grande Sun
- Mr. Keith Wilson, Santa Fe Trails
- Mr. James Martinez, Santa Fe Trails
- Ms. Ann Sanchez
- Mr. Ray Matthews, Santa Fe County

4. **INTRODUCTIONS**

There were no introductions.

5. **APPROVAL OF AGENDA**

Councilman Rivera moved to approve the Agenda as presented. Councilor Sheehy seconded the motion and it passed by unanimous (12-0) roll call vote with Los Alamos County, Town of Edgewood, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, and Tesuque Pueblo voting in favor and not against.

6. **APPROVAL OF MINUTES – November 4, 2016**

Councilor Ring moved to approve the minutes of November 4, 2016 as submitted. Commissioner Naranjo seconded the motion and it passed by unanimous (12-0) roll call vote with...
Los Alamos County, Town of Edgewood, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, and Tesuque Pueblo voting in favor and not against.

7. PUBLIC COMMENTS

There were no public comments.

PRESENTATION ITEMS:

A. Recognition of Santa Fe County Chairman, Commissioner Miguel Chávez’s Service to the North Central Regional Transit District Board of Directors

Chair Barrone spoke to Commissioner Chávez' service over the past years and presented a Nambe plaque to him, honoring his service to the Board from 2004 to 2010 and 2013 to 2016.

Commissioner Chávez thanked the Board members for the recognition and spoke of the work the Staff has put into this organization He didn’t know where the concept came from but he had introduced a resolution to establish the District in 2002. A year later the City adopted a resolution to join the RTD. He commented that, “Maybe I’ll have time to ride a bus now.”

B. Update on Merger/Consolidation Study

Ms. Rosemary Romero apologized for not bringing enough copies, assuming the Power Point would work but it wasn’t.

She listed the tasks involved in her analysis. Task #1 was just about finished and Task #2 is coming up - fiscal analysis, fixed route evaluation and paratransit service. Task #3 will begin when task #2 is finished. She said they are sticking to the time line as agreed upon. She listed those who have been interviewed.

Commissioner Chávez asked her to meet with the Santa Fe County Lodgers’ Tax Advisory Board. Ms. Romero agreed and identified meetings yet to be scheduled. The schedule will be posted on websites.

Board members commented on the study and their hopes for the outcome.

Councilor Maestas urged no reductions in service which would likely cause a lack of City support.

Mr. Mortillaro hoped it would result in better service.

Ms. Romero agreed. There are lots of opportunities.

Councilor Sheehy asked if she expected to share results in the February update.

Ms. Romero agreed and she would make some presentations at the end of January too. She is now working on four focus meetings.

Commissioner Naranjo felt this would be helping Santa Fe because they don’t have the money to
continue bus service.

Councilor Maestas said the City is not doing the best job in obtaining federal funding. That will be a benefit from the RTD expertise in public transportation. And with regional operation, unit costs would come down and have better financial efficiency through consolidation. This could also provide a significant and substantial asset. It could double the operational budget for the District.

**ACTION ITEMS:**

C. Discussion and Consideration of Resolution No. 2016-43 Open Meeting Resolution for 2017

Mr. Mortillaro explained this is a resolution that the District adopts annually.

Mr. Dwyer said he revised it to include all things that are typically included. It is not fundamentally different although the Open Meetings Act has changes, including a mandatory 72-hour notice now and that hasn’t been a problem. It has the meeting dates in it. Most of this material is not required.

Councilman Rivera moved to approve Resolution No. 2016-43 Open Meeting Resolution for 2017 as presented. Commissioner Fambro seconded the motion.

Councilor Maestas asked if other locations should be provided for under Regularly Scheduled meetings.

Mr. Dwyer said the resolution is for the regularly scheduled meetings and does not preclude rescheduled or relocated meetings as the Board wants. They can be changed with 72-hour notice.

The motion passed by unanimous (12-0) roll call vote with Los Alamos County, Town of Edgewood, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, and Tesuque Pueblo voting in favor and none voting against.

D. Discussion and Consideration of Resolution No. 2016-44 Amending the fiscal Year (FY) 2017 Staffing Schedule and Compensation Plan

Mr. Mortillaro noted the modification of some positions such as the 4th transit supervisor position with weekend on-call coverage no longer adequate and activities not fully addressed with only three supervisors. Scheduling involves full seven-day coverage from 5 am to 8 pm, including weekends. By promoting a Driver III employee to the supervisor position, eliminating a 5th Driver III position and eliminating on-call weekend service costs, the impact is only $2,300. Another change is to change the Regional Transit Planner position to a GIS/ITS full-time position for geo-information technology. With the new software, they felt it would be best to reclassify this position. There was no cost impact. Contracted custodial services is replaced with a custodial staff position. That was approved in 2012 and now it is no longer better because of poor quality result with the contract. It will be a slight savings.

The last change was to the non-represented employee plan through DOL and Fair Labor Standards Act. Only one would be eligible for overtime. This was reviewed with the Finance Subcommittee. There has been a delay in implementation. We believe the Financial Analyst needs to become a non-exempt
position. The net fiscal impact overall would be $1,500 in the budget.

Commissioner Chávez reported that the Finance Subcommittee reviewed and recommended approval.

Gov. Dorame moved to adopt Resolution No. 2016-44 Amending the fiscal Year (FY) 2017 Staffing Schedule and Compensation Plan. Commissioner Fambro seconded the motion.

Commissioner Chávez asked how many District employees we have now.

Mr. Mortillaro said it is currently 71.

The motion passed by (11-0-1) roll call vote with Los Alamos County, Town of Edgewood, Ohkay Owingeh, Pojoaque Pueblo, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, Taos County, Town of Taos, and Tesuque Pueblo voting in favor and none voting against. Rio Arriba County abstained.

Chair Barrone excused himself from the meeting in order to attend the graduation of his son in Las Cruces. He wished everyone happy holidays and invited everyone to the Taos Plaza for a pig roast on New Year’s Eve.

Commissioner Chávez, Vice-Chair, chaired the remainder of the meeting.

E. Discussion and Consideration of Six-Month Operational Assessment of 260 La Cienega Pilot Route Service

Ms. McGuire reported on the La Cienega service. It has been provided on week days with six one-way trips daily. The ridership shows a progressive growth in ridership (in the packet on page 32). The November numbers were 141.

This service provided access to medical, food and social services. They worked with El Rancho de las Golondrinas for park and ride in their parking lot for weekdays and expanded service to two weekend events: The Wine Festival and Viva Mexico. The Wine Festival was very good and positive. We would like to continue the relationship.

She shared the background which was in the 5-year plan. She performed the feasibility assessment and worked with Ray Matthews from Santa Fe County. They got lots of feedback from the meeting and planned accordingly.

She recommended the route become a permanent route since the ridership is comparable with other permanent routes. We have options and alternatives. Staff would suggest is become a regular route. A couple of other options include choosing to discontinue it or ask Staff for more assessments. The operating cost is $84,000 annually. The 2016 budget included it. There would be some vacancy saving to cover the cost for rest of this year. The Urban Federal Funds (5307) would help cover that expense. The service to events cost about $5,000.

Councilor Sheehy asked if with the 5307 federal funds, the District could charge for the service.
Ms. McGuire said yes but that poses its own challenges with pros and cons. But it is an option.

Commissioner Fambro moved to adopt staff rec to continue the 260 La Cienega Route Service as a permanent route. Councilor Sheehy seconded the motion.

Gov. Dorame asked if the area is not included as rural any longer.

Ms. McGuire agreed. It is now classified as small urban.

Mr. Mortillaro added that it is how it is viewed for land use planning instead of a federal designation.

Vice-Chair Chávez suggested Ms. McGuire work with Gov Dorame on the issue.

Mr. Ray Matthew said the Land Use aspect of it was considered when the County first proposed this route.

Vice-Chair Chávez asked if it included bus stops, etc.

Mr. Matthew agreed.

Vice-Chair Chávez suggested it would be good to present this at the December 13 Santa Fe Board of County Commissioners' meeting.

Commissioner Fambro amended the motion to include collaboration with Gov. Dorame in the request.

Mr. Mortillaro clarified that the District doesn't control any land use. The basic service is transit and the Board makes that decision, based on transit services. So, he wanted to make sure this is not mixing apples and oranges here. Future growth and development is the responsibility of the County and not NCRTD.

Gov. Dorame said he understood that, but the Pueblo is trying to get more involved in future planning with the County and should be included in these plans. He explained that he was not trying to stop anything.

Vice-Chair Chávez said that would be appropriate.

Councilor Ring seconded the motion as amended and it passed by unanimous (11-0) roll call vote with Los Alamos County, Town of Edgewood, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, Taos County, and Tesuque Pueblo voting in favor and none voting against. Town of Taos was not present for the vote.

F. Discussion and consideration of Resolution No. 2016-45 Amending Complimentary Paratransit Regulation and Dial a Ride

Mr. Mortillaro explained that the District was asked to revise the ADA complimentary service and the Dial-A-Ride service. The resolution would amend the policy from the NMDOT technical biennial review that
occurred three months ago.

Ms. Delilah Garcia said they met with NMDOT and they called out in the policy that the District has to take into account the frequency of service requested. They suggested a two-hour complimentary as well as demand response. This resolution revises the policy. We also wanted to adjust the Park and Ride service and the Pojoaque dial-a-ride service. They took a “snapshot” of the Pojoaque dial-a-ride service and found that from August 1 through October 31 (66 days), there were ten days when service was requested in morning and afternoon shifts. Currently, the service operates starting at 7:30 a.m. until 10:30 with break to 2:00 and then from 2:00 to 6:00 p.m. The request is to have continuous service from 8 a.m. to 4 p.m. to include pick-ups between 10:30 a.m. and 2:00 p.m. In the analysis, they only had two requests for afternoon service and a total of 33 days with no requests at all. The District does provide some service for students in the Pojoaque area but would have no requests when school is not in session. The other change is to extend the reservation hours from 6 a.m. to 3 p.m. for dial-a-ride service and would change to an 8-5 schedule for reservations for all services.

Page 35 had the recommendation to adopt the amended complimentary service.

Vice-Chair Chávez asked the Board to consider the Pojoaque recommendation first.

Councilman Rivera understood it was changing the hours to 8-4 and asked if there would be none after 4 pm.

Ms. Garcia said the majority of requests have been received in the morning after 8:30 a.m. There have been 16 student requests in the afternoon and none after 4 p.m.

Councilor Maestas moved to approve Resolution No. 2016-45 Amending Complimentary Paratransit Regulation and Dial a Ride operations. Councilman Rivera seconded the motion.

Councilor Sheehy asked how the changes would be conveyed.

Ms. Garcia said they will put out rider notices before implementation

The motion passed by unanimous (11-0) roll call vote with Los Alamos County, Town of Edgewood, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, Taos County, and Tesuque Pueblo voting in favor and none voting against. Town of Taos was not present for the vote.

DISCUSSION ITEMS:

G. Financial Report for October 2016:

Mr. Bingham gave the Financial Report for October, 2016 starting on page 81 in the packet. Revenues are still exceeding expenses for the year so there is no need to use fund balances. He shared the GRT revenues by county. Page 88 showed that grant revenue is on track. Page 89 showed expenses underspending compared with budget except for personnel.

Vice-Chair Chávez asked Ms. Carter for any comment about finances shared with Rio Metro for the
Rail Runner. She had none.

Mr. Bingham said the buses are all ordered and the District doesn’t pay for them until delivery. We anticipate delivery in February.

H. Finance Subcommittee Report:

Councilor Sheehy said he was absent from the meeting.

Vice-Chair Chávez reported the only things discussed were the two items on the agenda: the audit exit conference and the budget amendments. Those who attended were Leandro Cordova, Ms. Van Buren, Mr. Mortillaro, and himself.

I. Tribal Subcommittee Report

Gov. Dorame yielded to Ms. Van Buren.

Ms. Van Buren said most of the discussion was about community training on how to use the RTD and about public transportation. Pojoaque would like a presentation at their Council meeting. They hope to coordinate with other northern pueblos in the coming year.

She said Ms. McGuire is looking at tribes being a consortium as there would not be an increase in funding and with a consortium, might have to submit only one report. She will explain the pros and cons at next meeting.

Mr. Mortillaro reviewed the legislative agenda. He said the Board will have an opportunity to furnish what needs to be in it before the final review in January such as the NM Transit Association that will seek statewide appropriations. He will testify on December 12 to the Revenue Stabilization Policy Committee on capital needs through the NMDOT. Neither the Senate or House will have any discretionary funds this year. That is how bad the economy is. There will be just a small amount for capital outlay.

Ms. Van Buren said Jicarilla Apache Nation attended the Tribal Subcommittee meeting so we are starting to see participation from them.

Councilor Maestas said, regarding the legislative agenda, that he would recommend the NMTA consider use of the federal highway chest fund, using gas tax revenues. There will probably be no increase in gas tax under this governor. We need to start looking at other successful models for state funding.

Gov. Dorame asked if the RTD is doing any planning with BIA roads. The RTD uses those roads and he felt the District should talk with them. It could save us some money. He suggested that it be on the next Tribal Subcommittee agenda.

J. Executive Report and Comments from the Executive Director
   1) Executive Report for November 2016

Mr. Mortillaro referred to the reports in the packet.
2) Performance measures for October 2016

Ms. Delilah Garcia reviewed the performance reports in the packet, starting on page 107 and made comments on the reports. There were no minor or major accidents in the month of October. Two passenger complaints were addressed by the driver. Four customer incidents were addressed.

MATTERS FROM THE BOARD

Vice-Chair Chávez announced that in January, the Board will elect a new Vice-Chair. He didn’t know if Commissioner Roybal would replace him on the Board.

Councilor Sheehy pointed out that Vice-Chair Chávez played an important role in the Finance Subcommittee. The whole country needs people who do their homework. He has done a lot to make it a better community for all of us.

Councilor Ring added that Commissioner Chávez has stepped up for service to the mentally ill. He helped get the bond approved for support in Santa Fe County. Edgewood’s mental health clinic is getting aged and the bond will help get a new facility and expansion in mental health services.

Councilman Rivera also gave kudos for Vice-Chair Chávez’s work and his support for Pojoaque. Monday December 12 is the Pueblo of Pojoaque Feast Day and he welcomed everyone to come to his brother’s house (George).

Councilor Maestas also thanked Vice-Chair Chávez for his service. He has a broad grasp of a wide variety of issues and is well versed. His commitment to public transportation is great. We are fortunate he chose public transportation as a passion. Consolidation will be a testament to his legacy.

Gov. Dorame thanked Commissioner Chavez on behalf of his pueblo and his work in Santa Fe County. He hoped his career doesn’t end here. He said he would seek out Miguel’s advice and coax him to run in the future. He added that Miguel is an outstanding carpenter and makes outstanding furniture.

Ms. Lillian Garcia said it was a pleasure knowing Commissioner Chávez and serving on the board with him.

Ms. Carter also thanked him for his support. She commented that she has worked for Santa Fe Trails twice and without the RTD, we would be worse off.

Ms. Carter reported that the Rail Runner has eliminated the veteran’s pass and opened the Freedom Pass that provides a lifetime free pass for all veterans. She briefly described it.

Vice-Chair Chávez asked Ms. McGuire to share that information at the Santa Fe BCC on December 13.

Mr. Mortillaro thanked Rio Metro for participating in the funding of Mountain Trail Route with $15,000 and special advertising to link the Rail Runner with the Mountain Trail service.
Ms. Carter announced that tomorrow is Santa's Village at the Railyard.

Ms. Van Buren mentioned a conflict for the pueblos on January 6.

Councilor Maestas wished the staff Merry Christmas and Happy New Year. Enjoy some quality time with your families.

Vice-Chair Chávez wished everyone a safe Christmas and New Year.

MISCELLANEOUS

The next Board meeting is scheduled for January 6, 2017 at 9:00 a.m.

ADJOURN

Ms. Van Buren moved to adjourn the meeting. Commissioner Fambro seconded the motion and it passed by unanimous voice vote.

The meeting was adjourned at 11:07 a.m.

Approved by:

[Signature]
Daniel R. Barroné, Chair

Attest:

[Signature]
Dennis Tim Salazar, Secretary

Submitted by:

[Signature]
Carl Boaz for Carl G. Boaz, Inc.