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 9:10 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>
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<td>Philo Shelton (T)</td>
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<td>Rio Arriba County</td>
<td>Absent</td>
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<td>Taos County</td>
<td>Absent</td>
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<tr>
<td>Town of Taos</td>
<td>Mayor Daniel Barrone, Chair</td>
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<tr>
<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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<tr>
<td>Ohkay Owingeh</td>
<td>Ms. Christy Van Buren</td>
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<tr>
<td>Pojoaque Pueblo</td>
<td>Councilman James Rivera</td>
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<td>Location</td>
<td>Representative</td>
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<tr>
<td>Santa Clara Pueblo</td>
<td>Ms. Mary Lou Valério (T)</td>
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<td>City of Santa Fe</td>
<td>Mr. Isaac Pino</td>
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<td>San Ildefonso Pueblo</td>
<td>Ms. Lillian Garcia</td>
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<td>Tesuque Pueblo</td>
<td>Absent</td>
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<tr>
<td>City of Española</td>
<td>Councilor Tim Salazar</td>
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<tr>
<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. Annette Granillo, Transit Operations Director
- Mr. Jim Nagle, Public Information Officer

**Others Present**
- Mr. Carl Boaz, Stenographer
- Mr. Austin Fisher, Rio Grande Sun
- Mr. Keith Wilson, Santa Fe Trails
- Mr. James Martínez, Santa Fe Trails
- Ms. Anna Sanchez
- Mr. Gabriel Chávez

4. INTRODUCTIONS

Everyone present introduced themselves.

5. APPROVAL OF AGENDA

Commissioner Chávez moved to approve the Agenda as presented. Councilman Rivera seconded the motion and it passed by unanimous (10-0) roll call vote with Town of Edgewood, Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, City of Española, Santa Clara Pueblo, San Ildefonso Pueblo, City of Santa Fe, Santa Fe County, and Town of Taos voting in favor and none voting against.
6. APPROVAL OF MINUTES – August 5, 2016

Councilor Ring moved to approve the minutes of August 5, 2016 as presented. Councilor Salazar seconded the motion and it passed by unanimous (10-0) roll call vote with Town of Edgewood, Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, City of Española, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, and Town of Taos voting in favor and none voting against.

7. PUBLIC COMMENTS

There were no public comments.

PRESENTATION ITEMS:

There were no presentation items.

ACTION ITEMS:

A. Discussion and Consideration of Resolution No. 2016-36 Designating an Authorized Staff Representative for State Capital Outlay Funding

Mr. Bingham reported that the District applies for capital outlay funding every year. Page 15 shows the form. Our Counsel, said we have never appointed Pat López to sign the document officially. This resolution would approve Mr. López to be the official representative for the District.

Councilman Rivera fully supported this process. He said the District needs a representative for the organization to talk with the legislature. The RTD is a self-evident organization and should pursue capital outlay funding.

Councilman Rivera moved to approve Resolution No. 2016-36 Designating an Authorized Staff Representative for State Capital Outlay Funding. Councilor Ring seconded the motion and it passed by unanimous (9-0) roll call vote with Town of Edgewood, Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, City of Española, San Ildefonso Pueblo, City of Santa Fe, Santa Fe County, and Town of Taos voting in favor and none voting against. Santa Clara Pueblo was not present for the vote.

Councilman Rivera asked about having a lobbyist.

Mr. Mortillaro said the District does. It is Mr. Scott Scanland is the lobbyist and he does provide
updates and copies of legislation in seeking our position on those items that are relevant. He attends the Board when we present the legislative agenda for adoption.

B. Discussion and Consideration of Resolution No. 2016-37 Adopting a Policy for Disposition and Donation of Obsolete Fleet and Equipment

Mr. Mortillaro explained that this is an updated existing policy for disposition and donation of property. Mr. Dwyer reviews our policies to make sure we comply with state statute and there are modifications here he recommended. The Finance Sub-Committee recommended approval.

Mr. Bingham commented on the changes. The current policy deals with assets over $5,000 and those under $5,000. This resolution regards financial disclosure. Eight buses have been approved for disposition and this says how we do that or donate them.

On page 32 is the authorization for the Disposal Committee. Page 33 has the last revision done in September, 2015 when we updated it. The resolution passed this year is on pages 52 and 53 for disposal of assets. Page 54 starts the new proposed policy.

He called attention to Step 7 which explains the inventory committee, where they decide if the asset still has active life. At the top of page 56 it shows the priority of choices. Then how we handle donation is step 9. Page 56 shows step 10. Information is given to the State Auditor and on page 57 is where we clarify what happens with branding. The bus must be rebranded (repainting and finishing in other colors). The title is cleared because NMDOT has a lien on each title for those buses that are purchased with federal funds to provide a clear title and delete the lien.

Mr. Dwyer commented that the Board can change the policy at any time. The Finance Subcommittee approved how to dole out the buses. The only rule for donation would be whoever receives it goes to the bottom of the list thereafter. There is not much included on choosing among parties who want the bus. This authorizes Mr. Bingham to sign off on the donation. He checked with Rio Metro and found that they do the similar process. Titling and rebranding is a cost to the member who is receiving the vehicle.

There is one typo on page 56, item 6, where it should say “property” instead of “vehicle.”

Commissioner Chávez thanked the Finance Subcommittee for discussing it.

Commissioner Chávez moved approval of Resolution No. 2016-37 Adopting a Policy for Disposition and Donation of Obsolete Fleet and Equipment with two amendments; to change “Finance Committee” to “Finance Subcommittee” on page 31 and, on page 56, to change “vehicle” to “property.” Chair Barrone seconded the motion.

Mr. Bingham said it costs about $4,000 to paint the bus. We don’t want any association with the District to be evident after the disposal.

Councilman Rivera asked what makes a vehicle eligible for disposal. Is it classified as a usable bus? Is it in running condition at sale and does it have a service log. Are some of them reusable with overhaul or is
that not eligible for overhaul?

Mr. Bingham said the vehicle has to meet a minimum mileage and years of service for FTA guidelines and then they look at maintenance records and Worker’s Comp issues. The bus listed at the top is not in working order and some of its parts have been used on other vehicles.

Mr. Bingham said size is also an issue. Some of them are too small and have a heavy door. They were not being used and causing more trouble than they are worth. The 2006 bus is the oldest and noisiest bus. In general, for buses, the body falls apart before the motors. They are fiberglass and start coming apart in 5 years.

Mr. Mortillaro noted there is a complete maintenance record on each vehicle and it would be available for whoever gets the bus.

Ms. Valério asked if the pueblo who received the federal funds shouldn’t have first priority.

Mr. Bingham clarified that Santa Clara has a lot of transit funds and that bus technically belongs to Santa Clara so it would not fall under the disposition process.

Ms. Van Buren asked how a tribal entity gets on the list.

Ms. McGuire said she would talk to her about it. She has a running list for those who let her know in writing.

Mr. Dwyer said it is more formal now but basically the same process. The Finance Director and Fleet Manager make a list and talk with the Chair and Executive Director and then to the Disposal Committee who meet annually and people from Board are appointed to it. And then offered to all 14 members and they have opportunity to turn it down. And if two want the same property, it is up to the Board to decide. We’ve never had that problem. It is first come first serve or the Board decides.

It is clear that these vehicles don’t have a great resale value and we could auction one. The most we ever got at auction was $1,700.

The motion passed by unanimous (10-0) roll call vote with Town of Edgewood, Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, City of Española, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, and Town of Taos voting in favor and none voting against.

C. Discussion and Consideration of Adoption of Resolution No. 2016-38 Transferring Tribal Transit Funds from the General Budget to the Capital Budget for Fiscal Year 2017

Mr. Bingham explained that this budget amendment does not add more expense. The Santa Clara bus has served the Santa Clara route for five years and needs to be replaced this year. So we are moving tribal transit funds for this purpose. This is just to transfer general operating funds to capital outlay.
discusses it. The bus is a 2010 Chevy bus with 188,000 miles on it. It is an 18-passenger vehicle. It will cost about $90,000 to purchase a new 14-passenger bus and will be delivered in March next year. The old bus is the property of Santa Clara Pueblo and the District will give it back to them and change the color.

Ms. Van Buren asked if the District got approval from NMDOT.

Mr. Mortillaro said these are federal funds and the transaction does not require their approval.

Councilman Rivera moved to approve Resolution No. 2016-38 Transferring Tribal Transit Funds from the General Budget to the Capital Budget for Fiscal Year 2017. Councilor Ring seconded the motion and it passed by unanimous (10-0) roll call vote with Town of Edgewood, Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, City of Española, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, and Town of Taos voting in favor and none voting against. Commissioner Chávez was out of room but voted affirmatively when he returned.

D. Discussion and Consideration of a Memorandum of Understanding with Santa Fe County Regarding the Funding of the Mountain Trail Route

Mr. Mortillaro said this MOU with Santa Fé County is for their contribution. They agreed to provide $25,172 for operating costs for the route as they did last year. It is no longer a pilot route. The non-winter service is going through evaluation after the summer season is over and now getting geared up for the winter season. Their Board of County Commissioners has this on their agenda for Tuesday's meeting.

Commissioner Chávez confirmed that. He saw no problem getting it passed.

Commissioner Chávez moved to approve the Memorandum of Understanding with Santa Fe County Regarding the Funding of the Mountain Trail Route. Ms. Van Buren seconded the motion and it passed by unanimous (10-0) roll call vote with Town of Edgewood, Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, City of Española, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, and Town of Taos voting in favor and none voting against.

Mr. Mortillaro said the financial funding has changed a little since the District received some 5307 funding for it. They met several times with the City, MPO, and DOT to discuss redistribution of 5307 funds. He recommended it to MPO and they approved it with $30,269 of federal funds. Other parties made commitments including Rio Metro for $15,000 and City of Santa Fe for $25,172. They discussed it with Ski Santa Fé who committed to continue the $5 lift token and they are evaluating a $15,000 cash contribution at this time.

Chair Barrone asked if the District had to lease buses for this and if there is a limited time period to purchase them.

Mr. Mortillaro said last year the District leased one bus for this route and the other two buses are owned buses. Our intent was to buy out the lease and budgeted for it for 2017 capital expenditure so we now own that bus outright. They are specially equipped 4-wheel with automatic chains.
Mr. Bingham said it will happen at the end of September.

Mr. Mortillaro added that 50% of the lease payments were applied to the purchase. We think that is fair.

Commissioner Chávez asked about the status of the bike racks and our ability to transport bodies with or without bikes.

Mr. Mortillaro said it has always been our overall policy that all vehicles be equipped with bike racks. There was a difference of opinion at the start whether we could transport bikes up to the forest. Through Senator Udall, we got approval to do that. We can carry up to 6 bikes and more inside if needed as described on page 203. The numbers have gone up during the summer with that ability. There have been no complaints from users. We surveyed them and offered to share it with USFS. We also put trail etiquette signs in those buses to make sure bikers are considerate of other users.

Ms. Granillo said we've had a great ridership thanks to having bikes included.

Commissioner Chávez said this is another example of how things can work. These special things only add that much more value to the RTD.

The motion passed by unanimous (10-0) roll call vote with Town of Edgewood, Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, City of Española, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, and Town of Taos voting in favor and none voting against.

E. Discussion and Consideration of a License Agreement with Smith's Grocery Store for the RTD Taos Chile Line Bus Stop

Mr. Dwyer said we have the bus stop that did not have a valid license for the bus stop. This is a shelter and trash as well as bus stop. So it is more than a sign. At the time we took it over there was no agreement or license so we thought it would be good to clarify that we have a right to be there. Page 76 shows the old plat and on left side a small building which is where the shelter is located. It has not been amended. Page 77 shows how it is currently. Smiths was very helpful and granted a license because we haven't asked for a long-term easement. His preference would be to not have it property on the roadways. We will work that out later. Page 78 shows the image of the site.

Ms. McGuire added that it does show the building that existed prior and in looking at it, there are actually two stops and she clarified which one is the District's stop. That building was torn down and replaced with shelter, bench and trash receptacle.

Mr. Dwyer will work on getting the others to the Board for approval. They are minor because they are only a temporary use of the land. The owner could kick us out at any time without a license and we don't want that because we are doing ADA investments. We can't ask them to give us property. So the Board will see licenses and easements in the future for them.
Councilman Rivera moved to approve the License Agreement with Smith's Grocery Store for the RTD Taos Chile Line Bus Stop. Commissioner Chávez seconded the motion and it passed by unanimous (10-0) roll call vote with Town of Edgewood, Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, City of Española, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, and Town of Taos voting in favor and none voting against.

F. Discussion and Consideration of a License Agreement with the City of Española for the Use of the Park and Ride Lot

Mr. Dwyer said this is very much like the previous one. The packet shows the park and ride lot in Española. This lot is owned by the City of Española and the license expired in December. The City of Española has a project with a building there to convert it into a market. We were aware of that but when the license was submitted to it the City wanted to revise it to provide for a 90-day notice to leave the lot.

Because that was decided at a City Council meeting, Mr. Mortillaro met with the Mayor and explained that NMDOT would really be affected by that. Basically, out of the meeting, they have no intention to act on the 90-day termination. Alternatives would be to relocate at Santa Clara property or to move it there. Park and Ride buses are already parked here. But the termination doesn't look imminent; it is likely to continue as is. The agreement is shown on pages 82 and 83 as a year-to-year agreement.

Councilor Salazar did not see the City making any changes to the agreement. It will be called the Food Hub and the Downtown Action Team is working to revitalize downtown. It means a lot to Española.

Councilor Salazar moved to approve the License Agreement with the City of Española for the Use of the Park and Ride Lot. Commissioner Chávez seconded the motion and it passed by unanimous (10-0) roll call vote with Town of Edgewood, Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, City of Española, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, and Town of Taos voting in favor and none voting against.

G. Discussion and Consideration of a Bid Award for ADA Improvements Phase I

Mr. Mortillaro said this is our third time to get this project awarded. Hopefully all is ready.

Ms. McGuire explained the project. This is part of our ADA Transition Plan and the District was awarded money to do so. She explained the history of announcements and deadlines. Construction is anticipated to be done by the end of October. We got the award from NMDOT and looking for Board approval.

Mr. Mortillaro added that this is the one where we had to go back out for bid and had four proposals and a lower price.

Ms. McGuire said this item starts on page 87 with the bid tally shown on page 217. HR Construction is the low bid and we ask the Board to approve an award to them. The overall project award is for $120,984 not inclusive of GRT and $165,000 overall with the local share. We are awaiting approval from DOT, as
well. If there are questions, the representative with Wilson & Company is here and she would defer to him.

Mr. Bingham added that there were two lower bidders but they are not on the DOT list of approved companies. He explained that to them.

Mr. Mortillaro asked for two motions - one to execute the construction documents and the other on the overall budget as shown on page 86.

Ms. Valério asked if a match is required.

Ms. McGuire agreed. It is 14.5% and we are very happy with that low match.

Councilman Rivera moved to approve the first motion to authorize the Executive Director to execute the construction contract with HR Construction, Inc. not to exceed $120,984 not inclusive of GRT. Commissioner Chávez seconded the motion and it passed by unanimous (10-0) roll call vote with Town of Edgewood, Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, City of Española, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, and Town of Taos voting in favor and none voting against.

Commissioner Chávez moved to approve the overall budget of $171,966.34 inclusive of GRT as presented. Councilman Rivera seconded the motion and it passed by unanimous (10-0) roll call vote with Town of Edgewood, Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, City of Española, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, and Town of Taos voting in favor and none voting against.

DISCUSSION ITEMS:


Mr. Bingham presented the financial report which started at page 218. It is the first month of the fiscal year so there is not much to report. Page 220 shows that the fund balance is being used to cover this month's activity. As we start to collect revenues, that will balance out. There is no GRT revenue to report yet.

Going through audit with DOT this month, he tried to mirror how other organizations present to their boards. There are certain items that need to be covered. Overtime is a little over budget. Employee benefits also a little higher but that should resolve itself. Insurance is a one-year premium at beginning of year and W/C audit might result in slightly higher premium. Dues and fees also should even out over time.

Vehicle maintenance is not officially over budget. The expenditures for July are well within the budget.

Capital expense is one of our best years yet.
There were no questions on the Financial Report.

I. Finance Subcommittee Report

Mr. Mortillaro said the subcommittee met last week with a number of items on the agenda. There was a big discussion on the audit entrance conference. The auditors will be doing the field work here Monday and Tuesday and Finance Staff are getting that ready. Some of the actions today were also on their agenda.

Ms. Van Buren said each tribal entity will have to include their resources and hash that out at the Tribal Subcommittee. If not done correctly, it can jeopardize the District’s service in the tribal communities.

Councilman Rivera asked what the due date is for that material.

Mr. Bingham said the District’s drawdown is correlated on the single audit. Each tribe’s finance department should be working on that now. He hoped it was clear to them about what is needed. He would talk about it more at the Tribal Subcommittee and suggested they contact him. It is tribal money and they can put it on their audit as grant funds. They are small amounts and nothing significant but it must be done to be in compliance.

J. Tribal Subcommittee Report

Mr. Mortillaro said the Tribal Subcommittee has not had a meeting. They are scheduled to meet at Pojoaque later and the audit will be on the agenda.

K. Executive Report and Comments from the Executive Director

1) Executive Report for August 2016

Mr. Mortillaro said the Executive Report is in the packet. The consolidation study has gotten underway and the consultants have asked for a huge number of documents and that is being provided. They also commenced interviews with stakeholders, at various locations with council members, key staff at Santa Fé Trails and RTD. They are still gathering information at this time.

Ms. McGuire said the ITS system has been outfitted in eight vehicles. It is the latest version with touch screen technology. They also installed the newest components that will be put in the new vehicles. It is a logic unit that allows much more data to be pulled such as people entering and leaving. That will be very useful. It will show when a wheelchair is on board. When we see every trip is at full capacity - it will help with plans in routes.

The system will have periodic changes and upgrades. The installation went very well. They have trained the drivers for using them. Feedback has been positive so far. Automatic vehicle announcements of all major stops are called out by the system. This allows drivers to focus on driving instead of being a tour
Mr. Mortillaro said the public meeting in Taos since acquiring that operation took place. At a future board meeting we will bring a summary of the results.

Ms. McGuire said they had about 20 people present at that meeting. Some town officials also came by for the meeting. She reported on a few comments that were made about routes and some might have adjustments made to enhance the experience for riders as a result of the feedback received.

Chair Barrone noted that the Taos Ski Valley is offering trips to the airport and weekend service also.

2) Performance Measures for July 2016

Ms. Granillo reported on performance measures, noting the factors of performance for the operations during the month of July and comparisons with Region Six average performance that are included in the packet. She pointed out that the District has not had a major accident since May 2016.

3) Ridership Report for July 2016

Ms. Granillo presented the ridership report for July 2016. She noted for one route a decrease of 57 riders which makes a big impact. One family made this difference with the mom dad and 5 kids who now have been able to afford a car. But they decided to also use the bus and not use their car all the time. The Santa Clara Route had a small decrease. Students at the Santa Fé Indian school use both the Santa Clara and Tesuque routes. Feedback from drivers said some people went on vacation in the summer. The biggest surprise was that the Chile Line went down quite a bit. It might be from construction and that some people don’t ride the bus when it is hot. She expects ridership to go back up soon.

The Mountain Trail route had 124 riders in July so that service will continue. The La Cieneguilla route continues with 45 riders. A rider has agreed to share it with the community.

Councilman Rivera asked what influences people to use the RTD there and whether it is a personal preference.

Chair Barrone commented that when fuel prices go up, people see the value and tourists are starting to ride it to events in the community. They are anticipating more ridership.

Ms. Granillo added that it is a straight line from one end to the other for people. With lots of parking downtown, it is easy to hop on the bus.

Ms. Van Buren asked if there is a bus stop at the Indian School.

Ms. Granillo agreed. There is one at the Indian Hospital and a connection to the Rail Runner and then back to the pueblos.
MATTERS FROM THE BOARD

There were no matters from the Board.

MISCELLANEOUS

There were no miscellaneous matters.

ADJOURN

Upon motion by Councilor Ring and second by Ms. Valério, the meeting was adjourned at 10:48 a.m.

NEXT BOARD MEETING: December 9, 2016 at 9:00 a.m.

Approved by:

[Signature]
Migue Chavez, Vice-Chair

Attest:

[Signature]
Dennis Tim Salazar, Secretary

Submitted by:

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