CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Mayor Daniel Barrone, Chair, at 9:00 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><strong>Councilor Pete Sheehy</strong></td>
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<tr>
<td>Rio Arriba County</td>
<td><strong>Commissioner Alex Naranjo</strong></td>
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<tr>
<td>Taos County</td>
<td>Absent</td>
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<tr>
<td>Town of Taos</td>
<td><strong>Mayor Daniel Barrone, Chair</strong></td>
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<td>Santa Fe County</td>
<td><strong>Commissioner Miguel Chávez</strong></td>
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<td>Nambé Pueblo</td>
<td>Absent</td>
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<td>Ohkay Owingeh</td>
<td>Absent</td>
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<tr>
<td>Pojoaque Pueblo</td>
<td><strong>Councilman James Rivera</strong></td>
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<tr>
<td>Santa Clara Pueblo</td>
<td></td>
<td><strong>Ms. Mary Lou Varélio</strong></td>
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</table>
City of Santa Fe | Councilor Joseph Maestas
---|---
San Ildefonso Pueblo | Ms. Lillian Garcia
Tesoque Pueblo | Gov. Charles Dorame
City of Española |
Town of Edgewood | Councilor Chuck Ring
Rio Metro (ex officio) | Ms. Elizabeth Carter

**Staff Members Present**
- Mr. Anthony J. Mortillaro, Executive Director
- Mr. Troy Bingham, Finance Director
- Mr. Peter Dwyer, Legal Counsel
- Ms. Jackie Trujillo, Executive Assistant
- Ms. Annette Granillo, Operations Manager
- Ms. Daria Veprek, Human Resources Director
- Mr. Jim Nagle, Public Information Officer

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

4. **INTRODUCTIONS**

Those present introduced themselves to the group after the agenda and minutes and awards were considered.

5. **APPROVAL OF AGENDA**

Mr. Mortillaro said the Above and Beyond Award is not being presented at this meeting and should be deleted from the agenda. It was also noted that May 13 minutes should be June 10 minutes.

Councilman Rivera moved to approve the Agenda as amended. Councilor Maestas seconded the motion and it passed by unanimous (10-0) roll call vote with Los Alamos County, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fe, Santa Fe County, Tesoque Pueblo, Town of Edgewood, and Town of Taos voting in favor and none voting against.

6. **APPROVAL OF MINUTES**
a. June 10, 2016

Councilor Sheehy moved to approve the minutes of June 10, 2016 as presented. Ms. Mary Lou Varélio seconded the motion and it passed by unanimous (10-0) roll call vote with Los Alamos County, Pojoaque Pueblo, Rio Arriba County, Santa Clara Pueblo San Ildefonso Pueblo, City of Santa Fe, Santa Fe County, Tesuque Pueblo, Town of Edgewood and Taos County voting in favor and none voting against.

b. June 24, 2016

Mayor Barrone moved to approve the minutes of June 24, 2016 as presented. Councilor Maestas seconded the motion and it passed by unanimous (10-0) roll call vote with Los Alamos County, Pojoaque Pueblo, Rio Arriba County, Santa Clara Pueblo San Ildefonso Pueblo, City of Santa Fe, Santa Fe County, Tesuque Pueblo, Town of Edgewood and Taos County voting in favor and none voting against.

7. PUBLIC COMMENTS

There were no public comments.

PRESENTATION ITEMS:


Mr. Mortillaro recognized Troy Bingham and his staff. This was 12 years in the making and the report meets the requirements of this national organization. He read the certificate requirements. The Audit went to a Comprehensive Annual Financial Report (CAFR) and only eleven entities in New Mexico prepare a CAFR. This is the first time the District has received the award and worked diligently to get to this point. It is due to the work of Troy and Pat and Shannon.

Chair Barrone read the certificate for the Board and presented it to Mr. Bingham while pictures were taken.

Mr. Bingham said he was only here one month for FY15, so it was his staff who got the work done. On behalf of them, he thanked the Board for the recognition.

ACTION ITEMS

C. Discussion and consideration of Resolution No. 2016-31 Authorizing a Budget Amendment to Increase the FY 2016 Budget for Section 5304 Federal Funding for the Consolidation Study, Cash Reserves and Transportation Alternative Funds for the ADA Bus Shelter Project in Española and Resolution No. 2016-32 Authorizing the Use of Fund Balance for Capital Outlay

Mr. Mortillaro pointed out that there were two resolutions here. One was for the budget amendment and the other was authorizing use of the cash balance.
Mr. Bingham explained that it is related to the next item but is the budget portion. This is to cover a few items that were not in the 2017 budget.

In May 2015, the Board amended budget for participation of Santa Fe County with the District to do the consolidation study analysis. We didn’t know the magnitude of the cost when it started. The District will get $120,000 from state, $15,000 from Santa Fé County and budget $15,000 from District funds. The contingency of $22,500 will be used to cover that project.

Page 18 shows moving the money from FY 15 to FY 16. Staff went out two times for a bid on the ADA bus stops and shelters and NMDOT rejected it twice so now we are going out for the third time. It will fund nine bus shelters in the Española area in the new budget year. The total is $337,500 total.

Councilman Rivera said this has been fully vetted by Mr. Bingham.

Commissioner Chávez asked if the Finance Subcommittee Chair wanted to comment. It was vetted at the Finance Subcommittee.

Councilor Sheehy said Commissioner Chávez reported on it from the budget committee.

Mr. Bingham agreed. It is shown on page 17 in the packet.

Councilman Rivera moved to approve Resolution No. 2016-31 Authorizing a Budget Amendment to Increase the FY 2016 Budget for Section 5304 Federal Funding for the Consolidation Study, Cash Reserves and Transportation Alternative Funds for the ADA Bus Shelter Project in Española. Councilor Sheehy seconded the motion and it passed by unanimous (10-0) roll call vote with Los Alamos County, Pojoaque Pueblo, Rio Arriba County, Santa Clara Pueblo San Ildefonso Pueblo, City of Santa Fe, Santa Fe County, Tesuque Pueblo, Town of Edgewood and Taos County voting in favor and none voting against.

Councilman Rivera moved to approve Resolution No. 2016-32 Authorizing the Use of Fund Balance for Capital Outlay. Councilor Sheehy seconded the motion and it passed by unanimous (10-0) roll call vote with Los Alamos County, Pojoaque Pueblo, Rio Arriba County, Santa Clara Pueblo San Ildefonso Pueblo, City of Santa Fe, Santa Fe County, Tesuque Pueblo, Town of Edgewood and Taos County voting in favor and none voting against.

D. Discussion and Consideration of Award of Transit System Merger Consolidation Analysis

Mr. Bingham referred the Board to page 22 in the packet. The RFP went out. Bids have come back and the team picked TMD. The cost is $149,927 inclusive of GRT. Page 28 details what is required in the scope of work. The consultant is asked to meet with Santa Fe Councilors to gather information. The evaluation team will put emphasis on this part. It shows the points given on that page.

Mr. Bingham hoped this will be kicked off in July and continue for 9 months. He briefly described the process involved as shown on page 33 with the deliverables shown on page 34.

He invited Rosemary Romero, who is part of the TMD team to comment and take questions from the Board.
Ms. Romero said it was a pleasure to be back here. She is a former Chair of this Board and has doing consensus building for 30 years. She said the team has cleared their calendars for July, so they are prepared to begin immediately. She said she is asking for time from the members for any public meeting that comes up so she could say she has talked with everyone here. It is especially important in the City of Santa Fé but there are other stakeholders.

She added that the previous Long Range Plan will be utilized in a menu of actions for every Board member. The team anticipates public meetings and she is looking forward to working with the Board members.

Mr. Bingham said page 124 has the work plan.

Gov. Dorame asked what this will provide. He wondered how it would affect the Pueblo of Tesuque.

Mr. Mortillaro said it is to look at what a merged system would be like and the ramifications so that this Board and the Santa Fe City Council can make an informed decision and understand the benefit to all of our members and to get to where it needs to be. It is not a route-by-route analysis but an analysis of both systems.

Ms. Romero agreed. Tesuque Pueblo is influenced by the City of Santa Fé and we don’t know yet how best to work it out. There are opportunities for Tribal Subcommittee input on how it will all work together.

Mr. Mortillaro said it also involves the Santa Fe MPO and the Pueblo of Tesuque is a member of that board so there are plenty of opportunities for that interface.

Governor Dorame asked them to just keep in mind that Tesuque is separate when it comes to county and city affairs. He couldn’t speak for anyone except Tesuque. Because of that uniqueness, he is trying to make sure of tribal involvement. He asked how Taos and Picuris Pueblos can participate since they are not members. He thought of bringing it up at the Tribal Subcommittee meeting also. There are 520 families in his tribe and didn’t know what they understand about these mergers. Maybe a public meeting should be held to deal with things that would affect us and consider all tribes in a meeting. He understood that it is hard to meet with each tribe individually.

Mr. Mortillaro said they will have a September Tribal meeting schedule. Taos and Picuris could attend because it is a public meeting. He added that this contractor is a team that is very familiar with North Central New Mexico.

Councilor Sheehy agreed with the comments. The diversity of the team is really good. This is not a merger of similar organizations. Santa Fé Trails is a more traditional urban model transit system. So there are two foci. So he was glad team members are familiar with both. Also, even at the conclusion, if merger is not recommended it benefits from an outside look at both systems.

**Councilor Maestas moved to offer the contract for the Transit System Merger/Consolidation Analysis to Transportation Management & Design, Inc. Commissioner Chávez seconded the motion.**
Commissioner Chávez asked how the monthly reports will be shared.

Ms. Romero said she didn't yet know enough about time of reports to respond.

Commissioner Chávez clarified that he was asking how they would get information out about their work.

Ms. Romero said as soon as they developed that, they would share it with the Board.

Mr. Mortillaro added that the scope for the project has a web page on the District's web site and the City of Santa Fe web site. All the information will be put on those websites as they are determined so people can educate themselves with it. Pre study exploratory meetings will be held whose whole purpose is to flesh out the issues early on and not to have them trickle out as the study goes along.

Commissioner Chávez wanted to be sure to get the monthly reports because it has to be transparent.

Councilor Maestas said he sponsored the resolution at Santa Fé City Council. We have done benchmarking with other comparable cities and our transportation levels were much higher but the ones that were lower had already regionalized. It is worth exploring this option to see if it is beneficial to both. One issue that came out is how we insure there is some local control. There will never be local control like we have today but with transit, the government must be responsive to constituents.

The other issue is exploring the financial options. Santa Fé has GRT for both transit services - a mechanism exists that uses the GRT and if ever transit goes away, that quarter cent GRT would go to Quality of Life purposes. He would like to look at the consolidation with use of the quarter cent GRT and wanted to make sure the financial analysis would include that GRT issue.

Councilor Sheehy said the public meeting schedule is fine but the team should look at existing satisfaction surveys so they are not reinventing the wheel. The more facts that can be brought to the public meeting, the more informed the discussion will be.

Ms. Romero agreed. People bring various perspectives. The team will be bringing the best information possible to make a decision.

Councilor Sheehy said having a clear picture of where money has come from and where it will be after merger is key for this decision.

The motion to approve the award passed by unanimous (10-0) roll call vote with Los Alamos County, Pojoaque Pueblo, Rio Arriba County, Santa Clara Pueblo San Ildefonso Pueblo, City of Santa Fe, Santa Fe County, Tesuque Pueblo, Town of Edgewood and Taos County voting in favor and none voting against.

Councilor Maestas moved to authorize the Executive Director to execute the contract with Transportation Management & Design in an amount of $149,927 (inclusive of NM GRT) and set a project budget amount of $172,500, which allocates a supplementary amount of funding for additional public meetings and evaluations that may arise during the analysis as needed with $22,500 possible shared with the City of Santa Fe and/or NMDOT, if agreed upon by the parties.
doing the study. Commissioner Chávez and Councilor Sheehy seconded the motion and it passed by unanimous (10-0) roll call vote with Los Alamos County, Pojoaque Pueblo, Rio Arriba County, Santa Clara Pueblo San Ildefonso Pueblo, City of Santa Fe, Santa Fe County, Tesuque Pueblo, Town of Edgewood and Taos County voting in favor and none voting against.

E. Discussion and Consideration of Adoption of Resolution No. 2016-33 Adopting the FY 17 Service Plans from the City of Santa Fe and Los Alamos County and Acknowledging the Service Plan from the County of Santa Fe

Mr. Mortillaro explained this is done annually, by the City of Santa Fe and Los Alamos County per the financial policies. They are required to adopt a service plan that comports with regional services from the District’s taxing source and also requires Board approval. The allocation of percentages to each of those is 42% to City of Santa Fé and 27% to Los Alamos County for regional services. The services that are funded meet the definition and have since 2011. There are no changes in the services that both entities have included in their service plan for NCRTD. The County of Santa Fé also submitted a resolution although not required to do so. They indicated what other services they would like in the future. That was in the transmittal letter and their resolution. The fiscal impact of these service plans is $2,412,300 for regional services which is $65,110 or 2.77% more in FY 17 than FY 16. The District would compensate the City of Santa Fe $993,300 and $1,419,000 to Los Alamos County. They will provide quarterly reports on services provided.

Councilor Ring moved to adopt Resolution No. 2016-33 Adopting the FY 17 Service Plans from the City of Santa Fe and Los Alamos County and Acknowledging the Service Plan from the County of Santa Fe Commissioner Chávez seconded the motion and it passed by 9-0 roll call vote with Pueblo of Tesuque abstaining.

F. Discussion and Consideration of Resolution No. 2016-19 Charter Policy Amendments

Ms. Granillo said the District received numerous requests for special services. The budget for providing these services is shown on page 178 and also a correction on page 192 that was originally approved as Exhibit A; not B.

Councilor Maestas moved to approve Resolution No. 2016-19 - Charter Policy Amendments, as presented. Councilor Ring seconded the motion and it passed by unanimous (10-0) roll call vote with Los Alamos County, Pojoaque Pueblo, Rio Arriba County, Santa Clara Pueblo San Ildefonso Pueblo, City of Santa Fe, Santa Fe County, Tesuque Pueblo, Town of Edgewood and Taos County voting in favor and none voting against.

G. Discussion and Consideration of Operational Assessment of Town of Taos Routes Post-Consolidation

Mr. Mortillaro reminded the Board that it has been one year since the District acquired the Taos Transit system. So he is reporting progress and next steps to fine-tune the operation. He said Ms. McGuire is on vacation so Ms. Granillo is presenting the report.

Commissioner Chávez asked if we should interview those employees to get their opinion.
Mr. Mortillaro said Ms. McGuire does talk with the drivers on how things are going and anything they need to give as feedback.

Commissioner Chávez said they do have their own comment line.

Mr. Mortillaro agreed. He described the information that will be gathered and added that there could be reshuffling in the budget.

Ms. Granillo referred the Board to pages 183 - 194 for details on ridership and commented on the routes.

Chair Barrone said he believed they needed more public meetings to get feedback.

Councilor Ring moved to approve Taos transit services with Option #2 to continue to operate the 340 Chile Line Red, 350 UNM Taos and Chile RIDE as is and to hold a public community input meeting to further ascertain what current and future community needs are / will be and to have Staff return to the Board with a final assessment and recommendations. Governor Dorame seconded the motion and it passed by unanimous (10-0) roll call vote with Los Alamos County, Pojoaque Pueblo, Rio Arriba County, Santa Clara Pueblo San Ildefonso Pueblo, City of Santa Fe, Santa Fe County, Tesuque Pueblo, Town of Edgewood and Taos County voting in favor and none voting against.

H. Discussion and Consideration of a contingent Ratification of the Labor Agreement between Chauffeurs, Teamsters and Helpers Local No. 492 and North Central Regional Transit District, Effective July 1, 2016 through June 30, 2019

Mr. Mortillaro said he was not sure they had an agreement until last Thursday. Both the Union and the District recommended this for ratification. He is asking for contingent ratification since the union has not yet voted. The approval is contingent on their membership approving the agreement and they will vote on July 14 or 15. The committee is recommending it to their members.

Mr. Mortillaro went through the agreement to highlight the changes agreed to. There are some changes in seniority choices, disciplinary actions, annual and sick leave, and financial aspects. It has a 3% adjustment for 2017, 2.7% for 2018 and 2.7% for 2019. There is also a new longevity award program with $312 for 5th year to 10th year and $728 above 10 years. First year of longevity is only 50%. The fiscal impact is substantially within the parameters given by the Board. The Negotiating Team recommends this.

Commissioner Naranjo asked why the Board is not waiting until after their vote.

Mr. Mortillaro said the reason is to get their raises by this payroll period. He is asking the Board to approve it as a motivator to get them to move on it.

Commissioner Naranjo moved to approve the Ratification of the Labor Agreement between Chauffeurs, Teamsters and Helpers Local No. 492 and North Central Regional Transit District, Effective July 1, 2016 through June 30, 2019, contingent on approval by the union on July 14 or 15. Ms. Valério seconded the motion.

Councilor Sheehy asked for clarification on the longevity payments.
Mr. Mortillaro said it is separate paycheck so they can see the increase, but it would have the normal tax deduction.

Mr. Dwyer clarified that it is done at the end of the year.

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

DISCUSSION ITEMS:

I. Financial Report for May 2016

Mr. Bingham presented the Financial report to the Board which was included in the packet, beginning on page 187. He reported that income was greater than expenses by approximately $150,000 so no fund balance was used this year. He reviewed each county GRT, all of which exceeded their budget except Rio Arriba which was 99%. Altogether, the total GRT exceeded the budget by 112%.

He announced that they were able to get all buses delivered before the end of the fiscal year in order to get the federal reimbursement within the fiscal year. The repair and maintenance expenses were over budget but will be less in the coming year since the new buses are under warranty.

The operations expenses were under budget. The next month’s capital report will show all buses in.

The Board had no questions concerning the report.

J. Finance Subcommittee Report

Councilor Sheehy said the Subcommittee met and considered several items the Board has already approved. There were updates on the travel and investment policies and no new items.

The Board had no questions.

K. Tribal Subcommittee Report

Gov. Dorame said this is his first meeting as Subcommittee Chair. Staff helped with that meeting and they had a quorum present at the meeting. They talked about the reports processing and results of federal awards. They had a report of conferences that staff attended and tribal groups that were in attendance. They might have money to attend the next one in Las Vegas.

They discussed how the District can better serve the needs of all tribes in northern New Mexico and about unifying all the tribes and not just calling them this pueblo or that one, but recognize the whole group of Native Americans in northern New Mexico getting funded.

The Subcommittee wants to get out to the tribes regarding what has been accomplished here. Before
consolidation happens, they want to see what is out there and check with Taos and Picuris Pueblos. The decision not to participate is their government’s decision. With consolidation, there would be better participation on the Board.

Title Six is an issue. Some of our people can’t communicate with drivers and that can be a problem. There are three different dialects. Tewa and Tiwa are spoken. The District does have a policy about needing assistance to communicate. He agreed to help with having a translator and not hold up riders and schedules.

Mr. Mortillaro explained that the policy for Title VI says we cannot discriminate on the basis of language.

Mr. Mortillaro said he reported to the subcommittee regarding the Jicarilla Apache Nation application and other submissions and hopefully will hear positive response from the Feds.

Gov. Dorame announced upcoming Feast Days.

The subcommittee is working on topics and ideas for future meetings. The next one will be on September 28 at Pojoaque.

Councilman Rivera said the referendum for county GRT will come around pretty quickly and has been in the back of his mind to prepare some visuals and other things for the near future that will let community folks know about the work and service of the District.

Gov. Dorame asked to have the minutes inserted for the subcommittee meetings.

Mr. Mortillaro agreed. The September minutes will be in the October meeting.

I. Executive Report and Comments from the Executive Director

1. Executive Report for June 2016

Mr. Mortillaro said Ms. Veprek has announced her departure because of her husband’s job relocation. She was our first HR Director and very instrumental in getting things set up and being available to the employees. She gained their trust. Her husband is in hotel management. He has commenced the recruitment process.

Ms. Veprek said it has been great to be here and she was heartbroken about having to leave.

2. Performance Measures for May 2016

3. Ridership Report for May 2016

Ms. Granillo gave the performance and ridership reports for May 2016 which were included in the Board packet. Taos had the biggest ridership and Española was second. She added that the pilot program at La Cieneguilla is growing with 45 riders in May. Los Alamos ridership is also going up.
Councilor Sheehy clarified that in January, they adjusted the schedule as recommended by a consultant and lost lots of riders. Now, they are going back to the old normal schedule.

MATTERS FROM THE BOARD

Ms. Carter reported for Rio Metro. The Board of Directors approved Rio Communities to become a member agency. They are continuing free Senior Wednesdays in July through Sept. The Rail Runner is celebrating their 10th anniversary on July 17 but the ceremony will be on July 14 at Montaño Station. The details are all on their web page.

Ms. Valério announced their Feast Day on August 13 and 14.

Mr. Mortillaro announced the next Board meeting is at the Santa Claran Hotel.

Ms. Valério said it will be on the 7th Floor and serving breakfast if you want to come early.

MISCELLANEOUS

There were no miscellaneous items.

ADJOURN

Councilor Ring moved to adjourn the meeting. Councilor Maestas seconded the motion and it passed by unanimous voice vote. The meeting was adjourned at 11:02 a.m.

Approved by:

[Signature]

Daniel R. Barron, Chair

Attest:

[Signature]

Dennis Tim Salazar, Secretary

Submitted by:

[Signature]

Carl Boaz for Carl G. Boaz, Inc.