CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Councilor Tim Salazar, Vice-Chair, at 9:27 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>
</tr>
</thead>
<tbody>
<tr>
<td>Los Alamos County</td>
<td>Councilor Pete Sheehy</td>
<td></td>
</tr>
<tr>
<td>Rio Arriba County</td>
<td></td>
<td>Absent</td>
</tr>
<tr>
<td>Taos County</td>
<td>Commissioner Jim Fambro [T]</td>
<td></td>
</tr>
<tr>
<td>Town of Taos</td>
<td>Mayor Daniel Barrone, Chair [T]</td>
<td></td>
</tr>
<tr>
<td>Santa Fe County</td>
<td>Commissioner Miguel Chávez [T]</td>
<td></td>
</tr>
<tr>
<td>Nambé Pueblo</td>
<td>Lt Gov Arnold Garcia</td>
<td></td>
</tr>
<tr>
<td>Ohkay Owingeh</td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>Pojoaque Pueblo</td>
<td>Councilman James Rivera</td>
<td>Ms. Anna Sanchez</td>
</tr>
<tr>
<td>Santa Clara Pueblo</td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>City of Santa Fe</td>
<td></td>
<td>Mr. Isaac Pino</td>
</tr>
<tr>
<td>San Ildefonso Pueblo</td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>Tesuque Pueblo</td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>City of Española</td>
<td>Councilor Tim Salazar</td>
<td></td>
</tr>
<tr>
<td>Town of Edgewood</td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>Rio Metro (ex officio)</td>
<td>Absent</td>
<td></td>
</tr>
</tbody>
</table>

**Staff Members Present**

Mr. Anthony J. Mortillaro, Executive Director  
Ms. Stacey McGuire, Transit Planning and Grants Manager  
Mr. Troy Bingham, Finance Director  
Ms. Jackie Trujillo, Executive Assistant  
Ms. Annette Granillo, Transit Operations and Maintenance Director  
Ms. Daria Veprek, Human Resources Director  
Mr. Jim Nagle, Public Information Officer

**Others Present**

Mr. Peter Dwyer, Legal Counsel  
Mr. Carl Boaz, Stenographer  
Mr. Keith Wilson, Santa Fe Trails  
Mr. Tomás Martínez, Santa Fe Trails  
Mr. Ray Matthews, Santa Fe County  
Mr. Austin Fisher, Rio Grande Sun  
Ms. Irene Norris, Dream Tree Project

4. **INTRODUCTIONS**

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

5. **APPROVAL OF AGENDA**

Commissioner Chávez moved to approve the Agenda as presented and to remove item M, Los Alamos Contribution Resolution. Mr. Pino seconded the motion and it passed by unanimous (8-0) roll call vote with Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, City of Española, City of Santa Fe, Santa Fe County, Taos County, and Town of Taos voting in favor and none voting against.
6. APPROVAL OF MINUTES – May 6, 2016

Councilman Rivera moved to approve the minutes of May 6, 2016 as amended. Councilor Sheehy seconded the motion and it passed by unanimous (8-0) roll call vote with Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, City of Española, City of Santa Fe, Santa Fe County, Town of Taos and Taos County voting in favor and none voting against.

7. PUBLIC COMMENTS

There were no public comments.

PRESENTATION ITEMS:

A. Recognition of Ms. Patti Bushee for Service to the North Central Regional Transit District

Ms. Bushee was not yet present.

ACTION ITEMS:

CLOSED SESSION

The Closed Session pursuant to NMSA 1978, Section 1-15-1 (H) (5) regarding "collective bargaining" for the discussion of bargaining strategy preliminary to collective bargaining negotiations. And Closed session of the meeting pursuant to NMSA 1978, Section 10-15-1 (H) (2) regarding limited personnel for the purpose of the annual performance evaluation of the Executive Director.

Commissioner Chávez moved to go to closed executive session pursuant to NMSA 1978, Section 10-15-1 (H) (5) regarding "collective bargaining" for the discussion of bargaining strategy preliminary to collective bargaining negotiations and pursuant to NMSA 1978, Section 10-15-1 (H) (2) regarding limited personnel for the purpose of the annual performance evaluation of the Executive Director. Mayor Barron seconded the motion and it passed by unanimous (8-0) roll call vote with Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, City of Española, City of Santa Fe, Santa Fe County, Town of Taos and Taos County voting in favor and none voting against.

The Board went into closed executive session at 9:34 a.m. The executive session ended at 10:28 a.m.

Councilman Rivera moved to return to open session. Mr. Pino to return to open session seconded the motion and it passed by unanimous (8-0) roll call vote with Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, City of Española, City of Santa Fe, Santa Fe County, Town of
Taos and Taos County voting in favor and none voting against.

Councilor Salazar announced to the public that during the executive session, no actions were taken and the only matters discussed were those allowed under NMSA 1978, Section 10-15-1 (H) (2) and (5).

B. Reconvene in Open Session: Possible action item(s) from the closed session.

Commissioner Chávez moved to direct staff to implement the Executive Director's annual salary as discussed by the Board. Mayor Barrone seconded the motion and it passed by unanimous (8-0) roll call vote with Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, City of Española, City of Santa Fe, Santa Fe County, Town of Taos and Taos County voting in favor and none voting against.

Councilor Sheehy moved to instruct the staff to proceed with collective bargaining negotiations. Commissioner Chávez seconded the motion and it passed by unanimous (8-0) roll call vote with Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, City of Española, City of Santa Fe, Santa Fe County, Town of Taos and Taos County voting in favor and none voting against.

PRESENTATION ITEMS:

A. Recognition of Ms. Patti Bushee for Service to the North Central Regional Transit District

Councilor Salazar presented a Nambé plaque to Ms. Bushee and Mr. Mortillaro expressed his gratitude for her commitment to NCRTD.

Ms. Bushee recalled how the District grew up and is now serving more and more population. She was glad to be a small part of it.

Mr. Pino said her public service has been almost as long as his. She started in 1994 on the City Council and has always a great example of what public service is supposed to be about.

Commissioner Chávez wished he could be there in person to congratulate her. He thanked her for her service. "We are grateful for what you have done. We got the Santa Fé Mountain Trail and he thanked her for her service in that regard.

C. Review and Acceptance of Goals and Objectives for Executive Director for the period of June 2016 to June 2017

Mr. Mortillaro said the proposed goals and objectives are in the packet as a red-line document for the upcoming year. This was also discussed in the Executive Committee and they recommend it.

Councilor Sheehy said that although some of the goals have evolved and changed, the table is still very full and hope Mr. Mortillaro can do as well with these as he did previously with the goals and
objectives.

Commissioner Chávez agreed with Councilor Sheehy that they are lofty goals and objectives. If we can use last year as an indicator, it will be successful this year.

Commissioner Chávez moved to approve the revised goals and objectives for the coming year. Councilor Sheehy seconded the motion.

Councilor Salazar said Mr. Mortillaro and staff have done a great job and congratulated them for the great job. They are steep goals but we are looking forward to that.

Mayor Barrone said Mr. Mortillaro has done an awesome job and without him and his staff, the District could not have accomplished these things. He hoped this will continue and also continue to get the support of communities and pueblos to bring the needed services to them.

The motion passed by unanimous (8-0) roll call vote with Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, City of Española, City of Santa Fe, Santa Fe County, Town of Taos and Taos County voting in favor and none voting against.

Mr. Mortillaro asked for acclamation votes on each of the remaining resolutions and then go back to describe them, so the Board would have a quorum present for the voting.

Mr. Dwyer said we will go down each by general acclamation with the understanding that they could be discussed further afterward.

D. Discussion and consideration of FY 2017 Final Budget: Resolution No. 2016-20 adopting final 2017 Budget, Capital Investment Plan and Long Term Financial Plan

Commissioner Fambro moved to approve Resolution No. 2016-20 adopting the final 2017 Budget, Capital Investment Plan and Long Term Financial Plan. Councilor Sheehy seconded the motion and it passed by unanimous voice vote.

Councilor Sheehy said this is a major item. The Budget Subcommittee looked at it thoroughly and recommended approval.

E. Discussion and Consideration of Resolution No. 2016-21 Providing for the Adoption of the 2017 Compensation Plan, Adoption of the Employee Performance Increase Matrix and Distribution of Salary Increases for Fiscal Year 2017 for Non-Represented Positions

Commissioner Chávez moved to approve Resolution No. 2016-21 Providing for the Adoption of the 2017 Compensation Plan, Adoption of the Employee Performance Increase Matrix and Distribution of Salary Increases for Fiscal Year 2017 for Non-Represented Positions. Councilor Sheehy seconded the motion and it passed by unanimous voice vote.
Councillor Sheehy said this was also considered in detail by the Subcommittee and recommended.

F. Discussion and Possible Action and Direction to In-Source Legal Services and to Adopt Resolution No. 2016-22 Amending the FY 2017 Compensation Plan for Non-Represented Employees

Mr. Dwyer explained this makes his status from contracted to an internal position as a half-time employee.

Commissioner Chávez said it provides a potential cost savings to the district.

Mr. Bingham said it is mostly associated with the fact that we have seen increasing costs in legal services and this would set a cap that we cannot go over.

Mr. Mortillaro added that this is not a classified position and not required to be recruited for. We are not hiring a firm but creating a half-time professional position with Mr. Dwyer.

Commissioner Chávez moved to approve Resolution No. 2016-22 Amending the FY 2017 Compensation Plan for Non-Represented Employees. Councillor Sheehy seconded the motion and it passed by unanimous voice vote.

G. Discussion and Consideration of Resolution No. 2016-23 for Disposal of Assets

Mr. Bingham provided a hand out of vehicles to be disposed. This is a standard inventory reduction of the fleet. All of them are over the FTA requirements for life cycle. These are the nine most advantageous to get rid of. The District Disposal Committee reviewed the vehicles on the list.

Councilman Rivera moved to approve Resolution No. 2016-23 for Disposal of Assets. Commissioner Chávez seconded the motion and it passed by unanimous voice vote.

H. Discussion and consideration of Resolution No. 2016-24 Updates to the District’s Travel Policy

Mr. Mortillaro explained the changes are just to clarify some issues and add parameters for what happens within or without the district.

Mr. Bingham said much of it is just clerical. The last update was in 2011. The biggest is to create an inside radius. Forms that have been updated but not included before are now included. Air fare is changed to the most advantageous choice. Per diem rates were updated also by $1.

Councilman Rivera moved to approve Resolution No. 2016-24 Updates to the District’s Travel Policy. Commissioner Chávez seconded the motion and it passed by unanimous voice vote.
I. Discussion and Consideration of Resolution No. 2016-25 Update to the District’s Investment Policy

Mr. Mortillaro said this policy was approved by the Subcommittee.

Mr. Bingham said it is due to a new change to the state investment policy and we are supporting it.

Councilor Sheehy moved to approve Resolution No. 2016-25 Update to the District’s Investment Policy Mr. Pino seconded the motion and it passed by unanimous voice vote.

J. Discussion and Consideration of Resolution No. 2016-26 Authorizing NCRTD Staff to apply for Federal Funding through the Federal Fiscal Year (FFY) 2016 Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants Program to Provide Improved Access to Health and Human services by Offering Expanded Mobility Options within Taos County for Americans with Disabilities (ADA) and Non-ADA Riders, through ADA complementary Paratransit and Demand Response Service

Ms. McGuire said she has brought this back to the Board for the mobility plan. In discussing it with NMDOT, there is more focus on operational services in Taos. Of the $515,000 cost, the District pays $103,000.

Councilman Rivera moved to approve Resolution No. 2016-26 Authorizing NCRTD Staff to apply for Federal Funding through the Federal Fiscal Year (FFY) 2016 Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants Program to Provide Improved Access to Health and Human services by Offering Expanded Mobility Options within Taos County for Americans with Disabilities (ADA) and Non-ADA Riders, through ADA complementary Paratransit and Demand Response Service. Commissioner Chávez seconded the motion and it passed by unanimous voice vote.

K. Discussion and Consideration of Resolution No. 2016-27 Authorizing the submittal of Applications for Federal Funding for §§5304, §§5307, §§5309, §§5310 and §§5311 in Federal Fiscal Year 2018

Ms. McGuire explained that this is the same resolution annually approved. DOT is asking what we want to submit for and this is resolution responds to that.

Mr. Pino moved to approve Resolution No. 2016-27 Authorizing the submittal of Applications for Federal Funding for §§5304, §§5307, §§5309, §§5310 and §§5311 in Federal Fiscal Year 2018. Commissioner Fambro seconded the motion and it passed by unanimous voice vote.

L. Discussion and Direction Authorizing Staff to Coordinate with Dream Tree Project Inc. To
Implement a Safe Place Program and Possible Action Approving Resolution No. 2016-28 and Authorizing the Executive Director to Execute a Memorandum of Understanding

Ms. McGuire reported on this collaboration with the Dream Tree Project - Safe Place program in Taos which is where businesses can identify themselves as a safe place by allowing children in trouble to notify the driver and the driver will transport the child to their location from a bus stop in Taos. About $400 is the cost for materials and about $50 for shipping. This just formalizes the process of what drivers do already and just another avenue for folks in need. The materials include a diagonal “yield sign” sticker that says Safe Place and a big poster for the participating businesses. She clarified that the bus drivers would not alter their route and a volunteer driver from Dream Tree would meet the bus at the bus stop to complete the transportation of the youth to their shelter.

The Dream Tree Director described the services of this shelter and the National Safe Place Network of shelters of which Dream Tree is a member provider. Services include an emergency shelter for your, transitional living, case management and independent living skills. She said there are seven locations in the District region. They are also working with volunteer drivers in Rio Arriba County, Taos, Chama and Peñasco. She added that an article will come out soon in the Rio Grande Sun.

Councilor Sheehan - commented that this is a fine program and the District is proud to be a little part of it. There is a need in every county so he will bring this to the Los Alamos Council to see if they may be interested.

Councilman Rivera moved to approve Authorizing Staff to Coordinate with Dream Tree Project Inc. To Implement a Safe Place Program and Possible Action Approving Resolution No. 2016-28 and Authorizing the Executive Director to Execute a Memorandum of Understanding. Councilor Sheehan seconded the motion and it passed by unanimous voice vote.

M. Discussion and Consideration of Resolution 2016-19 Requesting the Los Alamos County Council to Consider a Long Term Commitment for an Annual Contribution to the NCRTD

This item was removed at the time that the agenda was amended and approved.

DISCUSSION ITEMS:


Mr. Bingham gave the financial report and announced he just got a check from Los Alamos for end of year support. Most revenues met their expectations. They are a little behind on reimbursements.

Mr. Bingham went through the financial report in the packet, sharing the detail of each page in the report.

There were no questions from the Board about the report.
O. Finance Subcommittee Report

Councilor Sheehy said the Subcommittee considered draft budget, quarterly investment report and recommended travel policy adjustments and investment policy adjustments.

There were no questions.

P. Tribal Subcommittee Report

Governor Dorame was not present to give the report.

Q. Executive Report and Comments from the Executive Director

Mr. Mortillaro said his reports are in packet.

Ms. Granillo presented the reports on ridership and performance which were included in the packet. She commented that rural transit is a lot different than urban transit so it has been a learning curve. Ridership is lower but ridership is declining everywhere, perhaps because of summer or people walking more in the good weather.

She commented briefly on the performance measures which compare favorably with Region Six statistics. She mentioned that there are higher maintenance expenses with our older fleet. Hopefully with the new buses, that number will improve as will the spare ratio. She again reported no major accidents of the fleet vehicles. A few complaints have come in. Some of it is the result of shift changes that happen twice a year and new drivers have to learn their new routes.

Mr. Mortillaro said the Request for Proposal for the Santa Fe consolidation/merger study has now closed. They got three proposals and the committee is evaluating them on Monday to decide which will be presented to the committee and they will then make recommendations to the Board at the July 18 meeting.

With the fleet disposal, our members do make requests for the disposal fleet. Members who are interested will be put in the que – first come first in line. We will go through the process. It does require repainting of the vehicles since our blue is iconic.

MATTERS FROM THE BOARD

There were no matters from the Board.

MISCELLANEOUS
Ms. Daria Veprek and Mr. Jim Nagle addressed the Board. Ms. Veprek said the Staff is celebrating our Executive Director today for his last five years as leader of the District. She presented a gift to him on behalf of the management team.

Councilman Rivera said he has known Mr. Mortillaro for 13 years, before this became the NCRTD. The NCRTD became a certified board in 2004 so he has been around a long time and understands the District very well. He has done a great job and that is evidenced in the fleet of blue buses.

Mayor Barrone thanked Councilor Salazar for filling in for him. He said this organization under Mr. Mortillaro's leadership will continue to be great. He appreciated Mr. Mortillaro and all the Board.

Commissioner Fambro said Mr. Mortillaro came in at a time of tight management and he fulfilled that role for all of us.

Mr. Mortillaro said this is a nice surprise and thanked everyone. He added that our statistics reflect that we are doing a great job and our customers reflect that in the surveys. The Board has been crucial. We can't accomplish things without a supportive Board. And we could not do it without everyone working as a team. Thanks you so much.

ADJOURN

Councilman Rivera moved to adjourn the meeting. Mr. Pino seconded the motion and it passed by unanimous voice vote.

The meeting was adjourned at 11:36 a.m.

NEXT BOARD MEETING: July 8, 2016 at 9:00 a.m.

Approved by: 

[Signature]

Daniel R. Barrone, Chair

Attest:

[Signature]

Dennis Tim Salazar, Secretary

Submitted by: 

[Signature]

Carl Boaz for Carl G. Boaz, Inc.

North Central Regional Transit District Board       June 10, 2016