North Central Regional Transit District
Board Meeting
Friday, March 7, 2014
9:00 a.m. - 1:00 p.m.

CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Commissioner Dan Barrone, Chair, at 9:11 a.m. at the Jim West Transit Center, 1327 Riverside Drive, Española, New Mexico.

1. Pledge of Allegiance

2. Moment of Silence

3. Roll Call

Ms. Lucero 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>Councillor Pete Sheehy</td>
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<td>Rio Arriba County</td>
<td>Commissioner Barney Trujillo</td>
<td>Mr. Tomás Campos</td>
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<td>Taos County</td>
<td>Commissioner Daniel Barrone</td>
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<td>Santa Fé County</td>
<td>Commissioner Miguel Chávez</td>
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<td>Nambé Pueblo</td>
<td>Mr. Lonnie Montoya (T)</td>
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<td>Pojoaque Pueblo</td>
<td>Mr. Tim Vigil</td>
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<td>Ohkay Owingeh</td>
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<td>Mr. Ben Luján</td>
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<td>San Ildefonso Pueblo</td>
<td>Ms. Lillian Garcia</td>
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<td>Santa Clara Pueblo</td>
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<td>Tesuque Pueblo</td>
<td>Ms. Sandra Maes</td>
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<td>City of Santa Fé</td>
<td>Mr. Jon Bulthuis (T)</td>
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<td>City of Española</td>
<td>Mayor Pro Tem D. Tim Salazar</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
- Mr. Jim Nagle, Public Information Officer
- Ms. Dalene Lucero, Executive Assistant
- Mr. Mike Kelly, Transit Operations Director
- Ms. Stacey McGuire, Projects and Grants Specialist
- Ms. Glenda Aragon, Finance Director
- Mr. Gus Martinez, Fleet Manager

**Others Present**
- Mr. Peter Dwyer, Legal Counsel
- Mr. Carl Boaz, Stenographer
- Mr. Erick Aune, SFMPO
- Mr. Scott Scanland, New Mexico Governmental Affairs
- Mr. John Jarrard, Huitl-Zollars
- Mr. Greg White, NMDOT

4. **INTRODUCTIONS**

All present introduced themselves to the Board.

5. **APPROVAL OF AGENDA**

Commissioner Trujillo moved to approve the agenda as presented. Mr. Lujan seconded the motion and it passed by unanimous voice vote (10-0).

January 10, 2014

Commissioner Trujillo moved to approve the minutes of January 10, 2014 as presented and the motion passed by unanimous voice vote. (10-0).

February 7, 2014

Councilor Sheehy moved to approve the minutes of February 7, 2014 as amended with his name correctly spelled. Mayor Pro Tem Salazar seconded the motion and it passed by unanimous voice vote (10-0).

7. PUBLIC COMMENTS

There were no public comments.

Mr. Tomás Campos arrived at this time.

PRESENTATION ITEMS:

A. SFMPO Public Transit Master Plan Erick Aune, Santa Fe Metropolitan Planning Organization

Mr. Aune noted that in 2010, the Santa Fe MPO adopted the Public Transit Master Plan as one of three modal priority plans specifically called out in the 2010-2035 Metropolitan Transportation Plan (MTP). The goal was to provide a long range regional look at transportation plans. The MTP includes the 2012 Bicycle Master Plan and the pending 2014 Pedestrian Master Plan. Specifically, the 2010 Santa Fe MPO to take on a number of initiatives to advance how the transportation system will become accessible, interconnected, sustainable and multimodal. Proposals responding to the RFP were due on March 7 at 2 p.m. He explained that it the MPO was looking forward to working with the RTD. The Plan deals primarily with the Santa Fé area but in 20 years, how the urban area might look and how transportation would operate. He said it would also include how the MPO could help with the NCRTD 5-year plan.

There were no questions and Chair Barrone thanked him for the presentation.

B. 2014 Legislative Report Scott Scanland, New Mexico Government Affairs

Mr. Scanland gave a summary report on the legislative session that ended a week before and the status of bills of interest to the RTD. At this time, the Governor had acted on a little less than half of the bills. The Capital Outlay bill included $175,000 for the RTD for bus purchases. The RTD should thank Senator Wirth and Representative Egoff for their support of this appropriation.

Commissioner Chávez arrived at this time (9:20 a.m.).
Mr. Scanland said Senate Bill 41 (regarding CDL licensing) as amended by the Senator from Farmington passed easily. Similar legislation was supported last year but vetoed by the Governor. He clarified that under the legislation, the written CDL test could be taken as many as two times per week for the knowledge and skills knowledge. The driving test for CDL happens three times per year.

Mr. Scanland said there wouldn’t be many changes in the House but Board members might go to them a couple of times each year about the routes that go through their district and that 800 people a week ride the buses through their constituent area. Some legislators were reluctant to commit money for the buses that serve other areas than their district. He promised to keep Mr. Mortillaro updated. Next year there would be new faces in the legislature as ten had retired out of the House and there could be more. The next session is a 60-day session and, assuming oil and gas prices stay up, there would be more capital outlay funds available.

Mr. Mortillaro thanked Mr. Scanland for getting the $175,000 and hoped the veto pen didn’t cut it off.

**ACTION ITEMS FOR APPROVAL/DISCUSSION:**

**C. Review and Discussion of Maintenance Facility Conceptual Schematic Design and Cost Estimate Anthony J. Mortillaro**

Mr. Mortillaro said this item was for discussion only. About 9 months ago, at the July 13, 2013 Board meeting, the Board awarded a contract for analysis of having a facility constructed when facility maintenance is brought in-house. To do that, the District needed a maintenance facility. The District received some 5304 planning money to get the phase 2 work done and the Board authorized the preliminary design.

Huitt-Zollars has now completed that work for the most part and Mr. John Jarrard was at the meeting to present it to the Board. Mr. Jarrard said they were excited about the project and had a great experience working with the District. He showed a Power Point to the Board and explained that transit facilities were his company’s specialty. They were proud of their New Mexico Award for quality service.

He described the process for creating the programming plan. The Geo-technical Report and the Environmental Documentation would be completed in April. Construction Documents would take 20 weeks, bidding would take 4 weeks and construction would take 40 weeks. He pointed out on the site plan the space that would not be needed for other purposes.

He gave preliminary costs for the project estimated at about $5.5 million and equipment/tools needed and soft costs for architect’s fees, etc. that brought the total to about $6.1 million. The estimate did not include other site improvements such as the Park and Ride facility or the Transit Orientated Development.

Ms. Carter said she understood the RTD didn’t have fares but if the District decided in the future to do that, she asked where that would be managed.

Mr. Jarrard said the plan was to do that at the fueling lane. So the driver could come in, drop the fare, clean the bus and take it to wash at the fueling lane. That would have a covered canopy.
Mr. Campos asked if the filling station would be for CNG or for diesel fuel.

Mr. Kelly said in discussions at the design phase, they would have a placeholder in the design for a CNG dispenser. They were confident they would still be using traditional fuels, but they could have propane or CNG next year. If it was CNG, they could have underground conduits for overnight fueling of CNG and a corner for the compressor station.

Mr. Tim Vigil arrived at this time (9:42 a.m.).

Commissioner Chávez asked about any consideration for solar units on rooftops.

Mr. Jarrard said that was discussed and was the reason they selected the butterfly roof design. They could also have PV panes over the parking area as well.

Councilor Sheehy asked if there was a LEED level goal as baseline with options for higher levels.

Mr. Jarrard said typically Silver LEED was their baseline. They did one in Las Cruces at the Silver level. He added that a condition of FTA money was required LEED certification.

Councilor Ring asked if using solar later would incur more design costs. Mr. Jarrard agreed.

Councilor Ring asked if the 10% fee was negotiable.

Mr. Jarrard clarified that here it was about 8% fee and that was the industry average but given the preliminary, it might be lower. There was a lot of site work to do.

Ms. Maes asked if they did a soils analysis to make sure it met the standards.

Mr. Jarrard agreed. That was the Geo-technical report that would be finished in April. It does impact the project and the foundation.

Mr. Vigil apologized for being late and if provisions were being made for adding solar or if they would have to tear out walls for solar installation.

Mr. Jarrard said it would be designed to receive solar and the infrastructure would be put in now. It also depended on how much funding the District ends up with.

Mr. Mortillaro said the prior construction for the Administration building only included about five borings on the site but this geo-technical report would have over 11 borings to get a good base for what was going on in the back area. Mr. Jarrard generated cost estimates for this and he was advised to use a high construction estimate so hopefully it wouldn’t cost more.

Chair Barrone asked where the money would come from.
Mr. Mortillaro said the District applied for TIGER Five funds but didn’t get any. However, they just announced TIGER Six funding and the District would apply for it. With the upfront work done, the District had a better chance of getting an award because they would have the design and have it shovel ready. In a couple of months they would know what the budget would be for the next year. They would have to fund 100% of the design out of the District’s money. Final design would take approximately 6-9 months and the estimated cost for the design was $577,500.

D. Discussion and Consideration of Resolution 2014-04 Authorizing the Title VI Update Stacey McGuire

Ms. McGuire gave a brief overview of Resolution 2014-04 to adopt the Title VI nondiscrimination policy. The District is mandated by FTA C 4702.1A to adopt the Title VI regulations (49CFR, part 21) in order to be eligible to get federal funds. The Resolution was explained in the packet on pages 60-61 and the policy was on page 62.

Ms. McGuire said the proposed Title VI program had been reviewed by NMDOT and Resolution 2014-04 does provide for the adoption of the FTA required Title VI Program that prohibits discrimination on the basis of race, color, or national origin in federally funded programs and activities. Page 76 in the packet had the statements that the District published at various sites including on schedules. Pages 77-82 dealt with complaint procedures and complaint forms as a way to meet the requirements. She said the District has had no complaints or law suits. The public participation requirement need a way for the public to be involved in the decision making. Board meetings were published in print, on the web site and through other links. All District facilities were ADA accessible.

Page 67 explained how they relied on other government entities and she explained the arrangement with Los Alamos County.

Ms. McGuire explained the Outreach components and how service changes were communicated with MPO and RPO, and on the web site which allowed for public access. She also briefly addressed language provisions, noting that the majority understood Spanish and currently did translating on a regular basis. She briefly reviewed the other components of the policy.

Mr. Bulthuis moved to approve Resolution 2014-04 as presented. Commissioner Trujillo seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Rio Arriba County, Santa Fe County, Taos County, Ohkay Owingeh, Pojoaque Pueblo, San Ildefonso Pueblo Tesuque Pueblo, City of Española, Town of Edgewood and City of Santa Fe voting in favor and none voting against. Nambé Pueblo was not present for the vote.

After the vote, Mr. Bulthuis excused himself from the meeting.

E. Discussion and Consideration of Resolution 2014-05 Establishing a Sustainability Committee and Adopting a Charter for the Appointment of Members Michael J. Kelly
Mr. Kelly recalled that at the February Board meeting the Board approved the Sustainability Fund and established a committee to manage it. Resolution 2014-05 was shown in the packet on page 88 and described the Committee’s responsibilities. It would utilize the vision statement which he read to the Board. The Committee would have seven members with Executive Director as ex officio. Membership would include two board members, two staff, one professional in sustainability, one in the education field and one at-large. Each member could have an alternate. There would be three-year staggered terms and no term limits. The Committee would meet every two months but could meet more frequently at the start. The resolution also set the meeting schedules. The Committee was subject to the Open Meetings Act and would elect a chair but staff could not serve as an officer.

The function or purpose was to facilitate implementation of the Sustainability Plan. Mr. Kelly shared other possible topics of their work and recommendations. He urged the Board to help the District take the lead in sustainability with recycling, pollution reduction, use of alternative energy, and partnerships.

Mr. Dwyer had reviewed this and recommended that the committee be 7 members instead of 6 and at the outset had four members with two-year terms instead of three members and three members with 1-year terms.

Commissioner Chávez asked if the resolution in the packet was correct. Mr. Dwyer agreed.

Commissioner Chávez moved to approve Resolution 2014-05 with the amendments by legal counsel. Councilor Ring seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Rio Arriba County, Santa Fe County, Taos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, San Ildefonso Pueblo Tesuque Pueblo, City of Española, and Town of Edgewood voting in favor and none voting against. The City of Santa Fe was not present for the vote.

F. Discussion and Direction Amending the Para Transit and Demand Service Policies Michael J. Kelly

Mr. Mortillaro explained this was for discussion input now and at the April meeting would be brought back as amended, based on input today, to adopt by resolution.

Mr. Kelly said it was the revised ADA service policy. The original design facilitated certain fixed routes in Española and staff brought this to the consultants who realized the District was not totally in compliance with ADA in the way para-transit service was provided outside of Española. They were designated as commuter routes so they were exempt. But the consultant said all routes were fixed routes and the District needed to consider serving those who lived up to 3/4 mile from fixed routes. That was brought to the Board in February. Now the para transit policy had to be modified with those identified changes.

Historically the District had a 15 mile radius in Rio Arriba County with on-demand service charging a $1 fare and twice the amount of the fare for ADA services, door to coor. He explained that Española had its own transit service before NCRTD took it over. With the new 3/4 mile zone, Arroyo Seco and La Puebla would benefit from those services.
But during peak times, it would be difficult to provide complimentary ADA service during that time and since the on-demand service already existed, there was just a slight overlap into Santa Fe County that could be included. He referred the Board to section B, behind page 117 for the map.

This new area would help operationally to have an on-demand service into those limited areas during peak hours only. On subsequent pages was a map of the Nambé-Pojoaque area where it was recommended to discontinue the fixed route service and replace with dial a ride service and the updated policy included that dial a ride service which would require an hour notice of need for a ride. There were a few items that FTA rules showed the District need to take reservations for a ride up until 5:00 and removed "common" from common wheelchairs.

Councilor Ring asked if it would have a financial impact.

Mr. Kelly said the impact for the whole plan would be minimal; no more than $2-3,000 per year.

Councilor Sheehy said if drivers were not required to go on a road the bus was not equipped to travel.

Mr. Kelly agreed and that was described on page 98. They must be paved or graveled and maintained with sufficient drainage and the buses would utilize the same turn around areas as school buses.

Commissioner Chávez read some correspondence he received from Ms. Lucero, a concerned resident in the La Puebla area who was more concerned with elderly riders instead of ADA. He explained that he shared it with staff and didn't want to respond directly to Ms. Lucero without having a Board discussion on it.

Ms. Maes felt this was a really tough subject and gave kudos to the staff because it could scream discrimination. She mentioned a person with Disabilities at the State level who could help finalize the language on it.

No action was needed because a resolution would be brought to the April Board meeting.

DISCUSSION ITEMS

G. Discussion and Review of Ski Santa Fe Service Update

Ms. McGuire referred to the hand out on the members' desks and reviewed the developments. In December, a formal letter was submitted to NMDOT requesting additional 5311 funds and their response was to detail the routes and in February we shared the routes. NMDOT said they didn't think they could provide added 5311 funds for 2014 but would include the request in the 2015 budget. She was working on that. She was looking at potential partners. In the coming weeks, a formal request would be prepared for board input.

She had been contacted by individuals who were interested and wanted to get involved. One was a woman with Sustainable Santa Fe who was willing to assist in getting more input from interested groups. Another was a woman who was a transit advocate who saw the value in the expansion of this project.
Councilor Sheehy commented that the legislative session just ended they approved a budget for 2015 and wondered how that filtered down so that NMDOT could include this request in their budget.

Mr. Mortillaro explained that the funding from DOT was 5311 federal pass through funds, not State of New Mexico dollars. The rural entities submit applications for that money months in advance. DOT asked the District to restructure the prior application to include this additional funding. It includes Galisteo and a number of the new routes and services in the service plan update so it was not just focused on Ski Santa Fé.

Chair Barrone recalled that was also the route the District was pursuing FLAP funds for and asked if that application was denied.

Ms. McGuire said they had not heard yet but it would be for 2018.

Mr. Mortillaro said the funding scenarios were aligned to have the beneficiaries investing their own money in the project also.

Mr. Vigil asked what that route would cost to provide.

Ms. McGuire said it was about $230,000 for the first year. She had asked for $1.8 million in the FLAP application.

Mr. Mortillaro said that amount included three buses and operations for 5 years.

Commissioner Chávez asked if it would be fare-based or free or if that had been discussed.

Ms. McGuire said it was discussed but was not decided. There were other ways to structure it without the fares also. She mentioned that the district had been approached by community groups and transit advocates who wanted to get involved. A representative of both the Sustainable Santa Fe commission and the business and Quality of Life Committee had reached out to the RTD and expressed a willingness to participate and facilitate the provision of additional information.

Commissioner Chávez thought Ski Santa Fé was willing to help but didn’t think that would help that much. He felt they needed to ask for a significant contribution to make sure it didn’t impact our service now.

Mr. Mortillaro agreed and said they went through 4-5 options and were settling down on one.

Councilor Ring agreed in principle with Commissioner Chávez that the District needed to at least break even. Without that, it could take away from other services.


Ms. Aragon presented the financial report as of February 25 and 56% of the budget. She shared
highlights from page 121 and gave the details for GRT revenues, grant revenue and miscellaneous revenue. Two buses had been sold for which they received about $5,000. They she highlighted summaries of expenses by category.

The Board had no questions regarding the Financial Report.

I. Finance Subcommittee Report - Tim Vigil

Mr. Vigil deferred to Mr. Mortillaro who reported that the Finance Committee participated in a customer Service Initiative Focus Group on February 12 in place of the regularly scheduled Finance subcommittee meeting.

J. Tribal Subcommittee Report – Mary Lou Valério

Mr. Mortillaro said the Tribal subcommittee had no report but they participated in the Customer Service Initiative Focus Group on February 12 in place of the regularly scheduled Tribal Subcommittee meeting.

Ms. Maes commented that the consultant for the focus group was excellent.

K. Executive Report for February 2014 and Comments from the Executive Director – Anthony J. Mortillaro

Mr. Mortillaro reported that when MAP 21 was authorized, tribal funding went from a competitive process to an allocation process and there was no funding allocated except for Ohkay Owingeh. The District worked with tribal members and FTA and the most recent report for 2014 indicated they funded San Ildefonso Pueblo, Ohkay Owingeh, Tesuque Pueblo and Santa Clara Pueblo by having Ms. McGuire dogging the FTA for it. A total of $244,878 was being allocated to those four pueblos. Staff would meet with the pueblos to determine how they wanted to expend the funds.

Mr. Mortillaro announced that on March 25 he would update the Santa Fe County Board on the service plan.

Mr. Kelly reported on the performance measures that were included in the packet starting on page 140. The report included all RTD routes, Los Alamos routes and Santa Fé routes. Ridership was up about 5,000 riders from last year.

Page 142 showed monthly expenditures for operating and administration and determined the cost per mile at $2.69 per mile and cost per passenger trip was $12.02 per rider. The recent purchase of new vehicles brought the mileage average down considerably. Preventative maintenance and inspections were above the standards and there were no accidents in January. They received six validated complaints and had seven incidents on buses.
Councilor Ring commented they were great reports, great efforts and good results.

Chair Barrone thanked Ms. McGuire for getting the tribal funding.

MATTERS FROM THE BOARD

I. Appointment of Alisha Cata, Program Coordinator, as a Member of the Tribal Subcommittee to represent Ohkay Owingeh – Daniel Barrone

Chair Barrone announced receiving the letter from Ohkay Owingeh that Ms. Mermejo would step down from the Tribal Subcommittee and welcomed Ms. Cata who would take her place and was present at the meeting.

Mr. Luján thanked the Board for letting her become part of the Tribal Subcommittee. He and Ms. Mermejo would still be on the Board.

Mr. Vigil moved to approve the appointment of Alisha Cata to the Tribal Subcommittee to represent Ohkay Owingeh. Councilor Ring seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Rio Arriba County, Santa Fe County, Taos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, San Ildefonso Pueblo Tesuque Pueblo, City of Española, and Town of Edgewood voting in favor and none voting against. The City of Santa Fe and Nambé Pueblo were not present for the vote.

Ms. Carter reported on the Mascot contest for the Rail Runner. She announced that the Montaño Station was opening on April 7 and ribbon cutting would take place in the afternoon.

Councilor Ring announced he was elected for 4 years more in Edgewood and was happy to remain a part of the NCRTD Board.

MISCELLANEOUS

There were no miscellaneous items.

ADJOURN – Next Board Meeting: April 4, 2014 at 9:00 a.m.

Mr. Vigil moved to adjourn the meeting. Mr. Luján seconded the motion and it passed by unanimous voice vote.

The meeting was adjourned at 11:20 a.m.