CALL TO ORDER:

1. PLEDGE OF ALLEGIANCE
2. MOMENT OF SILENCE
3. ROLL CALL
4. INTRODUCTIONS
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES – January 9, 2015
7. PUBLIC COMMENTS

PRESENTATION ITEMS:

A. Presentation of Employee Anniversaries
   Sponsor: Daniel Barrone, Chairman and Anthony J. Mortillaro, Executive Director.

B. Presentation and Review of Santa Fe Metropolitan Planning Organization (MPO) Transit Master Plan
   Sponsor: Anthony J. Mortillaro, Executive Director and Erick Aune, MPO.

ACTION ITEMS FOR APPROVAL/ DISCUSSION:

C. Discussion and Consideration of Resolution No. 2015-05 Authorizing a Budget Amendment to Increase the FY2015 Budget from the 5309 State of Good Repair Federal Funding, Cash Reserves and Unexpended State Capital Outlay Funds
   Sponsor: Anthony J. Mortillaro, Executive Director and Pat Lopez, Interim Finance Director. Attachment.

D. Discussion and Consideration of FY2015 Capital Bus Procurement

E. Discussion and Consideration of Resolution No. 2015-06 Disposal and Auction of Obsolete Fleet and Miscellaneous District Property
F. Discussion and Consideration of Resolution No. 2015-07 Donation of 2 Obsolete Buses to Taos County Senior Program

G. Discussion and Review of the North Central Regional Transit District FY2015 Mid-Year Financial Summary Report
   Sponsor: Anthony J. Mortillaro, Executive Director and Pat Lopez, Interim Finance Director. Attachment.

DISCUSSION ITEMS:

H. Discussion and Review of the Draft North Central Regional Transit District Social Media Policy and Resolution 2015-04
   Sponsor: Anthony J. Mortillaro, Executive Director and Jim Nagle, Public Information Officer. Attachment.

I. Discussion and Review of Ski Santa Fe Service - Update
   Sponsor: Anthony J. Mortillaro, Executive Director and Stacey McGuire, Projects and Grants Specialist.

J. Financial Report for January 2015:
   Sponsor: Anthony J. Mortillaro, Executive Director and Pat Lopez, Interim Finance Director. Attachment.

K. Finance Subcommittee Report:
   Sponsor: Chair Tim Vigil and Anthony J. Mortillaro, Executive Director. Minutes from December 19, 2014.

L. Tribal Subcommittee Report:
   Sponsor: Chair Lonnie Montoya and Anthony J. Mortillaro, Executive Director.

M. Executive Report for January 2015 and Comments from the Executive Director:
   1) Executive Report
   2) Performance Measures for December 2014
   3) Ridership Report for December 2014

MATTERS FROM THE BOARD

MISCELLANEOUS

ADJOURN

NEXT BOARD MEETING: March 6, 2015 at 9:00 a.m.

If you are an individual with a disability who is in need of a reader, amplifier, qualified Sign Language interpreter or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.
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 9:08 a.m. at the Jim West Regional 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>Councilor Pete Sheehey</td>
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<td>Rio Arriba County</td>
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<td>Mr. Tomás Campos</td>
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<td>Taos County</td>
<td>Commissioner Jim Fambro</td>
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<td>Santa Fe County</td>
<td>Commissioner Miguel Chávez</td>
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<td>Nambé Pueblo</td>
<td>Mr. Lonnie Montoya</td>
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<td>Pojoaque Pueblo</td>
<td>Mr. Tim Vigil [T]</td>
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<tr>
<td>Ohkay Owingeh</td>
<td>Ms. Christy Mermejo</td>
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<td>San Ildefonso Pueblo</td>
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<td>Ms. Lillian Garcia</td>
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Santa Clara Pueblo | Absent |
---|---|
Tesorque Pueblo | Absent |
City of Santa Fé | Absent |
City of Española | Councilor Dennis Tim Salazar |
Town of Edgewood | Councilor Chuck Ring [T] |
Town of Taos | Mayor Daniel Barrone |
Rio Metro (ex officio) | Ms. Elizabeth Carter |

**Staff Members Present**
- Mr. Anthony J. Mortillaro, Executive Director
- Ms. Dalene Lucero, Executive Assistant
- Mr. Michael Kelly, Transit Operations Manager
- Ms. Stacey McGuire, Projects and Grants Specialist
- Mr. Jim Nagle, Public Information Officer
- Ms. Pat López, Acting Finance Director
- Ms. April Martinez, Transit Driver I
- Mr. Ray Montoya, Transit Driver III/Lead
- Mr. Nick Molina, Transit Driver I

**Others Present**
- Mr. Peter Dwyer, Legal Counsel
- Mr. Carl Boaz, Stenographer
- Mr. Ardee Napolitano, Rio Grande Sun
- Ms. Lisa Katonak, Santa Fe County Manager’s Office
- Mr. Robert Griego, Santa Fe County Planning Manager
- Ms. Delilah Garcia, NMDOT
- Mr. Andrew Martinez, Rio Arriba County
- Mr. Erick Aune, Santa Fe Metropolitan Planning Organization
- Mr. Gary Suiter, The Mercer Group
- Ms. Holly Buck, Felsburg, Holt & Ullevig
- Mr. Jeremy Nelson, Felsburg, Holt & Ullevig
- Ms. Tessa Jo Mascareñas, Santa Fe County
- Mr. Farley Vener, Hinkle and Landers

4. **INTRODUCTIONS**

   Everyone present introduced themselves to the Board and public.
5. APPROVAL OF AGENDA

Commissioner Chávez moved to approve the agenda as presented. Councilor Salazar seconded the motion and it passed by unanimous (9-0) roll call vote with City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Santa Fé County, San Ildefonso Pueblo, Taos County and Town of Taos voting in the affirmative and none voting against. Town of Edgewood and Rio Arriba County were not present for the vote.

6. APPROVAL OF MINUTES - December 5, 2014

Councilor Sheehey moved to approve the minutes of December 5, 2014 as presented. Chair Barrone seconded the motion and it passed by unanimous (9-0) voice vote. Town of Edgewood and Rio Arriba County were not present for the vote.

Councilor Ring rejoined the meeting telephonically.

7. PUBLIC COMMENTS

No public comments were called for.

PRESENTATION ITEMS

A. Presentation of Quarterly Above and Beyond/Safe Driver Awards

Mr. Mortillaro said these awardees are nominated by their peers and this month there were three nominated and the Employee Recognition Committee and the Executive Committee reviewed them and are recommending these three employees for awards. He identified the awardees as Nick Molino, Ray Montoya and April Martínez and shared their qualifications for the award.

Chair Barrone presented Mr. Ray Montoya and Mr. Nick Molina with the Above and Beyond Award and Ms. April Martínez with the Safe Driver Award. The Board congratulated them for their service.

B. Presentation and Discussion of FY 2014 Annual Audit Report

Mr. Mortillaro announced that the State Auditor approved the release of the audit.

Mr. Farley Vener, with the accounting firm of Hinkle and Landers, presented the FY 2014 Annual Audit Report. He indicated the audit opinion is an unqualified opinion. There are no current year findings for FY 2014 and no prior year findings were unresolved. He shared a power point presentation on the audit
summary and explained the division of responsibilities in the audit between Management and Auditor. He noted this is the first year the NCRTD has not had a finding. With one more year of no findings, the NCRTD would become a low risk auditee. Mr. Vener gave his appreciation for assistance from the Finance Staff, Glenda Argon, Pat López, and Shannon Sandoval.

Mr. Campos arrived at 9:36.

Councilor Sheehey congratulated Mr. Mortillaro and staff for this great progress. It not only shows our house is in order but will save us money in the future. He encouraged District Staff to keep up the good work. He cautioned that Los Alamos will have a required change in the Federal GASB and it will be a shock. Los Alamos County have given a 75% organization contribution and the change will amount to changes in millions of dollars. We need to be ready for it and it will have some effect on their bond rating. So it is important that the RTD has such a good audit to deal with that.

Councilor Sheehey moved to accept the Final FY 2014 independent audit as presented. Mr. Montoya seconded the motion and it passed by unanimous (11-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, Santa Fé County, San Ildefonso Pueblo, Taos County and Town of Taos voting in the affirmative and none voting against.

Chair Barrone asked about the audit contract status.

Mr. Mortillaro said the contract was in the last of three years.

C. Presentation and Discussion of Long Range Transit Service Plan - Land Use, Economic Development, Demographics and Summary of Strategic Visioning Process

Ms. Holly Beck, Mr. Jeremy Nelson and Mr. Gary Suiter, from Felsburg, Holt and Ulevig consulting firm presented the results of their research related to non-mobility benefits, economic development and land use visioning and engaged the Board in a discussion for policy directions related to their findings.

They said they have pushed the public meetings out into February away from the holidays a little. In findings thus far, they determined the RTD strengths to be the CEO and staff, Board, financial stability, strong partnerships, affordable service, responsiveness and regional character. Challenges are funding, the GRT vote coming in 2023, low density, large service area and keeping services affordable. The public perception is that services are safe, reliable and valuable.

In the Mission Statement discussion, concepts and words were suggested for consideration including transparent, user friendly, customer service oriented, dependable, connecting existing transportation providers and sustainable.

Mr. Nelson talked about the non-mobility benefits, particularly, the land use benefits, economic development plans and policies benefits. He also described public health benefits for the service area.
He summarized the plans reviewed or to be reviewed. His findings showed that 1) the RTD must grow “smarter” with the slow or no population growth in the past decade and probable slow/no growth in the future except for Santa Fe County. 2) The Region is not fully capturing non-mobility benefits because usually land use plans don’t factor in existing or future transit. 3) The RTD short-term opportunity is to work with local jurisdictions to update land use plans and regulatory codes. It should ensure that growth patterns are supportive of high-quality, cost-effective transit service. 4) The RTD should be a regional leader in promoting TOD at major transit nodes and corridors through T/A, grant funding for infrastructure, partnership with major employers and joint development of TOD.

Mr. Nelson said he would revise and expand his findings, based on Board feedback, ongoing staff discussions and other stakeholder interviews, and then give final assessment to the Board.

Mr. Suiter asked for Board feedback.

Councilor Sheehey agreed they were accurate findings but e.g. in Los Alamos, they are very actively thinking about how to get more growth and the two downtown areas are mixed use areas and well suited for transit and RTD plays a lot to optimize it. With Valles Caldera they are now looking for more growth.

Ms. Mermejo generally agreed. Ohkay Owingeh has areas they want to populate and need to integrate that with RTD. They are targeted areas for growth.

Mr. Campos felt the consultants were missing a few of the dynamics. Rio Arriba County area is so large and the dynamics of Santa Fé and Los Alamos County are completely different. Rio Arriba is receding in growth. It went from 45,000 down to 42,000. Taos County is doing a little better. But the RTD is not involved with Rio Arriba County’s comprehensive plan.

Mr. Andrew Martinez agreed, especially some of the real estate and particularly for new development.

Commissioner Chávez felt most were on target but with some discrepancies. Shaping non-mobility is a good direction and more focus on connectivity with development centers. He introduced Robert Griego to expand on the concept of their pending Land Use Plan which incorporates some of the RTD’s 5-year plan.

Mr. Griego said Santa Fe County’s growth management plan has an approach strategy with adequate public facilities and services and it identified certain levels of services for number of factors, including roads and transportation corridors and infrastructure. It allows for TOD development to occur but has not developed. The County did an employment study which showed growth less than anticipated and most is within the incorporated areas of Santa Fé, Edgewood and Española. The County is losing rural development growth. They are looking at regulations for development and the RTD needs to be addressed better in them. Growth areas at railroad stations and others are more amenable with growth. The County’s projected growth? Is a little over 1%.

Commissioner Fambro said Taos County is a no growth area and everyone wants no growth but more services. They just revised their land use codes and didn’t include transit in it. He asked how they could balance those two wishes.
Ms. Carter agreed with the assessment. Rio Metro resents not being included in the conversations. But the services provided by Rio Metro don’t go to the areas where major development is planned in Valencia County. They will have to strategize new services for it. She said they are chasing and trying to play catch up and do need to work with Economic Development. Funding is an issue - how they can provide service to everyone.

Chair Barrone said they need to look at transit just like they do at public safety. He noted that the Taos Ski Area is asking for a special tax district.

Councilor Salazar thought the findings were right on. A lot of people leave for some other job opportunity.

Ms. Garcia agreed with the key findings. In San Ildefonso there is less land use. They are trying to get more stops which is good for the community but harder to get. They have more restrictions for mobility.

Mr. Montoya agreed with most findings and also agreed with Ms. Garcia. He commended the RTD for having this study for TOD communities. He believed it would be very challenging but looks good with Board members bringing staff members here today.

Councilor Ring said in Edgewood the economic development deals with Santa Fé County. Edgewood never sees any except downtown. So they have to rely on Walmart and big box stores. People are proud to have 5 acres of land. Generally, he really liked the way the consultants gathered the information. He mentioned First Choice health care, as someone to contact for information.

Commissioner Fambro said the convenience factor comes to mind and asked if there were factors like convenience included in their study.

Mr. Nelson agreed. Transit has to be a high-quality product with service quality, frequency and reliability as part of the benefits.

Mr. Aune said the MPO is also working on a long range regional transit plan. Two things stand out: First, leadership on land use impacts transit hugely. Second, going back 20 years or even 10, transit service in this region is very new. The train system is new and those impacts on land use have not been seen. Transit is more and more impactful and leadership more legitimate.

Mr. Dwyer noted that because NCRTD’s primary revenue is from GRT and not property, the consultants might want to talk with Senator Peter Wirth about that and get someone to analyze property tax proposed changes. To keep traditional families here means keeping property taxes low.

Councilor Sheehy provided Los Alamos County Economic Development Director and Transit Director Names and numbers.

Chair Barrone suggested BLM and US Forest Service as sources.
Mr. Nelson led a brief discussion on tax strategies, including developer impact fees in planning and how they affect the RTD.

Ms. Buck shared the schedule for public workshops in February and how they would be promoted. She said they would report back to the Board in March.

**ACTION ITEMS FOR APPROVAL/DISCUSSION:**

D. **Discussion and Consideration of Resolution 2015-01 Authorizing the Acceptance of § 5309 State of Good Repair Federal Funding for FY 2015**

Mr. Mortillaro announced that a second round of funding was available from NMDOT. Resolution 2015-01 would authorize Mr. Mortillaro to accept and execute a Memorandum of Agreement with the NMDOT Transit and Rail Division for a second round of State of Good Repair § 5309 federal funding in the amount of $202,460. That funding will allow the RTD to replace two buses as listed in the Board packet. The funding requires a 20% match. For the match, $50,000 would come from the replacement fund and $9,300 from remaining 2014 capital outlay funds. If approved, Mr. Mortillaro would be authorized to sign the MOA and bring back a budget amendment next month.

Commissioner Fambro moved to approve Resolution 2015-01, Authorizing the Acceptance of § 5309 State of Good Repair Federal Funding for FY 2015. Councilor Sheehey seconded the motion and it passed by unanimous (11-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, Santa Fé County, San Ildefonso Pueblo, Taos County and Town of Taos voting in the affirmative and none voting against.

E. **Discussion and Consideration of Resolution 2015-02 TAP**

Ms. McGuire provided the background. The Board approved requesting TAP funds. One aspect was for ADA compliance of facilities of which the RTD has 32 stops that are not ADA compliant. The RTD had to have an ADA transition plan to qualify. The District received $87,000 in 2014 for planning and design, done with Wilson and Company and they are at work on it now and the 2015 funding is for construction.

Now the District is looking for funds in 2016 and 2017 through TAP for completion of the construction. Wilson and Company informed the RTD that the $165,000 budget would probably not cover all of the needs. So we are asking for $260,000. She described what she did to make the project ready. We have some flexibility there between 2016 and 2017.

Resolution 2015-02 would requested $307,584. The local shared is $52,000. If TAP funding if not continued, it will require the District to use GRT for compliance.

Commissioner Chávez asked if the District expends funds for this project and then get reimbursed. Ms. McGuire agreed.
Ms. McGuire asked the Board members to provide support letters for this proposal. She pointed out that the deadline is February 1 so she needs them as soon as possible.

Mr. Martínez brought to their attention that Rosemary Romero wants to help with shelters and offered someone to help with construction.

Mr. Mortillaro added that this person wants to make an anonymous donation and the RTD will work with Ms. Romero on it.

Ms. Mermiejo moved to adopt Resolution 2015-02, TAP funding request, as presented. Mr. Montoya seconded the motion and it passed by unanimous (11-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, Santa Fé County, San Ildefonso Pueblo, Taos County and Town of Taos voting in the affirmative and none voting against.

F. Discussion and Consideration of Resolution 2015-03 adopting the North Central Regional Transit District’s annual Inventory

Mr. López referred the Board to page 75 of the packet for the resolution. He said New Mexico requires an inventory of all assets costing over $5,000 and the inventory has to be certified by a government authority. All of it is audited by the auditor and certified by our CEO. Anything secured by the State only has two items as shown on page 77. It includes two 20-passenger bus from last fiscal year.

Councilor Sheehy noted that the list shows the cost and the accumulated depreciation that is greater.

Mr. López apologized that the depreciation is incorrect. It should be $9,000.

Commissioner Chávez asked if the summary could be attached to the resolution. Mr. López thought so and Mr. Dwyer agreed.

Councilor Salazar moved to adopt Resolution 2015-03 adopting the North Central Regional Transit District’s Annual Inventory with the correction to depreciation amount with the inventory attached as attachment A. Commissioner Chávez seconded the motion and it passed by unanimous (11-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, Santa Fé County, San Ildefonso Pueblo, Taos County and Town of Taos voting in the affirmative and none voting against.

G. Discussion and Review of the Quarterly Investment of District Funds and the State of New Mexico Local Government Investment Pool Report

Mr. Mortillaro reported that this was presented to the Finance Subcommittee who asked that it be forwarded to the Board.
Mr. López said the Investment Report is from July 1, 2014 to September 30, 2014. He noted that the District began investing with lots CDs at local and surrounding banks in New Mexico and referred to page 79 which gives the summary. Early in 2014, the NCRTD began participating in the LGIP (Local Government Investment Pool).

Mr. López reviewed the return on investments which initially totaled $5,975,492 and now has a cash balance of $7,248,559. The total includes $1,263,121 of NCRTD operating funds.

Mr. Campos asked if bank investments required collateralization. Mr. López agreed.

Mr. Mortillaro explained collateralization and noted that the Operating Fund has a sweep account that sweeps excess earnings.

Mr. Campos was concerned because Los Alamos National Bank has a troubled status.

Mr. Mortillaro explained that they have a new CEO and the District’s risk there is a lot less than other institutions. He didn’t have an issue with it.

Chair Barrone moved to endorse the Quarterly Investment of District Funds and the State of New Mexico Local Government Investment Pool Report as presented. Commissioner Chávez seconded the motion and it passed by unanimous voice vote.

H. Discussion and Review of Sustainability Plan, Goals and Metrics

Mr. Mortillaro reminded the Board that they adopted this plan last February and since then Mr. Kelly has worked with Board members on it, especially the goals and metrics.

Mr. Kelly went over the goals and metrics. He noted that two members of the seven-member committee are here, Councilor Sheehy and Mr. Erick Aune. Councilor Sheehy and Colin Messer are co-chairs. The Sustainability Committee met and agreed on goals and metrics that would effectively guide and measure the working of the Sustainability Plan. There are four main areas including field facilities, future development of owned land, fuel facilities, customer friendly practices and green alternatives. The committee developed objectives for each of those goals.

Councilor Sheehy said the committee was very helpful to design specific metrics for the goals. There were good skills among members on each of the goals.

Commissioner Chávez moved to accept the goals and metrics for the Sustainability Plan and incorporate them into the Sustainability Plan. Mr. Montoya seconded the motion and it passed by unanimous (11-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, Santa Fé County, San Ildefonso Pueblo, Taos County and Town of Taos voting in the affirmative and none voting against.
DISCUSSION ITEMS

I. Discussion and Review of Ski Santa Fe Service - Update

Mr. Mortillaro reported that there was a general meeting last month with Santa Fé City and Santa Fé County to discuss funding for the Ski Santa Fé service. Both County and City representatives agreed to go to their respective Governing Bodies to seek financial support.

Next Tuesday, the Santa Fé Board of County Commissioners is to consider it. He had not heard from Santa Fé City Council. He is hoping they take it up soon to incorporate that for next fiscal year.

Commissioner Chávez said he would present the RTD update and service plan and hoped to have intergovernmental agreement on the agenda too. The hardest thing is to convince the Commissioners to help fund that service and he didn’t know if the plan is for seasonal, short term or long term.

Mr. Mortillaro said he was under the impression that the members wanted to pursue the 8 month option and get a commitment for a multi-year basis. It takes time for people to get used to it. Also a commitment to backstop any revenue that doesn’t get generated by the service fees.

There is a concern on whether Ski Santa Fé is actually putting enough money into the process. Santa Fé County staff will take it up with Ski Santa Fé a methodology for covering costs. The cost of service is estimated at $156,000 per year. If the RTD doesn’t have to lease two vehicles, it would change that amount. Those options need to be tightened up. He is open to the idea of this new service only if Ski Santa Fé is willing to contribute at same level as city and county.

Mr. Mortillaro said he met with Nambé Pueblo and Tesuque Pueblo who expressed concerns. The stakeholders agreed to meet and deal with those concerns. Tesuque has a new governor so we are still working on that end.


Mr. López provided the financial report as shown on page 86 of the Board packet. It showed expenditures through December with 47% of expenses. He indicated that the District’s revenues exceeded expenditures. He briefly reviewed each page of the report and there were no questions about his report.

K. Finance Subcommittee Report

Mr. Vigil was no longer on the line.

Mr. Mortillaro said the December Finance Subcommittee meeting focused on the investment report. The meeting in January will focus on the six-month budget report and a report will be brought to the Board’s February meeting. The November 21, 2014 minutes were presented.
Chair Barrone noted that Leandro Cordova was the alternate representative and Commissioner Fambro might need to change that.

L. Tribal Subcommittee Report

There was no Tribal Subcommittee report.

Mr. Montoya said the next Tribal Subcommittee meeting is scheduled for next Tuesday.

M. Executive Report for December 2014 and Comments from the Executive Director

Mr. Mortillaro referred Board members to his report is in the packet. He added that when he and the Chair met with the Town of Taos regarding the routes and service exchange, a subject came up on costs to operate the Chili Line. There was some interest in considering that as part of the RTD services. He told them the District was willing to consider that and to present it to the Town Council but the Board has not discussed it at all. At this point, it is just providing information. He didn’t know what their Council’s interest might be.

Chair Barrone pointed out that there is some redundancy and worth looking at to see if there might be any savings in eliminating duplication of service. The Ski Valley does contribute to the costs of that service.

Mr. Mortillaro reported that in December they were asked to meet with Angel Fire and Red River authorities who had an interest in transit service. He and Chair Barrone and Ms. McGuire met with them. They could contract with NCRTD for service or talk to their county commissioners about annexing Colfax County into our Region. They were impressed with the services NCRTD provides.

Ms. McGuire echoed Mr. Mortillaro’s comments. The ball is in their court now. Often the cost of transit isn’t well understood. The costs could be surprising. It was a positive meeting.

Chair Barrone thought they probably would want to use GRT or the Angel Fire Corporation might fund it.

Mr. Mortillaro announced the RTD Taos Express inaugural run took place last weekend. That is a fare service and they had 38 riders for that service on those two days and everything went smoothly on it. They are still working on connecting the Taos Express with the Chili Line routes to the Ski Valley.

Mr. Nagle said the RTD took over the Taos Express web site and did it in house through Daniel Simon, our in-house expert. We wanted to keep the tourist element in the site - Chili Line, Santa Fé Trails, Rail Runner with Rio Metro and talked about joint efforts moving forward. Also with Taos County, the Sipapu promotion and the background on NCRTD and the schedules.

Mr. Mortillaro thanked Rio Metro for putting the District’s ski service in their newsletter.
Chair Barrone read a request for a stop in Dixon at the Rinconada Medical Center.

Mr. Mortillaro explained they have been in contact with that individual but added that with more stops, we can’t call it an express anymore. And then we have to deal with ADA issues as a fixed route issue. The RTD does stop there during weekdays but not on weekends. The drivers always announce the stops to comply with ADA regulations. Next steps include automatic announcements which costs more.

Mr. Kelly agreed they have discussed the stop with this young man. The announcements are being made. Automated announcements would cost about $400,000. We have automated passenger counters prioritized ahead of that.

Mr. Mortillaro asked members to get their intergovernmental agreements signed and submitted.

Mr. Kelly provided the performance report to the Board and referred to the pages of the Board packet for more details. Ridership is off about 50 riders per day right now.

Ms. Mermejo and Mr. Montoya excused themselves from the meeting and left at 12:14.

Mr. Kelly said they had two minor accidents in November but have had no major accident since October, 2013. There were 12 incidents on the buses.

MATTERS FROM THE BOARD

N. Authorization for Chair to attend APTA Legislative Conference, Washington D.C. March 8-10

Mr. Mortillaro clarified that along with attending the conference, he had scheduled meetings with senators and representatives at that time.

Commissioner Chávez moved to approve the authorization for Chair Barrone and Mr. Mortillaro to attend the APTA Legislative Conference in Washington D.C. on March 8-10, 2015. Councilor Salazar seconded the motion and it passed by unanimous (8-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Rio Arriba County, Santa Fé County, San Ildefonso Pueblo, and Taos County voting in the affirmative and none voting against and Town of Taos recused. Nambé Pueblo, Ohkay Owingeh and Pojoaque Pueblo were not present for the vote.

MISCELLANEOUS

There were no miscellaneous matters.

ADJOURNMENT
Chair Barrone moved to adjourn the meeting. Commissioner Chávez seconded the motion and it passed by unanimous voice vote.

The meeting was adjourned at 12:21 p.m.

The next board meeting is scheduled for February 6, 2015 at 9:00 a.m. at the Jim West Regional Center.

Approved by:

Daniel R. Barrone, Chair

Attest:

Dennis Tim Salazar, Secretary

Submitted by:

Carl Boaz for Carl G. Boaz, Inc.
Title: Resolution No. 2015-05 Authorizing a Budget Amendment to Increase the FY2015 Budget from the 5309 State of Good Repair Federal Funding, Cash Reserves and Unexpended State Capital Outlay Funds.

Prepared By: Pat Lopez, Interim Finance Director

Summary: A request to amend the FY2015 budget and incorporate additional revenues of $202,460.10 from the State of Good Repair 5309 federal funding. NCRTD will match the federal funding with $50,437.90 in cash reserves and $9,312 from unexpended FY2014 State Capital Outlay funds. NCRTD will purchase the following buses:

- 20-Passenger (30 foot vehicle) - $112,835
- 36-Passenger (40 foot vehicle) - $149,375
- Total Increase - $262,210

Background: The NMDOT Transit and Rail Division awarded NCRTD a second round of 5309 State of Good Repair capital replacement funds. NCRTD will match the federal grant with cash balance from its cash reserves and from unexpended State Capital Outlay funds. The Board of Directors passed Resolution No. 2015-01 accepting the 5309 State of Good Repair federal funding, cash reserves and unexpended State Capital Outlay funds for FY2015 at its January 9, 2015 meeting.

Recommended Action: It is recommended the board approve Resolution No. 2015-05 authorizing a budget amendment to increase NCRTD’s budget by $262,210.
**Options/Alternatives:**
1. Take no action and jeopardizing the loss of future district funding and capital replacement funds; or
2. Adopt the resolution.

**Fiscal Impact:** There is sufficient funds in the Capital Replacement Reserve Fund ($1.5 million) to cover the match requirement of $50,437.90. Also, the FY2014 State Capital Outlay funds has an unexpended balance of $9,312, which will be used to cover the match requirement. Of the $262,210 budget increase, $202,460.10 is from 5309 federal funds and $59,749.90 is from local match money.

**Attachment:**
- Resolution No. 2015-05
North Central Regional Transit District (NCRTD)
Resolution 2015-05

ADOPTION OF A RESOLUTION FOR AMENDING THE FISCAL YEAR 2015 BUDGETED REVENUES AND EXPENDITURES

WHEREAS, the Governing body in and for the NCRTD has developed a budget for Fiscal Year (FY) 2015; and

WHEREAS, the NCRTD was awarded a total of $202,460.10 in 5309 State of Good Repair capital replacement funds for federal fiscal year 2015.

WHEREAS, the NCRTD staff is requesting cash balance of $50,437.90 from the Capital Replacement Reserve Fund and $9,312.00 from unexpended Fiscal Year 2015 State Capital Outlay funds as a match requirement.

WHEREAS, the Board of Directors of the NCRTD hereby approves the following budget increase of $262,210.00 in revenue and expenditures, in compliance with the NCRTD financial policies; and

REVENUES

- 5309 State of Good Repair Federal Funds - $202,460.10
- Cash Balance/Capital Replacement Reserve Fund - $50,437.90
- Unexpended Fiscal Year 2014 State Capital Outlay Funds - $9,312.00

Total Revenue Increase - $262,210.00

EXPENDITURES

- 20 Passenger (30 foot vehicle) - $112,835.00
- 36 Passenger (40 foot vehicle) - $149,375.00

Total Expenditure Increase - $262,210.00

WHEREAS, the Board of Directors of the NCRTD, State of New Mexico, hereby adopts the budget amendment described herein and amended FY 2015 budget and respectfully requests approval from the State of New Mexico’s Local Government Division of the Department of Finance and Administration.

NOW, THEREFORE BE IT RESOLVED by the NCRTD Board of Directors that the request to increase funds within the expenditure budget line items and increase revenues in the amount of $262,210.00 as attached here to amending the FY 2015 budget is approved and adopted this 6th day of February, 2015.

__________________________________
Daniel Barrone, Chairman

Approved as to form:

______________________________
Peter Dwyer, Counsel
**Title:** FY 2015 5309 Capital and GRT Budget Bus Procurement

**Prepared By:** Gary Guinn, Fleet and Facilities Manager

**Summary:** Procurement of one 20 passenger bus, one 36 passenger bus, and one 14 passenger bus

**Background:** In December, 2014 the FY 2015 5309 State of Good Repair Capital Funding of $253,075.13 was awarded to the District by the New Mexico Department of Transportation for the purchase of 2 buses. At this time the District desires to purchase these buses: 1-20 passenger for $112,835.00 bus and 1-36 passenger bus for $149,375.00 in the total amount of $262,210.00. The FY15 Budget included the purchase of a 14 passenger bus with funds coming from GRT and NCRTD Miscellaneous Funds/ and Capital Replacement Reserves for a total of $66,521.00

The 20 and 36 passenger buses will be replacements for buses reaching their useful service life according to FTA guidelines. The buses will be equipped with 3 bike capacity bike racks and for winter type service with automatic drop chains on both. The 20 passenger is also equipped with 4-wheel drive. The buses will be purchased from Creative Bus Sales through the New Mexico State Pricing Agreement, meeting the District’s Procurement Policy guidelines.

The 14 passenger bus is a replacement of a bus reaching its useful service life according to FTA guidelines, and will be equipped with a 2 bike rack capacity as well as ADA Stop request. The bus will be purchased from Creative Bus Sales through the New Mexico State Pricing Agreement, meeting the District’s Procurement Policy guidelines.
FY2015
5309 Grant - 2 buses:
1-20 Passenger Bus $112,835.00
1-36 Passenger Bus $149,375.00

GRT
1-14 Passenger Bus $66,521.00

TOTAL $328,731.00

**Recommended Action:** Authorize the Executive Director to purchase 3- passenger buses in the amount of $328,731.00 from Creative Bus Sales.

**Options/Alternatives:**

1. Not approve award which would jeopardize funding allocation;
2. Approve the recommendations;
3. Provide staff with further Board direction.

**Fiscal Impact:** The expenditure of $63,340.90 from reserves budgeted for capital replacement, $40,000.00 from NCRTD Miscellaneous, $13,618.00 from GRT, 5309 Grant funding match of $202,460.10 and $9,312.00 of unused funds from FY’14 State Capital Outlay for the remaining cost for the purchase of the bus.

**Attachments:** Pricing with options summary.
ITEM 004 - PRICING FOR VEHICLE INCLUDING OPTIONS

Purpose Built, Medium/Heavy Duty Accessible Transit Buses

Base price will include all rebates & concessions and include price for ADA compliant

Vendor: Creative Bus Sales
Bus Manufacturer: StarCraft Bus
Bus Model: AllStar XL - F550 6.8L 6.7L Diesel

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<thead>
<tr>
<th>Item 004 - Base Model Floorplans</th>
<th>QTY</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>PASSENGER SEATING TO TWENTY (20) WITH 2 WHEELCHAIR SEATS</td>
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<td>$69,808.00</td>
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<tr>
<td>Chassis Options - Diesel - Manufacturer 1</td>
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<td>$9,150.00</td>
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<tr>
<td>Fuel Tank Access Plate</td>
<td></td>
<td>$50.00</td>
</tr>
<tr>
<td>Extended valve stems on rear wheels</td>
<td></td>
<td>$150.00</td>
</tr>
<tr>
<td>Paint Entire Bus</td>
<td></td>
<td>$4,500.00</td>
</tr>
<tr>
<td>Dealers supplied according to purchaser’s specifications</td>
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<td>$350.00</td>
</tr>
<tr>
<td>Five- Inch height</td>
<td></td>
<td>$6.00</td>
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<tr>
<td>Tow Hooks (rear)</td>
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<td>$125.00</td>
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<tr>
<td>Roof Hatch Transpec 1970 Series Standard Safety Vent II</td>
<td></td>
<td>$250.00</td>
</tr>
<tr>
<td>Pull Cord Chimes System</td>
<td></td>
<td>$495.00</td>
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<tr>
<td>B. Electronic - Destination Sign</td>
<td></td>
<td>$4,375.00</td>
</tr>
<tr>
<td>Other Specify - Security Camera System - Includes Install</td>
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<td>$7,995.00</td>
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<tr>
<td>Other - On Spot Snow Chains</td>
<td></td>
<td>$4,200.00</td>
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<tr>
<td>Specify - Apex 3 Bike System</td>
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<td>$3,800.00</td>
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<tr>
<td>L. Four Wheel Drive Option</td>
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<td>$4,880.00</td>
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<tr>
<td>Delivery/freight charge from Bus Manufacturer to Albuquerque, NM.</td>
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<td>$1,995.00</td>
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<tr>
<td>One-way delivery cost, per mile, from Vendor to Recipient’s destination (price should include cost for one hour of recipient orientation.)</td>
<td>80</td>
<td>$112.00</td>
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</table>

*Floorplans must be submitted for each category bid.
*Certified pre-build weight certificates must be submitted for each category bid.
*Tech Info Card & Standard Warranty Card are Required per Category Bid

TOTAL $112,835.00
# ITEM 004 - PRICING FOR VEHICLE INCLUDING OPTIONS

Purpose Built, Medium/Heavy Duty Accessible Transit Buses

Base price will include all rebates & concessions and include price for ADA compliant

**Vendor:** Creative Bus Sales

**Bus Manufacturer:** Star Trans Bus

**Bus Model:** Senator MAB

<table>
<thead>
<tr>
<th>Item 004 - Base Model Floorplans</th>
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<th>AMOUNT</th>
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<tr>
<td><strong>BASE</strong> PASSENGER SEATING TO THIRTY-SIX (36) WITH 2 WHEELCHAIR SEATS</td>
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<td>Fuel Tank Access Plate</td>
<td>ADD</td>
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<tr>
<td>Extended valve stems on rear wheels</td>
<td>ADD</td>
<td>$150.00</td>
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<tr>
<td>Paint Entire Bus</td>
<td>ADD</td>
<td>$4,500.00</td>
</tr>
<tr>
<td>Dealers supplied according to purchaser’s specifications</td>
<td>ADD</td>
<td>$250.00</td>
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<td>$60.00</td>
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<tr>
<td>Roof Hatch Transper 1970 Series Standard Safety Vent II</td>
<td>ADD</td>
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<tr>
<td>B. Electronic - Destination Sign</td>
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</tr>
<tr>
<td>Other Specify - Security Camera System - Includes Installation</td>
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<td>$7,995.00</td>
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<tr>
<td>Other - On Spot Snow Chains</td>
<td>ADD</td>
<td>$4,200.00</td>
</tr>
<tr>
<td>Specify - Apex 3 Bike System</td>
<td>ADD</td>
<td>$3,800.00</td>
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<tr>
<td>Delivery/freight charge from Bus Manufacturer to Albuquerque, NM.</td>
<td>ADD</td>
<td>$1,995.00</td>
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<td>One-way delivery cost, per mile, from Vendor to Recipient’s destination (price should include cost for one hour of recipient orientation.)</td>
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<td>$1.40</td>
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*Floorplans must be submitted for each category bid.*

*Certified pre-build weight certificates must be submitted for each category bid.*

*Tech Info Card & Standard Warranty Card are Required per Category Bid.*

TOTAL: $149,375.00
# NMDOT CONTRACT

**Contract # NMDOT 50-805-14-11788**

**Preparer:** Mike Shultz

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<th>BASE MODEL</th>
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<tr>
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- **Additional Options:** $21,497.00
- **Subtotal:** $66,521.00
- **Quantity:** 1
- **Total:** $66,521.00

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<td>Base Model</td>
<td>22' Back 2 12</td>
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**Proposal For:** NCRTD

**Contact:** Gary Guinn

**Delivery Address:**

- 1327 N. Riverside Dr.
- Espanola, NM 87532

**Office:** 505-629-4679

**Mobile:** 505-410-6992

**Email:** GaryG@NCRTD.org
Title: Resolution No. 2015-06 Disposal and Auction of Obsolete Fleet and Miscellaneous District Property

Prepared By: Mike Kelly, Operations and Facilities Director, Gary Guinn, Fleet and Facilities Manager, Pat Lopez, Acting Finance Manager

Summary: The proposed resolution authorizes the disposal and web auction via Publicsurplus.com of certain NCRTD obsolete fleet and miscellaneous property.

Background: The NCRTD Property Disposal Committee (City of Espanola Councilor, Tim Salazar, Santa Fe City Official Designee Jon Bulthuis and Rio Arriba County Official Designee Thomas Campos) met on the morning of February 4, 2015, prior to today’s Board Meeting to inspect and review the recommended disposal of certain obsolete fleet and miscellaneous District Property determined to have met its useful life. The attached lists “Fleet Disposal Priority List”, “Miscellaneous Inventory/Non Inventory Items for Disposal” describes all items approved by the committee and categorized by lot number to sell on Publicsurplus.com.

Recommended Action: It is recommended that the Board adopt Resolution No. 2015-06. The lists of items were reviewed and recommended by the NCRTD Property Disposal Committee.

Options/Alternatives:

- Take no action and property will deteriorate and continue to depreciate and lose value, or
- Adopt the resolution, (recommended).

Fiscal Impact: The auction will result in revenues for the District.

Attachments:

- Resolution 2015-06
- 2015 Fleet Disposal Priority List
- Miscellaneous Inventory/Non Inventory Items for Disposal
North Central Regional Transit District (NCRTD)  
Resolution 2015-06

APPROVAL TO DISPOSE AND AUCTION CERTAIN NCRTD OBSOLETE FLEET 
AND MISCELLANEOUS ITEMS

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, 
Section 73-25-1 et seq.); and

WHEREAS, the NCRTD is a sub-division of the State of New Mexico; and

WHEREAS, the NCRTD was approved and certified by the New Mexico Department of 
Transportation on the 14th day of September 2004; and

WHEREAS, the NCRTD staff is entering its 8th year of providing public transit services 
in North Central New Mexico and, from time to time, has property that is worn-out, unusable or 
obsolete to the extent that the item or items are no longer economical or safe for continued use by 
the NCRTD; and

WHEREAS, the NCRTD Property Disposal Committee met on December 6th, 2013 to 
inspect the recommended disposal of obsolete fleet and certain miscellaneous District Property in 
which it was determined to be obsolete and has met its useful life. The attached lists “2015 Fleet 
Disposal Priority List” and “Miscellaneous Inventory/Non Inventory Items for Disposal” describes 
all items approved by the committee and categorized by lot number to sell on Publicsurplus.com

NOW, THEREFORE BE IT RESOLVED THAT the North Central Regional Transit District 
Board adopts the disposal and auction of all reviewed and recommended obsolete fleet and 
miscellaneous items (attachment Fleet Disposal Priority List and Miscellaneous Inventory/Non 
Inventory Items for Disposal), by the NCRTD Property Disposal Committee on February 6th, 2015.

PASSED, APPROVED AND ADDOPTED BY THE GOVERNING BODY OF THE 
NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 6TH DAY OF February, 
2015.

Daniel Barrone, Chairman

Approved as to form:

Peter Dwyer, Counsel
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<th>YEAR</th>
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**JUSTIFICATION CODES**

- A = MEETS OR EXCEEDS NMDOT REPLACEMENT AGE CRITERIA
- B = MEETS OR EXCEEDS NMDOT REPLACEMENT MILEAGE CRITERIA
- C = EXCESSIVE REPAIR COSTS EXCEEDING 75% OF PURCHASE PRICE TO DATE AND/OR IN NEED OF MAJOR REPAIRS

**NMDOT REPLACEMENT CRITERIA**

- VANS/CUTAWAYS (8-14) PASSENGERS 4 YEARS OR 100,000 MILES
- SMALL BUSES (18-24) PASSENGERS 5-7 YEARS OR 150,000 MILES
- LARGE BUSES (40+) PASSENGERS 9 YEARS OR 200,000 MILES
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Title: Discussion and Possible acceptance of Resolution No. 2015-07 Donation of Two (2) Obsolete Buses to Taos County Senior Program

Prepared By: Mike Kelly, Operations and Facilities Director, Gary Quinn, Fleet and Facilities Manager-Pat Lopez, Acting Finance Manager

Summary: The proposed resolution authorizes the donation of Two (2) obsolete buses to Taos County Senior Program.

Background: The NCRTD received a letter from the Taos County Senior Program requesting that the District consider donating Two (2) buses to their program. The program was recently taken over by the county from a non-profit. The program provides nutrition and volunteer opportunities to the elderly for the purpose of enhancing their quality of life and as a detriment to institutionalization. Budget constraints limit providing transportation services to the rural areas where many seniors reside. Taos County Seniors program has had a shortage of vehicles due to aging, wear and tear and major breakdowns. The County would commit to painting the buses a different color than the District’s signature blue and would identify with their logo.

The value of the buses are under $5,000.00 each. According to NMSA 1978, Section 13-6-1, D. “The governing authority shall dispose of the tangible personal property by negotiated sale to any governmental unit of an Indian nation, tribe or pueblo in New Mexico or by negotiated sale or donation to other state agencies, local public bodies, school districts, state educational institutions or municipalities or through the central purchasing office of the governing authority by means of competitive sealed bid or public auction or, if a state agency, through the surplus property bureau of the transportation services division of the general services department.”

The Property Disposal Committee (City of Espanola Councilor, Tim Salazar, Santa Fe City Official Designee Jon Bulthuis and Rio Arriba County Official Designee Thomas Campos) met on the morning of February 4, 2015, prior to today’s Board Meeting to inspect and review the recommended disposal of certain obsolete fleet and miscellaneous District Property determined to be obsolete and has met its useful life. The attached lists “Fleet Disposal Priority List”. Two of the
vehicles listed, 1 - 8 passenger van and 1 – 12 passenger cutaway bus could be donated to Taos County Seniors if the Board decides.

**Recommended Action:** It is recommended that the Board adopt Resolution No. 2015-07 Donation of Two (2) – Obsolete Buses to Taos County Senior Program.

**Options/Alternatives:**

- Take no action and property will deteriorate and continue to depreciate and lose value or;
- Do not donate the buses and send them to auction;
- Adopt the resolution, (recommended).

**Fiscal Impact:** The donation will result in no additional revenues for the District but will promote good will and assist the Taos County Senior Program.

**Attachments:**

- Resolution No. 2015-07
- 2015 Fleet Disposal Priority List
- Letter from Taos County Senior Program
North Central Regional Transit District (NCRTD)
Resolution 2015-07

APPROVAL TO DONATE 2 OBSOLETE BUSES TO THE TAOS COUNTY SENIOR PROGRAM

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Section 73-25-1 et seq.); and

WHEREAS, the NCRTD is a subdivision of the State of New Mexico; and

WHEREAS, the NCRTD was approved and certified by the New Mexico Department of Transportation on the 14th day of September 2004; and

WHEREAS, the NCRTD from time to time, has property that is worn-out, unusable or obsolete; and

WHEREAS, Taos County is a subdivision of the State of New Mexico; and

WHEREAS, Taos County Senior Program is in need of buses to transport seniors who live in rural areas of Taos County for nutritional and volunteer opportunities and for the enhancement of their quality of life; and

WHEREAS, the NCRTD has one 8 passenger van and one 12 passenger bus identified for disposal/donation; and

WHEREAS, NMSA 1978, Section 13-6-1, D permits the NCRTD to donate said vehicles valued under $5,000.00 to other public agencies; and

WHEREAS, the NCRTD Property Disposal Committee met on February 4, 2015 to inspect the recommended disposal of obsolete fleet and determined the two vehicles to be obsolete. The attached list “2015 Fleet Disposal Priority List” describes all vehicles approved by the committee for disposal/donation; and

NOW, THEREFORE BE IT RESOLVED THAT the North Central Regional Transit District Board approves the attached “2015 Fleet Disposal Priority List” and conveys the two above described vehicles, to Taos County Senior Program.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 6th DAY OF February, 2015.

______________________________
Daniel Barrone, Chairman

Approved as to form:

Peter Dwyer, Counsel
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<th>UNIT #</th>
<th>PLATE #</th>
<th>YEAR</th>
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<td>FORD/STARTRANS</td>
<td>E-350</td>
<td>12</td>
<td>CUTAWAY</td>
<td>177,834</td>
<td>A-B</td>
<td>DONATE TAOS</td>
</tr>
<tr>
<td>3</td>
<td>T-527</td>
<td>G-75213</td>
<td>2008</td>
<td>1FT2S34L16DB44976</td>
<td>FORD/BRAUN</td>
<td>E-350</td>
<td>8</td>
<td>EXTD VAN</td>
<td>192,500</td>
<td>A-B</td>
<td>DONATE TAOS</td>
</tr>
</tbody>
</table>

**2014 FLEET DISPOSAL PRIORITY LIST**

**JUSTIFICATION CODES**

A=MEETS OR EXCEEDS NMDOT REPLACEMENT AGE CRITERIA  
B=MEETS OR EXCEEDS NMDOT REPLACEMENT MILEAGE CRITERIA  
C=EXCESSIVE REPAIR COSTS EXCEEDING 75% OF PURCHASE PRICE TO DATE AND/OR IN NEED OF MAJOR REPAIRS

**NMDOT REPLACEMENT CRITERIA**

- **VANS/CUTAWAYS (8-14) PASSENGERS 4 YEARS OR 100,000 MILES**
- **SMALL BUSES (18-24) PASSENGERS 5-7 YEARS OR 150,000 MILES**
- **LARGE BUSES (40+) PASSENGERS 9 YEARS OR 200,000 MILES**
Mr. Anthony J. Mortillaro,
Executive Director
North Central Regional Transit District
1327 N. Riverside Drive
Espanola, NM 87532
(505) 629-4725 or (866) 206-0754

RE: Donation of two Blue Buses from North Central Regional Transit District

Dear Mr. Mortillaro,

The Taos County Board of Commissioners respectfully requests your consideration in donating two good used Regional Transit Buses for use by our Taos County Senior Program.

Taos County a political subdivision took over the former nonprofit Ancianos program on July 1st, 2014. It is the mission of the Taos County Senior Program to continue to provide supportive, nutritional and volunteer opportunities to the elderly for the purpose of enhancing their quality of life and as a deterrent to institutionalization. The goals of our organization will be to ensure that all eligible participants will have an equal opportunity to access the services provided by the local government agency. We will strive to offer on-going services as intended by using existing human and facility resources and affirms that we will not discriminate against any eligible individual who desires to utilize its service, because of sex, race, color, national origin, religion, disability, social and or, economic status.

Because of budget constraints we are limited in providing transportation services for our seniors located in Amalia, Chamisal, Questa and Taos. Our current vehicle fleet is not sufficient to continue to provide this much needed transportation service as we are five vehicles down which need major repairs. If you do decide to donate these buses we will repaint them and place our County logos on them and of course insure that these buses are under the county’s blanket insurance.

Your Organizations favorable consideration regarding this request is greatly appreciated.

Respectfully,

Michael G. Trujillo
Taos County Senior Program
Interim Director
Title: North Central Regional Transit District FY2015 Mid-Year Financial Summary Report

Prepared By: Pat Lopez, Financial Analyst

Summary: The North Central Regional Transit District (NCRTD) is currently reporting six months of financial activity. The standard for revenues and expenditures for the six-month period is 50% of the budget.

The total budget is $10,254,126, which includes a $494,200 budget increase that was approved by the Board of Directors at its January 9, 2014 meeting.

The NCRTD has received 37.2% of its revenue excluding budgeted cash balance. There is a two month lag in receiving gross receipts tax revenue and approximately one to two months in federal revenues. The anticipated surplus in revenues at year end is $92,441.

Midway through the fiscal year, expenditures were 34.8% of the budget, well below the 50% threshold. The percentage is low because the invoices for the second quarter for Non-RTD services have not been received. NCRTD expects to have a $100,535 surplus in expenditures by year end.

Background: The NCRTD fiscal year runs from July 1 to June 30 of the following calendar year. Before each fiscal year, the district submits and presents a budget request to the Board of Directors for its approval. Midway through the fiscal year, the staff will brief the Board on the status of the budget and propose any adjustments that might be required.
**Recommended Action:** The Finance Subcommittee met on January 23, 2015 and recommended endorsement by the board of the attached mid-year budget status report.

It is recommended that the board accept the Finance Subcommittee recommendation and endorse the NCRTD review as presented.

**Options/Alternatives:**
1. Take no action; or
2. Endorse the review of the mid-year Financial Summary Report (recommended).

**Fiscal Impact:** The NCRTD will continue to maintain a balanced budget for the remainder of FY2015 and will apprise the Board of any dramatic changes.

**Attachments:**
- Mid-year budget summary narrative and financial spreadsheets
Mid-Year Budget Review and Projections
FY2015 (July 1, 2014 to June 30, 2015)
NCRTD Revenue by Sources
As of December 31, 2014

<table>
<thead>
<tr>
<th>Source</th>
<th>2013 Actual</th>
<th>2014 Actual</th>
<th>2015 Budget</th>
<th>2015 Actual/Projected</th>
<th>% of Actual vs Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Receipt</td>
<td>$6,871,271</td>
<td>$6,941,122</td>
<td>$6,809,100</td>
<td>$6,901,541</td>
<td>101.4%</td>
</tr>
<tr>
<td>Fed Grant</td>
<td>$1,957,128</td>
<td>$1,902,036</td>
<td>$2,465,268</td>
<td>$2,465,268</td>
<td>100.0%</td>
</tr>
<tr>
<td>State Capital Outlay</td>
<td>$-</td>
<td>$161,188</td>
<td>$175,000</td>
<td>$175,000</td>
<td>100.0%</td>
</tr>
<tr>
<td>Local Match</td>
<td>$500,000</td>
<td>$450,000</td>
<td>$400,000</td>
<td>$400,000</td>
<td>100.0%</td>
</tr>
<tr>
<td>Cash Balance Budgeted</td>
<td>$24,312</td>
<td>$67,725</td>
<td>$50,000</td>
<td>$60,000</td>
<td>120.0%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$9,352,711</td>
<td>$9,522,071</td>
<td>$10,254,126</td>
<td>$10,356,567</td>
<td>101.0%</td>
</tr>
</tbody>
</table>

Budget to Actual FY2015
($ thousands)

1/30/2015 Unaudited finanicals-For Board and Management purposes/review
## Mid-Year Budget Review and Projections

**FY2015 (July 1, 2014 to June 30, 2015)**

**Gross Receipts Revenue Thru December 31, 2014**

### Budget to Actual FY2013

<table>
<thead>
<tr>
<th>Month</th>
<th>FY12 Actual</th>
<th>FY13 Actual</th>
<th>FY14 Actual</th>
<th>FY15 Actual/Projection</th>
<th>FY15 Budget</th>
<th>Actual Revenue % of Monthly Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>$592,835</td>
<td>$590,847</td>
<td>$631,877</td>
<td>$640,624</td>
<td>$591,976</td>
<td>108%</td>
</tr>
<tr>
<td>August</td>
<td>$696,792</td>
<td>$645,616</td>
<td>$628,640</td>
<td>$586,498</td>
<td>$617,235</td>
<td>95%</td>
</tr>
<tr>
<td>September</td>
<td>$832,940</td>
<td>$717,978</td>
<td>$716,096</td>
<td>$711,748</td>
<td>$709,422</td>
<td>100%</td>
</tr>
<tr>
<td>October</td>
<td>$476,325</td>
<td>$390,334</td>
<td>$513,319</td>
<td>$524,100</td>
<td>$506,654</td>
<td>103%</td>
</tr>
<tr>
<td>November</td>
<td>$538,683</td>
<td>$520,528</td>
<td>$518,926</td>
<td>$525,568</td>
<td>$519,288</td>
<td>101%</td>
</tr>
<tr>
<td>December</td>
<td>$655,468</td>
<td>$614,240</td>
<td>$606,606</td>
<td>$644,437</td>
<td>$632,996</td>
<td>102%</td>
</tr>
<tr>
<td>January</td>
<td>$536,416</td>
<td>$537,863</td>
<td>$528,397</td>
<td>$506,180</td>
<td>$501,003</td>
<td>101%</td>
</tr>
<tr>
<td>February</td>
<td>$392,583</td>
<td>$504,470</td>
<td>$498,296</td>
<td>$470,814</td>
<td>$463,312</td>
<td>102% Projected</td>
</tr>
<tr>
<td>March</td>
<td>$562,713</td>
<td>$561,238</td>
<td>$569,093</td>
<td>$549,914</td>
<td>$541,081</td>
<td>102%</td>
</tr>
<tr>
<td>April</td>
<td>$669,266</td>
<td>$647,379</td>
<td>$656,754</td>
<td>$564,089</td>
<td>$563,818</td>
<td>100%</td>
</tr>
<tr>
<td>May</td>
<td>$598,734</td>
<td>$561,423</td>
<td>$503,533</td>
<td>$566,182</td>
<td>$561,352</td>
<td>101%</td>
</tr>
<tr>
<td>June</td>
<td>$575,421</td>
<td>$579,356</td>
<td>$569,584</td>
<td>$611,388</td>
<td>$600,963</td>
<td>102%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$7,128,176</strong></td>
<td><strong>$6,871,271</strong></td>
<td><strong>$6,941,122</strong></td>
<td><strong>$6,901,541</strong></td>
<td><strong>$6,809,100</strong></td>
<td><strong>101%</strong></td>
</tr>
</tbody>
</table>
## Mid-Year Budget Review and Projections
### FY2015 (July 1, 2014 to June 30, 2015)

### Grant Revenue

<table>
<thead>
<tr>
<th>Month</th>
<th>FY14 Actual</th>
<th>FY15 Actual/Projected</th>
<th>FY15 Budget</th>
<th>% of Monthly Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>$81,096</td>
<td>$98,061</td>
<td>$173,366</td>
<td>57%</td>
</tr>
<tr>
<td>August</td>
<td>$127,744</td>
<td>$96,946</td>
<td>$173,366</td>
<td>56%</td>
</tr>
<tr>
<td>September</td>
<td>$195,614</td>
<td>$160,962</td>
<td>$173,366</td>
<td>93%</td>
</tr>
<tr>
<td>October</td>
<td>$113,711</td>
<td>$174,066</td>
<td>$173,366</td>
<td>100%</td>
</tr>
<tr>
<td>November</td>
<td>$150,353</td>
<td>$130,134</td>
<td>$173,366</td>
<td>75%</td>
</tr>
<tr>
<td>December</td>
<td>$102,402</td>
<td>$151,000</td>
<td>$173,366</td>
<td>87%</td>
</tr>
<tr>
<td>January</td>
<td>$224,669</td>
<td>$200,000</td>
<td>$237,512</td>
<td>84%</td>
</tr>
<tr>
<td>February</td>
<td>$123,056</td>
<td>$200,000</td>
<td>$237,512</td>
<td>84%</td>
</tr>
<tr>
<td>March</td>
<td>$108,529</td>
<td>$200,000</td>
<td>$237,512</td>
<td>84%</td>
</tr>
<tr>
<td>April</td>
<td>$221,326</td>
<td>$307,868</td>
<td>$237,512</td>
<td>130%</td>
</tr>
<tr>
<td>May</td>
<td>$137,177</td>
<td>$378,363</td>
<td>$237,512</td>
<td>159%</td>
</tr>
<tr>
<td>June</td>
<td>$316,361</td>
<td>$367,868</td>
<td>$237,512</td>
<td>155%</td>
</tr>
</tbody>
</table>

### Total

<table>
<thead>
<tr>
<th>FY14 Actual</th>
<th>FY15 Actual/Projected</th>
<th>FY15 Budget</th>
<th>% of Monthly Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,902,036</td>
<td>$2,465,268</td>
<td>$2,465,268</td>
<td>100%</td>
</tr>
</tbody>
</table>

* Includes Budget Adjustment Increase of $384,878 approved by the Board for 5311 federal grant awards for Tribal Transit Grants.
Mid-Year Budget review and projections
FY2015 (July 1, 2014 to June 30, 2015)
Gross Receipts Revenue By County

**LOS ALAMOS COUNTY**

<table>
<thead>
<tr>
<th>Month of Activity</th>
<th>FY12 Actual</th>
<th>FY13 Actual</th>
<th>FY14 Actual</th>
<th>FY15 Actual/projected</th>
<th>FY15 Budget</th>
<th>Actual Revenue % of Monthly Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>130,018</td>
<td>124,560</td>
<td>144,054</td>
<td>$118,858</td>
<td>$107,130</td>
<td>111%</td>
</tr>
<tr>
<td>August</td>
<td>215,861</td>
<td>167,973</td>
<td>104,260</td>
<td>$94,019</td>
<td>$124,617</td>
<td>75% Actual</td>
</tr>
<tr>
<td>September</td>
<td>367,025</td>
<td>263,631</td>
<td>232,251</td>
<td>$218,509</td>
<td>$231,099</td>
<td>95% Actual</td>
</tr>
<tr>
<td>October</td>
<td>51,498 (65,391)</td>
<td>33,137</td>
<td>29,878</td>
<td>$50,780</td>
<td>59%</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>120,772</td>
<td>98,601</td>
<td>89,812</td>
<td>81,216</td>
<td>91,973</td>
<td>90%</td>
</tr>
<tr>
<td>December</td>
<td>140,847</td>
<td>106,557</td>
<td>81,243</td>
<td>81,620</td>
<td>91,196</td>
<td>90%</td>
</tr>
<tr>
<td>January</td>
<td>139,742</td>
<td>132,835</td>
<td>130,526</td>
<td>86,837</td>
<td>97,025</td>
<td>90%</td>
</tr>
<tr>
<td>February</td>
<td>3,770</td>
<td>129,189</td>
<td>65,134</td>
<td>64,810</td>
<td>72,413</td>
<td>90% Projected</td>
</tr>
<tr>
<td>March</td>
<td>118,403</td>
<td>109,903</td>
<td>105,475</td>
<td>94,664</td>
<td>83,424</td>
<td>90%</td>
</tr>
<tr>
<td>April</td>
<td>280,600</td>
<td>236,761</td>
<td>229,085</td>
<td>250,663</td>
<td>145,992</td>
<td>90%</td>
</tr>
<tr>
<td>May</td>
<td>176,478</td>
<td>108,859</td>
<td>77,439</td>
<td>173,426</td>
<td>113,995</td>
<td>90%</td>
</tr>
<tr>
<td>June</td>
<td>93,134</td>
<td>95,990</td>
<td>88,084</td>
<td>76,752</td>
<td>85,756</td>
<td>90%</td>
</tr>
</tbody>
</table>

1,838,146 1,509,468 1,380,501 1,160,952 1,295,400 90%

Los Alamos County: The revenue deficit is $52,362 for the first 4 months of FY15. An all-time low of $29,878 (other than months with credits) was collected for the month of October, due partially to the start of the new federal fiscal year for the Los Alamos Labs. The revenue for the remainder of the fiscal year is projected to be 10% below budget (averaging 10.2% below budget for the first 4 months), which results in a deficit of $134,448 by year end.
### MONTHLY BOARD REPORT

**FY2015 (July 1, 2014 to June 30, 2015)**

**Gross Receipts Revenue By County**

**RIO ARRIBA COUNTY**

<table>
<thead>
<tr>
<th>Month of Activity</th>
<th>FY12 Actual</th>
<th>FY13 Actual</th>
<th>FY14 Actual</th>
<th>FY15 Actual/Projection</th>
<th>FY15 Budget</th>
<th>Actual Revenue % of Monthly Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>55,408</td>
<td>51,622</td>
<td>49,128</td>
<td>$48,852</td>
<td>$49,882</td>
<td>98%</td>
</tr>
<tr>
<td>August</td>
<td>58,814</td>
<td>55,703</td>
<td>49,535</td>
<td>$49,585</td>
<td>$51,509</td>
<td>96%</td>
</tr>
<tr>
<td>September</td>
<td>56,781</td>
<td>52,600</td>
<td>49,857</td>
<td>$48,926</td>
<td>$50,208</td>
<td>97%</td>
</tr>
<tr>
<td>October</td>
<td>54,911</td>
<td>53,009</td>
<td>49,363</td>
<td>$55,224</td>
<td>$49,882</td>
<td>112%</td>
</tr>
<tr>
<td>November</td>
<td>51,363</td>
<td>48,144</td>
<td>44,753</td>
<td>$43,593</td>
<td>$43,593</td>
<td>100%</td>
</tr>
<tr>
<td>December</td>
<td>54,028</td>
<td>51,452</td>
<td>46,846</td>
<td>$50,641</td>
<td>$50,641</td>
<td>100%</td>
</tr>
<tr>
<td>January</td>
<td>40,611</td>
<td>42,472</td>
<td>40,853</td>
<td>$38,984</td>
<td>$38,984</td>
<td>100%</td>
</tr>
<tr>
<td>February</td>
<td>38,417</td>
<td>39,752</td>
<td>40,153</td>
<td>$36,002</td>
<td>$36,002</td>
<td>100%</td>
</tr>
<tr>
<td>March</td>
<td>41,602</td>
<td>42,612</td>
<td>41,156</td>
<td>$40,719</td>
<td>$40,719</td>
<td>100%</td>
</tr>
<tr>
<td>April</td>
<td>40,766</td>
<td>40,315</td>
<td>41,493</td>
<td>$39,255</td>
<td>$39,255</td>
<td>100%</td>
</tr>
<tr>
<td>May</td>
<td>46,478</td>
<td>44,368</td>
<td>47,047</td>
<td>$42,454</td>
<td>$42,454</td>
<td>100%</td>
</tr>
<tr>
<td>June</td>
<td>53,981</td>
<td>45,151</td>
<td>48,230</td>
<td>$49,559</td>
<td>$49,559</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gross Receipts Revenue</th>
<th>FY12 Actual</th>
<th>FY13 Actual</th>
<th>FY14 Actual</th>
<th>FY15 Actual/Projection</th>
<th>FY15 Budget</th>
<th>Actual Revenue % of Monthly Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>593,160</td>
<td>567,199</td>
<td>548,414</td>
<td>$543,794</td>
<td>$542,200</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

Rio Arriba County: The first 4 months of GRT actual revenues is averaging nearly 1% above budget. Revenues for the remaining eight months are projected at 100% of the budget, a surplus of $1,594 by the end of FY15.
**MONTHLY BOARD REPORT**
FY2015 (July 1, 2014 to June 30, 2015)
Gross Receipts Revenue By County

**SANTA FE COUNTY**

<table>
<thead>
<tr>
<th>Month of Activity</th>
<th>FY12 Actual</th>
<th>FY13 Actual</th>
<th>FY14 Actual</th>
<th>FY15 Actual/Projection</th>
<th>FY15 Budget</th>
<th>Actual Revenue % of Monthly Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>341,717</td>
<td>343,976</td>
<td>366,256</td>
<td>$391,422</td>
<td>$364,140</td>
<td>107%</td>
</tr>
<tr>
<td>August</td>
<td>353,581</td>
<td>357,202</td>
<td>404,993</td>
<td>$369,825</td>
<td>$374,220</td>
<td>99%</td>
</tr>
<tr>
<td>September</td>
<td>344,672</td>
<td>337,614</td>
<td>367,698</td>
<td>$374,721</td>
<td>$362,460</td>
<td>103%</td>
</tr>
<tr>
<td>October</td>
<td>310,170</td>
<td>338,872</td>
<td>367,580</td>
<td>$368,292</td>
<td>$343,140</td>
<td>107%</td>
</tr>
<tr>
<td>November</td>
<td>314,413</td>
<td>318,969</td>
<td>324,305</td>
<td>$339,501</td>
<td>$328,020</td>
<td>104%</td>
</tr>
<tr>
<td>December</td>
<td>385,881</td>
<td>380,531</td>
<td>391,698</td>
<td>$420,355</td>
<td>$406,140</td>
<td>104%</td>
</tr>
<tr>
<td>January</td>
<td>298,696</td>
<td>298,821</td>
<td>292,787</td>
<td>$318,200</td>
<td>$307,440</td>
<td>104%</td>
</tr>
<tr>
<td>February</td>
<td>291,582</td>
<td>276,041</td>
<td>325,160</td>
<td>$305,594</td>
<td>$295,260</td>
<td>104%</td>
</tr>
<tr>
<td>March</td>
<td>336,024</td>
<td>339,972</td>
<td>347,639</td>
<td>$362,540</td>
<td>$350,280</td>
<td>104%</td>
</tr>
<tr>
<td>April</td>
<td>299,091</td>
<td>318,123</td>
<td>327,435</td>
<td>$337,762</td>
<td>$326,340</td>
<td>104%</td>
</tr>
<tr>
<td>May</td>
<td>318,839</td>
<td>347,884</td>
<td>321,582</td>
<td>$358,628</td>
<td>$346,500</td>
<td>104%</td>
</tr>
<tr>
<td>June</td>
<td>364,705</td>
<td>369,615</td>
<td>367,223</td>
<td>$409,922</td>
<td>$396,060</td>
<td>104%</td>
</tr>
</tbody>
</table>

3,959,371 4,027,622 4,204,356 $4,356,761 $4,200,000 104%

**Note** - One-half of the SF County GRT is allocated to Rio Metro

Santa Fe County: The average for the first 4 months of FY15 is 4% above the budget, and 3.5% above the budget for the remainder of FY15. The FY15 end-of-the-year surplus is projected to be $156,761. Half of this surplus will be transferred to Rio Metro Transit District, which is reflected in the expenditure projections.
MONTHLY BOARD REPORT
FY2015 (July 1, 2014 to June 30, 2015)
Gross Receipts Revenue By County

TAOS COUNTY

<table>
<thead>
<tr>
<th>Month of Activity</th>
<th>FY12 Actual</th>
<th>FY13 Actual</th>
<th>FY14 Actual</th>
<th>FY15 Actual/Projection</th>
<th>FY15 Budget</th>
<th>Actual Revenue % of Monthly Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>65,693</td>
<td>70,690</td>
<td>72,438</td>
<td>$ 81,492</td>
<td>$ 70,824</td>
<td>115%</td>
</tr>
<tr>
<td>August</td>
<td>68,537</td>
<td>64,738</td>
<td>69,852</td>
<td>$ 73,069</td>
<td>$ 66,889</td>
<td>109%</td>
</tr>
<tr>
<td>September</td>
<td>64,462</td>
<td>64,133</td>
<td>66,290</td>
<td>$ 69,591</td>
<td>$ 65,855</td>
<td>106%</td>
</tr>
<tr>
<td>October</td>
<td>59,745</td>
<td>63,843</td>
<td>63,238</td>
<td>$ 70,706</td>
<td>$ 63,340</td>
<td>112%</td>
</tr>
<tr>
<td>November</td>
<td>52,134</td>
<td>54,813</td>
<td>60,056</td>
<td>$ 60,158</td>
<td>$ 55,702</td>
<td>108%</td>
</tr>
<tr>
<td>December</td>
<td>74,712</td>
<td>75,700</td>
<td>86,820</td>
<td>$ 91,821</td>
<td>$ 85,019</td>
<td>108%</td>
</tr>
<tr>
<td>January</td>
<td>57,367</td>
<td>63,735</td>
<td>64,231</td>
<td>$ 62,158</td>
<td>$ 57,554</td>
<td>108%</td>
</tr>
<tr>
<td>February</td>
<td>58,815</td>
<td>59,488</td>
<td>67,849</td>
<td>$ 64,408</td>
<td>$ 59,637</td>
<td>108%</td>
</tr>
<tr>
<td>March</td>
<td>66,684</td>
<td>68,751</td>
<td>74,823</td>
<td>$ 71,991</td>
<td>$ 66,638</td>
<td>108%</td>
</tr>
<tr>
<td>April</td>
<td>48,810</td>
<td>52,180</td>
<td>58,741</td>
<td>$ 56,409</td>
<td>$ 52,231</td>
<td>108%</td>
</tr>
<tr>
<td>May</td>
<td>56,939</td>
<td>60,312</td>
<td>57,466</td>
<td>$ 63,075</td>
<td>$ 58,403</td>
<td>108%</td>
</tr>
<tr>
<td>June</td>
<td>63,601</td>
<td>68,600</td>
<td>66,048</td>
<td>$ 75,155</td>
<td>$ 69,588</td>
<td>108%</td>
</tr>
</tbody>
</table>

737,499 766,981 807,850 $ 840,033 $ 771,500 109%

Taos County: Revenue projections for the first four months of FY15 is averaging 10.1% above the budget and 8% for the remainder of FY15. The FY15 end-of-the-year surplus is projected to be $68,533.
## Mid-Year Budget Review and Projections

### FY2015 (July 1, 2014 to June 30, 2015)

**NCRTD Expenses by Type**

**As of December 31, 2014**

**Year to Date Budget Variance 50%**

---

### Comparative Expenses by Type

<table>
<thead>
<tr>
<th></th>
<th>FY13 Actual</th>
<th>FY14 Actual</th>
<th>FY15 BUDGET</th>
<th>FY15 Expenses</th>
<th>YTD Budget Variance 50%</th>
<th>Projected Amt. Remaining 6 Months/6.30.15</th>
<th>Total Actual/Projection 6.30.15</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$1,699,079</td>
<td>$1,764,308</td>
<td>$2,093,276</td>
<td>$919,246</td>
<td>43.9%</td>
<td>$1,034,483</td>
<td>$1,953,729</td>
<td>$139,547</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>$550,997</td>
<td>$709,864</td>
<td>$853,514</td>
<td>$405,360</td>
<td>47.5%</td>
<td>$444,867</td>
<td>$850,227</td>
<td>3,287</td>
</tr>
<tr>
<td>Health &amp; Wellness/Promotions</td>
<td>$ -</td>
<td>$ -</td>
<td>$12,000</td>
<td>$1,413</td>
<td>11.8%</td>
<td>$8,237</td>
<td>$100,311</td>
<td>0</td>
</tr>
<tr>
<td>Vehicle Maintenance, Repairs</td>
<td>$198,587</td>
<td>$209,603</td>
<td>$214,100</td>
<td>$122,507</td>
<td>57.2%</td>
<td>$115,965</td>
<td>$238,472</td>
<td>(24,372)</td>
</tr>
<tr>
<td>Utilities (phone, gas, electric, cell)</td>
<td>$41,118</td>
<td>$36,053</td>
<td>$35,172</td>
<td>$15,417</td>
<td>43.8%</td>
<td>$19,755</td>
<td>$35,172</td>
<td>0</td>
</tr>
<tr>
<td>Advertising</td>
<td>$35,137</td>
<td>$70,706</td>
<td>$73,970</td>
<td>$14,764</td>
<td>18.5%</td>
<td>$28,831</td>
<td>$55,580</td>
<td>(5,380)</td>
</tr>
<tr>
<td>Insurance (property, gen lab, vehicle, civil rights)</td>
<td>$196,836</td>
<td>$87,589</td>
<td>$100,311</td>
<td>$21,676</td>
<td>107.3%</td>
<td>$11,445</td>
<td>$35,172</td>
<td>0</td>
</tr>
<tr>
<td>Equipment &amp; Building Expense</td>
<td>$24,986</td>
<td>$31,124</td>
<td>$50,200</td>
<td>$24,378</td>
<td>48.6%</td>
<td>$31,202</td>
<td>$55,580</td>
<td>(5,380)</td>
</tr>
<tr>
<td>Office Expenses</td>
<td>$30,134</td>
<td>$19,948</td>
<td>$40,160</td>
<td>$15,311</td>
<td>38.1%</td>
<td>$21,676</td>
<td>$52,835</td>
<td>0</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>$35,014</td>
<td>$29,654</td>
<td>$44,088</td>
<td>$14,764</td>
<td>33.5%</td>
<td>$28,831</td>
<td>$55,580</td>
<td>(5,380)</td>
</tr>
<tr>
<td>Travel, meetings, lodging and per diem</td>
<td>$17,789</td>
<td>$29,654</td>
<td>$44,088</td>
<td>$14,764</td>
<td>33.5%</td>
<td>$28,831</td>
<td>$43,959</td>
<td>4,939</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>$186,358</td>
<td>$311,414</td>
<td>$369,223</td>
<td>$105,013</td>
<td>28.4%</td>
<td>$264,210</td>
<td>$369,223</td>
<td>0</td>
</tr>
<tr>
<td>Dues, Licenses and Fees</td>
<td>$12,263</td>
<td>$8,597</td>
<td>$10,666</td>
<td>$11,445</td>
<td>107.3%</td>
<td>$2,000</td>
<td>$13,445</td>
<td>(2,779)</td>
</tr>
<tr>
<td>Fuel</td>
<td>$406,653</td>
<td>$410,199</td>
<td>$447,723</td>
<td>$191,377</td>
<td>42.7%</td>
<td>$191,377</td>
<td>$382,754</td>
<td>64,969</td>
</tr>
<tr>
<td>Training &amp; Registration fees</td>
<td>$6,645</td>
<td>$9,024</td>
<td>$13,624</td>
<td>$2,522</td>
<td>18.5%</td>
<td>$11,102</td>
<td>$13,624</td>
<td>0</td>
</tr>
<tr>
<td>Railrunner, City of SF and Los Alamos</td>
<td>$4,327,824</td>
<td>$4,387,272</td>
<td>$4,415,094</td>
<td>$1,437,949</td>
<td>32.6%</td>
<td>$3,055,526</td>
<td>$4,493,475</td>
<td>(78,381)</td>
</tr>
<tr>
<td>Capital Expenses</td>
<td>$682,793</td>
<td>$713,439</td>
<td>$1,215,618</td>
<td>$205,720</td>
<td>16.9%</td>
<td>$1,009,898</td>
<td>$1,215,618</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$8,459,506</td>
<td>$8,858,080</td>
<td>$10,254,126</td>
<td>$3,564,594</td>
<td>34.8%</td>
<td>$6,588,997</td>
<td>$10,153,591</td>
<td>$100,535</td>
</tr>
</tbody>
</table>

*The NCRTD will have a slight surplus at the end of the year in expenditures in the amount of $100,535. The deficit in the Non-RTD expenditures of $78,381 is offset from the revenue that is anticipated to come in from Santa Fe County as half of GRT revenue automatically goes to the Rail Runner.*
Mid-Year Budget Review and Projections
FY2015 (July 1, 2014 to June 30, 2015)
Capital Expense Summary

Year to Date Budget Variance 50%

* Includes budget increase of $75,245 approved by the Board.
Title: A discussion of the draft NCRTD Social Media Policy and draft Resolution adopting the NCRTD Social Media Policy.

Prepared By: Jim Nagle, Public Information Officer

Summary: The use of social media amongst transit agencies has become a standard means of disseminating information to riders and stakeholders. It allows the NCRTD to share information beyond the conventional website experience and creates a forum for conversations about issues important to its riders and those who might use the system.

Background: The launch of the Intelligent Transportation System is going to appeal to a potentially new and expanded ridership already comfortable with digital technologies and who tend to be users of social media.

Recommended Action: For discussion and Board input.

Options/Alternatives: Not developing and approving a policy could place us at a disadvantage for information sharing through digital forums that have becoming an increasingly popular means for gaining information.

Fiscal Impact: Minimal cost could be incurred (less than $1000) if promotion to increase viewers/followers were to be engaged.

Attachments:
- Draft Resolution adopting the NCRTD Social Media Policy
- Draft NCRTD Social Media Policy
- Listing of Government Agencies Currently Participating in Social Media
ADOPTION OF THE NCRTD SOCIAL MEDIA POLICY

WHEREAS, the NCRTD’s presence on social media platforms create a forum for conversations about issues that are important to customers; and

WHEREAS, social media allows the NCRTD to share information beyond the conventional website experience; and

WHEREAS, social media as a means of obtaining and sharing information has grown exponentially in a few short years and is expected to continue; and

WHEREAS, the use of social media amongst transit agencies has become a standard means of disseminating information to riders and stakeholders; and

WHEREAS, the launch of the Intelligent Transportation System is going to appeal to a new and expanded ridership, comfortable with digital technologies, who tend to be users of social media; and

WHEREAS, the NCRTD desires to implement and move forward with a stated social media policy.

NOW THEREFORE BE IT RESOLVED BY THE NCRTD BOARD THAT, the NCRTD Social Media Policy is approved and adopted as amended and attached hereto as “NCRTD Social Media Policy” on this 6th day of February, 2015.

Approved as to form:

______________________________________________
Daniel Barrone, Chair

Approved as to form:

______________________________________________
Peter Dwyer, Counsel
North Central Regional Transit District
Social Media Policy

The North Central Regional Transit District’s (NCRTD) presence on social media platforms creates a forum for conversations about issues that are important to customers. Social media allows the NCRTD to share information beyond the conventional web experience. However, the NCRTD encourages anyone interested in more information to visit its official website, ncrtd.org.

Social media venues could include, but are not limited to, Facebook, Twitter, Instagram, YouTube, Google+ and LinkedIn, and all applicable rules and guidelines will be applied to those and appropriate new platforms.

The NCRTD's use of social media is intended to encourage interaction between the user and the District. NCRTD cannot verify or confirm the accuracy of user comments or their compliance with the guidelines outlined herein. NCRTD does not endorse any of the views in comments posted by users.

Privacy
The NCRTD’s social media accounts are not official NCRTD websites, but rather its presence on a third-party service provider’s platform, which means NCRTD has limited control over how each platform uses personal data provided by users. Users are encouraged to read the privacy policy of each social media platform in advance of engaging with NCRTD via these platforms.

As a reminder, communications with NCRTD, whether on social media or in an e-mail or traditional mail, are subject to The New Mexico Inspection of Public Records Act Article 14, Chapter 2 NMSA 1978. Generally speaking, social media and e-mail interactions are public information, and are subject to disclosure, according to that Act.

The NCRTD recommends that users of social media platforms refrain from including personal information that they wish to remain confidential when interacting with the NCRTD’s social media accounts.

In an effort to comply with the New Mexico State laws and other laws, including copyright laws, the NCRTD may seek to limit or remove information from social media platforms. For example, it may limit or remove information pertaining to NCRTD personnel, whose personnel data are generally protected under state law. The NCRTD takes public comments seriously and will
consider comments. Removal of data from a social media platform does not mean that the comments were not given appropriate consideration.

Applicability

The NCRTD Social Media Policy is meant to be used by NCRTD Employees and staff as a guideline for its social media program. It is also meant to provide information to riders and members of the public who might be interested in engaging in the program and it therefore will be posted for that purpose on the NCRTD website’s Social Media page.

This policy is not meant to address personal usage of social media by NCRTD employees while in the workplace which is addressed in the NCRTD Technology and Telecommunications Systems Policy of December 12, 2011 under the section titled Internet Usage. Further to that, it should be stated that this Policy does not authorize employees to spend NCRTD time and resources on activities that do not directly benefit the NCRTD, regardless of how they access the internet or the social media platform.

Additional Information
If you are looking for more information about the District, visit ncrtd.org

Contact Information
The NCRTD’s social media accounts are managed by its Public Information Office. Contact us at info@ncrtd.org

Media Inquiries
If you are a member of the media seeking information, formal comment or an interview with NCRTD, please contact Public Information Officer, Jim Nagle 505-629-4707, jimn@ncrtd.org.

Facebook Content
NCRTD will establish an official Facebook page. People who follow or “like” the District’s Facebook page can expect regular posts covering some or all of the following:
- Information about special events and promotions
- Updates on time-sensitive service updates
- Reminders about NCRTD policies and practices
- Alerts about impending route or schedule changes
- News releases and links to stories about NCRTD happenings
- Information about public meetings
- Polls and opportunities to provide feedback on NCRTD initiatives
- Shared content from other organizations that partner with NCRTD

Shared content

NCRTD may also occasionally share content from other Facebook users or websites it thinks may be of interest to its followers, and that support NCRTD goals.
Links to other resources are provided solely for the convenience of users and are intended to point users to additional information that may add perspective for users. NCRTD is not responsible for the accuracy, currency, or reliability of the content of these links. It does not offer any guarantee in that regard and is not responsible for the information found through these links, nor does it explicitly or implicitly endorse these sites or their content.

Comment policy
The NCRTD encourages members of the community to interact on issues of regional significance with NCRTD, its members and staff, and one another via the District’s Facebook page. We expect that fans and others will interact in a respectful manner.

Individual users are fully responsible for anything they post in comments, including links, videos/photos and other material.

The NCRTD does not agree with or endorse every comment that individuals post on our pages. Our goal is to share ideas and information with as many individuals as possible and our policy is to accept the majority of comments made to our profile.

However, consistent with information elsewhere in this statement, comments may be removed and users blocked for the following behaviors:

- Threats of violence or other potentially criminal behavior
- Hate speech
- Profanity, obscenity or vulgarity
- Images posted depicting nudity
- Defamation to a person or people
- Name calling and/or personal attacks
- Comments specific to a person’s employment with the NCRTD that may be considered non-public information or require further investigation
- Comments whose main purpose are to sell a product
- Comments that infringe on copyrights
- Spam comments, such as the same comment posted repeatedly on a profile
- Links to non-relevant sites (that could be construed as spam)
- Other comments that NCRTD deems inappropriate

All links posted as comments on NCRTD posts will be reviewed and may be deleted.

For questions regarding this policy or interacting with NCRTD via Facebook, contact us at info@ncrtd.org.

Posting frequency
The number of posts per day will vary. Most posts and responses will occur weekdays between 8 a.m. and 5 p.m. MST.

Availability
NCRTD’s Facebook updates are subject to downtime that may be out of its control, because
Facebook servers are managed by a third party. NCRTD accepts no responsibility for the Facebook network becoming unresponsive or unavailable.

**Liking and sharing**
NCRTD follows and likes other District-related Facebook pages, pages of local governments throughout the region, and relevant state and federal agencies. NCRTD may also “like” organizations it has partnered with for specific efforts or whose work is relevant to its mission.

NCRTD's decision to “like” a particular Facebook page, or the appearance of a user as a follower of NCRTD, does not imply endorsement of any kind.

NCRTD content is also intended to be shared, and users are encouraged to share content it finds relevant or interesting.

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**Twitter**

**Privacy**
NCRTD’s Twitter account is not an official website. It represents NCRTD’s presence on Twitter, a third-party service provider. Users are encouraged to read Twitter’s privacy policy.

To protect your own privacy and the privacy of others, do not include personal information in comments or other content you post.

**Content**
NCRTD’s official Twitter account, alerts transit customers to service changes, touts promotional activities and keeps followers up-to-date with NCRTD happenings.

If you follow the NCRTD Twitter feed you can expect regular broadcasts (tweets) covering some or all of the following among others:

- Notifications of special events and promotions
- Updates on time-sensitive service updates
- Reminders about NCRTD policies and practices
- Alerts about impending route or schedule changes
- News releases and links to stories about NCRTD happenings

**Retweets and Links to Other Websites**
We may also occasionally tweet or retweet (RT) content from other users we think may be of interest to our followers and that share NCRTD’s goals. Generally speaking, that content will originate from:

- NCRTD member entities
- Organizations partnering with NCRTD
- Transportation-related agencies
- Stakeholders and non-profit organizations
The NCRTD views Twitter as a tool for providing information and connecting customers with answers about transit questions. Links to other resources are provided solely for the convenience of users and are intended to point users to additional information that may add perspective for users. The NCRTD is not responsible for the accuracy, currency or reliability of the content of these links. The NCRTD does not offer any guarantee in that regard and is not responsible for the information found through these links, nor does it explicitly endorse these sites or their content.

**Tweet frequency**
The number of tweets per day will vary. Followers can expect to receive tweets regularly on weekdays between 8 a.m. to 5 p.m. MST. Activity during holidays, after regular business hours, and on weekends is less frequent. During a significant service disruption, you can expect tweets be issued regardless of time or day.

**Availability**
The NCRTD’s Twitter updates are also subject to downtime that may be out of its control, because Twitter servers are managed by a third party. We accept no responsibility for the Twitter network becoming unresponsive or unavailable.

**Following and unfollowing**
The NCRTD follows other transit- and transportation-related Twitter accounts and the accounts of cities and counties within the region. We may also follow partner organizations and other organizations whose work is relevant to the mission of the NCRTD.

The NCRTD’s decision to follow a particular Twitter account, or the appearance of a user as a follower, does not imply endorsement of any kind. Generally speaking, NCRTD does not follow individuals, except those who act as spokespeople for relevant partner organizations.

**Direct messages and @replies**
The NCRTD encourages feedback and interaction via Twitter. We will read @replies and direct messages. Information will be forwarded as necessary to individuals within NCRTD. We may not reply individually to all messages. Also, since NCRTD does not follow individual users, it may be difficult to conduct a full conversation on Twitter. We encourage individuals to instead send questions to info@ncrtd.org. Information that results from these inquiries may be posted to Twitter at a later date for the benefit of all NCRTD followers.

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**Instagram**

**Content**
The NCRTD’s Instagram profile will be accessed through the Instagram app available in the App Store on iTunes or on Google Play. The NCRTD’s Instagram profile will contain a stream of images and videos depicting the District transit system including, but not limited to the following:

- Behind-the-scenes photos/videos
- Information about special events, promotions and contests
• Updates on transit improvement projects
• Alerts about impending route or schedule changes
• Links/previews of stories and news related to NCRTD
• Information about public meetings
• Historical media
• Reminders about NCRTD policies and practices
• Shared content from other organizations that partner with NCRTD
• Shared content from other Instagram users who grant NCRTD permission to repost images or videos
• Images and videos of NCRTD customers

Shared content
NCRTD may occasionally share content from other Instagram users or websites it thinks may be of interest to its followers, and that support the NCRTD’s goals. NCRTD will first seek permission in these cases.

NCRTD is not responsible for the accuracy, currency, or reliability of the content of such shared media. It does not offer any guarantee in that regard and is not responsible for the information found through such shared media, nor does it explicitly or implicitly endorse these users or their content.

Liking and re-posts
The NCRTD follows other Instagram users and may like or comment on their content from time-to-time. NCRTD may also follow organizations it has partnered with for specific efforts or whose work is relevant to its mission.

The NCRTD's decision to follow a particular Instagram user, or the appearance of a user as a follower of the NCRTD, does not imply endorsement of any kind.

Comment policy
The NCRTD encourages members of the community to interact on issues of regional significance with the NCRTD via its Instagram content. We expect others to interact in a respectful manner.

Individual users are fully responsible for anything they post in comments, including links, videos/photos and other content.

NCRTD does not agree with or endorse every comment that individuals post on our content. Our goal is to share ideas and information with as many individuals as possible and our policy is to accept the majority of comments made on the content we publish.

However, consistent with information elsewhere in this statement, comments may be removed and users blocked for the following behaviors:

• Threats of violence or other potentially criminal behavior,
• Hate speech,
• Profanity, obscenity or vulgarity,
• Images posted depicting nudity
• Defamation to a person or people,
• Name calling and/or personal attacks,
• Comments specific to a person’s employment with the NCRTD that may be considered non-public information or require further investigation,
• Comments whose main purpose are to sell a product,
• Comments that infringe on copyrights,
• Spam comments, such as the same comment posted repeatedly on a profile,
• Links to non-relevant sites (that could be construed as spam), and
• Other comments that NCRTD deems inappropriate.

All links posted as comments on NCRTD posts will be reviewed and may be deleted.

For questions regarding this policy or interacting with NCRTD via Instagram, contact us at info@ncrtd.org.

**Hashtags**
The NCRTD will utilize unique hashtags and existing hashtags generated by other Instagram users to categorize content, find and/or share related media and execute contests. As is the nature of hashtags, users are welcome to tag their own images and videos using the unique hashtags created by the NCRTD or other Instagram users. The inclusion of a hashtag on an NCRTD Instagram post does not imply endorsement of any kind. Users who tag their content using the same hashtags should be responsible and follow the same guidelines as aforementioned in the comment policy.

**Direct photo sharing**
The NCRTD may sometimes choose to share content directly with a single user or group of Instagram users in order to reach a defined audience or otherwise make contact without pushing out content to the general public. It should be noted that such content is intended for the chosen user(s) and sharing such content is not the intent.

**Posting frequency**
The number of posts per day will vary. Most posts and responses will occur weekdays between 8 a.m. and 5 p.m. MST.

**Availability**
The NCRTD’s Instagram images and profile are subject to downtime that may be out of its control, because Instagram servers are managed by a third party. The NCRTD accepts no responsibility for the Instagram app becoming unresponsive or unavailable.

**Following and unfollowing**
The NCRTD will follow other transit- and transportation-related Instagram accounts and the accounts of cities and counties within the region. We may also follow partner organizations and other organizations whose work is relevant to the mission to the NCRTD. The District’s decision to follow a particular Instagram account, or the appearance of a user as an NCRTD follower, does not imply endorsement of any kind.
Content
People who subscribe or view the NCRTD’s YouTube channel can expect video content that relates to The NCRTD’s mission and goals.

Shared content
The NCRTD may occasionally share content from other YouTube channels or websites it thinks may be of interest to its followers, and that support its goals.

Links to other resources are provided solely for the convenience of users and are intended to point users to additional information that may add perspective for users. The NCRTD is not responsible for the accuracy, currency, or reliability of the content of these links. The NCRTD does not offer any guarantee in that regard and is not responsible for the information found through these links, nor does it explicitly or implicitly endorse these sites or their content.

Posting frequency
The NCRTD will post videos regularly, as they are produced.

Availability
The NCRTD’s YouTube Channel is subject to downtime that may be out of its control, because YouTube servers are managed by a third party. The NCRTD accepts no responsibility for the YouTube network becoming unresponsive or unavailable.

Accessibility
The NCRTD strives to post accessible content both on its web pages and third-party, social media platforms. The District uses YouTube’s built-in closed-captioning feature, which requires occasional editing for accuracy and clarity. Upon request, videos may be translated into other languages. If the captioning on a video needs adjusting, for more information about accessibility standards or to ask a question, contact info@ncrtd.org.

Liking and Sharing
The NCRTD will follow other YouTube channels, channels of local governments throughout the region, and relevant state and federal agencies. The NCRTD may also follow organizations it has partnered with for specific efforts or whose work is relevant to its mission.

The NCRTD's decision to follow or subscribe to a particular channel, share a video, or the appearance of a user as a follower of the NCRTD, does not imply endorsement of any kind.

Comment Policy
The NCRTD does not allow posting of comments on its YouTube channel.
Government Agencies Currently Participating in Social Media

- New Mexico Attorney General’s Office
- City of Espanola
- Los Alamos County
- Town of Edgewood (Unmanaged)
- Rio Arriba County
- Santa Fe County
- City of Santa Fe
- Town of Taos
- Taos County (Unmanaged)
- City of Albuquerque 129,000 followers
- Multiple Divisions within the City of Santa Fe
- Visit Taos (Town Tourism run) 18,000 followers
- Visit Santa Fe (City Tourism run) 37,000 followers
- NM State Tourism
- New Mexico State Police
- Santa Fe Sheriff’s
- City of SF Police
- NM Rail Runner 18,000 followers
- ABQ Ride
- Phoenix Valley Metro
- Denver RTD 18,000 followers
Summary:
The North Central Regional Transit District (NCRTD) is currently reporting nearly seven months of financial activity. The standard for expenses that should be spent for the period through January 29, 2015, is 58% of the budget.

The month of January does not reflect all activity because the Finance Department will continue to process invoices and revenue deposits until mid-February when the Finance Department closes the month.

There is a two month lag in receiving gross receipts tax revenue (GRT) and approximately one to two months in federal revenues. NCRTD follows GASB (Governmental Accounting Standards Board) standards and utilizes accrual basis of accounting.

The monthly budget figures for the federal grant revenues and expenditure figures from the charts/tables have been divided using a straight-line method (1/12 increments). The GRT monthly budget figures are allocated utilizing trends from the last five fiscal years. NCRTD reports financials that follow GAAFR (Governmental Accounting, Auditing, and Financial Reporting). The charts/tables compare the current year revenues and expenditures to the previous year.

Financial Highlights

Revenue:
As of January 29, 2015, total revenue of $4,400,915 has been received, which is 43% of budgeted revenues. Of this amount, NCRTD has received $2,987,270 in GRT through the month of November 2014.

Other revenues include $971,169 from federal funds, $400,000 from Los Alamos County, and miscellaneous revenue of $42,476.

Expenditures:
As of January 29, 2015, NCRTD recognized expenditures totaling $3,757,933, which is 36.7% of total budgeted expenditures. The percentage is low because invoices for the second quarter from Non-RTD services are expected to be received in early February. NCRTD will continue processing invoices for the month of January until mid-February.

Other Matters:

N/A

This Financial Summary should be reviewed in conjunction with the Monthly Board Financial Report.
NORTH CENTRAL REGIONAL TRANSIT DISTRICT (NCRTD)
FINANCE SUBCOMMITTEE

December 19, 2014
9:00 a.m. - 11:00 a.m.

Executive Conference Room
1327 N. Riverside Drive
Espanola, NM 87532

AGENDA

CALL TO ORDER: Tim Vigil, Chair

Roll Call:

ITEMS FOR DISCUSSION/RECOMMENDATION

A. Discussion and Review of Quarterly Investment Report
Sponsor: Anthony Mortillaro, NCRTD Executive Director and Pat Lopez, (Acting) Finance Director.

B. Minutes from November 21, 2014
Draft Minutes.

MATTERS FROM THE SUBCOMMITTEE

ADJOURN

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language Interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.
Finance Subcommittee
Meeting December 19, 2014
9:00 a.m.

Board Members Present: Commissioner Miguel Chavez – Santa Fe County (Telephonically) and Philo Shelton – Los Alamos County (Telephonically)

Staff Present: Anthony Mortillaro – Executive Director and Dalene Lucero – Executive Assistant

Guest(s) Present:

Absent: Commissioner Barney Trujillo - Rio Arriba County, Tim Vigil – Pueblo of Pojoaque, Leandro Cordova - Taos County

Transcribed By: Dalene E. Lucero – Executive Assistant

ROLL CALL

APPROVAL OF AGENDA

CALL TO ORDER

A regular Finance Subcommittee meeting was called to order on the above date by Mr. Mortillaro at 9:00 a.m.

ITEMS FOR DISCUSSION/RECOMMENDATION

A. Discussion and Review of Quarterly Investment Report

Mr. Mortillaro gave a brief overview regarding the Quarterly Investment report as of September 30, 2014. The total investment inclusive of interest revenue was $5,984,657. Additionally, the total earnings from interest totals $9,168 since the inception of the investment program. Mr. Mortillaro continued, stating that the average rate of return is .356%, by which the highest earned income is .70% with US New Mexico FCU (6 month term) earning the district a total of $997.87 in interest. The current quarter from July through September of 2014 earned a total of $4,308 in interest, and during that time, the NCRTD renewed 4 of its Certificate of Deposits with Los Alamos National Bank and extended the agreements to 12 months. The initial agreements ranged from 3 to 6 months.

Mr. Mortillaro continued, stating that 32% of the $5,984,657 invested is in 3-5 month CD, 4% is of the amount is in a 6-8 month CS, 13% is in a 9-11 month CD and lastly, 35% of the amount invested is in a 12 month CD. All CDs are collateralized by Los Alamos National Bank, as most of the CDs are in excess of $250,000.

Mr. Shelton asked what the LGIP was.

Mr. Mortillaro responded, stating that it was the Local Government Investment Pool, which is a short term, safe and secure investment pool managed by the State Treasurers Office. He stated that many cities, counties and tribal entities participate in the LGIP.
Commissioner Chavez asked if Mr. Mortillaro could give a brief overview on the LGIP as he thought it was a new addition to the District’s investment portfolio.

Mr. Mortillaro stated that it was not new. He noted that it was one of the first investments of funds the District made.

Commissioner Chavez apologized. He stated that he did remember meeting with the State Treasurers Office Staff to discuss investment in the LGIP. He continued, stating that the District has done really well over the last year with the investment of District funds.

Mr. Mortillaro agreed. He noted that the whole program was fairly new, but the returns are much better than prior years. Mr. Mortillaro continued, stating that the District utilizes the 90-day US Treasury Bill as a benchmark for return on investment. Whereas, the District’s average rate of return is almost 9-times that at a rate of .356%.

Further discussion continued on this item.

It was recommended that a motion be made to accept the Quarterly Investment Report and forward to the Board of Directors for review.

Mr. Shelton made a motion to accept the Quarterly Investment Report and forward to the Board of Directors for review (2-0).

B. Minutes from November 21, 2014

Mr. Mortillaro asked the Finance Subcommittee to review and approve the minutes from November 21, 2014.

Commissioner Chavez made a motion to approve the minutes from November 21, 2014. Mr. Shelton seconded the motion and it passed by unanimous voice vote (2-0).

MATTERS FROM THE SUBCOMMITTEE

ADJOURN

The Finance Subcommittee meeting was adjourned at 9:13 a.m.

The next Finance Subcommittee meeting will be held on January 23, 2015 at 9:00 a.m.
EXECUTIVE

- Drafted audit introduction letter.
- Drafted and reviewed proposal for executive search for Finance Director.
- Held long range plan weekly review call.
- Participated in Title VI complaint hearing with NMDOT.
- Continued review and meeting with Consultant and Sub contractor on public input and participation plan for Long Range Strategic Plan.
- Continuing discussion with staff regarding ITS roll out.
- Attended NMTA Board meeting.
- Attended Santa Fe County Board meeting regarding funding for Santa Fe Ski Route and IGC approval.
- Attended City of Espanola Council meeting regarding IGC approval.
- Continued participation in new route reviews.
- Met with staff and Public Relations firm regarding product development for ITS and new route media campaign.
- Attended Rio Metro Board meeting.
- Continued review of outstanding site property issues with Attorney and Land Use consultant.
- Attended MPO TCC meeting.

- Discussion and analysis with Staff regarding Taos Chile line operations and consolidation.
- Prepared annual evaluation of key team members.
- Conducted orientation of new board members.
- Prepared legislative visit talking points.
- Met with Attorney and Staff regarding various legal issues and associated documents.
- Prepared Board and Finance Subcommittee meeting materials.
- Met weekly with Board Chair Barrone on various issues.
- Continued review, revision and creation of various NCRTD policies.
- Maintained continuous communication with board members, subcommittee members, and Chair.
- Attendance at various NCRTD staff and subcommittee meetings, including Board, Finance and Tribal subcommittees meeting.
- Addressed a variety of employee human resources issues and prepared memorandums to document district actions.

MARKETING/PUBLIC INFORMATION

- Created and designed rack cards for Taos Express and Taos to Sipapu service.
- Began working with Griffin and Associates on the marketing plan for the ITS launch. Two meeting were held in January.
- Met with Los Alamos County to begin collaboration with them and Atomic City Transit for joint marketing efforts on the ITS launch.
• Developed, created and designed two new banner strip ads to begin running immediately in the Los Alamos Monitor, Santa Fe New Mexican and Taos News
• Developed a Green/Sustainable ad to run in the January legislative edition of Round the Roundhouse
• Issued a press release on the MLK Jr. holiday closure
• Issued a press release on the FY 2014 Audit. Favorable stories were reported in the Rio Grande Sun, the Los Alamos Daily Post and the LA Monitor
• A positive story appeared in the LA Monitor regarding the Long Range Service Plan
• Completed and issued the January Blue Bus Times for internal distribution
• Story appeared in Los Alamos Daily Post regarding Sipapu and Taos Express
• Worked with Templeton Marketing to help arrange for six wraps to be installed on RTD vehicles
• Prepared a series of County specific information kits to be handed out to NM State Legislators
• Drafted the NCRTD Social Media Policy
• Registered for the 2015 APTA Marketing and Communications Workshop
• Began organization and preparation for the Legislative Reception to be hosted by Santa Fe Chamber of Commerce. NCRTD will be co-sponsoring along with Rio Metro RTD and Santa Fe Trails. Additional collateral was created for distribution
• Worked out a service agreement with Real Time Solutions to begin work on the re-design of NCRTD.org
• Provided various updates and rider alerts to ncrtd.org throughout the month
• KDCE – 950 AM radio in Espanola, :30 sec radio spot and sponsorship of the 7:30 AM news ran 17 days in January excluding Saturdays and Sundays
• KSWV 810-AM in Santa Fe, :30 sec spot ran 20 times in January as well as 30 :20 sec promos announcing RTD sponsorship during the 7:30 AM ½ hour
• KTAOS 101.9 FM in Taos, 14 :30 sec radio spots ran each week in January
• 50 30-sec radio spots ran on KXMT in Taos during the last week of December and first week of January
• Two ads ran in January in the Rio Grande Sun, Los Alamos Monitor and the Taos News.
• A strip ad ran in the Santa Fe New Mexican on January 2 and 14 on front page of Locals section
• A ¼ page ad ran in Green Fire Times in January
• A newly re-designed ad ran in the Chama Valley Times in January issue

SERVICE DEVELOPMENT
• December 2014 5311 Ridership Report
• Participated in the Employee Recognition Committee
• ITS AVL/CAD project work including:
  • Continued biweekly concalls to discuss progress
Ongoing Staff training and teambuilding throughout organization

- StrataGen/Adept paratransit and Avail data entry and oversight
- Continued QR code discussions and strategizing regarding implementation

- TAP FY14 and FY15 - weekly conference calls to update: site assessments ongoing, GIS to follow shortly
- TAP FY 16 and FY17 - Process ongoing, continued research and work regarding the application submittal
- Additional funding request for FY15 5311 monies submitted to NMDOT; request focused on new transit services to Golden, Tres Piedras, La Cienega and La Cieneguilla, and Ski SF- SFNF
- Ongoing communication with KFH Group regarding service plan update implementation including schedules, timetables, maps; multiple internal discussions to review schedules, running times, and general route modifications
- Involved in ongoing discussion regarding transit service request for Ski SF and SFNF; funding and other agency contributions discussion expected to continue
- Ongoing work with NCRTD legal, FTA, and member Pueblos to complete FY14 TTP award MOA process
- Participated in NTD webinar regarding new reporting system; engaged each Pueblo and requested assistance in the initial reporting cycle, which will occur 1st and 2nd quarters 2015

- Ongoing discussions with landowner representative and property manager regarding potential bus bench placement at the bus stop southbound on Riverside at Chili’s; NMDOT included in discussion as a drainage easement at location, awaiting D5 response to easement query
- Attended webinar regarding NTD reports and Tribal reporting for 2015
- Met with District 5 to determine new bus stops locations tied to route modifications expected to rollout in March 2015; Chama, El Rito, Red River, Questa, Taos and Penasco stops visited
- Surveyed Tres Piedras area for new stop locations; met with local resident to discuss routing and possibly stop locations
- Participated in webinar regarding FY14 TTP discretionary funds
- Visited with Santa Claran Hotel and Casino management regarding bus stop and shelter relocation
- Reviewed and discussed Town of Taos request for Chile Line analysis within NCRTD framework

**OPERATIONS**

- Assisted Executive Director and Projects and Grant Specialist on meeting with Santa Claran Manager to discuss relocation of bus stop.
- Continue working with Avail and team on ITS, AVL & CAD testing and acceptance.
- Continued working on run cuts for new route structure and schedules’.
- Preparing obsolete and surplus items/fleet items for auction and donation.
- Interviewed and hired 2 new temp drivers.
• Demoed our Freightliner bus for Amarillo Transit staff.
• Worked with other management staff on the long range service plan.
Performance Measures

for

Fiscal Year 2015

December 2014
The performance measures that were developed are designed to provide data that can be evaluated in a logical manner. It allows the District to identify areas in which its performance may need to be improved and to understand the characteristics and factors that impact that performance. In addition, to the extent feasible a peer comparison or a benchmark has been included as available or appropriate. This performance data is important since many times the District’s costs, efficiencies and productivity is not measured against any benchmark or standard or attempts are made to compare it against systems that bear no similarities in mission, complexity or service area. Therefore, the data presented should provide some context in which to assess the District and its efforts to deliver services based upon its mission, goals and objectives.”

The report data collected is grouped into 3 areas: Administrative, Fleet and Customer Related:

1. Administrative:
   A. Ridership, All Funded Routes
   B. Ridership, NCRTD Operated Routes
   C. Monthly Expenditures
   D. Cost Per Mile
   E. Cost Per Trip

2. Fleet:
   A. Vehicle Back Up Ratio
   B. Average Vehicle Age
   C. Percentage of “On-Time” PM / Inspections
   C. Accidents, Major/Minor Tracking

3. Customer Relations:
   A. Complaints
   B. Incidents

The In-state/local comparable is Sandoval/Valencia Counties which are operated by the Rio Metro Regional Transit District. This benchmark/peer entity was chosen since they are within New Mexico and somewhat similar to rural transit service. The FTA benchmarking data used originates from the Rural Transit Fact Book 2013. The data is for 2011 in FTA Region 6, rural providers which includes New Mexico, Texas, Oklahoma, Arkansas and Louisiana.
Performance Measure - Administrative:

Ridership Tracking of All NCRTD Funded Routes

Tracking ridership is the #1 way a public transportation agency can gauge its effectiveness of the service it provides. Ridership data for all routes funded by the NCRTD are collected by City of Santa Fe and Los Alamos County. This data is forwarded and combined with the data from the District’s operated routes. These numbers are then compiled into a monthly ridership report. This measurement tracks the number of one way trips taken on all the routes within the district. This graph shows the NCRTD combined total ridership numbers, and compares them each month, identifying any increases or decreases in the number of monthly trips. This also indicates how well the regional district is continuing to address the issue of accessible mobility by routes that are in areas where there is public demand. Sandoval/Valencia counties are used local/in-state comparison benchmark, as they are similar in service but smaller in size: a two county service of the Rio Metro Transit District.

![Ridership All Funded Routes](chart.png)
This ridership data is collected by the NCRTD drivers for all routes operated by the District. This includes 20 fixed and commuter routes as well as the demand response routes. Totaling the number of one way trips on NCRTD routes, allows staff to evaluate effectiveness and to ensure that the service is reaching areas in the district that have high demand for accessible mobility. Sandoval/Valencia counties were selected as a local/in-state comparison benchmark.
The NCRTD’s Finance Department provides the administrative and operating expenses in a monthly budget status report. It is important to measure the expenditures to maintain a balanced budget, as well as tracking the administrative and operating margins. This data is used in determining the cost per trip and the cost per mile. Tracking the budget and monitoring operational costs allows management to target specific dollar amounts when creating future budgets and requesting federal funding from the NM Department of Transportation.

### Monthly Expenditures FY 13-14

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<th>July</th>
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<tbody>
<tr>
<td>Admin</td>
<td>$36,674</td>
<td>$20,438</td>
<td>$72,053</td>
<td>$90,731</td>
<td>$57,990</td>
<td>$70,179</td>
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<td>Operating</td>
<td>$144,466</td>
<td>$188,698</td>
<td>$193,661</td>
<td>$262,769</td>
<td>$222,771</td>
<td>$193,855</td>
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<td>Total</td>
<td>$181,140</td>
<td>$209,136</td>
<td>$265,714</td>
<td>$353,500</td>
<td>$280,761</td>
<td>$264,034</td>
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Operational Cost per Vehicle Mile

Cost per vehicle mile is the total operating costs per month in relation to the total vehicle miles per month traveled on NCRTD routes. The mileage data is logged daily for each route and compiled into a monthly report. Monthly operating costs are obtained from the Monthly Expenditures (chart above) and the number of miles travelled for NCRTD operated routes. As a cost efficiency measure, operating costs per vehicle mile assesses the financial resources needed for the District's route operations. This measurement is a beneficial tool for the planning and operation's departments. The NM Department of Transportation uses this as one of their performance measures in the state-wide transit guide published annually. Additionally this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 funding. This is a management tool to track our cost per mile vs. the amount of budget being spent to operate a particular route as well as collectively for all routes. Sandoval and Valencia counties’ annual average are used as a local/in state comparable benchmark, even though their system is smaller than NCRTD. Data from the 2013 Rural Transit Data Fact Book, specifically FTA’s District 6 (our district) annual cost per mile is included as a benchmark.
Performance Measure - Administrative:

Operating Cost per Trip

When transit data is collected, passengers, riders and rides are counted and referred to as “trips.” One passenger can generate several trips in a day, and these are counted individually. Example, a particular rider may board in Questa (1 trip) and transfer to the Taos to Espanola bus (1 trip) and again transfer to the Santa Fe bus in Espanola (1 trip) for a total of three trips. The cost per trip is computed on a monthly basis by dividing the monthly operating costs from the Monthly Expenditures (chart above), by the total monthly number of trips (ridership). NM Department of Transportation uses this as one of their performance measures to the state-wide transit guide published annually. Additionally this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 funding. This is a management tool to track our cost per trip vs. the amount of budget being spent to operate a particular route as well as collectively for all routes. Sandoval and Valencia counties’ annual average are used as a local/in state comparable benchmark, even though their system is smaller than the NCRTD. Data from the 2013 Rural Transit Data Fact Book, specifically FTA’s District 6 (our district) annual cost per trip is included as a benchmark.
FTA defines the spare ratio as the percentage of spare vehicles in comparison to the number of vehicles required for annual maximum service. Recommended FTA spare vehicle ratio is 20% for fleets over 50 vehicles. NCRTD’s fleet totals 35 and is exempt from this guideline but it is a good benchmark to keep in place. With an annual maximum service of 27 and a backup fleet of 8, the backup ratio is 30%. This higher number is needed and reasonable due to the variety of passenger seating requirements for specific routes throughout the District. These backup vehicles ensure consistent coverage of all routes when vehicles are off line due to routine maintenance or unexpected breakdowns.

### Spare Vehicle Ratio/Combined All Vehicles

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<tr>
<th>Month</th>
<th>Spare Vehicles</th>
<th># Needed to run</th>
<th>Spare Ratio</th>
<th>Recommended</th>
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<tr>
<td>July</td>
<td>11</td>
<td>26</td>
<td>42.31%</td>
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<td>Aug</td>
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The FTA allows the use of years or mileage to attain usable life. The District uses mileage rather than the year of manufacture because of the large area of the district and the high number of miles traveled on an annual basis. This compares the age of specific kind of vehicles by mileage in accordance to the FTA guidelines. This is useful in fleet replacement planning. The numbers will vary month to month as mileages increase and old vehicles are replaced by new.
Performance Measure - Fleet:

Percentage of “On-Time” PM / Inspections

The federal benchmark for the percentage of “on-time” preventative maintenance (PMs) and inspections for the fleet is 87%. Inspections are required to be conducted within certain mileage timeframe by vehicle manufacturers for the various sizes of vehicles. Manufacturer’s recommended maintenance schedules may range in mileage due to the component makeup of a particular vehicle. The FTA recommends they be conducted within the manufacturer’s recommended maintenance schedule. However, as a sub recipient of NMDOT we are allowed varied standards as approved by NMDOT. With the variety of sizes and component makeup of District vehicles, we have determined and hold to a standard of 6000 mile intervals for the light and medium gasoline powered fleet and 7000 miles for the diesel powered medium-heavy fleet. This ensures frequent safety inspections and PM services at reasonable intervals that result in a more dependable and safer fleet. This data is collected and tracked by the Fleet Maintenance Manager.

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<th>Month</th>
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<tr>
<td>FY 13-14 RTD Maintenance</td>
<td>95</td>
<td>92</td>
<td>95</td>
<td>92</td>
<td>95</td>
<td>100</td>
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<td>FTA Recommendation</td>
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Accidents per Month

This measurement shows us how many accidents occur within a month and to what frequency they occur. These are logged as minor or major accidents. A minor accident for example, is one where a driver hits a stationary object while backing but there is minimal damage. A major accident is one where there may be significant damage and/or injury, and a FTA Post accident drug screen is required. All accidents are reported to the Operations and Maintenance Manager to decide on what corrective action needs to be taken. There are established internal reporting and follow up procedures. All accidents, major or minor, are investigated and documented, and dealt with accordingly by the operations management team. As a result, disciplinary measures and/or driver re-training may be required by the outcome of the investigation.

Number of Major/Minor Accidents per 84,840 Miles Avg. Driven Monthly

- Last Minor Accident - November 24, 2014
  - Miles Driven since last Minor Accident - 92,920

- Last Major Accident - October 22, 2013
  - Miles Driven since last Major Accident - 1,296,840
Performance Measure – Customer Relations: Complaints per Month

This performance tracks monthly the number and type of complaints received by the Operations Division of the NCRTD. The complaints are received by the Operations and Maintenance Manager. These are categorized by the type of complaint, and evaluated as to the seriousness of the complaint and whether or not a course of action needs to be taken, i.e. driver reprimand, driver retraining, vehicle maintenance, etc. This measure is intended to measure the percentage of complaints versus the total ridership for the month. Driver performance can be graded and we can see if more drivers training needs to be scheduled for particular drivers. Customers also have complained about routes, stops, dispatch, bus cleanliness and other various categories.

1. A Demand Response rider complained of being over charged for rides he did not take. / Inquiry found he had some “No-Shows” and was being charged at the old rate of $2.00 per ride. He was given 2 free rides.
2. An Edgewood Route rider complained of the heater not working in the rear of the bus. / Operations was short on replacement buses with 28 seating capacity at the time. The bus was replaced with one that had a working heater ASAP.
3. A person called to complain that an RTD bus made an unsafe merge in traffic causing him and another car to almost collide. / Driver was identified and instructed to practice safe driving maneuvers when changing lanes.
### Performance Measure – Customer Relations:

#### Complaints per Month

<table>
<thead>
<tr>
<th>Month</th>
<th>Total</th>
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<tr>
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Customer Incidents

This performance measure calculates the number of customer incidents reported to the Operations and Maintenance Manager on a monthly basis. Customer incidents are any serious occurrence that may have an outcome that could be potentially hazardous to the driver or other passengers. These situations could be anything such as two passengers arguing over something, or a rider threatening a driver, or a non rider harassing a driver for not being on time. It could also be a passenger falling down on the bus, or a passenger stepping in front of the bus as it pulls away from the curb to stop it to get on the bus. This data is collected by the driver writing an incident report and turning it in to the Operations and Maintenance Manager. This is intended to measure the types of situations that arise and how frequently they arise on the various routes of service provided by the NCRTD. This measurement tells us the frequency of incidents versus the number of monthly riders. We can then see if additional training needs to be implemented for the driver to avoid or control incidents that may occur on his route.

1. Santa Fe - 2-men got on at Century Bank smelling of alcohol. At the Ohkay Casino they were denied service due to drinking on the bus.
2. Riverside a.m. - Denied a ride to passenger at Ohkay Casino (9:00) again at Park & Ride (9:25) the same passenger was intoxicated wasn’t able to walk.
3. Demand Response- Driver drove to passenger’s driveway, where branches of her trees scraped the bus. He recommended that she get them trimmed.
4. Santa Fe- A male passenger got on bus at Ohkay Casino, looked like he was bothering a lady reading. Driver asked him to sit up front. At Cities of Gold, had to deny service to him and another passenger, because they were drinking on the bus.
5. Riverside p.m. – At 2:09, Chili’s stop a female passenger got off the bus. When pulling out she was yelling to stop; she decided she wanted to ride bus. She became disruptive and argumentative with the driver. Driver asked her to exit the bus. Passenger said she wasn’t getting off. Driver then called dispatch. She then got off and said she was going to RTD to report her.
6. Westside p.m. - Driver was parked at Park & Ride (3:18) Noticed a passenger walking up to bus, then fell against the bus on passenger side. Driver notified him he could not enter bus due to being intoxicated. He replied, “I’m fine”, I told him again he couldn’t ride, he ignored the driver and entered; once he was in he fell over. Driver asked if he was okay first, then called in to report it and got him off the bus.
7. Westside p.m. - Put brakes a little harder than usual, due to vehicle pulling in front of the bus. Had 1 passenger who did not have her seat belt on and fell down. Passenger was ok.
8. Demands Response- A lady asked if driver could take her trash to road for her, lady tried to give driver a tip, driver told her he couldn’t accept tips.
9. Santa Fe- A lady that usually takes the demand service wanted a courtesy stop at the 4 way stop before Marcy, 2 blocks away from the Sheridan St stop. Driver told her to call base and talk to supervisor due that this had become a repetitive request when she rides.
10. Westside p.m. - Passenger fell inside bus, injured hand. When supervisor arrived at scene the medics had his hand bandaged and were helping him. The medics committed the man to medical services.
11. Riverside p.m. – 2-men entered bus at Snowbird stop at (4:59). Driver asked one of the men if he was going to behave, he didn’t respond. He then started asking all the passengers if they had a cigarette or money. Driver denied him service at H & R Block stop, he was complaining to other rider that driver was mean and other stuff before exiting the bus.
## Customer Incidents

### FY 14-15 Number of Complaints

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<tr>
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<th>Driver Performance</th>
<th>Against other Passengers</th>
<th>Miscellaneous*</th>
<th>Percent VS Ridership</th>
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<tr>
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<tr>
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<td>0.01%</td>
</tr>
<tr>
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<td>1</td>
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<tr>
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|       |       | 12 | 2 | 7 | 0 | 3 |

Total
NCRTD Monthly Ridership Summary

December 1, 2014 through December 31, 2014

Calendar Operating Days

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NCRTD Monthly Ridership Summary

<table>
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<tr>
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<th>Last Year</th>
<th>%Change</th>
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<td></td>
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<td>Difference</td>
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<tr>
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<td>14,933</td>
<td>15,069</td>
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<td>NCRTD Funded</td>
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<td>All Systems Funded Total</td>
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System Daily Averages

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<tr>
<td>Systems Total</td>
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Total Ridership YTD % Change

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<td>May-15</td>
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<tr>
<td>June-15</td>
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Dec-2014
Ridership Report

Comparative Ridership NCRTD Funded Routes

Comparative Ridership NCRTD Operated Routes Only

FY11-12 = 185,827 / FY12-13 = 193,027 / FY13-14 = 209,750 / FY14-15 = 98,546
**Questa to Taos Route**

FY11-12= 12,201 / FY12-13= 12,913 / FY13-14= 10,792 / FY14/15= 5,084

**Taos to Espanola Route**

FY11-12= 12,169 / FY12-13= 10,500 / FY13-14= 10,243 / FY14/15= 5,107

**Penasco to Taos Route**

FY11-12=8,697 / FY12-13= 9,189 / FY13-14= 7,707 / FY14/15= 3,475
**Riverside Drive Route**

<table>
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<tr>
<th>Month</th>
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<th>FY-13/14</th>
<th>FY14-15</th>
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<td>3526</td>
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<td>3848</td>
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<td>4001</td>
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<td>3158</td>
<td>3884</td>
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FY11-12 = 40,507 / FY12-13 = 41,470 / FY13-14 = 48,943 / FY14/15 = 23,926

**Espanola to Chimayo Route**

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<tr>
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<th>FY-13/14</th>
<th>FY14-15</th>
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<tbody>
<tr>
<td>Jul</td>
<td>111</td>
<td>517</td>
<td>538</td>
<td>814</td>
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<tr>
<td>Aug</td>
<td>130</td>
<td>543</td>
<td>550</td>
<td>892</td>
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<td>Sept</td>
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<td>Dec</td>
<td>142</td>
<td>534</td>
<td>750</td>
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<tr>
<td>Jan</td>
<td>165</td>
<td>576</td>
<td>690</td>
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<td>Feb</td>
<td>190</td>
<td>510</td>
<td>718</td>
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<td>Mar</td>
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<tr>
<td>Apr</td>
<td>179</td>
<td>576</td>
<td>835</td>
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<tr>
<td>May</td>
<td>191</td>
<td>589</td>
<td>676</td>
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<tr>
<td>Jun</td>
<td>194</td>
<td>548</td>
<td>684</td>
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FY11-12 = 5,873 / FY12-13 = 6,645 / FY13-14 = 7,818 / FY14/15 = 4,445

**Las Trampas Route**

<table>
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<tr>
<th>Month</th>
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<th>FY-12/13</th>
<th>FY-13/14</th>
<th>FY14-15</th>
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<tbody>
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<td>202</td>
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<td>197</td>
<td>158</td>
<td>238</td>
<td>244</td>
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<tr>
<td>Nov</td>
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<tr>
<td>Jun</td>
<td>194</td>
<td>145</td>
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</table>

FY11-12 = 2,052 / FY12-13 = 2,196 / FY13-14 = 2,311 / FY14/15 = 1,414
FY11-12 = 1,887 / FY12-13 = 3,292 / FY13-14 = 3,834 / FY14/15 = 1,578

FY11-12 = 4,149 / FY12-13 = 4,876 / FY13-14 = 4,980 / FY14/15 = 2,127

FY11-12 = 13,062 / FY12-13 = 13,359 / FY13-14 = 15,393 / FY14/15 = 6,535
**Espanola to Santa Fe Route**

FY11-12 = 24,170 / FY12-13 = 25,286 / FY13-14 = 29,643 / FY14/15 = 14,025

**Santa Clara to Espanola/Santa Fe Route**

FY11-12= 7,022 / FY12-13 = 7,225 / FY13-14 = 8,027 / FY14/15 = 2,685

**Espanola to Los Alamos Route**

FY11-12 =1,317 / FY12-13 = 1,461 / FY13-14= 1,685 / FY14/15= 1,112
Tesiue Santa Fe Route

FY11-12 = 7,176 / FY12-13 = 7,524 / FY13-14 = 10,448 / FY14/15 = 4,640

San Ildefonso Pueblo Route

FY11-12= 3,399 / FY12-13= 3,347/ FY13-14= 2,951 / FY14/15= 942

Demand Response Pojoaque Students

FY11-12= 3,088 / FY12-13= 3,515 / FY13-14 = 3,911 / FY14/15= 1,483
### Demand Response Route

<table>
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<th>Aug</th>
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<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
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<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
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FY11-12 = 7,762 / FY12-13 = 7,849 / FY13-14 = 8,030 / FY14/15 = 3,373

### Red River Route

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<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
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<td>494</td>
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<tr>
<td>FY14/15</td>
<td>572</td>
<td>329</td>
<td>216</td>
<td>187</td>
<td>133</td>
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FY11-12 = 4,890 / FY12-13 = 5,319 / FY13-14 = 4,380 / FY14/15 = 1,741

### Pojoaque/Nambe Route

<table>
<thead>
<tr>
<th></th>
<th>Jul</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
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<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
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<tbody>
<tr>
<td>FY-11/12</td>
<td>350</td>
<td>410</td>
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<td>181</td>
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<td>128</td>
<td>135</td>
<td>96</td>
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<tr>
<td>FY14/15</td>
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FY11-12 = 3,167 / FY12-13 = 2,035 / FY13-14 = 1,389 / FY14/15 = 634
**NM 599 Route**

FY11-12 = 6,852 / FY12-13 = 5,899 / FY13-14 = 7,438 / FY14/15 = 4,871

**Eldorado Route**

FY11-12 = 8,243 / FY12-13 = 7,045 / FY13-14 = 6,636 / FY14/15 = 2,791

**Edgewood Route**

FY11-12 = 4,946 / FY12-13 = 7,568 / FY13-14 = 9,612 / FY14/15 = 4,650
<table>
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<tr>
<th>Month</th>
<th>Jul</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
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<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
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</thead>
<tbody>
<tr>
<td>FY-11/12</td>
<td>146</td>
<td>297</td>
<td>383</td>
<td>254</td>
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<td>FY14/15</td>
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</tbody>
</table>

FY11-12 = 3,197 / FY12-13 = 4,504 / FY13-14 = 3,579 / FY14/15 = 1,908

- Espanola, 4484, 30%
- Los Alamos, 158, 1%
- Rio Arriba, 1942, 13%
- Taos, 2729, 18%
- Santa Fe County, 4253, 28%
- Tribal, 1367, 10%
Santa Fe Route 2

FY11-12 = 48,773 / FY12-13 = 48,382 / FY13-14 = 49,393 / FY14/15 = 26,486

Santa Fe Route 4

FY11-12 = 11,116 / FY12-13 = 10,015 / FY13-14 = 11,543 / FY14/15 = 4,736

Santa Fe Route 22

FY11-12 = 8,950 / FY12-13 = 10,925 / FY13-14 = 10,318 / FY14/15 = 4,223
Santa Fe Pick Up

 FY11-12= 66,180 / FY12-13= 80,318 / FY13-14= 76,413 / FY14/15= 46,866

Rail Runner Ridership

 FY11-12= 360,076 / FY12-13= 309,115 / FY13-14= 360,269 / FY14/15= 179,247