



**NORTH CENTRAL REGIONAL TRANSIT DISTRICT  
BOARD MEETING AGENDA**

**March 4, 2016  
9:00 AM - 1:00 PM  
Jim West Regional Transit Center  
Board Room**

**CALL TO ORDER:**

1. PLEDGE OF ALLEGIANCE
2. MOMENT OF SILENCE
3. ROLL CALL
4. INTRODUCTIONS
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES – February 5, 2016
7. PUBLIC COMMENTS

**PRESENTATION ITEMS:**

**A. Above and Beyond Quarterly Award**

*Sponsor: Daniel Barrone, Chairman and Anthony J. Mortillaro, Executive Director*

**ACTION ITEMS:**

**B. Discussion and Consideration of Resolution 2016-08 Adopting a Veterans “Fare Free” on Fare Service Routes**

*Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director.  
Attachment.*

**C. Discussion and Consideration of Resolution No. 2016-09 Adopting the NCRTD’s Title VI Program**

*Sponsor: Anthony J. Mortillaro, Executive Director, Daria Veprek, Human Resources Director and Stacey McGuire, Planning, Projects and Grants Manager.  
Attachment.*

**D. Discussion and Consideration of Award of Contract – On-Call Engineering Services**

*Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director.  
Attachments will be disbursed prior to the meeting.*

**E. Discussion and Consideration of Acquisition of Intelligent Transit System Equipment from Avail for Taos Chili Line Fleet**

*Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director  
Attachments will be disbursed prior to the meeting.*

**F. Discussion and Consideration of Resolution 2016-10 Authorizing NCRTD Staff to apply for Federal Funding through the FFY2016 Inclusive Planning Impact Grant Program (to Improve Transit Options for the Elderly and/or Disabled)**

*Sponsor: Anthony J. Mortillaro, Executive Director and Stacey McGuire, Planning, Projects and Grants Manager.*

*Attachment*

**G. Discussion and Consideration for Board Direction Related to Weekend Special Event Service as a Component of the La Cienega 6-Month Pilot Route**

*Sponsor: Anthony J. Mortillaro, Executive Director and Stacey McGuire, Planning, Projects and Grants Manager.*

*Attachment*

**H. Discussion and Consideration of FY 2016 Mid-Year Financial Summary**

*Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director.*

*Attachment.*

**I. Discussion and Consideration of Investment of District Funds Summary**

*Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director.*

*Attachment*

**J. Discussion and Consideration on a Letter of Intent Regarding Exploration of Cooperative Opportunities with City of Santa Fe Transit**

*Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director.*

*Attachments will be disbursed prior to the meeting.*

**DISCUSSION ITEMS:**

**K. Financial Report January for 2015:**

*Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director. Attachment.*

**L. Finance Subcommittee Report:**

*Sponsor: Chair Pete Sheehey and Anthony J. Mortillaro, Executive Director.*

*Minutes from January 22, 2016.*

**M. Tribal Subcommittee Report:**

*Sponsor: Chair N/A, Anthony J. Mortillaro, Executive Director.*

*None*

**N. Executive Report and Comments from the Executive Director:**

- 1.) Executive Report for February 2016
- 2.) Performance Measures for January 2016
- 3.) Ridership Report for January 2016

**MATTERS FROM THE BOARD**

**MISCELLANEOUS**

**ADJOURN**

**NEXT BOARD MEETING: April 8, 2016 at 9:00 a.m. at Tesuque Pueblo.**

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.



**North Central Regional Transit District**  
**Board Meeting**  
**Friday, February 5, 2016**  
**Jim West Regional Transit Center**  
**Española, New Mexico**  
**9:00 a.m. - 1:00 p.m.**

**CALL TO ORDER:**

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Mayor Daniel Barrone, Chair, at 9:16 a.m. at the Jim West Regional Transit Center, Española, New Mexico.

1. **Pledge of Allegiance**
2. **Moment of Silence**
3. **Roll Call**

Ms. Trujillo called the roll and it indicated the presence of a quorum as follows:

| <b>Members Present:</b> | <b>Elected Members</b>            | <b>Alternate Designees</b>      |
|-------------------------|-----------------------------------|---------------------------------|
| Los Alamos County       | <i>Councilor Pete Sheehey (T)</i> |                                 |
| Rio Arriba County       |                                   | <i>Mr. Tomás Campos [later]</i> |
| Taos County             | <i>Commissioner Jim Fambro</i>    |                                 |
| Town of Taos            | <i>Mayor Daniel Barrone</i>       |                                 |
| Santa Fe County         | <i>Commissioner Miguel Chávez</i> |                                 |
| Nambé Pueblo            | Absent                            |                                 |
| Ohkay Owingeh           | <i>Christy Mermejo</i>            |                                 |
| Pojoaque Pueblo         |                                   | <i>Anna Sanchez</i>             |
| Santa Clara Pueblo      | Excused                           |                                 |
| City of Santa Fe        |                                   | <i>Mr. Jon Bulthuis (T)</i>     |

|                        |                              |                               |
|------------------------|------------------------------|-------------------------------|
| San Ildefonso Pueblo   |                              | <i>Ms. Lillian Garcia (T)</i> |
| Tesuque Pueblo         | Absent                       |                               |
| City of Española       | <i>Councilor Tim Salazar</i> |                               |
| Town of Edgewood       | Absent                       |                               |
| Rio Metro (ex officio) | <i>Elizabeth Carter</i>      |                               |

**Staff Members Present**

Mr. Anthony J. Mortillaro, Executive Director  
 Ms. Stacey McGuire, Projects and Grants Specialist  
 Mr. Jim Nagle, Public Information Officer  
 Mr. Troy Bingham, Finance Director  
 Ms. Jackie Trujillo, Executive Assistant

**Others Present**

Mr. Peter Dwyer, Legal Counsel  
 Mr. Carl Boaz, Stenographer  
 Mr. Scott Scanlon, Legislative Liaison  
 Mr. Farley Vener, Hinkle & Landers  
 Mr. Ray Matthews, Santa Fe County  
 Mr. Roger Duran, Senator Udall's staff

**4. INTRODUCTIONS**

Those present introduced themselves to the group.

**5. APPROVAL OF AGENDA**

Chair Barrone requested to move item A after item E on the agenda.

**Commissioner Chávez moved to approve the Agenda as amended with Item A after action items B, C, D, E. Councilor Salazar seconded the motion and it passed by unanimous (9-0) roll call vote with Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, City of Española, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Taos County and Town of Taos voting in favor and none voting against.**

**6. APPROVAL OF MINUTES – January 8, 2016**

**Commissioner Chávez moved to approve the minutes of January 8, 2016 as presented. Councilor Salazar seconded the motion and it passed by unanimous (9) roll call vote with Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, City of Española, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Taos County and Town of Taos voting in favor and none voting against.**

Tomás Campos arrived at 9:28

## 7. PUBLIC COMMENTS

Mr. Duran made a brief statement on behalf of Senator Udall, asking for input from members that he would pass on to Senator Udall.

### ACTION ITEMS:

#### B. Presentation of FY 2015 Comprehensive Annual Financial Report with Auditor's Opinion

Mr. Bingham explained that this report was a bit different this year. This is a national format that breaks the CAFR into five different sections. At the end of the report are statistics over the last 10 years. It has all the things the State Auditor requires for New Mexico agencies.

Mr. Vener explained the audit and went through a summary presentation. The Finance Committee spent time reviewing it and asking questions. He congratulated the agency for being one of very few entities doing CAFRs and it is a best practice. The SAS 114 communications were covered. All required communications were completed. The biggest change was GASB 68 that covers unfunded liabilities. There was lots of discussion about it in the Finance Committee meeting.

He said the financial statements got an unmodified clean audit. The Federal awards section was also unmodified; a clean audit. State compliance has no opinion but was tested.

Mr. Vener added that this year is the last year before becoming a low-risk auditee.

There were no questions from the Board.

Mr. Mortillaro said this is the second year in a row with no findings. Three years ago there was one carry over. Lots of the credit goes to our finance department.

**Mr. Campos moved to accept the audit report as presented. Commissioner Chávez seconded the motion and it passed by unanimous (10) roll call vote with Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, City of Española, Rio Arriba County, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Taos County and Town of Taos voting in favor and none voting against.**

#### C. Discussion and Consideration of Resolution 2016-06 Adopting Amended and Restated by-Laws

Mr. Mortillaro said the only modification since the review by the Finance Subcommittee was the addition of the Sustainability Committee. We brought it to the Board because they were adopted in 2004 and amended in 2007. We know the Board approved them but Staff couldn't find the signed copy. This was the opportunity to do housekeeping cleanup and any ambiguity was clarified, eliminating any duplication and most of all, having a signed set of bylaws. Mr. Dwyer did a lot of the legal legwork so a lot of changes were those he felt were needed for legal purposes.

Mr. Dwyer agreed and said it could be postponed if needed and email any questions. We are reconciling three things; the Act that created RTDs. The IGC contract that each member signs and the bylaws in front of the Board. All three should agree. He just took the purposes from the State Statute. He reorganized the responsibilities and the authorities.

There are two types of decisions required to be done only by elected official Board members: bonding and sale of real property. GRT, membership, (simplified application) and territory boundaries were clarified. The GRT cannot be taken away if members leave.

The annual form for conflict of interest, performance review of the Executive Director- performance review. Mostly it is just putting in writing what we are currently practicing.

It identifies the three officers; board meetings; OMA and ADA requirements. Very few public hearings would be quasi-judicial.

It tells the agendas process and how to put something on by talking to the Chair and if denied, get 2/3 vote at next meeting. No rolling quorum is allowed.

It codified committees, eliminating those that which were never formed. Task forces can be formed ad hoc. It also clarified financial reporting.

Mr. Mortillaro invited any financial subcommittee comment.

Commissioner Chávez asked if there will be a method for regular review in the future.

Mr. Dwyer said the by-laws can be changed at any time but he suggested a review every 4 years or if you add new members or new transit systems, to review it. They have to work within the IGC and state law. A lot of it has to be in there because of the way it was formed. Most votes are by consensus and unanimous. So the way we do business is going quite well.

Commissioner Chávez observed that there seemed to be a lot of work needed.

Mr. Dwyer said it was a pretty substantial rewrite. So if you are not satisfied now, it can be postponed to next meeting.

**Commissioner Chávez moved to approve the by-laws as revised, based on finance subcommittee, legal counsel and staff reviews with a condition that the bylaws should be reviewed every two years or as needed. Councilor Salazar seconded the motion and it passed by unanimous (10) roll call vote with Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, City of Española, Rio Arriba County, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Taos County and Town of Taos voting in favor and none voting against.**

#### **D. Discussion and Consideration of the Amended NCRTD Social Media Policy and Resolution No. 2016-07**

Mr. Jim Nagle introduced Ms. Christina Lupisto as the new media specialist. She will be working with him as the RTD moves forward.

He brought the social media policy to the Board last year and it was determined particularly with Facebook to limit to one-way communication and prevent people from posting on our web site. This is partly for protection of board and staff members but also to not need to police comments. Facebook changed their policy. In the past you could prevent comments. They changed that but we can still restrict people from commenting on our timeline. So this is the proposed policy change. Instagram and Twitter also have policies in place - no sexual content, vulgar, hateful speech, etc. so there is some control.

The primary change was on page 61, at the bottom, where he struck a line and inserted directing people to the Facebook terms of use, and the same with Twitter and Instagram. That is the primary change. We are seeing where the amount of things we could be doing to promote our services because so many of our entities are using social media. Rio Metro has almost 20,000 likes - quite successful.

Mr. Dwyer said his comment is the same as last time. Social media is a world you enter at your peril. There are lots of negative things that can happen but it would handicap the District not to use social media.

Mr. Nagle said the page is monitored quite actively and comment if need be. His counterparts have found that negative comments are responded to by other users to correct them.

Commissioner Chávez understood that the Staff could respond to comments but if someone is really being disrespectful and not using the system for the intended purpose, he wondered how Staff could kick them out.

Mr. Nagle said it depends on how much of a violation it is. They could be blocked if the violation is serious.

Mr. Dwyer added that we cannot amend their comments. Mr. Nagle has read articles and done research on how to marginalize them if needed. You don't control it. It is very wide open.

Mr. Nagle said the RTD is no different from any other agency.

**Commissioner Fambro moved to approve the Social Media Policy. Ms. Mermejo seconded the motion and it passed by unanimous (9) roll call vote with Ohkay Owingeh, Pojoaque Pueblo, City of Española, Rio Arriba County, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Taos County and Town of Taos voting in favor and none voting against. Los Alamos County had been excused before the vote.**

#### **E. Discussion and Consideration of Approval of Award of Bid Construction - ADA Compliance of Bus Stops**

Mr. Mortillaro referred to a handout for Item E with revised dollar amounts.

Ms. McGuire said the District was awarded \$87,500 for training in FY 14 and \$165,000 in FY 15 for construction relate to the transition plan with 9 bus stops to be constructed. Invitation to bid was published December 29, non-mandatory bid meeting was held January 12 with two attendees. Submission deadline was January 28 and one bid was received - from Allied 360 Construction. This was a rebid because of issues related to state wage rate inclusion that required some clarification. The updated dollar amount was \$137,550 inclusive of GRT that reflects a backhoe in a best and final offer in a negotiated agreement at \$149,150. Allied's bid of \$137,550 was not inclusive of GRT. Any Board action is subject to DOT approval.



Mr. Scott Perkins from Wilson gave a quick review. He said that in support of the recommendation, we have to verify the Allied bid. They are licensed and bonded. They saw no issues after verification. He gave the information to Mr. Bingham that might be backed out of the bid. The recommendation has gone to the State for Allied 360 Construction.

Chair Barrone said it is always good if the GRT comes back to the District. He asked if there was a way for that to happen with Allied having a local address.

Mr. Dwyer explained that the location is done by business registration so that GRT is retained in that community.

Ms. Mermejo asked about project management.

Ms. McGuire said that is out by RFP now.

Commissioner Chávez asked about the dollar amount. He saw on page 63 showed \$165,000.

Ms. McGuire clarified that amount is the federal grant award. The bid is about \$162000 right now but could get lower.

Mr. Mortillaro said they could use the amount they bid and then pass a motion to set the project budget amount. That incorporates item 2 in the handout: GRT, contingency and project management.

**Commissioner Fambro moved to approve the project budget at \$195,000. Commissioner Chávez seconded the motion and it passed by unanimous (9) roll call vote with Ohkay Owingeh, Pojoaque Pueblo, City of Española, Rio Arriba County, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Taos County and Town of Taos voting in favor and none voting against.**

**Commissioner Fambro moved to award the contract to Allied 360 Construction, LLC for the best and final offer in the bid results, not inclusive of GRT. Councilor Salazar seconded the motion and it passed by unanimous (9) roll call vote with Ohkay Owingeh, Pojoaque Pueblo, City of Española, Rio Arriba County, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Taos County and Town of Taos voting in favor and none voting against.**

## **PRESENTATION ITEMS:**

### **A. Update on 2016 Legislative Session**

Mr. Mortillaro said at the last meeting, the Board approved the legislative agenda. Scott Scanlon is here now to report on it.

Mr. Scanlon said "there is no money." The budget will be on House floor tomorrow and along with HB 2 is HB 302 that sweeps lots of accounts. Lots of groups are trying to figure out how to avoid that. The bill will go to the Senate who will change it somewhat and maybe make a few cuts.

Right now, the price of oil is \$31 and the budget is based on an oil price of \$38. The lower it goes, the worse the budget will be. There will be shaving done in all departments. And next year could be even worse.

We tried to pursue in some legislation to create a fund to help transit and specifically for purchase of new buses. And we were listened to and denied. We will try again next year.

Capital outlay is paid for by a severance tax which is also down about \$20 million. So the good news is that the legislature will have some money to spend. They did find some money. Capital outlay requests were all submitted and all legislators received the list. We put in for bus replacements and maintenance facility. So he has been running around to pushing blue buses and all of his emails are in blue fonts. So they are filling out those forms now and they are due tomorrow by 3 pm. He would suggest that the Board members reach out to our delegation. Just let them know the blue bus guys need money. The average cost is \$75,000. Hopefully, the District can buy 2-3 buses out of it.

He said he has been working over the Taos guys more than normal. They know that the RTD has taken over the Taos city transit system.

Commissioner Chávez asked what the total request for capital outlay is.

Mr. Mortillaro said it is \$524,000 for buses and \$623,000 for the maintenance facility design.

Commissioner Chávez asked which is more important.

Mr. Mortillaro said the buses are more important.

Mr. Scanlon agreed. The bus is the priority.

Mr. Campos asked if the RTD qualifies for LGD grants. It is part of CDBG.

Ms. Mermejo asked if unspent CAFR funds will be swept.

Mr. Scanlon said every legislator will get a spreadsheet that lists all capital outlay build-outs and when those specific projects would expire. 2013 projects not done would be flagged. So there is a nonreverting bill out there. We show up on a list for about \$6,000 or \$9,000 of money that is encumbered but not spent. The bus hasn't shown up yet so we can't write the check yet. They are always talking about going in and sweeping unspent capital projects. Most of them are rural projects.

## **F. Discussion of the FY2016 Mid-Year Financial Summary Report**

Mr. Bingham said under the financial policies, we come with the summary report every year. As of mid-year, did a budget increase in September of 34.3% on revenues. We will have a little revenue shortfall because we used the fund balance for some expenditures. But GRT revenues are up for the year and he didn't think we will use any fund balances this year.

State capital outlay is all encumbered. Local agreements are up with Taos Ski Valley and Mountain Ski Run.

The federal revenue is a little lower. It is not coming in as expected for Mountain Trail but up for others.

Mr. Bingham went through the pages of the financial report giving the status for GRT by county and comparing it with the budget amounts.

For expenses, \$12.5 million was budgeted and he expected the District would spend \$10.9 million. With changes in payroll, overtime could affect the number. In December we got fully staffed and projected \$750,000 of payroll savings now.

Vehicle maintenance is exceeding the budget until new buses come in. High cost items like transmissions. That overage will be covered by fuel savings. Some months we pay \$50,000 for fuel. Last month was \$20,000.

Mr. Campos moved to accept the mid-year report as presented. Commissioner Fambro seconded the motion and the roll call vote revealed there was no longer a quorum present.

## **G. Discussion of Investment of District Funds Summary**

Mr. Bingham said the investment report was in the packet at page 108 and commented on that report, providing information on the interest being earned on the various invested account. With the current changes in returns, other entities are updating their financial policies.

Commissioner Chávez reported that the Finance Subcommittee approved this and recommended approval to the Board, it can be acted on at the next meeting.

## **DISCUSSION ITEMS:**

### **H. Financial Report November 2015**

Mr. Bingham said the financial report begins on page 110. more revenue was received than we spent. He covered the highlights in the report and there were no comments or questions.

### **I. Finance Subcommittee Report**

Mr. Mortillaro reported that the draft bylaws went to Finance. Compensation results also went to them. They planned to do a compensation study of all positions. Non represented results were shared. Represented employees were shared in a closed session prior to negotiations. Survey results regarding the Executive Director's compensation was also shared, since this survey was specifically requested by the Board. The committee asked that we incorporate the survey results into the next budget. Represented employee contractual results won't be known until we conclude negotiations (April). The current agreement expires in June.

Commissioner Chávez said the Finance Subcommittee also approved the mid-year budget report.

### **J. Tribal Subcommittee Report**

Mr. Mortillaro said the tribal subcommittee has not met. Ms. McGuire is working with tribal members. When Lonnie Montoya, who represented Nambé Pueblo, left it left the Chair of the Subcommittee vacated. Hopefully, they will get a new chair appointed soon.

## **K. Executive Report and Comments from the Executive Director**

- 1. Executive Report for January 2016**
- 2. Performance Measures for December 2015**
- 3. Ridership Report for December 2015**

Mr. Mortillaro referred the Board members to the information in the packet for performance and ridership.

They are having a public meeting for the La Cienega route and that provides a chance to get input on their desires. Staff are getting notices out and driving around for a route configuration and park and ride possibilities. He acknowledged county staff for their responsiveness. The meeting will be on Saturday morning at 9 a.m. at the community center.

Regarding the discussion at the last meeting with the Forest Service related to Santa Fé National Forest and issues on our special use permit and insurance coverage, Mr. Mortillaro said the attorney-client privilege was revoked on that. Legal had a discussion with FS legal counsel and we still have a difference of opinion. Somehow we need to move it forward and get it to a place we can agree on whether a special use permit is required and if not, we can cancel our insurance but we do have insurance policy right now. We know mountain bikes are allowed up there and it is just a matter of whether we can transport them or not contrary to the FS position

Mr. Duran said he would contact the Senator and they will look into the matter and see if they can help with it. He said he has taken some notes and will forward this discussion to his office.

Mr. Mortillaro said their definition of outfitter includes the NCRTD. The irony of this is that we've done some analysis of our routes and we have multiple stops on forest property including Carson National Forest. We take people to Taos Ski Valley and Sipapu and Red River, all of which is on USFS land. So we wonder why and where this comes from.

## **MATTERS FROM THE BOARD**

Commissioner Chávez said there are only two routes that are fare-based.

Mr. Mortillaro agreed, plus on-demand service.

Commissioner Chávez asked if the District could provide free rides for veterans on fare-based routes. He didn't know if it would work with on-demand. But he wondered if that could be done as Rail Runner and Santa Fé Trails have done.

Ms. McGuire said it is at the Board's direction but that conversation could be done. We are a little different since

we are fare-free for most routes. But it is fair to do that for veterans.

Mr. Mortillaro said one thing to look at it is revenue loss versus federal offset. They will start deducting for our revenue gains if we are not collecting that.

Ms. Carter said they do allow to transfer for fixed routes but not for on-demand routes. Passengers bring their VA card to the main office and get a free Rail Runner pass to show.

Commissioner Chávez said Santa Fé Trails has the same program.  
Mr. Mortillaro agreed to bring a report next time.

Commissioner Chávez said he would be willing to see if the Santa Fe Board of Commissioners would supplement the RTD budget if need be for that loss.

Mr. Nagle said the Rail Runner has them vetted in advance. It is easy when they transfer off of Railrunner but otherwise, he didn't know what they require.

Mr. Mortillaro said we did encounter a vet on the Mountain Trail who asked for the free ride because he was aware of what was happening.

Commissioner Chávez said it would provide seamless system. He thought it would be good to have those features in place as much as possible.

Ms. Carter said they do allow those from the NCRTD to ride for free.

Mr. Duran said he also works on veteran issues and is a veteran. He is hearing from constituents throughout northern New Mexico asking for free rides to VA facilities. There is one in Taos as well as Albuquerque and possible routes to the Rail runner to go to the VA Hospital.

Ms. Carter said the Railrunner has several promotions. Seniors ride free on Wednesdays to go to museums this month. They are also piloting a destination promotion for coupons to restaurants. If successful in Santa Fé we will do their places as well.

She said they are almost completed with the Albuquerque Bike Share program. We will take it over. Maybe we could expand it to other rail stations in Santa Fé or in Española.

Mr. Mortillaro said he and Chair Barrone are commencing the annual trips to all members for reporting on last year and a preview of next year.

Commissioner Chávez asked if they could save the BCC for last. We just went through Golden and Eldorado.

Mr. Mortillaro said he wants to talk about the La Cienega pilot route and what we will undertake. There are three approaches possible depending on public meeting. Traditional, dial a ride, or nothing.

He will also will present results of the Mountain Trail route.

Long range strategic plan will be an undertaking because that GRT election requires support of each of our

members.

Ms. Mermejo asked if the annual trips would include coming to tribal council also.

Mr. Mortillaro agreed, if possible. If not, at least with the Governor.

Ms. McGuire announced a stakeholder meeting for Mountain Trail on February 16 at Santa Fé City council chambers at 2 pm.

## MISCELLANEOUS

There were no miscellaneous items.

## ADJOURN

**NEXT BOARD MEETING: March 4, 2016 at 9:00 a.m.**

The meeting was adjourned at 11:16 a.m.

Approved by:

\_\_\_\_\_  
Daniel R. Barrone, Chair

Attest:

\_\_\_\_\_  
Dennis Tim Salazar, Secretary

Submitted by:

\_\_\_\_\_  
Carl Boaz for Carl G. Boaz, Inc.



**Agenda Report**  
**NCRTD Board of Directors Meeting**  
**Meeting Date: March 4, 2016**

**Agenda Item – B**

**Title:** Discussion and Consideration of Resolution No. 2016-08 Veteran “Fare-free” on Fare Service Routes

**Prepared By:** Troy Bingham, Finance Director

**Summary:** During the February 5, 2016 Board Meeting NCRTD Vice Chairman Miguel Chavez, Santa Fe County Commission Chairman inquired if staff could provide a financial analysis of a new program to provide “fare free” service for Veterans to ride all routes provided by NCRTD for free. The Board of Director’s concurred with this request to review the financial implications of providing such a program and to return to the Board with a recommendation. The program would look similar to the Santa Fe Trails and Rio Metro Regional Transit District’s new veteran initiative. The proposed program was reviewed by the Finance Subcommittee at their February 26, 2016 meeting. The Finance Subcommittee recommends that the Board consider adoption of this resolution.

**Background:** North Central Regional Transit District (NCRTD) operates a predominately fare free service for passengers and requires regional partners to provide the same for routes they operate that are District funded. NCRTD does, however, operate the following routes for a fare in an effort to cover the cost of providing service:

- Taos Express (Saturday & Sundays)
  - \$5 from Taos to Santa Fe One-Way, \$2 One-Way to Española or to Santa Fe from Española
  - FY2015 Ridership = 731 (acquired January 1, 2015)
  - FY2016 thru December = 773
- Santa Fe Mountain Trail Trial Route (Sunday –Saturday; including holidays)
  - \$5 up the mountain, \$5 down the mountain (ski season only)
  - FY2016 Budgeted Ridership = 10,000 one way trips
  - FY2016 thru December = 1,731
- 15 Mile Radius of Española Transit Center Demand Response (Monday-Friday)
  - \$1 one-way trip for ADA Eligible Riders and the General Public Outside of ¾ miles of a Fixed Route
  - FY2015 Ridership = 7,028
  - FY2016 thru December = 3,545
-

- Pojoaque High School Demand Response (During School Year)
  - \$1 one-way trip for ADA Eligible Riders and Students
  - FY2015 Ridership = 2,695
  - FY2016 thru December = 1,460

Due to lack of information, the financial analysis that staff has prepared is based off of the maximum impact of serving all Veterans and that the utilization of those ratio would be the same on all routes regardless of geography and relative distance for Veterans from public transportation and the 4 fare routes described above.

**How many Veterans live in the NCRTD’s four county service area?**

According to a 2015 report from the Department of Veteran’s Affairs the Veteran population for the 4 counties that NCRTD serves is 7.329% of our total population. The follow shows the breakdown:

| <i>Ranking in NM</i> | <i>Counties Served by NCRTD</i> | <i>Veteran Population</i> | <i>Total Population</i> |
|----------------------|---------------------------------|---------------------------|-------------------------|
| #4                   | Santa Fe                        | 10,678                    | 4.47%                   |
| #14                  | Rio Arriba                      | 2,633                     | 1.10%                   |
| #15                  | Taos                            | 2,583                     | 1.08%                   |
| #22                  | Los Alamos                      | <u>1,602</u>              | 0.67%                   |
|                      |                                 |                           | 238,707                 |

**Total fares currently collected by the NCRTD?**

As of February 8, 2016 the District has collected \$26,002 in fares from its customers. The following shows the breakdown:

|                         | Feb 8 <sup>th</sup> | Projected       | Total FY16      |
|-------------------------|---------------------|-----------------|-----------------|
| On-Demand               | \$ 5,828            | \$ 2,428        | \$ 8,256        |
| Santa Fe Mountain Trail | \$ 15,988           | \$ 10,584       | \$ 26,572       |
| Taos Express            | <u>\$ 4,186</u>     | <u>\$ 1,744</u> | <u>\$ 5,930</u> |
|                         | \$ 26,002           | \$ 14,757       | \$ 40,759       |

**How are federal funds impacted by collecting fares in rural transit?**

All of the fare funded routes at NCRTD are also federal funded (except the Santa Fe Mountain Trail Trial Route), so the fares collected by NCRTD, reduce dollar for dollar the federal reimbursement for these routes. So by offering a Veterans Ride Free option, the federal funds would reduce any losses incurred by NCRTD on 3 of the 4 routes. The current reduction of federal funds are as follows:

|              | Feb 8 <sup>th</sup> | Projected       | Total FY16      |
|--------------|---------------------|-----------------|-----------------|
| On-Demand    | \$ 5,828            | \$ 2,428        | \$ 8,256        |
| Taos Express | <u>\$ 4,186</u>     | <u>\$ 1,744</u> | <u>\$ 5,930</u> |
|              | \$ 10,014           | \$ 4,172        | \$ 14,186       |

**What would be the maximum financial impact on the Santa Fe Mountain Trail if Veterans were “fare free”?**

Assuming that the Veteran population that rides the Santa Fe Mountain Trail Route proportionally mirrored the 4 county service area that NCRTD operates in, which is 7.329%, then the estimated



effect for the remaining months of FY2016 would be \$1,317 reduction in fares. The analysis is as follows:

|                                               | Feb 8 <sup>th</sup> | Projected       | Total FY16       |
|-----------------------------------------------|---------------------|-----------------|------------------|
| Santa Fe Mountain Trail (Currently)           | \$ 15,988           | \$ 10,584       | \$ 26,572        |
| Santa Fe Mountain Trail (Veterans Initiative) | <u>\$ 15,988</u>    | <u>\$ 9,267</u> | <u>\$ 26,572</u> |
| Difference                                    | \$ 0                | \$ 1,317        | \$ 1,317         |

**How would a Veterans initiative be administered?**

In an effort be consistent with our neighboring transit agencies that would guarantee reciprocity, staff believes the most cost effective way to provide Veterans a fare free ride would be to have Veterans provide their Veteran IDs (issued by the VA) or Railrunner Veteran certification to receive the discount for each trip. This would mitigate any staff time to provide assurance on Veteran status and any badge making cost for the program. Public outreach and education to the Veteran community on how to obtain their Veteran ID cards could be placed on buses to insure that the privilege is utilized and realized by the community we serve.

**What other budgetary impact should Board members consider when contemplating this decision?**

The District is projected to collect \$40,759 in fares from its customers for FY2016. The revenue budget estimate for fares for FY2016 was \$79,000 for these routes. The following shows the shortfall:

|                         | Fare Budget      | Projected       | Shortfall       |
|-------------------------|------------------|-----------------|-----------------|
| On-Demand               | \$ 12,000        | \$ 8,256        | \$ 3,744        |
| Santa Fe Mountain Trail | \$ 55,000        | \$ 26,572       | \$ 28,428       |
| Taos Express            | <u>\$ 12,000</u> | <u>\$ 5,930</u> | <u>\$ 6,070</u> |
|                         | \$ 79,000        | \$ 40,759       | \$ 38,242       |

**Recommendation:** It is recommended that the Board review and discuss the proposed request for a Veterans “fare free” initiative. Then pass by resolution any final direction of the Board.

**Options/Alternatives:**

1. Take no action; or
2. Adopt the recommendations of the Finance Subcommittee, (recommended); or
3. Not adopt the recommendations of the Finance Subcommittee and provide further direction to Staff.

**Fiscal Impact:** The identified fiscal impact on FY2016 is \$1,317 for mainly the Santa Fe Mountain Trail Route. Future year budget impacts would have to be developed in future budgets based on the guidance of the Board. Current year fiscal impact can be allocated to individual agencies for agency contributions to NCRTD or shared as a collective loss of revenues in the current year by all of the NCRTD.

**Attachments:**

Resolution 2016-08 Fare-free and Premium Fare Resolution



**North Central Regional Transit District (NCRTD)**

**Resolution 2016-08**

**Providing for Adoption of Fare-Free Weekday Non-Premium Fixed Route and Flex Paratransit (Up to 3/4<sup>th</sup> of a Mile from a Fixed Route) and for Premium Fare Service Parameters.**

**WHEREAS**, the NCRTD was created through legislative enactment (NMSA 1978, Sections 73-25-1 through 73-25-19); and

**WHEREAS**, the NCRTD is a subdivision of the State of New Mexico with all the authority and duties of the same; and

**WHEREAS**, it is lawful for the NCRTD to charge fares for transit services (NMSA 1978, Section 73-25-6 (A) (4)); and

**WHEREAS**, the NCRTD Board has the non-delegable authority to establish all policies regarding fees, tolls, rates or charges. (NMSA 1978, Section 73-25-5 (A) (4)); and

**WHEREAS**, non-premium fare-free weekday service will continue to offer an attractive alternative to driving individual and single occupancy vehicles; and,

**WHEREAS**, the NCRTD intends to provide certain “Premium” services consisting of routes and operations outside the scope of weekday non-holiday operations; and

**WHEREAS**, the NCRTD will operate seasonal and/or dedicated type transit routes on weekends and times outside the regular standard transit service and will charge fares for these kinds of Premium services; and

**WHEREAS**, the Board deems it economically reasonable and necessary to requires a fare be charged for Premium services; and

**WHEREAS**, the Board deems it economically reasonable to offer Veterans fare-free service on fare routes.

**NOW THEREFORE BE IT RESOLVED THAT** the North Central Regional Transit District Board of Directors hereby approves fare-free service on all non-premium fixed and paratransit service (up to 3/4ths of a mile from fixed routes operated by the North Central Regional Transit District), as well as fare service for routes deemed to be premium in nature as indicated on the attached fare schedule, from January 8, 2016 to December 31, 2017.

**PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT ON THIS 4TH DAY OF MARCH 2016.**

---

Daniel Barrone, Chair

Approved as to form:

---

Peter Dwyer, Legal Counsel

## **PREMIUM FARE ROUTES**

- **Taos Express**
  - Saturday and Sunday (Weekend) service: \$5.00 cash per one way trip (exact change) between Santa Fe and Taos.
  - Saturday and Sunday (Weekend) Mid Route (Española to Santa Fe or Española to Taos) Fare: \$2.00 cash per one way trip (exact change).
  - Veterans with proper documentation are fare-free
  
- **Mountain Trail**
  - Trial route to operate September 26, 2015-April 4, 2016 and again July 1, 2016- August 31, 2016.
  - 7 day per week service to provide access to Santa Fe National Forest and Ski Santa Fe from Santa Fe and beyond.
  - Winter fare is \$5.00 cash per one way trip; Non-winter fare is \$5.00 round trip.
  - Veterans with proper documentation are fare-free
  
- **Additional premium service** as outlined in the Service Plan Update, formally requested by the Board and/or new routing deemed to be operational viable and supported by the Board. Upon identification of such service, Staff will report to Board and request fare direction.



**Agenda Report**  
**NCRTD Board of Directors Meeting**  
**Meeting Date: March 4, 2016**

**Agenda Item - C**

**Title:** Resolution 2016-09 Adopting the NCRTD's Title VI Program

**Prepared By:** Daria Veprek, Human Resources Director, and Stacey McGuire, Planning, Projects & Grants Manager

**Summary:** The attached resolution provides for the adoption of the Federal Transit Administration (FTA) mandated Title VI Program which prohibits discrimination on the basis of race, color, or national origin in federally funded programs and activities. This Title VI Policy specifically addresses the NCRTD and its position as a subrecipient under the New Mexico Department of Transportation (NMDOT) for Federal funding (as well as a potential direct recipient in the future).

**Background:** The NCRTD is mandated by FTA C 4702.1A to adopt Title VI regulations (49 CFR part 21). This program will integrate into the Districts programs and activities considerations expressed in the Department's Order on Environmental Justice (Order 5610.2), and Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons (70 FR 74087, December 14, 2005). FTA requires this program in order to receive grant funds that are passed through the NMDOT and received by the NCRTD. The proposed Title VI program has been reviewed and approved by NMDOT and FTA.

In the event that any substantive changes to the Title VI policy are requested, the revised Title VI policy will be brought back to the Board for approval.

Because of our agency growth as well as the potential to be a direct recipient of Federal funds in the future, a stand-alone Title VI policy is necessary (attached hereto).

**Recommended Action:** It is recommended that Board move for approval of Resolution No 2016-09 and adoption of the Title VI program.

**Options/Alternatives:**

None

**Fiscal Impact:**

N/A

**Attachments:**

Resolution 2016-09  
Title VI Program



**North Central Regional Transit District (NCRTD)**

**Resolution 2016-09**

**A RESOLUTION ADOPTING THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT'S TITLE VI PROGRAM WHICH PROHIBITS DISCRIMINATION ON THE BASIS OF RACE, COLOR, OR NATIONAL ORIGIN IN FEDERALLY FUNDED PROGRAMS AND ACTIVITIES.**

**WHEREAS**, the North Central Regional Transit District (NCRTD) is a subrecipient of Federal funds from the Federal Transit Administration (FTA) that pass through the New Mexico Department of Transportation (NMDOT) and;

**WHEREAS**, the NCRTD, as a subrecipient through NMDOT of Federal funding, is mandated by FTA C4702.1A to adopt Title VI regulations (49 CFR part 21) and to integrate into their programs and activities considerations expressed in the Department's Order on Environmental Justice (Order 5610.2), and Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons (70 FR 74087, December 14, 2005).

**NOW, THEREFORE, BE IT RESOLVED** that the North Central Regional Transit District Board of Directors hereby adopts the Title VI policy for recipients and/or subrecipients of Federal funding (through the State) as shown in Exhibit "A" attached hereto and made part of this resolution.

**PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 4<sup>TH</sup> DAY OF MARCH 2016.**

---

Daniel Barrone, Chair

Approved as to form:

---

Peter Dwyer, Counsel



---

# Title VI Program

---

*Fiscal Year 2016 - Fiscal Year 2019*

---

*Adopted March 4, 2016*

*NORTH CENTRAL REGIONAL TRANSIT DISTRICT*

*1327 N Riverside Drive, Española, NM 87532*

---

# Table of Contents

## I. INTRODUCTION

- 1.1. Authorities***
- 1.2. General Requirements for Title VI Program Content***
- 1.3. Title VI Program Update Procedure***

## II. ELEMENTS OF TITLE VI PROGRAM

- 2.1. Policy Statement***
- 2.2. NCRTD Public Notice***
- 2.3. NCRTD Anti-Discrimination Title VI Complaint Procedure***
- 2.4. LEP Analysis and Implementation***
- 2.5. Investigations, Complaints and Lawsuits***
- 2.6. Certifications and Assurances PINned in TEAM/TrAMS***

## III. PUBLIC PARTICIPATION PLAN

- 3.1. Federal Regulations***
- 3.2. Purpose***
- 3.3. Goals and Objectives***
- 3.4. Public Participation Tools and Activities***
- 3.5. Identification of Need***

## IV. ADVISORY BOARDS

## V. SUBRECEPIENTS

## VI. FACILITY LOCATION EQUITY ANALYSIS

## VII. TITLE VI PLAN APPENDICES A-F

# The North Central Regional Transit District Title VI

## Program



### **About NCRTD (North Central Regional Transit District):**

The North Central Regional Transit District began service in 2007. It provides free and premium fare-based bus transit connecting communities and pueblos throughout the counties of north central New Mexico including Los Alamos, Rio Arriba, Santa Fe and Taos. Further expanding its reach, the signature RTD Blue Buses provide riders with connections to New Mexico Rail Runner, Santa Fe Trails, New Mexico Park and Ride, Los Alamos Atomic City Transit and Red River Miner's Transit. All of its buses are ADA accessible and equipped with bicycle racks. The RTD provides service on 23 Fixed and/or Flex, 1 Paratransit, 1 Dial-A-Ride and two Demand Response routes.

### **Governance, Boards and Committees:**

NCRTD is governed by the NCRTD Board of Directors. The Board is composed of locally- elected officials. Member agencies may select senior staff members to serve as alternates.

Membership, officers and voting procedures are in accordance with the adopted Bylaws.



## I. INTRODUCTION

### 1.1. *Authorities*

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the ground of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving federal financial assistance (see 23 CFR 200 and 49 CFR 21). The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of “programs and activities” to include all programs or activities of Federal Aid recipients, sub recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100259 [S. 557] March 22, 1988).

### 1.2. *Organization of the Title VI Plan*

The Executive Director is responsible for ensuring implementation of the agency’s Title VI program. The Title VI Coordinator, under supervision of the Executive Director, is responsible for coordinating the overall administration of the Title VI program, plan, and Assurances.

Five areas of NCRTD’s work program have been identified as applicable to Title VI regulations and are referred to as the five Title VI Program Areas:

- (1) Communications & Public Participation;
- (2) Planning & Programming;
- (3) Consultant Contracts;
- (4) Education & Training;
- (5) FTA Grant Administration

The District’s Title VI responsibilities fall into two main categories:

A. GENERAL RESPONSIBILITIES Applicable to All Five Title VI Program Areas:

#### **Data Collection**

Demographic data on race, color, national origin, income level, language spoken, and sex of the region’s population is to be compiled and maintained by NCRTD. This demographic data will be used to develop public outreach efforts and to conduct environmental justice analyses.

#### **Title VI Report**

A Title VI Report shall be prepared and submitted annually to NMDOT.

Copies are provided to NMDOT’s Office of Equal Opportunity and the Director of the NMDOT Transportation Planning and Safety Division.

The report shall include:

- Record of Title VI investigations, complaints, or lawsuits.
- A copy of the Title VI notice to the public.
- A summary of public outreach and involvement activities

and a description of steps taken to ensure that minority persons had meaningful access to these activities.

### **Review of the Title VI Program**

The Title VI Coordinator and Liaisons will review the agency's Title VI program to assure compliance with Title VI. In addition, they will review agency operational guidelines and publications, including those for contractors, to ensure that Title VI language and provisions are incorporated, as appropriate.

### **Dissemination of information**

Information on the District's Title VI program is to be disseminated to agency employees, contractors, and beneficiaries, as well as to the public.

### **Resolution of Complaints**

Any individual may exercise his or her right to file a complaint with NCRTD if that person believes that they or any other program beneficiaries have been subjected to unequal treatment or discrimination, in their receipt of benefits or services on the grounds of race, color, national origin, income, sex, or disability. NCRTD will make a concerted effort to resolve complaints informally at the lowest level, using the agency's Nondiscrimination Complaint Procedures.

## B. PROGRAM AREA RESPONSIBILITIES Specific to Each Title VI Program Area:

One staff member has been assigned to each Title VI Program Area as that area's Title VI Liaison. Staff persons assigned as Title VI Liaisons generally have prime responsibility for those areas of the agency's work program. Title VI Liaisons, under supervision of the Title VI Coordinator, are responsible for the day-to-day administration of the Title VI program and for carrying out the "Program Area Responsibilities" in their assigned Title VI Program Area. Other staff members are assigned to assist the Liaisons or consulted and involved, as needed. Refer to Appendix A for an organization chart of staff with specific responsibilities in the District's Title VI program.

### **Responsibilities of the Title VI Coordinator**

The Title VI Coordinator is responsible for supervising Title VI Liaisons in implementing, monitoring, and reporting on NCRTD's compliance with Title VI regulations. In support of this, the Title VI Coordinator will:

- Identify, investigate, and eliminate discrimination when found to exist.
- Process Title VI complaints received by NCRTD.
- Meet with the Liaisons quarterly to monitor and discuss progress, implementation, and compliance issues.
- Periodically review the Districts' Title VI program to assess if administrative procedures are effective, staffing is appropriate, and adequate resources are available to ensure compliance.
- Work with Liaisons to develop and submit the Annual Title VI Report.
- Review important Title VI – related issues with the Executive Director, as needed.
- Assess communications and public involvement strategies to ensure adequate participation of impacted Title VI protected groups and address additional language needs when necessary.

### **Responsibilities of the Title VI Liaisons**

- (1) Communications & Public Participation; (Liaison-Public Information Officer)
- (2) Planning & Programming; (Liaison- Regional Transit Planner)
- (3) Consultant Contracts; (Liaison-Director of Operations)
- (4) Education & Training; (Liaison-Human Resources Director)

(5) FTA Grant Administration; (Liaison-Transit Planning, Projects and Grants Manager)

The Title VI Liaisons, under the supervision of the Title VI Coordinator, are responsible for the day-to-day administration of the Title VI program, including implementation of the plan and Title VI compliance, program monitoring, reporting, and education within the assigned program area.

In addition, each Liaison is responsible for drafting text for their section of the Title VI Report, and maintaining the data and documentation necessary for that report. This includes reviewing guidelines and procedures for the assigned Title VI Program Area, and incorporating Title VI related language and provisions into district documents, as appropriate.

### **1.3. General Requirements for Title VI Program Content**

Title VI prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that:

*[n]o person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.*

As such, all recipients of FTA funds are required to have a Title VI program on file with FTA. This Program shall be attached in TEAM and updated every 3 years. Title VI Program Updates should be attached in TEAM at least 30 days prior to expiration.

1. Signed policy statement assuring compliance with Title VI of the Civil Rights Act of 1964.
2. Public notification process:
  - A copy of the agency's public notice that it complies with Title VI and the procedures the public may follow to file a discrimination complaint.
  - A summary of public outreach and involvement activities undertaken to assure that minority persons had meaningful access to the activity and/or services provided by your agency or organization.
3. Complaint process:
  - A copy of procedures for filing a Title VI complaint with your agency. The procedures should explain how complaints are identified as Title VI.
4. An analysis and implementation plan to assure meaningful access to services by people with Limited English Proficiency (LEP):
  - LEP Analysis should include:
    1. The nature and importance of service provided by or agency or organization;
    2. The number and proportion of LEP persons in the service area;
    3. Frequency of contact with LEP persons and the service provided;

4. The costs and availability of resources that could assure meaningful access to services by LEP persons.
- LEP Implementation Plan
  1. Identify LEP persons in the service area who need language assistance;
  2. Develop language assistance measures that are feasible for the agency or organization given the resources available;
  3. Train staff;
  4. Provide notice to LEP population of any and all measures that might change and/or improve access to services;
  5. Monitor progress and update plan on a regular basis;
5. A list of Title VI complaints, lawsuits, audits, reviews, etc. that are currently active and/or have occurred in the past 3 years.
6. Grantee must have the current Fiscal Year Certifications and Assurances PINned in TEAM-TrAMS.

#### ***1.4 Title VI Program Update Procedure***

Once the requirements for a Title VI Program have been reviewed and approved by FTA, agencies and organizations do not need to re-submit a full Title VI program. Agencies may submit a Title VI Program Update no later than 30 days prior to the Title VI Program expiration date, if the Update meets following requirements:

1. The Program Update shall reference the original Title VI Program and the date it was approved by the FTA office.
2. The Update shall include as-needed updates to the required elements of the Title VI Program. Including the public notice process, the LEP Analysis, the LEP Implementation Plan and/or the complaint process to reflect most current practice, policy, information and/or demographic data.
3. A list of Title VI complaints, lawsuits, audits, reviews, etc. that are currently active and/or have occurred in the past 3 years.

In addition, each grantee must have the current Fiscal Year Certifications and Assurances PINned in TEAM and/or TrAMS.

## II. ELEMENTS OF TITLE VI PROGRAM

### **2.1. Policy Statement**

The North Central Regional Transit District (NCRTD) is committed to ensuring that no person is excluded from participation in, or denied the benefits of, or be subject to discrimination in the receipt of its services or programs on the basis of race, color, national origin or any other characteristics protected by law, including Title VI of the Civil Rights Act of 1964, as amended. Further, under the Americans with Disability Act (ADA) of 1990, no entity shall discriminate against an individual with a physical or mental disability in connection with the provision of transportation service.

To obtain more information on NCRTD's nondiscrimination obligations or Title VI complaint procedure, please contact:

*NCRTD Title VI Coordinator*

*North Central Regional Transit District*

*1327 North Riverside Drive*

*Espanola, NM 87532*

For more information visit our website at [ncrtd.org](http://ncrtd.org).

### **2.2. NCRTD Public Notice**

The North Central Regional Transit District notifications are and will continue to be disseminated to customers, the general public, employees and contractors. Further, details regarding ongoing public outreach activities are provided below:

#### **1) Title VI Beneficiary Notification – Customers**

Title VI information posters will be prominently and publicly displayed in NCRTD facilities. A sample of the Public Title VI Notification is included in Appendix B-sample 1 and sample 2. Such notices will specify that the NCRTD operates a Title VI Program without regard to race, color, or national origin; describe how to request additional information about the NCRTD's Title VI Program; and explain how to file a discrimination complaint. This statement will be disseminated in English and Spanish. Further beneficiary notification will be provided by posting the Title VI Program Statement on the NCRTD website.

#### **2) Title VI Beneficiary Notification – General Public (Community Outreach)**

As a requirement of Title VI, NCRTD continually engages the public in its planning and decision-making processes, as well as its marketing and community outreach activities. Since its inception to the present time, the public routinely has been invited by the NCRTD to participate in a wide variety of public outreach activities.

### **3) Title VI Beneficiary Notification – Contractors and Subcontractors**

All contracts awarded by NCRTD, where funding originates from any federal assistance, are subject to the provisions of Title VI of the Civil Rights Act of 1964.

NCRTD contracts will contain clauses specifying requirements for non-discrimination and related certifications, as applicable, either directly through the contract or through the bid specifications, which become an associated component of the contract and all second tier subcontracts that may be issued.

### **4) Title VI Beneficiary Notification – Employees**

As provided in Appendix B-sample 1 and sample 2, this statement or a similar representation thereof, will be included in the Personnel Policy manual, and updated will be provided to existing employees as they occur and to new hires during new employee orientation. The statement serves to remind employees of the NCRTD's Title VI Program and of Title VI responsibilities in the performance of daily employment-related tasks and duties.

## **2.3. NCRTD Anti-Discrimination Title VI Complaint Procedure**

### **How to file a Title VI Complaint?**

The complainant may file a signed, written complaint up to one-hundred eighty (180) business days from the date of the alleged discrimination. The complaint should include the following information:

- ✓ Name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)
- ✓ How, when, where and why you believe you were discriminated against to include the location, names and contact information of any witnesses.
- ✓ Other information that you deem significant.

The Title VI Discrimination Complaint form, a representation of which is presented in Appendix C, should be used to submit the complaint information. The complaint must be filed in writing with the North Central Regional Transit District (NCRTD) at the following address:

*NCRTD Title VI Coordinator*

*North Central Regional Transit District*

*1327 North Riverside Drive*

*Espanola, NM 87532*

The NCRTD encourages all complainants to certify mail that is sent through the U.S. Postal Service to ensure that all written correspondence can be tracked easily. An original, signed copy of the complaint must be received by the Title VI Coordinator as soon as possible, but no later than one-hundred eighty (180) business days from the alleged date of discrimination.



### **What happens to the complaint after it is submitted?**

All written complaints alleging discrimination based on race, color or national origin in a service or benefit provided by NCRTD will be directly reviewed and addressed by the Title VI Coordinator in writing. The NCRTD will provide, to the maximum extent feasible, appropriate assistance to complainants, including assistance to those persons with disabilities, or to those who are limited in their ability to communicate in English. Additionally, NCRTD will make every effort to address all complaints in an expeditious and thorough manner as described below:

- A Letter Acknowledging Receipt of Complaint will be mailed within seven (7) business days of receipt of the complaint, a representation of which is presented in Appendix C.
- At this time, the Title VI Coordinator will conduct a preliminary investigation into the complaint through follow up written interviews with parties involved.
- Written documentation of the preliminary investigation will be maintained on file in the Title VI Coordinator's office.
- The NCRTD may request additional information from the complainant in the Letter.
- Acknowledging Receipt of Complaint. A complainant's failure to provide the requested information may result in the administrative closure of the complaint and no further action will be required by the MRCOG.

### **How will the complainant be notified of the outcome of the complaint?**

The NCRTD will send a Written Response (refer to Appendix C) to the complainant as to whether the complaint is not substantiated or the complaint is substantiated. NCRTD's Title VI Coordinator will make every effort to send a Written Response to the complainant within ninety (90) business days of receipt of the complaint.

#### **COMPLAINT NOT SUBSTANTIATED**

As presented in Appendix C Written Response - Complaint Not Substantiated, the complainant will be advised of his or her right to:

- 1) Appeal within seven (7) business days of receipt of the Written Response and
- 2) Within 180 days of the alleged discrimination, file a complaint externally with the New Mexico Department of Transportation, and/or the Federal Highway Administration and/or the Federal Transit Administration of the U.S. Department of Transportation.

The complainant has the right to appeal the Written Response. Appeals in this instance must be submitted to the Title VI Coordinator in writing and must include new information not previously considered in the original complaint. Contingent upon the specifics related to the complaint, appeal investigations may include further findings of fact, and a hearing or other appropriate mechanisms which will result in a final written determination rendered, if feasible, within ninety (90) business days of receipt of the appeal request.

### COMPLAINT SUBSTANTIATED

In the case where the complaint is substantiated, the Written Response will indicate that remedial efforts are being developed and implemented in order to mitigate disparate treatment. The complainant will be notified in a manner similar to that which is presented in Appendix C Complaint Substantiated, conceivably within ninety (90) business days of receipt of the complaint request.

## **2.4 LEP(Limited English Proficiency) Analysis and Implementation**

FTA requires that the Title VI program include a plan for providing meaningful access to LEP persons.

### **Purpose**

The purpose of this analysis is to ensure that no persons shall on the ground of race, color or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving financial assistance from the FTA.

### **What is an LEP person?**

An LEP person is someone who speaks English less than very well.

### **Four Factor Analysis**

To document what languages are spoken by LEP persons and to help determine language assistance efforts the following four factors have been analyzed:

- 1) The number and proportion of LEP persons served or encountered in your service area**
- 2) The frequency with which LEP individuals come into contact with NCRTD transit service**
- 3) The nature and importance of your transit service**
- 4) The language assistance resources available to assist LEP persons**

**1) The number and proportion of LEP persons served or encountered in your service area**

The primary source data on LEP populations is the U.S. Census.

| 2010 Census Numbers-LEP Persons                                                     |                   |             |                 |                   |         |                                            |
|-------------------------------------------------------------------------------------|-------------------|-------------|-----------------|-------------------|---------|--------------------------------------------|
| Population 5 Years and Over by Language Spoken at Home and Ability to Speak English | Rio Arriba County | Taos County | Santa Fe County | Los Alamos County | Total   | Percentage of Population 5 Years and Older |
|                                                                                     | 37,431            | 31,009      | 136,135         | 17,055            | 221,630 |                                            |
| Speak English less than "very well"                                                 | 2529              | 1849        | 15,728          | 523               | 20,629  | 9.3                                        |
| Spanish                                                                             | 20,232            | 11,680      | 43,824          | 907               | 76,643  | 34.6                                       |
| Speak English less than "very well"                                                 | 2453              | 1637        | 14,906          | 228               | 19,224  | 8.7                                        |
| Other Indo-European                                                                 | 204               | 200         | 2300            | 868               | 3572    | 1.6                                        |
| Speak English less than "very well"                                                 | 0                 | 9           | 341             | 57                | 407     | 0.2                                        |
| Asian and Pacific Island                                                            | 104               | 193         | 888             | 655               | 1840    | 0.8                                        |
| Speak English less than "very well"                                                 | 0                 | 129         | 281             | 238               | 648     | 0.3                                        |
| All Other                                                                           | 2680              | 1253        | 1774            | 3                 | 5710    | 2.6                                        |
| Speak English less than "very well"                                                 | 76                | 74          | 200             | 0                 | 350     | 0.2                                        |

**2) The frequency with which LEP individuals come into contact with NCRTD transit service**

Surveys have been conducted with the NCRTD staff to determine the frequency of contact with LEP persons. The following NCRTD staff has been surveyed: bus drivers, customer service agents, administrative and management personnel. 17 Staff were surveyed; approximately 50% of respondents stated that they encounter a non-English speaking person on a weekly basis, 20% on a daily basis, and 30% on a monthly basis.

| NCRTD Frequency of Contact with LEP Persons |                                |
|---------------------------------------------|--------------------------------|
| Frequency                                   | Language Spoken by LEP Persons |
| Daily- 3                                    | Spanish- 95%                   |
| Weekly- 8                                   | Native Tribal Languages- 5%    |
| Monthly- 5                                  |                                |
| Less frequently than monthly- 1             |                                |

A sample of the survey is available in Appendix E.

### 3) The nature and importance of your transit service

The NCRTD is a flex-route and demand- response service that operates Monday- Friday from 0530-1900. We serve the 10,000 square mile area of Los Alamos, Rio Arriba, Santa Fe and Taos Counties and work regionally with Atomic City Transit, NM Park & Ride, NM Rail Runner, Santa Fe Trails, Santa Fe Pick up, Chile Line, Red River Transit and Popay Messenger Service. Specific locations served: Edgewood, Moriarty, Eldorado, NM Rail Runner Stations (from 599 north), multiple Santa Fe government offices, Santa Fe County Courts, Santa Fe Indian School, Indian Health Services, Cities of Gold Park & Ride, Espanola Park & Ride, Ohkay Owingeh Resort and Casino, Rio Arriba County Courts, Taos County Courts, Holy Cross Hospital, Presbyterian Hospital, multiple CYFD locations, multiple community schools, multiple shopping centers, Sipapu Ski and Summer Resort. Additionally, the Taos Express route is operated on the weekends from Taos to Santa Fe, from approximately 0900- 1230 and again from 1630-2015.

Essential services such as medical, court/municipal business, grocery shopping, education, employment. Recreational activity such as sight-seeing, visiting friends, shopping.

#### 4) The language assistance resources available to assist LEP persons

The majority of NCRTD Staff understand both English and Spanish, with about 50% stating they are fluent and capable speakers of Spanish (as well as English). Given this, language assistance efforts have not been necessary thus far.

A bilingual Staff member will communicate the availability of language translation or interpretation upon request by the individual. In the future, the website will include a link to a translation app or program.

##### Implementation

###### ✓ IDENTIFYING LEP INDIVIDUALS WHO NEED LANGUAGE ASSISTANCE

The approximate number of LEP individuals in the counties we serve, is 20,629 which represents 9% of the population. Most of these LEP individuals speak Spanish. More than 90% of all LEP individuals are Spanish speaking.

###### ✓ LANGUAGE ASSISTANCE MEASURES

- The majority of Staff members at NCRTD understand basic Spanish. Approximately 50% of our employees consider themselves fluent and capable of speaking Spanish.
- Staff currently translates English to Spanish and vice versa on a regular basis and are capable of providing interpretation services.
- Additional in the future, Schedules and vital documents will be made available in Spanish.

###### ✓ TRAINING STAFF

- Our Staff utilizes Google Translate (translates over 85 languages).
- Multiple free apps and programs that can be utilized to translate and interpret.
- In addition to making these free translation resources available to our employees, we will also train them to have a deeper understanding on how to be compliant with Title VI and accommodating LEP persons.

###### ✓ PROVIDING NOTICE TO LEP PERSONS

- We will update our schedules to include Spanish and English. The website includes Google Translate to facilitate comprehension for LEP individuals.
- By translating written materials NCRTD will expand its means to let LEP persons know that language assistance is available.
- NCRTD currently provides written translation of the following:

- Title VI Information Poster
- Title VI Complaint Form

✓ MONITORING AND UPDATING LEP PLAN

- Periodically, the Title VI Coordinator reviews the demographics of the NCRTD service area and its riders to determine language assistance needed;
- Dispatchers are queried as to their day-to-day communication experiences.
- Community outreach meetings and Board meetings have resulted in significant public feedback.
- NCRTD will obtain results from the Service Surveys to guide improvements for LEP individuals. In addition internal monitoring will be done to see how many individuals complete application for service in Spanish.
- Based on this feedback, NCRTD will make changes to assistance in order to provide meaningful access for LEP persons. Upon assessment, the Title VI Coordinator will update accordingly to maintain compliance.

***2.4. Investigations, Complaints and Lawsuits***

NCRTD hereby confirms that there have not been any Title VI investigations, complaints or lawsuits filed with the Region. In the event that Title VI filings do occur, the NCRTD is prepared to maintain a list of any active investigations, lawsuits or complaints alleging discrimination on the basis of race, color or national origin. The list will include the date of the investigation, lawsuit, or complaint was filed; a summary of allegations; the status of the investigation, lawsuit or complaint; actions taken by NCRTD in response to the investigation, lawsuit or complaint.

The Title VI Coordinator shall maintain a log of Title VI complaints received. The log shall include the date the complaint was filed, a summary of the allegations, the status of the complaint, and actions taken in response to the complaint.

A log to record Investigations, Complaints and Lawsuits has been included in Appendix D which reaffirms compliance with this requirement.

***2.5. Certifications and Assurances PINned in TEAM/TrAMS***

Upon NCRTD Board approval, the Title VI Program will be uploaded and PINned into TEAM/TrAMS.

### III. PUBLIC PARTICIPATION PLAN

#### 3.1. Federal Regulations

FTA requires that Title VI programs includes an outreach plan to engage minority and limited English proficient (LEP) populations. The plan may include other constituencies that are traditionally underserved, such as people with disabilities, low-income populations, and others.

Applicants to NMDOT for FTA assistance are required to comply with several requirements that help meet this Title VI requirement. These requirements include:

- ✓ Published notice of intent to apply to NMDOT for FTA assistance and participation in the public transit-human services transportation coordinated plan development.
- ✓ Open Board/ council meetings, council meetings of cities and counties that provide local funding, transit/client advisory committees.
- ✓ Public involvement efforts for transit development plans (TDPs), passenger surveys, marketing efforts, such as booths at fairs, and presentations to service and other organizations.

In accordance with Federal Transit Administration (FTA) Title VI Circular 4702.1B, *Promoting Inclusive Public Participation*, NCRTD offers continuous opportunities for the public to be involved in the identification of social, economic and environmental impacts of transit services.

- Provides community outreach efforts to ensure meaningful public involvement; and
- Employs a wide variety of outreach techniques in a myriad of venues to convey vital information throughout the NCRTD's service area.

NCRTD encourages active and meaningful public involvement in reviewing and commenting on policies and provisions affecting transit services to ensure a continuing, cooperative and comprehensive planning process.

#### 3.2. Purpose

To establish procedures for public involvement in the provision of transit services among beneficiaries of the NCRTD's services, including but not limited to, low income and minority individuals as well as those with limited English proficiency.

#### 3.3. Goals and Objectives

The goal of NCRTD's public participation plan is to support proactive inclusive public involvement at all stages of planning and project development. The performance standards for proactive public involvement include:

- ✓ Early and continuous involvement;
- ✓ Reasonable public availability of vital information with meaningful access;



- ✓ Collaborative input on alternatives, evaluation criteria and mitigation needs;
- ✓ Open public meetings in accessible locations; and open access to the decision-making process.

To achieve these objectives, NCRTD will:

- Ensure that the public is actively involved in the development of transit services;

### **3.4. Public Participation Tools and Activities**

As a requirement of Title VI, NCRTD continually engages the public in its planning and decision-making processes, as well as its marketing and community outreach activities.

#### FTA Grant Application Process:

As a part of the FTA grant application process, NCRTD makes every attempt to publish its annual Program of Projects.

#### Board Meetings:

The NCRTD Board of Directors holds monthly meetings of which the public is invited to attend via notices posted on the NCRTD's website and published in local newspapers. Board meetings are held the first Friday of every month at 9:00am.

In addition, the county clerks in each of the four member counties post the Board meetings on their public notice boards and some of the on their websites as well. Board members notify their constituents through email outreach to mailing lists.

The Board Meetings are held at our administrative offices in Espanola located at the Jim West Center.

This locations is accessible for people with disabilities. Additionally this locations is served by transit during the hours that Board Meetings are held. The Riverside route stops in front of the building and operates on 30 minute headways.

#### Public Meetings:

When new or revised service is proposed, information is disseminated to the affected users, all revisions are posted on the NCRTD's website, notifications are sent to email users and public meetings, if required, are scheduled in advance. All such revisions require presentations to the NCRTD Board for formal adoption, which provides another avenue to inform the public.

NCRTD relies on other counties and cities for funding:

- ✓ NCRTD and Los Alamos County have an arrangement where the County contributes a set dollar amount toward regional transit.
- ✓ This agreement is revisited periodically, and the funding amount is not guaranteed. Los Alamos County constituents can either attend NCRTD Board meetings, request a meeting with NCRTD management, or speak with the Los Alamos representative on the NCRTD Board.

- ✓ In addition, a public hearing is held by the NCRTD Board on the proposed annual budget, so that interested parties may comment on the draft budget.

The NCRTD is involved with the area MPO and RPO, and presents service changes:

- ✓ Drivers routinely engage riders for feedback.
- ✓ Community outreach meetings are held when significant changes such as a service plan update or fare change are planned to occur.
- ✓ Passenger surveys are utilized to garner feedback.
- ✓ The website allows for the public to contact us and provide comments, Staff meets with stakeholders to discuss needs.

#### Information Displays, Booths, Fairs:

Public Information staff regularly schedule opportunities to interact with the general public to provide information about transit services throughout the community. That effort includes the dissemination of schedules and other informational items about transit services.

#### Bilingual Outreach:

As an important element of NCRTD's LEP Plan, staff is available to readily provide responses in Spanish to transit service inquiries. Translation assistance is utilized in outreach programs, and if requested, offered during program and public meetings. Notices are provided in both Spanish and English in newsprint, on facilities, and in vehicles.

### 3.5. Identification of Need

Minority populations constitute a significant percentage of the overall population, both within NCRTD's service area as well as the State of New Mexico as a whole.

Results from the 2010 Census indicate that, at 58 percent of the total population, both the entire state of New Mexico as well as NCRTD's specific service area have the highest percentages of persons of Hispanic or Latino Origin among the 50 states.

As indicated on the Table which is summarized below, Hispanics/Latinos make up the largest minority, with more than 48% of the total population. American Indian and Black persons account for 3.24% and 2.12% of the population, respectively. Asians and Pacific Islanders constitute 1.93% and 0.07% respectively. Those reporting Other Race (none of the above) were 0.22% and 1.63% identified with two or more races in the 2010 Census.

|                                     |              |
|-------------------------------------|--------------|
| <u>Hispanic/Latino</u>              | <b>48.89</b> |
| <u>American Indian</u>              | <b>3.24</b>  |
| <u>Black</u>                        | <b>2.12</b>  |
| <u>Asian</u>                        | <b>1.93</b>  |
| <u>Pacific Islander</u>             | <b>0.07</b>  |
| <u>Other Race Two or More Races</u> | <b>0.22</b>  |
|                                     | <b>1.63</b>  |

The low income population of NCRTD'S service area should be afforded every reasonable opportunity for meaningful access of the NCRTD's services. As with minority populations, additional measures may be instituted to reach out to this segment of the population. Some of those measures may include contacting public and non-profit agencies and distributing vital service information through those venues where such individuals may frequent. These agencies also may be able to provide additional insight into the transportation needs of their clients and may have recommendations as to ways in which the NCRTD may overcome barriers to accessible service for this population group.

#### **IV. ADVISORY BOARDS**

FTA requires that the Title VI program present the racial make-up of all transit-related, non-elected planning boards, advisory councils or committees, or similar committees, the membership of which is selected by the recipient, and a description of the efforts to encourage the participation of minorities on such committees.

##### **NCRTD Board of Directors**

Consists of 14 member entities including City of Santa Fe, Santa Fe County, Taos County, Tesuque Pueblo, Santa Clara Pueblo, San Ildefonso Pueblo, Rio Arriba County, City of Espanola, Pojoaque Pueblo, Nambe Pueblo, Los Alamos County, Ohkay Owingeh Pueblo, Town of Edgewood and the Town of Taos.

The Board exercises and performs all powers, privileges, and duties vested in or imposed upon the District as well as direct Staff.

##### **Finance Subcommittee**

To provide Staff direction and oversee financial practices and ensure transparency.

##### **Asset Disposal Subcommittee**

To provide direction and ensure transparency in asset disposal.

##### **Tribal Subcommittee**

To ensure Tribal needs are being served, provide an opportunity to discuss any special circumstances related to providing transit service to and within the Pueblos, and to ensure cultural sensitivities are respected and maintained.

##### **How are members selected?**

**Board of Directors:** A Director shall be an elected official or official designee, Tribal Governor or Tribal Council Member. The Director and official designee (if any) shall be nominated by the chief elected official of the Member and approved by the governing body of the Member. The Director shall hold such office until removed by the appointing Member, or until the Director no longer holds elective office in the governing body of the appointing Member, or until the Director submits a written resignation to the Chairman. Directors shall not serve a term longer than 4 years unless re-appointed by their Member governing body.

**Subcommittee Members:** The Board appoints Committees to advise the Board. The members of these Committees may include Directors, official designees, and Officers of the District as well as

individuals not members of the Board. When an Advisory Committee is formed, the Chair may appoint a regular member as its chair, or may direct the Committee to elect a chair at its first meeting, or direct the Committee to elect a chair at any time the chair of the Committee becomes vacant.

**Racial makeup of each board and committee?**

**NCRTD Board of Directors (14 Members):** 5 Hispanic, 5 Caucasian, 3 Native American (1 Member did not respond);

**Finance Subcommittee (5 Members):** 1 Native American, 3 Hispanic, 1 Caucasian; Asset Disposal Committee- 5 Members: 3 Hispanic, 2 Caucasian;

**Tribal Subcommittee (6 Members):** 3 Native American, 1 Hispanic, 1 Caucasian (1 Member did not respond);

**What efforts are undertaken to encourage participation of minorities on these committees?**

The NCRTD Board of Directors consists of a diverse cross-section of representatives from Member entities. Given the racial and ethnic diversity exhibited by our Board, resulting NCRTD subcommittees inherently reflect this as well; no encouragement is required to solicit non-Caucasian Member participation.

**V. SUBRECIPIENTS**

FTA requires your Title VI program to include procedures for monitoring sub recipients for compliance with Title VI.

NCRTD does not provide any FTA funds to other transit related agencies.

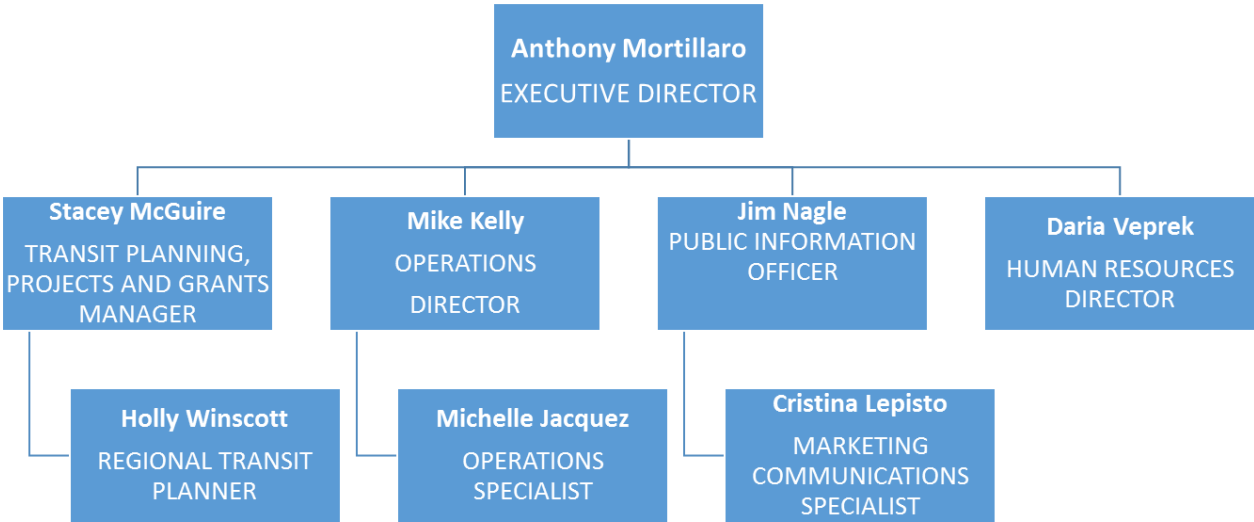
**VI. FACILITY LOCATION EQUITY ANALYSIS**

FTA requires Title VI program to include procedures for ensuring an equity analysis of facility locations is conducted during the planning for a construction of a new facility. The Transit and Rail Division ensures compliance with this requirement when providing FTA funding for a new facility.

**VII. TITLE VI PLAN APPENDICES A-F**

*APPENDIX A*

***NCRTD Title VI Program Organizational Chart***



## APPENDIX B

### ***Title VI Notice to the Public and Employees—SAMPLE 1***

#### **Your Rights Under Title VI**

**The North Central Regional Transit District (NCRTD) operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the 1964 Civil Rights Act. Any person who believes that she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with our agency.**

For more information on the NCRTD's civil rights program, and the procedures to file a complaint, please call phone #505.629.4713, email: [anthonym@ncrtd.org](mailto:anthonym@ncrtd.org); or visit our administrative offices at 1327 North Riverside Drive, Española, NM 87532. For more information, visit [www.ncrtd.org](http://www.ncrtd.org).

A complainant may file a complaint directly with the Federal Transit Administration (FTA), Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590. Phone #: 202.366.4043.

For more information on the New Mexico Department of Transportation's civil rights program, and the procedures to file a complaint, please call phone #1.800.554.0936 or 505.827.1774, email: [damian.segura@state.nm.us](mailto:damian.segura@state.nm.us); or visit our administrative offices at 1596 Pacheco St., Santa Fe, NM 87505. For more information, visit [www.dot.state.nm.us](http://www.dot.state.nm.us).

If this information is needed in another language, please contact the NCRTD at #505.629.4713.

El North Central Regional Transit District ofrece programas y servicios sin hacer distinción de raza, color y nación de origen, según el Título VI de la Ley de Derechos Civiles de 1964. Cualquier persona que cree que ha sido perjudicada por una práctica discriminatoria ilegal bajo el Título VI, puede presentar una queja con la agencia.

Para obtener más información sobre el programa de derechos civiles del North Central Regional Transit District o sobre los procedimientos a seguir para presentar una queja, llame al #505.629.4713; o a través de email, contacte al Director Ejecutivo: [anthonym@ncrtd.org](mailto:anthonym@ncrtd.org); o visite nuestra oficina administrativas en 1327 North Riverside Drive, Española, NM 87532. Para obtener más información, visite [www.ncrtd.org](http://www.ncrtd.org).

También puede presentar una queja directamente a la Administración Federal de Tránsito (FTA), Oficina de Derechos Civiles, Atención: Coordinador del Programa de Título VI, East Building, 5th Floor TCR, 1200 New Jersey Ave, SE, Washington. , DC 20590. Teléfono#: 202.366.4043.

Para obtener más información sobre el programa de derechos civiles del Departamento de Transporte de Nuevo México o sobre los procedimientos a seguir para presentar una queja, llame al #1.800.554.0936 o al #505.827.1774; o a través de email: [damian.segura@state.nm.us](mailto:damian.segura@state.nm.us); o visite la oficina administrativas en: 1596 Pacheco St., Santa Fe, NM 87505. Para obtener más información, visite [www.dot.state.nm.us](http://www.dot.state.nm.us).

Si necesita información en otro idioma, por favor póngase en contacto con el NCRTD al #505.629.4713.

## **APPENDIX B**

### **Title VI Notice to the Public and Employees—SAMPLE 2**

#### **Public Notification of Title VI**

*(Posted in the NCRTD public areas and NCRTD website)*

The North Central Regional Transit District (NCRTD) is committed to ensuring that no person is excluded from participation in, or denied the benefits of, or be subject to discrimination in the receipt of its services or programs on the basis of race, color, national origin or any other characteristics protected by law, including Title VI of the Civil Rights Act of 1964, as amended. Further, under the Americans with Disability Act (ADA) of 1990, no entity shall discriminate against an individual with a physical or mental disability in connection with the provision of transportation service. To obtain more information on NCRTD's nondiscrimination obligations or Title VI complaint procedure, please contact the NCRTD Title VI Coordinator, North Central Regional Transit District, 1327 North Riverside Drive, Espanola, NM 87532.

For more information visit our website at [www.ncrtd.org](http://www.ncrtd.org).

#### **Employee Notification of Title VI**

*(Posted on NCRTD's employee bulletin boards and public areas, also referenced in the NCRTD Personnel Policies)*

The North Central Regional Transit District (NCRTD) is committed to ensuring that no person is excluded from participation in, or denied the benefits of, or be subject to discrimination in the receipt of its services or programs on the basis of race, color, national origin or any other characteristics protected by law, including Title VI of the Civil Rights Act of 1964, as amended. Further, under the Americans with Disability Act (ADA) of 1990, no entity shall discriminate against an individual with a physical or mental disability in connection with the provision of transportation service. If you feel you are being discriminated against at the workplace, you may contact your supervisor or the Human Resources Manager for more information about the Title VI Program and the complaint process.

All employees are expected to consider, respect, and observe this policy in their daily work and duties. If a customer approaches you with a question or complaint about disparate treatment, direct him or her to Title VI Coordinator, who can provide a copy of the Title VI Plan and a Title VI Discrimination Complaint form

#### **Abbreviated Title VI Notice for Publications**

*(Placed in the title page, table of contents page, or credits and acknowledgments page of NCRTD publications)*

The North Central Regional Transit District (NCRTD) fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information or to obtain a Title VI Complaint Form, please contact the NCRTD Title VI Coordinator at (505) 629-4713-tel., (505) 747-3640-fax or visit our website at [www.ncrtd.org](http://www.ncrtd.org).



*APPENDIX C*

*Complaint Forms and Written  
Responses Samples*



**North Central Regional Transit District**

Title VI Coordinator

1327 N. RIVERSIDE DR., ESPAÑOLA,  
(505) 629-4713-tel. (505) 747-3640-fax

[www.ncrtd.org](http://www.ncrtd.org)

**SAMPLE FORM-Title VI Discrimination Complaint Form**

---

Name (please print): \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

EMAIL: \_\_\_\_\_

---

Describe Nature of Discrimination Complaint:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Alleged Incident: \_\_\_\_\_

You were discriminated because of (Circle one):

- Race
- Color
- National Origin
- Other \_\_\_\_\_

**Explain a briefly and clearly as possible what happened, where it happened and how you were discriminated against. Indicate who was involved. Be sure to include how other people were treated differently than you. Also attach any written material pertaining to your case.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

*Please mail or deliver this form to the attention of the Title VI Coordinator at the address provided above.*



## North Central Regional Transit District

Title VI Coordinator

1327 N. RIVERSIDE DR., ESPAÑOLA,  
(505) 629-4713-tel. (505) 747-3640-fax

[www.ncrtd.org](http://www.ncrtd.org)

### SAMPLE LETTER-Acknowledgement of Complaint

Date

Ms. Jane Doe 1234  
Main St.  
Any City, NM 88888 Dear

Ms. Doe:

This letter is to acknowledge receipt of your complaint against the North Regional Transit District alleging:

---

---

An investigation will begin immediately. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by writing to the North Central Regional Transit District, 1327 North Riverside Drive, Espanola, NM 87532.

Sincerely,

[Name]  
Title VI Coordinator  
North Central Regional Transit District



## North Central Regional Transit District

Title VI Coordinator

1327 N. RIVERSIDE DR., ESPAÑOLA,  
(505) 629-4713-tel. (505) 747-3640-fax

[www.ncrtd.org](http://www.ncrtd.org)

### SAMPLE LETTER-Written Response/Complaint Not Substantiated

Date

Ms. Jane Doe 1234  
Main St.  
Any City, NM 88888

Dear Ms. Doe,

The matter referenced in your complaint of \_\_\_\_\_ (date) against the North Central Regional Transit District alleging \_\_\_\_\_ has been investigated.

The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964 had been violated. As you know, Title VI prohibits discrimination based on race, color, or national origin in any program receiving federal assistance.

The MRCOG has analyzed the materials and facts pertaining to your case for evidence of the district's failure to comply with any part of the civil rights law. There was no evidence that any part of the law had been violated. I, therefore, advise you that your complaint has not been substantiated and that I am closing this matter in our files.

You have the right to 1) appeal to the NCRTD administrative office within seven (7) business days of receipt of this final written decision, and 2) file a complaint externally within 180 days from the date of the alleged discrimination with the New Mexico Department of Transportation and/or the Federal Highway Administration (FHWA) and/or the Federal Transit Administration (FTA) of the U.S. Department of Transportation at:

*Federal Transit Administration, Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, Fifth Floor – TRC 1200  
New Jersey Avenue SE Washington,  
DC 20590*

Thank you for taking the time to contact us. If I can be of assistance to you in the future, please do not hesitate to contact me.

Sincerely,

[Name]  
Title VI Coordinator



## North Central Regional Transit District

Title VI Coordinator

1327 N. RIVERSIDE DR., ESPAÑOLA,  
(505) 629-4713-tel. (505) 747-3640-fax

[www.ncrtd.org](http://www.ncrtd.org)

### SAMPLE LETTER-Written Response/Complaint Substantiated

Date

Ms. Jane Doe 1234 Main  
St.  
Any City, NM 88888 Dear

Ms. Doe,

The matter referenced in your complaint of \_\_\_\_\_(date) against The North Central Regional Transit District alleging \_\_\_\_\_ has been investigated.

Apparent violation(s) of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter, was/were identified. Efforts are underway to correct any and all deficiencies.

Thank you for calling this important matter to our attention. You were extremely helpful during our review of the program. You may be hearing from our office, or from federal authorities, if your services should be needed during the administrative hearing process if required.

Sincerely,

[name]  
Title VI Coordinator  
North Central Regional Transit District



**North Central Regional Transit District**

Title VI Coordinator

1327 N. RIVERSIDE DR., ESPAÑOLA,  
 (505) 629-4713-tel. (505) 747-3640-fax

*APPENDIX D*

[www.ncrtd.org](http://www.ncrtd.org)

**INVESTIGATION LOG REPORT**

|                       | <b>Date<br/>(Month, Day,<br/>Year)</b> | <b>Summary<br/>(Include basis of complaint:<br/>race, color, or national origin)</b> | <b>Status</b> | <b>Actions(s) Taken</b> |
|-----------------------|----------------------------------------|--------------------------------------------------------------------------------------|---------------|-------------------------|
| <b>Investigations</b> |                                        |                                                                                      |               |                         |
| 1.                    |                                        |                                                                                      |               |                         |
| 2.                    |                                        |                                                                                      |               |                         |
| 3.                    |                                        |                                                                                      |               |                         |
| 4.                    |                                        |                                                                                      |               |                         |
| <b>Lawsuits</b>       |                                        |                                                                                      |               |                         |
| 1.                    |                                        |                                                                                      |               |                         |
| 2.                    |                                        |                                                                                      |               |                         |
| 3.                    |                                        |                                                                                      |               |                         |
| 4.                    |                                        |                                                                                      |               |                         |
| <b>Complaints</b>     |                                        |                                                                                      |               |                         |
| 1.                    |                                        |                                                                                      |               |                         |
| 2.                    |                                        |                                                                                      |               |                         |
| 3.                    |                                        |                                                                                      |               |                         |
| 4.                    |                                        |                                                                                      |               |                         |

**APPENDIX E**

**Staff LEP Survey**

**STAFF LEP SURVEY**

The NCRTD is studying the language assistance needs of its riders so that we can better communicate with them and increase ridership. Please complete the following survey and return it to X by X.

***How often do you come into contact with passengers who do not speak English or have trouble understanding you when you speak English to them? (Circle one)***

DAILY

WEEKLY

MONTHLY

LESS FREQUENTLY

***What languages do these passengers speak? Please list.***

***What foreign languages other do you understand or speak?***

***Would you be willing to serve as a translator when needed?***

*APPENDIX F*

***Title VI Assurance and Resolutions  
Approving This Document***

**TITLE VI CERTIFICATION AND ASSURANCE**

**Policy Statement**

The North Central Regional Transit District (NCRTD) is committed to ensuring that no person is excluded from participation in, or denied the benefits of, or be subject to discrimination in the receipt of its services or programs on the basis of race, color, national origin or any other characteristics protected by law, including Title VI of the Civil Rights Act of 1964, as amended. Further, under the Americans with Disability Act (ADA) of 1990, no entity shall discriminate against an individual with a physical or mental disability in connection with the provision of transportation service. To obtain more information on NCRTD's nondiscrimination obligations or Title VI complaint procedure, please contact:

*NCRTD Title VI Coordinator*

*North Central Regional Transit District*

*1327 North Riverside Drive*

*Espanola, NM 87532*

For more information visit our website at [www.ncrtd.org](http://www.ncrtd.org).

**Recipient Certification and Assurance**

In accordance with 49 CFR 21.7, The North Central Regional Transit District (NCRTD) hereby certifies and assures that it will carry out the Title VI Program in compliance with the Civil Rights Act of 1964, 42 U.S.C. Section 2000d *et seq.*, codified in U.S. Department of Transportation (USDOT) Title 49 CFR Part 21 and detailed in Federal Transit Administration (FTA) Circular 4702.1B and Title 23 of the Code of Federal Regulations (CFR) Part 200.

The signatories below are duly authorized to take action on the NCRTD's Title VI Program, which was approved by the NCRTD Executive Board of Directors, on March 6, 2015.

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Counsel

\_\_\_\_\_  
Date





**Agenda Report**  
**NCRTD Board of Directors Meeting**  
**Meeting Date: March 4, 2016**

**Agenda Item – D**

**Title:** Discussion and Approval of Award of Contract – On-call Engineering Services

**Prepared By:** Troy Bingham, Finance Director

**Summary:** The NCRTD does not have an engineering staff for projects, which requires the need for experience creating design packages, surveying, and construction management in accordance with federal grants, and preparation of transit related studies for grant submissions. Therefore, staff prepared a Request for Proposal (RFP) for this service for the next 4 years. The contract specifies the agreed upon hourly rates for services, however, each individual project will be determined by the issuance of task orders from the District when funding and resources have been identified by staff. All Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) requirements have been followed to insure federal grant participation over the next 4 years of the contract.

The RFP was advertised on January 28, 2016 in the Albuquerque Journal, as well as on our website. A non-mandatory Pre-bid meeting was held on February 11, 2016 with two attendees. The bid submittal deadline was February 29, 2016 (at 3:00p). **XX** bid was received.

Over the last four days staff has evaluated the bid(s) and recommends [REDACTED] for the award of the contract for the next four years per the cost schedule attached to the contract. The contractor understands that no task will be undertaken until directed and agreed to by the District in writing once recertifying the costs are still reasonable per the FTA guidelines.

**Background:** The potential projects/grants over the next 4 years that could require engineering services by NCRTD, but are not guaranteed by NCRTD are as follows:

1. Construction management of Phase II Transportation Alternative Project (TAP) to reconstruct 9 ADA compliant bus shelters in Española, NM (likely to occur-Funded).
2. Provide engineering plans for bid specification of backup generator at NCRTD Española facility, along with possible project management for the project (likely to occur-Funded).
3. Complete ADA Transition Plan for District by integrating the main facility 2007 ADA Compliant Construction Plans and NM68 ADA Transition Plan for Bus Stops through the Town of Taos into the current plan (not guaranteed).

4. Complete ADA transition evaluation for the newly acquired Taos facility from the Town of Taos and the remaining 20 newly acquired shelters and integrate that in the District's ADA Transition Plan (not guaranteed).
5. Create design package for Phase III Transportation Alternative Project (TAP) to construct or reconstruct more ADA compliant bus shelters (likely to occur-Funded).
6. Provide construction management of Phase III Transportation Alternative Project (TAP) (likely to occur-Funded).
7. Provide future design package and construction management for any additional phases of Transportation Alternative Project (TAP) funding (not guaranteed).
8. Provide future engineering estimates, plans, studies, and construction management for shelters, buildings, and site improvements on a case by case basis within the four year contract (not guaranteed).

**Recommended Action:**

1. Authorize the Executive Director to execute a construction contract with [REDACTED]
2. Authorize the Executive Director to issue task orders over the next 4 years for engineering services that are funded through the Capital Improvement Plan (CIP) or operating budget for specific projects

Please note, any action taken by the NCRTD Board regarding the Award of On-call Engineering Services is contingent upon NMDOT, FHWA, and FTA approval of the NCRTD on grant related projects.

**Options/Alternatives:**

1. Take no action; or
2. Adopt the recommendations, (recommended); or
3. Not adopt the recommendations and provide further direction to Staff.

**Fiscal Impact:** To not approve Staff's recommendation of Contractor for the On-call Engineering Services, could jeopardize the construction of the ADA-compliant Bus Stop Project that was awarded in February and potential current and future TAP funding.

**Attachments:**

Request for Proposal (RFP)

RFP Required Documents for Offeror Submittal for On-call Engineering Services

Submitted Proposal from [REDACTED] for On-call Engineering Services

Offeror Listing for RFP#2016-001 On-call Engineering Services



**Agenda Report**  
**NCRTD Board of Directors Meeting**  
**Meeting Date: March 4, 2016**

**Agenda Item – E**

**Title:** Discussion and Consideration of Acquisition of Intelligent Transit System Equipment from Avail Technologies, Inc. for the Taos Chile Line Buses

**Prepared By:** Troy Bingham, Finance Director

**Background:** The NCRTD along with the Incorporated County of Los Alamos entered into a service agreement with Avail Technologies, Inc. on July 1, 2013 for a Vehicle Intelligent Transportation System (ITS) and accompanying technologies after performing a Request for Proposal (RFP) for these services. The contract term was for 3 years with 4 additional one year periods which guaranteed hardware cost, initial implementation of various system configurations, and on-going maintenance and licensing fees for the ITS System. NCRTD opted to have the basic features of the system implemented on existing fleet of 33 buses at the time and future bus orders were outfitted with the same technology.

On July 1, 2015 the NCRTD acquired 8 additional buses from the Town of Taos Chile Line to run service on one main route and 2 seasonal routes. These routes have not been added to the ITS System of the District at this time and these buses do not have hardware installed.

Unspent Federal Transit Technology Capital Grant funds were identified by staff from the initial project implementation. Grant extensions and match rates were renegotiated with NMDOT to specifically cover the cost outfitting the Taos Chile Line buses and to explore untapped technology by the District at the same time.

Avail Technologies, Inc. has created a project scope and quote for outfitting the additional fleet of the Taos Chile Line Buses for \$197,747 + GRT for the initial project and \$59,269 + GRT in FY2017 for additional warranty, maintenance, licenses, and cellular cost. FY2018 ongoing warranty, maintenance, and cellular cost should be an additional \$14,269 + GRT with a 5% increase each year until 2021.

The District purchasing policy Article 2 Section 8. (b) Contracts § 1 thru 4 require contract modifications greater than \$100,000 to be approved by the Board prior to execution.

**Budget Summary:** The remaining Transit Technology Capital Grant funds is \$191,539.86 and the NCRTD Capital budget identified \$21,000 for MDTs for Taos Buses for hardware for a total project budget of \$212,539.86.

The future year additional warranty, maintenance, licenses, and cellular cost will need to be budgeted in future year budgets along with the current maintenance and warranty cost of currently \$31,145.41 for FY2016.

**Recommended Action:** Authorize the Executive Director to execute the quote with Avail Technologies for the In-Vehicle Logic Unit and Data Router (VAN), Automatic Vehicle Location System (AVL), Automatic Voice Announcements (AVA), Automatic Passenger Counters' (APC) as well as the Mobile Data Computers (MDC's) and affiliated project costs.

**Options/Alternatives:**

1. Take no action; or
2. Adopt the recommendations, (recommended); or
3. Not adopt the recommendations and provide further direction to Staff.

**Fiscal Impact:** To not authorize the quote could potentially jeopardize the Transit Technology Capital Grant that must be expended by September 30, 2016 and Taos would still not be added to the ITS system that the District currently uses.

**Attachments:**

Avail Quote for VAN, MDT's, AVL, AVA and APC's.



**Agenda Report**  
**NCRTD Board of Directors Meeting**  
**Meeting Date: March 4, 2016**

**Agenda Item - F**

**Title:** Resolution 2016-10 Authorizing NCRTD Staff to apply for Federal funding through the FFY2016 Inclusive Planning Impact Grant Program (to Improve Transit Options for the Elderly and/or Disabled)

**Prepared By:** Stacey McGuire, Planning, Projects & Grants Manager; Holly Winscott, Regional Transit Planner

**Summary:** NCRTD Staff is seeking Board approval to apply for FFY2016 Inclusive Planning Impact grant funding for inclusive transit planning for people with disabilities and older adults.

**Background:** The purpose of this funding opportunity is to encourage development of an inclusive coordinated transportation system in which people with disabilities and older adults actively participate in both advisory and decision-making capacities. The overarching goal of this grant is the development of inclusionary processes and plans, the secondary expectation is that inclusion will result in identifiable and measurable changes in the transportation system that will respond to the needs and preferences of older adults and people with disabilities. CTAA (Community Transportation Association of America), with financial support from ACL (Administration for Community Living) and in collaboration with other federal and national partners, and is making available grants of up to \$86,000 each for up to 8 organizations for a twelve month period. New Mexico Long Term and Aging Services has established an Advisory Committee comprised of elderly and disabled persons, of which we will have volunteers form a focus group to assist in the planning process and addressing regional transit issues and challenges.

The application deadline is March 18, 2016.

Prior to submitting an application for this funding opportunity NCRTD is expected to have done preliminary work in support of inclusive coordinated transportation and to have and coordinated transportation partners. People with disabilities and older adults will be part of the grant application development team as well.

**Recommended Action:** It is recommended that the Board move to adopt Resolution 2016-10 Authorizing the NCRTD Staff to apply for Federal funding through the FFY2016 Inclusive Planning Impact grant program for inclusive transit planning for senior and disabled services.

**Options/Alternatives:**

- Board approval to adopt Resolution 2016 Authorizing the NCRTD Staff to apply for Federal funding through the FFY2016 Inclusive Planning Impact grant program for inclusive planning of Senior and Disabled services
- Do not apply for the FFY2016 Inclusive Planning Impact funding, direct Staff to seek alternative funding sources
- Do nothing; do not attempt to procure funds to perform inclusive planning

**Fiscal Impact:** FFY2016 Inclusive Planning Impact grant funds for rural areas will provide up to 100% of the cost of the project (maximum of \$86,000 inclusive of GRT). Funds may be used for items such as: personnel costs; travel; consultants and meeting costs, including the costs of transporting participants to attend meetings or participate in focus groups.

**Attachments:**

Resolution No. 2016-10

FFY2016 Inclusive Planning Impact Grant Notice of Funding Availability (NOFA)



**North Central Regional Transit District (NCRTD)  
Resolution 2016-10**

**A RESOLUTION AUTHORIZING THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT  
TO APPLY FOR FEDERAL FUNDING THROUGH THE FFY2016 INCLUSIVE PLANNING  
IMPACT GRANT PROGRAM FOR INCLUSIVE PLANNING FOR SENIORS AND THE  
DISABLED**

**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 14<sup>th</sup> day of September 2004;

**WHEREAS**, the U.S Administration for Community Living in partnership with the FTA, and administered by the Community Transportation Association of America (CTAA), in partnership with Easter Seals, the National Association of Area Agencies on Aging (n4a) and Westat issued a notice for funding availability for the FFY2016 Inclusive Planning Impact grant program on January 6, 2016; and

**WHEREAS**, applications for consideration under the 2016 Inclusive Planning Impact grant program are due March 18, 2016; and

**WHEREAS**, upon selection to receive Inclusive Planning Impact FFY2016 funds, the NCRTD is committed to provide non-monetary in-kind service (where able) to support the grant award (maximum award amount of \$86,000); and

**WHEREAS**, NCRTD will utilize a grant-specific focus group connected to the (New Mexico) Long Term and Aging Services Statewide Advisory Committee; and

**NOW, THEREFORE, BE IT RESOLVED** by the NCRTD Board that the request for NCRTD Board authorization and support of Staff submitting for a FFY2016 Inclusive Planning Impact grant to fund inclusive planning for Seniors and the Disabled.

**PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH  
CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 4th DAY OF MARCH, 2016.**

---

Daniel Barrone, Chairman

Approved as to form:

---

Peter Dwyer, NCRTD Legal Counsel



***Strengthening Inclusive Coordinated Transportation Partnerships  
To Promote Community Living***

*Funded by the U.S. Administration for Community Living and Managed in Partnership  
with the Federal Transit Administration*

*Administered by the Community Transportation Association of America (CTAA)  
In Partnership with Easter Seals, the National Association of Area  
Agencies on Aging (n4a) and Westat*

**Funding Opportunity: Inclusive Planning Impact Grants**

**Request for Proposals**

**Application Due Date: March 18, 2016**

| Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Funding Amount                                                                                                  | Qualified Applicants                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>This funding opportunity is intended to build on the work of three years by supporting inclusive planning grants in up to eight communities. The new grants will be expected to develop strategies that build upon the lessons learned from the seven Round 2 grantees (see <b>Attachment A: Lessons Learned about Improving Inclusive Coordinated Transportation Planning</b>; Case Studies/Lessons Learned, <a href="http://transitplanning4all.org">http://transitplanning4all.org</a>).</p> | <p>Grants of up to \$86,000 each will be awarded to as many as eight communities for a twelve month period.</p> | <ul style="list-style-type: none"> <li>• Only nonprofit organizations or government agencies may apply.</li> <li>• Applicants must have in place <u>by the time the application is submitted</u> an inclusive transportation partnership as defined below (see page 5).</li> </ul> <p>NOTE: See pages 6-7 for details on Qualified Applicants; and pages 8-10 for guidance to prospective applicants on building an inclusive partnership prior to application submission.</p> <p>*The seven Round 2 Grantees are not eligible to apply.</p> |





***Strengthening Inclusive Coordinated Transportation Partnerships  
To Promote Community Living***

*Funded by the U.S. Administration for Community Living and Managed in Partnership  
with the Federal Transit Administration*

*Administered by the Community Transportation Association of America (CTAA)  
In Partnership with Easter Seals, the National Association of Area  
Agencies on Aging (n4a) and Westat*

**Inclusive Planning Impact Grants  
Request for Proposals**

**Purpose**

**The purpose of this funding opportunity is to encourage development of an inclusive coordinated transportation system in which people with disabilities and older adults actively participate in both advisory and decision-making capacities.** While the intention is first and foremost the development of inclusionary processes and plans, the secondary expectation is that inclusion will result in identifiable and measurable changes in the transportation system that respond to the needs and preferences of older adults and people with disabilities.

CTAA, with financial support from ACL and in collaboration with other federal and national partners, is making available grants of **up to \$86,000 each for up to 8 organizations for a twelve month period**. The new grants are expected to adopt inclusive strategies that build upon learning from the last three years. This learning has been documented in the lessons learned garnered from the seven Round 2 Inclusive Coordinated Transportation (ICT) grants funded under this national project (see **Attachment A: Lessons Learned about Improving Inclusive Coordinated Transportation Planning** and Case Studies/Lessons Learned posted at [www.transitplanning4all.org](http://www.transitplanning4all.org)). The grants also will test the Inclusive Coordinated Transportation Planning Toolkit (currently in development but expected to be available at the start of this grant program). The Toolkit will further document the strategies utilized by the seven Round 2 grantees and provide additional guidance on inclusive planning.

**Priority Areas**

Funded grants will be required to focus their inclusive work on one of three issues that are closely associated with the need for transportation: access to health care; access to jobs; and integration in the community.

- **Access to health care** means that transportation is available and accessible to older adults and people with disabilities living in the community to enable them to keep medical appointments; to access specialized care if needed, including behavioral health treatment; and to receive routine or recurring health care services such as hemodialysis or cancer treatments. (FTA's Rides to Wellness grants focus on increasing access to health care:  
<http://nationalcenterformobilitymanagement.org/rides-to-wellness-home/>)
- **Access to jobs** means that community transportation supports the ability of people of all ages and disabilities to get to job training, job interviews, work locations and volunteer sites.
- **Integration in the community** means that community transportation is available and accessible to people with disabilities and older adults to maintain connections to the community, including keeping medical and other essential appointments, going shopping, participating in educational and cultural events, engaging in social or religious activities, and visiting family and friends.

As stated above, the primary issue to be tested in these grants is whether or to what extent the inclusion of older adults and people with disabilities in planning and implementing community transportation services contributes to better outcomes for the target audiences, including in particular, better access to health care, better access to jobs or better integration in the community. By the end of the grant period, grantees will be required to show how their activities are moving toward the achievement of this ultimate goal.

## **Background**

The Administration for Community Living (ACL) has as its mission to maximize health, well-being, and independence for people with disabilities, including people with intellectual and developmental disabilities and people with physical disabilities, and older adults and their families and caregivers, by advancing policies, services, and supports so that people live with dignity, make their own choices, and participate fully in society. The Administration for Community Living, in close coordination with the Federal Transit Administration, has funded the Community Transportation Association of America (CTAA) and partners, Easter Seals, the National Association of Area Agencies on Aging (n4a) and Westat, to conduct a research and demonstration program to identify, fully describe and test strategies for involving older adults and people with disabilities, including people with intellectual and developmental disabilities and/or physical disabilities, in the design and implementation of coordinated transportation systems in ways that successfully make those systems responsive to their needs.

From the beginning, the national project partners have engaged in a number of activities designed to raise awareness and educate the aging, disability and transportation networks about our work to infuse inclusive practices into coordinated transportation

program planning, design, service delivery and oversight. In addition to funding the three rounds of grants, the national partners:

- Conducted an [environmental scan](#) which identified state, regional and community efforts that have successfully empowered people with disabilities and older adults to be actively involved in the planning, design and implementation of coordinated transportation systems;
- Developed a [national knowledge sharing network](#) consisting of local and national experts, including professionals and participants, with experience in initiatives and systems that have successfully empowered older adults and people with disabilities in creating and evaluating coordinated transportation systems;
- Designed and implemented an [evaluation and continuous improvement process, including annual evaluation reports](#); and
- Developed [case studies](#) and other materials documenting the work of seven Round 2 grants to implement inclusive coordinated transportation systems in their communities.

An online **Inclusive Coordinated Transportation Tool Kit** and a **Knowledge Sharing Learning Collaborative** will soon be available to guide the work of the new grantees and support widespread education and training on inclusive practices.

The first round of funding awarded under this national project supported seventeen grants. In round two, seven grants were selected from among the original seventeen. Subsequently, the seven grants were awarded a third year of funding. Together, the seven grants have developed inclusive strategies that have made a difference in their communities, both in terms of expanding inclusiveness (through increasing the meaningful engagement of older adults, people with disabilities and key coordinated transportation partners in coordinated transportation planning) and making changes in their transportation systems in response to feedback and recommendations that emerged from inclusive planning. The experiences of the seven Round 2 grantees are detailed in the case studies and evaluation reports posted on the national project website, [www.transitplanning4all.org](http://www.transitplanning4all.org). **Attachment A: Lessons Learned about Improving Inclusive Coordinated Transportation Planning** is based on the lessons learned identified by the grantees. The seven Round 2 grantees are critical players in helping to further inclusive coordinated transportation planning and are part of the **National Knowledge Sharing Network**, which also includes professionals and participants with knowledge and expertise in inclusive coordinated transportation planning.

### **Definitions**

The definitions of key terms used in this grant solicitation should guide applicants in developing their applications.

**Coordinated Transportation Partners** include key organizations, government agencies, providers and groups involved in funding, designing, developing, managing,

providing and/or overseeing community transportation programs that are committed to inclusive coordinated transportation planning and willing to be actively engaged in the proposed grant.

**Coordinated Transportation System** brings together a range of transportation modes (e.g., volunteer driver programs, transit), services (e.g., travel training, mobility management) and providers (e.g., public transit, human services transportation providers) for the purpose of improving access to rides for the entire community. A coordinated transportation system is typically a work in progress moving toward a shared but not yet fully realized goal. Coordinated transportation systems may exist in local communities, a region of the state or even statewide. Coordinated transportation systems are likely to vary from place to place in terms of scope, activities, partnering organizations and level of participant involvement.

**Inclusive Coordinated Transportation (ICT) Partnership\*** (for purposes of this application) includes a group of participants and stakeholders (as defined in this RFP) that have been involved in the preliminary work required to develop an application in response to this solicitation. The ICT Partnership must participate in the development of the response to this RFP; be committed as a group to inclusive coordinated transportation planning; and will be actively engaged in the proposed grant if funded.

- To reduce duplication among transportation services;
- To increase the efficient delivery of such services;
- To expand transportation access for older adults and people with disabilities of all ages, including people with intellectual and developmental disabilities;
- To increase ridership;
- To ensure coordination between human services organizations, government agencies and other organizations serving older adults and people with disabilities and transportation service providers.

**Learning Collaborative** is a participant-centric, team-based system of generating and sharing knowledge, solving problems and addressing issues, and creating supports across a diverse range of individuals and organizations. Learning Collaborative members include the national project team, the seven Round 2 ICT grantees, the new grantee teams and a participant advisory committee comprised of individuals with disabilities and older adults involved in the seven Round 2 grants and the new grants. This vibrant community of knowledge leaders will share information and learning to strengthen inclusive coordinated transportation practices, using multi-modal and universally designed information exchange forums such as webinars and teleconferences.

**Participants** include older adults and people with disabilities, including people with intellectual and developmental disabilities, whether current riders or non-users of transportation services, who must be involved in meaningful ways from the beginning as

grant proposals are developed and in grant implementation. Participants will serve as key advisers and informants, information resources and decision-makers who are empowered to act independently and exert influence on key decisions, activities and the outcomes of the proposed grants.

**Peer Learning Facilitator/Mentor:** Former Inclusive Coordinated Transportation (ICT) grantees and previous members of the Knowledge Sharing Network who share their knowledge, including specialized knowledge on specific topics, and participate with new grantees as part of the ICT Partnership Project Learning Collaborative.

**Project Liaison** is assigned to each grantee and represents one of the three partner organizations in this national project: the Community Transportation Association of America (CTAA), Easter Seals or the National Association of Area Agencies on Aging (n4a). The assigned Liaison is the first point of contact for the grantee; works with the evaluator and the grantee to finalize the grant's performance measures; checks-in at least monthly with the grantee and ensures that national project partners are informed of grantee progress; assists with reporting; fields information questions and technical assistance requests to ensure the grantee receives the best response and assistance on substantive issues that arise; and coordinates with any Round 2 grantee mentor assigned to the grantee.

**Stakeholders** include any person or organization with an interest or involvement in inclusive coordinated transportation planning, program development or oversight. Stakeholders include participants and coordinated transportation partners (as defined), as well as older adults and people with disabilities who may benefit from the work of inclusive coordinated transportation planning but who are not engaged in the process or are minimally involved, such as attendees at public forums, responders to surveys or participants in focus group discussions.

### **Qualified Applicants**

Applicants for this funding opportunity must meet both criteria specified below. **The seven Round 2 grantees are not eligible to apply.**

1. **Applicants must be either a nonprofit organization or a governmental agency**, which may include county or city government agencies, regional planning organizations, councils of government and Tribal Nations that are involved in the administration, delivery or coordination of transportation, aging and/or disability services.

\*For profit organizations are not eligible as primary applicants for these grant funds, but applicants may partner with appropriate for profit transportation, aging or disability providers.

**2. By the time the application is submitted, applicants must have in place an Inclusive Transportation Partnership.**

- If an Inclusive Transportation Partnership does not yet exist in the community, prospective applicants must begin to build an inclusive partnership prior to submission of the application and document in the application how people with disabilities and older adults were actively involved in developing the application and how they will be included in the project. Applicants may build an inclusive coordinated transportation partnership on the foundation of an existing partnership group but must provide evidence to show how the group will be modified to ensure the active inclusion of older adults and people with disabilities.
- If an Inclusive Transportation Partnership already exists in the community, applicants must document in the application how older adults and people with disabilities were engaged in application development and describe how the active inclusion of people with disabilities and older adults will be enhanced through the grant.

**Participant Engagement**

Participants – people with disabilities and older adults, whether current riders or non-users of transportation services – must be involved in meaningful ways from the inception of the inclusive coordinated transportation grant (as described throughout this request for proposals). Participants will serve as key advisors and informants, information resources and decision-makers who are empowered to act independently and exert influence on key decisions, activities and the outcomes of the proposed grant.

Grantees are expected to engage participants in meaningful and diverse ways that have the potential to influence grant activities. Participants will be members of the ICT Learning Collaborative and will be expected to collaborate with their peers on the **Participant Advisory Committee**. The committee, comprised of former and current participants, is the forum for individuals with disabilities and older adults to provide guidance to the national project team and to ICT grantees. It is anticipated that the participant advisory committee will have periodic conference calls and be invited to share their expertise through webinars and teleconferences throughout the duration of the grant.

It is our belief that meaningful participant involvement ensures greater responsiveness to the needs of people with disabilities and older adults and results in improved planning, design and operation of coordinated transportation systems. The work of the past three years by the seven Round 2 grantees supported by this national project

bolsters this notion (see individual case studies/lessons learned and evaluation reports posted at [www.transitplanning4all.org](http://www.transitplanning4all.org)). Applicants are directed to **Attachment B: Ladders of Inclusion** for guidance.

### **Involvement of Coordinated Transportation Partners**

Applicants must demonstrate that agencies/organizations representing aging, disability and transportation are involved in the coordinated transportation systems planning grant. Involvement must be evidenced by a letter of commitment and involvement in specific work plan tasks as indicated in the grant application. The applicant must include the local area primary transportation provider in the planning process, if available. If that local entity is not involved, the applicant must provide justification for selection of an alternative transportation partner, including documentation of efforts to obtain the primary transportation provider's participation.

### **Contact Person**

For all questions related to this invitation and the application process, please contact: *Virginia Dize at the National Association of Area Agencies on Aging* ([vdize@n4a.org](mailto:vdize@n4a.org); 202-719-8889).

### **Funding**

As many as eight (8) Inclusive Coordinated Transportation Partnership Grants, in the amount of \$86,000 or less each, will be awarded for a period not to exceed 12 months. Grantee payments will be made on a monthly basis. Funds may be used for items such as: personnel costs; travel; consultants and meeting costs, including the costs of transporting participants to attend meetings or participate in focus groups. In no case may grant funds be used to purchase or lease vehicles or any other equipment.

Funds will be awarded in two phases, with the first 50% of funds (up to \$43,000) awarded for the grant cycle that begins on May 1 and ends on October 31, 2016. Funding for the second phase of these grants is contingent on the availability of additional funds to support this national project after October 31, 2016.

### **Geographic Diversity**

We plan to award grants to areas that represent geographic diversity, in terms of different areas of the country (e.g., Midwest, Southeast), as well as a mix of rural, urban, suburban and mixed (e.g., rural/urban, suburban/urban) areas.

### **Pre-Application Requirements**

Prior to submitting an application for this funding opportunity, prospective applicants are expected to have done preliminary work in support of inclusive coordinated transportation and to have experience working with a diverse group of participants and

coordinated transportation partners. People with disabilities and older adults must be part of the grant application development team. Evidence of preliminary work to strengthen participant engagement during the grant application process must be presented as part of the application, including activities such as those listed below. The application must demonstrate specific input provided by older adults and people with disabilities and discuss how such input was obtained and will be infused in the grant.

During the process of creating their application, applicants must build an Inclusive Transportation Partnership or strengthen and build on an existing Inclusive Transportation Partnership as defined above. An existing transportation partnership may be modified to ensure the active, meaningful inclusion of older adults and people with disabilities. At the time the application is submitted, a fully functioning Inclusive Coordinated Transportation Partnership consisting of older adults, people with a range of disabilities and coordinated transportation partners must be in place. Individuals with disabilities and older adults are expected to contribute to development of the application, and be committed to working with the lead agency and inclusive transportation partners to implement the proposed grant.

Since the application must identify the specific issue on which the grant will focus, please identify the missing information/knowledge gaps regarding the current transportation system, the degree to which current services meet the needs and preferences of the target population, and potential solutions. It is appropriate to include additional outreach and information collection activities in the grant proposal in order to fill in identified information gaps.

Goals and action steps to be addressed in the proposed grant must be identified through a consensus process among the participants and coordinated transportation partners to be involved in the grant. The application development process is intended to lay a foundation for the proposed grant through the engagement and commitment of participants and stakeholders in moving the community forward to address transportation for all.

Grant applicants are required to undertake, and document in the grant application, some or all of the following activities in the process of developing their application.

- Documentation of efforts to identify and engage people with disabilities and older adults in development of the grant application and plans to meaningfully engage participants in planned grant activities.
- Documentation of outreach to organizations that serve the human services, social and transportation needs of older adults and people with disabilities within the community that are committed to being involved in the proposed grant;
- Selection, through consensus of the Inclusive Coordinated Transportation Partnership, of the priority area on which the grant will focus: *access to health care; access to jobs; or integration in the community.*
- Conducting a series of focus groups, community forums and/or consumer surveys to engage older adults and people with disabilities who are current or



potential users of transportation services and gathering their feedback and recommendations for potential transportation improvements in their community;

- Identifying strengths and service gaps in the community's current transportation system through one or more of the above processes or through research (studies, surveys, reports) conducted during the past two years;
- Identifying the inclusive coordinated transportation planning strategy(ies) to be implemented by the applicant, based on strategies utilized by one or more of the seven ICT grantees and documented in Attachment A and in the case studies posted on [www.transitplanning4all.org](http://www.transitplanning4all.org).

Use the **Ladders of Inclusion (Attachment B)** to facilitate an inclusive discussion of where the organization/planning group falls in terms of the types of inclusive practices currently in place and to identify where the organization/planning group expects to be at the conclusion of the grant. It should be noted that a community's current level of inclusion may encompass more than one "rung" of the **Ladder** since one program could have adopted highly inclusive practices (e.g., people with disabilities and older adults leading or sharing in decision-making responsibilities) while other community transportation programs may have a less inclusive approach. The applicant's preliminary work should be discussed in the application narrative, as described below.

### **Deliverables**

Applicants who receive funding under this grant program are expected to use their funding to:

1. Develop, in collaboration with the assigned National Project Liaison and the Evaluator (WESTAT), an evaluation plan, including the identification of performance measures (outputs, outcomes, and customer satisfaction measures) and action steps that will be tracked throughout the grant period. Performance measures will include a mix of standard, mandated measures across all grants as well as a limited number of grantee-identified measures specific to each grant.
2. Develop and submit timely and complete monthly financial and program reports, using the reporting format mandated by the national project.
3. Document implementation of the adopted inclusive coordinated transportation strategy(ies) and develop two implementation reports (at 5 months and 9 months) following a format to be developed by the national project.
4. Participate in monthly All Grantees conference calls, make bi-monthly presentations about your grant and contribute to discussions regarding implementation and topics such as the meaning of inclusiveness and how to expand inclusive coordinated transportation planning.
5. Develop at least one webinar presentation about your grant during the grant year, focused on how people with disabilities and older adults are actively and meaningfully included and the impact of their involvement.
6. Engage in at least one activity each quarter with the Peer Learning Facilitator/Mentor assigned to your grant.
7. Develop a specific plan for sustaining inclusive coordinated transportation planning. The plan should address financial, personnel, operational and policy issues across

the organization that support inclusivity and sustain the engagement of people with disabilities and older adults in transportation planning.

### **Grantee Requirements and Support**

Within two weeks of award notification, grantees will be required to submit a final work plan, a final “Inclusive Coordinated Transportation” grant description and a revised budget. Grantees will also be expected to submit monthly program and financial reports and a final Grant Plan. At the end of the grant period, grantees will be expected to complete a final report as well as a written, detailed and well-documented plan to ensure that inclusive transportation planning within the grantee community will be sustained after the grant-funded time period has concluded.

NOTE: Grantees should not assume that additional funding will be available to support activities beyond the twelve month period offered through this funding opportunity.

A Project Liaison (from CTAA, n4a or Easter Seals) will be assigned to each grant and will work closely with individual grantees to fully attain all deliverables (see **Definitions**, page 6 for additional information).

Grantees will be required to participate in (and include travel costs in their budgets to support attendance, as specified below) a face-to-face **Inclusive Planning Institute** early in the grant. The meeting will take place in Washington, DC and will bring the local teams together (including participants from each grant project) to further plan, learn from past grants and hear from other experts in the field. National Project partners will provide ongoing technical assistance, both one-on-one through monthly All Grantee calls. The Learning Collaborative will facilitate peer learning, bringing together the seven Round 2 grantees in their role as mentors and the new grantees. Reporting forms and guidance on the final report and grant plan for future work will be provided, including guidance on development, tracking progress and reporting on performance measures.

Grant recipients will be expected to share their practices at the national level through the Knowledge Sharing Network and other forums identified by the national partners.

### **Proposal Format and Submission**

All proposals must be submitted using the Grant Application Form. Applicants must submit the application by email at [transitplanning4all@ctaa.org](mailto:transitplanning4all@ctaa.org). Applicants will receive notification that their application was received.

The application form may be downloaded and can be saved on your computer. The narrative must be double-spaced and in 12 point Arial font. The page limit for the narrative is 8 pages. The budget form may also be downloaded and saved on your computer.

**All proposals must be submitted on-line or by email no later than 11:59 pm ET on March 18, 2016.**

Proposals submitted after the due date and time or those that do not meet the format requirements will be deemed non-responsive.

**A teleconference for interested applicants will be held on January 27, 2016 at 2 pm ET. Call toll-free: 866-906-9888; Passcode 2724141.**

**Minimum Requirements which must be met to be considered for funding:**

ALL of the requirements listed below must be met in order for an application to be forwarded for complete review by the Review Committee.

1. Application must be received by the deadline.
2. Application must be submitted on-line using the Grant Application Form.
3. Application narrative must not exceed 8 pages, double-spaced, in 12 point Arial font.
4. Application must identify: (a) the selected priority area (i.e., access to healthcare, access to jobs, or integration in the community); and (b) the community's current level of inclusion (using the **Ladders of Inclusion**).
5. Grant budget must be submitted on Budget Narrative Worksheet.
6. Total grant funds requested cannot exceed \$86,000.
7. A Qualified Organization must submit application.
8. A list of the participants (people with disabilities and older adults) who are actively engaged in the Inclusive Coordinated Transportation Partnership group and are committed to work on the proposed grant must be included.
9. Five letters of commitment – from at least 2 coordinated transportation partners (one of the letters must come from the local area primary transportation provider) and 3 key participants – must be included in the application. At a minimum, these individuals must also be actively involved in developing the grant application and their participation in the application process must be briefly described.

Applications for funding must include a description of the involvement of, at a minimum, coordinated transportation partners and participants representing transportation (the local primary transportation provider, if available), aging and disability organizations and perspectives. Potential partners and participants may come from or be suggested by organizations such as, but not limited to: AARP chapters, Aging and Disability Resource Centers, local Arc chapters, Area Agencies on Aging, Centers for Independent Living, local Easter Seals Affiliates, local chapters of the National Federation for the Blind/American Federation for the Blind, local Paralyzed Veterans of America chapters, Protection and Advocacy organizations, State Developmental Disability Councils, University

Centers for Excellence in Developmental Disabilities or other appropriate university research centers, or other appropriate organizations. Participants who are riders and not affiliated with any organization must be included.

### Screening and Review Process

Screening: All applications received will be screened to determine that the above Minimum Requirements have been met.

Incomplete or non-responsive proposals will not be considered. Only proposals that meet all of the **Minimum Requirements** specified above will be forwarded to the Review Committee.

Review Process: An independent Review Committee will evaluate the proposals based on the evaluation criteria specified below. It is anticipated that awards will be announced no later than June 1, 2016. Awards will be made through a competitive process to the most qualified applicants.

### Evaluation Criteria

|                                                                        |           |
|------------------------------------------------------------------------|-----------|
| A. Grant Summary and Overall Approach                                  | 25 points |
| B. Involvement of Participants and Coordinated Transportation Partners | 25 points |
| C. Outcomes                                                            | 15 points |
| D. Sustainability                                                      | 15 points |
| E. Organizational Capacity                                             | 15 points |
| F. Budget                                                              | 5 points  |

#### **A. Grant Summary and Overall Approach (Value: 25 points)**

Applicants must develop a written, detailed and well-documented Grant Plan which builds upon past inclusive work with participants and includes a timetable for producing deliverables.

Applicants should:

- Describe the problem to be addressed by the proposed grant. Include the following:
  - Make the connection between the problem to be addressed and information gathered about the community's transportation needs and preferences and discuss the relationship between the problem and the selected priority area (i.e., *access to healthcare, access to jobs or*

*integration in the community*). Applicants are expected to use local data to support how they identified specific problems.

- Document past work in inclusive planning, transportation coordination, and engagement of participants as envisioned in this RFP and in materials available on the national project website, including but not limited to, the preliminary work done to develop the applicant's response to this RFP.
- Describe the consensus process used to select both the proposed priority area and the inclusive coordinated transportation planning strategy(ies) to be implemented in the proposed grant.
- Identify the community's current level of inclusion (by using the **Ladders of Inclusion**) and level of inclusion expected to be achieved at the end of the grant. Applicants are expected to detail how they determined their current level of inclusion.
- Discuss how the selected inclusive coordinated transportation planning strategy(ies) is likely to address the problem to be addressed and briefly detail the action steps that will be undertaken during the grant.
- Discuss how the selected inclusive coordinated transportation planning strategy(ies) will lead to increased inclusiveness by the end of the grant.
- Discuss specifically how the proposed grant will fulfill the overall purpose of the Grant - to assess and document the impact of inclusive coordinated transportation planning on the responsiveness of community transportation services to the needs and preferences of older adults and people with disabilities.
- Describe how technology will be used or integrated into proposed strategies to address inclusive transportation planning.
- Include a commitment to work to achieve all deliverables enumerated in this RFP.

**B. Involvement of Participants and Coordinated Transportation Partners  
(Value: 25 points)**

The active and meaningful participation of people with disabilities and older adults in the grant is the centerpiece of the Inclusive Coordinated Transportation Partnership Program. The primary participants and coordinated transportation partners who have been and will be involved in the grant should be identified and the specific activities in which they will be involved should be described. Applicants should discuss the value these particular participants and stakeholders bring to the table, how their past experiences (including during the pre-application process) will both prepare them to be involved in inclusive coordinated transportation planning and serve as a launching pad for increased engagement and commitment. Letters of commitment from at least 3 key participants and 2 key stakeholders who helped to develop the application must be attached. Discuss how a broad range of community participants, both current users and non-users of transportation services, will be encouraged to participate in the grant and the accommodations to be offered to ensure the broadest possible participation. Applicants should also describe how the proposed grant will address the following motivating factors identified through the Environmental Scan (see

[www.transitplanning4all.org](http://www.transitplanning4all.org)) to expand the participation and ensure meaningful engagement of people with disabilities and older adults:

- A sense of community involvement and volunteerism;
- Opportunities to influence transportation policy;
- Enhanced social networking and community connections;
- Development of a healthy environment.

The following are examples of how the grant might include participants in the implementation process. Applicants are encouraged to incorporate **one or more** of the following activities in their work plans in a manner that is fully accessible to older adults and people with disabilities of all ages:

- (1) Create/enhance a participant/stakeholder advisory group to oversee and guide all planning activities;
- (2) Conduct outreach (e.g., focus groups) to older adults and people with disabilities who are expected to be involved in, and benefit from, the coordinated transportation system;
- (3) Convene one or more community meetings to ensure adequate participant/stakeholder input and support for the preliminary Grant Plan; and/or
- (4) Include the involvement of people with disabilities of all ages and older adults through paid employment and/or volunteer opportunities, including opportunities through various employment/internship programs

### **C. Outcomes**

**(Value 15 points)**

Applicants should describe how they plan to quantify and assess the value of active and meaningful participant engagement and participation in the grant. Any available data indicating active participant involvement as well as previous work to address the selected focus area in past or current initiatives should be included in this section and discussed in relationship to expectations for this grant.

*Outcomes* include specific measures of program impact or results that can specifically and logically be attributed to the program. Examples include: the percent of transportation agencies in the community that support efforts to better serve the mobility needs of people with disabilities and older adults; evidence of sustainable change in the coordinated transportation planning process; planning participant (individuals with disabilities and/or older adults) satisfaction with the planning process and overall satisfaction with the transportation system; increased trip making by the target population.

*Outputs* are products or other numeric results of grant funded activities. Examples: number of focus groups held; number of surveys disseminated/returned; number of participants in community meetings; number of older adults and people with disabilities of all ages, including people with intellectual and developmental disabilities, involved in coordinated transportation system planning.

**D. Sustainability**

**(Value 15 points)**

Since grant funding to support inclusive coordinated transportation partnerships is not likely to be provided after this twelve month grant, sustainability is a critical factor that must be considered and planned for from the beginning. Grantees should develop preliminary specific plans for sustaining inclusive coordinated transportation planning as part of the application focusing especially on how active, meaningful participation by people with disabilities and older adults will continue once the grant ends. During the grant period, the TransitPlanning4All national partners will work with funded grantees to identify opportunities for sustaining the engagement of older adults and people with disabilities in planning, development, operations and oversight of the community's transportation services, supporting employment and volunteer opportunities for people with disabilities and older adults and increasing awareness of reasonable accommodations. Products that promote sustainability include: development of participant job descriptions; changes in staff job descriptions that support inclusive practices; tools or procedures used to monitor or assess inclusive practices; policy changes that institutionalize inclusive practices, such as including participants on project management teams.

**E. Organizational Capacity**

**(Value: 15 points)**

Applicants must provide evidence of the organization's capacity to undertake this planning and complete all required deliverables within one year. This may include:

- past successes in planning and grant management;
- experience in engaging participants as advisors and active participants in planning, program development, oversight, and quality assurance;
- leadership/participation in the community's coordinated transportation system, including participation in development of the coordinated transit-human services plan; and
- conditions (e.g., within the organization, local/regional coordinated transportation and the broader community) that indicate readiness to undertake this project.

**F. Budget**

**(Value: 5 points)**

The budget is reasonable and supports planned activities. Page 2 of the Budget Narrative requests specific information regarding in-kind support to be provided by the applicant organization (e.g., supplementing staff salaries) and/or key partners. In-kind support may include providing staff support, free meeting space, meeting refreshments, postage, etc. In-kind support is encouraged but not required. Budget categories include personnel, meeting/training costs, travel, consultant fees and travel, other direct costs (e.g., telephone/fax, printing, office space) and indirect costs (with documentation regarding the indirect rate). Applicants must include funds in their budgets for travel costs for two persons, one of whom must be a participant (e.g., round-trip airfare, surface transportation, hotel costs of @ \$175 per night for two nights, meals) to attend the Inclusive Planning Institute in Washington, DC.

**Please note: Grant funds are provided to support inclusive coordinated transportation planning and development activities. Direct services may not be supported with grant funds, with the exception of using grant funds to transport individuals to advisory committee meetings, focus groups or other grant-sponsored events at which participation by older adults and people with disabilities is critical. In addition, vehicles or equipment of any kind may not be purchased or leased with grant funds.**



## **Attachment A:**

### **Lessons Learned about Improving Inclusive Coordinated Transportation Planning**

#### **Evolving to Inclusiveness**

Inclusiveness is a philosophical and cultural shift within an organization that is facilitated by intentional thought and behaviors. Throughout the course of the Inclusive Coordinated Transportation Planning project, the national project team worked with demonstration grant recipients to document activities and capture learning that lead to successes in inclusion. The following are presented to help guide communities as they engage in their own inclusive planning activities. For more information on the current projects and more information on inclusiveness, go to the Transit Planning for All website at <http://www.transitplanning4all.org/>.

#### **Communications**

- Use a wide variety of communication vehicles to reach people with disabilities and older adults. Social media may work well with this population; however, each communication forum needs to be assessed regarding its accessibility.
- Ensure that the language and tone of communications is empowering, not patronizing.
- Use forums and communication channels sponsored by community organizations as an effective means of information exchange.
- Plan and be open to attending as many outreach events as possible to learn from participants directly what their needs are.
- Collect continuous feedback from stakeholders, including people with disabilities and older adults, rather than just collect feedback at particular time periods. This ongoing and sustained feedback is important to be able to make quick project and activity adjustments.
- Make sure to include input from people with disabilities and older adults when creating websites and brochures.
- Include phone numbers with materials, since many people with disabilities and older adults had indicated that they would be most apt to call for help so that they could reach a real person.
- It is vitally important to keep all partners informed and engaged as coordinated transportation planning moves forward.

## **Engagement**

- Go beyond consulting with participants and include participants on the leadership team of the project. People may need support to actively engage in this role but it will provide a perspective you could not gain any other way.
- Tap into the passion and involvement of participants. These individuals can help identify new contacts and can enrich your project.
- Relate to the group you are trying to engage.
- You must listen for what engages people in order for people to continue to be a part of the process.
- Have transit planners, social and human service providers, and decision makers spend time to understand the journey and life experience of people with disabilities and older adults. This knowledge can enhance understanding of issues and identification of solutions.
- Include local universities/colleges, businesses, health care institutions, and senior housing authorities as a way to involve a diverse set of stakeholders in the inclusive transportation planning process.
- Build strong relationships with key stakeholders, especially the local government agencies.
- Know your community and which organizations are most critical for moving issues forward.
- Provide opportunities for open dialogue, community engagement, and an atmosphere that welcomes all ideas and suggestions are the most important factors for enhancing participant involvement in coordinated transportation planning.
- Acknowledge the contributions and perspectives of all of those involved.
- Provide opportunities for people with disabilities and older adults to have leadership opportunities in meetings and events.
- When working with people with disabilities or older people on a call or at a meeting it is very important to continually ask people, by name for their input if the group is small enough.

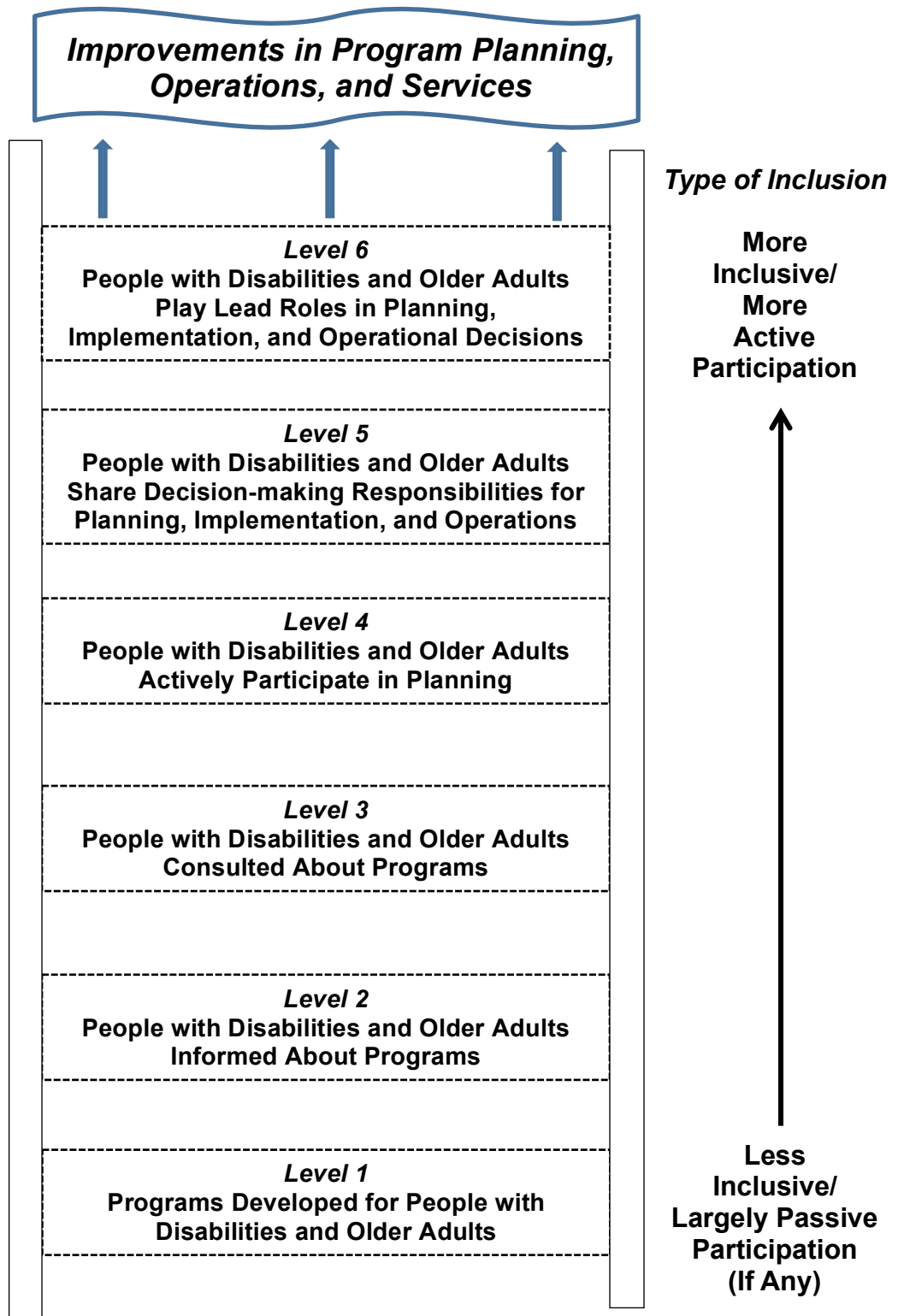
## **Expectations**

- Initiating change requires perseverance.
- It takes time to build momentum.
- Avoid preconceived notions of what solution is "best" for older adults and/or persons with disabilities is effective in expanding opportunities and improving transit services for these populations.
- Don't assume that new partners completely understand inclusive processes. Be careful about the way you explain inclusionary process techniques. Most everyone has an "advisory" group that is their inclusionary committee.
- Establish the expectations from the community and steering committee members early in the process.

### **Practical Tips**

- When including people with disabilities and older adults to participate on advisory committees make sure that these committee meetings are accessible.
- Conduct meetings on participants “home turf” whenever possible. Not making people travel creates better participation.
- Potential participants, whether seniors, people with disabilities or stakeholder organizations, must be educated about the transportation system and the coordinated planning process so they can fully understand the situation and contribute in a meaningful way.
- Creativity and flexibility are required to find ways to collect data.
- When meeting with potential partners, know why they are willing to meet. How does a project or system’s activities affect them? Data and stories paint the best picture. Having someone share in their own words how the engagement process has affected them is the best way to tell the story.

**Attachment B:  
Ladder of Inclusion for People with Disabilities and Older Adults in  
Inclusionary Transportation Planning Partnerships\***



\* Inspired by Eight Rungs on the Ladder of Citizen Participation (<http://lithgow-schmidt.dk/sherry-arnstein/ladder-of-citizen-participation.html>).

## **Why Inclusive Coordinated Transportation Planning Is Important**

Increased active and meaningful participation of people with disabilities and older adults in inclusive transportation planning, including but not limited to involvement in grant program leadership, can lead to policies, procedures, and services that reflect inclusive practices that may lead to improvements in program planning, operations, and services.

**The goal of the Inclusive Coordination Transportation Planning Project is to enhance the level of inclusive transportation planning to better serve the needs of people with disabilities and older adults through active and meaningful involvement of these individuals to develop programs that better meet their needs and the needs of their peers.**

## **How to Use the Ladder of Inclusion**

The Ladder of Inclusion is an assessment tool that can enable communities to determine their current and desired status regarding including people with disabilities and older adults in program design, monitoring, and decision-making. Potential benefits of “moving up” the Ladder of Inclusion include improved program design, increased knowledge of staff and participants, greater support for program funding, better public relations, and greater program participant satisfaction because the viewpoints of people with disabilities and older adults are considered and acted upon.

Inclusiveness offers opportunities for engagement that range from passive involvement to people with disabilities and older adults playing leadership roles in the planning process. As you review the Ladder, you may conclude that your organization or planning group is at one level for some of your work on coordinated transportation and at another level for related work. This is expected. The Ladder is not intended to be an absolute diagnostic tool, but rather to encourage discussions about organizational philosophies and practices that support and enable the inclusion of older adults and people with disabilities. Ideally, people of all ages with a variety of disabilities, abilities, interests, and experiences will be meaningfully engaged in discussions and activities related to community transportation. How else can you ensure that programs and services are responsive to the needs of the people for whom programs and services are being developed?

## Final 1.6.16.....Funding Opportunity: Inclusive Planning Impact Grants

In deciding where your organization/planning group fits on the Ladder for various types of practices, all groups, especially people with disabilities and older adults, should be given the opportunity to provide examples of practices that demonstrate inclusiveness or the lack thereof. The group should make decisions collectively through open discussion about major activities, approaches, and strategies to reveal the group's general approach to inclusiveness.

Once you have decided where your organization/planning group's practices fit on the Ladder for different types of activities and functions, it is important to revisit the issue on a regular basis to identify changes in inclusive practices over time. A consistent emphasis on and measurement of inclusive practices has the potential to encourage shared decision-making and responsibility, and can ultimately lead to opportunities for people with disabilities and older adults to assume leadership roles. In addition, careful monitoring of the extent of inclusion, changes over time, and program outcomes can ultimately link inclusionary practices to better program outcomes for people with disabilities and older adults.



**Agenda Report**  
**NCRTD Board of Directors Meeting**  
**Meeting Date: March 4, 2016**

**Agenda Item - G**

**Title:** Discussion and Request for Board Direction Related to Weekend Special Event Service as a Component of the La Cienega 6-Month Pilot Route

**Prepared By:** Stacey McGuire, Planning, Projects & Grants Manager

**Summary:** NCRTD plans to implement a 6-month pilot route in the La Cienega and La Cieneguilla communities to gauge and assess the long-term viability of a transit route in the area. Originally envisioned as a weekday commuter route, due to overwhelming public input suggesting a focus on essential service access (medical, education, etc.). During the planning stages of this pilot route the question about weekend special event access arose and Staff is requesting Board direction as to pursuing weekend special event transit service as a component of the La Cienega 6 month pilot route.

**Background:** The Five Year Service Plan Update identified a service need in the La Cienega Valley, with a recommendation for a 6-month pilot route to be operated and then assessed for long-term viability. Four (4) - Six (6) one-way weekday trips were suggested in the Plan, with an estimated operational cost of \$114,000 and potential capital cost of an additional \$120,000.

In preparation of said pilot route, NCRTD holds weekly progress discussions; performed multiple route ridealongs and running time checks; solicited input from area residents and stakeholders regarding route options through both surveys and a public meeting; worked with Santa Fe County Planning on demographics, traffic and overall area information; and met with Staff from Las Golondrinas to discuss its transit needs as they relate to the La Cienega pilot route.

**Recommended Action:** Staff recommends Board approval to pursue implementation of weekend special event service as a component of the La Cienega pilot route, and to continue conversations with interested parties. Staff recommends that in the event that weekend special event transit service is provided, it will be supplementary and would in no way detrimentally impact weekday service levels.

**Options/Alternatives:**

1. Authorize Staff to pursue the implementation of weekend special event service as a component of the La Cienega pilot route, and to continue such discussion with interested parties (recommended); or

2. Request that Staff continue discussions with interested parties to further assess the operational and fiscal impact of providing weekend special event service as a component of the La Cienega pilot route (not recommended); or
3. Direct Staff to focus its resources solely on weekday service on the La Cienega pilot route (not recommended)

**Fiscal Impact:** Fiscal impact is entirely dependent upon Board direction regarding potential weekend service as a component of the La Cienega pilot route. Staff feels confident that any additional cost related to performing weekend service would be minimal and could be absorbed within the existing pilot route budget.

**Attachments:**

La Cienega pilot route draft schedule

La Cienega pilot route draft map



260 La Cienega route 2/24/2016 10:03am

| NORTHBOUND |              | Connections with Santa Fe Trails |          |                 |            |                |                           | Connections with Rail Runner |                |                |           |         |                                                       |
|------------|--------------|----------------------------------|----------|-----------------|------------|----------------|---------------------------|------------------------------|----------------|----------------|-----------|---------|-------------------------------------------------------|
| AM trip    |              |                                  |          |                 |            |                |                           |                              |                |                |           |         |                                                       |
|            | Torcido Loop | Community Center                 | Las Golo | Cerro del Alamo | Sunrise Rd | Camino Colores | Los Pinos @ W Frontage Rd | 599 RR Station               | Human Services | SF Outlet Mall | VA Clinic | Walmart | Santa Fe PI Mall                                      |
|            | 800a         | 809a                             | 813a     | 815a            | 817a       | 819a           | 822a                      | 829a                         | 837a           | 842a           | 845a      | 848a    | 855a                                                  |
|            |              |                                  |          |                 |            |                |                           | meet NB #506 RR @ 839a       |                |                |           |         | Route 1<br>Route 2<br>Route 4<br>Route 24<br>Route 26 |

| SOUTHBOUND |                  |         |                |           |                |          |                           |                |            |                 |          |                  |              |  |
|------------|------------------|---------|----------------|-----------|----------------|----------|---------------------------|----------------|------------|-----------------|----------|------------------|--------------|--|
| MID trip   |                  |         |                |           |                |          |                           |                |            |                 |          |                  |              |  |
|            | Santa Fe PI Mall | Walmart | SF Outlet Mall | VA Clinic | Human Services | Reata Rd | Los Pinos @ W Frontage Rd | Camino Colores | Sunrise Rd | Cerro del Alamo | Las Golo | Community Center | Torcido Loop |  |
|            | 1147a            | 1154a   | 1156p          | 1159p     | 1204p          | 1207p    | 1210p                     | 1212p          | 1215p      | 1218p           | 1220p    | 1224p            | 1234p        |  |

| NorthBound |              |                  |          |                 |            |                |                           |                       |                |                |           |         |                                                                              |  |
|------------|--------------|------------------|----------|-----------------|------------|----------------|---------------------------|-----------------------|----------------|----------------|-----------|---------|------------------------------------------------------------------------------|--|
| MID trip   |              |                  |          |                 |            |                |                           |                       |                |                |           |         |                                                                              |  |
|            | Torcido Loop | Community Center | Las Golo | Cerro del Alamo | Sunrise Rd | Camino Colores | Los Pinos @ W Frontage Rd | 599 RR Station        | Human Services | SF Outlet Mall | VA Clinic | Walmart | Santa Fe PI Mall                                                             |  |
|            | 1245p        | 1254p            | 1258p    | 100p            | 102p       | 104p           | 107p                      | 114p                  | 122p           | 127p           | 130p      | 133p    | 140p                                                                         |  |
|            |              |                  |          |                 |            |                |                           | meet SB #511 RR @126p |                |                |           |         | Route 1<br>Route 2<br>Route 4<br>Route 6<br>Route 22<br>Route 24<br>Route 26 |  |

| SouthBound |                  |         |                |           |                |          |                           |                |            |                 |          |                  |              |  |
|------------|------------------|---------|----------------|-----------|----------------|----------|---------------------------|----------------|------------|-----------------|----------|------------------|--------------|--|
| MID trip   |                  |         |                |           |                |          |                           |                |            |                 |          |                  |              |  |
|            | Santa Fe PI Mall | Walmart | SF Outlet Mall | VA Clinic | Human Services | Reata Rd | Los Pinos @ W Frontage Rd | Camino Colores | Sunrise Rd | Cerro del Alamo | Las Golo | Community Center | Torcido Loop |  |
|            | 150p             | 157p    | 159p           | 202p      | 207p           | 210p     | 213p                      | 215p           | 218p       | 221p            | 223p     | 227p             | 237p         |  |

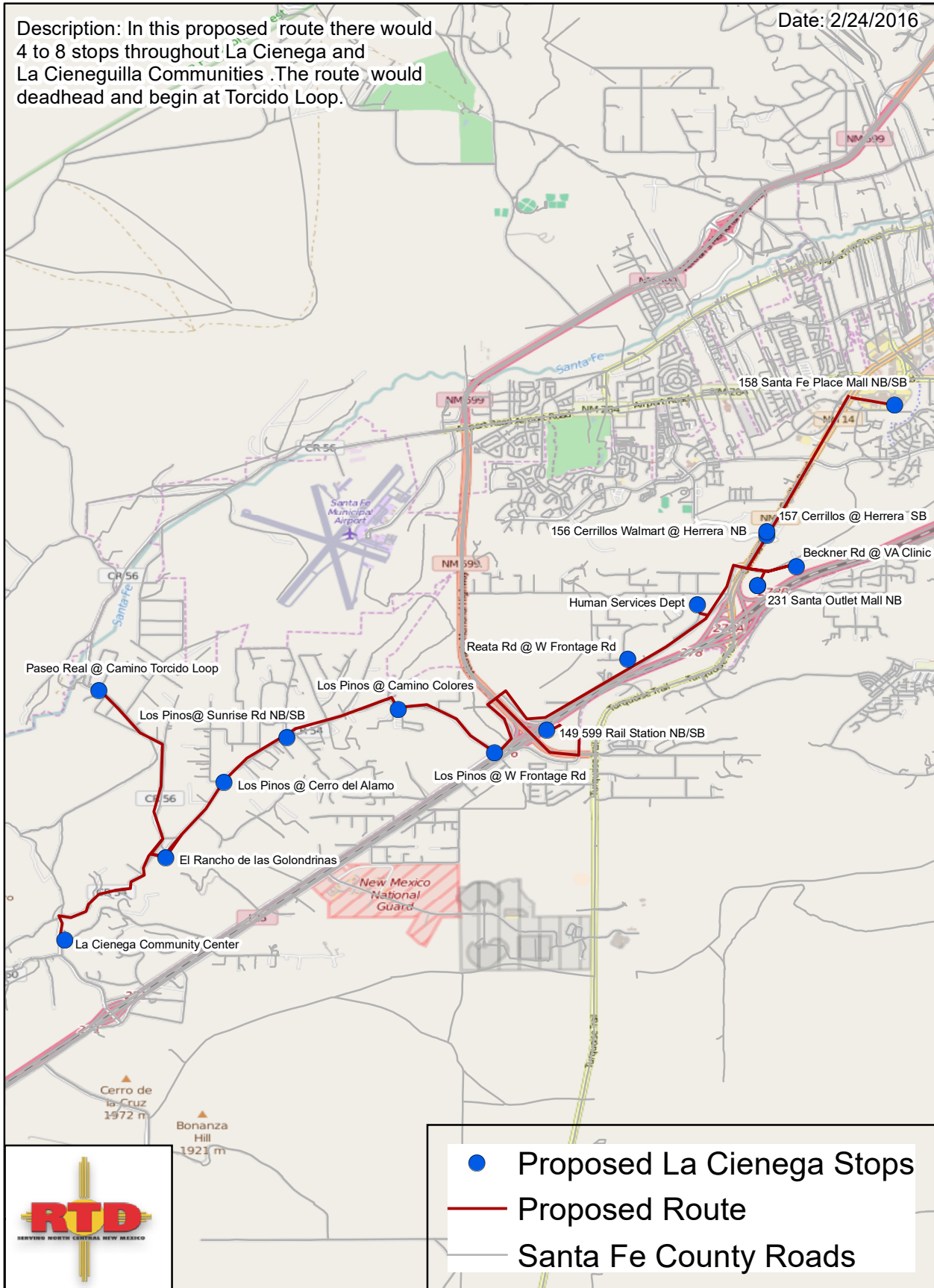
| NorthBound |              |                  |          |                 |            |                |                           |          |                |                |           |         |                                                                   |  |
|------------|--------------|------------------|----------|-----------------|------------|----------------|---------------------------|----------|----------------|----------------|-----------|---------|-------------------------------------------------------------------|--|
| PM trip    |              |                  |          |                 |            |                |                           |          |                |                |           |         |                                                                   |  |
|            | Torcido Loop | Community Center | Las Golo | Cerro del Alamo | Sunrise Rd | Camino Colores | Los Pinos @ W Frontage Rd | Reata Rd | Human Services | SF Outlet Mall | VA Clinic | Walmart | Santa Fe PI Mall                                                  |  |
|            | 242p         | 251p             | 255p     | 257p            | 259p       | 301p           | 304p                      | 307p     | 311p           | 316p           | 319p      | 322p    | 329p                                                              |  |
|            |              |                  |          |                 |            |                |                           |          |                |                |           |         | Route 1<br>Route 2<br>Route 4<br>Route 21<br>Route 22<br>Route 24 |  |

| SOUTHBOUND |                  |         |                |           |                |          |                           |                |            |                 |          |                  |              |  |
|------------|------------------|---------|----------------|-----------|----------------|----------|---------------------------|----------------|------------|-----------------|----------|------------------|--------------|--|
| PM trip    |                  |         |                |           |                |          |                           |                |            |                 |          |                  |              |  |
|            | Santa Fe PI Mall | Walmart | SF Outlet Mall | VA Clinic | Human Services | Reata Rd | Los Pinos @ W Frontage Rd | Camino Colores | Sunrise Rd | Cerro del Alamo | Las Golo | Community Center | Torcido Loop |  |
|            | 334p             | 341p    | 343p           | 346p      | 351p           | 354p     | 357p                      | 359p           | 402p       | 405p            | 407p     | 411p             | 421p         |  |

# Proposed La Cienega Pilot Route

Description: In this proposed route there would be 4 to 8 stops throughout La Cienega and La Cieneguilla Communities. The route would be a deadhead and begin at Torcido Loop.

Date: 2/24/2016



- Proposed La Cienega Stops
- Proposed Route
- Santa Fe County Roads



**Agenda Report**  
**NCRTD Board of Directors Meeting**  
**Meeting Date: March 4, 2016**

**Agenda Item - H**

**Title:** North Central Regional Transit District FY2016 Mid-Year Financial Summary Report

**Prepared By:** Troy Bingham, Finance Director

**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 \$12,548,543, which includes a \$1,317,204 budget increase that was approved by the Board of Directors at its September 4, 2015 meeting.

The NCRTD has received 34.3% of its revenue excluding budgeted cash balance. There is a one month lag in receiving gross receipts tax revenue and approximately two months in federal revenues. The anticipated deficit in revenues at year end is \$760,968 due to federal grants related to capital projects not completed and the lack of need for the use of fund balance.

Midway through the fiscal year, expenditures were 29.6% 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 \$1,584,020 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 22, 2016 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:**

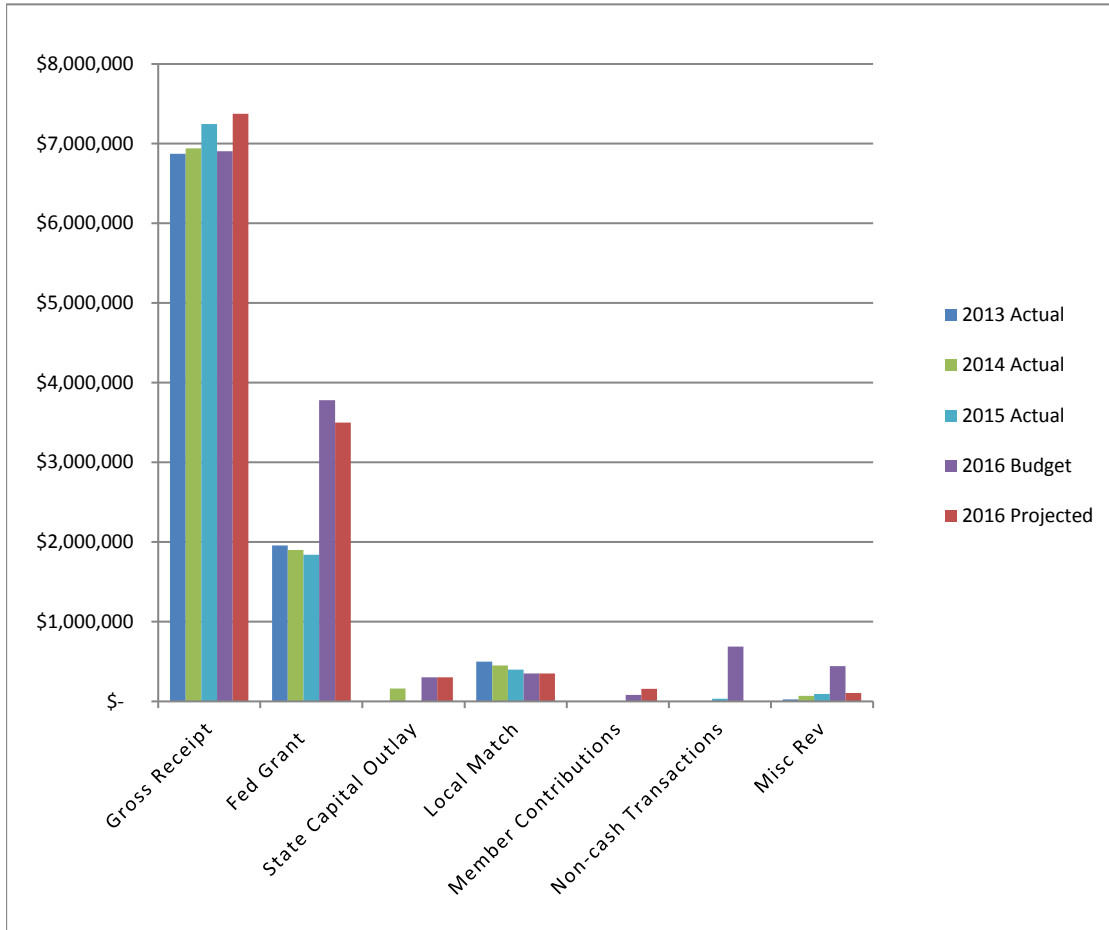
1. Take no action; or
2. Endorse the review of the mid-year Financial Summary Report (recommended).

**Fiscal Impact:** The NCRTD will continue to maintain a balanced budget for the remainder of FY2016 and will apprise the Board of any dramatic changes.

**Attachments:**

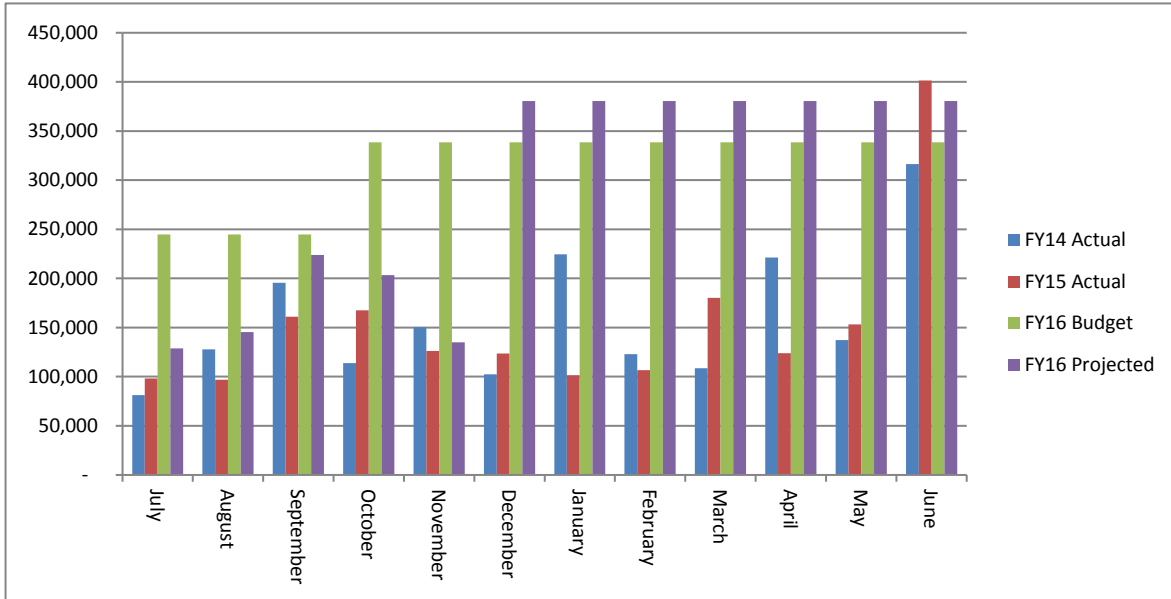
FY16 Projected vs. Budget Review Charts-Data

**Projected vs. Budget Review**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**NCRTD Revenue by Sources**  
**Actuals as of December 31, 2015**



|                       | <b>2013<br/>Actual</b> | <b>2014<br/>Actual</b> | <b>2015<br/>Actual</b> | <b>2016<br/>Budget</b> | <b>2016<br/>Projected</b> | <b>% of<br/>Projected<br/>vs budget</b> |
|-----------------------|------------------------|------------------------|------------------------|------------------------|---------------------------|-----------------------------------------|
| Gross Receipt         | \$ 6,871,271           | \$ 6,941,122           | \$ 7,246,641           | \$ 6,903,500           | \$ 7,375,471              | 106.8%                                  |
| Fed Grant             | \$ 1,957,128           | \$ 1,902,036           | \$ 1,840,120           | \$ 3,781,539           | \$ 3,499,584              | 92.5%                                   |
| State Capital Outlay  | \$ -                   | \$ 161,188             | \$ -                   | \$ 301,312             | \$ 301,312                | 100.0%                                  |
| Local Match           | \$ 500,000             | \$ 450,000             | \$ 400,000             | \$ 350,000             | \$ 350,000                | 100.0%                                  |
| Member Contributions  | \$ -                   | \$ -                   | \$ -                   | \$ 80,344              | \$ 156,154                | 194.4%                                  |
| Non-cash Transactions |                        |                        | \$ 33,600              | \$ 688,552             | \$ -                      | 0.0%                                    |
| Misc Rev              | \$ 24,312              | \$ 67,725              | \$ 92,909              | \$ 443,296             | \$ 105,036                | 23.7%                                   |
|                       | <b>\$ 9,352,711</b>    | <b>\$ 9,522,071</b>    | <b>\$ 9,613,270</b>    | <b>\$ 12,548,543</b>   | <b>\$ 11,787,557</b>      | <b>93.9%</b>                            |

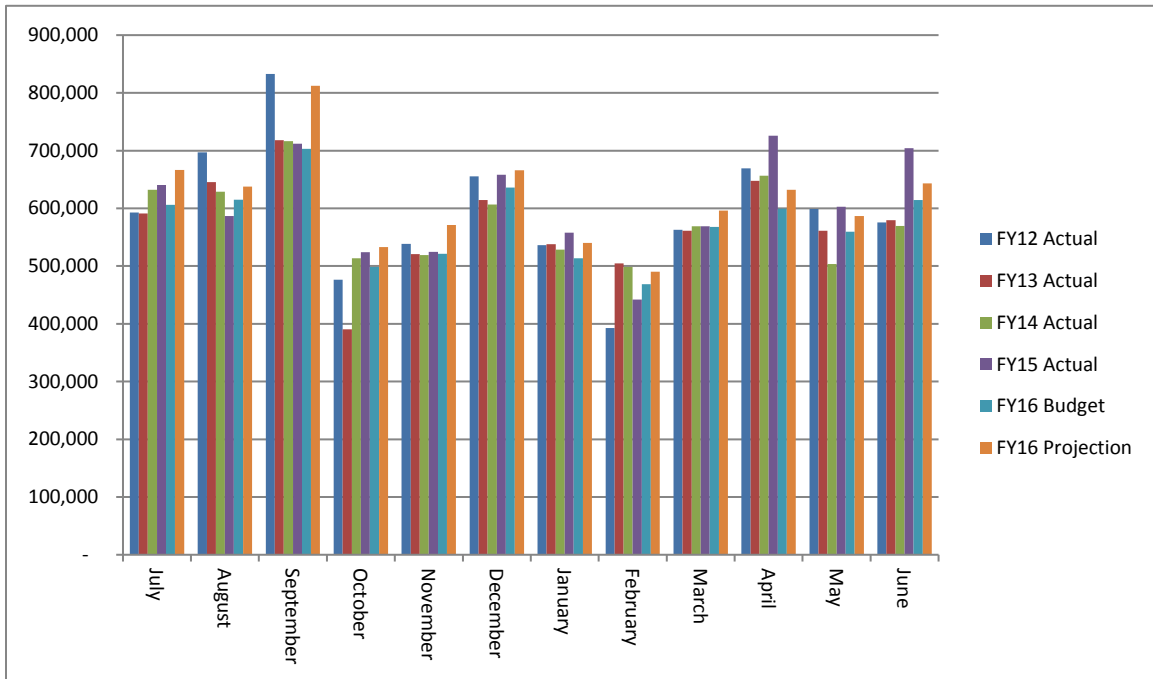
**Projected vs. Budget Review**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**Grant Revenue**  
**Actuals as of December 31, 2015**



|              | <b>FY14 Actual</b> | <b>FY15 Actual</b> | <b>FY16 Budget</b> | <b>FY16 Projected</b> | <b>Projected Revenue % of Monthly Budget</b> |
|--------------|--------------------|--------------------|--------------------|-----------------------|----------------------------------------------|
| July         | 81,096             | 98,062             | 244,799            | 128,685               | 53%                                          |
| August       | 127,744            | 96,946             | 244,799            | 145,446               | 59%                                          |
| September    | 195,614            | 160,962            | 244,799            | 223,878               | 91%                                          |
| October      | 113,711            | 167,516            | 338,571            | 203,353               | 60%                                          |
| November     | 150,353            | 126,083            | 338,571            | 134,896               | 40%                                          |
| December     | 102,402            | 123,492            | 338,571            | 380,475               | 112%                                         |
| January      | 224,669            | 101,591            | 338,571            | 380,475               | 112%                                         |
| February     | 123,056            | 106,716            | 338,571            | 380,475               | 112%                                         |
| March        | 108,529            | 180,156            | 338,571            | 380,475               | 112%                                         |
| April        | 221,326            | 124,015            | 338,571            | 380,475               | 112%                                         |
| May          | 137,177            | 153,332            | 338,571            | 380,475               | 112%                                         |
| June         | 316,361            | 401,249            | 338,571            | 380,475               | 112%                                         |
| <b>Total</b> | <b>1,902,036</b>   | <b>1,840,120</b>   | <b>3,781,536</b>   | <b>3,499,584</b>      | <b>92.5%</b>                                 |

A large portion of the federal revenues received by NCRD are for replacement of fleet assets. If the assets are not received in the fiscal year than the expense and revenue are carried forward to the following fiscal year.

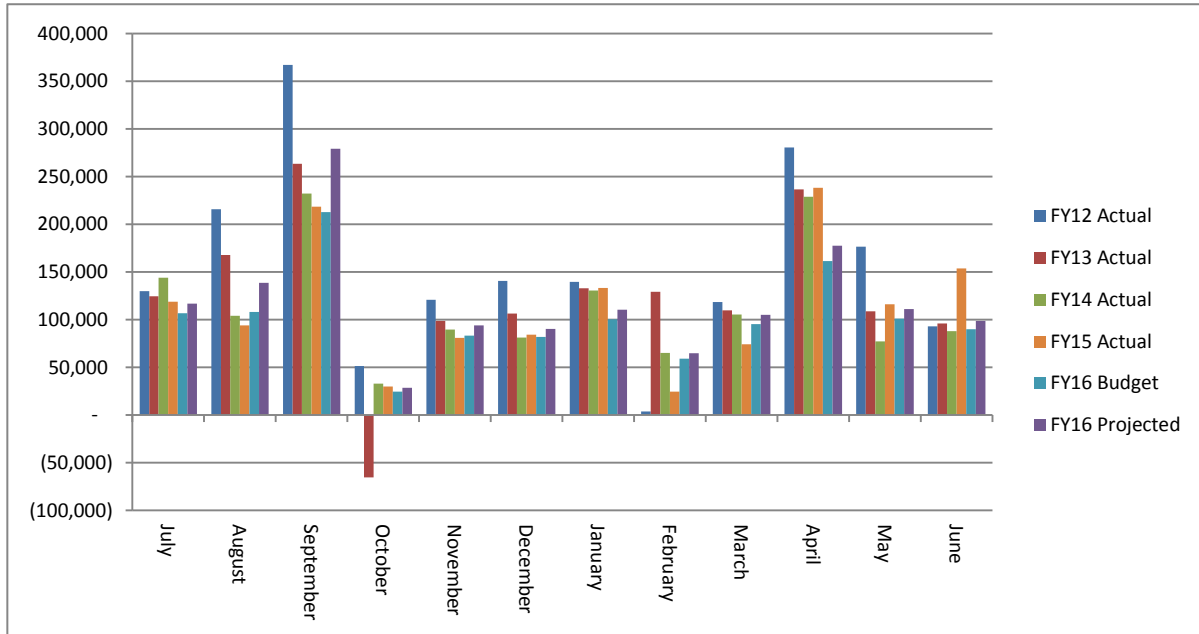
**Projected vs. Budget Review**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**Gross Receipts Revenue**  
**Actuals as of December 31, 2015**



| Month of Activity | FY12 Actual      | FY13 Actual      | FY14 Actual      | FY15 Actual      | FY16 Budget      | FY16 Projection  | Actual Revenue % of Monthly Budget |
|-------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------------------------|
| July              | 592,835          | 590,847          | 631,877          | 640,624          | 606,288          | 666,453          | 110%                               |
| August            | 696,792          | 645,616          | 628,640          | 586,498          | 614,947          | 637,587          | 104%                               |
| September         | 832,940          | 717,978          | 716,096          | 711,748          | 702,810          | 812,130          | 116%                               |
| October           | 476,325          | 390,334          | 513,319          | 524,100          | 498,800          | 532,939          | 107%                               |
| November          | 538,683          | 520,528          | 518,926          | 524,404          | 521,260          | 571,419          | 110%                               |
| December          | 655,468          | 614,240          | 606,606          | 658,102          | 636,126          | 666,194          | 105%                               |
| January           | 536,416          | 537,863          | 528,397          | 557,753          | 513,770          | 539,845          | 105%                               |
| February          | 392,583          | 504,470          | 498,296          | 442,098          | 468,496          | 490,455          | 105%                               |
| March             | 562,713          | 561,238          | 569,093          | 568,670          | 568,012          | 596,115          | 105%                               |
| April             | 669,266          | 647,379          | 656,754          | 725,955          | 599,241          | 632,000          | 105%                               |
| May               | 598,734          | 561,423          | 503,533          | 602,505          | 559,422          | 586,928          | 105%                               |
| June              | 575,421          | 579,356          | 569,584          | 704,185          | 614,328          | 643,406          | 105%                               |
| <b>Total</b>      | <b>7,128,176</b> | <b>6,871,271</b> | <b>6,941,122</b> | <b>7,246,641</b> | <b>6,903,500</b> | <b>7,375,471</b> | <b>106.8%</b>                      |

The projected overall revenue surplus for FY2016 GRT is anticipated to be \$471,971. The actual revenue surplus will be \$405,000 because \$66,971 would be obligated to RailRunner.

**Projected vs. Budget Review**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**Gross Receipts Revenue By County**  
**Actuals as of December 31, 2015**  
**LOS ALAMOS COUNTY**

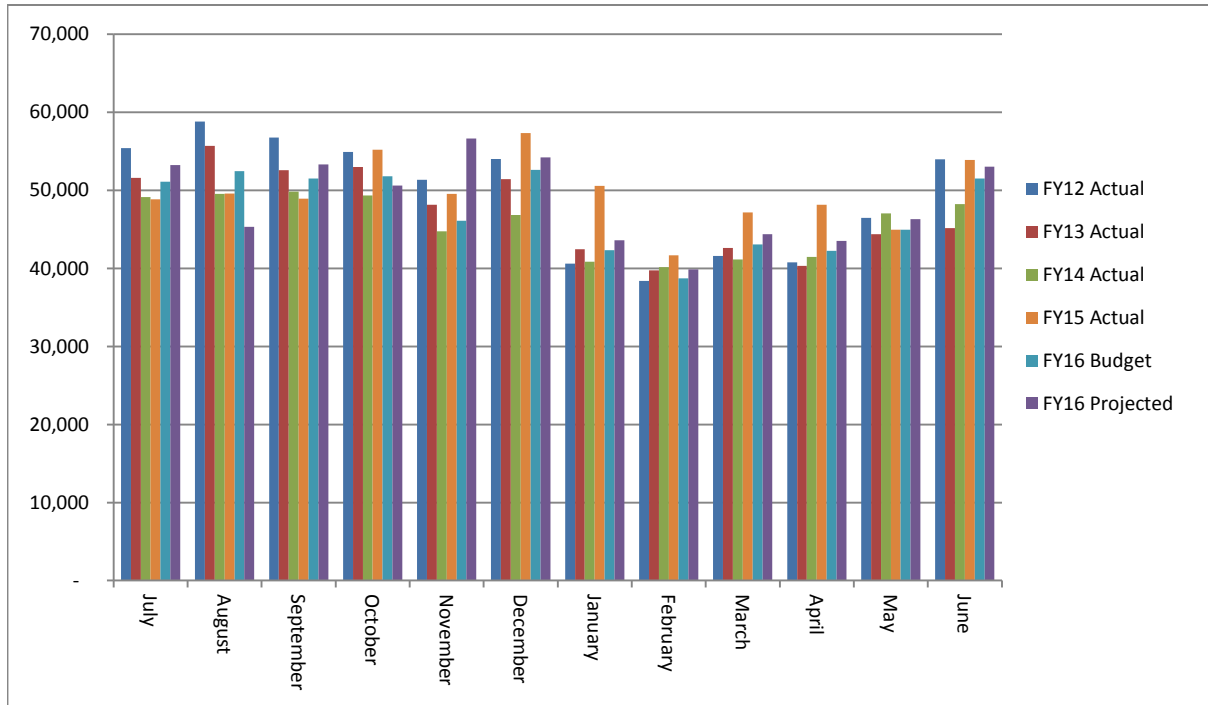


| Month of Activity | FY12 Actual      | FY13 Actual      | FY14 Actual      | FY15 Actual      | FY16 Budget      | FY16 Projected   | Projected Revenue % of Monthly Budget |
|-------------------|------------------|------------------|------------------|------------------|------------------|------------------|---------------------------------------|
| July              | 130,018          | 124,560          | 144,054          | 118,858          | 106,697          | 116,870          | 110%                                  |
| August            | 215,861          | 167,973          | 104,260          | 94,019           | 108,045          | 138,688          | 128%                                  |
| September         | 367,025          | 263,631          | 232,251          | 218,509          | 212,660          | 279,213          | 131%                                  |
| October           | 51,498           | (65,391)         | 33,137           | 29,878           | 24,500           | 28,496           | 116%                                  |
| November          | 120,772          | 98,601           | 89,812           | 81,023           | 83,423           | 93,942           | 113%                                  |
| December          | 140,847          | 106,557          | 81,243           | 84,289           | 82,075           | 90,283           | 110%                                  |
| January           | 139,742          | 132,835          | 130,526          | 133,450          | 100,450          | 110,495          | 110%                                  |
| February          | 3,770            | 129,189          | 65,134           | 24,478           | 59,045           | 64,950           | 110%                                  |
| March             | 118,403          | 109,903          | 105,475          | 74,183           | 95,550           | 105,105          | 110%                                  |
| April             | 280,600          | 236,761          | 229,085          | 238,319          | 161,455          | 177,601          | 110%                                  |
| May               | 176,478          | 108,859          | 77,439           | 116,229          | 101,185          | 111,304          | 110%                                  |
| June              | 93,134           | 95,990           | 88,084           | 153,897          | 89,915           | 98,907           | 110%                                  |
|                   | <b>1,838,146</b> | <b>1,509,468</b> | <b>1,380,501</b> | <b>1,367,132</b> | <b>1,225,000</b> | <b>1,415,852</b> | <b>116%</b>                           |

The revenues are projected to be 10% above the budget for FY16, which would translate into a revenue surplus of \$190,852. The actual revenue surplus for the first five months is 20% above budget, so a conservative estimate was used of 10%. Actuals for the last four years have been mediocre which means there is no ascertainable pattern for future budget growth in FY2017.



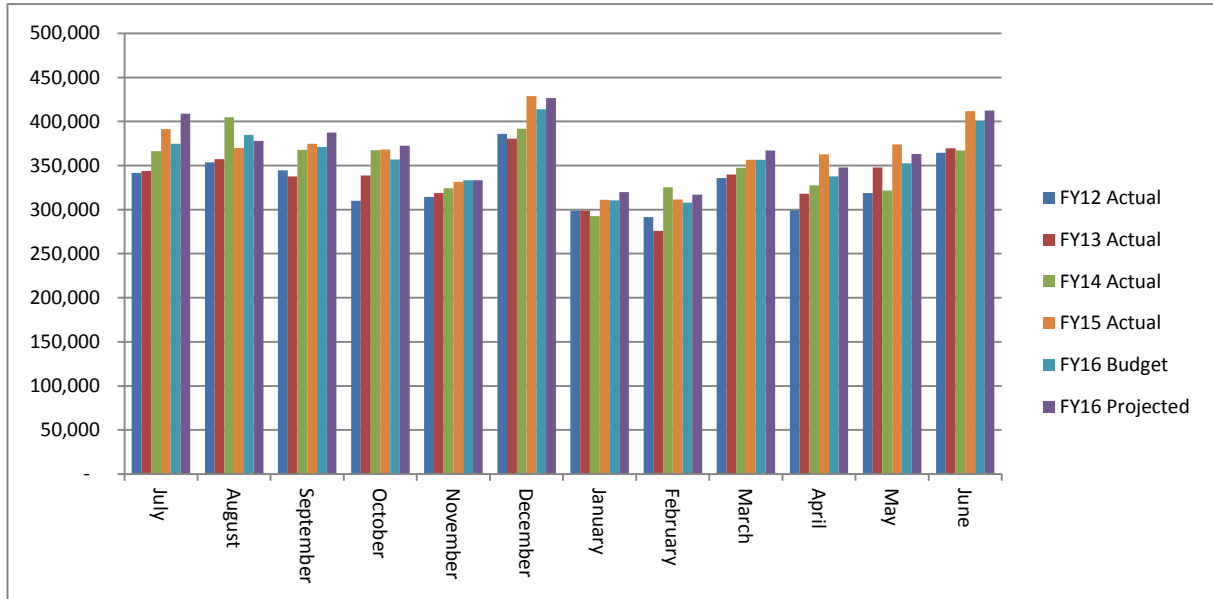
**Projected vs. Budget Review**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**Gross Receipts Revenue By County**  
**Actuals as of December 31, 2015**  
**RIO ARRIBA COUNTY**



| Month of Activity | FY12 Actual    | FY13 Actual    | FY14 Actual    | FY15 Actual    | FY16 Budget    | FY16 Projected | Projected Revenue % of Monthly Budget |
|-------------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------------------------------|
| July              | 55,408         | 51,622         | 49,128         | 48,852         | 51,108         | 53,233         | 104%                                  |
| August            | 58,814         | 55,703         | 49,535         | 49,585         | 52,473         | 45,322         | 86%                                   |
| September         | 56,781         | 52,600         | 49,857         | 48,926         | 51,506         | 53,311         | 104%                                  |
| October           | 54,911         | 53,009         | 49,363         | 55,224         | 51,790         | 50,632         | 98%                                   |
| November          | 51,363         | 48,144         | 44,753         | 49,545         | 46,105         | 56,629         | 123%                                  |
| December          | 54,028         | 51,452         | 46,846         | 57,339         | 52,643         | 54,222         | 103%                                  |
| January           | 40,611         | 42,472         | 40,853         | 50,584         | 42,353         | 43,624         | 103%                                  |
| February          | 38,417         | 39,752         | 40,153         | 41,671         | 38,715         | 39,876         | 103%                                  |
| March             | 41,602         | 42,612         | 41,156         | 47,158         | 43,092         | 44,385         | 103%                                  |
| April             | 40,766         | 40,315         | 41,493         | 48,159         | 42,240         | 43,507         | 103%                                  |
| May               | 46,478         | 44,368         | 47,047         | 44,952         | 44,968         | 46,317         | 103%                                  |
| June              | 53,981         | 45,151         | 48,230         | 53,912         | 51,507         | 53,052         | 103%                                  |
| <b>Total</b>      | <b>593,160</b> | <b>567,199</b> | <b>548,414</b> | <b>595,907</b> | <b>568,500</b> | <b>584,111</b> | <b>103%</b>                           |

The revenues are projected to be 3% above the budget for FY16, which would translate into a revenue surplus of \$15,611. The actual revenue surplus for the first five months is 3% above budget. Actuals for the last four years have been mediocre which means there is no ascertainable pattern for future budget growth in FY2017.

**Projected vs. Budget Review**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**Gross Receipts Revenue By County**  
**Actuals as of December 31, 2015**  
**SANTA FE COUNTY**

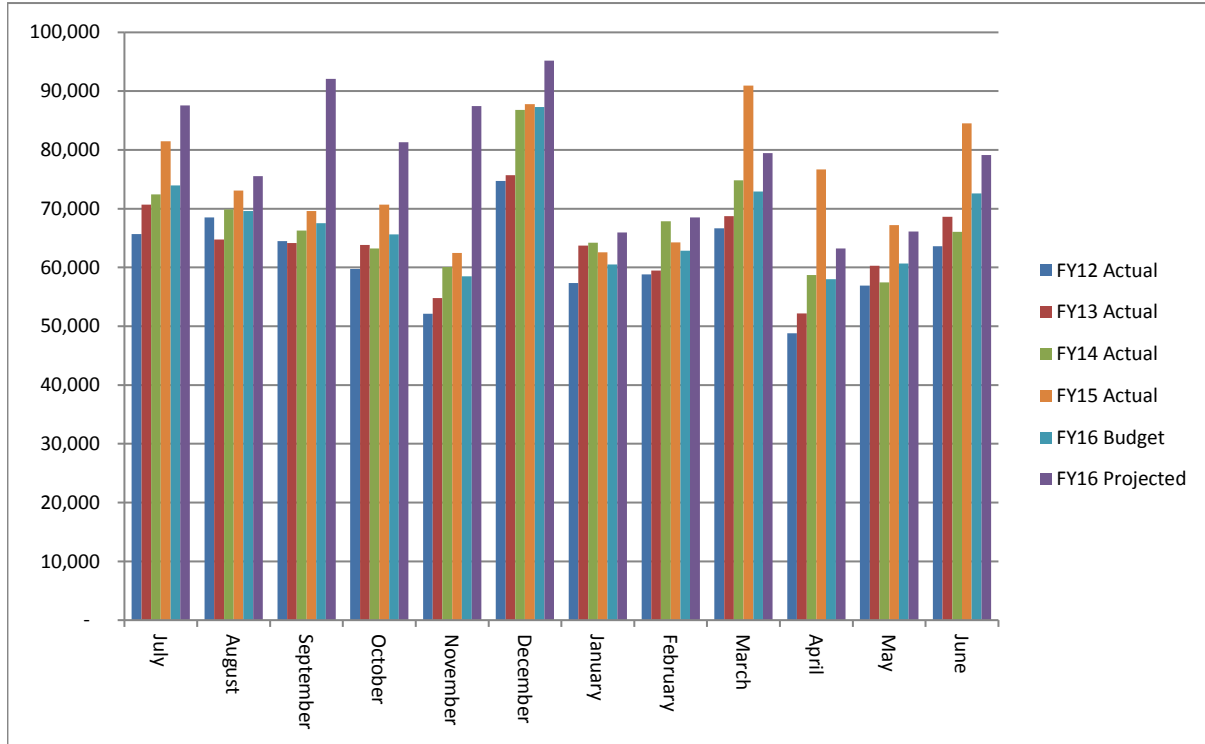


\*\* Note - One-half of the SF County GRT is allocated to Rio Metro

| Month of Activity | FY12 Actual      | FY13 Actual      | FY14 Actual      | FY15 Actual      | FY16 Budget      | FY16 Projected   | Projected Revenue % of Monthly Budget |
|-------------------|------------------|------------------|------------------|------------------|------------------|------------------|---------------------------------------|
| July              | 341,717          | 343,976          | 366,256          | 391,422          | 374,530          | 408,793          | 109%                                  |
| August            | 353,581          | 357,202          | 404,993          | 369,825          | 384,850          | 378,033          | 98%                                   |
| September         | 344,672          | 337,614          | 367,698          | 374,721          | 371,090          | 387,492          | 104%                                  |
| October           | 310,170          | 338,872          | 367,580          | 368,292          | 356,900          | 372,493          | 104%                                  |
| November          | 314,413          | 318,969          | 324,305          | 331,342          | 333,250          | 333,369          | 100%                                  |
| December          | 385,881          | 380,531          | 391,697          | 428,710          | 414,090          | 426,513          | 103%                                  |
| January           | 298,696          | 298,821          | 292,787          | 311,127          | 310,460          | 319,774          | 103%                                  |
| February          | 291,582          | 276,041          | 325,160          | 311,675          | 307,880          | 317,116          | 103%                                  |
| March             | 336,024          | 339,972          | 347,639          | 356,373          | 356,470          | 367,164          | 103%                                  |
| April             | 299,091          | 318,123          | 327,435          | 362,789          | 337,550          | 347,677          | 103%                                  |
| May               | 318,839          | 347,884          | 321,582          | 374,109          | 352,600          | 363,178          | 103%                                  |
| June              | 364,705          | 369,615          | 367,223          | 411,834          | 400,330          | 412,340          | 103%                                  |
| <b>Total</b>      | <b>3,959,371</b> | <b>4,027,622</b> | <b>4,204,356</b> | <b>4,392,219</b> | <b>4,300,000</b> | <b>4,433,941</b> | <b>103%</b>                           |

The revenues are projected to be 3% above the budget for FY16, which would translate into a revenue surplus of \$133,941. The actual revenue surplus for the first five months is 3% above budget. Actuals for the last four years have seen steady increases which should be accounted for in the FY2017 budget, if FY2016 continues the same pattern.

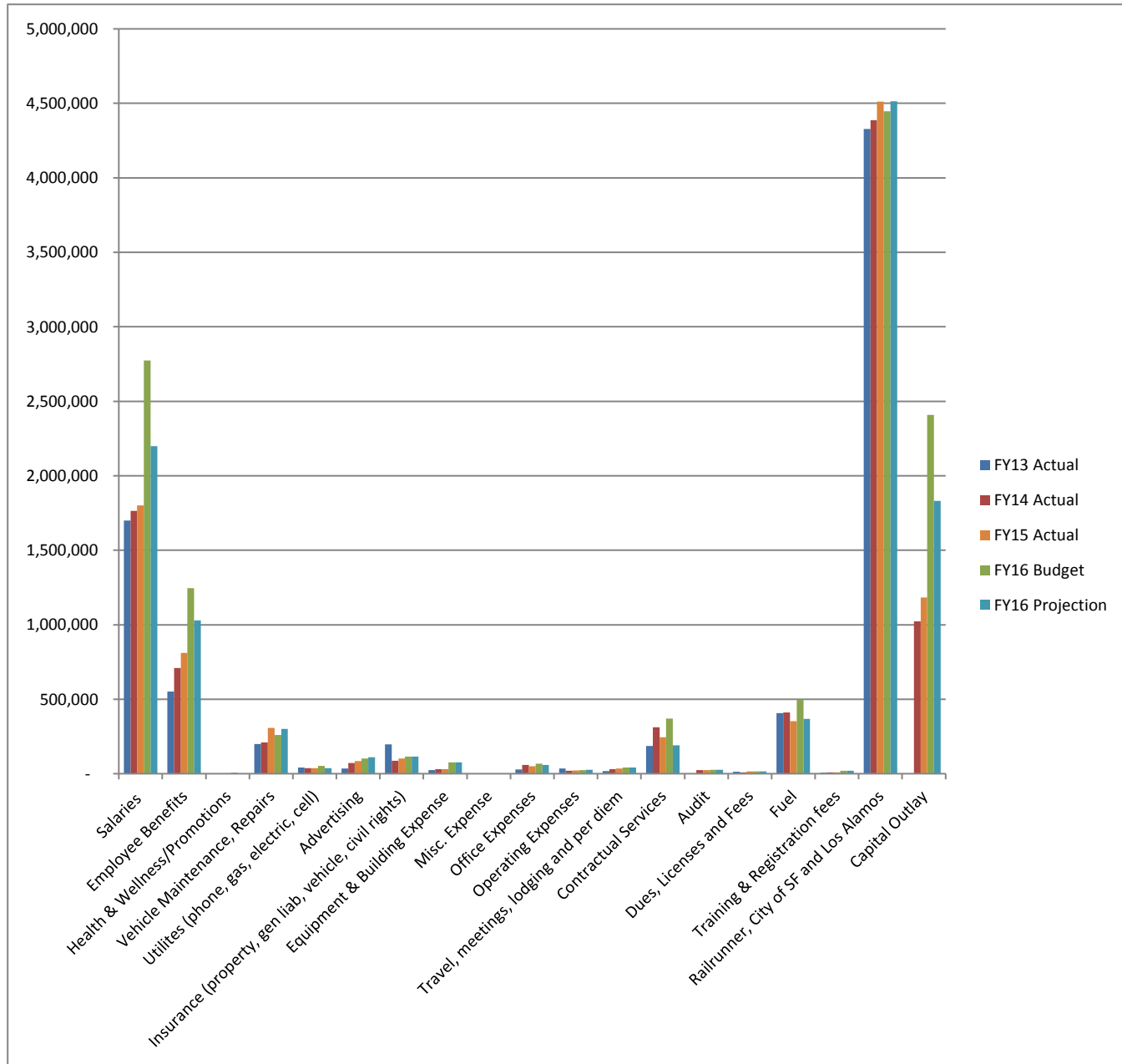
**Projected vs. Budget Review**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**Gross Receipts Revenue By County**  
**Actuals as of December 31, 2015**  
**TAOS COUNTY**



| Month of Activity | FY12 Actual    | FY13 Actual    | FY14 Actual    | FY15 Actual       | FY16 Budget       | FY16 Projected    | Projected Revenue % of Monthly Budget |
|-------------------|----------------|----------------|----------------|-------------------|-------------------|-------------------|---------------------------------------|
| July              | 65,693         | 70,690         | 72,438         | 81,492            | 73,953            | 87,557            | 118%                                  |
| August            | 68,537         | 64,738         | 69,852         | 73,069            | 69,579            | 75,544            | 109%                                  |
| September         | 64,462         | 64,133         | 66,290         | 69,591            | 67,554            | 92,114            | 136%                                  |
| October           | 59,745         | 63,843         | 63,238         | 70,706            | 65,610            | 81,318            | 124%                                  |
| November          | 52,134         | 54,813         | 60,056         | 62,494            | 58,482            | 87,479            | 150%                                  |
| December          | 74,712         | 75,700         | 86,820         | 87,764            | 87,318            | 95,177            | 109%                                  |
| January           | 57,367         | 63,735         | 64,231         | 62,592            | 60,507            | 65,953            | 109%                                  |
| February          | 58,815         | 59,488         | 67,849         | 64,274            | 62,856            | 68,513            | 109%                                  |
| March             | 66,684         | 68,751         | 74,823         | 90,956            | 72,900            | 79,461            | 109%                                  |
| April             | 48,810         | 52,180         | 58,741         | 76,688            | 57,996            | 63,216            | 109%                                  |
| May               | 56,939         | 60,312         | 57,466         | 67,215            | 60,669            | 66,129            | 109%                                  |
| June              | 63,601         | 68,600         | 66,048         | 84,542            | 72,576            | 79,108            | 109%                                  |
| <b>Total</b>      | <b>737,499</b> | <b>766,981</b> | <b>807,850</b> | <b>\$ 891,383</b> | <b>\$ 810,000</b> | <b>\$ 941,568</b> | <b>116%</b>                           |

The revenues are projected to be 9% above the budget for FY16, which would translate into a revenue surplus of \$131,568. The actual revenue surplus for the first five months is 27% above budget, so a conservative estimate was used of 9%. Actuals for the last four years have seen steady increases which should be accounted for in the FY2017 budget, if FY2016 continues the same pattern.

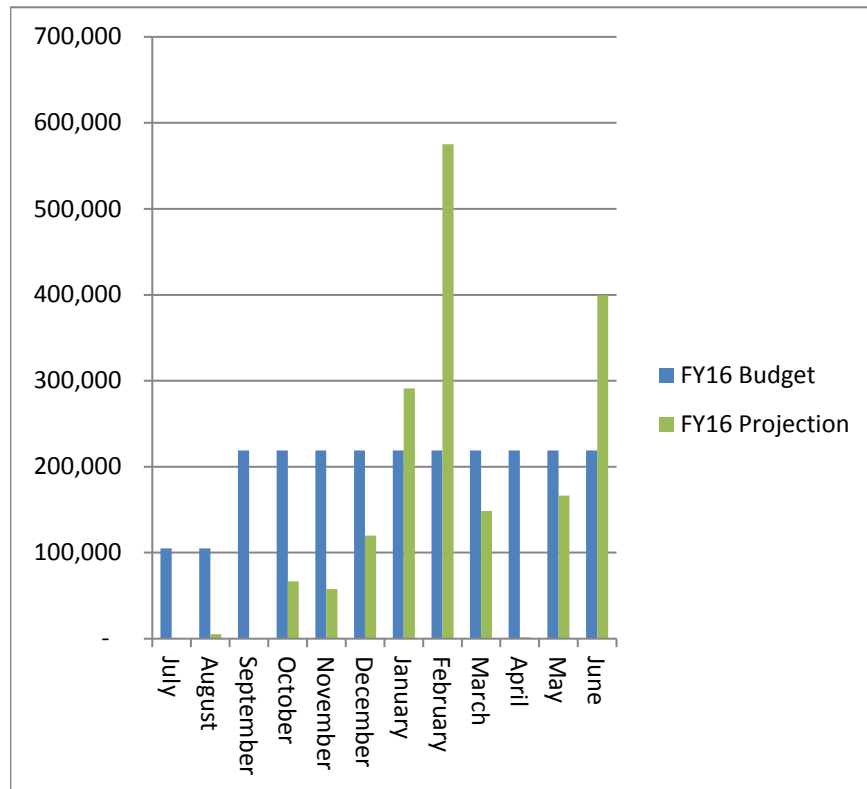
**Projected vs. Budget Review**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**NCRTD Expenses by Type**  
**Actuals as of December 31, 2015**



|                                                       | FY13 Actual      | FY14 Actual      | FY15 Actual      | FY16 Budget       | FY16 Projection   | Difference       |
|-------------------------------------------------------|------------------|------------------|------------------|-------------------|-------------------|------------------|
| Salaries                                              | 1,699,079        | 1,764,308        | 1,800,202        | 2,773,718         | 2,199,516         | 574,202          |
| Employee Benefits                                     | 550,997          | 709,864          | 810,898          | 1,245,195         | 1,028,444         | 216,751          |
| Health & Wellness/Promotions                          | -                | -                | 2,555            | 7,500             | 1,506             | 5,994            |
| Vehicle Maintenance, Repairs                          | 198,587          | 209,603          | 306,401          | 260,700           | 300,786           | (40,086)         |
| Utilities (phone, gas, electric, cell)                | 41,118           | 36,053           | 35,973           | 51,751            | 37,966            | 13,785           |
| Advertising                                           | 35,137           | 70,706           | 83,882           | 100,842           | 110,930           | (10,088)         |
| Insurance (property, gen liab, vehicle, civil rights) | 196,836          | 87,589           | 102,076          | 115,196           | 115,196           | -                |
| Equipment & Building Expense                          | 24,986           | 31,124           | 31,203           | 76,735            | 76,735            | -                |
| Misc. Expense                                         | -                | -                | 116              | -                 | -                 | -                |
| Office Expenses                                       | 27,427           | 59,286           | 50,928           | 67,163            | 59,414            | 7,749            |
| Operating Expenses                                    | 35,014           | 19,948           | 22,562           | 23,820            | 25,362            | (1,542)          |
| Travel, meetings, lodging and per diem                | 17,789           | 29,654           | 34,222           | 41,245            | 41,245            | -                |
| Contractual Services                                  | 186,358          | 311,414          | 245,445          | 369,603           | 190,088           | 179,515          |
| Audit                                                 | -                | 23,219           | 23,433           | 27,000            | 27,000            | -                |
| Dues, Licenses and Fees                               | 12,263           | 8,597            | 15,961           | 15,765            | 15,765            | -                |
| Fuel                                                  | 406,653          | 410,199          | 352,857          | 495,903           | 368,340           | 127,563          |
| Training & Registration fees                          | 6,645            | 9,024            | 9,087            | 20,799            | 20,799            | -                |
| Railrunner, City of SF and Los Alamos                 | 4,327,824        | 4,387,272        | 4,511,203        | 4,447,190         | 4,514,161         | (66,971)         |
| Capital Outlay                                        | -                | 1,022,562        | 1,181,739        | 2,408,418         | 1,831,270         | 577,148          |
|                                                       | <b>7,766,713</b> | <b>9,190,422</b> | <b>9,620,743</b> | <b>12,548,543</b> | <b>10,964,523</b> | <b>1,584,020</b> |

\*The NCRTD is planning on a budget surplus at the end of the year in expenditures in the amount of \$1,584,020. The largest portion of the surplus is budget for capital projects outside of buying buses and payroll savings from attrition and unfilled vacancies. The deficit in the Non-RTD expenditures of \$66,971 is half of the surplus GRT revenue in Santa Fe County. This deficit is offset from the additional revenue that comes in from Santa Fe County GRT. Regardless of what NCRTD budgets for RailRunner, the agreement is that half of GRT revenue automatically goes to the Rail Runner.

**Projected vs. Budget Review**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**Capital Expense Summary**  
**Actuals as of December 31, 2015**



|              | FY16 Budget      | FY16 Projection  | Budget vs Actual | YTD Budget Variance |
|--------------|------------------|------------------|------------------|---------------------|
| July         | 104,903          | -                | (104,903)        | 0%                  |
| August       | 104,903          | 5,119            | (99,784)         | 5%                  |
| September    | 218,851          | -                | (218,851)        | 0%                  |
| October      | 218,851          | 66,521           | (152,330)        | 30%                 |
| November     | 218,851          | 57,674           | (161,177)        | 26%                 |
| December     | 218,851          | 119,892          | (98,959)         | 55%                 |
| January      | 218,851          | 291,003          | 72,152           | 133%                |
| February     | 218,851          | 575,145          | 356,294          | 263%                |
| March        | 218,851          | 148,711          | (70,140)         | 68%                 |
| April        | 218,851          | 1,375            | (217,476)        | 1%                  |
| May          | 218,851          | 166,375          | (52,476)         | 76%                 |
| June         | 218,851          | 399,455          | 180,604          | 183%                |
| <b>Total</b> | <b>2,398,316</b> | <b>1,831,270</b> | <b>(567,046)</b> | <b>76%</b>          |

**Capital Assets purchased in FY2016 were as follows:**

- Environmental Study - Taos \$5,119
- 14 Passenger Flex Fuel \$66,521
- New Plow Truck \$57,674
- 29-Passenger Bus \$119,892

**Capital on Order:**

- (2) 18 Passengers Alt Fuel
- (5) 14 Passenger
- (4) Ford Transits for 5310
- 36 Passenger
- 34 Passenger



**Agenda Report**  
**NCRTD Board of Directors Meeting**  
**Meeting Date: March 4, 2016**

**Agenda Item - I**

**Title:** Investment of District Funds Summary

**Prepared By:** Troy Bingham, Finance Director

**Background:** The NCRTD established the short-term investments throughout various FDIC insured institutions in the District's service area. The investment portfolio has increased from \$5,762,536 in the 1<sup>st</sup> quarter to \$6,114,491 in the 2<sup>nd</sup> quarter of FY2016. This increase was due in part to the District being able to invest excess funds from the checking account and implementing the change in our investment strategy away from low earning investments, like LGIP, to high earning secure government backed treasury securities from Linsco Private Ledger (LPL) Investments, which serves as the brokerage firm that LANB and 1<sup>st</sup> National Bank of Santa Fe use for buying securities on the open market. We use 1<sup>st</sup> National Bank of Santa Fe as our intermediary since they were willing to charge no fees for buying treasuries and LANB charges for the same service. We can use LPL Investments for other services, but any service or instrument that is not government secured or insured would not meet our investment policy guidance for safety.

In December, the Federal Reserve started the process of incrementally raising the interest rate for bank borrowing, which would raise the investment rates that bank provide their customers. As of January, our largest bank, LANB, has not raised their CD investment rates, so the investment portfolio is still under performing the one year Treasury Certificates, with no expected change in the near future. Given the average maturity of investment portfolio is 9 months all future changes by banks will take time to reflect in the rate of return of the investment portfolio.

This report was shared at the January 22<sup>nd</sup> Finance Committee meeting and unanimously recommended for approval and forwarded to the Board for final approval.

**Summary:**

- As of December 31, 2015, the total investment exclusive of interest revenue was \$8,312,791.
- Total earnings from interest total \$11,153 since the start of the fiscal year.
- The average rate of return is .46%.
- The highest rate of return is 1.00% with Guadalupe CU (7 month term) earning the District a total of \$579.13 in interest this fiscal year.
- The current quarter from October through December of 2015 earned a total of \$6,324 in interest.

|                         | <u>Amount Invested</u> | <u>Earnings</u>  | <u>% of portfolio</u> |
|-------------------------|------------------------|------------------|-----------------------|
|                         | YTD                    |                  |                       |
| Checking Account        | \$ 2,208,849           | 493.19           | 27%                   |
| LGIP                    | \$ 285,283             | 1,000.00         | 3%                    |
| LPL - Treasury Security | \$ 1,000,905           | 905.16           | 12%                   |
| 6-8 month CD            | \$ 745,021             | 579.13           | 9%                    |
| 12 month CD             | \$ 4,083,886           | 8,175.18         | 49%                   |
| <b>Total</b>            | <b>\$ 8,323,943.82</b> | <b>11,152.66</b> |                       |

The District investment strategy is passive. Given this strategy, NCRTD has determined the market yields are being achieved by comparing the average District portfolio yield to the U.S. Treasury Bill. As of December 31, 2015 the six month treasury was 0.49% and the one-year treasury rates was .65%, the District is averaging a rate of return at .46% with an average length of maturity of about 9 months.

**Recommended Action:** It is recommended that the Board of Directors discuss and review the information presented in relation to the Investment Portfolio Report and move to accept as presented.

**Options/Alternatives:**

1. Take no action; or
2. Endorse the Quarterly Investment report (recommended).

**Fiscal Impact:**

None

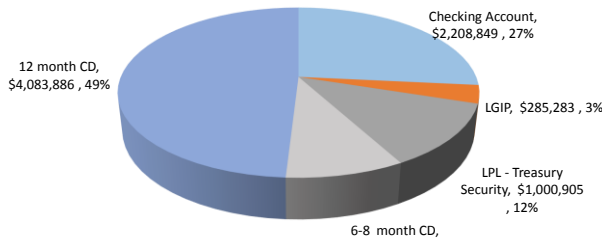
**Attachments:**

Investment Portfolio Report as of December 31, 2015

**North Central Regional Transit District**  
**Investment Portfolio Report**  
**31-Dec-15**

|                                 | Date opened            | Term / months | Expiration Date     | Rate         | Amount invested        | Earnings 7-1-2015 thru 9-30-2015 | Earnings 10-1-2015 thru 12-31-2015 | Earnings 1-1-16 thru 3-31-16 | Earnings 4-1-16 thru 6-30-16 | YTD Total Earnings | Investment Balance     |
|---------------------------------|------------------------|---------------|---------------------|--------------|------------------------|----------------------------------|------------------------------------|------------------------------|------------------------------|--------------------|------------------------|
| <b>12 months</b>                |                        |               |                     |              |                        |                                  |                                    |                              |                              |                    |                        |
| Los Alamos National Bank        | 7/4/2014               | 12            | 7/4/2016            | 0.40%        | 251,086.69             | 253.24                           | 250.73                             |                              |                              | 503.97             | 251,590.66             |
| Los Alamos National Bank        | 8/3/2014               | 12            | 8/3/2016            | 0.40%        | 251,094.42             | 253.25                           | 250.74                             |                              |                              | 503.99             | 251,598.41             |
| US Eagle FCU                    | 8/26/2015              | 12            | 8/26/2016           | 0.75%        | 245,000.00             | 181.30                           | 463.93                             |                              |                              | 645.23             | 245,645.23             |
| First National Bank of Santa Fe | 8/26/2015              | 12            | 8/26/2016           | 0.45%        | 245,000.00             | 108.74                           | 277.79                             |                              |                              | 386.53             | 245,386.53             |
| Los Alamos National Bank        | 9/2/2014               | 12            | 9/2/2016            | 0.40%        | 251,060.84             | 250.46                           | 253.46                             |                              |                              | 503.92             | 251,564.76             |
| Los Alamos National Bank        | 10/2/2014              | 12            | 10/2/2016           | 0.40%        | 251,102.30             | 253.25                           | 250.75                             |                              |                              | 504.00             | 251,606.30             |
| Sandia Area Credit Union        | 10/29/2015             | 12            | 10/29/2016          | 0.55%        | 245,000.00             |                                  | 235.73                             |                              |                              | 235.73             | 245,235.73             |
| Los Alamos National Bank        | 11/1/2014              | 12            | 11/1/2016           | 0.40%        | 251,078.76             | 253.23                           | 250.72                             |                              |                              | 503.95             | 251,582.71             |
| Los Alamos National Bank        | 12/1/2014              | 12            | 12/1/2016           | 0.40%        | 251,151.09             | 253.30                           | 248.04                             |                              |                              | 501.34             | 251,652.43             |
| Los Alamos National Bank        | 12/31/2014             | 12            | 12/31/2016          | 0.40%        | 251,220.69             | 253.37                           | 250.87                             |                              |                              | 504.24             | 251,724.93             |
| Los Alamos National Bank        | 1/30/2015              | 12            | 1/30/2016           | 0.40%        | 251,323.96             | 253.48                           | 250.97                             |                              |                              | 504.45             | 251,828.41             |
| Washington Federal Bank         | 2/27/2015              | 12            | 2/26/2016           | 0.40%        | 251,332.29             | 253.53                           | 253.80                             |                              |                              | 507.33             | 251,839.62             |
| State Employees Credit Union    | 2/28/2015              | 12            | 2/28/2016           | 0.55%        | 251,894.02             | 349.13                           | 349.62                             |                              |                              | 698.75             | 252,592.77             |
| Los Alamos National Bank        | 3/6/2015               | 12            | 3/6/2016            | 0.40%        | 577,239.91             | 582.18                           | 582.77                             |                              |                              | 1,164.95           | 578,404.86             |
| Los Alamos National Bank        | 6/4/2015               | 12            | 6/4/2016            | 0.40%        | 251,125.61             | 256.02                           | 250.78                             |                              |                              | 506.80             | 251,632.41             |
|                                 | <b>12 Month/Total</b>  |               | <b>Average rate</b> | <b>0.45%</b> | <b>\$ 4,075,710.58</b> | <b>3,754.48</b>                  | <b>4,420.70</b>                    | <b>-</b>                     | <b>-</b>                     | <b>\$ 8,175.18</b> | <b>\$ 4,083,885.76</b> |
| <b>6-8 months</b>               |                        |               |                     |              |                        |                                  |                                    |                              |                              |                    |                        |
| Guadalupe CU                    | 4/28/2015              | 7             | 11/28/2015          | 1.00%        | 244,441.58             | 285.26                           | 293.87                             |                              |                              | 579.13             | 245,020.71             |
| Los Alamos National Bank        | 10/15/2015             | 6             | 4/14/2016           | 0.25%        | 250,000.00             |                                  | -                                  |                              |                              | -                  | 250,000.00             |
| Los Alamos National Bank        | 11/15/2015             | 6             | 5/15/2016           | 0.25%        | 250,000.00             |                                  | -                                  |                              |                              | -                  | 250,000.00             |
|                                 | <b>6-8 Month/Total</b> |               | <b>Average rate</b> | <b>0.50%</b> | <b>744,441.58</b>      | <b>285.26</b>                    | <b>293.87</b>                      | <b>-</b>                     | <b>-</b>                     | <b>579.13</b>      | <b>745,020.71</b>      |
|                                 |                        |               |                     |              | <b>4,820,152.16</b>    | <b>4,039.74</b>                  | <b>4,714.57</b>                    | <b>-</b>                     | <b>-</b>                     | <b>8,754.31</b>    | <b>4,828,906.47</b>    |
| <b>Short Term Investment</b>    |                        |               |                     |              |                        |                                  |                                    |                              |                              |                    |                        |
| Checking Account - LANB         |                        |               |                     | 0.05%        | 2,208,356.17           | 199.21                           | 293.98                             |                              |                              | 493.19             | 2,208,849.36           |
| LGIP                            |                        |               |                     | 0.15%        | 284,282.83             | 589.60                           | 410.40                             |                              |                              | 1,000.00           | 285,282.83             |
| LPL - Treasury Security         | 11/24/2015             | 12            | 11/24/2016          | 0.65%        | 750,000.00             |                                  | 678.87                             |                              |                              | 678.87 *           | 750,678.87             |
| LPL - Treasury Security         | 11/24/2015             | 9             | 8/8/2016            | 0.57%        | 250,000.00             |                                  | 226.29                             |                              |                              | 226.29 *           | 250,226.29             |
|                                 | <b>Short Term</b>      |               | <b>Average rate</b> | <b>0.36%</b> | <b>\$ 3,492,639.00</b> | <b>788.81</b>                    | <b>1,609.54</b>                    | <b>-</b>                     | <b>-</b>                     | <b>2,398.35</b>    | <b>3,495,037.35</b>    |
|                                 |                        |               |                     |              | <b>8,312,791.16</b>    | <b>4,828.55</b>                  | <b>6,324.11</b>                    | <b>-</b>                     | <b>-</b>                     | <b>11,152.66</b>   | <b>8,323,943.82</b>    |

**Investment Portfolio by Duration**



|                         | Amount Invested YTD    | Earnings         | % of portfolio |
|-------------------------|------------------------|------------------|----------------|
| Checking Account        | \$ 2,208,849           | 493.19           | 27%            |
| LGIP                    | \$ 285,283             | 1,000.00         | 3%             |
| LPL - Treasury Security | \$ 1,000,905           | 905.16 *         | 12%            |
| 6-8 month CD            | \$ 745,021             | 579.13           | 9%             |
| 12 month CD             | \$ 4,083,886           | 8,175.18         | 49%            |
| <b>Total</b>            | <b>\$ 8,323,943.82</b> | <b>11,152.66</b> |                |

Average Rate of Return 0.41%  
Average Length of Maturity (months) 6.6  
Approximate Treasury Security Return for 6.6 months 0.49% - 0.65%

\*Amount constitutes an estimate and has not been received by NCRTD until treasury matures





**Agenda Report**  
**DISTRICT Board of Directors Meeting**  
**Meeting Date: March 4, 2016**

**Agenda Item - J**

**Title:** Discussion and Consideration of a Letter of Intent Regarding the Exploration of the Santa Fe Trails Transit System (City) Consolidation into the North Central Regional Transit District (District)

**Prepared By:** Anthony J. Mortillaro, Executive Director

**Summary:** The City of Santa Fe has approached the District regarding exploration of the consolidation of the Santa Fe Trails transit system into the District. The consolidation of the City transit system into the District maybe a beneficial action for both entities as follows:

- i. Reduction of administrative and management costs through the elimination of duplicative functions or overhead
- ii. Reduction in overall operating costs
- iii. Consolidated staffing providing for flexibility in scheduling
- iv. Fulfilling current and long range strategic unmet needs related to transit services
- v. Improving fleet maintenance
- vi. Improving technology
- vii. Enabling operational efficiencies
- viii. Increasing ridership and revenue
- ix. Streamlining and integrating management functions
- x. Eliminating duplicate maintenance facilities and costs associated with their initial construction, maintenance and future replacement or expansion
- xi. Mobility management and seamless transit planning
- xii. Other considerations:
  - Would a consolidated transit system providing regional transit services and supported by taxes levied on a regional basis result in a rebalancing of taxes used to support transit in the City of Santa Fe and subsequently in the four county region?

- The DISTRICT needs to build a \$6-\$7 million transit maintenance, wash and fueling facility. The facility would require staffing and maintenance approximating \$150,000 to \$200,000 per year. Additionally, it is estimated that the yearly debt service over a 20 year financing period would be approximately \$399,705.96 (solely related to the maintenance facility), unless the District could acquire federal and/or state capital outlay funds to minimize the borrowed monies. The consolidation and resulting acquisition of the Santa Fe transit maintenance facility would lessen the need for the construction of this District maintenance facility (but not the wash and fueling facilities) and its resulting annual operating and maintenance costs and debt service.

It is proposed that a letter of intent enumerating expectations related to this exploration of a consolidation would express the parties' objectives and obligations.

**Background:** Numerous documents provide for the underlying basis for these discussions or suggest exploration of transit collaboration and/or consolidation:

1. Intergovernmental Contract (IGC) Appendix "D" entered into by the City and District provides for a number of initiatives and in particular the following:
  - a. In the interest of a coordinated, expanded regional public transit service network, the DISTRICT will pursue management of the following transit programs, project and services:
    - i. Coordinated, integrated, consolidated and expanded local bus service wherever possible;
    - ii. Plan for the operation, coordination, and expansion of regional and local public transit services within the boundaries of the District.
2. The Regional Transit Act adopted in 2003 encourages the following:
  - a. Governmental units to contract with one another to provide any function, service or facility lawfully authorized to each and provide for the joint exercise of the function, service or facility including the establishment of a separate legal entity to do so;
  - b. Serve the public by providing for the creation of regional networks of safe and efficient public transit services.
3. The Santa Fe Metropolitan Public Transit Master Plan adopted on June 25, 2015 by the Santa Fe MPO Transportation Policy Board provided for the following among other goals and objectives:
  - a. Overarching Goal 3: increase the cost effectiveness and efficiency of service delivery;
  - b. Goal 1: Have all services function as one overall seamless transit network.
4. The City of Santa Fe is exploring opportunities for cost savings, long term financial stability, efficiencies and realignment of their organization and staffing, service delivery priorities, and short and long term capital needs and infrastructure maintenance in light of fiscal challenges and current transit department vacancies.

5. The DISTRICT adopted Long Range Strategic Plan provides for a framework for the exploration of forward thinking transit service delivery and a path for the future of transit service in the four County service area over the next twenty years.
6. The DISTRICT and City of Santa Fe residents are the same constituency and it is incumbent upon the organizations to explore the consolidation of transit services and the possible benefits accruing to those constituents that are dependent upon transit for choice riders, enhancement of coordination, cooperation and consolidation, as well as the taxpayers of the Quality of Life Tax and DISTRICT GRT transit tax.
7. The DISTRICT has successfully acquired and consolidated the following transit service providers which has resulted in cost savings to those governmental units and increased transit service to their communities: City of Espanola transit system (2007), Rio Arriba County transit system (2007), Town of Taos transit system (2015). In all three consolidations employees were not negatively impacted and the consolidation outcomes were as follows:
  - a. Employees current wages were retained;
  - b. The Town of Taos consolidation resulted in employees realizing pay increases of approximately \$4000 per year due to the higher wages the DISTRICT pays;
  - c. Employee benefits were on par or equal to District's;
  - d. Employees retained their accrued hire date and seniority for benefit purposes;
  - e. Collective bargaining agreement was retained;
  - f. Employees PERA contributions were reduced due to difference between District's contribution level and prior employers and take home pay increased;
  - g. Employees PERA vesting was not impacted except for those not initially vested;
  - h. Transferred employees served a six month probationary period except for those that signed waivers to allow the DISTRICT to utilize their prior employment history and in those cases the employee probationary period was 90 days;
  - i. The transit systems went from a fare based system to a "no fare" system.

**Recommended Action:** It is recommended that the Board authorize the Chair to sign the Letter of Intent and allow for possible modifications without returning to the Board, if those changes are not substantive.

**Options/Alternatives:**

- Take no action; or
- Adopt the recommendation, (recommended); or
- Amend, modify or reject the recommendation and provide direction to staff.

**Fiscal Impact:** The NMDOT Transit and Rail Division has been requested to consider the allocation of FTA 5304 Planning funds in the approximate amount of \$150,000 for the District

and City to retain an experienced professional third party to analyze the consolidation of the City system with the District. The District and City would share the matching contribution of 20% equally. However, the NMDOT would want some form of formal commitment that the entities would follow through on the recommendation(s) contained in the study. The analysis would be jointly managed by the District, City and NMDOT Transit and Rail Division. Initially \$15,000 is the Districts matching contribution for 5304 planning funds.

**Attachments:**

Letter of Intent



# North Central Regional Transit District Financial Summary As of January 31, 2016

## **Summary:**

The North Central Regional Transit District (NCRTD) is currently reporting the seven months of financial activity. The expenses/revenues that should be reported for the period through January 31, 2016, which represents 58.33% of the budget.

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 six 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 31, 2016, total revenues of \$5,221,611 have been received, which is 41.6% of budgeted revenues. NCRTD has \$3,873,948 of GRT through December and \$1,072,091 of Federal grant revenues through December.

### **Expenditures:**

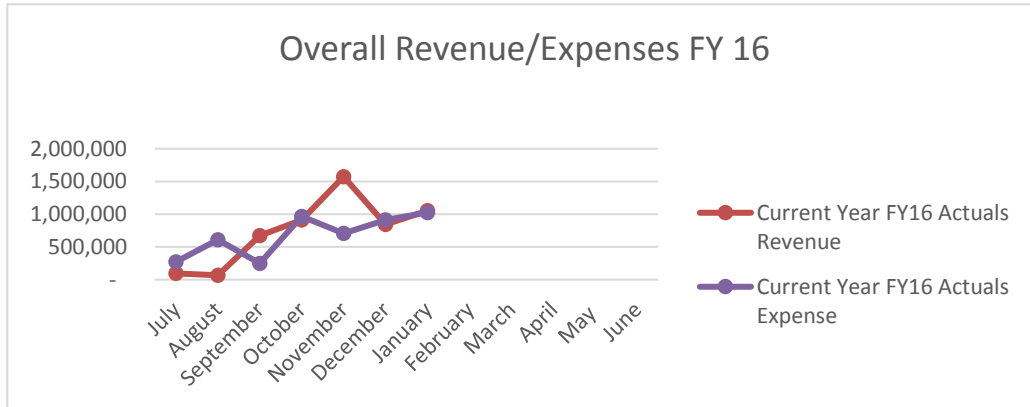
As of January 31, 2016, NCRTD recognized expenditures totaling \$4,746,423 which is 37.8% of total budgeted expenditures.

Of which \$1,026,524 was spent in January, \$113,515 was in Administration, \$785,516 in Operations and \$127,493 in Capital Outlay. Administration has spent 50.8%, Operations 41.8% and Capital Outlay 15.7% of its budgets year to date.

### **Other Matters:**

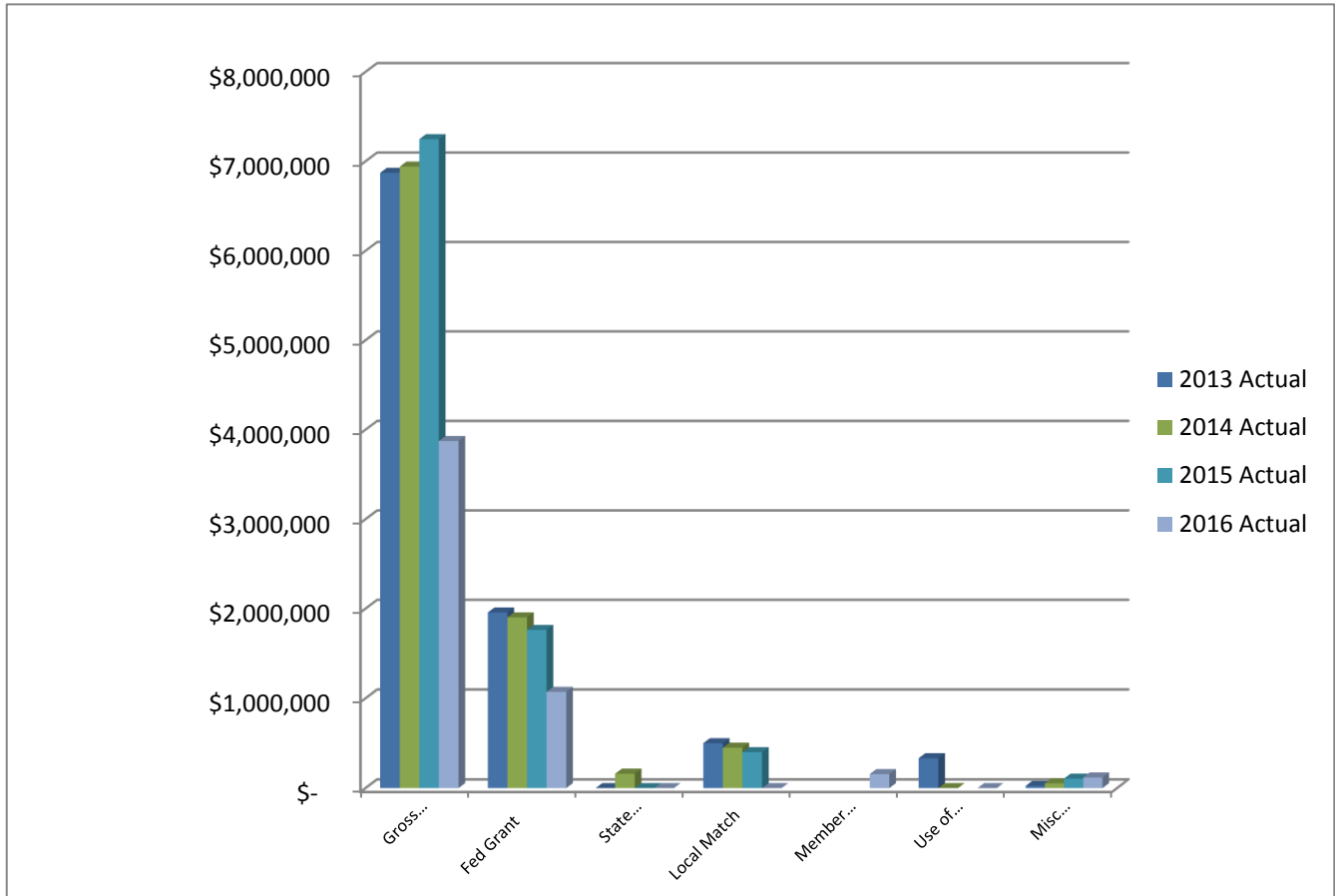
N/A

**MONTHLY BOARD REPORT**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**NCRTD Revenue and Expenses vs. Budget**  
**As of January 31, 2016**



|               | Budget Revenue<br>FY16 | Current Year<br>FY16 Actuals<br>Revenue | Budget<br>Expenses FY16 | Current Year<br>FY16 Actuals<br>Expense |
|---------------|------------------------|-----------------------------------------|-------------------------|-----------------------------------------|
| July          | 935,945                | 94,428                                  | 935,945                 | 273,848                                 |
| August        | 935,945                | 66,895                                  | 935,945                 | 607,663                                 |
| September     | 935,945                | 674,360                                 | 935,945                 | 249,172                                 |
| October       | 1,082,301              | 913,503                                 | 1,082,301               | 966,567                                 |
| November      | 1,082,301              | 1,574,056                               | 1,082,301               | 709,030                                 |
| December      | 1,082,301              | 844,838                                 | 1,082,301               | 913,619                                 |
| January       | 1,082,301              | 1,053,531                               | 1,082,301               | 1,026,524                               |
| February      | 1,082,301              |                                         | 1,082,301               |                                         |
| March         | 1,082,301              |                                         | 1,082,301               |                                         |
| April         | 1,082,301              |                                         | 1,082,301               |                                         |
| May           | 1,082,301              |                                         | 1,082,301               |                                         |
| June          | 1,082,301              |                                         | 1,082,301               |                                         |
| <b>Totals</b> | <b>\$ 12,548,543</b>   | <b>\$ 5,221,611</b>                     | <b>\$ 12,548,543</b>    | <b>\$ 4,746,423</b>                     |

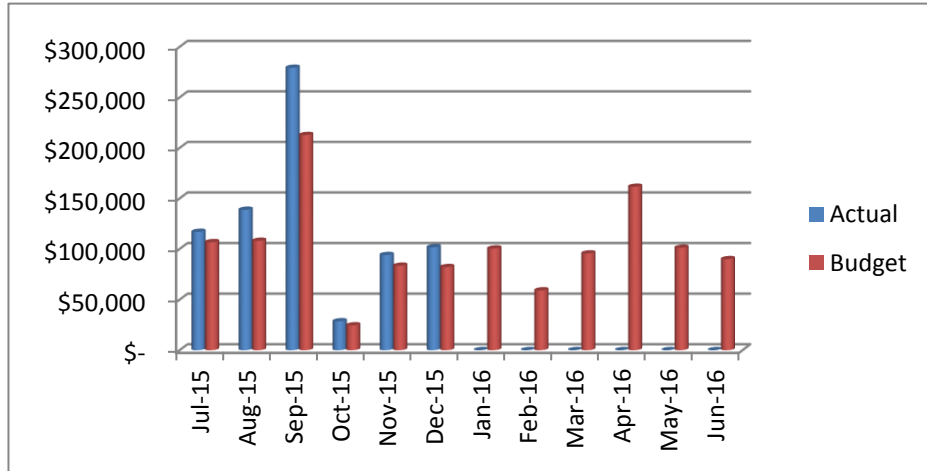
**MONTHLY BOARD REPORT**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**NCRTD Revenue by Sources**  
**As of January 31, 2016**



|                      | <b>2013</b>         | <b>2014</b>         | <b>2014</b>         | <b>2015</b>         | <b>2016</b>          | <b>2016</b>         | <b>% of</b>      |
|----------------------|---------------------|---------------------|---------------------|---------------------|----------------------|---------------------|------------------|
|                      | <b>Actual</b>       | <b>Budget</b>       | <b>Actual</b>       | <b>Actual</b>       | <b>Budget</b>        | <b>Actual</b>       | <b>Actual vs</b> |
|                      |                     |                     |                     |                     |                      |                     | <b>budget</b>    |
| Gross Receipt        | \$ 6,871,271        | \$ 6,757,529        | \$ 6,941,122        | \$ 7,247,360        | \$ 6,903,500         | \$ 3,873,948        | 56.1%            |
| Fed Grant            | \$ 1,957,128        | \$ 2,198,429        | \$ 1,902,036        | \$ 1,762,384        | \$ 3,781,539         | \$ 1,072,091        | 28.4%            |
| State Capital/Outlay | \$ -                | \$ 170,000          | \$ 161,188          | \$ -                | \$ 301,312           | \$ -                | 0.0%             |
| Local Match          | \$ 500,000          | \$ 450,000          | \$ 450,000          | \$ 400,000          | \$ 350,000           | \$ -                | 0.0%             |
| Member Contributions |                     |                     |                     |                     | \$ 80,344            | \$ 156,154          | 194.4%           |
| Use of Fund Balance  | \$ 333,000          |                     | \$ -                |                     | \$ 688,552           | \$ -                | 0.0%             |
| Misc Revenues        | \$ 24,312           | \$ 60,500           | \$ 53,637           | \$ 105,967          | \$ 443,296           | \$ 119,418          | 26.9%            |
| <b>TOTAL</b>         | <b>\$ 9,685,711</b> | <b>\$ 9,636,458</b> | <b>\$ 9,507,983</b> | <b>\$ 9,515,711</b> | <b>\$ 12,548,543</b> | <b>\$ 5,221,611</b> | <b>41.6%</b>     |

**MONTHLY BOARD REPORT**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**Gross Receipts Revenue By County**

**LOS ALAMOS COUNTY**

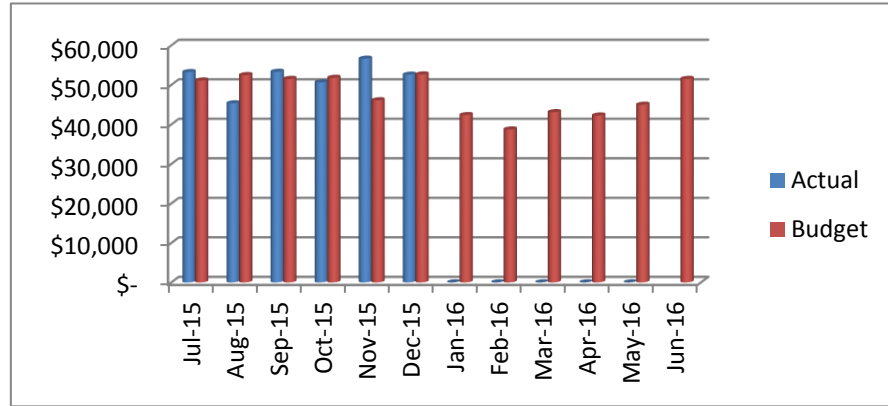


| Date Received    | Actual            | Budget              | of Monthly Budget |
|------------------|-------------------|---------------------|-------------------|
| Jul-15           | \$ 116,870        | \$ 106,697          | 110%              |
| Aug-15           | \$ 138,688        | \$ 108,045          | 128%              |
| Sep-15           | \$ 279,213        | \$ 212,660          | 131%              |
| Oct-15           | \$ 28,496         | \$ 24,500           | 116%              |
| Nov-15           | \$ 93,942         | \$ 83,423           | 113%              |
| Dec-15           | \$ 101,662        | \$ 82,075           | 124%              |
| Jan-16           | \$ -              | \$ 100,450          | 0%                |
| Feb-16           | \$ -              | \$ 59,045           | 0%                |
| Mar-16           | \$ -              | \$ 95,550           | 0%                |
| Apr-16           | \$ -              | \$ 161,455          | 0%                |
| May-16           | \$ -              | \$ 101,185          | 0%                |
| Jun-16           | \$ -              | \$ 89,915           | 0%                |
| <b>YTD Total</b> | <b>\$ 758,871</b> | <b>\$ 1,225,000</b> | <b>62%</b>        |



**MONTHLY BOARD REPORT**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**Gross Receipts Revenue By County**

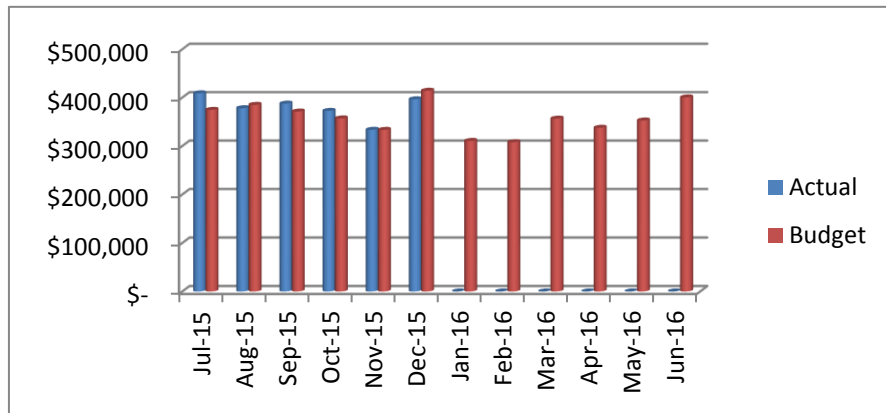
**RIO ARRIBA COUNTY**



| Date Received    | Actual Revenue % of Monthly Budget |                   |                                    |
|------------------|------------------------------------|-------------------|------------------------------------|
|                  | Actual                             | Budget            | Actual Revenue % of Monthly Budget |
| Jul-15           | \$ 53,233                          | \$ 51,108         | 104%                               |
| Aug-15           | \$ 45,322                          | \$ 52,473         | 86%                                |
| Sep-15           | \$ 53,311                          | \$ 51,506         | 104%                               |
| Oct-15           | \$ 50,632                          | \$ 51,790         | 98%                                |
| Nov-15           | \$ 56,629                          | \$ 46,105         | 123%                               |
| Dec-15           | \$ 52,583                          | \$ 52,643         | 100%                               |
| Jan-16           | \$ -                               | \$ 42,353         | 0%                                 |
| Feb-16           | \$ -                               | \$ 38,715         | 0%                                 |
| Mar-16           | \$ -                               | \$ 43,092         | 0%                                 |
| Apr-16           | \$ -                               | \$ 42,240         | 0%                                 |
| May-16           | \$ -                               | \$ 44,968         | 0%                                 |
| Jun-16           | \$ -                               | \$ 51,506         | 0%                                 |
| <b>YTD Total</b> | <b>\$ 311,710</b>                  | <b>\$ 568,500</b> | <b>55%</b>                         |

**MONTHLY BOARD REPORT**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**Gross Receipts Revenue By County**

**SANTA FE COUNTY**

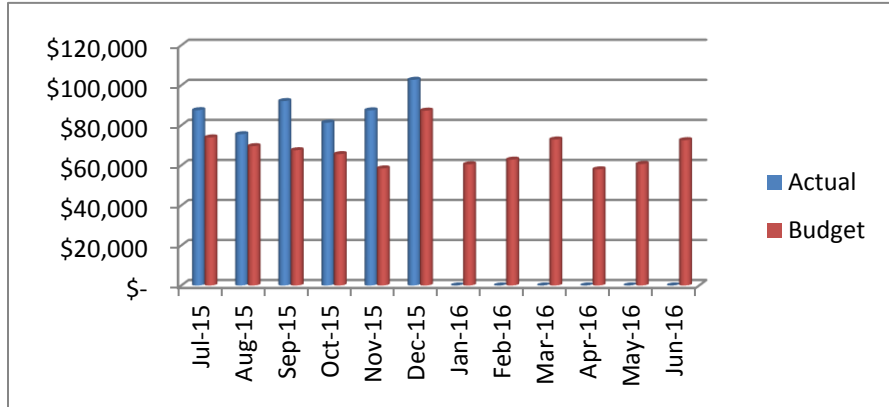


| Date Received    | Actual              | Budget              | Actual Revenue % of Monthly Budget |
|------------------|---------------------|---------------------|------------------------------------|
| Jul-15           | \$ 408,793          | \$ 374,530          | 109%                               |
| Aug-15           | \$ 378,033          | \$ 384,850          | 98%                                |
| Sep-15           | \$ 387,492          | \$ 371,090          | 104%                               |
| Oct-15           | \$ 372,493          | \$ 356,900          | 104%                               |
| Nov-15           | \$ 333,369          | \$ 333,250          | 100%                               |
| Dec-15           | \$ 396,434          | \$ 414,090          | 96%                                |
| Jan-16           | \$ -                | \$ 310,460          | 0%                                 |
| Feb-16           | \$ -                | \$ 307,880          | 0%                                 |
| Mar-16           | \$ -                | \$ 356,470          | 0%                                 |
| Apr-16           | \$ -                | \$ 337,550          | 0%                                 |
| May-16           | \$ -                | \$ 352,600          | 0%                                 |
| Jun-16           | \$ -                | \$ 400,330          | 0%                                 |
| <b>YTD Total</b> | <b>\$ 2,276,614</b> | <b>\$ 4,300,000</b> | <b>53%</b>                         |

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

**MONTHLY BOARD REPORT**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**Gross Receipts Revenue By County**

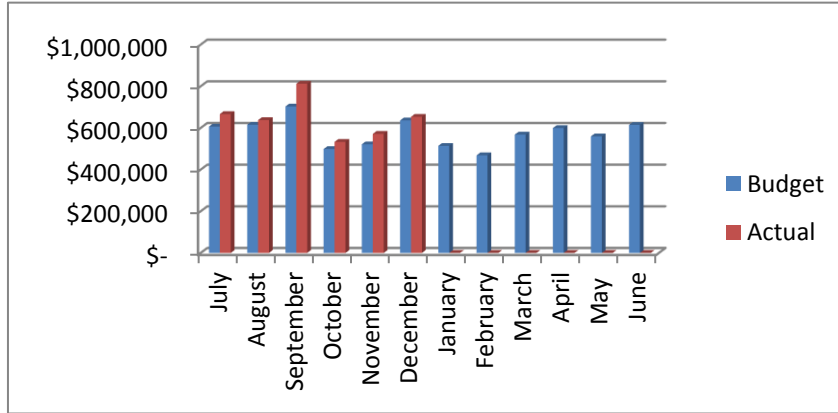
**TAOS COUNTY**



| Date Received    | Actual            | Budget            | of Monthly Budget |
|------------------|-------------------|-------------------|-------------------|
| Jul-15           | \$ 87,557         | \$ 73,953         | 118%              |
| Aug-15           | \$ 75,544         | \$ 69,579         | 109%              |
| Sep-15           | \$ 92,114         | \$ 67,554         | 136%              |
| Oct-15           | \$ 81,318         | \$ 65,610         | 124%              |
| Nov-15           | \$ 87,479         | \$ 58,482         | 150%              |
| Dec-15           | \$ 102,741        | \$ 87,318         | 118%              |
| Jan-16           | \$ -              | \$ 60,507         | 0%                |
| Feb-16           | \$ -              | \$ 62,856         | 0%                |
| Mar-16           | \$ -              | \$ 72,900         | 0%                |
| Apr-16           | \$ -              | \$ 57,996         | 0%                |
| May-16           | \$ -              | \$ 60,669         | 0%                |
| Jun-16           | \$ -              | \$ 72,576         | 0%                |
| <b>YTD Total</b> | <b>\$ 526,753</b> | <b>\$ 810,000</b> | <b>65%</b>        |

**MONTHLY BOARD REPORT**  
**FY2016 (July 1, 2015 to June 30, 2016)**

**Gross Receipts Revenue**



**Budget to Actual FY2016**

|              | Budget              | Actual              | Actual Revenue %<br>of Monthly Budget |
|--------------|---------------------|---------------------|---------------------------------------|
| July         | \$ 606,288          | \$ 666,453          | 110%                                  |
| August       | \$ 614,947          | \$ 637,587          | 104%                                  |
| September    | \$ 702,810          | \$ 812,130          | 116%                                  |
| October      | \$ 498,800          | \$ 532,939          | 107%                                  |
| November     | \$ 521,260          | \$ 571,419          | 110%                                  |
| December     | \$ 636,126          | \$ 653,420          | 103%                                  |
| January      | \$ 513,770          | \$ -                |                                       |
| February     | \$ 468,496          | \$ -                |                                       |
| March        | \$ 568,012          | \$ -                |                                       |
| April        | \$ 599,241          | \$ -                |                                       |
| May          | \$ 559,422          | \$ -                |                                       |
| June         | \$ 614,327          | \$ -                |                                       |
| <b>Total</b> | <b>\$ 6,903,500</b> | <b>\$ 3,873,948</b> | <b>108%</b>                           |

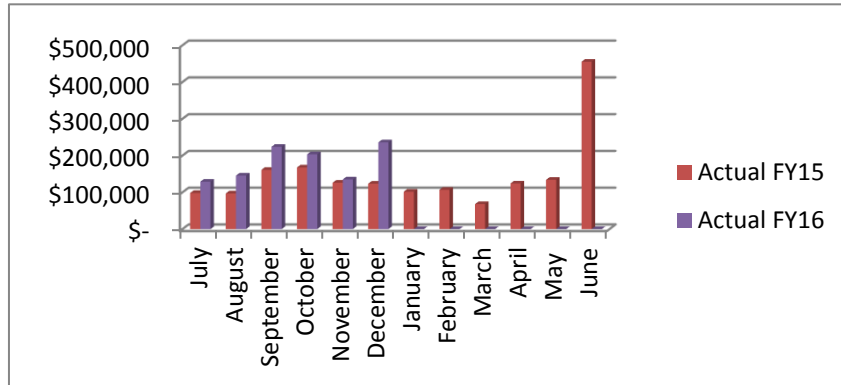
**Prior Year vs. Current Year**

|              | Prior Year<br>FY2015 | Current Year<br>FY2016 | Inc/Dec from Prior<br>Year to Current<br>Year |
|--------------|----------------------|------------------------|-----------------------------------------------|
| July         | \$ 640,624           | \$ 666,453             | \$ 25,829                                     |
| August       | \$ 586,498           | \$ 637,587             | \$ 51,089                                     |
| September    | \$ 711,747           | \$ 812,130             | \$ 100,383                                    |
| October      | \$ 524,099           | \$ 532,939             | \$ 8,840                                      |
| November     | \$ 524,404           | \$ 571,419             | \$ 47,015                                     |
| December     | \$ 658,103           | \$ 653,420             | \$ (4,683)                                    |
| January      | \$ 557,752           | \$ -                   |                                               |
| February     | \$ 442,578           | \$ -                   |                                               |
| March        | \$ 568,669           | \$ -                   |                                               |
| April        | \$ 725,956           | \$ -                   |                                               |
| May          | \$ 602,505           | \$ -                   |                                               |
| June         | \$ 704,185           | \$ -                   |                                               |
| <b>Total</b> | <b>\$ 7,247,120</b>  | <b>\$ 3,873,948</b>    | <b>\$ 228,473</b>                             |

# MONTHLY BOARD REPORT

## FY2016 (July 1, 2015 to June 30, 2016)

### Grant Revenue



#### Budget to Actual FY2016

|              | Actual FY15         | Budget FY16         | Actual FY16         | Actual Revenue % of Monthly Budget |
|--------------|---------------------|---------------------|---------------------|------------------------------------|
| July         | \$ 98,061           | \$ 244,799          | \$ 128,685          | 53%                                |
| August       | \$ 96,946           | \$ 244,799          | \$ 145,446          | 59%                                |
| September    | \$ 160,962          | \$ 244,799          | \$ 223,878          | 91%                                |
| October      | \$ 167,516          | \$ 338,571          | \$ 203,353          | 60%                                |
| November     | \$ 126,083          | \$ 338,571          | \$ 134,896          | 40%                                |
| December     | \$ 123,492          | \$ 338,571          | \$ 235,833          | 70%                                |
| January      | \$ 101,591          | \$ 338,571          | \$ -                | -                                  |
| February     | \$ 106,716          | \$ 338,571          | \$ -                | -                                  |
| March        | \$ 67,879           | \$ 338,571          | \$ -                | -                                  |
| April        | \$ 124,015          | \$ 338,571          | \$ -                | -                                  |
| May          | \$ 133,931          | \$ 338,571          | \$ -                | -                                  |
| June         | \$ 455,192          | \$ 338,571          | \$ -                | -                                  |
| <b>Total</b> | <b>\$ 1,762,384</b> | <b>\$ 3,781,539</b> | <b>\$ 1,072,091</b> | <b>28%</b>                         |

#### Prior Year vs. Current Year

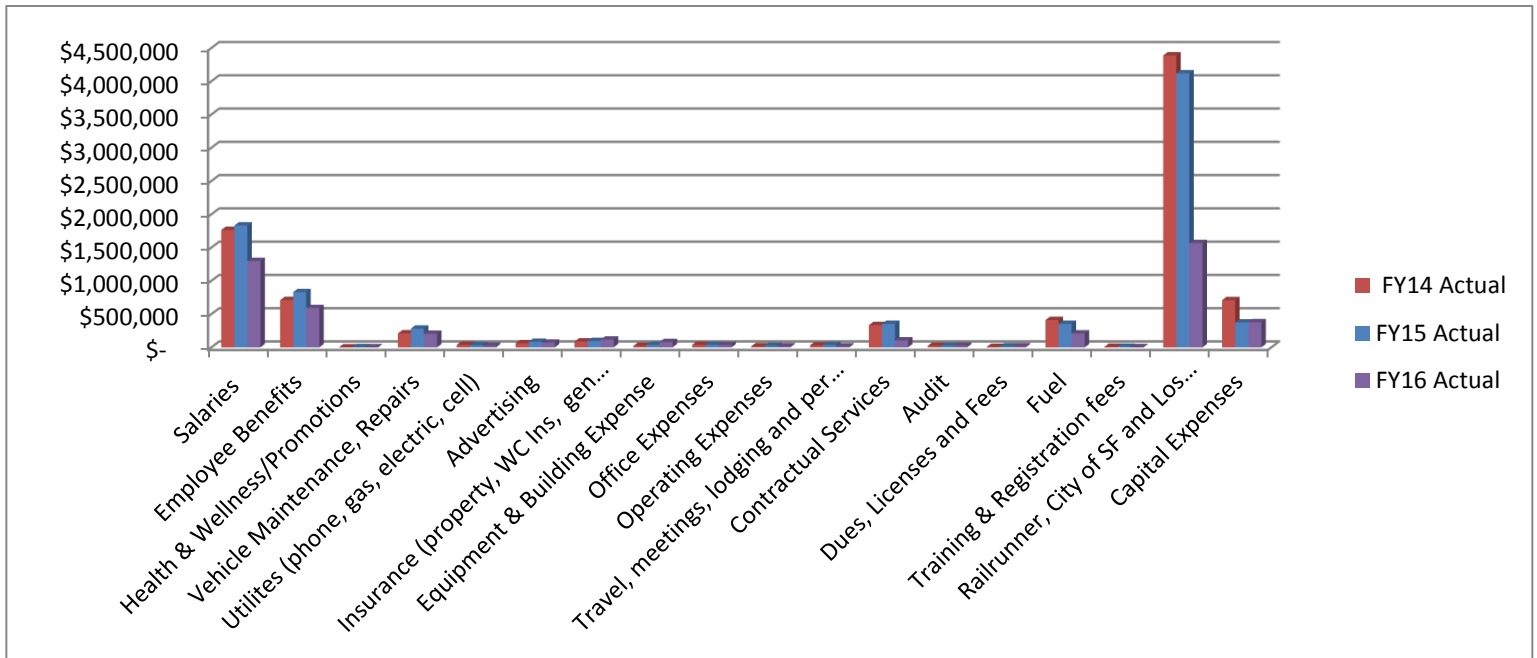
|              | Actual FY2014       | Actual FY2015       | Actual FY2016       | Inc/(Dec) from Prior Year to Current Year |
|--------------|---------------------|---------------------|---------------------|-------------------------------------------|
| July         | \$ 81,096           | \$ 98,061           | \$ 128,685          | \$ 30,624                                 |
| August       | \$ 127,744          | \$ 96,946           | \$ 145,446          | \$ 48,500                                 |
| September    | \$ 195,614          | \$ 160,962          | \$ 223,878          | \$ 62,916                                 |
| October      | \$ 113,711          | \$ 167,516          | \$ 203,353          | \$ 35,837                                 |
| November     | \$ 150,353          | \$ 126,083          | \$ 134,896          | \$ 8,813                                  |
| December     | \$ 102,402          | \$ 123,492          | \$ 235,833          | \$ 112,341                                |
| January      | \$ 112,085          | \$ 101,591          | \$ -                | \$ -                                      |
| February     | \$ 123,056          | \$ 106,716          | \$ -                | \$ -                                      |
| March        | \$ 221,112          | \$ 67,879           | \$ -                | \$ -                                      |
| April        | \$ 221,326          | \$ 124,015          | \$ -                | \$ -                                      |
| May          | \$ 137,177          | \$ 133,931          | \$ -                | \$ -                                      |
| June         | \$ 316,361          | \$ 455,192          | \$ -                | \$ -                                      |
| <b>Total</b> | <b>\$ 1,902,037</b> | <b>\$ 1,762,384</b> | <b>\$ 1,072,091</b> | <b>\$ (690,293)</b>                       |

# MONTHLY BOARD REPORT

## NCRTD Expenses by Type

As of January 31, 2016

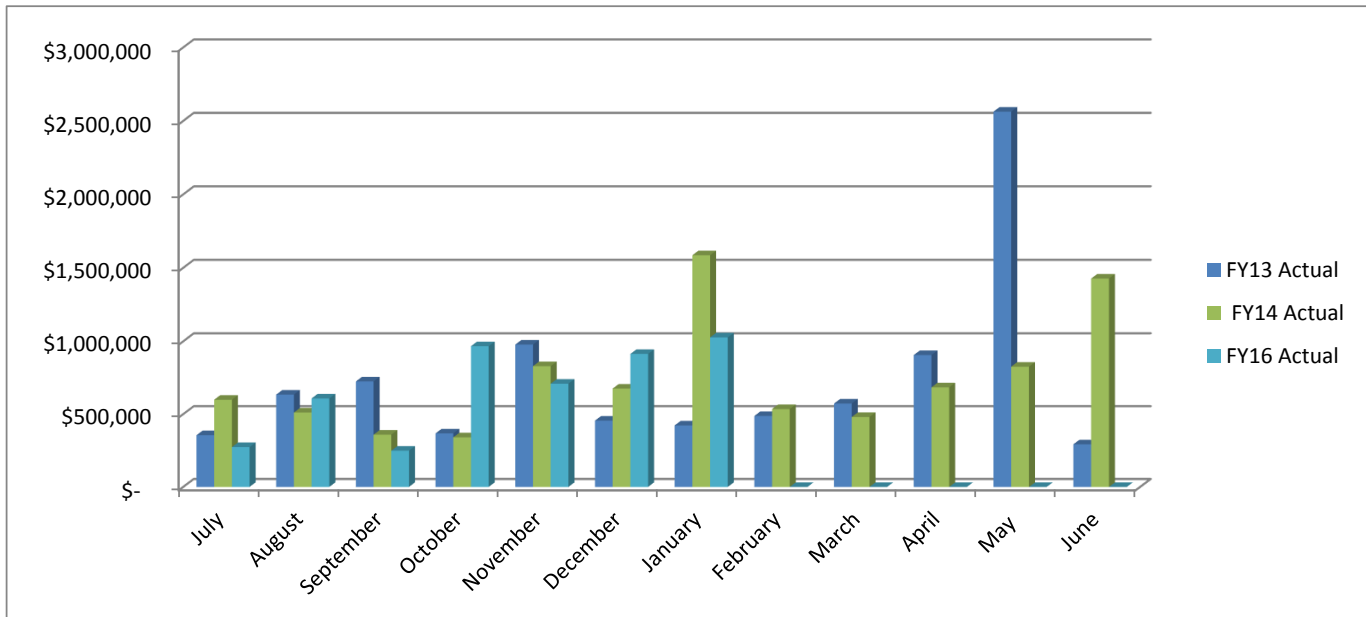
Year to Date Budget Variance 58.33%



### Comparative Expenses by Type

|                                                       | FY14 Actual         | FY15 Actual         | Budget FY16          | FY16 Actual         | Year to Date Budget Variance |
|-------------------------------------------------------|---------------------|---------------------|----------------------|---------------------|------------------------------|
| 1 Salaries                                            | \$ 1,764,308        | \$ 1,831,697        | \$ 2,773,718         | \$ 1,297,750        | 46.8%                        |
| 2 Employee Benefits                                   | \$ 709,864          | \$ 830,082          | \$ 1,245,195         | \$ 590,908          | 47.5%                        |
| 3 Health & Wellness/Promotions                        | \$ -                | \$ 2,555            | \$ 7,500             | \$ 1,638            | 21.8%                        |
| 4 Vehicle Maintenance, Repairs                        | \$ 209,623          | \$ 281,344          | \$ 260,700           | \$ 203,860          | <b>78.2%</b>                 |
| 5 Utilities (phone, gas, electric, cell)              | \$ 38,486           | \$ 33,084           | \$ 51,751            | \$ 24,555           | 47.4%                        |
| 6 Advertising                                         | \$ 61,715           | \$ 82,687           | \$ 100,842           | \$ 71,157           | <b>70.6%</b>                 |
| 7 Insurance (property, WC Ins, gen liab, vehicle, civ | \$ 87,589           | \$ 95,406           | \$ 115,196           | \$ 115,806          | <b>100.5%</b>                |
| 8 Equipment & Building Expense                        | \$ 22,181           | \$ 36,443           | \$ 76,735            | \$ 79,110           | <b>103.1%</b>                |
| 9 Office Expenses                                     | \$ 36,948           | \$ 37,336           | \$ 67,163            | \$ 34,199           | 50.9%                        |
| 10 Operating Expenses                                 | \$ 15,024           | \$ 22,812           | \$ 23,820            | \$ 15,157           | <b>63.6%</b>                 |
| 11 Travel, meetings, lodging and per diem             | \$ 30,111           | \$ 34,092           | \$ 41,245            | \$ 13,877           | 33.6%                        |
| 12 Contractual Services                               | \$ 333,948          | \$ 352,779          | \$ 369,603           | \$ 103,749          | 28.1%                        |
| 13 Audit                                              | \$ 23,219           | \$ 23,433           | \$ 27,000            | \$ 23,581           | <b>87.3%</b>                 |
| 14 Dues, Licenses and Fees                            | \$ 5,826            | \$ 15,961           | \$ 15,765            | \$ 15,756           | <b>99.9%</b>                 |
| 15 Fuel                                               | \$ 410,199          | \$ 352,857          | \$ 495,903           | \$ 208,109          | 42.0%                        |
| 16 Training & Registration fees                       | \$ 8,825            | \$ 9,087            | \$ 20,799            | \$ 3,402            | 16.4%                        |
| 17 Railrunner, City of SF and Los Alamos              | \$ 4,387,272        | \$ 4,118,232        | \$ 4,447,190         | \$ 1,567,110        | 35.2%                        |
| 18 Capital Expenses                                   | \$ 709,563          | \$ 374,409          | \$ 2,408,418         | \$ 376,699          | 15.6%                        |
| <b>TOTAL</b>                                          | <b>\$ 8,854,701</b> | <b>\$ 8,534,297</b> | <b>\$ 12,548,543</b> | <b>\$ 4,746,423</b> | <b>37.8%</b>                 |

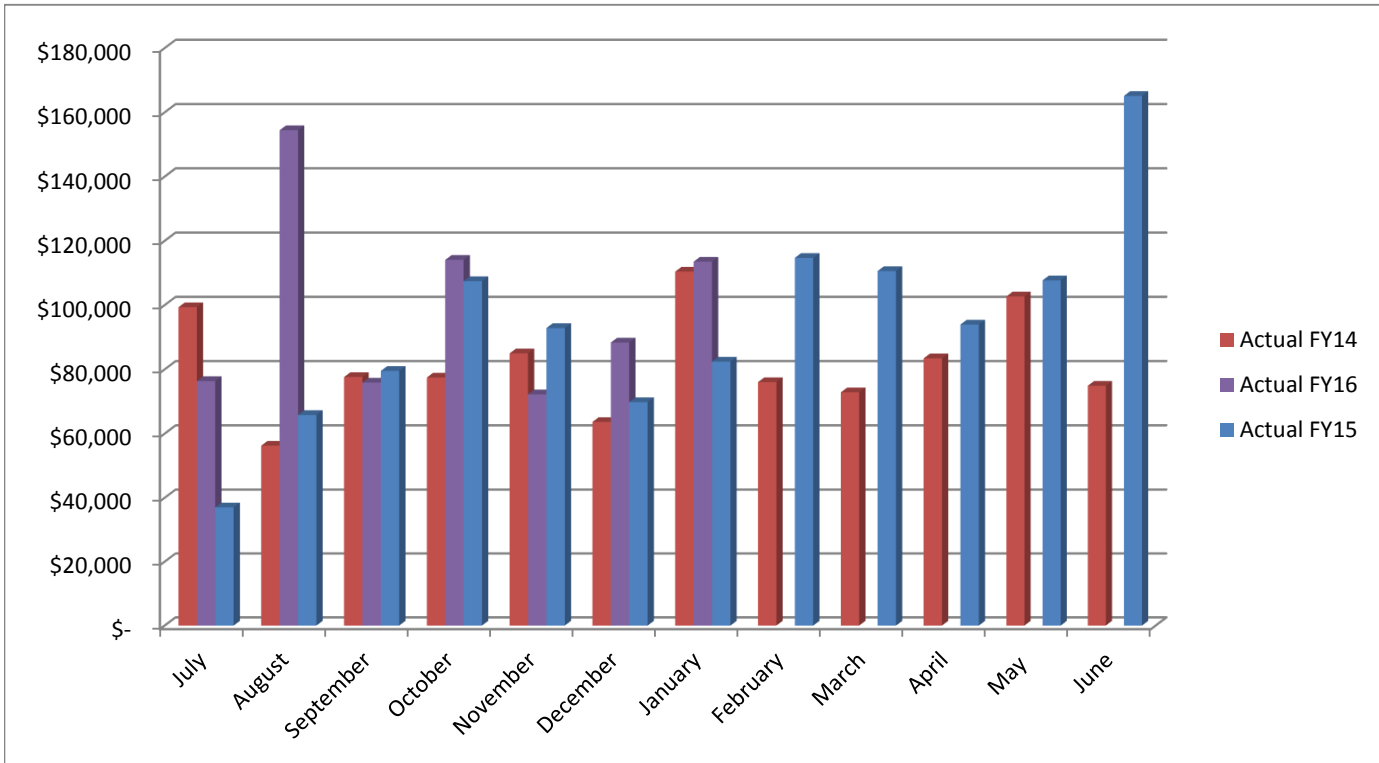
**MONTHLY BOARD REPORT**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**NCRTD BUDGET EXPENDITURES OVERALL**  
**As of January 31, 2016**



**Budget to Actual FY2015**

|           | <b>FY13 Actual</b>  | <b>FY14 Actual</b>  | <b>FY15 Actual</b>  | <b>Budget FY16</b>   | <b>FY16 Actual</b>  | <b>Inc/Dec of Budget vs Actual</b> | <b>Budget Variance</b> |
|-----------|---------------------|---------------------|---------------------|----------------------|---------------------|------------------------------------|------------------------|
| July      | \$ 355,735          | \$ 598,912          | \$ 546,007          | \$ 935,944.92        | \$ 273,848          | \$ 662,097                         | <b>29.3%</b>           |
| August    | \$ 634,121          | \$ 511,240          | \$ 464,828          | \$ 935,944.92        | \$ 607,663          | \$ 328,282                         | <b>64.9%</b>           |
| September | \$ 724,752          | \$ 359,189          | \$ 313,124          | \$ 1,067,665.32      | \$ 249,172          | \$ 818,493                         | <b>23.3%</b>           |
| October   | \$ 367,785          | \$ 341,082          | \$ 294,912          | \$ 1,067,665.32      | \$ 966,567          | \$ 101,098                         | <b>90.5%</b>           |
| November  | \$ 977,721          | \$ 829,750          | \$ 783,580          | \$ 1,067,665.32      | \$ 709,030          | \$ 358,635                         | <b>66.4%</b>           |
| December  | \$ 455,530          | \$ 675,551          | \$ 625,552          | \$ 1,067,665.32      | \$ 913,619          | \$ 154,046                         | <b>85.6%</b>           |
| January   | \$ 422,342          | \$ 1,585,995        | \$ 1,534,559        | \$ 1,067,665.32      | \$ 1,026,524        | \$ 41,141                          | <b>96.1%</b>           |
| February  | \$ 487,459          | \$ 534,985          | \$ 287,772          | \$ 1,067,665.32      | \$ -                | \$ 1,067,665                       | <b>0.0%</b>            |
| March     | \$ 573,082          | \$ 480,519          | \$ 429,154          | \$ 1,067,665.32      | \$ -                | \$ 1,067,665                       | <b>0.0%</b>            |
| April     | \$ 905,718          | \$ 684,123          | \$ 1,339,437        | \$ 1,067,665.32      | \$ -                | \$ 1,067,665                       | <b>0.0%</b>            |
| May       | \$ 2,563,210        | \$ 826,045          | \$ 934,795          | \$ 1,067,665.32      | \$ -                | \$ 1,067,665                       | <b>0.0%</b>            |
| June      | \$ 292,818          | \$ 1,427,310        | \$ 1,300,982        | \$ 1,067,665.32      | \$ -                | \$ 1,067,665                       | <b>0.0%</b>            |
|           | <b>\$ 8,760,274</b> | <b>\$ 8,854,701</b> | <b>\$ 8,854,701</b> | <b>\$ 12,548,543</b> | <b>\$ 4,746,423</b> | <b>\$ 7,802,120</b>                | <b>37.8%</b>           |

**MONTHLY BOARD REPORT**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**Administration Expense Summary**  
**As of January 31, 2016**

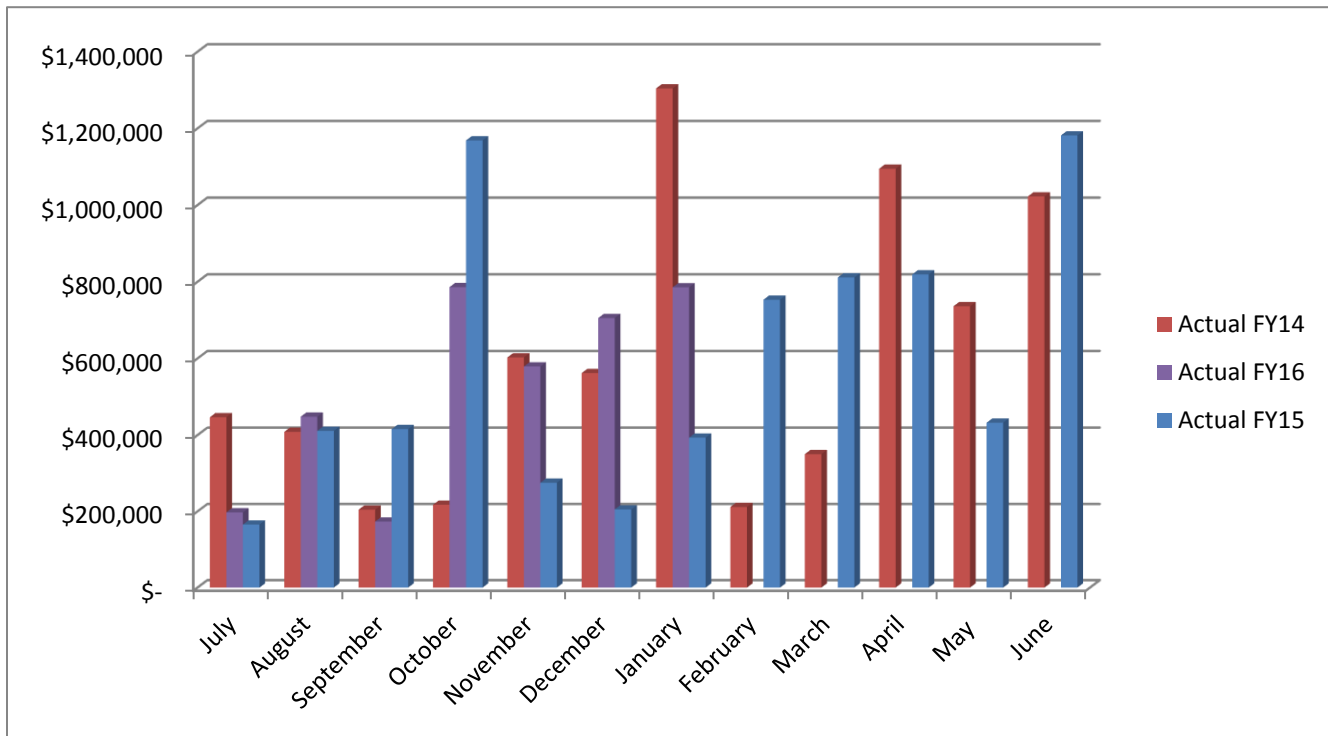


**Budget to Actual FY2014/FY2015 Comparative**

|              | <b>Actual FY14</b> | <b>Actual FY15</b>  | <b>Budget FY16</b>  | <b>Actual FY16</b> | <b>Inc/Dec of Budget vs Actual</b> | <b>Budget Variance</b> |
|--------------|--------------------|---------------------|---------------------|--------------------|------------------------------------|------------------------|
| July         | \$ 99,342          | \$ 36,996           | \$ 111,744          | \$ 76,354          | \$ 35,390                          | <b>68.3%</b>           |
| August       | \$ 56,248          | \$ 65,796           | \$ 111,744          | \$ 154,434         | \$ (42,690)                        | <b>138.2%</b>          |
| September    | \$ 77,618          | \$ 79,531           | \$ 114,302          | \$ 75,888          | \$ 38,414                          | <b>66.4%</b>           |
| October      | \$ 77,447          | \$ 107,450          | \$ 114,302          | \$ 114,095         | \$ 207                             | <b>99.8%</b>           |
| November     | \$ 84,993          | \$ 92,871           | \$ 114,302          | \$ 72,212          | \$ 42,090                          | <b>63.2%</b>           |
| December     | \$ 63,622          | \$ 69,805           | \$ 114,302          | \$ 88,349          | \$ 25,953                          | <b>77.3%</b>           |
| January      | \$ 110,423         | \$ 82,409           | \$ 114,302          | \$ 113,515         | \$ 787                             | <b>99.3%</b>           |
| February     | \$ 76,028          | \$ 114,696          | \$ 114,302          |                    | \$ 114,302                         | <b>0.0%</b>            |
| March        | \$ 72,862          | \$ 110,596          | \$ 114,302          |                    | \$ 114,302                         | <b>0.0%</b>            |
| April        | \$ 83,438          | \$ 93,933           | \$ 114,302          |                    | \$ 114,302                         | <b>0.0%</b>            |
| May          | \$ 102,701         | \$ 107,700          | \$ 114,302          |                    | \$ 114,302                         | <b>0.0%</b>            |
| June         | \$ 74,894          | \$ 165,099          | \$ 114,302          |                    | \$ 114,302                         | <b>0.0%</b>            |
| <b>Total</b> | <b>\$ 979,616</b>  | <b>\$ 1,126,883</b> | <b>\$ 1,366,506</b> | <b>\$ 694,847</b>  | <b>\$ 671,659</b>                  | <b>50.8%</b>           |



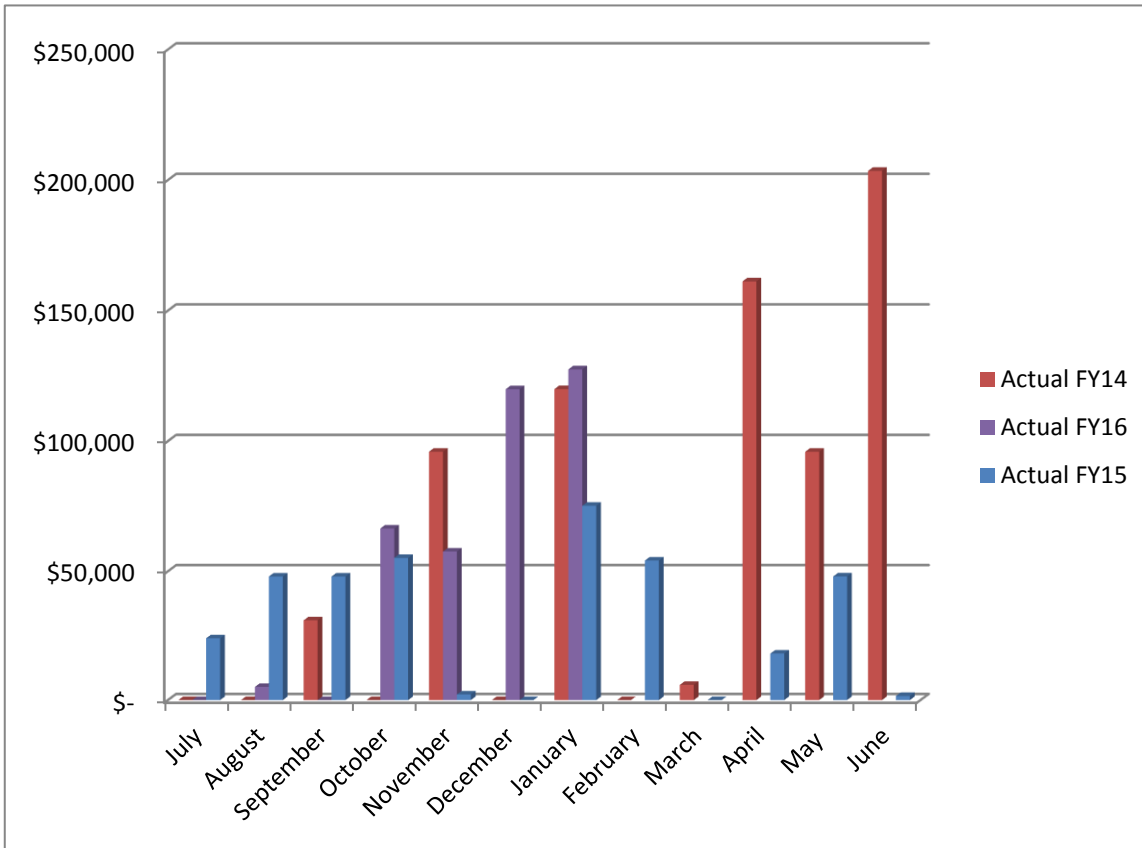
**MONTHLY BOARD REPORT**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**Operating Expense Summary**  
**As of January 31, 2016**



**Budget to Actual FY2014/FY2015 Comparative**

|              | <b>Actual FY14</b>  | <b>Actual FY15</b>  | <b>Budget FY16</b>  | <b>Actual FY16</b>  | <b>Inc/Dec of Budget vs Actual</b> | <b>Budget Variance</b> |
|--------------|---------------------|---------------------|---------------------|---------------------|------------------------------------|------------------------|
| July         | \$ 446,665          | \$ 165,544          | \$ 719,298          | \$ 197,494          | \$ 521,804                         | <b>27.5%</b>           |
| August       | \$ 408,580          | \$ 411,069          | \$ 719,298          | \$ 448,110          | \$ 271,188                         | <b>62.3%</b>           |
| September    | \$ 204,531          | \$ 415,730          | \$ 734,512          | \$ 173,284          | \$ 561,228                         | <b>23.6%</b>           |
| October      | \$ 217,465          | \$ 1,168,758        | \$ 734,512          | \$ 785,951          | \$ (51,439)                        | <b>107.0%</b>          |
| November     | \$ 602,638          | \$ 275,448          | \$ 734,512          | \$ 579,144          | \$ 155,368                         | <b>78.8%</b>           |
| December     | \$ 561,929          | \$ 205,224          | \$ 734,512          | \$ 705,378          | \$ 29,134                          | <b>96.0%</b>           |
| January      | \$ 1,304,199        | \$ 393,437          | \$ 734,512          | \$ 785,516          | \$ (51,004)                        | <b>106.9%</b>          |
| February     | \$ 211,744          | \$ 753,200          | \$ 734,512          |                     | \$ 734,512                         | <b>0.0%</b>            |
| March        | \$ 350,376          | \$ 811,276          | \$ 734,512          |                     | \$ 734,512                         | <b>0.0%</b>            |
| April        | \$ 1,094,811        | \$ 819,256          | \$ 734,512          |                     | \$ 734,512                         | <b>0.0%</b>            |
| May          | \$ 736,145          | \$ 432,325          | \$ 734,512          |                     | \$ 734,512                         | <b>0.0%</b>            |
| June         | \$ 1,022,562        | \$ 1,181,739        | \$ 734,512          |                     | \$ 734,512                         | <b>0.0%</b>            |
| <b>Total</b> | <b>\$ 7,161,646</b> | <b>\$ 7,033,005</b> | <b>\$ 8,783,719</b> | <b>\$ 3,674,877</b> | <b>\$ 5,108,842</b>                | <b>41.8%</b>           |

**MONTHLY BOARD REPORT**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**Capital Expense Summary**  
**As of January 31, 2016**



**Budget to Actual FY2014/FY2015 Comparative**

|              | <b>Actual FY14</b> | <b>Actual FY15</b> | <b>Budget FY16</b>  | <b>Actual FY16</b> | <b>Inc/Dec of Budget vs Actual</b> | <b>Budget Variance</b> |
|--------------|--------------------|--------------------|---------------------|--------------------|------------------------------------|------------------------|
| July         | \$ -               | \$ 23,987          | \$ 104,903          | \$ -               | \$ 104,903                         | <b>0%</b>              |
| August       | \$ -               | \$ 47,975          | \$ 104,903          | \$ 5,119           | \$ 99,784                          | <b>5%</b>              |
| September    | \$ 30,974          | \$ 47,975          | \$ 218,851          | \$ -               | \$ 218,851                         | <b>0%</b>              |
| October      | \$ -               | \$ 55,184          | \$ 218,851          | \$ 66,521          | \$ 152,330                         | <b>30%</b>             |
| November     | \$ 95,949          | \$ 2,194           | \$ 218,851          | \$ 57,674          | \$ 161,177                         | <b>26%</b>             |
| December     | \$ -               | \$ -               | \$ 218,851          | \$ 119,892         | \$ 98,959                          | <b>55%</b>             |
| January      | \$ 119,937         | \$ 75,245          | \$ 218,851          | \$ 127,493         | \$ 91,358                          | <b>58%</b>             |
| February     | \$ -               | \$ 54,185          | \$ 218,851          | \$ -               | \$ 218,851                         | <b>0%</b>              |
| March        | \$ 5,916           | \$ -               | \$ 218,851          | \$ -               | \$ 218,851                         | <b>0%</b>              |
| April        | \$ 161,188         | \$ 18,078          | \$ 218,851          | \$ -               | \$ 218,851                         | <b>0%</b>              |
| May          | \$ 95,949          | \$ 47,993          | \$ 218,851          | \$ -               | \$ 218,851                         | <b>0%</b>              |
| June         | \$ 203,526         | \$ 1,593           | \$ 218,851          | \$ -               | \$ 218,851                         | <b>0%</b>              |
| <b>Total</b> | <b>\$ 713,439</b>  | <b>\$ 374,409</b>  | <b>\$ 2,398,318</b> | <b>\$ 376,699</b>  | <b>\$ 2,021,619</b>                | <b>15.7%</b>           |



**NORTH CENTRAL REGIONAL TRANSIT DISTRICT  
FINANCE SUBCOMMITTEE**

**January 22, 2016  
9:00 AM - 11:00 PM**

**Executive Conference Room  
1237 N. Riverside Drive  
Española, NM 87532**

**CALL TO ORDER: Councilor Pete Sheehey, Chair**

**Roll Call:**

**ITEMS FOR DISCUSSION/RECOMMENDATION**

**A. Draft Bylaw Amendments**

*Sponsor: Anthony Mortillaro, NCRTD Executive Director and Peter Dwyer, Legal Counsel.  
Attachment*

**B. Compensation Study Results**

*Sponsor: Anthony Mortillaro, NCRTD Executive Director and Daria Veprek, Human Resources Director.  
Attachment*

**C. CLOSED SESSION**

Closed session of the meeting pursuant to NMSA 1978, Section 10-15-1 (H) (5) regarding “collective bargaining” for the discussion of bargaining strategy preliminary to collective bargaining negotiations.

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

**D. Mid-Year Budget Review**

*Sponsor: Anthony Mortillaro, NCRTD Executive Director and Troy Bingham, Finance Director.  
Attachment*

**E. Quarterly Investment Report**

*Sponsor: Anthony Mortillaro, NCRTD Executive Director and Troy Bingham, Finance Director.  
Attachment*

**F. Minutes**

*None – No meeting in December, 2015*

**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 January 22, 2016**  
**9:00 a.m.**

**Board Members Present:** *Councilor Pete Sheehey–Los Alamos County, Commissioner Miguel Chavez–Santa Fe County (Telephonic), Leandro Cordova-Taos County (Telephonic)*

**Staff Present:** *Anthony Mortillaro, Troy Bingham, Daria Veprek, Jackie Trujillo*

**Guest(s) Present:** *Peter Dwyer (Telephonic), Mike Swallow, David Calvin*

**Absent:** *Alex Naranjo–Rio Arriba County, Christy Van Buren-Ohkay Owingeh, Henry Roybal–Santa Fe County, Jon Bulthuis-City of Santa Fe, County, Philo Shelton-Los Alamos County, Jim Fambro-Taos County, Tessa Jo Mascarenas-Santa Fe County, Thomas Campos-Rio Arriba County*

*Transcribed By: Jackie Trujillo-Executive Assistant*

---

**ROLL CALL**

**APPROVAL OF AGENDA**

**CALL TO ORDER**

A regular Finance Subcommittee meeting was called to order on the above date by Councilor Sheehey.

**ITEMS FOR DISCUSSION/RECOMMENDATION**

**A. Draft Bylaw Amendments**

Mr. Mortillaro gave a brief overview on the draft Bylaw revisions and turned it over to Mr. Dwyer for the presentation.

Mr. Dwyer went on to explain the Bylaws needed to be reviewed and updated due to signed copies of the 2007 Bylaws could not be located. Referring to the red lined copy; the main purpose is to make sure all three documents jive which is to say the statues, intergovernmental contract and the Bylaws, and make sure the Bylaws accurately reflect what is presently done. Bylaws were written when RTD was developing, some of the thing that were put in the Bylaws were ideas that were important or good at the time but are no longer relevant; the Board is up functioning along with the entity so the time to make the Bylaws reflect the reality which is our day to day operations is now.

Mr. Dwyer continue to go through the red lined Bylaws adding the purposes are mostly drawn directly from state statue; he did cut and paste state statue for the purposes of clarify the document and then added for our own planning purposes, our vision statement, Long Range Strategic Plan, and Short Range Service Plan, etc. The issue on Supremacy of Establishing Documents is that we are a statutory entity, we have to follow state statue; as in the case of the forest service we get into some issues about the application of federal law to a state entity.

Mr. Dwyer did mention an incident regarding state to state relations between state entities; it is not abundantly clear how issues will be resolved when there is a conflict between federal government and state laws; the Feds

say that their law is supreme; although we have to follow state law for indebtedness, insurance, and our existence is due strictly to the state statute. Adding there are laws we need to follow because we are a state entity which was addressed in Article III (NCRTD recognizes its legal and contractual commitments to the federal government) recognizing them but did not put them in the pecking order of what is more important; which are State Statute, Intergovernmental Contract, then Bylaws. Referring to Article IV, Mr. Dwyer went through the state statutes, then took a look at all the powers the Board has, then reorganize the Bylaws from various sections to make them into a single list, which was then divided into Delegable, Non-Delegable Powers and Cooperative Powers. Items that are not changing is the Non-Delegable Powers as listed, those are powers that the Board has to exercise only, two in particular, are issuing bonds and real-estate transactions. Only elected members of the Board can make this decisions. Referring to the Cooperative Powers of the Board; we can enter into memorandum of understandings, memorandum of agreements and engage in cooperative powers with our various members.

Mr. Leandro Cordova entered the conversation via cell phone.

Mr. Dwyer gave Mr. Cordova a brief overview what was mentioned earlier of the Bylaws.

Mr. Dwyer moved on to Section 4.03 Taxation, adding we do not have direct tax authority under the statutes. It is deceptive, as it is known that we do have a GRT increment which was passed and adopted specifically for us, but didn't want to give us general tax authority like the County. A change was made to reflect the current status quo that we have a GRT increment, could be reapproved and if we could get rid of the sunset we could have permanent tax revenue. Article VI Membership; a debate was made at prior meetings/years when there was some conflict with the Board. The last direction that staff received; I remember Councilor Seeds from Española said they wanted to make the process as simple as possible and the consensus on the Board at that time was that anyone who was in the District boundaries who wanted to be a member should be allowed to be a member if they applied with no application process. At the direction of the Board it was set up this way. It does say that if you are in the District you can become a member by two thirds the majority vote; called up by statute, two thirds of a vote is mandatory. Another issue is leaving the District this is set up in the statute but in a vague fashion; reflection of what was said and what they mean ; for example statute say "people who are adjacent to the District can join". But fails to comprehend the notion that most people who join our District are within the District already. Their towns, municipalities and sub-governments within the four counties.

Mr. Dwyer went on to explain that he rewrote to acknowledge the reality of that if we want to add members it would be towns, villages, pueblos or tribes. He did clarify that you can join or leave the District; if you want to join the District you will have to go through the statutory process, have a public hearing and go through the notice, come to the Board, they will have to give you two thirds of the majority vote; if you want to leave the District; you may not avoid any legal or contractual obligations by joining or leaving the District, you will have to follow the existing Intergovernmental Contract; what this means is, people can leave the District but cannot take their portion of the GRT with them when they go; adding the GRT is for Regional Transit District, leaving is an option; leaving means not having to vote, not going to Board meetings and not participating. To remove the tax component it would have to be county wide decision, the entire county would have to leave the District and that tax wouldn't be imposed on those counties and service will then not be made for those counties.

Mr. Mortillaro asked if you would take a vote of the constituency of the entire District to make that decision.

Mr. Dwyer answered he isn't sure how it would be done, it would be extremely awkward, what happened to impose the taxes to those counties who asked the question on the ballot measure; presuming that some similar ballot measures would be required to do that but is not sure how it would be done. We would have to work with the State of New Mexico because once the tax is in place, he does not know if it can be removed. There is an expressed provision on the statute imposing the tax, not sure is there is something comparable about appealing it, just assume under the principles of fairness is if it required a vote to oppose it would require a vote to remove it as well. Something that will have to be taken up with the state; he also pointed out, nothing in the Bylaw allows

an individual member to override two thirds majority, this is because we are periodically amending the Intergovernmental Contract to try and update it and add members, if two thirds of the Board votes a new member join, if one member does not agree that a person cannot join they cannot override or veto the two thirds majority simply by failing to sign the IGC. It is explicit that the two thirds majority rule. If you want to impose additional requirement you can, although the last guidance received by the Board was that Board did not want to. What is required is a letter of interest from the parties interested and a simple requirement for a public hearing with a two weeks' notice where the member goes to the public and says if we should join; a public hearing is done they then come back yes or no we vote them up or down, two thirds. Mr. Dwyer moved on to Powers of Members; this is statutory, a reparation of the Statutory Power; added on is the ex-officio the power of the ex-officio as a nonvoting person who can come and monitor.

Mr. Dwyer moved on to section F; Members may request that the District provide reports and attend meetings and coordinate the District's planning and activities with member. This is something Tony does; if Santa Fe, Los Alamos whomever they request Tony will go to their meetings and coordinate our Long Range Plan with them; the law and the conception with that is we are the bigger entity we cover the entire region and others are supposed to submit their plans to us, to make sure they jive with our plan; Tony is willing to work with other members. Referring to the second sentence; will make reasonable efforts to accommodate individual Member requests and make reciprocal requests where appropriate; the law indicates what should be happening is the individual plans should be submitted to the NCRTD and the NCRTD needs to make sure all the plans jive.

Mr. Dwyer moved to Article VIII; Additional or Withdrawal of Territory; this section is about adding and subtracting numbers; the Board reserves the authority to deny application and condition to approval; this goes with the prior section which goes by adding and subtracting people from the District not land; no vision of adding land to the District anytime soon; withdrawing from the District is withdrawing from state statue; the thing to note is, provision from withdrawal shall be negotiated and agreed to by the Board of Directors, members and the Commission; ultimately if a member wants to take some of the busses or wants to strike some sort of deal that will have to be negotiated at that time; the state commission authorizes the districts, they will be there to moderate between the member and the District, to be reasonable and to try to do the right thing.

Mr. Mortillaro added that is a State Transportation commission.

Councilor Sheehey asked if you have previously defined what the state transportation commission is.

Mr. Mortillaro repeated the state law define; is there a definition in the state law of what the commission is.

Mr. Dwyer replied; commission means the state transportation commission 73- 25-3D, it is defined term.

Mr. Dwyer referred to the Powers to the Board, adding he cleaned it up by integrating them; talking about the power of the District saying; the Board has all the power and the Board can delegate some of its power. Listing powers that are delegable and which ones are not. Moving on to Selection of Directors; what was done historically is people select directors and alternates and they send us an indication in writing and we accept it to be true, adding this is the best way to do it because the tribes and pueblos do not have the same kind of open government and requirements as the typical municipalities and counties; for this they should not follow the same as process as a city or county would follow; we will take them at face value, if they say they approve their appointed Director, we will accept that.

Mr. Dwyer asked Mr. Mortillaro if the Pueblos send us a letter or something saying this person is going to be our Director.

Mr. Mortillaro replied yes, adding a number of times the people they appoint are not a Governor or a council member; sometimes they are former governors or employees of the tribal government; the Board has never enforced the issue.

Mr. Dwyer added it is working fine the way it is but the Rule of Alternates had not been called out; what has been done and works well is to designate one person who is the point person and one alternate; discussion has been made in the past about having multiple alternate and the Board and the staff have resisted that say we only need one person who is your director, if that person cannot show up, then there should be one alternate. It shouldn't be a floating thing where we do not know who we are dealing with and the person changes all the time; alternate members are just the same as the director; if the director is absent the alternate has all the same power as the director except the two described powers of bonding and real state.

Further discussion continued on this matter.

Mr. Dwyer moved on to Conflicts of Interest were integrated with the current policy; Conflicts of Interest are addressed once a year by asking people to do a disclosure statement the other portions of this are the state law and he tried to integrate other acts of state laws; if the Board is interested we can do training in the future about legal ethics and ethics of public bodies, which would be worth doing being that members in the Board isn't versed in the conduct act and there are other laws that apply to the Board that we need to comply with that members are not aware, particularly the tribes and pueblos. On Performance and Duties he added a paragraph that we want to restrict the use of the NCRTD authority and letter head to actions that were taken by the Board as a whole. Images or logos should not be used to make statements unless the Board has taken action on it. Some leeway is there; as the chair will have to periodically have to write letters on behalf of the RTD on Mondays as well as Tony as the Executive Director would to. Mr. Dwyer explained do not appropriate the NCRTD logo or letter head and use it for individual actions where the Board should be making that decision. Changes were made on Performance Review may look substantial but change was made to the way it is, which is the way it works right now.

Mr. Mortillaro corrected Mr. Dwyer to refer to section 9.01 relates to Board Member Attendance.

Mr. Dwyer went on to say this is the one instead of having rigid enforcement has been deleted out; in April a report of attendance is made and it is up to the Board; if the Board wants to take action, the Board has the authority.

Further discussion continued on this matter.

Mr. Dwyer moved on to Article X, Officers; discussion was made that changes of Officers of the Board can be made; presently there are more officers than needed. The statute are all clear on this as well as the IGC; the only problem with changing it is we would have to go back and change the IGC as well as it has language. Changing of the officers can be cumbersome; there is a process for the removal of officers it has never happened but it is an option; noting that it is important to know that if we fill a vacancy and if someone doesn't get re-elected and their seat gets filled by someone else it is only until the next election of officers. Moving on to Article XI, Meetings of the Board; the entire meeting schedule is approved at the beginning of the year, when the meetings act is approved; there is a authority for meeting to be moved around, clarifying that meetings need to be done in ADA accessible space and handicap accessible. The voting is clarifying that we have the voting units and need the majority total number of votes and the voting units.

Mr. Dwyer explained the difference between Public Hearings and Public Meetings; public hearing are required by a state statute, for zoning matter and since we do not do zoning therefore we do not hold public hearings; most of our decisions do not require public hearings. We extensively have public provisions on the Board rules in which the public are allowed to speak on any agenda item; then there will be a vote. Public meeting in which the Board decides legal matters. Place of meetings; required by the open meetings act that there is adequate telecom to be able to hear and speak at the meetings; Notice of Meetings have been changed; in the beginning of the year a calendar is adopted; do open meetings act, resolution and can call or move special meetings.

Mr. Dwyer moved on to Agenda Items; if someone wants something on the agenda they talk to the Chair and it goes on the agenda; a provision, upon a written request of any eight Directors, a rolling quorum outside of the presence of an open meeting; if eight Directors wanted something on the agenda, a vote is made before the meeting, in which is illegal under the meetings act; a change was made to say, if any Director wants an item on the agenda the Chair can put it on the agenda, although if the Chair refuses, at an open meeting a vote can be made and be forced on the agenda; an eight member vote has to be done to move to have it on the following agenda; vote on it and the Chair would be overwritten; eight member votes have to be done at an open meeting. Closing of the meeting would have to be roll call votes going into and coming out and stating that no action was taken.

Advisory Committee, Article XII; all committees are Advisory Committees and the Board can form any kind of committee; reflecting on two committees are the Finance and Tribal; the Legislative committee was deleted; consultation with the lobbyist would need to be done to start a Legislative committee; Citizen Advisory Committee had never been formed or met and is not a standing committee for NCRTD.

Councilor Sheehey mentioned that we have a Sustainability Sub Committee.

Mr. Mortillaro confirmed there is a Sustainability Sub Committee created by the Board thru resolution; has a charter, rules and regulations and should be added.

Mr. Dwyer said he will add section C, language to indicate that we have the Sustainability Sub Committee.

Mr. Dwyer moved on to explain the Chairs functions.

Mr. Dwyer moved to General Provision; mentioned we do follow the state fiscal year and acknowledge that we also follow the federal fiscal year, as well; we do not use it for budgetary purposes but do track it. Ownership of Documents; mentioned the chapter and said will follow those laws.

Mr. Dwyer referred, Annual Budget to Tony and Troy adding we have a good process for budget and audit propagations and hope that the section reflects to what is currently done and that is what the Board wants.

Mr. Mortillaro confirmed it does reflect what the current budgetary process and also ties back to the financial policies.

Councilor Sheehey asked if anyone had any questions: asked to entertain a motion to recommend for the adoption of the Bylaws and add that Sustainability Sub Committee for by the Board.

**Commissioner Chavez made a motion to approve the Bylaw amendment that was discussed. Mr. Cordova seconded the motion and it passed by unanimous voice vote.**

Mr. Dwyer exited the meeting.

## **B. Compensation Study Results**

Mr. Mortillaro began to explain the Compensation Study which is done every two to three years; the last study was done in 2013 before that was 2007, which was the first time we had an Employee Compensation Plan. Adding the consultants selected to undertake this analysis are Personnel Systems and Services who have undertaken our past studies for the district.

Mr. Mortillaro introduced Mike Swallow and David Colvin form Personnel Systems and Services.



Commissioner Chavez asked; how many employees do we have in the non-bargaining unit.

Mr. Mortillaro answered approximately 16-17 employees non-represented and the balance would be in the Collective Bargaining Unit except for any employees that are temporary or rider drivers; roughly forty eight employees;

Mr. Mortillaro turned the presentation over to Mr. Swallow.

Mr. Swallow highlighted parts of the report that was printed in the packet starting on page 30; noting a full exercise undertaken, three years ago, was to address perceptions worth, job valuing; employees were invited to respond to a survey and they identified what they perceived to be worth of work priorities and established a preference for those.

Furthered discussion continued on this item.

Mr. Swallow moved on to page 34; referencing a listing of all the job allocations and the point system; eliminated are the paid grades from the last report since we went on to a market driven methodology that allows the points to represent dollars directly from the market place. If a minor change is made on a job and it reflects upon difficulty of work, the points will be fine-tuned and would result in a change of compensation for the position.

Mr. Swallow asked if there were any questions.

There were none.

Mr. Swallow moved on to page 35, 36 and 37 where the data details of the locations and their contributions to the database; have a number of local and government localities, similar organizations of RTD's across the country a cross section of where your competitors are and where the need to pursue comparability.

Mr. Swallow asked for any comments, thoughts or questions about the data itself or lines of information.

Mr. Swallow mentioned the information on page 35; the approach to the analysis is to make the assumption up front that the rest of the world we are comparing to agrees to how we value our jobs and made an explanation of the evaluation points and values.

Furthered discussion continued on this item.

Mr. Swallow moved on to page 38, regression results is a reference to the statistical process we use to make heads or tail as how we relate to the market; this page feeds into the following pages in the packet with graphs.

Mr. Swallow continued to explain the following graphs on pages 39 thru page

Mr. Mortillaro explained based on our system, employees have the opportunity to progress in the pay range based on performance, their rate of progression tends to reflect their performance; the pay performance has been in place for several years.

Further discussion continued on this item.

Mr. Colvin gave a brief overview on a survey of reviews for Executive Director's compensation survey and the entities comparison.

### **C. Closed Session**

Mr. Mortillaro noted the data presented was for the non-represented and represented and asked if the Sub Committee could make a motion to go into closed session and at that point discussion can be made about the represented.

**Mr. Cordova made a motion to go into closed session and Councilor Sheehey seconded the motion and it passed by unanimous voice vote.**

**Commissioner Chavez made a motion to go into executive session pursuant to NMSA 1978, Section 10-15-1 (H) (5) regarding “collective bargaining” for the discussion for bargaining strategy preliminary to collective bargaining negotiations and it passed by unanimous voice vote.**

**Commissioner Chavez made a motion to reconvene to open session and stated that no action was taken and Mr. Cordova seconded the motion and it passed by unanimously by voice vote.**

Mr. Mortillaro asked for some direction from the Finance Sub Committee as to the non- represented compensation information for the study that was done, as well as the Executive Directors survey study; asking if it is the desire of the committee to forward that information to the Board for presentation and discussion and if the decision that has to be made is if there is a desire to implement the results now or wait till the 2016 budget.

Commissioner Chavez replied, being that we have the current compensation study and results, it should be presented to the Board in the anticipation of the budget coming up and will have enough time to see where we want to invest our dollars in the salary increases on the nonunion employees.

Councilor Sheehey asked if Commissioner Chavez would make a motion to present the compensation study results to the Board in a recommendation to consider when and how much to implement as part of the budget discussions.

**Commissioner Chavez made the motion and Mr. Cordova seconded the motion and it passed by unanimous vote.**

Mr. Cordova, Mike Swallow and David Colvin exited the meeting.

### **D. Mid-Year Budget Review**

Mr. Bingham explained in the finance policy a mid-year performance vs. budget review is required to the Board. Referencing graphs presented on page 51 (revenues), a short fall of revenue \$760 thousand dollars, not a bad thing, short fall is that we will not use the fund balance that was planned for during the budget process to use prior year revenues profits and use that for District budget needs. The GRT and other revenues are doing well, our expenditures are lower than projected, so we don't expect to need to use \$688 thousand we projected in this budget cycle for this year; short falls in the revenue are federal revenues related to capital we can't get to the project completion quick enough to get reimbursed in this fiscal year, we won't lose out on the money, it will go on to next fiscal year; miscellaneous revenue and fares are doing well; member contributions for these various routes are doing better than projected.

Mr. Bingham moved on to page 54, individual counties, how are they performing and where are we coming up with these better than projected GRT numbers; we have a five year monthly expectation for each one of the counties that we serve; the five year data is able to help us project what we have for the budget for the fiscal year, if we are performing better than that this is the time that shows that; Los Alamos County is hard to predict,

some months its up over our projections and some months they are below; for the first five months of the year they are showing over 20% over our expected budget, we didn't want to put that number forward; took the lowest number possible 10%, their lowest increase which happened in July and projected that for the rest of the year; if you use that they will come in \$190 thousand more then what we budgeted.

Mr. Mortillaro asked Councilor Sheehey if he wanted to make comments about the revenues in Los Alamos.

Councilor Sheehey indicated that the unpredictability is tied to the federal budget spending; the non-federal spending such as the occupancy tax revenue from tourism has been up. The general trend is increasing  
Mr. Bingham moved on to talk about Rio Arriba County, they have two months below our projections; they are cyclical, we see that they do that every two to three years; we want to be conservative with Rio Arriba County putting them at a 3% over projection for the next six months which will give us a \$15 thousand dollar revenue surplus, more then what we budgeted and still an increase.

Mr. Bingham moved on to talk about Santa Fe County, whatever revenues we get over and above our projected budget gets split in half with Rio Metro and the Rail Runner; they had one month under, keeping in mind they are our largest GRT contributor; when they are under our budgeted projection that is usually more of a hit then our other counties; overall we saw a 3% average increase for them; projected a 3% in the future which will give us \$133 thousand more than we had budgeted.

Mr. Bingham moved on to talk about Taos County, they are showing constant increases; they are at a 27% above budget; pulled the most conservative number which is the 9% which is the lowest that occurred in August; they are showing incremental increases from the last one to two years; the \$131,560 is a conservative low estimate of budget surplus, there will be a budgeted surplus of at least \$131 thousand; which could be related to the Taos Ski Valley initiative that the state has done for the tax improvement district.

Mr. Bingham noted Federal revenues, the reason we are short falling is because we are not able to spend the capital dollars that have the 80/20 reimbursements from the Feds; the expenditures act differently depending salaries predictable it is month to month, we are fully staffed; the December payroll was used to try to project that out for the year; we had open vacancies for the first six months of the year; we are projecting close to a \$700 thousand dollars of attrition savings of what we budgeted; we budgeted based on pay raises because performance reviews are up, people leaving we don't know in the future; that number is volatile the \$700 thousand dollars could be \$500 thousand dollars in savings but it could be \$900 thousand dollars of savings; other expenses were projected on half a years' worth of data; we will be under on fuel by \$130 thousand and will be over on vehicle maintenance; vehicle maintenance is huge, but until we get the new buses which then repairs are under warranty will hopefully decrease our current trend of vehicle maintenance expenses..

Mr. Bingham moved on to page 59, Capital Expenses; we will be receiving six busses in the next thirty days, half a million dollars will have to be used to purchase the busses and then seek for reimbursement; these projections were not based on that information, this information was received 24 hours ago; this had a more conservative approach in getting those busses in a more strung out matter; the timing on how it happens is going to be different.

Mr. Bingham asked for any in depth questions or ideas that have not been incorporated or talked about today can be addressed but would like to move this forward for Board information for the following month and let them weigh in on what their seeing.

Councilor Sheehey asked if anyone had any questions or would want to make a motion to pass this on to the Board.

**Commissioner Chavez made a motion to forward this mid-year budget review to the full Board.**

Commissioner Chavez asked if this item will be reviewed at the next Board meeting; reason asked is if more time is needed and you need to skip an agenda, advise the board so that it fits to your schedule and/or routine.

Mr. Mortillaro mentioned the only change would be the impact of the six new busses arriving may have; if it has any influence on Troy's projections.

**Councilor Sheehey seconded the motion and it passed by unanimous voice vote.**

### **E. Quarterly Investment Report**

Mr. Bingham mentioned we implemented the new strategy of investment policy we talked about over the last six months; we have a new vender, LPL Treasury Securities; it is what the bank LANB and 1<sup>st</sup> National Bank of Santa Fe use to go out and buy treasuries when looking to collateralize public accounts to their own constituents; we have taken advantage of LPL financials and bought US treasuries securities, a one year at \$750 thousand dollars and a nine month at \$250 thousand dollars, we are in \$1 million dollars; this opens us up to a new world of secondary markets; we can cash out at any given time or let the actual maturity of these occur; the interest rate are based off of the current treasury notes; we've increased our rate of return to 46% for our investments; overall one-year treasury securities returns are greater due to the change by the Fed's in December to raise interest rates are out pasing us because they are at 49-65% for a one year treasury; we are running into maturity risk which we are invested in the CD's that are locked in on old rates before the interest rates changed in December; as long as LANB continues to offer only a forty bases point one year CD our overall rate of return is not going to change dramatically; we should be hesitant to go fully with LPL securities cause it creates a lot of accounting work because you have to do mark to market with these types of treasuries; a new strategy has been implemented, we have money to invest; anticipating putting another half million dollars out of the checking account into the LGIP to hold on to until the new busses are paid; searched for Credit Unions that offered 40 bases points; we picked up Sandia Credit Union and Guadalupe is now offering one hundred bases points/seven month CD, since they do not collateralize we can only go \$250 thousand with them.

Mr. Bingham asked if anyone has any suggestions or know what their county is performing to let him know and he will be more than happy to look into those; the best we can be doing is 46 bases points.

**Commissioner Chavez made a motion to forward the Quarterly Investment Report to the full Board, Councilor Sheehey seconded and it passed by unanimous voice vote.**

### **F. Minutes**

None – No meeting in December 2015

### **MATTERS FROM THE SUBCOMMITTEE**

Commissioner Chavez suggested Troy to meet with Santa Fe County Treasure Patrick Barela; he might want to share what they are doing with their investment policy; they are in the process of updating their policy and recommends Troy to meet with the Treasure and see what they have on their radar.

### **ADJOURN**

Councilor Sheehey adjourned the meeting.

Next Finance Subcommittee will be held February 26, 2016 at 9:00 AM.



## **EXECUTIVE REPORT For February 2016**

### **EXECUTIVE**

- Presented annual report to Edgewood Town Council with Chairman Barrone.
- Meet with City of Santa Fe staff to explore consolidation options.
- Continue to participate in weekly La Cienega route planning.
- Attended Mountain Trail stakeholders meeting.
- Attended presentation on new time keeping system.
- Reviewed tribal MOA's with attorney and staff.
- Met with Pojoaque Pueblo regarding Tribal MOA.
- Overseeing appraisal of property in the Town of Taos.
- Conducted orientation for new Pojoaque Pueblo Board members.
- Reviewed updated employee recognition program.
- Continued review and discussion of outstanding site property issues with Attorney and Land Use consultant.
- Attended monthly MPO TCC meeting.
- Attended Rio Metro Board meeting.
- Attended via conference call SWTA Board meeting.
- Attended via conference call APTA Small Operations Committee.
- Attended via conference call APTA State Affairs Committee.
- Attended NMTA monthly Board of Directors meeting.
- 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 OFFICE**

- NCRTD social media program began with the launch of the "North Central Regional Transit District" Facebook page. Please "like" and encourage your friends to like as well. In the first five days, it generated 167 likes
- Developing a social media content calendar and will begin to develop plans for launching Twitter and Instagram accounts
- Developed, planned and conducted, with Stacey McGuire, La Cienega community meeting to garner input on routing and stops for upcoming La Cienega route
- Developed, planned and conducted, with Stacey McGuire, Mountain Trail stakeholders meeting which was well attended by representatives of the Santa Fe National Forest, Ski Santa Fe, Ski NM, Tourism Santa Fe, Downtown Santa Fe lodgers, Bike Santa Fe, Santa Fe Bike and trails advisory committee, and representatives from the City and County of Santa Fe
- Represented the NCRTD at an NMDOT hosted Transportation Day at the State Legislature
- Attended an NCRTD presentation by Chair Barrone and Executive Director Mortillaro at the Edgewood Town Council

- Met with my ad rep Deb Meyer and advertising director Art Trujillo of the SF New Mexican to discuss budget for next year
- Developed and released a schedule brochure for the UNM Taos route as well as updated the RTD System Map brochure
- An NM True ski scene ad on behalf of the NM State Tourism Department was installed on the new bus placed on the Mountain Trail route
- Met with Isabel Peña and owner of LMNOC Broadcasting (formerly DMC Broadcasting), Chris Munoz, to discuss radio advertising options for the Taos County area
- Began work to develop a series of tourism rack cards for spring distribution
- Closed out the month attending the APTA Marketing and Communication Workshop in Phoenix
- Secured Research and Polling out of Albuquerque to conduct the 2016 Rider Survey
- Issued the press release regarding the FY2015 Audit which received front page coverage in the Rio Grande Sun
- Wrote and developed the Winter edition of Blue Bus Times
- Submitted two features to the NMTA quarterly newsletter
- Worked with Ski Santa Fe to promote a don't drink and drive message for the BrewSKI event held on the mountain
- Participated in a series of La Cienega planning meetings throughout the month
- Wrote and disseminated a press release and rider alerts regarding normal Presidents Day service
- Provided updates to NCRTD.org and rider alerts 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 February excluding Saturdays and Sundays
- KSWV 810-AM in Santa Fe, :30 sec Mountain Trail spots ran 20 times in February 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 February
- A series of 30-second spots in English and Spanish ran on KXMT in Taos
- Two banner ads ran in February in the Santa Fe New Mexican. Two banner ads ran in the Taos News and Los Alamos Monitor. Two 1/8 page ads ran in the Rio Grande Sun
- A series of digital ads ran on SantaFe.com, Santa Fe Hometown News, Los Alamos Daily Post and Valley Daily Post. Ads also continued running on the Taos News website as well as in Google searches in the Taos County area
- Ads ran in the Green Fire Times and Chama Valley Times

### **SERVICE DEVELOPMENT**

- January 2016 5311 Ridership Report
- ITS AVL/CAD project work including:
- Oversight of ongoing tweaks and improvements to schedule, routing and map
- Continued data entry input and oversight, emphasis on trigger boxes and angles of entry
- TAP FY14 and FY15- revised RFB process completed, contract awarded to Allied 360 Construction, LLC pending NMDOT and FHWA approval; anticipated construction start date April 11, 2016
- Continued discussion with Santa Fe National Forest about Mountain Trail route and ROW, use of Federal lands, bicycle transport, special use permit
- Participated in La Cienega Valley public input meeting regarding pilot service; created multiple routing options and worked with Staff to select the final route
- Transit 4 All grant application process begun: potential partners engaged, application drafted, research performed
- Represented NCRTD at Transportation Day at the Roundhouse

- Participated in Mountain Trail Stakeholder meeting
- Met with Las Golondrinas Staff to discuss its needs related to the La Cienega route
- Engaged Rio Metro RTD Staff to discuss regional planning and collaboration opportunities
- Continued discussion with Jicarilla Apache Nation representatives regarding transportation needs and requested service
- Participated in Pre-Proposal meeting for On-Call Engineering Services RFP
- Prepared to apply for TIGER VIII funding opportunity
- Utilized ArcGIS to map demographics to assist in route planning for La Cienega pilot route
- Researched and assessed potential bike share program opportunities
- Attended NMDOT NM68 Project local governments meeting to discuss project overview
- Coordinated Above and Beyond Raffle Winners for February.
- Completed PAF's to process the Sick Leave Cash out/Banking requests for represented colleagues.
- Attended Webinar: The ABCs of the NLRA and the NLRB for Employers
- Conducted meeting with the supervisory team to discuss feedback received from our colleagues regarding work conditions and morale.
- Implemented the Monthly Supervisory Training, created with the purpose of developing our management team to become even more knowledgeable and effective in their respective roles. Facilitated our first training: The Family and Medical Leave Act.
- Coordinated demo of the Kronos payroll and time keeping system with the management and admin team.
- Coordinated Implementation of Performance Pro, the District's first computerized Performance Management system. Attended the one on one training with the Performance Pro representative.

## **OPERATIONS**

- Attended the Southwest Transit Association conference in Mesa Arizona and had training on the Safety Management System required by the FTA.
- Working with management team on La Cienega route planning and route timing
- Worked with Executive Director and staff on the four fields of success goals for the district.
- Attended a Community Organizations Active in Disaster (COAD) meeting by Santa Fe County

## **HUMAN RESOURCES**

- Celebrated Birthdays and Anniversary Day on Wednesday, February 10.
- Fun Committee Meeting on Thursday, February 11.
- Coordinated with the Fun Committee Leaders, the Who's that baby and To Get to Know You Contests.



# **Performance Measures**

**for**

**Fiscal Year 2016**

**January 2016**





## Performance Measures for Fiscal Year 2015

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 2014. The data is for 2012 in FTA Region 6, rural providers which includes New Mexico, Texas, Oklahoma, Arkansas and Louisiana.

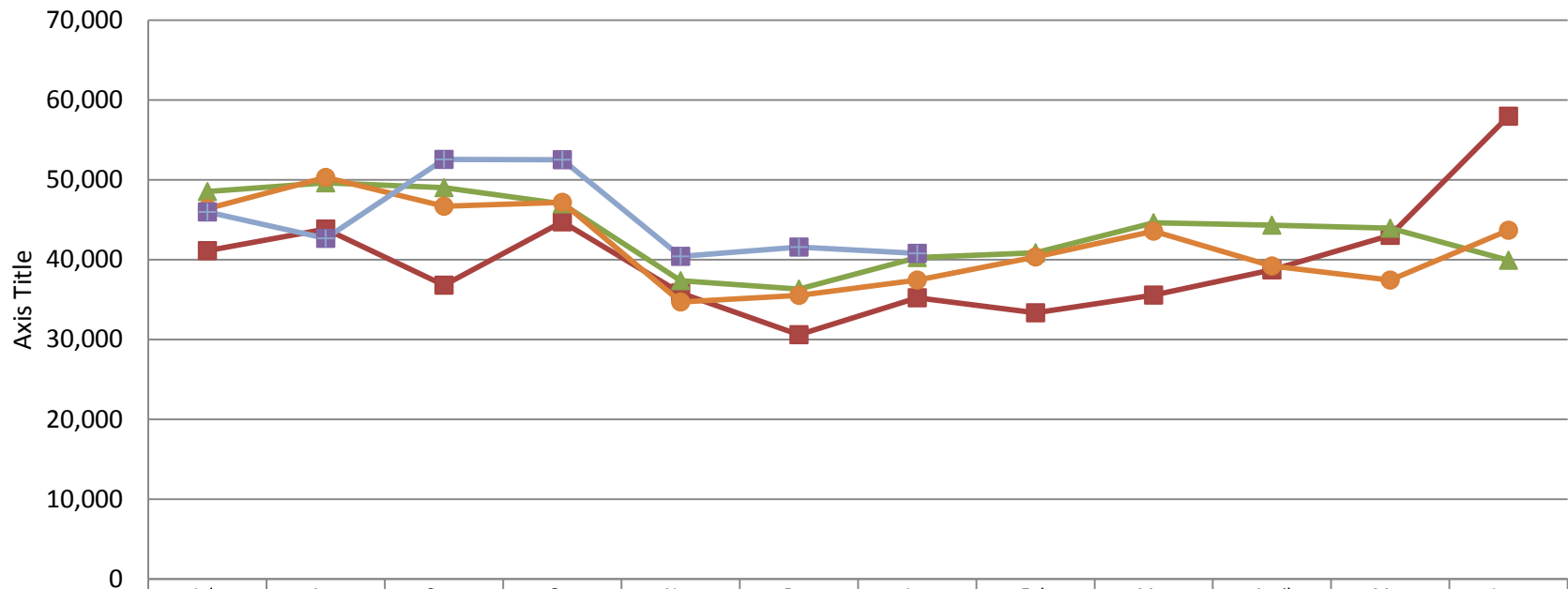


# Performance Measure - Administrative:

## 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



| Axis Title | July   | Aug    | Sept   | Oct    | Nov    | Dec    | Jan    | Feb    | Mar    | April  | May    | June   |
|------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| FY 12-13   | 41,135 | 43,836 | 36,784 | 44,720 | 35,825 | 30,576 | 35,214 | 33,352 | 35,549 | 38,724 | 43,060 | 57,985 |
| FY 13-14   | 48,552 | 49,624 | 49,034 | 46,976 | 37,369 | 36,320 | 40,271 | 40,871 | 44,627 | 44,335 | 43,930 | 39,934 |
| FY 14-15   | 46,374 | 50,295 | 46,680 | 47,164 | 34,702 | 35,509 | 37,422 | 40,320 | 43,563 | 39,195 | 37,447 | 43,676 |
| FY 15-16   | 45,989 | 42,682 | 52,575 | 52,528 | 40,393 | 41,584 | 40,794 |        |        |        |        |        |

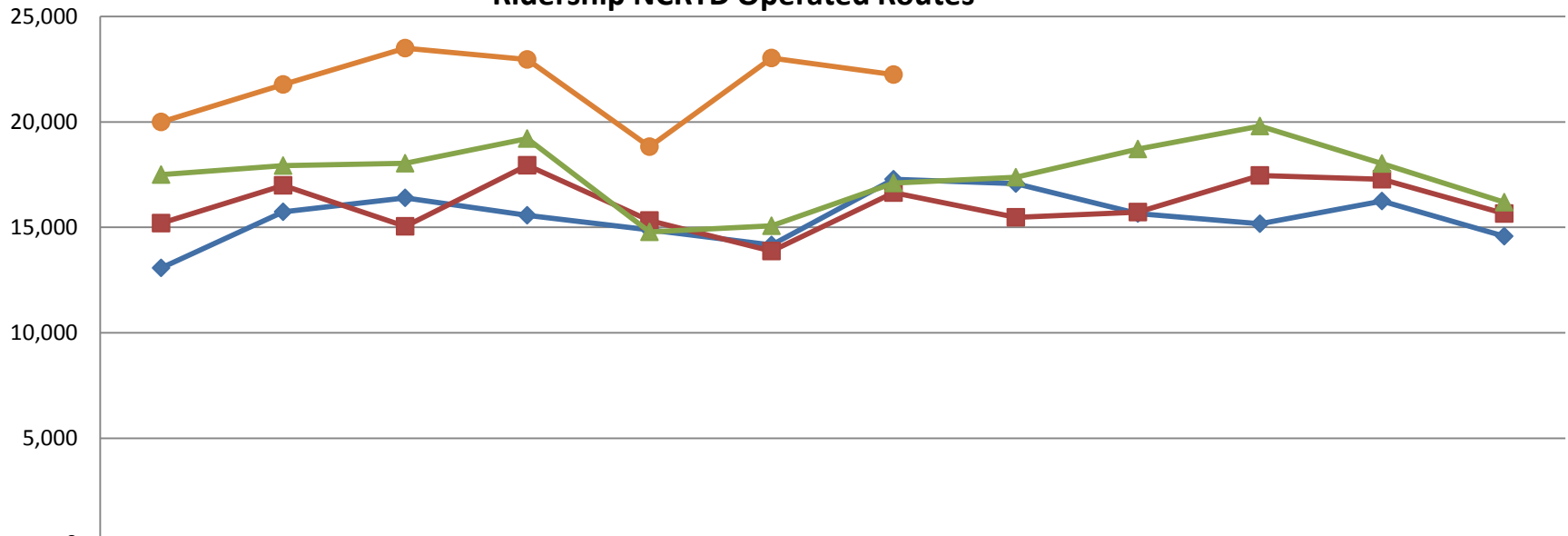


## Performance Measure - Administrative:

### Ridership Tracking of NCRTD Operated Routes

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. Totalling 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.

**Ridership NCRTD Operated Routes**



|            | July   | Aug    | Sept   | Oct    | Nov    | Dec    | Jan    | Feb    | Mar    | April  | May    | June   |
|------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| ◆ FY 11-12 | 13,081 | 15,739 | 16,397 | 15,567 | 14,886 | 14,167 | 17,274 | 17,071 | 15,650 | 15,178 | 16,244 | 14,573 |
| ■ FY 12-13 | 15,200 | 16,995 | 15,052 | 17,943 | 15,317 | 13,872 | 16,642 | 15,471 | 15,729 | 17,465 | 17,285 | 15,653 |
| ▲ FY 13-14 | 17,504 | 17,934 | 18,033 | 19,205 | 14,792 | 15,069 | 17,102 | 17,380 | 18,719 | 19,804 | 18,021 | 16,187 |
| ● FY 15-16 | 19,992 | 21,768 | 23,498 | 22,962 | 18,824 | 23,033 | 22,245 |        |        |        |        |        |

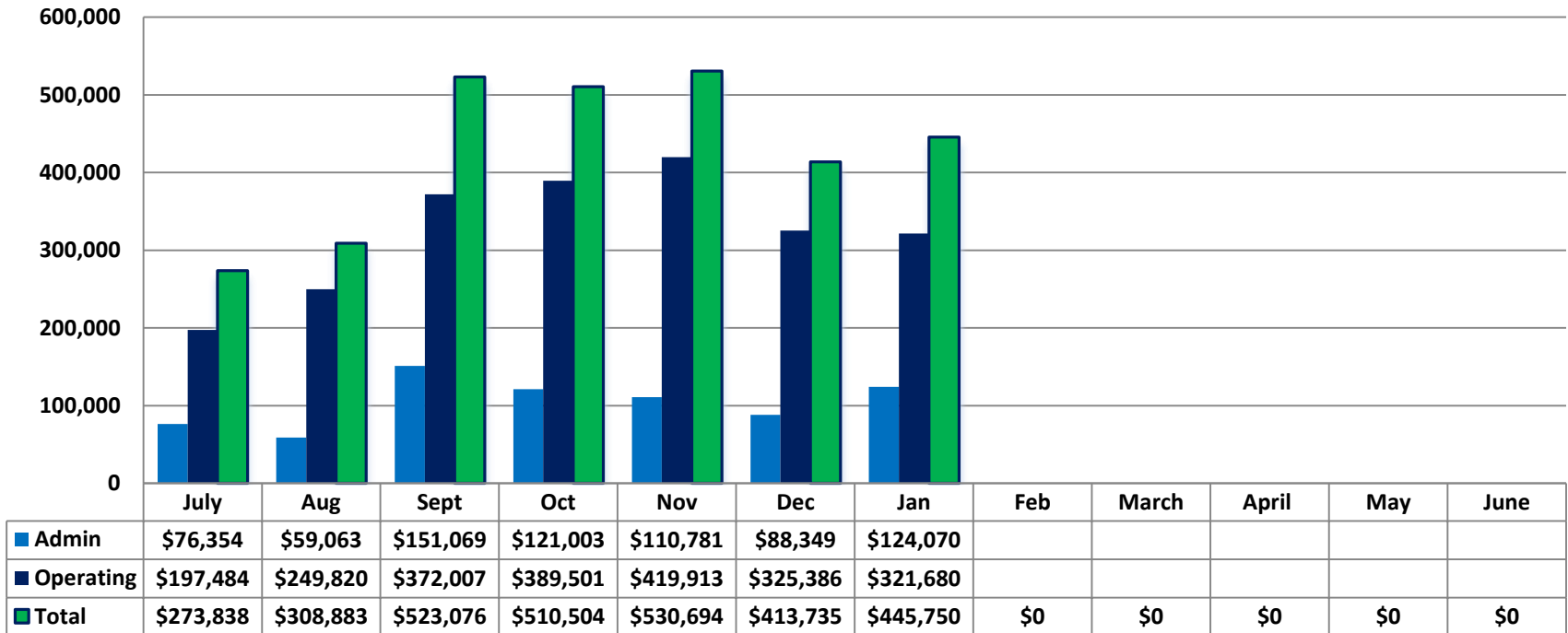


## Performance Measure - Administrative:

### Monthly Expenditures for Administrative and Operating

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



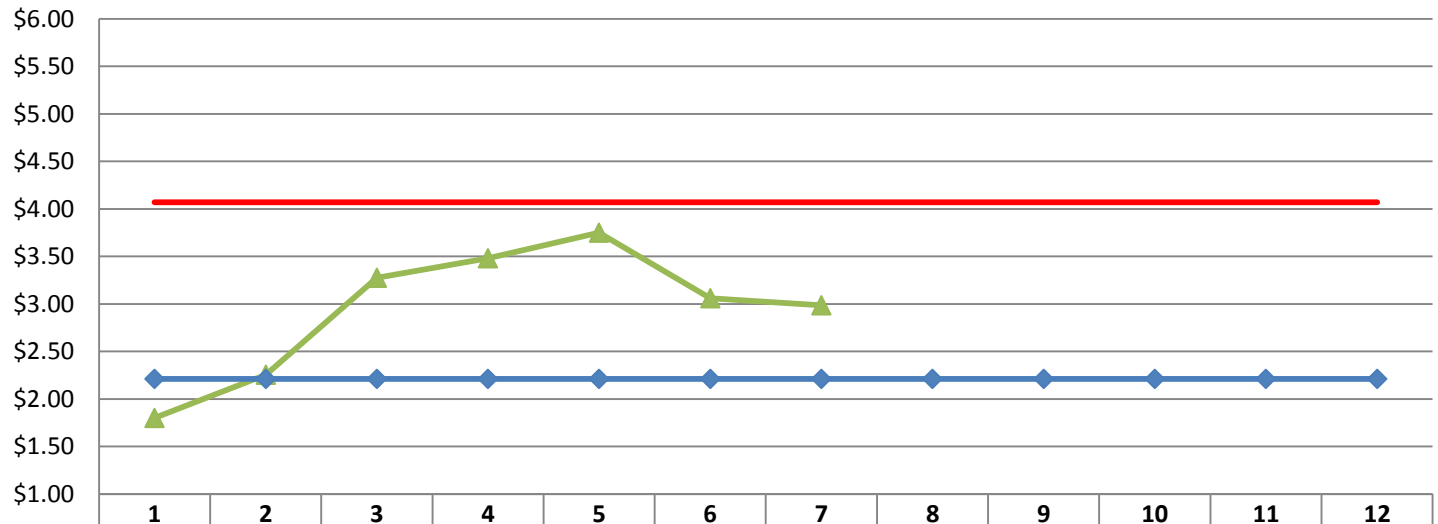


## Performance Measure - Administrative:

### 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 **2014\*** Rural Transit Data Fact Book, specifically FTA's District 6 (our district) annual cost per mile is included as a benchmark. **\*This Data from 2104 Rural Transit Data Fact Book has been revised for the FY15 year.**

### Operating Cost Per Vehicle Mile



|                                |        |        |        |        |        |        |        |        |        |        |        |        |
|--------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| ▲ Monthly Cost per Mile        | \$1.80 | \$2.26 | \$3.27 | \$3.48 | \$3.75 | \$3.06 | \$2.99 |        |        |        |        |        |
| — Sandoval/Valencia            | \$4.07 | \$4.07 | \$4.07 | \$4.07 | \$4.07 | \$4.07 | \$4.07 | \$4.07 | \$4.07 | \$4.07 | \$4.07 | \$4.07 |
| ◆ Region 6 Total Cost Per Mile | \$2.21 | \$2.21 | \$2.21 | \$2.21 | \$2.21 | \$2.21 | \$2.21 | \$2.21 | \$2.21 | \$2.21 | \$2.21 | \$2.21 |

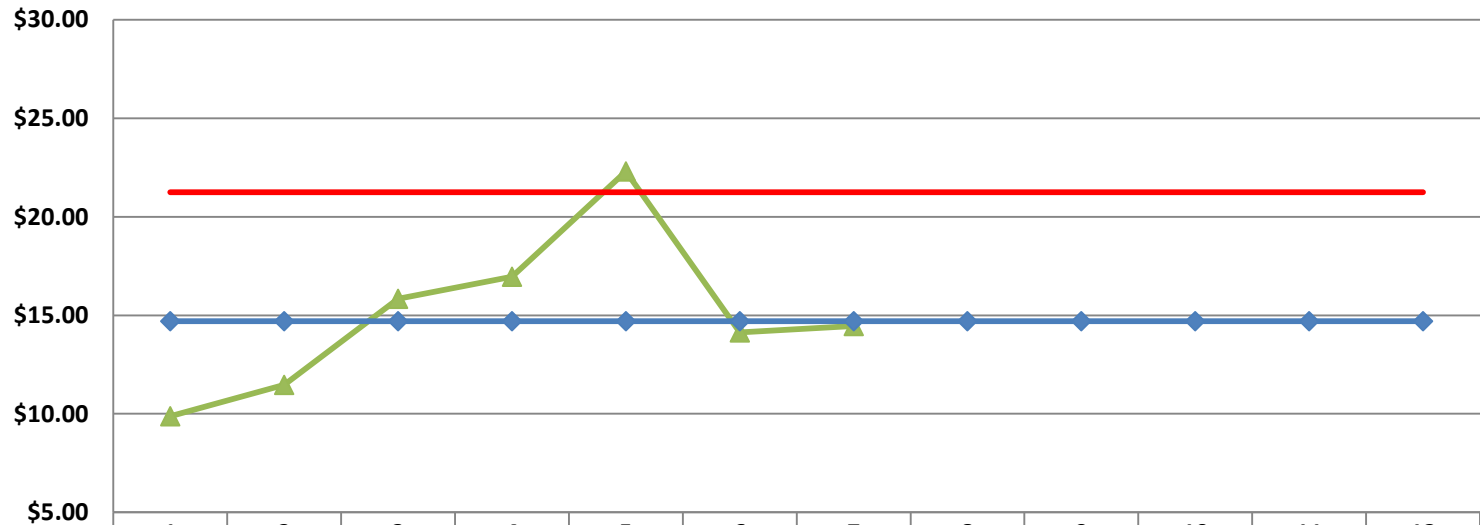


## Performance Measure - Administrative:

### 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 **2014\*** Rural Transit Data Fact Book, specifically FTA’s District 6 (our district) annual cost per trip is included as a benchmark. . **\*This Data from 2104 Rural Transit Data Fact Book has been revised for the FY15 year.**

### Operating Cost Per Trip/Passenger



|                              |         |         |         |         |         |         |         |         |         |         |         |         |
|------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Monthly Cost per Trip        | \$9.88  | \$11.48 | \$15.83 | \$16.96 | \$22.31 | \$14.13 | \$14.46 |         |         |         |         |         |
| Sandoval/Valencia            | \$21.24 | \$21.24 | \$21.24 | \$21.24 | \$21.24 | \$21.24 | \$21.24 | \$21.24 | \$21.24 | \$21.24 | \$21.24 | \$21.24 |
| Region 6 Total Cost Per Trip | \$14.70 | \$14.70 | \$14.70 | \$14.70 | \$14.70 | \$14.70 | \$14.70 | \$14.70 | \$14.70 | \$14.70 | \$14.70 | \$14.70 |

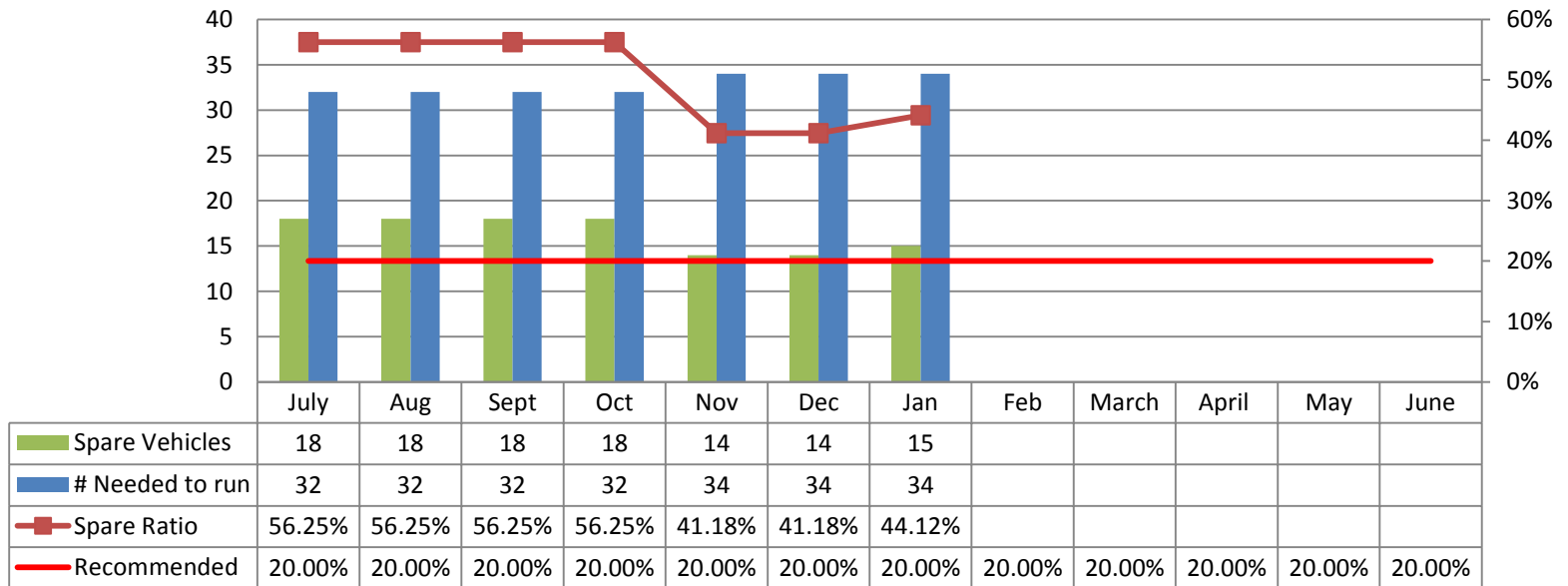


## Performance Measure - Fleet:

### Spare Vehicle Ratio/Combined all Vehicles

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 49 and is exempt from this guideline but it is a good benchmark to keep in place. With an annual maximum service of now 34 and a backup fleet of 15, the backup ratio is 44%. 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



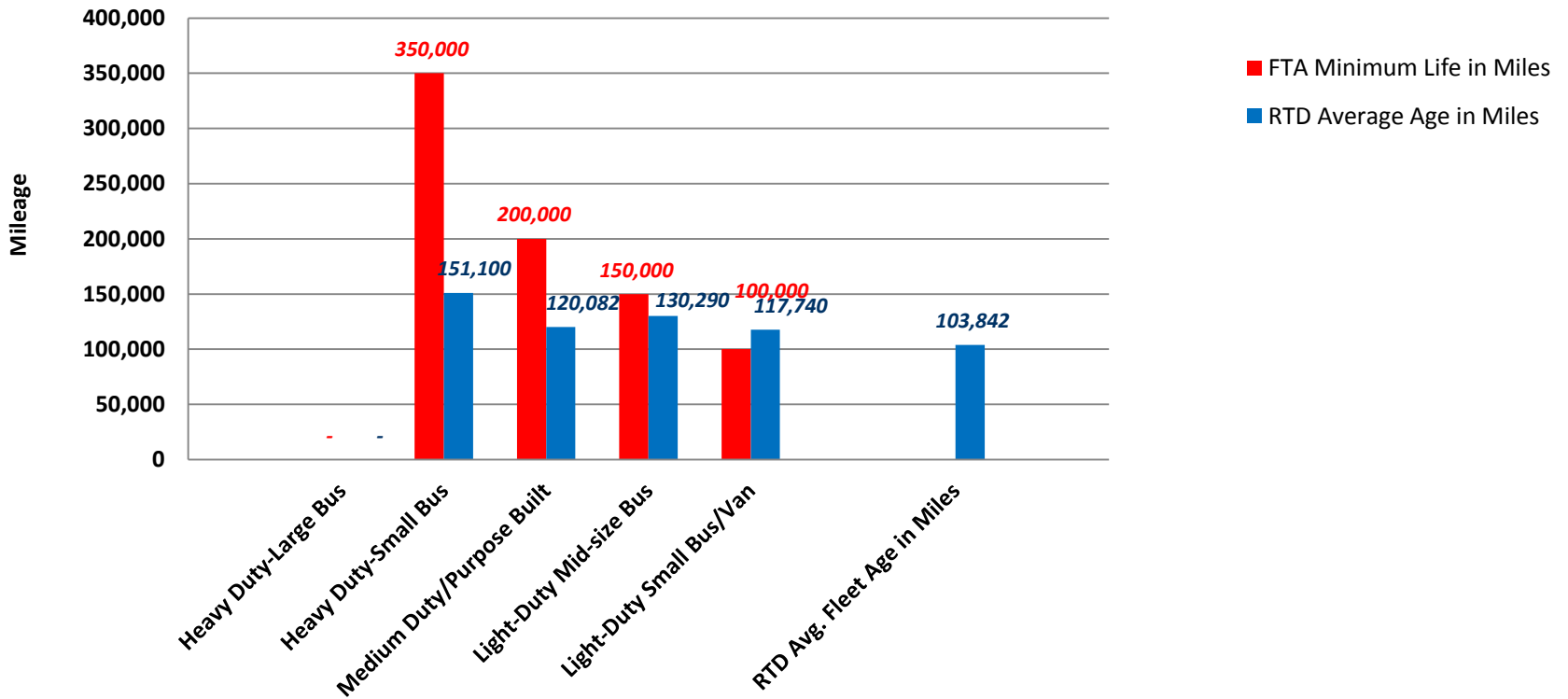


## Performance Measure - Fleet:

### Average Fleet Age

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.

### Average Fleet Age in Miles by FTA Category





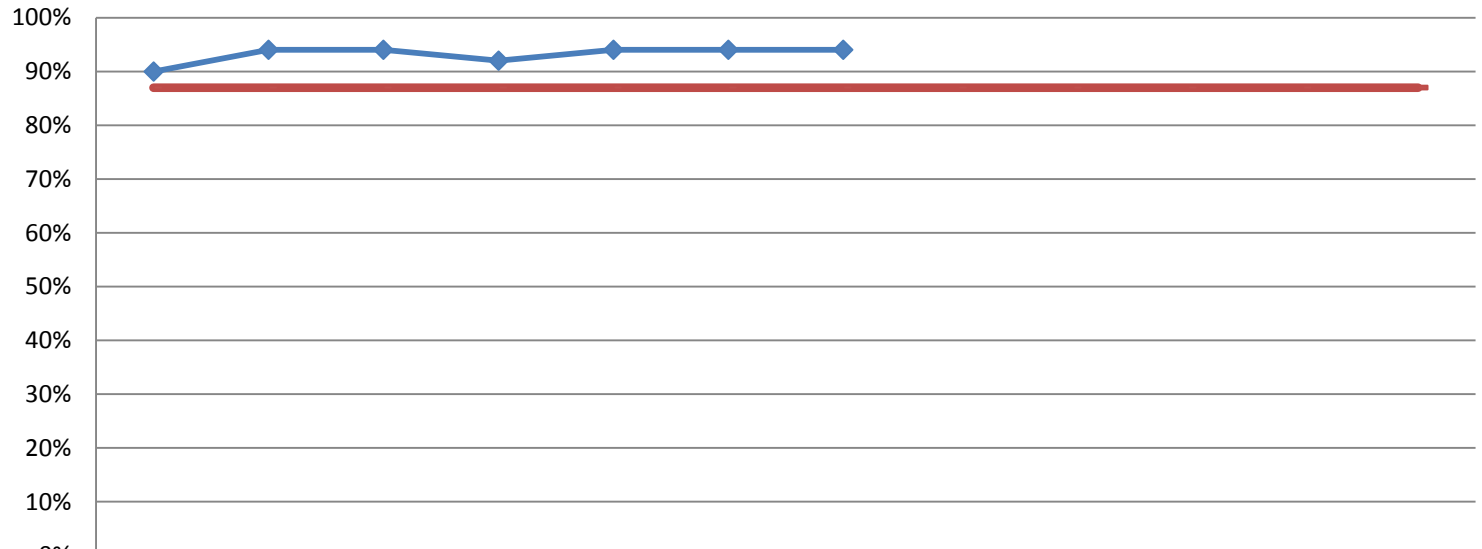


# Performance Measure - Fleet:

## 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.

**Percent of Preventative Maintenance Completed Within Scheduled Mileage**



|                          | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June |
|--------------------------|------|-----|------|-----|-----|-----|-----|-----|-------|-------|-----|------|
| FY 13-14 RTD Maintenance | 90   | 94  | 94   | 92  | 94  | 94  | 94  |     |       |       |     |      |
| FTA Recommendation       | 87   | 87  | 87   | 87  | 87  | 87  | 87  | 87  | 87    | 87    | 87  | 87   |

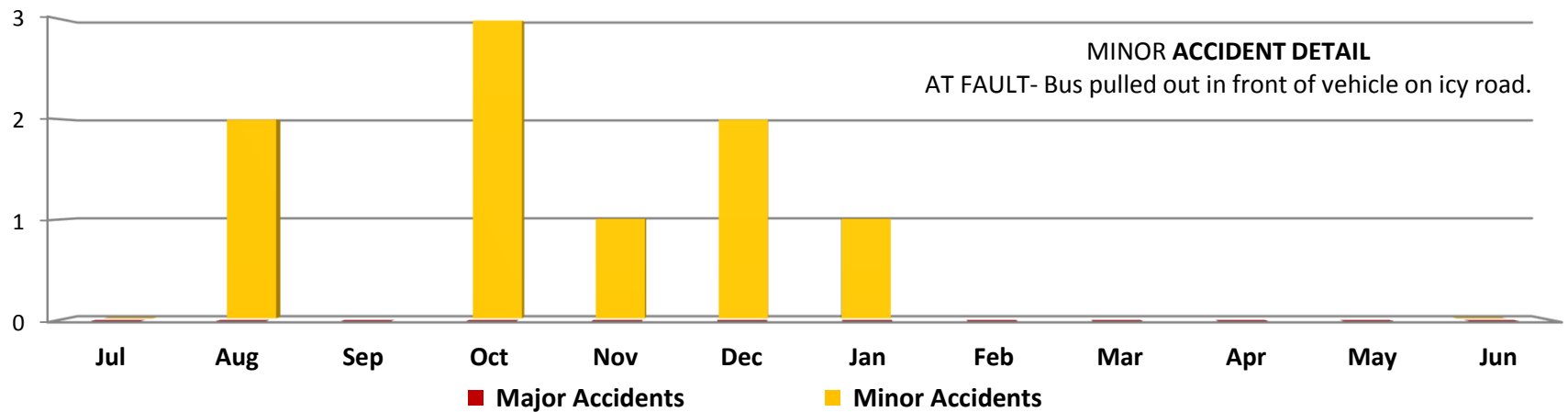


## Performance Measure - Fleet:

### 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 104,664 Miles Avg. Driven Monthly



**Last Minor Accident - January 8, 2016**

**Miles Driven since last Minor Accident - 71,355**

**Last Major Accident - October 22, 2013**

**Miles Driven since last Major Accident - 2,248,373**



## 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 driver training needs to be scheduled for particular drivers. Customers also have complained about routes, stops, dispatch, bus cleanliness and other various categories.

NONE

**FY 15-16 Number of Complaints**

|         | Total | Schedule Issues | Driver Performance | Against other Passengers | Miscellaneous* | Percent VS Ridership |
|---------|-------|-----------------|--------------------|--------------------------|----------------|----------------------|
| July    | 3     |                 | 1                  |                          | 2              | 0.02%                |
| August  | 2     |                 | 2                  |                          |                | 0.01%                |
| Sept    | 6     |                 | 5                  |                          | 1              | 0.03%                |
| Oct     | 0     | 0               | 0                  | 0                        | 0              |                      |
| Nov     | 2     | 1               |                    |                          | 1              | 0.01%                |
| Dec     | 4     |                 | 3                  |                          | 1              | 0.02%                |
| January | 0     | 0               | 0                  | 0                        | 0              | 0.00%                |
| Feb     | 0     |                 |                    |                          |                |                      |
| March   | 0     |                 |                    |                          |                |                      |
| April   | 0     |                 |                    |                          |                |                      |
| May     | 0     |                 |                    |                          |                |                      |
| June    | 0     |                 |                    |                          |                |                      |
|         | 0     |                 |                    |                          |                |                      |
| Total   | 17    | 1               | 11                 | 0                        | 5              | 0.01%                |



## Performance Measure – Customer Relations: 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. Taos Route – The driver missed a rider at Mike’s Mini Mart bus stop.
2. Taos Route – A passenger got off to use restroom and was missed getting back on the bus. Supervisor sent another driver to pick up passenger and delivered to Park N Ride.
3. Taos Route – A passenger had a bottle of hazardous chemical on the bus that was emitting a strong irritating smell. When questioned he threw the bottle out of the window. The driver ejected him at Mike’s Mini Mart bus stop.
4. Riverside Route – The driver denied a ride to passenger who was using foul language at Ohkay bus stop.
5. Riverside Route – A passenger asked to get off at Hindi gas station shelter, jumped in a car, and stole it from a lady at the gas pump. The driver called to base to report the incident. Law Enforcement was called.
6. Riverside Route – A passenger became irate and was using foul language. The driver asked rider to get off the bus at the Mariscos stop.
7. Santa Fe Route – A man passed out on bus, his daughter was unable to wake him. The driver called supervisor to advise of situation. Law enforcement was called and reported to the scene to assist.
8. Riverside Route – A man was laying in the bus seat, and was asked to sit up. He called the driver profane names and was then ejected at the Ohkay bus stop.
9. Santa Fe Route – The driver observed a woman taking pictures of the bus from a car coming out of the Georgia O’Keefe museum parking lot, possibly because the buses were blocking the drive way.

## Performance Measure – Customer Relations: Customer Incidents

**FY 14-15 Number of Customer Incidents**

|              | Total     | Driver-Non Rider | Rider-Rider | Driver-Rider | Rider     | % of Ridership |
|--------------|-----------|------------------|-------------|--------------|-----------|----------------|
| July         | 11        |                  | 4           | 7            |           | 0.06%          |
| Aug          | 12        | 6                | 1           | 4            | 1         | 0.06%          |
| Sept         | 6         |                  |             | 1            | 5         | 0.03%          |
| Oct          | 8         | 1                |             | 4            | 3         | 0.03%          |
| Nov          | 3         |                  |             | 3            |           | 0.02%          |
| Dec          | 7         |                  | 2           | 3            | 2         | 0.03%          |
| Jan          | 9         | 1                |             | 6            | 2         | 0.04%          |
| Feb          | 0         |                  |             |              |           |                |
| March        | 0         |                  |             |              |           |                |
| April        | 0         |                  |             |              |           |                |
| May          | 0         |                  |             |              |           |                |
| June         | 0         |                  |             |              |           |                |
|              |           |                  |             |              |           |                |
| <b>Total</b> | <b>56</b> | <b>8</b>         | <b>7</b>    | <b>28</b>    | <b>13</b> |                |



**PARATRANSIT  
Performance Measures**

**for**

**Fiscal Year 2016**

**January 2016**



## **DEMAND RESPONSE / PARATRANSIT Performance Measures for Fiscal Year 2015**

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: Demand Response Administrative, Paratransit Operations and Customer Relations:

- 1. Demand Response Administrative:**
  - A. Ridership, All Demand Response Routes**
  - B. Ridership, Demand Response Paratransit**
  - C. Demand Response Operational Cost**
  - D. Cost Per Mile**
  - E. Cost Per Trip**
  
- 2. Paratransit Operations**
  - A. Cancellations**
  - B. Late Cancellations**
  - C. No-Shows**
  - D. On-Time Performance**
- E. Trip Length**
  
- 3. Customer Relations:**
  - A. Complaints**
  - B. Incidents**

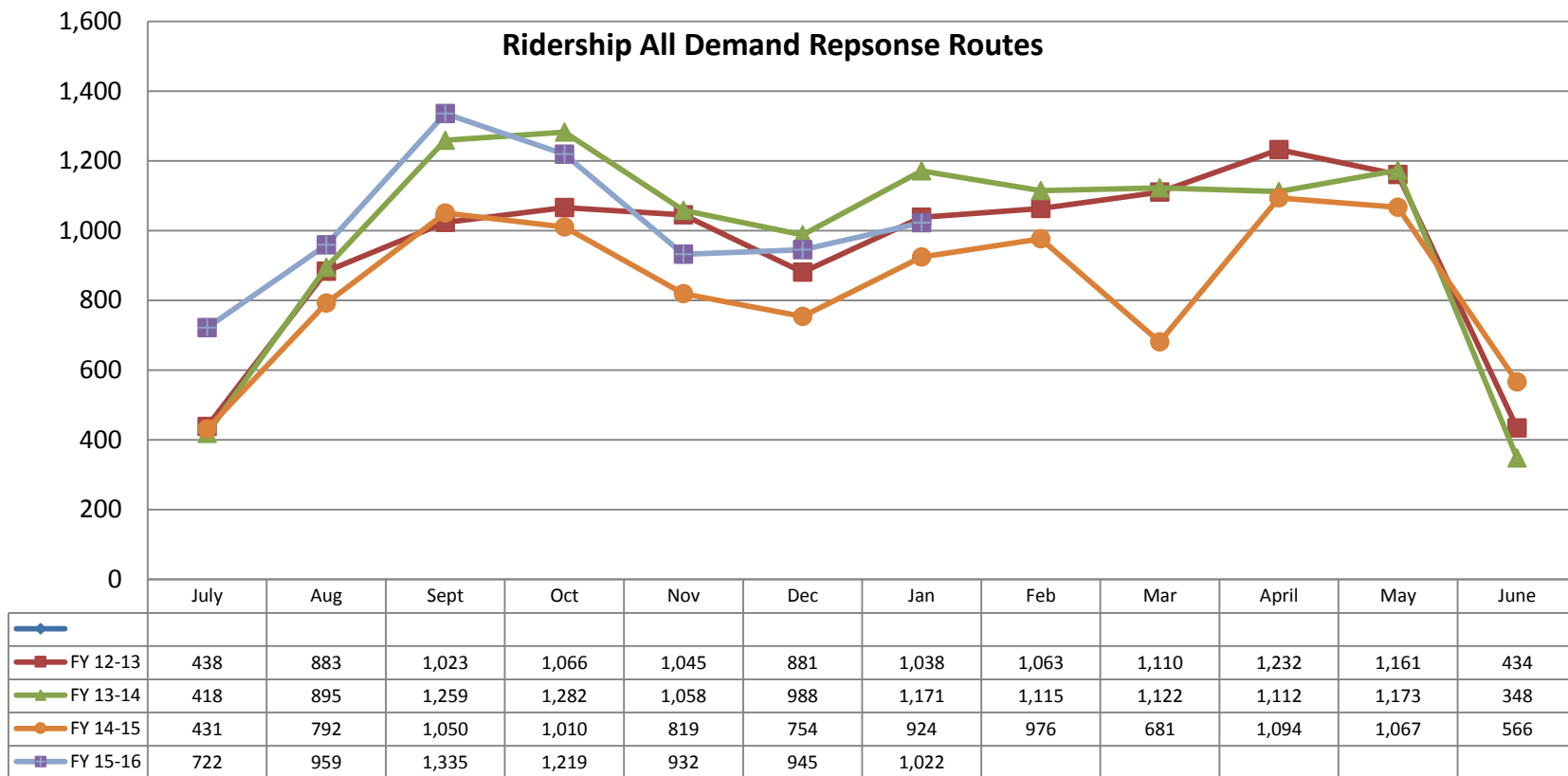
The closest peer comparison is Rio Metro Regional Transit District-Sandoval/Valencia County for 2014. Theirs covers a large area as does NCRTD giving a close comparable to cost per mile. Their percentage of Demand Response trips are 46% of their total ridership, higher than NCRTD's at 4.7%, showing a considerable spread on the cost per trip. The FTA benchmarking data used originates from the Rural Transit Fact Book 2014. The data is for 2012 in FTA Region 6, rural providers which includes New Mexico, Texas, Oklahoma, Arkansas and Louisiana.



## Performance Measure - Administrative:

### Ridership Tracking of All Demand Response Routes

This measurement tracks the number of rides (trips) taken each month on all the demand response routes within the district. This graph shows the NCRTD demand response 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.



YEAR TO DATE: FY 15-16 **7134**



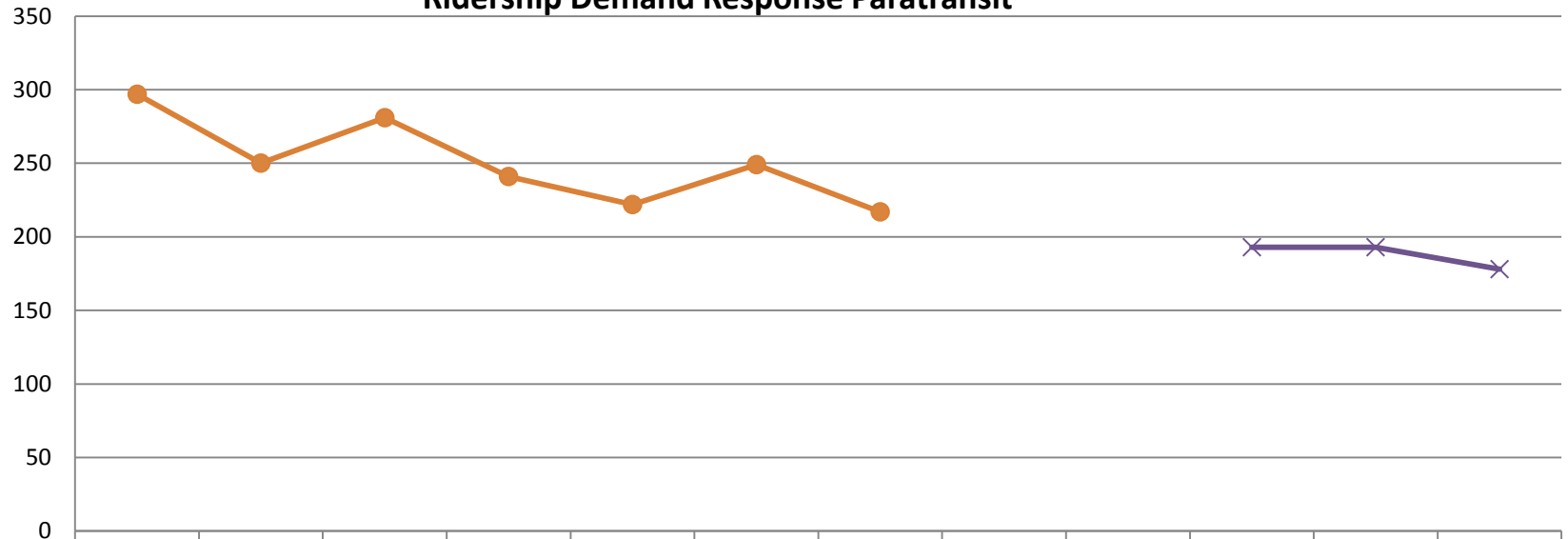


## Performance Measure - Administrative:

### Ridership Tracking of Demand Response / ADA Paratransit Trips

This ridership data represents the number of ADA paratransit trips that occurred each month within the demand response routes. This also includes any ADA eligible trips that occurred on the fixed/flex routes. Please note that this an incomplete chart at this time will be updated as ADA Paratransit ridership can be mined from the historical data.

**Ridership Demand Response Paratransit**



|            | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | April | May | June |
|------------|------|-----|------|-----|-----|-----|-----|-----|-----|-------|-----|------|
| ◆          |      |     |      |     |     |     |     |     |     |       |     |      |
| ■ FY 12-13 |      |     |      |     |     |     |     |     |     |       |     |      |
| ▲ FY 13-14 |      |     |      |     |     |     |     |     |     |       |     |      |
| ✕ FY 14-15 |      |     |      |     |     |     |     |     |     | 193   | 193 | 178  |
| ● FY 15-16 | 297  | 250 | 281  | 241 | 222 | 249 | 217 |     |     |       |     |      |

YEAR TO DATE: FY 15-16 **1757**

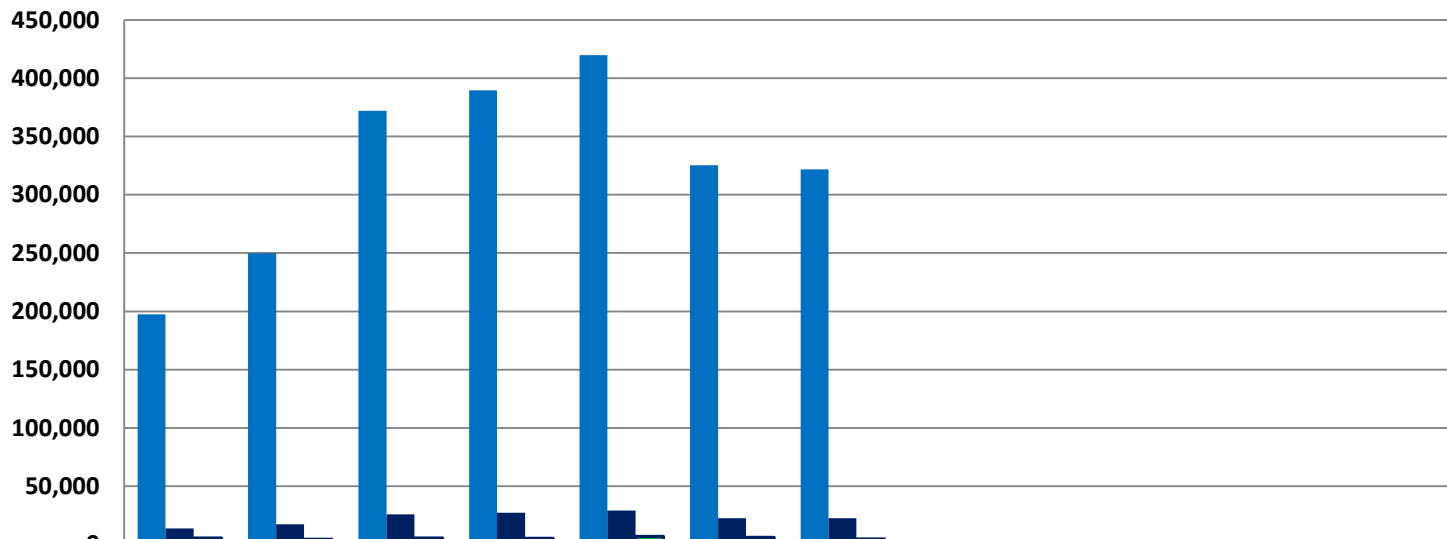


## Performance Measure - Administrative:

### Monthly Demand Response & ADA Paratransit Operational Costs

The NCRTD's Finance Department provides the administrative and operating expenses in a monthly budget status report. It is important to measure the operational costs 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. The operating budget for demand response is 6.97% of the overall operating budget. Each month's operating expenditures are calculated at 6.97% to acquire a crude demand response share. That share is then calculated to a percentage of the actual ADA trips for the month to determine a cost for paratransit. This number will be used to calculate cost per mile and cost per trip.

#### Monthly Demand Response & ADA Paratransit Operational Cost FY 14- 15



|                    | July      | Aug       | Sept      | Oct       | Nov       | Dec       | Jan       | Feb | March | April | May | June |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----|-------|-------|-----|------|
| ■ Total Operations | \$197,484 | \$249,820 | \$372,007 | \$389,501 | \$419,913 | \$325,386 | \$321,680 |     |       |       |     |      |
| ■ Demand Ops       | \$13,765  | \$17,412  | \$25,929  | \$27,148  | \$29,268  | \$22,679  | \$22,421  |     |       |       |     |      |
| ■ Paratransit Cost | \$5,663   | \$4,527   | \$5,445   | \$5,375   | \$6,971   | \$5,976   | \$4,740   | \$0 | \$0   | \$0   | \$0 | \$0  |

YEAR TO DATE: FY 15-16 \$38,697



## Performance Measure - Administrative:

### Paratransit Operational Cost per Vehicle Mile

The Paratransit Cost per vehicle mile is the total operating costs per month in relation to the percentage of ADA vehicle miles per month traveled. The mileage data is logged daily for each route and compiled into a monthly report. As a cost efficiency measure, operating costs per vehicle mile assesses the financial resources needed for the District's demand response paratransit 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 and 5310 funding. The peer comparison is Rio Metro Regional Transit District-Sandoval/Valencia County for 2014. Theirs covers a large area as does NCRTD giving a close comparable. Data from the 2014 Rural Transit Data Fact Book with data from 2012, specifically FTA's District 6 (our district) annual cost per trip is included as a benchmark.

#### Paratransit Operating Cost Per Vehicle Mile



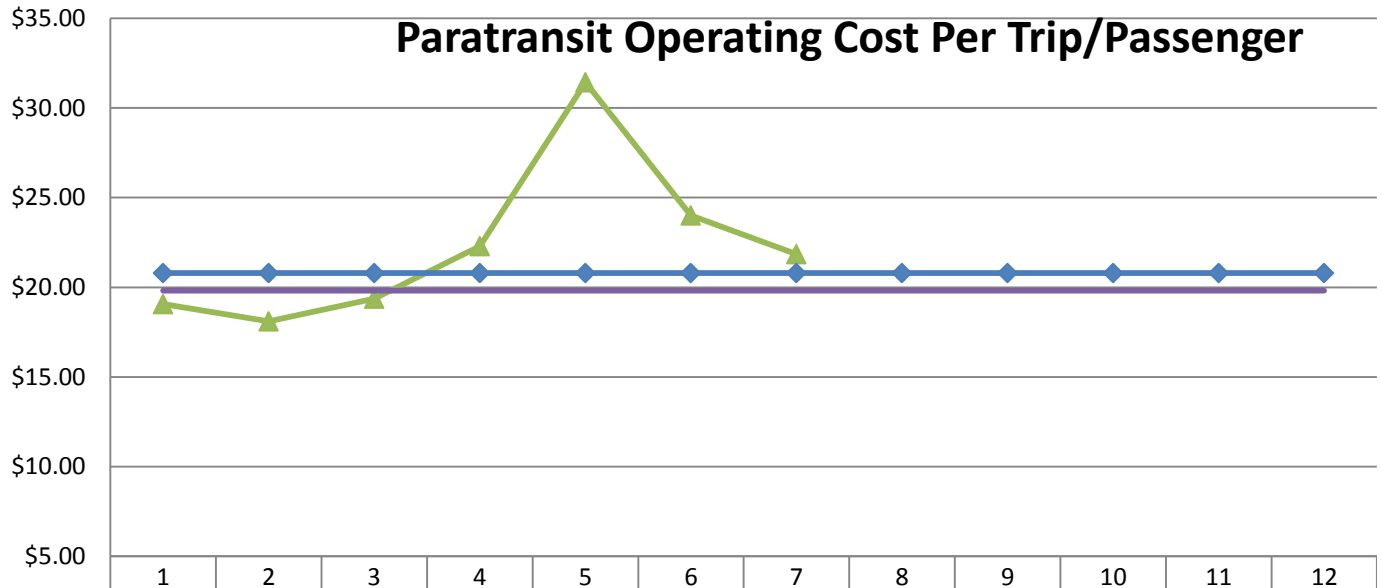
|                              | 1      | 2      | 3      | 4      | 5      | 6      | 7      | 8      | 9      | 10     | 11     | 12     |
|------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Monthly Cost per Mile        | \$2.40 | \$2.36 | \$2.07 | \$3.19 | \$3.30 | \$3.14 | \$2.85 |        |        |        |        |        |
| Sandoval/Valencia County     | \$3.74 | \$3.74 | \$3.74 | \$3.74 | \$3.74 | \$3.74 | \$3.74 | \$3.74 | \$3.74 | \$3.74 | \$3.74 | \$3.74 |
| Region 6 Total Cost Per Mile | \$2.14 | \$2.14 | \$2.14 | \$2.14 | \$2.14 | \$2.14 | \$2.14 | \$2.14 | \$2.14 | \$2.14 | \$2.14 | \$2.14 |



## Performance Measure - Administrative:

### Paratransit Operating Cost per Trip

The paratransit cost per trip is computed on a monthly basis by dividing the paratransit monthly operating costs from the paratransit cost (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 and 5310 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.. The peer comparison is Rio Metro Regional Transit District-Sandoval/Valencia County for 2014. Theirs covers a large area as does NCRTD giving a close comparable . Data from the 2014 Rural Transit Data Fact Book with data from 2012, specifically FTA's District 6 (our district) annual cost per trip is included as a benchmark.



|                                | 1       | 2       | 3       | 4       | 5       | 6       | 7       | 8       | 9       | 10      | 11      | 12      |
|--------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| ▲ Monthly Cost per Trip        | \$19.07 | \$18.11 | \$19.38 | \$22.30 | \$31.42 | \$24.00 | \$21.84 |         |         |         |         |         |
| — Sandoval/Valencia County     | \$19.82 | \$19.82 | \$19.82 | \$19.82 | \$19.82 | \$19.82 | \$19.82 | \$19.82 | \$19.82 | \$19.82 | \$19.82 | \$19.82 |
| ◆ Region 6 Total Cost Per Trip | \$20.80 | \$20.80 | \$20.80 | \$20.80 | \$20.80 | \$20.80 | \$20.80 | \$20.80 | \$20.80 | \$20.80 | \$20.80 | \$20.80 |



## **Performance Measure – Paratransit Operations:**

### **Cancellations, Late Cancellations and No-Shows**

Cancellations, Late Cancellations and No-shows by the paratransit rider are tracked as a performance measure. A late cancellation (cancelled within 2 hours of the scheduled trip) is counted as a No-Show. When a rider has accumulated 3 No-Shows in a 30 day period, he/she may be subject to a 30 day suspension of service.

**Cancellations = 14**

**Late Cancellations = 12**

**No-shows = 5**

On Time Performance and Trip Length tracked for scheduling and driver performance. On-Time performance is considered on-time from 10 minutes before to 20 minutes after the scheduled pickup time for the scheduled ride. This is reflected in the percentages of total trips that were early, late and on time. The performance goal for this measure is to attain 90% On-time.

**Early = 12.73%**

**On Time = 86.74%**

**Late = 0.53%**

Trip length is measured to determine the average trip length riders are on the bus during their trip as the rides are shared with other rider's pick up and drop offs. This is considered acceptable when ride time is not longer than twice the time it would take to make the ride on a fixed route bus. The average trip time on comparable fixed routes is 15 minutes.

**Average Trip Length Per Client = 21.15 Minutes, 7.7 Miles**



## 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. Demand Route – A passenger’s daughter called to complain that her mother was dropped off at the wrong Senior Center. / The supervisor questioned the driver and the passenger requested that particular Senior Center, which was the address on the manifest. The matter was clarified for future pick-up and drop-offs.
2. Demand Route – A passenger called to complain of the phones not working properly and that she had bags of laundry that she could not carry down her drive way. / Dispatch apologized for the phones as a new system was being installed and explained to the passenger that demand service is primarily curb to curb. Door to door service is only provided to people with disabilities or who are ADA eligible.

**FY 14-15 Number of Complaints**

|              | Total    | Scheduling Issues | Driver Performance | CSR/Dispatch | Miscellaneous* | Percent VS Ridership |
|--------------|----------|-------------------|--------------------|--------------|----------------|----------------------|
| July         | 0        | 0                 | 0                  | 0            | 0              | 0.00%                |
| August       | 0        | 0                 | 0                  | 0            | 0              | 0.00%                |
| Sept         | 0        | 0                 | 0                  | 0            | 0              | 0.00%                |
| Oct          | 1        | 1                 | 0                  | 0            | 0              | 0.41%                |
| Nov          | 0        | 0                 | 0                  | 0            | 0              | 0.00%                |
| Dec          | 0        | 0                 | 0                  | 0            | 0              | 0.00%                |
| January      | 2        | 1                 | 1                  |              |                | 0.92%                |
| Feb          | 0        |                   |                    |              |                |                      |
| March        | 0        |                   |                    |              |                |                      |
| April        | 0        |                   |                    |              |                |                      |
| May          | 0        |                   |                    |              |                |                      |
| June         | 0        |                   |                    |              |                |                      |
|              |          |                   |                    |              |                |                      |
| <b>Total</b> | <b>3</b> | <b>2</b>          | <b>1</b>           | <b>0</b>     | <b>0</b>       | <b>0.19%</b>         |



## Performance Measure – Customer Relations:

### 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. Demand Route – A passenger had too many bags at Wal-Mart. The driver explained that she could only bring what she could carry on board at one time. The passenger wasn't happy and yelled at driver. A Supervisor was called out to pick up the passenger and take her home.

#### FY 14-15 Number of Customer Incidents

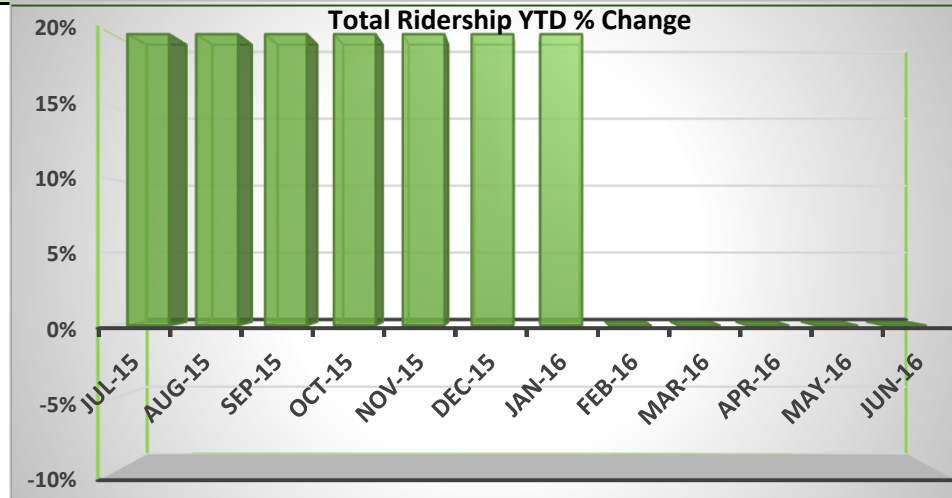
|       | Total | Driver-Non Rider | Rider-Rider | Driver-Rider | Rider | % of Ridership |
|-------|-------|------------------|-------------|--------------|-------|----------------|
| July  | 2     | 0                | 0           | 0            | 2     | 0.67%          |
| Aug   | 1     | 0                | 0           | 0            | 1     | 0.40%          |
| Sept  | 1     | 0                | 0           | 1            | 0     | 0.36%          |
| Oct   | 1     | 0                | 0           | 1            | 0     | 0.41%          |
| Nov   | 1     | 0                | 0           | 1            | 0     | 0.45%          |
| Dec   | 0     | 0                | 0           | 0            | 1     | 0.40%          |
| Jan   | 1     | 0                | 0           | 1            | 0     | 0.46%          |
| Feb   | 0     |                  |             |              |       |                |
| March | 0     |                  |             |              |       |                |
| April | 0     |                  |             |              |       |                |
| May   | 0     |                  |             |              |       |                |
| June  | 0     |                  |             |              |       |                |
| Total | 7     | 0                | 0           | 4            | 4     |                |

# NCRTD Monthly Ridership Summary

January 1, 2016 through January 31, 2016

## Calendar Operating Days

|        | <u>This Year</u> |
|--------|------------------|
| Jul-15 | 22               |
| Aug-15 | 21               |
| Sep-15 | 21               |
| Oct-15 | 22               |
| Nov-15 | 18               |
| Dec-15 | 21               |
| Jan-16 | 20               |
| Feb-16 |                  |
| Mar-16 |                  |
| Apr-16 |                  |
| May-16 |                  |
| Jun-16 |                  |



|                           | <u>Monthly System Totals</u> |           |                | <u>Year to Date Totals</u> |           |            |                |
|---------------------------|------------------------------|-----------|----------------|----------------------------|-----------|------------|----------------|
|                           | This Year                    | Last Year | %Change        | This Year                  | Last Year | Difference | %Change        |
| <u>NCRTD Operated</u>     | 22,425                       | 14,545    | <b>54.18%</b>  | 152,409                    | 113,091   | 39,318     | <b>34.77%</b>  |
| <u>NCRTD Funded</u>       | 18,369                       | 22,877    | <b>-19.71%</b> | 164,113                    | 185,043   | -20,930    | <b>-11.31%</b> |
| <u>All Systems Funded</u> |                              |           |                |                            |           |            |                |
| <u>Total</u>              | 40,794                       | 37,422    | <b>9.01%</b>   | 316,522                    | 298,134   | 18,388     | <b>6.17%</b>   |

## System Daily Averages

|                       | This Year | Last Year | % Change       |
|-----------------------|-----------|-----------|----------------|
| <u>NCRTD Operated</u> | 1121      | 727       | <b>54.20%</b>  |
| <u>NCRTD Funded</u>   | 918       | 1,144     | <b>-19.76%</b> |
| <u>Systems Total</u>  | 2039      | 1871      | <b>8.98%</b>   |

## Total Ridership YTD % Change

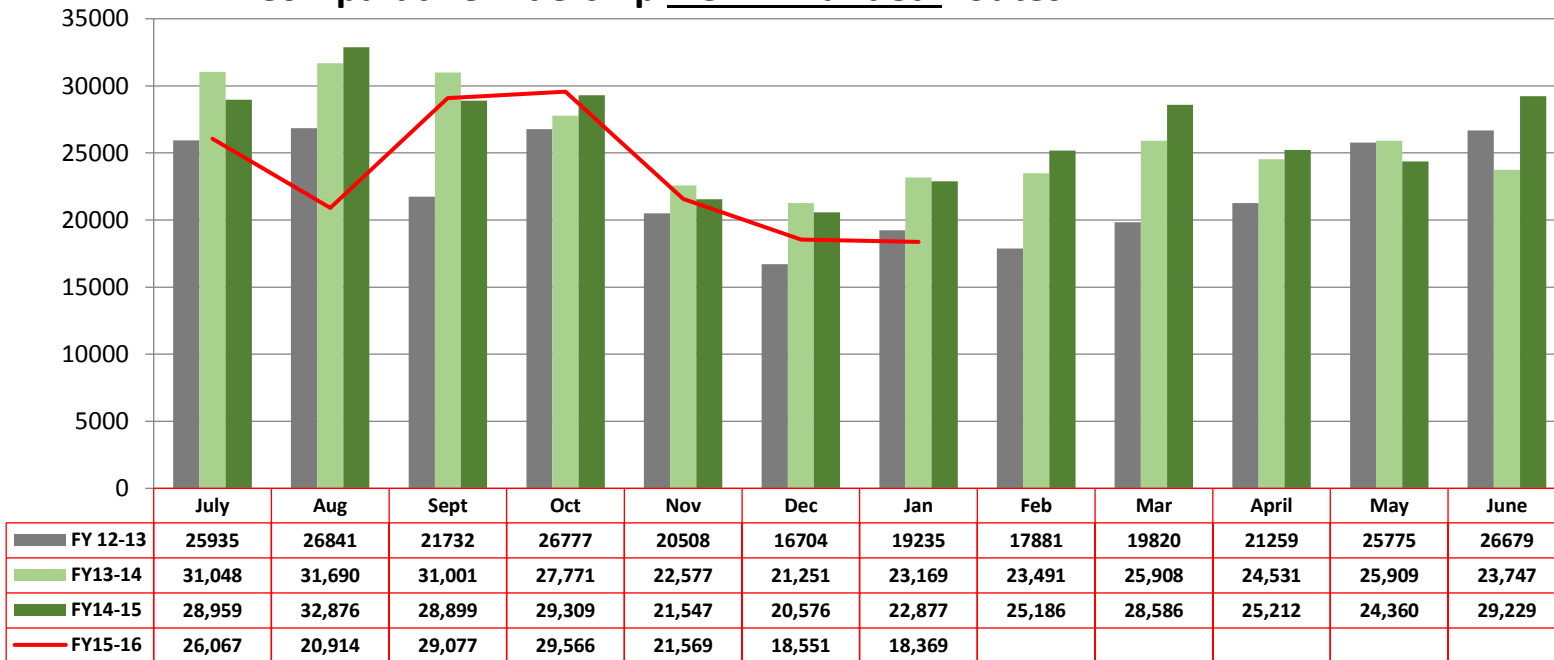
|              |        |
|--------------|--------|
| July-15      | -0.83% |
| August-15    | -8.27% |
| September-15 | -1.48% |
| October-15   | 1.71%  |
| November-15  | 3.97%  |
| December-15  | 5.76%  |
| January-16   | 6.17%  |
| February-16  |        |
| March-16     |        |
| April-16     |        |
| May-16       |        |
| June-16      |        |



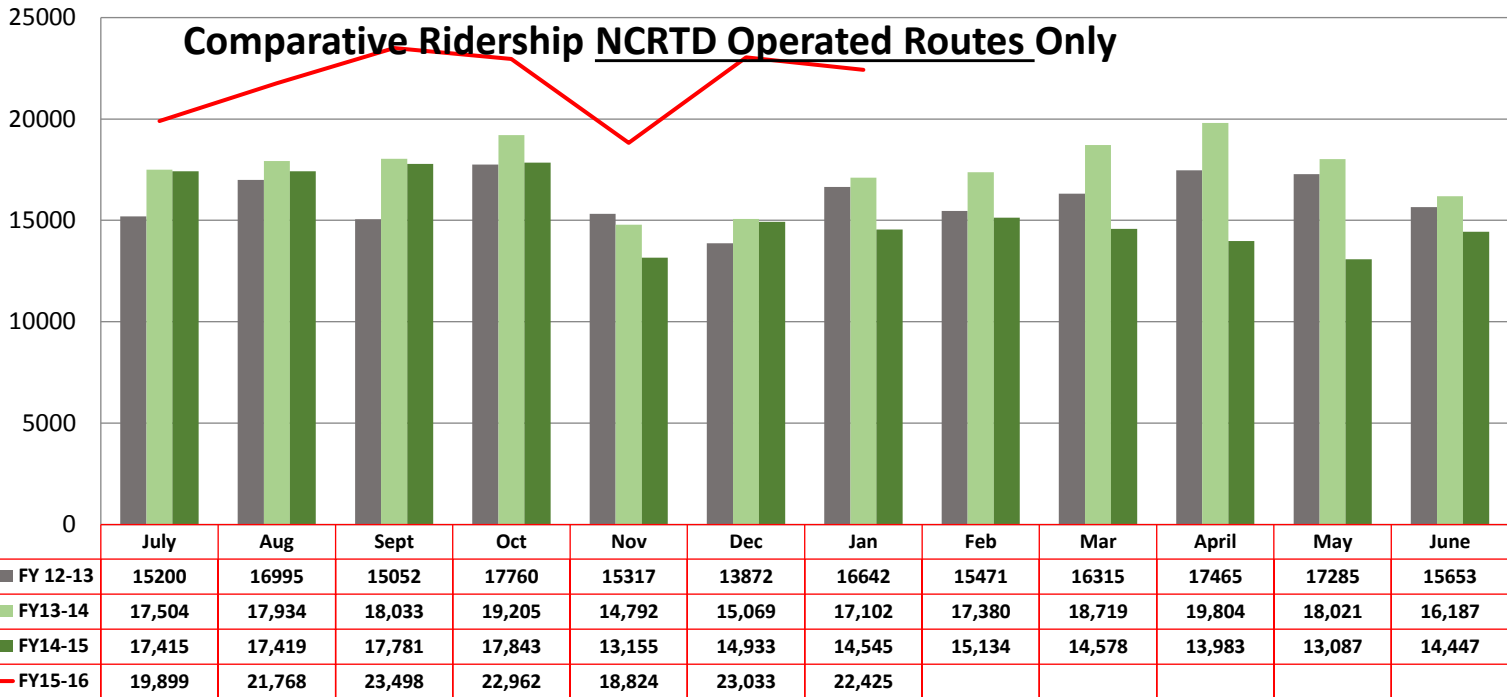
# Jan-2016 Ridership Report



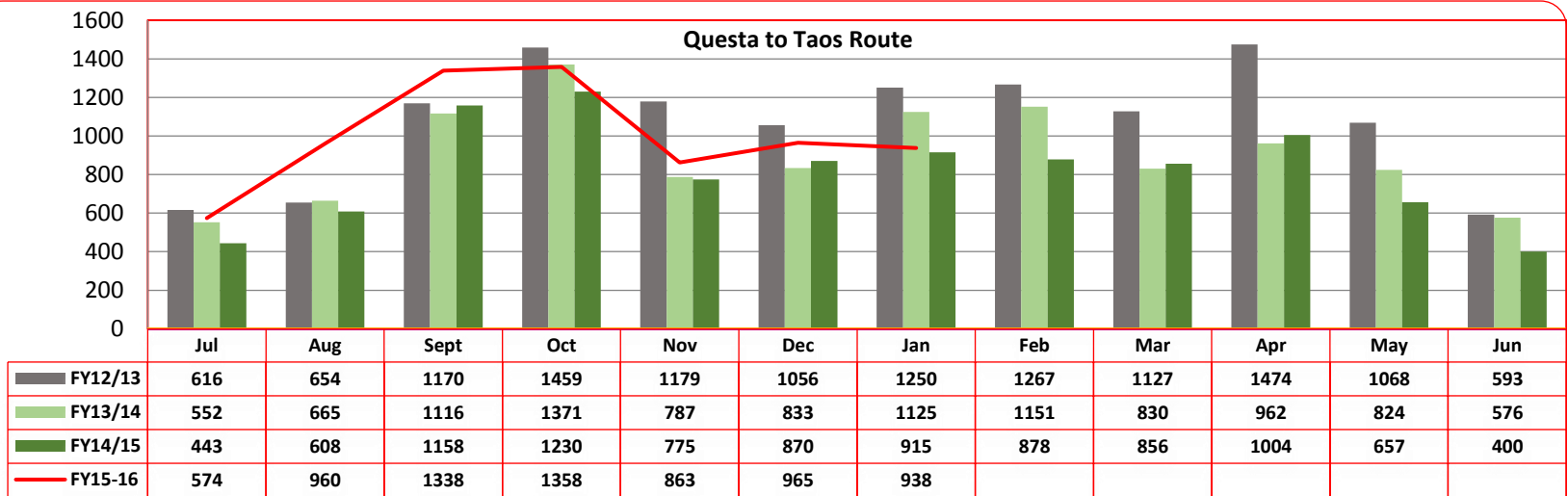
**Comparative Ridership NCRTD Funded Routes**



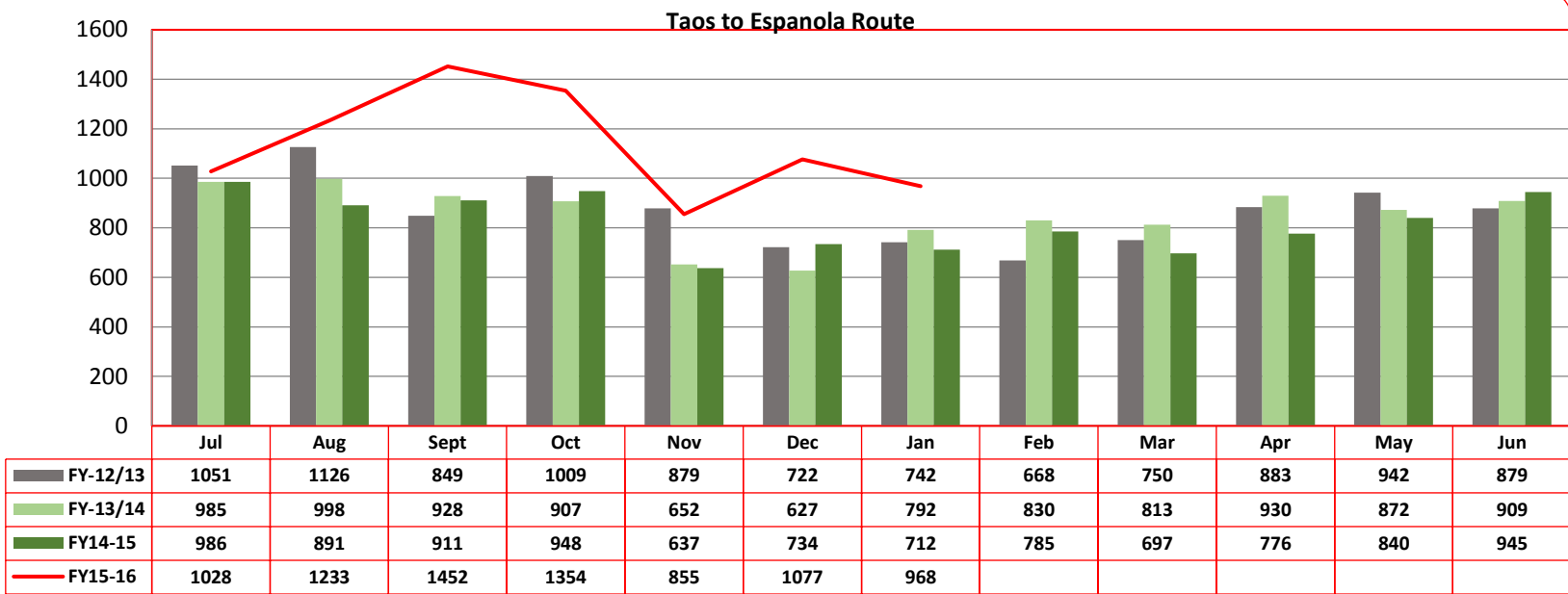
FY12-13= 269,146 / FY13-14= 312,093 / FY14-15= 317,616 / FY15/16= 164,113



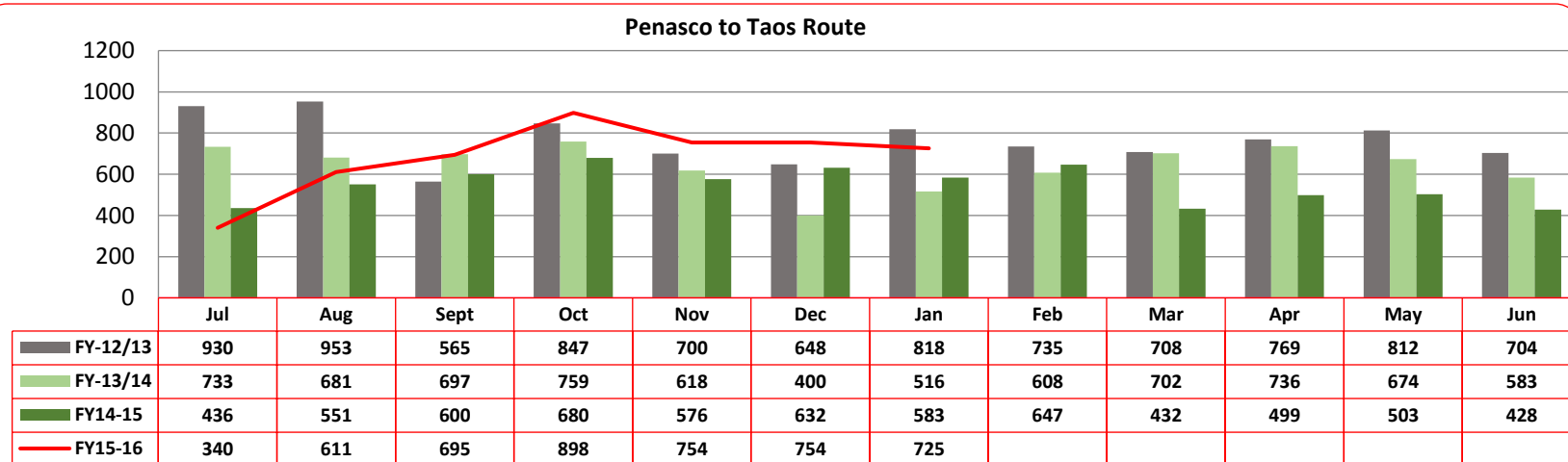
**FY12-13= 193,027 / FY13-14= 209,750 / FY14/15= 184,320 / FY15/16= 152,409**



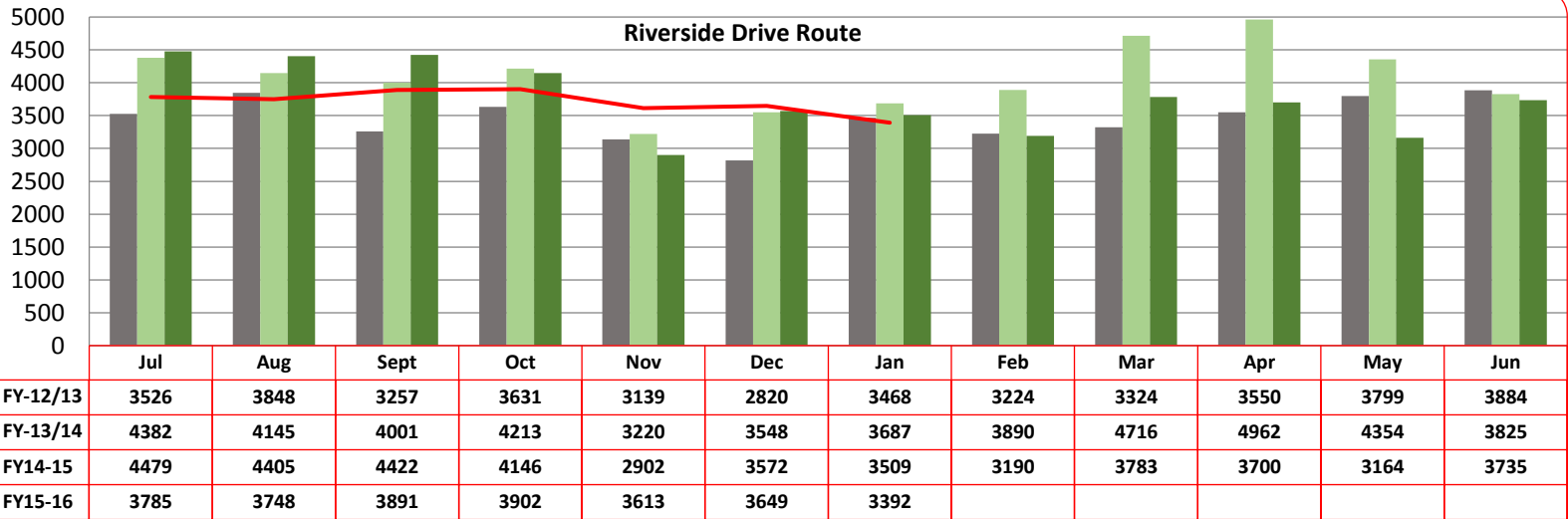
**FY12-13= 12,913 / FY13-14= 10,792 / FY14/15= 9,794 / FY15/16= 6,996**



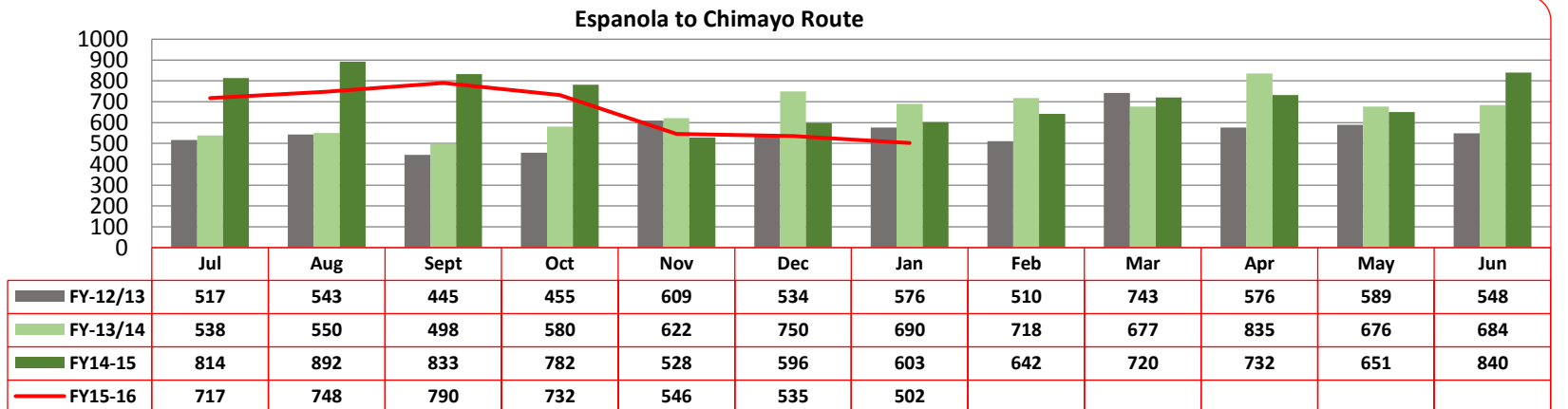
**FY12-13= 10,500 / FY13-14= 10,243 / FY14/15= 9,862 / FY15/16= 7,967**



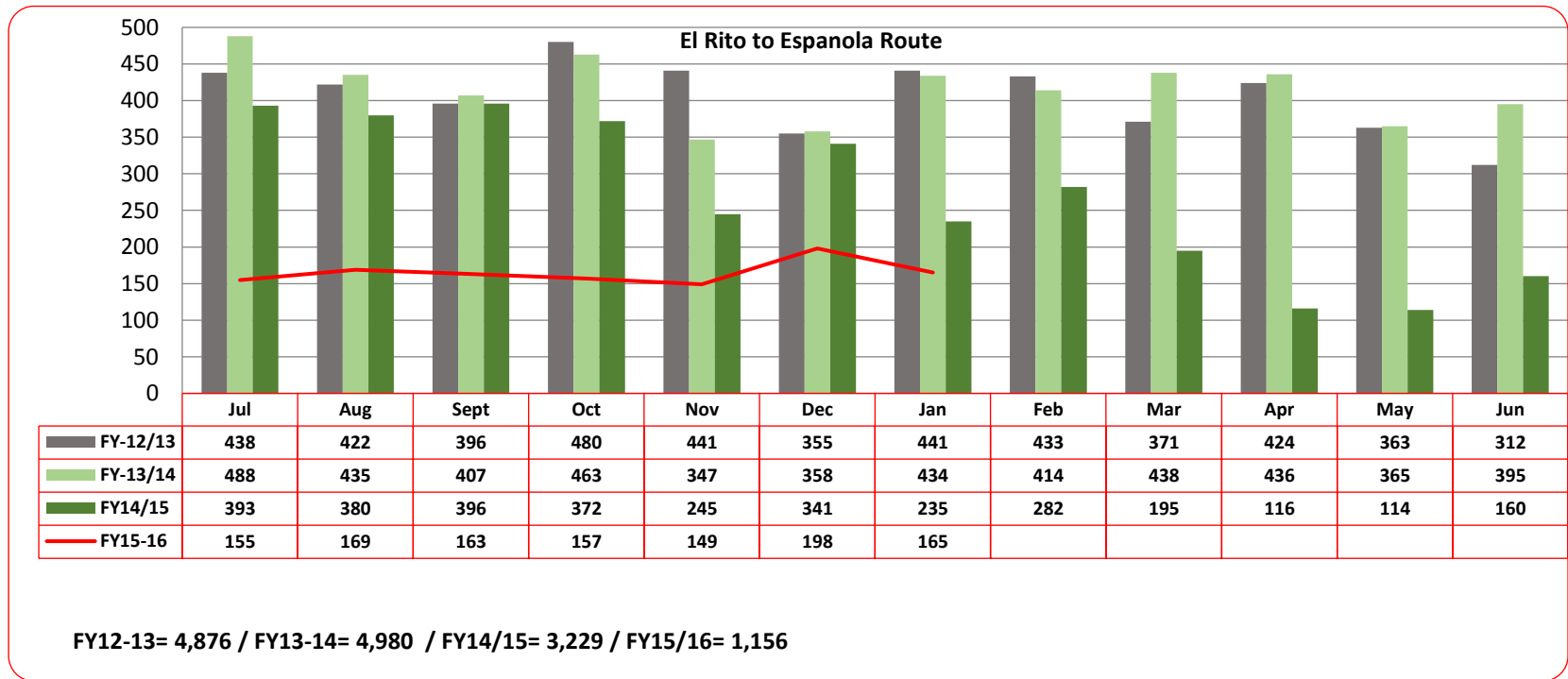
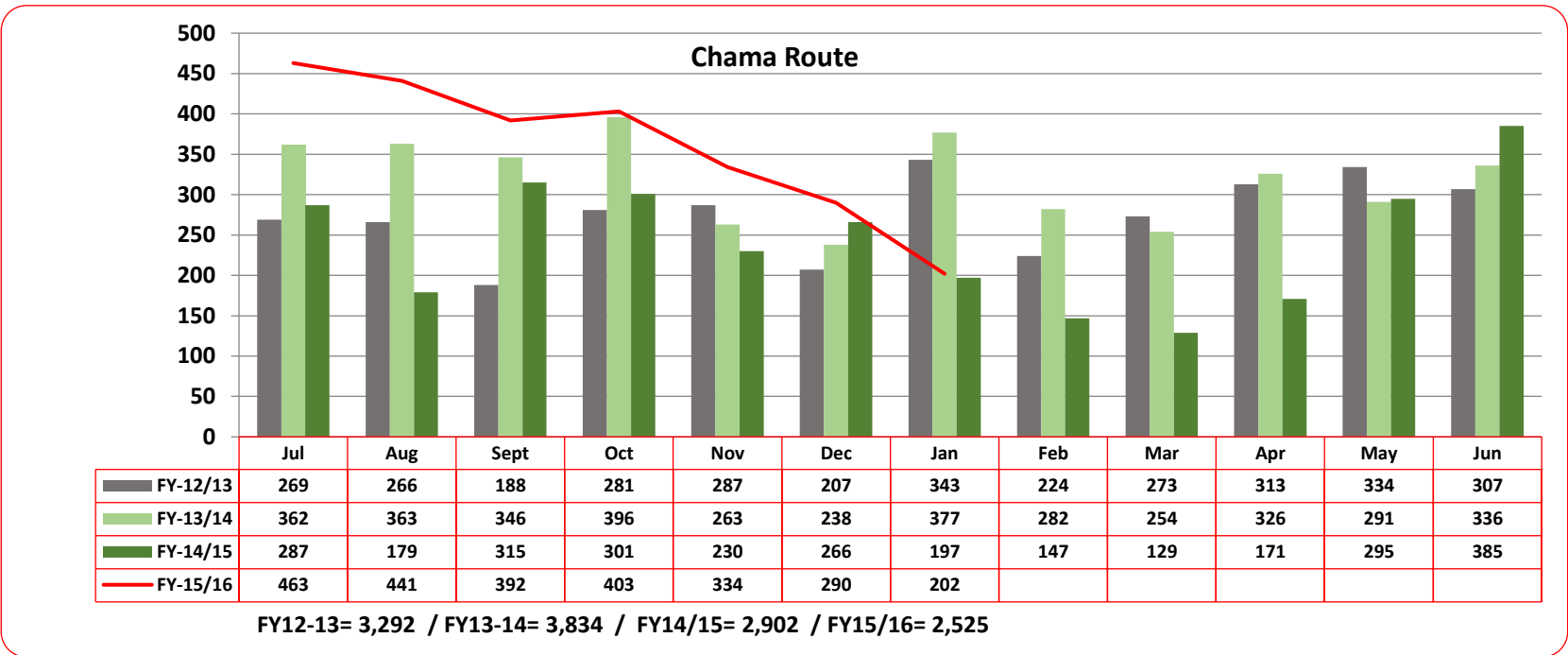
**FY12-13= 9,189 / FY13-14= 7,707 / FY14/15= 6,567 / FY15/16= 4,777**

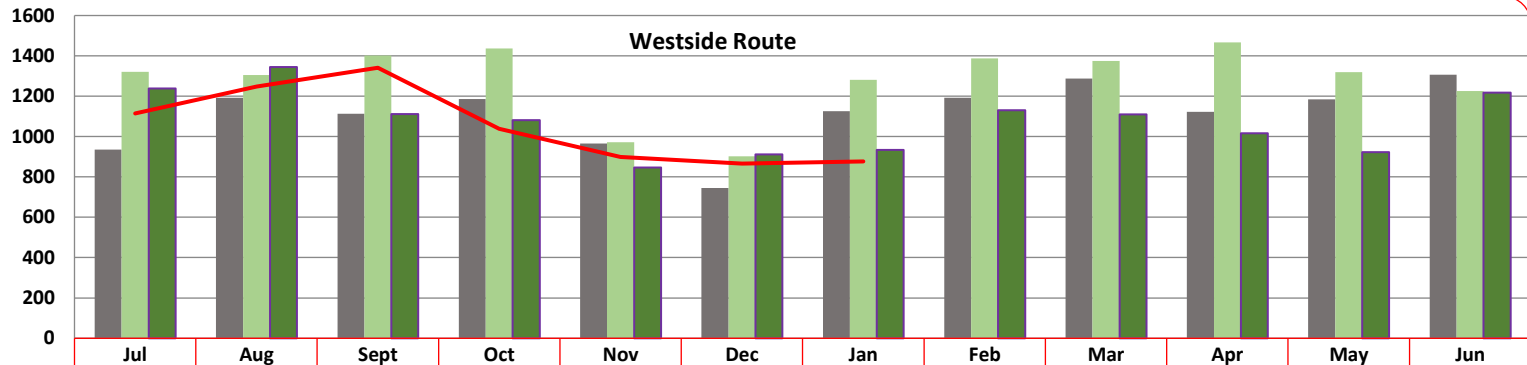


**FY12-13= 41,470 / FY13-14= 48,943 / FY14/15= 45,007 / FY15/16= 25,980**



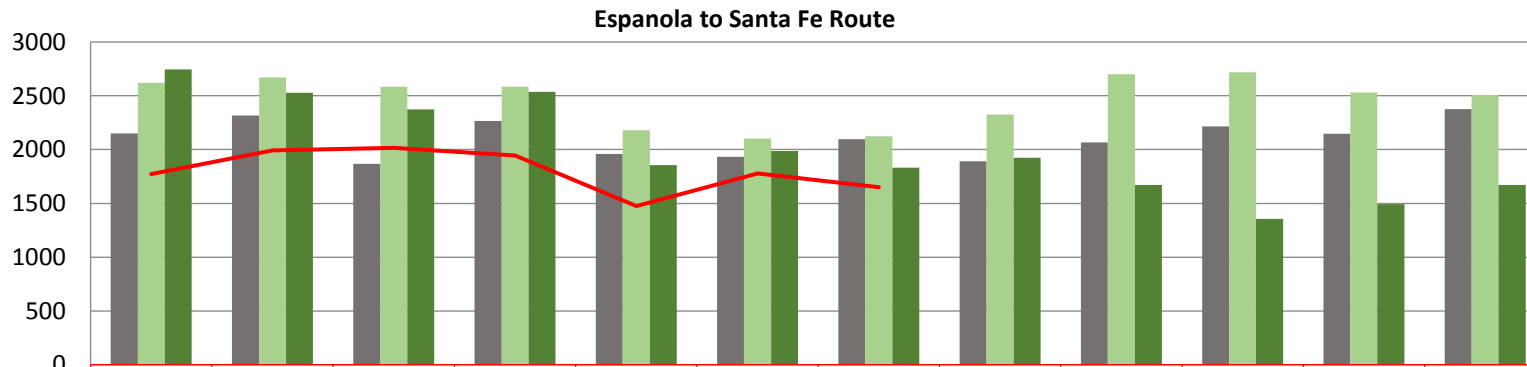
**FY12-13= 6,645 / FY13-14= 7,818 / FY14/15= 8,633 / FY15/16= 4,570**





|          |      |      |      |      |     |     |      |      |      |      |      |      |
|----------|------|------|------|------|-----|-----|------|------|------|------|------|------|
| FY-12/13 | 936  | 1193 | 1113 | 1186 | 966 | 745 | 1125 | 1193 | 1288 | 1123 | 1184 | 1307 |
| FY-13/14 | 1321 | 1305 | 1402 | 1437 | 972 | 902 | 1281 | 1388 | 1374 | 1467 | 1319 | 1225 |
| FY14/15  | 1239 | 1345 | 1111 | 1082 | 846 | 912 | 933  | 1130 | 1110 | 1016 | 923  | 1217 |
| FY15-16  | 1114 | 1248 | 1341 | 1038 | 899 | 866 | 876  |      |      |      |      |      |

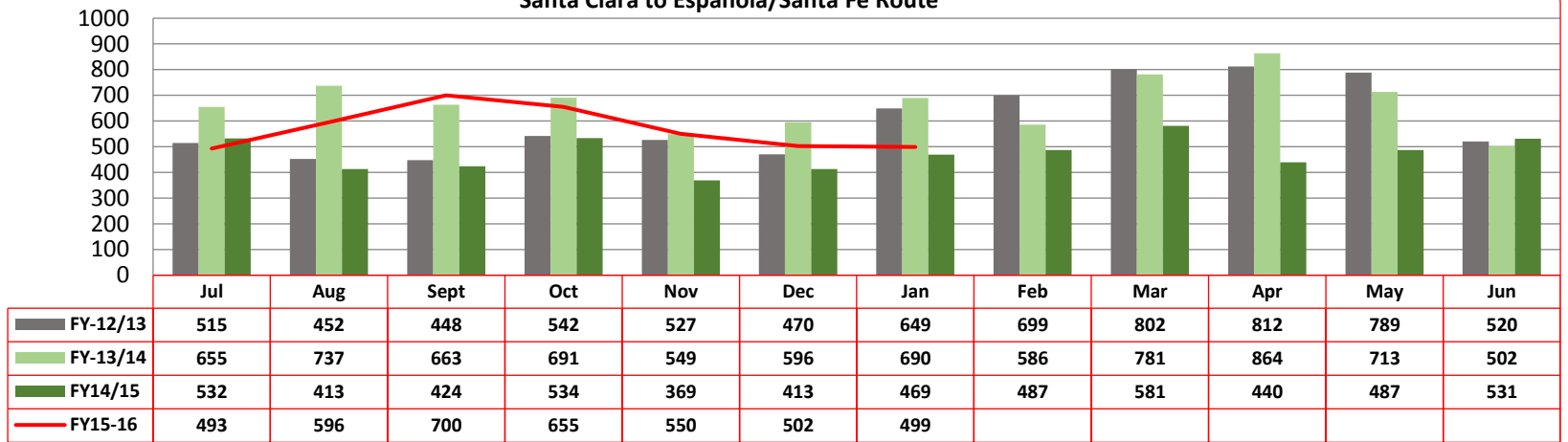
FY12-13= 13,359 / FY13-14= 15,393 / FY14-15= 12,864 / FY15-16= 7,382



|          |      |      |      |      |      |      |      |      |      |      |      |      |
|----------|------|------|------|------|------|------|------|------|------|------|------|------|
| FY 12/13 | 2151 | 2316 | 1867 | 2265 | 1960 | 1934 | 2096 | 1890 | 2067 | 2217 | 2146 | 2377 |
| FY 13/14 | 2620 | 2671 | 2583 | 2583 | 2179 | 2102 | 2123 | 2325 | 2700 | 2718 | 2531 | 2508 |
| FY14/15  | 2744 | 2529 | 2374 | 2536 | 1855 | 1987 | 1831 | 1925 | 1670 | 1357 | 1494 | 1670 |
| FY15-16  | 1771 | 1993 | 2016 | 1945 | 1475 | 1777 | 1651 |      |      |      |      |      |

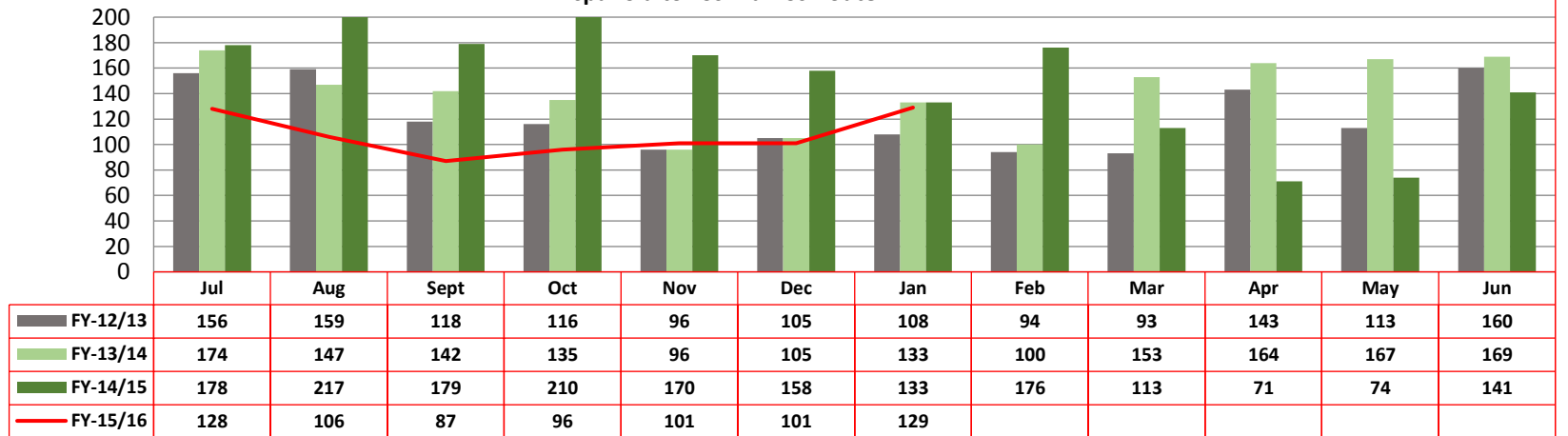
FY12-13= 25,286 / FY13-14= 29,643 / FY14-15= 23,972 / FY15-16= 12,628

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



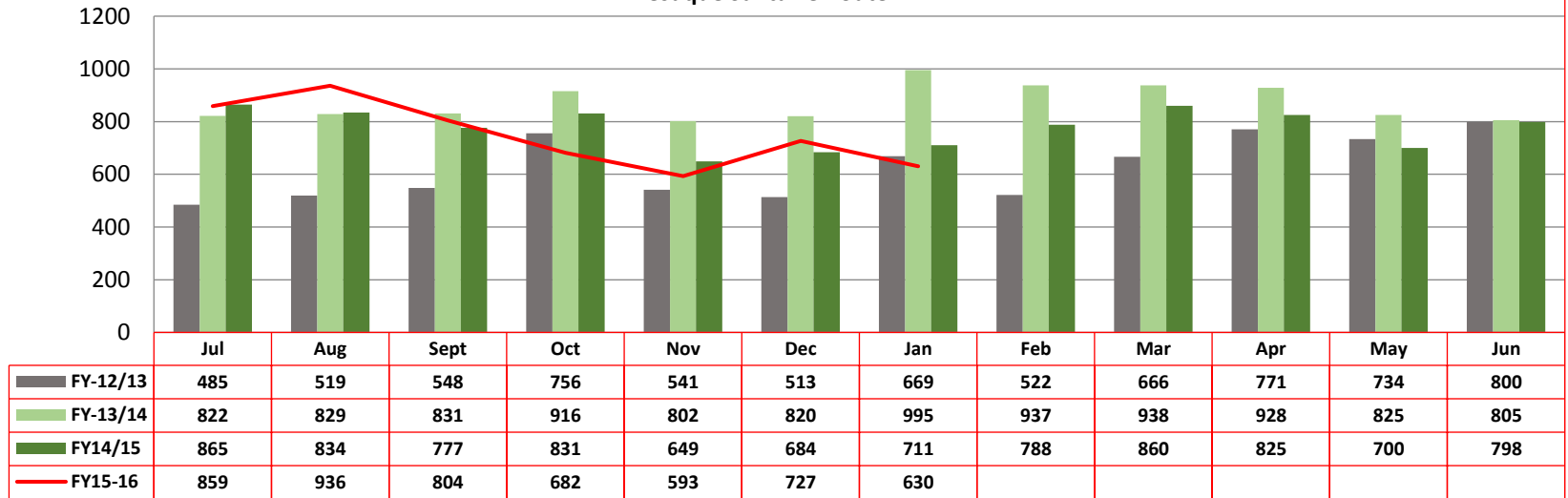
**FY12-13 =7,225 / FY13-14= 8,027 / FY14-15= 5,680 / FY15-16= 3,995**

**Espanola to Los Alamos Route**



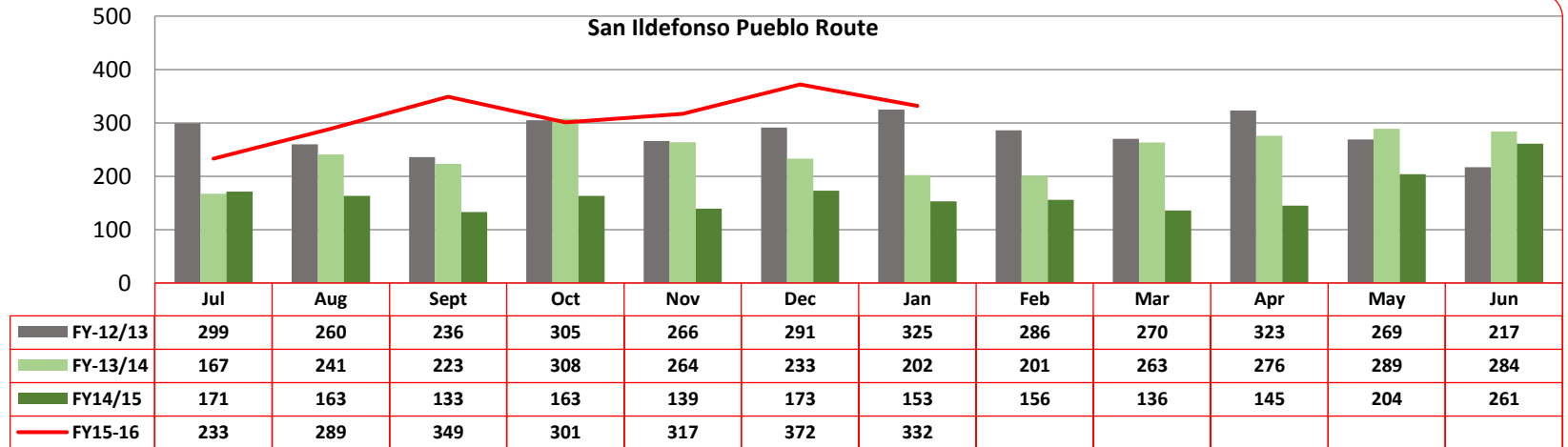
**FY12-13 = 1,461 / FY13-14= 1,685 / FY14-15= 1,820 / FY15-16= 748**

**Tesuque Santa Fe Route**



**FY12-13 = 7,524 / FY13-14= 10,448 / FY14-15= 9,322 FY15-16= 5,231**

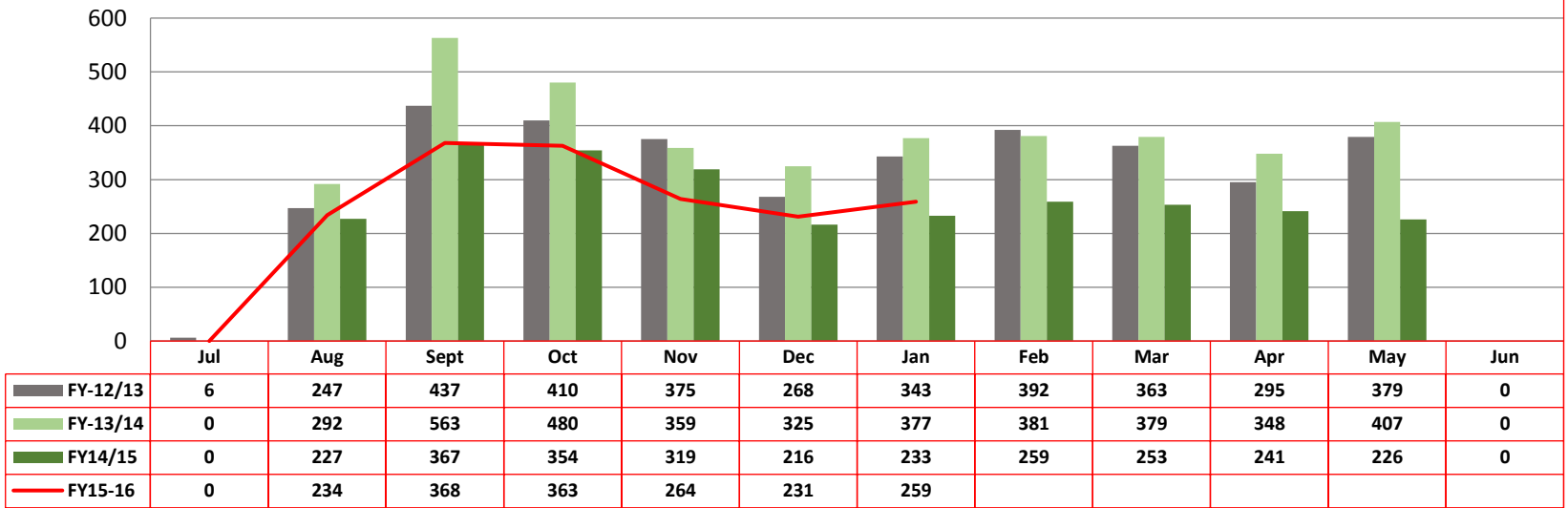
**San Ildefonso Pueblo Route**



**FY12-13= 3,347/ FY13-14= 2,951 / FY14-15= 1,997 / FY15-16= 2,193**

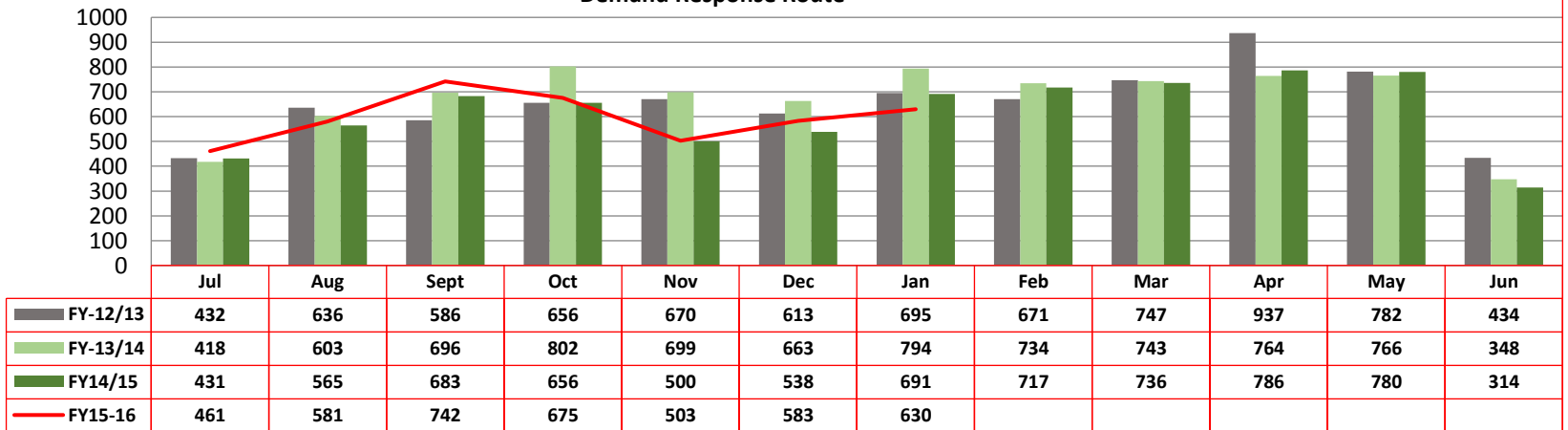


**Demand Response Pojoaque Students**



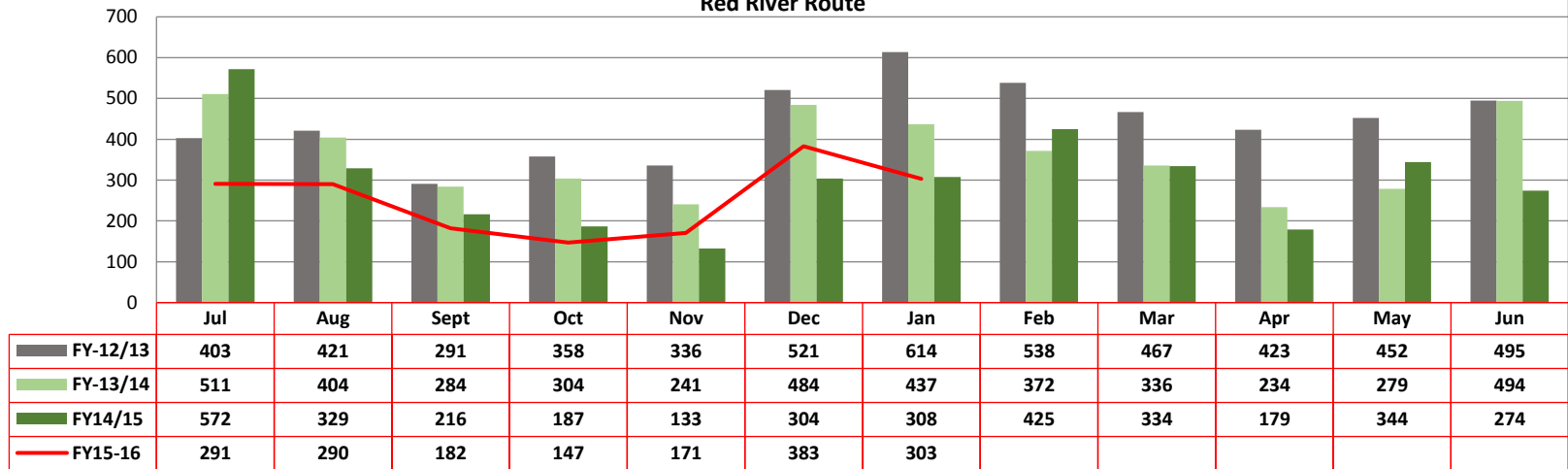
**FY12-13= 3,515 / FY13-14 = 3,911 / FY14-15= 2,695 / FY15-16= 1,719**

**Demand Response Route**



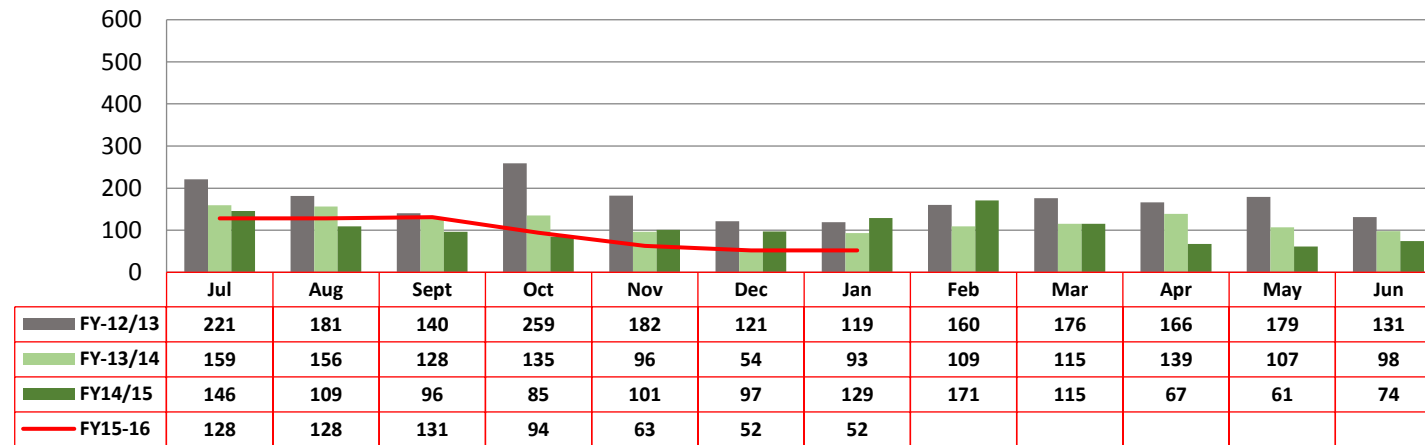
**FY12-13= 7,859 / FY13-14= 8,030 / FY14-15= 7,397 / FY15-16= 4,175**

**Red River Route**



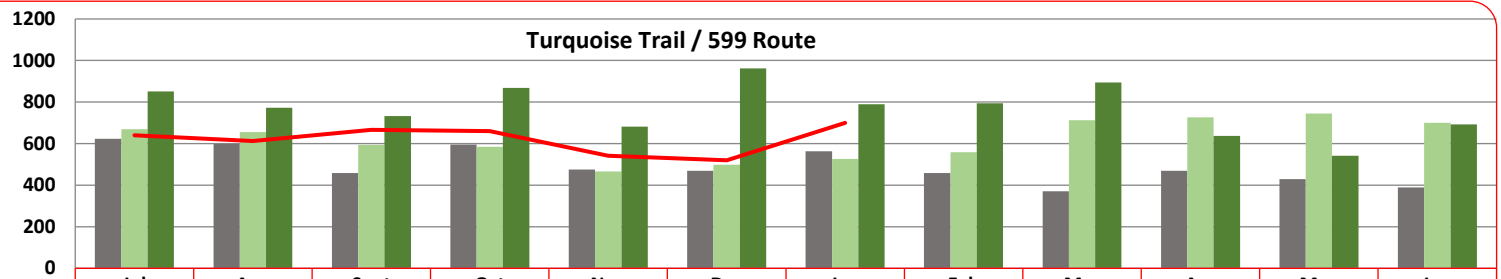
**FY12-13= 5,319 / FY13-14= 4,380 / FY14-15= 3,605 / FY15-16= 1,767**

**Pojoaque/Nambe Dial-A-Ride Route**

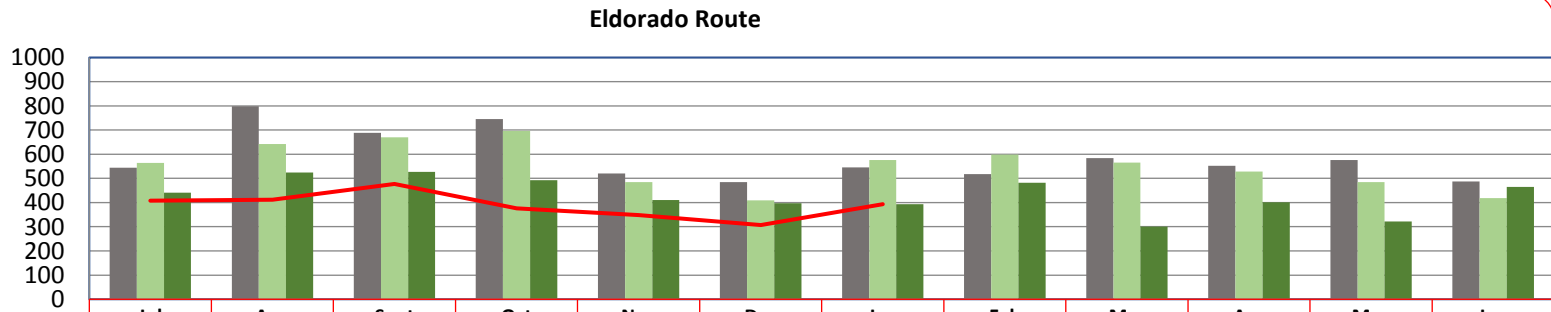


**FY12-13= 2,035 / FY13-14= 1,389 / FY 14-15= 1,251 / FY15-16= 648**

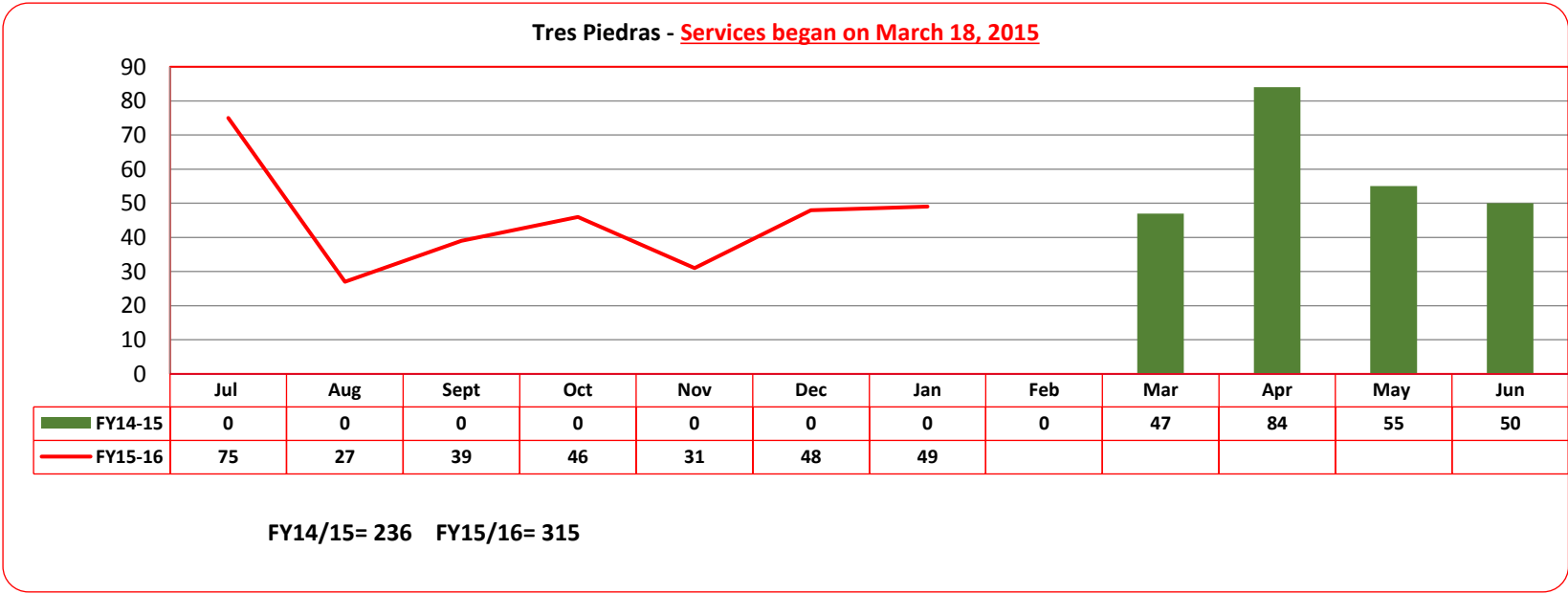
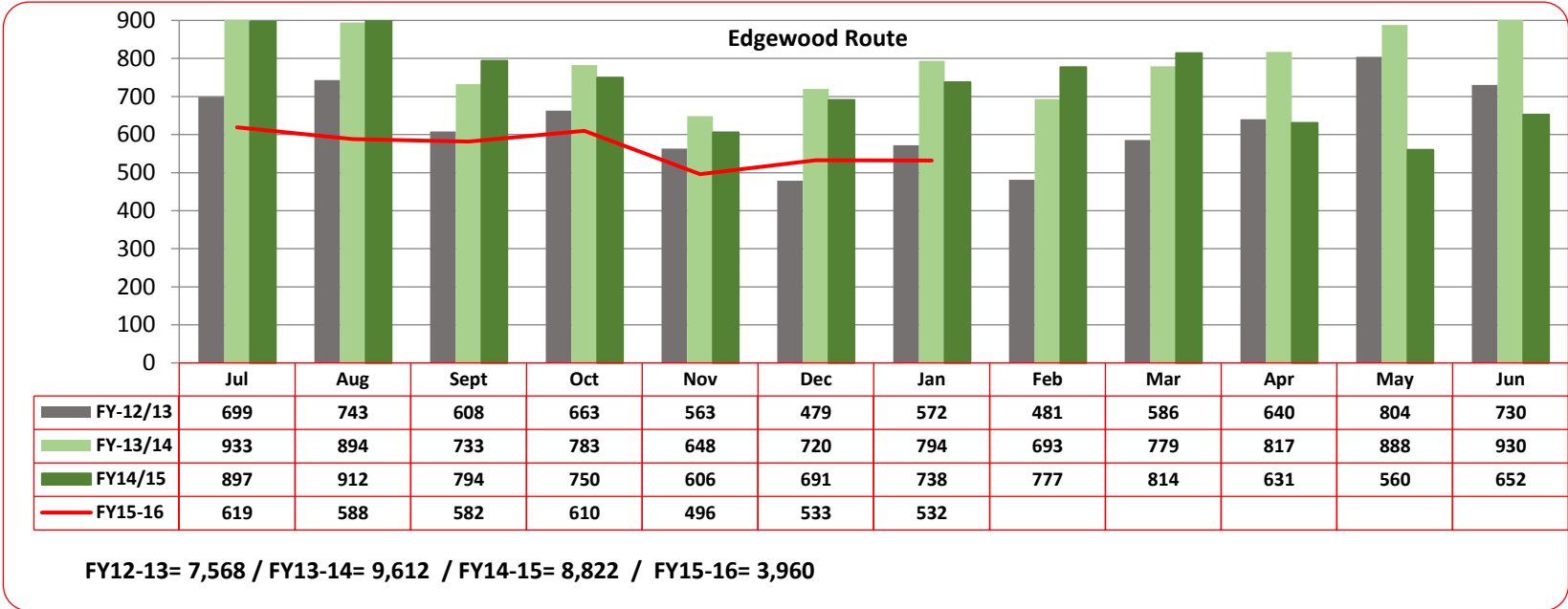
**Pojoaque Route has been changed to Pojoaque Dial A Ride effective 03/16/2015.**



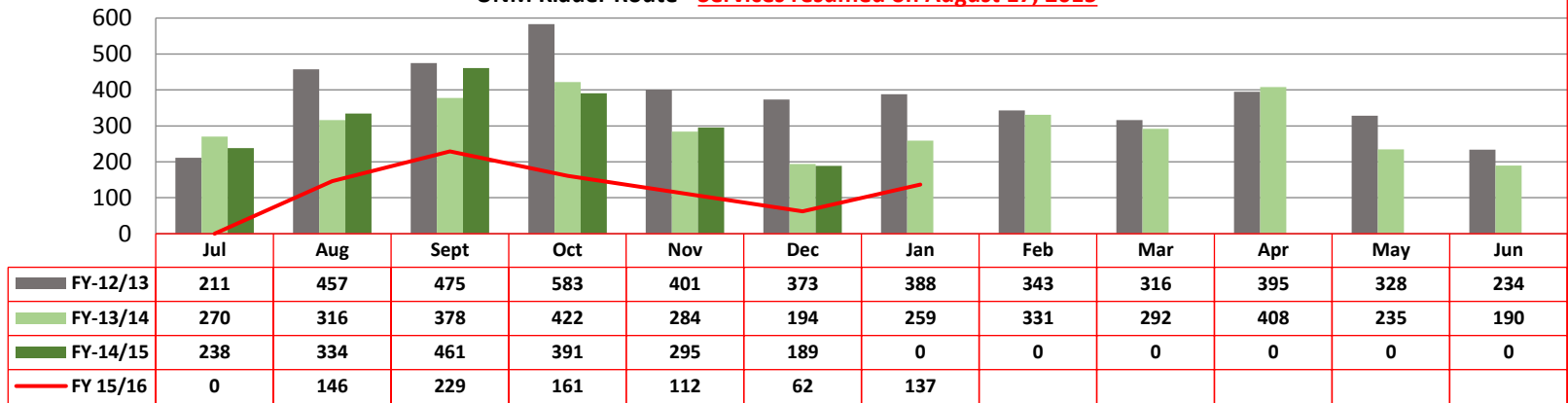
FY12-13= 5,899 / FY13-14= 7,438 / FY14-15= 9,220 / FY15-16= 4,342



FY12-13= 7,045 / FY13-14= 6,636 / FY14-15= 5,154 / FY15-16= 2,721

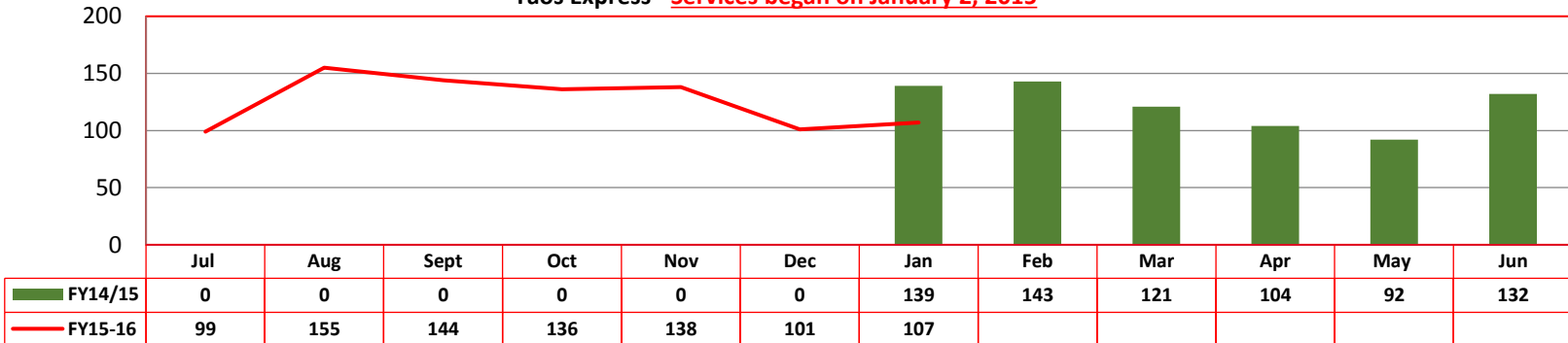


**UNM Klauer Route - Services resumed on August 17, 2015**



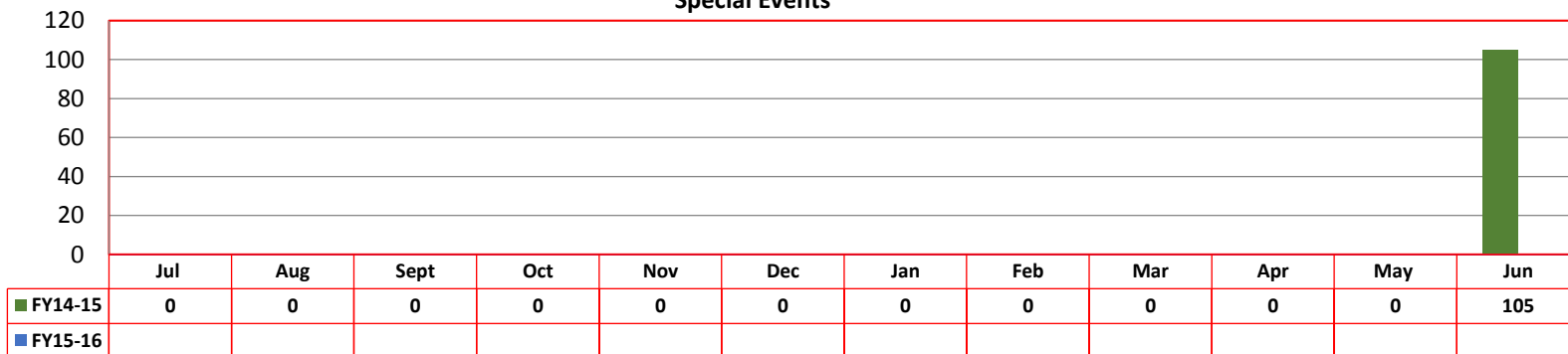
**FY12-13= 4,504 / FY13-14= 3,579 / FY14/15= 1,908 FY15/16= 847**

**Taos Express - Services began on January 2, 2015**



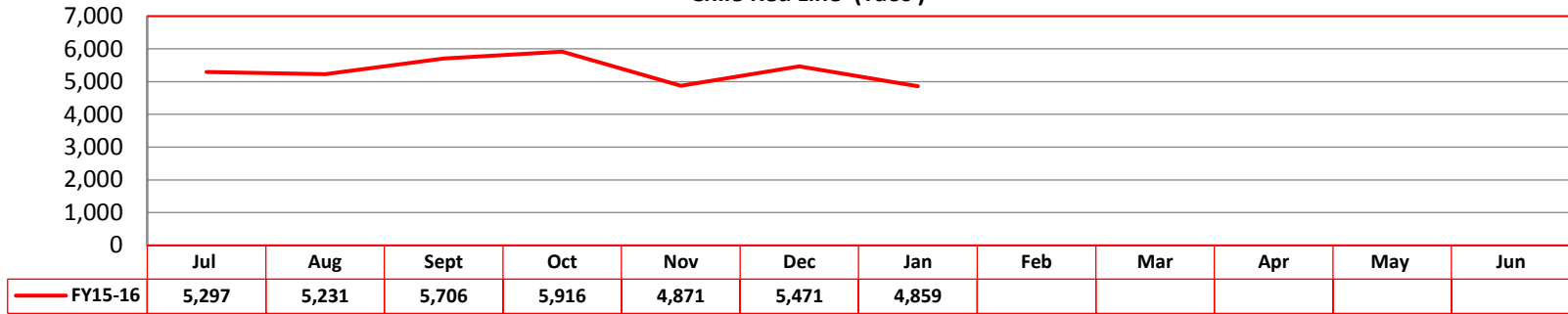
**FY14/15= 731 FY15/16= 880**

**Special Events**



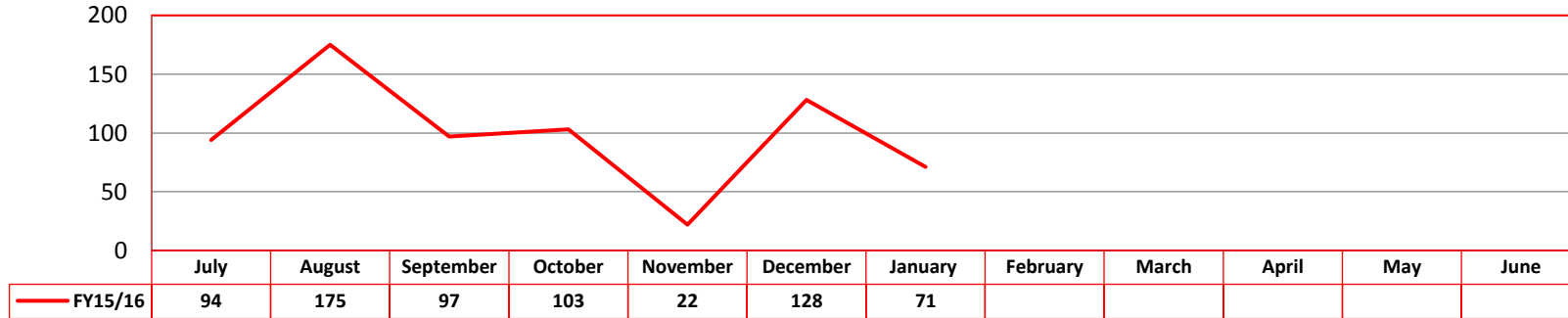
**FY14/15= 105 FY15/16=**

**Chile Red Line (Taos)**



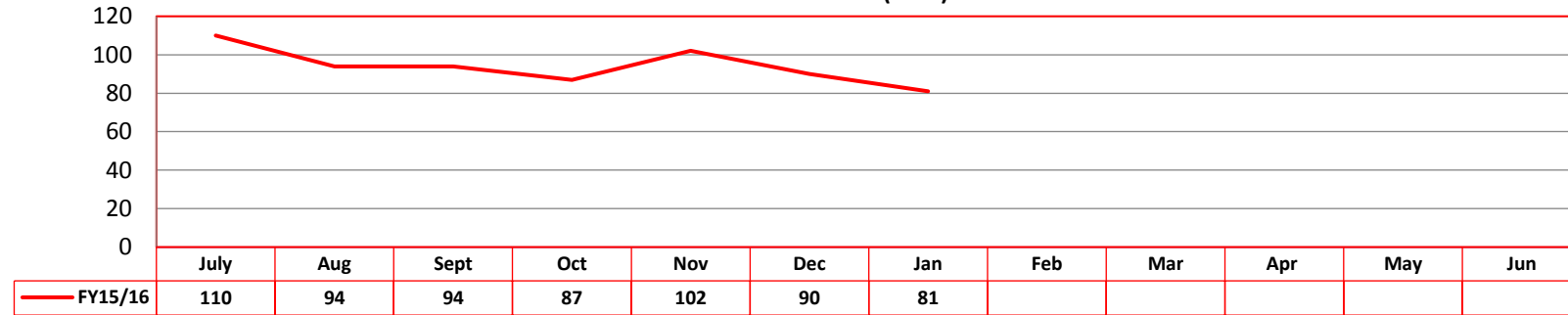
**FY15/16= 37,351**

**Deadhead**



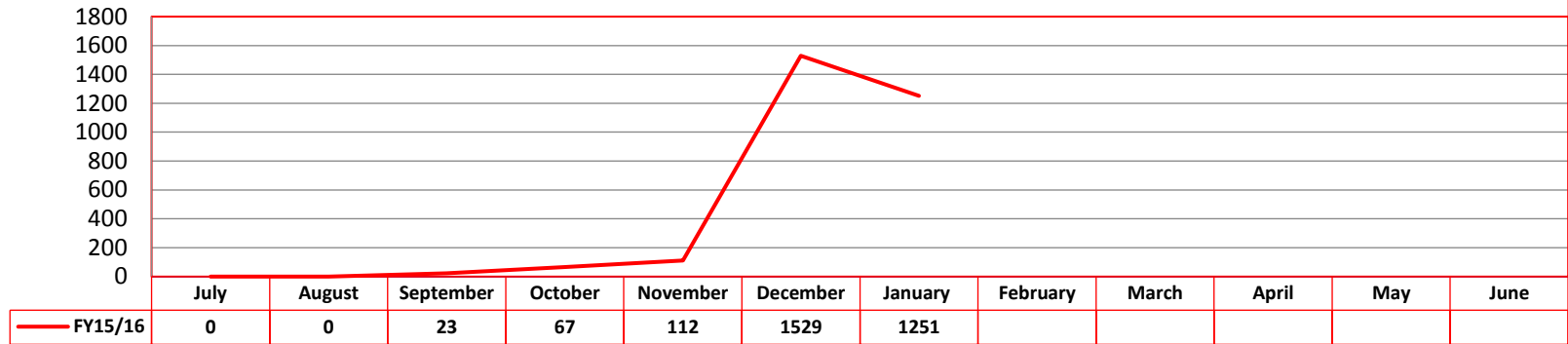
**FY15/16= 690**

**Chile RIDE - ADA (Taos)**



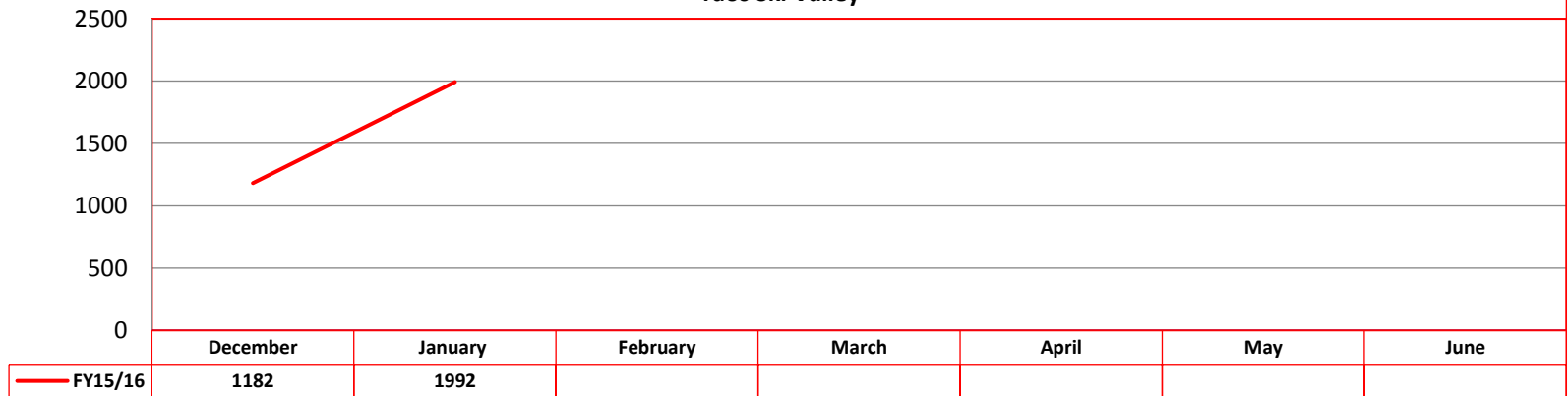
**FY15/16= 658**

### Mountain Trial

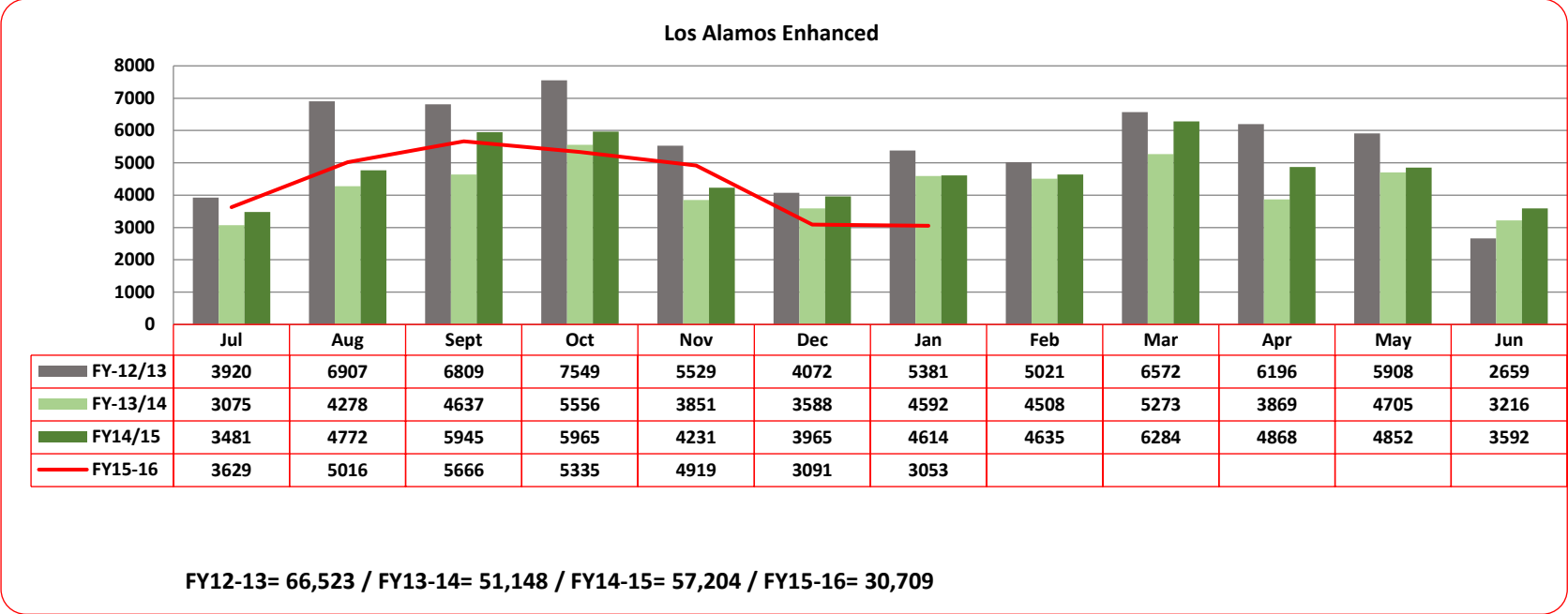
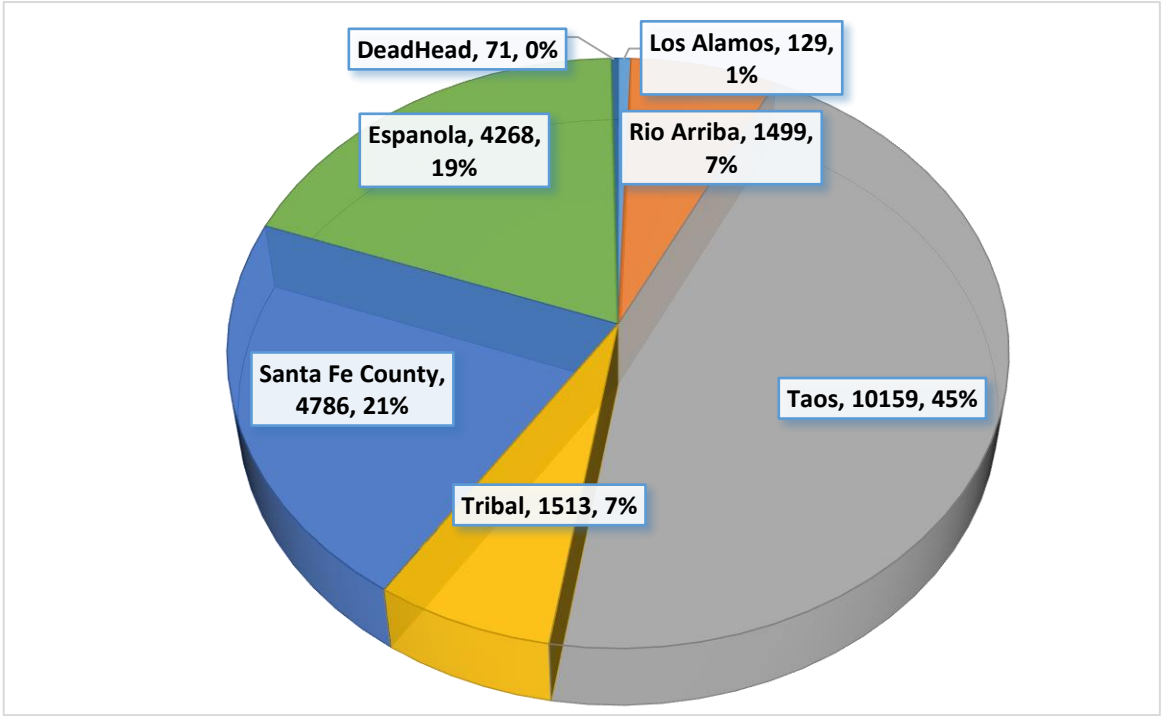


FY15/16= 2,982

### Taos Ski Valley



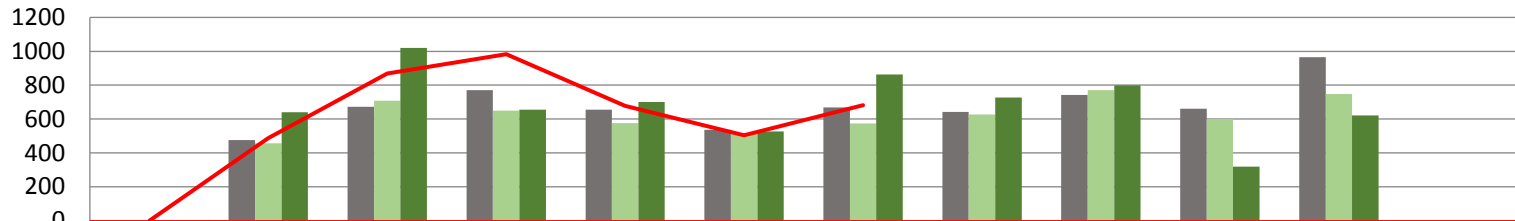
FY15/16= 3,174





**Los Alamos Route 11 formerly route 10**

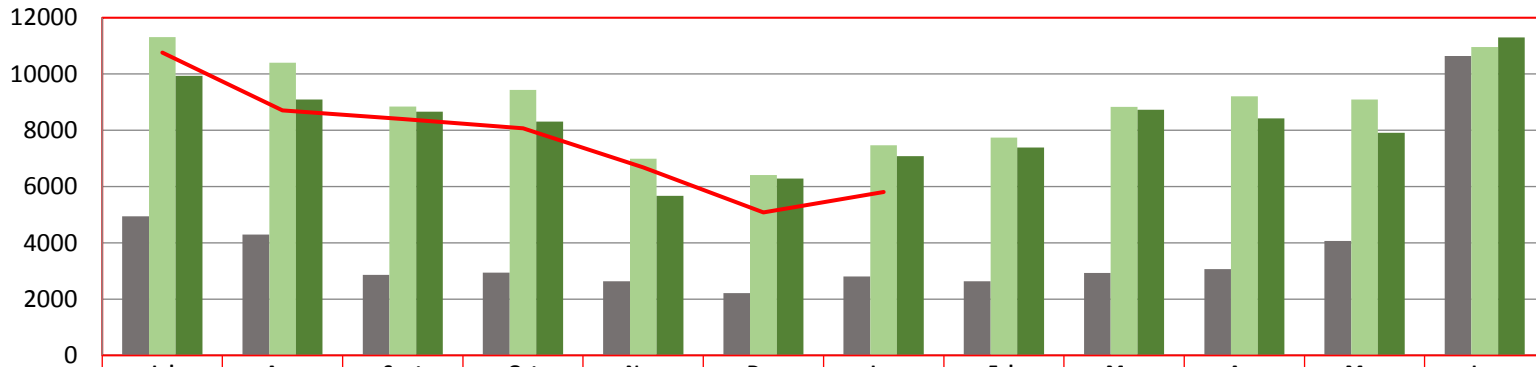
June-Route 10 didn't run due to fire



|          | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|----------|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| FY-12/13 | 0   | 477 | 672  | 771 | 655 | 536 | 669 | 642 | 742 | 662 | 966 | 0   |
| FY-13/14 | 0   | 458 | 709  | 649 | 576 | 517 | 575 | 627 | 770 | 601 | 748 | 0   |
| FY14/15  | 0   | 641 | 1019 | 655 | 701 | 527 | 864 | 727 | 799 | 319 | 621 | 0   |
| FY15-16  | 0   | 487 | 868  | 983 | 679 | 505 | 682 |     |     |     |     |     |

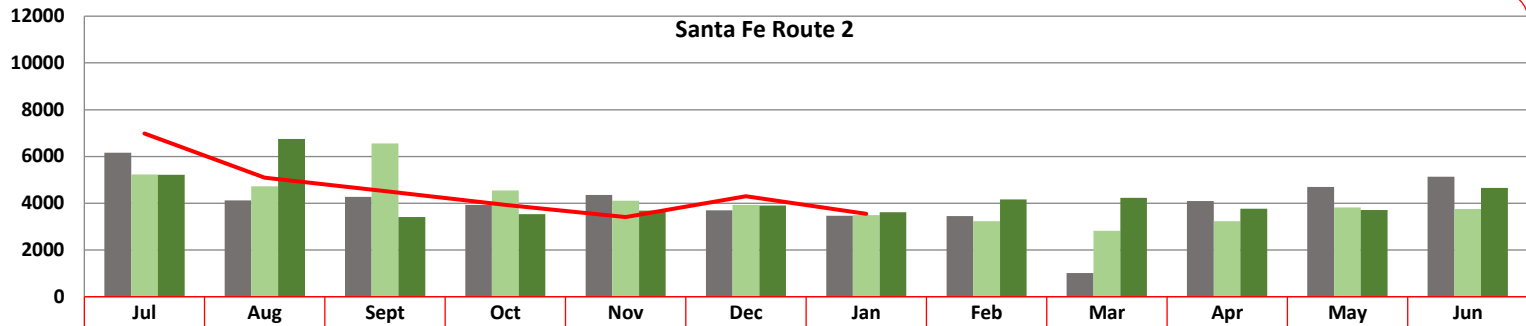
FY12-13= 6,792 / FY 13-14= 6,230 / FY14-15 = 6,873 / FY15-16= 4,204

**Los Alamos Route 2**



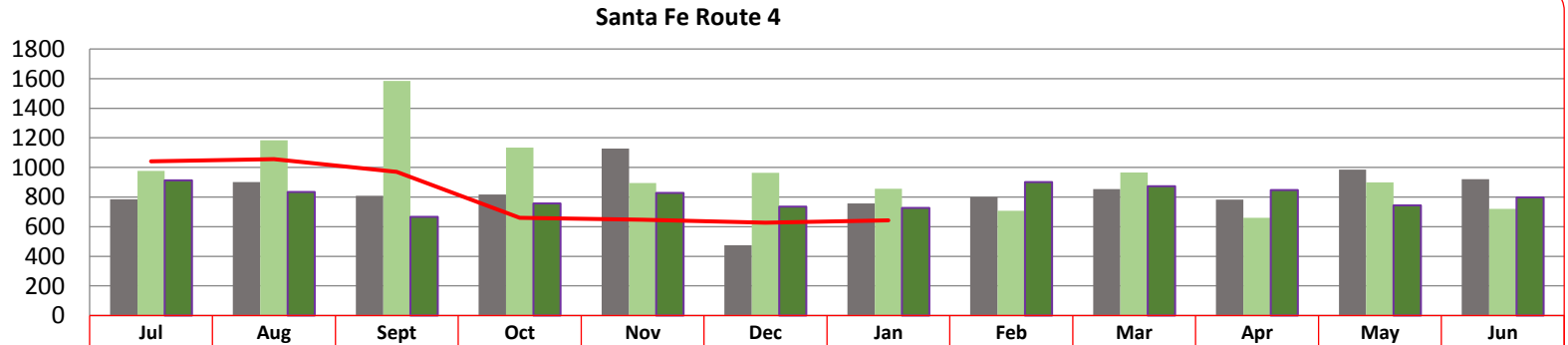
|          | Jul   | Aug   | Sept | Oct  | Nov  | Dec  | Jan  | Feb  | Mar  | Apr  | May  | Jun   |
|----------|-------|-------|------|------|------|------|------|------|------|------|------|-------|
| FY-12/13 | 4936  | 4294  | 2859 | 2937 | 2628 | 2217 | 2808 | 2630 | 2924 | 3068 | 4068 | 10639 |
| FY-13/14 | 11310 | 10405 | 8837 | 9433 | 6994 | 6408 | 7464 | 7736 | 8834 | 9206 | 9092 | 10952 |
| FY14/15  | 9937  | 9092  | 8663 | 8308 | 5673 | 6280 | 7083 | 7387 | 8733 | 8418 | 7908 | 11297 |
| FY15-16  | 10760 | 8705  | 8395 | 8069 | 6685 | 5080 | 5801 |      |      |      |      |       |

FY12-13= 46,008 / FY13-14= 106,671 / FY14-15= 98,779 / FY15-16= 53,495



|            |      |      |      |      |      |      |      |      |      |      |      |      |
|------------|------|------|------|------|------|------|------|------|------|------|------|------|
| FY-12/13   | 6160 | 4116 | 4276 | 3929 | 4348 | 3700 | 3457 | 3447 | 1016 | 4094 | 4700 | 5139 |
| FY-13/14   | 5224 | 4716 | 6556 | 4539 | 4099 | 3934 | 3483 | 3229 | 2824 | 3224 | 3822 | 3743 |
| FY-14/15   | 5218 | 6743 | 3404 | 3534 | 3685 | 3902 | 3615 | 4163 | 4224 | 3760 | 3711 | 4647 |
| FY - 15/16 | 6982 | 5089 | 4519 | 3928 | 3406 | 4299 | 3543 |      |      |      |      |      |

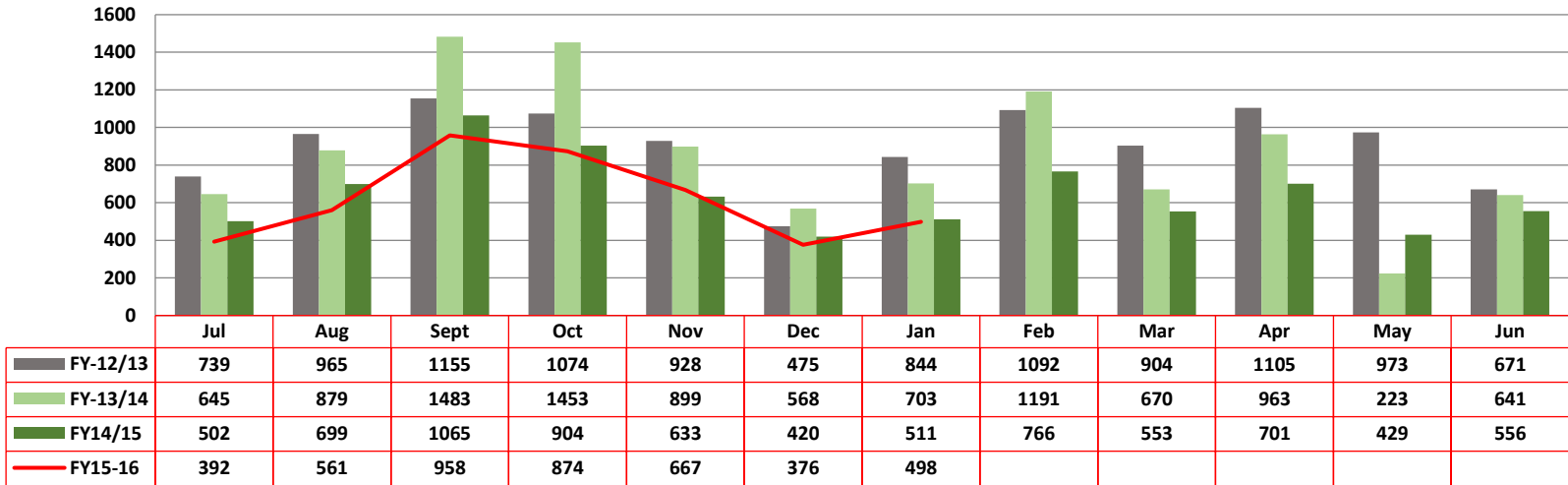
FY12-13= 48,382 / FY13-14= 49,393 / FY14-15= 50,606 / FY15-16= 31,766



|          |      |      |      |      |      |     |     |     |     |     |     |     |
|----------|------|------|------|------|------|-----|-----|-----|-----|-----|-----|-----|
| FY-12/13 | 785  | 902  | 808  | 818  | 1128 | 475 | 757 | 801 | 854 | 782 | 985 | 920 |
| FY-13/14 | 976  | 1183 | 1585 | 1135 | 894  | 963 | 855 | 707 | 967 | 659 | 899 | 720 |
| FY14/15  | 913  | 835  | 667  | 756  | 829  | 736 | 726 | 902 | 873 | 848 | 743 | 798 |
| FY15-16  | 1041 | 1056 | 970  | 659  | 648  | 627 | 643 |     |     |     |     |     |

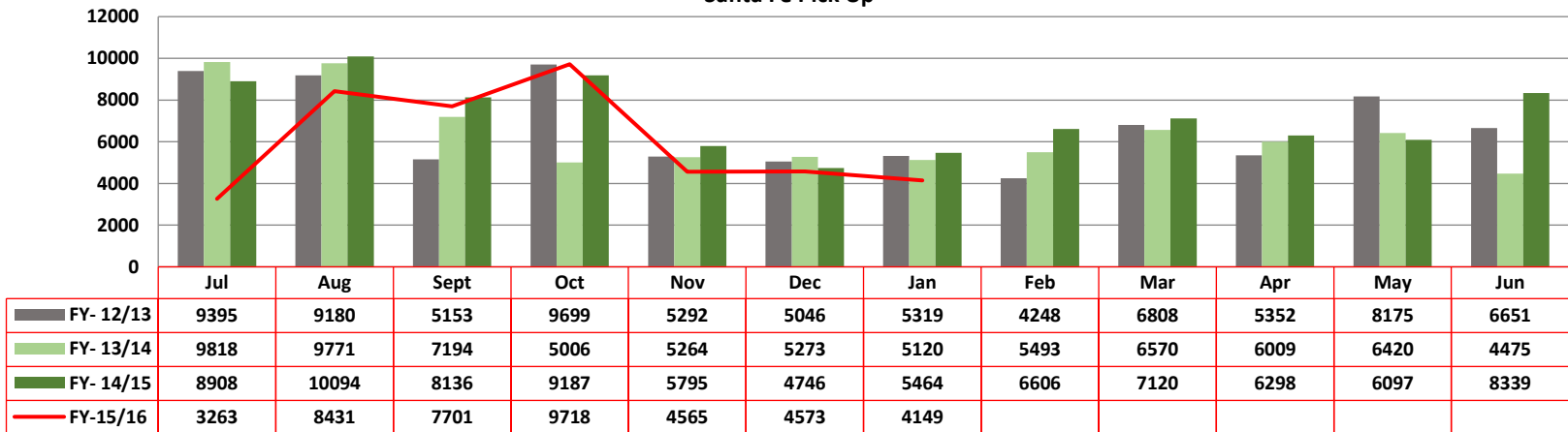
FY12-13= 10,015 / FY13-14= 11,543 / FY14-15= 9,626 / FY15-16= 5,644

### Santa Fe Route 22

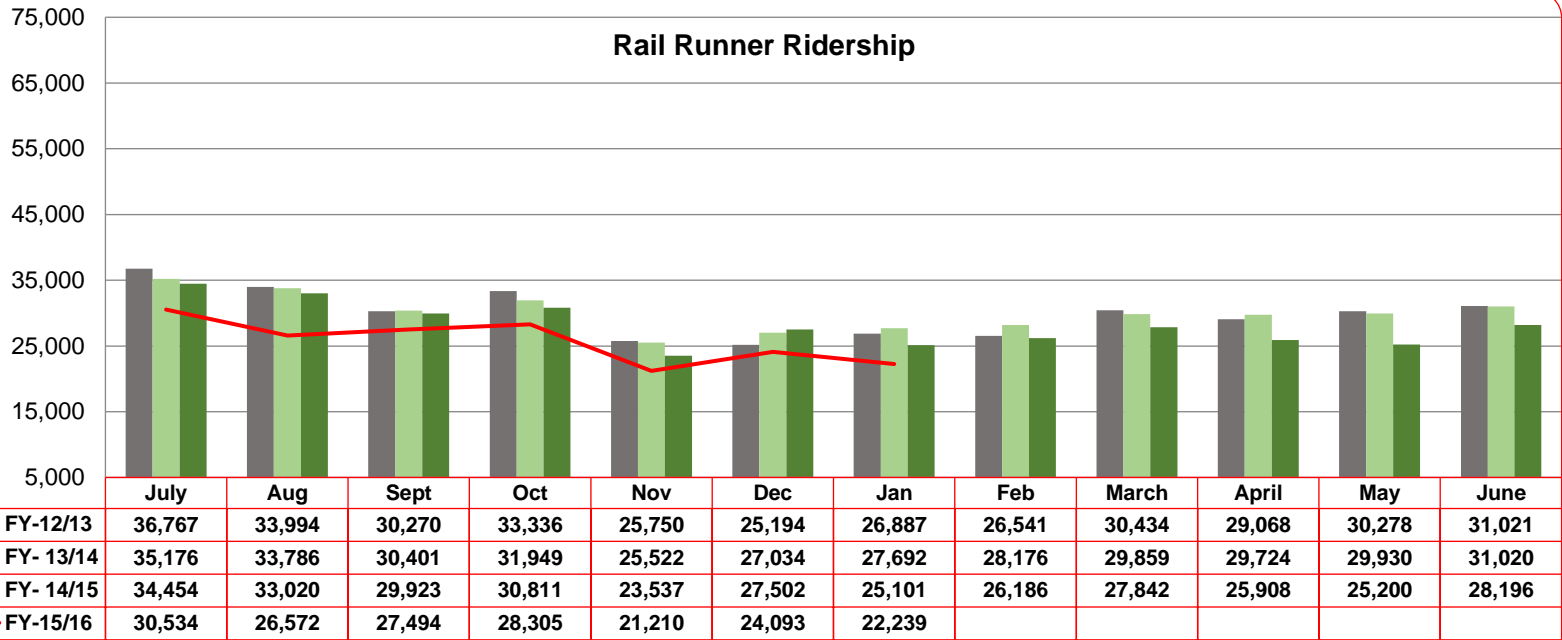


FY12-13= 10,925 / FY13-14= 10,318 / FY14-15= 7,739 / FY15-16= 4,326

### Santa Fe Pick Up



FY12-13= 80,318 / FY13-14= 76,413 / FY14-15= 86,790 / FY15-16= 42,400



**FY12-13= 309,115 / FY13-14= 360,269 / FY14-15= 337,680 / FY15-16= 180,447**