



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

**December 6, 2013
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 – October 4, 2013 and November 8, 2013
7. PUBLIC COMMENTS

PRESENTATION ITEMS:

- A. A Presentation and Discussion of Service Plan Update Technical Memorandums 4 and 5**
Sponsor: Anthony J. Mortillaro, Executive Director and Stacey McGuire, Project and Grants Specialist. *Attachment*

ACTION ITEMS FOR APPROVAL/ DISCUSSION:

- B. Discussion and Consideration of Sipapu Service Expansion Request**
Sponsor: Anthony J. Mortillaro, Executive Director and Stacey McGuire, Project and Grants Specialist. *Attachment*
- C. Discussion and Consideration of Resolution 2013-30 Adopting the 2014 NCRTD Legislative Agenda**
Sponsor: Anthony J. Mortillaro, Executive Director. *Attachment.*
- D. Discussion and Consideration of Resolution 2013-31 Authorizing the Disposal of Assets/Fleet**
Sponsor: Anthony J. Mortillaro, Executive Director, Glenda Aragon, Finance Director, and Gus Martinez, Fleet/Building Maintenance Manager. *Attachment.*
- E. Discussion and Consideration Authorizing the Purchase of Fleet**
Sponsor: Anthony J. Mortillaro, Executive Director and Gus Martinez, Fleet/Building Maintenance Manager. *Attachment.*

- F. **Discussion and Consideration of Resolution 2013-33 Authorizing Federal Lands Access Program (FLAP) Application Submittal Relating to New Regional Service to Santa Fe National Forest and Ski Santa Fe**
Sponsor: Anthony J. Mortillaro, Executive Director and Stacey McGuire, Projects and Grants Specialist. *Attachment.*
- G. **Discussion and Review of Ski Santa Fe Service Update**
Sponsor: Anthony J. Mortillaro, Executive Director and Stacey McGuire, Projects and Grants Specialist. *Attachment.*

DISCUSSION ITEMS:

- H. **Financial Report for November 2013:**
Sponsor: Anthony J. Mortillaro, NCRTD Executive Director and Glenda Aragon, Finance Manager. *Attachment*
- I. **Finance Subcommittee Report:**
Sponsor: Chair Tim Vigil and Anthony J. Mortillaro, NCRTD Executive Director.
Agenda & Minutes for October 25, 2013.
- J. **Tribal Subcommittee Report:**
Sponsor: Chair Mary Lou Valerio and Anthony J. Mortillaro, NCRTD Executive Director. *No report.*
- K. **Executive Report for November 2013 and Comments from the Executive Director:**
1) Executive Report
2) Performance Measures for October 2013
3) Ridership Report for October 2013

MATTERS FROM THE BOARD

MISCELLANEOUS

ADJOURN

NEXT BOARD MEETING: January 10, 2013 at 9:00 a.m.

If you are an individual with a disability who is in need of a reader, amplifier, qualified Sign Language interpreter or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.



North Central Regional Transit District
Board Meeting
Friday, November 8, 2013
9:00 a.m. - 1:00 p.m.

CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Commissioner Dan Barrone, Chair, at 9:16 a.m. at the Jim West Transit Center, 1327 Riverside Drive, Española, New Mexico.

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

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

Members Present:	Elected Members	Alternate Designees
Los Alamos County	<i>Councilor Geoff Rodgers</i>	
Rio Arriba County		<i>Mr. Tomás Campos [later]</i>
Taos County	<i>Commissioner Daniel Barrone</i>	
Santa Fé County	<i>Commissioner Miguel Chávez [later]</i>	
Nambé Pueblo	<i>Mr. Lonnie Montoya</i>	
Pojoaque Pueblo	<i>Mr. Tim Vigil [by phone later]</i>	
Ohkay Owingeh		<i>Ms. Christy Mermejo</i>
San Ildefonso Pueblo	<i>Ms. Lillian Garcia</i>	
Santa Clara Pueblo		<i>Ms. Mary Lou Valerio</i>

Tesuque Pueblo		<i>Ms. Sandra Maes</i>
City of Santa Fé	<i>Councilor Patti Bushee [later]</i>	<i>Mr. Jon Bulthuis</i>
City of Española	<i>Councilor Tim Salazar</i>	
Town of Edgewood	<i>Councilor Chuck Ring</i>	
Rio Metro (ex officio)	<i>Ms. Elizabeth Carter</i>	

Staff Members Present

Mr. Anthony J. Mortillaro, Executive Director
 Ms. Glenda Aragon, Financial Manager
 Mr. Jim Nagle, Public Information Officer
 Ms. Dalene Lucero, Executive Assistant
 Mr. Mike Kelly, Transit Operations Manager
 Ms. Stacey McGuire, Projects and Grants Specialist

Others Present

Mr. Peter Dwyer, Legal Counsel
 Ms. Elizabeth Martin, Stenographer
 Mr. Antonio Sierra, Rio Grande Sun
 Mr. Greg White, NMDOT
 Mr. Gary Forrest, Sipapu Ski and Summer Resort
 Mr. Andrew Martinez, Rio Arriba County
 Ms. Linda Montoya Roseborough, New Mexico State Treasurers Office
 Ms. Kirene Bargas, New Mexico State Treasurer's Office
 Ms. Victoria Hanges, New Mexico State Treasurer's Office
 Mr. George Brooks, Ski Santa Fé
 Mr. Ben Abruzzo, Jr., Ski Santa Fé
 Ms. Kiera Hay, Albuquerque Journal North
 Mr. Jim Luttjohann, Santa Fé Convention and Visitors' Bureau

4. INTRODUCTIONS

All present introduced themselves to the Board.

5. APPROVAL OF AGENDA

Councilor Ring moved to approve the agenda as presented. Ms. Valério seconded the motion and it passed by unanimous (9-0) voice vote. Mr. Campos, Mr. Vigil, Commissioner Chávez and Councilor Bushee were not present for the vote.

6. APPROVAL OF MINUTES – October 4, 2013

Councilor Rodgers moved to approve the minutes of October 4, 2013 as presented. Ms. Valério seconded the motion and it passed by unanimous (9-0) voice vote.

[Stenographer's Note: At the end of the meeting, Commissioner Chávez asked that the October 4, 2013 minutes reflect him as the primary representative. The Board requested that the October minutes be amended and then approved at the December meeting.]

7. PUBLIC COMMENTS

There were no public comments.

PRESENTATIONS

There were no presentations.

Mr. Campos, Councilor Bushee and Commissioner Chávez joined the meeting at this time.

ACTION ITEMS FOR APPROVAL/DISCUSSION:

A. Discussion and Adoption of Resolution 2013-26 Providing Authorization to Invest District Monies in the Local Short-Term Investment Fund in the State of New Mexico Local Government Investment Pool (LGIP)

Ms. Aragon gave background information, noting that the NCRTD had adopted an investment policy. But the funds for investment had been placed in an interest-bearing checking account at Los Alamos National Bank. Now District staff were seeking Board authorization as required by LGIP to participate in the Short Term Investment Fund which was a permitted investment option noted in the NCRTD investment policy. Ms. Montoya-Roseborough was present from the State Treasurer's Office to provide a presentation on the LGIP.

Ms. Montoya-Roseborough gave an overview of the LGIP using a power point presentation. The LGIP was established under Section 6-10-10.1, NMSA 1978 as a short-term investment fund consisting of deposits from governmental and quasi-governmental entities. The statute offered eligible participants a voluntary investment option intended to safely generate market returns by utilizing the purchasing power of a large pooled fund. The goals were to provide safety and liquidity as well as a positive yield but not at the expense of the first two goals. All investments grouped together had an average term of 60 days. She indicated that currently \$3.8 billion was being managed in the LGIP. At the end of her presentation, she introduced Ms. Hanges who gave a market overview of the fund.

Mr. Vigil joined the meeting by telephone at this time.

Ms. Hanges invited Ms. Bargas to give further information about the LGIP. Ms. Bargas explained more fully the various options that were available in allocation and described the returns being experienced. Currently, there were 300 accounts among 130 entity members of the LGIP. She gave a disclaimer and explained that the LGIP was not a registered Money Market Fund and was not regulated by the Securities Exchange Commission. The LGIP was created in the statute to provide an effective investment alternative for municipal entities and was not available to the public. She gave further details about the fund and clarified that a board resolution was required in order to participate in the LGIP.

Mr. Campos indicated that several entities had participated and during the downturn had to take a hit.

Ms. Hanges said what happened was that the largest Money Market Fund had crashed. When Lehman Brothers failed in 2008, what happened was that everybody started taking money out and that caused the loss. So now the LGIP managers manage the money in house. In response to the loss, they now managed themselves. They worked with S&P and the NM Board of Finance. They set up the "Good LGIP and the "Not Good LGIP" with the bad in the midst of litigation and the Good was continuing to grow. Whatever remained after litigation and after attorney and court fees would be distributed to the member organizations. 99.67% was refunded originally. Over time, they have written down those assets. And they communicate regularly with the participants regarding the status of court cases and help participants work with their auditors. They no longer had investments in those funds. On their website one could see what was in the portfolios and what they were doing with the investment.

Councilor Bushee thanked them for their presentation. It was well done. She asked who their rater was.

Ms. Montoya-Roseborough said it was Standard and Poor's.

Councilor Bushee asked if they had any strategies on getting the yield up.

Ms. Montoya-Roseborough said it was always a tradeoff of Risk vs. Reward. LGIP requirements were safety and liquidity. When rates were up they would do better. Their administrative fees were low for this conservative pool and they were proud of maintaining minimal risk.

Ms. Mermejo asked how much the District was planning to invest.

Ms. Aragon said she would make a presentation next on that topic.

Chair Barrone thanked the Treasurer's Office staff for their presentation and asked Ms. Aragon to make her presentation.

Ms. Aragon said they were asked to look at alternative investments that might have a higher yield. The research was completed. Alternatives for 12 months such as Certificates of Deposits were compared. The results in the packet were brought to the Finance Subcommittee including diversification options. She went through the alternatives as shown on page 47 of the packet.

Mr. Mortillaro said they discussed this with the Finance Subcommittee and they recommended the Board's consideration of this.

Councilor Rodgers asked if he could talk a bit about the logic used to come up with this strategy.

Mr. Mortillaro explained that in terms of savings and checking they looked at how much cash would be needed on a daily basis to cover expenses. He reasoned that 12% was a little over 1½ months of the expenditure budget. It could be exceeded on a monthly basis. In terms of LGIP it is safe and secure and highly liquid and provides a 24 hour turn around. We should look at short term CDs for a higher yield and look at maturity dates to have them turning around when the funds were needed.

Councilor Rodgers noted that between savings, checking, etc., they would have four months of operating resources.

Mr. Mortillaro agreed. Reserves would be talked about later and that represented over nine months of operating costs. He would like to look at a better return for them.

Commissioner Chávez appreciated this discussion, He had participated in some of the Finance Subcommittee discussions. They were looking at a 2 or 3 pronged approach based on the packet information. The safest route was the LGIP. It was a cautionary approach. The resolution speaks to that and not what was in packet. The dollar amount would be \$1.9 million dollars to LGIP. He was more comfortable with that now and that was what resolution spoke to. If the Board moved forward with that, he asked what staff would do with the remaining money.

Mr. Mortillaro clarified that everything being proposed here was in line with the finance policy approved by the Board.

Commissioner Chávez asked if that was referenced in the resolution.

Mr. Mortillaro said it wasn't. The resolution reflects what the LGIP needed. The balance would be in line with the investment policy which said "safe investments" and to ensure they had x number of months of operating funds. The Board with its motion could put that in any subsequent motion.

Commissioner Chávez appreciated that and explained he was only focused on LGIP.

Commissioner Chávez moved to approve Resolution 2013-26, authorizing investment of 28% of available funds into the New Mexico Local Government Investment Pool. Councilor Bushee seconded the motion.

Councilor Bushee asked what yields for CDs and Treasury Bills they were looking at.

Ms. Aragon said the highest yield was 1% with banks regarding CDs and they fluctuated with an average in the range of 0.8% to 1.5%.

Councilor Bushee liked the diversified approach and wondered if the motion should be broader.

Mr. Mortillaro thought two motions were needed.

Mr. Dwyer clarified that the motion was exclusive to the LGIP and did not preclude future motions.

The motion passed by roll call vote with Los Alamos County, Rio Arriba County, Santa Fé County, Taos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, San Ildefonso Pueblo, Santa Clara Pueblo, Town of Edgewood, City of Española, and City of Santa Fé voting in favor. Tesuque Pueblo abstained.

Councilor Bushee moved to authorize staff to proceed with the alternative investment schedule as presented. Commissioner Chávez seconded the motion for purposes of discussion.

Mr. Dwyer reiterated the percentages in the staff recommendation.

Commissioner Chávez asked if they needed a benchmark to start with.

Ms. Aragon said they would be longer terms and higher yields and with no management fees. Staff would manage that internally.

Mr. Campos cautioned that some of the federal grants Rio Arriba received had a caveat that they could not invest those funds. He asked if any RTD's grants had that provision.

Ms. Aragon said there none that she knew of.

Mr. Mortillaro explained that this was the District's reserve funds, not federal money. Federal money was for daily operations and capital expenditures.

Mr. Dwyer said he went through those agreements and did not see any restrictions but agreed to go through them again to make sure.

Mr. Mortillaro added that according to District policies staff had to come back quarterly to provide an investment report. The benchmark was the 3-month T bill. So the Board would be able to assess the progress. In the policy the priority was to select investments for Safety, Liquidity and Yield last.

The motion passed by roll call vote with Los Alamos County, Rio Arriba County, Santa Fé County, Taos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, San Ildefonso Pueblo, Santa Clara Pueblo, Town of Edgewood, City of Española, and City of Santa Fé voting in favor. Tesuque Pueblo abstained.

B. Discussion and Adoption of Resolution 2013-27 Authorizing Direct Deposit Payment for North Central Regional Transit District Vendors

Ms. Aragon provided an overview of the issue. The Vendor direct deposit program would pay the vendors electronically by the Automated Clearing House (ACH) direct deposits. Currently the RTD was sending out hard checks. With this program electronic payments would be made directly to vendors who elected to

receive such payments and would go into their checking account. It would thus ensure an accurate financial transaction through Los Alamos National Bank. It would be more timely, checks would not get lost in the mail, processing would be quicker and more efficient and a record of payments electronically would be provided. A list of vendors for this program was on page 50 in the packet. She explained that the District would identify specific vendors that would best utilize the program and would submit a W-9 and enrollment form to participate. The Finance Subcommittee met and discussed this and recommended Board approval.

Councilor Rodgers asked if this was a final listing or if other vendors could enroll in it.

Mr. Mortillaro said this list was an example and new vendors that could enroll in the program the same way.

Ms. Aragon added that currently any vendor payments that exceeded \$20,000 had to have two signatures on the check. With the direct deposit program, that would no longer be required. She added that the Finance Subcommittee had recommended that staff report back to the Board on the status of the program in six months.

Chair Barrone asked if the Board needed to amend the bylaws regarding the two signature requirement for checks of \$20,000 or more.

Mr. Dwyer said no, that it was not in the bylaws.

Mr. Mortillaro gave a little background on this requirement. By disclosing this to the Board, the Finance Subcommittee asked for the six month report.

Councilor Bushee asked what the Bank of America lien was for.

Ms. Aragon explained it was for day to day operations using the purchase card.

Councilor Bushee noted that janitorial service costs \$2,000 a month. She asked if the RTD had ever considered having staff do this.

Mr. Mortillaro agreed. He said it was a staff position initially. But in investigating the costs, he found that contracting out was less expensive. They could always go back to a staff position if they had problems with the vendor. At this time, bringing on a janitor position would cost approximately \$38,000. The janitorial contract was for \$24,000.

Mayor Pro Tem Salazar moved to adopt Resolution 2013-27 authorizing direct deposit payments for NCRTD vendors and directed staff to report on the status of the program on a quarterly basis

Commissioner Chávez seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Rio Arriba County, Santa Fé County, Taos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, San Ildefonso Pueblo, Santa Clara Pueblo, Tesuque Pueblo, Town of Edgewood, City of Española, and City of Santa Fé voting in favor and none voting against.

C. Discussion and Adoption of Resolution 2013-28 Authorizing a Budget Amendment for Fiscal Year (FY) 2014 so as to incorporate the Transportation Alternatives program (TAP) Federal Funding Award

Ms. Aragon provided a brief overview of the Resolution. She explained it was required in order to amend the FY 14 budget and incorporate the recent award of the Federal TAP grant through the NPRPO Board on September 25, 2013. The NMDOT approval was anticipated to be made in late October and early November 2013. She recalled that the Board had authorized the grant application in Resolution 2013-25 at the October Board meeting.

The application was to develop an ADA Transition plan at bus stops and shelters by designing and constructing modifications recommended within the plan. The finance Subcommittee reviewed the budget amendment at their October 25 2013 meeting and recommended approval to the Board.

Ms. McGuire said the details were on page 55 of the Board packet. She said the award was given verbally and confirmation was received this week that the award totaled \$215,736 and required a 14.56% local match, bringing the total project funding to \$252,500. The award had increased after all requests were processed and additional money remained to be given out.

Several Board members expressed their gratitude to staff for doing a good job on this.

During the discussion, Mayor Pro Tem Salazar's telephone connection was lost.

Mr. Montoya moved to approve Resolution 2013-28 as presented. Chair Barrone seconded the motion.

Mr. Campos said he was struggling a little with the math.

Ms. Aragon said the final award amount was \$252,500 with \$215,736 as the federal share and \$36,764 local match.

The motion passed by unanimous roll call vote with Los Alamos County, Rio Arriba County, Santa Fé County, Taos County, Nambé Pueblo, San Ildefonso Pueblo, Santa Clara Pueblo, Tesuque Pueblo, Town of Edgewood, and City of Santa Fé voting in favor and none against. Ohkay Owingeh, Pojoaque Pueblo, and City of Española were not present for the vote.

D. Discussion and Adoption of Resolution 2013-29 Authorizing the Revision of the District's Reserve Policy

Mr. Mortillaro provided a brief overview of this draft revision of the Reserve Policy which was in the packet on pages 56 and following. He explained that the original reserve policy was 25% of our funds as un-designated reserve. That 25% would have been \$2.3 million this year. But the actual reserves are \$6.9

million. So he brought this policy revision and it would break down into several categories. He referred to a chart on page 82 of the packet showing the break out in a moderate case scenario that reflected recommendations from the Finance Subcommittee. In their October 25, 2013 meeting the Finance subcommittee discussed the existing reserve policy in light of the substantial progress that had been made. As a result, they recommended that the Board consider amending the reserve policy to separate the fund balance into designated and un-designated portions. He said they had to be judicious in how they spend un-designated reserves and not use the reserve for day to day operations.

Mr. Mortillaro identified the four designated reserve funds as follows:

The Reserve for Operations would stabilize the budget. The goal here was to annually direct 15% of the unrestricted reserves to this fund for meeting unexpected decreases of revenue of more than 5% as well as unexpected increases in costs of more than 5% of budget that could not be rebalanced within existing budgeted resources to protect against reduction of service levels. This reserve would be maintained at a maximum of 25% of annual operating revenues.

The Reserve for Capital Purchase and Replacement had a goal of 5% from unrestricted reserves for fleet replacements, added fleet and replacement or acquisition of fixed assets. It would be maintained at a maximum of 15% of annual operating revenues.

The Reserve for Service enhancements would build up fiscal resources in anticipation of future service enhancements before potential service enhancements would be enacted to have a minimal impact on the operating budget. Resolutions to approve such enhancements would include authorization to use this fund for that purpose as required. The target balance should be sufficient to cover operating expense of the proposed service enhancement for a three-year period.

The Reserve for Debt Service would fund debt service for issuance of bonds equal to the highest year of debt service obligation of the District. These funds would be held by the trustee for payment of related debt service. Currently the District has not outstanding debt.

Councilor Bushee asked where reserve funds were kept now.

Mr. Mortillaro said they were kept in a savings account.

Councilor Bushee asked why the Finance Subcommittee chose to increase the capital reserve investments.

Mr. Mortillaro said it would provide more help for replacement needs if the District didn't get federal monies for them.

Councilor Bushee asked if there was flexibility there.

Mr. Mortillaro said they when they invested they would invest the whole amount but the interest would be reallocated based on what bucket they were in.

Councilor Bushee surmised that instead of going up to 15% they could just leave it more liquid.

Mr. Mortillaro agreed that was how it worked.

Councilor Bushee asked when the GRT allocation would sunset.

Mr. Mortillaro said 2023 was the 15 year sunset.

Councilor Bushee asked about the fluctuations in the coming years and Mr. Mortillaro explained the chart further.

Commissioner Chávez moved to approve Resolution 2013-29 amending the adopted Financial Policies. Mr. Campos seconded the motion.

The motion passed by unanimous roll call vote with Los Alamos County, Rio Arriba County, Santa Fé County, Taos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, San Ildefonso Pueblo, Santa Clara Pueblo, Town of Edgewood, City of Española and City of Santa Fé voting in favor and none against. Tesuque Pueblo was not present for the vote.

E. Discussion and Review of Service Request Update for Sipapu, Ski Santa Fé, and Town of Taos

Ms. McGuire referred to her single page handout and went through each item, one by one.

Mr. Gary Forrest, General Manager at Sipapu, thanked Ms. McGuire and the Board. Sipapu was looking for service and emphasized that they wanted this to be successful and would like the Sipaputopic option. It would allow staff members as well as guests to utilize the bus services. Hours for the other option were not as workable. He announced they would open November 16.

Chair Barrone asked if there were any dollar amounts put on any of these.

Ms. McGuire said the cost would be around \$3,500 monthly but she didn't have hard numbers yet.

Chair Barrone asked if they would be able to move forward or if it was dependent on negotiations with Town of Taos due to duplication of services with the Chili Line.

Ms. McGuire said it could be some savings to the RTD. They were still in midst of conversations and not solid or concrete yet.

Chair Barrone said even with cost savings the money was tapped out.

Ms. McGuire agreed they didn't have excess money and they would have to reconfigure routing.

Ms. Mermejo asked how quickly they could get this done with them opening Nov 16.

Chair Barrone thought they were doing all they could do.

Ms. Mermejo said she was ready to make a motion to do it.

Chair Barrone agreed this was needed in this rural area but wondered if it would work without the savings from the Town of Taos.

Mr. Mortillaro recalled in their last discussion the RTD Board indicated that they would not provide weekend service unless there was a contribution from the private sector for that. The District didn't do weekend service now. If Sipapu did provide funding, the District could quickly move to that service delivery. For the current weekday service the District could add the stop at a minimal cost. However the time that the bus goes and comes was not optimal for employees to use to get there and back. We would have to reconfigure the route and that would impact other riders trying to get to school in Taos. Short of having two buses going in opposite directions it would not benefit the workers. If we could get the savings from Taos we could get something to work. That was the balancing act we have today.

Ms. Mermejo asked Mr. Forrest if he would consider a trial basis during the weekday and willing to make a contribution.

Mr. Forrest said they are not willing to make contributions to weekday only service but would for weekend service. They were looking forward to having any service. Even with employees there was the possibility to rework schedules. If it came down to only the number 2 schedule they would still like to have it. The pre 8am and after 5 schedule during the week would be best for weekday service. If it worked, and they were willing to contribute to weekend service, he asked what would happen.

Ms. Mermejo asked if the RTD would have to continue to work with Taos.

Ms. McGuire agreed the version 2 was not the ideal one. It would have an \$8,000 annual increase. Based on the perspective of weekday first, she recommended coming forward with a solid week day option for the next Board meeting built into their existing routing. It was not a quick fix. She would have to do more research to make sure school kids from Peñasco etc. would be okay. They could do weekdays on a trial basis and assess it.

Mr. Mortillaro said they could give a definitive schedule and details at the next meeting.

Ms. Mermejo asked why it had to wait until the next meeting.

Mr. Dwyer explained it was not noticed for action today.

Councilor Rodgers asked for the status of the current discussions with Town of Taos and if it was a slow motion process.

Chair Barrone said he and Mr. Mortillaro met with the mayor's staff. The mayor did not show up. Staff

agreed to appoint people to meet with Ms. McGuire.

Ms. McGuire said it was moving in a positive direction. Due to issues in previous years it was going to take a little longer - getting to know each other and ensuring everyone was fully participatory. They met November 1 and had a good discussion regarding decreasing costs and trying to be very diligent.

Councilor Rodgers said his concern was if they gave staff direction to come back next month they would still be waiting on Taos. He wanted to fast track this. If they got into December it might not work for this year.

Mr. Mortillaro said his concern was that it had to go to the Town of Taos legislative body and couldn't predict what would happen there. If they started exchanging routes he was going to want some sort of agreement so there was no misunderstanding.

Chair Barrone asked if there was no way to move forward without Taos.

Mr. Mortillaro said they could do weekday service. They wouldn't have to put a new bus on; just another stop. And they could move quickly if they got the Board's okay.

Councilor Rodgers asked what time the bus would get there and leave.

Ms. McGuire said version 2 was the most workable option. 9:15 or 9:30 to get there; 3:00 or 3:15 to come back.

Mr. Montoya said 8:48 am to 3:46PM was what it was.

Ms. Maes asked if Mr. Forrest went directly to Taos for this.

Mr. Forrest said he went directly to the Chili Line. They said their obligations were too much and gave him Ms. McGuire's number. November 15 was their soft opening and December 6 was the hard opening. We would keep showing up no matter how long it might take to get bus service there.

Ms. Maes asked if the buses at NCRTD were equipped to take skis and equipment.

Ms. McGuire said they were not, but Chili had used PVC piping and that would work.

Ms. Maes asked if she had evaluated those costs.

Ms. McGuire said she hadn't.

Commissioner Chávez noted the packet said no action requested by staff and would report in December. His loyalty had to be to the current users of the route now before the Board looked at new requests. If they rushed it they might not do it right? The window for this ski season he hoped was not the only window open. He asked Mr. Forrest if he was willing to make an investment now not later when they knew it wouldn't work.

Mr. Forrest said he couldn't.

Councilor Bushee asked how long ago he made this request.

Mr. Forrest said he made it in August.

Councilor Bushee asked if the cost was minimal.

Ms. McGuire said it was \$8,000 annually.

Councilor Bushee recalled the Board was constantly dealing with new routes that appeared and they were funded in short order. If there was an opportunity to begin in December she would recommend that.

Councilor Ring said people in Torrance County had a couple of things going. The Salt Mission Trail was going to develop into a loop route. There was an emphasis to do something with Route 66. He brought this up because there was some discussion about working with Torrance County and this organization to expand new service into Torrance County for these projects.

Ms. McGuire said she didn't have any information on that.

Councilor Ring felt there were other opportunities out there that might need to be considered.

Mr. Mortillaro commented that Elizabeth Carter was here from Rio Metro. Maybe she could follow up with that. He did remember when the District was approached by Torrance County.

Councilor Ring said at one time they had a little district that ran out of money. He just wanted to bring that up as food for thought.

Ms. Mermejo said it might not be an urgency or rush for most people but there was a sense of emergency for us. It was a minimal cost. There was high unemployment and Sipapu had openings now. So with all due respect, she disagreed with comments made.

Mr. Forrest found all of it interesting and appreciated the discussion.

Chair Barrone knew no board action could be taken now but he would like something for action on December. 6.

Mr. Mortillaro said they intended to bring a report but he got the sense that the Board wanted a decision then. He reminded the Board that on December 6 the Board would be dealing with the service plan update. It would be a major policy setting meeting. They would see all the pieces then with recommended changes so they would get the big picture so it was timely.

Commissioner Chávez said that would not preclude the staff from continuing to work with Taos. If the RTD didn't look at duplication then they were not using money appropriately. He asked again if those requesting services were willing to contribute at the front end. He found that frustrating.

Mr. Forrest replied that they already contributed \$26,000 to the GRT in taxes. The questions were valid. They would love to have this service to help their staff and possibly get more guests. They were no worse off now with no service to Sipapu now. They needed to know if the service would have value to the community as well. His perspective was that with the taxes they paid this seemed feasible. They were only 4.8 miles from the current bus stop.

Ms. Maes said the Town of Taos spoke at another meeting about issues with transportation of skis and the liability. If staff could look at that additional cost she would appreciate it.

Ms. McGuire pointed out, relating to liability concerns, that they did have cameras in all buses now. Relating to private individuals' property, they dealt with bicycles now.

Councilor Bushee asked if they would be carrying skis inside the bus or outside.

Chair Barrone said it would be outside.

Ms. McGuire said she had not looked heavily into that at this point and was not totally familiar with the Taos set up.

Chair Barrone said they carried skis on the back of the vehicle.

Ms. McGuire didn't think this would rise to the level to make this get done.

Mr. Montoya asked that Mr. Forrest advertise and promote this if we do it.

Mr. Forrest agreed. Their marketing director was standing by to do that and with their partner lodging facilities as well. They very much want this to be successful. The \$26,000 he mentioned was lodging tax. Over quarter of a million was what they contributed to GRT.

Ms. McGuire reported on the Town of Taos Chile Line and went through her handout. She was encouraged. She thought the RTD was better served doing the due diligence with at least one more conversation.

Ms. Maes asked if the Town of Taos developed an MOA with the ski run.

Ms. McGuire said not that she knew of. They interacted with the village.

Ms. McGuire continued with Ski Santa Fé on her handout. A Federal program that tied in with federal lands providing transportation to them. Ski Santa Fé would qualify for that program. She had to look further and would have to apply for that. It could be a potential option.

Councilor Bushee asked for a copy of it to share. The meeting mentioned that she attended was the first opportunity to meet with Ski Santa Fé to obtain demographics and what could possibly be considered by the private sector. She passed out a packet and introduced people in audience for this part. The aspect of safety was not addressed in this packet. There was a tragedy a few years ago, when a private bus that had not

been properly maintained crashed. Santa Fé now had students who would use transportation. She understood that this would not be considered for this ski season but for the next one. With such service maybe there would be fewer individual vehicles and better opportunities for families etc to go up.

She mentioned the Freedom pass for those under 17 and over 72. Seniors skied free now. This proposal suggested a \$5 fare. She was open to suggestions. Almost 5,500 season passes. 3,200 local passes. Staff and youth programs. The proposal was very conceptual. The Council was very interested that this would provide year round access to the mountain.

Chair Barrone asked if the ski basin was open year round.

Councilor Bushee said it was not now but could be. They had world renowned mountain biking trails.

Mr. Bulthuis emphasized that the resolution in the packet had full Council endorsement and was willing to work with the RTD to implement it. They understand that this would be a complex process. As that evolved they were hopeful that the Board could do a service plan well in advance of the next year ski season so marketing could happen to promote it.

Commissioner Chávez asked Mr. Bulthuis on the funding side, in addition to possible federal funding that Ms. McGuire mentioned, if he could touch on any funding sources.

Mr. Bulthuis said all of those things were on the table. They have had preliminary talks about lodging tax. They were going to look everywhere; consider shifting resources or finding new resources. User fees were looked at and other partnerships with the private sector. The LTAB was very favorable of this.

Commissioner Chávez said that was good to know. In the memo presented by Councilor Bushee it touched on the services they already provided. What he didn't see in this was the Santa Fé Pick up service. That was another layer, duplication of services would have to be factored in.

Mr. Bulthuis agreed.

Mr. Dwyer asked Mr. Bulthuis if legal counsel went to the OTAB meeting and if they were they okay with using LTAB funds. Originally they said those funds were only for bricks and mortar.

Mr. Luttjohann with Santa Fé Convention and Visitors Bureau said the attorneys were not there. It was not a formal item. They did have a precedent for this. Funds were going to Santa Fé Trails now. The current structure of funds was in the realm of grants. They were looking forward to a new budget cycle and new opportunities were all open for discussion.

Ms. Maes asked if the County and/or City considered applying for 5310 expansion.

Commissioner Chávez said an article was printed in the New Mexican on September 20th. He was not called before the article ran but was mentioned in the article. Aside from that it was a very initial request. He wanted to respect the RTD process. He was trying to follow this and make sense of how these requests were coming to the Board.

Councilor Bushee didn't think the MPO staff were here but she believed they had applied for every Federal fund possible and had not received any. The press got on this because it was on the LTAB agenda. There was no way to jump start outside. She had not even been a sponsor but followed suit to move forward. No one was trying to rush service. They understood that in no way would this become available for this year.

Ms. Maes asked if this was included in their applications.

Ms. McGuire said no. The applications were due by the end of August and they did not have enough information to do that.

Ms. Maes asked about future funding.

Mr. Mortillaro indicated that unless the Board was on board with something we would not apply for it. If approved we would put it in the funding cycle.

Ms. Mermejo was confused on the timing on this. She asked if the City of Santa Fé had the authority to dictate to the NCRTD what to do or look at. She thought it should have started here. She asked for clarification on how this happened. It seemed to have come through the back door.

Mr. Bulthuis said this was the initial step in the form of this memo to this committee. There had been a lot of press. Honoring the process was what they were doing today.

Chair Barrone agreed the intention of the resolution was initial stages.

Councilor Bushee agreed. There was follow up with private sector folks and now presenting to the Board. She hoped people didn't feel they were trying to jump forward ahead of another project. This was new and they were trying to refine it. They brought it to Council to get input. It was meant to be part of the fabric of our community. Everything that had happened to date was in the packet she provided.

Mr. Luttjohann said it came to them because CVB reported out a meeting with Ski Santa Fé and their winter marketing. That led to transportation issues. LTAB asked him to bring a representative to discuss transportation options. He worked closely with Mr. Bulthuis and turned to him. Mr. Mortillaro was at the meeting as well. They were not operating outside of the District.

Mr. Dwyer said he had been with the Board since the beginning. There was a time when the Board had to go into mediation. All members have their own processes and sovereignty. People look to their own processes to solve issues instead of going to Board to solve issues. He recommended that members come to the Board and be more respectful of the Board to do that. He urged them to come and address the full Board so that no one feels left out of the process.

Councilor Bushee said since this idea just came up in September she wondered how they could bring the community together. All they were doing today was to bring this conceptually forward. She did not ask that the Board immediately fund this.

Mr. Dwyer commented that the newspapers said that the RTD was a viable funding source.

Councilor Bushee said she was not responsible for the newspapers' content.

Mr. Mortillaro wanted to see the Board focusing on going forward at this time. Staff had been given direction by the Board to look at this.

Mr. Montoya wanted to hear what Ski Santa Fé had to say.

Mr. George Brooks, from Ski New Mexico, said this was a concept that came up to this Board. 4 to 5 years ago. They did not have the traction then but did come to address this Board.

Mr. Ben Abruzzo, with Ski Santa Fé said they were approached and asked if they would like transportation service. Of course he said yes. There were multiple businesses as well as his along that road that people could benefit from. They were asked if they could help with this project. He felt potentially that if this bus line had a cost they could take that cost out of their lift ticket to allow a zero cost to skiers but would give the RTD money to fund the bus as a neutral cost. As Councilor Bushee mentioned there was a youth ski program, their parents bring them up and sit around. They could be a large user. The youth program had over 300 children attending. There was a program to bring skiers over age 70 who use it so they don't have to drive up that road. He thought they would see a benefit.

Chair Barrone asked if they were willing to contribute.

Mr. Abruzzo said they would contribute with the offer of a discount off the lift pass.

Councilor Ring thanked them for stepping forward to show a desire to work with the RTD and not just take from it.

Mr. Brooks said they very much supported Sipapu's proposal as well. Anything that helps our industry and our kids and seniors we support. We would want to advertise and promote to bring more people to state etc... and thus increasing our tax base.

Mr. Mortillaro said the Board authorized staff to do a needs assessment at the last meeting. They had time to do it and do it right. That was the process they were using. They didn't really need further direction from the Board. They would be working with Mr. Bulthuis and his staff to develop something to bring forward to the Board for direction. He appreciate the offer from Ski Santa Fé to work with us.

Chair Barrone asked if all the potential funding sources would be identified.

Mr. Mortillaro agreed. They were asking the Board to permit staff to submit an application to the FLAT program - an application with many parties. They would have more discussion at the December meeting.

Councilor Bushee wanted to know which staff she should be working with.

Mr. Mortillaro said it was Ms. McGuire.

Councilor Bushee understood that not charging fees was a separate issue.

Mr. Mortillaro agreed. The Board would hear from the consultant in December about staying fare free on regular routes but for other services would look at fares. The week day service Sipapu requested would be a regular route so no fee, the weekend service would be a premium service and could have a fee.

DISCUSSION ITEMS:

F. Financial Report for October 2013

Ms. Aragon gave a brief Financial Report for October and referred the Board members to the written report in the packet. It showed that income rose closer to the level of expenses during September. The board had no questions about the report.

G. Finance Subcommittee Report

Mr. Mortillaro gave a brief report on the Finance Subcommittee meeting that was held on October 25, 2013. Copies of the minutes from the meetings held on August 23, 2013 and September 2, 2013 were provided to Board members for their review.

H. Tribal Subcommittee Report

There was no Tribal Subcommittee report.

I. Executive Report for October 2013 and Comments from the Executive Director

- 1) Executive Report
- 2) Performance Measures for September 2013
- 3) Ridership Report for September 2013

Mr. Mortillaro gave some comments about his report which were in the board packet.

MATTERS FROM THE BOARD

Chair Barrone requested that staff develop an Employee Recognition Committee or program in order to recognize outstanding employees.

Mr. Mortillaro said that staff had already developed an employee Recognition Committee that met on a regular basis and had created a variety of different recognition programs to be presented to the Board at their January 2014 meeting.

MISCELLANEOUS

Commissioner Chávez requested that the minutes be amended to reflect him as the primary representative for Santa Fé County. He said the Board of County Commissioners made him the primary representative and Commissioner Anaya the alternate.

The Board directed staff to amend the minutes from October 4, 2013 and bring them back to the December 6 meeting for approval.

ADJOURN

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

Approved by:

Daniel R. Barrone, Chair

Attest:

Geoffrey Rodgers, Secretary

Submitted by:

Carl Boaz, Stenographer



North Central Regional Transit District
Board Meeting
Friday, October 4, 2013
9:00 a.m. - 1:00 p.m.

CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Commissioner Dan Barrone, Chair, at 9:10 a.m. at the Jim West Transit Center, 1327 Riverside Drive, Española, New Mexico.

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

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

Members Present:	Elected Members	Alternate Designees
Los Alamos County		<i>Mr. Philo Shelton III</i>
Rio Arriba County	Absent	
Taos County	<i>Commissioner Daniel Barrone</i>	
Santa Fé County	<i>Commissioner Miguel Chávez</i>	
Nambé Pueblo	Absent	
Pojoaque Pueblo	Absent	
Ohkay Owingeh	<i>Ms. Christy Mermejo</i>	
San Ildefonso Pueblo	<i>Ms. Lillian Garcia</i>	
Santa Clara Pueblo		<i>Ms. Mary Lou Valério</i>

Tesuque Pueblo	Absent	
City of Santa Fé	<i>Councilor Patti Bushee</i>	
City of Española	<i>Councilor D. Tim Salazar</i>	
Town of Edgewood	<i>Councilor Chuck Ring</i>	
Rio Metro (ex officio)	Absent	

Staff Members Present

Mr. Anthony J. Mortillaro, Executive Director
 Ms. Glenda Aragon, Financial Manager
 Mr. Pat López, Financial Analyst
 Mr. Jim Nagle, Public Information Officer
 Ms. Dalene Lucero, Executive Assistant
 Mr. Mike Kelly, Transit Operations Manager
 Ms. Stacey McGuire, Projects and Grants Specialist

Others Present

Mr. Mark Basham, Legal Counsel
 Mr. Carl Boaz, Stenographer
 Mr. Antonio Sierra, Rio Grande Sun
 Mr. Daniel Manzanares, Ghost Ranch
 Ms. Debbie Manzanares, Ghost Ranch
 Mr. Gary Forrest, Sipapu Ski and Summer Resort
 Mr. Ken Smithson, City of Santa Fé

4. INTRODUCTIONS

All present introduced themselves to the Board.

5. APPROVAL OF AGENDA

Councilor Ring moved to approve the agenda as presented. Councilor Bushee seconded the motion and it passed by unanimous voice vote.

Chair Barrone noted that none of the pueblos could attend on November 1 so he asked that the meeting date be November 8th.

The motion passed by roll call vote with Los Alamos County, Taos County, Ohkay Owingeh Pueblo, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fé, City of Española, and Town of Edgewood voting in favor and none voting

against. Santa Fé County was not present for the vote.

6. APPROVAL OF MINUTES – September 6, 2013

Councilor Ring moved to approve the minutes of September 6, 2013 as presented. Ms. Valério seconded the motion and it passed by roll call vote with Los Alamos County, Taos County, Ohkay Owingeh Pueblo, San Ildefonso Pueblo, Santa Clara Pueblo, City of Española, and Town of Edgewood voting in favor and none voting against and City of Santa Fé abstaining and Santa Fé County was not present for the vote.

7. PUBLIC COMMENTS

There were no public comments.

8. PRESENTATIONS

There were no presentations.

9. ACTION ITEMS FOR APPROVAL/DISCUSSION

A. Discussion and Consideration of Resolution 2013-24 adopting a Money Purchase Retirement Plan, Executing the Declaration of Trust of Vantage Trust and approving the Plan Document and Trust, Administrative Services Agreement and affiliated documents

Mr. Mortillaro explained that this document allowed the District to set up the supplemental pension plan. The Board approved employee choices on retirement on August 2, 2013 (Resolution 2013-17) so that employees could choose this plan if they chose not to participate in Social Security. He described it as a money purchase plan rather than defined benefit plan through International City Managers' Association Retirement Corporation. The plan design provided for a 6.2% contribution by the District and a mandatory 4.2% contribution by the employee (the amount the Board selected). It was limited only to those hired before August 2, 2013 and who chose not to participate in Social Security and who also were enrolled in PERA. All others would be required to be enrolled in Social Security and in PERA. There would be no extra cost to the District with this plan except for some maintenance costs that were about \$1,000 per year.

He offered to go through the design of the plan as described on pp 30-36. He highlighted some of the provisions. Those employees who were eligible would make their election on November 5 (Election Day).

Commissioner Chávez arrived at this time.

Mr. Mortillaro listed highlights. Among them was Section 14 on spousal protection.

Councilor Bushee asked that it define “spouse” somewhere in the plan.

Mr. Mortillaro said it followed the legal provisions of the IRS but agreed to investigate that further.

Councilor Bushee asked if they would keep the age 59.5 age relative to what PERA was doing.

Mr. Mortillaro explained it was not a defined contribution provision like PERA. Employees didn’t select how their funds would be invested, this was the default.

Mr. Mortillaro said on their final paycheck, employees could contribute anywhere from 0 to 4.2% but had to make the choice at time of enrollment and it was irrevocable.

Commissioner Chávez moved to adopt Resolution 2013-24, adopting Money Purchase Retirement Plan 10-107802. Councilor Bushee seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Santa Fé County, Taos County, Ohkay Owingeh Pueblo, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fé, City of Española, and Town of Edgewood voting in favor and none voting against.

B. Discussion and Review of FY 2013 End of Year Budget

Mr. Mortillaro recalled at mid-year the Board discussed the budget status and made expenditure modifications that anticipated what was happening with the revenue decline. This report showed how it went at year end.

Mr. López provided a handout showing other details on GRT. He referred to page 109 that provided budget/actual comparisons. The FY 2013 budget was \$9.7 million. At midyear they were looking at a \$262,047 deficit for GRT. At year end, the District finished with a \$142,530 deficit.

His handout showed the end of year total for each county. The total budgeted for GRT was \$7,138,000. Los Alamos had a \$472,532 shortfall, Rio Arriba County had a \$12,801 deficit, Santa Fé County ended with a \$301,522 surplus and Taos with a \$41,281 surplus.

Commissioner Chávez thought the half of Santa Fé County’s GRT going to the Rail runner should be added to the flow chart because it was significant and would alert the entities to continue being conservative.

Mr. Mortillaro said roughly 60% of this revenue went out to other entities. \$1.4 million went to Los Alamos for regional service they provided; almost \$1 million went to Santa Fé Trails. So the District only retained about 40% for direct RTD operations.

Commissioner Chávez asked Mr. López if he could reflect those in the flow chart.

Ms. Aragon said that was shown on page 109.

Mr. López said they also had a little surplus from auctioned vehicles and received some from bank account interest. There were also some insurance proceeds of \$2,191 and miscellaneous income surplus of \$121.

At midyear they were really concerned because of the deficit and dwindling revenue in Los Alamos County. LANL actually got a credit on GRT from State Treasury Department so the District put in austerity measures at mid-year. Salaries stayed the same through the year and they had a small vacancy rate through the year. Administrative costs were \$10,000 less than projected. \$150,000 was earmarked for the service plan and would actually be spent in 2014 so they picked up some money in contractual services. It was an 80/20 split for our service plan.

The overall budget surplus for administration, including salaries, benefits and operating costs was \$291,000. Operations, including drivers, maintenance, supervisors, had a surplus of \$141,666 at midyear projected. They picked up some money at year end and had \$243,000 surplus at year end. Some was from vacancy savings in the drivers' salary and benefits and reduced overtime. Overall for operations the surplus at year end was \$262,000.

For regional allocations, they were looking at an overall deficit at midyear of \$123,000 and ended up the year with a deficit of \$119,000.

Commissioner Chávez said he would make this report as a standard update to the County Commission but the details were buried in a footnote. That detail was very significant. He asked if Mr. López could provide that to Mr. Erick Aune so it could be included in his next presentation.

Mr. López agreed. He said \$291,215 was the projected capital outlay surplus and it ended up at \$264,000.

At midyear they projected a \$676,000 surplus and at year end they realized a \$704,915 surplus.

For Federal match with 5311 was 80/20 for administration and 50/50 for operations. They had until September 30 to spend the federal funds and surplus of local share match was put into reserves. With the 5311 capital outlay, the budget was specifically for the

software for vehicle scheduling at \$430,000 and part of it was budgeted for 2014. They picked up extra federal funds for the software. With the Veterans' Initiative they picked up about 60% of that cost and only had to come up with \$90,000 match. Overall they picked up about \$233,000.

At year end the total net savings resulted in \$852,556 surplus overall and it went to cash reserves that now totaled in excess of \$3.2 million.

Ms. Mermejo asked how the District could expend all the federal 5311 funds without spending the local share requirements simultaneously.

Mr. López explained that the federal year crossed over the state fiscal year. So the match was spent but following the state fiscal year meant the District overstated it a little but spent everything in its entirety.

Ms. Aragon explained it further.

Ms. Mermejo agreed it made sense that the primary match was GRT but asked what would happen if that match revenue didn't come up as budgeted.

Mr. López explained it further and Ms. Aragon added to the explanation.

No action was needed for this item.

Chair Barrone thanked staff for this report.

C. Discussion and Consideration of Resolution 2013-25 Authorizing Application Submittal for a Transportation Alternatives Program (TAP) ADA Transition Plan

Mr. Mortillaro said that because of the TAP application deadline they had to submit this application prior to Board review to the Northern Pueblos Regional Planning Organization (RPO). He commended Ms. McGuire for her work, scouting for all federal money available. She did a great job with this application.

Ms. McGuire said Resolution 2013-25 was on pp.112. For TAP funding it passed through the RPO with federal funds allocated through the MPO and RPO. This was the ADA transition plan to design and construct ADA compliant amenities at shelters and stops. There were 32 shelters and stops that didn't comply with ADA requirements. The plan would be implemented in FY 2014 and 2015 in two phases.

This year, for the first time, DOT allowed the RPO's to decide on funding of projects. Applications were due to the RPO before the next regular Board meeting.

She explained it was a cost reimbursement program and required a 14.5% match. It was a good option. The average cost per bus stop was about \$4-5,000.

She handed out the revised PIF. At the RPO meeting they were awarded \$114,000. She noted the changes in the PIF. The project was on the ICIP priorities at #5. It was to pre-existing bus stops and shelters. The plan would prioritize the stops that were out of compliance and use ADA standards for the transition. The costs were estimated at \$96,000; environment planning at \$8,500 and a total cost of over \$200,000. There might be more costs in construction, depending on the work needed. The match of \$26,829 would come from GRT and for capital outlay the federal funds would be \$159,000. She didn't have actuals yet but that was the amount agreed to at the RPO.

Commissioner Chávez asked how they arrived at the \$60,000 for state funds and where that was in the request pipeline.

Ms. McGuire said it was submitted September 30 and was based on the estimated costs of new shelters at \$15,000 including pad and other design issues. It would be \$180,000 for each of three years and that would be the maximum for what they wanted to modify.

Councilor Bushee was amazed that the environment costs were about the same as construction costs.

Ms. McGuire said the original TAP request was about \$165,000 (page 116) but in order to insure that multiple projects all received adequate levels of funding. It was asked if the District would look at alternative options. She knew they had money through ICIP and other options to look at for other funds. She didn't think the \$96,000 would fund everything but she wanted to get the ADA Transition Plan established. She knew the District was not in compliance at all stops and having the transition plan in place would be required so they wanted to make sure it covered the highest priority stops first.

Councilor Bushee asked how many facilities needed updating.

Ms. McGuire said 32 shelters and the stops out of the 32 total. They really needed an overhaul on the entire system. The first phase was for design and planning and the second phase would be the construction. But as it breaks down, they were allowed \$12,000 for construction in year one. That would do one or maybe two shelters and would cover the highest priority shelter.

Commissioner Chávez noted in the resolution it said the RTD authorizes staff to submit the application for \$252,500 from NMDOT. He asked how that was broken out.

Ms. McGuire explained that was based on the first PIF which was the \$252,500 request and it was changed at the meeting (p 116) that amount was to the total project cost estimate. At the meeting the RTD requested the new PIF. So \$184,266 was the new

amount for TAP funding. She just thought the project was going to cost more than that but it was tied into the TAP funding.

Councilor Bushee asked if she believed they could get the TAP funding.

Ms. McGuire said they already got the award.

Councilor Bushee moved to approve the application with the adjusted amount. Mr. Shelton seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Santa Fé County, Taos County, Ohkay Owingeh Pueblo, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fé, City of Española, and Town of Edgewood voting in favor and none voting against.

D. Discussion and Consideration of Sipapu Service Expansion

Mr. Mortillaro said this was a follow up from the last meeting and new information from Ms. McGuire.

Ms. McGuire reported, based on the September Board discussions, that staff continued working on the possibility and the cost of weekend service and collaboration with the Chili Line. District staff and Sipapu continued the discussion, adjusting timing and weekend schedules on a trial basis. Mr. Mortillaro and Chair Barrone met with Oscar Rodriguez, Taos Town Manager, and discussed collaboration with Chili Line and staff were scheduled to meet October 2 to discuss routes.

On October 2, the District began working to eliminate duplication and planned to meet again later in October and November to nail down hard figures with more in depth discussion. They discussed Peñasco, Questa and the Taos Ski Valley. They considered the cost changes and found they could reallocate for the Questa Route and in discussions regarding the Chili Line the District was duplicating some service and could set up transfer times to provide regional connectivity.

The modified route schedules and cost details were shown on page 126 and showed a \$5,000 cost annually for the Taos loop on the Peñasco route.

Staff requested further time to negotiate and this could provide a cost savings. If that was realized, staff would recommend version 2 in the packet on page 129. This would most readily incorporate Sipapu but wouldn't address employee accommodation on seven days of service Sipapu was looking for. For weekend service, staff recommended further negotiations. Weekend service would be around \$3,500 per month. Staff acknowledged that unless there was a contribution put forward by Sipapu it would not be a viable option because it was not currently in the budget. But if its funding could be agreed upon, it might be incorporated on a trial basis and periodically assess how effective it was for both sides. It was also recommended further review of other options in

light of the service plan update.

Three options were presented - no action, approve it and ask staff to bring back a resolution to be approved, or recommend modifications or further deliberations.

The fiscal impact for Option 1 would be about \$9,400 per year. For Option 2, the impact would be about \$7,900 per year. The impact of Option 3 would be \$3,900 annually. She also included a weekend version on page 132 which was not in last month's options. It just gave an idea of how it would work. On 132 it gave the option on weekend route. It was not incorporated into the Peñasco route but just for service to Sipapu and back.

Councilor Bushee understood it would not be a savings of \$4,750 if the Taos Route was just removed.

Ms. McGuire said as shown on page 126 the loop would be absorbed into another route, probably the Questa route. But it could eliminate the redundancy.

Councilor Bushee asked if there was any estimate on those cost savings.

Ms. McGuire said it could free up \$5,000 from the Peñasco cost, however the driver would either have cut hours or be switched to other route service. If they ran Sipapu as a separate service that driver could have those hours but with weekday service it would add more duties.

Councilor Bushee thought it was maybe a good idea but more information was needed and maybe the Chair could inform the Board of other talks with Taos.

Mr. Mortillaro agreed it was complicated. The Taos town manager was interested in eliminating the duplication but wanted the RTD to pick up the Taos Express services seven days a week at a cost of \$75,000 per year. Or about \$6,500 per month.

The UNM Klauer route could be eliminated and that costs \$132,000 per year. If they agreed. Then the District could pick up the Taos Express. Some data needed to be verified because the information Chair Barrone and he received wasn't the same as what staff said.

Chair Barrone said the Chili Line was not funded through the RTD and they ran it to Taos Ski Valley. They used the same bus stops but it was duplicated service.

Ms. McGuire clarified that they wouldn't eliminate UNM entirely but would coordinate with Taos to eliminate duplication. There would be no impact on riders.

Mr. Mortillaro said our riders might be impacted in that if they go by the white bus they pay and the blue bus was free.

Ms. McGuire felt there were lots of opportunities to work together. Maybe a transfer could be used so it wouldn't be a competitive thing. We don't want to reduce their fare income.

Mr. Mortillaro added that the RTD did that with Santa Fé Trails so there was good precedent for that.

Councilor Bushee asked what the fare was.

Ms. McGuire thought it was maybe \$2.

Commissioner Chávez thought it was \$1 and with Park and Ride it was \$1 or \$2, depending on the transfer taken.

Councilor Bushee didn't think the user would mind paying a \$1.

Chair Barrone said the Sipapu Manager was here and they were willing to contribute if they needed to.

Ms. Mermejo felt this was a good discussion. She lived at the heart of this area being discussed. 11.5% of people in Sipapu were in poverty. Sipapu was one of few employers in their area. A lot of people needed to use transportation from Peñasco to Sipapu. It wasn't like Santa Fé. There was no money up there. So charging would make us lose our perspective there. Ms. McGuire was doing awesome work. She thought they should try to do it even without a Sipapu contribution. She was willing to help any way she could.

Councilor Bushee said she was just trying to get the for profit company to participate and was not trying to get the residents to pay for the transportation but was thinking about the tourists and skiers.

Ms. Mermejo said this would be very beneficial for Sipapu residents.

Mr. Mortillaro reminded them the policy was already fare free. Mr. Forrest could comment later. If Sipapu or any corporate ski area wanted, they could add a surcharge onto the lift ticket to get their contribution made. But the whole discussion was getting their employees to work and back. Without being able to get workers there, they couldn't open their doors.

Commissioner Chávez focused back on the recommended action here. There were several versions and lots of thought had gone into them. More significant was the discussion and the need for it to continue. He would support the first recommendation by staff. It was establishing some collaboration that could become stronger.

Commissioner Chávez moved to approve staff's first recommendation to continue the conversation with Sipapu, the Town of Taos and the Chile Line.

Chair Barrone said there was no pressure on staff but he would like to see us get a timeline so we could do something before the ski season opening. He asked if the Board could move forward on it.

Mr. Mortillaro said the challenge was getting the Town of Taos to align with the RTD's time line.

Commissioner Chávez said even though these needs come up but they needed to adhere to the service plans and amend them as new services come up. So it was hard to impose a deadline for things the RTD had no control over. He would leave that to staff who are doing a good job. He wouldn't be comfortable to impose a deadline that would cause problems down the road.

Councilor Bushee asked if there was any sense on how much contribution and how it could move forward.

Ms. McGuire said she and Mr. Forrest had touched on it but were waiting to talk hard numbers until they knew what happened here and at Taos.

Mr. Forrest thanked Ms. Mermejo who spoke the employee's side clearly. One of their objectives was to be the least costly ski area in New Mexico. They were not stuck with a \$60 lift ticket. The adult lift ticket price was \$44 out of which the resort got \$17 per lift ticket. They also had food service and the sport shop to help with revenue. The question was whether they could make more money and spend less with a shuttle service. It would save their fuel costs so it would be like a raise for staff.

Sipapu was committed to be here to see how things were going and he wanted to get things done. They would work with every institution possible to reach the goal of more business and reduced costs. They wanted people to enjoy the sport and to provide employment. He knew the City of Santa Fé was trying to get people up to Ski Santa Fé but the RTD would have to engage the private sector.

Councilor Bushee asked if they were looking at year-round service or just the ski season.

Mr. Forrest said they were looking at the ski season and if Sipapu must pay something it must help us get increased skiers and to get reliable staffing. Their weekends were already booked for next summer.

Councilor Bushee asked if Taos was fearful of this affecting their labor pool.

Mr. Forrest didn't think so.

Councilor Bushee asked what the log jam was then.

Chair Barrone said it was completion of negotiations with the Town of Taos.

Mr. Mortillaro added that for whatever reason with prior staff, there were issues that contributed to lack of collaboration in the past with the Town. The first meeting focused on some of that and he hoped the second meeting would get to the hard facts. The Town Manager was very specific on what they would like to see.

Councilor Bushee thought the service plan was flexible and the Board needed to focus on getting people to places they need to go. It was always the Board's job to review the service plan to make it be most efficient. So we need to get the two entities together to agree and then figure out the most effective way.

Councilor Bushee seconded Commissioner Chávez' motion.

Ms. McGuire was encouraged by the conversations they had this week and thought it was productive. There would be cost saving benefits for both agencies to eliminate duplications or swap services with each other. She looked forward to the next meeting to make some progress done. It might take a few meetings to get it finished.

The motion passed by unanimous roll call vote with Los Alamos County, Santa Fé County, Taos County, Ohkay Owingeh Pueblo, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fé, City of Española, and Town of Edgewood voting in favor and none voting against.

E. Discussion and Consideration of Ghost Ranch Service Expansion

Mr. Mortillaro said the letter requesting consideration of Ghost Ranch service expansion was submitted by Mr. Campos at the last Board meeting. The results of findings were presented.

Ms. McGuire shared the results from their findings. She said Ghost Ranch contacted the District in August about their transportation needs and indicated that they had about 40 staff in double shifts. She presented five possible versions for addressing the Ghost Ranch needs. She referred to a chart in the packet about these versions.

Version 1 was on page 142 and the added cost would be \$332 per year with service three times per week, Tuesday through Thursday (the current Chama Route). It was just a four-minute per day increase. It would be the easiest to implement. It would add a bus stop on Highway 84 at the Continental Divide Trail - the Ghost Ranch access road. Possible cost savings in the Taos Route could be used to cover these costs.

Version O'Keeffe was "the perfect world for Ghost Ranch" and would meet employees' needs as well as for visitors and tourists from Chama and Española areas. It would be a

five day per week route. She said staff would prepare a resolution making those changes for consideration at the November Board meeting.

For fiscal impact, Version 2 (page 143) would cost approximately \$10,000 annually and would expand the Chama Route to Monday through Thursday. Version 3 (page 144) would expand the Chama Route to Monday through Friday would cost more annually.

Version LA Ghost (page 145) would tie in some of the service plan update from the community meeting in the Chama area that would help serve residents who worked in Los Alamos to coordinate those needs with Ghost Ranch needs. It would require a full rework of Chama Route and bigger expense. That could become an option for the future.

Version O’Keeffe (Monday through Friday) would be recommended by staff if there was money found to cover the added costs as it would provide better options for tourists coming from Santa Fé or Española and locals.

Councilor Ring asked if Ghost Ranch was closed on the weekends.

Ms. McGuire said they were open on weekends and summer was their bigger time.

Mr. Dan Manzanares, Chief of Operations from Ghost Ranch, was present and said they could use 7-day service. Lots of groups and individuals came there and they would commit to get a bus out to the highway for employees. When gas prices went up employees couldn’t afford to get there.

Councilor Ring said he was curious about it but not proposing it. It did fulfill the District’s mission and was a win-win but was for someone else to negotiate.

Chair Barrone asked Ms. McGuire what the District could afford to do.

Ms. McGuire said right now staff recommended version 1but thought they should revisit it in the future.

Mr. Mortillaro added that a lot of these additions or enhancements were really identifying a revenue service like they did with reallocation on the Las Trampas route. The recommendation would always be to do what they could do within budget first and then share options on reallocation.

Mr. Shelton asked about their staff numbers

Mr. Dan Manzanares said right now there were 55 staff at Ghost Ranch but in the summer the staff increased to 110.

Mr. Shelton asked Ms. McGuire about any rider surveys. He recalled they changed the route about a year ago for medical trips.

Ms. McGuire said not at this point but what drove that were discussions at community meetings provided by community members and they needed to do that research. She would be comfortable doing surveys.

Mr. Mortillaro thought Ms. Debbie Manzanares had talked with her staff about interest

Ms. Manzanares said she attended the meeting in Tierra Amarilla and then presented it at one of their staff meetings and had that feedback. There was interest. They had fluctuating schedules with cooks coming at 6:30 to 3:30 and some from 8 to 5 and 11:30 to 7:30. They had a very limited labor pool. They had openings and those who interviewed often said it was really a long drive.

Councilor Bushee moved to approve Version One. Ms. Valério seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Santa Fé County, Taos County, Ohkay Owingeh Pueblo, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fé, City of Española, and Town of Edgewood voting in favor and none voting against.

Upon motion by Commissioner Chávez and second by Councilor Bushee with unanimous voice vote, the Board recessed from 11:23 to 11:38 a.m.

During the recess, Ms. Mermejo excused herself from the meeting.

DISCUSSION ITEMS:

F. Financial Report for September 2013

Ms. Aragon referred to the Financial Report in the packet starting on page 147. Page 150 gave the overall GRT summary. Page 155 showed the overall grant revenue. Income from the first advertising on buses was received this month. Page 157 provided the month by month expenditures. Administration was at 17%, Operations was at 8.2% of budget, and Capital Outlay was at 0%.

She reported the external audit review took place on September 17-18 and she expected a draft report in October. She thanked staff for their understanding during that audit review time. The audit looks good for a positive result this year. She anticipated it to be an unqualified audit this year.

Chair Barrone asked if there was anything out of the ordinary this month on financials.

Ms. Aragon said she didn't know what anticipated GRT would be.

There were no concerns from the Board.

G. Finance Subcommittee Report

Mr. Vigil was not present for the report.

Mr. Mortillaro reported that at the last meeting, the Finance Subcommittee received the end of year budget report and considered joining the Local Government Investment Pool. After discussion they wanted more information about it. For the October meeting they will have a long term financial plan and discuss reserve policies and hopefully the exit conference with the auditor.

Commissioner Chávez added regarding the Local Government Investment Pool that some Subcommittee members wanted staff to look at all options and bring findings to the full Board. Regarding the reserve and being conservative, they wanted to be careful to designate portions of the reserves for specific purposes.

H. Tribal Subcommittee Report

Ms. Valério said they had not had any meeting but hopefully by next meeting they should have a report.

I. Executive Report for September 2013 and Comments from the Executive Director

1. Executive Report

2. Performance Measures for August 2013

3. Ridership Report for August 2013

Mr. Mortillaro said regarding the federal shutdown, the good news for the District was that there would be no impact. The state was a year behind in spending federal dollars.

He asked Mr. Kelly to review the performance measures that were on pages 165.

Mr. Kelly reviewed the measures in the packet. He noted that all NCRTD operated routes showed increasing ridership. The spare vehicle ratio has been static. Today they would be getting two replacement 14-passenger vans so the ratio would change next month.

Regarding complaints they had one from an 80 year old ADA passenger who through a communication error didn't get on the list. He met with one individual, Mr. Bean, who

had several complaints.

Chair Barrone noted there was a report in Rio Grande Sun about complaints and believed they had been taken care of.

Mr. Mortillaro said he and Mr. Kelly both talked with the reporter and the complaint also tells different stories to the Governor's office.

Mr. Kelly defined customer incidents and Councilor Ring asked if the majority of confrontations were the result of alcohol.

Mr. Kelly said about 10-15% were related to alcohol and the rest were from just not getting along. It varied each month and alcohol was an issue.

MATTERS FROM THE BOARD

There were no matters from the Board.

MISCELLANEOUS

J. Request for Service to Santa Fé Ski Basin

Councilor Bushee believed they had a letter from her. Mr. Bulhuis had been attending these meetings in the last few months and it was great today to see the work that has been done.

She said she was introducing the resolution to change the service plan. The City continued to have discussions with Abruzzos, owners of Santa Fé Ski Basin and CVB staff and transit staff. They were seeking corporate representation. This was part of the Santa Fé County's plan. There are a lot of workers and lots of young people without a car who were hiking up there. This too could be a good year-round service. It was a pretty hopeful effort at this point.

Commissioner Chávez was interested in seeing a resolution drafted by RTD for such service and asked Mr. Mortillaro if staff could formulate a resolution on it or however the Board would handle it.

Mr. Mortillaro clarified that the protocol as established by the Board in 2009 was that a board member just needed to submit a letter asking for a staff analysis and then for the Board to evaluate the results. That was followed in a number of requests already.

Commissioner Chávez moved to accept the request of the City of Santa Fé and that the process established in Resolution 2009-15 be followed. Councilor Bushee

seconded the motion.

Councilor Bushee mentioned that this also went through the City's Occupancy Tax Advisory Board (OTAB). She didn't have the minutes here but could get a copy to Mr. Mortillaro.

Mr. Mortillaro said he did attend the OTAB and Mr. Bulthuis explained the protocol to them. One member had a number of questions and he became more supportive after the discussion.

Councilor Bushee said the resolution was prepared for the OTAB and extended the invitation to see if the Santa Fé County Commission wanted to participate and be invited to the meetings.

Commissioner Chávez said he had made a commitment to address those matters but was not comfortable with introducing the resolution to the County Commission before the RTD had addressed it. He and Commissioner Anaya had agreed to not do that until discussed at NCRTD.

Chair Barrone noted she failed to put Taos County on it. He said the proper protocol was to move them forward and by bringing this letter, this put the City's foot in the door and the Board could do that.

Councilor Bushee agreed to make that correction and would bring it to the November 8 meeting.

Ms. McGuire didn't know that staff would have a plan in place by the November meeting and would be more comfortable with a later deadline.

Commissioner Chávez didn't think they should rush this.

Mr. Mortillaro deferred to Ms. McGuire who was the one that was doing all the work on analysis and knew she wanted to do it comprehensively. This one was different than the others because it would be a brand new route and require new vehicles.

Councilor Bushee agreed there was no attempt to rush it. OTAB was just the first possible source for revenue and she didn't know what contribution was sought by RTD and there were a lot of pieces to this puzzle.

Ms. McGuire said she would much rather do it right so if it came to fruition it would be ready to go. She thought it could take, 6 or 9 months.

Councilor Bushee asked for a friendly amendment to bring regular reports on progress to the Board. Commissioner Chávez accepted the amendment as friendly and the motion passed by unanimous roll call vote with Los Alamos County, Santa

Fé County, Taos County, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fé, City of Española, and Town of Edgewood voting in favor and none voting against. Ohkay Owingeh Pueblo was not present for the vote.

ADJOURN

Next Board Meeting: November 8, 2013 at 9:00 a.m.

Councilor Bushee moved to adjourn the meeting. Councilor Ring seconded the motion and it passed by unanimous voice vote.

The meeting was adjourned at 12:10 p.m.

Approved by:

Daniel R. Barrone, Chair

Attest:

Geoffrey Rodgers, Secretary

Submitted by:

Carl Boaz, Stenographer



Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: December 6, 2013
Agenda Item - A

Title: A presentation and discussion of Service Plan Update Technical Memorandums 4 and 5

Prepared By: Anthony J. Mortillaro, Executive Director

Summary: Ken Hosen from KFH will be reporting on the status of the Service Plan Update and the results of the study regarding unmet service needs (Tech Memo 4) and development of service and operational alternatives (Tech Memo 5).

Background: KFH was contracted with to update the existing service plan. Tasks five and six in the contract required the review and analysis of unmet transit services and development of a collaborative approach to selecting the alternatives that will guide the development of NCRTD services over the next 5-10 years. The approaches being recommended provide for services that are possible, various options in meeting those service needs and estimated costs. These recommendations build upon the constituency input that was received during the 15 public outreach meetings held throughout the District and the in-depth review of the existing transit services being provided. Furthermore, the Executive Director requested input on the various recommendations contained herein from the Route Supervisors and the employees whom actually drive the routes and those comments were also forwarded to and discussed with KFH for their consideration in developing the operational alternatives.

Recommended Action: Discussion only. Based upon Board input, the Consultant and Staff will formulate final recommendations to be input into the Preliminary Options Report and subsequently into the Draft Transit Service Plan.

Fiscal Impact: NA

Attachments:

- Technical Memo No. 4 - Unmet Service Needs
- Technical Memo No. 5 - Development of service and operational alternatives
- Customer Feedback

KFH GROUP, INC.

*Technical Memorandum #4:
Compilation of Unmet Needs*

September 2013

*Prepared for:
North Central Regional Transit District
(NCRTD)*

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Technical Memorandum No. 4: Compilation of Unmet Needs

INTRODUCTION

The final step in the needs assessment analysis is to determine the unmet needs and gaps in service. The efforts conducted in the first three technical memoranda are used in this memorandum to identify the unmet mobility needs and potential gaps in transit service in the RTD region. We will use the findings to evaluate the potential for generating future transit ridership over the next five years and beyond. This effort will help us to identify the unmet mobility needs and potential gaps in transit service in the four-county region. We will use the findings to evaluate the potential for generating future transit ridership over the next five years and beyond.

Based on the findings from the first three memoranda the study team has determined that there are unmet needs in a variety of areas:

- **Unserved Areas** - NCRTD has service throughout much of the region. The coverage areas of service include most communities of the size that could sustain service. There are a few areas that are not receiving service at this time (this includes both communities as well as significant destinations - often tourist oriented). These were identified in the outreach component as well as through demographic analysis and observations. These areas vary widely and will require different approaches to service. In addition to these unserved areas, there are areas that are unserved due to a lack of a bus stop and these will be discussed in a subsequent section.
- **Underserved Areas** - These include areas that do not get enough service, particularly commuter service, weekend service or night service. These include communities on existing routes, some with regular service, just not at the right time. In some cases areas are not served because of a lack of a bus stop and these are discussed in the following section.
- **Bus Stops** - Due to New Mexico state law public transit buses can only stop at designated bus stops and flag stops common across the country in rural areas, are not permitted. The limited stops inhibit ridership and causes communities on the route, not to be served. There is a need for many more stops throughout the transit system especially on the long distance rural routes. These needs can be remedied at very little (and one time) cost.
- **Connectivity and Regional Mobility** - NCRTD is the glue that binds each of the six systems in the service area. Timed, seamless meets are essential for

connectivity. Without a seamless meet, there is no real connection. There are many examples of buses missing each other and eliminating the ability to travel throughout the service area. The connectivity must include all modes as well as to ensure that RTD buses meet each other as well.

- **Existing Service Modifications** – A considerable number of the needs can be met with simple adjustments to schedules, minor route changes, and other no cost or very low cost changes to service. This includes:
 - eliminating service duplication,
 - modifying existing routes and schedules,
 - reducing the number of timing points; and
 - tailor service for seasonal fluctuations when serving tourist areas and colleges.
- **Rationalize Taos/Espanola/Santa Fe Corridor** – Currently there are five separate routes that serve the same corridor. Service in this corridor needs to be coordinated and less confusing. There should be one route serving the corridor with both local and express service. All of the other routes should be connecting and feeding these trunk routes.
- **Americans with Disabilities Act** – There are a number of ADA issues that need to be addressed. This includes:
 - ensuring that complementary paratransit or a flex route design is available as required by the ADA,
 - properly marketing and promoting the service ;and
 - ensuring that bus shelters are accessible (discussed in the section on facilities).
- **Facilities** – Only some facilities are under control of the RTD. Major issues include shelters that need ADA improvements and the Espanola Park and Ride lot (owned by NMDOT) used by the Park and Ride service as well as the Blue Bus.
- **Coordinated Planning Activities** – There are six transit systems directly serving the region and coordination/connectivity is an essential component to regional mobility. In fact all systems generate higher ridership when they ensure connections between systems. In previous years, staff of the different systems met quarterly to discuss issues of mutual concern. To aide in the accomplishment of that goal most of the providers voiced a need for a formal or informal Planning Work Group. The consultants believe this should be a formal arrangement to ensure that all parties commit to an open planning process.

UNMET NEEDS

The unmet needs include the identified needs expressed by customers and identified through the demographics review. In addition to these needs as expressed in a number of ways, we will also be looking at transit system needs to ensure that service is maximized and generates the highest ridership.

Unserved Areas

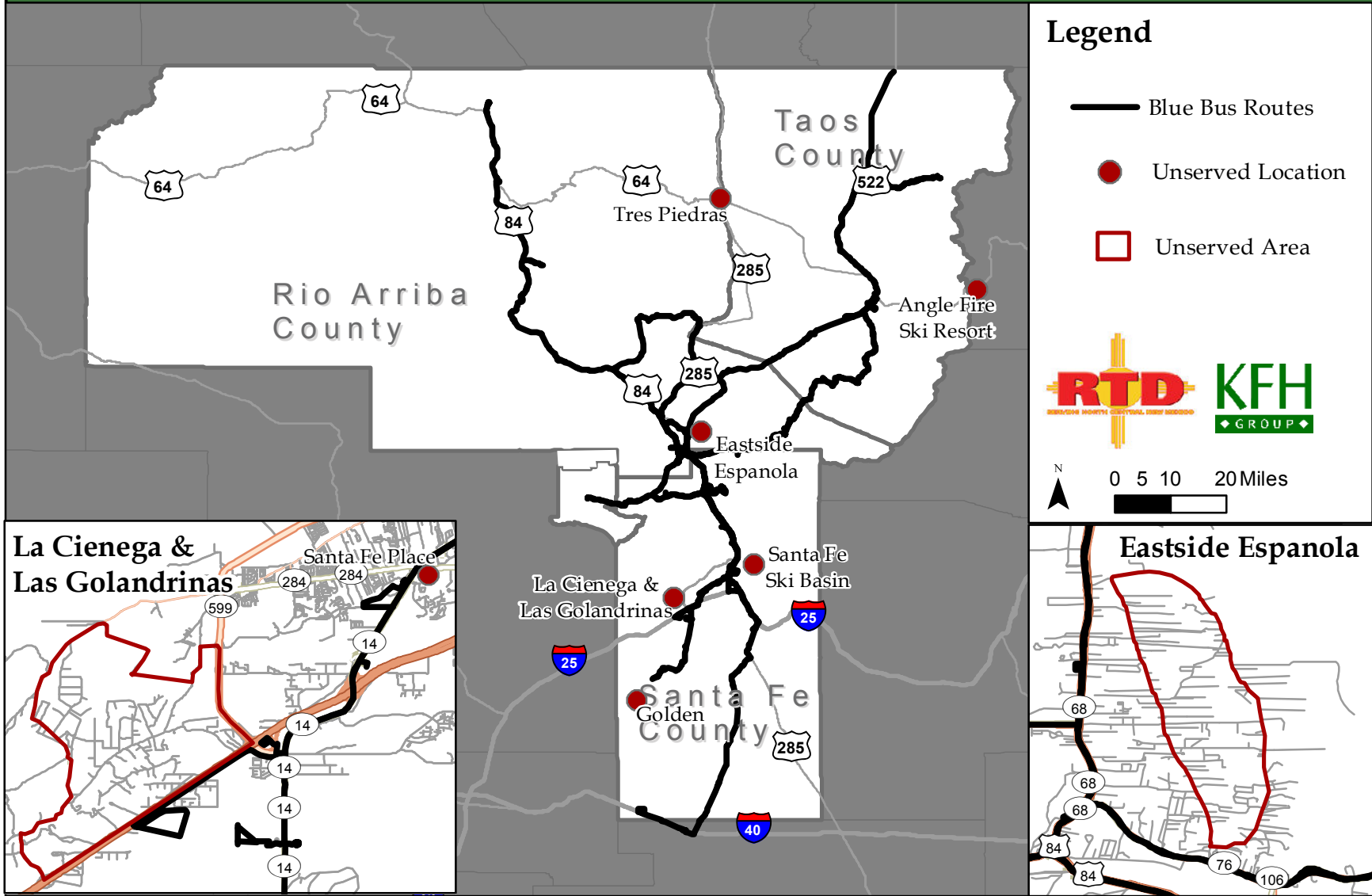
While the RTD and its partners have good coverage in most of the service area, there are a number of communities that still desire service. Fortunately the most recent system changes implemented in July have erased much of that need through the addition of service in Madrid and Costilla (two of the areas of greatest demand) as well as the addition of a number of bus stops.

Unserved areas include those communities and destinations (typically tourist oriented) not on an existing route as well as communities/destinations along a route but without a bus stop within safe walking distance. The latter needs will be addressed in the bus stop section.




Unserved areas identified in the previous technical memoranda are depicted in Figure 4-1 and include:

- **East Side of Espanola between McCurdy and El Llano Rds. south toward Santa Cruz** - This area of Espanola is between ½ and 1 mile from the Riverside Route and is the largest residential area in Espanola. Currently only the portions of this area close to Riverside have reasonable access to the Riverside route. Figure 4-2 details this area of need.
- **La Cienega** - This is a community southwest of Santa Fe that parallels I-25 to the west and is about five miles south of the 599 Rail Runner train stop. The population of the area is about 4,000. Figure 4-3 details this area and Las Golandrinas. Currently it is 5 miles from the nearest Santa Fe Trails bus stop and about 10 miles from the Santa Fe Place Transit Center.
- **Las Golandrinas** - A living history museum about 1.5 miles north of La Cienega. This would be a stop on a route that served La Cienega. It is depicted in Figure 4-3.
- **Golden** - This is a small community 11 miles south of Madrid. The area is sparsely populated and is depicted in Figure 4-4.
- **Tres Piedras** - In the northern reaches of the service area is Tres Piedras a small isolated community over 30 miles from Taos (Figure 4-5). There are a few homes at the crossroads of US highways 285 and 64 with approximately 1,000 people living in the larger area and an average density of fewer than 2 persons per square mile.

**Figure 4-1:
North Central Regional Transit District
Unserved Areas**



Legend

-  Blue Bus Routes
-  Unserved Location
-  Unserved Area

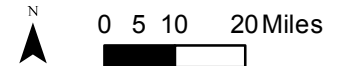
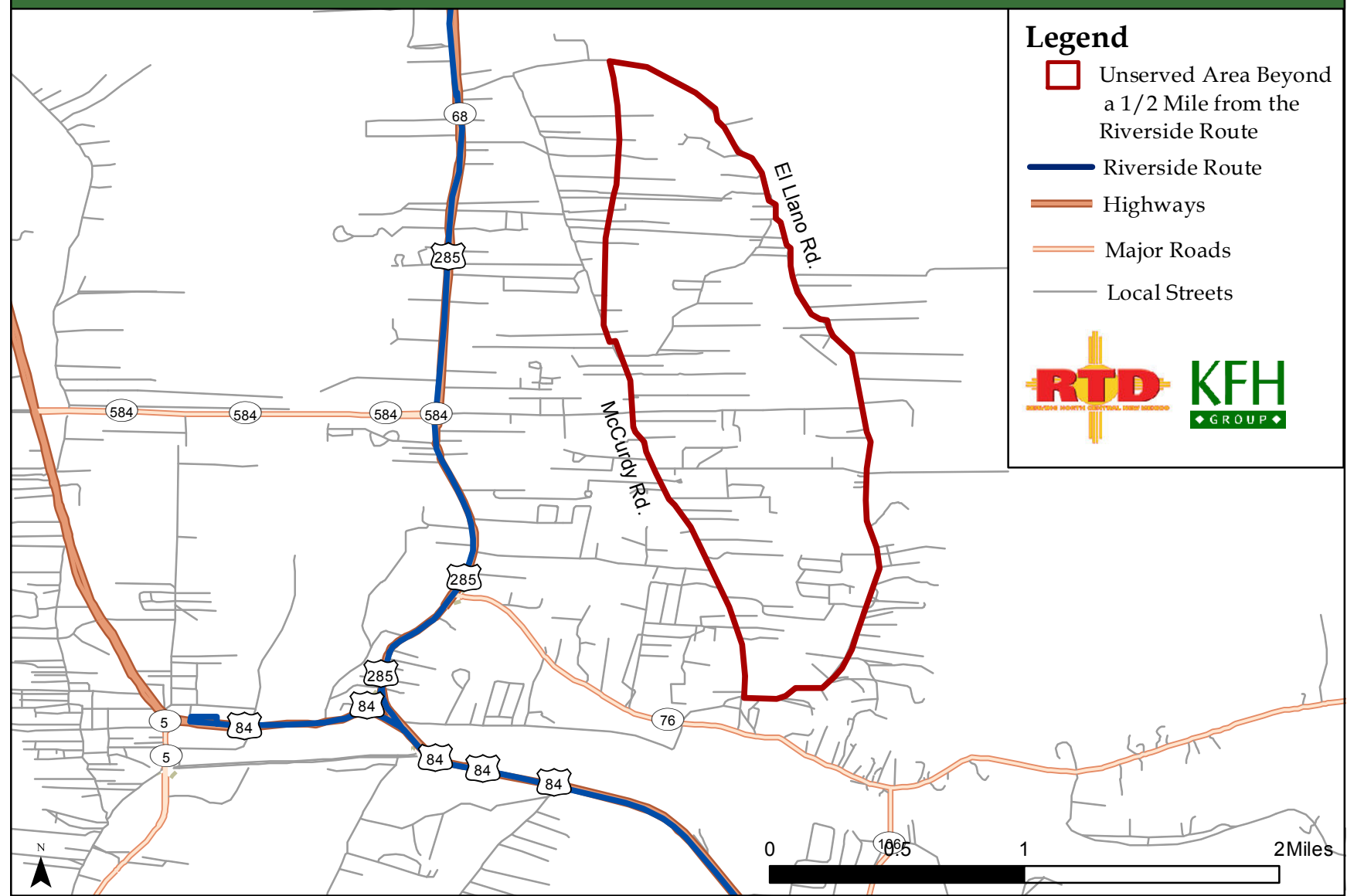


Figure 4-2:
North Central Regional Transit District
East Side of Espanola Unserved Area

4-5



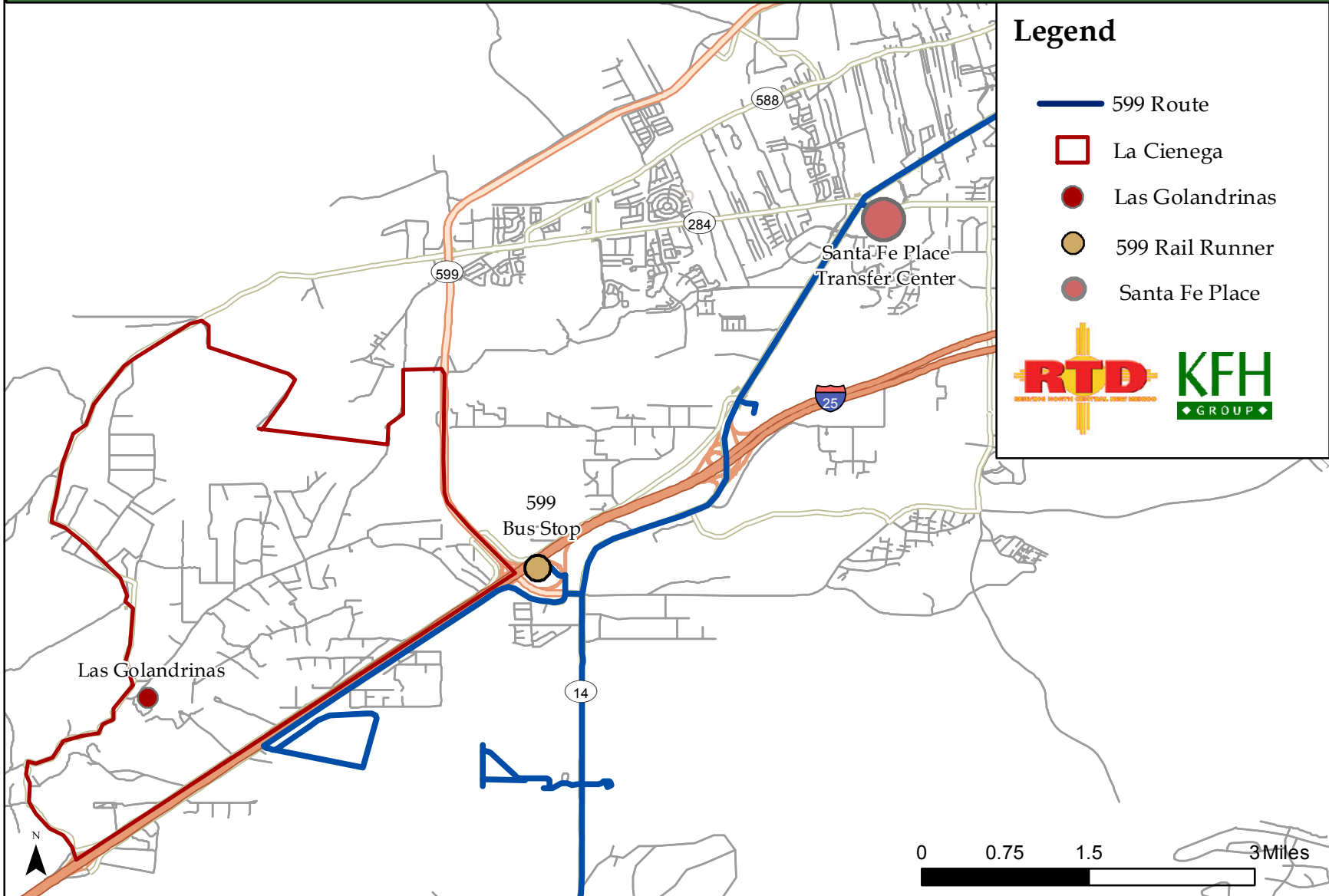
Legend

- Unserved Area Beyond a 1/2 Mile from the Riverside Route
- Riverside Route
- Highways
- Major Roads
- Local Streets

RTD
NORTH CENTRAL, NEW MEXICO

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Figure 4-3:
North Central Regional Transit District
La Cienega Unserved Area



Legend

- 599 Route
- La Cienega
- Las Golangrinas
- 599 Rail Runner
- Santa Fe Place


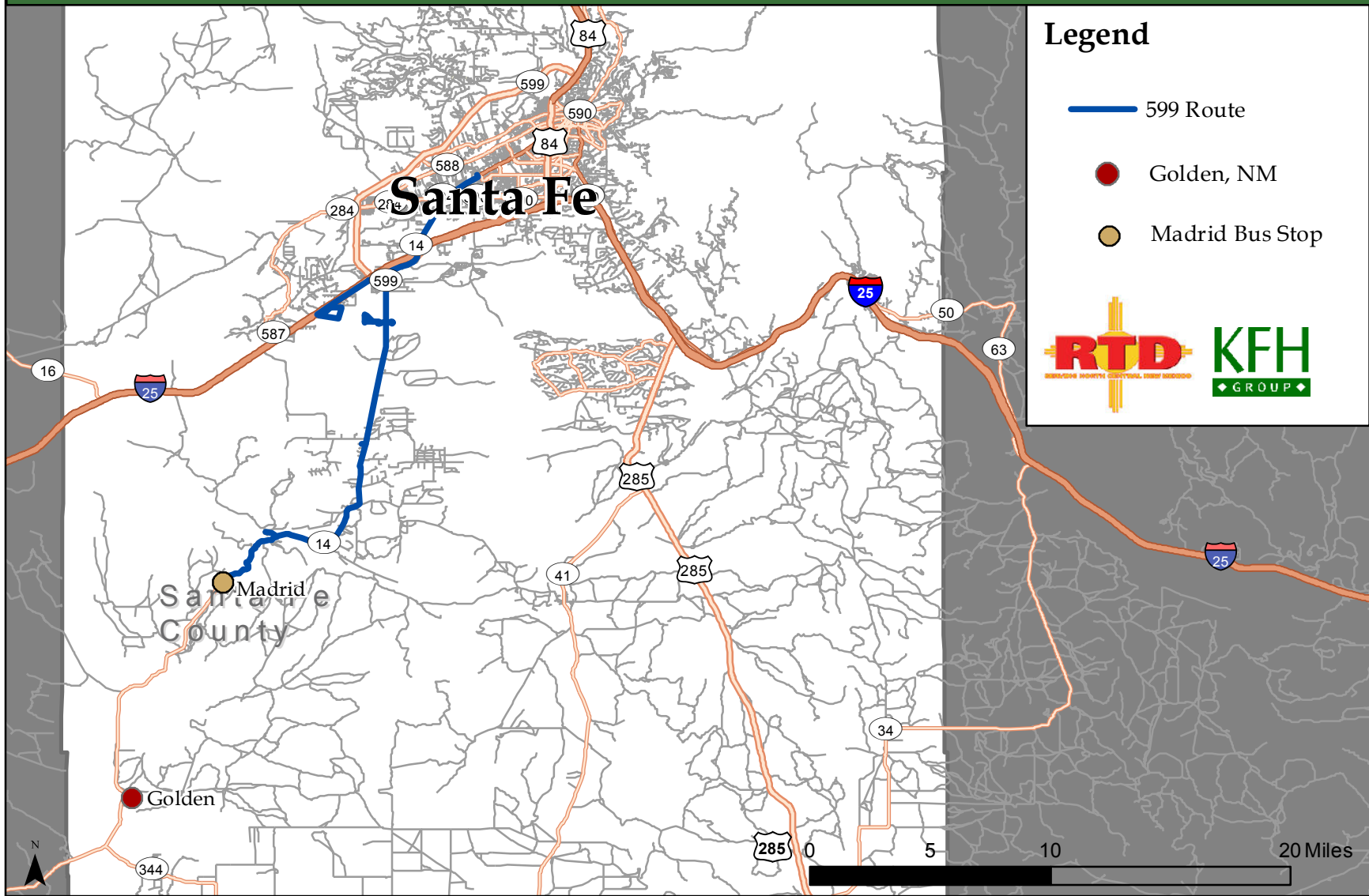
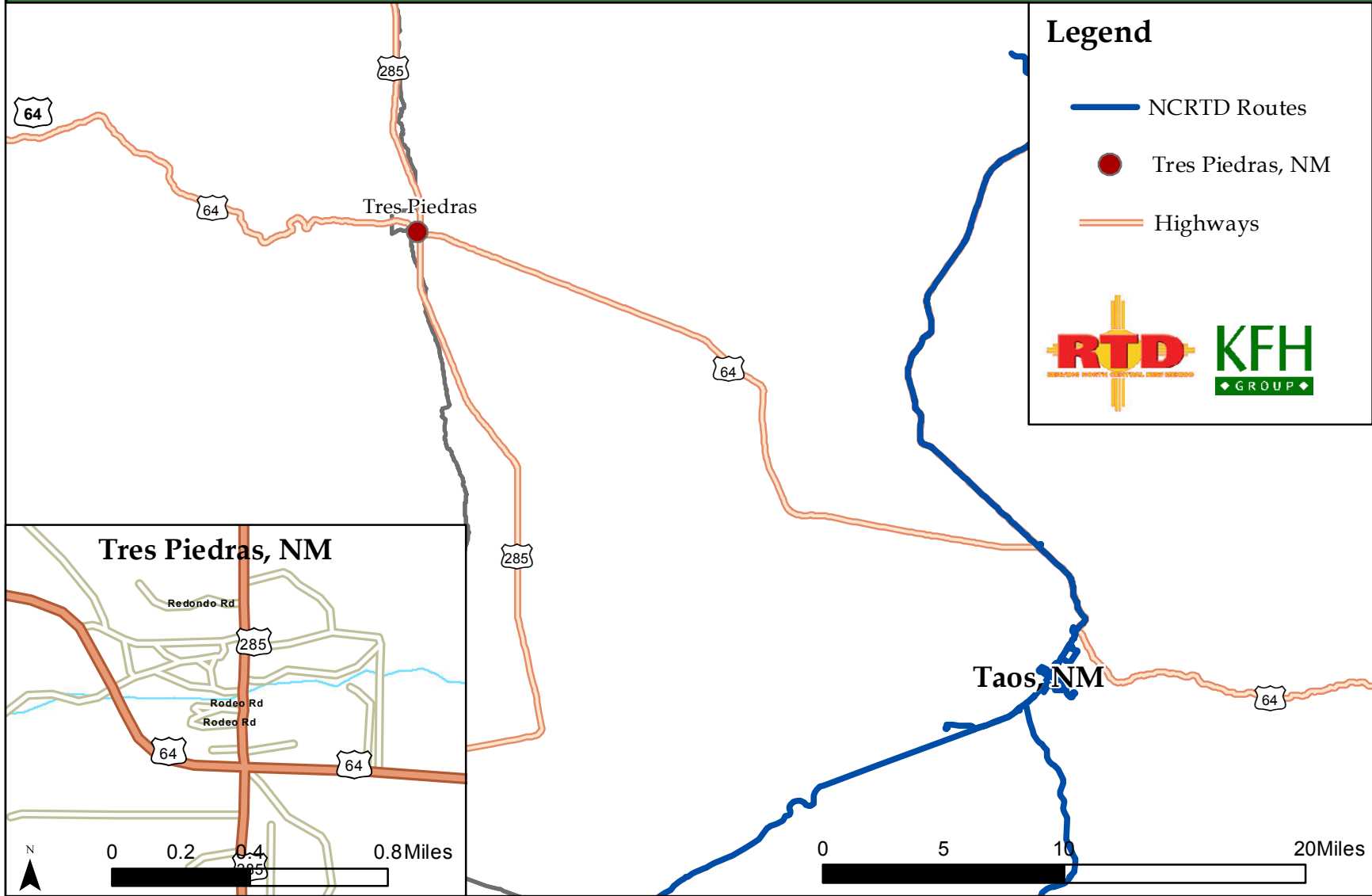



Figure 4-4:
North Central Regional Transit District
Golden Unserved Area



4-7

Figure 4-5:
North Central Regional Transit District
Tres Piedras Unserved Area



- **Service to Ski Basins in the Santa Fe and Taos areas** – These services could be developed in conjunction with the Rail Runner and the local ski destinations.

Underserved Needs

Underserved areas include those areas with minimal service and often no commuter options. Other underserved needs include later evening and weekend service as well as lack of mid-day service.

Commuter Service Needs

A number of communities have some service, but no commuter service. Those communities with access to NMDOT Park and Ride service are not included in this:

- The San Ildefonso bus misses a commuter connection so it is not used as commuter service.
- The Chama route by virtue of its three day per week service does not provide access for commuters anywhere on this route. There was an expression of a need for commuter service from Abiquiu south into Espanola.
- The El Rito service does not provide commuter access.
- Santa Clara has commuter service into Santa Fe, but it does not have commuter access to Espanola.
- Service from Chimayo for commuters gets people into Espanola by 8 am and while this may work for some commuters, it is late for others especially if they need to transfer to another bus.

Mid-Day Service

Very often service that caters to commuter's offer the availability of a mid-day ride home. Further, people who want to go shopping or have personal or medical needs often must stay all day as there is no mid-day ride. These communities/routes include:

- **Edgewood** – This community is requesting a mid-day ride for people who only want to travel for a half day, either morning or afternoon. The mid-day option would allow for both. While the mid -day service will in all probability be a low ridership service, it could boost commuter ridership as more people would ride knowing they can get home at mid-day in an emergency.
- **Questa** – Midday riders state they need more time in Taos.
- **Penasco** – This route operates one a.m. and one p.m. run. The routes operate two way service when there is only demand for one way service. The southbound run can be delayed until closer to noon taking people back to Penasco, then turning around and providing a mid-day northbound run (eliminating the 3 p.m. run from Penasco).

- **Pojoaque - Nambé** – There is a four-hour mid-day gap in service making local travel and shopping difficult.
- **Taos - Espanola** – This route has an almost 9-hour gap in service rendering use for anyone other than commuters and some students difficult at best.
- **Santa Clara** – There is a four-hour mid-day gap in service on this route.

Weekend Service

There is a stated need for weekend service for both tourists as well as for commuters to the tourist areas such as Taos, Santa Fe and the various ski resorts. The most frequent comments were for full two way service between Taos and Santa Fe on weekends. There is currently a service from Taos, geared for tourists going to Santa Fe and back. This service is predominately for people staying in Taos. During ski season, weekend service to ski resorts would be popular.

There are many people who work Saturdays in the tourist/service industries. Commuter needs on weekends encompass a larger range of commuter hours (typically 7 a.m. to 10 a.m. and from 4 p.m. to 10 p.m.). Tourist service hours generally start at 9 a.m. and go to 8 p.m.

Daily Service

The Chama Route is the only route that operates less than five days per week. It operates Tuesdays, Wednesdays and Thursdays. This route is a long distance rural route with service through Tierra Amarilla and Abiquiu. Daily commuter service should be considered for Abiquiu and the communities along U.S. Highway 84 (discussed in detail on the section on bus stops below).

Bus Stops

Because of a New Mexico law prohibiting “flag” bus stops, every stop must be designated. There are two sets of issues related to bus stops:

- **Rural routes** – The rural routes all have a need for a significant expansion of bus stops. Currently it is typical that bus stops are many miles apart, often the bus stops bypass communities that only need a simple stop to receive service.
- **Urban routes** – The urbanized routes especially in the Espanola area have each stop serve as a timing point often requiring the bus to stop at each stop whether there is a passenger at the stop or not. This needs to be modified to both tighten the schedule, but also reduce the number of timing points (such as one out of every 6 – 8 stops).

Rural Routes

Many communities that are alongside rural routes have no access to the service because there is not a stop for many miles. The cost of designating a stop is an inexpensive one-time cost – installing a pole and a sign. Additional stops should be placed on the following routes (Figure 4-6):

- *Chama Route* – Stops should be placed all along this route with significant frequency (every mile) from Abiquiu to Espanola.
- *El Rito* – The segment of this route on US 285 from U.S. Highway 84 to Ojo Caliente should have stops about every mile.
- *Espanola to Taos, Penasco, Questa, and Las Trampas* – all of these routes need more bus stops to meet the rural needs.
- *San Ildefonso* – Has no stops in the pueblo except at the Visitor Center, requiring residents to walk to the stop.

As a rule wherever there are residences, there should be a stop. In some places such as U.S. 285 south of Ojo Caliente and U.S. Highway 84 south of Abiquiu there should be stops every mile where there are origins or destinations.

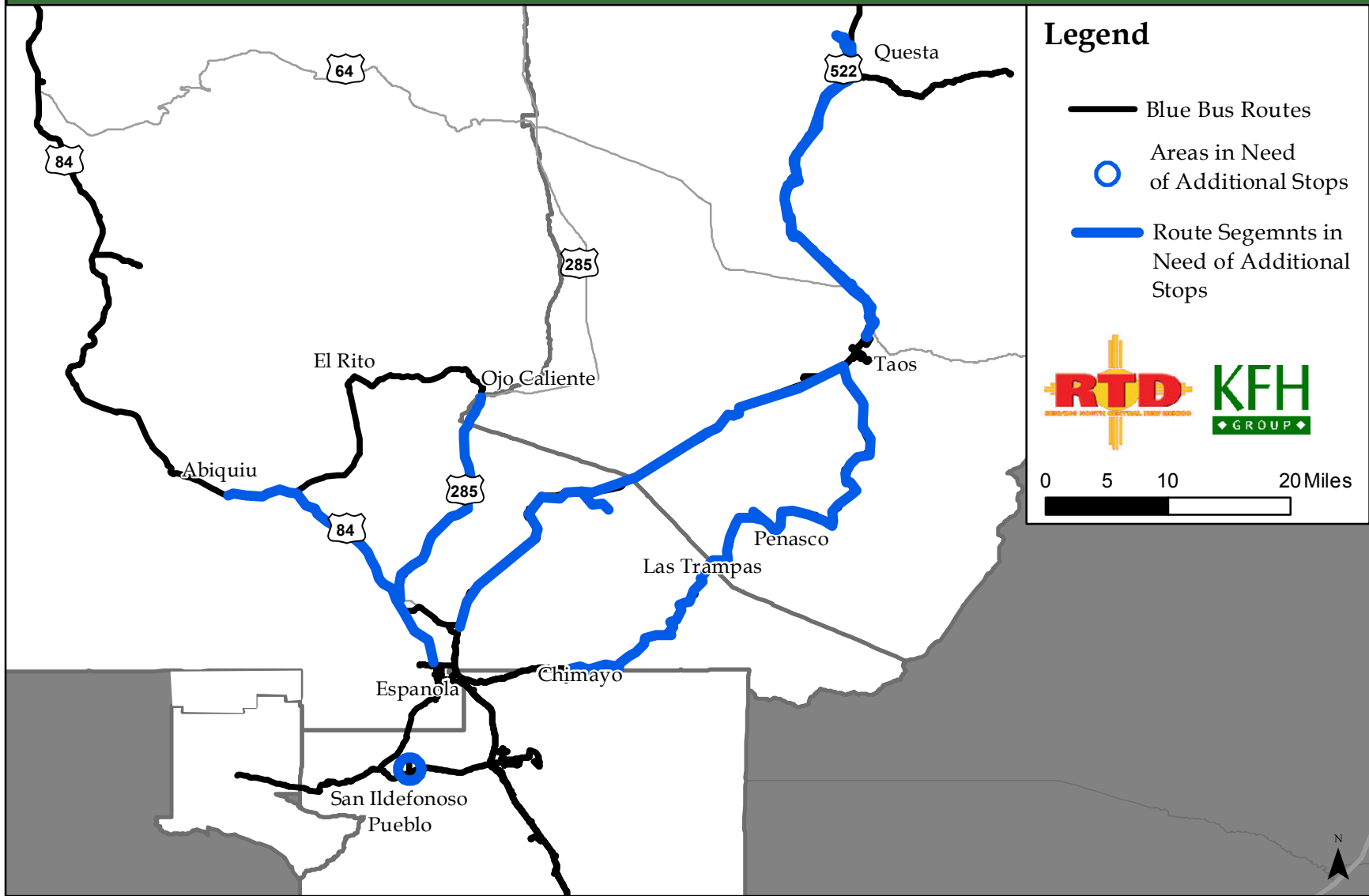
Connectivity - Internal/External

NCRTD is a regional service and as such needs to ensure connectivity to other systems in the region. Connectivity is not simply serving the same bus stops. Rather it is ensuring that the buses meet to ensure a seamless transfer. For example South Capital Rail Runner stop is a one way connection. A one way connection is where riders are either getting on the connecting mode or getting off, not both such as at a downtown transfer center. An exact meet is not essential in a one way stop – the bus needs to arrive 5 – 10 minutes before the southbound train, but can also leave before that train arrives. For a northbound train, the bus should arrive no more than 10 minutes after that train departs.

Two way stops are where it is essential that the two modes actually meet so that passengers can go back and forth between the vehicles. Anything short of an actual meet means that there is not a true connection. For example, downtown transfer points require a two way meet. Espanola's transfer location is a case in point. In actuality multiple buses should be having a two way meet.

Currently many buses have appropriate meets, but there are still a number of areas where buses are not connecting as one bus pulls out just before the connecting bus arrives – this was most prevalent in Espanola at the park and ride facility, but it also happens in other areas.

**Figure 4-6:
North Central Regional Transit District
Areas in Need of Additional Stops**



In order to meet the regional needs, timed meets will be the new norm. Drivers will be trained and planners will know in advance when schedules are changed. It will be incumbent on NCRTD planning staff to ensure route schedules are anchored at the connection end. For example, as Rail Runner or Park and Ride service vehicles adjust their schedules, NCRTD must do the same to ensure the meet is intact. We believe that timed meets should also be applied where feasible with each of the small city systems – Los Alamos, Espanola, Santa Fe and Taos.

Service Modifications

Service modifications are called for where there is significant duplication, improperly designed routes or schedules/timing and other changes that can improve service.

Service Duplication

Clearly, the greatest level of service duplication is in the Santa Fe - Espanola Corridor.

- As detailed in the previous technical memorandum there is significant duplication along the 84/285 corridor between Espanola and Santa Fe. During the morning peak hours the NMDOT Park & Ride Red Route and the NCRTD Espanola - Santa Fe, Santa Clara, and Tesuque to Santa Fe routes all operate along this corridor at similar times. Although each route serves different stops there is significant duplication. Throughout the rest of the day there is not duplication with NMDOT services along this corridor, however there is still significant duplication of NCRTD routes.
- The second major area of duplication is the UNM Taos route where it duplicates Chile Line service with the exception of the last 1.5 miles. This route also operates when school is not in session.

Schedule, Routing and Timing Point Changes

Many of the unmet needs can be alleviated through changes in the routes, schedules, and timing points. Bus stops, another key ingredient will be addressed in a subsequent section. Many routes with dead space, ineffective routes and underperforming services

Pojoaque to Nambe

This meandering route has very low ridership. The recent addition of more stops only increases the meandering nature. Significant dead space, translates to indirect routes and the resultant slow running time. This route calls for changes in service design to improve performance and customer usage.

Riverside

The Riverside route needs a retiming so that it does not have to stop at each bus stop. Timing points will be every 6 - 7 minutes. If timed properly it should only stop when there is a customer wanting to use it. The southern end of the route should be reconsidered and the bus should stop at the transfer point in each direction. It should have a timed meet with the Westside route as well as the Santa Clara and park and ride routes.

Westside

The Westside route needs a complete revision as ridership is very poor and the route has no uniformity to it, is very poorly designed, and has no purpose. This route should have timed meets with the Riverside and other buses.

Chimayo

The Chimayo Route does not connect with the Espanola routes and in fact end about ¼ mile short of the Riverside Route. This should be remedied and the routes should be timed to meet at the Park and Ride lot.

El Rito

This is an ineffective route with very low ridership. The nature of the long one way loop route requires all riders to travel almost two hours for any round trip, even for destinations just north of the Chevron stop - about 15 minutes from Espanola.

The section of the route on Highway 554 from just north of US 285 to El Rito is devoid of any potential ridership - 10 miles of dead space. This route appears to have different schedules in different times of the day and subsequently appears to run early, based on observation and mileage calculations. The route does not meet commuter needs either. This route needs a complete revision.

Santa Clara

The Santa Clara route duplicates other commuter services into Santa Fe and it duplicates the Espanola service during the day. This route would serve the community more effectively if it provided seamless connections to the Espanola service and to coordinated Santa Fe service.

Los Alamos - Espanola - Pojoaque

The intent of this route is to provide mid-day service to and from Los Alamos. As that is the primary service need, it will never generate significant ridership, but it can support the commuter services. Currently this route with very low ridership does

not have a clear purpose nor does it have any uniformity. This route needs a significant change.

Rationalize North South Corridor

There are a number of different routes covering the same needs and duplicating each other. In particular the Santa Clara bus and the Tesuque bus each do Espanola area to Santa Fe runs in the morning and evening. This service takes the bus out of the community and reduces the duplication with other routes. These buses can instead be used to provide local service and feed the buses to Santa Fe with a timed meet.

ADA

ADA needs are in two areas. These include:

- ***Complementary paratransit or flex route service*** – many of the rural routes are required to have ADA service. This could be in the form of complementary paratransit where a separate vehicle will provide door to door service for any qualifying person for trips within $\frac{3}{4}$ of a mile of the route. The other option and more appropriate in rural areas would be a flex route service where persons with disabilities can still be picked up at their door by the route bus. This second option will be most appropriate for areas outside Espanola (which has an ADA paratransit program).
- ***Bus Shelters*** – Bus stops without improvements do not have to be modified for ADA. Stops with shelters however must have accessible features. Unfortunately most of the shelters are inaccessible according to ADA due to: 1) The concrete pad is not large enough to allow the deploying of a lift, 2) inaccessible shelter due to placement of the shelter in a ditch, surrounded by gravel, and/or in many cases a 1 – 3 inch lip from the ground to the pad.

Facilities

The major facility issues include the need for upgraded shelters (discussed under ADA issues) and the need for more space at the Espanola park and ride lot. The Espanola lot is typically full and as more buses meet there, space becomes an issue. In the short term emphasis should be placed on timed meets between NCRTD and Park and Ride buses to reduce the need for auto traffic. Between reduced space for parking and excellent connections to the community, it may be possible to continue to meet the needs at this location.

NEXT STEPS

This technical memorandum will be submitted to the RTD for review and comment. This will be followed closely by the development of alternatives and options in Technical Memorandum No. 5. Technical Memorandum No. 5 will be presented to NCRTD management in October, followed by the development of the plan.

KFH GROUP, INC.

Technical Memorandum #5:

Development of Service and Operational Alternatives

October 2013

Prepared for:
North Central Regional Transit District
(NCRTD)

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Technical Memorandum No. 5: Development of Service and Operational Alternatives

INTRODUCTION

This technical memorandum is a working document designed to initiate a collaborative approach to selecting the alternatives that will guide the development of the North Central Regional Transit District (NCRTD) over the next 5 - 10 years. This memorandum defines the services possible. In some cases there are multiple options. In others, there is only one basic solution to an issue. After receipt of this memorandum, the consultant will meet with NCRTD management to determine the best approach for service related changes to meet the needs of the community.

As previously stated, the coverage area of NCRTD needs very little improvement as most areas that can benefit from transit are served. The focus is not as much where, but when. When a vehicle is traveling to a particular destination determines to a great extent, its usage. When the bus is scheduled is a very significant driving force behind ridership - going when the customer wants to go. For example, if the bus to the big town does not operate during commute hours, this large segment of the riding public will be excluded. If the time available in the big town is limited to an hour (as is the case in some situations), that severely limits the usability of the service. In this example, commuters and most other riders would not be able to use the service - not because it did not go where needed, but that it did not go when needed.

The alternatives will include amending existing routes to meet more needs and addressing unserved areas with new service. The development of alternatives and options includes the following components:

- I. *Route by Route Changes and Recommendations* - Most routes need some changes. All routes will be reviewed, with alternatives for each that are in need of change.
- II. *New Services* - Based on the review of needs, a number of significant unserved communities and destinations were identified. Services were designed to meet those needs.
- III. *ADA Issues* - There are a number of ADA issues related to facilities and service that must be addressed.
- IV. *Facility Options* - In particular, the major issue is in Española. Bus stops will also be addressed.

V. **Funding Opportunities** – NCRTD has an excellent, diverse based of local and Federal funds. In this section we will look at the private sector.

VI. **Other Issues** – This includes revising the approach toward schedules, maps, terminology, route names, and numbers.

Note, at this point in the project we are introducing ideas and concepts for consideration. In some cases there will be issues of timing, connecting and deadheading of vehicles and vehicle operators. These issues will be discussed and analyzed upon selection of the alternatives.

I. ROUTE BY ROUTE CHANGES AND RECOMMENDATIONS

Operating Assumptions

The service changes make a number of assumptions that will be weaved throughout each potential change. These assumptions are as follows:

1. **ADA Service** - All routes will require ADA type service. In the Española area, ADA paratransit will be continued, but all other routes will require a flex route (route deviation) service. This will be discussed in detail in Section III - ADA Issues. Flex route service will be free for qualifying persons with disabilities, but a \$5 - \$10 fare for each “flex” should be charged for the premium service of having a vehicle come to your door.
2. **Service Times** – This is critical to successful service. Unfortunately, what is best for riders and ridership as a whole may be difficult to schedule for vehicle operators. For example 2 hour pieces of work may work well for rural communities, but may not be acceptable to vehicle operators. Therefore, we will work closely with staff to ensure that the best and most consistent schedules are in place that balances the needs of management and vehicle operators with those of customers.

Most rural/commuter routes have the recommendation to provide one peak trip a.m. and p.m. as well as a mid-day option. This gives part day riders the option of traveling in the morning or afternoon and gives riders a minimum of three hours at their destination. Commuters have a mid-day return. A second option allows for multiple morning and afternoon trips, but no mid-day return. This however gives riders an option of 1 hour or 3-4 hour stays in the destination location (typically Española, Taos, and Santa Fe). Commuters do not get the mid-day option in this scenario.

3. **Service Constraints** - NCRTD is somewhat constrained in that it should not compete with New Mexico Department of Transportation Park and Ride Service (NMDOT Park and Ride) between Española, Los Alamos and Santa Fe. Competition means that times and destination stops are duplicated. For example, in Santa Fe while NMDOT Park and Ride focuses on destinations such as the Capitol, Sheridan and South Capitol Station, NCRTD focuses on the Indian School and the Indian Hospital. NCRTD also serves the Rail Runner and downtown, albeit at different times. The emphasis will be on NCRTD services that complement NMDOT Park and Ride.
4. **Timed Meets** - Where feasible appropriately timed meets will occur with NCRTD and all other transit systems that interface. When building schedules, the transfer time will be the basis for the schedule – where feasible.
5. **Additional Bus Stops** - Bus stops will be added to most rural and regional routes. These are depicted in each of the route maps. There are safety issues related to bus stops as inevitably passengers will need to cross busy highways such as U.S. 84 with 65 mph speed limits. While there are no official or unofficial standards, NCRTD can develop its own standards for safety. This can be accomplished through proper procedures for both the vehicle operators and the riders. Where feasible stops will be placed at protected intersections. Other options include turning the vehicle into neighborhoods, but this will limit the number of stops due to the time involved in going off the main road.
6. **Cost Per Hour** - For preliminary cost purposes we are using a figure of \$76 per hour, based on the information reported by NCRTD.
7. **Status Quo Alternatives** - The status quo is also an alternative for each route.
8. **Change** - Disadvantages always include the following: Change will be difficult for some. We do everything we can to ensure that nobody loses service due to the changes.
9. **Service Levels** - These are based on estimates of needs. Smaller communities receive less service out of necessity. The attempt here is to balance service levels based on need and utilization. These levels can be modified and increased or decreased.

1. POJOAQUE TO NAMBÉ

The service area travelled by this route is not conducive to fixed route as it:

- Requires considerable number of U-turns, backtracking and has a lot of dead space. The route is confusing to use.
- Does not meet commuter needs and does not meet mid-day needs.
- The transfers to other routes are not timed.

This route will require a flex route service if the dial a ride option is not used. Customers will be able to call in to request that the vehicle flex pick them up at their door. This service would be free to persons with disabilities that are certified by NCRTD, but a \$5 - \$10 fare for premium service should be charged to non ADA eligible.

Alternatives

- A. *Service Hours* - This alternative should be accepted under any scenario. By itself it will significantly increase ridership. Currently there are about 8 hours of service per day. Service starts in time for commuters, but does not provide an evening commute time. This renders use by commuters impossible. Furthermore, due to the lack of mid-day service, riders have few options for personal business, medical appointments, or shopping as customers must return in one hour or must wait 4 hours or more before they can return. For example, going from Summer Rd. to the Pojoaque Supermarket requires one to either go at 7:18 a.m. with an 8:40 a.m. return (1:10 hrs. at the market) or at 2:18 p.m. with a 3:25 p.m. return (53 minutes at the market). The only other round trip requires a 5 hour wait. This scheduling is similar for travel to government offices, medical clinics and other businesses served by the route.

There are two options: The first is to expand service hours from 8 a.m. to 12 p.m., increasing costs by 50 percent. The second is to choose what service will be focused on and retain about 8 hours, with an emphasis on commuters or local riders. Timed meets will be developed.

Ridership Potential

By targeting user groups (commuters, shoppers, etc.) and providing service during the hours needed, this route can increase ridership simply by providing service when it is needed. This can easily double ridership on this route without adding service hours.

Potential Operating Costs

For the option of modifying the service hours, there would be no cost. Adding four hours of service daily would increase cost by about 50 percent or an increase of \$76,000 for 4 hours a day of service.

Capital Costs

There is no additional capital costs associated with this route.

Advantages and Disadvantages

This alternative can be attached to either a dial a ride or route scenario. Advantages include operating a service that can be used throughout the day, with no difficult timeframes. This will increase ridership and allow all types of trips to be accommodated.

The disadvantage is to include additional service hours, increasing costs in the 12-hour option.

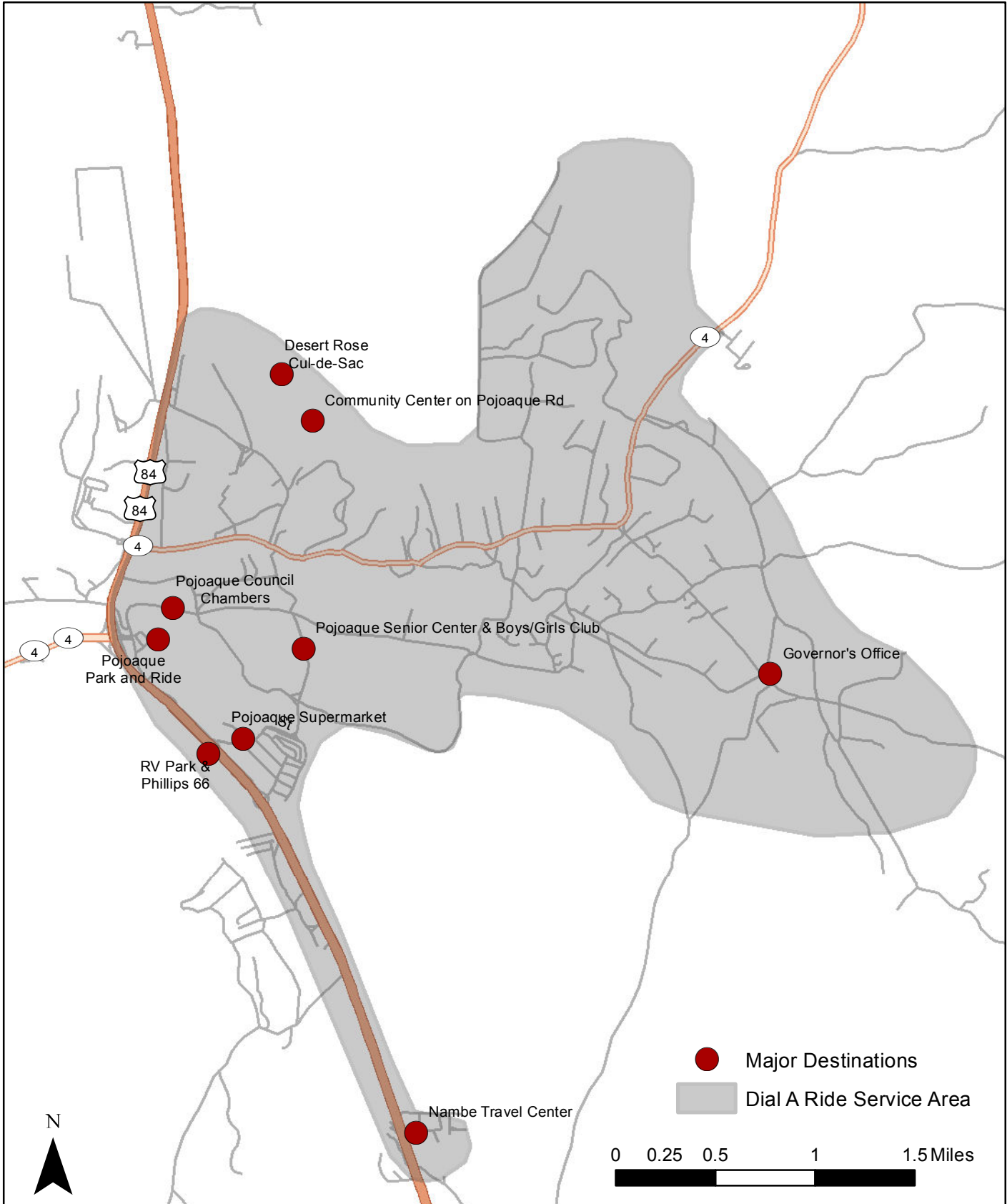
- B. ***Dial a Ride with Expanded or Modified Hours*** - This alternative calls for a change to a dial a ride configuration where riders can either call within two hours of the trip, schedule a standing order or go to one of a handful of stops that can be scheduled (such as the Pojoaque Park and Ride facility for a timed meet to Española and Santa Fe, government offices, Pojoaque Supermarket, etc.). This is illustrated in Figure 5-1. In addition, this change has the potential to increase ridership as this approach can reduce travel time and make the service less confusing. The customers, in many dial a ride services, calls the driver directly, or can call a dispatcher.

Ridership Potential

By targeting user groups (commuters, shoppers, etc.) and providing service during the hours needed, this route can increase ridership simply by providing service when it is needed. This can easily double ridership on this route without adding service hours. By improving the service design, it may be able to generate 6 - 7 one way trips per hour. It is anticipated that many riders will have standing orders (particularly commuters), allowing the driver to improve productivity during those commuter hours.



Figure 5-1 Route Map: Nambé Dial A Ride Service



Potential Operating Costs

For the option of modifying the service hours, there would be no cost. Adding four hours of service daily would increase cost by about 50 percent or \$76,000.

Capital Costs

There is no additional capital costs associated with this route.

Advantages and Disadvantages

Advantages include eliminating confusing routing and difficult to use service. This can also increase ridership. This type of service area is better suited to dial a ride rather than fixed route. It should also reduce mileage related costs.

The disadvantages are that for some it would require access to a telephone. It would also require customers and vehicle operators to adapt to change.

- C. ***Modified Status Quo with Expanded or Modified Hours*** - A second approach would be to expand service hours (or re-allocate existing hours) using the current route. The schedule should eliminate many of the bus stop timing points to speed up service. In this option, there could be 12 continuous hours of service covering commuter, medical appointments, shopping and other needs. This change will have a significant impact on ridership by improving travel times and offering a variety of practical round trips. This route will need to be a flex route where riders can have the bus travel up to $\frac{3}{4}$ of a mile from the route to pick them up. Persons with disabilities that are certified to ride by NCRTD will ride for free. Persons without this eligibility would pay a premium fare of \$5 - \$10 (for example) for each leg of the trip.

Ridership Potential

This route can increase ridership and a potential to double without adding service hours, by targeting user groups (commuters, shoppers, etc.) and providing service during the hours needed.

Potential Operating Costs

For the option of modifying the existing service hours, there would be no cost. Adding four hours of service daily would increase cost by about 50 percent. At \$76 per hour this would increase costs by \$304 per day or \$76,000 annually.

Capital Costs

There is no additional capital costs associated with this route.

Advantages and Disadvantages

Advantages include speeding up the service by eliminating many timing points. Re-allocating or expanding hours will give riders far more choices than 1 hour or five hours at their destination.

The disadvantage would include the cost of additional service hours in an expanded scenario.

2. SAN ILDEFONSO

The purpose of this route is to provide connections for commuter needs to Santa Fe, Española, or Los Alamos as well as some shopping and other needs that can be met in the Pojoaque area. The connection to other cities is made at the Pojoaque park and ride lot. The service hours are limited to two round trips in the morning and two in the evening. There is one opportunity to go to the market for 1 hour in the early morning and one hour in the late afternoon. Trips to Santa Fe or Española require a minimum 8 hours in those communities.

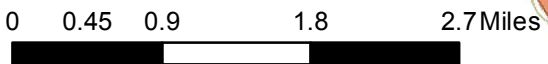
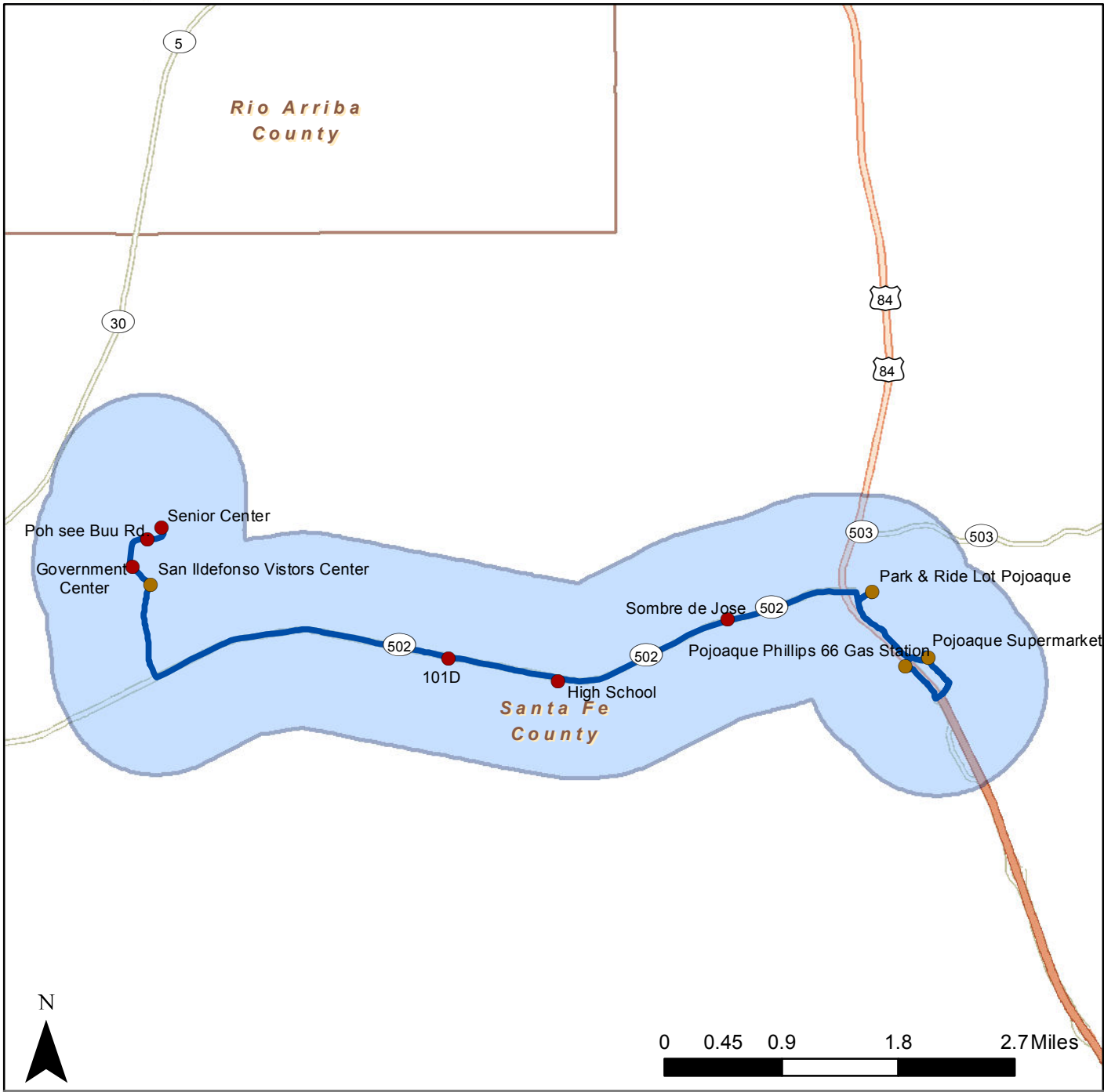
Alternatives

Under any scenario, it is recommended that additional stops be placed along Rt. 502 at the entrance to San Ildefonso and all along Rt. 502 east to Pojoaque. These are depicted in Figure 5-2. Perhaps the stop at the entrance to the Pueblo can also be a NMDOT Park and Ride stop.

- A. *Extend Service into the Pueblo* – A number of comments and observation indicated that the service is difficult to access as the only stop in the pueblo is at the visitor's center, a long walk for some. It would only take a few minutes to extend the route, but it would allow many people access that did not have it before. Figure 5-2 is an example of a route.



Figure 5-2 Route Map: San Ildefonso



Round Trip Length:
 17 Miles
 60 Minutes

Service Hours:
 Round Trips Leaving San Ildefonso
 7:00am, 8:00am, 4:00pm, 5:00pm
 (Potential for an additional mid-day run)

- Existing Stops
- Recommended Stops
- San Ildefonso Route
- ADA Service Area



Ridership Potential

By having the bus come to the riders, rather than having riders come to the bus, service would be an improvement and that would attract new riders.

Potential Operating Costs

There would be no additional cost associated with this option.

Capital Costs

There is no additional capital cost associated with this route.

Advantages and Disadvantages

Advantages include improving access to the bus services for many residents of the pueblo that cannot easily access the service at this time. Ridership, which is low, will improve with greater access.

The disadvantage is there may be political issues in the Pueblo.

- B. ***Add a Mid-Day Run*** - As discussed in the needs memorandum, many commuter oriented services and their passengers benefit from a mid-day trip to meet needs of people who only need to be at their destination for a few hours as well as those that may need a ride home due to an emergency or other change of plans. This service would add about 25 percent additional service or about 1.5 hours per day (\$28,500).

Ridership Potential

By targeting user groups (commuters, shoppers, etc.) and providing service during the hours needed, this route can increase ridership simply by providing service when it is needed. This can easily double ridership on this route by adding a mid-day trip.

Potential Operating Costs

This route will be expanded by approximately 1.5 hours daily at a cost of about \$114 a day and \$28,500 annually.

Capital Costs

There is no additional capital costs associated with this route.

Advantages and Disadvantages

The advantages to this route include additional access to services without a long wait time. This service could generate additional early morning and evening services even if the mid-day service does not generate ridership itself.

The disadvantage include an increase in service costs by 25 percent.

3. RIVERSIDE

The Riverside route is a good performer that does need a number of changes. These include:

- Timed meets with buses at Española Park and Ride Lot,
- Elimination of most timing points and reduction of travel time,
- Reduction in service levels in the southern part of route to Dream Catcher.

This route has ADA paratransit and does not need additional ADA service.

Alternatives

- A. ***Revise Southern Portion of Route*** - The southernmost 1.5 miles of this route gets very low ridership and should be reduced. Service to Dream Catcher will include one a.m. peak, a p.m. peak bus and a mid-day run. This alternative proposes to revise the southern portion of the route by having it loop around the Santa Clara Bridge Rd. to the park and ride lot. The bus will arrive at the transfer point on the hour and half hour. If there is a need for occasional service, for example in the summer for youths to get to the movie, an arrangement can be worked out with Dream Catcher to support additional service. Figure 5-3 illustrates that change.

This change and the needed tightening of the schedule can reduce travel time and headway to 40 minutes. It may be possible then to eliminate the part time second bus that currently provides a 30 minute headway.

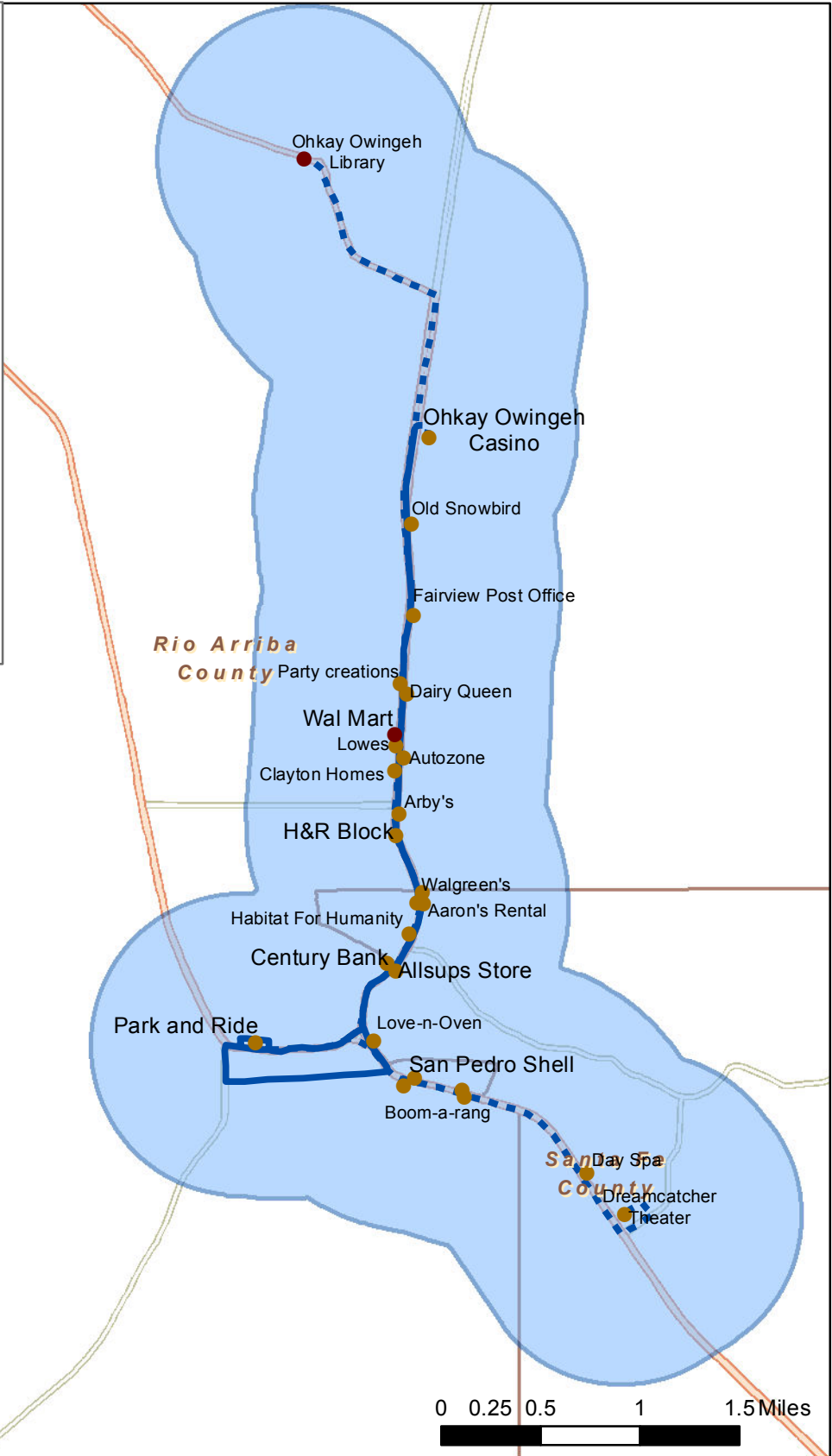


Figure 5-3 Route Map: Riverside

Round Trip Length:
11 Miles
40 Minutes

Service Hours:
6:00am to 7:00pm

- Recommended Stops
- Existing Stops
- Riverside Route
- - - Peak Service
- ADA Service Area



Ridership Potential

This will have little effect on ridership, but it will reduce costs associated with this route by driving fewer miles.

Potential Operating Costs

There is no additional cost associated with this route change.

Capital Costs

There is no additional capital costs associated with this route.

Advantages and Disadvantages

This modification will eliminate an unused portion of this route.

- B. ***Customer Flexibility*** – This includes; ensuring timed meets every ½ hour at the park and ride lot, and the elimination of timing points at each stop. This will include a stop at the Wal-Mart.

Ridership Potential

This will have a positive impact on ridership as customers will be able to make seamless connections throughout the system.

Potential Operating Costs

There is no additional cost associated with this route change.

Capital Costs

There is no additional capital costs associated with this route.

Advantages and Disadvantages

This modification will eliminate an unused portion of this route. A handful of riders may be inconvenienced.

4. WESTSIDE

The Westside route is in need of significant changes. Ridership is very low and the route is very difficult to understand. This route meanders with no purpose and should be reconfigured to better serve Española.

Alternatives

- A. *Westside Reconfiguration* – In essence, this route is changed to two interlined routes of ½ hour each (Figure 5-4). These two routes cover the same areas as previously, but they are both straightforward and do not meander. Major destinations are targeted. The bus will meet the Riverside route every ½ hour.

Ridership Potential

This change will have a positive impact on ridership as the service will be more convenient and it will offer transfers to other routes. This route could see ridership numbers similar to the Riverside route (double current ridership). It will also serve currently unserved areas such as North Prince Street.

Potential Operating Costs

There is no additional cost associated with this route change.

Capital Costs

There is no additional capital cost associated with this route change.

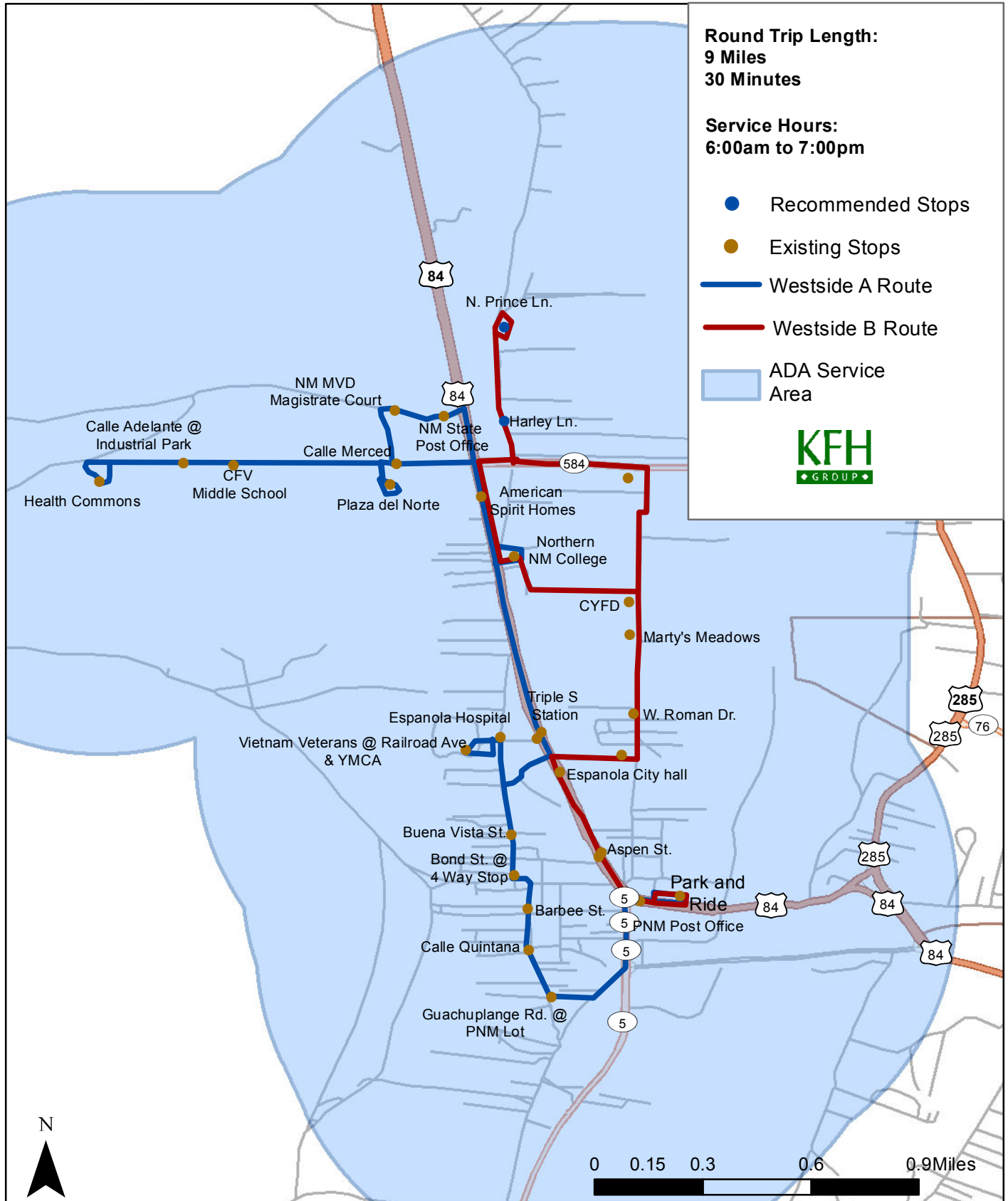
Advantages and Disadvantages

The route will now provide direct service to and from all destinations on the current Westside route, without meandering around. The service will employ the basic linear route design (if there is a bus stop on one side of the street there should usually be a stop on the other side of the street). There will be two ½ hour routes on a 1 hour headway. There will be a northwest and a southwest route.

There are no disadvantages to this route change.



Figure 5-4 Route Map: Westside



- B. ***Westside and Cross Town Service*** - This alternative changes the structure to include one ½ hour route (hour headways) to serve the Westside and a ½ hour interlined route to the eastside (McCurdy and Fairview) - a cross town route (Figure 5-5). The Westside route covers most of the destinations of the current Westside route, while the cross town route serves a current unserved area on the eastside of the city. If this alternative is not selected, there will be a second eastside option discussed in the section on new service.

Ridership Potential

This change will have a positive impact on ridership as the service will be more convenient and it will offer transfers to other routes. This route could see ridership numbers similar to the Riverside route (double current ridership).

Potential Operating Costs

There is no additional cost associated with this route change.

Capital Costs

There is no additional capital cost associated with this route change.

Advantages and Disadvantages

This alternative will also divide the route into an eastside/cross-town route and a Westside route each ½ hour in length. This route will meet much of the east side needs.

There are no disadvantages to this change as all current destinations on the Westside are served albeit with less travel time.

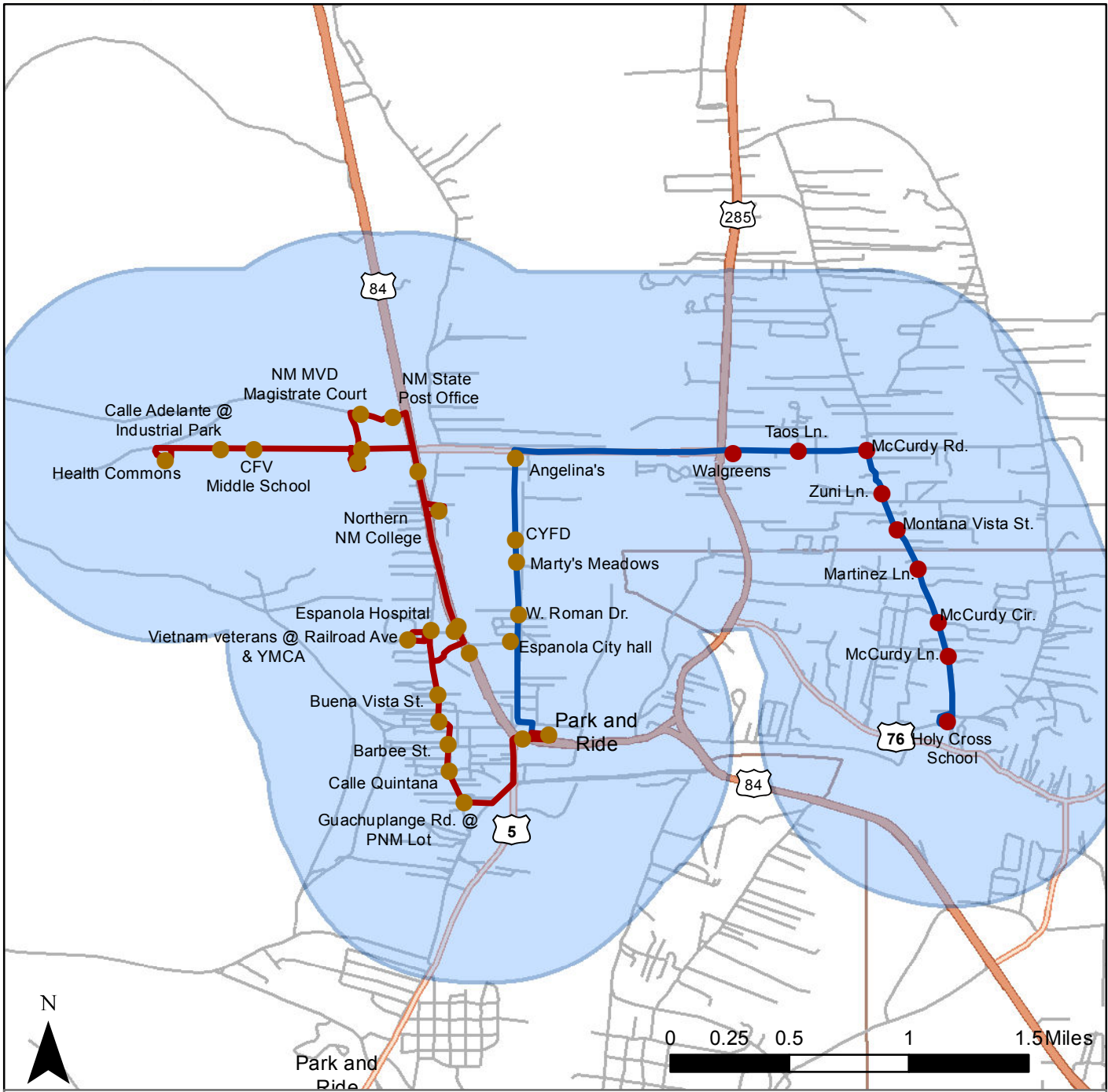
- C. ***Customer Flexibility*** - This includes; ensuring timed meets every ½ hour at the park and ride lot (on the hour and half hour), and the elimination of timing points at each stop.

Ridership Potential

These changes will have a positive impact on ridership as the service will be more convenient and it will offer transfers to other routes.



Figure 5-5 Route Map: Westside - Crosstown



Round Trip Length:
8 Miles
30 Minutes

Service Hours:
6:00am to 7:00pm

- Existing Stops
- Crosstown Route
- Westside Route
- ADA Service Area



Potential Operating Costs

There is no additional cost associated with this route change.

Capital Costs

There is no additional capital costs associated with this route change.

Advantages and Disadvantages

These options are designed to allow the system to operate in a more efficient and effective manner. This will allow for seamless service for residents and visitors to Española.

5. UNM TAOS KLAUER CAMPUS

This route is a near duplicate of the Chile Line service operated by the Town of Taos. The only exception is that this route travels 1.5 miles further south to the campus. This route operates all year including when class is not in session generating almost zero ridership on those days. Overall it has very low ridership and is in fact one of the poorest performing routes in the system.

Alternatives

- A. ***Reduction in Service*** – In this alternative, the route only operates when school is in session. The school year including orientation is about 210 days, leaving about 40 days when service would not operate (about 16 percent of the service hours and cost).

Ridership Potential

Ridership would not change on this route. Productivity would improve to 1.9 one way trips per hour – 16 percent better than currently, but still very low.

Potential Operating Costs

Operating costs will be reduced about 16 percent or \$24,500.

Capital Costs

There is no additional capital cost associated with this route change.

Advantages and Disadvantages

The route will improve productivity slightly, but ridership is still very low and duplicates the Chile Line service.

There are no disadvantages.

- B. *Compensate Chile Line to Operate Service* - In this option, NCRTD would turn this service over to Chile Line for compensation to extend their route 1.5 miles to UNM Klauer Campus. This service would only be extended when the Campus is open and active - about 210 days. A 3 mile round trip extension every hour would result in about an additional 12 minutes each hour or about 2 hours per day.

Ridership Potential

This change will have little impact on overall ridership, but by consolidating service with Chile Line, will help their productivity and lower their cost per trip.

Potential Operating Costs

The route currently costs about \$153,216 annually (\$76 per hour times 2016 hours). Eliminating this route and transferring service to Chile Line (\$15,000 cost) will save \$138,216.

Capital Costs

There is no additional capital costs associated with this route change.

Advantages and Disadvantages

Eliminating duplication and placing the service with Taos will save over \$138,000.

There are no disadvantages to this approach.

6. NM 599 STATION

This route was recently revised to serve Madrid and connect those riders to Santa Fe, while still addressing the commuter needs of Rail Runner passengers. At this time,

it is best to let this route mature to see how it performs over the next six months to one year. The only potential change would be to extend this route to serve Golden, which will be addressed in the section on new services.

7. QUESTA TO TAOS

This route was a good commuter performer. It now extends to Costilla and like the 599 Route; we believe this route should mature before major changes are made. Bus stops were added and that is depicted in Figure 5-6. There is one recommended change.

Alternatives

- A. *Modify Mid-Morning Run* – Currently the mid-morning trip starts in Questa at 9:00 a.m., arriving at Wal-Mart at 10 a.m. and the mid-day return from Taos is at 11 a.m. giving riders less than one hour to complete their shopping or any other services. If business cannot be conducted in one hour, riders wanting to go to Taos must stay for 7.5 hours. It is recommended that this route eliminate the 9 a.m. trip and change it to around noon. It may also be possible to interline this part of the route with Red River service. Further, more stops should be available on this route. This route should be timed to meet the Chile Line buses at the transfer point.

Ridership Potential

This change will have a positive impact on ridership, as the service will be more convenient allowing residents to spend more than 1 hour and less than 7.5 hours in Taos. It is anticipated that this will boost ridership and give residents enough time to transfer to the Chile Line and travel around Taos.

Potential Operating Costs

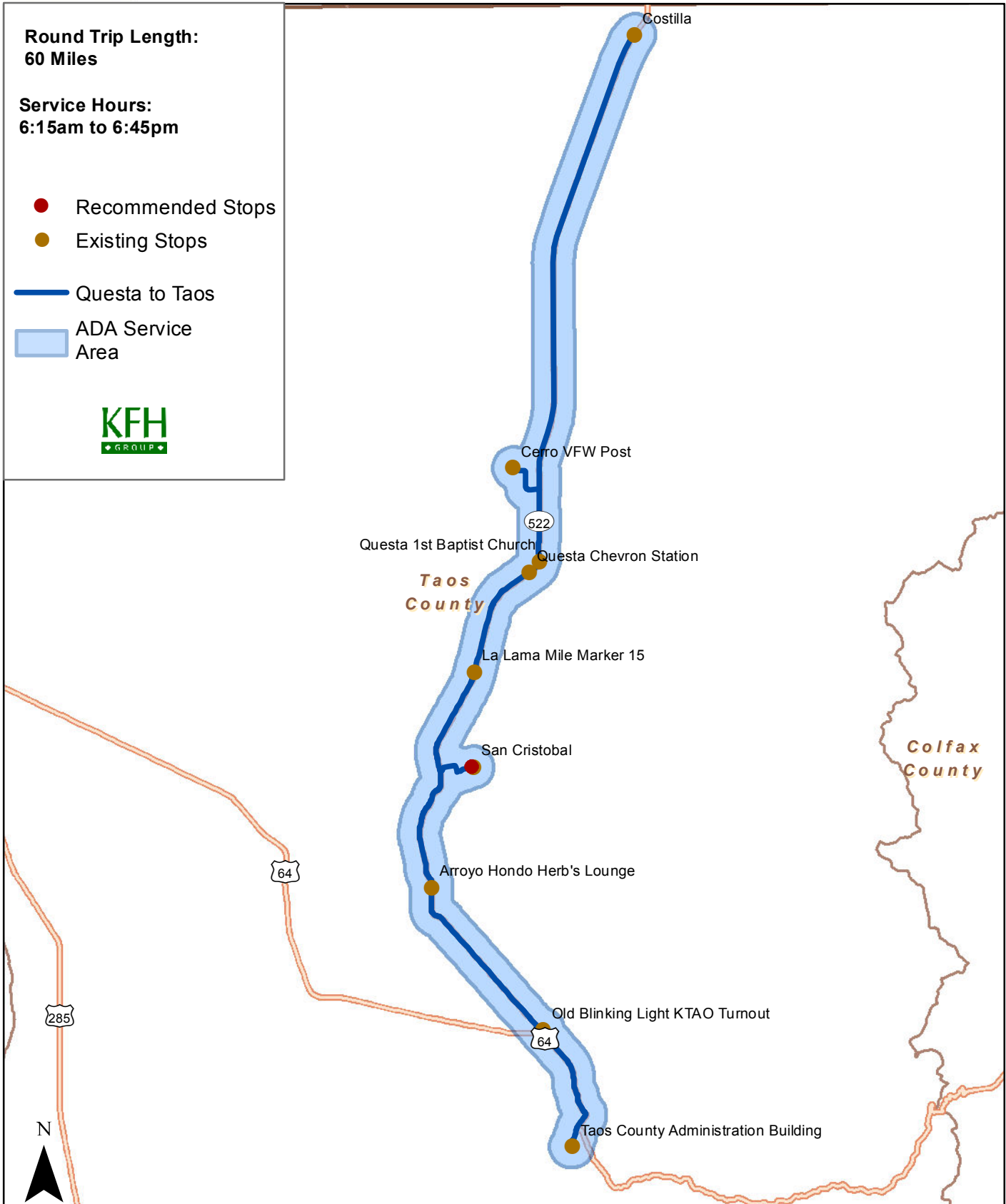
There is no additional cost associated with this route change.

Capital Costs

There is no additional capital costs associated with this route change.



Figure 5-6 Route Map: Questa to Taos



Advantages and Disadvantages

The route will now give riders more time in Taos without having to spend all day there. It will also provide direct connections to Chile Line.

There are no disadvantages to this route change.

8. PENASCO/TAOS

This rural route serves the High Road to Taos from Las Trampas. Being primarily a commuter service it operates an early morning trip into Española with an 8 a.m. return to Las Trampas, when there is no interest in riding in that direction at that hour. There is also a 3 p.m. return from Las Trampas as well. Added stops are depicted in Figure 5-7.

Alternative

- A. *Mid-Day Run* – The 8 a.m. return to Las Trampas and the 3 p.m. return to Taos, do not serve any real purpose. If a mid-day trip is to be continued, it should leave Taos around 11 a.m. – noon with a return to Taos as soon as it gets to Las Trampas. This route should also have more bus stops. It is also recommended that this route minimize meandering in Taos and target key destinations, with all other destinations connected by transfer to Chile Line. Where possible there will be timed meets with Chile Line service.

Ridership Potential

This change will have a positive impact on ridership, as the mid-day service will be more convenient for residents on the High Road. This will allow riders to spend the morning or afternoon in Taos, conducting business and return home without spending most of the day in Taos. Typically when a mid-day trip is included in a commuter route, ridership increases during the peak hours with modest mid-day ridership.

Potential Operating Costs

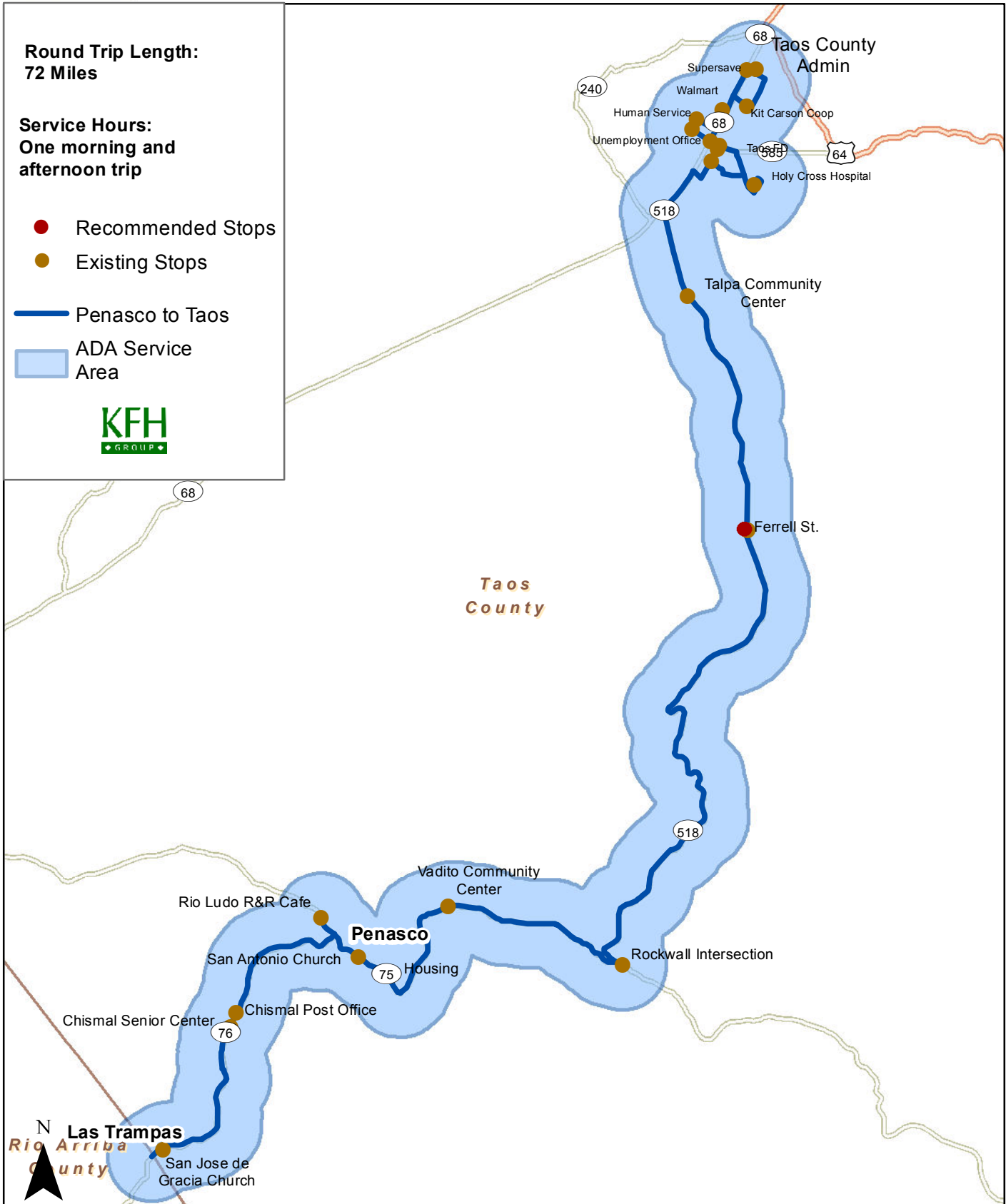
There is no additional cost associated with this route change.

Capital Costs

There is no additional capital costs associated with this route change.



Figure 5-7 Route Map: Penasco to Taos



Advantages and Disadvantages

The route will now allow mid-day riders for shopping, medical appointments, and personal business without having to spend 8 hours in Taos.

There are no disadvantages.

9. TAOS TO ESPAÑOLA

This route provides limited service between Taos and Española. The timing of the service is in need of changing as there is no mid-day service and commuter service is timed for persons commuting to Los Alamos or Santa Fe as the commute trip gets to Española Park and ride at 6:10 a.m. and returns at 6 p.m. from the park and ride lot. There are no mid-day options, but there is an early morning return to Taos. Additional bus stops should be included in this service. This is most in need just north of Española up to and including Velarde.

Alternative

- A. *Route Timing* – This route, like many other commuter routes should have a mid-day option so that college students, shoppers, and persons going to medical service do not have to stay in the destination city. Like other routes, the 9:30 a.m. northbound and the 8:15 a.m. southbound, do not meet these needs. The northbound and southbound trips should be around noon.

Ridership Potential

This change will have a positive impact on ridership, as the service will be more convenient allowing riders to spend 3 hours in Taos or Española rather than 9 hours. It is possible ridership can increase 20 – 25 percent.

Potential Operating Costs

There is no additional cost associated with this route change.

Capital Costs

There is no additional capital cost associated with this route change.

Advantages and Disadvantages

By changing the mid-day trip, more people will be able to use the service.

There are no disadvantages.

- B. ***Provide More Frequent Service*** – This route has the potential to increase service and draw more riders, both local residents for work, shopping, medical appointments, and personal business. At the same time with more frequent service and exact connections at the park and ride lot to the Santa Fe route, it may be possible to attract tourists desiring to go to Santa Fe/Taos for the day. This service could operate between 5:15 a.m. and 7:00 p.m. on three-hour headways. This would increase service by 5 hours.

Ridership Potential

This change will have a positive impact on ridership as the service will be more convenient and it will offer transfers to other routes.

Potential Operating Costs

This change would require an additional 5 hours per day, yielding a cost of \$95,000.

Capital Costs

There is no additional capital costs associated with this route change.

Advantages and Disadvantages

This service will improve upon the service between Taos and Española to meet a wide variety of needs. There are no disadvantages to this route change.

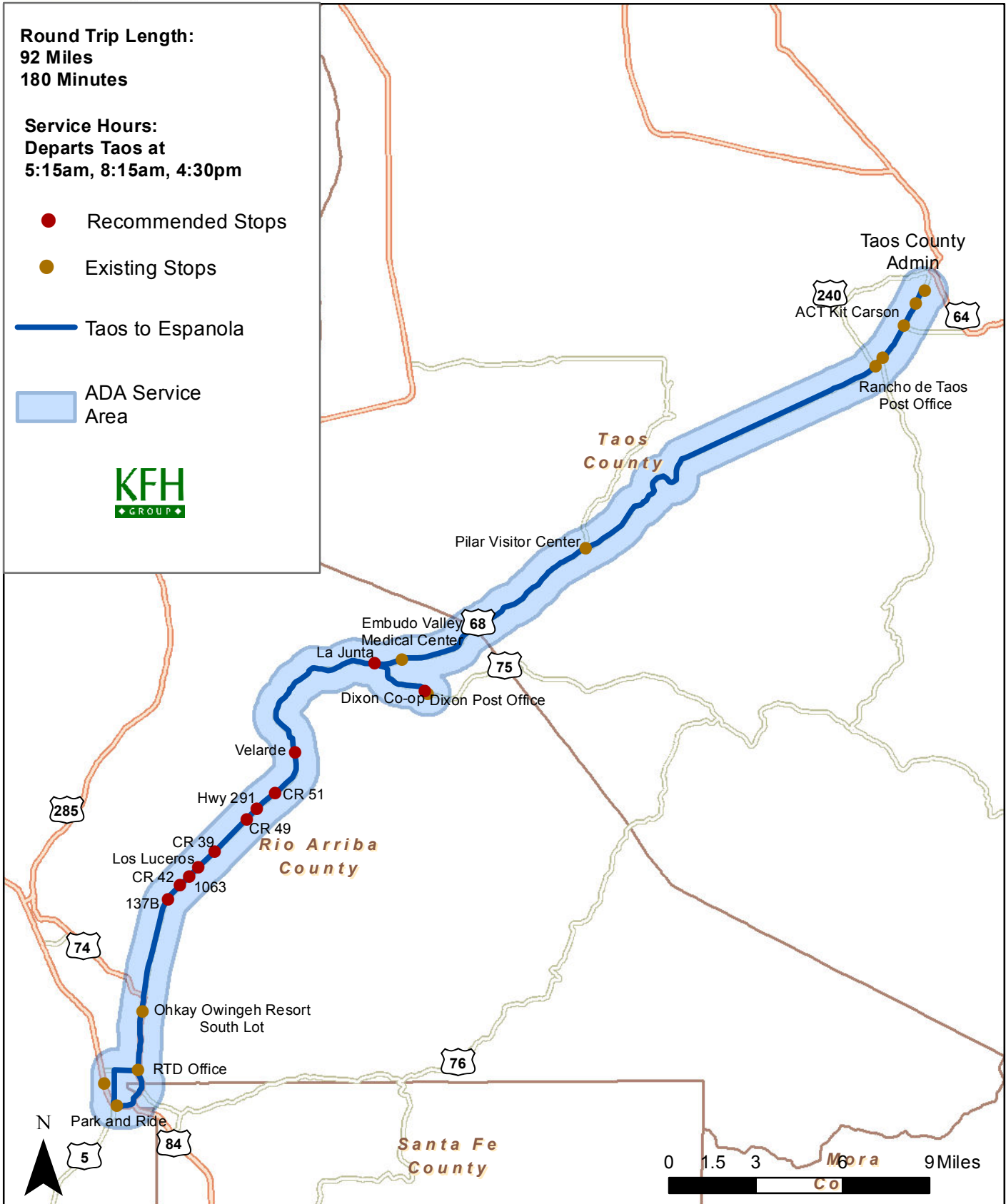
- C. ***Revise Route*** – Another consideration would be to make minor adjustments to the route in Española that would provide greater access for riders to the College and other major destinations. Figure 5-8 illustrates this modification.

Ridership Potential

This change will have a positive impact on ridership as the service will be more convenient and provide more options to college students.



Figure 5-8 Route Map: Taos to Española



Potential Operating Costs

There is no additional cost associated with this route change.

Capital Costs

There is no additional capital costs associated with this route change.

Advantages and Disadvantages

The route will now provide direct service to the Northern New Mexico College with reasonable returns.

10. ESPAÑOLA TO SANTA FE

There are three routes that provide Española – Santa Fe service, Santa Clara, Tesuque and this route. This is the major corridor providing peak and off peak service between Santa Fe and Española. For the Española to Santa Fe route, there are three trips in each direction. This service operates different hours to avoid competition with the NMDOT Park and Ride service. These two services (NCRTD Española – Santa Fe and the NMDOT Park and Ride service) must work together. This route operates one southbound commuter trip at 7:20 a.m. from Española, in between the 6:23 a.m. and 8:00 a.m. NMDOT Park and Ride Routes. The other trips operate during off peak hours, but when this service is combined with the NMDOT Park and Ride service, a full schedule is in place with service throughout much of the day. It is also possible to institute a premium non-stop service from Taos to Española to Santa Fe with a distance based fare. This is discussed in more detail in the section on new service.

Alternatives

- A. ***Santa Clara Combination*** - The Santa Clara route operates one a.m. and one p.m. trip into Santa Fe. The Santa Clara route operates about the same time as the 7:20 a.m. NCRTD bus from Española. The trip from Santa Clara to Santa Fe goes through Española. It should start in Santa Clara, stop at the Española Park and ride lot at 7:00 a.m. (for transfers from the two Española routes) and then operate as a bus into Santa Fe as part of the Española to Santa Fe Route.

Ridership Potential

This change will have a positive impact on ridership, as the route will be less competitive with the other NCRTD routes to Santa Fe. Marketed as timed transfer starting in Santa Clara with a stop at the Española Park and Ride lot this route will be open to all and could be very attractive. It also operates far enough apart from the NMDOT Park and Ride service so as not to compete with it. Most of the day this bus will continue to operate within the Santa Clara service area.

Potential Operating Costs

There is no additional cost associated with this route change.

Capital Costs

There is no additional capital costs associated with this route change.

Advantages and Disadvantages

By combining all of the Española to Santa Fe services into one route, we can avoid duplication and increase the options for all riders.

There are no disadvantages.

B. Tesuque Combination

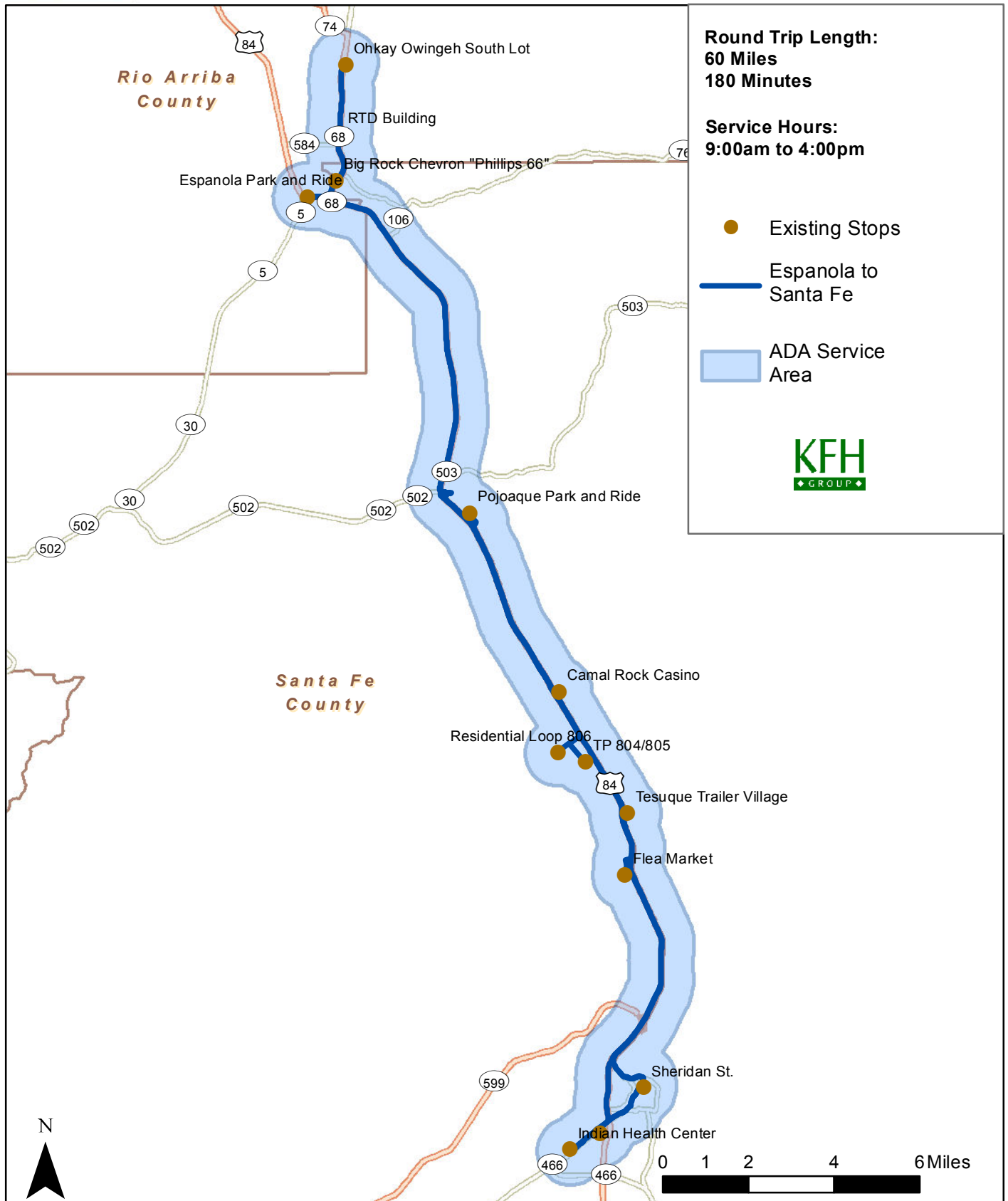
The Tesuque route operates almost the same time as the Española-Santa Fe route in both directions. The Tesuque route covers much of the same area as the Española-Santa Fe route, during similar times. This service can become a “local” all stops service in between other trips and also not in conflict with NMDOT Park and Ride service. This service could provide 2 round trips to Santa Fe/Española and the bus can spend the rest of its day providing local service in Tesuque, including seamless connections with Española-Santa Fe service.

Ridership Potential

This change will have a positive impact on ridership as the route will be less competitive with the other NCRTD routes to Santa Fe. This route can serve as a local route from Española to Santa Fe for one a.m. and one p.m. trip. The rest of the day it can circulate in the Tesuque area (Figure 5-9) where local riders can access service most of the day.



Figure 5-9 Route Map: Española to Santa Fe Local



Potential Operating Costs

There is no additional cost associated with this route change.

Capital Costs

There is no additional capital costs associated with this route change.

Advantages and Disadvantages

By combining this local service with the Santa Fe-Española service, we can avoid duplication and increase the options for all riders.

There are no disadvantages.

11. ESPAÑOLA-LOS ALAMOS - POJOAQUE

This route is intended to provide mid-day service to Española and Pojoaque (to Santa Fe) from Los Alamos. Ridership is extremely low on this route, barely 1 trip per hour (\$76 per trip). The NMDOT Park and Ride Service has a mid-day gap between 5 and 6 hours and it is within those hours that NCRTD should be addressing the needs with direct service. We will also be targeting residents along Hwy. 502.

Alternatives

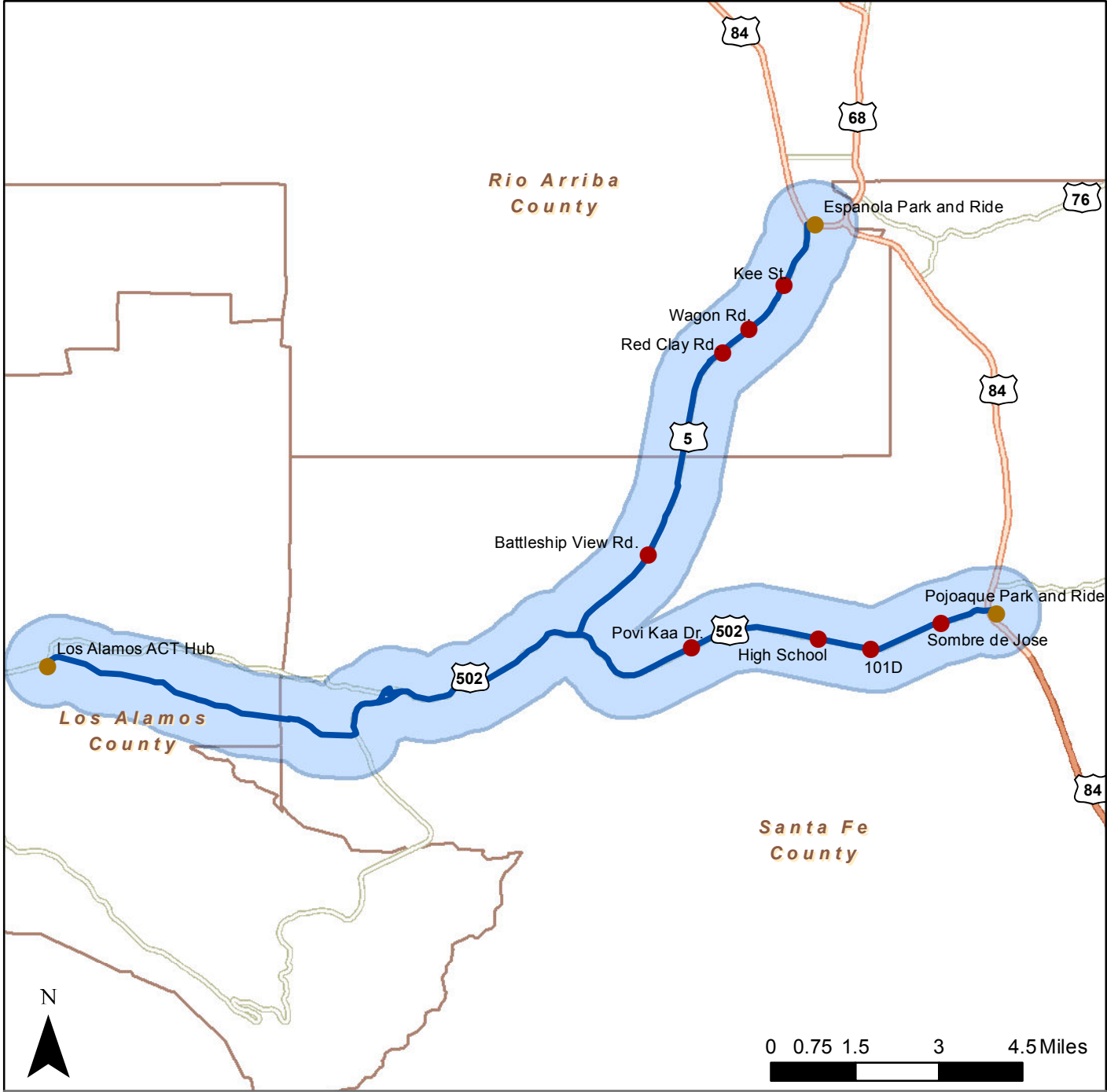
- A. *Simplified Mid-Day Route* - This route should provide a simple mid-day service from Española to Los Alamos and back to Española (about 90 minutes round trip), then a trip to Pojoaque and back about 80 minutes round trip) as detailed in Figure 5-10. The Pojoaque service would then do one or both of the round trips or end service. It can operate either one round trip to each destination or two. This route has the potential to boost ridership on the NMDOT Park and Ride service and should be jointly marketed as a mid-day ride home.

Ridership Potential

This change will have a positive impact on ridership as the route will be simple and straightforward. While this route, like other mid-day commuter trips will probably have low ridership, it could be the service needed to convince others to ride the NMDOT Park and Ride service now that there is an effective mid-day return.



Figure 5-10 Route Map: Española - Los Alamos - Pojoaque



Round Trip Length:
From Espanola:
 40 Miles - 90 Minutes
From Pojoaque:
 38 Miles - 80 Minutes

Service Hours:
 9:00am to 2:00pm

- Recommended Stops
- Existing Stops
- Espanola - Los Alamos
Pojoaque
- ADA Service Area



Potential Operating Costs

Currently this route operates for 4 hours per day. The changes will reduce the operating time to 3 hours, reducing costs by \$76 per day or \$19,000. If a second set of round trips is desired those cost would increase over the present time by \$37,500.

Capital Costs

There is no additional capital costs associated with this route change.

Advantages and Disadvantages

With a simple straightforward route, this service will be easier to ride. One round trip each would reduce costs over the current time. If demand was manifested, a second set of round trips can be implemented.

There are no disadvantages to this alternative.

12. ESPAÑOLA TO CHIMAYO

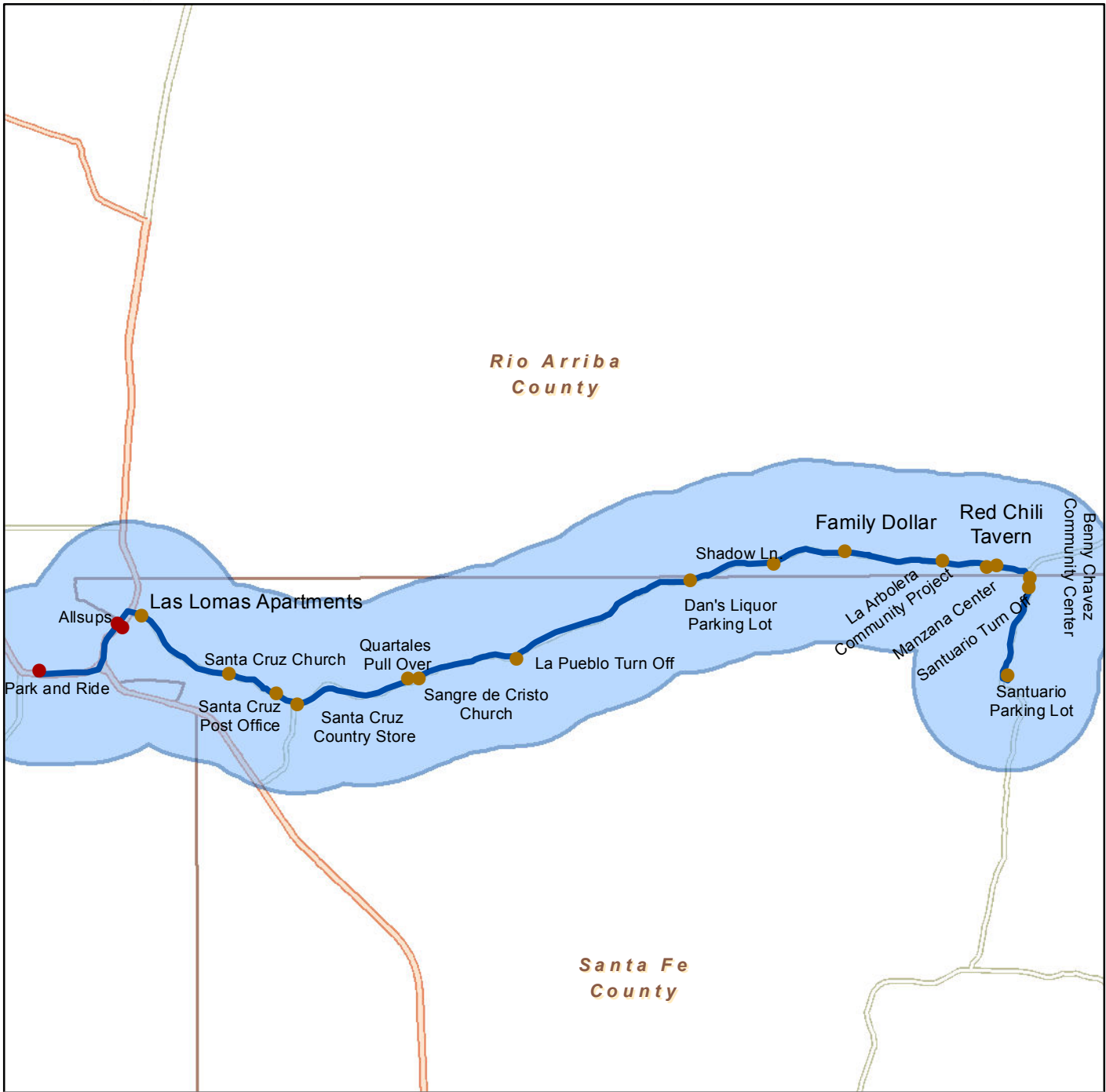
This is a straightforward rural route connecting Chimayo with an apartment complex near Riverside Drive. The biggest flaw in this route (and a very serious one) is its lack of connection to the Española service, requiring customers to walk a ¼ mile to a bus stop. This route should provide a direct connection to the Española Park and Ride lot for all trips allowing Chimayo residents the opportunity to connect to the rest of the NCRTD system. The Chimayo/Española route only shows one trip to the Park and Ride lot, yet in actuality the route combined with the Las Trampas route does connect at the Park and Ride lot for an a.m. and p.m. trip.

Alternatives

- A. *Connect to Española Routes* – Quite simply, this route should add 5 minutes in each direction to operate to the Española Park and Ride lot to allow transfers throughout the system (Figure 5-11). The route should under no circumstances end at Las Lomas apartments as it does now. The route will operate on 35 minute schedules and 1:10 hr. round trips. The route should also start up to 30 minutes earlier to allow commuters to use the service and transfer to get to their destination.



Figure 5-11 Route Map: Española to Chimayo



Round Trip Length:
19 Miles

Service Hours:
8:00am to 6:00pm

● Recommended Stops

● Existing Stops

— Espanola - Chimayo

ADA Service Area



Ridership Potential

This change will have a positive impact on ridership, as the route will connect to Española and points south, allowing access for shopping and other needs.

Potential Operating Costs

There is no additional cost associated with this route change if service hours remain the same.

Capital Costs

This route will need a vehicle larger than a van.

Advantages and Disadvantages

This change will allow Chimayo riders access to the rest of the transit system. In addition, the earlier trip can generate commuter ridership.

There are no disadvantages.

- B. ***Combine Mid-Day with Las Trampas*** - The 11 a.m. trip to Chimayo from Las Lomas Apartments and the 11:30 a.m. return should be modified. It should start at the Park and Ride lot at noon and operate all the way to Las Trampas and return at 1 p.m. with a 2 p.m. arrival at Park and Ride. The mid-day bus should also connect to the Penasco Route when it arrives in Las Trampas.

Ridership Potential

This change will have a positive impact on ridership as it will operate during hours more advantageous than currently and it will have more bus stops north of Chimayo.

Potential Operating Costs

There is no additional cost associated with this route change as the vehicle hours remain the same.

Capital Costs

There is no additional capital costs associated with this route change.

Advantages and Disadvantages

By combining this route with the Chimayo route we may be able to reduce vehicle hours slightly and give riders the times they can use.

There are no disadvantages.

13. ESPAÑOLA TO EL RITO

This route is ineffective due to its long 1 hour and 50 minute loop route. Loop routes of an hour or more rarely work and in this case almost all riders must travel about 2 hours on a round trip. For example, going from Ojo Caliente to Española takes 30 minutes, but to get back home the ride is 1 hour and 20 minutes. This is a serious flaw and a major reason the route is rarely used. Further from El Rito south to Hwy. 84, about 10 miles, there are no origins or destinations, resulting in 10 miles of dead space. The route does not meet commuter needs.

Alternative

- A. **Revise Route** - This should be a linear (out and back) route as shown in Figure 5-12. The route will travel north on US Highway 285 to Ojo Caliente then travel west to El Rito where it will turn around and head back to Española. This will be a 1 hour route in each direction (although it may be possible to reduce this time to 45 - 50 minutes). It may be advantageous to operate three trips: an early morning and evening commuter trips and a mid-day trip. Operating for 6 hours per day. Additionally there should be a number of bus stops on US 285 between the turnoff at US 84 to Ojo Caliente - 15 miles with residences along most of the route.

Ridership Potential

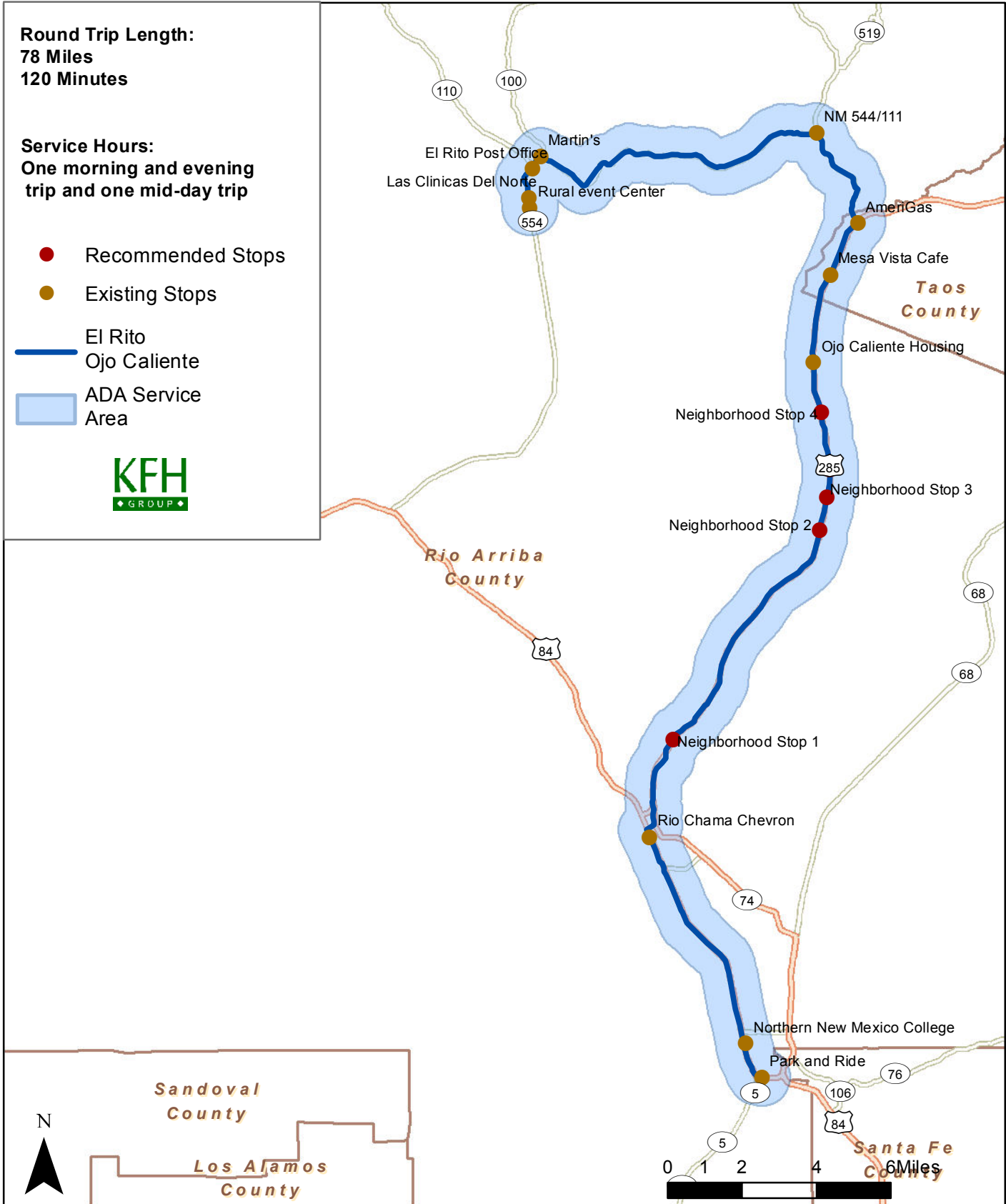
This change will have a positive impact on ridership as the route will be direct and will be stopping at more residences. Ridership on this route can easily double by addressing commuter needs, reducing travel time and adding stops on US 285.

Potential Operating Costs

This route change will reduce service hours by 1 - 2.5 hours daily, reducing annual costs by \$19,000 to \$47,500.



Figure 5-12 Route Map: Española to El Rito/Ojo Caliente



Capital Costs

There is no additional capital cost associated with this route change.

Advantages and Disadvantages

This route will fundamentally change from a meandering ineffective loop route to one that meets a variety of commuter needs.

There are no significant disadvantages.

14. CHIMAYO TO LAS TRAMPAS

This route is really a Las Trampas – Chimayo – Española Route and should be combined with the Chimayo – Española route. The morning Las Trampas commuter trip is combined with the first Chimayo trip, but it arrives at the Park and Ride lot at 8 a.m., too late for a person to transfer to another route and arrive on time. There is no mid-day trip either. Therefore, the service has limited value as a commuter service and for shopping, medical appointments and personal business a person would have to stay in Española for 6 hours and would be dropped at the Las Lomas Apartments. Figure 5-13 shows the bus stops and the addition.

Alternatives

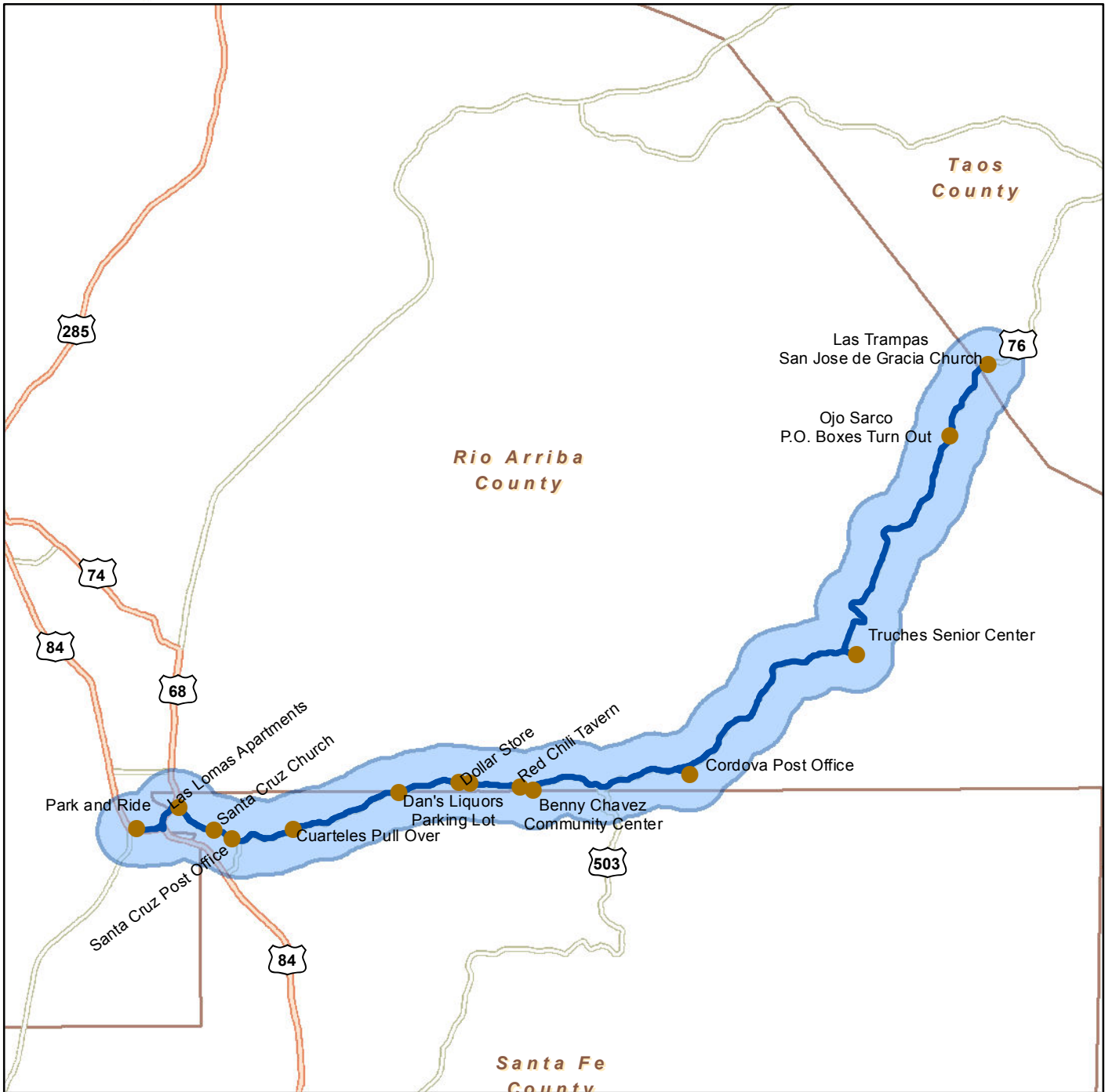
- A. *Revise Route Timing* – This route should change its timing. The morning trip could start early enough (6:30 a.m.) to reach the Park and Ride transfer point by 7:30 a.m. allowing riders to transfer to a different route and get to work by 8 a.m. There does not appear to be a reason to return at 9 a.m. except to meet the Penasco bus in Las Trampas. This generates almost no riders. The return should be at noon in combination with the Chimayo route, followed by a trip back to Española at 1 p.m. Instead of a 4 p.m. trip to Las Trampas from the Park and Ride lot it should be at 5:00 p.m. or 5:30 p.m. to allow transfers from other routes. This route will have more bus stops as well.

Ridership Potential

This change will have a positive impact on ridership as it will operate during hours more advantageous than currently and it will have more bus stops north of Chimayo. If it meets the commuter needs, it can generate 4 – 6 one way trips each trip, much higher than the current average of 1 passenger trip per run.





Figure 5-13 Route Map: Chimayo to Las Trampas



**Round Trip Length:
52 Miles**

**Service Hours:
One Morning, Mid-Morning,
and Afternoon trip**

 Existing Stops

 Chimayo - Las Trampas

 ADA Service Area



Potential Operating Costs

There is no additional cost associated with this route change as the vehicle hours remain the same.

Capital Costs

There is no additional capital cost associated with this route change.

Advantages and Disadvantages

By combining this route with the Chimayo route we may be able to reduce vehicle hours slightly and give riders the times they can use.

There are no disadvantages other than change might be difficult for some.

15. CHAMA TO ESPAÑOLA

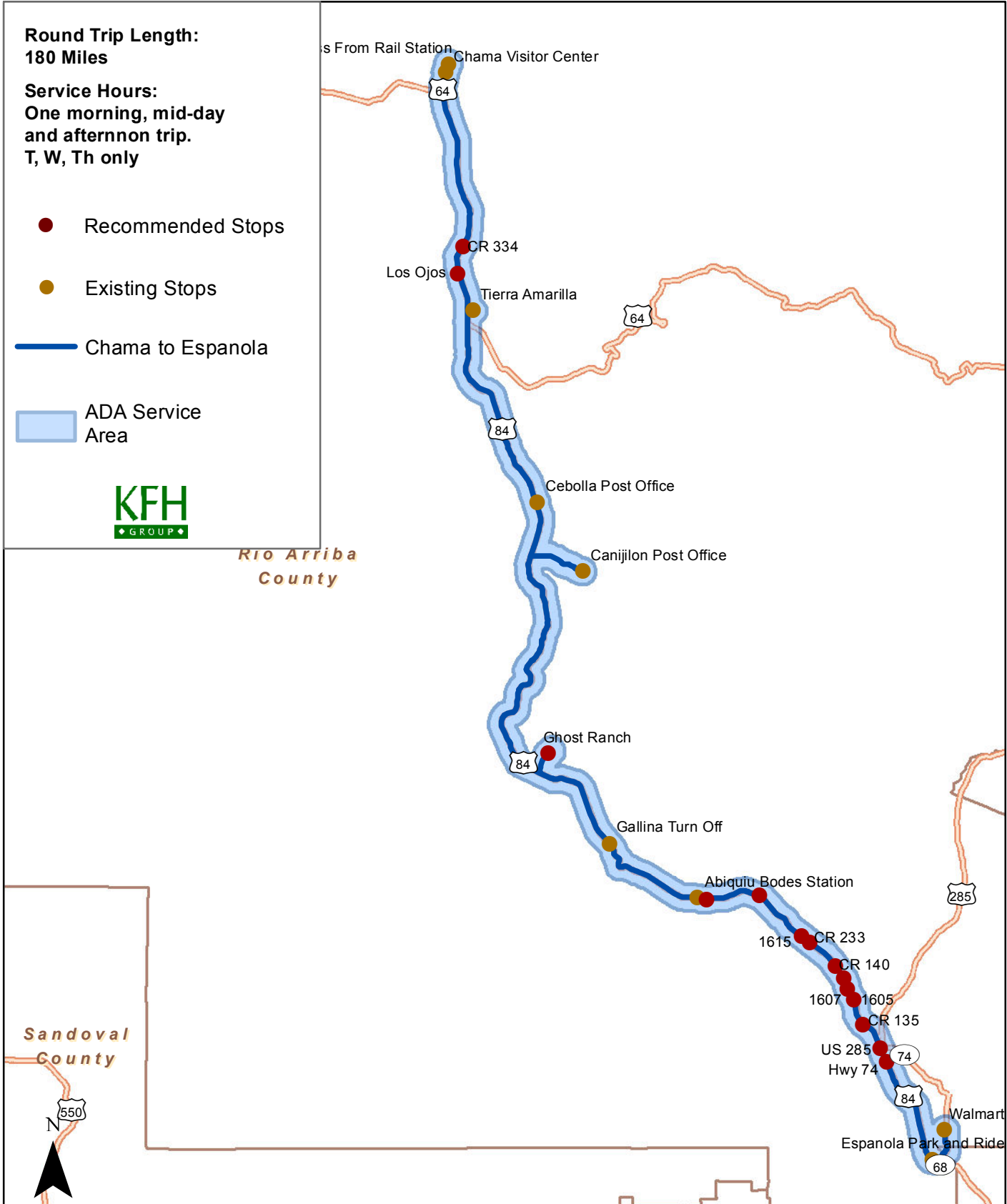
This route operates three days per week at odd travel times. Therefore, the only trip purposes include shopping, personal business or school. Major destinations include Tierra Amarilla, Chama and Española. The route starts in Chama at 8 a.m. with an arrival at Española at 10 a.m. This trip offers a stop at Wal-Mart, but passengers must leave 1 hour and 10 minutes later – not enough time to do shopping and relax. The 1:30 p.m. eastbound trip has little purpose as that bus immediately turns around and goes back to Chama, meaning that anyone who went to Española at 1:30 p.m. would have to stay in Española overnight.

Alternatives

- A. *Revise Schedule* – Assuming this route remains three days per week, it may be advantageous to revise the schedule to allow more people to ride. The objective is to allow people time in the morning or afternoon to have time in Tierra Amarilla or Española. The route can start a little earlier at 7:00 a.m. and arrive in Española at 9:00 a.m. The mid-day bus can still leave at 11:30 a.m., returning to Chama at 1:30 p.m. with a return at 3:30 p.m. The last trip outbound can leave after 5:00 p.m., giving afternoon riders 1 hour and 30 minutes in town. This gives inbound riders to Española 2.5 hours in the morning, 6.5 hours for all day or, 1.5 hours in the late afternoon. Additional bus stops will be throughout U.S. Hwy. 84 (Figure 5-14).



Figure 5-14 Route Map: Chama to Espanola



Ridership Potential

This change will have a positive impact on ridership as it will operate during hours more advantageous than currently and it will have more bus stops.

Potential Operating Costs

There is no additional cost associated with this route change as the vehicle hours remain the same.

Capital Costs

There is no additional capital costs associated with this route change.

Advantages and Disadvantages

This change has the potential to add riders at no additional cost.

- B. ***Expand to Five Days per Week*** – This alternative suggests five days per week with an emphasis on commuter service. In this alternative, service would start in Chama (or Tierra Amarilla) at between 6 a.m. and 6:30 a.m. and travel to Española, with an emphasis on service from Abiquiu into Española in time for commuters. There would be a mid-day round trip similar to Alternative A above and then an evening commuter trip back to Chama. This alternative will also have more bus stops.

Ridership Potential

This change will have a positive impact on ridership as it will operate during hours more advantageous than currently and it will have more bus stops. Attracting commuters and students will also enhance ridership.

Potential Operating Costs

Operating five days per week will increase service hours by 16 hours per week, or an additional \$63,200.

Capital Costs

There is no additional capital costs associated with this route change.

Advantages and Disadvantages

This change has the potential to add riders for commuter purposes as well as revising the schedule so that it will be easier to use.

16. QUESTA TO RED RIVER

This is a seasonal oriented route that operates at full service levels all year. Ridership is lighter off season and heavier during the winter ski season. This route connects to the Taos route. There are no stops between Questa and Red River. Additional stops within Red River have been requested (Figure 5-15).

Alternatives

- A. *Adjust to Seasonal Levels* - During peak seasons this route can continue a high level of service, although additional bus stops are needed. Service would start at Questa. Off peak service would allow for an a.m. peak round trip, a mid-day round trip and one evening peak return. This would cut service levels in half during the off peak months.

Ridership Potential

This change will have little impact on ridership, but it will improve productivity while reducing costs. Additional bus stops will help improve ridership.

Potential Operating Costs

The service levels will be reduced by 50 percent for 6 months of the year. This will be a reduction in costs of \$28,400.

Capital Costs

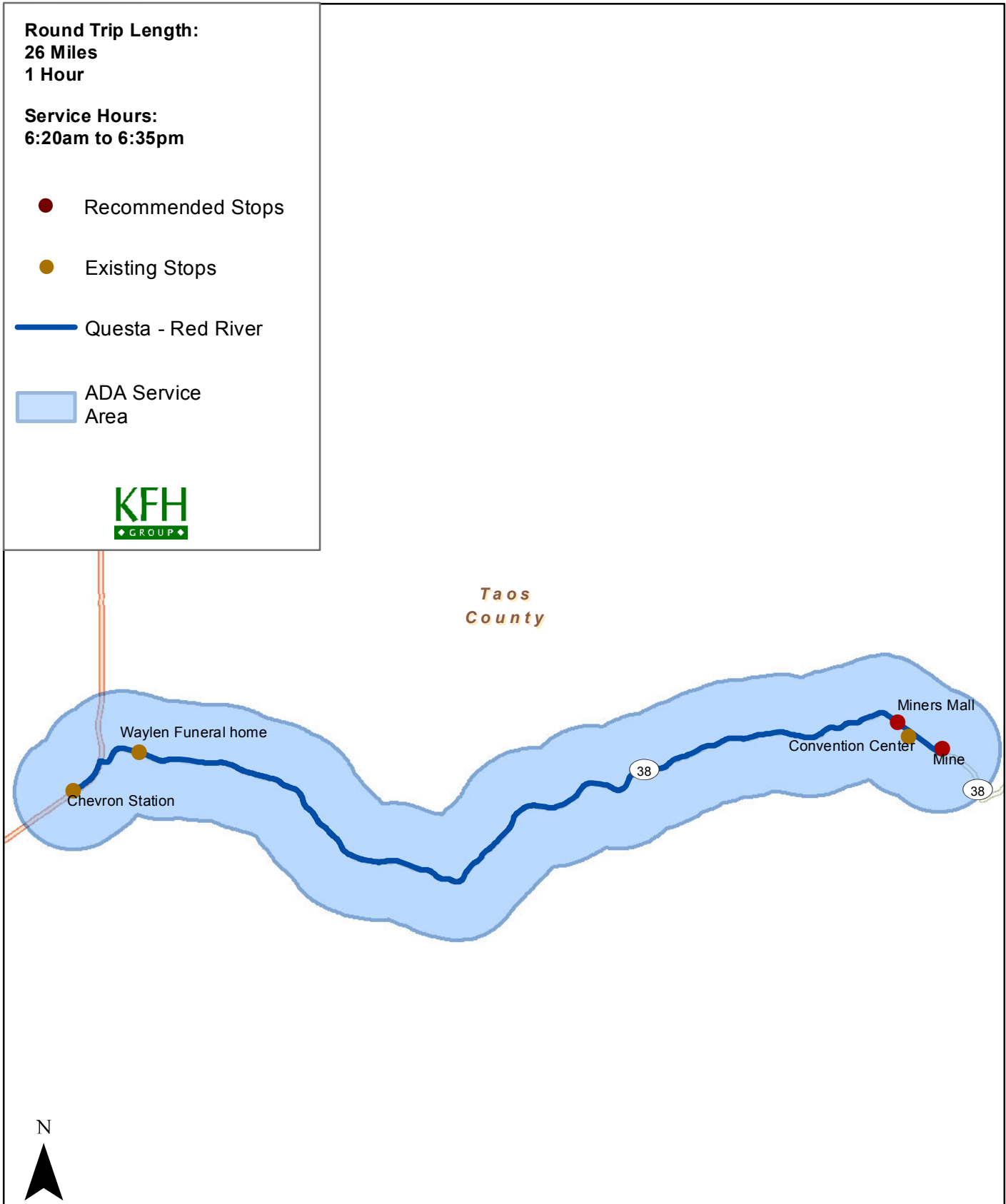
There is no additional capital costs associated with this route change.

Advantages and Disadvantages

This change has the potential to reduce costs without a significant loss in ridership.



Figure 5-15 Route Map: Questa to Red River



17. ELDORADO TO SANTA FE

This route is primarily a commuter service from a community south of Santa Fe, into Santa Fe. There are six round trips – three in the morning and three in the afternoon. There is no mid-day trip. Most of the ridership is in the first inbound and last outbound commuter trips as these are the only trips that address 8 a.m. to 5 p.m. commuter needs. Outreach indicated that this route has bicycle capacity issues.

Alternatives

- A. *Revise Service Levels* – The current six round trips is high for this route. Reports from vehicle operators, riders and through observation indicates that most of the ridership is in the first inbound and last trip outbound. This can include the existing 7:10 a.m. trip inbound, a mid-day round trip and the existing 5:10 p.m. departure from Sheridan St.

Ridership Potential

This change will have a positive impact on productivity, as it will operate during hours more advantageous than the current hours. The mid-day round trip will allow people to use the service and stay in Santa Fe for 3 – 4 hours in the morning or afternoon.

Potential Operating Costs

There will be a reduction of 2 hours per day, resulting in a decrease in costs of \$38,000.

Capital Costs

There is no additional capital cost associated with this route change.

Advantages and Disadvantages

This change has the potential to add riders and reduce costs.

18. EDGEWOOD TO SANTA FE

This route is a commuter service that operates one inbound and one outbound trip each day. Reports are that at times the bus is not big enough to accommodate all of the passengers. This route has good ridership.

Alternatives

- A. *Add a Mid-Day Trip* – The consultants received feedback that a mid-day trip is needed. The mid-day would start at Sheridan St. or the state capitol and then travel directly to the Moriarty/Edgewood area. This would take the form of an outbound trip at about 11:30 a.m. with a 12:45 p.m. return from Edgewood, arriving at 2 p.m. By adding a mid-day trip this route would have to operate in flex mode.

Ridership Potential

This change will have a positive impact on ridership as the mid-day service can bring in new commuters and ½-day riders. It will be important to have a bigger bus on the peak trips, with a minivan perfect for the mid-day trip.

Potential Operating Costs

There are additional costs associated with the added 2.5 hours per day. This will increase the service cost by about \$47,500.

Capital Costs

There is no additional capital costs associated with this route change. It will require a bigger bus however.

Advantages and Disadvantages

This change has the potential to add riders at an increased cost. It will also be required to operate in flex mode.

19. TESUQUE TO SANTA FE

This service duplicates much of the other services in the Española - Santa Fe corridor. Ridership is low. It operates as a local circulator and regional service to Santa Fe. There are no morning commuter trips, but one p.m. commuter trip. It can provide 2 round trips to Santa Fe/Española and the bus can spend the rest of its day providing local service in Tesuque, including seamless connections with Española-Santa Fe service.

Alternatives

- A. *Combine Santa Fe Service with Corridor Service* – As discussed in the Tesuque route operates almost the same time as the Española-Santa Fe route in both directions. The Tesuque route covers much of the same area as the Española-Santa Fe route, during similar times. This service can become a “local” all stops service in between NMDOT Park and Ride service. This service could provide 2 round trips to Santa Fe/Española and the bus can spend the rest of its day providing local service in Tesuque (Figure 5-16).

Ridership Potential

This change will have a positive impact on ridership, as the route will be less competitive with the other NCRTD routes to Santa Fe. This route can serve as a local route from Española to Santa Fe for one a.m. and one p.m. trip. The rest of the day it can circulate in the Tesuque area.

Potential Operating Costs

There is no additional cost associated with this route change.

Capital Costs

There is no additional capital costs associated with this route change.

Advantages and Disadvantages

By combining this local service with the Santa Fe-Española service, NCRTD can avoid duplication and increase the options for all riders. In addition by coordinating with the corridor service, the Tesuque vehicle can serve residents for local needs.

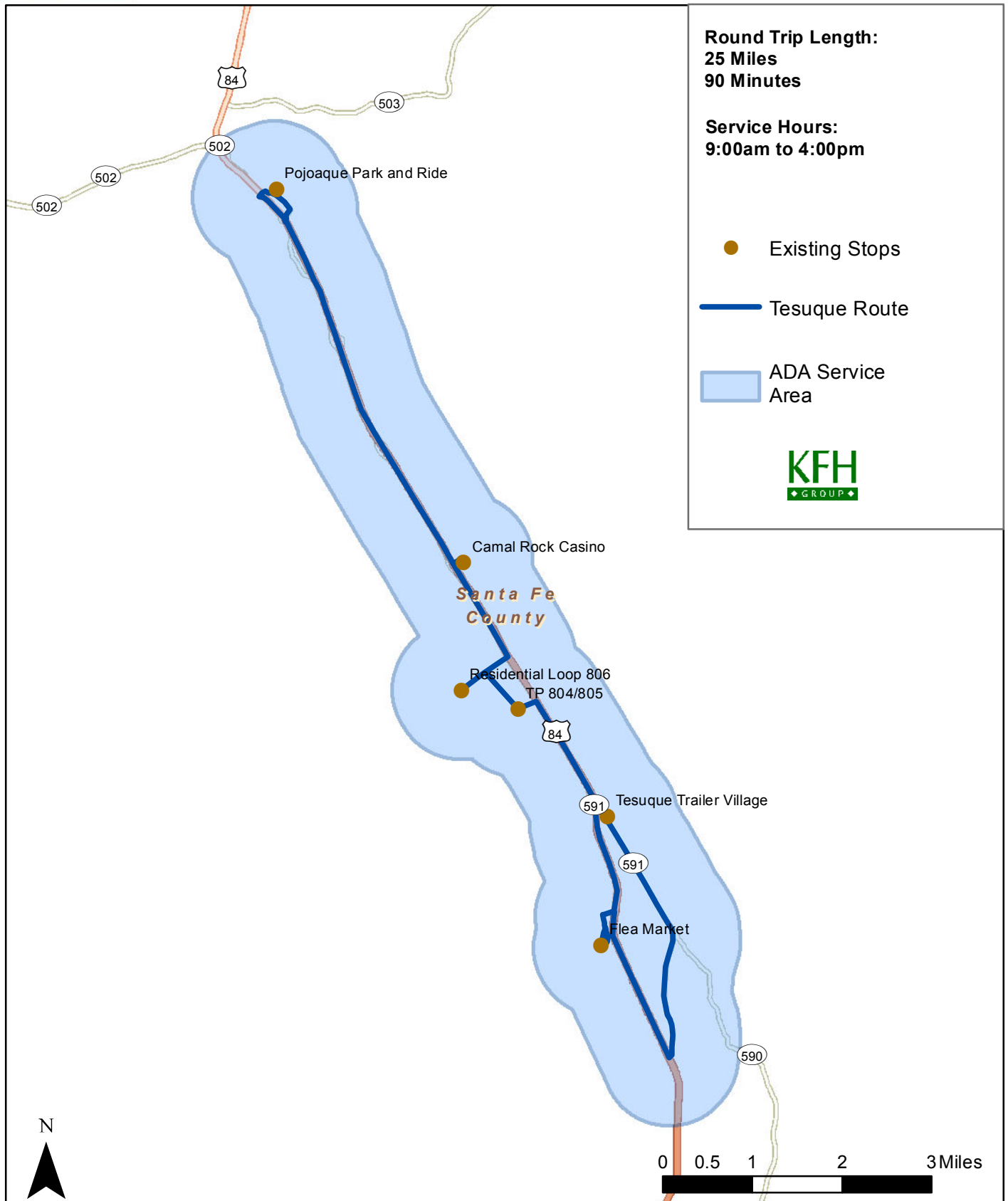
There are no disadvantages.

20. SANTA CLARA

Similar to the Tesuque route, this route tries to do a variety of services including commuter service, local pueblo service and it also circulates the Española (Santa Clara) area.



Figure 5-16 Route Map: Tesuque Local



Alternatives

- A. *Coordinate Service* - The Santa Clara route operates one a.m. and one p.m. trip into Santa Fe. The Santa Clara route operates about the same time as the 7:20 a.m. NCRTD bus from Española. The trip from Santa Clara to Santa Fe goes through Española. It should stop at the Española Park and Ride lot at 7:00 a.m. (for transfers from the two Española routes), starting in Santa Clara shortly before that and then operate as an express bus into Santa Fe as part of the Española to Santa Fe Route. It would return in the evening. The rest of the day it can operate in local Santa Clara service.

Ridership Potential

This change will have a positive impact on ridership, as the route will be less competitive with the other NCRTD routes to Santa Fe. Marketed as an express starting in Santa Clara with a stop at the Española Park and Ride lot this route will be open to all and could be very attractive. It also operates far enough apart from the NMDOT Park and Ride service so as not to compete with it. Most of the day this bus will continue to operate within the Santa Clara service area.

Potential Operating Costs

There is no additional cost associated with this route change.

Capital Costs

There is no additional capital costs associated with this route change.

Advantages and Disadvantages

By combining all of the Española to Santa Fe services into one route, NCRTD can avoid duplication and increase the options for all riders.

There are no disadvantages.

- B. *Revise Local Service* - The current local circulator component of this route operates between 8:30 a.m. and 10:40 a.m. as well as 2:30 p.m. to 4 p.m. A loop route is in place that operates a 1 hour and 10 minute route that in part duplicates the Riverside route. It is recommended that this route operate from Santa Clara Pueblo to the P & L Store and then reverse course in a linear fashion

(Figure 5-17). This bus should have timed meets with the other local Española routes so riders can access Riverside seamlessly.

Ridership Potential

This change will have a positive impact on ridership as the route will connect to other routes and be able to serve destinations on Riverside in less time than current through a seamless connection.

Potential Operating Costs

There is no additional cost associated with this route change.

Capital Costs

There is no additional capital cost associated with this route change.

Advantages and Disadvantages

By eliminating duplication and streamlining service, this route will be more attractive for riders who will be able to move easier through the service area.

There are no disadvantages.

21. PARATRANSIT

Currently there is ADA paratransit service in the Española area and this should continue.

Alternatives

- A. *Continue Service in the Española Area*** – This should be defined as those areas within $\frac{3}{4}$ of a mile of a fixed route (Española and Santa Clara Routes- local service). Figure 5-18 illustrates this service area.
- B. *Use Existing Vehicles on Layover*** – As some buses layover in Española, they can be employed in ADA service. Or buses can provide this service to fill out their hours. The Las Trampas Route, Chama and others can be utilized and reduce additional vehicle needs.



Figure 5-17 Route Map: Santa Clara Local

Round Trip Length:
 24 Miles
 80 Minutes

Service Hours:
 8:30am to 10:40am
 2:30pm to 4:00pm

- Existing Stops
- Santa Clara Local
- ADA Service Area

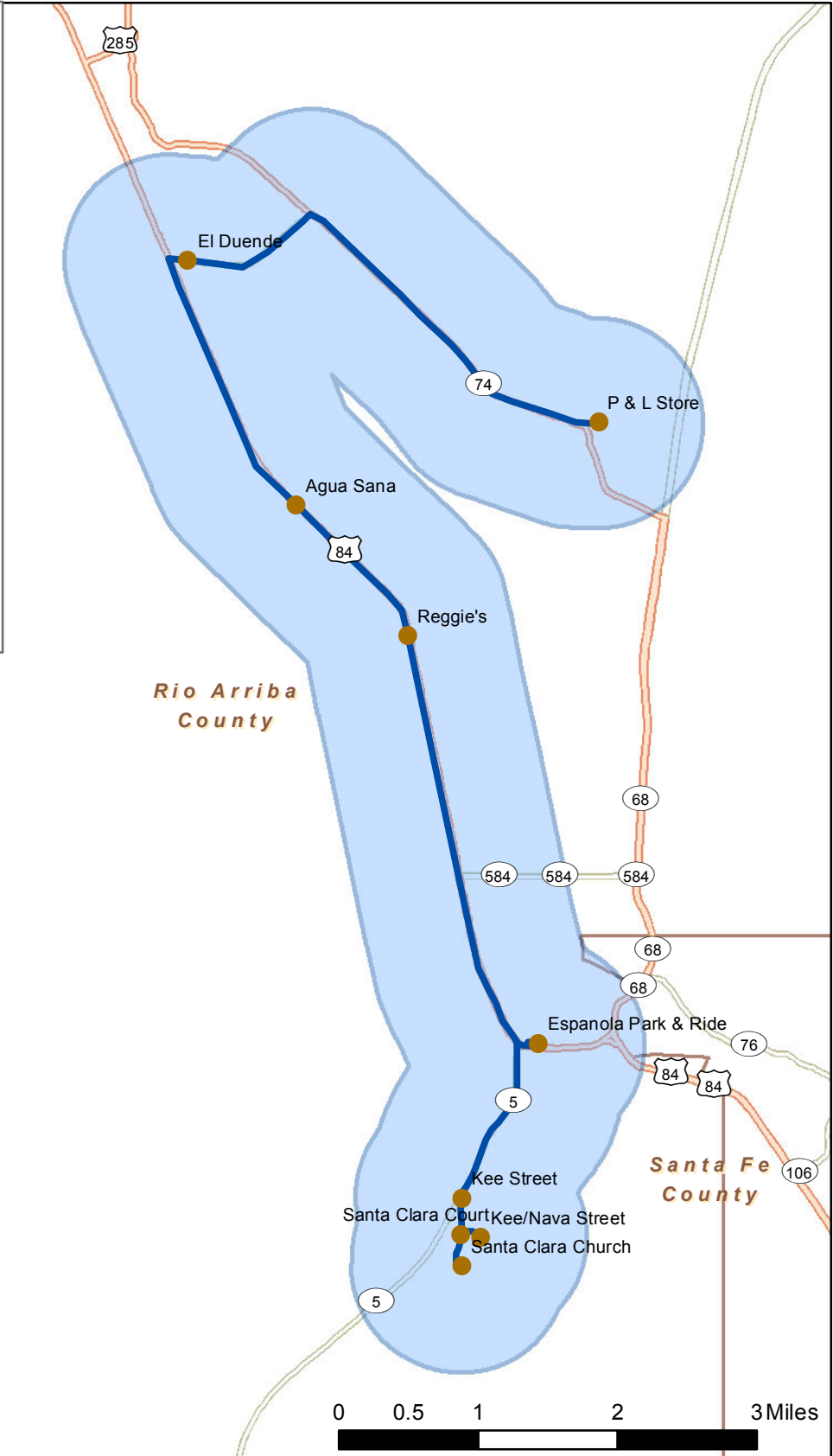
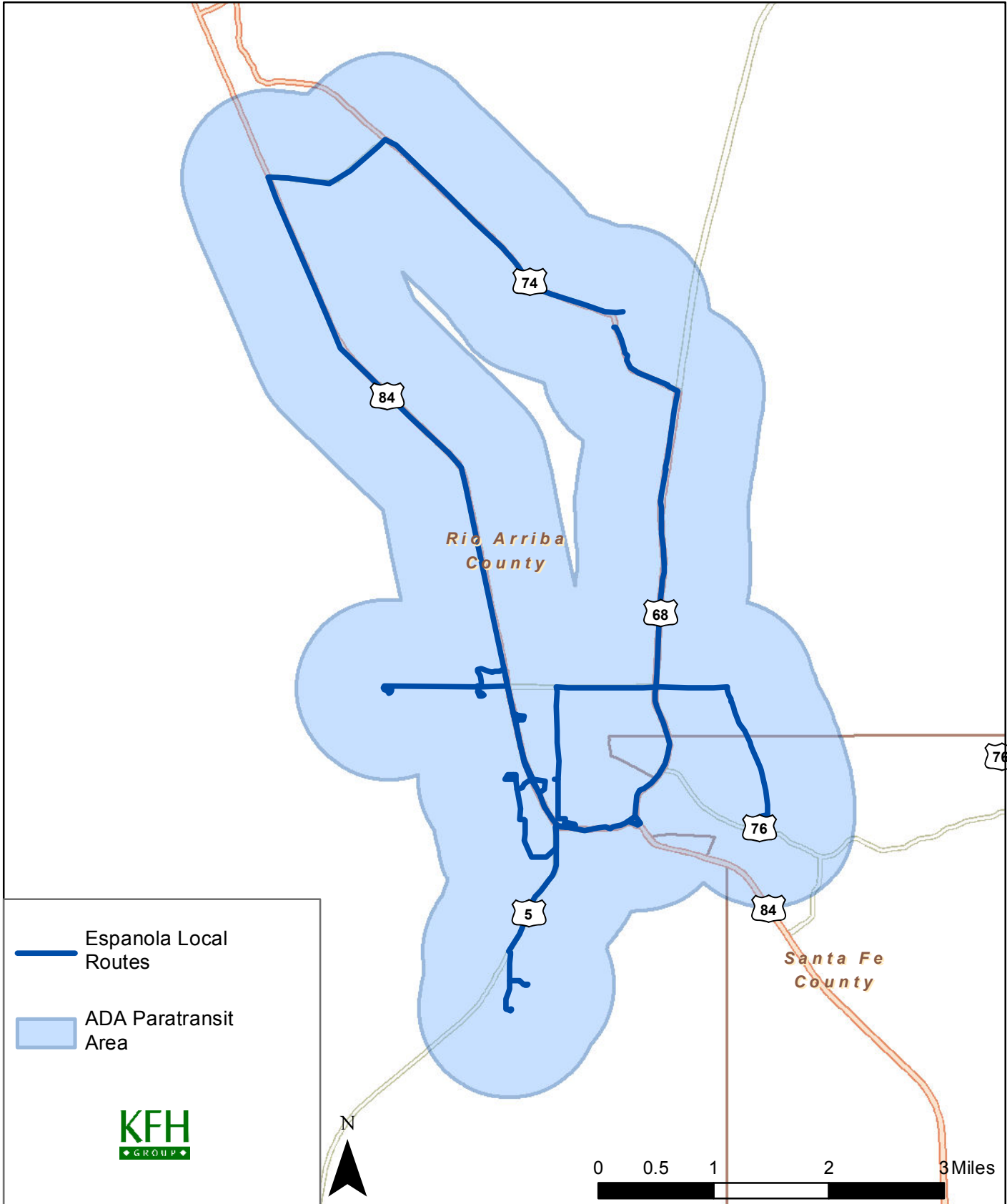


Figure 5-18: Española Paratransit Area



Ridership Potential

ADA service is the only transit service where fewer riders are desirable – preferring that rides use fixed route. These changes can reduce the service area and as a consequence reduce trips.

Potential Operating Costs

There is no additional cost associated with this route change. In fact, it may be possible to reduce costs by using vehicles on layover or otherwise in-between trips.

Capital Costs

There is no additional capital costs associated with this route change.

Advantages and Disadvantages

These changes can reduce costs and reduce service by diverting these trips to fixed route.

SUMMARY OF EXISTING SERVICE CHANGES

There are a wide variety of potential changes to the existing routes. Based on the estimates provided in the narrative, the consultants compiled a table that illustrates the range of costs for each route (Table 5-1). Most routes did not have a change in hours or costs as hours were simply re-allocated. In the scenario where all of the changes are applied, there is a reduction of 760 hours or \$64,900 which can be applied to the new services. Depending on the alternatives selected, costs can be reduced by as much as \$279,600 or costs can increase up to \$208,700.

Table 5-1: Potential Costs Implementing Changes

Route Name	Future Costs Low	Future Costs High	Future Costs High/Low
1 Pojoaque	\$ -	\$ 76,000.00	\$ 76,000.00
2 San Ildefonso	\$ -	\$ 28,500.00	\$ 28,500.00
3 Riverside	\$ -	\$ -	\$ -
4 Westside	\$ -	\$ -	\$ -
5 UNM Taos	\$(138,200.00)	\$ (24,500.00)	\$(138,200.00)
6 NM 599	\$ -	\$ -	\$ -
7 Questa-Taos	\$ -	\$ -	\$ -
8 Penasco-Taos	\$ -	\$ -	\$ -
9 Taos-Española	\$ -	\$ -	\$ -
10 Española- Santa Fe	\$ -	\$ -	\$ -
11 Española-Los Alamos	\$ (28,000.00)	\$ 37,500.00	\$ (28,000.00)
12 Española-Chimayo	\$ -	\$ -	\$ -
13 Española-El Rito	\$ (47,000.00)	\$ (19,000.00)	\$ (47,000.00)
14 Chimayo-Las Trampas	\$ -	\$ -	\$ -
15 Chama-Española	\$ -	\$ 63,200.00	\$ 63,200.00
16 Questa-Red River	\$ (28,400.00)	\$ -	\$ (28,400.00)
17 Eldorado	\$ (38,000.00)	\$ -	\$ (38,000.00)
18 Edgewood	\$ -	\$ 47,000.00	\$ 47,000.00
19 Tesuque	\$ -	\$ -	\$ -
20 Santa Clara	\$ -	\$ -	\$ -
Total	\$(279,600.00)	\$ 208,700.00	\$ (64,900.00)

II. NEW SERVICES

The review of needs indicated a number of potential new services that will be detailed in this section.

- ***East Side of Española between McCurdy and El Llano Rds. south toward Santa Cruz*** - This area of Española is between ½ and 1 mile from the Riverside Route and is the largest residential area in Española. Currently only the portions of this area close to Riverside have reasonable access to the Riverside route. Residents of the Santa Cruz area have access to the Chimayo route, but only as far as Las Lomas apartments.
- ***La Cienega*** - This is a community southwest of Santa Fe that parallels I-25 to the west and is about five miles south of the 599 Rail Runner train stop. The population of the area is about 4,000. Currently it is 5 miles from the nearest

Santa Fe Trails bus stop and about 10 miles from the Santa Fe Place Transit Center.

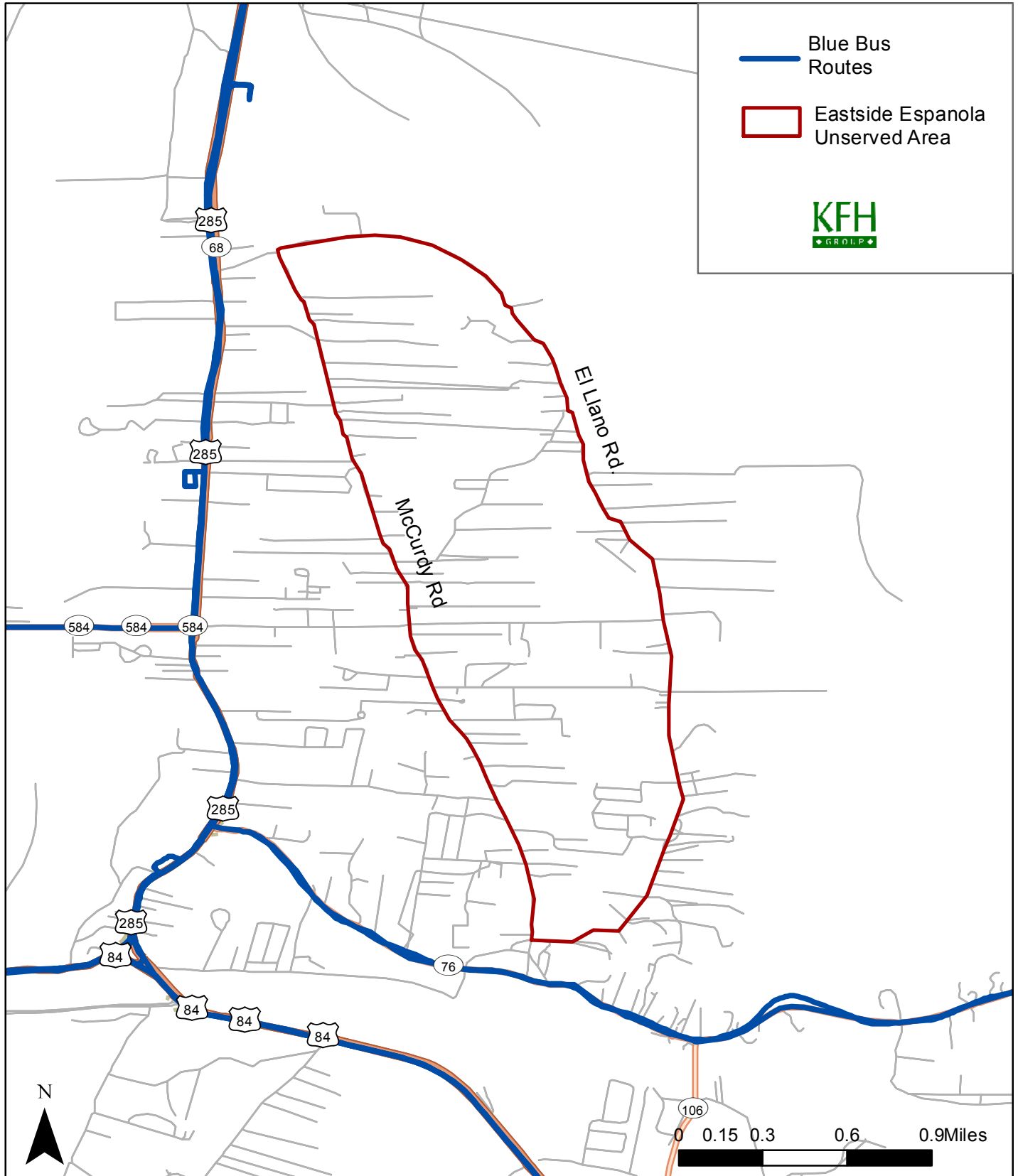
- ***Las Golandrinas*** – A living history museum about 1.5 miles north of La Cienega. This would be a stop on a route that served La Cienega.
- ***Golden*** – This is a small community 11 miles south of Madrid. The area is sparsely populated.
- ***Tres Piedras*** – In the northern reaches of the service area is Tres Piedras a small isolated community over 30 miles from Taos. There are a few homes at the crossroads of US highways 285 and 64 with approximately 1,000 people living in the larger area and an average density of fewer than 2 persons per square mile.
- ***Regional Taos to Española to Santa Fe premium express service*** - This would be attractive to commuters and tourists depending on the timing. Weekend service should be offered and marketed to visitors in Santa Fe and if appropriate to visitors in Taos.
- ***Service to Ski Basins in the Santa Fe and Taos areas*** – These services could be developed in conjunction with the Rail Runner and the local ski destinations.
- ***Shopper Shuttles*** – Another partnering opportunity where the destination retailer(s) would sponsor the service and certain demographics would be targeted (elderly, low income, etc.).
- ***Weekend Service*** – Saturday service typically generates about one-half the riders of a weekday and typically one-third the riders. As discussed above, premium Regional service would be effective and consideration should be given to operating Española routes on Saturday and if possible, Sunday.

1. EASTSIDE ROUTE

The east side of Española is lacking service. This part of Española is mainly residences and is one of the largest under/unserved areas in the NCRTD region (Figure 5-19). The best option for serving the greatest number of residents is to design a route that traverses McCurdy Rd. as it bisects the area.



Figure 5-19 Route Map: Española Unserved Area



Alternatives

- A. *Combined With Westside Service* – This alternative is presented as part of a Westside route (See Alternative 4.B. in Section I. Route by Route Recommendations). This is illustrated in Figure 5-5. This route can also serve the High School on the east side for one a.m. peak and two p.m. peak trips. Another sub-option would have this bus go to the Wal-Mart (See discussion on Funding Opportunities in Section V. on business partnerships). If the Eastside route is successful, it can be expanded in a future service change.

Ridership Potential

This is an untapped market, where we anticipate good ridership levels. Most important, these will be new riders.

Potential Operating Costs

There is no additional cost associated with this route change.

Capital Costs

There is no additional capital cost associated with this route change.

Advantages and Disadvantages

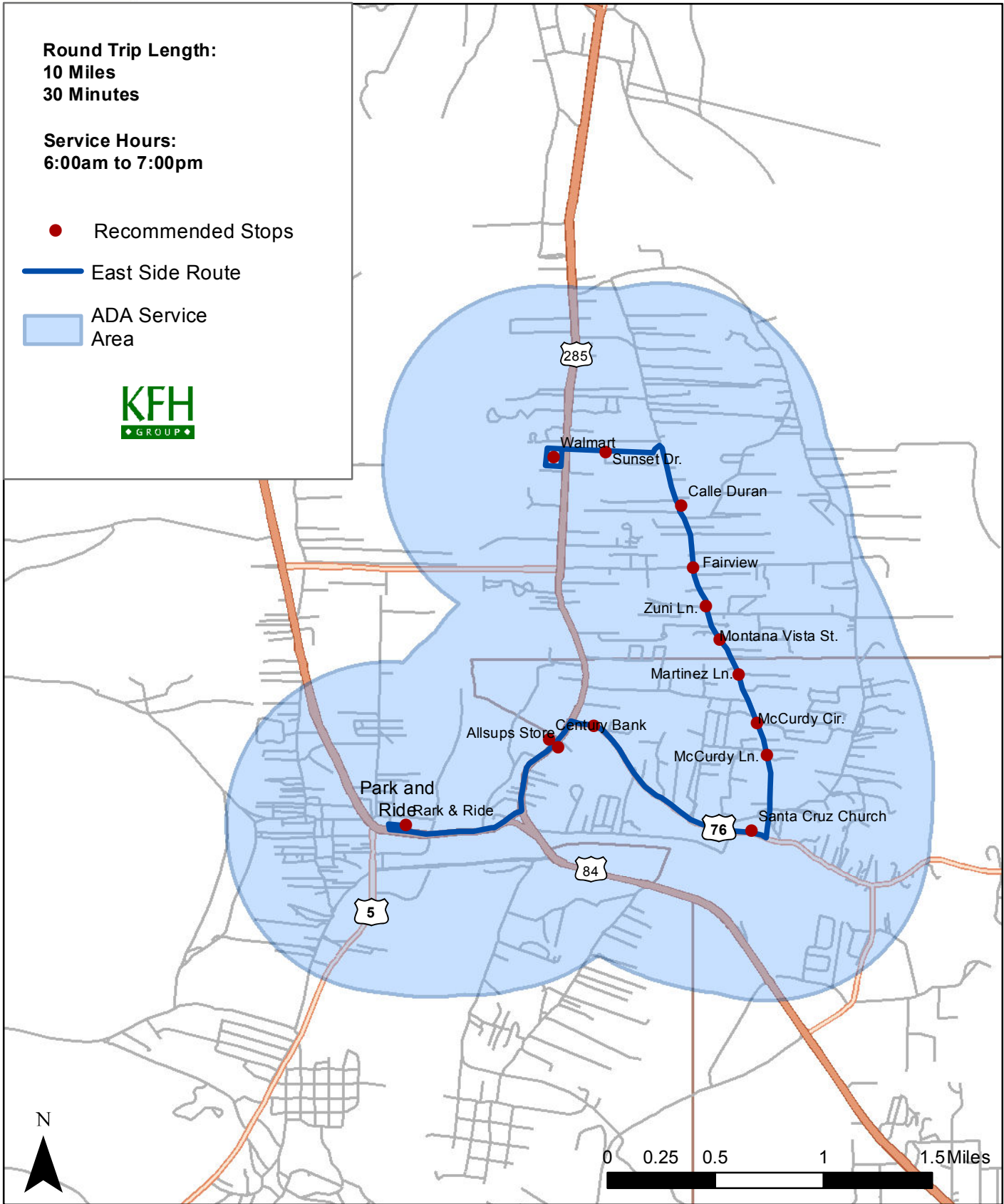
This alternative will divide the Westside route into an eastside/crosstown route and a Westside route each ½ hour in length. This route will meet much of the east side needs at no additional cost.

There are no disadvantages to this change as all current destinations are served albeit with less travel time.

- B. *Española East Side* – This alternative would allow for a dedicated vehicle to operate during all hours of service. Figure 5-20 illustrates this potential route. This route would also serve the high school during one a.m. and two p.m. trips, based on school hours. The route would be anchored at the Wal-Mart. Please note the discussion in Section V. Related to sponsorships and partnerships. There are a variety of combinations that can be utilized. Selecting this route would preclude the use of Alternative 4.B. on the Westside route. As an alternative, El Llano Rd can be used, but would not be as effective.



Figure 5-20 Route Map: East Side



Ridership Potential

This is an untapped market, where we anticipate good ridership levels. Most important, these will be new riders.

Potential Operating Costs

This change will include the cost of one full time vehicle. Assuming 12 hours per day, the estimated annual cost is \$228,000.

Capital Costs

There route will require a small body on chassis bus.

Advantages and Disadvantages

This alternative will dedicate one vehicle for this effort. It will generate new ridership in an unserved area, but the major disadvantage is the cost of an all-day route.

2. LA CIENEGA/LAS GOLANDRINAS

This area has requested service through the public meeting process and the review of demographics indicates that there are some transportation needs in the region. This is a community southwest of Santa Fe that parallels I-25 to the west and is about five miles south of the 599 Rail Runner train stop. The population of the area is about 4,000.

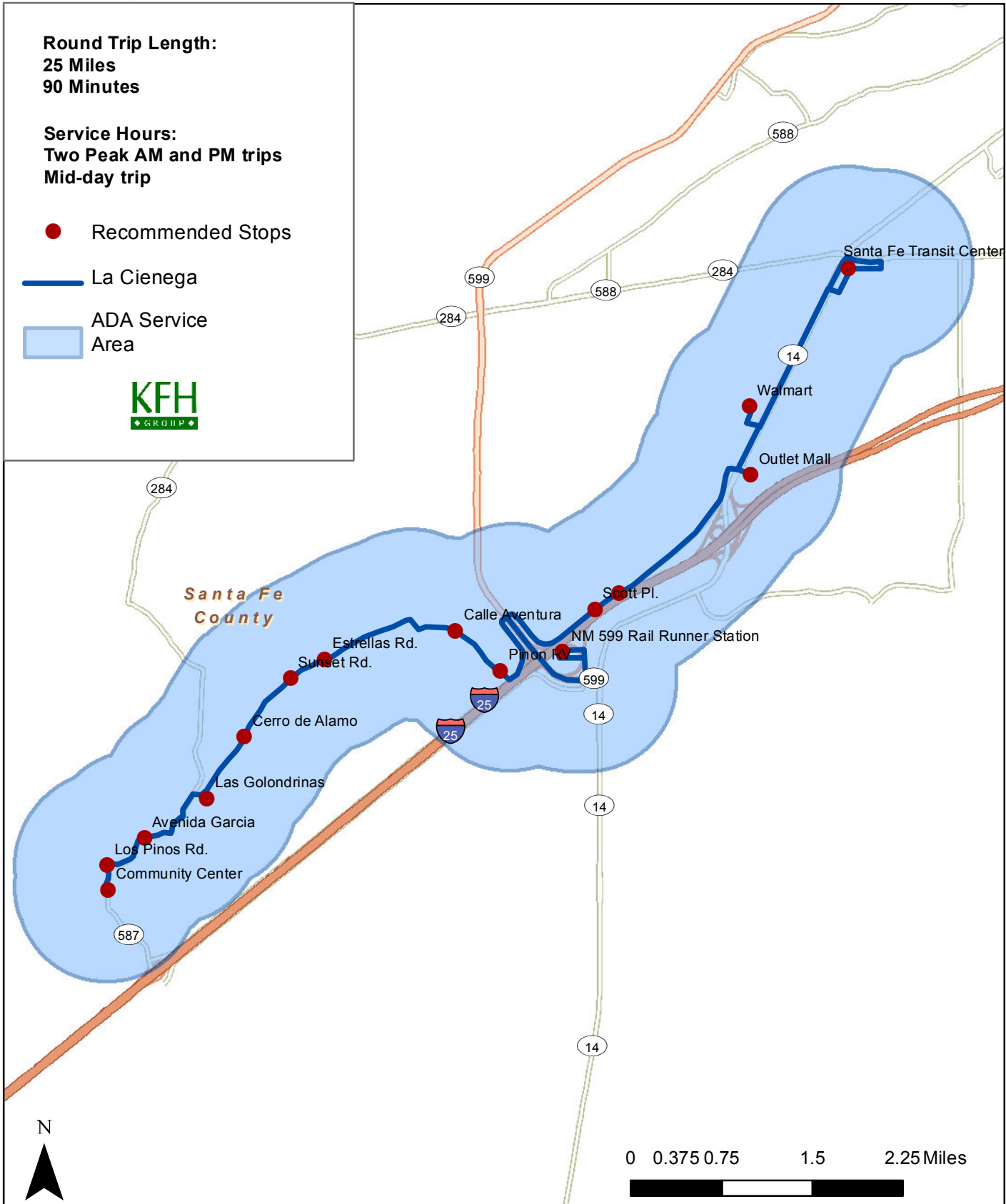
Alternative

The proposed route is illustrated in Figure 5-21. This route would start in Las Cienega; serve Las Golandrinas, Rail Runner 599 Station, the outlet mall, Wal-Mart and Santa Fe Transit Center near the Mall. At the mall riders could transfer to go throughout Santa Fe.

Service hours can include 1 - 2 peak hour trips in the morning and evening along with a mid-day round trip. There will be timed connections to a southbound Rail Runner and timed connections at the Transit Center.



Figure 5-21 Route Map: La Cienega



Ridership Potential

This is an untapped market, where we anticipate light to moderate ridership levels. Most important, these will be new riders.

Potential Operating Costs

This change will include the cost of one full time vehicle. Assuming 6 hours per day, the estimated annual cost is \$114,000.

Capital Costs

There route will require a small body on chassis bus.

Advantages and Disadvantages

This alternative will dedicate one vehicle for this effort. It will generate new ridership in an unserved area, but the major disadvantage is the cost of a 6 hour route.

3. SERVICE TO GOLDEN

Golden is a small rural community about 10 miles south of Madrid. Madrid is now served by two round trips daily in the mid-day.

Alternative

This alternative would provide service on one day per week into Santa Fe, as an extension of the Madrid route. This would add 30 minutes to each leg of the round trip, or about \$76 per week - \$3,950 annually. This would provide mid-day service into Santa Fe with stops at the outlet mall, Wal-Mart and the Santa Fe Place Mall/Transit Center.

A second option would be to offer a vanpool if a minimum level of riders can commit to the service. The costs operating costs associated with this alternative are minimal.

Ridership Potential

We anticipate very light ridership levels for this untapped market of shopping, medical appointments, and other personal needs.

Potential Operating Costs

The cost of this service would be about \$3,950 per year, to add it to the Madrid service.

Capital Costs

No capital costs.

Advantages and Disadvantages

This is a low cost service that is attached to another route. It could be used to test demand.

There are no real disadvantages. If the route does not work after 6 months, it can be modified or eliminated.

4. TRES PIEDRAS

Tres Piedras is a small community over 30 miles northwest of Taos. The potential ridership for a route is minimal. Tres Piedras can probably support a one day per week mid-morning/mid-afternoon trip for medical appointments, shopping, and personal business (Figure 5-22). It is recommended that a scheduled service start in Tres Piedras at 9 - 10 a.m. (utilizing a bus that would otherwise layover in Taos). The return would be at 3 - 4 p.m. The vehicle would make designated stops in Taos at the County building, the hospital, Wal-Mart and other shopping areas. This would require two round trips at 2 hours each.

A second option would be to offer a vanpool if a minimum level of service can commit to the service. The operating costs associated with this alternative are minimal.

Ridership Potential

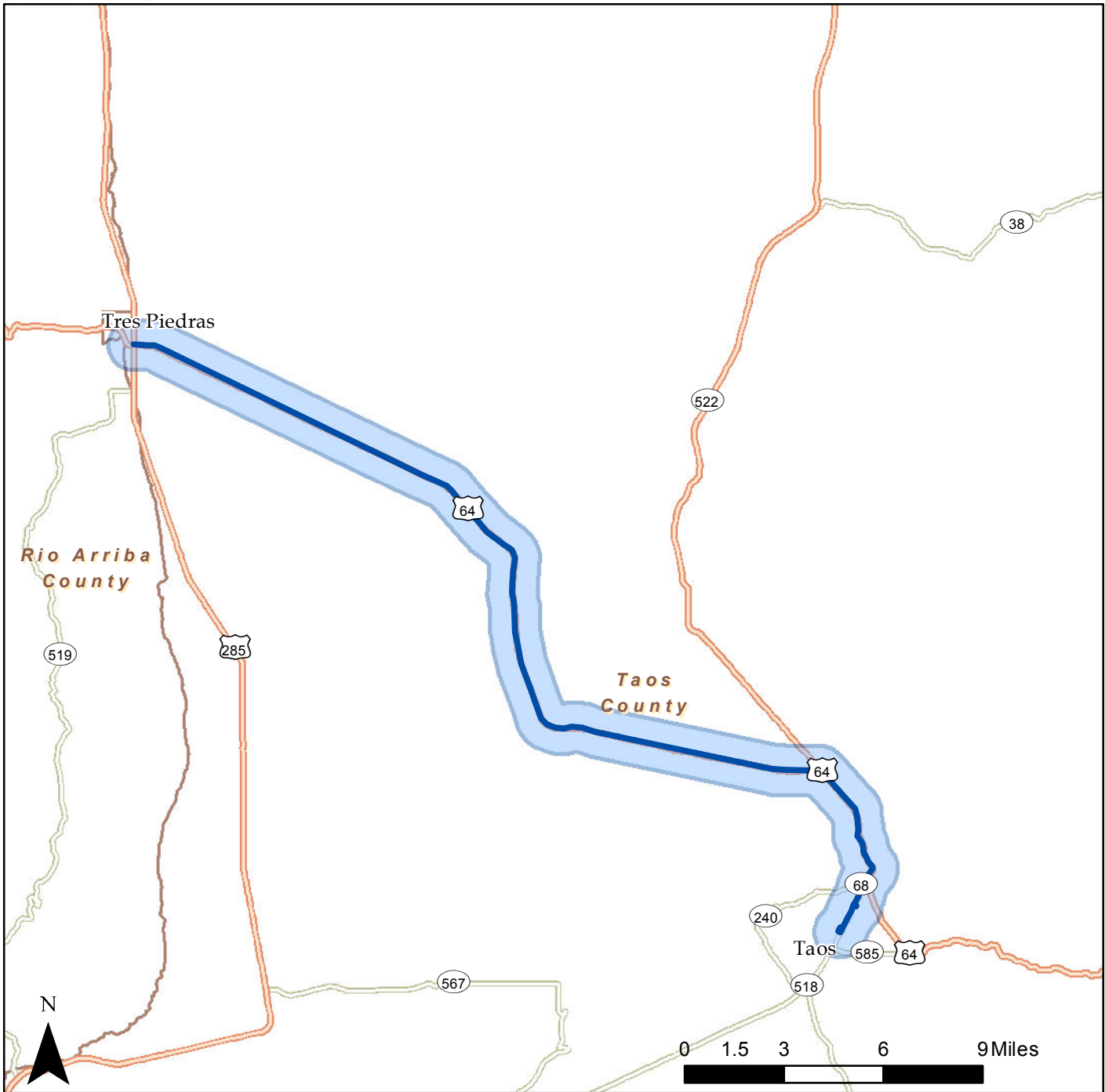
We anticipate very light ridership levels; there is an untapped market for shopping, medical appointments, and other personal needs.

Potential Operating Costs

The cost of this service would be about \$16,000 per year (4 hours per week).



Figure 5-22 Route Map: Tres Piedras



Round Trip Length:
66 Miles
2 Hours

Service Hours:
9:00am to Taos
4:00pm Tres Piedras Return

- Tres Piedras Route
- ADA Service Area



Capital Costs

No capital costs.

Advantages and Disadvantages

This is a minor cost service designed to gauge the need for service. It could be used to test demand.

There are no real disadvantages. If the route does not work after 6 months, it can be modified or eliminated.

5. REGIONAL PREMIUM EXPRESS - WEEKENDS

Currently the only premium regional service in the Taos - Española - Santa Fe corridor is the Taos Chile Line service on weekends. This service is limited and it is set up for people in Taos. The consultants believe there is an opportunity for NCRTD and Taos to swap out routes. The UNM Taos route should be operated by Chile Line eliminating duplication of services and simply adding 1 and ½ miles to the University. Regional service should be operated by NCRTD. It may be possible to work out an arrangement between these systems.

Alternatives

Premium service could target service employees and tourists with regular weekend day service. Major destinations can include Taos, Santa Fe, Bandelier National monument, connecting through White Rock with Atomic City Transit's service to the monument or it could operate direct to the Monument. NCRTD can partner with tourist oriented destinations and hotels to offset the costs. Partners would get stops of their choice and advertising benefits. These sponsorship opportunities will be discussed in detail in Section V. to follow.

For the Taos - Santa Fe service there should be 16 hours of service each weekend, the service can start at 8 a.m. and operate as late as 8 p.m., with four additional hours for a second vehicle operating opposite the first bus in the morning and evening trips. Off peak season would call for a reduction of weekend service to 12 hours of service each weekend day using one bus.

For Bandelier service, the bus could start at 9 a.m. and have a last return arriving in Santa Fe at 6 p.m. This service would operate in peak seasons only (about 6 months).

There is a variety of options here in terms of hours of service, operating only in peak seasons as well as the number of stops.

Ridership Potential

Premium service has potential on weekends when there is no potential for competition/ duplication with NMDOT Park and Ride. If properly marketed and planned, this service could generate 10 - 15 one way trips per vehicle hour of service in the six months between May and October.

Potential Operating Costs

Operating the full service Taos - Santa Fe, as outlined above with peak and off peak weekend service, the costs would be \$114,900 annually. Bandelier service for six months would cost about \$36,000. Much of the local share of this cost can come from tourist destinations such as hotels, retailers, cities and casinos.

As a premium service the NCRTD can charge \$5 per trip, reducing the costs by about 20 - 30 percent.

Capital Costs

Since this service would operate on weekends and holidays, NCRTD should pick its best vehicles for this service.

Advantages and Disadvantages

This premium service would be a new venture for NCRTD. With proper marketing and sponsorships this service could prove valuable in. The weekend service would be new for NCRTD and may require different operating practices. If the service does not see good ridership after a year it could be eliminated or modified.

There are no disadvantages.

6. SKI SERVICES

There are a variety of ski centers that could benefit from transit by ensuring greater access to their facility, seeing a reduction in parking demand and reducing pollution.

Alternatives

There are a number of approaches that can be used:

- a. Partner with ski resorts willing to become sponsors/funders who in return receive valuable marketing, service to their facility, ability to promote youth skiing and the ability to generate good will through support of the community.
- b. Prioritize by willingness to partner.
- c. Service Hours - Run consistent service throughout the day. Hours may vary based on demand.
- d. Seasonal Service - This service will operate during ski season.
- e. Look to partnering and putting packages together with Rail Runner.

Possible partners include (Figure 5-23):

- *Sipapu Ski* - accessed through Española/Dixon and/or Taos.
- *Ski Santa Fe* - accessed through Santa Fe.

The Taos Ski Valley has service via Chile Line in partnership with the Village of Taos Ski Valley, so they are not included.

Service Levels

These services can be operated on a variety of different schedules based on the level of sponsorship. For example the per route costs would be:

- Certainly all day, every day would be optimal, but that would cost \$23,000 per month or \$115,000 for five months.
- Weekend service is more feasible and for all day service 12 hours - this would cost about \$38,000 for five months.

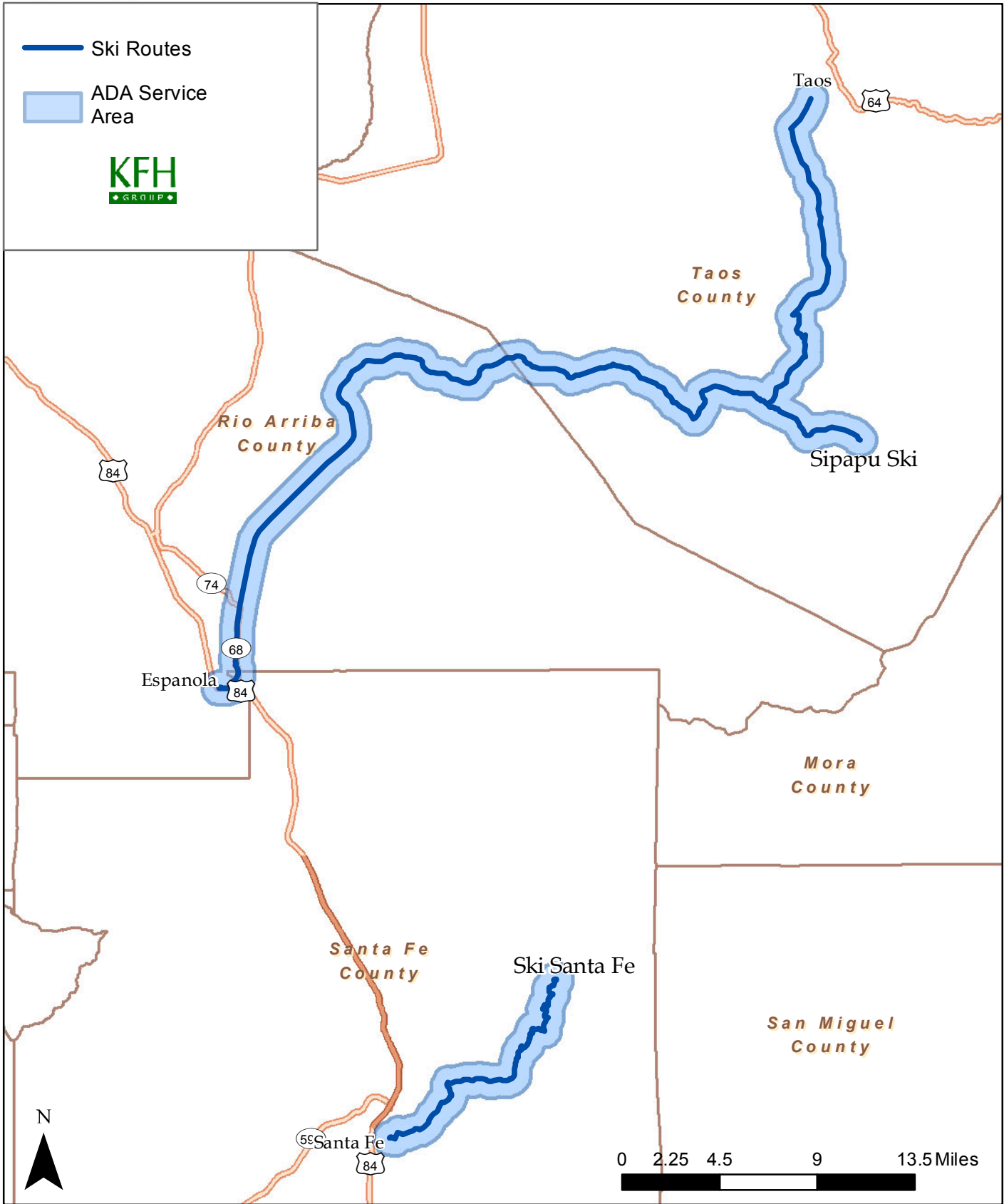
It is anticipated that the expense would be offset to some degree by the ski resorts.

7. SHOPPER SHUTTLE

Shopper shuttles can serve a niche market and are typically paid for by retailers such as Wal-Mart, Albertsons or other large retailer. These shuttles target transit dependent populations such as elderly, disabled or low income families and take them to needed shopping areas. These services are typically paid for by the retailer(s) in exchange for transporting their customers and promotional considerations (see the section on Sponsorships to follow). This effort requires significant marketing and sales.



Figure 5-23 Route Map: Ski Services



This is a business proposition, not a request for money – that is why these services are successful.

Ridership Potential

Service levels are low, maybe only 2 – 3 vehicle trips per week, but each scheduled trip can transport 10 – 20 customers on a one-way trip. These services can be very productive.

Potential Operating Costs

This service should be paid for by retailers and other sponsors that receive benefits from this service, rather than the taxpayers.

Capital Costs

This service can use existing vehicles and can be set up during off peak times to ensure vehicles are available.

Advantages and Disadvantages

This service can be very beneficial and productive. At the same time, trips can be scheduled such that vehicle operators laying over can be directed to this service.

There are no significant disadvantages.

8. WEEKEND SERVICE

Weekend service can benefit service employees, tourists and local residents by providing access on Saturday and if possible, Sunday. As a rule of thumb, Saturday service typically generates one half of weekday ridership and Sunday; one third. However the presence of tourist oriented services and the need for service employees to get to work can increase the ridership numbers. Currently Santa Fe Trails, Chile Line (Taos Ski Valley - seasonal and Regional Express service) and Atomic City (Bandelier only - seasonal) operate on the weekends. Regular Chile Line and Atomic City services do not operate on the weekends.

Consideration should be given to operating limited service on certain routes. Clearly regional service would be most advantageous to operate on weekends (discussed above). It may also be advantageous to connect to the Bandelier service on a limited basis.

Alternatives

A. *Regional Corridor Service* – Discussed above

B. *Operate Española Routes* – NCRTD could operate two buses in service in Española on the existing routes. Operating hours can vary, but as a minimum, the bus could operate Saturdays 7 a.m. to 6 p.m. The key question is, should NCRTD operate Saturdays only or both Saturday and Sunday (9 a.m. to 6 p.m.)?

Ridership Potential

As stated above, Saturday service typically operates at about ½ the ridership of a typical weekday. Based on this, we estimate productivity at about 4 – 5 one-way trips per hour combined on both routes. Sunday service can generate about three one-way trips per hour.

Potential Operating Costs

Operating two vehicles on Saturday service throughout the year would cost \$87,000. Sunday service would cost an additional \$71,000.

Capital Costs

Since this service would operate on weekends and holidays, NCRTD should pick its best/most appropriate vehicles for this service.

Advantages and Disadvantages

The advantages include allowing access to transit for commuters, shoppers and others on weekends.

The disadvantage includes the expense and lower productivity.

SUMMARY - NEW SERVICES

There are a variety of new services and new modes to serve these customers. These include new premium service, weekend service, sponsored services and serving new areas of the region Table 5-2 summarizes the costs of each of these options.

Table 5-2: Potential Costs for New Service

Service Name	Future Costs Low	Future Costs High
1 Española_Changes	\$ -	\$228,000.00
2 La Cienega	\$114,000.00	\$ -
3 Golden	\$ 4,000.00	\$ -
4 Tres Piedras	\$ 16,000.00	\$ -
5 Regional	\$115,000.00	\$151,000.00
6 Ski Service*	\$ 38,000.00	\$115,000.00
7 Shopper Shuttle	Full Share of costs paid by sponsors	
8 Weekend Española	\$ 87,000.00	\$158,000.00
Total	\$374,000.00	\$652,000.00

* Five months of service

III. ADA ISSUES

There are a number of issues related to ADA that should be addressed as soon as possible. These are discussed as follows:

1. ADA Services

As previously discussed, Federal regulations under the Americans with Disabilities Act (ADA) require comparable service for qualified persons with disabilities. This comparable service can take the form of either ADA complementary paratransit as is operated in the Española area, or as a flex route that will pick up riders upon request, up to ¾ mile from the route.

- A. *Complementary Paratransit* - this service is a door-to-door service that qualifying ADA customers can use if they cannot use fixed route due to a disability. This service works best in urban areas where for example 1 - 2 vehicles can meet the needs. Unfortunately, for the rural and regional routes this would be ineffective, as it would virtually require a very expensive parallel service.
- B. *Flex Route Service* - Flex route service (also called route deviation) is used in rural and regional service to meet ADA needs. Due to the vagaries of the FTA regulations, the flex service must be open to all customers. This is considered a premium service and non ADA customers should be charged \$5-\$10 for each time it requires the bus to flex.

It is recommended that NCRTD continue operating paratransit within $\frac{3}{4}$ of a mile of fixed route services in the Española area (Figure 5-18). All other routes should offer flex service and all vehicles should be accessible for persons using wheelchairs. Figure 5-24 illustrates the $\frac{3}{4}$ mile corridor on either side of each route. Other features of flex route include:

- Customers must call the same day within 1 hour of the requested service.
- The dispatcher will be responsible for flexing the appropriate bus. This will become a more active position.
- The bus cannot get into every origin or destination and will not be put in a position where a hazardous maneuver is required.

2. Eligibility

NCRTD already has an eligibility program in place. This will now need to be expanded system wide. The consultants will work with NCRTD to ensure that this process is:

- Stringent, yet fair and consistent.
- Ensures that only those that cannot ride the flex or fixed route due to a disability are eligible.
- Coordinated with other transit systems in the region.

3. Bus Shelter Accessibility

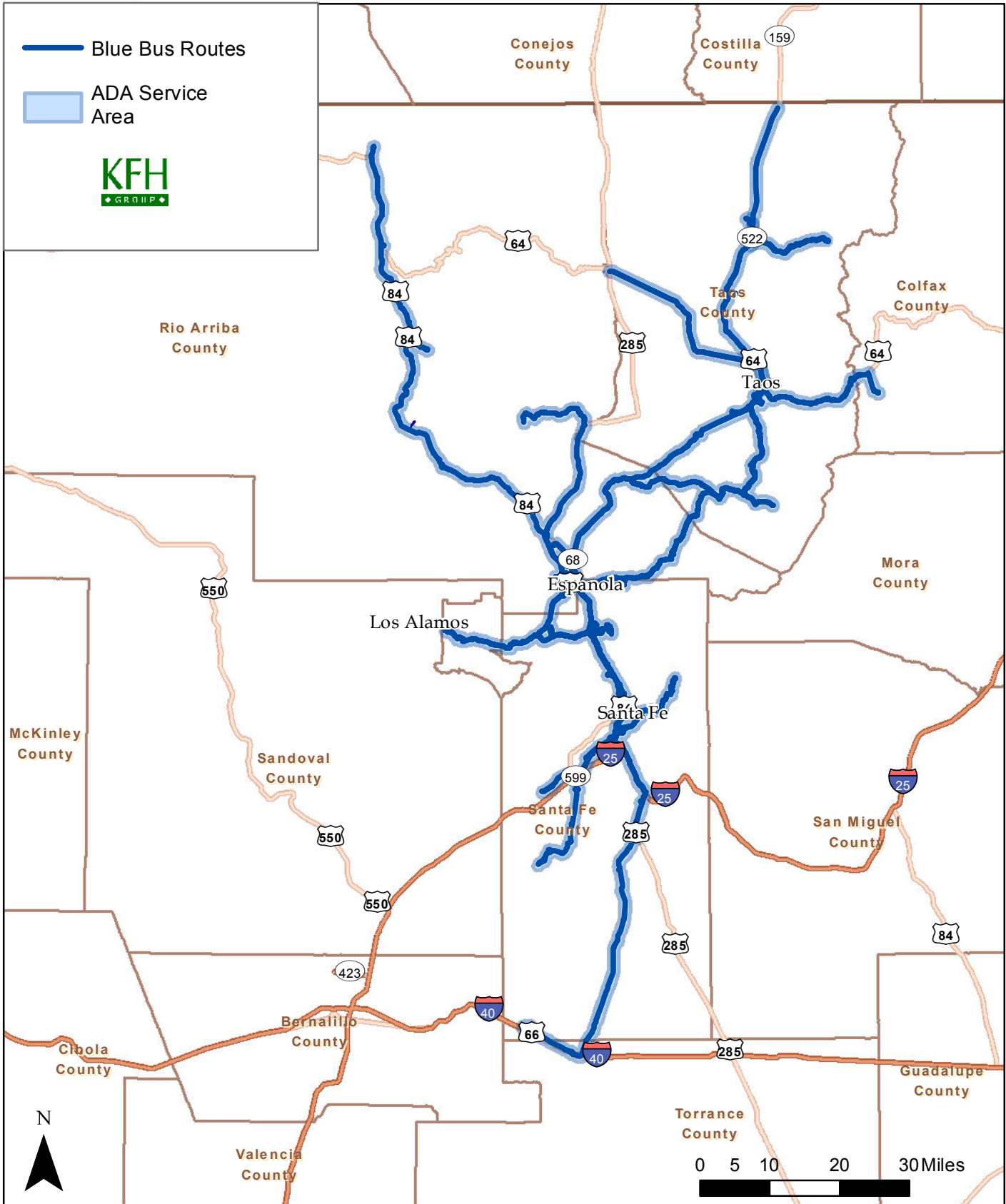
Currently many of the NCRTD bus shelters are not deemed accessible for two significant reasons:

- *The size of the pad* - The pad should be at least 8 feet wide – wide enough to be able to deploy the lift and have a passenger board from the shelter pad. Currently the pad is too narrow and does not meet FTA/ADA requirements. The best approach to solving this problem is to add an additional pad that is perfectly aligned with the existing pad. The total width should be 8 feet.
- *Placement of Pad/Shelter* - While NCRTD is not responsible for pathways leading up to the shelter, there is a direct responsibility to ensure that once at the stop, a person with a disability could access the bus shelter. In a number of cases, the concrete pad is extended 1-3 inches above the ground, rendering them inaccessible. One is in a ditch and is difficult for anyone to use. At UNM Taos the shelter is aligned away from where the bus would stop rendering it impossible to deploy the lift at the shelter.

These issues should be corrected as soon as possible.



Figure 5-24: ADA Flex Service



IV. FACILITY OPTIONS

The major facility used by NCRTD, with the most vehicle stops is the Park and Ride facility in Española. Shelters are also facilities and for the purposes of this study we will also discuss bus stops – placement and use of timing points.

1. Park and Ride Facility – Española

This heavily used facility is required to accommodate all sizes of vehicles from minivans to 45 foot intercity coaches. While it is centrally located, it is already too crowded at times. The parking lot is virtually full (with NMDOT Park and Ride riders) and the ability for buses to have a timed meet (critical for the system) is difficult at best due to the crowding and the fact that private vehicles can use the same entrance and drop off customers at the same spot as the buses. The ability for NCRTD and NMDOT Park and Ride to ensure excellent timed connections can mitigate the need for an expanded facility for a short while by encouraging Española riders to take the local bus to the Park and Ride lot. This option (as presented in the discussion of each route) should be pursued for the short term.

In the end, it is believed that there will be a need for an expanded facility either at this location (owned by the City) which is centrally located but isolated or at the NCRTD facility on Riverside as illustrated in Figure 5-25. While not as centrally located, the NCRTD facility is much closer to the center of activity in the city – which is a good place to have a transfer location. This space is already owned by NCRTD.

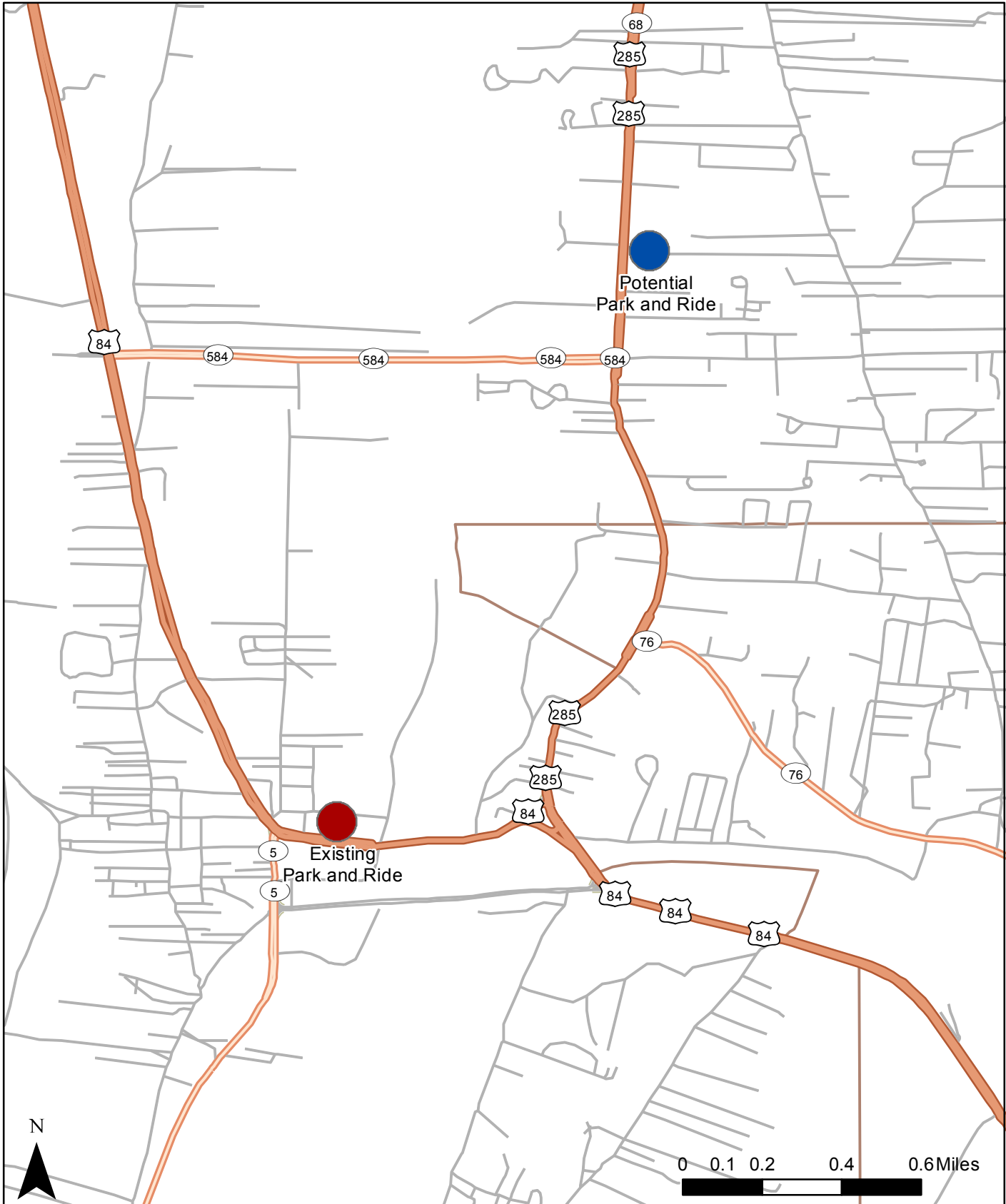
2. Shelters

NCRTD has a number of shelters on a variety of routes. In addition to the issues presented in the previous section related to ADA, placement of shelters should be carefully planned.

- A. **Shelter Placement** - Shelters should only be placed at stops where people wait for the bus rather than get off the bus. For example, there are stops where people wait for a bus (typically inbound to the destination city on a regional route). The stop across the street from the above stop is primarily to drop people off – they do not need a shelter. The Chimayo route is a good example of this issue.
- B. **Shelter Priority** - Shelters should be placed only at the most popular stops where people are getting on the bus, rather than at little used stops or destination based stops. Benches should be a second option, with a simple pole and sign as the third level. NCRTD should conduct an assessment of its stops after the service is revised and use the assessment to determine stop priorities and capital costs.



Figure 5-25: Park and Ride Location



- C. **Bus stops** - There are a number of issues that need to be addressed here. It is important to make the distinction between bus stops and timing points. Timing points guide the schedule and allow riders to estimate when the bus will arrive at their stop. New Mexico state law does not allow flag stops, which necessitate the need for additional bus stops on rural routes (see E. below).
- D. **Timing Points** - Both the Riverside and Westside routes have timing points at every stop. As a result, the buses sit at stops often for up to 5 minutes because they are running ahead of schedule. These routes have too much time worked into them and have too many timing points significantly reducing their effectiveness. The bus should never have to sit in order to get back on schedule. Timing should be such that if there is no one using the stop, the bus continues without stopping.
- E. **Additional Bus Stops** - The rural routes often have stops miles apart. In fact there are many route segments where there are no stops for 10 miles or more, precluding use by people who live along the route for want of a pole and sign. The rural timing points can remain intact, but it simply allows for stops in between. Many examples have been cited in the first section *Route by Route Changes*. Specific stops will be detailed in that section.

V. FUNDING OPPORTUNITIES

NCRTD currently has a variety of FTA funding sources as well as a valuable dedicated tax unlike most rural and regional transit systems of its size in the nation. NCRTD also generates Section 5311 and 5311(F) Tribal Transit funds. In addition NCRTD received stimulus funding and also took advantage of the Job Action and New Freedom funds that were available. NCRTD has done an excellent job using a variety of FTA and local tax revenues. Our recommendation for new funding sources is to seek out the private sector in a sponsorship/partnership arrangement.

1. Sponsorship Programs

Transit has a long history of providing advertising on and in buses for additional revenue. Many systems have engaged in advertising over the years, but a sponsorship program is more than simply advertising. Instead of the usual selling of just one form of advertising, NCRTD should sell sponsorship packages. Since sponsorship and advertising funds are an important source of local funding, this program can help expand the service.

Identifying the Service

As discussed above, the program is designed to sell a service to both public and private sponsors. Possible services for sale can include (but should not be limited to):

Sponsorship Services at Any Level

- Recognized as a sponsor on NCRTD how to ride guide (system map and schedule).
- Sponsored by... on all system literature and advertising.
- Decal on side or back of the bus.
- Dedicated shuttle.
- Special promotions sponsorship.

Higher Level Sponsorship Services

- Company logo on NCRTD map.
- Placing of a shelter for customers and/or employees.
- Placing of a stop conducive to customers and/or employees - this could include going into a parking lot and stopping next to the facility.
- Route named for sponsor.
- Bus Wrap.

If properly packaged, these services have considerable value to businesses such as:

1. ***Large Retailers*** – Wal-Mart, Target and supermarkets are excellent examples, malls and other big box stores are others.
2. ***Hospitals*** – There are a number of examples of wrapped buses for hospitals, medical groups, and pharmacies.
3. ***Casinos*** – There are a number of casinos, some affiliated with Pueblos that may be interested in this excellent form of advertising.
4. ***Ski Resorts*** – These are discussed in a separate section – there are many opportunities here.
5. ***Hotels, Museums and other Tourist Attractions*** – There are many opportunities here.
6. ***Large Local Based Corporations*** – Are there any large corporations based in the area?
7. ***Small Local Based Companies*** – Any local company can participate at a number of levels.
8. ***Fast Food Restaurants*** – Wrapped buses are popular with some of the largest chains.
9. ***Television, Radio Stations, and Local Newspapers*** – There are also opportunities with these organizations. They can give NCRTD valuable advertising.

Develop Sponsorship Levels and Packages

After determining what will be for sale, the following activities should be accomplished:

- **Price the Items** – Attach value to each item for sale. Check with firms that wrap buses to determine the cost of a wrap. Items should be priced competitively with similar types of advertisements, such as billboards, and television and radio advertising. Think big! Both large and small firms should have opportunities. Set up multi-year packages for semi-permanent advertising such as bus wraps, shelter and bench signs.
- **Develop Sponsorship Packages** – After pricing the various services to be provided, NCRTD should put them in sponsorship packages to maximize revenue. Each level of sponsorship should have a name to it. For example; gold, silver, bronze, etc., or a name to connote transit. Examples can include:
 - **High End Sponsor (Five star, platinum, etc.)** – the value of these services is significant. High end services should only go to those sponsors willing to pay over \$10,000 per year (with 3 year contracts). Various packages can be combined based on a customer/sponsors need. These high end services include, but are not limited to; bus wraps, a shelter in front of facility, with advertising, route named after sponsor (e.g. mall route, Hospital route or College route), routing conducive to the sponsors business, and logo on NCRTD map. Each of these services should be worth up to \$10,000 per year and more if they are combined.
 - **Mid-Level Sponsors** – These sponsors should have access to a variety of packages that include; advertising on a shelter(s), bench(s), and internal advertising. Decal on back of the bus, and name in the riders guide are also available. Other opportunities can include sponsoring special promotions.
 - **Entry Level Sponsor** – Small local sponsors have a place in sponsorship as well. Packages can include: advertising on benches, and internal advertising. Certain special promotions should be priced for the entry level sponsor, and recognition as a sponsor should be on promotional material

Sponsorship Implementation Tasks

- A. **Create Promotional Material** – Develop materials to sell the sponsorships. The material should be of high quality.

- B. **Recruit Supporters** – Community and political leaders as well as can be recruited to help sell the packages. Attempt to get local media outlets to assist.
- C. **Sell Sponsorships** – After all of the preparation has been completed, the sales can be initiated. Both large and small sponsors should be sought. For larger firms, first attempts should be with local contacts. If attempts with large firms fail at the local level - contact regional or corporate offices.

Limits on Advertising

NCRTD should set up standards for advertising on NCRTD transit vehicles. Advertising should be tasteful, within the normal bounds of advertising accepted in the community. It is recommended that NCRTD refuse any advertising of a political, religious, or adult oriented content or intent. This will only cause controversy where none is wanted.

Advertising should be of a quality design and application. All advertising should meet quality standards developed through NCRTD. It should be professionally designed and installed - it must look good.

Funding Potential

With an aggressive, professional sales approach this program has the potential to generate significant unencumbered cash for the organization. The vehicles serving as rolling billboards can generate more than \$500 per month per vehicle (after expenses). Assuming ten vehicles are wrapped, this approach can generate \$60,000 per year in revenue. Additional sponsorships can generate approximately \$10,000 annually for a net revenue of \$70,000 annually.

Development and Implementation of the Program

NCRTD will need to determine if it wants to develop and implement this program in house or work through an advertising/marketing firm to sell the sponsorships on a percentage agreement. Developing and implementing the program is a considerable effort, and therein lays the trade-offs of the two approaches. While the work is harder and time consuming, the potential revenues are greater (if properly implemented).

If NCRTD chooses to seek outside assistance, they should first meet with a number of firms to determine their interest, and then seek quotes through a competitive procurement.

VI. OTHER ISSUES

This section reviews some of the planning and scheduling details that should be addressed by NCRTD. As management has identified, there is a need for a revision to the display of routes and schedules. Nomenclature needs to be revisited to ensure clarity in the schedules. These activities and issues are as follows:

1. Regional Planning Process - One Network of Services

As identified in the needs technical memorandum, there are six transit systems that serve all or part of the four county service areas. It is essential that each of these systems work together to ensure regional connectivity because unlike the transit systems, people do not travel only within their political jurisdiction. Therefore, while there are six systems, there is only one network of services.

In discussions with management from each of the systems involved, there is a consensus among them that regular meetings between management and planning staffs of each system will help ensure that the region's transit services truly form one network of services. In the past there has been an informal working group that served this purpose; however, that working group faded away recently.

It is recommended that the working group be reformed into an official, formal committee that meets quarterly in order to:

- Discuss potential changes with the other systems so they can ensure connectivity between services.
- Work together to solve mobility problems.
- Conduct joint planning efforts (in effect, this plan is a joint effort as the other transit system representatives sit on the NCRTD Board and are able to comment on all aspects of this plan.

2. Development of Schedules and Maps

The combination route map and system schedule should be eliminated and replaced by a much smaller system map with a how to ride guide on the back. Each route should have its own three-fold route map and schedule. This will also allow the system to adjust schedules on a route by route basis without having to revise the system map (far more costly). It will be much simpler to print one three-fold schedule, which can be done with a copier.

3. Nomenclature

Terminology is important and must be consistent:

- **Vehicle Direction** - Currently the vehicle direction is termed inbound and outbound. What exactly is inbound and outbound is dependent on the route's name. For example in the Española to Chimayo route, inbound is to Española, yet on the Chama to Española route inbound is to Chama. The locale named first in the route's name is inbound. This is confusing and vague. Instead, it is recommended that the direction be referred to as northbound, southbound, etc. as is done for the Riverside route. In the examples then Española - Chimayo would be eastbound and westbound, while Chama would be northbound and southbound.
- **Route Names** - The route names are descriptive. In most cases, they describe each end point, while in others they state the name of the community or primary point, such as NM 599 or UNM Taos. Other names can include; the main thoroughfare traveled (Riverside Route for example) or simply the end point of the route such as the Chama Route.
- **Route Numbers** - The system is definitely large enough to assign numbers to each route. The route number assignments should be geography based. For example:
 - Route numbers 1 - 9 could be assigned to routes based in Santa Fe.
 - Numbers 10 - 19 could be assigned to routes based in Española.
 - Numbers 20 - 29 could be assigned to Pueblo based routes.
 - Numbers 30 - 39 could be Taos based.
 - Numbers 40 - 49 could be corridor routes.
 - Express or premium route could include a prefix such as X.

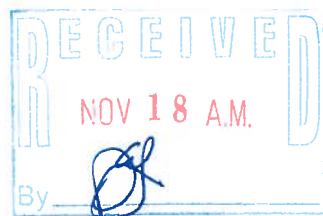
4. Periodic Adjustments

The service hours and times by necessity, change whether due to a specific need or seasonal changes. Management must make regular orderly changes and modifications. The best times to do this are when the seasonal requirements necessitate seasonal changes. Making all changes at the same times usually works best.

NEXT STEPS

This technical memorandum is important in that it guides the development of new services. NCRTD management must consider the alternatives carefully. The consultant will present these alternatives to management and through a collaborative effort, we will reach a consensus on the future direction of service. Once the changes have been agreed upon, the draft report will be developed detailing all the needed changes.

11/15/13



Dear RTD-

I am writing because I heard that you might not continue having bus service from Tacos Canty courthouse to the Klaver Campus-- and I hope that you do not discontinue this service! I am a person who needs this service-- because I do not always have access to a vehicle and I do a lot of work at the Klaver Campus-- in part because-- the library is there, (there is internet access)-- and I take courses there.

I hope that you can continue to run bus service to the Klaver Campus-- (even though it appears that not that many people are using this bus service), I do need this service a lot and I hope that you do not cut it off! Please consider my letter when you make this decision-- it is a very nice thing that you provide a bus to the Klaver Campus-- (until they set up their new campus back in Town--) as I can access Internet, (and print up term-papers there) and go to class there.

Thank-you for your consideration,
Sincerely -

Rebecca Montoya
PO 754
Quest, NM, 87556



Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: December 6, 2013
Agenda Item - B

Title: Continued discussion and direction regarding Sipapu service expansion request

Prepared By: Stacey McGuire, Projects and Grants Specialist

Summary: At the November Board meeting, Staff provided a Sipapu update specifying that Sipapu would like to see weekday service implemented on a trial basis. If the weekday service is deemed a success and ridership levels reflect its feasibility, Sipapu Corporate would be willing to consider providing a substantial financial contribution toward the creation and implementation of weekend transit service. Board directed Staff to return to the December Board meeting with an Agenda Report specific to weekday service.

Background: At the September Board meeting, Staff presented an Agenda Report to the Board regarding the request for service to Sipapu Ski and Summer Resort. Based upon Board discussions at that time, Staff was directed to continue discussions with Sipapu relating to incorporating a stop at Sipapu into the current weekday Peñasco route, and the possibility of a Sipapu contribution to offset the cost of weekend service. In addition, the NCRTD Board directed Staff to reach out to the Town of Taos and the Chile Line to discuss ways to collaborate to reduce duplications in service and to increase efficiencies, with the thought that a potential cost savings could be realized (for both agencies). The Board could then look at potentially reprogramming said cost savings into expanding service of existing routes, such as incorporating weekday service for Sipapu into the Peñasco route.

As a result, Staff and Sipapu management have continued talks about the service request, and have discussed a variety of different options ranging from incorporating a weekday stop into the current routing, adjusting the current run times to improve employment opportunities for area residents, and/or tourists, and the possibility of providing Sipapu-funded weekend service on a trial basis.

In addition, Executive Director Anthony Mortillaro and NCRTD Chair and Taos County Commission Chair Dan Barrone met with Town of Taos Manager Oscar Rodriguez and discussed opportunities for both agencies to reduce duplications in service as well as improve efficiencies. As a result of this meeting, Staff was instructed to follow up with Town of Taos and the Chile Line to further discuss collaboration. Staff from Town of Taos and NCRTD met on October 2, 2013. Multiple routes were discussed, including but not limited to UNM, Peñasco, Questa, and Taos to Española (and Santa Fe). Furthermore, the Town of Taos and the NCRTD met again on November 1, 2013, and continued

conversations relating to interconnectivity and eliminating redundancies. Routes discussed were UNM, Taos Express, and Peñasco, among others.

At the August Board meeting, Taos County Commission Chair Dan Barrone presented the Board with a written request to consider new transit service in Taos County to Sipapu Ski and Summer Resort, by extension of the existing Peñasco/Taos route. The Board directed Staff to perform a needs assessment in response to the request for service expansion to Sipapu. Staff has evaluated the request, performed a needs assessment, and met with Sipapu management and staff to discuss options.

In late July, the General Manager of Sipapu Ski and summer Resort, Gary Forrest, contacted the NCRTD to discuss possible transit service to Sipapu Ski and Summer Resort. At the request of NCRTD Board Chair and Taos County Commission Chair Dan Barrone, the Board asked Staff to consider resident input and area need, evaluate any possible changes and any corresponding economic impact, and make recommendations at the September Board meeting.

Staff met with Sipapu management and staff to discuss needs, potential routing options, and how transit expansion could impact the area. Potential route modifications were evaluated based upon community need, economic feasibility, and the effectiveness of the proposed service in relation to overall transit system interconnectivity. In discussing the needs, Sipapu is requesting service that would be a viable employment transportation option for residents in the Town of Taos and surrounding areas, as well as provide a public transit option to locals and visitors looking to enjoy the Sipapu area. Sipapu Ski and Summer Resort is currently interested in daily year-round service, with emphasis on weekend and winter service. (Sipapu Ski and Summer Resort has winter operating hours of 8 a.m.-5 p.m., with approximately 35 employees.)

Staff believes that the service modifications that are proposed best utilize existing NCRTD resources while factoring in cost concerns and resident and community needs. Lastly, the analysis complies with Board adopted resolution No. 2009-13, since this report contains a needs assessment.

Assessment: As directed by the NCRTD Board at the November meeting, Staff evaluated the Sipapu service expansion request, and assessed the economic and operational impact to the District. The FY13 cost allocation model was used to assess the cost for the proposed modification. (Upon this analysis, it was realized that there is an opportunity within the Peñasco route to potentially reallocate funding if the Taos loop is reprogrammed onto another route, most likely being Questa. This aspect, though, is expected to be addressed within the Service Plan Update.) Please refer to the attached modified route schedule versions for specific details (including the estimated cost breakdown for the Taos loop within the Peñasco route).

- **Peñasco Route**

The Peñasco Route serves the areas of Las Trampas, Chamisal, Peñasco, Vadito, Talpa, and the Town of Taos with one AM roundtrip and one PM roundtrip originating in Las Trampas. Currently, the closest transit service to Sipapu is the Peñasco Route, with a bus stop located on NM-518/NM-75. Sipapu is located approximately 4.8 miles east of this stop, with a one-way travel time of approximately 8 minutes.

In speaking with Sipapu management, incorporating an AM and a PM stop at Sipapu would best serve employees and tourists by providing a transit option originating in Taos. In this instance, routing originating in Taos in the AM (versus Las Trampas) would be more advantageous as there is a larger resident and tourist population. Currently, though, the Peñasco Route originates in Las Trampas. To

directionally reverse the routing would be a significant undertaking and would require additional needs assessments and input from stakeholders and current riders. Also, the Sipapu area would be best served by transit arriving in Sipapu prior to 8 a.m. and departing after 5 p.m. so as to accommodate employees (and skiers).

By incorporating feedback from Sipapu management, staff and area residents, it is apparent that the current Peñasco Route could be improved to better serve the area and improve both employment and tourism opportunities. The proposed route expansion will provide increased access to employment for area residents and will also provide a transit option for tourist and locals that would like to enjoy the Sipapu area.

Recommended Action: Staff recommends that the Board consider approving Version 2 listed within this Board Action Item. This modification would most-readily incorporate into the current Peñasco routing while addressing some of Sipapu's service expansion request in relation to employment and visitor access. Furthermore, Staff recommends the Board approve Version 2 to be operated on a trial basis, with the intention to assess the service after 6 months, at which time Staff will return to Board with an update. **The anticipated approximate six month cost of this service modification- provided a cost savings on another route is not realized- is approximately \$4299.**

It is also recommended that this option and any cost implications (unless offset by other route modifications) be further reviewed in the context of the Service Plan Update. Funding options and the possibility of weekend service will continue to be explored with Sipapu Ski and Summer Resort.

Upon Board direction relating to the proposed service modification, Staff would begin planning the incorporation of the changes and will provide the Board with a formal resolution at the January 2013 Board meeting.

Options/Alternatives:

- Take no action, (not recommended); or
- Approve the recommendation and direct staff to return with a resolution embodying the Board's direction, (recommended); or
- Amend the recommended route modification and ask that staff evaluate the modification for fiscal and service level impacts and return to a future Board meeting with an assessment for further Board deliberation.

Fiscal Impact:

The Board approved Cost Allocation Methodology was used to evaluate estimated costs. For FY13 these costs are as follows: cost/mile- \$.78; cost/hour- \$33.48; cost/vehicle- \$36,487.53.

Anticipated approximate additional or new annual costs of proposed modifications:

- Version 1- \$10,206
- Version 2- \$8,599 (**Recommended action**)
- Version 3*- \$4,179 This option eliminates the Taos loop from the current routing. *The Taos loop (and the associated annual cost) would need to be reallocated to another route. However, those costs implications and funding needs to be further explored.
- Version SipapUtopic*- ~~\$6,568~~ *****cost savings***** This option eliminates the Taos loop from the current routing and reverses the current direction of service on the PM routing. *The

Taos loop (and the associated annual cost) would need to be reallocated to another route. However, those costs and funding needs to be further explored.

The expansion cost was not factored in to the FY14 budget. While Staff is recommending Board approve Version 2 herein, Staff recognizes that continuing to search out potential opportunities to improve efficiencies and/or eliminate redundancies is critical. If indeed there is a cost savings realized, Staff would bring back to the Board a follow-up Agenda Item requesting further direction.

Attachments:

- FY13 Cost Allocation Matrix- Sipapu expansion (includes Taos Loop estimated cost)
- Existing Peñasco schedule
- Modified Peñasco schedule, Version 1
- Modified Peñasco schedule, Version 2
- Modified Peñasco schedule, Version 3
- Modified Peñasco schedule, Version SipapUtopic

COST ALLOCATION MATRIX- SIPAPU EXPANSION

FY13 cost allocation	
cost/mile	\$0.78
cost/hour	\$33.48
cost/vehicle	\$36,487.53

EXISTING ROUTING					
(1 AM and 1 PM roundtrip)	Cost/Mile	43848	\$0.78	\$34,201	
	Cost/Hour	2016	\$33.48	\$67,496	
	Cost/Vehicle	1.45	\$36,487.53	\$52,907	
			TOTAL COST	\$154,604	annually

Average 250 service days a year

VERSION 1	Cost/Mile	4800	\$0.78	\$3,744	19.2 mi/day
(1 AM and 1 PM roundtrip)	Cost/Hour	193	\$33.48	\$6,462	46 min(.77 hr)/day
	Cost/Vehicle	1.45	\$36,487.53	\$0	existing cost
			Approximate Cost Increase	\$10,206	annually

VERSION 2	Cost/Mile	4800	\$0.78	\$3,744	19.2 mi/day
(1 AM and 1 PM roundtrip)	Cost/Hour	145	\$33.48	\$4,855	35 min(.58 hr)/day
	Cost/Vehicle	1.45	\$36,487.53	\$0	existing cost
			Approximate Cost Increase	\$8,599	annually

VERSION 3 *	Cost/Mile	4800	\$0.78	\$3,744	19.2 mi/day
(1 AM and 1 PM roundtrip)	Cost/Hour	13	\$33.48	\$435	3 min(.05 hr)/day
(eliminate Taos loop)	Cost/Vehicle	1.45	\$36,487.53	\$0	existing cost
			Approximate Cost Increase	\$4,179	annually

* Version 3 and Version SipapUtopic both eliminate the Taos loop from the AM and PM routing. The Taos loop (and the associated annual cost) would need to be reallocated to another route.

SipapUtopic *	Cost/Mile	4800	\$0.78	\$3,744	19.2 mi/day
(1 AM and 1PM roundtrip)	Cost/Hour	-308	\$33.48	(\$10,312)	-73 min(1.23 hr)/day
(reverse of current PM routing)	Cost/Vehicle	1.45	\$36,487.53	\$0	existing cost
			Approximate Cost Decrease*	(\$6,568)	annually

SIPAPU WEEKEND					
3 roundtrips/day	Cost/Mile	5616	\$0.78	\$4,380.00	140.4/day/40 days
	Cost/Hour- Driver	202	\$33.48	\$6,763.00	5.05 hrs/day/40 days
	Cost/Hour- On Call Support	160	\$45.29	\$7,246.00	4 hrs/day/40 days
	Cost/Vehicle	1.45	\$36,487.53	\$0.00	existing
			TOTAL COST	\$18,389.00	annually

DEC-APR= 20 wknds or 40 days

OPS and MAINT OC each 2 hrs/day @ \$45.29/hr

TAOS LOOP					
	Cost/Mile	1750	\$0.78	\$1,365	7 mi/day
	Cost/Hour	125	\$33.48	\$4,185	.5 hr/day
	Cost/Vehicle	1.45	\$36,487.53	\$0	existing
			Approximate Cost Decrease	\$5,550	annually

Potential cost savings on Penasco route if Taos loop eliminated (If reprogrammed to Questa, the savings will decrease slightly to approximately \$3776/yr (mileage will be incurred if on Questa route.)

Penasco Route		EXISTING		
M-F only	NORTHBOUND	SOUTHBOUND	NORTHBOUND	SOUTHBOUND
LOCATION	TIME	TIME	TIME	TIME
Las Trampas San Jose Church	605a	900a	300p	633p
Chamisal Sr Ctr	610a		305p	628p
Chamisal PO	613a		308p	631p
Rio Lucio R&R Café	615a		310p	639p
San Antonio Church	620a	845a	319p	620p
Peñasco Housing	625a		325p	615p
Vadito CC	635a		333p	604p
75/518	640a		338p	554p
Sipapu Ski	approx 8 min/4.8 mi one way from 75/518			
Talpa CC	700a	820a	356p	528p
Taos CYFD	707a			520p
Taos Living Ctr	715a		425p	
Holy Cross Hospital	718a		430p	
Walmart	725a			515p
Supersave	734a			
Taos Cty Admin	735a			
Kit Carson Co- op/ACT	739a		445p	
Unemploye nt Office	742a			
Chamber of Commerce	743a			
Human Services	745a			
Women's Health	746a			
Orthopedic	750a			
Holy Cross Hospital	754a			
Taos Cty Admin	805a	805a	505p	505p

Penasco Route		VERSION 1		
M-F only	NORTHBOUND	SOUTHBOUND	NORTHBOUND	SOUTHBOUND
LOCATION	TIME	TIME	TIME	TIME
Las Trampas San Jose Church	605a	941a	300p	637p
Chamisal Sr Ctr	610a		305p	632p
Chamisal PO	613a		308p	635p
Rio Lucio R&R Café	615a		310p	644p
San Antonio Church	620a	913a	319p	624p
Peñasco Housing	625a		325p	619p
Vadito CC	635a		333p	609p
75/518	640a		338p	604p
Sipapu Ski	648a			556p
Talpa CC	716a	848a	356p	528p
Taos CYFD	744a			520p
Taos Living Ctr	743a		425p	
Holy Cross Hospital	746a		430p	
Walmart	753a			515p
Supersave	802a			
Taos Cty Admin	735a			
Kit Carson Co-op/ACT	808a		445p	
Unemployment Office	810a			
Chamber of Commerce	811a			
Human Services	813a			
Women's Health	814a			
Orthopedic	818a			
Holy Cross Hospital	822a			
Taos Cty Admin	833a	833a	505p	505p

*Adjusted times are highlighted in yellow

Penasco Route		VERSION 2		
M-F only	NORTHBOUND	SOUTHBOUND	NORTHBOUND	SOUTHBOUND
LOCATION	TIME	TIME	TIME	TIME
Las Trampas San Jose Church	605a	925a	300p	643p
Chamisal Sr Ctr	610a		305p	638p
Chamisal PO	613a		308p	641p
Rio Lucio R&R Café	615a		310p	649p
San Antonio Church	620a	910a	319p	630p
Peñasco Housing	625a		325p	625p
Vadito CC	635a		333p	614p
75/518	640a	856a	338p	604p
Sipapu Ski		848a	346p	
Talpa CC	700a	820a	424p	538p
Taos CYFD	707a			530p
Taos Living Ctr	715a		450p	
Holy Cross Hospital	718a		455p	
Walmart	725a			525p
Supersave	734a			
Taos Cty Admin	735a			
Kit Carson Co-op/ACT	739a		500p	
Unemployment Office	742a			
Chamber of Commerce	743a			
Human Services	745a			
Women's Health	746a			
Orthopedic	750a			
Holy Cross Hospital	754a			
Taos Cty Admin	805a	805a	515p	515p

*Adjusted times are highlighted in yellow

Penasco Route		VERSION 3		
M-F only	NORTHBOUND	SOUTHBOUND	NORTHBOUND	SOUTHBOUND
LOCATION	TIME	TIME	TIME	TIME
Las Trampas San Jose Church	605a	903a	300p	633p
Chamisal Sr Ctr	610a		305p	628p
Chamisal PO	613a		308p	631p
Rio Lucio R&R Café	615a		310p	639p
San Antonio Church	620a	848a	319p	620p
Peñasco Housing	625a		325p	615p
Vadito CC	635a		333p	604p
75/518	640a		338p	554p
Sipapu Ski		810a	346p	
Talpa CC	700a	750a	412p	532p
Taos CYFD	707a			525p
Taos Living Ctr	715a		441p	
Holy Cross Hospital	718a		446p	
Walmart	725a			520p
Supersave	734a			
Taos Cty Admin	735a	735a	510p	510p
Kit Carson Co-op/ACT				
Unemployment Office				
Chamber of Commerce				
Human Services				
Women's Health				
Orthopedic				
Holy Cross Hospital				
Taos Cty Admin				

*Adjusted times are highlighted in yellow

Penasco Route		SipapUtopic		
M-F only	NORTHBOUND	SOUTHBOUND	SOUTHBOUND	NORTHBOUND
LOCATION	TIME	TIME	TIME	TIME
Las Trampas San Jose Church	550a	824a	435p	436p
Chamisal Sr Ctr	555a	819a	430p	441p
Chamisal PO	557a	817a	428p	443p
Rio Lucio R&R Café	559a	815a	426p	445p
San Antonio Church	604a	810a	421p	450p
Peñasco Housing	607a	807a	418p	453p
Vadito CC	617a	757a	408p	503p
75/518	621a	753a	404p	507p
Sipapu Ski		745a		515p
Talpa CC	639a	720a	348p	535p
Taos CYFD	650a		338p	
Taos Living Ctr	655a		333p	
Holy Cross Hospital	658a		330p	
Walmart	705a		325p	
Taos Cty Admin	710a	710a	321p	545p

*Entirely new routing, all times adjusted

Sipapu Route		Weekend				
Sat-Sun only	SOUTHBOUND	NORTHBOUND	SOUTHBOUND	NORTHBOUND	SOUTHBOUND	NORTHBOUND
LOCATION	TIME	TIME	TIME	TIME	TIME	TIME
Taos Cty Admin	710a	836a	239p	408p	414p	546p
Hotel stop	715a	831a	244p	403p	419p	541p
Talpa CC	722a	824a	251p	354p	426p	534p
75/518	742a	804a	311p	334p	446p	514p
Sipapu Ski	751a	755a	320p	325p	455p	505p



Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: December 6, 2013
Agenda Item - C

Title: Resolution 2013-30 establishing the NCRTD's 2014 Legislative Agenda

Prepared By: Anthony J. Mortillaro, Executive Director

Summary: This resolution establishes a "Legislative Agenda" which is used as a guide for the Districts intergovernmental efforts. The Legislative Agenda serves as guidance from the Board of Directors to staff and our legislative support contractor in dealing with various State officials and entities with a consistent voice. The Federal items provide guidance to the Executive Director and Chairman as to our priority items related to federal issues and in dealing with our elected federal legislators.

Background: This is the 2nd annual resolution related to this topic that the NCRTD has adopted. Various sources are used when determining the District's priorities such as:

- Regional, State and National Organizations' identified priorities;
- Staff recommended and identified issues;
- Review of state and federal budgets.

The 2014 State Legislative Session commences on January 21, 2014 and ends on February 20, 2014. This is the 30 day short session.

Recommended Action: It is recommended that the Board adopt Resolution 2013-30.

Options/Alternatives: The Board may consider the following options/alternatives:

1. Take no action; or
2. Adoption of the recommendation; or
3. Provide further direction in relation to the legislative priorities and then take action to adopt the resolution.

Fiscal Impact: Most of the items have varying fiscal impacts depending on the specifics of the legislation. However, the focus of our efforts involves decisions that are revenue neutral or enhancements for the District.

Attachments:

- Resolution No. 2013-30
- 2014 Legislative Agenda – State and Federal



**North Central Regional Transit District (NCRTD)
Resolution 2013 – 30**

A RESOLUTION ADOPTING THE 2014 NCRTD LEGISLATIVE AGENDA

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

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

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

WHEREAS, the NCRTD Board of Directors and Staff is concerned with legislative matters at the state and federal level which could have an impact on the operations of the District; and

WHEREAS, the NCRTD seeks to advocate on its behalf to protect the District's interests during the New Mexico State Legislative Session and provide guidance to staff and its legislative support contractor in dealing with various state and federal officials and establish those priority items for federal and state legislative review and enactment; and

NOW, THEREFORE, BE IT RESOLVED by the NCRTD Board of Directors that the District's, State and Federal Legislative Priorities are as follows:

GENERAL LEGISLATIVE POLICY

Statement of Preservation

As a general policy, the North Central Regional Transit District (District) seeks to preserve its current authority to govern the affairs of the District and its property. The District will oppose any legislation viewed as detrimental to the District's strategic goals and existing statutory purpose; that is contrary to the health, safety, and welfare of its constituents, that mandates increased costs or loss or revenues; or that would diminish the fundamental authority of the District.

Statement of Support

Similarly the District supports any legislation viewed as advance the District's strategic goals and existing statutory purpose; that improves the health, safety, and welfare of its constituents; that responsibly increases revenues; or that advances the District's authority to conduct the public's business.

Coalitions-based Advocacy with Parties that Share Common Goals and Interests

The District will engage and foster strategic partnerships with cities, counties, political subdivisions, non-profits, regional and metropolitan planning organizations and private sector entities that share common goals with the District. Additionally, the District will work in coordination with regional and national organizations such as the New Mexico Transportation Association, South West Transit Association, American Public Transportation Association, New Mexico Municipal League and New Mexico Association of Counties when their adopted positions are in line with the legislative objectives, goals and priorities of

the District. The involvement in strategic partnerships and coordinated efforts is intended to provide the District with a stronger presence in the legislative process.

LEGISLATIVE PRIORITIES 2014

STATE

- Support capital appropriations to complete a paving project at the Jim West Transit Center.
- Support capital appropriations for acquisition of fleet replacement.
- Support capital appropriations to complete a fueling facility.
- Support capital appropriations to install an emergency generator.
- Support capital appropriations to fund acquisition and installation of bus stop shelters.
- Support capital appropriations to fund ADA improvements.
- Support capital appropriations to fund the design and construction of a fleet maintenance facility.
- Support a reliable and adequate source of financing for NCRTD.
- Support continued relationships, collaboration and support with county, municipal and tribal governments to solve transportation needs of New Mexican citizens.
- Oppose any changes to gross receipts structure for the funding of North Central Regional Transit District.
- Oppose unfriendly amendments to the Regional Transit District Statue (Article 25 Regional Transit District).
- Oppose any decrease in gross receipts used to fund services provided by NCRTD.
- Monitor state implementation of MAP-21 and support efforts to ensure that the NCRTD receives a fair share of federal transportation funding.
- Monitor state budget and transportation funding opportunities.
- Monitor or oppose legislation deemed to directly affect the NCRTD and/or its ability to serve its constituents.

FEDERAL

- Monitor and support surface transportation authorization, funding and implementation (MAP 21).
- Monitor and support surface transportation reauthorization efforts due to expiration of MAP 21.
- Support level or increased Transportation Appropriations.
- Support legislation that identifies long-term funding for transportation.
- Support efforts to protect transportation funding from legislative initiatives or budget proposals.
- Support legislative policies that promote national Transit Safety and Security.
- Support reasonable legislative policies and programs that incorporate public transit as a solution to achieve environmental sustainability.
- Work with the American Public Transportation Association and other state and national agencies to oppose efforts that would reduce funding for transit or that would make significant policy shifts that would be unfavorable to the NCRTD.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 6TH DAY OF DECEMBER 2013.

Daniel Barrone, Chairman

Approved as to form:

Peter Dwyer, Counsel



Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: December 6, 2013
Agenda Item - D

Title: Resolution No. 2013-31 Authorizing Disposal and Auction of Obsolete Fleet and Miscellaneous District Property

Prepared By: Gus Martinez, Fleet Manager-Glenda Aragon, Finance Director

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

Background: The NCRTD Property Disposal Committee (Los Alamos County Vice-Chair Geoff Rodgers, Santa Fe City Official Designee Jon Bulthuis and Rio Arriba County Official Designee Thomas Campos) met on the morning of December 6, 2013, prior to today's Board Meeting to inspect and review the recommended disposal of certain obsolete fleet and miscellaneous District Property determined to be obsolete and that has met its useful life. The attached lists "Fleet Disposal Priority List", "Miscellaneous Inventory/Non Inventory Items for Disposal" describes all items approved by the committee and categorized by lot number to sell on Publicsurplus.com.

Recommended Action: It is recommended that the Board adopt Resolution No. 2013-31. The lists of items were reviewed and recommended by the NCRTD Property Disposal Committee.

Options/Alternatives:

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

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

Attachments:

- Resolution 2013-31
- Fleet Disposal Priority List
- Miscellaneous Inventory/Non Inventory Items for Disposal



**North Central Regional Transit District (NCRTD)
Resolution 2013 - 31**

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

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

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

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

WHEREAS, the NCRTD is entering its 7th year of providing public transit services in North Central New Mexico and, from time to time, has property that is worn-out, unusable or obsolete to the extent that the item or items are no longer economical or safe for continued use by the NCRTD; and

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

NOW, THEREFORE BE IT RESOLVED THAT the North Central Regional Transit District Board adopts the disposal and auction of all reviewed and recommended obsolete fleet and miscellaneous items (attachment Fleet Disposal Priority List and Miscellaneous Inventory/Non Inventory Items for Disposal), by the NCRTD Property Disposal Committee on December 6, 2013.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 6TH DAY OF DECEMBER, 2013.

Daniel Barrone, Chairman

Approved as to form:

Peter Dwyer, Counsel



2013 FLEET DISPOSAL PRIORITY LIST

QTY.	UNIT #	PLATE #	YEAR	VIN NUMBER	MAKE	MODEL	PASS #	CONFIG	MILEAGE	JUSTIF CODE
1	T-502	G-75212	2008	1FD3E35L28DA70733	FORD/STARTRANS	E-350	12	CUTAWAY	146,688	A, B, C
2	T-508	G-78682	2001	2B4JB25Y71K538832	DODGE/BRAUN	B-250	6	VAN	196,175	A, B, C
3	T-512	G-72652	2001	2B5WB35Z01K555164	DODGE/BRAUN	B-350	10	VAN	166,380	A, B, C
4	T-526	G-74639	2008	1FT2S34L48DB41635	FORD/BRAUN	E-350	8	EXTD VAN	174,303	A, B, C

JUSTIFICATION CODES

A=MEETS OR EXCEEDS NMDOT REPLACEMENT AGE CRITERIA

B=MEETS OR EXCEEDS NMDOT REPLACEMENT MILEAGE CRITERIA

C=EXCESSIVE REPAIR COSTS EXCEEDING 75% OF PURCHASE PRICE TO DATE AND/OR IN NEED OF MAJOR REPAIRS

NMDOT REPLACEMENT CRITERIA

VANS/CUTAWAYS 4 YEARS OR 100,000 MILES

SMALL BUSES (18-24) PASSENGERS 5-7 YEARS OR 150,000 MILES

LARGE BUSES (40+) PASSENGERS 9 YEARS OR 200,000 MILES

Miscellaneous Inventory/Non Inventory Items for Disposal

QTY.	Description	Brand	Model	Serial No.	NCRTD Bar Code (if available)	Lot Number (Used for Auction)	
						D=Disposal	A=Auction
1	Two-Way Analog Radio	Icom	F1215	5169124	00413	A	1
2	Two-Way Analog Radio	Icom	F1215	5176154		A	1
3	Two-Way Analog Radio	Icom	F1215	5194801		A	1
4	Two-Way Analog Radio	Icom	F1215	5148153		A	1
5	Two-Way Analog Radio	Icom	F1215	5147744		A	1
6	Two-Way Analog Radio	Icom	F1215	5147315		A	1
7	Two-Way Analog Radio	Icom	F1215	5147742		A	1
8	Two-Way Analog Radio	Icom	F1215	5104878		A	1
9	Two-Way Analog Radio	Icom	F1215	5179577		A	1
10	Two-Way Analog Radio	Icom	F1215	5176156		A	1
11	Two-Way Analog Radio	Icom	F1215	5148154		A	1
12	Two-Way Analog Radio	Icom	F1215	5154816		A	1
13	Two-Way Analog Radio	Icom	F1215	5147316		A	1
14	Two-Way Analog Radio	Icom	F1215	5192447		A	1
15	Two-Way Analog Radio	Icom	F1215	5170600		A	1
16	Two-Way Analog Radio	Icom	F1215	5147741		A	1
17	Two-Way Analog Radio	Icom	F1215	5186012		A	1
18	Two-Way Analog Radio	Icom	F1215	5147469		A	1
19	Two-Way Analog Radio	Icom	F1215	5186011		A	1
20	Two-Way Analog Radio	Icom	F1215	5181103		A	1
21	Two-Way Analog Radio	Icom	F1215	5176208		A	1
22	Two-Way Analog Radio	Icom	F1215	5147743		A	1
23	Two-Way Analog Radio	Icom	F1215	5147314		A	1
24	Two-Way Analog Radio	Icom	F1215	5148156		A	1
25	Two-Way Analog Radio	Icom	F1215	5186010		A	1
26	Two-Way Analog Radio	Icom	F1215	514740		A	1
27	Two-Way Analog Radio	Icom	F1215	5170599		A	1
28	Two-Way Analog Radio	Icom	F1215	5147313		A	1
29	Two-Way Analog Radio	Icom	F1215	5147471	00407	A	1
30	Two-Way Analog Radio	Icom	F320s-6	73012		A	1
31	Two-Way Analog Radio	Icom	F320s-6	71157		A	1
32	Two-Way Analog Radio	Icom	F320-6	51232		A	1
33	Two-Way Analog Radio	Icom	F320-6	75119		A	1
34	Two-Way Analog Radio	Icom	F320-6	59663		A	1
35	Two-Way Analog Radio	Vertex Standard	Vx-3200	5F540835		A	1
36	Two-Way Hand Radio	Icom	F145	1554026		A	1
37	Two-Way Hand Radio	Icom	F145	1554027		A	1

Miscellaneous Inventory/Non Inventory Items for Disposal

					NCRD Bar Code (if available)	D=Disposal A=Auction	Lot Number (Used for Auction)
QTY.	Description	Brand	Model	Serial No.			
1	Fare Box	Diamond		0027		A	2
2	Fare Box	Diamond		3614		A	2
3	Fare Box	Diamond		4619		A	2
4	Fare Box	Diamond				A	2
5	Fare Box	Diamond				A	2
6	Fare Box	Diamond				A	2
7	Fare Box	Diamond				A	2
QTY.	Description	Brand	Model	Serial No.	NCRD Bar Code	D=Disposal A=Auction	Lot Number (Used for Auction)
1	Document Shredder	Staples	SPL-TXC12MA	095207916	00242	A	3
2	Document Shredder	ID Armor	ID-10JOLBKX	0707060352		A	3
3	Document Shredder	Ativa	CX10B	070742561		A	3
4	Printer	HP	Laser Jet P1006	VND3B96927	00153	A	3
5	Flat Screen Monitor	Samsung	2043BWX	MY20HYJQ1002K	00304	A	3



Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: December 6, 2013
Agenda Item - E

Title: Reallocation of Fiscal Year 2014 Budgetary Line Items for Procurement of Replacement of Buses

Prepared By: Gus Martinez Fleet/Facilities Manager, Glenda Aragon, Finance Director, and Mike Kelly, Transit Operations Director;

Summary: Procurement of two, fourteen passenger buses and FY14 Budget adjustments to reallocate expenditures and increase revenue funding.

Background: On February 1, 2013 the Board approved the award of NCRTD Purchase Agreement no. NCRTD-2012-001 allowing for purchase of buses in FY13 (14, 18, 28, & 40 passenger buses), which was solicited for bids on December 12, 2012. On June 27, 2013 the FY 2014 5311 Capital Funding request for \$120,000 (80/20) was approved by the New Mexico Department of Transportation and budgeted in FY14 NCRTD budget.

The budgeted amount of \$120,000 only provided sufficient funds for to the purchase of one (1) - 14 passenger bus at \$75,245, leaving a grant of amount of \$44,755 for allocation towards the purchase of second bus. The staff is recommending that the District fully expense the grant by purchasing two (2) buses to fulfill the grant obligation. The total amount to purchase two (2), fourteen (14) passenger ADA equipped buses at \$75,245.00 each would total. \$150,490. Therefore, in order to fulfill the 5311 grant amount the District will need to contribute an additional amount of \$30,490. Following is a breakdown of where the remaining revenue will be derived from including a reallocation from the expenditure line items.

- 5311 NMDOT capital funding \$120,000
- Remaining balance of State capital outlay 3,492
- Insurance proceeds (vehicle loss) 7,500*
- Fares 10,000*
- Interest proceeds 3,000*
- Vacancy Savings 6,498

Total \$150,490

*Budget amendment revenue funds to be included in resolution for budget increase.

If this funding approach is approved by the Board the District will be able to purchase 2-14 passenger, Chevrolet/E4500 Glaval/Titan II buses, which will replace 2-12 passenger buses that meet the mileage and age replacement criteria set forth by NMDOT.

Recommended Action:

- Authorize the Executive Director to purchase 2-14 passenger buses in the amount of \$150,490.00 from approved NCRTD purchase agreement No. NCRTD 2012-001.
- Approve the reallocation of expenditures and increase FY14 Budget revenue to include Insurance proceeds, fares, and Interest.

Options/Alternatives:

- Take no action to authorize the purchase of two (2) 14 passenger buses for \$150,490 therefore returning \$96,000 top NMDTO;
- Authorize only the purchase of one (1) 14 passenger bus in the amount of \$75,245; thereby returning \$35,804 in grant funding to NMDOT; or Authorize the purchase and reallocation of FY14 Budget funding (recommended).

Fiscal Impact: Expenditure of \$24,000, for Grant funding match plus \$30,490 in additional funding for remaining cost for purchase of buses. Grant will provide \$96,000 in funding.

Attachments: Pricing and options summary.

PRICING AND OPTIONS SUMMARY

ITEM Description	Base Price	QTY	Amount
BUS, 14 PASSENGER, ADA EQUIPPED	\$75,245.00	2	\$150,490.00
OPTIONS			
NO OPTIONS TAKEN	0	0	0
	TOTAL:		\$150,490.00



Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: December 6, 2013
Agenda Item - F

Title: Resolution No. 2013-33 Federal Lands Access Program (FLAP) application submittal relating to new regional service to Santa Fe National Forest and Ski Santa Fe

Prepared By: Stacey McGuire, Projects and Grants Specialist

Summary: This Resolution is required to be considered for Federal Lands Access Program funding for vehicle acquisition, transit facility construction, and operating expenses related to providing transit service and access to the Santa Fe National Forest and Ski Santa Fe. FLAP is a new program under MAP-21 and the Central Federal Lands Highway Division, and the funding is programmed on a state level. The application deadline is January 10, 2014. There is a fifteen (15) percent local match requirement for FLAP. New Mexico is estimated to have \$14.4 million in funds to award, with the intent to create a robust 5-7 year program of projects. Funds will be available after the Program selection process concludes for preliminary engineering and in 2017-2018 for construction.

Background: In October, the NCRTD received a service request through the City of Santa Fe for a needs assessment in relation to providing transit service to Ski Santa Fe, which is located within the Santa Fe National Forest. Staff began researching funding sources and opportunities to supplement the requested service. Under MAP-21, Federal Lands Access Program was created to provide and/or improve access to federal lands, mitigate environmental mitigation to improve public safety and reduce wildlife casualties, and support transportation in and adjacent to federal lands. FLAP emphasizes high-use recreational areas and economic generators.

Recommended Action: Approval of Resolution No. 2013-33 Authorizing the submittal of an application for FLAP funds.

Options/Alternatives: Alternatives would be to not participate in the State of New Mexico's suballocation of Federal funding through the Federal Lands Access Program.

Fiscal Impact: The fiscal impact would be the loss of potential Federal FLAP funding for the planning, operation, capital, and construction of facilities relating to transit service to Santa Fe National Forest and Ski Santa Fe. As a result, the District would need to identify an alternative source of funding to supplement transit service to Ski Santa Fe, or potentially be unable to finance the service request.

Attachments:

- New Mexico FLAP Call for Projects
- Board Resolution 2013-33



U.S. Department
of Transportation
**Federal Highway
Administration**

Central Federal Lands Highway Division

September 13, 2013

12300 West Dakota Avenue
Suite 380B
Lakewood, CO 80228

Federal Land Managers
New Mexico Department of Transportation
Regional, County and Local Governments
Tribal Governments

Request for Project Applications New Mexico Federal Lands Access Program

The Federal Lands Access Program (Access Program) presents an exciting opportunity for state, county, and local entities to obtain funding for a variety of transportation projects accessing Federal lands in the state of New Mexico. This new program was established by the Moving Ahead for Progress in the 21st Century (MAP-21), the new transportation authorization that was signed into law by the President on July 6, 2012, and was officially enacted on October 1, 2012. Project applications are now being accepted to develop a robust 5–7 year program of transportation projects (estimated program approximately \$14.4 million). Funds will be available for construction projects in 2017 – 2018 with preliminary engineering funding will be made available after the program selection process has been completed.

What is the purpose of the program?

The goal of the Access Program is to improve transportation facilities that provide access to, are adjacent to, or are located within Federal lands.

Who is eligible to apply?

Eligible applicants include State, county, tribal, or city government agencies that **own or maintain** the transportation facility.

What types of projects will be considered?

The Access Program supplements State and local resources for public roads, transit systems, and other transportation facilities, with an emphasis on Federal high-use recreation sites and Federal economic generators. Access Program funds are intended for design, construction, or reconstruction and **are not** intended for maintenance projects (e.g., crack sealing, chip seal, potholes, or drainage repair).

How do I submit a project application?

1. Complete the New Mexico Access Program Application found at <http://www.cflhd.gov/programs/flap/nm/index.cfm>
2. Obtain endorsement from the appropriate Federal Land Management Agency (FLMA)
3. Send your completed project application via E-Mail to cfl.planning@dot.gov

How will projects be evaluated?

For New Mexico, the Access Program is administered by the Federal Highway Administration (FHWA) through the Central Federal Lands Highway Division (CFLHD). MAP-21 mandates that decisions be made through New Mexico's Programming Decisions Committee (PDC) in cooperation with the respective Federal Land Management Agencies. The PDC consists of three representatives: (a) FHWA; (b) the State DOT; and (c) a "representative of any appropriate political subdivision of the state." The PDC will review project applications and rank them based on weighted selection criteria developed by the PDC. The selection criteria are reflective of needs in the state of New Mexico and Federal regulations and guidelines.

Members of the New Mexico PDC include:

- Mr. Ryan Tyler, Planning and Programs Branch Manager, FHWA - CFLHD (or designated representative);
- Mr. Elias Archuleta, Division Director, NMDOT (or designated representative); and
- Mr. Paul Gutierrez, Executive Director, New Mexico Association of Counties (or designated representative).

The New Mexico PDC will solicit project applications with the intent of developing a 5 to 7 year program. **Applications will be due by January 10, 2014.** Applicants must be prepared to address the match requirements (15%) and have the support of the pertinent Federal Land Management Agencies.

Preference will be given to those projects which provide access to **Federal high-use recreational sites** or **Federal economic generators**. Projects will be evaluated on the following criteria:

- Access, mobility and connectivity;
- Economic development;
- Facility condition;
- Safety;
- Funding, coordination and cost; and
- Resource protection.

Project selection resides with the PDC. The PDC will select a balanced program made up of a range of projects with a mix of larger and smaller construction values to balance the applicant's needs with the available funding. The PDC will make its final decision based on the project proposals ability to meet the aforementioned criteria as well as project support, project readiness, agency priorities, applicant's share of project costs, availability of funds, project development delivery schedules, previous Federal investment and environmental and right-of-way time constraints.

2013-2014 Tentative Project Selection Schedule:

Month							
October	November	December	January	February	March	April	May
Call for Projects			PDC scores and ranks applications	Program short list has project agreement, scoping, project delivery plan and project construction costs developed		PDC meeting, final project selection	Funded program announced
Applications prepared and submitted				Short list of applications engaged in scoping			

Note: Schedule subject to change

Who should I contact if I have questions?

Questions about the application process or the Access Program can be directed to:
Mr. Allen Grasmick, CFLHD's Federal Lands Access Program Coordinator at (720) 963-3664 or
Allen.Grasmick@dot.gov

For agency-specific contacts in New Mexico, see below.

Agency	Name	Email
New Mexico DOT	Elias Archuleta	Elias.Archuleta@state.nm.us
National Park Service	Jayne Schaeffer	Jayne_Schaeffer@nps.gov
National Forest Service	Danny Montoya	drmoutoya@fs.fed.us
Bureau of Land Management	Elaine Lopez	elopez@blm.gov
U.S. Fish and Wildlife Service	Rob O'Brien	robert_obrien@fws.gov
Army Corps of Engineers	Scott Rice	Scott.Rice@usace.army.mil
Military Surface Deployment Command	Jason Cowin	Jason.Cowin@us.army.mil

Sincerely yours,

ORIGINAL SIGNED BY:

Allen Grasmick, PMP
Access Program Coordinator

Attachment (Project Application)



**North Central Regional Transit District
Resolution 2013 - 33**

**A RESOLUTION AUTHORIZING THE SUBMITTAL OF A STATE OF NEW MEXICO FEDERAL
LANDS ACCESS PROGRAM (FLAP) APPLICATION FOR CAPITAL
AND OPERATING COSTS RELATING TO NEW TRANSIT SERVICE TO SANTA FE NATIONAL
FOREST AND SKI SANTA FE**

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

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

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

WHEREAS, the NCRTD wishes to submit an application for Federal funding for 2017-2018 through the Federal Lands Access Program; and

WHEREAS, the funding may be used for capital, operating and construction of a new transit service providing regional access to Santa Fe National Forest and Ski Santa Fe; and

WHEREAS, the application is due to the Central Federal Lands Highway Division by January 10, 2014 for prioritization and selection; and

NOW, THEREFORE, BE IT RESOLVED by the NCRTD Board that the District Staff is authorized to file an application for the Federal Lands Access Program.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 6TH DAY OF DECEMBER, 2013.

Daniel Barrone, Chairman

Approved as to form:

Peter Dwyer, Counsel



Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: December 6, 2013
Agenda Item - G

Title: Service Request Update for Ski Santa Fe and Santa Fe National Forest

Prepared By: Stacey McGuire, Projects and Grants Specialist

Summary: Based on discussions at the November 2013 Board meeting, Staff has continued to reach out to a variety of potential stakeholders to engage in a needs assessment and to gauge general interest regarding transit service to Ski Santa Fe and Santa Fe National Forest. Staff anticipates multiple meetings with a plethora of interested agencies, businesses and individuals throughout December and January.

Background: Board directed Staff at the October 2013 meeting to continue researching potential funding sources as well as to determine and engage potential stakeholders in the process. The City of Santa Fe submitted a formal request for transit service from downtown Santa Fe to Ski Santa Fe, which is located within Santa Fe National Forest.

At the September 2013 meeting, the Board directed Staff to begin discussions regarding the Ski Santa Fe service request. City of Santa Fe has reached out to Ski Santa Fe owners and other stakeholders to set a meeting to discuss the service.

Recommended Action: No action required and Staff will report back to the Board at the January 2014 Board meeting with an update.

Options/Alternatives: Not Applicable

Fiscal Impact: Not Applicable



Board Update- Ski Santa Fe and Santa Fe National Forest

6December2013

Ski Santa Fe

Initial discussions involving the NCRTD and Jon Bulthuis and Ken Smithson regarding the service request occurred via conference call. Topics discussed included the creation of a draft service schedule, cost allocation, feasibility and timeline, fare structure, and other potential stakeholders.

Additionally, Erick Aune of Santa Fe County facilitated a conference call introducing me to David Griscom, the Economic Development Manager for the County. After a brief overview, David and I planned to meet in mid-December to further discuss how transit service to Santa Fe National Forest would fit into the County's Economic Development Plan.

In assessing the variety of stakeholders involved and the sheer number of players that would like to participate in the discussion, I have initiated communication with Ski Santa Fe, Ski New Mexico, City of Santa Fe, Santa Fe County, Ten Thousand Waves, Santa Fe Convention and Visitors Bureau, and the U.S. Forest Service. I anticipate meeting with each agency/entity to gauge general interest and need and to solicit feedback regarding potential regional transit service from downtown Santa Fe to Santa Fe National Forest and Ski Santa Fe.

I have been in communication with National Bus Sales to ascertain what vehicle costs would be for a variety of vehicle sizes and equipment. Requested information also includes vehicle purchase and leasing options, both short and long term, as well as a lease/purchase option.

Regarding funding, the Federal Land Access Program is continued to be explored as a possible source. I have reached out to the national and local representatives to enquire as to eligibility of vehicle acquisition under FLAP. Also, I have reached out to NMDOT to determine alternate funding options.

Daniel Barrone
Chair

Anthony J. Mortillaro
Executive Director

Governmental
Board of Directors

City of Española

City of Santa Fe

Town of Edgewood

County of Rio Arriba

County of Santa Fe

County of Los Alamos

County of Taos

Nambé Pueblo

Ohkay Owingeh Pueblo

Santa Clara Pueblo

Pueblo of Pojoaque

Pueblo of Tesuque

Pueblo de San Ildefonso



North Central Regional Transit District Financial Summary As of November 25, 2013

Summary:

The North Central Regional Transit District (NCRTD) is currently reporting nearly 5 months of financial activity. The standard for expenses that should be spent for the 5 months period is 42% of the budget.

The month of November does not reflect all expenses because the Finance Department will continue to process invoices for the remainder of the month and the District is continuing to also process revenue income as reported. The GRT revenues are reported for the month of activity it has occurred. The State of New Mexico Taxation and Revenue reports this revenue for distribution 2-3 months after the actual receipt. Therefore we report activity in the month it has occurred following GASB (Governmental Accounting Standards Board) and NCRTD utilizes accrual basis of accounting. We will not see the GRT revenue for November until February 2014.

All budget figures in the revenue and expense charts and tables have been divided using a straight-line method to allocate monthly budget figures. NCRTD reports financials following GAAFR (Governmental Accounting, Auditing, and Financial Reporting). A comparative analysis in revenue and expenses is presented to compare the previous year operating results.

Financial Highlights

Revenue:

As of November 25, 2013, total revenue of \$1,448,683 was received by NCRTD. The District normally anticipates GRT from gathering information reported on the New Mexico Taxation and Revenue Department website in which it has only reported activity for August-September 2013 in which we posted the accounts receivable information now in November, 2013.

Revenue for fares, advertising, and miscellaneous/interest revenue \$ 10,678.

Expenditures:

For the month ending November 25, 2013, NCRTD recognized expenditures totaling \$1,810,512 which is 19.4% of total budgeted expenditures. This percentage is below the standard 42% for the time period, mostly due to quarterly (instead of monthly) payments to the City of Santa Fe and Los Alamos County for transit services, (Non-RTD GRT expense/revenue).

Of the \$1,810,512 spent by NCRTD, \$354,556 was in Administration, \$1,424,982 in Operations and \$30,974 in Capital Outlay.

Administration has spent 31.1% of their budget, Operations has spent 19.4% and 3.6% in Capital Outlay.

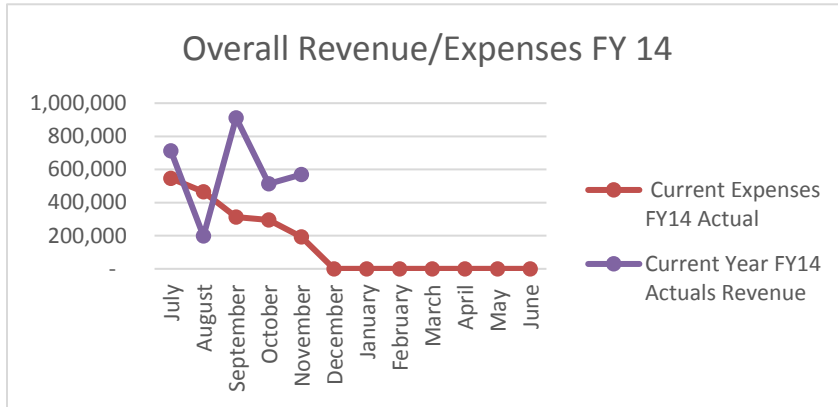
Other Items

FY 2013 Audit Report:

The NCRTD FY 2013 Audit report was completed by Hinkle and Landers, CPA firm and an exit conference was held on November 22, 2013 with the Finance Sub-Committee. The outcome of the audit was very positive for NCRTD. NCRTD with Hinkle and Landers have submitted the results of the FY 2013 Audit to the State Auditor's office as required and we will await their release prior to presentation to the NCRTD Board and public review.

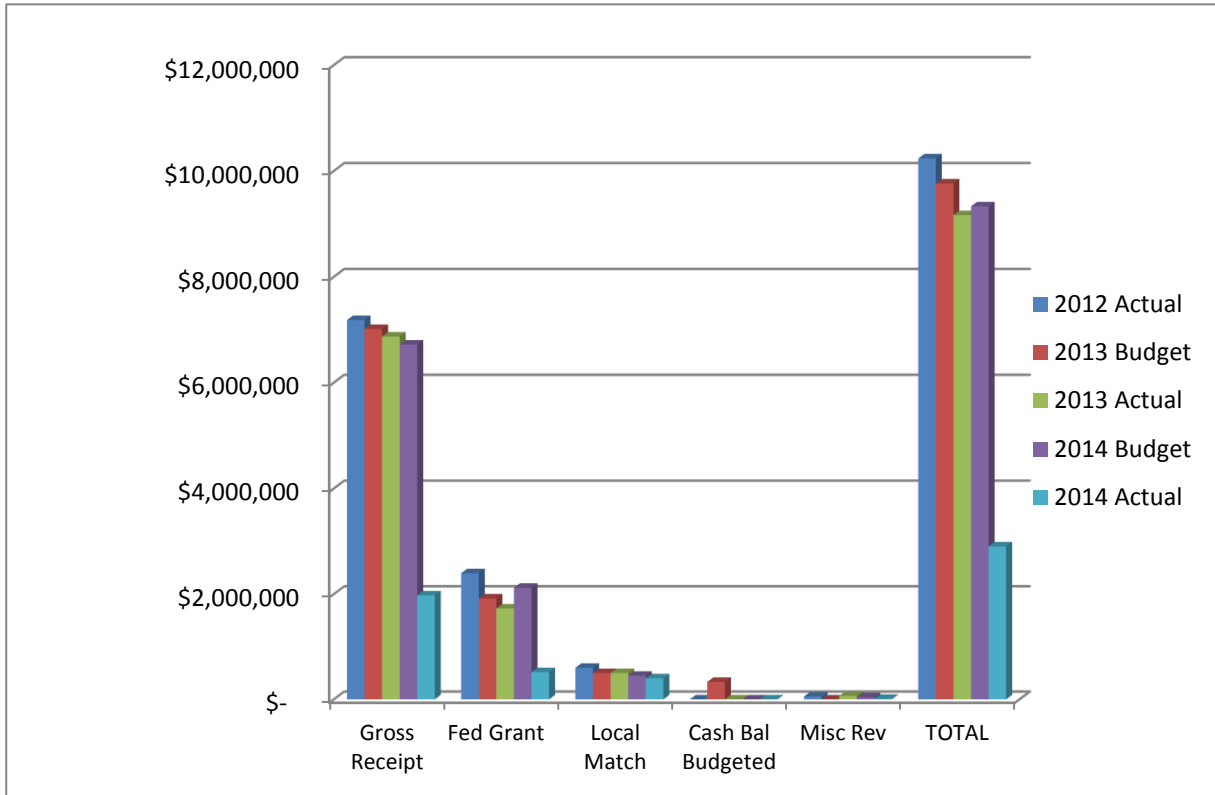
This Financial Summary should be reviewed in conjunction with the Monthly Board Financial Report

MONTHLY BOARD REPORT
FY2014 (July 1, 2013 to June 30, 2014)
NCRTD Revenue and Expenses vs. Budget
As of November 25, 2013



	Expenses		Revenue	
	Budget Expenses FY14	Current Expenses FY14 Actual	Budget Revenue FY14	Current Year FY14 Actuals Revenue
July	777,664	546,007	777,664	712,973
August	777,664	464,828	777,664	197,595
September	777,664	313,124	777,664	911,709
October	777,664	294,611	777,664	513,855
November	777,664	191,941	777,664	569,466
December	777,664	-	777,664	
January	777,664	-	777,664	
February	777,664	-	777,664	
March	777,664	-	777,664	
April	777,664	-	777,664	
May	777,664	-	777,664	
June	777,664	-	777,664	
Totals	9,331,963.92	1,810,512	9,331,963.92	2,905,598

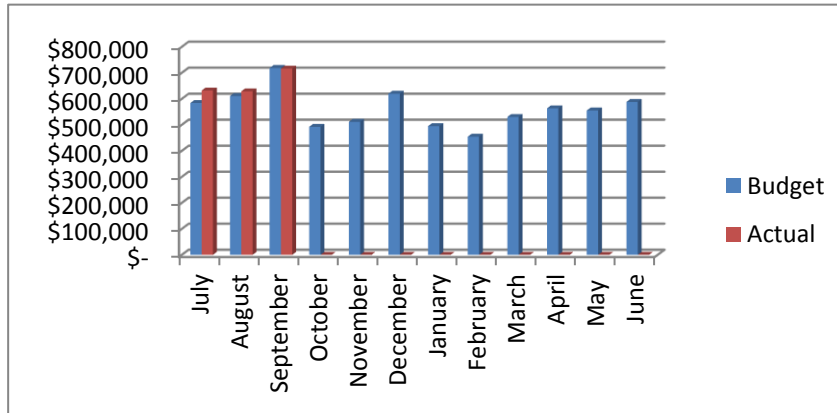
MONTHLY BOARD REPORT
FY2014 (July 1, 2013 to June 30, 2014)
NCRTD Revenue by Sources
As of November 25, 2013



	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Actual	% of Actual vs budget
Gross Receipt	\$ 7,183,334	\$ 7,013,800	\$ 6,872,026	\$ 6,720,765	\$ 1,976,612	29.4%
Fed Grant	\$ 2,397,970	\$ 1,917,879	\$ 1,727,932	\$ 2,121,199	\$ 518,308	24.4%
Local Match	\$ 600,000	\$ 500,000	\$ 500,000	\$ 450,000	\$ 400,000	88.9%
Cash Bal Budgeted	\$ -	\$ 333,000	\$ -	\$ -	\$ -	0.0%
Misc Rev	\$ 56,140	\$ -	\$ 65,710	\$ 40,000	\$ 10,678	26.7%
TOTAL	\$ 10,237,444	\$ 9,764,679	\$ 9,165,669	\$ 9,331,964	\$ 2,905,598	31.1%

Budget to Actual FY2014
(\$ thousands)

MONTHLY BOARD REPORT
FY2014 (July 1, 2013 to June 30, 2014)
Gross Receipts Revenue Thru November 25, 2013



Budget to Actual FY2013
(\$ thousands)

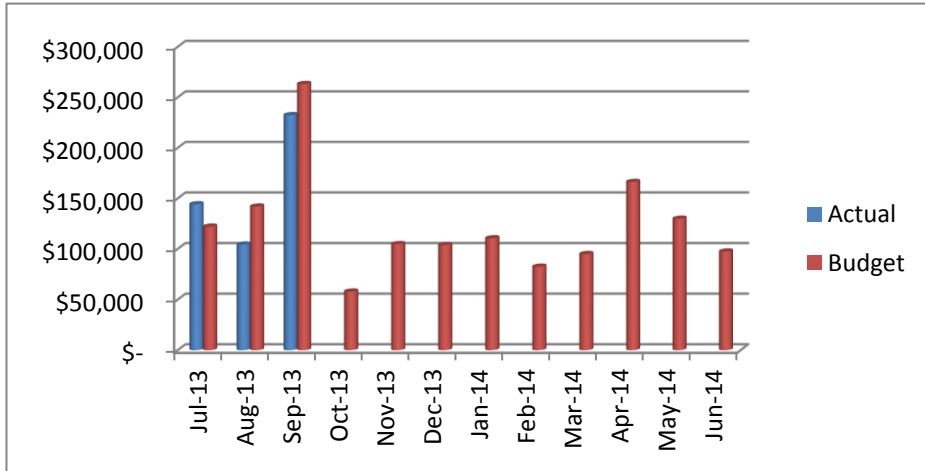
	Budget	Actual	Actual Revenue % of Monthly Budget
July	\$ 583,796	\$ 631,877	108%
August	\$ 610,664	\$ 628,640	103%
September	\$ 718,470	\$ 716,096	100%
October	\$ 492,080	\$ -	0%
November	\$ 511,261	\$ -	0%
December	\$ 619,551	\$ -	0%
January	\$ 494,792	\$ -	0%
February	\$ 454,335	\$ -	0%
March	\$ 529,932	\$ -	0%
April	\$ 563,055	\$ -	0%
May	\$ 555,133	\$ -	0%
June	\$ 587,696	\$ -	0%
Total	\$ 6,720,765	\$ 1,976,612	29%

Prior Year vs. Current Year
(\$ thousands)

	Prior Year FY2013	Current Year FY2014	Inc/Dec from Prior Year to Current Year
July	\$ 590,848	\$ 631,877	\$ 41,029
August	\$ 645,616	\$ 628,640	\$ (16,976)
September	\$ 717,978	\$ 716,096	\$ (1,882)
October	\$ 390,333	\$ -	\$ (390,333)
November	\$ 520,527	\$ -	\$ (520,527)
December	\$ 614,240	\$ -	\$ (614,240)
January	\$ 537,863	\$ -	\$ (537,863)
February	\$ 504,470	\$ -	\$ (504,470)
March	\$ 561,238	\$ -	\$ (561,238)
April	\$ 648,134	\$ -	\$ (648,134)
May	\$ 561,422	\$ -	\$ (561,422)
June	\$ 579,356	\$ -	\$ (579,356)
Total	\$ 6,872,026	\$ 1,976,612	\$ (4,895,414)

MONTHLY BOARD REPORT
FY2014 (July 1, 2013 to June 30, 2014)
Gross Receipts Revenue By County

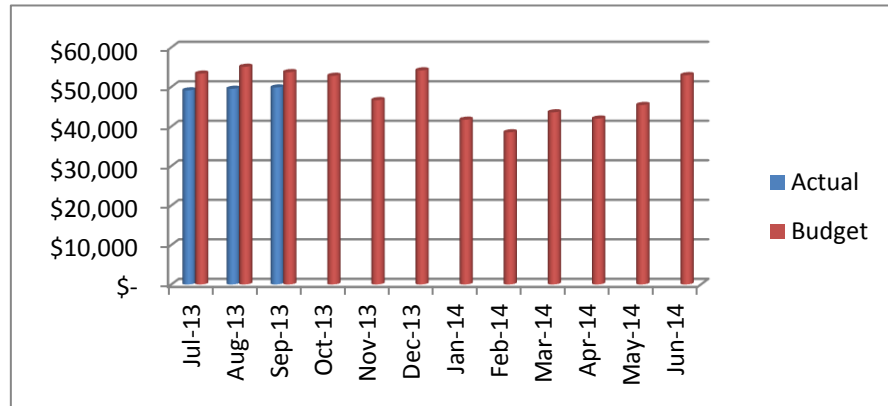
LOS ALAMOS COUNTY



Date Received		Actual	Budget	of Monthly Budget
9/24/2013	Jul-13	\$ 144,054	\$ 121,957	118%
10/24/2013	Aug-13	\$ 104,260	\$ 141,783	74%
11/22/2013	Sep-13	\$ 232,251	\$ 263,082	88%
	Oct-13		\$ 57,814	0%
	Nov-13		\$ 104,716	0%
	Dec-13		\$ 103,819	0%
	Jan-14		\$ 110,459	0%
	Feb-14		\$ 82,381	0%
	Mar-14		\$ 94,894	0%
	Apr-14		\$ 166,154	0%
	May-14		\$ 129,801	0%
	Jun-14		\$ 97,405	0%
YTD Total		\$ 480,566	\$ 1,474,265	33%

MONTHLY BOARD REPORT
FY2014 (July 1, 2013 to June 30, 2014)
Gross Receipts Revenue By County

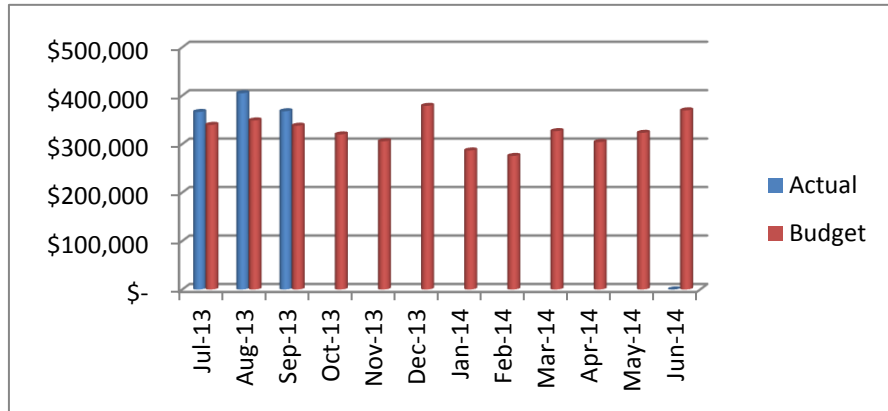
RIO ARRIBA COUNTY



Date Received		Actual	Budget	Actual Revenue % of Monthly Budget
10/9/2013	Jul-13	\$ 49,128	\$ 53,368	92%
11/8/2013	Aug-13	\$ 49,535	\$ 55,096	90%
TBD	Sep-13	\$ 49,857	\$ 53,733	93%
	Oct-13		\$ 52,811	0%
	Nov-13		\$ 46,655	0%
	Dec-13		\$ 54,188	0%
	Jan-14		\$ 41,700	0%
	Feb-14		\$ 38,509	0%
	Mar-14		\$ 43,572	0%
	Apr-14		\$ 41,983	0%
	May-14		\$ 45,426	0%
	Jun-14		\$ 52,959	0%
	YTD Total	\$ 148,520	\$ 580,000	26%

MONTHLY BOARD REPORT
FY2014 (July 1, 2013 to June 30, 2014)
Gross Receipts Revenue By County

SANTA FE COUNTY

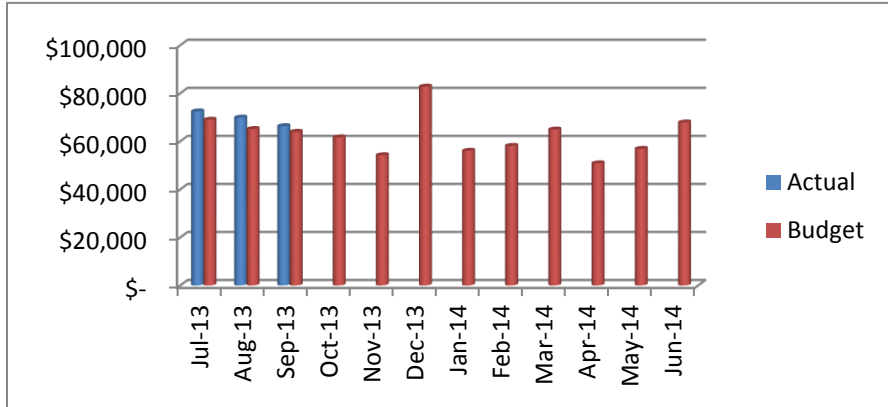


Date Received	Actual	Budget	Actual Revenue % of Monthly Budget
9/20/2013 Jul-13	\$ 366,256	\$ 339,502	108%
10/22/2013 Aug-13	\$ 404,993	\$ 348,693	116%
11/21/2013 Sep-13	\$ 367,698	\$ 337,730	109%
Oct-13	\$	\$ 319,815	0%
Nov-13	\$	\$ 305,700	0%
Dec-13	\$	\$ 378,796	0%
Jan-14	\$	\$ 286,609	0%
Feb-14	\$	\$ 275,381	0%
Mar-14	\$	\$ 326,600	0%
Apr-14	\$	\$ 304,095	0%
May-14	\$	\$ 323,070	0%
Jun-14	\$ -	\$ 369,509	0%
YTD Total	\$ 1,138,947	\$ 3,915,500	29%

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

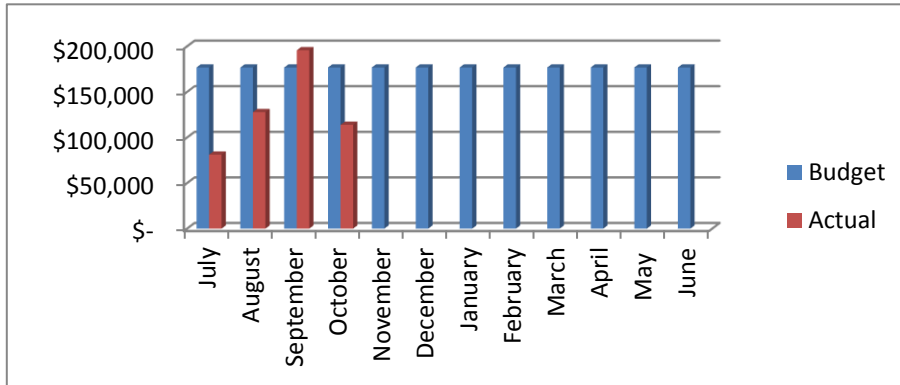
MONTHLY BOARD REPORT
FY2014 (July 1, 2013 to June 30, 2014)
Gross Receipts Revenue By County

TAOS COUNTY



Date Received		Actual	Budget	of Monthly Budget
9/26/2013	Jul-13	\$ 72,438	\$ 68,969	105%
10/24/2013	Aug-13	\$ 69,852	\$ 65,092	107%
TBD	Sep-13	\$ 66,290	\$ 63,925	104%
	Oct-13		\$ 61,640	0%
	Nov-13		\$ 54,190	0%
	Dec-13		\$ 82,748	0%
	Jan-14		\$ 56,024	0%
	Feb-14		\$ 58,064	0%
	Mar-14		\$ 64,866	0%
	Apr-14		\$ 50,823	0%
	May-14		\$ 56,836	0%
	Jun-14		\$ 67,823	0%
	YTD Total	\$ 208,580	\$ 751,000	28%

MONTHLY BOARD REPORT
FY2014 (July 1, 2013 to June 30, 2014)
Grant Revenue



Budget to Actual FY2014
(\$ thousands)

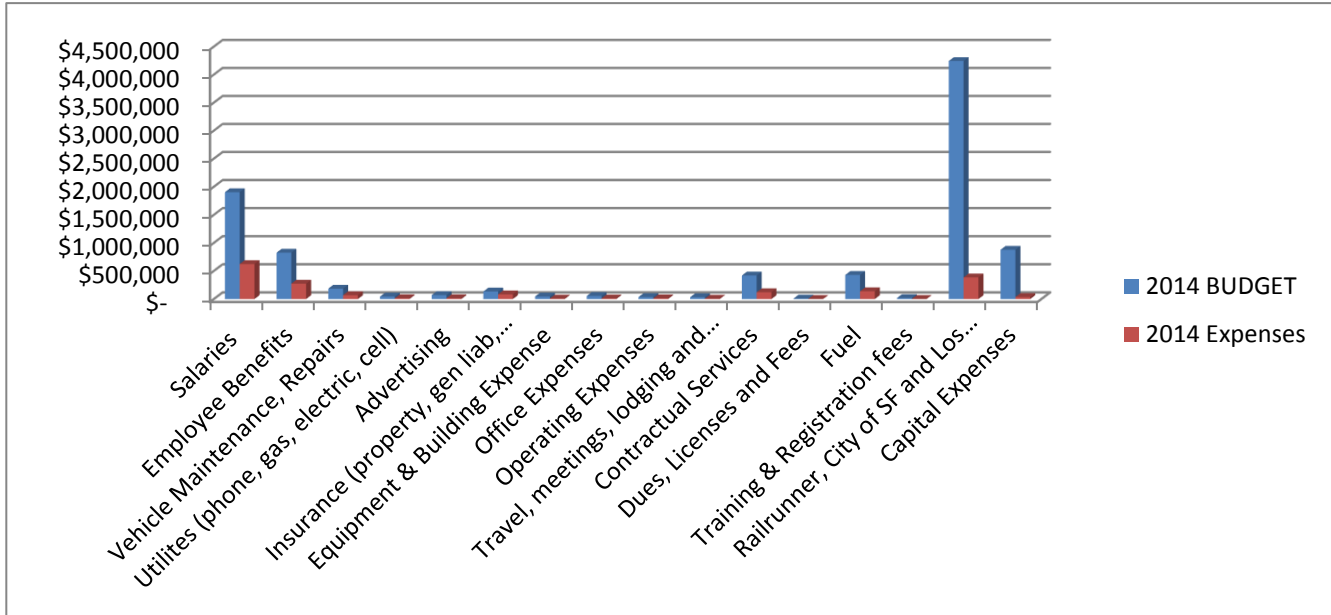
	Budget	Actual	Actual Revenue % of Monthly Budget
July	\$ 176,767	\$ 81,096	46%
August	\$ 176,767	\$ 127,744	72%
September	\$ 176,767	\$ 195,614	111%
October	\$ 176,767	\$ 113,855	64%
November	\$ 176,767		0%
December	\$ 176,767		0%
January	\$ 176,767		0%
February	\$ 176,767		0%
March	\$ 176,767		0%
April	\$ 176,767		0%
May	\$ 176,767		0%
June	\$ 176,767		0%
Total	\$ 2,121,199	\$ 518,308	24%

Prior Year vs. Current Year
(\$ thousands)

	Prior Year FY2013	Current Year FY2014	Inc/Dec from Prior Year to Current Year
July	\$ 12,892	\$ 81,096	\$ 68,204
August	\$ 156,324	\$ 127,744	\$ (28,581)
September	\$ 20,023	\$ 195,614	\$ 175,590
October	\$ 98,589	\$ 113,855	\$ 15,266
November	\$ 84,275	\$ -	\$ (84,275)
December	\$ 130,478	\$ -	\$ (130,478)
January	\$ 126,499	\$ -	\$ (126,499)
February	\$ 214,632	\$ -	\$ (214,632)
March	\$ 275,465	\$ -	\$ (275,465)
April	\$ 248,497	\$ -	\$ (248,497)
May	\$ 237,820	\$ -	\$ (237,820)
June	\$ 254,362	\$ -	\$ (254,362)
Total	\$ 1,859,857	\$ 518,308	

MONTHLY BOARD REPORT
FY2014 (July 1, 2013 to June 30, 2014)
NCRTD Expenses by Type

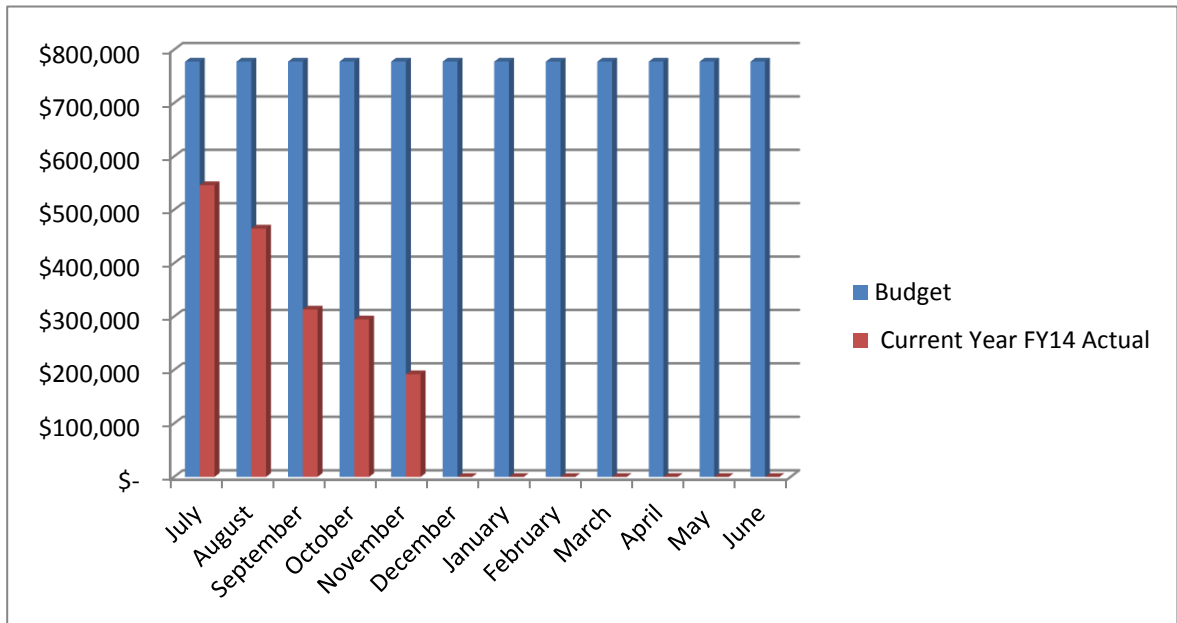
As of November 25, 2013
 Year to Date Budget Variance 42%



Comparative Expenses by Type

	2014 BUDGET	2014 Expenses	YTD Budget Variance 42%
	\$	\$	
Salaries	\$ 1,902,117	\$ 623,655	32.8%
Employee Benefits	\$ 825,665	\$ 274,295	33.2%
Vehicle Maintenance, Repairs	\$ 184,920	\$ 69,417	37.5%
Utilites (phone, gas, electric, cell)	\$ 44,298	\$ 14,848	33.5%
Advertising	\$ 70,440	\$ 15,621	22.2%
Insurance (property, gen liab, vehicle, civil rights)	\$ 135,000	\$ 84,221	62.4%
Equipment & Building Expense	\$ 46,036	\$ 9,192	20.0%
Office Expenses	\$ 56,470	\$ 11,662	20.7%
Operating Expenses	\$ 35,700	\$ 13,130	36.8%
Travel, meetings, lodging and per diem	\$ 34,712	\$ 6,938	20.0%
Contractual Services	\$ 418,733	\$ 121,841	29.1%
Dues, Licenses and Fees	\$ 9,486	\$ 2,615	27.6%
Fuel	\$ 430,000	\$ 139,093	32.3%
Training & Registration fees	\$ 18,513	\$ 1,828	9.9%
Railrunner, City of SF and Los Alamos	\$ 4,242,874	\$ 385,625	9.1%
Capital Expenses	\$ 877,000	\$ 36,531	4.2%
TOTAL	\$ 9,331,964	\$ 1,810,512	19.4%

MONTHLY BOARD REPORT
FY2014 (July 1, 2013 to June 30, 2014)
NCRTD BUDGET EXPENDITURES OVERALL

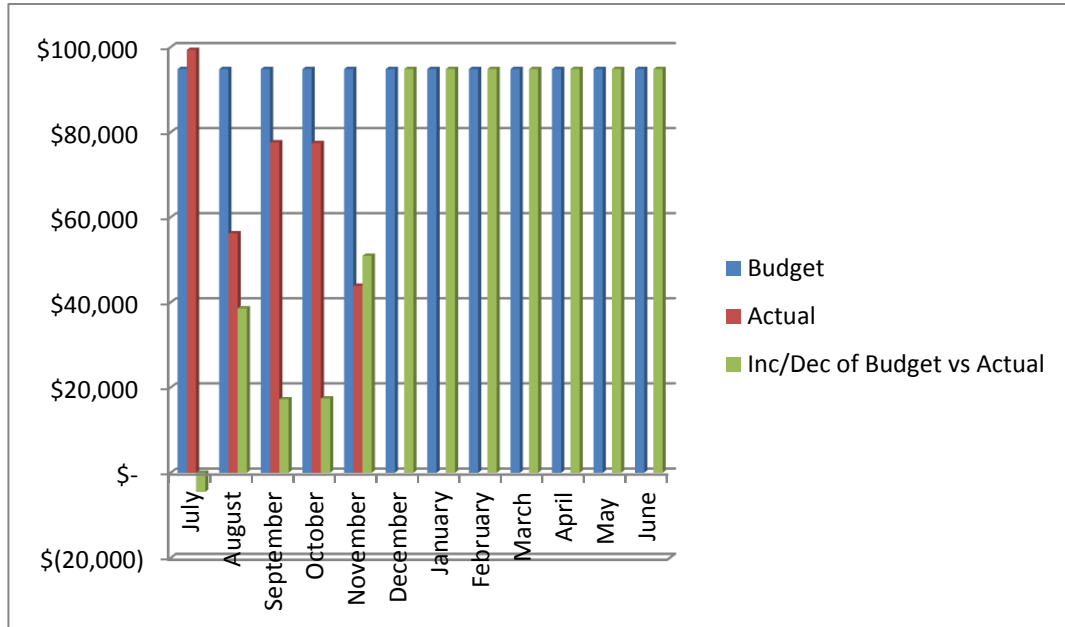


Budget to Actual FY2014
Expenses (\$ thousands)

	Prior Year FY13 Actual	Budget	Current Year FY14 Actual	Inc/Dec of Budget vs Actual	
July	\$ 311,578	\$ 777,664	\$ 546,007	\$ 231,656	
August	\$ 250,791	\$ 777,664	\$ 464,828	\$ 312,835	
September	\$ 683,194	\$ 777,664	\$ 313,124	\$ 464,540	
October	\$ 326,905	\$ 777,664	\$ 294,611	\$ 483,052	
November	\$ 936,614	\$ 777,664	\$ 191,941	\$ 585,723	
December	\$ 414,507	\$ 777,664	\$ -	\$ 777,664	
January	\$ 381,446	\$ 777,664	\$ -	\$ 777,664	
February	\$ 446,430	\$ 777,664	\$ -	\$ 777,664	
March	\$ 528,488	\$ 777,664	\$ -	\$ 777,664	
April	\$ 859,345	\$ 777,664	\$ -	\$ 777,664	
May	\$ 1,534,149	\$ 777,664	\$ -	\$ 777,664	
June	\$ 292,818	\$ 777,664	\$ -	\$ 777,664	
	\$ 6,966,265	\$ 9,331,964	\$ 1,810,512	\$ 7,521,452	19%
TOTAL NCRTD Budget			\$ 1,810,512		
			\$ -		

MONTHLY BOARD REPORT
FY2014 (July 1, 2013 to June 30, 2014)
Administration Expense Summary

Year to Date Budget Variance 42%

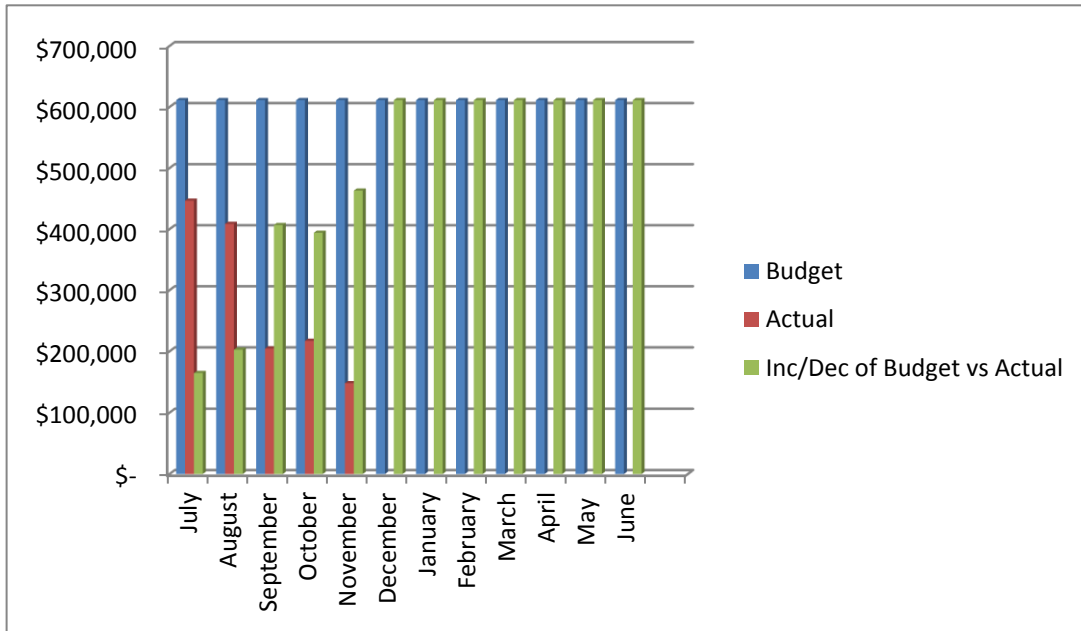


Budget to Actual FY2014
(\$ thousands)

	Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance 42%
July	\$ 94,856	\$ 99,342	\$ (4,486)	104.7%
August	\$ 94,856	\$ 56,248	\$ 38,608	59.3%
September	\$ 94,856	\$ 77,618	\$ 17,238	81.8%
October	\$ 94,856	\$ 77,447	\$ 17,410	81.6%
November	\$ 94,856	\$ 43,901	\$ 50,956	46.3%
December	\$ 94,856	\$ 94,856	\$ 94,856	0.0%
January	\$ 94,856	\$ 94,856	\$ 94,856	0.0%
February	\$ 94,856	\$ 94,856	\$ 94,856	0.0%
March	\$ 94,856	\$ 94,856	\$ 94,856	0.0%
April	\$ 94,856	\$ 94,856	\$ 94,856	0.0%
May	\$ 94,856	\$ 94,856	\$ 94,856	0.0%
June	\$ 94,856	\$ 94,856	\$ 94,856	0.0%
Total	\$ 1,138,276	\$ 354,556		31.1%

MONTHLY BOARD REPORT
FY2014 (July 1, 2013 to June 30, 2014)
Operating Expense Summary

Year to Date Budget Variance 42%

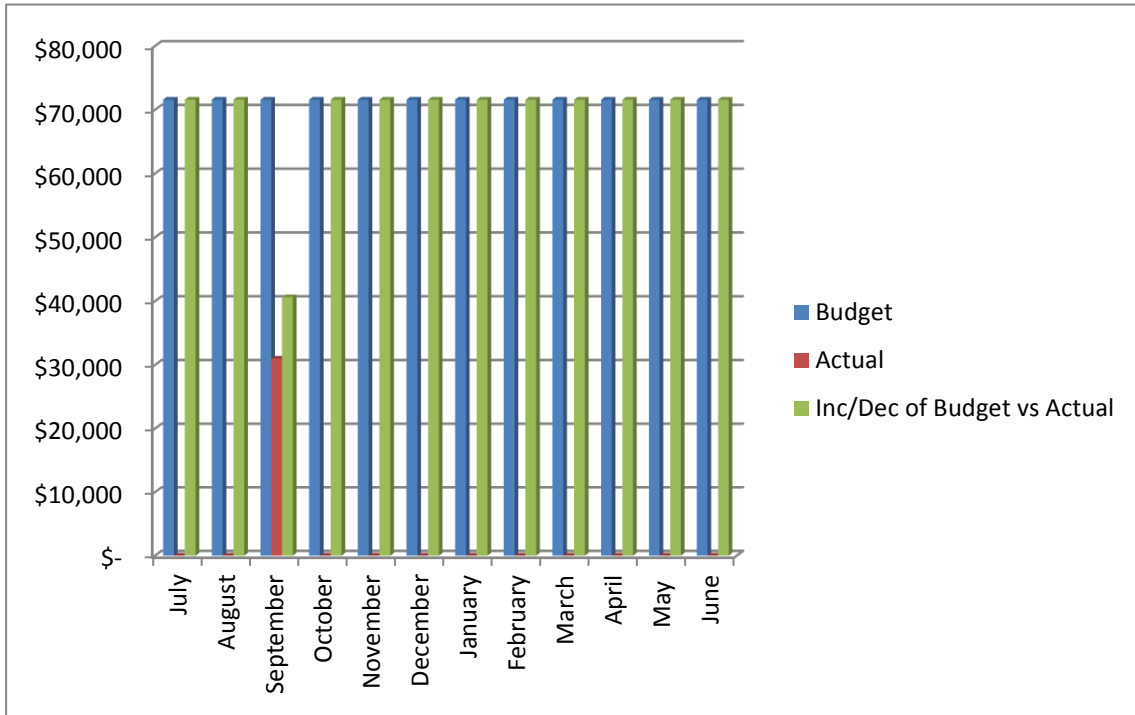


Budget to Actual FY2014
(\$ thousands)

	Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance 42%
July	\$ 611,224	\$ 446,665	\$ 164,559	73.1%
August	\$ 611,224	\$ 408,580	\$ 202,644	66.8%
September	\$ 611,224	\$ 204,531	\$ 406,693	33.5%
October	\$ 611,224	\$ 217,164	\$ 394,060	35.5%
November	\$ 611,224	\$ 148,041	\$ 463,183	24.2%
December	\$ 611,224		\$ 611,224	0.0%
January	\$ 611,224		\$ 611,224	0.0%
February	\$ 611,224		\$ 611,224	0.0%
March	\$ 611,224		\$ 611,224	0.0%
April	\$ 611,224		\$ 611,224	0.0%
May	\$ 611,224		\$ 611,224	0.0%
June	\$ 611,224		611,224.00	0.0%
Total	\$ 7,334,688	\$ 1,424,982		19.4%

MONTHLY BOARD REPORT
FY2014 (July 1, 2013 to June 30, 2014)
Capital Expense Summary

Year to Date Budget Variance 42%



Budget to Actual FY2014
(\$ thousands)

	Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance 42%
July	\$ 71,583	\$ -	\$ 71,583	0%
August	\$ 71,583	\$ -	\$ 71,583	0%
September	\$ 71,583	\$ 30,974	\$ 40,609	43%
October	\$ 71,583	\$ -	\$ 71,583	0%
November	\$ 71,583	\$ -	\$ 71,583	0%
December	\$ 71,583	\$ -	\$ 71,583	0%
January	\$ 71,583	\$ -	\$ 71,583	0%
February	\$ 71,583	\$ -	\$ 71,583	0%
March	\$ 71,583	\$ -	\$ 71,583	0%
April	\$ 71,583	\$ -	\$ 71,583	0%
May	\$ 71,583	\$ -	\$ 71,583	0%
June	\$ 71,583	\$ -	\$ 71,583	0%
Total	\$ 859,000	\$ 30,974		3.6%



**NORTH CENTRAL REGIONAL TRANSIT DISTRICT (NCRTD)
FINANCE SUBCOMMITTEE**

**October 25, 2013
9:00 a.m. - 11:00 a.m.**

**Executive Conference Room
1327 N. Riverside Drive
Española, NM 87532**

AGENDA

CALL TO ORDER: Tim Vigil, Chair

Roll Call:

ITEMS FOR DISCUSSION/RECOMMENDATION

- A. **Discussion of Authorizing Direct Deposit for Certain Vendors**
Sponsor: Anthony Mortillaro, NCRTD Executive Director and Glenda Aragon, Finance Manager.
- B. **Discussion and Review of a Budget Amendment for Fiscal Year 2014 so as to Incorporate the Transportation Alternatives Program (TAP) Federal Funding Award**
Sponsor: Anthony Mortillaro, NCRTD Executive Director and Glenda Aragon, Finance Manager and Stacey McGuire, Projects and Grants Specialist.
- C. **Discussion and Review of Investment of District Funds into the Local Short-Term Investment Fund in the State of New Mexico Local Government Investment Pool**
Sponsor: Anthony Mortillaro, NCRTD Executive Director and Glenda Aragon, Finance Manager.
- D. **Discussion and Review of Modification of the Reserve Fund Policy and Long Range Financial Plan – Moderate Scenario**
Sponsor: Anthony Mortillaro, NCRTD Executive Director
- E. **Minutes from August 23, 2013 and September 27, 2013**
Draft Minutes.

MATTERS FROM THE SUBCOMMITTEE

ADJOURN

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

Finance Subcommittee

Meeting October 25, 2013

9:00 a.m.

Board Members Present: *Commissioner Miguel Chavez – Santa Fe County (Telephonically), Tim Vigil – Pueblo of Pojoaque (In Person), Philo Shelton – Los Alamos County (In Person)*

Staff Present: *Anthony Mortillaro – Executive Director, Glenda Aragon – Finance Manager, Dalene Lucero – Executive Assistant*

Guest(s) Present:

Absent: *Commissioner Barney Trujillo - Rio Arriba County, Leandro Cordova - Taos County,*

Transcribed By: Dalene E. Lucero – Executive Assistant

ROLL CALL

APPROVAL OF AGENDA

CALL TO ORDER

A regular Finance Subcommittee meeting was called to order on the above date by Chairman Tim Vigil at 9:19 a.m.

A. Discussion of Authorizing Direct Deposit for Certain Vendors

Ms. Aragon gave a brief overview on this item. She mentioned that currently the NCRTD is being provided services by a variety of vendors that the District would like to begin implementation of a Vendor Direct Deposit Program. The program allows for specified vendors to elect to receive an Automated Clearing House (ACH) payment for services provided to the District. She went on to note that there are many advantages that the District can benefit from by the implementation of this program.

Ms. Aragon stated that the District wanted to implement a Vendor Direct Deposit because Electronic Payments are much safer and more secure, allowing the District to be more efficient and timely in its accounts payable processes.

Ms. Aragon referenced page four (4) of the Finance packet, giving a brief overview of the recommended vendors/groups for direct deposit with the highest monthly payments. She then went on to page five (5).

Mr. Vigil referenced the list of vendors, and asked that if the finance subcommittee would only be approving the vendors on the listing and if new vendors after the meeting had to be approved again.

Ms. Aragon stated that the listing was only an example, and that the Finance Subcommittee was generally approving the Authorization of Vendor Direct Deposit program.

Commissioner Chavez asked Ms. Aragon to review the vendor categories again.

Ms. Aragon repeated the categories as directed.

Commissioner Chavez asked whether or not the categories would be expanded.

Ms. Aragon noted that a miscellaneous category may be added later.

Mr. Mortillaro mentioned that this will further expedite the process because certain vendors over \$20,000 require two signatures. However, he noted that Ms. Aragon would ensure that back-up documentation was kept on hand for audit purposes and for prevention of fraud.

Further discussion went on further regarding this item.

Commissioner Chavez made a motion to recommend that the Board of Directors consider the implementation of the Vendors Direct Deposit program. Mr. Shelton seconded the motion and it passed by unanimous voice vote (3-0).

B. Discussion and Review of a Budget Amendment for Fiscal Year 2014 so as to Incorporate the Transportation Alternatives Program (TAP) Federal Funding Award

Ms. Aragon gave a brief overview on this item noting that a Resolution was required in order to amend the FY14 budget and incorporate the recently awarded Federal TAP funding. She noted that the Federal TAP funding was preliminary awarded at the NPRPO meeting on September 25, 2013, with NMDOT approving the official award amount on October 2013. Ms. Aragon went on further to state that the Board of Directors approved Resolution No. 2013-25 authorizing staff to submit an application for this funding at the October 4, 2013 meeting. The NCRTD applied for TAP funding to develop an ADA (American's with Disabilities Act) Transition Plan in relation to bus stops and shelters, and to subsequently design, plan and construct the modifications recommended within the plan.

Commissioner Chavez asked Ms. Aragon to further explain the project estimation/allocation of the TAP funds.

Ms. Aragon referenced page eight (8) of the packet stating that \$62,500 would be allocated to Environmental/Planning; \$15,000 to Design; \$10,000 to Preliminary Engineering; and \$96,766 to Construction. She proceeded to state that the Request for Federal TAP totaled \$157,437 and the NCRTD match GRT totaled \$26,829.

Mr. Shelton asked if the local match was coming out of reserves.

Mr. Mortillaro stated that it was.

Mr. Shelton recommended that staff clarify that the local match was coming out of reserves when presented to the Board.

Ms. Aragon noted that the funds listed are only estimated at this point and time, stating that the District has only received verbal confirmation of receipt from Federal TAP funding for FFY14, and are awaiting a formal award letter. She went on stating that the District may be awarded additional funds.

Further Discussion went on in regards to this item.

Mr. Shelton made a motion to recommend to the Board a Resolution amending the budget and to increase the expense line item by \$184,266 for FY14 Budget, and to increase revenues by \$157,437 and a match of NCRTD GRT in the amount of \$26,829 for the acceptance of Federal TAP funding for FFY14 (and FF15). Commissioner Chavez seconded the motion and it passed by unanimous voice vote (3-0).

C. Discussion and Review of Investment of District Funds into the Local Short-Term Investment Fund in the State of New Mexico Local Government Investment Pool

Ms. Aragon gave a brief overview on this item. . She noted that On October 10, 2013 the Finance subcommittee and RTD Staff met with the New Mexico State Treasurer's staff members to review the possibilities for participation in LGIP for the District. In brief the meeting was productive and gave the committee an idea of what LGIP had to offer. LGIP is a tool local governments and districts can utilize for short term investments as an alternative to less risky investments such as CD's and Treasury bills. The State Treasurer has particular types of investments that establish certain prerequisites, limitations and other requirements related to those investments. Moreover, the State Treasurer may further limit or restrict those investments. The securities that the LGIP buys all provide a yield relative to the federal funds rates.

Ms. Aragon then referenced page fourteen (14) of the packet, stating that currently the LGIP % of the pool investments maturities are as follows: 34% in Over Night; 14% in 1 month; 29% in 1-3 months; 5% 3-6 months; 6% 6-9 months; and 12% 9+ months. She then moved on to state that majority of the Securities Holdings are tied into the US Government holdings which inherit their safety. The Securities/Holdings are as follows: 19%-Treasury; 41%-Agency; 2% FDIC Insured; 6% Supranational; 0% Corporate; 32% Overnight Bank Deposits; and 0% Repo.

Ms. Aragon went on to stat that the LGIP did disclose to the District that their annual rate of return is close to .18% - .21% with the fee of 5 basis points which is included in the annual yield.

Ms. Aragon asked if Mr. Vigil or Commissioner Chavez wanted to comment on the meeting that was held with the State Treasurers Office.

Commissioner Chavez stated that the discussion was very positive and informative. He also stated that he liked the conservative approach of the LGIP.

Mr. Shelton asked if reserve deposits would be invested in the LGIP.

Mr. Mortillaro responded, stating that reserve deposits would be invested in the LGIP.

Ms. Aragon proceeded to state that staff has conducted research on alternative investments as directed by the Finance Subcommittee that carry a higher yield and that complies with NCRTD investment policy. Alternatives to LGIP investments would be to have the District invest in simple secured assets such as Certificate of Deposits through a Federal insured institution (Bank), and extend the term of the investment, that would not create an extended amount of staff time and thus eliminating the use of a portfolio manager to manage the assets. The extension of the term would also restrict the district in utilizing the funds immediately (24 to 48 hours) as offered with LGIP. She went on stating that the District could also purchase T-Bills through auction.

Ms. Aragon then handed the presentation off to Mr. Mortillaro. Mr. Mortillaro made reference to the Investment Allocation table that was handed out and referenced the breakdown of the District's planned investments. He stated that 28% would be invested in LGIP, which has a high liquidity and a 24-48 hour availability; this investment would total about \$1,901,293. Mr. Mortillaro went on to state that only 60% would be invested short term in CD's or T-bills that are 12 months or less in term, which totals \$4,074,199. He continued stating that 12% would be invested in the Savings/Checking accounts which would total about \$814,000, and will grow with deposits of monthly revenues.

Mr. Mortillaro asked if the Finance Subcommittee was comfortable with those percentages.

Mr. Shelton suggested that the CD's be staggered for more flexibility.

The Finance Subcommittee agreed.

Further discussion went on with this item.

It was recommended that the Finance Committee discuss and review the information presented by LGIP and NCRTD staff as to diversification of investments such as CD's and treasury bills. The staff further recommends that the funds be diversified based up the general following percentage allocates:

1. Liquidity/availability within 24-48 hours at 40% of available funds (savings, checking and LGIP);
2. 60% of available funds in CD's or T-bills that have a higher yield and the same security but less liquidity and a term of 12 months or less.
3. The specific breakdown would be as follows:
 - Savings and Checking account LANB at 12% of budgeted revenue with collateralization at no less than 100% of current market value. State law requires at least 50%.
 - LGIP investment pool at 28% of available funds.
 - CD's and Treasury bills at 60% of available funds.

It was further recommended that the Finance Subcommittee recommend that the Board of Directors consider passage of a resolution authorizing application to the Local

Government Investment Pool (LGIP) for participation, certifying the Finance Director of the NCRTD, through the Executive Director as authorized signatories to conduct transactions in respect to the LGIP.

Mr. Shelton made a motion to recommend staff's recommendation to the NCRTD Board of Directors. Commissioner Chavez seconded the motion and it passed by unanimous voice vote (3-0).

D. Discussion and Review of Modification of the Reserve Fund Policy and Long Range Financial Plan – Moderate Scenario

Mr. Mortillaro gave a brief background on this item stating that the Finance Subcommittee had discussed the District's reserves at the prior meeting. He noted that the District's reserves have grown substantially.

Mr. Mortillaro referenced an additional handout regarding the District's reserve summary. He went on to explain the document further, stating that in FY 10, the District was only slightly above the reserve level requirement by about \$50,000. He then moved on to FY11 stating that the reserve level requirement was about \$2.6 million and the District's reserve levels were about \$1.2 million above what was required. Mr. Mortillaro proceeded to FY12, stating that the reserve levels dropped about \$2.2 million, stating that they dropped due to additional building and construction costs. He went on, stating that in FY13 the reserve level requirement was about \$2.1 million, and what is in the bank at this time is about \$6.7 million. Mr. Mortillaro noted that these were unaudited numbers at this time. He stated that the reason why the reserve levels have doubled, is that the District has really cut back spending, which generated over \$900,000.

Mr. Mortillaro noted that he was not going to go over the Long Range Financial Plan. However, he wanted to include the document in the packet to ensure that all Finance Subcommittee members had a copy.

Mr. Mortillaro went on to reference page thirty-eight (38) of the Finance Subcommittee packet and explained the document further stating that the Moderate Case Scenario calculated up to 2024. He then went over the document in greater detail.

Mr. Shelton asked what the fares were that Mr. Mortillaro included in the Moderate Case Scenario, because the District did not charge fares.

Mr. Mortillaro replied, stating that fares were only charged for demand services.

Commissioner Chavez questioned whether or not the District had a plan to start charging fares for services.

Mr. Mortillaro noted that the District's free fare policy is revisited every two years, as well as the long term service plan that is currently being updated. He mentioned that there is some discussion regarding charging for services. Mr. Mortillaro stated that fares will generate about \$200,000, in which the District will only receive about 1/3 of it.

Commissioner Chavez mentioned that he liked that fact that the District's services were free. However, he expressed concern as to how long the District would be able to afford that.

Mr. Mortillaro stated that the District's financial picture was looking good at this point and time.

Further discussion went on regarding this item.

Mr. Mortillaro then referenced the Reserve Fund Policy, starting on page sixty-three (63) of the packet. He stated that there were some minor changes and insertions, in which he went over briefly. Mr. Mortillaro proceeded to page sixty-eight (68) of the document, noting the additions to the policy as follows:

- a) Reserve for Operations (budget stabilization): It is the goal of the Board of Directors to annually direct 15% of the unrestricted reserves into this fund to meet unexpected decreases of more than 5% in the levels of total revenues and subsidies, as well as unexpected increases of more than 5% in total operating costs such as unanticipated and unbudgeted increases in fuel costs or other operating materials that cannot be rebalanced within existing budgeted resources in any given year in order to protect against reducing service levels when these fluctuations occur. This reserve will be maintained at a maximum of twenty percent (25%) of the annual operating revenues.
- b) Reserve for Capital and Capital Replacement: It is the goal of the Board of Directors to annually direct 5% of the unrestricted reserves into this fund. In addition revenues from the sale of surplus property or fixed assets will be directed towards this reserve fund. This reserve fund will provide the District with funds to meet matching requirements or non-matched purchases for fleet replacement, new fleet and replacement or acquisition of fixed assets. This reserve will be maintained at a maximum of ten percent (10%) of the annual operating revenues.
- c) Reserve for Service Enhancements: This fund will be developed to build up fiscal resources in anticipation of future service enhancements. The intent is to build up a reserve of operating funds before potential service enhancements would be enacted in order to smooth the impact on the operating budget of a higher level of service and operating costs. When the Board has authorized existing service enhancements or new service enhancements then the Resolution approving such may also include the authorization to use this reserve fund for that purpose as required by section "E" below. The targeted balance of this reserve fund should be sufficient to cover operating expense of the proposed service enhancement for a three-year period.
- d) Reserve for Debt Service: When the District issues debt this reserve will be funded through bond proceeds equal to the highest year debt service obligation of the District. These funds are held by the trustee for payment of related debt service.
- e) Approval for Use of Reserve Fund: Each proposed use of the reserve fund will be subject to Board approval. For each use of the aforementioned reserve funds, the Board will approve a resolution which will describe the need to use the reserve fund, and the uses for which reserve funds will be expended. By Resolution of the Board the Board upon

recommendation of the Executive Director may consider the modification of the allocations herein in order to avoid any service reductions.

Further discussion went on regarding this item.

Mr. Mortillaro stated that if the District was able to afford it, he'd like to have a higher reserve balance due to the economy being unpredictable.

Mr. Vigil asked if there was any additional questions.

Mr. Mortillaro asked if the committee would like to keep the Capital Reserve balance maintained at 10% or if they'd like to increase it to a minimum of 15%.

Mr. Shelton stated that it seems as though that is where the District would need additional funding to draw from.

Mr. Vigil asked if the Finance Subcommittee wanted to amend the capital reserve be increased to 15%.

Mr. Shelton asked if Mr. Mortillaro felt comfortable with that.

Mr. Mortillaro said he did.

Mr. Vigil also agreed that the capital reserve be increased to 15%.

Mr. Mortillaro asked if the annual amount of 5% was sufficient.

The Finance Subcommittee agreed.

It was recommended that the Finance Subcommittee Review and recommend to the Board adoption of the revised Reserve Fund Policy as amended.

Mr. Shelton made a motion for recommendation to the Board of Directors, the Reserve Fund Policy as amended. Commissioner Chavez seconded the motion and it passed by unanimous voice vote (3-0).

E. Minutes from August 23, 2013 and September 27, 2013

Mr. Mortillaro asked the Finance Subcommittee to review and approve the meeting minutes from August 23rd and September 27, 2013.

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

MATTERS FROM THE SUBCOMMITTEE

Mr. Mortillaro passed out an additional handout regarding the Allocation of Gross Receipts Tax for FY12, FY13 and FY14. He proceeded to explain the item further.

Mr. Mortillaro then passed out the District's Annual Summary report which reflected the NCRTD Revenue and Expenses by Sources as of June 30, 2013.

ADJOURN

The Finance Subcommittee meeting was adjourned at 11:00 a.m.

The next Finance Subcommittee meeting will be held on November 22, 2013 at 9:00 a.m. to conduct the closeout of the annual audit.

EXECUTIVE REPORT



November 2013

EXECUTIVE

- Continued discussions and review of Facilities Conceptual and Schematic Design.
- Completed employee referendum related to Social Security or supplemental pension plan participation (ICMA RC) and discussions with State Social Security Administrator.
- Continued employee recognition program review with Employee Committee.
- Continued discussions related to implementation of ITS from AVAIL.
- Participated in extensive meetings and discussions with Consultant and Staff on tech memos 4 and 5 related to the service plan update.
- Participated in discussion with Auditors on draft document.
- Participated in field review regarding Ohkay Owingeh bus stop relocation.
- Participated in field review regarding Velarde bus stop relocation.
- Participated in discussions with consultant regarding Fleet Facility Programming report.
- Reviewed and discussed final Annual Report draft.

- Attended NMPTA Executive Board meeting.
- Attended Santa Fe MPO Technical Coordinating Committee meeting.
- Drafted amended contract for Huitt-Zollars services.
- 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

- Completed and delivered FY 2012 Annual Report to printer.
 - Developed email Rider Alert system for the NCRTD website and launched the program. Developed tutorial on use of the system and worked with select staff on how to implement it.
 - Developed promotional business card encouraging sign up for the new email Rider Alert system to be handed out by RTD drivers.
 - Developed concept for RTD Billboard to go up in December on Highway 285 Northbound (south-facing) between Hwy 503 and Arroyo Seco in Española. Working to finalize creative.
 - Wrote and distributed email, press release and rider alert informing the
-

public of the Service Plan presentation at the December 6 Board meeting to encourage public comment at the meeting.

- Fulfilled IPRA requests from the Rio Grande Sun regarding 2 personnel matters.
- Provided various updates to ncrtd.org throughout the month.
- Began organizing RTD participation in the Española and Los Alamos holiday lights parades and issued a call for volunteers.
- Wrote and disseminated rider alert and press release regarding the Veterans Day and Thanksgiving Holiday closures.
- Attended a Folk Art Market luncheon thanking sponsors.
- Wrote and posted Rider Alerts regarding: Inclement weather delays on 11/22/; added Ghost Ranch stop to Chama Route; additional 599 stop at Santa Fe Place mall; eliminated the Quesnal stop on the Taos Route; added a La Lama stop to the Questa Route.
- Santa Fe New Mexican ran ads on November 27 and 29.
- KDCE – 950 AM radio in Espanola, :30 sec radio spot and sponsorship of the 7:30 AM news ran 17 days in November excluding Saturdays and Sundays .
- KSWV 810-AM in Santa Fe, :30 sec spot ran 20 times in November as well as 30 :20 sec promos announcing RTD sponsorship of the NM Trivia question of the day during the 7:30 AM ½ hour.
- KTAOS 101.9 FM in Taos, 14 :30 sec radio spots ran each week in November.

- Two ads ran in November in the Rio Grande Sun, Los Alamos Monitor and the Taos News.
- Green Fire Times – Ran ad in the November issue with updated carbon reduction numbers and miles removed from State roads and highways.
- Chama Valley Times ¼ page ad ran in November issue.

SERVICE DEVELOPMENT

- October 5311 Ridership Report
 - Participated in the Employee Recognition Committee
 - Conference call with Huitt-Zollars regarding the Maintenance Facility Design
 - Continued contact with Sipapu Ski and Summer Resort to further explore route expansion request to serve the Sipapu area
 - Working with Erick Aune and Santa Fe County to implement a bus stop on Highway 14 at the Turquoise Trail Fire Station; license agreement is currently being reviewed
 - Collaborating with Ohkay Owingeh to determine best location for alternate bus stop and shelter at Ohkay Owingeh Resort and Casino
 - Continued interactions with Avail regarding the AVL/CAD project implementation, vehicle surveys, schedule data entry, etc.
 - Collaborated with Town of Taos/Chile Line, further discussion of improving service and improving connectivity
-

- Conference call with KFH Group regarding the Service Plan Update. Solicited driver feedback for possible route changes, consolidated feedback and provided it to KFH Group for consideration
- Hosted the annual NPRPO Transportation meeting and presented FY15 5311 application to group for prioritization
- Met with owners of the Velarde Mini-mart to discuss relocating the bus stop to their parking lot to allow for a Park & Ride option for riders
- Participated in a conference call with Jon Bulthuis and Ken Smithson of Santa Fe Trails regarding the Ski Santa Fe service request
- Communicated with Santa Fe County Economic Development Manager David Griscom regarding the service request for Ski Santa Fe

OPERATIONS

- Recruiting, interviewing and hiring for Customer Service Representative I;
 - Hiring and training 2 new drivers;
 - Working on sustainability plan for the District;
 - Work on Transit Plan with the management team and KFH Tech Memo 5;
 - Work with Avail Technologies and NCRTD staff on the Intelligent Transportation Systems implementation process;
 - Met with management team on Maintenance Facility Design Plans.
-



Performance Measures

for

Fiscal Year 2014

October 2013



Performance Measures for Fiscal Year 2014

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

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

1. Administrative:

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

2. Fleet:

- A. Vehicle Back Up Ratio
- B. Average Vehicle Age
- C. Percentage of "On-Time" PM / Inspections
- C. Accidents, Major/Minor Tracking

3. Customer Relations:

- A. Complaints
- B. Incidents

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

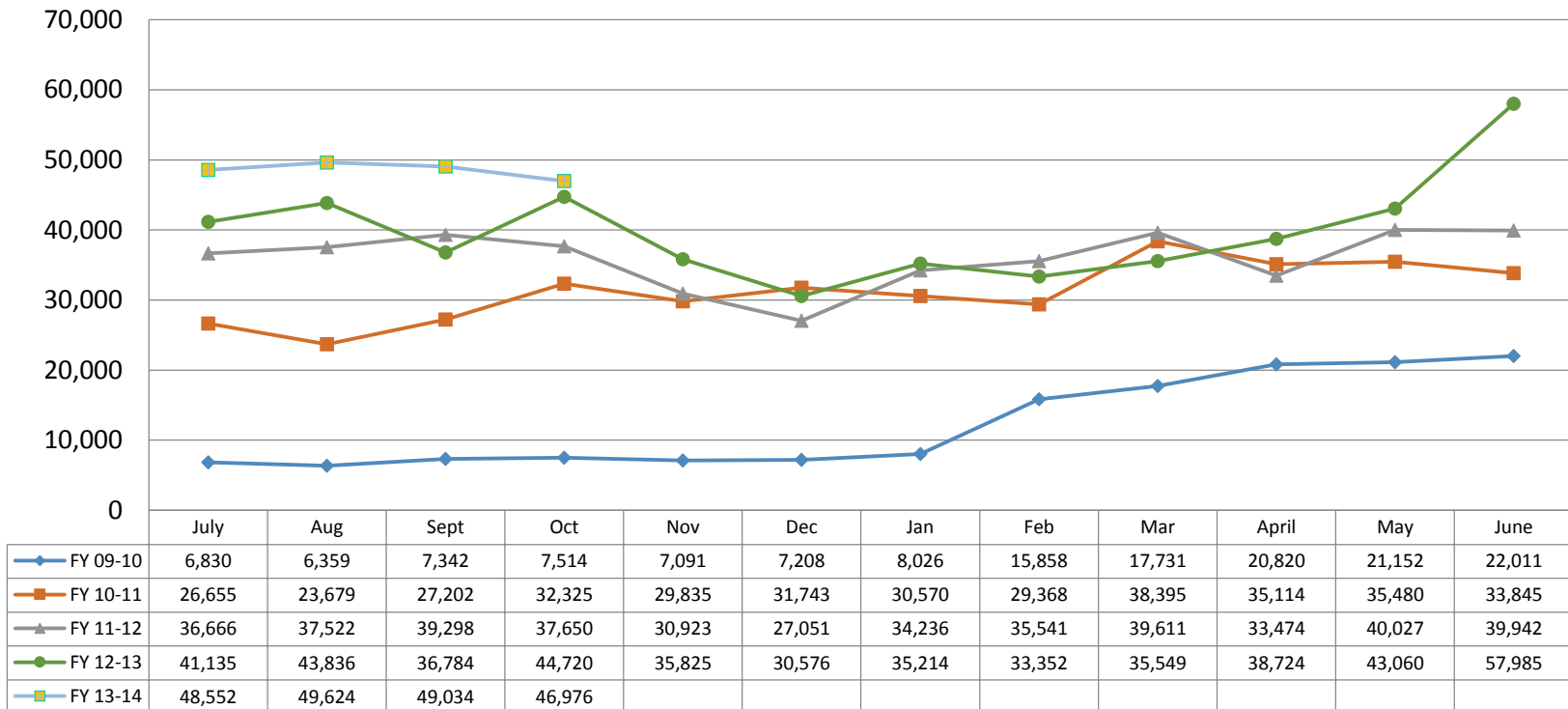


Performance Measure - Administrative:

Ridership Tracking of All NCRTD Funded Routes

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

Ridership All Funded Routes



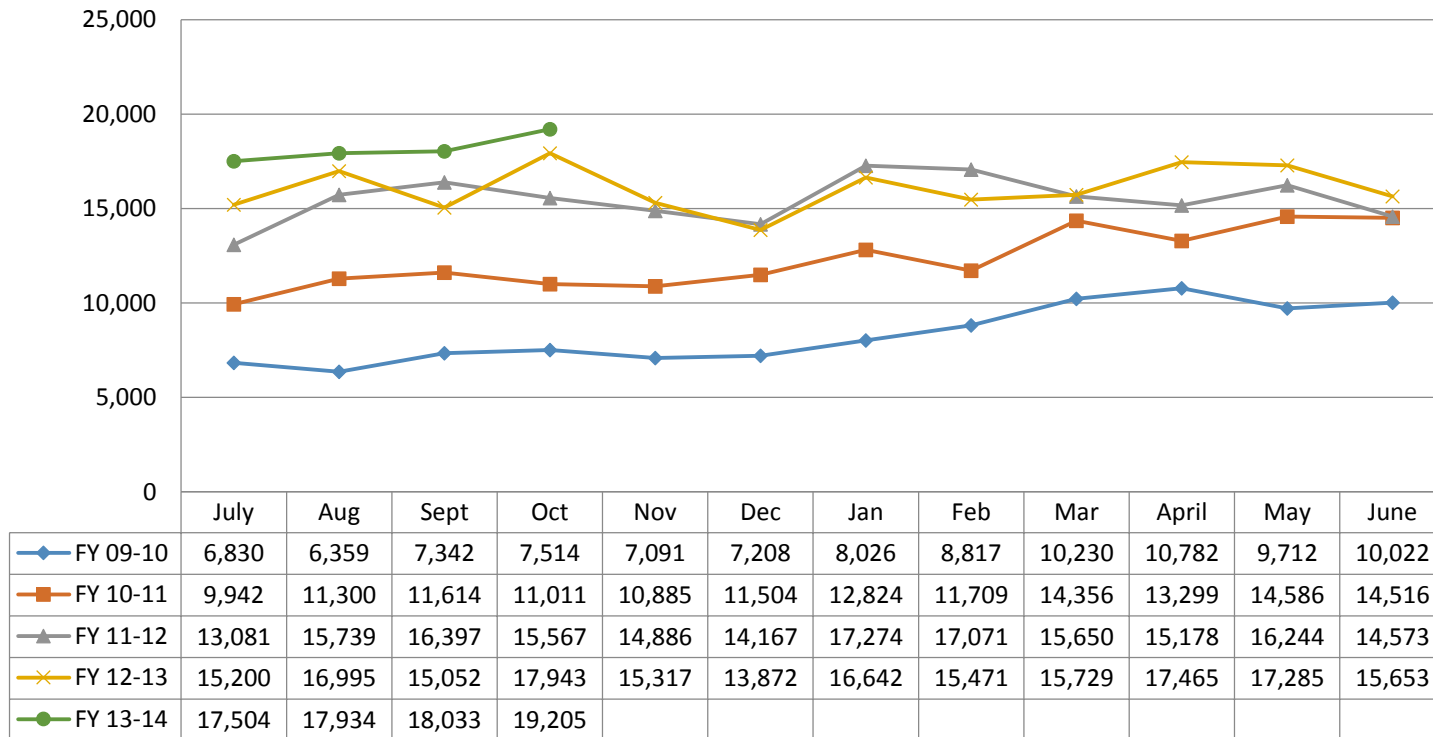


Performance Measure - Administrative:

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



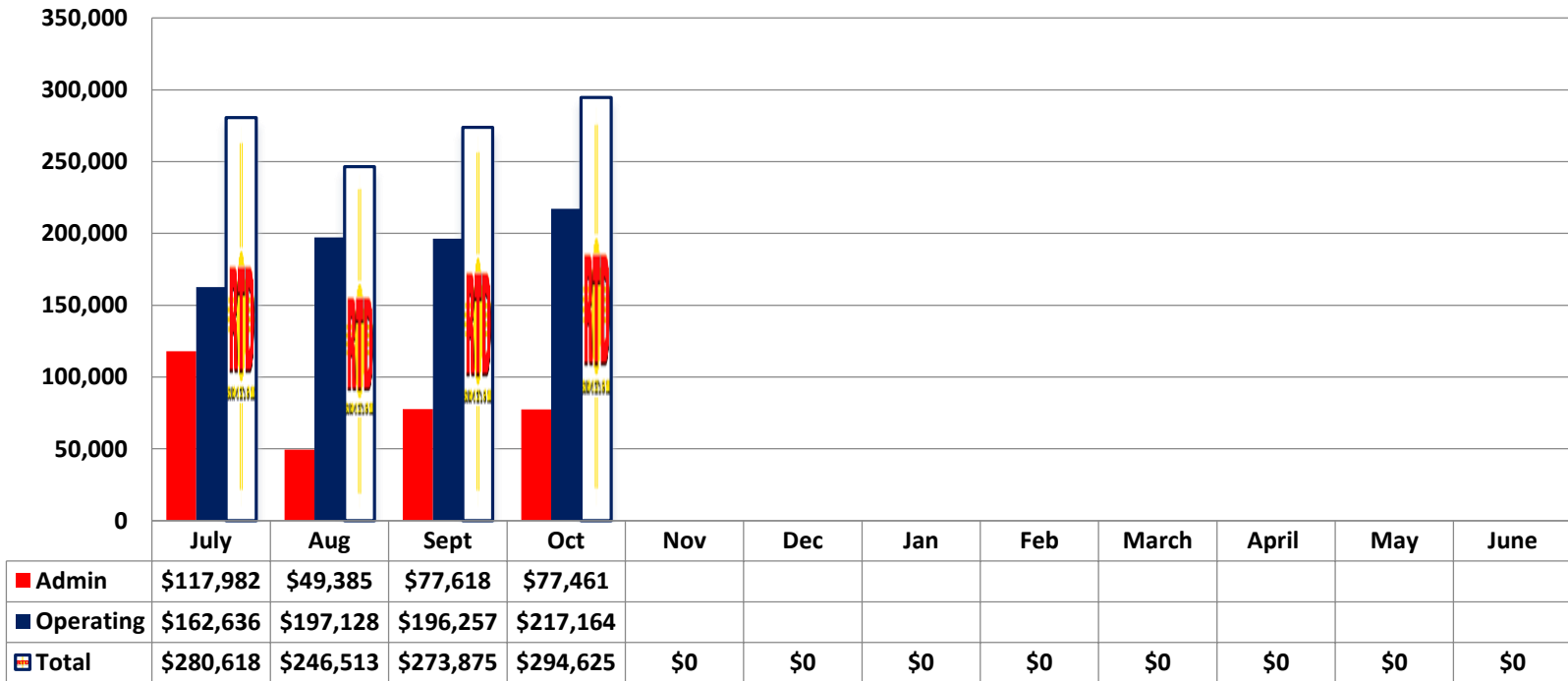


Performance Measure - Administrative:

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



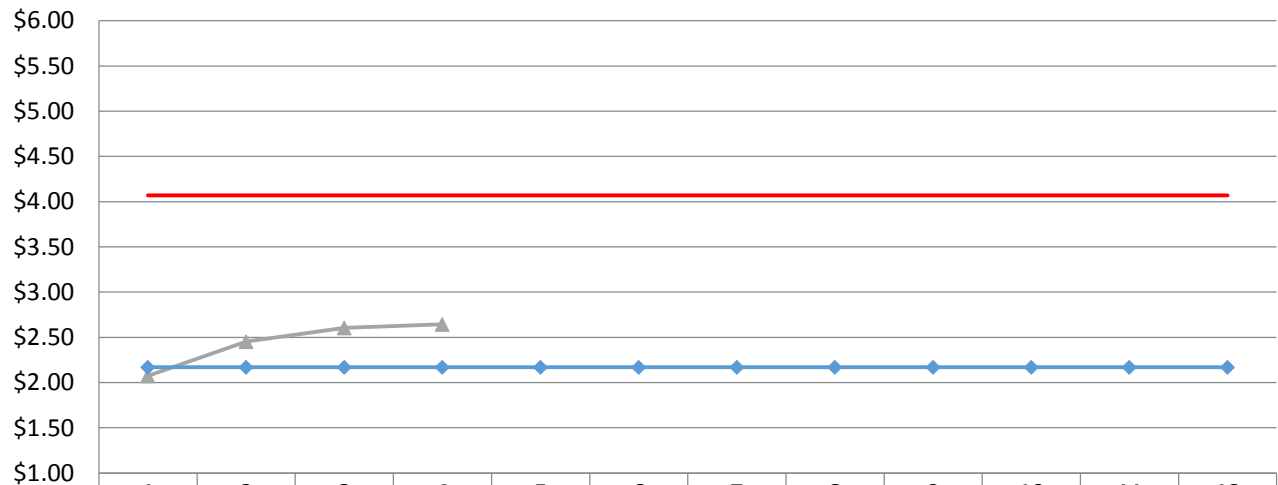


Performance Measure - Administrative:

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 2013 Rural Transit Data Fact Book, specifically FTA's District 6 (our district) annual cost per mile is included as a benchmark.

Operating Cost Per Vehicle Mile



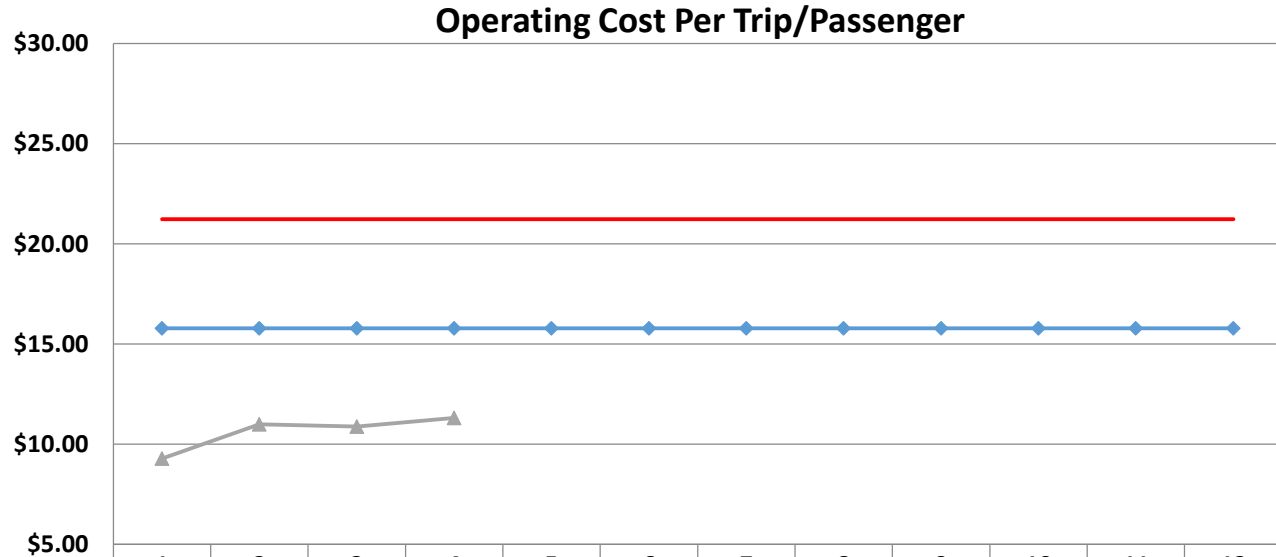
	1	2	3	4	5	6	7	8	9	10	11	12
—▲— Monthly Cost per Mile	\$2.08	\$2.45	\$2.60	\$2.64								
— Sandoval/Valencia	\$4.07	\$4.07	\$4.07	\$4.07	\$4.07	\$4.07	\$4.07	\$4.07	\$4.07	\$4.07	\$4.07	\$4.07
—◆— Region 6 Total Cost Per Mile	\$2.17	\$2.17	\$2.17	\$2.17	\$2.17	\$2.17	\$2.17	\$2.17	\$2.17	\$2.17	\$2.17	\$2.17



Performance Measure - Administrative:

Operating Cost per Trip

When transit data is collected, passengers, riders and rides are counted and referred to as “trips.” One passenger can generate several trips in a day, and these are counted individually. Example, a particular rider may board in Questa (1 trip) and transfer to the Taos to Espanola bus (1 trip) and again transfer to the Santa Fe bus in Espanola (1 trip) for a total of three trips. The cost per trip is computed on a monthly basis by dividing the monthly operating costs from the Monthly Expenditures (chart above), by the total monthly number of trips (ridership). NM Department of Transportation uses this as one of their performance measures to the state-wide transit guide published annually. Additionally this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 funding. This is a management tool to track our cost per trip vs. the amount of budget being spent to operate a particular route as well as collectively for all routes. Sandoval and Valencia counties’ annual average are used as a local/in state comparable benchmark, even though their system is smaller than the NCRTD. Data from the 2013 Rural Transit Data Fact Book, specifically FTA’s District 6 (our district) annual cost per trip is included as a benchmark.



	1	2	3	4	5	6	7	8	9	10	11	12
▲ Monthly Cost per Trip	\$9.29	\$10.99	\$10.88	\$11.31								
— 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	\$15.79	\$15.79	\$15.79	\$15.79	\$15.79	\$15.79	\$15.79	\$15.79	\$15.79	\$15.79	\$15.79	\$15.79

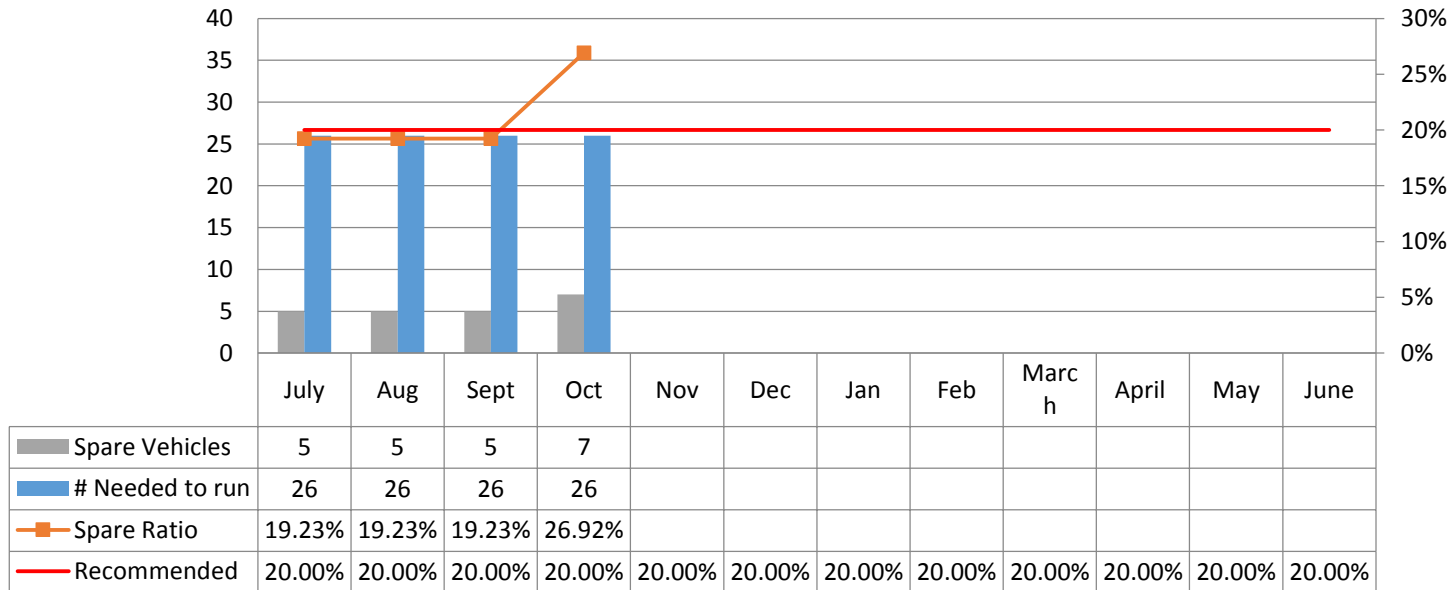


Performance Measure - Fleet:

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 35 and is exempt from this guideline but it is a good benchmark to keep in place. With an annual maximum service of 27 and a backup fleet of 8, the backup ratio is 30%. This higher number is needed and reasonable due to the variety of passenger seating requirements for specific routes throughout the District. These backup vehicles ensure consistent coverage of all routes when vehicles are off line due to routine maintenance or unexpected breakdowns.

Spare Vehicle Ratio/Combined All Vehicles



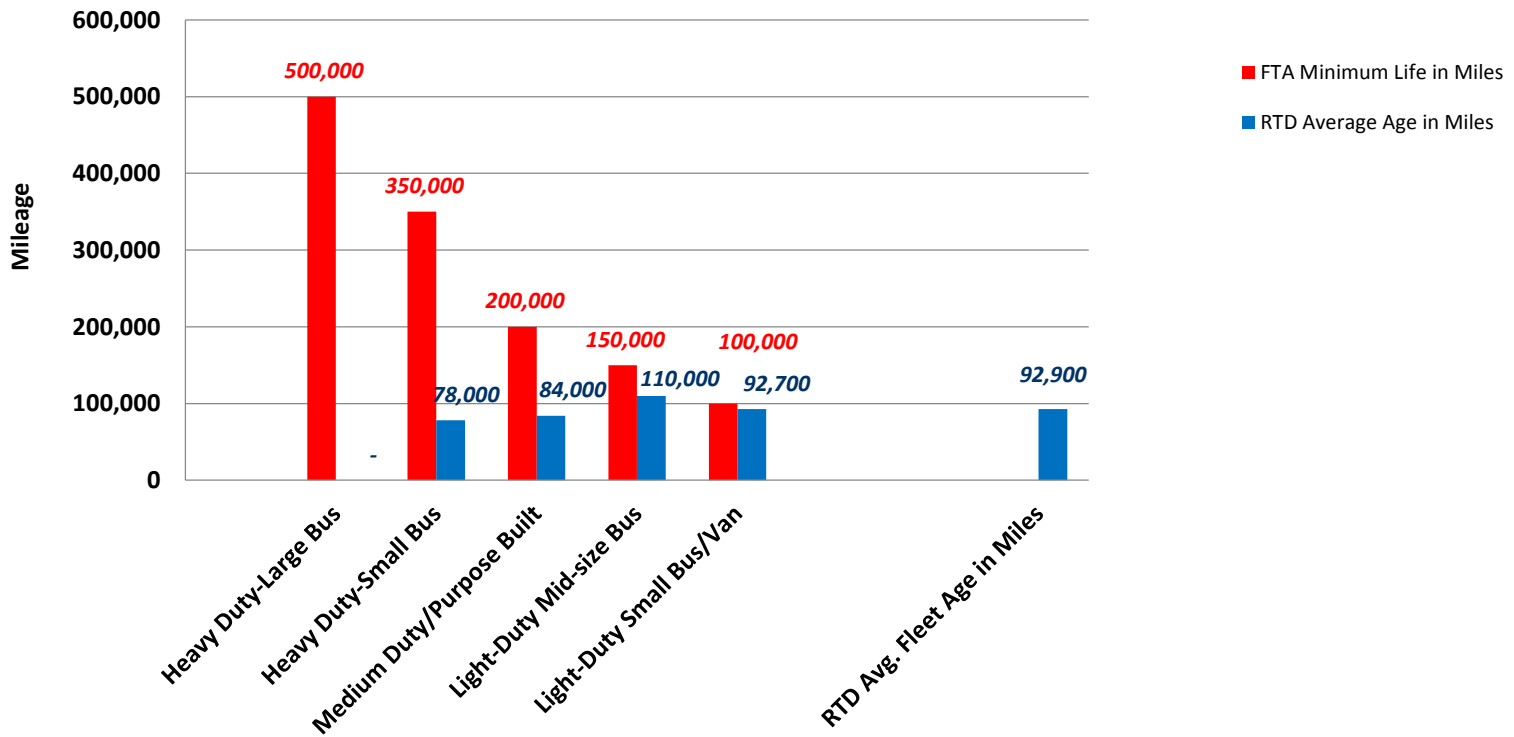


Performance Measure - Fleet:

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



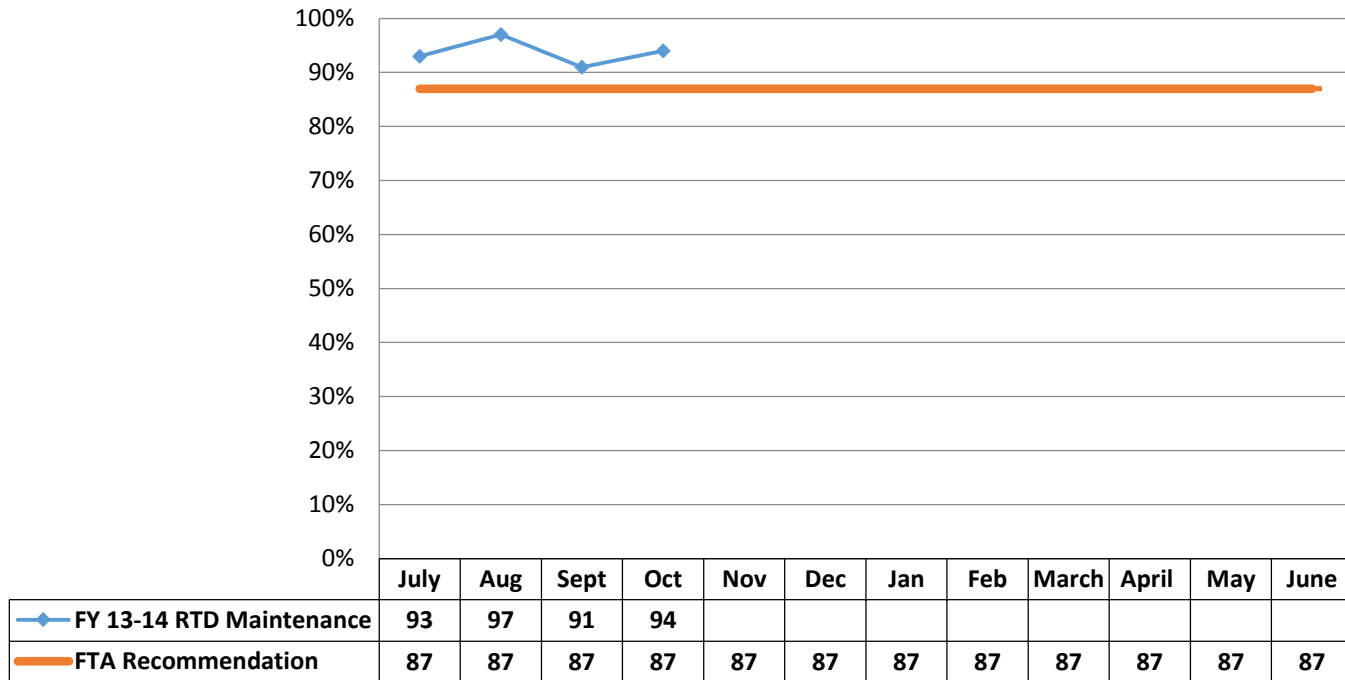


Performance Measure - Fleet:

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 5000 mile intervals for the entire 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



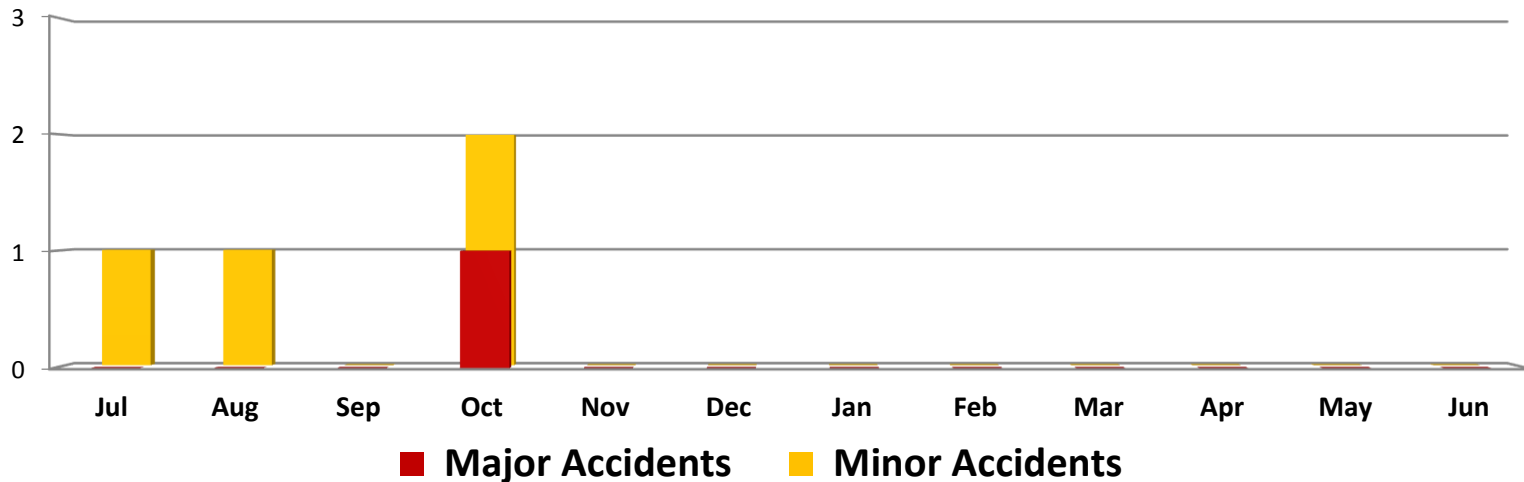


Performance Measure - Fleet:

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 84,840 Miles Avg. Driven Monthly



Last Minor Accident - October 17, 2013

Miles Driven since last Minor Accident - 40,400

Last Major Accident - October 22, 2013

Miles Driven since last Major Accident - 28,280



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.

1. Passenger upset because the bus would not stop for him, he was between bus stops / explained to him safety reasons and state law prohibited in spite of his use of foul language towards the supervisor.
2. Driver of a car complained that bus was speeding in El Dorado and cut him off turning into the Agora parking lot / spoke with driver advised to watch speed and drive defensively.
3. Driver of a car called in complained of a bus from Santa Fe T-548 was changing lanes in traffic without using signals and almost cut her off / video evidence could not verify but reminded driver to drive defensively.
4. An On Demand passenger complained of driver cutting across the Wal Mart parking lot / spoke with driver to use good driving skills as he transports passengers.
5. Same On Demand passenger complained of another driver talking on cell phone / video evidence showed driver was on phone only when parked waiting for clients.
6. Received 3 similar complaints by passengers of the Questa route that the driver training the new driver was extremely rude and abusive to the trainee / spoke with driver as it was his last week driving for the District and apologized to passengers for the unacceptable actions of the driver and for their experience on our bus.

Performance Measure – Customer Relations:

FY 13-14 Number of Complaints

	Total	Schedule Issues	Driver Performance	Against other Passengers	Miscellaneous*	Percent VS Ridership
July	8	1	7			0.05%
August	5	1	4			0.03%
Sept	8	1	5		2	0.04%
Oct			8			0.04%
Nov						
Dec						
January						
Feb						
March						
April						
May						
June						
Total	29	3	24		2	



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. Passenger was upset because bus was full and had to wait for next bus.
2. Passenger was upset when told by driver to sit down and buckle up so the bus could continue on route.
3. On Demand bus was stuck behind school bus on narrow street due to an oncoming car that would not back up to clear roadway.
4. Denied a ride to passenger who had 2 bikes loaded down with metal tubing that appeared to be too heavy for bike rack.
5. Driver fueling bus was cursed at by bystander who then threw some rocks. No damage incurred.
6. A student passenger did not have fare, was told to pay it tomorrow chose not to ride.
7. A passenger got upset on Taos bus while driver was waiting for the Tesuque bus for transfers. Passenger began cursing at driver to get going. Finally driver denied service to individual.
8. Chama bus had to stop at Rio Chama stop to let sick passenger off to throw up. Passenger partied too much the night before.
9. Riverside driver let off 2 female passengers at Dream Catcher due to fighting on bus.
10. A Truchas Passenger told the AM Las Trampas driver that the PM driver did not stop at Truchas the day before.
11. A Riverside passenger got off the bus and left his bike on the bike rack. He picked it up at the office the next day.
12. The Chama bus was met by police at TA where four female passengers were arrested due to being in a fight somewhere previously.

Performance Measure – Customer Relations:

FY 13-14 Number of Customer Incidents

	Total	Driver-Non Rider	Rider-Rider	Driver-Rider	Rider	% of Ridership
July	9	1		8		0.05%
Aug	5			4	1	0.03%
Sept	8	2		6		0.04%
Oct	12	2	2	8		0.06%
Nov	0					
Dec	0					
Jan	0					
Feb	0					
March	0					
April	0					
May	0					
June	0					
Total	34	5	2	26	1	

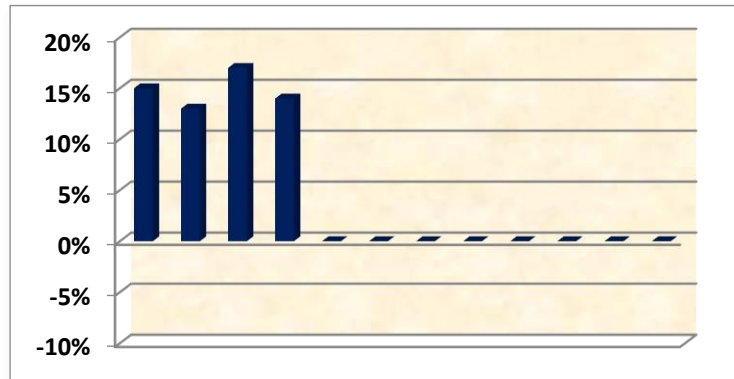
NCRTD Monthly Ridership Summary

October 1, 2013 through October 31, 2013

Calendar Operating Days

	<u>This Year</u>
Jul-13	21
Aug-13	22
Sep-13	20
Oct-13	22
Nov-13	
Dec-13	
Jan-14	
Feb-14	
Mar-14	
Apr-14	
May-14	
Jun-14	

Total Ridership YTD % Change



Monthly System Totals

Year to Date Totals

	Monthly System Totals				Year to Date Totals			
	This Year	Last Year	Difference	%Change	This Year	Last Year	Difference	%Change
<u>NCRTD Operated</u>	19,205	17,760	1,445	8%	72,676	65,007	7,669	11%
<u>NCRTD Funded</u>	27,771	26,777	9,269	4%	121,510	101,285	19,231	17%
<u>All Systems Funded Total</u>	46,976	44,537	10,714	5%	194,186	166,292	26,900	14%

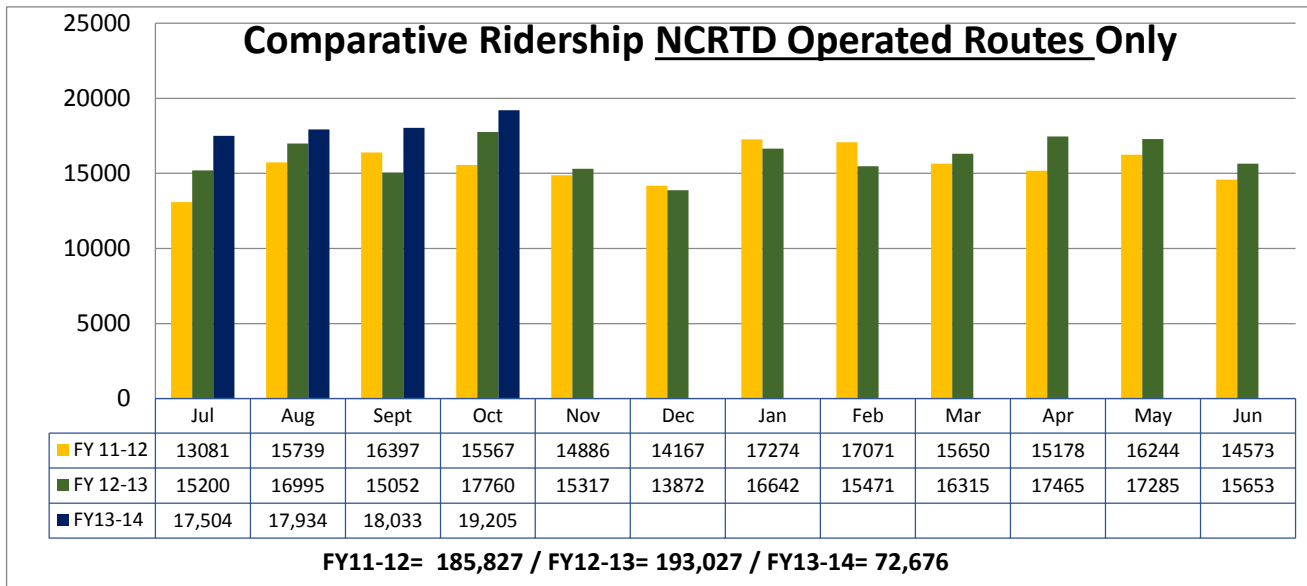
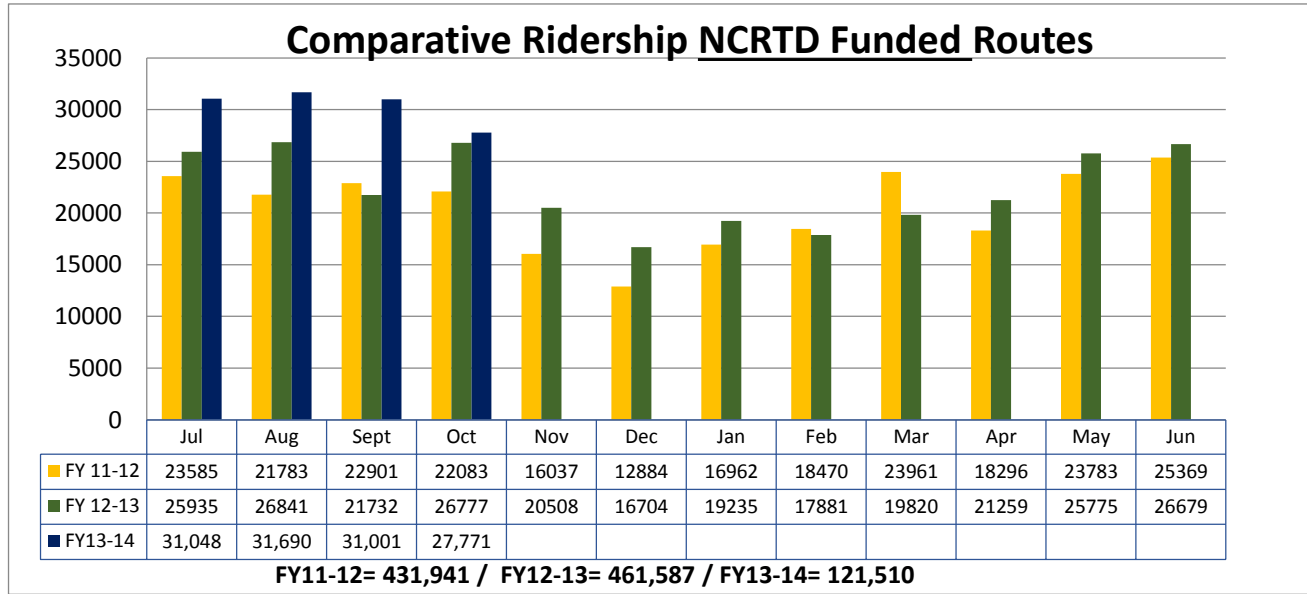
System Daily Averages

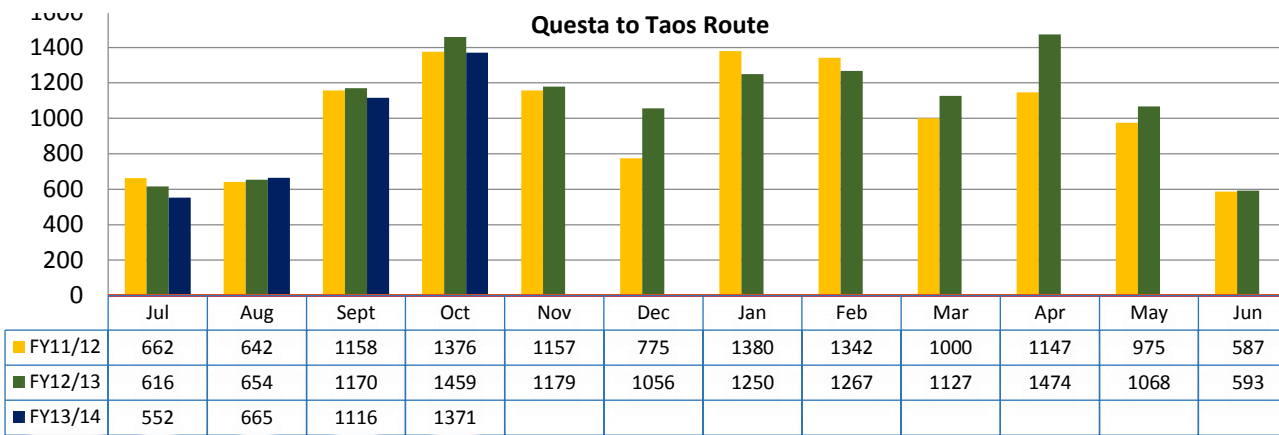
	This Year	Last Year	Difference	% Change
<u>NCRTD Operated</u>	873	807	66	8%
<u>NCRTD Funded</u>	1,262	1,217	45	4%
<u>Systems Total</u>	2135	2024	111	5%

Total Ridership YTD % Change

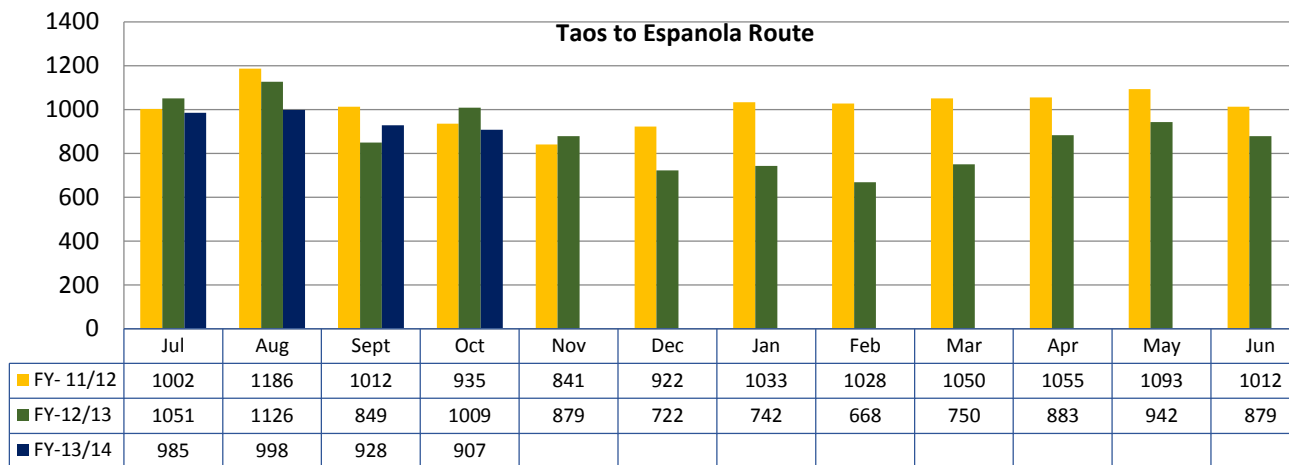
July-13	15%
August-13	13%
September-13	17%
October-13	14%

Oct-2013 Ridership Report

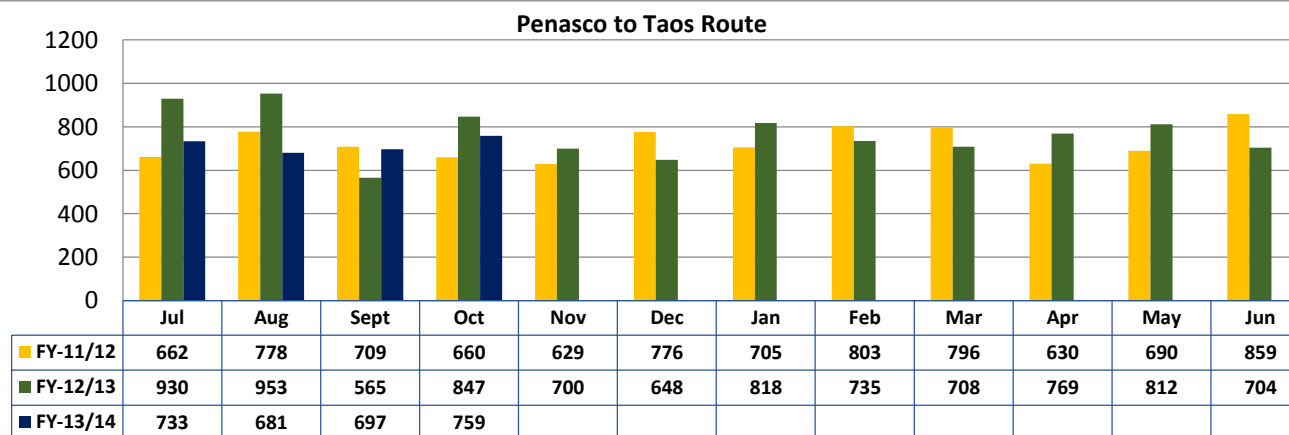




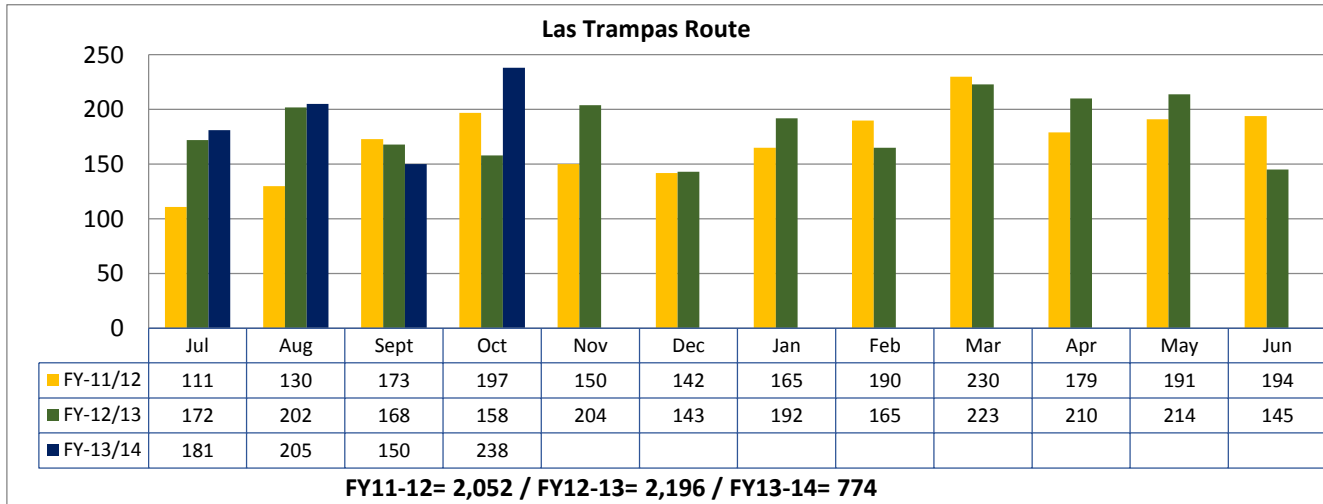
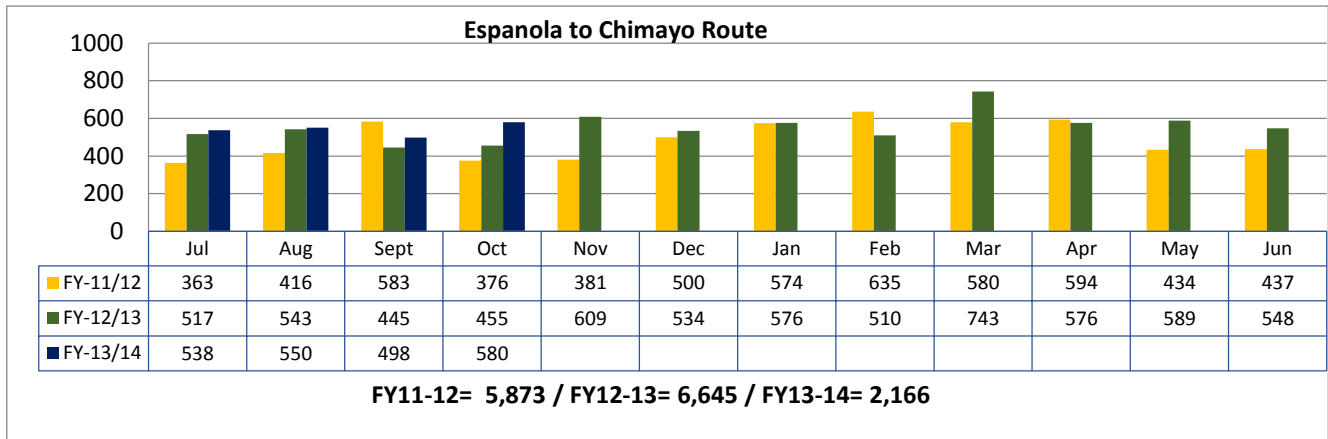
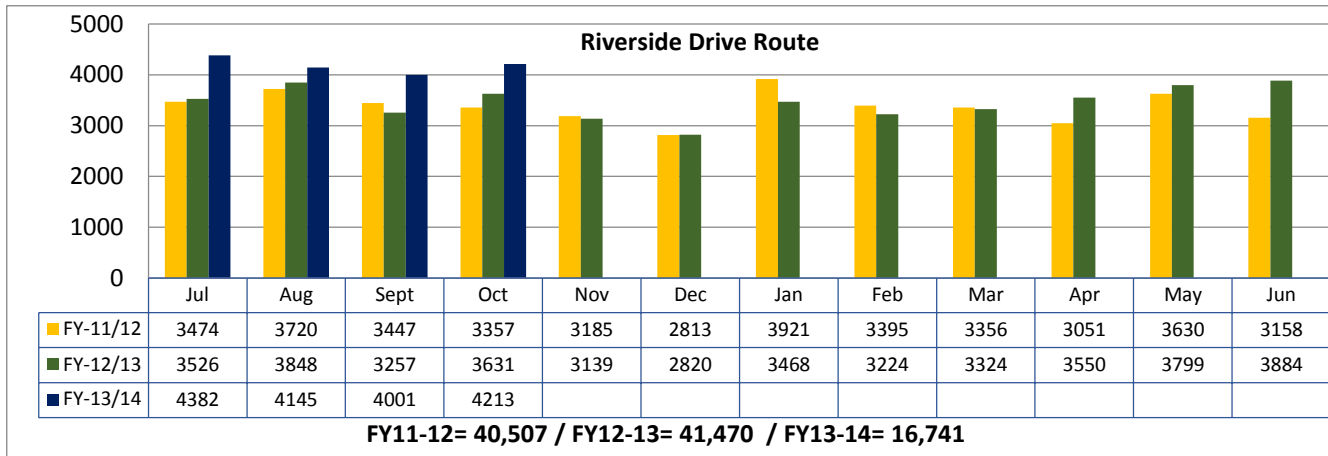
FY11-12= 12,201 / FY12-13= 12,913 / FY13-14= 3,704

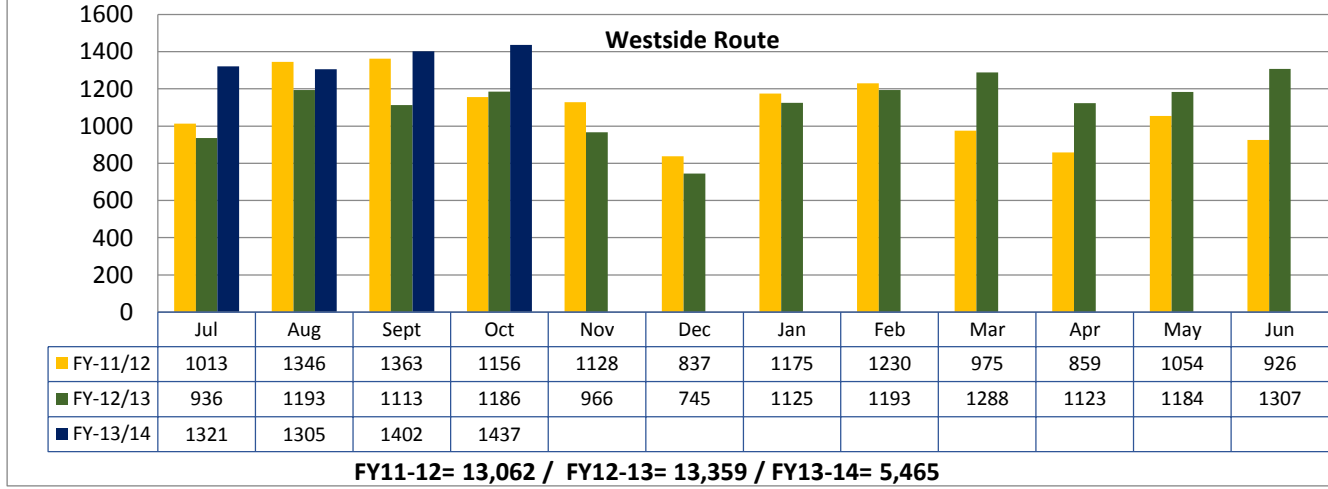
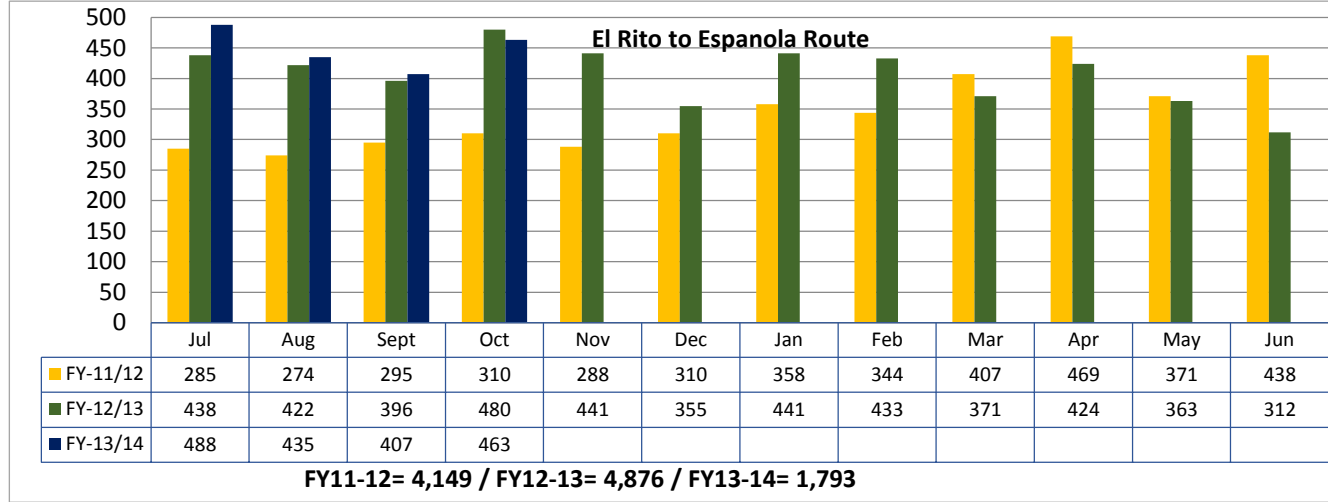
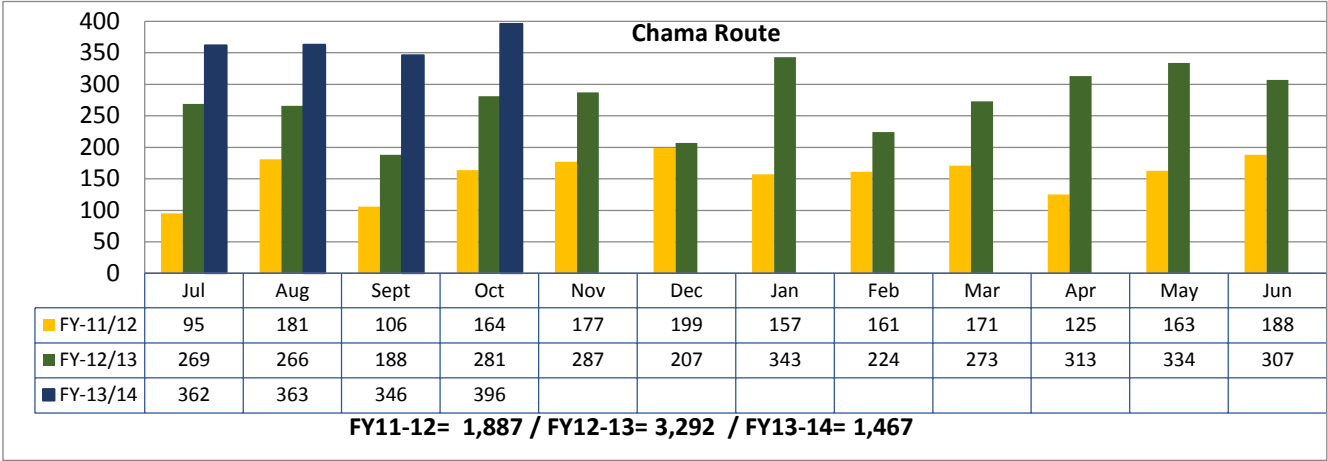


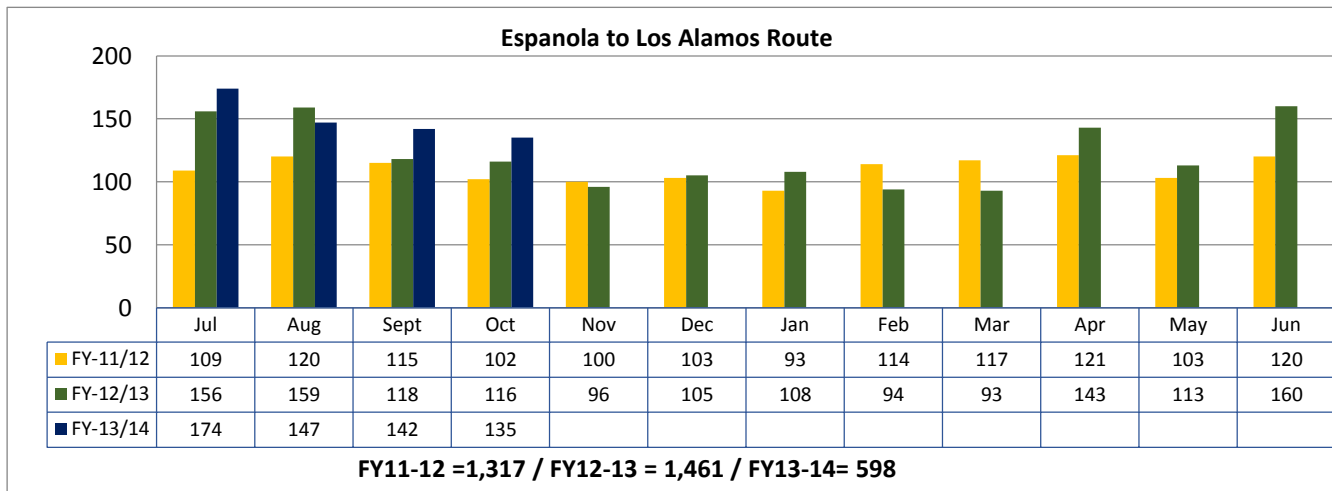
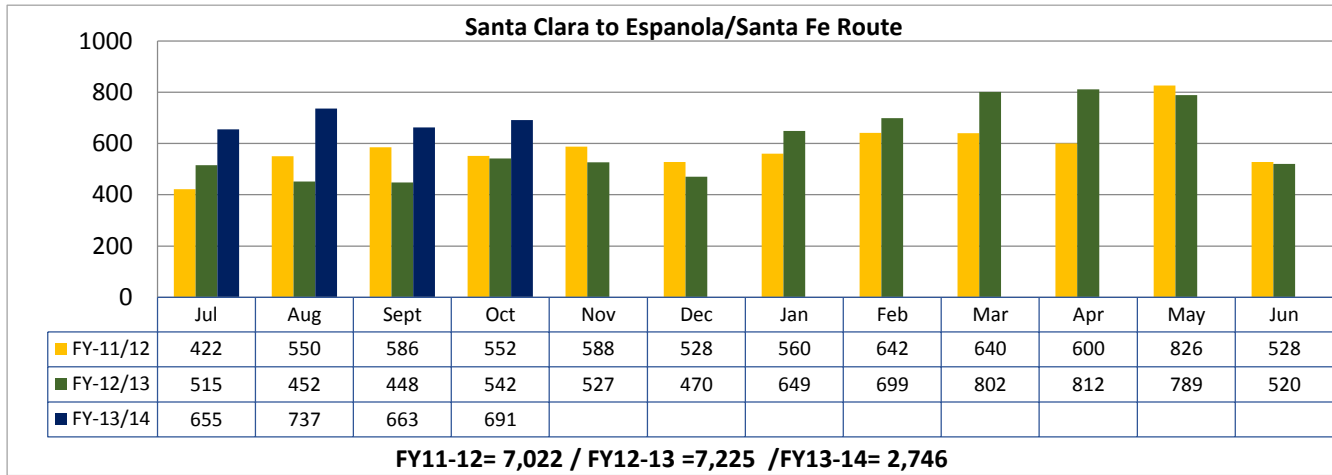
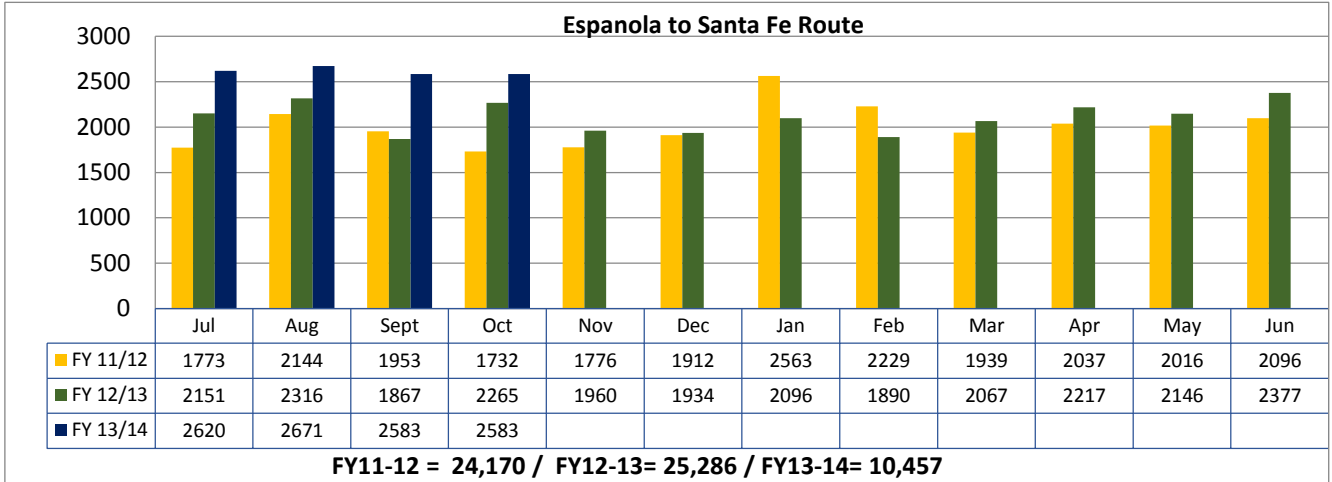
FY11-12= 12,169 / FY12-13= 10,500 / FY13-14= 3,818

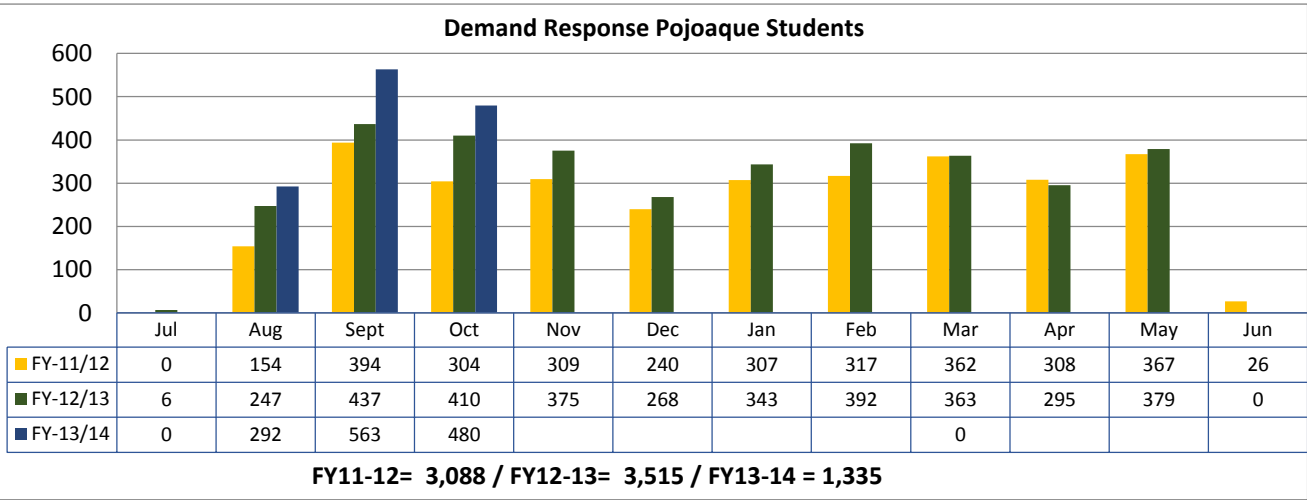
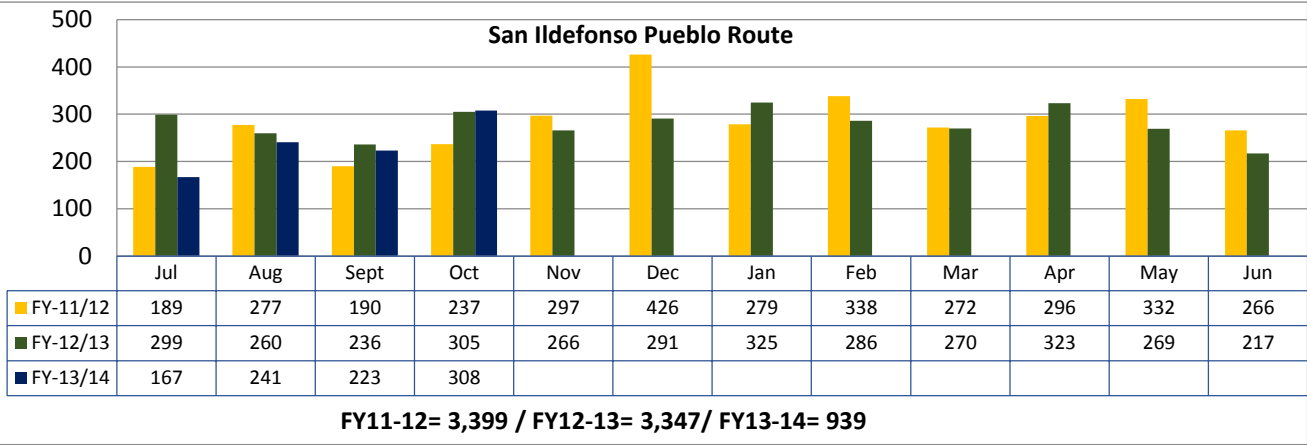
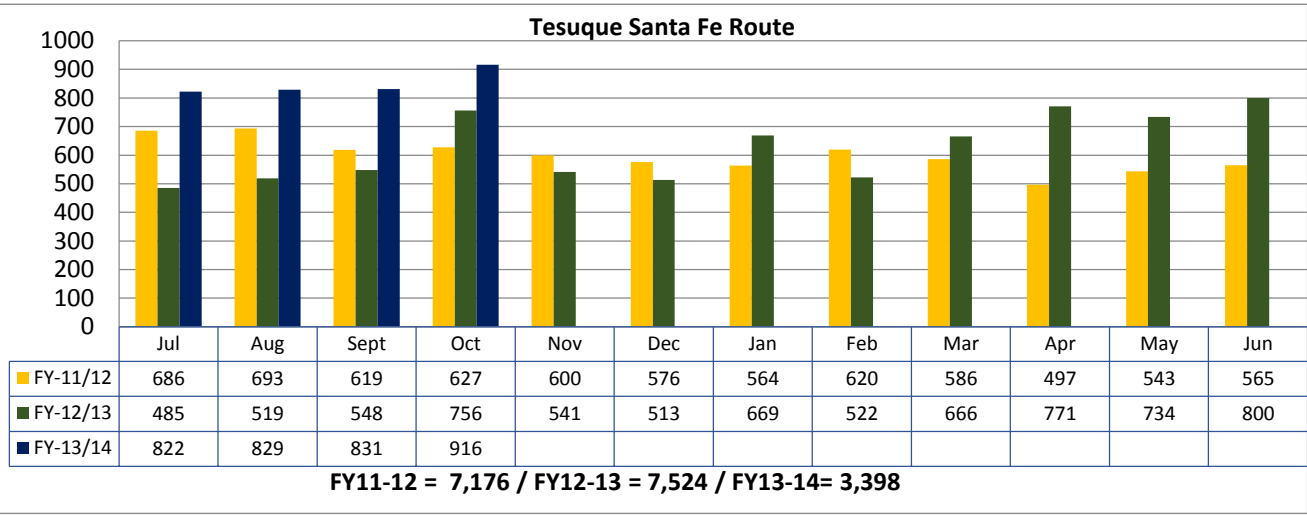


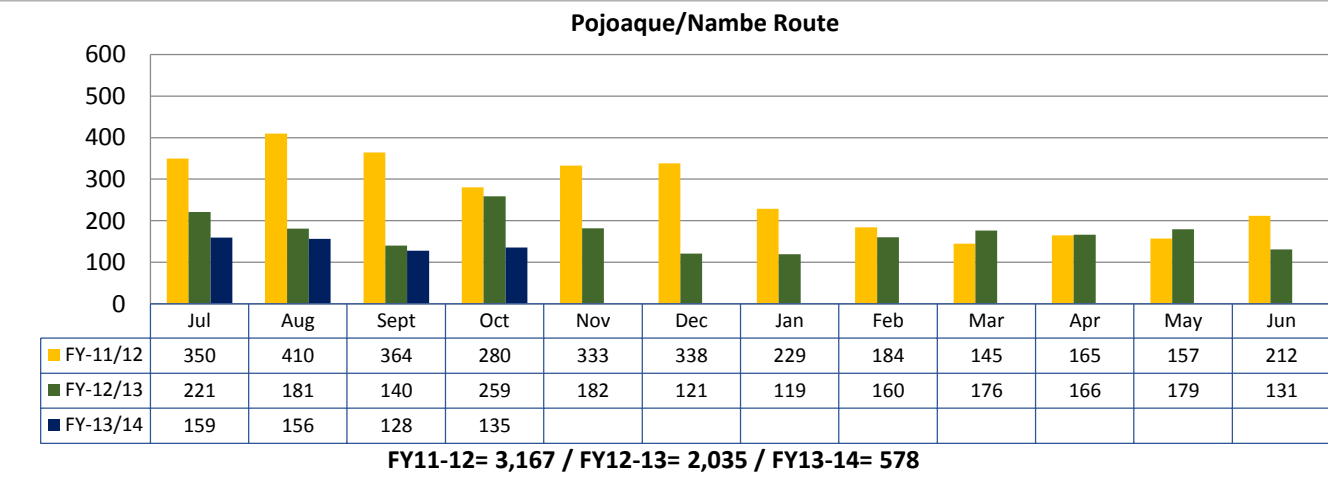
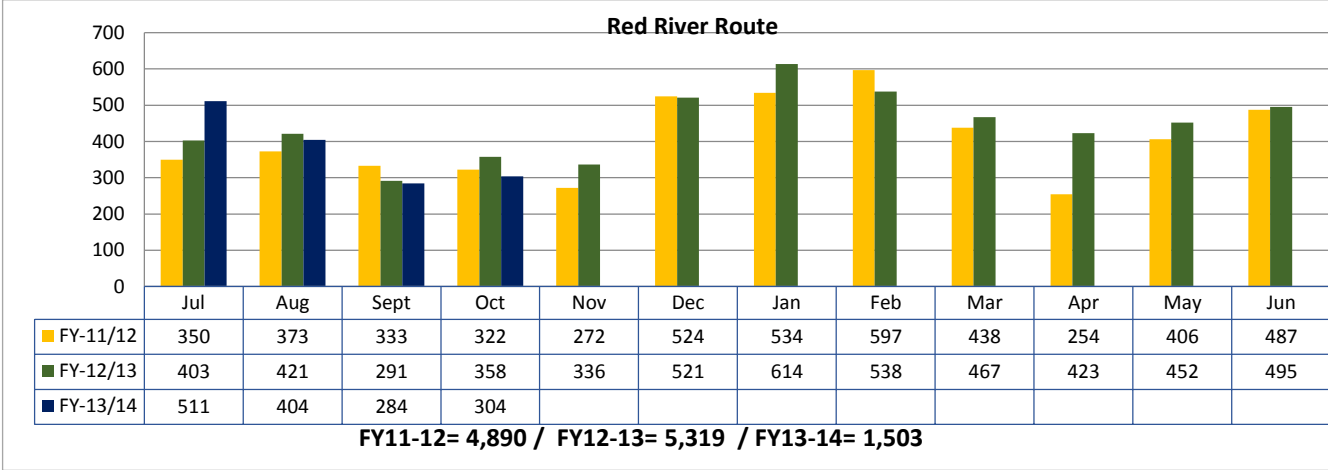
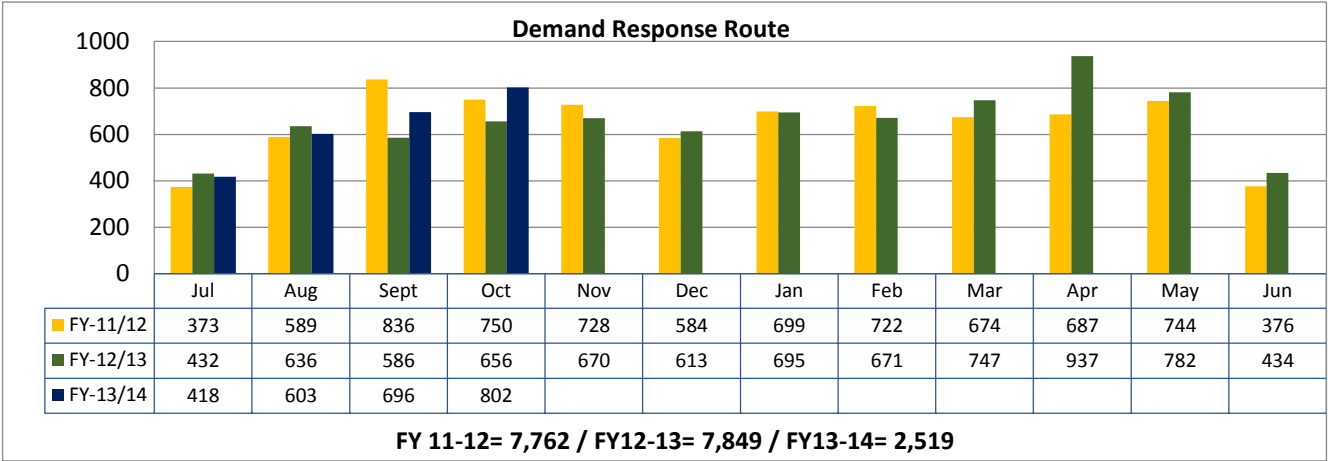
FY11-12=8,697 / FY12-13= 9,189 / FY13-14= 2,870

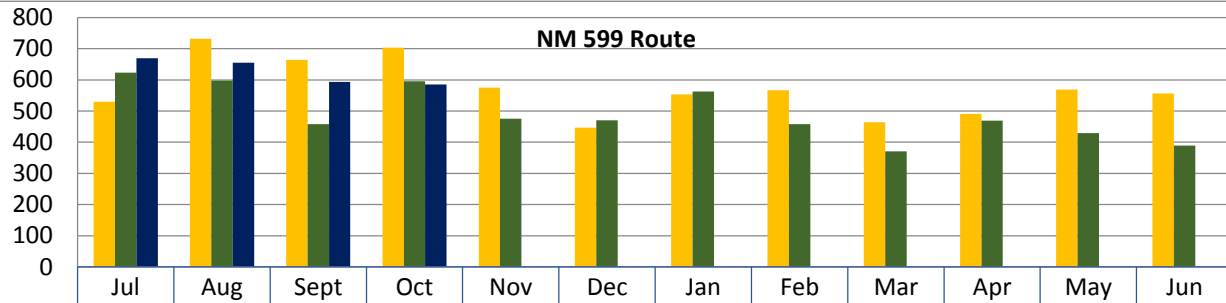






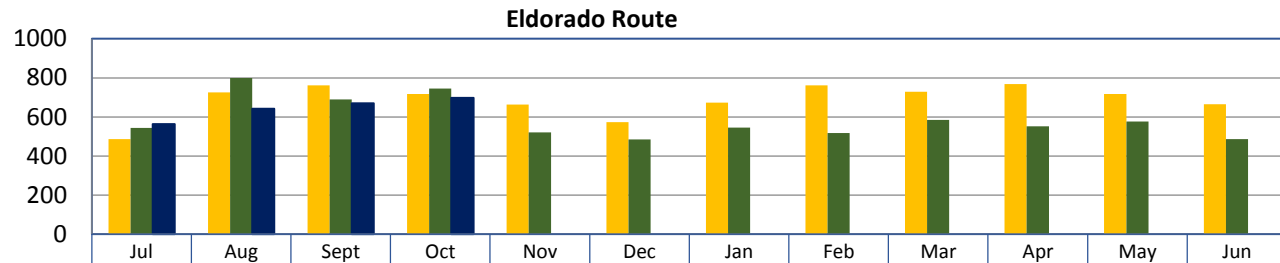






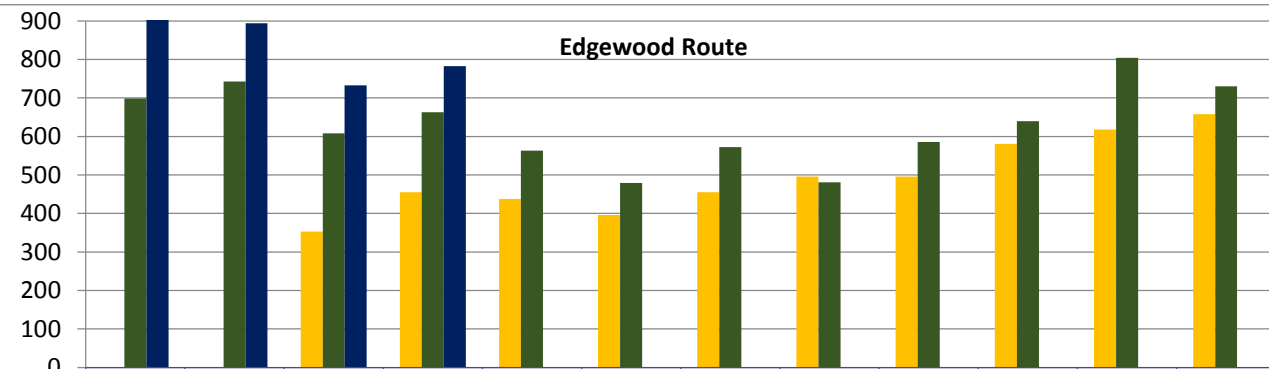
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	530	732	664	703	575	447	553	567	464	491	569	557
FY-12/13	623	598	458	596	475	470	563	458	371	469	429	389
FY-13/14	669	655	594	585								

FY11-12= 6,852 / FY12-13= 5,899 / FY13-14= 2,503



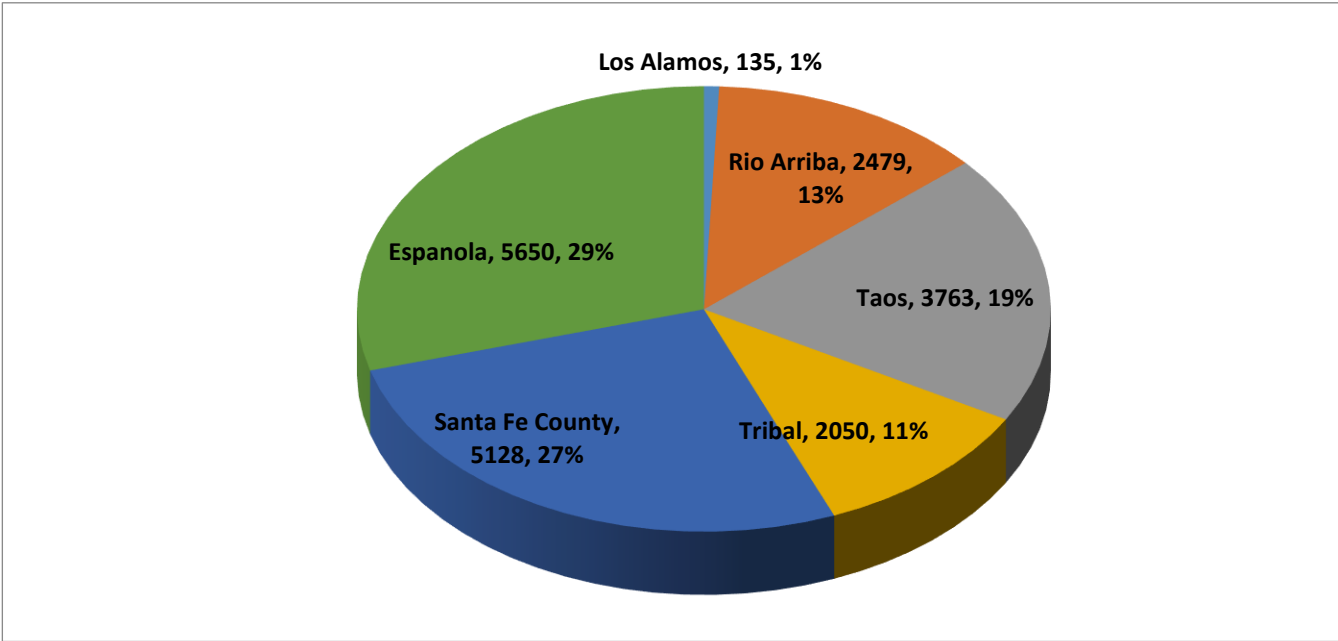
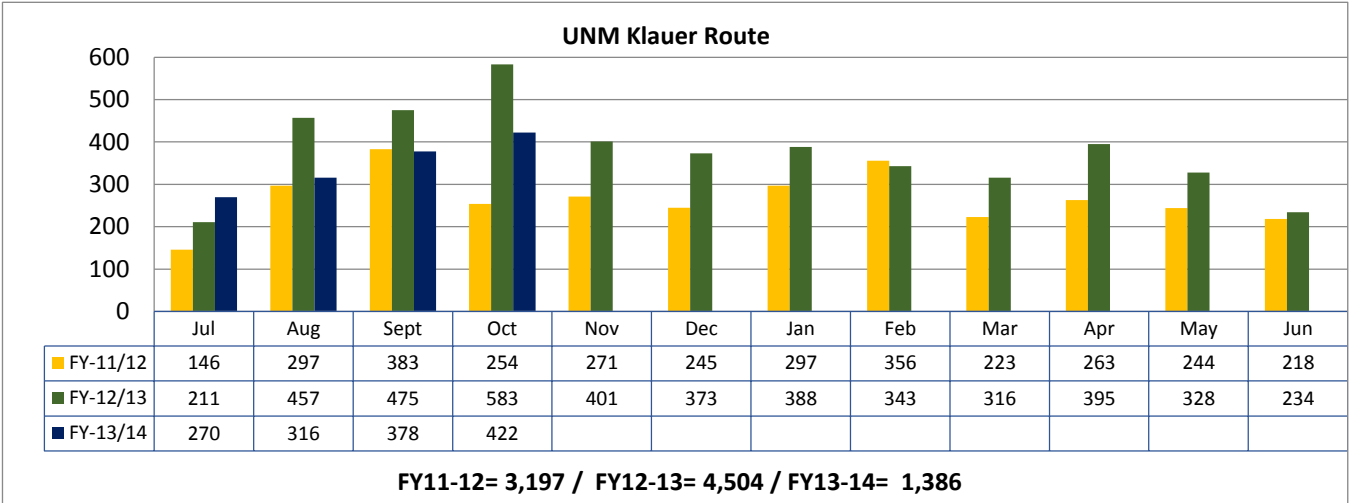
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	486	726	761	718	663	574	673	761	729	769	718	665
FY-12/13	544	799	689	745	521	484	546	518	584	552	576	487
FY-13/14	564	642	670	697								

FY11-12= 8,243 / FY12-13= 7,045 / FY13-14= 2,573



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12			353	455	438	396	455	496	496	581	618	658
FY-12/13	699	743	608	663	563	479	572	481	586	640	804	730
FY-13/14	933	894	733	783								

FY11-12= 4,946 / FY12-13= 7,568 / FY13-14= 3,343



NCRTD Funded Routes - Member Operated

