



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

**June 6, 2014
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 – May 2, 2014
7. PUBLIC COMMENTS

PRESENTATION ITEMS:

- A. **Presentation of Above and Beyond and Safe Driver Awards**
Sponsor: Dan Barrone, Chairman and Anthony J. Mortillaro, Executive Director

ACTION ITEMS FOR APPROVAL/ DISCUSSION:

- B. **Discussion and Consideration of Resolution 2014-09 Adopting Fiscal Year 2015 Final Budget**
Sponsor: Anthony J. Mortillaro, Executive Director and Glenda Aragon, Finance Director. Attachment
- C. **Discussion and Consideration of Resolution 2014-10 Authorizing the submittal of applications for Federal funding for \$5304, \$5309, \$5310 and \$5311 in Federal fiscal year 2016**
Sponsor: Anthony J. Mortillaro, Executive Director and Stacey McGuire, Project and Grants Specialist. Attachment
- D. **Discussion and Consideration of Resolution No. 2014-11 Providing for the Adoption of the 2015 Compensation Plan and the Employee Performance Increase Schedule and Authorizing the Distribution of Salary Increases for Fiscal Year 2015 for Non-Collective Bargaining Positions**
Sponsor: Anthony J. Mortillaro, Executive Director. Attachment
- E. **Discussion and Consideration of Sustainability Committee Appointments**
Sponsor: Anthony J. Mortillaro, Executive Director and Michael J. Kelly, Transit and Facilities Operations Director. Attachment

F. Discussion and Consideration of Resolution 2014-12 Adopting an Infrastructure Capital Improvement Plan (ICIP)

Sponsor: Anthony J. Mortillaro, Executive Director and Stacey McGuire, Project and Grants Specialist. *Attachment*

DISCUSSION ITEMS:

G. Financial Report for May 2014:

Sponsor: Anthony J. Mortillaro, Executive Director and Glenda Aragon, Finance Director. *Attachment*

H. Finance Subcommittee Report:

Sponsor: Chair Tim Vigil and Anthony J. Mortillaro, Executive Director. *Minutes from January 24, 2014 and April 25, 2014.*

I. Tribal Subcommittee Report:

Sponsor: Chair Mary Lou Valerio and Anthony J. Mortillaro, Executive Director. *No Report.*

J. Executive Report for May 2014 and Comments from the Executive Director:

- 1) Executive Report
- 2) Performance Measures for April 2014
- 3) Ridership Report for April 2014

CLOSED SESSION

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

Closed session of the meeting pursuant to NMSA 1978, Section 10-151 (H) (2) limited personnel exception for the purposes of the performance evaluation of the Executive Director.

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

L. Review and Acceptance of Goals and Objectives for Executive Director for the period of June 2014 to June 2015

Sponsor: Daniel Barrone, Chairman. *Attachment*

MATTERS FROM THE BOARD

MISCELLANEOUS

ADJOURN

NEXT BOARD MEETING: July 11, 2014 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, May 2, 2014
9:00 a.m. - 1:00 p.m.**

CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Commissioner Dan Barrone, Chair, at 9:16 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>Mr. Philo Shelton</i>
Rio Arriba County		Mr. Tomás Campos
Taos County	<i>Commissioner Daniel Barrone</i>	
Santa Fé County	<i>Commissioner Miguel Chávez</i>	
Nambé Pueblo	Absent	
Pojoaque Pueblo	<i>Mr. Tim Vigil</i>	
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		<i>Ms. Sandra Maes</i>
City of Santa Fé		<i>Mr. Jon Bulthuis</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
 Mr. Jim Nagle, Public Information Officer
 Ms. Dalene Lucero, Executive Assistant
 Mr. Mike Kelly, Transit Operations Manager
 Ms. Stacey McGuire, Projects and Grants Specialist
 Ms. Glenda Aragon, Finance Manager
 Mr. Pat López, Finance Analyst
 Mr. Gus Martínez, Fleet Manager

Others Present

Mr. Peter Dwyer, Legal Counsel
 Mr. Carl Boaz, Stenographer
 Mr. Greg White, NMDOT

4. INTRODUCTIONS

Those present introduced themselves to the group.

5. APPROVAL OF AGENDA

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

6. APPROVAL OF MINUTES - April 4, 2014

Mr. Bulthuis moved to approve the minutes of April 4, 2014 as presented. Councilor Salazar seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Rio Arriba County, Santa Fé County, Taos County, Ohkay Owingeh, Pojoaque Pueblo, San Ildefonso Pueblo,

Santa Clara Pueblo, Tesuque Pueblo, City of Española, City of Santa Fé and Town of Edgewood voting in favor and none voting against.

7. PUBLIC COMMENTS

There were no public comments.

PRESENTATION ITEMS

A. Public Hearing and Presentation of the Draft Fiscal Year (FY) 2015 Budget

Mr. Mortillaro presented the draft 2014 proposed budget noting that as presented today the budget was reviewed at the Finance Subcommittee on April 15 and recommended to the Board without any changes.

Using a power point presentation, he went through some generalities on the budget before asking the department heads to speak to their department budgets. Budget approval has been consistently done when the service plan was updated. It might change with a change in the service plan. He referred to page 17 to see the professional standards and values for customer service. The Board participated in the survey and then focus groups and these standards came out of that process to guide how the District operated and interacted with customers. This was a first for the District and glad to have it. All staff went through training and then supervisors went through a second training for them.

He commented that this was almost a flat budget - 0.6% above last year. For revenues there were four major sources of revenue. Federal funds, Gross Receipts Tax, the Los Alamos contribution and miscellaneous revenue which totaled \$9,686,743.

Mr. López talked about the federal funds and the transit tax which comprised 94% of the budget. It was broken out by source on page 30. He reported a meeting with NMDOT was scheduled on May 8 when they would get a new grant award and final numbers.

Mr. Campos joined the meeting at 9:26.

Mr. Lopez described the grants and their use in the new budget including the ADA transition plan design and construction of facilities. Local contributions provided match to the grants and some capital outlay. The Los Alamos contribution for the coming year was \$400,000. He provided a handout to the Board concerning the GRT revenue. He said \$140,000 from reserve capital outlay would be spent for replacement buses and for shelters.

Mr. Mortillaro reported the staff positions budgeted totaled 50.85 FTE and 54.86 employees. That total included seasonal temp employees with some part-time. The new budget requested one full time marketing specialist, a quarter-time temporary clerk position and an adjustment for extending the Chama Route from three days per week to five days per week. Overall it was 0.6% higher.

There were increases in health insurance - last year up 15% and this year at 10%. Last year the

legislature increased the employee share of pension and the employer share. He reminded the Board of the set percentages for Rail runner and other public transit operations and then showed the breakout of overall expenditures. Non-RTD expenditures accounted for 54% of the budget expenses and 65% of collected GRT.

He went to the HR budget and explained that a Project Manager position was not filled and the budget was converted to an HR position and was the only salary in this division. They were still recruiting for this position.

Mr. Nagle reviewed the Public Information Division budget which was separated out from Administration. The District had a big year coming up and were investing a large amount in the tenth anniversary of RTD. The Marketing Specialist would work under Mr. Nagle. Redesign of the RTD.org web site would make it more user friendly and they were bringing in a marketing consultant for ITS. Overall, contracts and promotional costs went from \$110,000 to \$150,000.

Ms. Aragon reviewed the Finance Department budget which she said was pretty static from the previous year. Overall, the budget had a slight decrease of \$3,500.

Operations/Administration was reviewed by Mr. Kelly who mentioned some minor adjustments for utilities and phone and otherwise was flat from last year. Under the Drivers department there were 30 driver positions, two dispatchers, two supervisors and funds for temps. That budget was flat also.

Ms. Mermejo asked why there was nothing budgeted for per diem, lodging and training. Ms. Aragon directed her to where it was included.

Mr. Mortillaro commented on how it would be spent this year.

Ms. Mermejo thought the District should send Ms. McGuire to the Annual Tribal Transportation Association meeting which this year was in Alaska.

The Board briefly discussed the driver training and certification programs.

Mr. Mortillaro said staff also took advantage of webinars. Some of them were free.

Mr. Kelly added that the budget covered state required training in their syllabus and FTA certification training and retraining after disciplinary events. The whole cycle took about three years to complete.

Ms. Mermejo asked if drivers were required to obtain their CDL before they drove.

Mr. Kelly said those without a CDL drove the smaller vehicles. He explained how they classified the drivers. He said Mr. Martínez was certified to administer CDL testing.

Mr. Martínez said they offered certification to other entities to do testing. He currently provided training for Rio Metro, Los Alamos County and Taos County.

Ms. Mermejo said she just attend the FTA conference on drug testing held in Arkansas. She learned they must go through suspicion training. It is supposed to be 25% of employees. She agreed to share the materials she got there.

Mr. Mortillaro said the consortium might have to be updated, given that information.

Mr. Greg White asked Mr. Mortillaro to report that to Marcie Eppler at DOT.

Fleet /Building department budget was reviewed by Mr. Gus Martínez who said they had two working under him for facility maintenance and one part-time fleet maintenance worker. The positions were currently vacant and they just hired a facility maintenance person who would start in two weeks. The department budget had a \$165,000 reduction from the previous fiscal year. He was able to reduce fuel by \$15,000 and anticipated flat fuel prices this year. Parts would have to increase \$12,000 because many buses were going beyond the warranty period. He was able to reduce tires by \$5,000. Vehicle maintenance would increase by \$10,000 and the painting budget was reduced by \$5,000.

Mr. Campos asked what the rental fees were for.

Mr. Mortillaro said it was for the repeater at Taos Mountain. The one in Los Alamos was not charged to the District

Mr. Mortillaro said the Cash Reserve Required and Actuals had been exceeded each year.

In response to Chair Barrone he said the GRT would sunset in 2023.

Mr. Mortillaro referred to page 45 that showed the long range spending plan and made comments on it. He shared the information about the reserve fund for operations and the one for capital. Undesignated reserves were used to keep the buckets full.

Commissioner Chávez asked that the financial picture be shared with Legislative Finance Committee (LFC) since they apparently didn't have the correct information and so they would have the benchmarks to focus on.

Mr. Mortillaro said when LFC met in April, they didn't have a hearing on the report and could still have one in June. If so, he would be there. He was more than willing to share this data with the analyst. They took our 2014 budget and were not considering the changes that occur.

Ms. Maes asked why there was no money budgeted for tribal transit in 2014.

Mr. Mortillaro explained that the supplement had not happened and the tribes had not decided to assign that to the District yet. It was sitting there but the tribes had not decided yet whether to keep it and report all of it or to give it to RTD to provide those services. Once that decision was made, they could plug it in.

Ms. Mermejo said there would be an MOU with a Tribal Council resolution if that was the way it worked.

Ms. Maes agreed that was how it has worked.

Mr. Mortillaro said some of the tribes had retained some for their own services.

Ms. McGuire clarified that each tribe had the opportunity to elect how they would use the money, regardless of the mileage. It was the tribe's choice and one choice was for allocation to the NCRTD. The other option was to keep it within the pueblo for public transportation and a third option of mixing it to both entities.

Ms. Maes asked if tribal governments had received those. If so, they were sitting in her governor's office and she needed to know.

Ms. McGuire said they hadn't yet. The District had not yet started the MOU process but were ready to go.

Ms. Maes asked for the RTD representatives to be copied with everything being sent to the Governor's office so it would get handled timely.

Mr. Mortillaro acknowledged the staff for all of their work on this budget. He said that since October 2007, the District had provided services to about a million people directly through the RTD and with the other transit services funded by the RTD it had served 4.2 million riders.

Chair Barrone said recently in Taos County, the Commission approved monies for a parking lot in negotiation for parking the buses. He asked if it wasn't shown because there was no final figure.

Mr. Mortillaro agreed but would include it once they knew.

Chair Barrone noted this was a public hearing for the draft budget. The Board is required to adopt a preliminary budget and then vote on the final budget at the June meeting once the District knew what the NMDOT allocations would be.

There were no speakers from the public regarding this public hearing and Chair Barrone closed the public hearing.

ACTION ITEMS FOR APPROVAL/DISCUSSION:

B. Discussion and Consideration of Adoption of Resolution 2014-08 Adopting a Preliminary Fiscal Year (FY) 2015 Budget

Mr. Vigil moved to approve Resolution 2014-08, adopting a preliminary fiscal year 2015 budget. Mr. Campos seconded the motion and it passed by unanimous roll call vote with **Los Alamos County, Rio Arriba County, Santa Fé County, Taos County, Ohkay Owingeh, Pojoaque Pueblo, San Ildefonso Pueblo, Santa Clara Pueblo, Tesuque Pueblo, City of Española and City of Santa Fé** voting in favor

and none voting against. The Town of Edgewood was not present for the vote.

C. Discussion and Review of Quarterly Investment Report

Mr. Mortillaro said this was the first Quarterly Investment Report to be presented. The Board made some modifications to the investment policy after discussing the allocations which at that time was only a checking account.

Ms. Aragon said they would continue to provide the investment report each quarter going forward. She briefly reviewed her written report with the Board. She said part of the policy called for savings at three banks and she was able to find three banks that were collateralized through FDIC or the comparable insurance at federal credit unions.

Mr. Mortillaro added that they were laddered as requested by the Finance subcommittee and as they expired the Staff would decide whether to renew them or not. When collateralized they pay less interest but handled the movements of the funds and guarantee of the funds in excess of the FDIC \$250,000 amount

Mr. Campos said Rio Arriba County checked the health of the banks and found that LANB was a little shaky.

Mr. Mortillaro said he was aware of that. Los Alamos County had about \$60 million in there. They were under stringent review by the bank examiners so they were not making the kind of loans they were making before.

No action was required for this agenda item.

DISCUSSION ITEMS

D. Discussion and Review of Ski Santa Fe Service Update

Mr. Mortillaro reported, as directed by the Board at the last meeting that they met with Nambé and Tesuque Pueblos and with the former and present Governor of Tesuque, and with Mr. Montoya and Ms. Maes. The meeting was very informative and he left with a great appreciation for the Pueblos' concerns. They do want to meet with other stakeholders and have RTD set it up in July here. His next report to the Board would be after that meeting.

Commissioner Chávez asked as they moved forward, if everyone would be in the room at the same time with Ski Santa Fé and Santa Fé Convention and Visitors' Bureau.

Mr. Mortillaro said it would be determined with Nambé and Tesuque Pueblos only as to who to invite.

Commissioner Chávez said he was concerned that this issue had gotten off on the wrong foot and felt

this would bring it back to the center.

Ms. Maes agreed. They would like to work with Santa Fé County and Santa Fé City and couldn't speak for Pojoaque and would work with members of the Board first.

Commissioner Chávez thought that was good. He didn't want to speak against the service but for the service plan to make sure nothing they did would unravel the plan or send a different message to others.

Ms. Maes believed putting staff through this was unfair when nothing was established by the Board.

E. Financial Report for April 2014

Ms. Aragon referred the Board to the financial summary report on page 54. It showed ten months of fiscal year activity and she shared highlights. The report represented 67% of the budget. The summary of GRT was shown on page 57 and then by each county.

Ms. Maes excused herself from the meeting at 10:54 a.m.

Ms. Aragon highlighted the expenditures on the report.

There were no questions from the Board.

F. Finance Subcommittee Report

Mr. Vigil said he was absent from that meeting.

Mr. Mortillaro said the two items on the agenda were their review of the budget and the minutes. The Subcommittee was not sure they would meet next month but he agreed to talk with Mr. Vigil if needed.

G. Tribal Subcommittee Report

Ms. Valério had nothing to report.

H. Executive Report for April 2014

1) Executive Report

2) Performance Measures for March 2014

3) Ridership Report for March 2014

Mr. Mortillaro said he had no comments aside from the written report.

Mr. Kelly shared the performance report that was in the packet at page 73. Overall ridership was up from the prior year. All the transit systems were continuing to increase in ridership and were doing a great job.

Mr. Kelly reported the costs per mile and costs per rider and other performance measures.

He also reported the District just got two new 20-passenger vehicles.

The drivers were still maintaining high % of on time service and preventative maintenance met the standards. The district had not had one accident requiring a drug screen since last October. Page 82 had the complaints report and page 84 gave the incidents report.

There were no questions.

MATTERS FROM THE BOARD

Mr. Shelton handed out the Los Alamos revised air service schedule. It provided 20 minutes to Albuquerque and avoids security in Albuquerque. They offered two morning flights and one afternoon flight. The new schedule aligned better with needs. They were also revising the service routes with Atomic Transit.

Chair Barrone thought because of expansion in Taos, and Mr. Bulhuis as an airport supervisor that they could coordinate air transportation among Taos, Los Alamos, Santa Fé and Albuquerque.

Ms. McGuire announced that the fundraising lunch last month went well and was a huge success. She thanked the Board for their support of the employee's recognition fund.

Mr. Kelly announced that anyone interested in CDL training could attend a prep class for prospective trainees for CDL administered by the District.

Mr. Campos noted that Jicarilla was interested in bus service.

Mr. Mortillaro asked him to provide contact information so staff could contact them.

Mr. Campos said he would try to arrange a meeting.

Mr. Campos commented that without Mr. Mortillaro's direction in the past few years, the District would not be where it was today.

Mr. Mortillaro said he appreciated that but a lot of folks here made it happen. They were the ones who deserved the praise.

MISCELLANEOUS

There were no miscellaneous items.

NEXT BOARD MEETING: June 6, 2014 at 9:00 a.m.

ADJOURNMENT

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

The meeting was adjourned at 11:07 a.m.

Approved by:

Daniel R. Barrone, Chair

Attest:

Dennis Tim Salazar, Secretary

Submitted by:

Carl Boaz, Stenographer



Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 6, 2014

Agenda Item - B

Title: Resolution No. 2014-09 Adopting Fiscal year (FY) 2015 Budget.

Prepared By: Anthony J. Mortillaro, Executive Director and Glenda Aragon, NCRTD Finance Director

Summary: Resolution adopting the 2015 Budget. The preliminary budget adopted by the Board in May has been revised due to receipt of the final Federal funding numbers. Following is a summary of the revenue and expense changes.

Revenue Category	Preliminary Revenue FY 15	Final Revenue FY 15	Difference
5311 Funding			
5311/Administration	\$501,322	\$516,360	\$15,038
5311/Operating	\$772,660	\$880,805	\$108,145
5311/Capital	\$355,000	\$295,000	(\$60,000)
Total Revenues	\$9,696,743	\$9,759,926	\$63,183

Expenditure Category	Preliminary Expenditures FY 15	Final Expenditures FY 15	Difference
Capital Expense			
Skid Steer loader and attachments	\$0	\$54,000	\$54,000
Fleet Vehicle	\$25,000	\$34,183	\$9,183
Total Expenditures	\$9,696,743	\$9,759,926	\$63,183

Background: See Budget Summary.

Recommended Action: It is recommended that the Board move to adopt Resolution No. 2014 -09 adopting the Fiscal Year 2015 Budget.

Options/Alternatives: None, a budget is required to be adopted by the Board and submitted to DFA by July 31, 2014.

Fiscal Impact: N/A

Attachments:
 Resolution 2014-09
 FY15 Final Budget



North Central Regional Transit District (NCRTD)

Resolution 2014-09

A RESOLUTION ADOPTING THE FISCAL YEAR 2015 FINAL BUDGET

WHEREAS, the proposed Fiscal Year 2015 Budget was submitted in accordance with the Boards Financial Policies as adopted and amended on November 4, 2011, March 1, 2013 and November 8, 2013; and

WHEREAS, after a public hearing was held, said budget was developed on the basis of need and through cooperation with all user departments, appointed officials and other department supervisors; and

WHEREAS, the Board of Directors Finance Sub Committee on April 25, 2014 conducted a detailed review of the budget and recommended that the Board consider the Budget as presented; and

WHEREAS, the NCRTD governing body in and for the NCRTD has conducted a public hearing on May 2, 2014 and reviewed and approved a preliminary budget for fiscal year 2015.

NOW AND THEREFORE BE IT RESOLVED THAT the Board of Directors of the NCRTD, State of New Mexico, hereby adopts the final budget for Fiscal Year 2015 hereinafter described and respectfully requests approval from the State of New Mexico's Local Government Division of the Department of Finance and Administration.

PASSED, APPROVED, AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 6TH, DAY OF JUNE, 2014.

Daniel Barrone, Chairman

Approved as to form:

Peter Dwyer, Counsel

	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>
<u>NCRTD Revenues</u>					
<u>5311 FTA Funding</u>					
5311/ADMINISTRATION	\$ 594,161	\$ 489,984	562,886	496,501	501,322
5311/OPERATING	482,858	412,168	579,188	815,559	772,660
5311/CAPITAL	95,587	57,545	40,811	127,494	355,000
Total 5311 FTA Funding	1,172,607	959,696	1,182,885	1,439,554	1,628,982
					63,183
					1,692,165
<u>5316 JARC/OPERATING</u>					
	137,655	99,166	201,723	58,089	58,089
<u>Other Federal Grants</u>					
5304/Federal Grant/PLANNING	16,276		0	151,250	60,000
Tribal Transit FTA grants			261,540		0
TAP Funding				215,736	215,736
Arra Stimulus	303,022				0
Tribal Transit	71,212	62,344			0
5309 Federal Grant	46,860		30,982		
5309/ Fed Grant/Earmark-State of Good Repair	51,323	547,197	280,000		
Veterans Initiative				333,800	54,400
Total Other Federal Grants	488,693	609,541	572,522	700,786	330,136
<u>State Capital & Local Contributions</u>					
State Capital Outlay/Vehicles		608,987		170,000	0
LA Contribution	1,540,000	600,000	500,000	450,000	400,000
Building		250,000			0
Total State Capital & Local Contributions	1,540,000	1,458,987	500,000	620,000	575,000
<u>GRT Revenue/Misc.</u>					
Cash Balance/Project Carryovers			6,871,270	6,757,529	245,436
Gross Receipts Tax	7,477,175	7,083,927	24,312	60,500	6,809,100
Misc.	28,717	38,859			50,000
Total Local/GRT Revenue	7,505,892	7,161,878	6,895,582	6,818,029	7,104,536
					63,183
					9,696,743
Total Overall Revenue	\$ 10,844,847	\$ 10,289,268	\$ 9,352,711	\$ 9,636,458	\$ 9,759,926

	FY 2011		FY 2012		FY 2013		FY 2014		FY 2015	
	Actual	Actual	Actual	Actual	Actual	Budget	Actual-YTD	Preliminary Approved Budget	Increase request	Final Approved Budget
Salaries and Benefits										
District Salaries	\$ 1,606,807	\$ 1,745,048	\$ 1,699,079	\$ 1,094,145	\$ 1,904,277	\$ 825,665	460,679	\$ 1,899,860	\$ -	\$ 1,899,860
Benefits & Payroll Taxes	584,395	556,308	658,277		825,277			821,427	-	821,427
Total Salaries and Benefits	\$ 2,191,202	\$ 2,301,356	\$ 2,357,356		\$ 2,729,942	\$ 1,554,824		\$ 2,721,287	\$ -	\$ 2,721,287

	FY 2011		FY 2012		FY 2013		FY 2014		FY 2015	
	Actual	Actual	Actual	Actual	Actual	Budget	Actual-YTD	Preliminary Approved Budget	Increase request	Final Approved Budget
Operating Expenses										
Cleaning Bus Allowance					260	960	320	1,200	-	1,200
Utility Expense Allowance					0	240	80	960	-	960
Non-RTD Railrunner	1,909,524	1,979,700	2,013,811	915,416	1,957,780	1,957,780	915,416	2,100,000	-	2,100,000
Non-RTD Los Alamos County	1,238,603	1,303,870	1,332,081	706,036	1,344,173	1,344,173	706,036	1,361,820	-	1,361,820
Non-RTD City of Santa Fe	1,184,703	967,630	981,932	554,509	940,921	940,921	554,509	953,274	-	953,274
Bank Service Charges	49	20	13	0	120	120	0	120	-	120
Penalties/Interest	1,450	9,430	62	0	500	500	0	500	-	500
Internet Service	-	-	1,675	2,921	4,980	4,980	2,921	5,251	-	5,251
Postage	953	1,176	665	821	1,350	1,350	821	2,420	-	2,420
Telephone	18,915	7,604	11,427	6,689	8,080	8,080	6,689	10,172	-	10,172
Cell Phone	9,021	4,195	4,603	2,238	5,978	5,978	2,238	5,294	-	5,294
Health & Wellness								4,500	-	4,500
Promotions								7,500	-	7,500
Contractual Services	190,869	156,210	144,713	204,038	371,300	371,300	204,038	286,146	-	286,146
Audit	20,670	53,500	23,005	23,219	23,433	23,433	23,219	25,000	-	25,000
Advertising	96,205	23,877	16,940	22,658	65,940	65,940	22,658	66,470	-	66,470
Advertising-Other	5,159	302	18,198	5,109	4,500	4,500	5,109	7,500	-	7,500
Contractual Services - Other			18,640	0	0	0	0	-	-	-
IT Hardware/Software Support	20,808	5,517	7,587	5,487	20,736	20,736	5,487	25,700	-	25,700
Dues and Subscriptions	5,952	1,831	12,263	4,752	9,486	9,486	4,752	10,666	-	10,666
Equipment Rental	-	233	1,135	508	1,000	1,000	508	1,000	-	1,000
Equipment Repair & Maintenance	5,879	1,446	851	0	4,300	4,300	0	4,000	-	4,000
Computer Repair & Maintenance	-	-	0	0	500	500	0	1,000	-	1,000
Building Maintenance			12,224	4,316	15,000	15,000	4,316	15,000	-	15,000
Maintenance Machinery & Equipment	132	-	3,190	4,569	4,500	4,500	4,569	2,000	-	2,000
Insurance			3,600	0	0	0	0	-	-	-
Property Insurance	38,927	9,927	6,566	6,670	39,000	39,000	6,670	7,000	-	7,000
General and Employee Liability	22,275	21,119	21,119	21,550	25,000	25,000	21,550	22,000	-	22,000
Civil Rights	3,500	3,311	3,311	3,311	5,000	5,000	3,311	3,311	-	3,311
Vehicle Insurance	41,371	59,997	54,960	52,690	66,000	66,000	52,690	68,000	-	68,000
Snow Removal (MA Agora)	-	-	0	0	6,000	6,000	0	6,000	-	6,000
Office Rent	29,050	28,800	0	0	0	0	0	-	-	-
Utilities	6,528	3,656	24,932	14,073	30,000	30,000	14,073	25,000	-	25,000
Janitor	4,781	5,842	20,179	13,812	24,000	24,000	13,812	24,000	-	24,000
Utility Expense Allowance	-	-	120	40	0	0	40	-	-	-
Uniforms	8,370	-	1,540	0	14,300	14,300	0	12,300	-	12,300
Drug and Alcohol Testing	500	-	0	0	4,500	4,500	0	1,000	-	1,000

Administration

	FY 2011		FY 2012		FY 2013		FY 2014		FY 2015	
	Actual		Actual		Actual		Budget	Actual YTD	Executive Director Request	
Total Salaries/Benefits	\$ 378,443	\$	\$ 322,204		\$ 283,315		\$ 383,924	\$ 183,377	\$ 230,017	
Total Contracts	\$ 170,200	\$	\$ 228,120		\$ 184,054		\$ 303,600	\$ 202,919	\$ 209,440	
<u>Operating Expenses</u>										
Internet Service (Redi net)		\$			\$					\$
Postage	261		600		335		720	714	1,071	
Telephone	9,224		9,360		214		300	179	100	
Cell Phone	1,344		2,640		2,770		1,440	1,330	2,000	
Advertising	91,340		12,198		1,333		1,600	713	624	
Advertising-Other	1,525		3,600		17,115		65,940	21,647	-	
IT Hardware/Software Support	4,139		480		17,226		4,500	4,951	-	
Dues and Subscriptions	5,952		1,440		2,356		9,036	-	3,000	
Equipment Rental	-		-		11,523		8,486	4,272	8,486	
Equipment Repair & Maintenance	1,176		406		207		-	-	-	
Computer Repair & Maintenance	-		-		157		1,800	-	1,800	
Printing	626		4,979		-		500	-	500	
Copying	-		-		2,908		10,502	573	900	
Office Supplies	3,949		1,765		796		-	-	-	
Furniture & Equipment under 5K	3,625		23,336		3,071		3,120	2,494	3,800	
Training/Registration fees	4,599		1,200		1,877		-	-	-	
Mileage	19,607		3,292		-		-	-	4,224	
Transit Fares/Rental car/Air fare					2,236		4,550	1,982	800	
Per Diem-Travel			2,476		-			384	4,000	
Lodging			-		4,504		1,780	3,287	1,560	
Meals & Meeting Expense	1,509		1,446		3,088		3,100	1,070	3,100	
Misc. Expenses			-		-		2,500	25	2,500	
Computers			-		1,930		-	1,340	1,500	
TOTAL Operating Admin Expenses	159,261		81,806		81,118		137,943	46,069	47,165	
TOTAL EXPENDITURES	\$ 707,905	\$	\$ 632,130		\$ 548,486		\$ 825,467	\$ 432,365	\$ 486,622	

Public Information/Community Relations

	FY 2011		FY 2012		FY 2013		FY 2014		FY 2015	
	Actual	Actual	Actual	Actual	Actual	Budget	Actual YTD	Executive Director Request	Request	
Total Salaries/Benefits	-	-	-	-	-	-	-	-	143,549	
Total Contracts	-	-	-	-	-	-	-	-	41,500	

All other expenditures

Promotions										4,500
Internet Service (Redi net)										840
Postage										450
Telephone										1,152
Cell Phone										888
Advertising										66,470
IT Hardware/Software Support										10,000
Dues and Subscriptions										1,530
Printing										14,000
Copy										500
Office Supplies										500
Training/Registration fees										725
Mileage										1,245
Transit Fares/Rental car/Air fare										300
Per Diem-Travel										180
Lodging										250
Meals & Meeting/Spec. events										4,000
Misc. Expenses										-
TOTAL Admin Expenses	-	-	-	-	-	-	-	-	-	107,530
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	292,579

	FY 2011		FY 2012		FY 2013		FY 2014		FY 2015	
	Actual		Actual		Actual		Budget	Actual YTD	Executive Director Request	
Human Resources										
Total Salaries/Benefits	-									88,852
Total Contracts	-									30,106
Operating HR expenditures										
Promotional awards										3,000
Internet Service (Redi net)										240
Postage										400
Telephone										100
Cell Phone										-
Health and Wellness										4,500
Advertising-Other										7,500
Dues and Subscriptions										150
Computer Repair & Maintenance										500
Property Insurance										-
Printing										1,000
Copying										800
Office Supplies										500
Training/Registration fees										1,675
Travel										-
Mileage										280
Transit Fares/Rental car/Air fare										700
Per Diem-Travel										280
Lodging										1,350
Meals & Meeting Expense										800
TOTAL Operating HR Expenses										23,775
TOTAL EXPENDITURES										\$ 142,733

Finance

	<u>FY 2011</u>		<u>FY 2012</u>		<u>FY 2013</u>		<u>FY 2014</u>		<u>FY 2015</u>	
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual YTD</u>	<u>Executive Director</u>	<u>Request</u>	
Total Salaries/Benefits	217,397	191,916	233,565	245,593	152,150	255,766				
TOTAL Contractual Service	20,670	53,500	23,005	25,233	24,338	26,500				
Other Expenses										
Bank Service Charges	30	17	-	120	-	120	-			120
Penalties/Interest	1,155	11,279	62	500	-	500	-			500
Internet Service (Redi-Net)	500	717	335	720	454	720	454			720
Postage	1,650	1,482	440	700	160	700	160			700
Telephone	-	-	1,720	1,440	1,330	1,440	1,330			1,800
Cell Phone	8,000	7,680	-	624	-	624	-			-
IT Hardware/Support Sage/Bail Software	1,594	5,257	5,231	9,700	5,487	9,700	5,487			9,700
Dues and Subscriptions	3,949	720	160	500	480	500	480			500
Printing	463	434	-	1,000	573	1,000	573			1,000
Office Supplies	37	240	1,163	3,000	885	3,000	885			1,500
Furniture & Equipment under 5K	-	-	-	1,250	1,548	1,250	1,548			2,000
Training/Materials	463	-	115	1,300	1,264	1,300	1,264			3,300
Mileage	37	434	805	1,950	287	1,950	287			1,500
Transit Fares/Rental car/Air fare	-	-	348	1,606	-	1,606	-			3,935
Per Diem	256	600	1,806	1,990	297	1,990	297			1,606
Lodging	-	-	64	-	102	-	102			1,990
Meals & Meeting Expense	-	-	-	150	-	-	-			-
Misc. Expenses	-	97	-	-	-	-	-			150
Total Operating Finance Expenses	55,946	75,432	15,345	35,485	13,037	31,021				
TOTAL EXPENDITURES	\$ 294,013	\$ 329,416	\$ 271,915	\$ 306,311	\$ 189,525	\$ 313,287				

Operations Admin

	<u>FY 2011</u>		<u>FY 2012</u>		<u>FY 2013</u>		<u>FY 2014</u>		<u>FY 2015</u>	
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual YTD</u>	<u>Executive</u>	<u>Director Request</u>	
Total Salaries/Benefits	\$ 231,647	\$ 251,633			\$ 219,265	\$ 248,284	\$ 153,720		\$ 256,679	
All other Expenses										
Internet Service										
Postage	132	106			335	720	584			720
Telephone	6,403	651			12	100	160			200
Cell Phone	2,745	203			2,478	1,440	1,347			2,000
Equipment Repair & Maintenance	1,308	431			1,281	624	532			774
Printing	626	430			0	500	0			700
Copying					1,862	1,500	1,157			1,500
Supplies					153	0	0			-
Office Supplies	4,659	5,040			510	0	64			100
Furniture & Equipment under 5K	1,500	2,921			1,551	3,500	751			1,300
Janitorial Supplies					0	0	3,211			-
Training/Registration	609	154			310	0	0			-
Mileage	1,447				200	1,450	169			700
Transit Fees/Rental Car/Air fare					492		225			200
Per Diem	358	1,151								1,000
Registration Fees					101	0	0			612
Lodging					2,049	0	25			
Meals & Meeting Expenses					2,534	0	0			980
Oil and Lubricants					417	0	43			250
Computers					3	0	0			-
					1,644	1,422	4,217			-
Total Other Expense	25,284	16,200			17,300	13,256	12,502			11,036
TOTAL EXPENDITURES	\$ 256,931	\$ 267,833			\$ 236,565	\$ 261,540	\$ 166,223			\$ 267,715

Operations - Drivers

	<u>FY 2011</u>		<u>FY 2012</u>		<u>FY 2013</u>		<u>FY 2014</u>		<u>FY 2015</u>	
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual YTD</u>	<u>Budget</u>	<u>Executive Director Request</u>	<u>Director Request</u>
Total Salaries/Benefits	1,277,102	1,271,688	1,451,028	1,565,273	949,702	1,602,482				
<u>Other Expenditures</u>										
Internet Service			\$ 356		\$ 1,000	\$ 789		\$ 960		
postage	300	600	-	50	217			370		
Telephone	1,485	3,390	3,061	3,000	1,812			2,400		
Cell Phone	854	521	1,126	1,920	387			1,760		
Equipment Repair & Maintenance	1,176	1,742	-	1,000	-			500		
General and Employee Liability	3,500	25,343	-	12,500	10,775			11,000		
Workers' Compensation ins	-	-	94,545	107,459	105,216			107,000		
Utilities	2,500	16,303	-	-	-			-		
Utility Expense Allowance	-	-	100	-	40			-		
Uniforms	8,370	-	850	14,000	-			12,000		
Drug and Alcohol Testing	500	360	-	4,500	-			1,000		
Physicals	6,258	1,687	1,419	3,000	1,637			2,400		
Printing	626	-	99	-	818			500		
Copying	-	-	137	-	13			150		
Supplies	689	600	203	-	42			150		
Office Supplies	5,449	4,200	1,168	6,500	1,562			2,000		
Janitorial Supplies	423	625	-	-	-			-		
Furniture & Equipment under 5K	1,767	1,200	1,197	-	766			500		
Training/Registration	772	-	843	2,000	-			700		
Mileage	189	578	-	200	157			-		
Transit Fees/Rental Car/Air fare			-					1,200		
Per Diem	382	467	-	524	-			600		
Lodging and Meals		-	-	1,350	14			-		
Lodging			-	35	-			840		
Meals & Meeting Expenses	404	600	35	800	-			200		
Misc. Expenses	-	-	881	500	9			500		
Cleaning Bus Allowance		-						1,200		
Utility Expense Allowance		-						960		
TOTAL Operating Expenses	\$ 37,713	\$ 58,697	108,032	162,838	124,460	148,890				
TOTAL EXPENDITURES	\$ 1,314,815	\$ 1,330,385	\$ 1,559,060	\$ 1,728,111	\$ 1,074,162	\$ 1,751,372				

	FY 2011		FY 2012		FY 2013		FY 2014		FY 2015	
	Actual	Actual	Actual	Actual	Actual	Budget	Actual YTD	Executive Director Request		
Total Salaries/Benefits	59,799	60,980	80,152	80,737	134,234	80,737	143,943			
TOTAL Contracts	-	-	21,532	13,812	89,900	13,812	27,600			
Other Expenses										
Internet Service	500	480	127	380	360	380	360	700		
Postage	100	-	-	104	200	104	200	200		
Telephone	1,000	2,563	1,533	870	760	870	760	720		
Cell Phone	600	125	862	705	1,210	705	1,248	1,248		
Contract Services			2,164	-	-	-	-	-		
IT Hardware/Software Support			203	508	1,000	508	3,000	3,000		
Equipment Rental	2,176	360	694	-	1,000	-	1,000	1,000		
Equipment Repair & Maintenance	15,966	380	12,224	4,549	15,000	4,549	15,000	15,000		
Building Maintenance	5,767	132	2,906	4,569	4,000	4,569	2,000	2,000		
Maintenance Machinery & Equipment	29,000	1,960	3,600	-	27,240	-	-	-		
Insurance			4,829	6,670	29,000	6,670	7,000	7,000		
Property Insurance			21,119	10,775	12,500	10,775	11,000	11,000		
General and Employee Liability	41,371	74,721	3,311	3,311	5,000	3,311	3,311	3,311		
Civil Rights	6,000	3,840	54,960	52,690	66,000	52,690	68,000	68,000		
Vehicle Insurance	626	4,200	-	-	6,000	-	6,000	6,000		
Snow Removal (MA Agora)	626	-	22,554	14,073	30,000	14,073	25,000	25,000		
Utilities			690	-	300	-	300	300		
Uniforms	5,449	2,052	996	-	-	-	-	300		
Physicals			996	394	-	394	600	600		
Printing			-	454	-	454	700	700		
Office Supplies	2,500	180	1,104	372	1,000	372	2,000	2,000		
Furniture & Equipment under 5K	300	420	992	-	2,000	-	2,000	1,000		
Janitorial Supplies	300	-	2,714	-	2,000	-	2,300	2,300		
Training/Registration fees	215	324	200	-	500	-	50	50		
Mileage	428	344	16	1,438	2,720	1,438	400	400		
Transit Fares/Rental car/Air fare			-	-	140	-	700	700		
Per Diem-Travel			-	-	940	-	1,380	1,380		
Lodging			859	638	2,405	638	700	700		
Meals & Meeting Expense			27	-	-	-	-	-		
Misc. Expenses			6	-	15,998	180	-	-		
Fuel	304,353	328,291	403,635	227,936	430,000	227,936	415,000	415,000		
Cell Tower Rental Fees	2,100	-	3,177	5,508	5,400	5,508	9,000	9,000		
Shop Supplies	11,097	6,706	8,122	3,401	7,000	3,401	6,000	6,000		
Oil and Lubricants	17,403	10,323	15,107	8,214	15,000	8,214	13,000	13,000		
Hazardous Waste Disposal			-	-	-	-	-	-		
Replacement Parts	45,703	29,970	64,181	41,159	58,000	41,159	70,000	70,000		
Tires	24,827	11,903	49,559	11,137	30,000	11,137	25,000	25,000		
Vehicle Maintenance - Repair	70,270	58,588	61,550	47,833	70,000	47,833	80,000	80,000		
Painting	3,513	4,680	2,891	1,000	10,000	1,000	5,000	5,000		
Computers			2,499	-	-	-	-	-		
Benches and Signage			5,289	-	5,000	-	1,000	1,000		
Mobile Radios			-	-	-	-	-	-		
TOTAL other Expenses	592,189	542,543	993,467	494,654	894,027	494,654	781,609			
TOTAL EXPENDITURES	\$ 651,987	\$ 603,523	\$ 1,095,150	\$ 589,202	\$ 1,118,161	\$ 589,202	\$ 953,152			

Capital

	FY 2011		FY 2012		FY 2013		FY 2014		FY 2015		
	Actual	Actual	Actual	Actual	Actual	Budget	Actual YTD	Preliminary Approved Budget	Increase request	Final Approved Budget	
Capital Expenses											
Furniture & Equipment under 5K		39,962					5,897				
Capital Expenses		176,788	27,282								
Buildings	880,690	1,486,574	121,269			8,000					
Final Design Maintenance Facility											
Security Cameras											
Emergency Electrical Generator											
After hours Security Gates											
Furniture & Fixtures	5,757		46,348								
Other Capital Expenses		65,510	11,032								
AVAL Bus Reporting system						450,000	216,886	177,200		177,200	
Benches and Signage		5,904	10,241					25,000	9,183	34,183	
Fleet - Vehicles-Commuter								559,490		559,490	
Passenger Bus	265,880	771,700	378,530			397,000					
28 Pasngr. Bus											
14 Pasngr. Bus											
18 Pasngr. Bus											
18 Pasngr. Bus											
Skid Steer Loader+ attachments											
Bus Shelters	52,430	25,832	48,912				30,974	50,000	54,000	54,000	
Bus Stops Surface Improvements (varies)								10,000		10,000	
TAP (ADA Plan, Design and Construct)								252,500		252,500	
TOTAL EXPENDITURES	\$1,204,757	\$2,572,270	\$643,614			\$1,153,994	\$253,758	\$1,074,190	\$63,183	\$1,137,373	

NCRITD Position History

	FY 2011		FY 2012		FY 2013		FY 2014		FY 2015	
	FTE	No. of	FTE	No. of	FTE	No. of	FTE	No. of	FTE	No. of
Admin										
Permanent Full Time (benefits)										
Executive Director	1	1	1	1	1	1	1	1	1	1
Executive Assistant	1	1	1	1	1	1	1	1	1	1
File Clerk								0.25		
Marketing Manager/PIO	1	1	1	1	1	1	1	1	1	1
Marketing Specialist										
Special Project Manager	1	1	1	1	1	1	1	1	1	1
Human Resources/Risk and Safety Adm.	0	0	0	0	0	0	0	0	0	0
TOTAL Positions	4	4	4	4	4	4	4	4	5.25	6
Finance										
Permanent Full Time (benefits)										
Finance Manager	1	1	1	1	1	1	1	1	1	1
Financial Analyst	1	1	1	1	1	1	1	1	1	1
Financial Specialist	1	1	1	1	1	1	1	1	1	1
TOTAL Positions	3	3	3	3	3	3	3	3	3	3
Operations Admin										
Permanent Full Time (benefits)										
Transit Operations Manager	1	1	1	1	1	1	1	1	1	1
Assistant Transit Operations Manager	1	0	1	0	0	0	0	0	0	0
Operations Analyst	1	1	1	1	1	1	1	1	1	1
Service Development Manager (reclass 9/12)	1	1	1	1	0	0	0	0	0	0
Service Development, Grants Spec	0	0	0	0	1	1	1	1	1	1
TOTAL Positions	4	3	4	3	3	3	3	3	3	3
Operations Driver										
Permanent Full Time (benefits)										
Route Supervisors	2	2	2	2	2	2	2	2	2	2
Dispatchers	2	2	2	2	2	2	0	0	0	0
Dispatcher (non CDL)							1	1	1	1
Dispatcher (CDL)							1	1	1	1
Driver 1 (Non CDL)	25	27	27	30	30	30	14	14	14	14
Driver 2 (CDL)							16	16	12	12
Driver 3 (CDL)							0	0	4	4
Permanent Part-Time (benefits)										
Drivers			2	1	2	0	0	0	0	0
Driver (non CDL)							0.71	1	1	1
Part-Time (no benefits)										
Drivers	6	7	7	2	1	2	0	0	0	0
Drivers (CDL)	0	0	0	0	0	0	2	1	2	2
Temp Hours @ 2288 (800 per temp/post)	0	0	0	1.1	1.1	1.1	1.1	2.86	1.1	2.86
TOTAL Positions	35	38	38	39.1	37.1	39.0	36.81	39.86	37.1	39.86
Fleet/Building										
Permanent Full Time (benefits)										
Fleet/Facility Maintenance Manager	1	1	1	1	1	1	1	1	1	1
Facility Maintenance Specialist	0	0	0	0	1	1	1	1	1	1
Custodian	0	0	0	0	1	0	0	0	0	0
Facility Maintenance Worker (part time)	0	0	0	0	0	0	0.5	1	0.5	1
TOTAL Positions	1	1	1	1	3	2	2.5	3	2.5	3
Total Positions	47	49	50	50.1	50	50	49.3	52.86	50.9	54.86



Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 6, 2014

Agenda Item - C

Title:

Resolution 2014-10 Authorizing the submittal of applications for Federal funding for §5304, §5309, §5310 and §5311 in Federal fiscal year 2016

Prepared By:

Stacey McGuire, Projects and Grants Specialist

Summary:

Approval for NCRTD Staff to submit letter of intent to NMDOT to file an application for Federal grants for Federal fiscal year 2016.

Background:

The NCRTD files for Federal grants that pass through NMDOT each year. The §5304 grant is for planning; the §5309 grant program is capital assistance for bus and bus facilities; the §5310 grant is for qualifying elderly and ADA entities to purchase vehicles for their transportation division; and the §5311 grant supplies funding for administrative, operating, and capital for qualifying rural recipients.

The letter of intent is due to NMDOT by July 3, 2014, and must be filed in order to receive an application packet which will be due somewhere around August 2014.

Recommended Action:

It is recommended that the Board approve Resolution No. 2014-10 which authorizes Staff to file a letter of intent with NMDOT so that appropriate applications can be filed in August 2014.

Options/Alternatives:

Not filing a letter of intent with NMDOT and subsequently applying for Federal funding in Federal fiscal year 2016 could substantially impact the budget by approximately two million dollars, plus capital awards.

Fiscal Impact:

The grant funds are necessary to the NCRTD's annual budget to sustain existing routes.

Attachments:

- Notice to Interested Parties from NMDOT
- Letter of Intent to NMDOT §5304 Federal funding
- Letter of Intent to NMDOT for §5309, §5310, and §5311 Federal funding
- Resolution No. 2014-10

MAY 15, 2014

**NOTICE TO INTERESTED PARTIES
FY 2016 FINANCIAL ASSISTANCE FOR
RURAL/NON-URBANIZED PUBLIC TRANSPORTATION
49 USC SECTION 5311
AND
ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES
49 USC SECTION 5310**

The New Mexico State Department of Transportation's Transit and Rail Division is accepting Letters of Intent from organizations interested in applying for Federal Transit Administration (FTA) Section 5310 Program (Enhanced Mobility of Seniors and Individuals with Disabilities) which provides capital grants to assist private non-profit organizations and, under certain conditions, public agencies, to provide safe, efficient, and coordinated transportation services for elderly individuals and individuals with disabilities for whom public transportation is otherwise unavailable, insufficient, or inappropriate, and organizations interested in applying for FTA Section 5311 Program (Rural/Non-Urbanized Public Transportation) which provides administrative, operating, and capital funding assistance for rural public transportation.

Descriptions of these grant programs, as well as others, is available at the FTA website: http://dot.state.nm.us/content/nmdot/en/Transit_Rail.html

**THIS NOTICE APPLIES TO FUNDING FOR THE 2016 FEDERAL FISCAL YEAR FOR
SECTIONS 5310 and 5311 PROGRAMS
BEGINNING OCTOBER 1, 2015 THROUGH SEPTEMBER 30, 2016**

Interested parties wishing to apply for assistance under SECTIONS 5310 and 5311 **MUST return a Letter of Intent** postmarked no later than Thursday, **July 3, 2014** to:

**New Mexico Department of Transportation
Transit and Rail Division
c/o FY 2016 LOI - Marcy Eppler
P.O. Box 1149
Santa Fe, New Mexico 87504-1149**

Letters of Intent must include:

1. Organization Name, Address, and Telephone Number.
2. Name, phone number and e-mail address of contact person.
3. Specify which application package(s) you are requesting (Sections 5310 and 5311)

For further information on these programs,
Please contact Marcy Eppler at (505)827-5435



6June2014

New Mexico Department of Transportation
 Transit and Rail Division
 C/O FY 2016 LOI- Marcy Eppler
 PO Box 1149
 Santa Fe, NM 87504-1149

Ms. Eppler-

Please consider this the North Central Regional Transit District's letter of intent to apply for Federal funding for FFY2016. We will be applying for Federal §5304 funding through New Mexico DOT.

Please send any related information to:

North Central Regional Transit District
 Anthony Mortillaro, Executive Director
 1327 North Riverside Drive
 Española, NM 87532

Contact person:

Stacey McGuire
 505.629.4704 office
staceym@ncrtd.org

Sincerely,

Anthony Mortillaro
 Executive Director

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

Nambe` Pueblo

Ohkay Owingeh Pueblo

Santa Clara Pueblo

Pueblo of Pojoaque

Pueblo of Tesuque

Pueblo de San Ildefonso



6June2014

New Mexico Department of Transportation
 Transit and Rail Division
 C/O FY 2016 LOI- Marcy Eppler
 PO Box 1149
 Santa Fe, NM 87504-1149

Ms. Eppler-

Please consider this the North Central Regional Transit District's letter of intent to apply for Federal funding for FFY2016. We will be applying for Federal §5309, §5310 and §5311 funding through New Mexico DOT.

Please send any related information to:

North Central Regional Transit District
 Anthony Mortillaro, Executive Director
 1327 North Riverside Drive
 Española, NM 87532

Contact person:

Stacey McGuire
 505.629.4704 office
staceym@ncrtd.org

Sincerely,

Anthony Mortillaro
 Executive Director

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

Nambe` Pueblo

Ohkay Owingeh Pueblo

Santa Clara Pueblo

Pueblo of Pojoaque

Pueblo of Tesuque

Pueblo de San Ildefonso



North Central Regional Transit District (NCRTD)

Resolution 2014-10

A RESOLUTION AUTHORIZING THE SUBMITTAL OF A LETTER OF INTENT FOR §5304, §5309, §5310, §5311 FEDERAL FUNDING FOR FEDERAL FISCAL YEAR 2016

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 a letter of intent to NMDOT in order to file application(s) for §5304, §5309, §5310, §5311 grant funding for the 2016 Federal fiscal year; and

WHEREAS, the funding may be used for planning and design (§5304); capital outlay including state of good repair of buses and bus facilities (§5309); vehicle purchase for qualifying ADA and elderly entities (§5310) administrative, operating, and capital funding assistance for rural public transportation (§5311); and

WHEREAS, the letter of intent is due to the Department of Transportation by July 3, 2014;

NOW, THEREFORE, BE IT RESOLVED by the NCRTD Board that the District will be filing an application for §5304, §5309, §5310, and §5311 Federal funding.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 6TH DAY OF JUNE, 2014.

Daniel Barrone, Chairman

Approved as to form:

Peter Dwyer, Counsel



Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 6, 2014

Agenda Item - D

Title: Discussion and adoption of Resolution No. 2014-11 providing for the adoption of the 2015 Compensation Plan, Adoption of the Employee Performance Increase Schedule and distribution of salary increases for Fiscal Year 2015 for non-collective bargaining positions.

Prepared By: Anthony J. Mortillaro, NCRTD Executive Director

Summary: The attached resolution provides for acceptance of the Non Represented Employees Compensation Plan and a Performance Increase Matrix for distribution of the budgeted performance increase for fiscal year 2015. This compensation plan and resolution will only apply to those positions that are not covered by a Collective Bargaining Agreement (CBA). Salary increases for positions covered by the CBA will be addressed when the Union and District negotiate the CBA and ratification by the Union Employees and by the Board.

Background: The Personnel Rules and Regulations, specify the following:

3.6 Compensation Policy.

Compensation for District employees shall be equitable and competitive with the market and in accord with the District's ability to pay.

It is the policy of the District that the comprehensive Compensation Plan, for all classifications of the District is subject to and limited to availability of funding as may be determined by the Board. The Board shall be the final arbiter of available funds.

3.7 General Wage/Salary Adjustments.

It is the intent of the District to consider prevailing practices related to cost of living and market trends in establishing wages and salaries which constitute the formal Compensation Plan. On all occasions any change in compensation will ultimately be based upon the anticipated affect(s) upon the District budget. The Executive Director, based upon Board of Director's

approval, will make final determination of any changes to the salary scale. Where general, across-the-board adjustments are approved, the change will be effective on a date determined and approved by the Board of Directors. General adjustments are separate and distinct from performance recognition increases. General adjustments may affect the Compensation Plan only, thus shifting the pay of all employees in relation to the midpoint without changing individual compensation.

3.8 Cost-of-Living vs. Market.

Adjustments to the Compensation Plan may be determined periodically through analysis of market trends in comparison to cost-of-living (COL). This may be done once per year and the District may utilize either market survey results or cost-of-living index data (federal) or a combination of both. All employees, regardless of employment status, except those being red circled (frozen for having reached the top of their salary scale), shall receive the benefits of such general COL adjustments to the pay plan unless such employees are represented by a union and such adjustments if any are governed by a collective bargaining agreement.

In determining the total compensation value of the position, benefits and changes to overall costs of the District from Employer contributions must be considered. Base salary plus all employer cost of benefits constitutes total compensation. In comparing benefit packages provided in the labor market, the District may evaluate both level and cost of benefits or other factors as deemed appropriate.

3.9 Preparation of the Compensation Plan—Salary Ranges.

A comprehensive Compensation Plan for all classifications in the District shall be prepared under the direction of the Executive Director. The Compensation Plan shall take into consideration experience in recruiting for positions for the District, prevailing rates of pay in comparison to similar services in public and private employment (to the extent that such data is available), cost of living, and other benefits received by District employees, and the District's financial condition and ability to pay.

3.10 Adoption of the Compensation Plan.

The Compensation Plan (whether a part of a Compensation and Classification policy or otherwise) shall be adopted by resolution of the Board.

3.11 Revision to the Compensation Plan.

The Compensation Plan may be revised upon the recommendation of the Executive Director and the approval of the Board.

3.15 Performance Based Increases.

A. Performance increases shall not be granted on an automatic basis but shall be granted upon the demonstrated quality of an employee's performance but always subject to the availability of funding.

B. Exempt, classified regular, and limited term employees whose performances are average or above average, may be granted a performance increase. Any formula for such increases shall be approved by the Board, and shall be limited by the limits of the salary range. Periodic performance evaluations may be performed one (1) year from the date of:

- i. Rehire or re-employment
- ii. Initial employment
- iii. The last performance increase; or
- iv. Promotion.

During 2013 the former salary plan that was created in 2007 was update by Personnel Systems and Services, a company that provides Human Resources and Management Consulting whose services the Board approved and authorized the Executive Director to retain in order to undertake an update of the existing Compensation and Classification plan and District practices. The results of the study were presented to the Board at the July 12, 2013 meeting. The plan was subsequently adopted by the Board in August 2013. The pay plan was developed through a job classification and analysis, an evaluation of internal equity, and a market survey and analysis.

The Performance Increase Matrix that was adopted in FY 2014 was the first time the District has created a system that provided for a performance increase differentiation for levels of performance that “meet expectations” and “exceeds expectations”. The proposed 2015 Performance Increase Matrix provides for further differentiation for various performance levels.

The NCRTD’s compensation plan is based upon performance and no cost-of-living increases have been awarded since its inception nor have any been recommended. For FY 15 the Executive Director has recommended that up to 4% be available for productivity increases. The budget included a 3.5% impact which was incorporated into the budget which the Board adopted. This is the same amount that was approved by the Board in FY 14. This Performance Increase Matrix if adopted as part of the Compensation Plan would be utilized to distribute the performance funds based upon the evaluation of the employee at their anniversary date. An employee receiving a score of less than 3.0, which means that they are either partially meeting expectations or in need of improvement will not be eligible for a performance adjustment.

In addition, the proposed Compensation Plan for FY 2015 represents an adjustment of all pay ranges by 3%. The movement of the ranges does not shift pay ranges to the extent that existing employees would fall below the minimum. In addition it does not increase any employee’s compensation. The position of Human Resources, Risk and Safety Administrator was moved more than 3% due to the difficulty in drawing qualified candidates for several recruitment efforts and the job title has been changed to Human Resources Director. The position currently remains unfilled and ongoing recruitment is occurring. Lastly, the new position of Marketing and Communications Specialist has been added.

Recommended Action: It is recommended that the Board discuss and consider approval of Resolution No. 2014-11 adopting the FY 2015 Compensation Plan and Performance Increase Matrix for Non Collective Bargaining Positions.

The Finance Subcommittee met on May 23, 2014 and recommends that the FY15 Compensation Plan and Performance Increase Matrix be considered as presented.

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

1. Take no action; or
2. Adoption of the recommendation of the Finance Subcommittee and Resolution; or
3. Request that Staff return with additional information to address any Board concerns; or
4. Amend the resolution and then take action to adopt.

Fiscal Impact: The FY 15 Budget contains sufficient funds for adoption of the Compensation Plan and distribution of performance increases based upon the Performance Increase Matrix.

Attachments:

- Resolution No. 2014-11
- FY 14 Compensation Plan
- FY 14 Performance Increase Schedule
- FY 15 Compensation Plan
- FY 15 Performance Increase Schedule



North Central Regional Transit District (NCRTD)

Resolution 2014-11

ADOPTION OF A COMPENSATION PLAN AND PERFORMANCE INCREASE MATRIX FOR FISCAL YEAR 2015 FOR NON-COLLECTIVE BARGAINING POSITIONS

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

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

WHEREAS, the Board has the authority to make and pass resolutions necessary for the execution of the powers vested in the District; and

WHEREAS, the NCRTD Board adopted by voice vote the 2007 compensation plan at its October 2007 Board meeting; and

WHEREAS, the NCRTD Board on August 2, 2013 adopted a revised compensation plan and a performance increase matrix; and

WHEREAS, the NCRTD Personnel Policies Section 3.10 requires that the compensation plan be adopted by resolution; and

WHEREAS, the NCRTD Board has approved the FY 2015 Budget which includes funding for a performance increase for non-collective bargaining employees to be distributed as reflected in the attached Performance Increase Matrix in concert with the Districts adopted Personnel Policies.

NOW THEREFORE BE IT RESOLVED THAT THE FY 2015 COMPENSATION PLAN AND PERFORMANCE INCREASE MATRIX ARE APPROVED AND ADOPTED AS ATTACHED HERETO AS EXHIBITS "A" AND "B" ON THIS 6TH DAY OF JUNE 2014.

Daniel Barrone, Chair

Approved as to form:

Peter Dwyer, Counsel

North Central Regional Transit District Compensation Plan Fiscal Year 2014 - Non Represented

Exhibit "A"

Job Title	Minimum	MidPoint	Maximum	FSLA Status	Job Code	Department
Finance Director**	\$69,710	\$87,138	\$104,565	Exempt	110	Administration
Transit & Facilities Operations Director**	\$68,515	\$85,643	\$102,772	Exempt	200	Operations
Human Resources, Safety & Risk Administrator**:	\$46,671	\$58,338	\$70,006	Exempt	120	Administration
Fleet & Facilities Maintenance Manager	\$45,223	\$56,529	\$67,835	Exempt	220	Operations
Public Informaiton Officer	\$44,643	\$55,804	\$66,965	Exempt	125	Administration
Financial Analyst	\$41,486	\$51,858	\$62,229	Exempt	115	Administration
Projects & Grants Specialist	\$39,787	\$49,734	\$59,681	Exempt	130	Administration
Transit Shift Supervisor	\$36,629	\$44,870	\$53,112	Non exempt	205	Operations
Executive Assistant	\$35,163	\$43,075	\$50,987	Non exempt	135	Administration
Financial Specialist	\$31,540	\$38,637	\$45,734	Non exempt	116	Administration
Administrative Specialist	\$30,803	\$37,733	\$44,664	Non exempt	230	Operations
Facilities Maintenance Specialist	\$30,668	\$36,801	\$42,935	Non exempt	225	Operations
Fleet & Facilities Maintenance Worker	\$27,659	\$33,191	\$38,722	Non exempt	226	Operations

**At will positions

Performance Increase Schedule - FY2014 Exhibit "B"

Performance Score			
Performance Adjustment			
Partially Meets Expectations	Meets Expectations		
Employee pay rate falls below pay plan maximum. Increases are added to the Base Pay.	0.00%		
Performance Adjustment Plus			
Exceeds Expectations			
Employee pay rate falls below pay plan maximum and performance score is exceeds expectations.	3.50%		
Performance Recognition - One Time Salary Distribution			
Partially Meets Expectations	Meets Expectations	Exceeds Expectations	
Employee pay rate falls at or above maximum. Award treated as a one time distribution and not added to the base pay.	\$0	2%	3.50%

North Central Regional Transit District Compensation Plan - Fiscal Year 2015 - Non Represented

Job Title	Minimum	MidPoint	Maximum	FSLA Status	Job Code	Department
Finance Director**	\$71,801	\$89,752	\$107,702	Exempt	110	Administration
Transit & Facilities Operations Director**	\$70,570	\$88,212	\$105,855	Exempt	200	Operations
Human Resources, Safety & Risk Director**	\$58,338	\$72,922	\$87,507	Exempt	120	Administration
Fleet & Facilities Maintenance Manager	\$46,579	\$58,224	\$69,870	Exempt	220	Operations
Public Information Officer	\$45,982	\$57,478	\$68,974	Exempt	125	Administration
Financial Analyst	\$42,730	\$53,413	\$64,095	Exempt	115	Administration
Marketing & Communications Specialist	\$40,980	\$51,226	\$61,471	Exempt	117	Administration
Projects & Grants Specialist	\$40,980	\$51,226	\$61,471	Exempt	130	Administration
Transit Shift Supervisor	\$37,727	\$46,216	\$54,705	Non exempt	205	Operations
Executive Assistant	\$36,218	\$44,367	\$52,516	Non exempt	135	Administration
Financial Specialist	\$32,486	\$39,796	\$47,106	Non exempt	116	Administration
Administrative Specialist	\$31,727	\$38,864	\$46,004	Non exempt	230	Operations
Facilities Maintenance Specialist	\$31,588	\$37,905	\$44,223	Non exempt	225	Operations
Fleet & Facilities Maintenance Worker	\$28,488	\$34,186	\$39,883	Non exempt	226	Operations

**At will positions

NCRTD - Performance Increase Schedule - FY 2015

Performance Score				
<3	3.00-3.25	3.26-3.5	3.51-3.75	3.76-4.00

Performance Adjustment

Employee pay rate falls below pay plan maximum. Increases are added to the base pay.

0.00%	2.00%	2.50%	3.00%	4.00%
-------	-------	-------	-------	-------

Performance Recognition - One Time Salary Distribuion

Employee pay rate falls at or above maximum. Award treated as a one time distribution and not added to the base pay.

0.00%	2.00%	2.50%	3.00%	4.00%
-------	-------	-------	-------	-------

Evaluation Form Performance Ratings and Numerical Score:

Performance Rating	Score
Exceeds Expectations	4
Achieves Expectations	3
Partially Meets Expectations	2
Needs Improvement	1



Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 6, 2014

Agenda Item - E

Title: Appointment of members to the Sustainability Committee

Prepared By: Mike Kelly, Transit Operations and Facilities Director

Summary: The proposed action appoints members to the Sustainability Committee. The Committee's task will be to recommend goals, and objectives and to facilitate the success of the newly adopted Sustainability Plan.

Background: In February, 2014, the Board adopted the Sustainability Plan. The plan calls for the establishment of a Sustainability Committee that would set goals, measurements and provide reports of progress on sustainability initiatives and goals to the Board. The Sustainability Committee Charter was approved by the Board on March 7, 2014. Staff is recommending four (4) appointments at this time:

1. Pete Sheehey, Los Alamos County Commissioner and NCRTD Board Member;
2. Collin Messer, Alternative Transportation Fuels Program Manager for the State of New Mexico's Energy, Minerals and Natural Resources Department, Energy Conservation and Management Division. Collin has thirty-eight years working with gaseous transportation fuels and related technologies, including numerous alternative fuels and advanced powertrain projects in public and private sectors; biomass to energy program manager and developer; Director alternative fuels and advanced powertrains training center, working with internal combustion engines, fuel cells and efficient powertrains; College and industry teacher/trainer, with a concentration on gaseous fuels and energy-efficient transportation; Technical manual and training curriculum author/editor, with a focus on fleet managers and automotive technicians. Automotive, agricultural and industrial equipment technician; Farm manager and equipment fabricator, specializing in on-farm

produced energy, energy efficiency and alternative fuels. He serves as:
 Chair City of Santa Fe Transit Advisory Board ;
 Past President New Mexico Association of Energy Engineers;
 Board member Land of Enchantment Clean Cities Coalition; and,
 Member Society of Automotive Engineers;

3. Mike Kelly, NCRTD Transit Operations and Facilities Director and lead author of the NCRTD Sustainability Plan;
4. Anthony J Mortillaro, Executive Director, as per the Sustainability Committee Charter, will be an ex-officio member of the committee.

Recommended Action:

It is recommended that the board consider appointing Pete Sheehey, Los Alamos County Commissioner and NCRTD Board Member; Collin Messer, Alternative Transportation Fuels Program Manager; and Mike Kelly, Transit Operations and Facilities Director and recognition of Anthony J. Mortillaro, Executive Director as an ex-officio member to the Sustainability Committee.

Options/Alternatives:

- Appoint members to the Sustainability Committee, (recommended); or
- Do not appoint members to the Sustainability Committee. This would leave the Sustainability
- Plan as an approved document with no oversight of implementation or progress or measurement; or
- Provide additional direction to staff with alternative appointments for the Sustainability Committee.

•

Fiscal Impact: N/A.

Attachment: None



Agenda Report NCRTD Board of Directors Meeting

Meeting Date: June 6, 2014

Agenda Item - F

Title:

Resolution No. 2014-12 Adopting an Infrastructure Capital Improvement Plan (ICIP)

Prepared By: Stacey McGuire, Projects and Grants Specialist

Summary: This Resolution is required to be considered for State Capital funding.

Background: This is for the annual submission of the ICIP and is representative of 5 years of the Capital Investment Plan presented to the Board and adopted with the Budget for FY 2015 by Resolution 2014-09.

Recommended Action: Adoption by the Board.

Options/Alternatives: Alternatives would be to not participate in the State of New Mexico's ICIP process.

Fiscal Impact: The fiscal impact would be the potential loss of State funding over a five year period for the top five projects. The projects and suggested order of priority for funding in FY2016 are as follows:

1. Fleet replacement
2. Maintenance Facility
3. Emergency Electrical Generator
4. PV panels and electrical conversion to power NCRTD facilities
5. Satellite Facility

Attachments:

- Resolution 2014-12
- Five year Capital Investment Plan



North Central Regional Transit District

Resolution 2014-12

A RESOLUTION ADOPTING AN INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN (ICIP)

WHEREAS, the North Central Regional Transit District recognizes that the financing of public capital projects has become a major concern in New Mexico and nationally; and

WHEREAS, in times of scarce resources, it is necessary to find new financing mechanisms and maximize the use of existing resources; and

WHEREAS, systematic capital improvements planning is an effective tool for communities to define their development needs, establish priorities and pursue concrete actions and strategies to achieve necessary project development; and

WHEREAS, this process contributes to local and regional efforts in project identification and selection in short and long range capital planning efforts.

NOW, THEREFORE, BE IT RESOLVED BY THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT THAT:

1. The North Central Regional Transit District Board has adopted the attached Infrastructure Capital Improvement Plan, which was adopted with the FY 2015 Budget by Resolution 2014-09 on June 6, 2014 and,
2. It is intended that the ICIP be a working document and is the first of many steps toward improving rational, long-range capital planning and budgeting for New Mexico's infrastructure.

PASSED, APPROVED, AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 6TH DAY OF JUNE 2014.

Daniel Barrone, Chair

Approved as to form:

Peter Dwyer, Counsel



NCRTD 5 Year Capital Investment Plan (CIP)

	FY16	FY17	FY18	FY19	FY20
Fleet Replacement (see attached detailed listing)	\$323,000	\$524,000	\$736,000	\$637,000	\$903,000
Maintenance Facility	\$503,000	\$5,668,552			
Paving bus parking area		\$90,000			
Bus Protective Awnings		\$422,500			
PV panels and electrical conversion to power RTD Facilities	\$150,000				
Transit Orientated Development Site Planning		\$70,000			
Scheduling, Reporting, Vehicle Location Software					
75 Shelters (15/yr @\$4,000 ea. X 5 years)		\$60,000		\$60,000	
Fueling Facility		\$200,000			
Satellite Facilities (SF,Taos)	\$75,000	\$75,000			
Signage, trash receptacles and Schedule holders at bus stops (100@\$500 ea.)	\$15,000		\$10,000		
Snow Plow attachment					
Emergency Electrical Generator - Building	\$60,000				
Afterhours security gates (front and side entrance)					
Bus stop improvements (varies)					
Records software and Archival System	\$75,000				
Skid steer loader					
ADA Plan Implementation					
Bus Pull Outs on West Side Route (North and South Bound) Safety Issue					
Bus Pull Outs on Riverside Drive (North and South Bound) Safety Issue					
Total	\$1,201,000	\$7,110,052	\$746,000	\$697,000	\$903,000



North Central Regional Transit District

Financial Summary

As of May 30, 2014

Summary:

The North Central Regional Transit District (NCRTD) is currently reporting nearly 9 months of financial activity. The standard for expenses that should be spent for the 11 months period is 92% of the budget.

The month of March does not reflect all expenses because the Finance Department will continue to process invoices that possibly float in from the end 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 May until July 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 May 30, 2014, total revenue of \$6,982,427 has been received which is 72.5% of budgeted revenues. Within the revenue amount GRT is reported at \$5,211,250 according to GRT report on the New Mexico Taxation and Revenue Department website in which it has only reported activity for March now in May 2014. Total grant revenue (Federal & State) estimating May's reimbursement for a total of approximately \$1,273,314.

The District received its Local match contribution of \$450,000 from Los Alamos County.

Revenue for fares, advertising, and miscellaneous/interest revenue; \$ 47,862.

Expenditures:

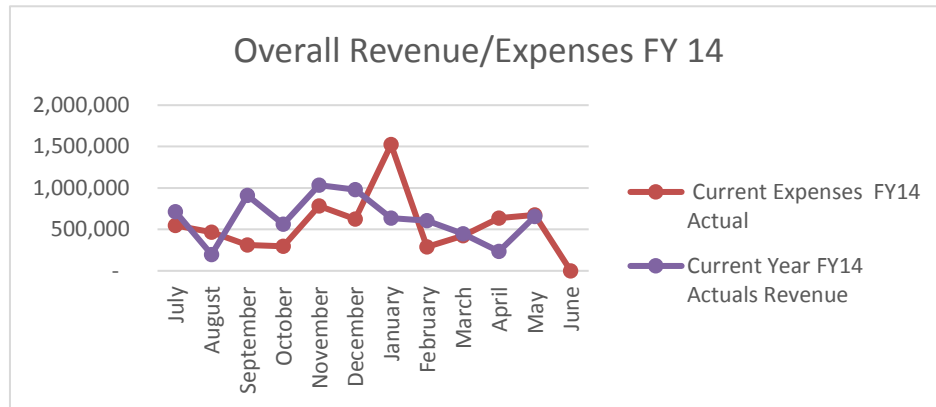
For the month ending May 30, 2014, NCRTD recognized expenditures totaling \$6,575,071 which is 68.2% of total budgeted expenditures. This percentage is below the standard 92% for the time period, mostly due to quarterly (instead of monthly) payments to the City of Santa Fe and Los Alamos County for transit services, (Non-RTD GRT expense/revenue).

Of the \$6,575,071 spent by NCRTD, \$873,763 was in Administration, \$5,191,394 in Operations and \$509,914 in Capital Outlay.

Administration has spent 76.8% of their budget, Operations has spent 70.8% and 47.4% in Capital Outlay.

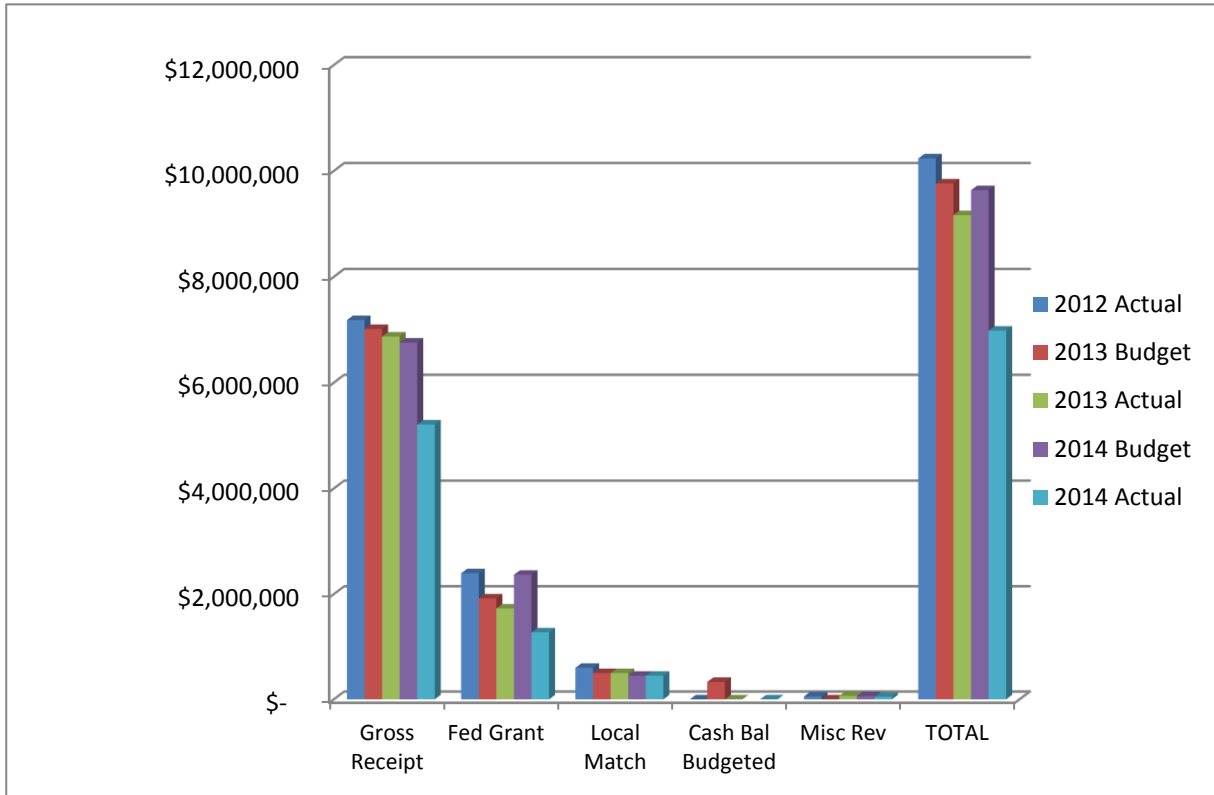
This Financial Summary should be reviewed in conjunction with the Monthly Board Financial Report

MONTHLY BOARD REPORT
FY2014 (July 1, 2013 to June 30, 2014)
NCRTD Revenue and Expenses vs. Budget
As of May 30, 2014



	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	809,158	313,124	809,158	911,709
October	777,664	294,912	777,664	563,855
November	1,030,164	783,237	1,030,164	1,034,774
December	777,664	625,225	777,664	981,256
January	798,164	1,524,043	798,164	636,384
February	777,664	287,411	777,664	606,284
March	777,664	423,076	777,664	447,415
April	777,664	638,319	777,664	234,239
May	777,664	674,889	777,664	655,942
June	777,664	-	777,664	-
Totals	\$ 9,636,458	\$ 6,575,071	\$ 9,636,458	\$ 6,982,427

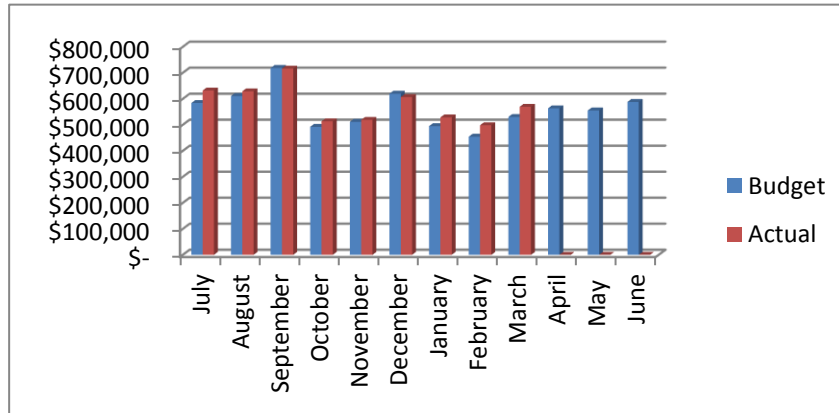
MONTHLY BOARD REPORT
FY2014 (July 1, 2013 to June 30, 2014)
NCRTD Revenue by Sources
As of May 30, 2014



	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	\$ 6,757,529	\$ 5,211,250	77.1%
Fed Grant	\$ 2,397,970	\$ 1,917,879	\$ 1,727,932	\$ 2,368,429	\$ 1,273,314	53.8%
Local Match	\$ 600,000	\$ 500,000	\$ 500,000	\$ 450,000	\$ 450,000	100.0%
Cash Bal Budgeted	\$ -	\$ 333,000	\$ -	\$ -	\$ -	0.0%
Misc Rev	\$ 56,140	\$ -	\$ 65,710	\$ 60,500	\$ 47,862	79.1%
TOTAL	\$ 10,237,444	\$ 9,764,679	\$ 9,165,669	\$ 9,636,458	\$ 6,982,427	72.5%

Budget to Actual FY2014
(\$ thousands)

MONTHLY BOARD REPORT
FY2014 (July 1, 2013 to June 30, 2014)
Gross Receipts Revenue Thru May 30, 2014



Budget to Actual FY2013
(\$ thousands)

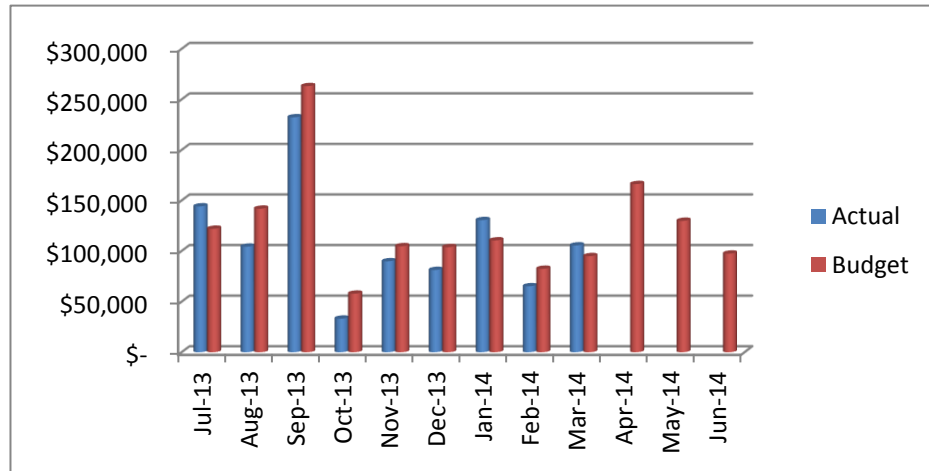
	Budget	Actual	Actual Revenue % of Monthly Budget
July	\$ 583,796	\$ 631,877	108%
August	\$ 610,664	\$ 628,640	103%
September	\$ 718,470	\$ 716,096	100%
October	\$ 492,080	\$ 513,320	104%
November	\$ 511,261	\$ 518,926	101%
December	\$ 619,551	\$ 606,606	98%
January	\$ 494,792	\$ 528,397	107%
February	\$ 454,335	\$ 498,296	110%
March	\$ 529,932	\$ 569,093	107%
April	\$ 563,055	\$ -	0%
May	\$ 555,133	\$ -	0%
June	\$ 587,696	\$ -	0%
Total	\$ 6,720,765	\$ 5,211,250	78%

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	\$ 513,320	\$ 122,986
November	\$ 520,527	\$ 518,926	\$ (1,601)
December	\$ 614,240	\$ 606,606	\$ (7,634)
January	\$ 537,863	\$ 528,397	\$ (9,467)
February	\$ 504,470	\$ 498,296	\$ (6,173)
March	\$ 561,238	\$ 569,093	\$ 7,855
April	\$ 648,134	\$ -	\$ (648,134)
May	\$ 561,422	\$ -	\$ (561,422)
June	\$ 579,356	\$ -	\$ (579,356)
Total	\$ 6,872,026	\$ 5,211,250	\$ (1,660,776)

MONTHLY BOARD REPORT
FY2014 (July 1, 2013 to June 30, 2014)
Gross Receipts Revenue By County

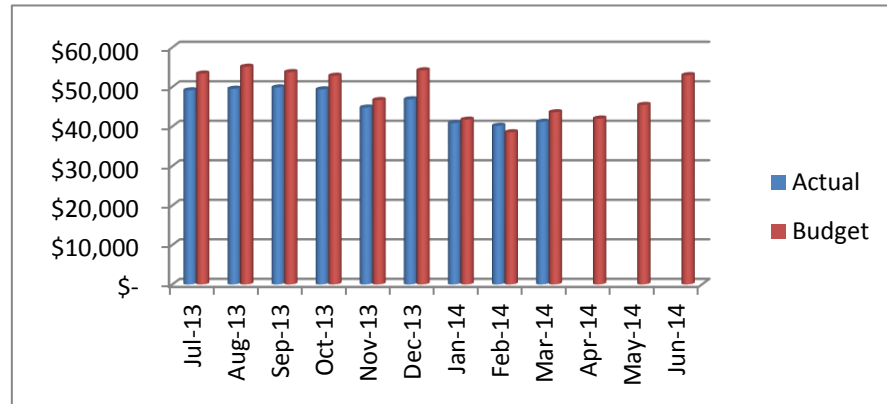
LOS ALAMOS COUNTY



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%
12/20/2013	Oct-13	\$ 33,137	\$ 57,814	57%
1/24/2014	Nov-13	\$ 89,812	\$ 104,716	86%
2/24/2014	Dec-13	\$ 81,243	\$ 103,819	78%
3/27/2014	Jan-14	\$ 130,526	\$ 110,459	118%
4/23/2014	Feb-14	\$ 65,134	\$ 82,381	79%
5/23/2014	Mar-14	\$ 105,475	\$ 94,894	111%
	Apr-14		\$ 166,154	0%
	May-14		\$ 129,801	0%
	Jun-14		\$ 97,405	0%
YTD Total		\$ 985,893	\$ 1,474,265	67%

MONTHLY BOARD REPORT
FY2014 (July 1, 2013 to June 30, 2014)
Gross Receipts Revenue By County

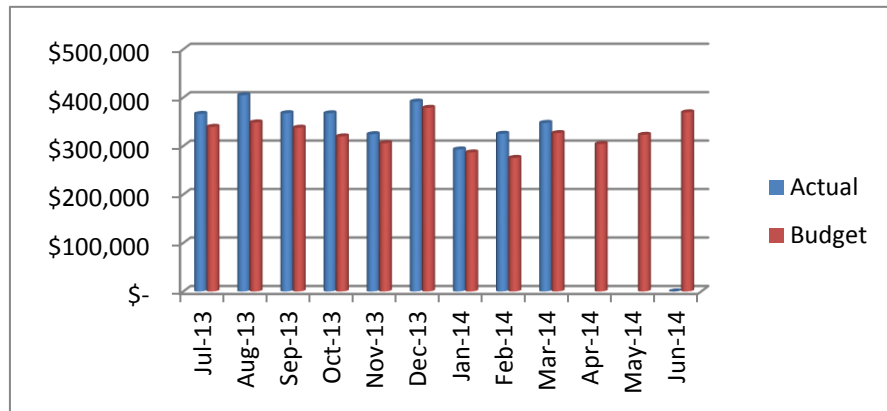
RIO ARRIBA COUNTY



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%
12/24/2013	Sep-13	\$ 49,857	\$ 53,733	93%
1/10/2014	Oct-13	\$ 49,364	\$ 52,811	93%
2/12/2014	Nov-13	\$ 44,753	\$ 46,655	96%
3/31/2014	Dec-13	\$ 46,846	\$ 54,188	86%
4/30/2014	Jan-14	\$ 40,853	\$ 41,700	98%
5/8/2014	Feb-14	\$ 40,153	\$ 38,509	104%
TBD	Mar-14	\$ 41,156	\$ 43,572	94%
	Apr-14		\$ 41,983	0%
	May-14		\$ 45,426	0%
	Jun-14		\$ 52,959	0%
	YTD Total	\$ 411,645	\$ 580,000	71%

MONTHLY BOARD REPORT
FY2014 (July 1, 2013 to June 30, 2014)
Gross Receipts Revenue By County

SANTA FE COUNTY

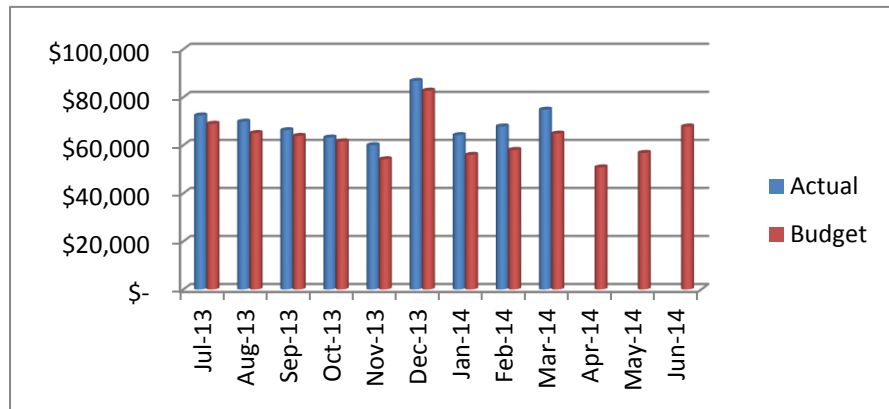


Date Received	Actual	Budget	Actual Revenue % of Monthly Budget
9/20/2013	Jul-13 \$ 366,256	\$ 339,502	108%
10/22/2013	Aug-13 \$ 404,993	\$ 348,693	116%
11/21/2013	Sep-13 \$ 367,698	\$ 337,730	109%
12/21/2013	Oct-13 \$ 367,580	\$ 319,815	115%
1/21/2014	Nov-13 \$ 324,305	\$ 305,700	106%
2/27/2014	Dec-13 \$ 391,697	\$ 378,796	103%
3/21/2014	Jan-14 \$ 292,787	\$ 286,609	102%
4/23/2014	Feb-14 \$ 325,160	\$ 275,381	118%
5/22/2014	Mar-14 \$ 347,639	\$ 326,600	106%
	Apr-14	\$ 304,095	0%
	May-14	\$ 323,070	0%
	Jun-14 \$ -	\$ 369,509	0%
YTD Total	\$ 3,188,115	\$ 3,915,500	81%

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

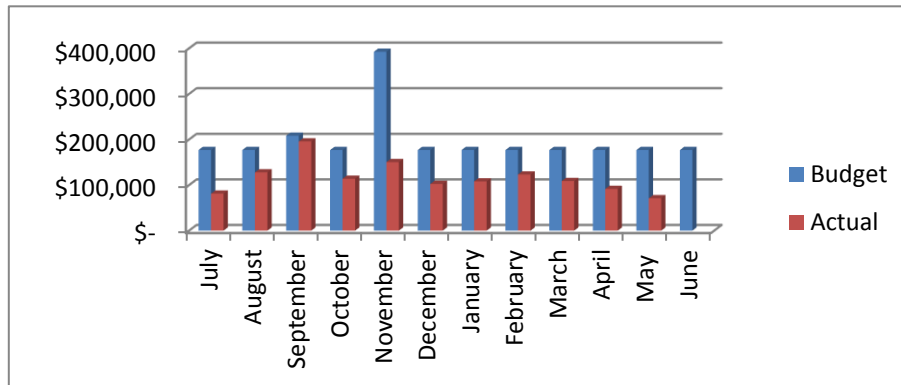
MONTHLY BOARD REPORT
FY2014 (July 1, 2013 to June 30, 2014)
Gross Receipts Revenue By County

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%
11/27/2013	Sep-13	\$ 66,290	\$ 63,925	104%
12/20/2013	Oct-13	\$ 63,238	\$ 61,640	103%
1/21/2014	Nov-13	\$ 60,056	\$ 54,190	111%
2/19/2014	Dec-13	\$ 86,820	\$ 82,748	105%
3/24/2014	Jan-14	\$ 64,231	\$ 56,024	115%
5/1/2014	Feb-14	\$ 67,849	\$ 58,064	117%
5/27/2014	Mar-14	\$ 74,823	\$ 64,866	115%
	Apr-14		\$ 50,823	0%
	May-14		\$ 56,836	0%
	Jun-14		\$ 67,823	0%
YTD Total		\$ 625,597	\$ 751,000	83%

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	\$ 208,261	\$ 195,614	94%
October	\$ 176,767	\$ 113,855	64%
November	\$ 392,503	\$ 150,353	38%
December	\$ 176,767	\$ 102,402	58%
January	\$ 176,767	\$ 107,988	61%
February	\$ 176,767	\$ 123,056	70%
March	\$ 176,767	\$ 108,684	61%
April	\$ 176,767	\$ 91,455	52%
May	\$ 176,767	\$ 71,069	40%
June	\$ 176,767		0%
Total	\$ 2,368,429	\$ 1,273,314	54%

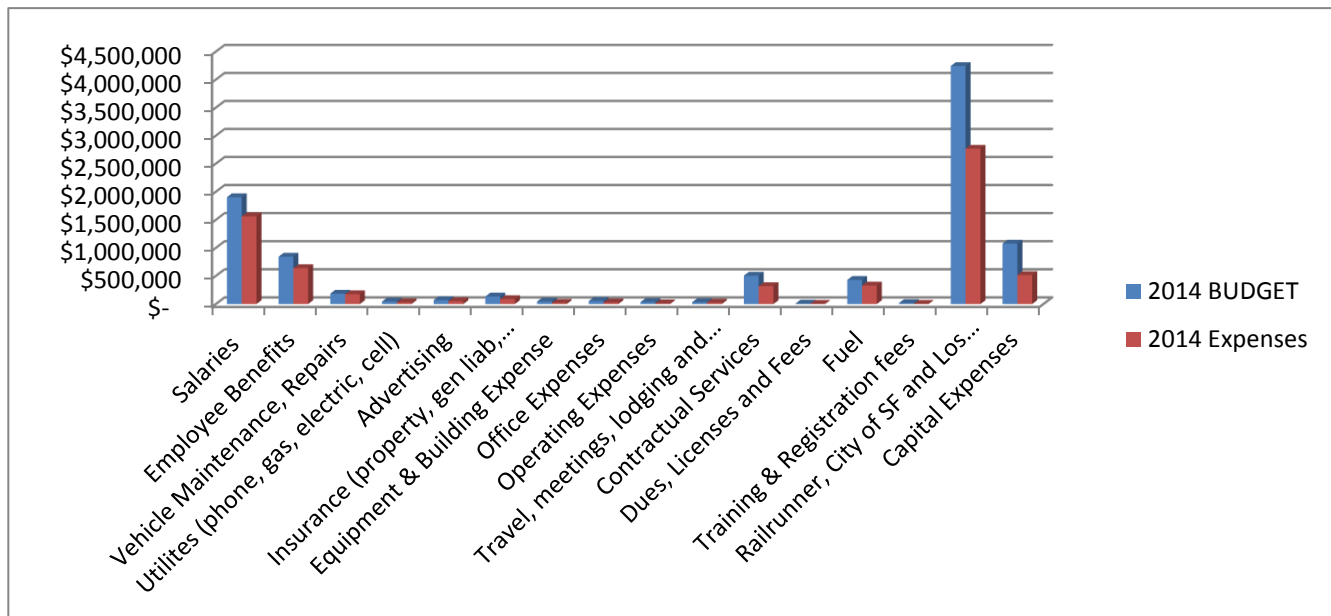
Prior Year vs. Current Year
(\$ thousands)

	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	\$ 150,353	\$ 66,078
December	\$ 130,478	\$ 102,402	\$ (28,076)
January	\$ 126,499	\$ 107,988	\$ (18,511)
February	\$ 214,632	\$ 123,056	\$ (91,576)
March	\$ 275,465	\$ 108,684	\$ (166,781)
April	\$ 248,497	\$ 91,455	\$ (157,043)
May	\$ 237,820	\$ 71,069	\$ (166,751)
June	\$ 254,362	\$ -	\$ (254,362)
Total	\$ 1,859,857	\$ 1,273,314	

MONTHLY BOARD REPORT
FY2014 (July 1, 2013 to June 30, 2014)
NCRTD Expenses by Type

As of May 30, 2014

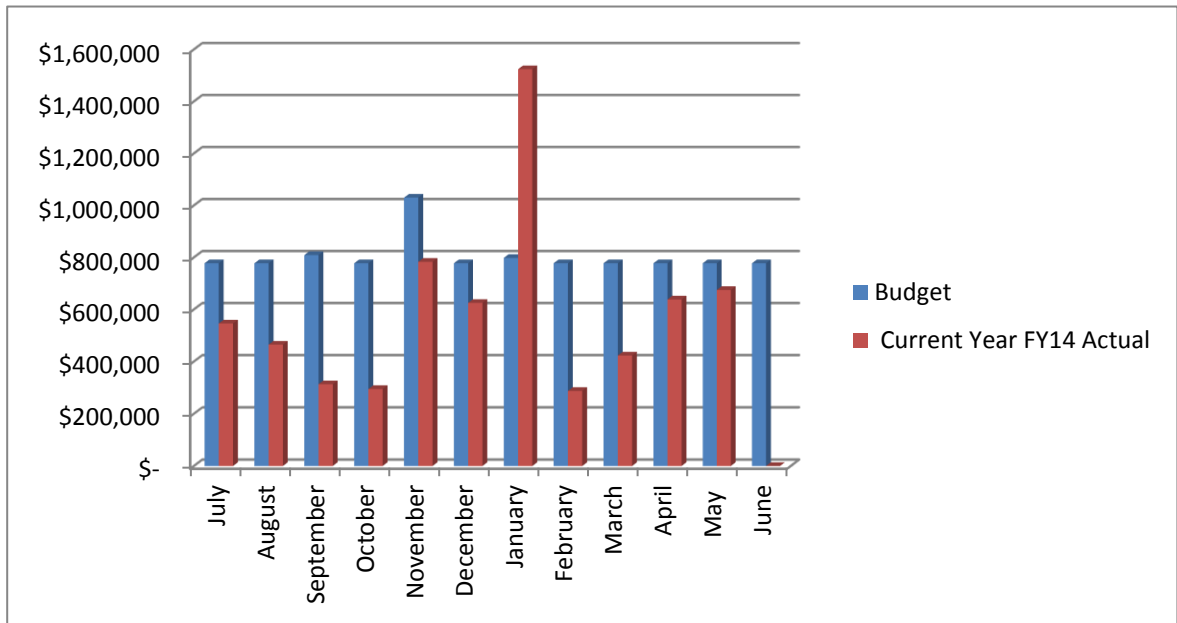
Year to Date Budget Variance 92%



Comparative Expenses by Type

	2014 BUDGET	2014 Expenses	YTD Budget Variance 92%
	\$	\$	
Salaries	\$ 1,902,117	\$ 1,562,009	82.1%
Employee Benefits	\$ 843,665	\$ 639,802	75.8%
Vehicle Maintenance, Repairs	\$ 184,920	\$ 175,338	94.8%
Utilites (phone, gas, electric, cell)	\$ 44,298	\$ 29,314	66.2%
Advertising	\$ 70,440	\$ 50,792	72.1%
Insurance (property, gen liab, vehicle, civil rights)	\$ 135,000	\$ 87,589	64.9%
Equipment & Building Expense	\$ 46,036	\$ 20,780	45.1%
Office Expenses	\$ 56,470	\$ 27,890	49.4%
Operating Expenses	\$ 35,700	\$ 12,352	34.6%
Travel, meetings, lodging and per diem	\$ 34,712	\$ 25,997	74.9%
Contractual Services	\$ 506,233	\$ 318,198	62.9%
Dues, Licenses and Fees	\$ 9,486	\$ 5,002	52.7%
Fuel	\$ 430,000	\$ 330,752	76.9%
Training & Registration fees	\$ 18,513	\$ 5,372	29.0%
Railrunner, City of SF and Los Alamos	\$ 4,242,874	\$ 2,767,228	65.2%
Capital Expenses	\$ 1,075,994	\$ 516,656	48.0%
TOTAL	\$ 9,636,458	\$ 6,575,071	68.2%

MONTHLY BOARD REPORT
FY2014 (July 1, 2013 to June 30, 2014)
NCRTD BUDGET EXPENDITURES OVERALL

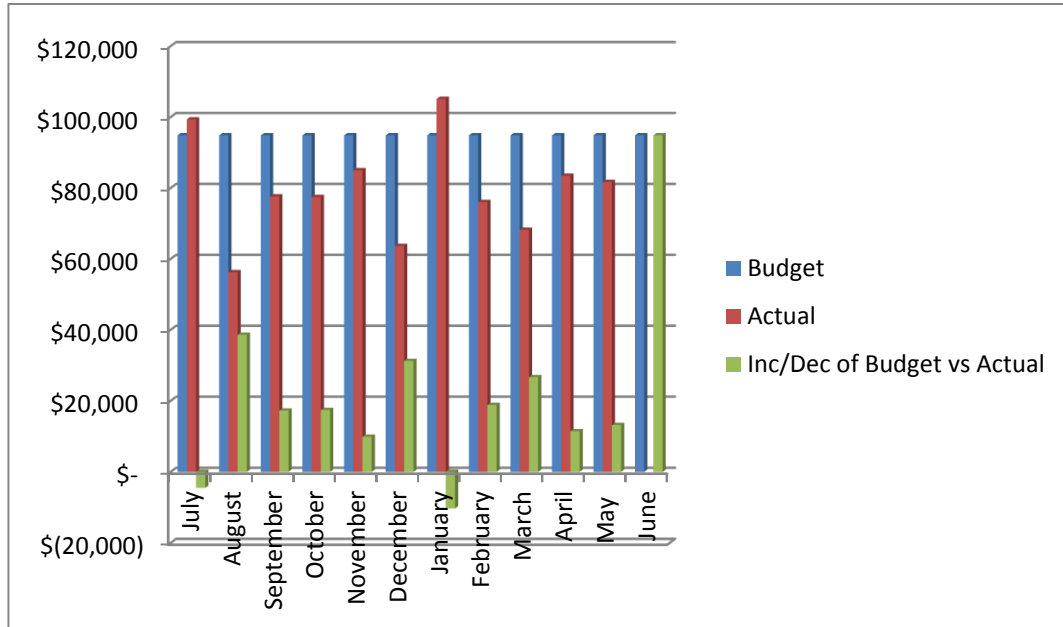


Budget to Actual FY2014
Expenses (\$ thousands)

	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	\$ 809,158	\$ 313,124	\$ 496,034
October	\$ 326,905	\$ 777,664	\$ 294,912	\$ 482,752
November	\$ 936,614	\$ 1,030,164	\$ 783,237	\$ 246,927
December	\$ 414,507	\$ 777,664	\$ 625,225	\$ 152,438
January	\$ 381,446	\$ 798,164	\$ 1,524,043	\$ (725,880)
February	\$ 446,430	\$ 777,664	\$ 287,411	\$ 490,252
March	\$ 528,488	\$ 777,664	\$ 423,076	\$ 354,588
April	\$ 859,345	\$ 777,664	\$ 638,319	\$ 139,344
May	\$ 1,534,149	\$ 777,664	\$ 674,889	\$ 102,775
June	\$ 292,818	\$ 777,664	\$ -	\$ 777,664
Total	\$ 6,966,265	\$ 9,636,458	\$ 6,575,071	\$ 3,061,387
			\$ 6,575,071	68%

MONTHLY BOARD REPORT
FY2014 (July 1, 2013 to June 30, 2014)
Administration Expense Summary

Year to Date Budget Variance 92%



Budget to Actual FY2014
 (\$ thousands)

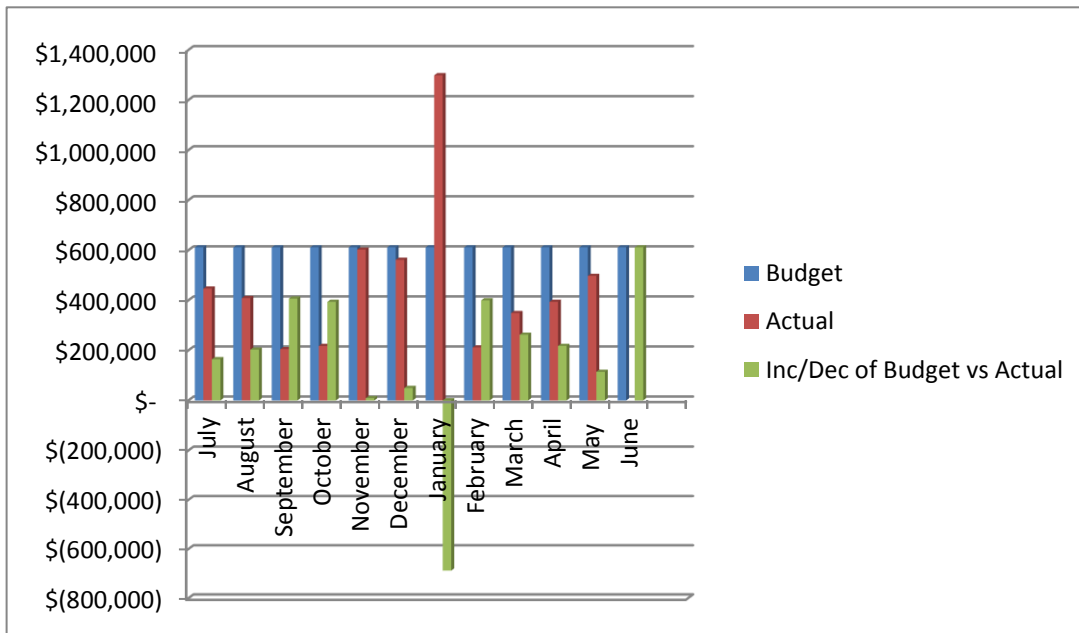
	Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance 92%
July	\$ 94,856	\$ 99,342	\$ (4,486)	104.7%
August	\$ 94,856	\$ 56,248	\$ 38,608	59.3%
September	\$ 94,856	\$ 77,618	\$ 17,238	81.8%
October	\$ 94,856	\$ 77,447	\$ 17,410	81.6%
November	\$ 94,856	\$ 84,993	\$ 9,863	89.6%
December	\$ 94,856	\$ 63,622	\$ 31,234	67.1%
January	\$ 94,856	\$ 105,133	\$ (10,276)	110.8%
February	\$ 94,856	\$ 76,028	\$ 18,829	80.2%
March	\$ 94,856	\$ 68,221	\$ 26,635	71.9%
April	\$ 94,856	\$ 83,438	\$ 11,418	88.0%
May	\$ 94,856	\$ 81,673	\$ 13,183	86.1%
June	\$ 94,856	\$ 94,856	\$ 0	0.0%
Total	\$ 1,138,276	\$ 873,763		76.8%

MONTHLY BOARD REPORT

FY2014 (July 1, 2013 to June 30, 2014)

Operating Expense Summary

Year to Date Budget Variance 92%

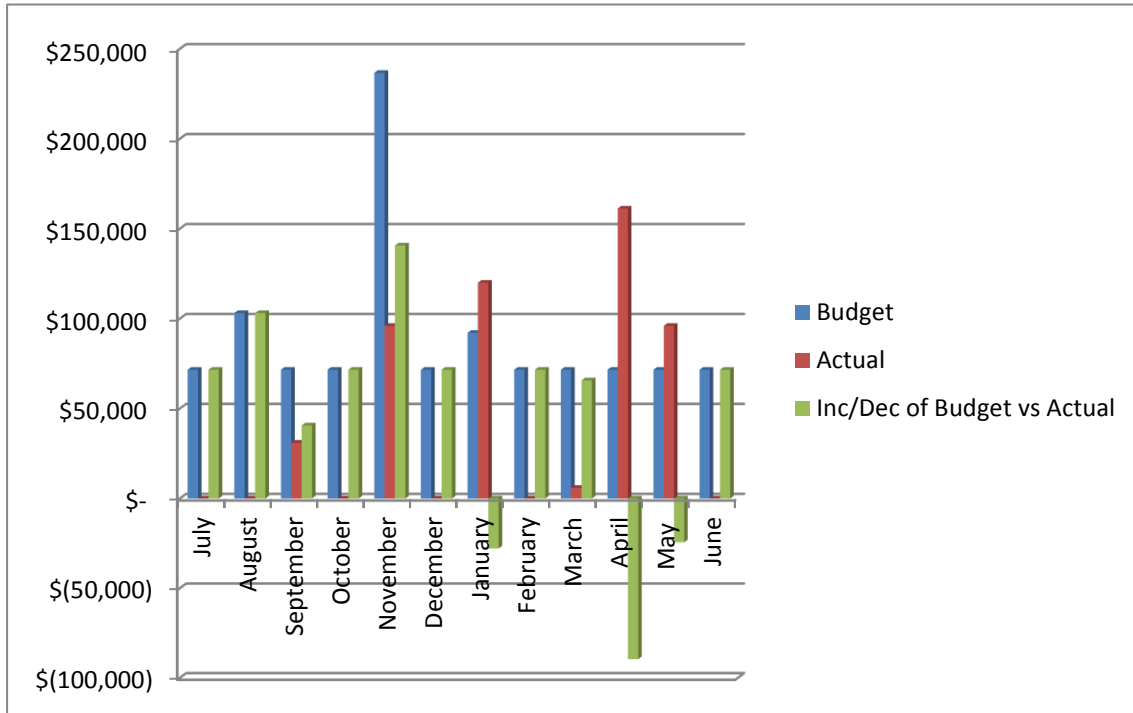


Budget to Actual FY2014
(\$ thousands)

	Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance 92%
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	\$ 217,465	\$ 393,759	35.6%
November	\$ 611,224	\$ 602,294	\$ 8,930	98.5%
December	\$ 611,224	\$ 561,603	\$ 49,621	91.9%
January	\$ 611,224	\$ 1,298,974	\$ (687,750)	212.5%
February	\$ 611,224	\$ 211,384	\$ 399,840	34.6%
March	\$ 611,224	\$ 348,939	\$ 262,285	57.1%
April	\$ 611,224	\$ 393,693	\$ 217,531	64.4%
May	\$ 611,224	\$ 497,266	\$ 113,958	81.4%
June	\$ 611,224		611,224.00	0.0%
Total	\$ 7,334,688	\$ 5,191,394		70.8%

MONTHLY BOARD REPORT
FY2014 (July 1, 2013 to June 30, 2014)
Capital Expense Summary

Year to Date Budget Variance 92%



Budget to Actual FY2014
 (\$ thousands)

	Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance 92%
July	\$ 71,583	\$ -	\$ 71,583	0%
August	\$ 103,077	\$ -	\$ 103,077	0%
September	\$ 71,583	\$ 30,974	\$ 40,609	43%
October	\$ 71,583	\$ -	\$ 71,583	0%
November	\$ 236,583	\$ 95,949	\$ 140,634	41%
December	\$ 71,583	\$ -	\$ 71,583	0%
January	\$ 92,083	\$ 119,937	\$ (27,853)	130%
February	\$ 71,583	\$ -	\$ 71,583	0%
March	\$ 71,583	\$ 5,916	\$ 65,667	8%
April	\$ 71,583	\$ 161,188	\$ (89,605)	225%
May	\$ 71,583	\$ 95,949	\$ (24,366)	134%
June	\$ 71,583	\$ -	\$ 71,583	0%
Total	\$ 1,075,994	\$ 509,914		47.4%



**NORTH CENTRAL REGIONAL TRANSIT DISTRICT (NCRTD)
FINANCE SUBCOMMITTEE**

**January 24, 2014
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 and Review of Mid-Year Budget**
Sponsor: Anthony Mortillaro, NCRTD Executive Director and Glenda Aragon, Finance Director. Attachment.
- B. Discussion and Review of Sustainability Plan**
Sponsor: Anthony Mortillaro, NCRTD Executive Director and Michael Kelly, Transit and Facilities Operations Director. Attachment.
- C. Minutes from November 22, 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 January 24, 2014

9:00 a.m.

Board Members Present: *Commissioner Miguel Chavez – Santa Fe County (Telephonically), Tim Vigil – Pueblo of Pojoaque (In Person), Geoff Rodgers – Los Alamos County (In Person)*

Staff Present: *Anthony Mortillaro – Executive Director, Glenda Aragon – Finance Manager, Pat Lopez – Finance Analyst, Michael Kelly – Facilities and Transit Operations Director, 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 9:10 a.m.

ITEMS FOR DISCUSSION/RECOMMENDATION

A. Discussion and Review of Mid-Year Budget

Mr. Mortillaro gave a brief overview regarding the Mid-Year Budget review.

Ms. Aragon went on to reference page three (3) of the packet, stating that the District is reporting year-to-date actuals for revenue as of June 30, 2013 to December 31, 2013. Ms. Aragon then asked Mr. Lopez to present the Revenue in greater detail.

Mr. Lopez started with Los Alamos County stating that the revenue deficit is nearly \$71,000 for the first four (4) months of FY14. He also noted that \$33,136 was collected for the month of October due partially to the federal budget impasse that may have impacted Los Alamos National Lab. Mr. Lopez went on to mention that the revenue for the remainder of the fiscal year is projected to be 15% below budget (averaging 12.1% for the first four (4) months), which result in a deficit of \$204,378 by year end.

Mr. Mortillaro asked Councilor Rodgers if Los Alamos County has done any Mid-Year corrections.

Councilor Rodgers stated that they had not.

Mr. Lopez continued to explain the GRT Revenue for Rio Arriba County. He stated that the first four (4) months of FY14 actual revenues is averaging 93% of the total budget. The projections for the remaining eight (8) months assume the revenues will be 94% of the budget. Mr. Lopez proceeded to mention that the revenues are projected to be in a deficit of \$40,849 by the end of FY14.

Mr. Lopez went on to the Santa Fe County GRT Revenue, stating that the first four (4) months in FY14 is averaging nearly 12% above the budget. The revenue projections assume 10% above the budget for the remainder of FY14. He stated that the FY14 end of year surplus is projected to be \$417,764, and half of this surplus will be transferred to Rio Metro Transit District; this is also reflected in the expenditure projections.

Mr. Lopez then proceeded to go over the Taos County GRT Revenue, stating that the first four (4) months in FY14 is averaging 4.7% above the budget. He noted that the revenue projections assume 2% above the budget for the remainder of the fiscal year with the exception of December; the revenue is projected to be the same as FY13. The FY14 end of the year surplus is projected to be \$13,317.

Ms. Aragon went on to the explain the grant revenue, stating that the total overall revenue increased in projected amount by \$247,230; which was also an increase of 6% from what was initially projected to be received in Federal funding for TAP/ADA award in the amount of \$215,736, plus \$36,764 in matching funds. She noted that the staff also went to the board to encumber \$31,494 from the FY1 budget for purchase of shelters from 5311 capital funding.

Ms. Aragon proceeded to state that the NCRTD anticipated to receive about \$60,500 in proceeds from the sale of auctioned vehicles, Transit Fares, Bank Investment income, Insurance proceeds and Miscellaneous Revenue. She then moved on stating that NCTD accounted for all the year-to-date expenditures as of December 31, 2013, and closely reviewed all line items related to Administration, Operations, Non-RD and Capital accounts. NCRTD is closely monitoring its current and projected expenditures for the remainder of FY14. It was then mentioned that the NCRTD will have a slight surplus at the end of FY14 in expenditures in the amount of \$41,743 or .57% of the budget. Ms. Aragon went on to state the there was a deficit in the Non-RTD expenditures of \$208,882, which is offset from the anticipated revenue coming from Santa Fe County as half of the GRT revenue that automatically goes to the RailRunner. She then asked if there were any questions.

Commissioner Chavez asked if the funding going to Rio Metro only went to the RailRunner, or if other agencies received the funding.

Mr. Mortillaro noted that it only applied to the RailRunner.

Commissioner Chavez asked if the funding went to the RailRunner due to the Region in which the District was in.

Mr. Mortillaro stated it did not; he noted that it had to do with the Intergovernmental Agreement the District entered into between the RTD and Rio Metro Transit District back in 2008. Per Santa Fe County it was requested that 50% of GRT Transit Tax generated in Santa Fe County would go to Rio Metro to support the RailRunner.

Commissioner Chavez said that Mr. Mortillaro reiterating that was very helpful.

Mr. Mortillaro mentioned that he and the Chairman would like to present an update to each government body within the District.

Further discussion went on regarding the scheduling of the proposed presentation.

Ms. Aragon moved forward to page thirteen (13) of the packet stating the budget increases approved by the Board include \$31,494 in August from 5311 federal fund carryover for construction of shelters; \$165,000 in November from the Transportation Alternatives Program federal grant award for construction to bring bus stops into ADA compliance. Ms. Aragon went on stating that in January \$20,500 was approved by the Board to be moved from miscellaneous revenue in order to supplement the purchase of two buses from federal funds.

She then stated that the projected expenditures would include three (3), fourteen (14) passenger buses, a building security gate, two (2), twenty (20) passenger buses, AVL Route Planning Software, as well as construction of bus stops to comply with ADA. Ms. Aragon mentioned that these were the future capital expenditures.

Mr. Mortillaro added that based on the schedules regarding the AVL implementation and ADA compliance, some of these projects may carry over into the next Fiscal Year.

Mr. Vigil questioned whether or not additional staff would be hired for the implementation of the AVL software.

Mr. Mortillaro stated that he did not anticipate hiring additional staff. However, until the District has more hands on experience, they will not know for sure. If the District ever went to seven-day-a-week service, then they would definitely have to hire additional staff.

Ms. Aragon proceeded to complete the presentation of the Mid-Year Budget Review, stating that the plan of action would include balancing the budget by continuing to monitor the budget against funds received and anticipated to receive in GRT. The federal grants awarded will remain static.

Ms. Aragon also stated that the Finance staff has done a great job budgeting conservatively in FY14 for GRT revenues and anticipated expenditures based on NCRTD history. She noted that the NCRTD will continue to maintain a balanced budget for the remainder of FY14 and will apprise the Board of any dramatic changes.

Mr. Vigil asked if the Subcommittee members had any questions regarding the Mid-Year Review.

There were none.

He then commended staff, stating that they had done a great job.

Commissioner Chavez thanked staff for providing a very clear, concise and comprehensive report.

Councilor Rodgers also commended staff, stating that in a very short amount of time staff has done a phenomenal job in making drastic improvements.

It was recommended that the Subcommittee accept the Mid-Year Budget Review as presented, approving staff recommendation for Board review.

Councilor Rodgers made a motion to approve the Mid-Year Budget Review as presented. Commissioner Chavez seconded the motion and it passed by unanimous voice vote (3-0).

B. Discussion and Review of Sustainability Plan

Mr. Mortillaro gave a brief overview on this item, stating that the District did not currently have a sustainability plan.

Mr. Kelly went over the Sustainability plan as presented. He noted that the NCRTD is a governmental entity that is made up of other governmental entities. Each share similar environmental concerns and stand responsible to establish a sustainable plan that will minimize the impact of its existing facilities and future infrastructure and building investments within North Central New Mexico.

One of the ways the District can operate in a sustainable way is to utilize alternative fuels. In 2013 the NCRTD Board approved an Alternative Fuels Analysis that provided for the purchase of test vehicles in 2015. This will aid in the establishment of an alternative fuel type for future fleet purchases. He noted that this would also require the fueling infrastructure to accommodate these vehicles.

Mr. Kelly then went on to state that the District would implement certain policies to ensure District vehicles are operated more efficiently. This would also help the District to reduce its carbon footprint.

Councilor Rodgers asked if there were any federal grants or programs out there to help an agency like this to obtain alternative fuel or if it all was dependent on the District.

Mr. Kelly noted that there had been some developments for alternative fuels and zero emission vehicles through the State Department of Energy and Minerals as well as the Federal Transit Administration.

Mr. Mortillaro went on to state that there were some federal grant funding opportunities for zero emissions, in which the District has requested information on the program from the FTA on whether or not you need to be in a non-attainment area or not. If the FTA responds that you don't have to be in a non-attainment area, the District will apply for that funding.

Mr. Kelly continued with the presentation, stating that existing administrative and operations facility sustainable best practices would also include: motion sensor lighting to conserve energy when not in use; thermostat access covers to maintain comfort levels of

69-70 degrees during hours of 5:00 a.m. to 8:00 p.m., and set to be reduced to 65 degrees from 8:00 p.m. to 5:00 p.m. and on weekends. Energy usage has also been reduced by the omission of personal office fans and heaters. A self-monitoring-adapting thermostat (NEST) is being researched for more accurate temp regulations and additional energy savings.

Mr. Kelly proceeded to mention that the District Staff has installed receptacles for aluminum, paper, plastic and general waste. A portion of paper recycled are given to local schools to be used for scratch paper for students. The District has also begin to monitor water utilizing time management of motion censored components for water usage in landscaped areas, and restrooms. Fleet and Facilities staff also utilize pressure washers that regulate/minimize water usage when washing buses.

Mr. Vigil mentioned that the District should consider harvesting water through the use of a cistern, and perhaps use that to water plants and so forth.

Mr. Kelly stated that it would be a definite possibility to look into that as a future endeavor.

Mr. Mortillaro noted that it would be brought up during the preliminary design phase of the new maintenance facility.

Mr. Kelly went on stating that the facility Board room would be available to other governmental entities during District non-use times would maximize facility use while also minimizing the utility variances.

Councilor Rodgers questioned whether or not the facility has been used a lot by outside entities.

Mr. Mortillaro stated that it had not. However, the District has received one request from the Rio Arriba County Clerk for an election facility, but they recently changed their mind. He also noted that other meetings such as the Regional Planning Authority, as well as the very first GFOA testing site, for Finance Officers throughout the state to be able to take their certification test.

Mr. Kelly noted that the New Mexico Department of Game and Fish also inquired about using the facility for certain types of educational demonstrations for boating rules and regulations.

He continued to mention the general sustainable practices for field facilities such as bus stops and shelters. With that the District hopes to purchase solar lighting for new shelters and for retrofitting old shelters. Additionally, this will increase visibility in dark hours and provide a level of security for riders, and aid in reducing graffiti and vandalism in various locations.

The District has also installed and maintains trash receptacles at bus stops and shelters. Mr. Kelly mentioned that it was critical as a sustainable practice entity and service, to minimize any residual, visual footprint within the served communities. Installation and maintenance of trash receptacles will reduce the clutter of trash accumulation.

Mr. Kelly went on to state that the District would incorporate new user friendly signage and route information and bus stops. With the implementation of the new AVL Route software, more user friendly signage would be posted with pertinent information via posted schedules and QR codes. This will reduce the need for multi-printing of paper schedules.

Mr. Kelly proceeded to state that the District would also continue to seek multi modal locations for future bus stops. Transit can aid in sustaining communities by including stops at recreational intersections like hiking trails, bicycle paths and sport/entertainment centers.

He then moved on to the future development of Transit Facilities and Land Use. The District is currently doing the preliminary design of the maintenance facility, in which there may possibly be a vacant portion for any third party development. With that, the application of sustainable standards will be required for any and all future development.

Mr. Kelly continued stating than any future District development for transit use will seek LEED certifications in the design and build within the affordability limitations as directed by the Executive Director and the Board. Any considerations of future third party development will be Transit Oriented Development (TOD) preferred, and will seek LEED certification within affordability of the projects scope.

Councilor Rodgers noted that with alternative fuels, there are certain requirements that must be met as far as working on the alternative fuel vehicles, in the sense that you must train employees to be able to work on those vehicles.

Mr. Mortillaro noted that the District asked the engineer to look at future expansion of the facility, so that if the District ends up doing maintenance for other entities, whether they're on regular fuel or alternative fuel, the District will have the ability to expand based on that. He also stated that he would like to look into sharing the fueling facility, since the District would also be utilizing a card system, in which they would charge an administrative fee for building and managing the fueling facility. Mr. Mortillaro mentioned that this could be a cost savings to other entities as well, which the District will explore further.

Mr. Kelly continued, stating that any District property not set aside for third party development, vacant land or rooftops could be utilized for sustainable green energy production, such as alternative energy functions of solar or wind energy development, which can also offset a lot of the cost. He noted that the City of Santa Fe has a similar system in which they installed solar panels on their parking structure, and they actually produce they amount of energy that they use in a day, and then some.

Mr. Kelly then moved on stating that the District would set goals and benchmarks to determine if the Sustainability Plan is functional and beneficial to the region. A resolution would be presented to the Board for acceptance, which will be the first step in moving the plan forward and setting the goals. The District would also collaborate with member agencies to observe any best practices currently being done, ones that are in planning and potential sharing of green resources i.e. utilizing a members recycle facility or simulating a successful energy installation. Mr. Kelly then noted that the District would provide monthly/annual reports on meeting goals and benchmarks.

Mr. Kelly then referenced page six (6) of the packet, noting the vision and mission statement of the Sustainability Plan. Which is “To be an environmentally conscious, sustainable partner, enhancing the quality of life of the North Central New Mexico communities and beyond”.

Councilor Rodgers mentioned that Los Alamos County was also in the process of creating a Sustainability Plan. However, it was side tracked due to an issue with the term sustainable. He noted that in some environments, the word sustainable is politically charged, so just be aware of that.

Mr. Mortillaro asked what the suggestions were as far as changing that terminology because it is very widely used.

Councilor Rodgers expressed that it was surprising to him. However, for those that are pro-business it is an issue when an organization is spending money on sustainability. He also stated that he is not saying the District needs to change the terminology, he is just making the District aware.

Further discussion went on regarding this matter.

Mr. Mortillaro stated that goals and benchmarks would be set by the sustainability committee, and then would be passed by the Board if they are in agreement with the goals or objectives. The District will then report to the Board on cost savings and so on.

Mr. Kelly then thanked the Finance Subcommittee Members for their feedback on this item.

It was recommended that the Subcommittee accept the Sustainability Plan as presented, approving staff recommendation for Board review.

Councilor Rodgers made a motion to accept the Sustainability Plan as presented with resolution for adoption, approving staff recommendation for Board review. Commissioner Chavez seconded the motion and it passed by unanimous voice vote (3-0).

C. Minutes from November 22, 2013

Mr. Mortillaro asked the Finance Subcommittee to review and approve the minutes from November 22, 2013.

Councilor Rodgers made a motion to approve the minutes from November 22, 2013. Commissioner Chavez seconded the motion and it passed by unanimous voice vote (3-0).

MATTERS FROM THE SUBCOMMITTEE

Mr. Mortillaro noted that the Customer Service Initiative Focus Group meetings would be held for the Finance Subcommittee on February 12, 2013 at 9:30 a.m.

Mr. Mortillaro also noted that the FY15 Draft Budget would be presented in March or April.

Councilor Rodgers suggested that Councilor Pete Sheehey move into where he left off as a Board Director and Finance Subcommittee Member. Although he noted that it would be up to the Board.

Further discussion went on regarding this item.

Mr. Mortillaro proceeded to mention that the Legislative Finance Committee has conducted a review of the District, in which a public hearing will be held to present the results. He then asked that the Subcommittee members attend in support of the District.

The Finance Subcommittee agreed.

Mr. Mortillaro and the Finance Subcommittee commended staff for all of their hard work and improvements in which they've made within the District.

ADJOURN

The Finance Subcommittee meeting was adjourned at 10:27 a.m.

The next Finance Subcommittee meeting will be held on March 28, 2014 at 9:00 a.m.



**NORTH CENTRAL REGIONAL TRANSIT DISTRICT (NCRTD)
FINANCE SUBCOMMITTEE**

**April 25, 2014
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 and Review of FY15 Preliminary Budget**
Sponsor: Anthony Mortillaro, NCRTD Executive Director and Glenda Aragon, Finance Director.
Attachment.
- B. Discussion and Review of Quarterly Investment Report**
Sponsor: Anthony Mortillaro, NCRTD Executive Director and Glenda Aragon, Finance Director.
Attachment.
- C. Minutes from January 24, 2014**
Draft Minutes.

MATTERS FROM THE SUBCOMMITTEE

ADJOURN

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

Finance Subcommittee**Meeting April 25, 2014****9:00 a.m.**

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

Staff Present: *Anthony Mortillaro – Executive Director, Glenda Aragon – Finance Manager, Pat Lopez – Finance Analyst, Michael Kelly – Facilities and Transit Operations Director, Gus Martinez – Fleet and Facilities Maintenance Manager, Jim Nagle – Public Information Officer, Dalene Lucero – Executive Assistant*

Guest(s) Present:

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

Transcribed By: Dalene E. Lucero – Executive Assistant

ROLL CALL**APPROVAL OF AGENDA****CALL TO ORDER**

A regular Finance Subcommittee meeting was called to order on the above date by Mr. Anthony Mortillaro at 9:11 a.m.

ITEMS FOR DISCUSSION/RECOMMENDATION**A. Discussion and Review of FY15 Preliminary Budget**

Mr. Mortillaro gave a brief overview on this item. He proceeded to mention that the budget would be discussed in greater detail by each of the Department heads. He then asked Mr. Lopez to go over the revenue and expenditure portion of the budget.

Mr. Lopez first went on to reference the revenue portion of the budget. He noted that the federal revenue projection contained in this budget is premised upon a recommended award of Federal Funds passed through the NMDOT Transit and Rail Division for FY 15. This year the District is projecting an award that could be \$221,958 greater than FY 14. This award amount includes the federal capital funding allocation of \$355,000.

Councilor Sheehey asked if MAP-21 was a done deal for FY15.

Mr. Lopez stated that it appeared to be based upon the correspondence received from NMDOT.

Mr. Mortillaro noted that MAP-21 will expire fairly soon and that Congress had not decided on a long-term funding source. However, everyone believes that continuing resolutions may be passed until they can come to a consensus.

Further Discussion went on regarding this item.

Mr. Lopez then proceeded, stating that the Federal Veteran's Initiative funding from FY 14 for the Intelligent Transportation System (ITS) that was commenced but not completed (\$54,400) is being carried forward in FY 15. In addition, \$215,736 of the Transportation Alternatives Program (TAPS) funding for the ADA Transition Plan and design and construction services is also being carried over into FY 15.

Mr. Lopez continued, stating that the District was awarded a Capital Outlay distribution from the State Legislature in the amount of \$175,000 for FY 15 for the acquisition of buses. He then went on to mention that the District's GRT is based upon current year to date collections and projections of what is likely to transpire in the remainder of the year. As in the past the District has chosen to be conservative in estimating for the upcoming budget year and are therefore estimating a slightly increased revenue projection of \$51,571 from FY 14 Budgeted (\$6,757,529 FY 14 vs. \$6,809,100 FY15).

Mr. Lopez noted that the Los Alamos County contribution has decreased from prior years. This year's funding contribution will be \$50,000 less than the previous fiscal year (\$450,000 FY 14 vs. \$400,000 FY 15).

Councilor Sheehey stated that the projected amount of \$400,000 is in Los Alamos County's FY15 budget. The County is in the process of approving the budget, however he mentioned that he did not anticipate any problems.

Councilor Sheehey proceeded, stating that GRT in Los Alamos County would be going up in the next fiscal year. He noted that this should be making up for the change in contributions.

Mr. Cordova noted that it looked as if the District had already expended most of the grant money. However, the year-to-date actuals didn't reflect all of the reimbursement of those funds.

Mr. Lopez stated that the actual year-to-date is as of 2/28/14; the District does not receive reimbursement until about a month and a half after they have incurred the expenditure for the month.

Mr. Lopez went on to mention that the District is budgeting \$245,436 in cash balance and project carryovers. The FY 15 budget provides carryover funds for the finalization of the Intelligent Transportation System. In addition, the FY 15 budget anticipates continued investment in District fleet which will provide for the replacement of 6 buses and a continuation of placement of new bus shelters as needed. Funding has been acquired for the District to conduct an ADA assessment of its bus shelter stops and make modifications to ensure that they meet all federal accessibility requirements and those funds are carried over from the prior year for this project. Lastly, the District's newly adopted five year service plan implementation is funded to the extent that resources permit.

Mr. Mortillaro stated that the overall reserve balance exceeds the 25% Board requirement of \$2,424,186. The projected balance for ending FY 14 is \$6,950,459.

[Mr. Lopez passed out an additional spreadsheet to further elaborate on the Gross Receipts Tax.]

Mr. Lopez then stated that the District is requesting \$6,809,100 in Gross Receipts Taxes, which is a slight increase from the previous fiscal year (\$6,757,529). He went on to go over the GRT breakdown for FY11 through FY15 in further detail. Mr. Lopez noted that the numbers tend to fluctuate month-to-month. Therefore, the District is projecting more conservatively.

Councilor Sheehey noted that although it is good to budget conservatively, Los Alamos County is anticipating an increase in GRT.

Mr. Lopez proceeded to go over the GRT projections by county. He mentioned that Taos County was doing very well.

Mr. Cordova noted that Taos County had a lot going on in terms of the ski valley, special events, the airport, etc. He also stated that he was budgeting conservatively as well, however hopefully Taos County can supplement some income for the District.

Councilor Sheehey asked if a budget amendment could be done if GRT came in higher than anticipated.

Mr. Mortillaro stated they could.

Further discussion went on regarding this item.

Mr. Mortillaro stated that Service enhancements and modifications are presented within the draft proposed budget to align with the updated service plan adopted by the Board in April 2014. Service savings have not been removed from the draft budget since the modifications associated with these savings will not take place until the later part of 2014. Reallocation of any savings realized from these changes have been programmed into the FY 2015 budget.

Mr. Mortillaro continued, stating that Divisional expenditure breakouts have been added for public information and marketing and human resources. This will allow for enhanced budgetary information related to these two key activities.

Mr. Jim Nagle went on to present the Public Information and Marketing budget, stating that additional funding had been allocated in order to enhance communications related to service route enhancements and the roll out of the ITS.

Mr. Mortillaro mentioned that the District had budgeted for a Marketing Specialist to enhance the District's need to extensively market its services to district constituencies and for generation of funding for premium services. He elaborated further on this item.

The Finance Subcommittee then discussed the LFC program review. The budget was then discussed in further detail by each Department head.

It was recommended that the Finance Subcommittee should consider a motion recommending a proposed FY 2015 Budget for the Boards consideration.

Councilor Sheehey made a motion recommending the proposed FY2015 Budget for the Boards Consideration. Commissioner Chavez seconded the motion and it passed by unanimous voice vote (3-0).

B. Discussion and Review of Quarterly Investment Report

Ms. Aragon gave a brief overview on this item. She stated that back in November the Board approved for the District to begin participating in the New MexiGROW Local Government Investment Pool. The LGIP is a short-term investment fund, consisting of deposits from governmental entities and Indian tribes or pueblos. The authorizing NCRTD Board resolution allowed the participation of a voluntary investment option that is intended to safely generate market returns by utilizing the purchasing power of a large pooled fund.

Ms. Aragon went on to mention that 60% of the remaining reserves are allocated into short term certificate of deposits throughout various FDIC insured institutions in the state of New Mexico; all short term investments have been established for a period of 12 months or less. The allocations authorized by the Board for division for these short term investments were in the amount of \$4,074,199. All District funds were to remain 100% collateralized.

Ms. Aragon proceeded, stating the District sought to balance three primary objectives for its cash portfolio: 1) Maintaining sufficient liquidity to meet financial obligations; 2) Earning a market rate of return (subject to permitted investment constraints); and 3) Diversifying investments among asset classes to ensure safety of principal.

Ms. Aragon then referenced page 28 of the packet, noting the various financial institutions in which the District has established their CDs, as well as the investment period for each.

Mr. Mortillaro noted that prior to these investments, the District held its money in a checking account with a very small rate of return. He also stated that as requested by the Board, staff has laddered these investments; each has a different maturity date. Mr. Mortillaro continued, stating that the amount of money in the checking account was not included in the summary. However, as required by District policy, the District retains a certain amount of money in the account to cover daily expenses and excess funds will be swept into a certificate of deposit investment account

Further discussion went on regarding this item.

It was recommended that the Finance Committee discuss and review the information presented in relation to the LGIP and District Division of Certificate of Deposit Investments report, and recommend that the Board of Directors review the information presented.

[This item was for discussion and review only. No action was required on this item.]

C. Minutes from January 24, 2014

Mr. Mortillaro asked the Finance Subcommittee to review and approve the minutes from January 24, 2014.

Commissioner Chavez made a motion to approve the minutes from January 24, 2014. Councilor Pete Sheehey seconded the motion and it passed by unanimous voice vote (3-0).

MATTERS FROM THE SUBCOMMITTEE

There were none.

ADJOURN

The Finance Subcommittee meeting was adjourned at 11:17 a.m.

The next Finance Subcommittee meeting will be held on May 23, 2014 at 9:00 a.m.

EXECUTIVE REPORT



May 2014

EXECUTIVE

- Presented RTD report to Taos County Commission on May 6, 2014
- Presented RTD report to Rio Arriba County Commission on May 29, 2014
- Attended Annual National Public Employers Labor Relations Association Conference.
- Continues budget development refinements.
- Participated in a week long Field Assessment of the ITS system at Avail headquarters in State College, PA with three other staff members.
- Prepared scope of work and RFP for Long Range Service Plan.
- Participated in the MPO Transit Master Plan kick off meeting.
- Attended NMPPTA Board of Director's meeting.
- Commenced Collective Bargaining Negotiations.
- Meet with Attorney and Staff regarding various legal issues and associated documents.
- Prepared Board and Finance Subcommittee meeting materials.
- Met weekly with Board Chair Barrone on various issues.

- Continued review, revision and creation of various NCRTD policies.
- Maintained continuous communication with board members, subcommittee members, and Chair.
- Attendance at various NCRTD staff and subcommittee meetings, including Board, Finance and Tribal subcommittees meeting.
- Addressed a variety of employee human resources issues and prepared memorandums to document District actions.

MARKETING/PUBLIC INFORMATION

- Attended the Taos County Commission Board meeting on May 6 and the Rio Arriba County Commissioner's meeting on May 29 at which NCRTD Board Chair and Executive Director presented
- Submitted a story on the Service Excellence program for the NMTA Spring newsletter
- A story appeared in the Passenger Transport magazine special issue that was distributed at the APTA Bus Convention regarding an innovative initiative program of the past year and our Service Excellence initiative
- Worked with Green Fire Times for a story to appear in the June issue
- Represented the NCRTD at the Rio Metro Board meeting on May 16
- Represented the NCRTD at the job fair for the Smith's Los Alamos store and provided information about RTD midday service to Los Alamos
- Organized involvement for RTD participation in Train Day in Albuquerque (hosted by Rio Metro) and CommUNITY Day in Santa Fe both on May 10. Attended CommUNITY Day

- Began work on Summer quarter issue of employee newsletter Blue Bus Times
 - Wrote and disseminated rider alerts on the Red River stop temporary relocate, Memorial Day closure, 285-84 Construction delays
 - Wrote and disseminated press release on the Memorial Day closure
 - A wrap was installed on the Española Westside bus on behalf of Goodwill promoting Housing Assistance for Homeless Veterans
 - Santa Fe Folk Art Market ads have begun appearing in print and on buses and feature RTD logo as among the sponsors of the festival
 - Special ads appeared in the Santa Fe New Mexican and Rio Grande Sun summer special issues
 - A special business card-sized notice appeared in the Rio Grande Sun on a special anti-DWI page going into the Memorial Day weekend
 - Provided various updates and rider alerts to ncrtd.org throughout the month
 - KDCE – 950 AM radio in Espanola, :30 sec radio spot and sponsorship of the 7:30 AM news ran 17 days in May excluding Saturdays and Sundays
 - KSWV 810-AM in Santa Fe, :30 sec spot ran 20 times in May as well as 30 :20 sec promos announcing RTD sponsorship during the 7:30 AM ½ hour
 - KTAOS 101.9 FM in Taos, 14 :30 sec radio spots ran each week in May
 - Two ads ran in May in the Rio Grande Sun, Los Alamos Monitor and the Taos News.
 - A newly created strip ad ran in the Santa Fe New Mexican on May 28 and 30
 - Green Fire Times ad ran in their May issue featuring Northern New Mexico
 - Chama Valley Times ¼ page ad ran in May issue
- SERVICE DEVELOPMENT**
- April 2014 5311 Ridership Report
 - Participated in the Employee Recognition Committee
 - Represented the NCRTD at the NPRTPO monthly meeting at Ohkay Owingeh Pueblo
 - ITS AVL/CAD project work including:
 - Adept software training concall
 - Biweekly concalls w Avail to discuss progress
 - Ongoing training and teambuilding throughout organization
 - StrataGen/Adept paratransit and Avail data entry oversight
 - Traveled to Pennsylvania for Factory Acceptance Testing at Avail May 13-15
 - Ongoing communication with FTA regarding FFY13 NTD RU-22 Tribal reports; Tribal RU-22s submitted and awaiting final verification from NTD/FTA
 - Picuris Pueblo bus stop implementation process ongoing, Operations completed trial bus run through proposed stop location in May, schedule creation and

implementation to be undertaken summer 2014

- Assisted Executive Assistant in coordination and submittal of NMDOT site visit questionnaire in preparation for June 10 site visit
- Participated in ongoing webinar series as part of NCNMEDD One-Call/One-Click work group, researching the potential for a one-call/one-click call center within north central New Mexico
- Completion of FFY2014 TIGER grant application for Maintenance Facility, submitted April 25, 2014
- Completion of FFY14 TIGER grant application for vehicle APCs, submitted April 25, 2014
- Attended the FTA webinar regarding Grow America Surface Transportation Proposal
- Asked to participate in NTD beta testing as a sub-recipient, ongoing communications with NTD as testing process progresses
- Assisted Marketing in delivery of rack cards and schedules to the Taos Visitor's Center
- Continued work with NMDOT regarding TAP project and the ADA Transition Plan; signed contract submitted, awaiting final contract from NMDOT before proceeding
- Continued working with Avail Technologies and NCRTD staff on the Intelligent Transportation Systems implementation process and the CAD program;
- Interviewed and hiring 4 Drivers and 1 Facilities Specialist.
- Executive Director and I entered into Union Negotiation with the Teamsters Union.

OPERATIONS

- Travel to State College, PA with team for ITS, AVL & CAD factory acceptance testing.
- Worked on moving a bus stop in Chama.
- Recruiting for the Sustainability Committee;



**Performance Measures
for
Fiscal Year 2014
April 2014**



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.

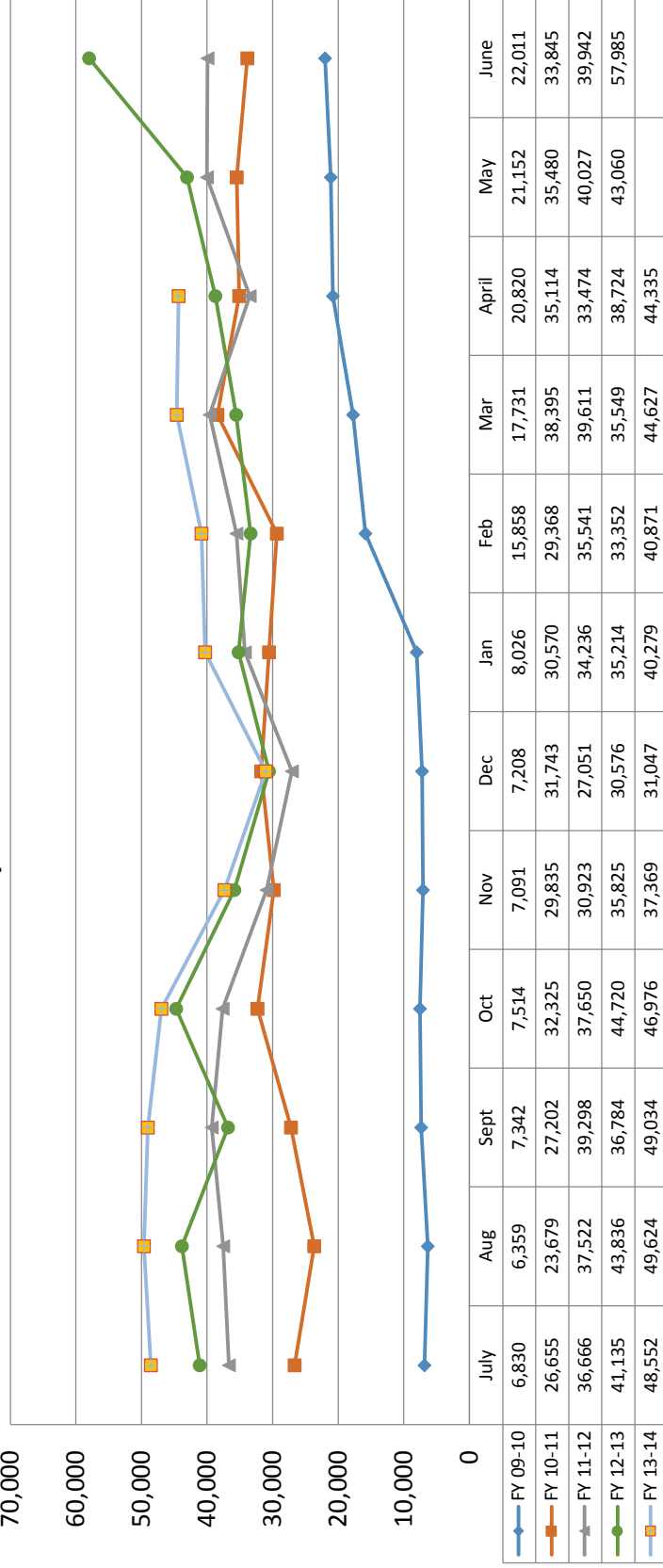


Performance Measure - Administrative:

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.

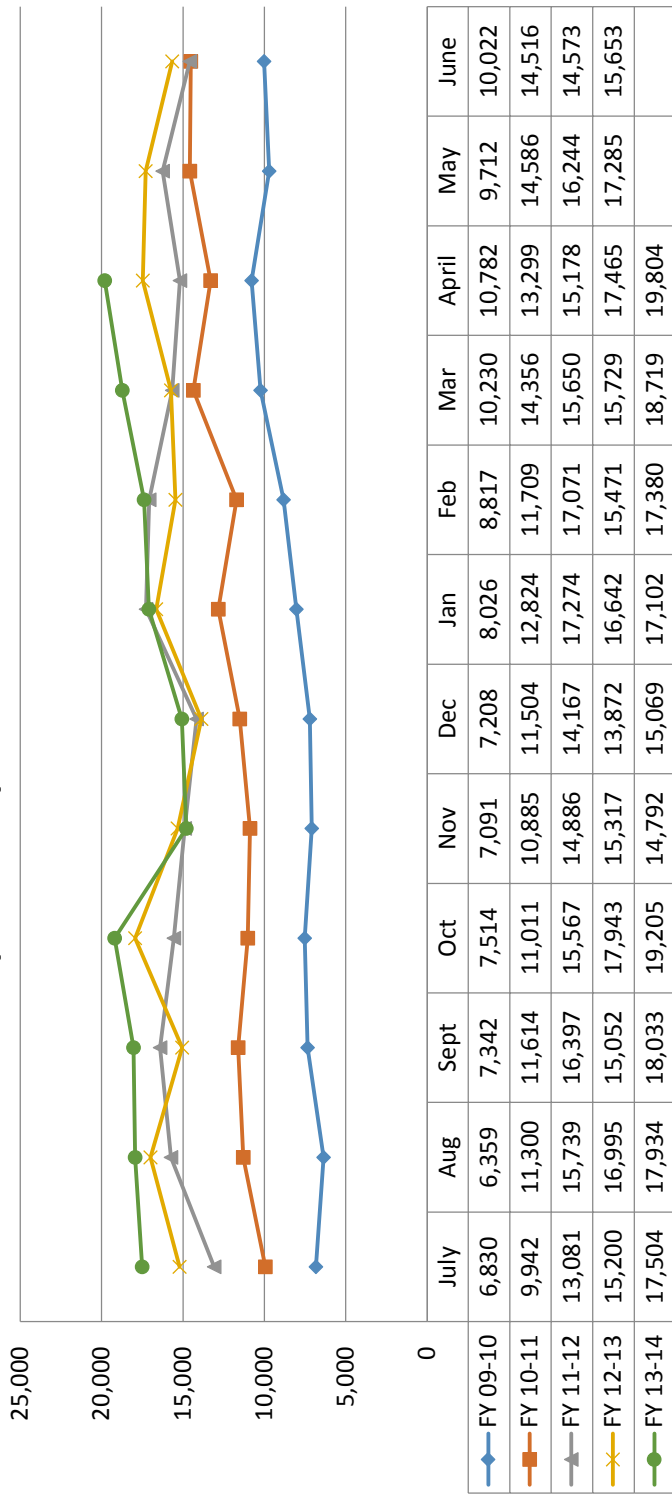
Ridership All Funded Routes



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

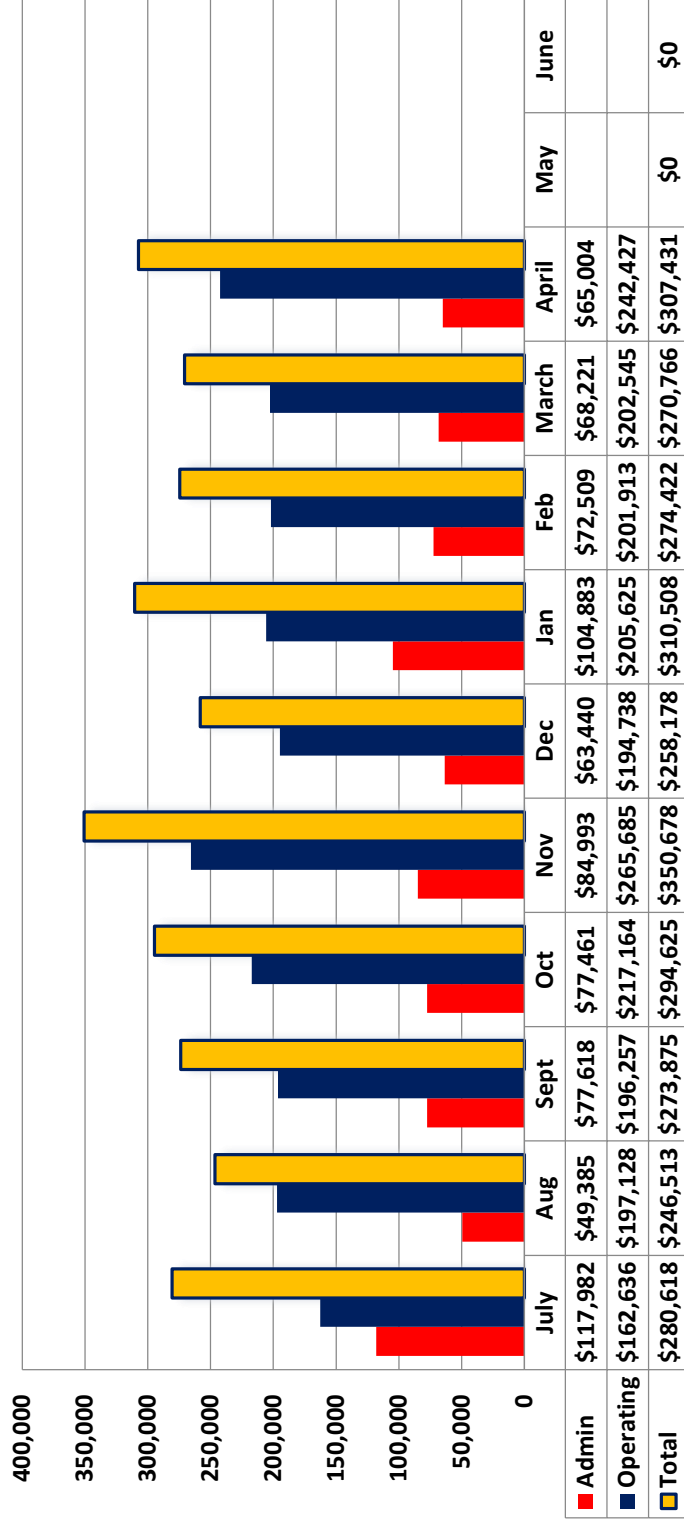


Performance Measure - Administrative:

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

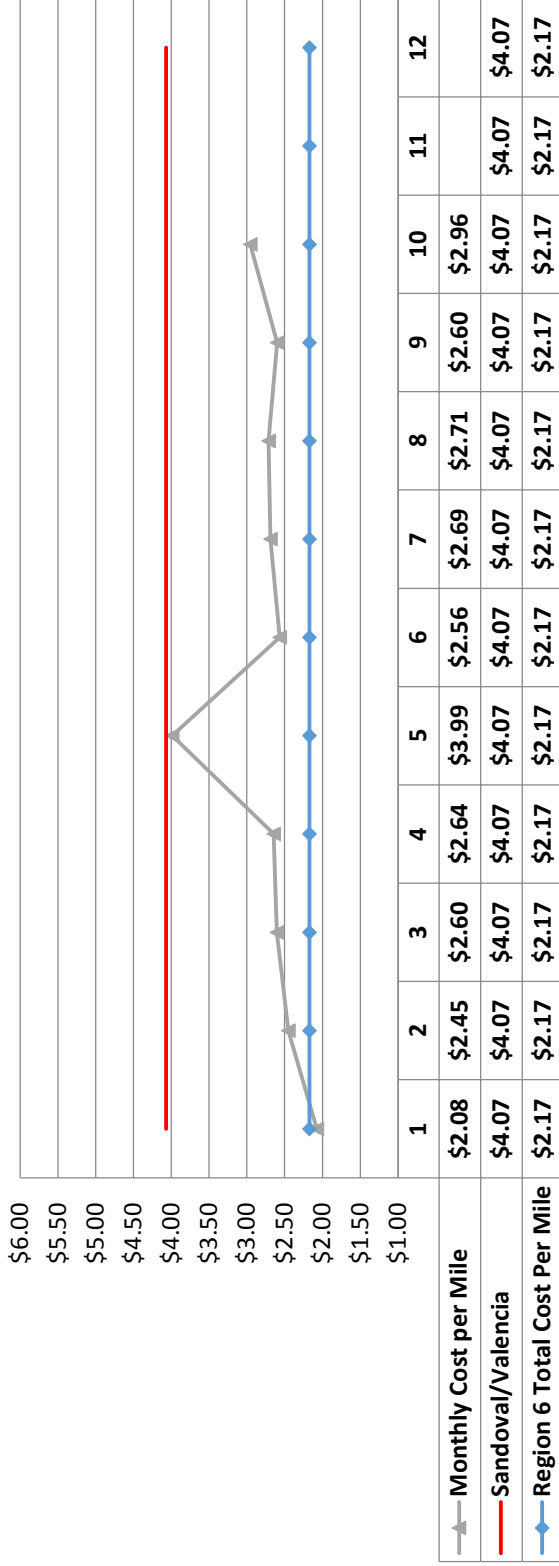


Performance Measure - Administrative:

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

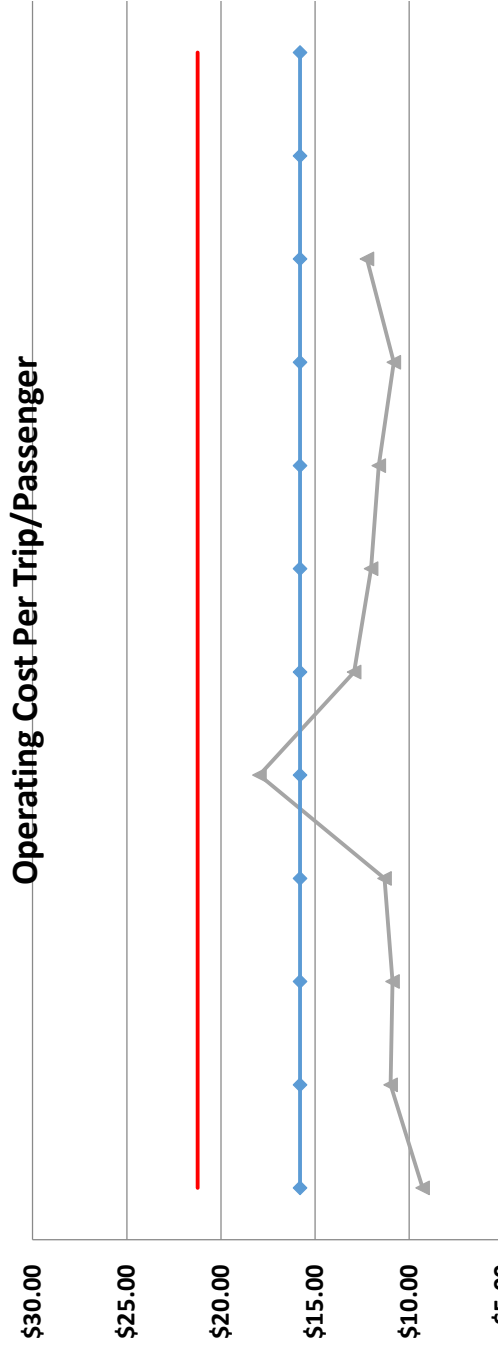




Performance Measure - Administrative:

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.



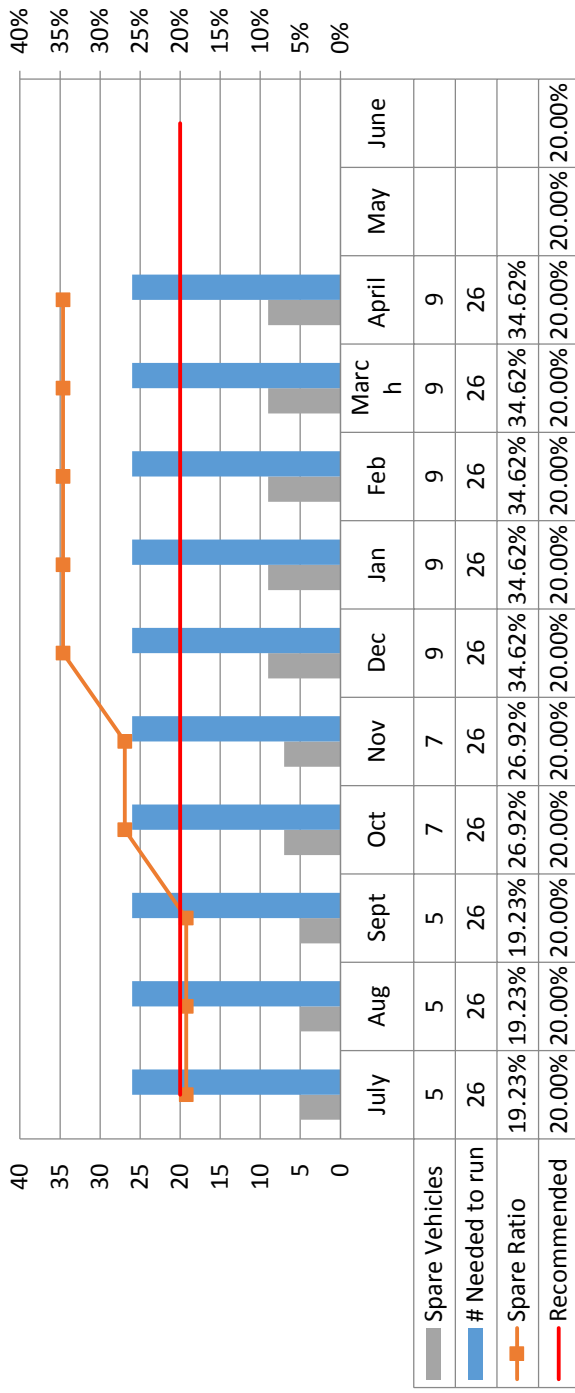
	1	2	3	4	5	6	7	8	9	10	11	12
Monthly Cost per Trip	\$9.29	\$10.99	\$10.88	\$11.31	\$17.96	\$12.92	\$12.02	\$11.62	\$10.82	\$12.24		
Sandoval/Valencia	\$21.24	\$21.24	\$21.24	\$21.24	\$21.24	\$21.24	\$21.24	\$21.24	\$21.24	\$21.24	\$21.24	\$21.24
Region 6 Total Cost Per Trip	\$15.79	\$15.79	\$15.79	\$15.79	\$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.

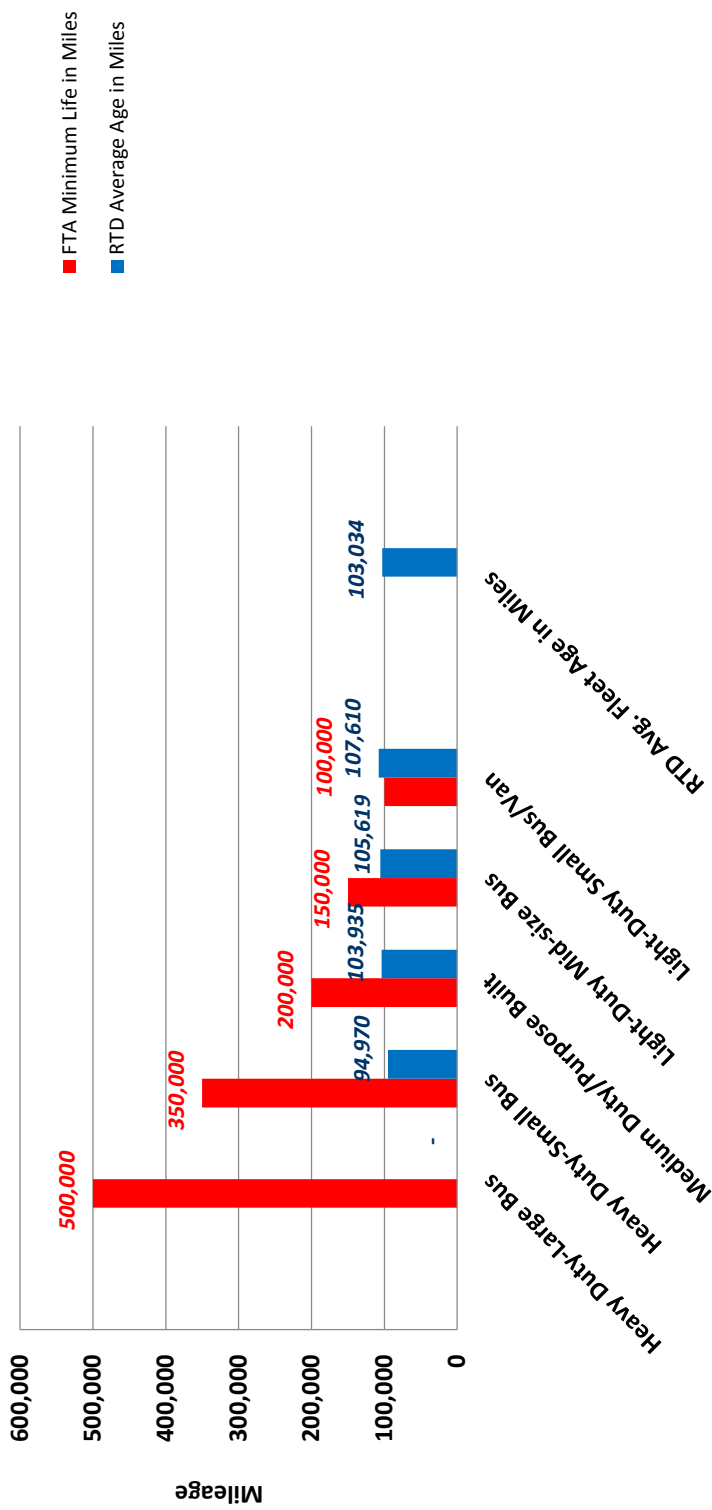
Spare Vehicle Ratio/Combined All Vehicles



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

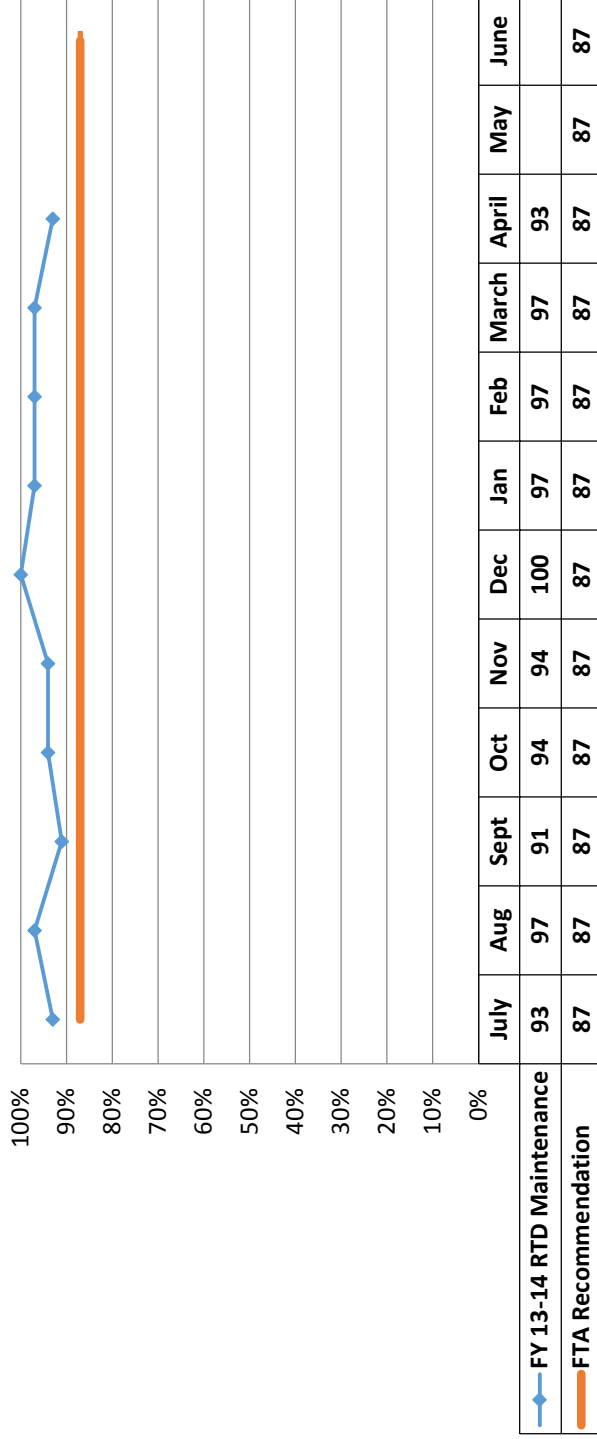


Performance Measure - Fleet:

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

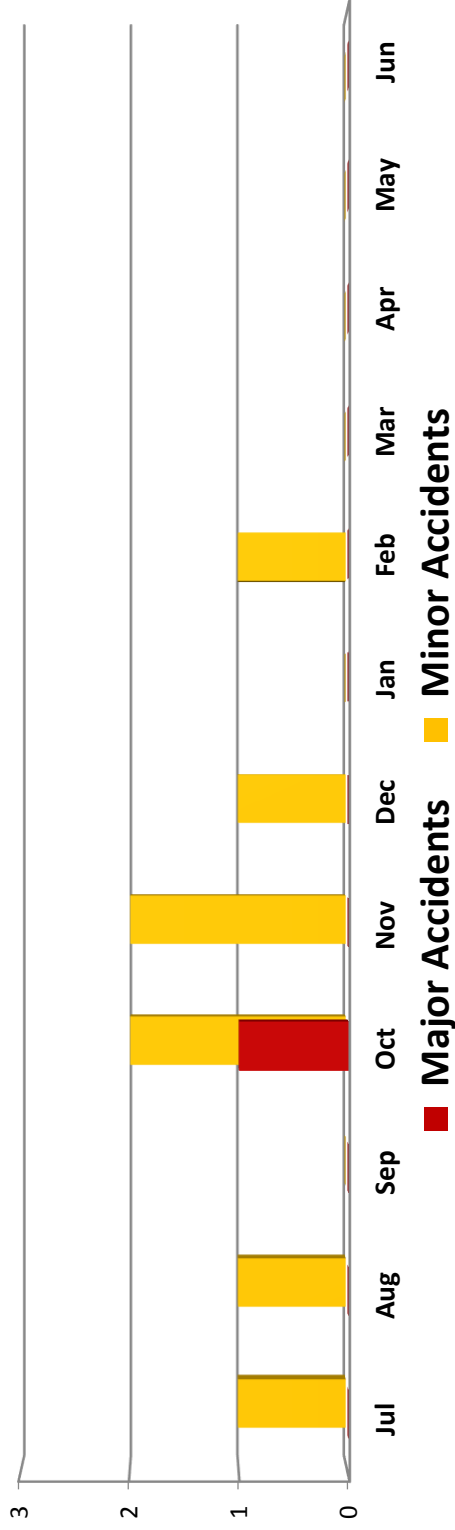


Performance Measure - Fleet:

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 - February 13, 2013 Miles Driven since last Minor Accident - 218,160

Last Major Accident - October 22, 2013 Miles Driven since last Major Accident - 525,200

Performance Measure – Customer Relations: Complaints per Month

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

1. Caller complained he observed driver refusing to lower the lift for a disabled person to board the bus. The driver told him the lift doors were broken. / Investigation proved the complaint to be true. Driver was disciplined and retrained.
2. Caller complained the Tesuque bus did not show up at Santa Fe, Sheridan street stop. / Investigated and found the driver did show and picked up 2 passengers.
3. Passenger called complaining of a \$3.00 charge to ride. / Driver collected for a \$1.00 ride that was due to a no-show by her earlier in the day and the \$2.00 door to door ride for her (2 rides collected).
4. Caller complained that she felt the driver was harassing her children (Demand-Response Pojoaque student riders) for non payment of rides after she had cancelled them. / Verified with dispatch that no cancellations were called in for those riders. The driver claimed he was just reminding them of the need for payment.
5. Caller complained of the Westside driver. Caller was cussing very much but would not explain the problem he was having - seemed he wanted to vent, then made threat towards the driver and said “Espanola is a very small town.” / Caller was advised we will report any and all threats to Law enforcement.
6. Caller claimed the Tesuque bus did not stop at the bus stop at 10:30. She said she was walking on the bridge (about 50 yards away). The CSR noted that the stop time for the stop was 10:23 and drivers cannot stop, but only at designated stops.
7. Rider called at 1:09 asking when the next bus from Santa Fe Sheridan Street to Espanola. CSR informed it was at 2:45. At 2:49 she called back wondering if the bus would be back at Sheridan after going to Indian Health before going to Espanola. The CSR advised “no” and clarified again that 2:45 was last departure time, but she would be able to catch the Tesuque bus later at 5:15. The caller expressed dissatisfaction with the information.

Performance Measure – Customer Relations: Complaints per Month

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		8			0.04%
Nov	5	1	4			0.03%
Dec	2		2			0.01%
January	6	2	4			0.04%
Feb	5		4		1	0.03%
March	7		2	5		0.04%
April	7	1	5		1	0.04%
May						#DIV/0!
June						#DIV/0!
Total	61	7	45	7	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. Denied ride to an intoxicated man on the Santa Clara Route.
2. Denied ride to passenger at Esp. Park & Ride due to a full Santa Fe bus.
3. Rider boarded bus in Chama. By T/A he was intoxicated and belligerent. Would not get off bus when told to do so. State Police near by responded and assisted in escorting him off bus.
4. A rider became difficult on the Chama bus and had to be disembarked at Bode's in Abiquiu.
5. Picked up students on the Tesuque bus at Sheridan Street. They were engaging in horseplay and had to separate them. At stop, one girl's father assumed driver singled her out until he explained others were also separated.
6. Driver told 2 passengers in the back of Santa Clara to sit up and control themselves because they were making out.
7. Driver encountered same the same 2 once again and told them to sit up and control themselves as they were in the back seat covered with a blanket on the Santa Clara bus. They seemed to get it this time after driver explained to them why at the stop.
8. Denied a ride on the Santa Fe bus to a man who was harassing a mother and her child at the Century Bank stop.
9. Denied ride on Santa Fe to an intoxicated man at the Ohkay Owingeh stop to extreme intoxication before 10:00 am.
10. Denied ride to 3 intoxicated individuals on the Santa Fe bus at the Ohkay Owingeh stop.
11. Denied ride to a man known as "Red" on the Santa Clara bus due to intoxication.
12. Ejected a man from the Riverside bus for intoxication and belligerent behavior who is known as "Thumper."
13. On Riverside bus, 10 minutes behind schedule due to assisting disabled getting off at the Arby's stop, man at Windstream on bike was signaling to be picked up. A block away was the next stop at post office. Driver did not stop and wait because of being late and needing a 10-100 at the Ohkay stop. The man caught up and became very angry and was yelling threatening to get driver's job. Ohkay security intervened and calmed him down. On later round encountered him again at Okay and he began yelling again. Driver noted that he had no issues with this rider in the past.
14. On the Taos bus an elderly man with 2 packs and a guitar became very vulgar and loud at the Ranchos de Taos Post Office.
15. On Santa Fe bus a man sat on another man's coat and glasses and caused a disturbance between them. they kept arguing until the man finally got up. He got off at the next stop.
16. On Riverside bus a man was threatening to beating his wife with child at the Century Bank stop, told him not to board and would call cops. Radio to base and CSR called police. Male passengers got off bus to intervene and the man backed off.

Customer Incidents

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	0.03%
Sept	8	2			6	0.04%
Oct	12	2	2		8	0.06%
Nov	7				5	0.03%
Dec	4				4	0.03%
Jan	7	1	1		2	0.04%
Feb	13	5	3		4	0.08%
March	13	2	6		5	0.07%
April	16		2		14	0.08%
May	0					
June	0					
Total	94	13	14	60	7	

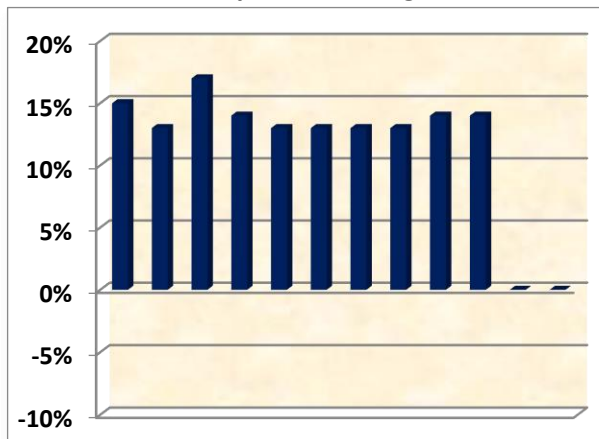
NCRTD Monthly Ridership Summary

April 1, 2014 through April 30, 2014

Calendar Operating Days

	This Year
Jul-13	21
Aug-13	22
Sep-13	20
Oct-13	22
Nov-13	18
Dec-13	21
Jan-14	21
Feb-14	20
Mar-14	21
Apr-14	22
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	%Change	This Year	Last Year	Difference	%Change
<u>NCRTD Operated</u>	19,804	17,465	12%	175,542	160,089	15,453	9%
<u>NCRTD Funded</u>	24,531	21,259	13%	262,437	216,692	45,745	17%
<u>All Systems Funded Total</u>	44,335	38,724	13%	437,979	376,781	61,198	14%

System Daily Averages

	This Year	Difference	% Change
<u>NCRTD Operated</u>	900	106	12%
<u>NCRTD Funded</u>	1,115	149	13%
<u>Systems Total</u>	2015	255	13%

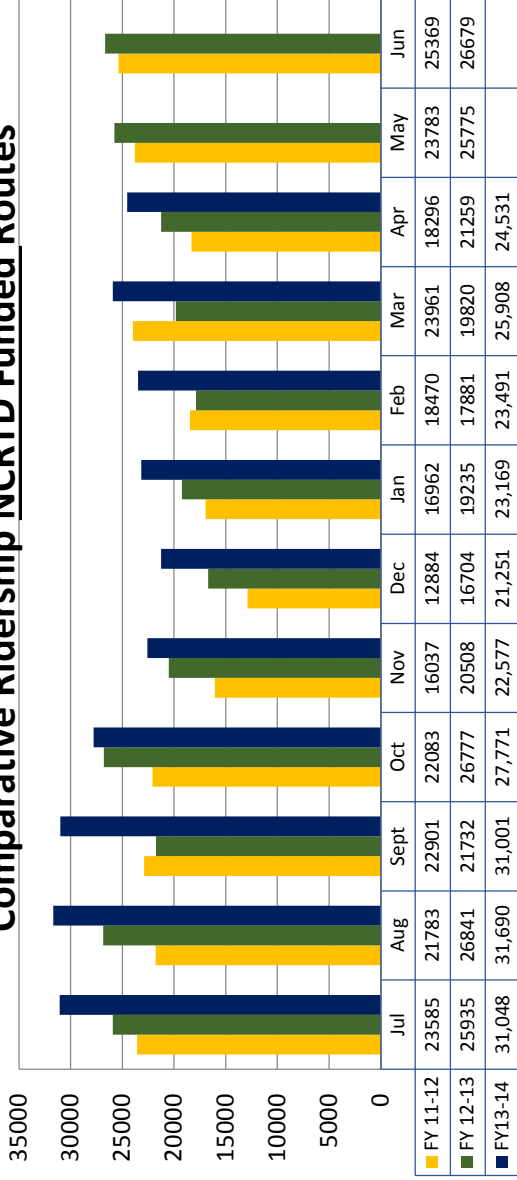
Total Ridership YTD % Change

July-13	15%
August-13	13%
September-13	17%
October-13	14%
November-13	13%
December-13	13%
January-14	13%
February-14	13%
March-14	14%
April-14	14%
May-14	
June-14	

Apr-2014 Ridership Report

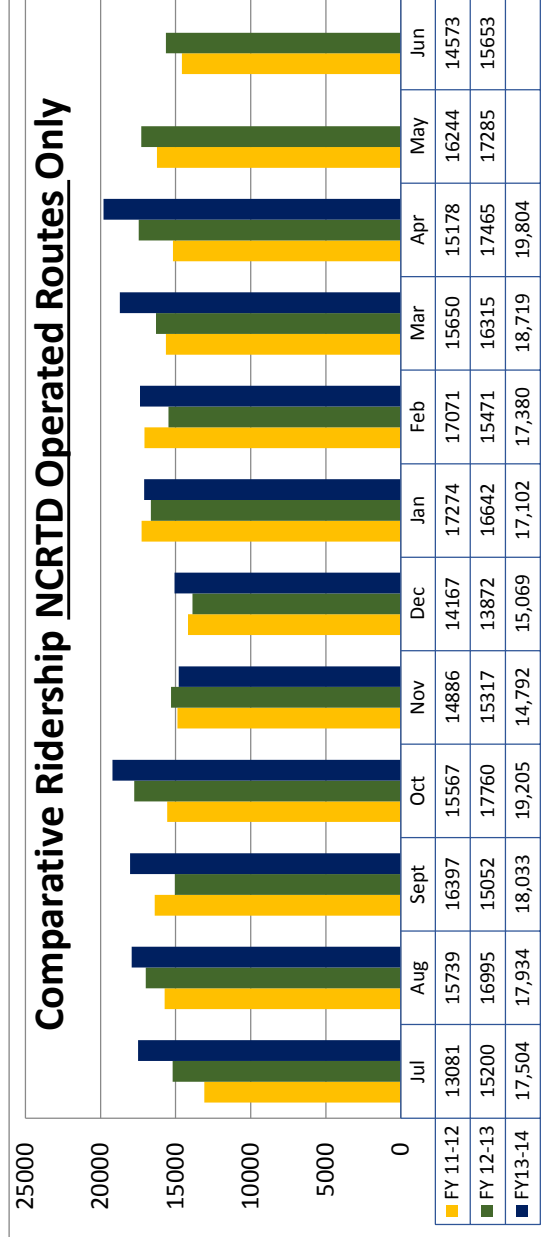


Comparative Ridership NCRTD Funded Routes

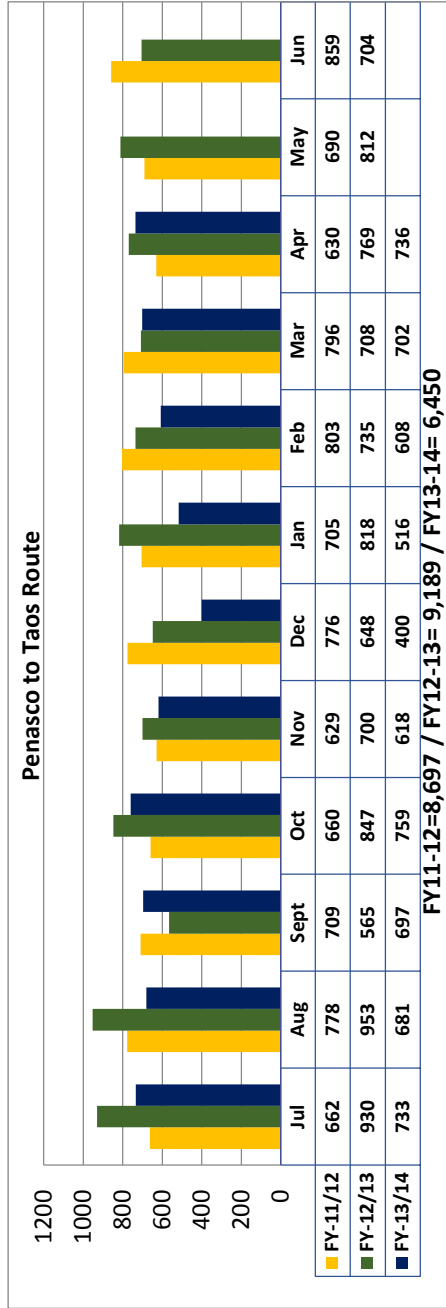
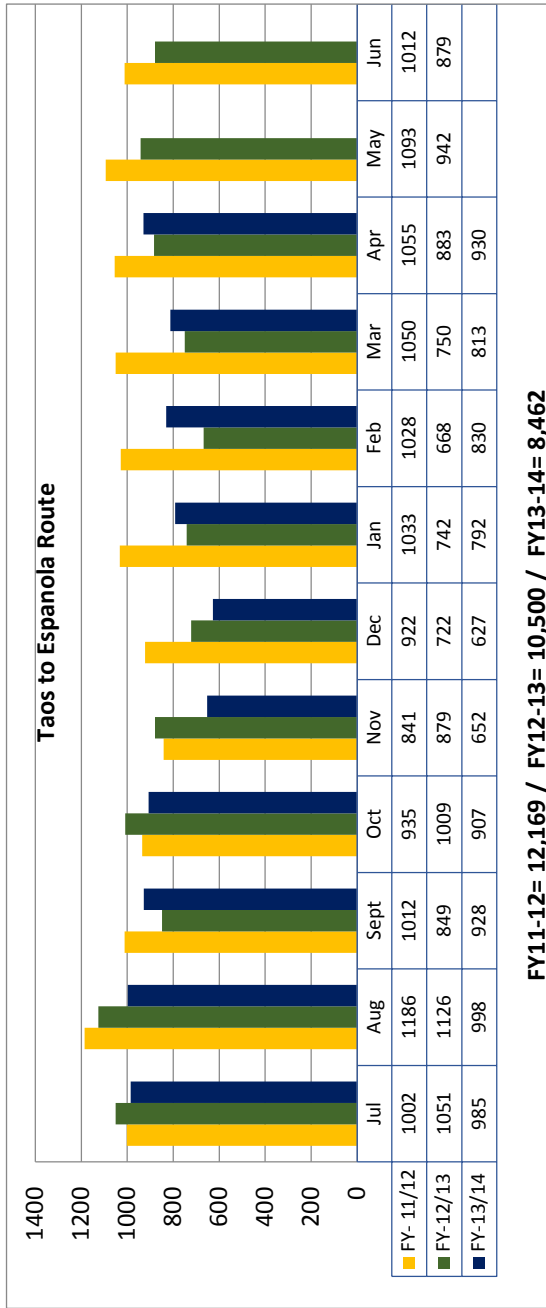
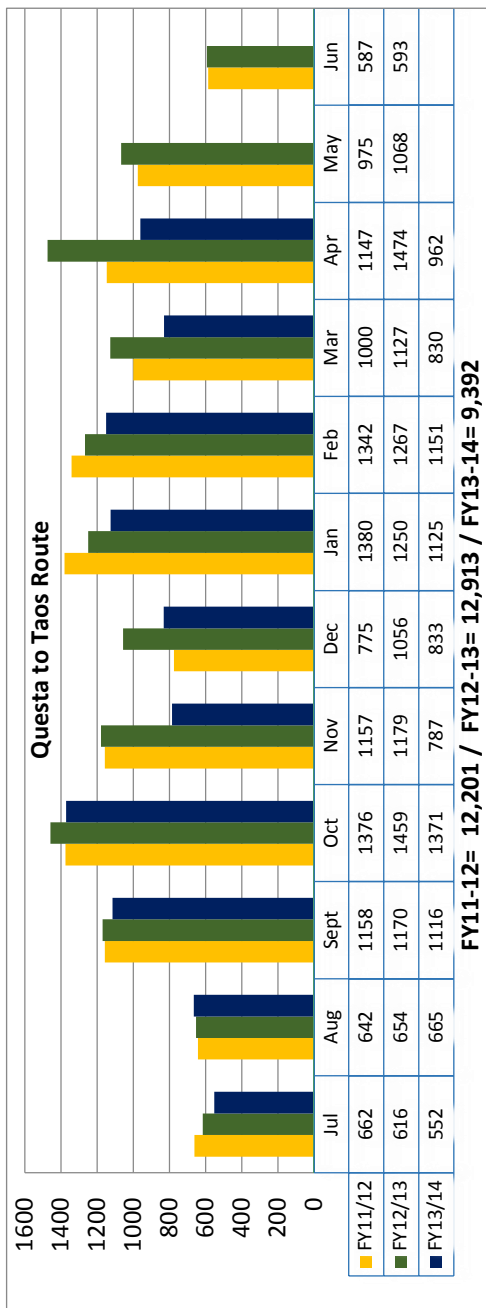


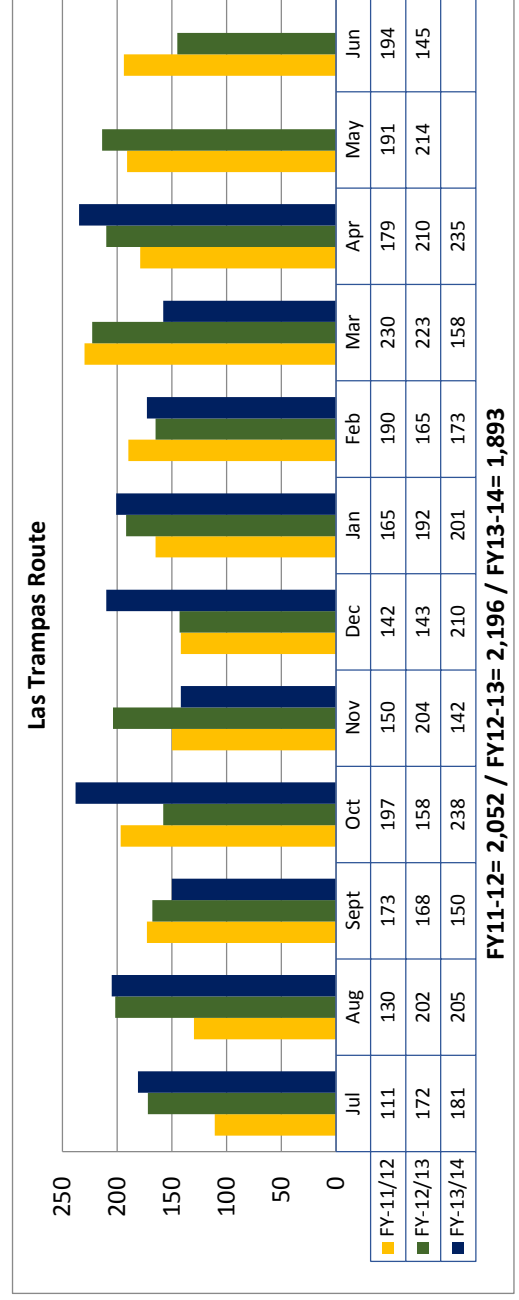
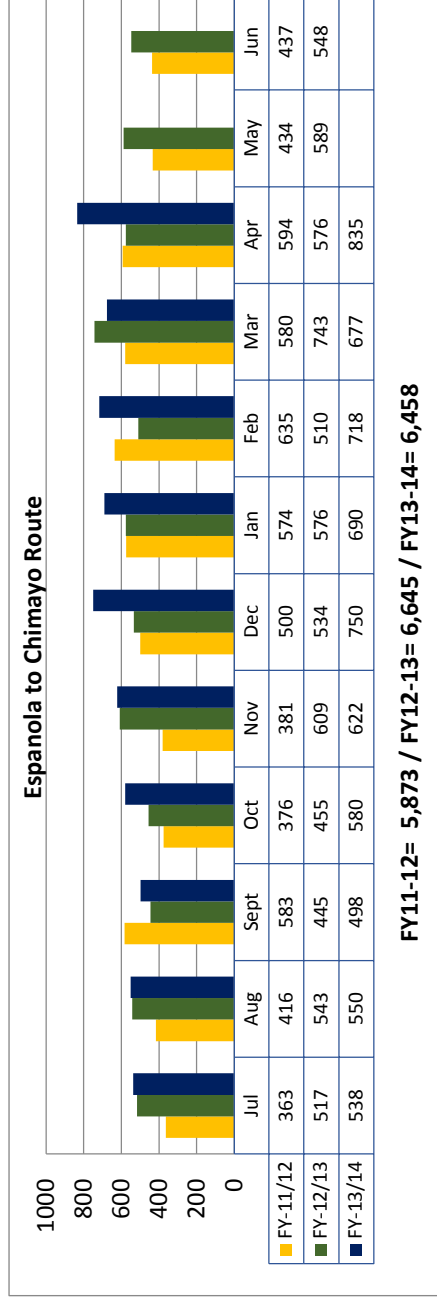
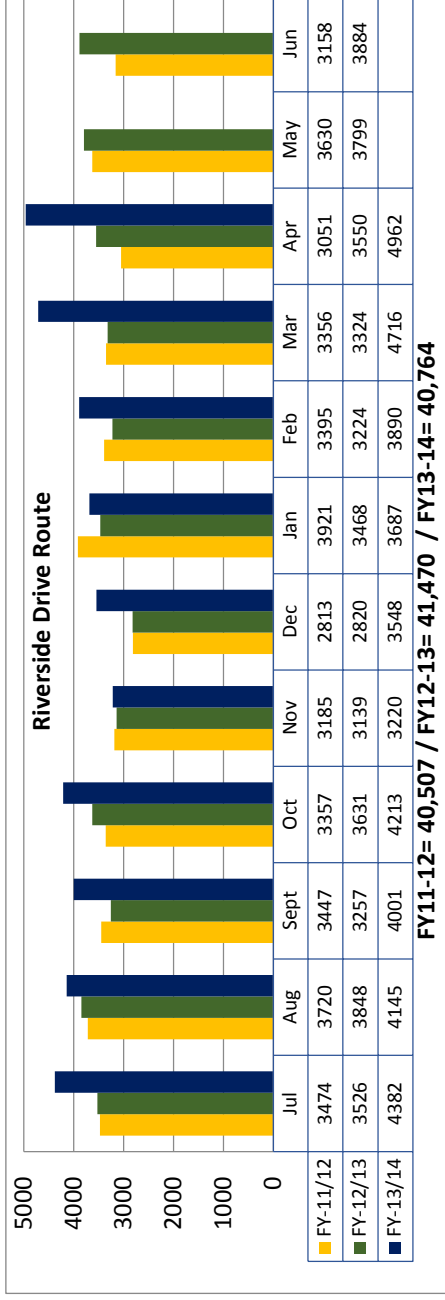
FY11-12= 246,114 / FY12-13= 269,146 / FY13-14= 262,437

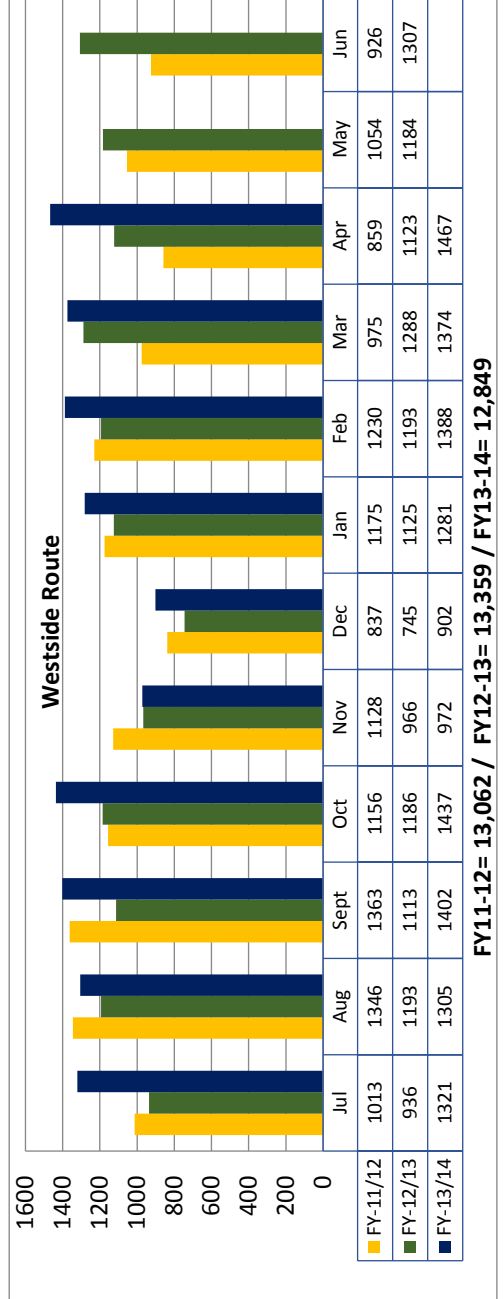
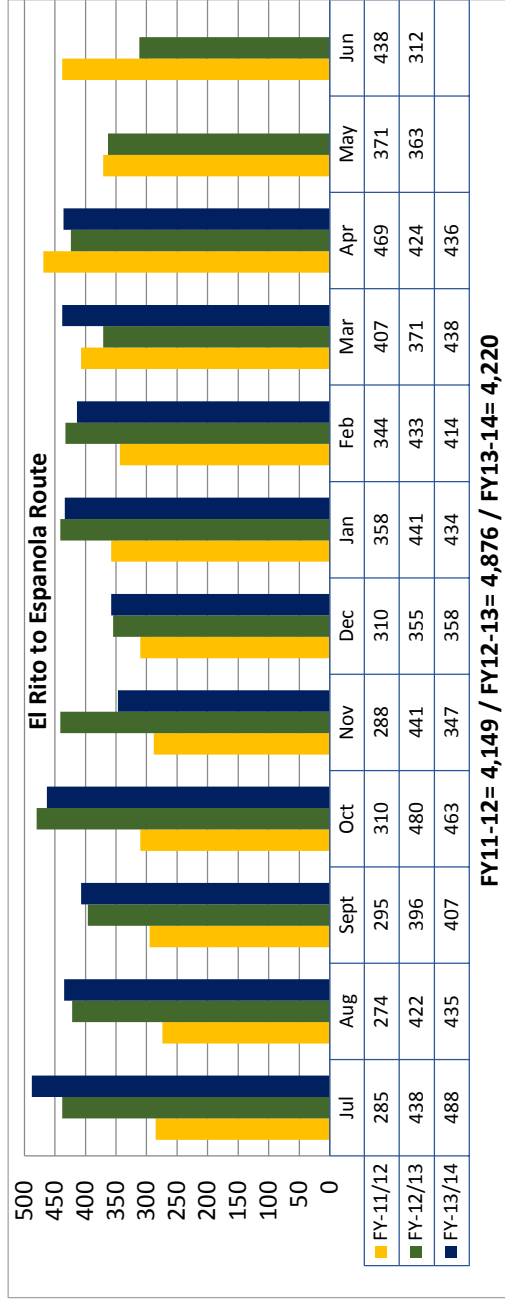
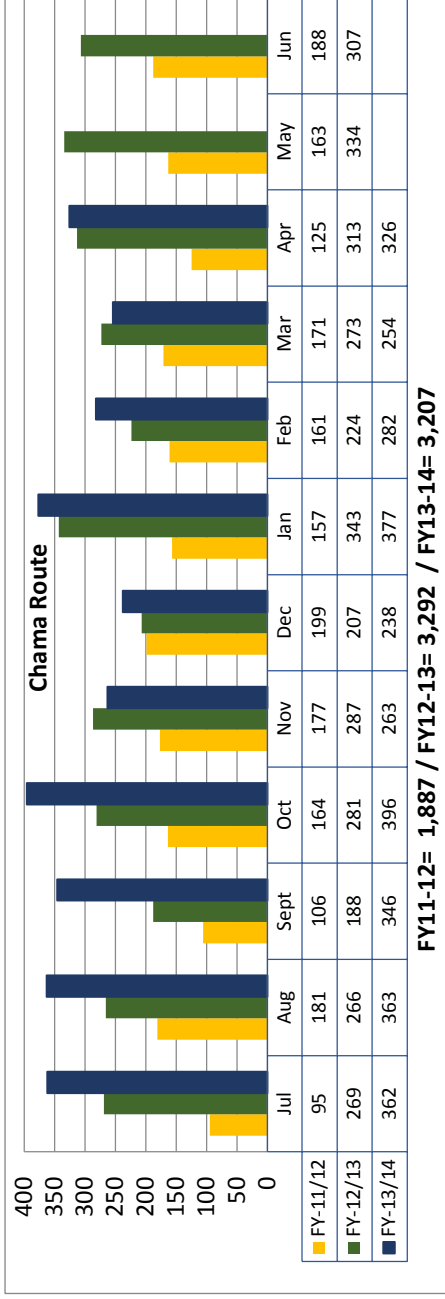
Comparative Ridership NCRTD Operated Routes Only



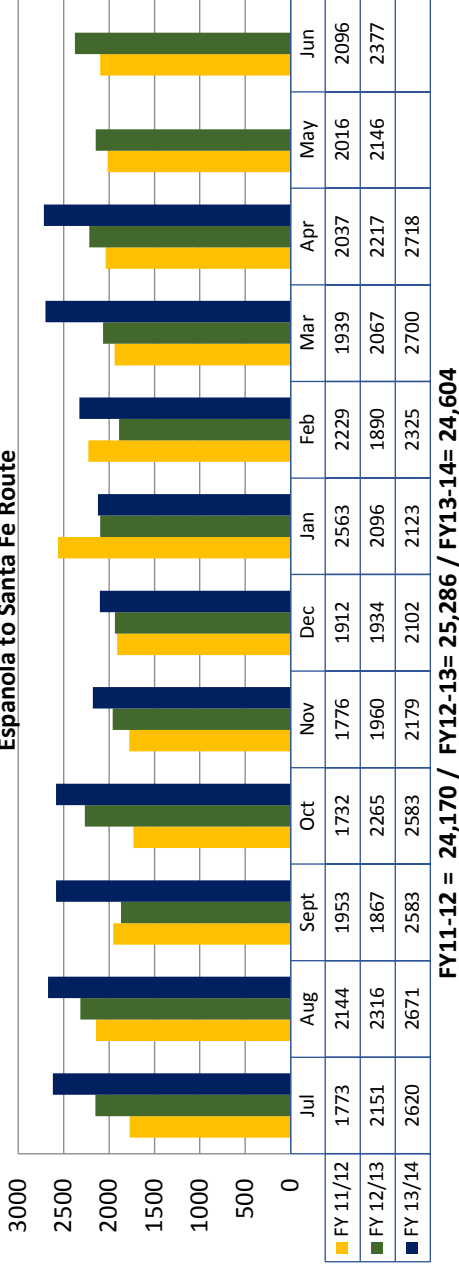
FY11-12= 185,827 / FY12-13= 193,027 / FY13-14= 175,542



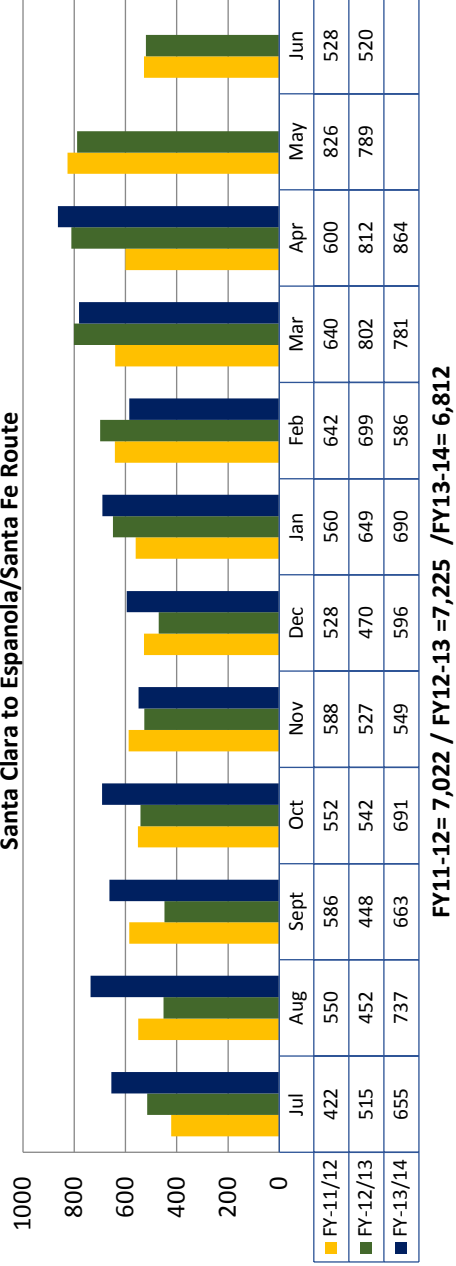




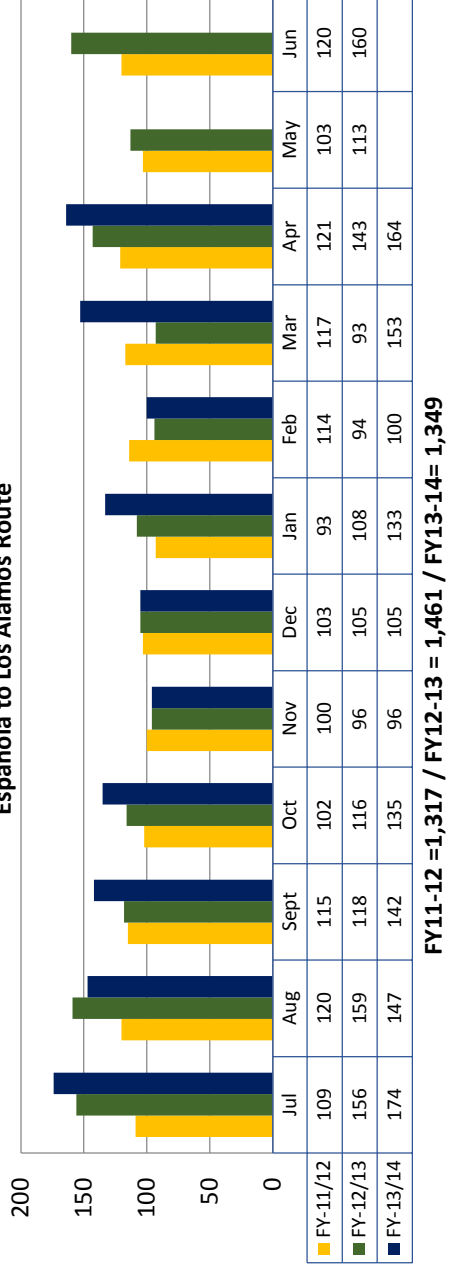
Espanola to Santa Fe Route



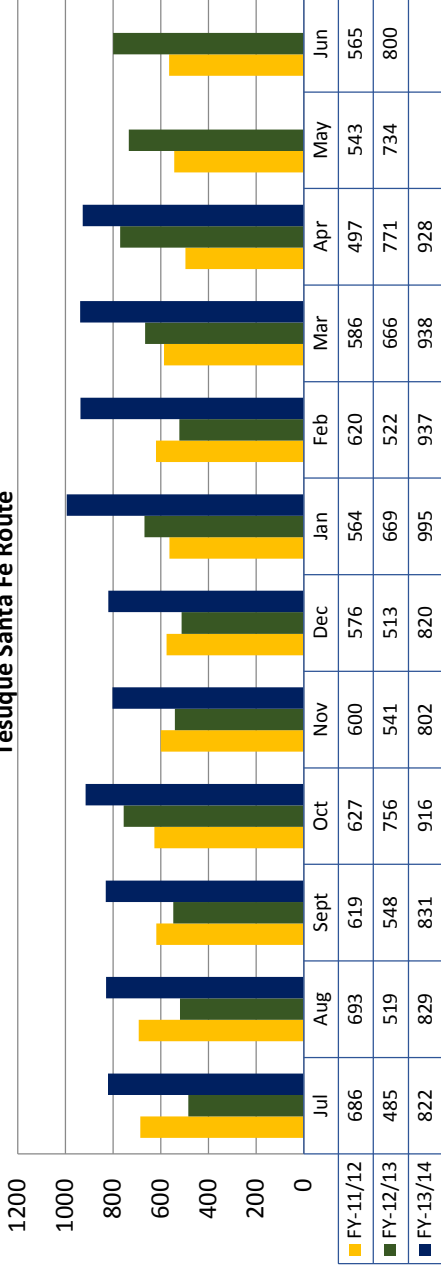
Santa Clara to Espanola/Santa Fe Route



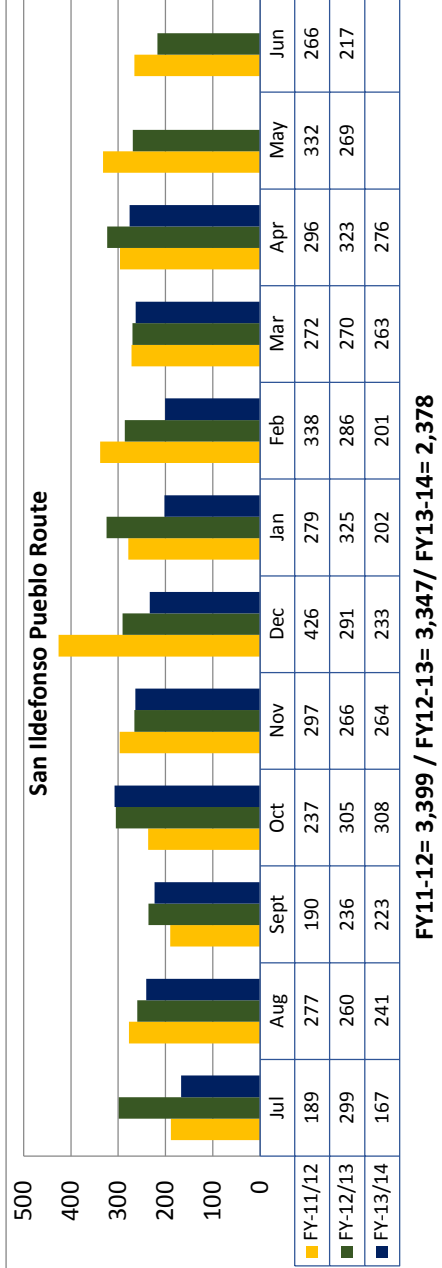
Espanola to Los Alamos Route



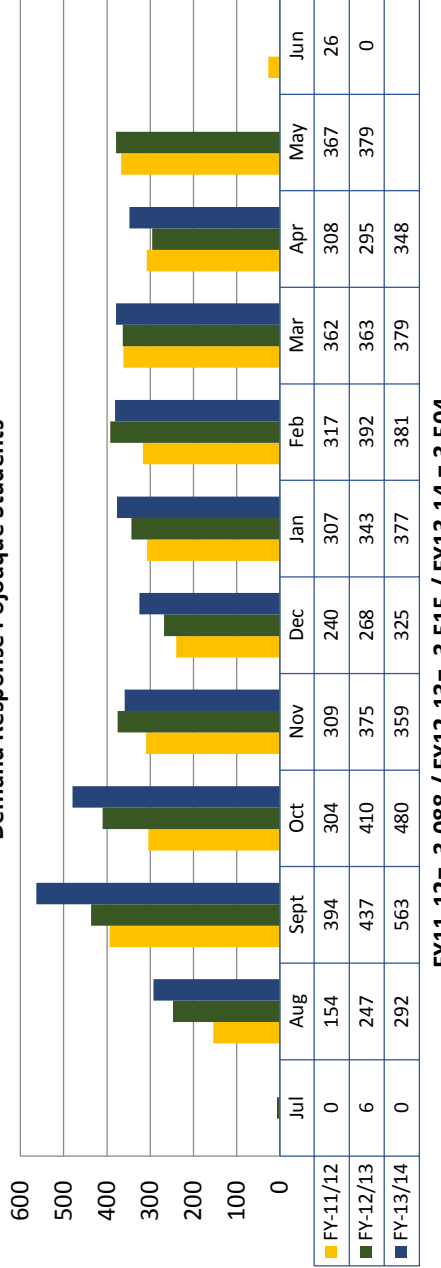
Tesuque Santa Fe Route



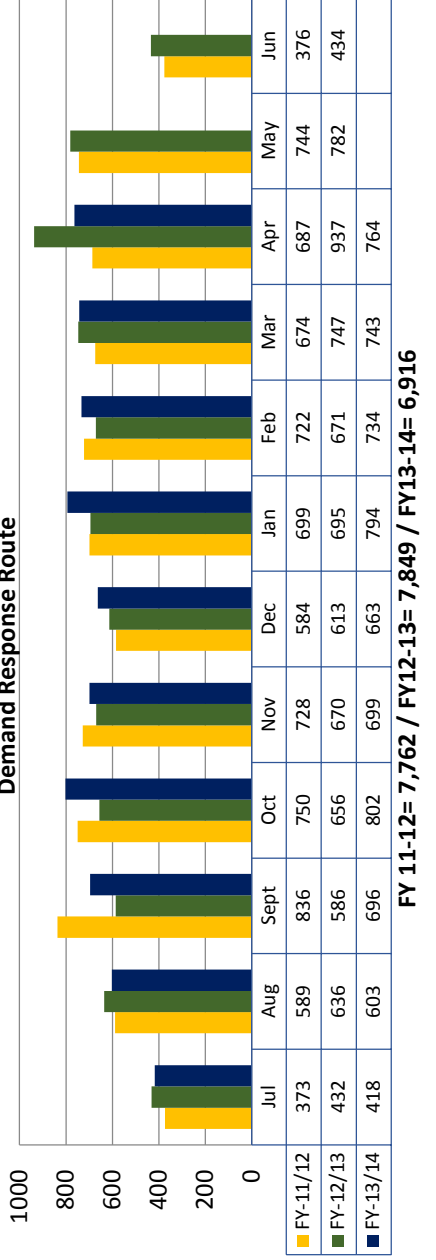
San Ildefonso Pueblo Route



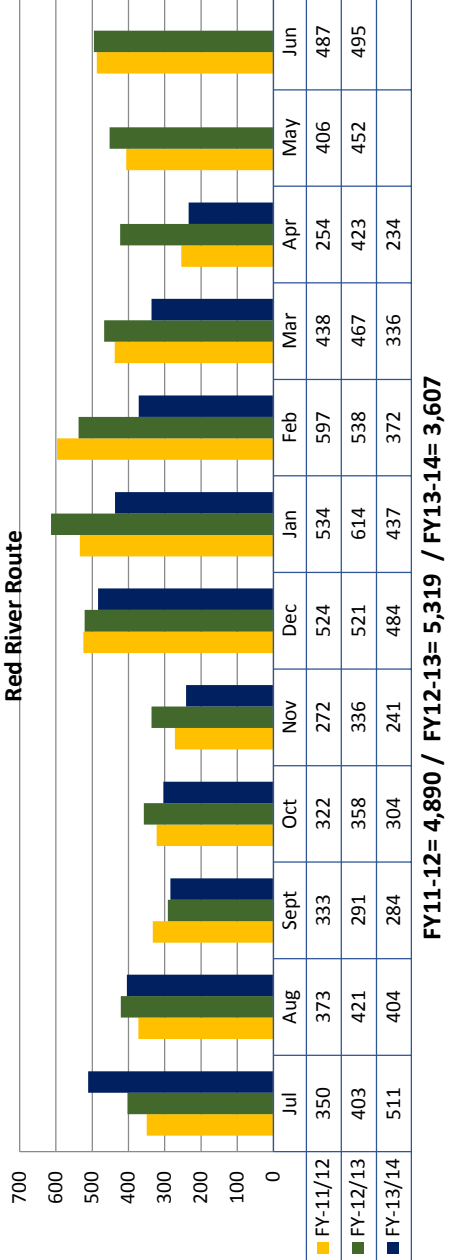
Demand Response Pojoaque Students



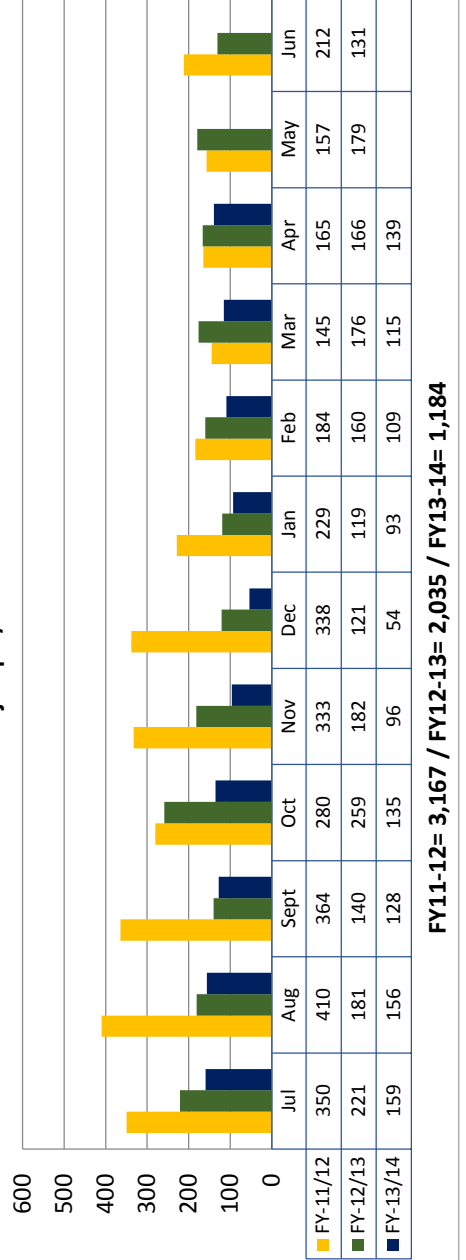
Demand Response Route

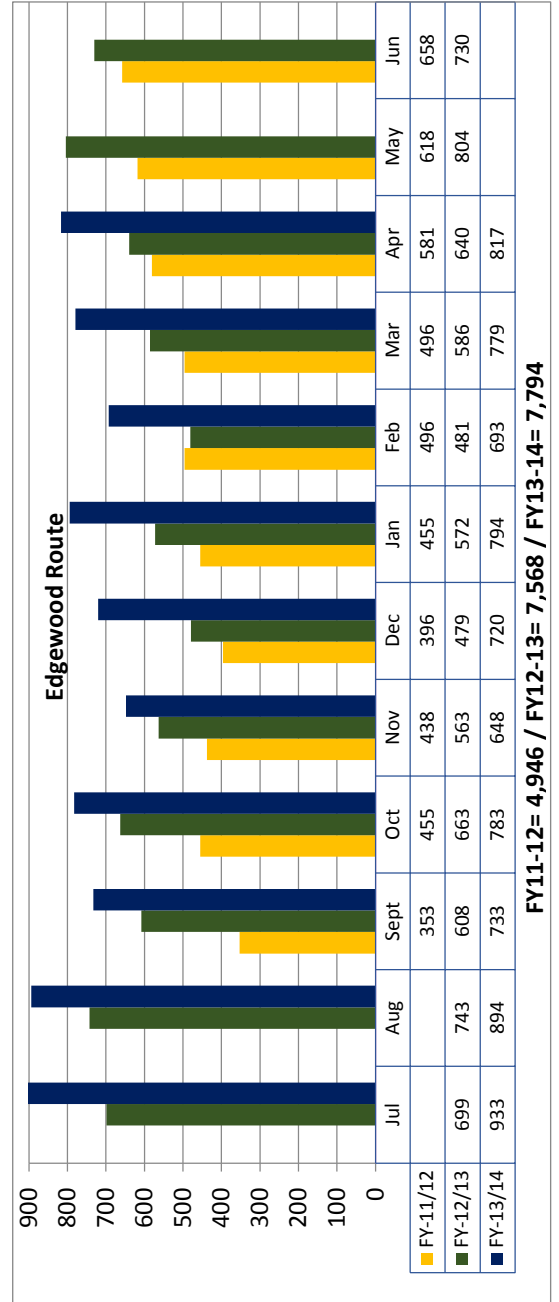
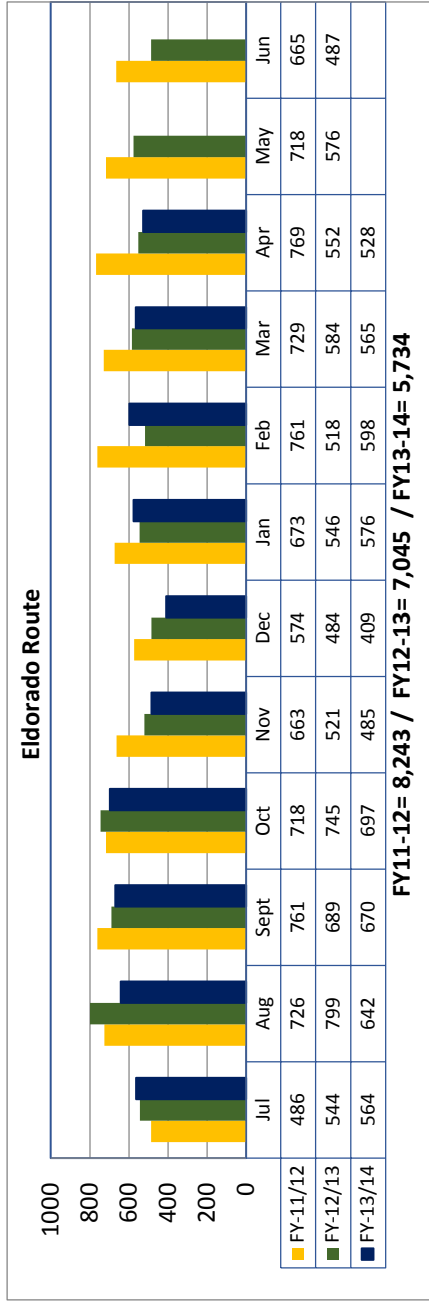
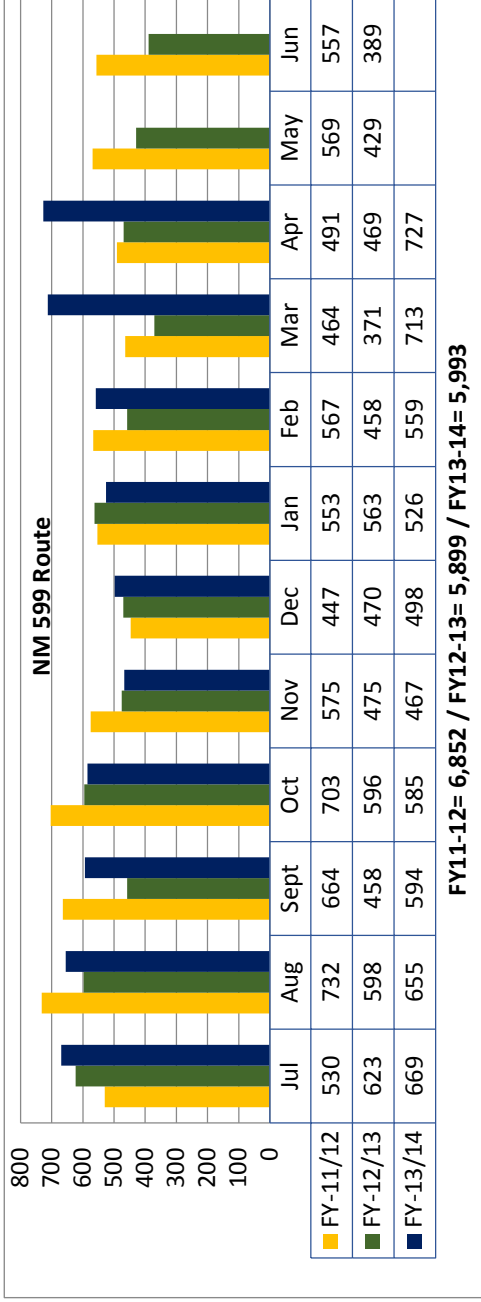


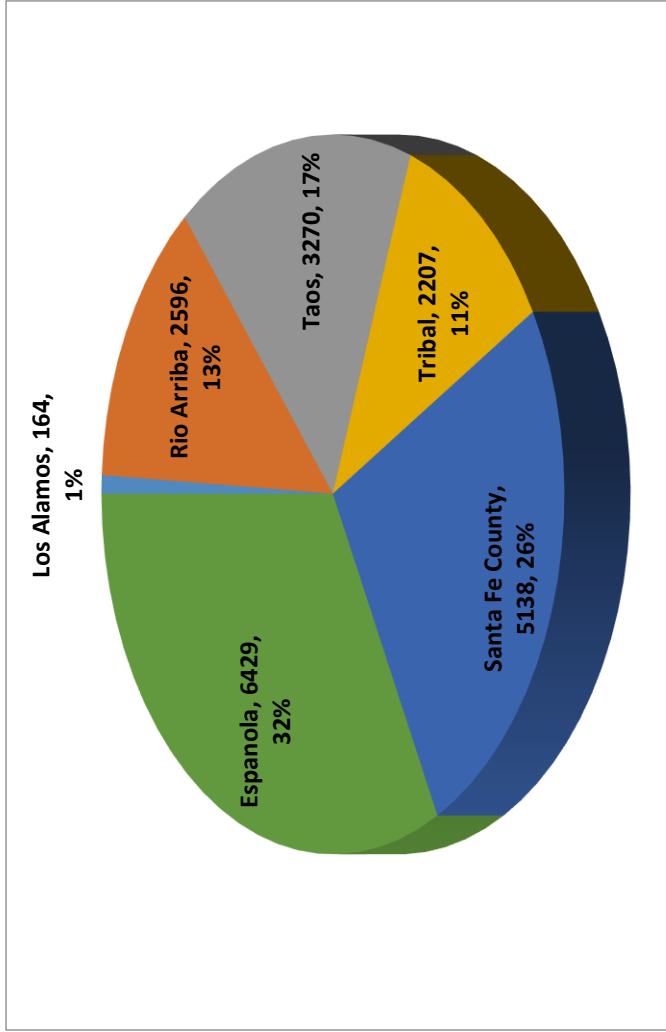
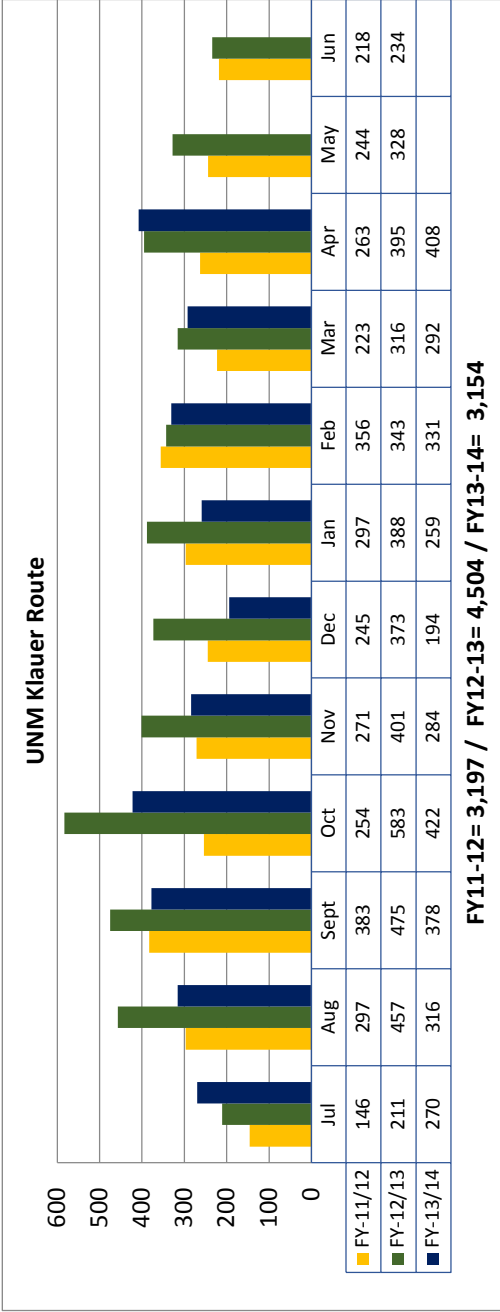
Red River Route



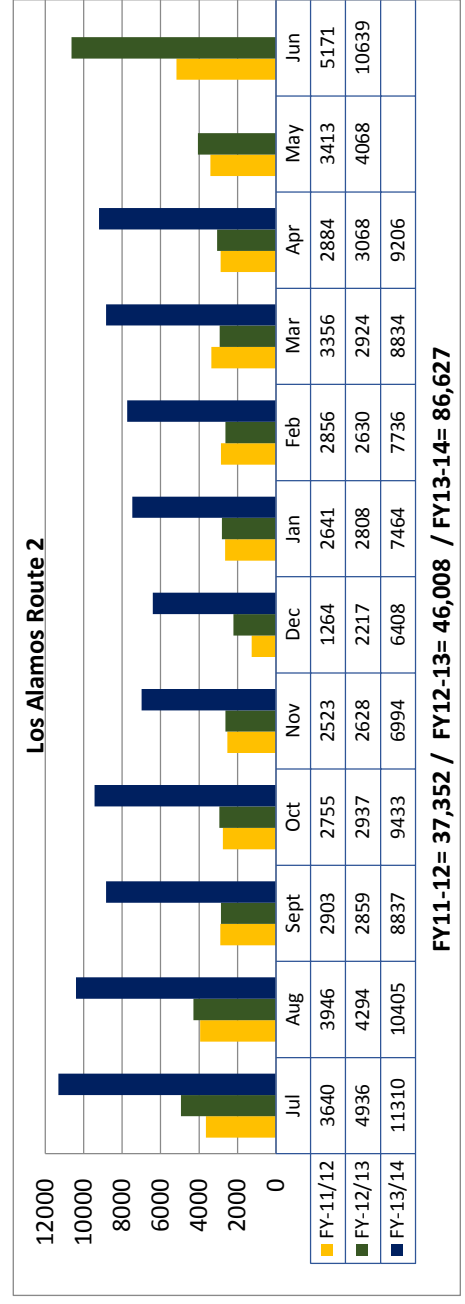
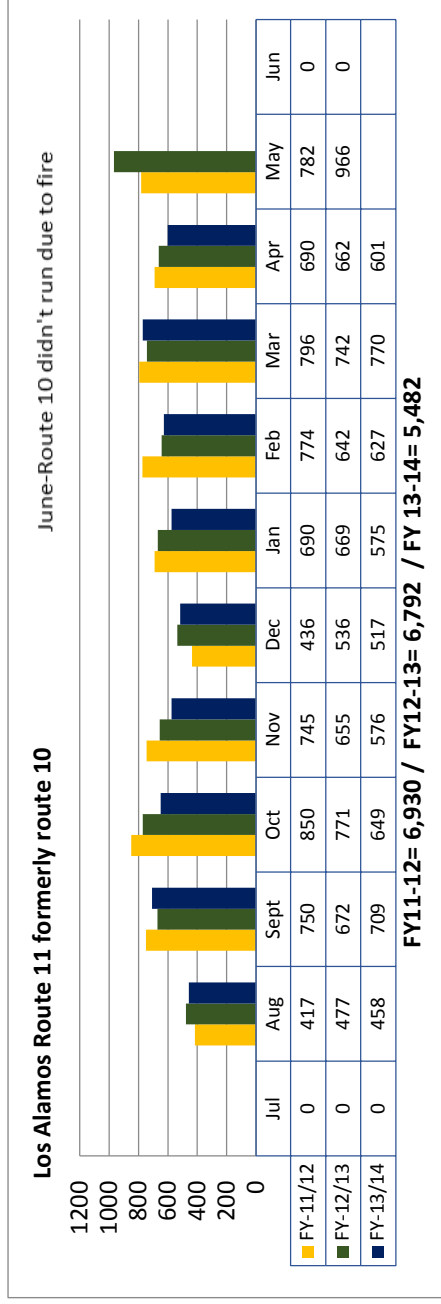
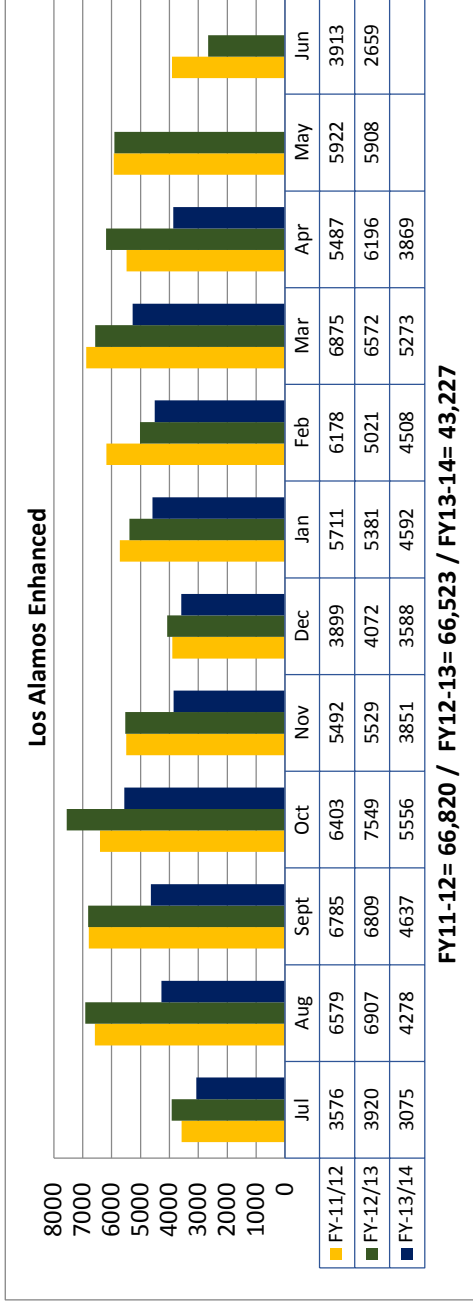
Pojoaque/Nambe Route

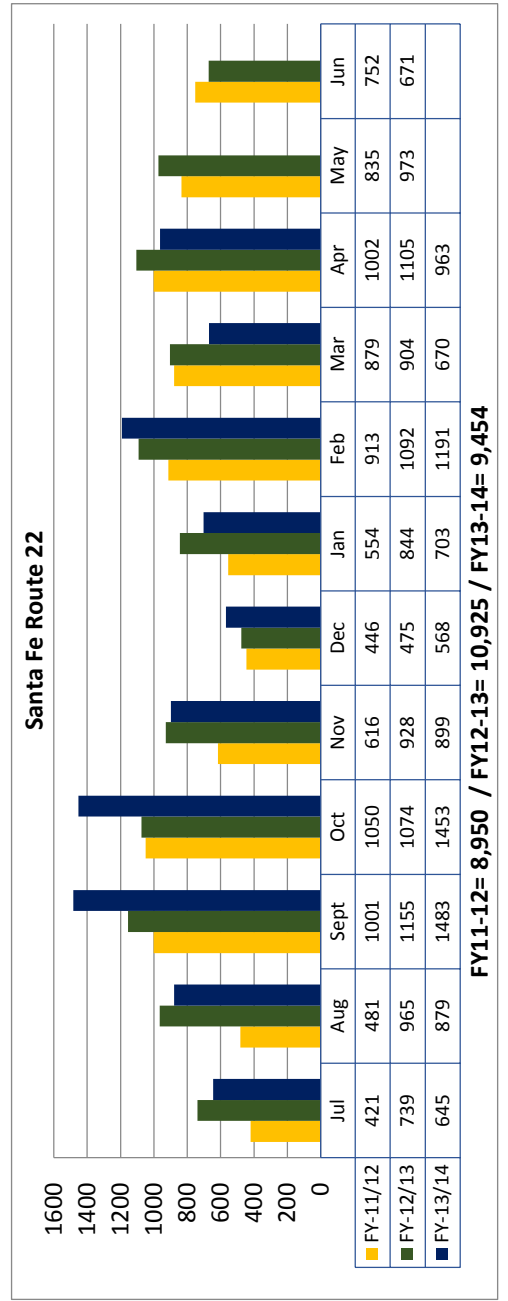
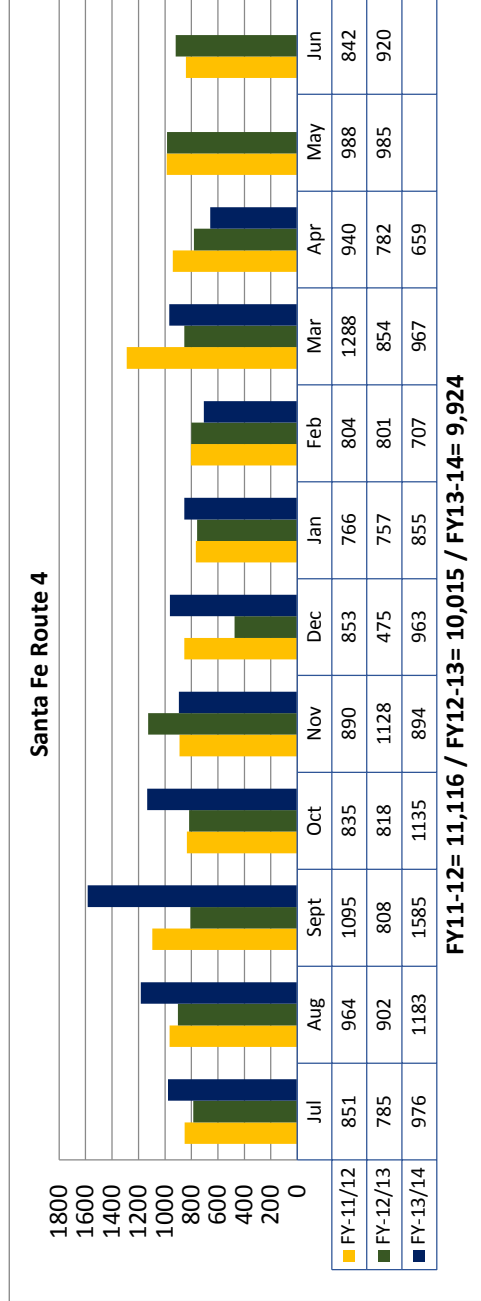
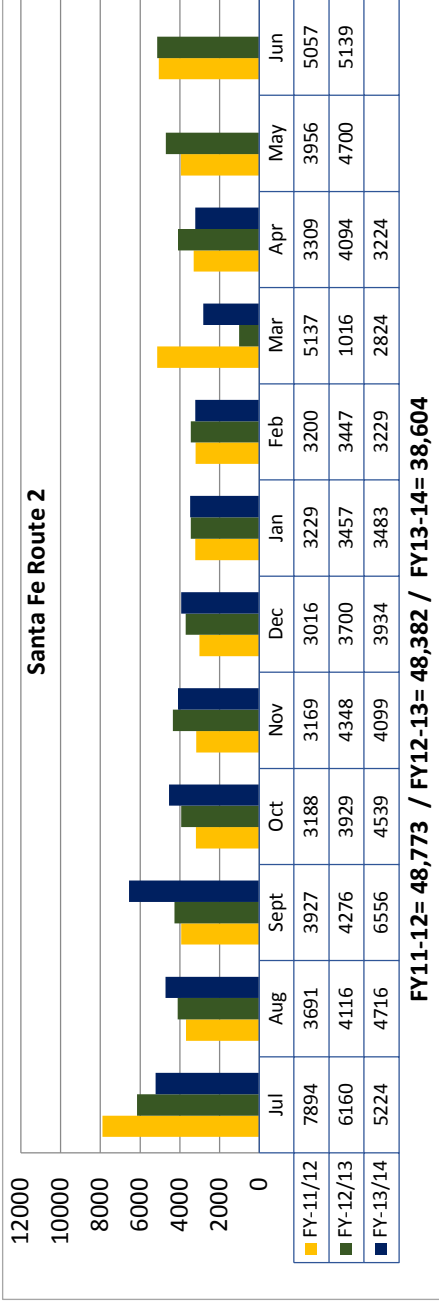


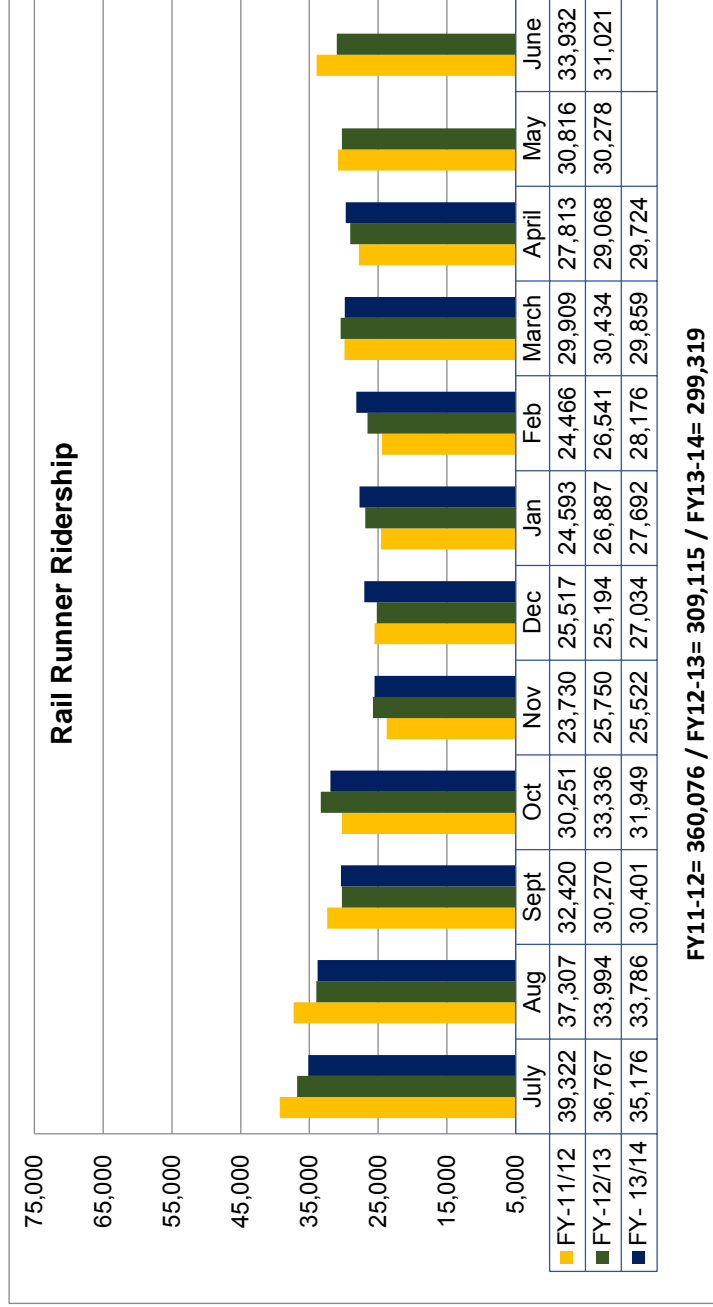
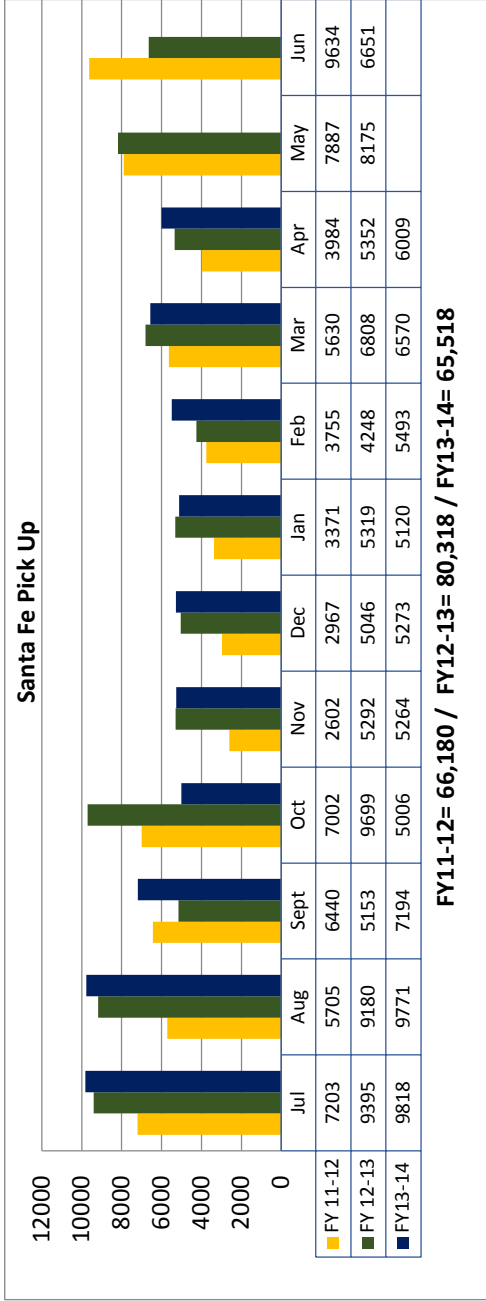




NCRTRD Funded Routes - Member Operated









Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 6, 2014

Agenda Item - L

Title: Review and acceptance of Goals and Objectives for Executive Director for the period of June, 2014 – June, 2015

Prepared By: Anthony J. Mortillaro, Executive Director

Summary: The attached document reflects the Goals and Objectives that were developed and reviewed by the Executive Officers and Chairs of the Finance and Tribal Subcommittee. The attendees that participated in the process of reviewing this document were Chairman Daniel Barrone, Miguel Chavez, Vice Chairman, Secretary/Treasurer Dennis Tim Salazar, and Finance Subcommittee Chair Tim Vigil.

Background: The Executive Directors employment agreement requires that annual goals and objectives be developed.

Recommended Action: It is recommended that the Board move for acceptance of the attached Goals and Objectives.

Options/Alternatives:

1. Take no action; or
2. Adoption of the recommendation of the Executive Committee; or
3. Request that Executive Committee return with additional information to address any Board concerns then take action to adopt.

Fiscal Impact: None

Attachments: Goals and Objectives



Anthony J. Mortillaro, Executive Director

Performance Goals and Objectives for June 2014 – June 2015

Goals are divided into three categories:

- Organizational Goals;
- Project and Service Delivery Goals, the activities that will improve transportation for the public; and
- Administrative Goals, the actions aimed at maximizing the effectiveness of the District's internal operations.

Organizational Goals

Goal 1: Maintain the long-range strategic financial and capital plans.

Objectives:

- a. Annually update the 10 year long range financial plan for presentation to the Board and adoption.
- b. Annually update the 10 year capital investment plan for presentation to the Board and adoption.

Goal 2: Maximize state, federal and local funding.

Objectives:

- a. Continue to work with NMDOT and submit funding requests.
- b. Continue to seek out new funding from various sources.
- c. Continue to work with Tribal Members to apply for funding requests.
- d. Continue to work with municipal and county members on funding partnerships opportunities.

Goal 3: Increase the visibility of the NCRTD.

Objectives:

- a. Maintain updated district informational materials to reflect district initiatives (ongoing).
- b. Continue outreach to media outlets (ongoing).
- c. Meet individually at least once annually with each member district and present the Districts Annual Report.
- d. Continue to implement the strategic marketing plan (based upon funding availability).
- e. Continue web site improvements Maintain transparency.

Project and Service Delivery Goals

Goal 4: Short Range Service Plan.

Objectives:

- a. Implement updated short range service plan subject to FY 15 funding.~~Update service plan.~~
- ~~b. Oversee contractor performance.~~
- ~~c. Submit to Board for approval.~~

Goal 5: Long Range Service Plan.

Objectives:

- a. If funded develop Scope of Work and acquire consulting services.
- b. Oversee contractor performance.
- c. Submit Long Range Service Plan to Board for review and approval.

~~Project and Service Delivery Goals~~

~~Goal 56: Oversee implementation of the FY 145 Capital Investment Plan.~~

Objectives:

- a. Implement the various capital investments funded in FY 145.
 - i. Bus and fleet equipment acquisitions;
 - ii. Explore funding sources for photovoltaic system to power RTD facility;
 - iii. Schedule, reporting, vehicle location software;
 - iv. ~~Conceptual design for Maintenance Facility~~Transportation Alternatives Program/ADA plan, design and construction;

Goal 67: Evaluate various alternative fuels for fleet conversion

Objectives:

- a. ~~Evaluate and assess alternative fuels~~Acquire a CNG and LPG powered buses for alternative fuels assessment.
- b. Present findings ~~of assessment~~ to Board within three months of the end of the twelve month assessment period.
- ~~c. Implement Board approved and funded alternatives fuel conversion~~

Goal 8: Environmental Sustainability Plan

Objectives:

- a. Implement the approved sustainability plan as funded and provide Board updates on milestone accomplishments.

Administrative Goals

Goal 79: Financial Management.

Objectives:

- a. Ensure Annual Audits are timely.
- b. Continue to oversee and implement corrections and reforms to address management findings in past audits.
- ~~c.~~ Continue refinement of budget document that serves as a planning, financial, and information tool.
- ~~c.~~ Continue refinement of financial practices.
- ~~e.d.~~ Submit Comprehensive Annual Financial Report and Budget for GFOA Award Program.

Goal 810: Fill staff vacancies, initiate transition of assignments and support professional development of all staff.

Objectives:

- a. Fill vacant positions with qualified individuals.
- ~~b.~~ As staff transition occurs, evaluate the opportunities for reorganization.
- ~~e.b.~~ Promote professional development of staff through training, educational coursework and participation in professional associations (ongoing).
- ~~e.c.~~ Ensure that all driver training continues as appropriate and is inclusive of passenger and employee safety instruction as funding is allocated by the Board.

Goal 911: Collective Bargaining

Objectives:

- a. Conduct FY ~~14-15~~ negotiations and present a revised collective bargaining agreement to the Board for consideration.

Goal ~~1012~~: Continue Implementation of Service Excellence Initiative Update of District Compensation and Classification Plan

Objectives:

- a. ~~Present results of classification and compensation study to Board for deliberation, adoption and implementation~~ Implement Service Excellence initiative and Four Fields of Success Matrixes.

Goal ~~1113~~: Maintain contemporary policies and procedures.

Objectives:

- a. Continue to review district personnel policies, practices and procedures and update as needed.
- ~~b.~~ Continue to revise district operational and administrative policies and procedures and update as needed.
- ~~b.c.~~ Implement adopted Employee Recognition Program.

Goal 1214: Ensure that the Executive Director understands Board members' and member goals for the organization and meets with non-members and other transit agencies.

Objectives:

- a. Meet with each Board member to discuss his or her ideas on goals and objectives for the district.
- b. Meet with executive staff from member and non-member entities to review goals and priorities.
- c. Update Executive Director's goals to reflect Board member and member comments.
- d. Attends and participates on the Rio Metro Board of Directors and keeps the NCRTD Board informed.
- d.e. Explore a Youth in Transit Day program and associated scholarship for a participating high school senior in each county of the district service area.