



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

**January 9, 2015  
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 – December 5, 2014
7. PUBLIC COMMENTS

**PRESENTATION ITEMS:**

- A. **Presentation of Quarterly Above and Beyond/Safe Driver Awards**  
*Sponsor:* Daniel Barrone, Chairman and Anthony J. Mortillaro, Executive Director.
- B. **Presentation and Discussion of FY 2014 Annual Audit Report**  
*Sponsor:* Anthony J. Mortillaro, Executive Director, Pat Lopez, Interim Finance Director. *Attachment will be made available at the Board Meeting.*
- C. **Presentation and Discussion of Long Range Transit Service Plan - Land Use, Economic Development, Demographics and Summary of Strategic Visioning Process**  
*Sponsor:* Anthony J. Mortillaro, Executive Director.

**ACTION ITEMS FOR APPROVAL/ DISCUSSION:**

- D. **Discussion and Consideration of Resolution 2015-01 Authorizing the Acceptance of §5309 State of Good Repair Federal Funding for FFY2015**  
*Sponsor:* Anthony J. Mortillaro, Executive Director and Stacey McGuire, Projects and Grants Specialist. *Attachment.*
- E. **Discussion and Consideration of Resolution 2015-02 TAP**  
*Sponsor:* Anthony J. Mortillaro, Executive Director and Stacey McGuire, Projects and Grants Specialist. *Attachment.*

- F. Discussion and Consideration of Resolution 2015-03 adopting the North Central Regional Transit District's Annual Inventory**  
*Sponsor:* Anthony J. Mortillaro, Executive Director and Pat Lopez, Interim Finance Director. *Attachment.*
- G. Discussion and Review of the Quarterly Investment of District Funds and the State of New Mexico Local Government Investment Pool Report**  
*Sponsor:* Anthony J. Mortillaro, Executive Director and Pat Lopez, Interim Finance Director. *Attachment.*
- H. Discussion and Review of Sustainability Plan, Goals and Metrics**  
*Sponsor:* Anthony J. Mortillaro, Executive Director and Michael Kelly, Transportation and Facilities Operations Director. *Attachment.*

#### **DISCUSSION ITEMS:**

- I. Discussion and Review of Ski Santa Fe Service - Update**  
*Sponsor:* Anthony J. Mortillaro, Executive Director and Stacey McGuire, Projects and Grants Specialist.
- J. Financial Report for December 2014:**  
*Sponsor:* Anthony J. Mortillaro, Executive Director and Pat Lopez, Interim Finance Director. *Attachment.*
- K. Finance Subcommittee Report:**  
*Sponsor:* Chair Tim Vigil and Anthony J. Mortillaro, Executive Director. *Minutes from November 21, 2014.*
- L. Tribal Subcommittee Report:**  
*Sponsor:* Chair Lonnie Montoya and Anthony J. Mortillaro, Executive Director.
- M. Executive Report for December 2014 and Comments from the Executive Director:**  
1) Executive Report  
2) Performance Measures for November 2014  
3) Ridership Report for November 2014

#### **MATTERS FROM THE BOARD**

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

#### **MISCELLANEOUS**

#### **ADJOURN**

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

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



**North Central Regional Transit District**  
**Board Meeting**  
**Friday, December 5, 2014**  
**Jim West Regional Transit Center**  
**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 Miguel Chávez, Vice Chair, at 9:14 a.m. at the Jim West Regional Transit Center, 1327 Riverside Drive, Española, New Mexico.

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

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

<b>Members Present:</b>	<b>Elected Members</b>	<b>Alternate Designees</b>
Los Alamos County	<i>Councilor Pete Sheehey</i>	
Rio Arriba County		<i>Mr. Tomás Campos</i>
Taos County	<i>Commissioner Dan Barrone [T]</i>	
Santa Fé County	<i>Commissioner Miguel Chávez</i>	
Nambé Pueblo	<i>Mr. Lonnie Montoya [arriving later]</i>	
Pojoaque Pueblo	<i>Mr. Tim Vigil</i>	<i>Governor Cameron Martínez</i>
Ohkay Owingeh	<i>Ms. Christy Mermejo</i>	
San Ildefonso Pueblo		<i>Ms. Lillian Garcia [T]</i>

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

**Staff Members Present**

Mr. Anthony J. Mortillaro, Executive Director  
 Ms. Dalene Lucero, Executive Assistant  
 Mr. Mike Kelly, Transit Operations Manager  
 Ms. Stacey McGuire, Projects and Grants Specialist  
 Mr. Jim Nagle, PIO  
 Ms. Pat López, Acting Finance Director

**Others Present**

Mr. Peter Dwyer, Legal Counsel  
 Mr. Carl Boaz, Stenographer  
 Mr. Ardee Napolitano, Rio Grande Sun  
 Ms. Lisa Katonak, Santa Fe County Manager's Office  
 Mr. Robert Griego, Santa Fe County Planning Manager  
 Ms. Delilah Garcia, NMDOT  
 Mr. Andrew Martínez, Rio Arriba County

**4. INTRODUCTIONS**

No introductions were made.

**5. APPROVAL OF AGENDA**

**Commissioner Barrone moved to approve the agenda as presented. Vice Chair Chávez seconded the motion and it passed by unanimous [10-0] voice vote. City of Santa Fé and Nambé Pueblo were not present for this vote.**

**6. APPROVAL OF MINUTES - November 7, 2014**

**Councilor Ring moved to approve the minutes of November 7, 2014 as presented. Vice Chair Chávez seconded the motion and it passed by unanimous roll call vote with Town of Edgewood, City of Española, Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, Santa Fé County, San Ildefonso Pueblo, Taos County and Tesuque Pueblo voting in the affirmative and none against. City of Santa Fe and Nambé Pueblo were not present for the vote.**

## **7. PUBLIC COMMENTS**

There were no public comments.

## **PRESENTATION ITEMS**

There were no presentation items.

## **ACTION ITEMS FOR APPROVAL/DISCUSSION:**

### **A. Discussion and Consideration of Resolution 2014-21 establishing the North Central Regional Transit District's 2015 Legislative Agenda**

Mr. Mortillaro indicated that this document provides guidance to the Executive Director, the Board Chair and the lobbyist for legislation the District wishes to promote. This year is the long session starting January 20 ending March 21. The only difference from this agenda and the one adopted last year is on page 15 other than capital outlay appropriations. Those priorities align with the priorities submitted for state funding requests some time ago.

At the 10<sup>th</sup> bullet down is a new one, State Transit Fund. The New Mexico Passenger Transportation Association hired a lobbyist to promote the establishment of a State Transit Fund. Those monies would be used for operational and capital needs throughout the state. The NMTA of which Mr. Mortillaro is a board member, is hoping to get the legislation passed. It doesn't require any tax increases but a reallocation of resources. They are also looking at partnering with the Road Builders Association for road needs throughout the state as well.

He noted one correction at the top of the page where it should say 2015 instead of 2014.

Vice Chair Chávez asked Mr. Mortillaro to summarize how the statute and MAP 21 might impact this effort.

Mr. Mortillaro said they would watch for any attempt to modify Article 25 in the statute that would be detrimental to the District such as limiting our power to issue bonds. For example, Rio Metro might need to issue bonds for replacement of Rail Runner engines or additional tracks to reduce time between Santa Fé and Albuquerque. He was not hearing anything at this point.

At the federal level, transportation advocates have tried to get a transportation bill passed with no success but more continuing resolutions. This is the 9<sup>th</sup> straight year without a transportation bill. Our national association keeps pushing for long term transportation legislation. We can't do long range planning with just these short-term measures and right now, we don't have a federal lobbyist.

Vice Chair Chávez suggested riding on the coattails of the Association of Counties. Commissioner Stefanics is in Washington DC regularly for them.

Mr. Mortillaro agreed to look at their priorities. Both NMAC and the Municipal League have transportation as a priority on their list. Any counties or cities going to DC should mention transit when visiting with legislators.

Councilor Sheehey stressed that just as GRT is a stable funding for the District, MAP 21 funding is from the tax on gasoline and hasn't been changed for 20 years. Just to up that tax for inflation would be 18 cents per gallon and would make MAP 21 funding much healthier. It is a political mine field. But that is what funds our roads and particularly these days while gas prices are down. We need to urge legislators to fund transportation long term. Los Alamos County does have a federal lobbyist. Congress need to know how important this is and they have to pay for it somehow.

Mr. Lonnie Montoya arrived at 9:32.

**Councilor Sheehey moved to adopt Resolution 2014-21 as presented with grammatical corrections noted. Vice Chair Chávez seconded the motion and it passed by unanimous roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, Santa Fé County, San Ildefonso Pueblo, Taos County and Tesuque Pueblo voting in the affirmative and none voting against. City of Santa Fé was not present for this vote.**

## **B. Discussion and Consideration of Resolution 2014-22 Open Meetings Act 2015**

Mr. Mortillaro said this OMA Resolution is annually required for the Board to adopt a meeting schedule and the OMA requirements as shown on page 16. Most meetings will be on the first Friday of each month except on January 9, July 10 and Oct 9 to eliminate conflicts with holidays and tribal feast days.

Mr. Dwyer said there were a few clarifications but generally, it is the same as last year.

**Mr. Vigil moved to adopt Resolution 2014-22 Open Meetings Act 2015 as presented. Councilor Ring seconded the motion and it passed by unanimous roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, Santa Fé County, San Ildefonso Pueblo, Taos County and Tesuque Pueblo voting in the affirmative and none voting against. City of Santa Fé was not present for this vote.**

### **C. Discussion and Consideration of Resolution 2014-23 Amending the North Central Regional Transit District's Procurement Regulations**

Mr. Mortillaro noted the first set of procurement regulations were adopted by the Board in 2007 and then did a complete modification of them in September, 2012. These modifications are prompted because in July, 2014, NMDOT did a review of compliance with FTA and some items in the regulations they wanted to enhance and modify. In particular, incorporating the Brooks Act and surveying services and also listing of federal required clauses for procurements and then adding proposed procurement regulations of 2014. He referenced item #2 on page 23 for the red-line version in which paragraph 2 talked about federal contracts following federal regulations. And with state funding, the District will follow the state procurement code. Otherwise, we view the District as exempt because the Board adopted our own procurement regulations.

Ms. Mermejo asked if in some procurements the District would be following both federal and state codes.

Mr. Mortillaro agreed. The District does follow those codes so it was put into the procurement regulations.

Mr. Campos pointed out that this highlighted the exhibits but they weren't included.

Mr. Mortillaro agreed. They didn't want to include those forms in the adoption.

Mr. Dwyer said he would rather have the Board adopt the principles of best practices and accept the reality the forms could change.

Councilor Ring pointed out a grammatical issue and Mr. Dwyer said it should just say "follow."

Mr. Dwyer suggested language regarding the forms that would include them "as they change from time to time."

Mr. Mortillaro suggested the motion incorporate reference to Mr. Dwyer's language for clarification so we can modify it.

Mr. Mortillaro said on page 24 under exemptions, staff added "instruction and training" that we don't have to follow procurement. The District doesn't bid out training. Also, 16 17, and 18 were added as technological exemptions. Collective bargaining is exempt. Pages 25, 20 and 21 deal with purchasing parts and labor in emergencies where there is no opportunity to go and get bids. It is the same with machinery equipment from dealer or factory as authorized and the same for lobbyists. Also on page 29, the definition was clarified. Next big one was on page 62 on federally funded procurements and federal best practices. Those are things the District already follows but wanted them in black and white.

**Vice Chair Chávez moved to approve Resolution 2014-23 with Mr. Dwyer's language modification:**

**“The Board of the NCRTD hereby adopts procurement regulations - and by reference related state and federal forms as they may from time to time be amended.” Councilor Salazar seconded the motion and it passed by unanimous roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, Santa Fé County, San Ildefonso Pueblo, Taos County and Tesuque Pueblo voting in the affirmative and none voting against. City of Santa Fé was not present for this vote.**

#### **D. Discussion and Consideration of Resolution 2014-24 Adopting Fares for Premium Transit Services**

Mr. Kelly explained that this resolution refers to premium services outside of the normal services the District provides. The MOU with the Town of Taos is for the Klauer and Taos Express. The MOU also describes the fare of \$5/trip for those made on Friday night, Saturday, and twice on Sunday for the Taos Express.

Mr. Bulthuis arrived at 9:56.

Mr. Kelly said the fares are only charged on Saturday and Sunday. It also gives the District an opportunity for other weekend services to ski areas, etc. That is also in the 5-year service plan.

The Taos Express got about \$6,900 in fares and the District would get something similar - possibly \$4,500 in fares if the Board approves it. The fiscal impact for fare boxes on two buses would be about \$1,900.

Councilor Ring asked if they anticipated future charges for maintenance or replacement of fare boxes.

Mr. Kelly said the Taos bus will be turned over to us in the spring and includes a fare box.

Councilor Sheehey asked if charging a fare on Friday would mean more policy changes.

Mr. Kelly said they just saw that the Board policy has been a free (no) fare for trips on Monday through Friday so it might be a major conflict for current services. They would now provide a Taos route to Española and pick up those from Santa Fé back to back. They would not want to discourage anyone currently riding those on Friday afternoon.

Councilor Sheehey understood that adding service on weekends would incur more expense and it is yet to be seen how much service we get.

Mr. Mortillaro said in Exhibit B they were also suggesting to establish a mid-route fare. Right now, it doesn't stop in Española on weekends and staff felt there should be at least one stop in Española on weekends and would just use the \$2 Park and Ride charges used right now from Española to Taos and back. This is the District's first foray into weekend service.



Ms. Maes asked if this revenue was anticipated in the budget approval.

Mr. Mortillaro said it wasn't and it was not being put into the budget amendment for today. It is such a small amount but if we need others, we can include it.

Ms. Maes asked if this was the only one then.

Mr. Mortillaro agreed. As the Board authorizes other premium services we will incorporate them.

Mr. López said there was a miscellaneous revenue item in the budget now.

**Councilor Ring moved to approve Resolution 2014-24 Adopting Fares for Premium Transit Services as presented. Councilor Sheehey seconded the motion and it passed by unanimous roll call vote with Town of Edgewood, City of Española, Los Alamos County, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, City of Santa Fé, Santa Fé County, San Ildefonso Pueblo, Taos County and Tesuque Pueblo voting in the affirmative and none voting against. Nambé Pueblo was not present for the vote.**

#### **E. Discussion and Consideration of Resolution 2014-25 for a Budgetary Amendment**

Mr. Pat López explained that Resolution 2014-25 authorizes the District to amend the FY 15 budget and incorporate the additional revenues from the federal Tribal Transit Program which provides funding for capital projects, operating costs and planning activities under the Formula Grants for Rural Areas Program, also known as §5311 (c).

The request is asking approval to increase the budget revenue by \$494,200; \$384,878 from 5311 awards and \$109,333 in carry over funds and to increase budgeted expenses by \$494,200 with \$384,878 to be spent on 5311 operation expenses, \$34,077 for a planning contract with KFH for the five-year plan scheduling and routes, and \$75,245 for a new bus.

At the October 2014 Board meeting, the Board approved MOAs with the Pueblos for 5311 programs. The NCRTD applied on behalf of the Pueblos for 5311 Funds. The pueblos will be primary recipients and the RTD will provide services and reporting.

Councilor Sheehey didn't see the expense detail on the spreadsheets that followed the resolution.

Mr. Mortillaro explained that when they created the FY 2015 budget they weren't sure of this federal funding for those routes. So now they would be able to reduce our GRT expenditure for those so at year end, they were able to supplant those funds and carry them over for these two purposes. The 5311 funds have to go for existing transit services.

Ms. Maes wanted to make sure they wouldn't violate the budget rules.

Mr. Mortillaro agreed and added that the funds from each pueblo will be spent in those pueblos so it will

all come together in either existing operations or enhanced operations

Mr. Dwyer clarified that they already did the MOAs so the pueblo made those decisions. Today the Board is just handling the budget itemizations.

Mr. Mortillaro was proud of Mr. López for being able to spend all of the federal funding and use the GRT revenue where needed for matching federal awards. The GRT that didn't need to be spent would go into our reserves and get allocated to things like vehicle replacement. And then we can use those reserves for things like bus purchases, etc. to benefit the routes and passengers. The District has taken responsibility for meeting all the federal requirements.

**Mr. Campos moved to adopt Resolution 2014-25 for a Budgetary Amendment. Mr. Vigil seconded the motion and it passed by unanimous roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, City of Santa Fé, Santa Fé County, San Ildefonso Pueblo, Taos County and Tesuque Pueblo voting in the affirmative and none voting against.**

## **DISCUSSION ITEMS**

### **F. Discussion and Review of ski Santa Fe Service - Update**

Mr. Mortillaro reported making some progress on this issue. A meeting will be scheduled with Nambé Pueblo and Tesuque Pueblo to talk about how the stakeholder has proposed to address the pueblo concerns. The Staff met with tribal representatives regarding that document. They provided feedback and now they will schedule meeting with the governors.

Last Monday, a general meeting took place with Santa Fé City and Santa Fé County to discuss the costs of the project and the revenue needed. At end of day, costs related to provide the service on an 8-month basis has declined so the gap is much smaller. Hopefully when they go through their process to determine their commitment it will be even better. He anticipated making presentations to their Governing Bodies and thought the project was doable.

If the fares don't materialize or the bus stop sponsorship doesn't materialize, then whether the entities will make up for that lack of revenue was in question. He remains optimistic on it. They have to decide by June if the service will start for next ski season. Mr. Bulthuis and Vice Chair Chávez were both there at the meeting.

Vice Chair Chávez really didn't have anything against leasing. He thought Councilor Bushee tried to make that statement. From the County's perspective, in his duties as Commissioner and RTD member, if the County introduces a resolution to support service to Ski Santa Fé, it will be with the condition that Ski Santa Fé makes a commitment to contribute to the cost. They have to make a substantial financial contribution at the front and if not, he wouldn't support the service. There is no guarantee people will use the service. They say they don't want it but Ski New Mexico wants it so Ski New Mexico will have to make that contribution.

An idea floated around to do a \$1 surcharge to lift tickets and they were opposed as a disparity. But there are people paying GRT every day who won't ever use those transit services. The County Commission will have new discussions after January 1 with a new commissioner on board.

Mr. Mortillaro agreed with the substance of the \$1 surcharge and he appreciated Vice Chair Chávez's statement. That position from County and City will help much in the negotiations.

Vice Chair Chávez said the cost for that service would be just under \$300,000 for 12 months and for an 8 month term would cost about \$174,000. What pushes that number is that it would not be wise to purchase a bus when we don't know if it will operate more than a year. The lease costs are about \$120,000 for two vehicles year round. But the District will acquire a vehicle that could be used for this purpose and would reduce costs to about \$150,000 per year.

Ski Santa Fé had proposed to give a \$5 credit on each lift ticket. That would amount to about \$25,000 but it is a soft contribution. Summer fares for summer were estimated.

He spoke with the Rail Runner (Rio Metro) who would contribute about \$15,000 and business sponsorships at about \$12,000 and the RTD would contribute about \$25,000. But the bus contribution makes that commitment more.

Mr. Mortillaro said it would be about \$30,000 total. The negotiation would still have to come back to the Board.

Mr. Mortillaro said the District really needs to know where Santa Fé City and Santa Fé County stand on any contributions. That could help immensely.

Mr. Bulthuis said he had been directed to bring alternatives to Councilor Bushee to carry to the full Council. The City will sort that out over next few months. To sort it out by first of the year is clear.

Mr. Andrew Martínez agreed that \$5 off the lift ticket wouldn't entice anyone not to drive their own vehicle. If it was \$20 or \$25, it would be significant or if they would contribute free rentals. It would be more incentive. But during the summer, Ski Santa Fé would have no fee to discount.

Vice Chair Chávez said if Ski Santa Fé wants to do a zip line, etc for the summer, we want to encourage that with trails and zip lines. So Ski Santa Fé does hope to have more activity up there. They do an autumn chair lift for fall colors. We don't know if they are charging for those or not. But if we do it as a trial, it could work and without the up-front contribution, he would have to back out.

And if the pueblos still want to do the education about the mountain, they would have a captive audience on the bus. He was trying to be realistic and responsible about the funding side.

Councilor Sheehey asked how many days of service per week were anticipated.

Mr. Mortillaro said it would be seven days per week during the whole 8 months.

Ms. Mermejo said last week Mr. Mortillaro sent a 35-page document for the Governor to sign. Part of our mission is to serve underserved areas and Ski Santa Fé is not underserved so she was opposed to it.

Mr. Mortillaro understood but said it would not be a free service being proposed. It has to be funded somehow. But it also has to be subsidized somehow. He understand her position.

Ms. Maes said, from the Pueblo's standpoint, she appreciated all the hard work the District Staff has done on this. She was under the impression that it was a request from the Abruzzo's just for ski shuttle service. It seems any other economic initiative would confuse it. The pueblos are already opposed to more traffic up there. Nambé and Tesuque are the caretakers of that mountain. How will Ski Santa Fé contribute to that care taking?

Mr. Mortillaro clarified that the request has always been from the City of Santa Fé and not Abruzzo's. The fall or summer service was to use the buses that otherwise would just be sitting there in order to get cars off the road. They would be a captive audience to address the sensitive issues on the mountain. And wouldn't drop them off during those pueblo events.

Vice Chair Chávez agreed that Councilor Bushee did make those requests. But that gives the business a direct benefit. It is an easy out for them to say they didn't ask for it. They don't want to be responsible.

Councilor Ring pointed out that most of the time the District has some kind of study in considering new service. He asked if there was such a study on where those people go after skiing.

Vice Chair Chávez said he didn't have any such numbers.

Councilor Ring thought the skiers probably eat in the City and maybe stay there too.

Mr. Mortillaro thought there were probably not people who would not come because there was no bus service. But locals could consider leaving their car at home to use this service. It helps keep cars off the road. We get information that parents drive their kids up there for events and then drive back up to pick them up afterward. So we believe mostly locals would use this and not tourists.

Mr. Vigil asked if Councilor Bushee approached Santa Fé Trails for service.

Mr. Bulthuis said they did have a discussion about the role of the City's bus system and relation to the RTD. In this instance, the services are outside the City, the RTD was created for that regional work and although the route would originate in the City, it is not done in the City. That discussion did take place.

Vice Chair Chávez acknowledged that and it was in the 5-year plan but it was not funded. If this trial route works well, it would be part of the ongoing service by NCRTD but it should fall just on the city or county or RTD. Other interested parties would benefit and they have not acknowledged that.

Mr. Mortillaro felt that with enough information, the Board could make a decision whether it is a go or no go. Part of this has to do with historical relations of Ski Santa Fé and the Forest Service.

#### **G. Financial Report for November 2014**

Mr. López presented the financial report for November 2014, showing five months of activity in the fiscal year and reviewed the revenue and expenses. He referred to the report in the packet which gave a breakout by sources for revenue and compared this year with previous years. He referred to the pages giving GRT reports by county; pages for breakdown by category, expenses by the month and expenses by budget category.

Mr. López reported the audit was submitted to the State Auditor and it was very positive. He could not disclose the audit details until the State Auditor has released it.

#### **H. Finance Subcommittee Report**

Mr. Vigil said they met on November 21<sup>st</sup> to listen to Hinkle and Landers in the exit interview.

Mr. Mortillaro said they were very happy with the outcome.

#### **I. Tribal Subcommittee Report**

Mr. Montoya said the meeting took place a couple of weeks ago and they discussed Ski Santa Fé a little. They also discussed the new routes in the KFH plan and how to strategize for that.

Commissioner Barrone congratulated Mr. Montoya on being the new chair of that committee.

#### **J. Executive Report**

Mr. Mortillaro said the materials were in the packet. He gave added information regarding the new routes and the ITS roll out. Now that they are further along with beta testing, he knew the roll out date. We need to put those routes out when drivers bid on them. They bid on them in March and it will be confusing to put them out in January. The agreement is to have bidding in March to allow time for the drivers to consider the routes to bid on.

Also, he said the development of new route stops and maps has taken longer than it should have. He has discussed that with the contractor and they had to make major modifications. He hoped they could work it out. It is very difficult to make the changes and still keep the connections. Mr. Kelly, Ms. McGuire, Mr. Nagle and he had spent a lot of time on them. They are a vast improvement over what the District provides now. On the main route from Santa Fé to Taos, people can commute on them and get to work and back.

Lastly, he noted they have a small work force and when injuries occur it impacts our ability to achieve. So our new rollout date is in March and won't change from that time. However, it won't change the Taos Express route which happens starting January 3, 2015.

Mr. Kelly provided the performance measures report and pointed out that most of the indices were fairly flat compared with last year. With some of the local routes, drivers are being a little tougher with disruptive passengers. Some times when one rider is suspended, other riders also quit riding. The new changes will probably improve ridership.

Vice Chair Chávez asked to have some specifics for 599 and Hwy 14 in order to report to the County Commission.

Mr. Kelly said they were working on that for him right now. He noted they were requested by Rio Metro yesterday for data on the SE corner of Edgewood route. They have renamed the Madrid/Cerrillos route to be the Turquoise Route

Mr. Kelly reported there was one minor accident (backing into a mail box in Taos); one minor complain and a few customer incidents.

## **MATTERS FROM THE BOARD**

Vice Chair Chávez wished everyone Happy Holidays and New Year.

Mr. Vigil invited members to the Pojoaque Pueblo's Feast Day on December 12.

Councilor Salazar noted the Española Light Parade on December 13<sup>th</sup>.

Mr. Nagle said the RTD would participate in the Española light parade and also in Los Alamos.

Commissioner Barrone said they had a blue bus at the Taos Plaza for Trick or Treat on the Plaza.

Ms. Mermejo announced Los Matachines Dances at Picuris Pueblo on December 25-28 and at Ohkay Owingeh on December 24-25.

## **MISCELLANEOUS**

There were no other miscellaneous matters.

**ADJOURN**

Commissioner Barrone wished everyone happy holidays. "The most memorable are the friendships we cherish and to share stories from our elders."

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

The meeting was adjourned at approximately 11:30 a.m.

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

Approved by:

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

Attest:

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

Submitted by:

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



**Agenda Report**  
**NCRTD Board of Directors Meeting**  
**Meeting Date: January 9, 2015**

**Agenda Item – B**

**Title:** Presentation and Acceptance of the FY2014 Audit

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

**Summary:** The Comprehensive Annual Financial Report (CAFR) documents the District's financial position at the end of the fiscal year, and the results of its operations for that full twelve-month period.

The audit was performed by the independent accounting firm of Hinkle and Landers. The exit conference, with the Finance Sub Committee was held on November 21, 2014. The Auditor's Opinion and the schedule of findings were discussed at that exit conference. The audit opinion is an unqualified "clean" opinion. There were no current year findings for Fiscal Year 2014 and "no" prior year findings. As a means of assessing how much progress the District has made in its financial management efforts, the Fiscal Year 2010 Audit (prior to current administration) had 7 current year findings and 8 repeat findings from prior years. The current finance staff has made significant changes and efforts in the Districts accounting practices. The following individuals are recognized for the results of the 2014 fiscal year's audit; Glenda Aragon, Finance Director, Pat Lopez, Financial Analyst and Shannon Sandoval, Financial Specialist.

The Board is required to accept the final audit in an open meeting.

**Background:** The NCRTD has been working on the FY2014 audit which was submitted on time and as required by the Office of the State Auditor. The CAFR was then reviewed and approved by the Office of the State Auditor.

**Recommended Action:** It is recommended that the Board accept this Final FY2014 audit.

**Options/Alternatives:** Motion that the Board of Directors accepts the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2014.

**Fiscal Impact:** None

**Attachments:** The audit will be sent to Board Members through a separate email.





**Agenda Report**  
**NCRTD Board of Directors Meeting**  
**Meeting Date: January 9, 2015**  
  
**Agenda Item – C**

**Title:** A presentation and discussion of the Long Range Transit Service Plan- Land Use, Economic Development, Demographics and summary of strategic visioning process

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

**Summary:** The consulting team from Felsburg, Holt and Ullevig (FHU) will be meeting with the Board to present the various elements of the Long Range Transit Service Plan. This is the second of four meetings that the Board will engage in.

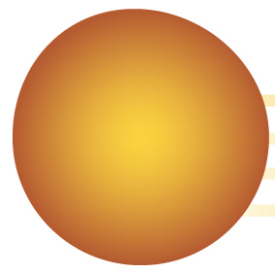
**Background:** FHU was contracted with to create the first ever Long Range Transit Service Plan for the District. The tasks in the contract provide for four meetings with the Board.

**Recommended Action:** Discussion only.

**Fiscal Impact:** NA

**Attachments:**

- Overview – PowerPoint Presentation
- Public Participation Packet
- Executive Summary of Preliminary Assessment of Land Use & Economic Development



North Central Regional Transit District **NCRTD**


*Long Range Transit  
Service Plan*

# NCRTD Long-Range Transit Plan Board Meeting #2

January 9, 2015

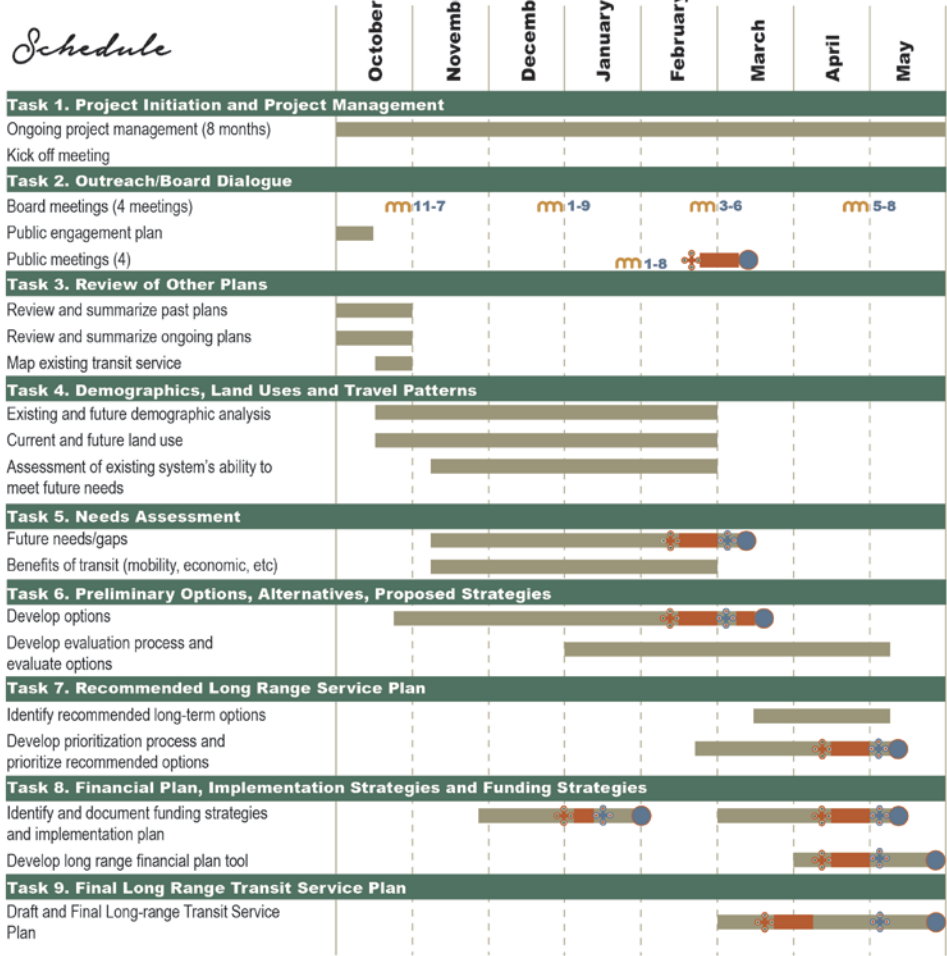


# Agenda

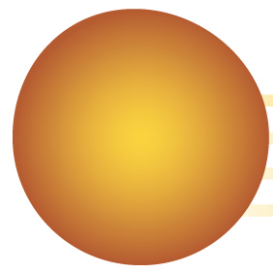
- Introductions
  - Schedule
  - Last meeting recap
    - Future of NCRTD
    - Mission statement
  - Non mobility (secondary) benefits of transit
  - Public meetings
- 

# Long Range Transit Service Plan

## Schedule



- KEY**
- m Meeting Materials/announcements
  - Final Deliverable
  - + Draft Deliverable to Staff
  - + Draft Deliverable for Board Review
  - Review



# NCRTD Strengths and Challenges

## Last Meeting Recap

Strengths	Challenges
CEO and staff	Funding
Board	GRT vote 2023
Financial stability	Low density
Strong partnerships	Large service area
Affordable	Keeping service affordable
Responsive	
Regional	




# Future of NCRTD

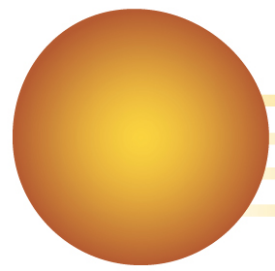
## Last Meeting Recap

1) Service Types	2) Service Area
Express services	Focus on needs of 4-county area
Bus Rapid Transit	Evaluate impacts of expansion versus higher level of service in existing 4 counties

3) Trip Purposes	4) Public Perception
Employment	Safe
Medical	Valuable
Tourism	





# NCRTD Mission

## Last Meeting Recap

### Concepts/words suggested for consideration

Transparent

User friendly

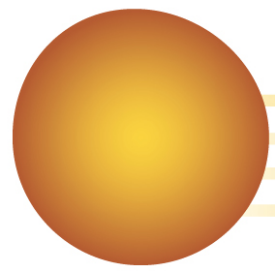
Customer service oriented

Dependable

Connect existing transportation providers

Sustainable





North Central Regional Transit District **NCRTD**


*Long Range Transit  
Service Plan*

# Transit's Non Mobility Benefits






# Today's Itinerary

- Why are we here today?
  - The (non-mobility) benefits of transit
  - Review of land use / ec. dev. plans & policies
  - 3 key findings (from preliminary assessment)
  - Next steps
  - Questions & discussion
- 

# Why are We Here Today?

- Desire for the Long Range Plan to address how NCRTD can:
  - Shape regional land use patterns
  - Catalyze transit-oriented development
  - Leverage existing economic development activities
- NCRTD has no clear strategy for how to best achieve these non-mobility benefits
- Get Board feedback (and guidance) on these “leading edge” topics

## A Little About Me

- 15 years experience as a planner
  - Land use, urban design, and transportation
    - Most recently as principal & practice lead at NN
  - Started my own firm REgeneration Strategies
    - Land use & transportation integration
    - Transit as a catalyst to real estate development
  - Past 2 years lived in Durango, CO
    - We now split our time between Durango and SF
- 

# Non-Mobility Benefits of Transit

1. Reduced pollution
  2. Improved public health
  3. Better community health / cohesion
  4. Increased household disposable income
  5. **More efficient land use / real estate development**
  6. **More cost-effective economic development**
- 

# Reduced Pollution



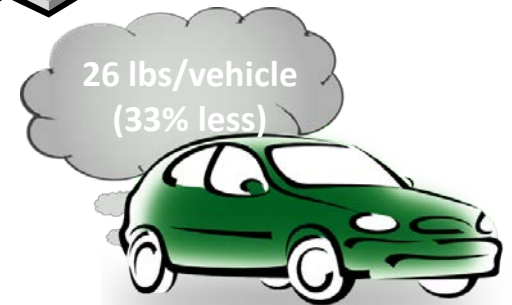
77 lbs/HH



30 lbs/HH  
(61% less)



39 lbs/vehicle



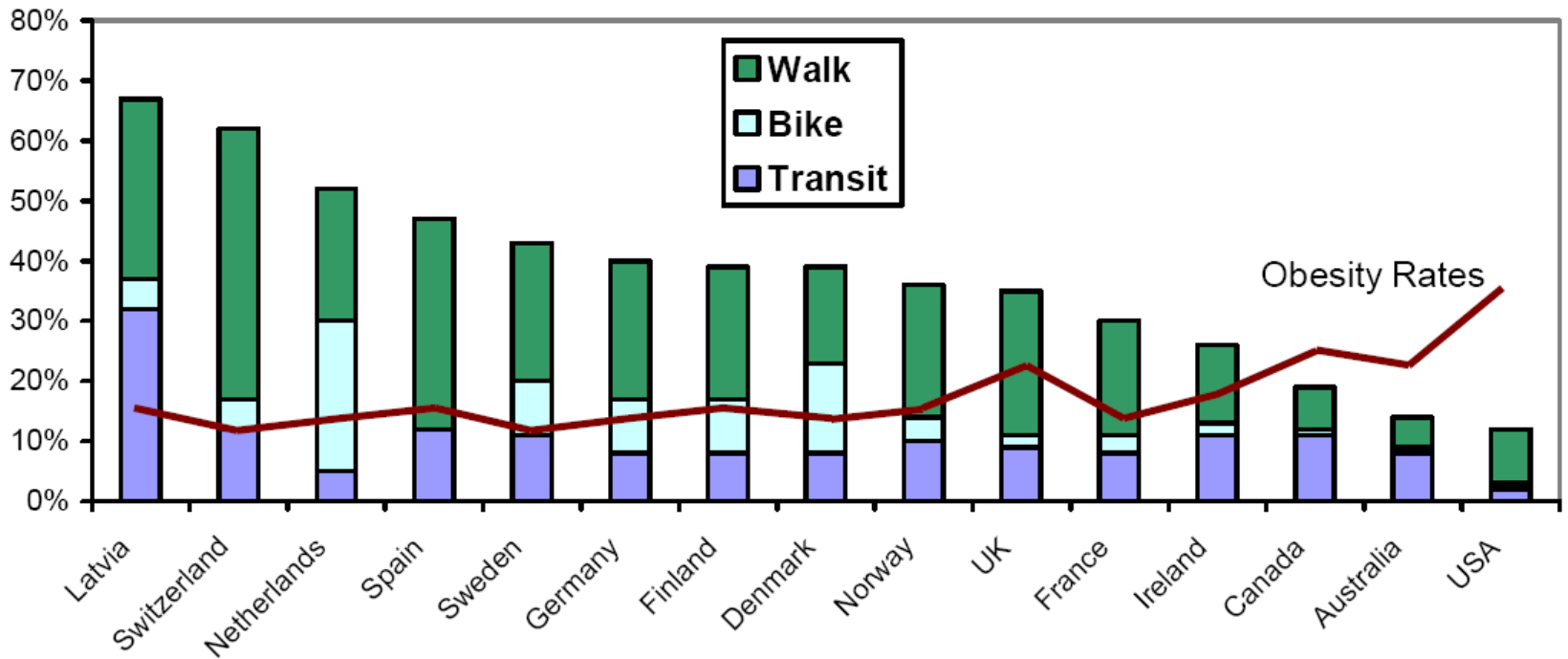
26 lbs/vehicle  
(33% less)

Non-Transit Community

Transit Community

# Improved Public Health

**Figure 12** Mode Split Versus National Obesity Rates (Bassett, et al 2008)



Excerpted from *Evaluating Public Transportation Health Benefits*, by Todd Litman, Victoria Transport Policy Institute, for The American Public Transportation Association, June 2010.

# Better Community Health

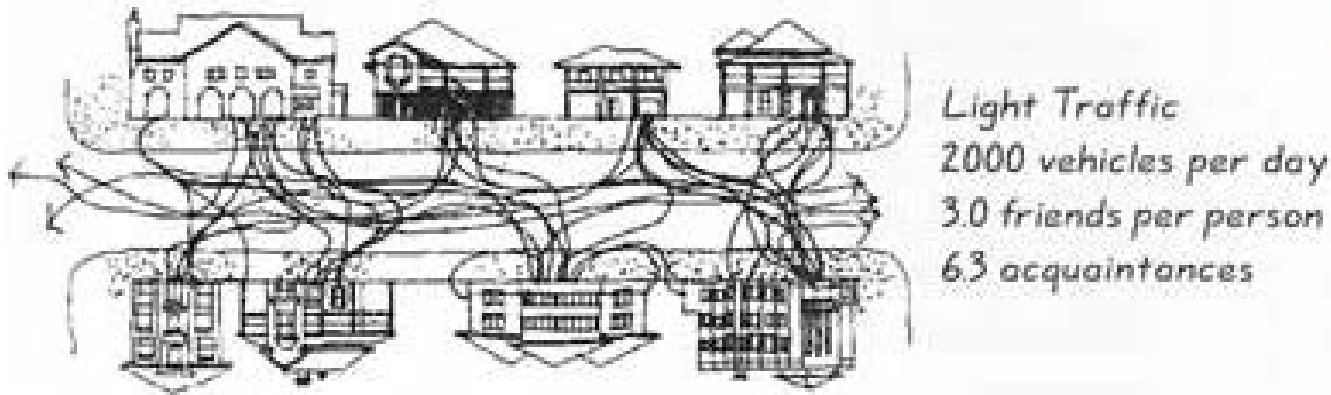
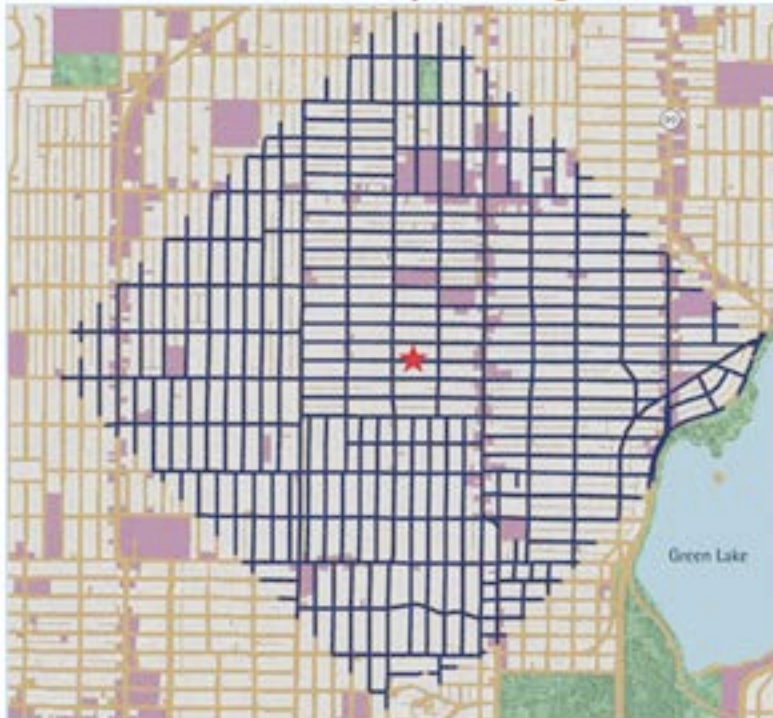


Fig. 1.1. Lines show where people said they had friends or acquaintances.  
(Adapted from D. Appleyard. *Livable Streets*.)



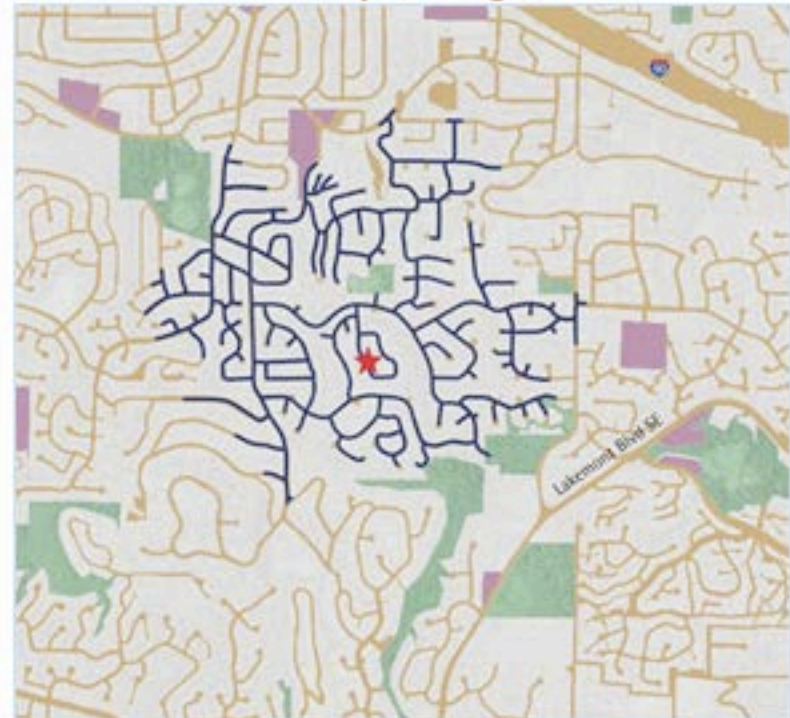
# Better Community Health

One-Mile Walk in a Compact Neighborhood



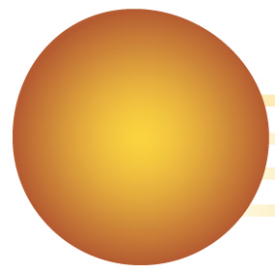
A one-mile walk in [Seattle's Phinney Ridge](#) takes you through a grid-like street network with a mix of residences and businesses.

One-Mile Walk in a Sprawling Suburb

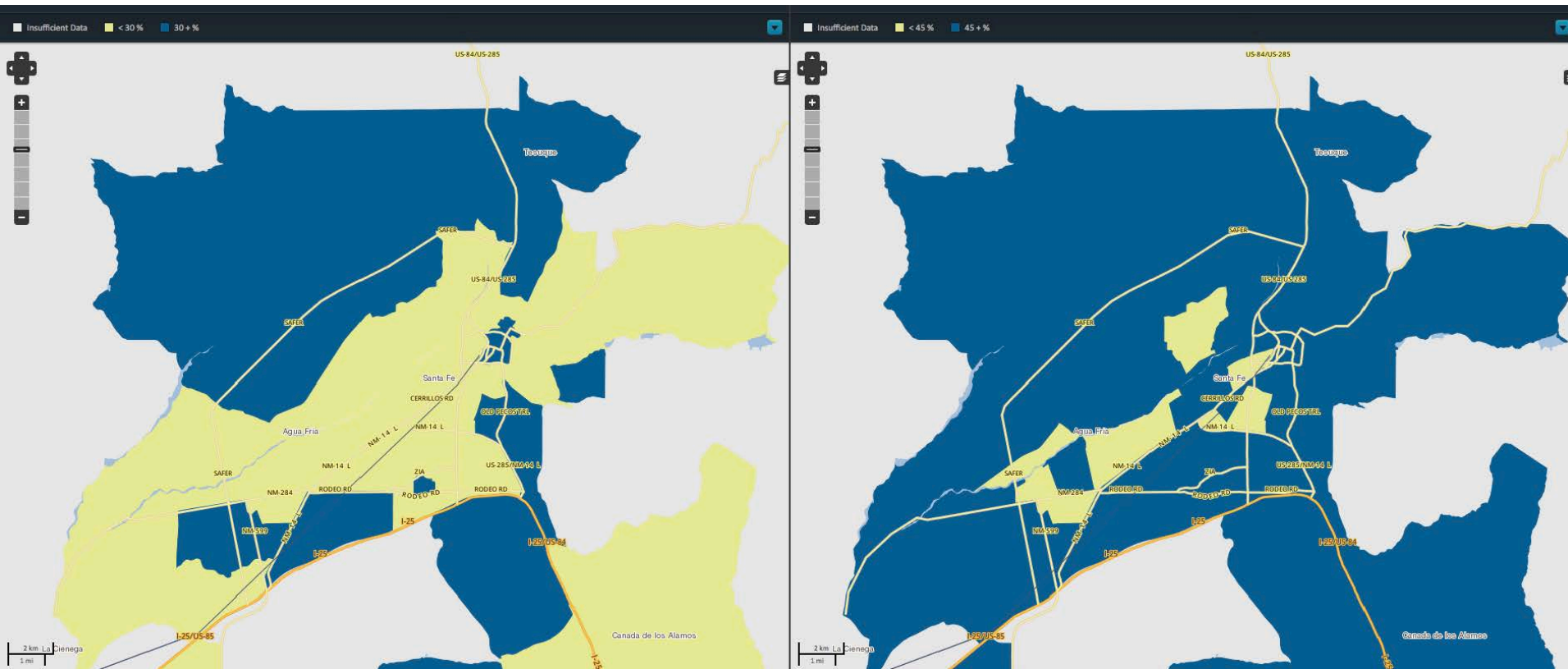


A one-mile walk in [Bellevue, WA](#) with cul-de-sacs and winding streets has few shops and services within walking distance.



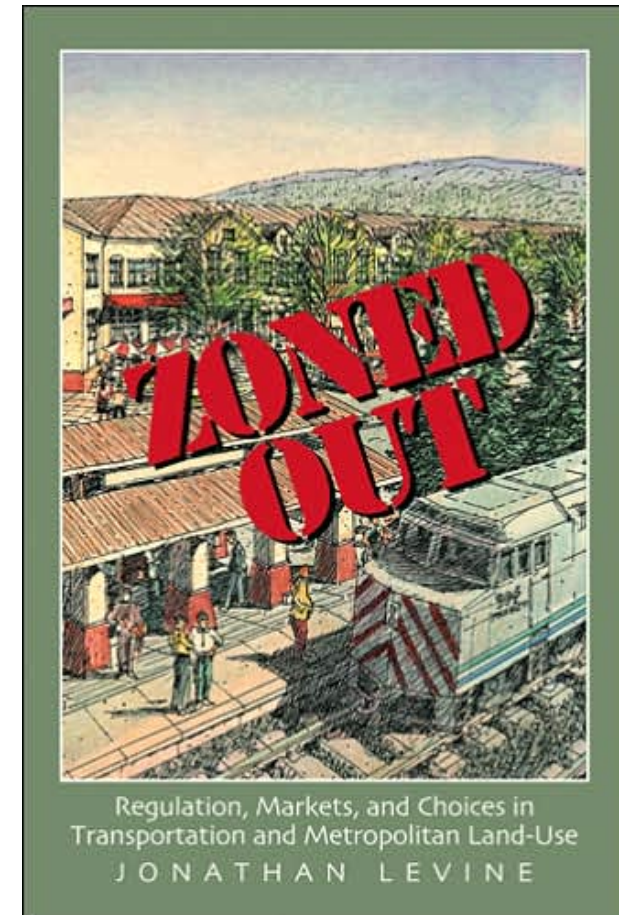


# Increased Disposable Income

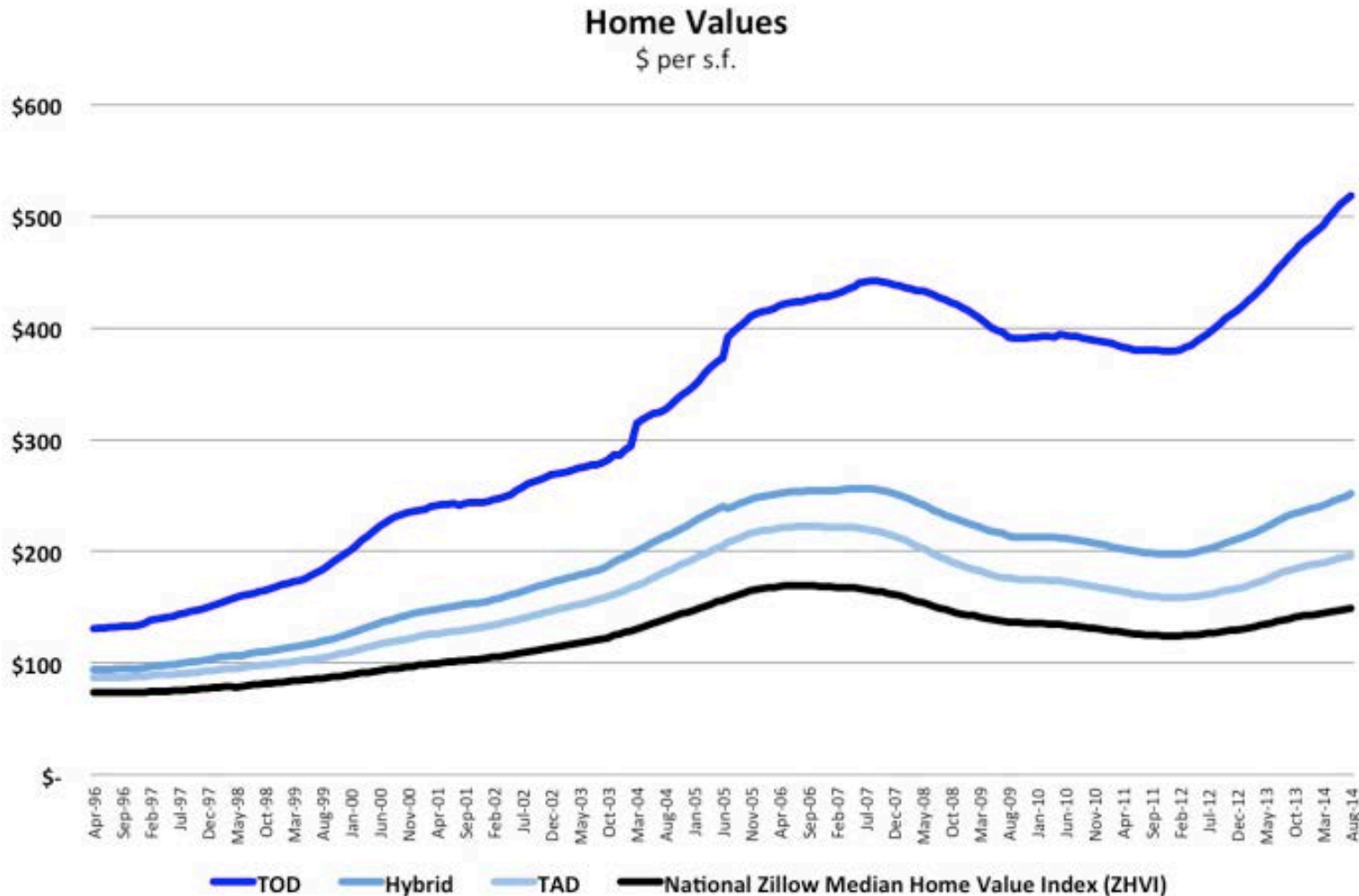


# Efficient Land Use / Development

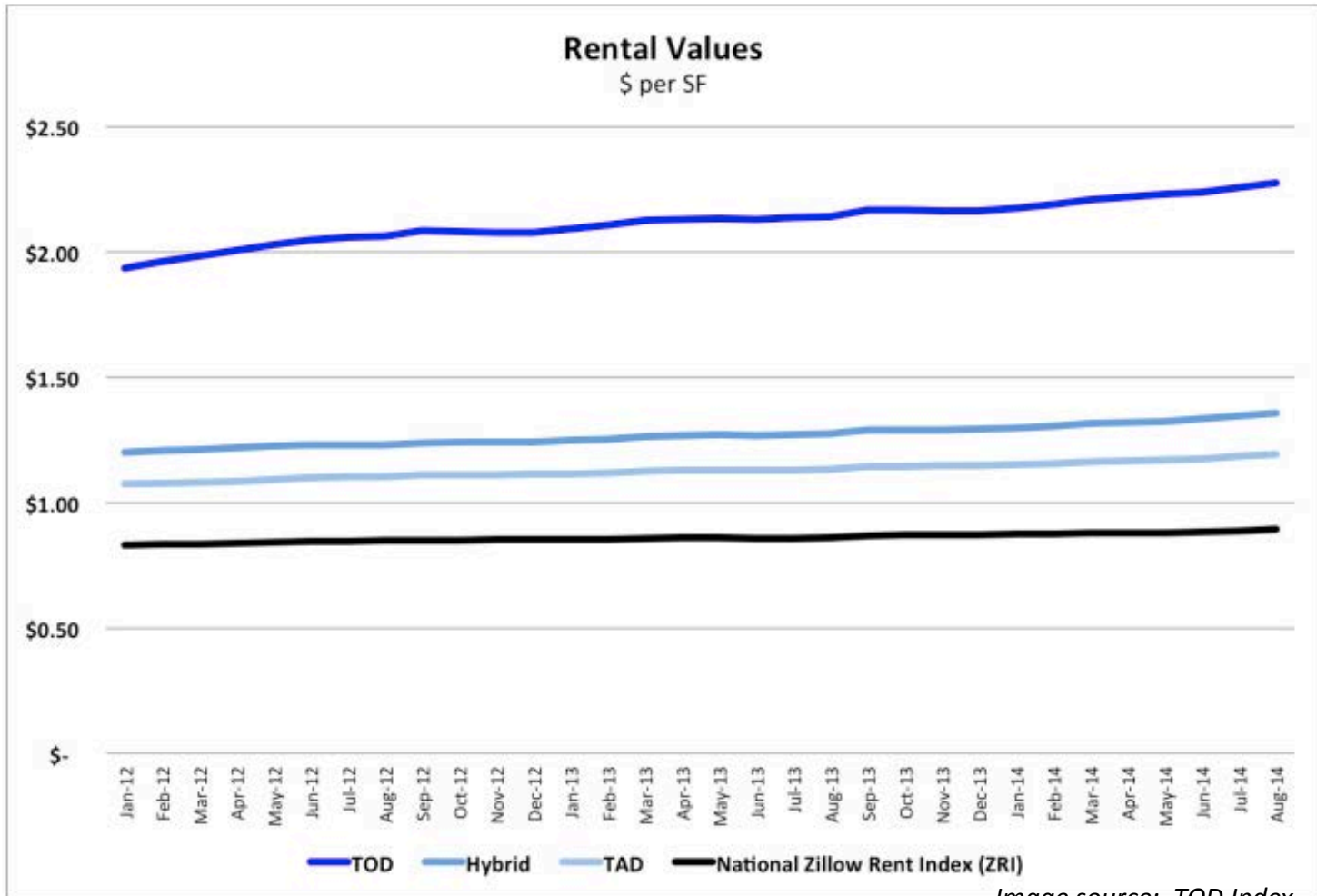
- Most communities' codes made TOD neighborhoods illegal...
- TOD neighborhoods are undersupplied...
- Consumers will pay a premium for housing in TOD neighborhoods.



# Efficient Land Use / Development



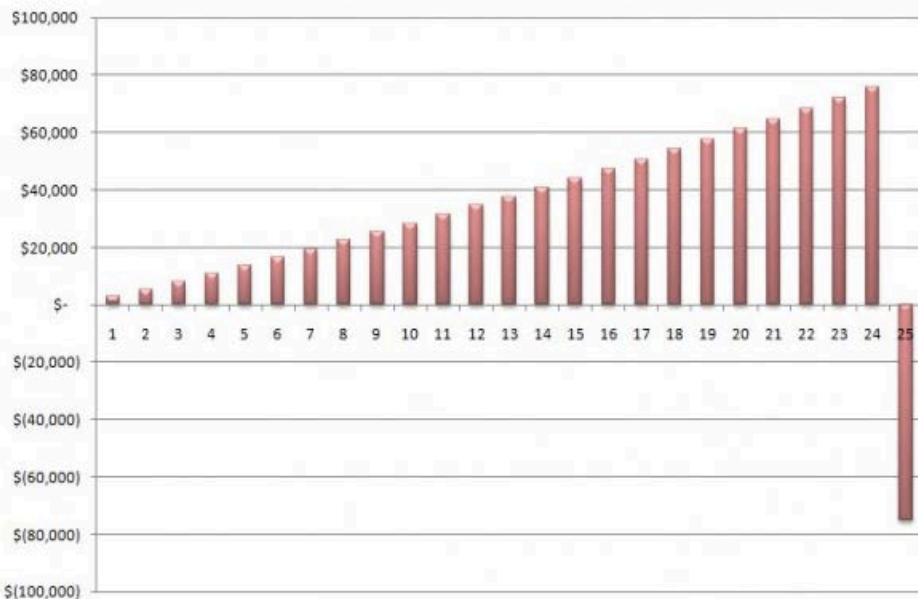
# Efficient Land Use / Development



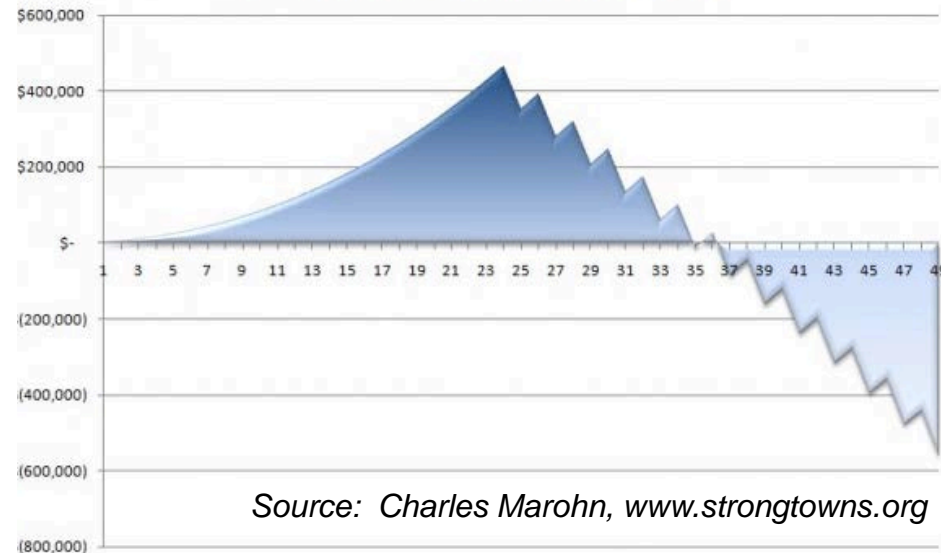
# More Cost Effective Economic Development

- Minimize new infrastructure costs
- Maximize ROI from existing infrastructure

Cumulative Cash Flow - One Life Cycle



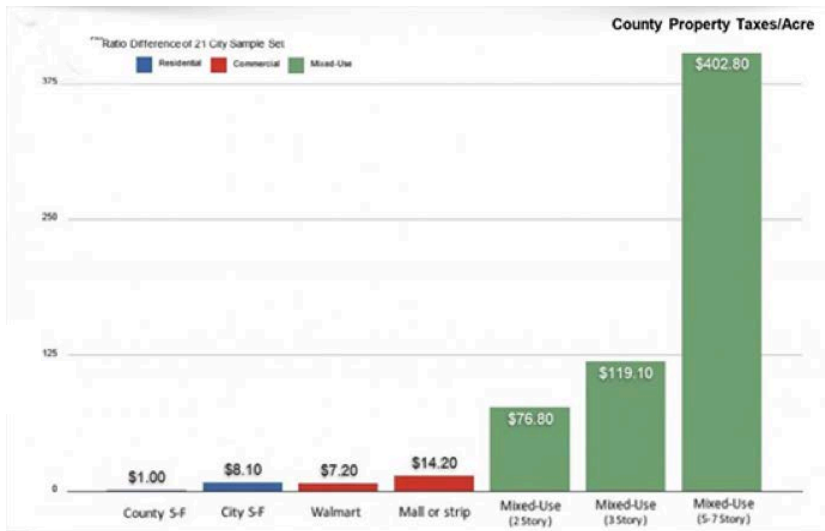
Cumulative Cash Flow - Two Life Cycles



Source: Charles Marohn, [www.strongtowns.org](http://www.strongtowns.org)



# More Cost Effective Economic Development



<b>Land Consumed (Acres):</b>	<b>34.0</b>	<b>00.2</b>
<b>Total Property Taxes/Acre:</b>	<b>\$ 6,500</b>	<b>\$634,000</b>
<b>City Retail Taxes/Acre:</b>	<b>\$ 47,500</b>	<b>\$ 83,600</b>
<b>Residents per Acre:</b>	<b>0.0</b>	<b>90.0</b>
<b>Jobs per Acre:</b>	<b>5.9</b>	<b>73.7</b>

# Summary of Plans Reviewed

- NCRTD Short-Range Transit Plan
  - Santa Fe MPO transportation plans (various)
  - Land Use Plans
    - Local
    - Counties
  - Economic Development Plans
    - North Central New Mexico Economic Development District / COG
    - REDI
    - Santa Fe County
- 

# Key Finding #1

- The region must grow “smarter”
  - Transit will need to play a big part of achieving that vision
- Slow/No population growth in past decade
- Population projections show:
  - Slow/No growth: Rio Arriba & Taos Counties
  - Moderate/High Growth: Santa Fe County

County	Projection	Population					
		2010	2020	2030	2040	2050	2060
Rio Arriba	High	29,558	33,132	38,297	43,850	49,699	55,773
	Low	29,558	30,037	29,923	29,291	28,673	28,068
Los Alamos	High	17,950	20,000	20,812	21,447	21,874	22,092
	Low	17,950	17,988	17,789	17,123	16,480	15,863
Santa Fe	High	134,156	145,573	172,314	199,988	227,546	253,828
	Low	134,156	139,804	152,163	163,970	174,940	184,807



## Key Finding #2

- The region is not fully capturing non-mobility benefits.
- This is largely because:
  - Land use plans generally don't factor in existing or future transit
  - Major new developments are not:
    - Channeled to locations where existing transit can cost-effectively serve them; and/or
    - Required to fund new transit service




## Key Finding #3

- A priority short-term opportunity for NCRTD:
  - Work with local jurisdictions to update:
    - Land use plans
    - Regulatory codes
  - Ensure that growth patterns are supportive of high-quality, cost-effective transit service
    - Particularly important for major educational/employment development projects
  - Big question: Can NCRTD condition future transit service expansions on transit-supportive land use plans?


## Key Finding #4

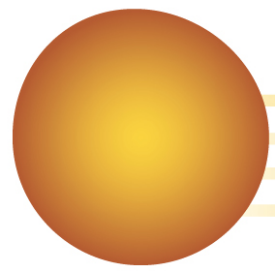
- A priority long-term opportunity for NCRTD:
  - Become a regional leader in promoting TOD at major transit nodes/corridors
  - This might occur via:
    - Technical resource to local jurisdictions and developers
    - Grant funding to support infrastructure
    - Partnerships with major employers
    - Joint development of TOD
  - Big question: Can NCRTD be a direct partner with the private sector as a ridership/revenue growth strategy?

## Next Steps

- Revise and expand prelim findings based on:
    - Board feedback today
    - Ongoing staff discussions
    - Additional stakeholder interviews
  - Final assessment to inform draft Plan:
    - Ensure NCRTD transit service and agency initiatives can fully capture non-mobility benefits
- 

# Questions & Discussion?

- Potential discussion questions:
    1. Do you generally agree with the key findings from this preliminary assessment? Why or why not?
    2. Anything that you think the team misunderstood or overstated?
    3. Anyone in particular that the team should speak with on these topics?
    4. Any issues you feel the team must address in their final assessment (or address in more detail)?
- 



North Central Regional Transit District **NCRTD**

*Long Range Transit  
Service Plan*

# Public Participation



# Public Workshops

- 4 workshops
  - Location and Date 1
  - Location and Date 2
  - Location and Date 3
  - Location and Date 4




# Public Workshops

- Open to public but invitations sent directly to:
  - Local government representatives
  - Tribal government representatives
  - Educational institution representatives
  - Healthcare institution representatives
  - Economic development representatives
  - Transit agency representatives





# Public Workshops

- 2 hours long
  - Agenda
    - Introductions
    - Project background
    - Interactive small group exercises
      - Identify future needs
      - Prioritize investments
    - Report out by small groups
- 



January 2, 2015

Dear Stakeholder,

Where will the Blue Bus go next?

Please join us in an interactive public workshop designed to define the future of NCRTD and its iconic Blue Bus service.

Date: February x, 2015  
Time: 2:00 to 4:00 PM  
Location: NCRTD Offices  
1327 N. Riverside Drive  
Española, NM 87532

The NCRTD has initiated this long range planning effort to develop a vision and an implementation plan for future transit services in northern New Mexico for the next twenty years and your input is needed!

Appetizers, refreshments, and fun will be served.

Please RSVP to xxx-xxx-xxxx or email [xxxxx@xxx.com](mailto:xxxxx@xxx.com)

For more information or to let us know about ADA accommodation needs please call xxx-xxx-xxxx.

Sincerely,

Daniel Barrone  
NCRTD Chairman

Chair, Rio Arriba County Commission  
Mayor Alice Lucero

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

Town of Taos

Nambé Pueblo

Ohkay Owingeh Pueblo

Santa Clara Pueblo

Pueblo of Pojoaque

Pueblo of Tesuque

Pueblo de San Ildefonso

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**Public Participation Information Packet  
Table of Contents**

	<u>Page</u>
Public Participation Plan Summary	1
Public Workshop Exercise Summary	2
Letter Inviting Stakeholders to Participate in Public Workshop	4
On-board Survey	5
Full Page Advertisement for Public Workshop	6
On-board Flyer for Public Workshop	7
Public Participation Plan – Full Document	8





## Public Participation Plan Summary

The purpose of public participation is both to inform the public and solicit public response regarding the public’s needs, values, and evaluations of activities specific to long range transit planning.

### Components

The Consultant Team will use several public involvement methods to gain insight into issues and concerns about long range transit issues for the region including:

- NCRTD Board involvement
- Interviews with key elected officials
- Focused meetings with invited elected officials and specific members of the public
- Information packets, and
- Media contact as appropriate

Local, state and federal agencies and citizen groups concerned about long range planning efforts will be identified and included in the public participation program.

### Public Notification

Email invitation letters from elected officials representing each of the partner regions (Los Alamos, Santa Fe, Rio Arriba, and Taos).

### Public Workshops

Interactive workshops will be conducted in the following four counties: Los Alamos, Rio Arriba, Santa Fe and Taos. The workshops will be designed to obtain public input into the future desires specific to transit and, as the project proceeds, share results. The Consultant will identify centrally located meeting sites that are accessible by transit and are ADA accessible. Board members will be asked to participate in the workshops.

### Public Workshop Dates

**TBD**

### Additional public input

- Project web page hosted on NCRTD’s web site
  - Project information
  - Meeting dates, times and locations
  - Email and phone number to contact project representative

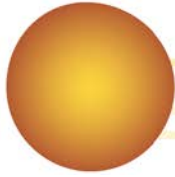
#### Surveys

- Survey monkey on the website (translated into Spanish)
- Paper survey on buses (translated into Spanish)

#### Flyers announcing public meetings

- On blue buses
- At libraries
- At town halls





## **Public Workshop Exercise Summary**

December 30, 2014

- 1) Introductions – staff, consultants, and participants
- 2) Short presentation
  - a. Project background
  - b. Project goals
  - c. Summary of existing NCRTD services (map)
  - d. Future population and employment projections
  - e. Goal of the public workshops
  - f. Explanation of workshop exercises
- 3) Workshop exercises
  - a. Divide into four groups of 6-8 people
  - b. Facilitator at each table
  - c. Scaled map with existing service area, adjacent counties, routes, population density, and key destinations identified
  - d. Discuss and prioritize future service objectives (medical, employment, recreational?)
  - e. Using “game pieces” identify future service area and service enhancements on the map to meet objectives identified
  - f. Facilitator will provide insight about how much each “game piece” will cost
  - g. Select a spokesperson for your table
  - h. Report out - Spokesperson for each group will present the following:
    - Future service objectives
    - New services and service enhancements and reasoning for each
    - General observations about tradeoffs made by the group
    - Estimated cost for the groups recommended service plan
- 4) Wrap up
  - a. Summarize similarities and differences between groups
  - b. Next steps
  - c. How to stay involved
  - d. Thank you for coming

### **Materials**

- Nametags
- Sign-in sheet
- PowerPoint presentation, projector
- NCRTD Routes on a board, easels
- Aerials for each group with counties, population centers, routes, key destinations





- Laptops for facilitators to track costs for each table
- Food, water
- Handout/take-away with link to website, contact information, etc
- Comment sheets
- Directional signs for meeting location

DRAFT





January 2, 2015

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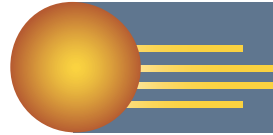
Pueblo of Pojoaque

Pueblo of Tesuque

Pueblo de San Ildefonso

NCRTD \* 1327 N. Riverside Drive, Española, NM 87532 Phone: 866-206-0754





## Where will the Blue Bus go next?

1) What route are you on now? \_\_\_\_\_

2) What is the purpose of your trip?

**Work      Medical      Recreation      Other**

3) How many times per week do you ride the Blue Bus?

\_\_\_\_\_  
(one way)

4) Are there trips that you would like to take on the Blue Bus but can't because there is no route or service does not operate at that time?      **Yes**      **No**

4a. If **yes**, tell us about the trip \_\_\_\_\_

\_\_\_\_\_  
(origin)

\_\_\_\_\_  
(Destination)

4b. And about the time you need service

\_\_\_\_\_  
(Departure Time)

\_\_\_\_\_  
(Return Time)

Other trips and trip times:

4c.

\_\_\_\_\_  
(origin)

\_\_\_\_\_  
(Destination)

\_\_\_\_\_  
(Departure Time)

\_\_\_\_\_  
(Return Time)

4d.

\_\_\_\_\_  
(origin)

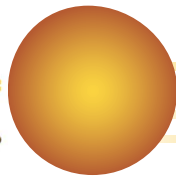
\_\_\_\_\_  
(Destination)

\_\_\_\_\_  
(Departure Time)

5

\_\_\_\_\_  
(Return Time)

*Thank You!*



North Central Regional Transit District NCRTD

*Long Range Transit  
Service Plan*

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*Time:* 2:00 to 4:00 PM

*Location:*

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1327 N. Riverside Drive  
Española, NM 87532

Appetizers, refreshments,  
and fun will be served.

Please RSVP to xxx-xxx-xxxx or email [xxxxx@xxx.com](mailto:xxxxx@xxx.com)

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North Central Regional Transit District NCRTD

*Long Range Transit  
Service Plan*

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December 29, 2014

## **North Central Regional Transit District Long Range Transit Service Plan**

### **Public Participation Plan**

## **Public Participation**

This Public Participation Plan (PPP) has been prepared by Rosemary Romero Consulting and the planning team to ensure that the development of the Long Range Transit Service Plan encourages and creates opportunities for the public to participate in the planning process.

The purpose of public participation is both to inform the public and solicit public response regarding the public's needs, values, and evaluations of activities specific to long range transit planning. The public participation program is designed not only to meet state and regional efforts, but also to include individuals, organizations, agencies, and governmental entities that are interested in the planning and decision-making process. Techniques used for public involvement will include interviews, informational literature, and public focused meetings. The relative success of public participation techniques and the program as a whole will be indicated by how well informed the public is, and how much support there is for Long Range Service Plan developed by the four major regions; partners; stakeholders and project team.

### **1.0 Public Participation Components**

The Consultant Team will use several public involvement methods to gain insight into issues and concerns about long range transit issues for the region. Methods for informing the public and soliciting public input will include:

- NCRTD Board involvement
- Interviews with key elected officials from the 4 county NCRTD region
- Focused meetings with invited elected officials and specific members of the public
- Information packets, and
- Media contact as appropriate

The public involvement process will offer the public and various interest groups information about the long range transit service plan and its potential impact for communities, and will solicit their ideas and comments regarding how to plan for the future of public transit in the four county region with the 14 partners. All correspondence with the general public and with the media, including outreach information, will be coordinated with the Executive Director of the NCRTD or PIO.

Local, state and federal agencies and citizen groups concerned about long range planning efforts will be identified and included in the public participation program. Some of these organizations are identified below.

**Local Government Agencies:**

Angel Fire (Colfax County)  
Chimayo  
City of Espanola and Council  
City of Santa Fe and Councilors  
Eagle Nest (Colfax County)  
Edgewood Council  
Eight Northern Pueblo  
El Dorado (HOA)  
La Cienega (Neighborhood Association)  
Los Alamos County and Councilors  
Madrid  
NMDOT Transit and Rail District – Claude Morelli/Dave Harris  
Rio Arriba County and Commission  
SF Forward  
SF National Forest  
Santa Fe County and Commission  
Santa Fe MPO  
Taos County Commission  
Tierra Amarilla  
Town of Red River  
Town of Taos  
Tres Piedras  
Village of Chama  
Village of Questa  
Village of Taos Ski Valley  
Other Interested Parties:

**Tribal Governments:**

Jicarilla Apache  
Nambe  
Ohkay Owingeh  
Picuris Pueblo  
Pueblo de San Ildefonso  
Pueblo of Pojoaque  
Santa Clara  
Taos Pueblo  
Tesuque Pueblo

**Educational Institutions:**

Northern NM College  
Santa Fe Community College/HEC  
Santa Fe Indian School  
UNM-Los Alamos  
UNM-Taos  
University of Art Design in Santa Fe

**Health Care Institutions:**

Christus St. Vincent  
Department of Veteran Services in SF  
Holy Cross  
Indian Health Service  
Los Alamos Medical Center  
Presbyterian Espanola Hospital  
Presbyterian Medical Services

**Other Economic Development Organizations:**

Bienvenidos  
Edgewood Chamber  
Espanola Chamber of Commerce  
Los Alamos Chamber  
North Central Economic Development District  
Regional Development Corporation  
SF Chamber of Commerce  
SF Convention and Visitors Bureau  
Workforce Solutions in Santa Fe

**Transit Agencies:**

Santa Fe Trails  
Rio Metro  
ABQ Ride  
Chile Line  
Atomic City Transit  
Park and Ride  
Red River Miners Transit  
Ohkay Owingeh Messenger Service

## **2. Written Information about the Long Range Service Planning Process**

Background information regarding the different aspects and phases of the planning process will be distributed to the public at four public workshops in Los Alamos, Santa Fe, Taos, and Rio Arriba including agendas; best practices in transit; project goals and objectives.

## **3. Public Notification**

Notification of meetings will be through invitation from elected officials representing each of the partner regions (Los Alamos, Santa Fe, Rio Arriba, and Taos)

## **4. Public Workshops**

Focused workshops will be conducted in the following four counties: Los Alamos, Rio Arriba, Santa Fe and Taos. The workshops will be designed to be interactive to obtain public input into the future desires specific to transit and, as the project proceeds, share results. These workshops could include discussion item such as:

1. Project background and schedule
2. Discussion about the Mission of the NCRTD
3. Goals and Vision of the NCRTD
4. Secondary benefits of transit
5. Next Steps

### **Sites:**

The Consultant will identify centrally located meeting sites, and meeting locations will be discussed with the NCRTD Executive Director and staff. Board members will be asked to participate in these efforts/activities as appropriate.

### **Public Workshop Dates:**

February Meeting

Best days to for regions as follows:

Taos County Commission Wednesday/Thursday

City of Santa Fe – Tuesday

SF County – Thursday

Los Alamos – Wednesday, Thursday, Friday

Late morning/ early afternoon

### **Public Meeting Preparation:**

Meeting presentation materials, including handouts, graphics, etc., will be prepared to supplement the oral public meeting presentation or discussions. Surveys will be translated into Spanish.

### **Summary of Public Meetings/Workshops:**

Rosemary Romero Consulting will prepare a summary of the public meetings. This summary will include written comments submitted to the consultant.

### **Additional public input:**

- Survey monkey on the NCRTD Website & Project Information
- Flyers announcing public meetings (coffee shops/grocery stores)
- Paper survey on buses
- County/City websites for community information

## **5. Conclusions**

Through the implementation of this Public Participation Plan, the Consultant Team will encourage and provide all interested public and agency representatives with the opportunity to learn and comment on the Long Range Transit Service Plan. The public involvement activities have been structured to provide an open forum for the exchange of ideas and information. The Plan will:

- Provide meaningful public participation and informed decision making,
- Ensure an open and visible planning process,
- Identify and document the interests, concerns, and desires of the various interested agencies and public.

The Plan is intended to encourage an open exchange of viewpoints throughout the stages of process planning and project development. Establishment of dialogue between the project consultant team and the public will ensure that decisions reached are in the best overall public interest, and that those expressions of concern are addressed as best as possible.

Rosemary Romero  
Rosemary Romero Consulting  
1350 San Juan Drive  
Santa Fe, NM 87505  
(505) 982-9805





**To:** NCRTD Board

**From:** Jeremy Nelson, President, REgeneration Strategies

**Date:** 12/30/14

**RE:** Executive Summary of Preliminary Assessment of Land Use & Economic Development Factors to be Considered in the NCRTD Long-Range Transit Service Plan

### **Purpose of this Memo**

This memo provides a summary for NCRTD Board and Staff of the key findings from my preliminary assessment of transit's potential in the NCRTD service area to be: a) better integrated with land use patterns and real estate development, and b) more effectively leveraged to catalyze economic development. This memo is intended to provide highlights of key findings with more detail provided in the presentations slides included in the board packet for the 1/9/15 meeting.

### **Key Findings from the Preliminary Assessment**

Key findings of this assessment of land use and economic development factors that should be considered in the NCRTD Long-Range Transit Service Plan are listed below:

1. The region must grow "smarter." Transit will need to play an enhanced role in achieving that vision.
2. Transit can provide significant benefits in terms of land use economic development, but the region is not fully capturing those benefits.
3. A priority short-term opportunity for NCRTD is to work with local jurisdictions to update land use policies and regulatory codes to ensure that growth patterns are supportive of high-quality, cost-effective transit service.
4. A priority long-term opportunity for NCRTD should be to become a regional leader in promoting transit-oriented development, including partnerships with the private sector including major employers and real estate developers.

The next steps for this assessment are discussed below.

### **Next Steps**

Based on staff and Board feedback at the 1/9/15 Board meeting presentation, the consultant team will revise and expand on this preliminary assessment. The final analysis of land use and economic development factors will be used to inform the development of recommendations in the Long-Range Transit Service Plan to be brought back to the Board in the near future.





**Agenda Report**  
**NCRTD Board of Directors Meeting**  
**Meeting Date: January 9, 2015**  
  
**Agenda Item – D**

**Title:** Resolution 2015-01 Authorizing the acceptance of §5309 State of Good Repair Federal Funding for federal fiscal year 2015.

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

**Summary:** Authorization for the Executive Director to accept and execute a Memorandum of Agreement (MOA) with the New Mexico Department of Transportation (NMDOT) Transit and Rail Division for acceptance of second round State of Good Repair §5309 federal funding. The resolution also directs the Executive Director to bring forth a District budget amendment for FY2015 reflecting the expenditures and revenues for the acquisition of two replacement buses as described below.

**Background:** The NMDOT Transit and Rail Division notified the District staff that a second round of §5309 State of Good Repair capital replacement funds would be available for award in December, 2014. District staff submitted a list of two replacement buses to be funded if an award was granted. The NMDOT Transit and Rail Division notified District staff that the following funding was awarded:

Section 5309	
20 Passenger - 30 foot vehicle	\$112,835.00
36 Passenger – 40 foot vehicle	\$149,375.00
Total	\$262,210.00

**Recommended Action:** It is recommended that the Board approve Resolution No. 2015-01 which authorizes the acceptance of the funds and bringing forward of a budget amendment.

**Options/Alternatives:** Not accepting these funds could substantially impact future district revenues and capital replacement funds by approximately \$202,460.10.

**Fiscal Impact:** Revenues and expenditures will need to be addressed in a budget amendment if this resolution is accepted by the Board. The Capital Replacement Reserve Fund currently totals \$1,515,274, therefore funds are available for the \$50,437.90 match requirement. In addition unexpended FY 2014 State Capital Outlay funds are also available in the amount of \$9,312.00. The funding award is as follows: NCRTD will be responsible for \$59,749.90 local match and Federal revenues will equal \$202,460.10. Total funds will equal \$262,210.00.

**Attachments:**

Resolution No. 2015-01



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

**Resolution 2015-01**

**A RESOLUTION AUTHORIZING THE ACCEPTANCE OF \$5309 STATE OF GOOD REPAIR FEDERAL FUNDING FOR FEDERAL FISCAL YEAR 2015**

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

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

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

**WHEREAS**, the State of New Mexico Department of Transportation (NMDOT) Transit and Rail Division notified the District that a second round of 5309 State of Good Repair federal funding was available for vehicle replacement; and

**WHEREAS**, the NCRTD staff submitted a listing of several replacement vehicles requesting funding from the second round of \$5309 grant funding for the 2015 Federal fiscal year; and

**WHEREAS**, the NMDOT Transit and Rail Division has notified the District that funding has been awarded for the purchase of two vehicles consisting of one 20 passenger -30 foot vehicle for \$112,835.00 and one 36 passenger -40 foot vehicle for \$149,375.00 for a total of \$262,210.00; and

**WHEREAS**, the District will be responsible for a local match amount totaling \$59,749.90;

**NOW, THEREFORE, BE IT RESOLVED** by the NCRTD Board that the Executive Director is authorized to enter into an Memorandum of Agreement with NMDOT Transit and Rail Division providing for the award of and acceptance of 5309 Federal Funds and that the Executive Director bring forward a budget amendment for Fiscal Year 2015 to provide for the expenditure of \$253,075.13 for acquisition of two buses as described herein and for federal 5309 revenue in the amount of \$202,460.10 and the use of unexpended Fiscal Year 2014 State Capital Outlay funds totaling \$ 9,312.00 and the use of Capital Replacement Reserve funds in the amount of \$50,615.03.

**PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 9<sup>TH</sup> DAY OF JANUARY, 2015.**

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**Daniel Barrone, Chairman**

**Approved as to form:**

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**Peter Dwyer, Counsel**



**Agenda Report**  
**NCRTD Board of Directors Meeting**  
**Meeting Date: January 09, 2015**

**Agenda Item – E**

**Title:**

Resolution No. 2015-02 Transportation Alternatives Program (TAP) ADA Transition Plan FFY16 and FFY17 Construction and Construction Management Application Submittal

**Prepared By:**

Stacey McGuire, Projects and Grants Specialist

**Summary:**

This Resolution is required to be considered for Federal Fiscal Year 2016 (FFY16) and Federal Fiscal Year 2017 (FFY17) TAP funding through the Northern Pueblos Regional Planning Organization and NMDOT. The NCRTD is applying for funding for construction and construction management of improvements outlined and prioritized within the ADA (Americans with Disabilities Act) Transition Plan, of which the assessment and plan creation are currently underway. The NCRTD has 32 rural and urban area bus stops with shelters in place that are not compliant with ADA regulations, and multiple additional rural bus stops that need modification to be brought up to ADA standards. In Phase I (FFY14), an ADA Transition Plan will be created and used to formally identify ADA noncompliant bus stops and shelters and determine and design the necessary modification to bring the bus stop into ADA compliance. In Phase II (FFY15) of the project, beginning with the highest prioritized bus stops as determined by the ADA Transition Plan findings, bus stops will be modified to bring them into ADA compliance.

In speaking with Wilson & Company, the contractor selected to perform the Phase I systemwide bus stop assessment and subsequent creation of the ADA Transition Plan, it was determined that the FFY15 construction award (\$165,000.00) was not sufficient to perform and complete all modifications expected to be determined through the ADA Transition Plan. Accordingly, the NCRTD is looking to request an additional \$360,000.00 toward construction and construction

management for FFY16 and FFY17 to further the implementation of the determinations within the ADA Transition Plan. The deadline for application submittal is February 1, 2015.

**Background:**

Under MAP-21, Transit Enhancements have been incorporated into the Transportation Alternatives Program. This year, NMDOT will be suballocating said funds with the assistance of the MPOs and RTPOs.

The NCRTD Board authorized Staff to apply for TAP funds for planning, design and construction of ADA compliant bus stops and facilities in October 2013. The TAP funds were preliminarily awarded at the NPRTP meeting in September 2013, with final award from NMDOT received in November 2013. In May 2014, NMDOT completed the Cooperative Agreement, effectively beginning the Project. In December 2014, the NCRTD entered into a contract with Wilson & Company to perform the Phase I systemwide bus stops assessments and to create the ADA Transition Plan.

**Recommended Action:**

It is recommended that the Board approve the Staff request to submit for additional TAP funding in FY16 and FY17 specifically to construct and manage construction as prioritized and outlined in the ADA Transition Plan, which is anticipated to be completed mid-2015.

**Options/Alternatives:**

To not approve the Staff recommendation could potentially result in the NCRTD being held by FTA as ADA non-compliant and may result in loss of current and/or future funding. Also, to not participate in the State of New Mexico's suballocation of Federal funding through the Transportation Alternatives Program would result in the NCRTD missing the opportunity to be awarded said TAP funds for FY16 and FY17.

**Fiscal Impact:**

The fiscal impact would be the loss of potential Federal TAP funding for FFY16 and FFY17 for the construction and construction management of modifications identified and prioritized within the ADA Transition Plan. If alternate funding sources (such as TAP) are not pursued, the District would eventual need to expend regional transit Gross Receipts Taxes for this effort in FY16 and beyond. (This is a cost reimbursement program and requires a 14.56% local match.) The TAP award is available for FY16 and FY17. The NCRTD is requesting \$360,000.00 through TAP for FFY16 and FFY17; of this total, the federal share will be \$307,584.00 and the local share being \$52,416.00.

**Attachments:**

- NCRTD Project PFF for FFY16 and FFY17 TAP construction and construction management funds
- Board Resolution 2015-02

**RTPO Information**

Region	Agency	Program Manager	Phone No.	Email Address
Northern Pueblos	NCNMEDD	Eric Ghahate	505-395-2681	ericg@ncnmedd.com

**Membership Information**

Date	Entity	Contact Name	Phone No.	Email Address
7Nov2014	NCRTD	Stacey McGuire	505.629.4704	staceym@ncrtd.org

**Project Type** [Information on Eligible Types of TAP Projects](#)

Roadway	TAP	Bridge	Safety	Other
	x			

**Project Location**

Route/Street Name	Termini	Begin MP	End MP	Total Length
Various transit bus stop locations, most within DOT ROW				

**Project Phases to be included in request (Check all phases that apply to your project):**

Study/Planning	Pre-Engineering	Design	Construction	Construction Mgmt.
			x	X

**Performance Goals** For more information: <http://www.fhwa.dot.gov/tpm/about/goals.cfm>

<a href="#">Safety</a>	<a href="#">Infrastructure Condition</a>	<a href="#">Congestion Reduction</a>	<a href="#">System Reliability</a>	<a href="#">Freight Movement &amp; Economic Vitality</a>	<a href="#">Environmental Sustainability</a>	<a href="#">Reduced Project Delivery Delays</a>	System Connectivity
x		x	x				x

**Project Cost**

Project Cost	Local Match	Federal Share	Total # of Phases	Total Project Cost	Match Waiver (Yes/No)
360,000	52,416	307,584	1	\$612,500-includes FY14 (\$74,760 Fed Share) and FY15 (\$140,976 Fed share) TAP funding	no

**District Review and Governing Body Approval**

Reviewed By	Review Date	Recommendation (Yes/No)	Governing Body Approval (Yes/No/Pending)
DQuintana, A Deter-NMDOT	16dec2014	yes	pending

## Topics to discuss during PFF meetings:

- Is the Tribal/Local Public Agency (T/LPA) familiar with the NMDOT T/LPA Handbook? Has a representative of the entity attended one of the T/LPA Handbook trainings? The T/LPA must follow the Handbook.
- Is this project included in any other planning documents? (Comprehensive Plan, ICIP, etc)
- Is the project within NMDOT ROW? If so, does the district support the project?
  - Are agreements necessary for maintenance and operations? (Lighting agreements, landscaping, etc.)
- The T/LPA needs to understand the reimbursement process and be prepared to pay all costs up front. The T/LPA must follow district instructions for submitting invoices for reimbursement.
- Discuss the requirements for federal funds including reimbursement process, 90 day closeout after project completion, certified testing during construction, Buy America requirements for steel, etc.
  - These items are reimbursable, but they need to be included in the cost estimate (construction engineering)
- The T/LPA must follow the NMDOT specs unless NMDOT grants permission prior to design for the T/LPA to use other specs.
- Maintenance and Operations costs-does the T/LPA have a plan for these?
- Does the T/LPA have a good track record for responsible use/tracking of federal funds? Have they met closeout deadlines? Have they successfully completed other federally funded projects in a timely manner?
- Has the T/LPA had any issues with design/construction in the past?
- Does the T/LPA have major audit findings that would prevent them from being a responsible fiscal agent?





**RESOLUTION OF SPONSORSHIP  
For a Transportation Alternatives Program Application and Maintenance  
Commitment**

**Resolution No. 2015-02**

**A resolution declaring the eligibility and intent of the North Central Regional Transit District (NCRTD) to submit an application to the New Mexico Department of Transportation for Federal Fiscal Year 2016/2017 Transportation Alternatives Program funds.**

**Whereas**, the North Central Regional Transit District, New Mexico, has the legal authority to apply for, receive and administer federal funds; and,

**Whereas**, the North Central Regional Transit District, is submitting an application for Federal Fiscal Year 2016/2017 (FFY16/17) New Mexico Transportation Alternatives Program (TAP) funds in the amount of \$360,000.00 (\$307,584 Federal share, \$52,416 local share) as set forth by the Federal legislation, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) and as outlined in the FFY 16/17 New Mexico TAP Guide; and,

**Whereas**, the construction of ADA compliant bus stops as outlined in the ADA Transition Plan named in the TAP application are eligible projects under New Mexico TAP and MAP-21; and,

**Whereas**, the North Central Regional Transit District, acknowledges availability of the required local match of 14.56% and the availability of funds to pay all upfront costs, since TAP is a cost reimbursement program; and,

**Whereas**, the North Central Regional Transit District, agrees to pay any costs that exceed the project amount if the application is selected for funding; and,

**Whereas**, the North Central Regional Transit District, agrees to maintain all project(s) constructed with TAP funding for the useable life of the project(s); and,

**Now, therefore be it resolved by the governing body** of the North Central Regional Transit District, New Mexico, that:

- 1.** The North Central Regional Transit District, authorizes Stacey McGuire, NCRTD Projects and Grants Specialist, to submit an application for FFY16/17 New Mexico TAP funds in the amount of \$360,000.00 (\$307,584 Federal share, \$52,416 local share) from the New Mexico Department of Transportation (NMDOT) on behalf of the citizens of the NCRTD.
- 2.** That the North Central Regional Transit District, assures the NMDOT that if TAP funds are awarded, sufficient funding for the local match and for upfront project costs are available, since TAP is a reimbursement program, and that any costs exceeding the award amount will be paid for by North Central Regional Transit District.
- 3.** That the North Central Regional Transit District, assures the NMDOT that if awarded TAP funds, sufficient funding for the operation and maintenance of the TAP projects will be available for the life of the projects.
- 4.** That the Executive Director of North Central Regional Transit District, is authorized to enter into a Cooperative Project Agreement with the NMDOT for construction of TAP projects using these funds as set forth by MAP-21 on behalf of the citizens of the NCRTD. The Executive Director and the Projects and Grants Specialist are also authorized to submit additional information as may be required and act as the official representative of the NCRTD in this and subsequent related activities.
- 5.** That the North Central Regional Transit District, assures the NMDOT that the North Central Regional Transit District, is willing and able to administer all activities associated with the proposed project.

**PASSED, ADOPTED, AND APPROVED this January 9th day of 2015.**

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Daniel Barrone, NCRTD Chair

ATTEST:

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Peter Dwyer, NCRTD legal counsel



**Agenda Report**  
**NCRTD Board of Directors Meeting**  
**Meeting Date: January 9, 2014**

**Agenda Item – F**

**Title:** Resolution No. 2015-03 Annual Inventory Certification

**Prepared By:** Pat Lopez, Financial Analyst

**Summary:** Discussion and consideration of Resolution 2015-03 certifying the annual physical inventory appropriated from the New Mexico Legislature of movable chattels and equipment costing more than \$5,000 for fiscal year end June 30, 2014.

**Background:** Pursuant to NMSA 1978 Chapter 12 (Miscellaneous Public Affairs Matters), Article 6, Audit Act, 12-6-10/Annual Inventory.

New Mexico law requires a listing of all inventory costing more than \$5,000 that is procured through the capital program fund from the New Mexico State Legislature.

**Recommended Action:** It is recommended that the Board adopt Resolution No. 2015-03. The inventory was reviewed in accordance with generally accepted auditing procedures from NCRTD's independent auditor.

**Options/Alternatives:**

- Take no action
- Adopt the resolution, (recommended).

**Fiscal Impact:** No fiscal impact.

**Attachments:**

- Resolution 2015-03
- Inventory - Capital Program Fund



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

**Resolution 2015-03**

**A RESOLUTION CERTIFYING THE PHYSICAL INVENTORY OF MOVABLE CHATTELS  
AND EQUIPMENT COSTING MORE THAN \$5,000**

**WHEREAS**, the NCRTD pursuant to NMSA 1978, Section 12-6-10 (A), NCRTD shall, at the end of each fiscal year conduct an inventory of certain chattels and equipment; and

**WHEREAS**, the Finance Department of NCRTD has conducted an annual inventory of all moveable chattels and equipment costing \$5,000 or more; and

**WHEREAS**, the Finance Department of NCRTD has determined that the attached physical inventory is correct; and

**NOW AND THEREFORE BE IT RESOLVED THAT** the Board of Directors of the NCRTD, State of New Mexico, hereby certifies as correct the attached physical inventory of items of NCRTD procured from the New Mexico State Legislature capital outlay fund.

**PASSED, APPROVED, AND ADOPTED BY THE GOVERNING BODY OF THE  
NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 9<sup>TH</sup>, DAY OF  
JANUARY, 2015.**

\_\_\_\_\_  
**Daniel Barrone, Chairman**

**Approved as to form:**

\_\_\_\_\_  
**Peter Dwyer, Counsel**

North Central Regional Transit District  
Summary Asset Ledger  
Capital Program Fund  
From 7-1-2013 Through 6-30-2014

Asset ID	Description	Cost	Accumulated Depreciation	Net Book Value	Acquisition Date
00782	2014 Chevy/Glaval E4500/Titan II/20 Passenger Bus	80,594.00	94,052.61	71,191.39	12/19/2013
00812	2014 Chevy/Glaval E4500/Titan II/20 Passenger Bus	80,594.00	94,052.61	71,191.39	12/19/2013



**Agenda Report**  
**NCRTD Board of Directors Meeting**  
**Meeting Date: January 9, 2014**

**Agenda Item – G**

**Title:** Investment of District Funds and the State of New Mexico Local Government Investment Pool Report Summary.

**Prepared By:** Pat Lopez, Financial Analyst, Anthony J. Mortillaro, Executive Director

**Background:**

Early in 2014 the NCRTD began participating in the LGIP government investment fund, known as the New MexiGROW Local Government Investment Pool or LGIP, and other Certificate of Deposits (CDs) from local and surrounding banks in New Mexico. The NCRTD established the short-term investments (no more than 12 months) throughout various FDIC insured institutions in the state of New Mexico. The initial amount invested was \$5,975,492. The total cash balance is \$7,248,559, which includes the NCRTD operating account of \$1,263,121.

**Summary:**

- As of September 30, 2014, the total investment from CDs and LGIP inclusive of interest revenue was \$5,977,002.
- Total earnings from interest totals \$10,771 since the inception of the investment program.
- The average rate of return is .366% from CDs and LGIP.
- The highest earned income is .70% with US New Mexico FCU (6 month term) earning the district a total of \$997.87 in interest.
- The current quarter from July through September of 2014 earned a total of \$4,441 in interest.
- NCRTD renewed 4 of its CDs with Los Alamos National Bank and extended the agreements to 12 months. The initial agreements ranged from 3 to 6 months.

- Operating cash balance account has \$1,263,121 for operational cash flows.
- Total overall cash balance is \$7,248,559.

	<u>Amount Invested YTD</u>	<u>Earnings</u>	<u>% of portfolio</u>
LANB operating Acct.	1,263,121.74	825.20	17%
LGIP	1,902,460.18	1,167.18	26%
3-5 month CD	250,342.67	342.67	3%
6-8 month CD	1,002,412.83	2,412.83	14%
9-11 month CD	751,395.12	1,395.12	10%
12 month CD	2,078,827.05	4,628.05	29%
<b>Total</b>	<b>\$ 7,248,559.59</b>	<b>10,771.05</b>	

Average Rate of Return w/o Operating Account	0.366%
Current Quarterly Earnings July-September 2014	4,440.61
Fiscal YTD Earnings	<u>10,771.05</u>
Fiscal YTD Earnings + Investment	\$7,248,559.59

The District investment strategy is passive. Given this strategy, NCRTD has determined the market yields are being achieved by comparing the average District portfolio yield to the 90 day U.S. Treasury Bill. As of September 30, 2014 the 3-month treasury rates were .04%, the District is averaging a rate of return at .356%

**Recommended Action:**

It is recommended that the Board of Directors discuss and review the information presented in relation to the LGIP and the Certificate of Deposit Investment report, and recommend the Board of Directors review the information presented.

**Options/Alternatives:**

1. Take no action; or
2. Endorse the review LGIP and District Division of Certificate of Deposit Investment report (recommended).

**Fiscal Impact:**

None

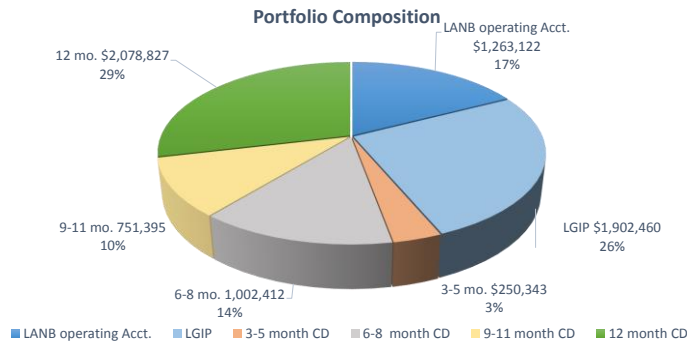
**Attachments:**

- LGIP and District Division of Certificate of Deposit Investment report as of September 30, 2014.

**North Central Regional Transit District  
Certificate of Deposit Report  
Report as of 9/30/2014**

	Date opened	Term/mos	Expiration	Rate	Amount invested	Earnings thru 6/30/14	Total overall Earnings	Earnings @ 9/30/14	Investment Balance 9/30/14
<b>12 months</b>									
Los Alamos National Bank	3/6/2014	12	3/6/2015	0.40%	574,199.00	780.80	1,165.30	384.50	575,364.30
Los Alamos National Bank	3/6/2014	12	6/4/2015	0.40%	250,000.00	93.19	378.28	285.09	250,378.28 (1)
Los Alamos National Bank	3/6/2014	12	7/4/2015	0.40%	250,000.00	164.43	416.43	252.00	250,416.43 (1)
Los Alamos National Bank	3/6/2014	12	8/3/2015	0.40%	250,000.00	212.41	424.28	211.87	250,424.28 (1)
Los Alamos National Bank	3/6/2014	12	9/2/2015	0.40%	250,000.00	212.41	851.52	639.11	250,851.52 (1)
State Employees Credit Union	2/28/2014	12	2/28/2015	0.55%	250,000.00	463.52	810.74	347.22	250,810.74
Washington Federal Bank	2/27/2014	12	2/27/2015	0.40%	250,000.00	328.98	581.50	252.52	250,581.50
			<b>Average rate</b>	<b>0.42%</b>	<b>2,074,199.00</b>	<b>2,255.74</b>	<b>\$ 4,628.05</b>	<b>\$ 2,372.31</b>	<b>\$ 2,078,827.05</b>
<b>9-11 months</b>									
Los Alamos National Bank	3/6/2014	9	12/1/2014	0.35%	250,000.00	297.43	443.88	146.45	250,443.88
Los Alamos National Bank	3/6/2014	10	12/31/2014	0.35%	250,000.00	297.43	443.88	146.45	250,443.88
Los Alamos National Bank	3/6/2014	11	1/30/2015	0.40%	250,000.00	339.95	507.36	167.41	250,507.36
			<b>Average rate</b>	<b>0.37%</b>	<b>750,000.00</b>	<b>934.81</b>	<b>1,395.12</b>	<b>460.31</b>	<b>751,395.12</b>
<b>6-8 months</b>									
Guadalupe CU	2/28/2014	6	2/23/2015	0.35%	250,000.00	379.31	654.12	274.81	250,654.12
US New Mexico FCU	2/21/2014	6	2/16/2015	0.70%	250,000.00	624.06	997.87	373.81	250,997.87
Los Alamos National Bank	3/6/2014	7	10/2/2014	0.30%	250,000.00	254.92	380.42	125.50	250,380.42
Los Alamos National Bank	3/6/2014	8	11/1/2014	0.30%	250,000.00	254.92	380.42	125.50	250,380.42
			<b>Average rate</b>	<b>0.4125%</b>	<b>1,000,000.00</b>	<b>1,513.21</b>	<b>2,412.83</b>	<b>899.62</b>	<b>1,002,412.83</b>
<b>3-5 months</b>									
Sunrise Bank/Grants State Bank	2/21/2014	3	2/21/2015	0.15%	250,000.00	248.04	342.67	94.63	250,342.67
			<b>Average rate</b>	<b>0.15%</b>	<b>250,000.00</b>	<b>248.04</b>	<b>342.67</b>	<b>94.63</b>	<b>250,342.67</b>
Short term Investment					<b>4,074,199.00</b>	<b>4,951.80</b>	<b>8,778.67</b>	<b>3,826.87</b>	<b>4,082,977.67</b>
State of New Mexico office of the Treasurer									
			LGIP	0.100433	1,901,293.00	685.68	1,167.18	481.50	1,902,460.18
Los Alamos National Bank Operating Acct.					1,262,296.54	692.96	825.20	132.24	1,263,121.74
					<b>\$ 7,237,788.54</b>	<b>5,637.48</b>	<b>10,771.05</b>	<b>4,440.61</b>	<b>7,248,559.59</b>

(1) Converted from 3-6 month's CDs to 12 month's CDs.



	Amount Invested YTD	Earnings	% of portfolio
LANB operating Acct.	1,263,121.74	825.20	17%
LGIP	1,902,460.18	1,167.18	26%
3-5 month CD	250,342.67	342.67	3%
6-8 month CD	1,002,412.83	2,412.83	14%
9-11 month CD	751,395.12	1,395.12	10%
12 month CD	2,078,827.05	4,628.05	29%
<b>Total</b>	<b>\$ 7,248,559.59</b>	<b>10,771.05</b>	

Average Rate of Return w/o operating acct. 0.366%  
 Current Quarterly Earnings July-September 2014 4,440.61  
 Fiscal YTD Earnings 10,771.05  
**Fiscal YTD Earnings + Investment \$ 7,248,559.59**





**Agenda Report**  
**NCRTD Board of Directors Meeting**  
**Meeting Date: January 9, 2015**

**Agenda Item – H**

**Title:** Discussion and Possible Acceptance of the Sustainability Goals and Metrics

**Prepared By:** Mike Kelly, Transit Operations and Facilities Director

**Summary:** The proposed action accepts the Sustainability Goals and Metrics.

**Background:** In February 2014, the Board adopted the Sustainability Plan. The plan calls for the establishment of a Sustainability Committee (Committee) that would set goals, measurements and provide reports of progress on sustainability initiatives and goals to the Board. Since then the Board has approved seven (7) members to the Committee as set forth in the Sustainability Plan. The Committee has met and has agreed on goals and metrics that would effectively guide and measure the working of the Sustainability Plan. The goals and metrics address all areas of the Sustainability Plan with specific objectives:

- **Alternative Fuels:** Reduce greenhouse gasses and reduce the carbon footprint within the District.
- **Existing Facilities:** Manage facilities in a manner of best practices with green initiatives in the areas of utilities usage, waste reduction/recycling, alternative power source and the maximum benefit of facility use.
- **Field Facilities:** Produce excellent field facilities of bus stops and shelters that maximize customer use, educate the community of the environmental benefits of public transit and the green initiatives of the NCRTD and utilization of alternative energy.
- **Future Facilities/Land Use:** Establish sustainable guidelines for planning and design that will be required for future facilities and/or third party development of District property.

**Recommended Action:**

It is recommended that the board consider accepting the Sustainability Goals and Metrics.

**Options/Alternatives:**

- Accept the Sustainability Goals and Metrics, (recommended); or
- Do not accept the Sustainability Goals and Metrics. That would leave the Sustainability Plan as a standalone document without any oversight or checks and balances of implementation or for follow through of the plan.
- Make recommendations for revisions to the Sustainability Goals and Metrics.

**Fiscal Impact:** This will depend on any implementations of the plan that would have initial costs associated or potential future savings. These would be addressed in current and future budgets.

**Attachment:**

- NCRTD Sustainability Goals and Metrics

## **NCRTD SUSTAINABILITY PLAN GOALS AND METRICS**

### **1. Alternative Fuels**

Objective:

To reduce greenhouse gases produced by traditional fossil fuel combustion and to lessen the carbon footprint in the areas served by the District.

Goals:

1. Establish a viable alternative fuel that will become the standard spec for future bus purchases.
2. Develop the infrastructure for storage and fueling at district locations.
3. Optimize routes for deadhead mile reduction wherever possible.

Metrics:

1. Follow the Alternative Fuels Analysis to test and determine LPG, CNG, or E-85 as the future fuel.
2. Track maintenance and repairs particular to fuel type and track performance.
3. Track alt fuel usage and costs. Provide quarterly reports of reduced pollutants and cost of operation to the committee and the board.
4. Analyze cost of infrastructure development of both fuel types and storage and operation as well as long term supply availability and cost of fuel type.

### **2. Existing Facilities**

Objective:

To manage facilities in a manner of best practices with green initiatives in the areas of utilities usage, waste reduction/recycling, alternate source of power and maximum benefit of facilities use.

Goals:

1. Minimize energy use while maximizing energy efficiencies.
2. Reduce internal waste while practicing recycling of all possible waste products.
3. Minimize water use and maintain efficiencies.
4. Provide backup power source.
5. Promote alternative, sustainable forms of energy as future uses.

Metrics:

1. Utilizing EPA's ENERGY STAR Portfolio Manager program, assess monthly utilities bills and identifying monthly energy use of gas and electric during working hours of 5a.m. to 7p.m. Monday-Friday. Monitor and adjust thermostats for maximum energy efficiency. Track seasonally and report improvements on savings to committee and the board. Consider energy audit if warranted.
2. Recycle plastics, paper and aluminum. Weigh outgoing recyclables and report to committee.
3. Maintain all water faucets and restroom fixtures to maximum efficiencies with minimal water use.
4. Track and report alternative use of facilities of other governmental agencies.
5. Evaluate existing system for future efficiency upgrades.
6. Research funding sources for alternative energy procurement and installations.

### **3. Field Facilities**

Objective:

To provide excellent field facilities of bus stops and shelters that maximize customer use, educate the community of the environmental benefits of public transit and the green initiatives of the NCRTD and utilize alternative energy.

Goals:

1. Incorporate solar lighting on all new purchases of shelters and retro fits of older ones where warranted.
2. Placement of benches at moderate use stops.
3. Placement of trash and recyclable receptacles at major use bus stops.
4. Improvement and installation of customer friendly signage with pertinent route information.
5. Placement of more stops where population requires that provide accessibility and multimodal opportunities exist.

Metrics:

1. Review and approve bus shelter facilities with renewable energy components and/or adaptations prior to purchase or installation.
2. Review annually Operation's bus stop amenities plan (currently in development) for meeting the Goals above.
3. Review periodic progress reports of new installations within Operation's bus stop amenities plan.

#### 4. **Future Facilities/Land Use**

Objective:

To establish sustainable guidelines for planning and design, that will be required for future facilities and/or third party developments of District property.

Goals:

1. Plan new facilities within LEED or other accepted green – sustainable building standards.
2. Require LEED standards for third party developers of District Property.
3. Promote alternative, sustainable energy production on District property.

Metrics:

1. Review and approve any new design plans of new District facilities for sustainable installations.
2. Review and approve any new design plans of new third party developments for sustainable installations.
3. Review and approve any sustainable projects for renewable energy installations.



# North Central Regional Transit District Financial Summary As of December 25, 2014

## **Summary:**

The North Central Regional Transit District (NCRTD) is currently reporting nearly 6 months of financial activity. The standard for expenses that should be spent for the period through December 25, 2014, is 48.77% of the budget.

The month of December does not reflect all expenses because the Finance Department will continue to process invoices that continue to float in until the end of the month and the District is continuing to process revenue income as reported. The GRT revenues are reported for the month of activity it has occurred. The New Mexico Taxation and Revenue reports this revenue for distribution 2-3 months after the actual receipt. NCRTD follows GASB (Governmental Accounting Standards Board) standards and utilizes accrual basis of accounting. GRT revenue was received in the month of December for October's activity.

NCRTD will continue to post as income and expenses are generated from both State and Federal funding as the activity occurs.

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 GAAP (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 December 25, 2014, total revenue of \$3,716,614 has been received, which is 38.1% of budgeted revenues. Of this amount, NCRTD has received GRT revenues of \$2,462,968 through the month of October 2014.

Other revenues include \$811,119 from federal funds, \$400,000 from Los Alamos County, and miscellaneous revenue of \$42,476.

### **Expenditures:**

As of December 25, 2014, NCRTD recognized expenditures totaling \$3,026,173, which is 31% of total budgeted expenditures. The second quarter invoice for non-RTD service routes, which is funded by GRT, will not be received until mid-January. Therefore, the 31% expenditure rate is low. NCRTD is in the process of posting continued expenses, which will continue to occur prior to the end of the month.

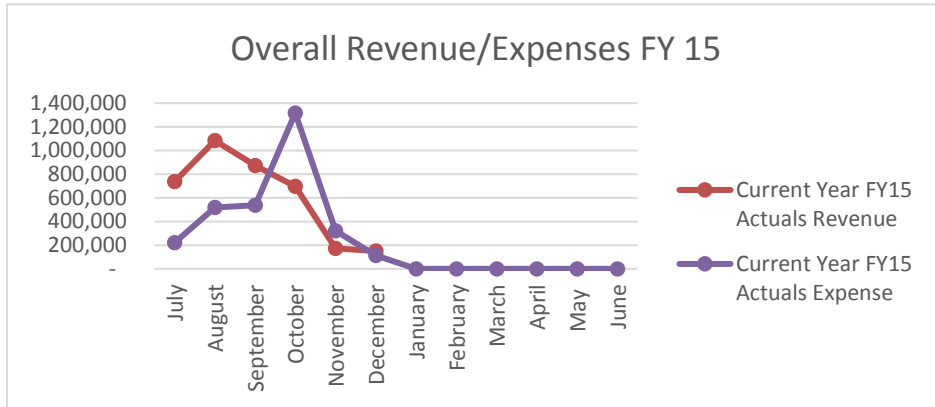
Of the \$3,026,173 spent by NCRTD, \$372,754 was in Administration, \$2,476,327 in Operations and \$177,092 in Capital Outlay. Administration has spent 30.2% of their budget, Operations has spent 33.5% and 16% in Capital Outlay.

### **Other Matters:**

N/A

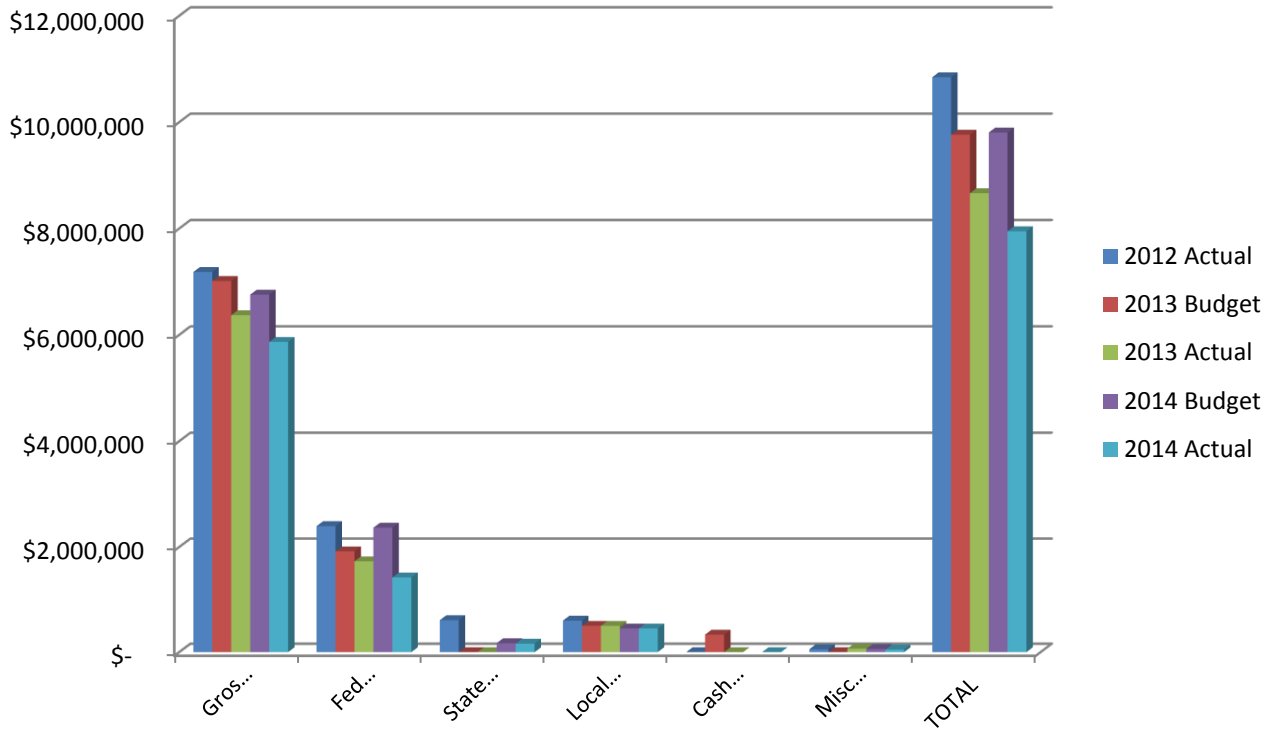
*This Financial Summary should be reviewed in conjunction with the Monthly Board Financial Report*

**MONTHLY BOARD REPORT**  
**FY2014 (July 1, 2014 to June 30, 2015)**  
**NCRTD Revenue and Expenses vs. Budget**  
**As of December 25, 2014**



	Expenses		Revenue	
	Budget FY15	Current Year FY15 Actuals Revenue	Budget Expenses FY15	Current Year FY15 Actuals Expense
July	813,327	738,685	813,327	221,160
August	813,327	1,083,444	813,327	518,563
September	813,327	872,709	813,327	536,324
October	813,327	698,166	813,327	1,316,175
November	813,327	172,610	813,327	319,901
December	813,327	151,000	813,327	114,049
January	813,327	-	813,327	-
February	813,327	-	813,327	-
March	813,327	-	813,327	-
April	813,327	-	813,327	-
May	813,327	-	813,327	-
June	813,327	-	813,327	-
<b>Totals</b>	<b>\$ 9,759,926</b>	<b>\$ 3,716,614</b>	<b>\$ 9,759,926</b>	<b>\$ 3,026,173</b>

**MONTHLY BOARD REPORT**  
**FY2015 (July 1, 2014 to June 30, 2015)**  
**NCRTD Revenue by Sources**  
**As of December 25, 2014**

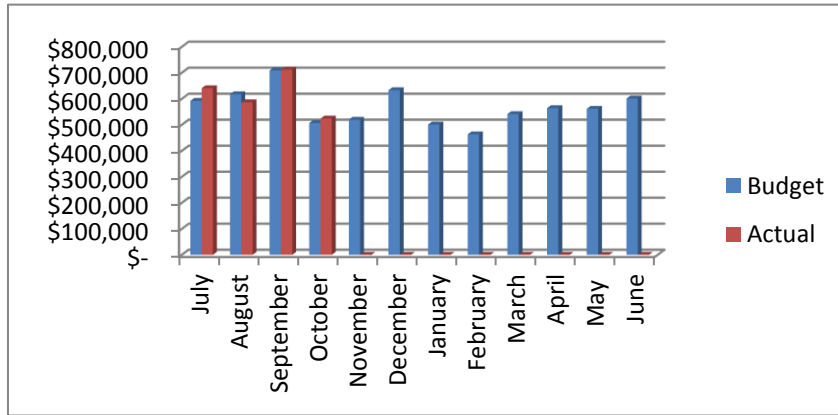


	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Actual</b>	<b>2015 Budget</b>	<b>2015 Actual</b>	<b>% of Actual vs budget</b>
Gross Receipt	\$ 7,183,334	\$ 7,013,800	\$ 6,371,538	\$ 6,757,529	\$ 5,868,004	\$ 6,809,100	\$ 2,462,968	36.2%
Fed Grant	\$ 2,397,970	\$ 1,917,879	\$ 1,727,932	\$ 2,368,429	\$ 1,421,779	\$ 2,080,390	\$ 811,169	39.0%
State Capital/Outlay	\$ 608,987	\$ -	\$ -	\$ 170,000	\$ 161,000	\$ 175,000		0.0%
Local Match	\$ 600,000	\$ 500,000	\$ 500,000	\$ 450,000	\$ 450,000	\$ 400,000	\$ 400,000	100.0%
Cash Bal Budgeted	\$ -	\$ 333,000	\$ -		\$ -	\$ 245,436		0.0%
Misc Rev	\$ 56,140	\$ -	\$ 65,710	\$ 60,500	\$ 49,026	\$ 50,000	\$ 42,476	85.0%
<b>TOTAL</b>	<b>\$ 10,846,431</b>	<b>\$ 9,764,679</b>	<b>\$ 8,665,181</b>	<b>\$ 9,806,458</b>	<b>\$ 7,949,809</b>	<b>\$ 9,759,926</b>	<b>\$ 3,716,614</b>	<b>38.1%</b>

Budget to Actual FY2014  
(\$ thousands)



**MONTHLY BOARD REPORT**  
**FY2015 (July 1, 2014 to June 30, 2015)**  
**Gross Receipts Revenue Thru June 30, 2015**



**Budget to Actual FY2015**  
(\$ thousands)

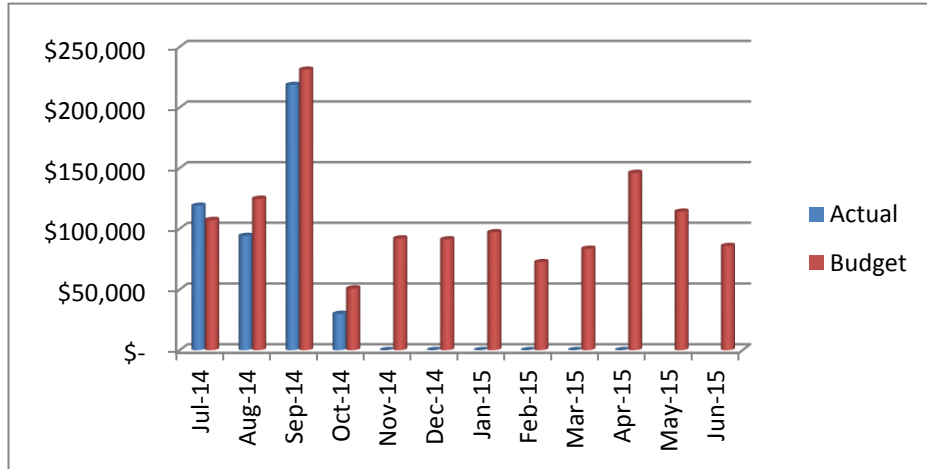
	Budget	Actual	Actual Revenue % of Monthly Budget
July	\$ 591,976	\$ 640,624	108%
August	\$ 617,236	\$ 586,498	95%
September	\$ 709,422	\$ 711,747	100%
October	\$ 506,654	\$ 524,099	103%
November	\$ 519,289	\$ -	0%
December	\$ 632,997	\$ -	0%
January	\$ 501,004	\$ -	0%
February	\$ 463,312	\$ -	0%
March	\$ 541,081	\$ -	0%
April	\$ 563,817	\$ -	0%
May	\$ 561,352	\$ -	0%
June	\$ 600,962	\$ -	0%
<b>Total</b>	<b>\$ 6,809,100</b>	<b>\$ 2,462,968</b>	<b>36%</b>

**Prior Year vs. Current Year**  
(\$ thousands)

	Prior Year FY2014	Current Year FY2015	Inc/Dec from Prior Year to Current Year
July	\$ 631,877	\$ 640,624	\$ 8,747
August	\$ 628,640	\$ 586,498	\$ (42,142)
September	\$ 716,096	\$ 711,747	\$ (4,349)
October	\$ 513,320	\$ 524,099	\$ 10,779
November	\$ 518,926	\$ -	\$ (518,926)
December	\$ 606,606	\$ -	\$ (606,606)
January	\$ 528,397	\$ -	\$ (528,397)
February	\$ 498,296	\$ -	\$ (498,296)
March	\$ 569,093	\$ -	\$ (569,093)
April	\$ 656,754	\$ -	\$ (656,754)
May	\$ 503,533	\$ -	\$ (503,533)
June	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 6,371,538</b>	<b>\$ 2,462,968</b>	<b>\$ (3,908,570)</b>

**MONTHLY BOARD REPORT**  
**FY2015 (July 1, 2014 to June 30, 2015)**  
**Gross Receipts Revenue By County**

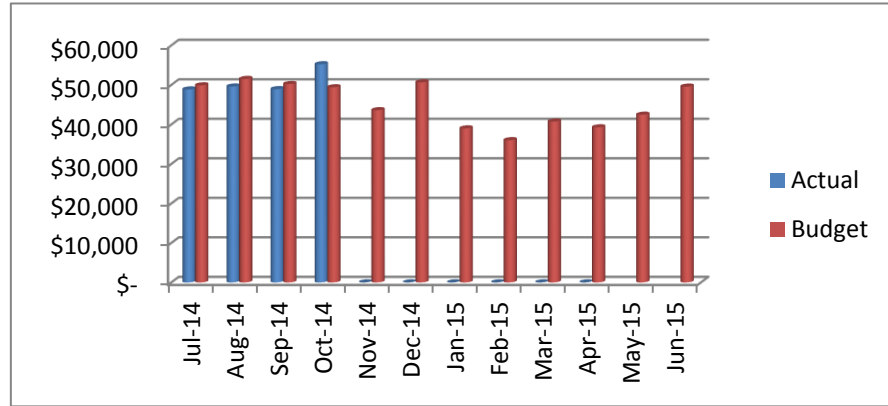
**LOS ALAMOS COUNTY**



Date Received	Actual	Budget	of Monthly Budget	
Jul-14	\$ 118,858	\$ 107,130	111%	8.27%
Aug-14	\$ 94,019	\$ 124,617	75%	9.62%
Sep-14	\$ 218,509	\$ 231,099	95%	17.84%
Oct-14	\$ 29,878	\$ 50,780	59%	3.92%
Nov-14	\$ -	\$ 91,973	0%	7.10%
Dec-14	\$ -	\$ 91,196	0%	7.04%
Jan-15	\$ -	\$ 97,025	0%	7.49%
Feb-15	\$ -	\$ 72,413	0%	5.59%
Mar-15	\$ -	\$ 83,424	0%	6.44%
Apr-15	\$ -	\$ 145,992	0%	11.27%
May-15	\$ -	\$ 113,995	0%	8.80%
Jun-15	\$ -	\$ 85,755	0%	6.62%
<b>YTD Total</b>	<b>\$ 461,264</b>	<b>\$ 1,295,400</b>	<b>36%</b>	<b>100.00%</b>

**MONTHLY BOARD REPORT**  
**FY2015 (July 1, 2014 to June 30, 2015)**  
**Gross Receipts Revenue By County**

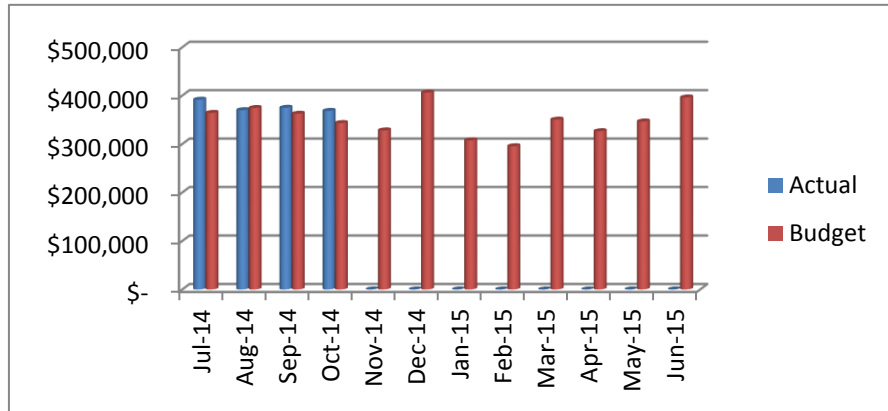
**RIO ARRIBA COUNTY**



Date Received	Actual Revenue % of Monthly Budget		
	Actual	Budget	Actual Revenue % of Monthly Budget
Jul-14	\$ 48,852	\$ 49,882	98%
Aug-14	\$ 49,585	\$ 51,509	96%
Sep-14	\$ 48,926	\$ 50,208	97%
Oct-14	\$ 55,224	\$ 49,394	112%
Nov-14	\$ -	\$ 43,593	0%
Dec-14	\$ -	\$ 50,641	0%
Jan-15	\$ -	\$ 38,984	0%
Feb-15	\$ -	\$ 36,002	0%
Mar-15	\$ -	\$ 40,719	0%
Apr-15	\$ -	\$ 39,255	0%
May-15	\$ -	\$ 42,454	0%
Jun-15	\$ -	\$ 49,557	0%
<b>YTD Total</b>	<b>\$ 202,587</b>	<b>\$ 542,200</b>	<b>37%</b>

**MONTHLY BOARD REPORT**  
**FY2015 (July 1, 2014 to June 30, 2015)**  
**Gross Receipts Revenue By County**

**SANTA FE COUNTY**

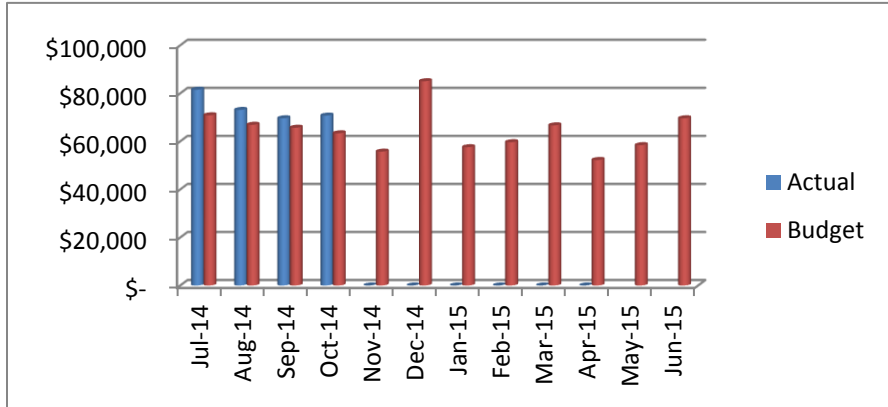


Date Received	Actual	Budget	Actual Revenue % of Monthly Budget
Jul-14	\$ 391,422	\$ 364,140	107%
Aug-14	\$ 369,825	\$ 374,220	99%
Sep-14	\$ 374,721	\$ 362,460	103%
Oct-14	\$ 368,292	\$ 343,140	107%
Nov-14	\$ -	\$ 328,020	0%
Dec-14	\$ -	\$ 406,140	0%
Jan-15	\$ -	\$ 307,440	0%
Feb-15	\$ -	\$ 295,260	0%
Mar-15	\$ -	\$ 350,280	0%
Apr-15	\$ -	\$ 326,340	0%
May-15	\$ -	\$ 346,500	0%
Jun-15	\$ -	\$ 396,060	0%
<b>YTD Total</b>	<b>\$ 1,504,259</b>	<b>\$ 4,200,000</b>	<b>36%</b>

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

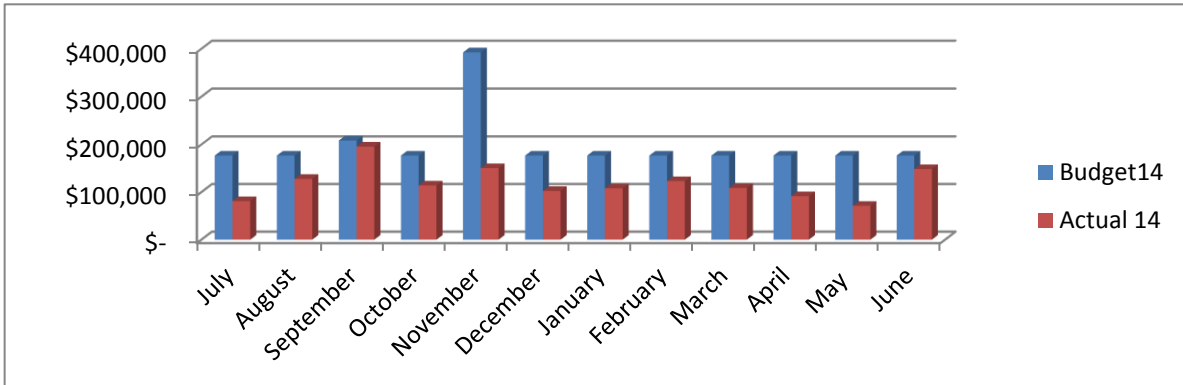
**MONTHLY BOARD REPORT**  
**FY2015 (July 1, 2014 to June 30, 2015)**  
**Gross Receipts Revenue By County**

**TAOS COUNTY**



Date Received	Actual	Budget	of Monthly Budget
Jul-14	\$ 81,492	\$ 70,824	115%
Aug-14	\$ 73,069	\$ 66,889	109%
Sep-14	\$ 69,591	\$ 65,655	106%
Oct-14	\$ 70,706	\$ 63,340	112%
Nov-14	\$ -	\$ 55,702	0%
Dec-14	\$ -	\$ 85,019	0%
Jan-15	\$ -	\$ 57,554	0%
Feb-15	\$ -	\$ 59,637	0%
Mar-15	\$ -	\$ 66,658	0%
Apr-15	\$ -	\$ 52,231	0%
May-15	\$ -	\$ 58,403	0%
Jun-15	\$ -	\$ 69,589	0%
<b>YTD Total</b>	<b>\$ 294,858</b>	<b>\$ 771,500</b>	<b>38%</b>

**MONTHLY BOARD REPORT**  
**FY2015 (July 1, 2014 to June 30, 2015)**  
**Grant Revenue**



**Budget to Actual FY2015**  
(\$ thousands)

	<b>Budget14</b>	<b>Actual 14</b>	<b>Budget FY15</b>	<b>Actual FY15</b>	<b>Actual Revenue % of Monthly Budget</b>
July	\$ 176,767	\$ 81,096	\$ 173,366	\$ 98,061	57%
August	\$ 176,767	\$ 127,744	\$ 173,366	\$ 96,946	56%
September	\$ 208,261	\$ 195,614	\$ 173,366	\$ 160,962	93%
October	\$ 176,767	\$ 113,855	\$ 173,366	\$ 174,066	100%
November	\$ 392,503	\$ 150,353	\$ 173,366	\$ 130,134	75%
December	\$ 176,767	\$ 102,402	\$ 173,366	\$ 151,000	87%
January	\$ 176,767	\$ 107,988	\$ 173,366		0%
February	\$ 176,767	\$ 123,056	\$ 173,366		0%
March	\$ 176,767	\$ 108,684	\$ 173,366		0%
April	\$ 176,767	\$ 91,455	\$ 173,366		0%
May	\$ 176,767	\$ 71,069	\$ 173,366		0%
June	\$ 176,767	\$ 148,465	\$ 173,366		0%
<b>Total</b>	<b>\$ 2,368,429</b>	<b>\$ 1,421,779</b>	<b>\$ 2,080,390</b>	<b>\$ 811,169</b>	<b>60%</b>

**Prior Year vs. Current Year**  
(\$ thousands)

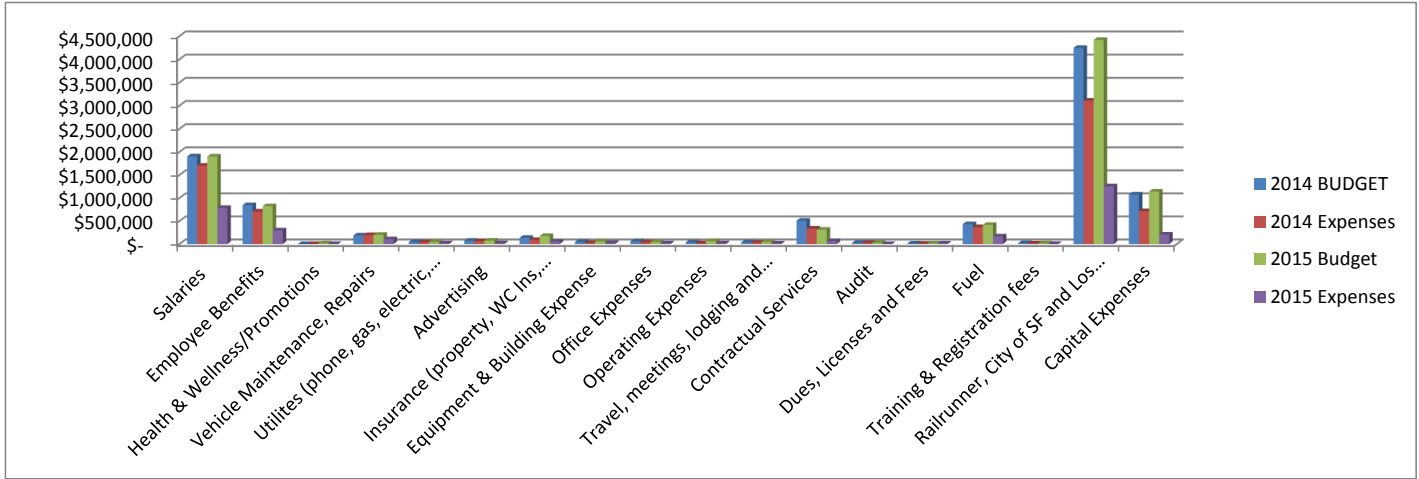
	<b>Actual FY2013</b>	<b>Actual FY2014</b>	<b>Actual FY2015</b>	<b>Inc/Dec from Prior Year to Current Year</b>
July	\$ 12,892	\$ 81,096	\$ 98,061	\$ 68,204
August	\$ 156,324	\$ 127,744	\$ 96,946	\$ (28,581)
September	\$ 20,023	\$ 195,614	\$ 160,962	\$ 175,590
October	\$ 98,589	\$ 113,855	\$ 174,066	\$ 15,266
November	\$ 84,275	\$ 150,353	\$ 130,134	\$ 66,078
December	\$ 130,478	\$ 102,402	\$ 151,000	\$ (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	\$ 148,465	\$ -	\$ (105,897)
<b>Total</b>	<b>\$ 1,859,857</b>	<b>\$ 1,421,779</b>	<b>\$ 811,169</b>	

# MONTHLY BOARD REPORT

## NCRTD Expenses by Type

**As of December 25, 2014**

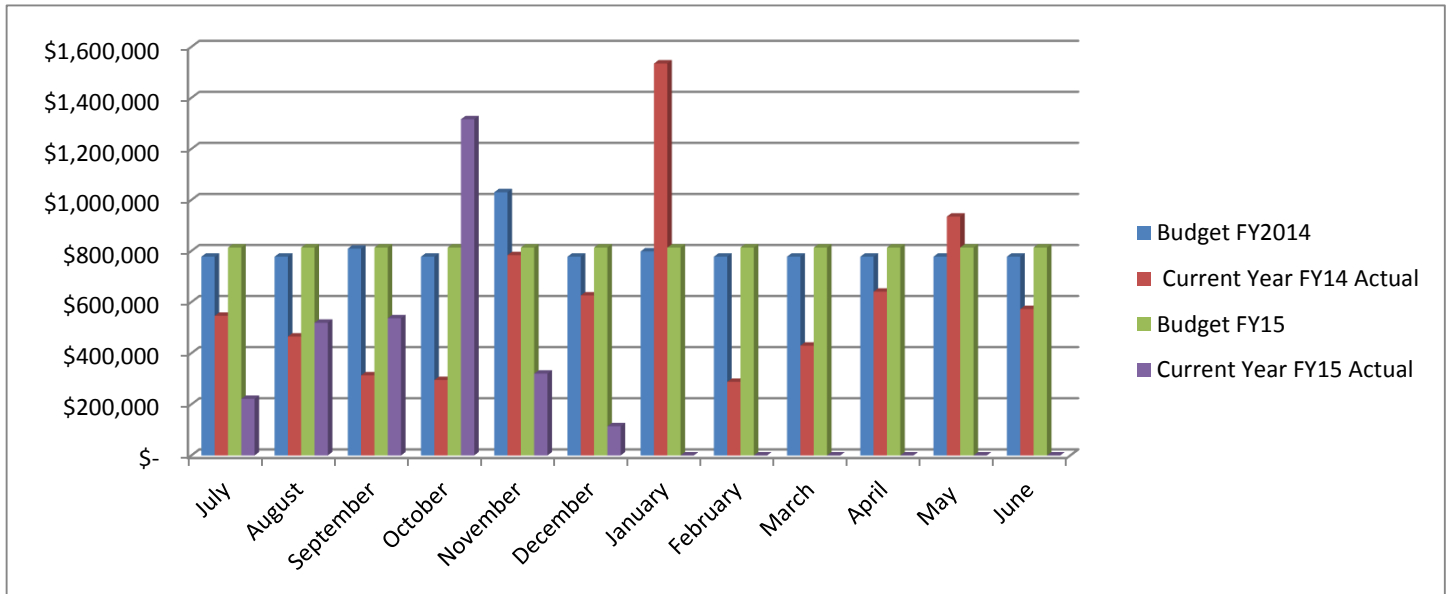
Year to Date Budget Variance 48.77%



### Comparative Expenses by Type

	2014 BUDGET	2014 Expenses	2015 Budget	2015 Expenses	Year to Date Budget Variance
	\$	\$			<b>48.77%</b>
1 Salaries	\$ 1,902,117	\$ 1,701,197	\$ 1,899,860	\$ 784,052	41.3%
2 Employee Benefits	\$ 843,665	\$ 705,752	\$ 821,427	\$ 295,512	36.0%
3 Health & Wellness/Promotions	\$ -	\$ -	\$ 12,000	\$ 134	1.1%
4 Vehicle Maintenance, Repairs	\$ 184,920	\$ 192,710	\$ 200,200	\$ 104,452	52.2%
5 Utilities (phone, gas, electric, cell)	\$ 44,298	\$ 38,486	\$ 41,426	\$ 14,519	35.0%
6 Advertising	\$ 70,440	\$ 61,620	\$ 73,970	\$ 16,860	22.8%
7 Insurance (property, WC Ins, gen liab, vehicle, civil rights)	\$ 135,000	\$ 87,589	\$ 174,281	\$ 51,245	29.4%
8 Equipment & Building Expense	\$ 46,036	\$ 23,003	\$ 56,700	\$ 19,871	35.0%
9 Office Expenses	\$ 56,470	\$ 36,948	\$ 43,041	\$ 13,691	31.8%
10 Operating Expenses	\$ 35,700	\$ 15,024	\$ 65,030	\$ 13,394	20.6%
11 Travel, meetings, lodging and per diem	\$ 34,712	\$ 28,914	\$ 44,088	\$ 10,534	23.9%
12 Contractual Services	\$ 506,233	\$ 333,948	\$ 310,146	\$ 65,654	21.2%
13 Audit	\$ 23,433	\$ 23,219	\$ 25,000	\$ -	0.0%
14 Dues, Licenses and Fees	\$ 9,486	\$ 5,826	\$ 10,666	\$ 10,599	99.4%
15 Fuel	\$ 430,000	\$ 367,694	\$ 415,000	\$ 165,138	39.8%
16 Training & Registration fees	\$ 18,513	\$ 8,825	\$ 13,624	\$ 996	7.3%
17 Railrunner, City of SF and Los Alamos	\$ 4,242,874	\$ 3,104,765	\$ 4,415,094	\$ 1,253,803	28.4%
18 Capital Expenses	\$ 1,075,994	\$ 715,120	\$ 1,138,373	\$ 205,720	18.1%
<b>TOTAL</b>	<b>\$ 9,659,891</b>	<b>\$ 7,450,641</b>	<b>\$ 9,759,926</b>	<b>\$ 3,026,173</b>	<b>31.0%</b>

**MONTHLY BOARD REPORT**  
**FY2015 (July 1, 2014 to June 30, 2015)**  
**NCRTD BUDGET EXPENDITURES OVERALL**



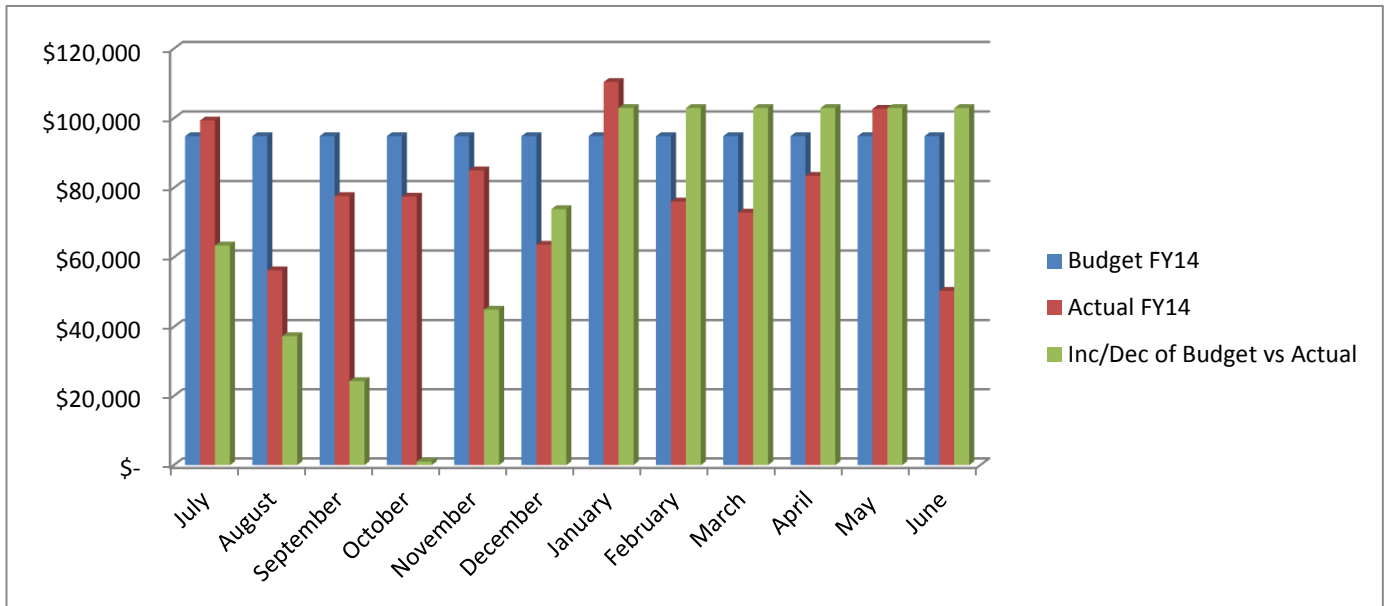
**Budget to Actual FY2015**  
**Expenses (\$ thousands)**

	Prior Year FY13 Actual	Budget FY2014	Current Year FY14 Actual	Budget FY15	Current Year FY15 Actual	Inc/Dec of Budget vs Actual
July	\$ 311,578	\$ 777,664	\$ 546,007	\$ 813,327.17	\$ 221,160	\$ 592,167
August	\$ 250,791	\$ 777,664	\$ 464,828	\$ 813,327.17	\$ 518,563	\$ 294,764
September	\$ 683,194	\$ 809,158	\$ 313,124	\$ 813,327.17	\$ 536,324	\$ 277,003
October	\$ 326,905	\$ 777,664	\$ 294,912	\$ 813,327.17	\$ 1,316,175	\$ (502,848)
November	\$ 936,614	\$ 1,030,164	\$ 783,580	\$ 813,327.17	\$ 319,901	\$ 493,426
December	\$ 414,507	\$ 777,664	\$ 625,552	\$ 813,327.17	\$ 114,049	\$ 699,278
January	\$ 381,446	\$ 798,164	\$ 1,534,559	\$ 813,327.17	\$ -	\$ 813,327
February	\$ 446,430	\$ 777,664	\$ 287,772	\$ 813,327.17	\$ -	\$ 813,327
March	\$ 528,488	\$ 777,664	\$ 429,154	\$ 813,327.17	\$ -	\$ 813,327
April	\$ 859,345	\$ 777,664	\$ 640,596	\$ 813,327.17	\$ -	\$ 813,327
May	\$ 1,534,149	\$ 777,664	\$ 934,795	\$ 813,327.17	\$ -	\$ 813,327
June	\$ 292,818	\$ 777,664	\$ 572,544	\$ 813,327.17	\$ -	\$ 813,327
<b>Total</b>	<b>\$ 6,966,265</b>	<b>\$ 9,636,458</b>	<b>\$ 7,427,422</b>	<b>\$ 9,759,926</b>	<b>\$ 3,026,173</b>	<b>\$ 6,733,753</b>

31.01%



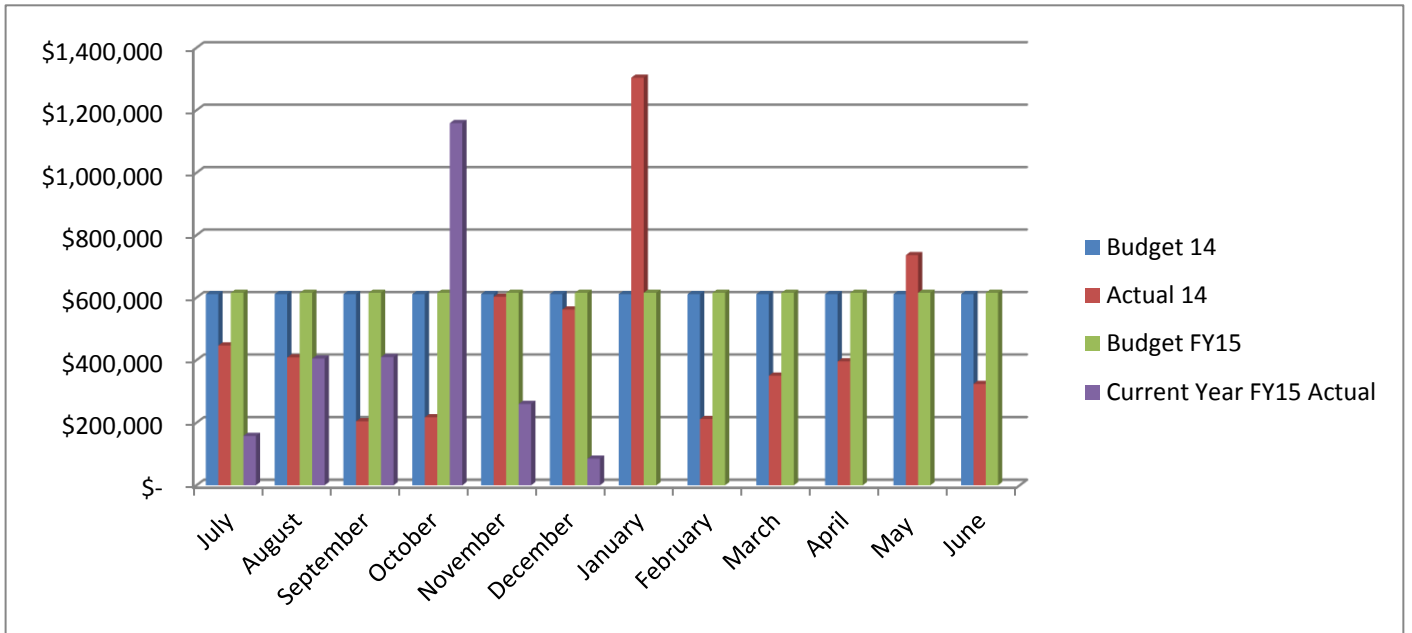
**MONTHLY BOARD REPORT**  
**FY2015 (July 1, 2014 to June 30, 2015)**  
**Administration Expense Summary**



**Budget to Actual FY2014/FY2015 Comparative**  
(\$ thousands)

	Budget FY14	Actual FY14	Budget FY15	Actual FY15	Inc/Dec of Budget vs Actual	Budget Variance
July	\$ 94,856	\$ 99,342	\$ 102,935	\$ 39,530	\$ 63,405	<b>38.4%</b>
August	\$ 94,856	\$ 56,248	\$ 102,935	\$ 65,629	\$ 37,306	<b>63.8%</b>
September	\$ 94,856	\$ 77,618	\$ 102,935	\$ 78,615	\$ 24,320	<b>76.4%</b>
October	\$ 94,856	\$ 77,447	\$ 102,935	\$ 101,911	\$ 1,024	<b>99.0%</b>
November	\$ 94,856	\$ 84,993	\$ 102,935	\$ 57,990	\$ 44,945	<b>56.3%</b>
December	\$ 94,856	\$ 63,622	\$ 102,935	\$ 29,079	\$ 73,857	<b>28.2%</b>
January	\$ 94,856	\$ 110,423	\$ 102,935	\$	\$ 102,935	<b>0.0%</b>
February	\$ 94,856	\$ 76,028	\$ 102,935	\$	\$ 102,935	<b>0.0%</b>
March	\$ 94,856	\$ 72,862	\$ 102,935	\$	\$ 102,935	<b>0.0%</b>
April	\$ 94,856	\$ 83,438	\$ 102,935	\$	\$ 102,935	<b>0.0%</b>
May	\$ 94,856	\$ 102,701	\$ 102,935	\$	\$ 102,935	<b>0.0%</b>
June	\$ 94,856	\$ 50,357	\$ 102,935	\$	\$ 102,935	<b>0.0%</b>
<b>Total</b>	<b>\$ 1,138,276</b>	<b>\$ 955,079</b>	<b>\$ 1,235,221</b>	<b>\$ 372,754</b>	<b>\$ 862,467</b>	<b>30.2%</b>

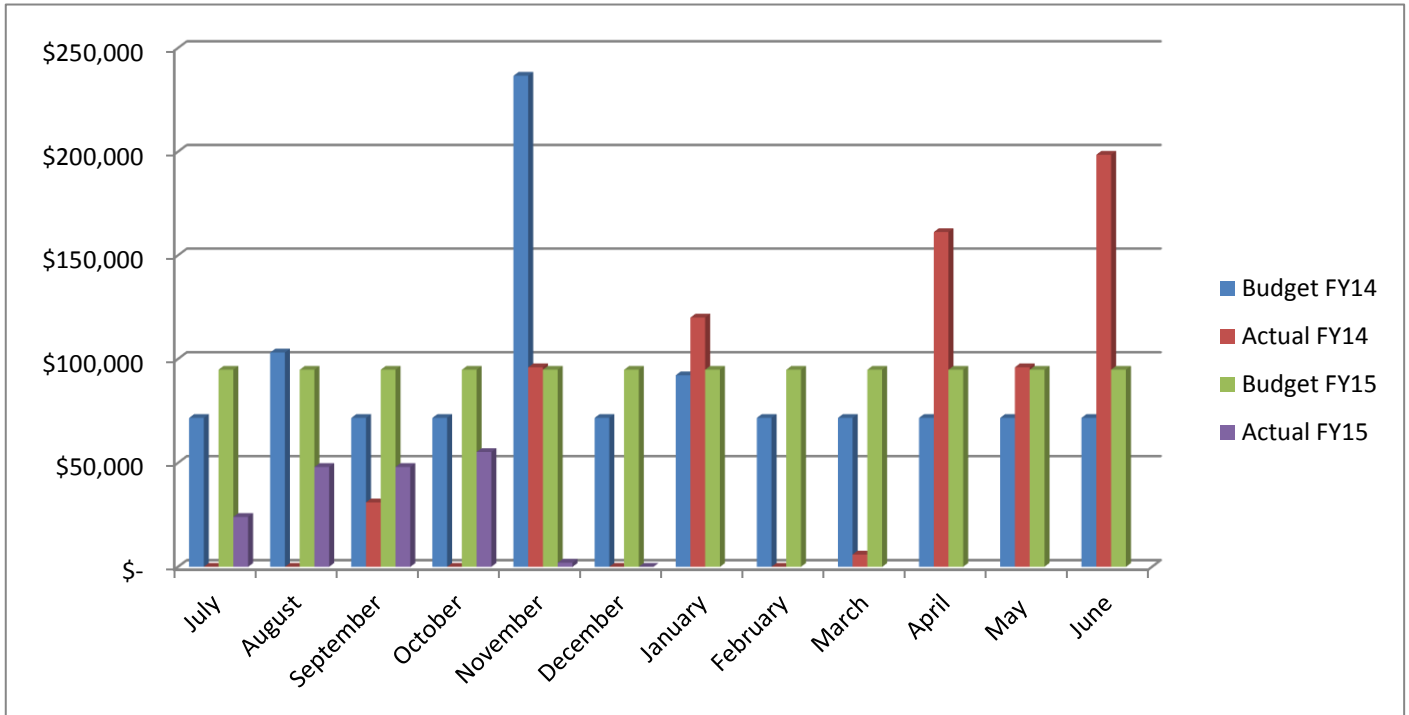
**MONTHLY BOARD REPORT**  
**FY2015 (July 1, 2014 to June 30, 2015)**  
**Operating Expense Summary**



**Budget to Actual FY2014/FY2015 Comparative**  
(\$ thousands)

	Budget 14	Actual 14	Budget FY15	Current Year FY15 Actual	Inc/Dec of Budget vs Actual	Year to Date Budget Variance
						<b>48.77%</b>
July	\$ 611,224	\$ 446,665	\$ 615,611	\$ 157,643	\$ 457,968	25.6%
August	\$ 611,224	\$ 408,580	\$ 615,611	\$ 404,959	\$ 210,652	65.8%
September	\$ 611,224	\$ 204,531	\$ 615,611	\$ 409,734	\$ 205,877	66.6%
October	\$ 611,224	\$ 217,465	\$ 615,611	\$ 1,159,080	\$ (543,469)	188.3%
November	\$ 611,224	\$ 602,638	\$ 615,611	\$ 259,939	\$ 355,672	42.2%
December	\$ 611,224	\$ 561,929	\$ 615,611	\$ 84,971	\$ 530,640	13.8%
January	\$ 611,224	\$ 1,304,199	\$ 615,611		\$ 615,611	0.0%
February	\$ 611,224	\$ 211,744	\$ 615,611		\$ 615,611	0.0%
March	\$ 611,224	\$ 350,376	\$ 615,611		\$ 615,611	0.0%
April	\$ 611,224	\$ 395,970	\$ 615,611		\$ 615,611	0.0%
May	\$ 611,224	\$ 736,145	\$ 615,611		\$ 615,611	0.0%
June	\$ 611,224	\$ 323,722	\$ 615,611		\$ 615,611	0.0%
	<b>\$ 7,334,688</b>	<b>\$ 5,763,965</b>	<b>\$ 7,387,333</b>	<b>\$ 2,476,327</b>	<b>\$ 4,911,006</b>	<b>33.5%</b>

**MONTHLY BOARD REPORT**  
**FY2015 (July 1, 2014 to June 30, 2015)**  
**Capital Expense Summary**



**Budget to Actual FY2014/FY2015 Comparative**  
(\$ thousands)

	Budget FY14	Actual FY14	Budget FY15	Actual FY15	Inc/Dec of Budget vs Actual	Year to Date Budget Variance
						<b>48.77%</b>
July	\$ 71,583	\$ -	\$ 94,781	\$ 23,987	\$ 70,794	25%
August	\$ 103,077	\$ -	\$ 94,781	\$ 47,975	\$ 46,806	51%
September	\$ 71,583	\$ 30,974	\$ 94,781	\$ 47,975	\$ 46,806	51%
October	\$ 71,583	\$ -	\$ 94,781	\$ 55,184	\$ 39,597	58%
November	\$ 236,583	\$ 95,949	\$ 94,781	\$ 1,972	\$ 92,810	2%
December	\$ 71,583	\$ -	\$ 94,781	\$ -	\$ 94,781	0%
January	\$ 92,083	\$ 119,937	\$ 94,781		\$ 94,781	0%
February	\$ 71,583	\$ -	\$ 94,781		\$ 94,781	0%
March	\$ 71,583	\$ 5,916	\$ 94,781		\$ 94,781	0%
April	\$ 71,583	\$ 161,188	\$ 94,781		\$ 94,781	0%
May	\$ 71,583	\$ 95,949	\$ 94,781		\$ 94,781	0%
June	\$ 71,583	\$ 198,465	\$ 94,781		\$ 94,781	0%
<b>Total</b>	<b>\$ 1,075,994</b>	<b>\$ 708,378</b>	<b>\$ 1,137,373</b>	<b>\$ 177,092</b>	<b>\$ 960,281</b>	<b>16%</b>



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

**November 21, 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. Audit Exit Conference – Hinkle and Landers**  
*Sponsor: Anthony Mortillaro, NCRTD Executive Director and Glenda Aragon, Finance Manager.  
Document will be provided at the meeting.*
- B. Minutes from August 22, 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 November 21, 2014

9:00 a.m.

**Board Members Present:** *Commissioner Miguel Chavez – Santa Fe County (Telephonically), Tim Vigil – Pueblo of Pojoaque (In Person), Councilor Pete Sheehey – Los Alamos County (In Person), Leandro Cordova - Taos County (Telephonically)*

**Staff Present:** *Anthony Mortillaro – Executive Director, Glenda Aragon – Finance Manager, Dalene Lucero – Executive Assistant*

**Guest(s) Present:** *Farley Vener – Hinkle and Landers*

**Absent:** *Commissioner Barney Trujillo - Rio Arriba County*

*Transcribed By: Dalene E. Lucero – Executive Assistant*

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### 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 9:06 a.m.

### ITEMS FOR DISCUSSION/RECOMMENDATION

#### A. Audit Exit Conference – Hinkle and Landers

Mr. Vener went through the Audit Summary as presented.

Mr. Vener asked if the Subcommittee members had any questions.

There were none.

Mr. Vener stated that he was always available for questions. He then thanked NCRTD Finance staff and management for their support.

Further discussion went on regarding this matter.

Mr. Mortillaro and members of the Finance Subcommittee commended Ms. Aragon and the Finance staff for their hard work on the audit.

[This item was for discussion only. Due to the audit not being released by the Office of the State Auditor, this information was not recorded in detail.]

**B. Minutes from August 22, 2014**

Mr. Vigil asked the Finance Subcommittee to review and approve the minutes from August 22, 2014. The Subcommittee did as directed.

**Councilor Sheehey made a motion to approve the minutes from August 22, 2014. Commissioner Chavez seconded the motion and it passed by unanimous voice vote (3-0).**

**MATTERS FROM THE SUBCOMMITTEE**

Mr. Mortillaro stated that the Finance Subcommittee meeting for December had been moved to December 19, 2014. He noted that the only item on the agenda was approval of the minutes and the quarterly investment report.

**ADJOURN**

**Councilor Sheehey made a motion to adjourn the meeting. Mr. Cordova seconded the motion and it passed by unanimous voice vote (3-0).**

The Finance Subcommittee meeting was adjourned at 9:45 a.m.

**The next Finance Subcommittee meeting will be held on December 19, 2014 at 9:00 a.m.**

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EXECUTIVE REPORT



December 2014

**EXECUTIVE**

- Chair, staff and I met with Mayors of Angel Fire and Eagles Nest regarding possible service.
- Conducted follow up interview for Finance Director.
- Held long range plan weekly review call.
- Meet with Consultant and Sub contractor on public input and participation plan.
- Continuing discussion with staff regarding new route roll out.
- Meet with Santa Fe City and County representatives regarding funding for Santa Fe Ski Route.
- Drafted standby and on-call administrative policy and discussion with Union representative.
- Prepared renewal of Legal Services Agreement.
- Finalization Finance Director transitional assignments.
- Continued participation in new route reviews.
- Met with NMDOT representatives regarding location of and process to approve new route stops along NMDOT right of way.

- Participated in 2nd demonstration of new camera system and Wi-Fi live view.
- Continued review of outstanding site property issues with Attorney and Land Use consultant.
- Participated in NMTA Board meeting via telecom.
- Attended Public Master Transit Plan review with Santa Fe MPO.
- Met with Attorney and Staff regarding various legal issues and associated documents.
- Prepared Board and Finance Subcommittee meeting materials.
- Met weekly with Board Chair Barrone on various issues.
- Continued review, revision and creation of various NCRTD policies.
- Maintained continuous communication with board members, subcommittee members, and Chair.
- Attendance at various NCRTD staff and subcommittee meetings, including Board, Finance and Tribal subcommittees meeting.
- Addressed a variety of employee human resources issues and prepared memorandums to document District actions.

**MARKETING/PUBLIC INFORMATION**

- Designed, developed and launched the Taos Express website in-house
  - Developed, created and finalized design of Avail's Info Point web page banner for ITS launch
  - Participated in the Los Alamos and Española holiday light parades. RTD bus came in second place in Los Alamos
  - Updated, redesigned and printed FY 2014 Quick Facts brochure
-

- Created a FY 2014 Quick Facts booklet to serve as legislator's information kits
- Issued press release on Taos Express
- Wrote a 30-sec script for KXMT in Taos for a sport they produced. 50 30-sec spots began running on December 29 and will run over a two-week period the spot promotes RTD service, Sipapu service and Taos Express service
- Wrote up a Marketing Services agreement and submitted to legal for approval. Also, sent to Griffin and Associates for approval
- Met with Los Alamos County to discuss joint marketing opportunities in regards to the joint ITS launch
- Prepared January Blue Bus Times for internal distribution
- Wrote and submitted two stories to NMTA Winter Newsletter regarding FTA Award and Town of Taos joining NCRTD
- A press release was issued regarding resumption of Sipapu service, Taos Express/UNM Taos operational changes and holiday closures
- Story appeared in Taos News regarding Sipapu service
- Story appeared in Los Alamos Daily Post regarding Sipapu and Taos Express
- Stories appeared in Rio Grande Sun regarding possible service to Dulce and an update to the Riverside/Chili's stop lack of a bench
- Worked with Templeton Marketing to help arrange for six wraps to be installed on RTD vehicles
- Met with Real Time Solutions to begin discussions on re-design of NCRTD.org
- Provided various updates and rider alerts to ncrtd.org throughout the month
- KDCE – 950 AM radio in Espanola, :30 sec radio spot and sponsorship of the 7:30 AM news ran 17 days in December excluding Saturdays and Sundays
- KSWV 810-AM in Santa Fe, :30 sec spot ran 20 times in December 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 December
- Two ads ran in December in the Rio Grande Sun, Los Alamos Monitor and the Taos News.
- A strip ad ran in the Santa Fe New Mexican on December 5 and 17 on front page of Locals section
- A ¼ page ad ran in Green Fire Times in December
- A newly re-designed ad ran in the Chama Valley Times in December issue

#### **SERVICE DEVELOPMENT**

- November 2014 5311 Ridership Report
  - Participated in the Employee Recognition Committee
    - ITS AVL/CAD project work including:
    - Continued biweekly concalls to discuss progress
    - Ongoing Staff training and teambuilding throughout organization
    - StrataGen/Adept paratransit and Avail data entry and oversight
-



- Continued QR code discussions and strategizing regarding implementation
- TAP FY14 and FY15- contract signed with Wilson & Co, Notice to Proceed issued on December 15
- TAP FY 16 and FY17 application process begun; PFF meeting occurred December 16 to discuss project feasibility; project deemed to be feasible by NMDOT and District 5, suggested that request be increased to \$300k for construction; PIF and application completion to begin in January
- Ongoing communication with KFH Group regarding service plan update implementation including schedules, timetables, maps; multiple internal discussions to review schedules, running times, and general route modifications
- Involved in ongoing discussion regarding transit service request for Ski SF and SFNF; funding discussion occurred December 1 with Santa Fe County and the City of Santa Fe in attendance
- Continued discussion with the Pueblos of Tesuque and Nambé regarding the request for transit to Ski SF and SFNF, follow-up meeting desired, attempts to coordinate a meeting ongoing
- Ongoing work with NCRD legal, FTA, and member Pueblos to complete FY14 TTP award MOA process
- Assisted Executive Assistant in FY15 Certs and Assurances packet distribution and Tribal completion among self-designated member Pueblos
- Ongoing discussions with landowner representative and property manager

regarding potential bus bench placement at the bus stop southbound on Riverside at Chili's; NMDOT included in discussion as a drainage easement at location, awaiting D5 response to easement query

- Attended SLRP Plenary meeting in ABQ, participated in Access, Mobility and Connectivity subgroup; also hosted NPRTPO Tribal SLRP workgroup
- Participated in Strategic Highway Safety Plan Special User focus group in ABQ
- Presented transit options to Angel Fire and Eagle Nest
- Attended webinar regarding NTD reports and Tribal reporting for 2015
- Met with District 5 to discuss best approach to implementing new bus stops associated with route modifications coming in March 2015

### **OPERATIONS**

- Assisted Executive Director and Projects and Grant Specialist on discussions regarding new bus stops with NMDOT Roads staff.
  - Continued working with Avail and team on ITS, AVL & CAD testing and acceptance.
  - Continued working on new route structure and schedules'
  - Working with new Fleet and Facilities Manager orientation and operations familiarity.
-



# **Performance Measures**

**for**

**Fiscal Year 2015**

**November 2014**



# Performance Measures for Fiscal Year 2015

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

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

## 1. Administrative:

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

## 2. Fleet:

- A. Vehicle Back Up Ratio
- B. Average Vehicle Age
- C. Percentage of "On-Time" PM / Inspections
- C. Accidents, Major/Minor Tracking

## 3. Customer Relations:

- A. Complaints
- B. Incidents

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

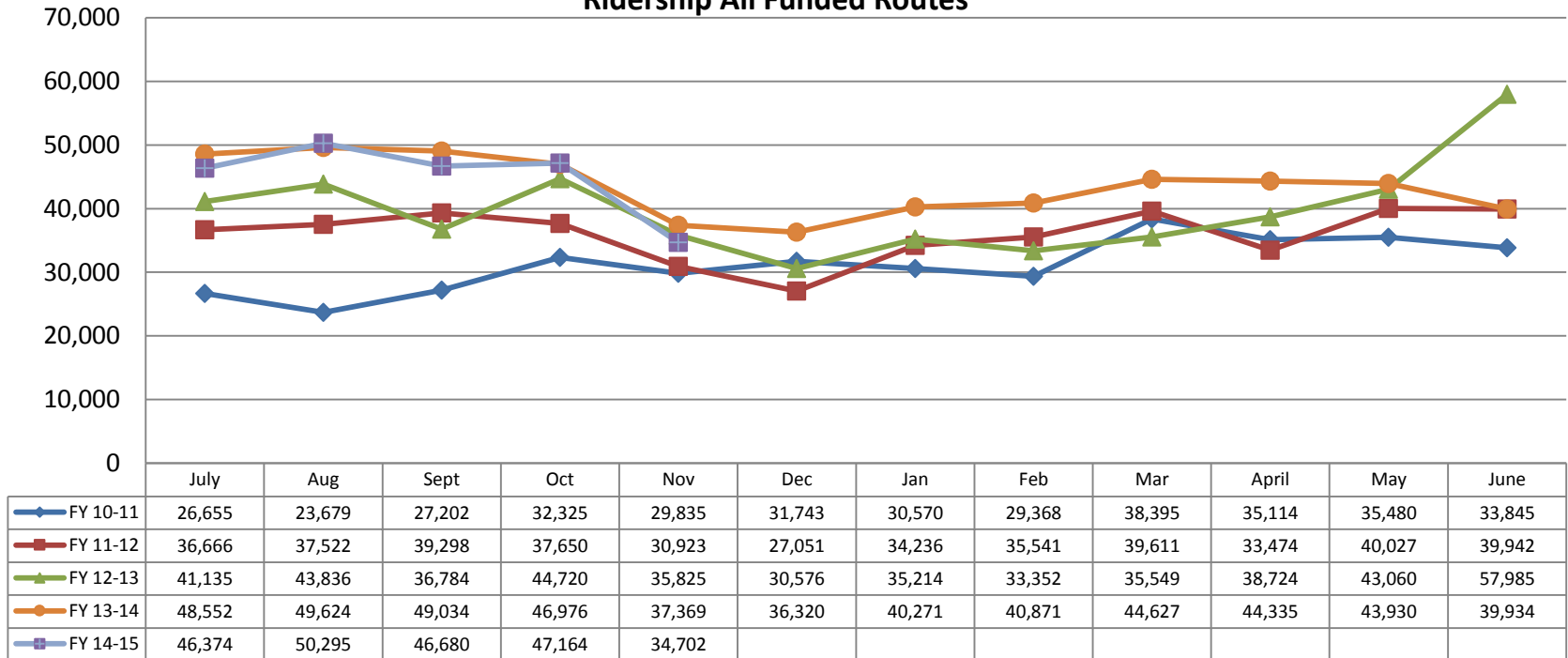


# Performance Measure - Administrative:

## Ridership Tracking of All NCRTD Funded Routes

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

**Ridership All Funded Routes**



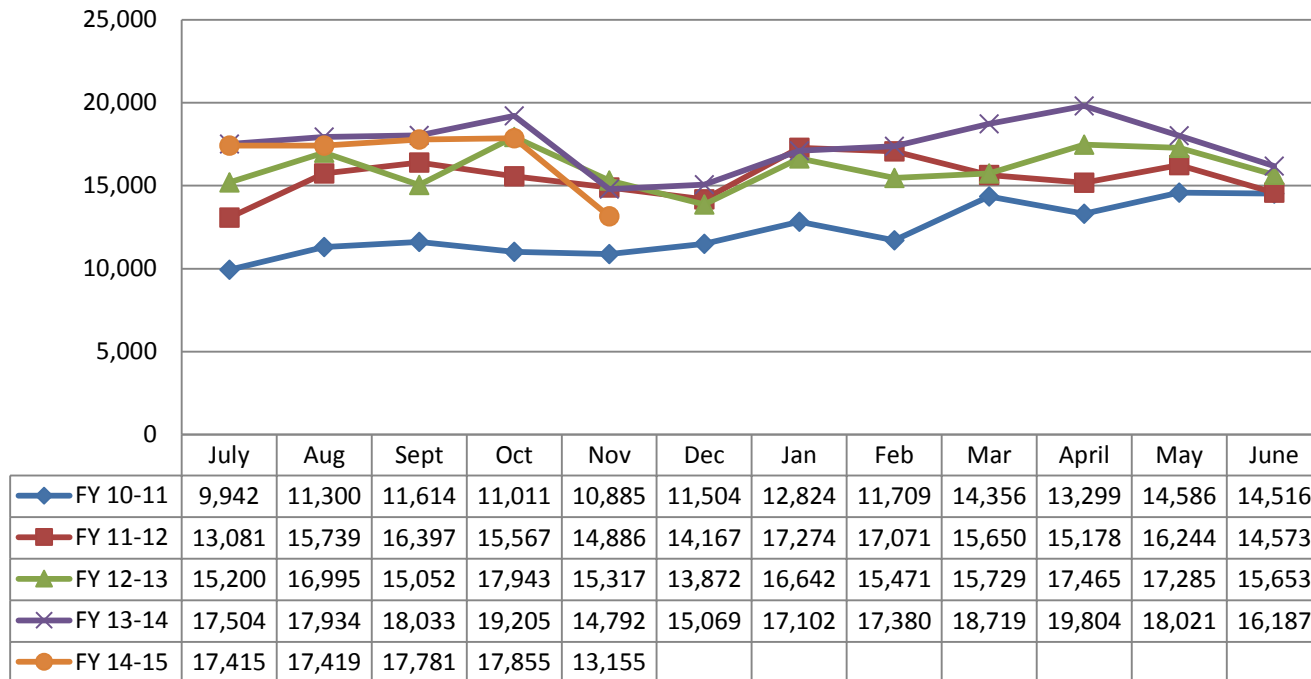


# Performance Measure - Administrative:

## Ridership Tracking of NCRTD Operated Routes

This ridership data is collected by the NCRTD drivers for all routes operated by the District. This includes 20 fixed and commuter routes as well as the demand response routes. Totalling the number of one way trips on NCRTD routes, allows staff to evaluate effectiveness and to ensure that the service is reaching areas in the district that have high demand for accessible mobility. Sandoval/Valencia counties were selected as a local/in-state comparison benchmark.

**Ridership NCRTD Operated Routes**



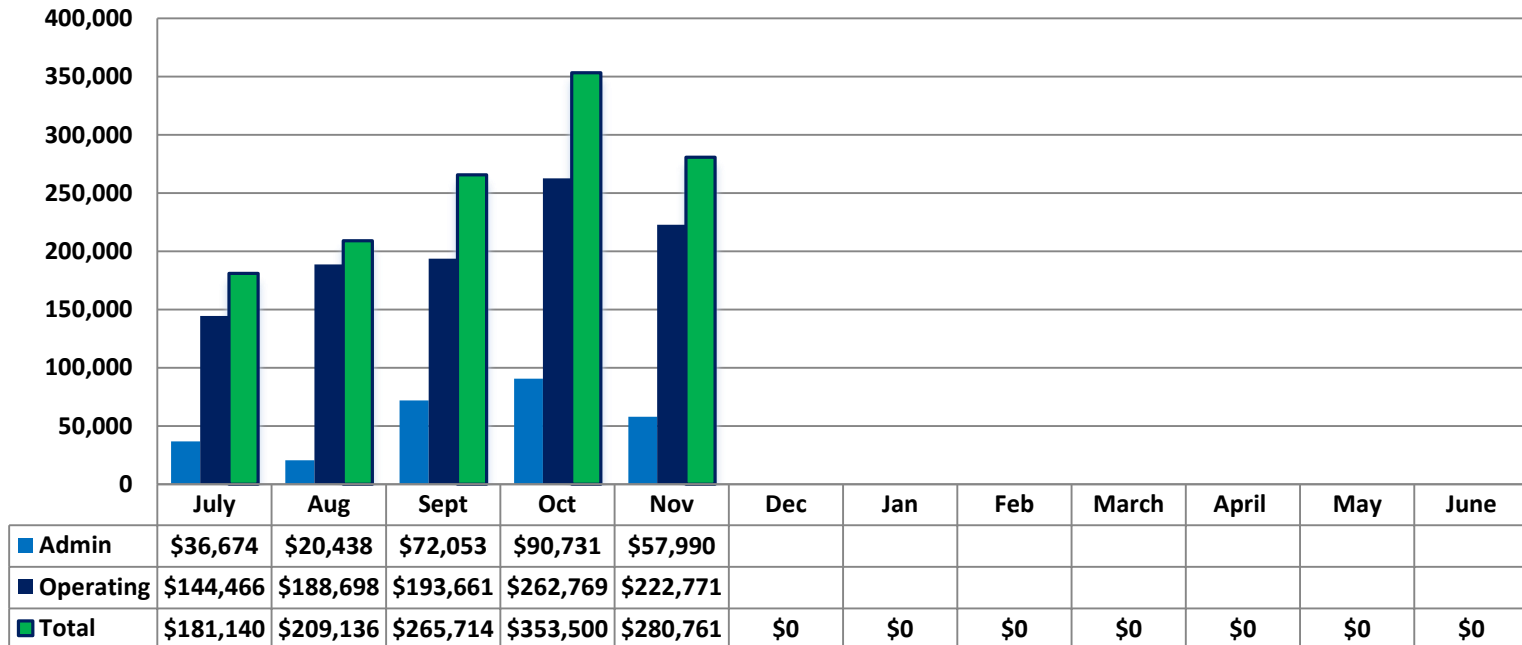


# Performance Measure - Administrative:

## Monthly Expenditures for Administrative and Operating

The NCRTD's Finance Department provides the administrative and operating expenses in a monthly budget status report. It is important to measure the expenditures to maintain a balanced budget, as well as tracking the administrative and operating margins. This data is used in determining the cost per trip and the cost per mile. Tracking the budget and monitoring operational costs allows management to target specific dollar amounts when creating future budgets and requesting federal funding from the NM Department of Transportation.

Monthly Expenditures FY 13-14



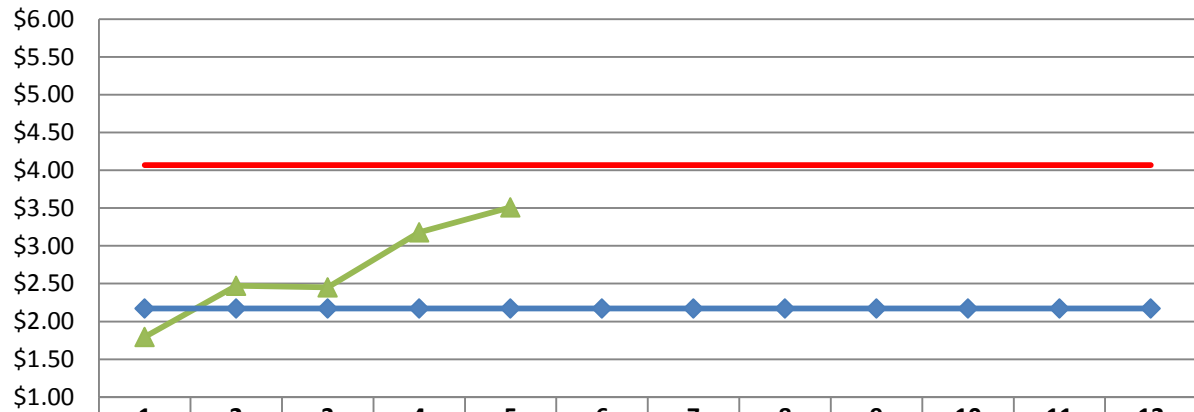


# Performance Measure - Administrative:

## Operational Cost per Vehicle Mile

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

**Operating Cost Per Vehicle Mile**



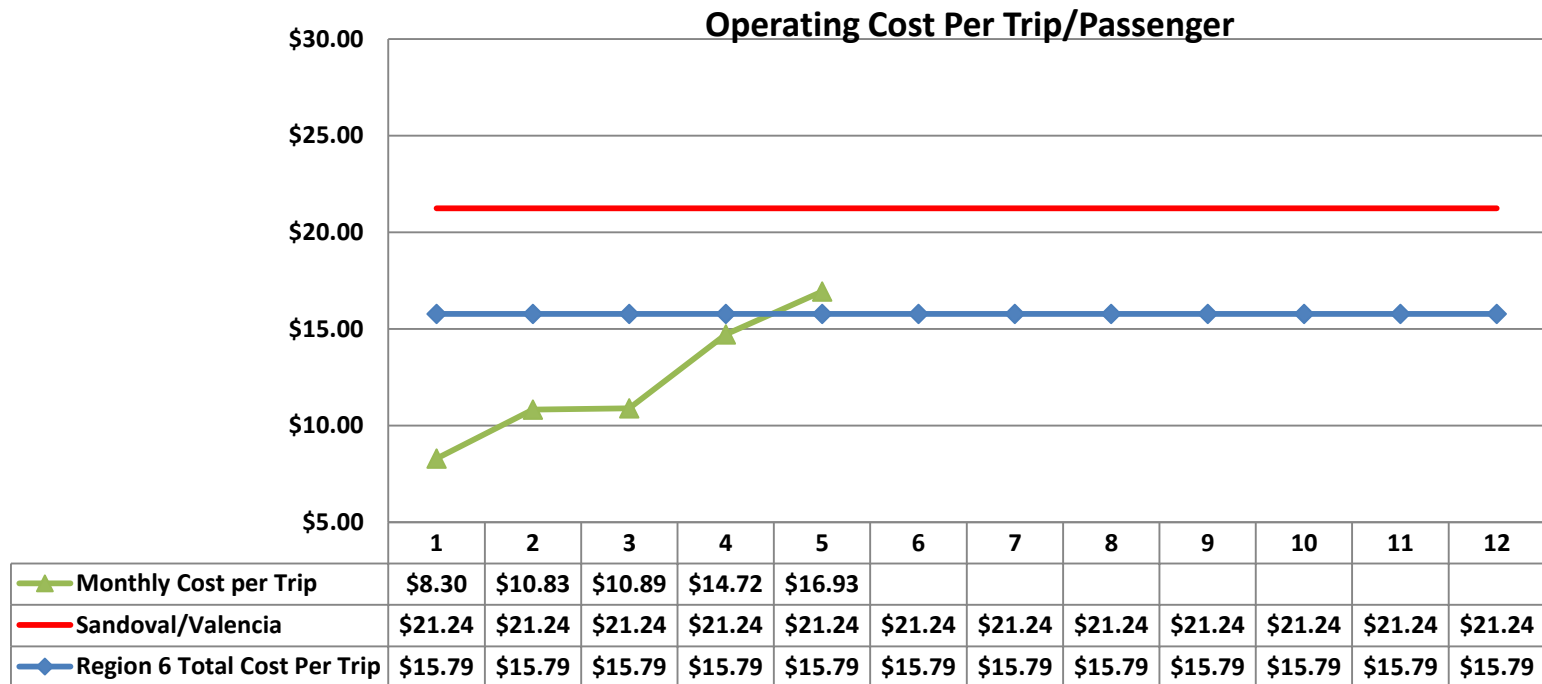
	1	2	3	4	5	6	7	8	9	10	11	12
Monthly Cost per Mile	\$1.79	\$2.47	\$2.45	\$3.18	\$3.51							
Sandoval/Valencia	\$4.07	\$4.07	\$4.07	\$4.07	\$4.07	\$4.07	\$4.07	\$4.07	\$4.07	\$4.07	\$4.07	\$4.07
Region 6 Total Cost Per Mile	\$2.17	\$2.17	\$2.17	\$2.17	\$2.17	\$2.17	\$2.17	\$2.17	\$2.17	\$2.17	\$2.17	\$2.17



# Performance Measure - Administrative:

## Operating Cost per Trip

When transit data is collected, passengers, riders and rides are counted and referred to as “trips.” One passenger can generate several trips in a day, and these are counted individually. Example, a particular rider may board in Questa (1 trip) and transfer to the Taos to Espanola bus (1 trip) and again transfer to the Santa Fe bus in Espanola (1 trip) for a total of three trips. The cost per trip is computed on a monthly basis by dividing the monthly operating costs from the Monthly Expenditures (chart above), by the total monthly number of trips (ridership). NM Department of Transportation uses this as one of their performance measures to the state-wide transit guide published annually. Additionally this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 funding. This is a management tool to track our cost per trip vs. the amount of budget being spent to operate a particular route as well as collectively for all routes. Sandoval and Valencia counties’ annual average are used as a local/in state comparable benchmark, even though their system is smaller than the NCRTD. Data from the 2013 Rural Transit Data Fact Book, specifically FTA’s District 6 (our district) annual cost per trip is included as a benchmark.





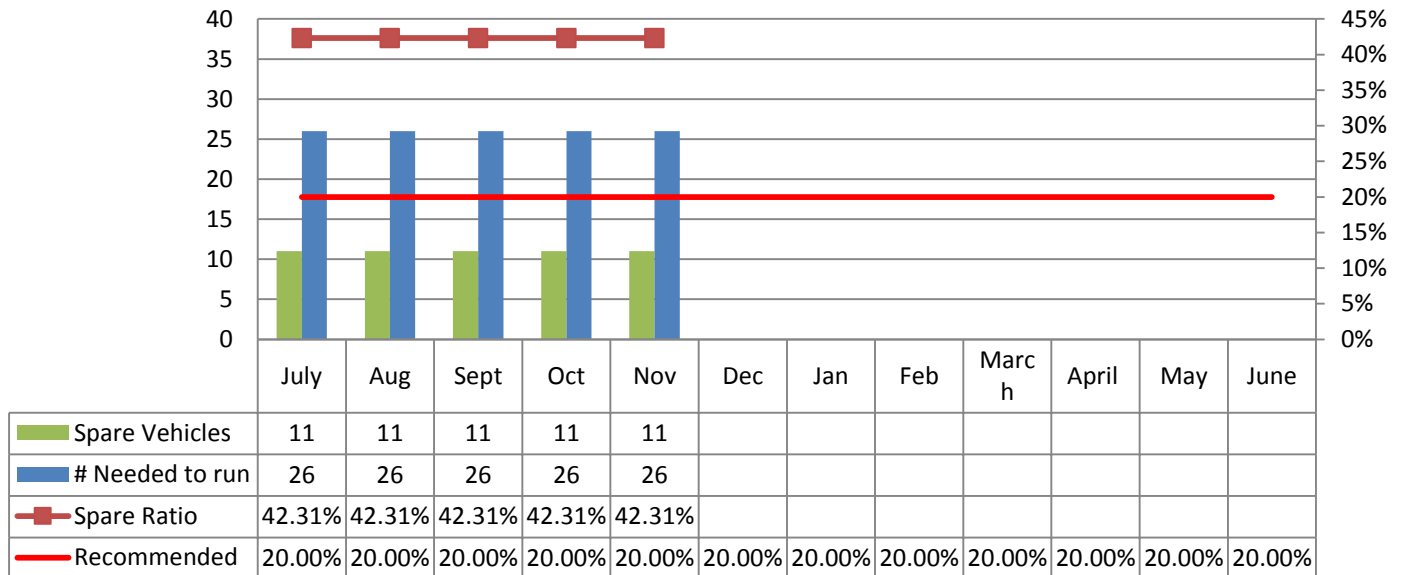


# Performance Measure - Fleet:

## 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



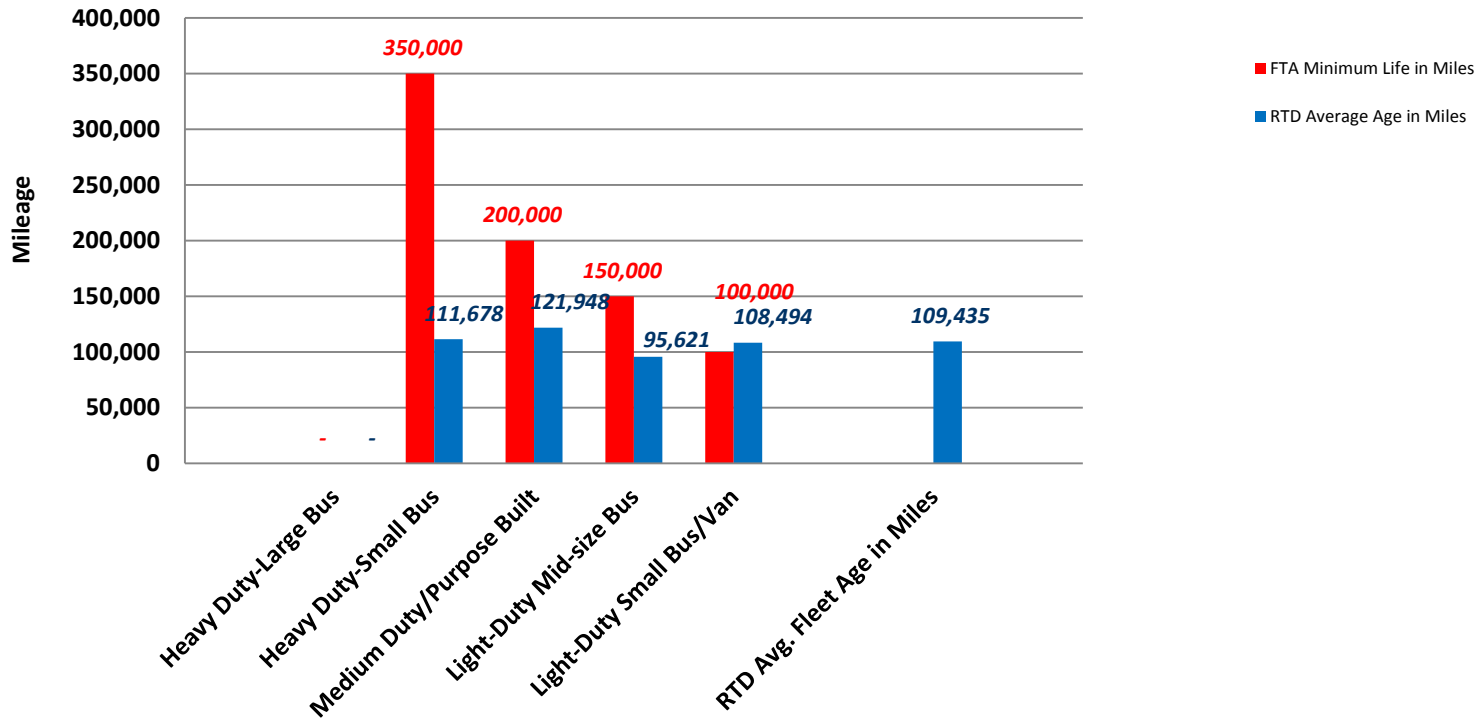


# Performance Measure - Fleet:

## 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



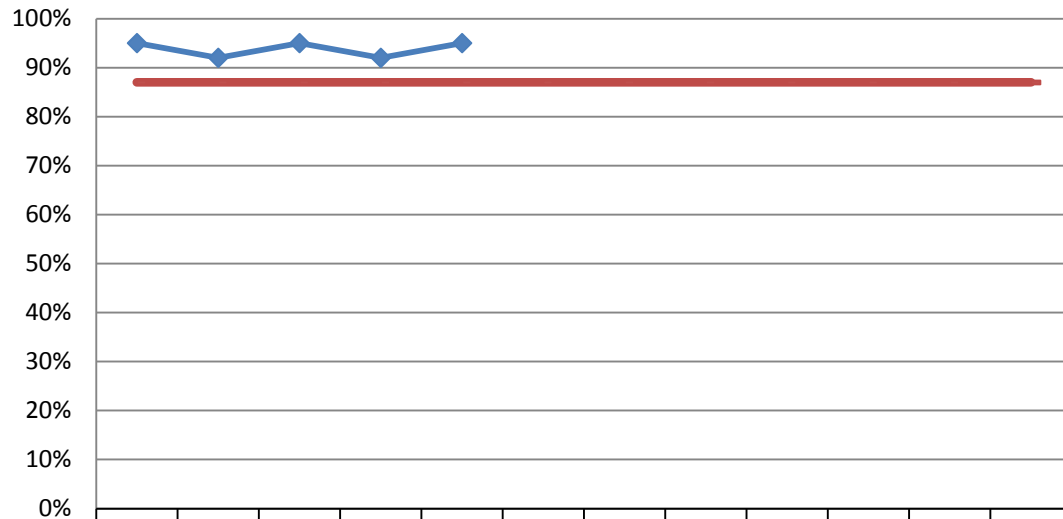


# Performance Measure - Fleet:

## 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 6000 mile intervals for the light and medium gasoline powered fleet and 7000 miles for the diesel powered medium-heavy fleet. This ensures frequent safety inspections and PM services at reasonable intervals that result in a more dependable and safer fleet. This data is collected and tracked by the Fleet Maintenance Manager.

**Percent of Preventative Maintenance Completed Within Scheduled Mileage**



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
FY 13-14 RTD Maintenance	95	92	95	92	95	87	87	87	87	87	87	87
FTA Recommendation	87	87	87	87	87	87	87	87	87	87	87	87

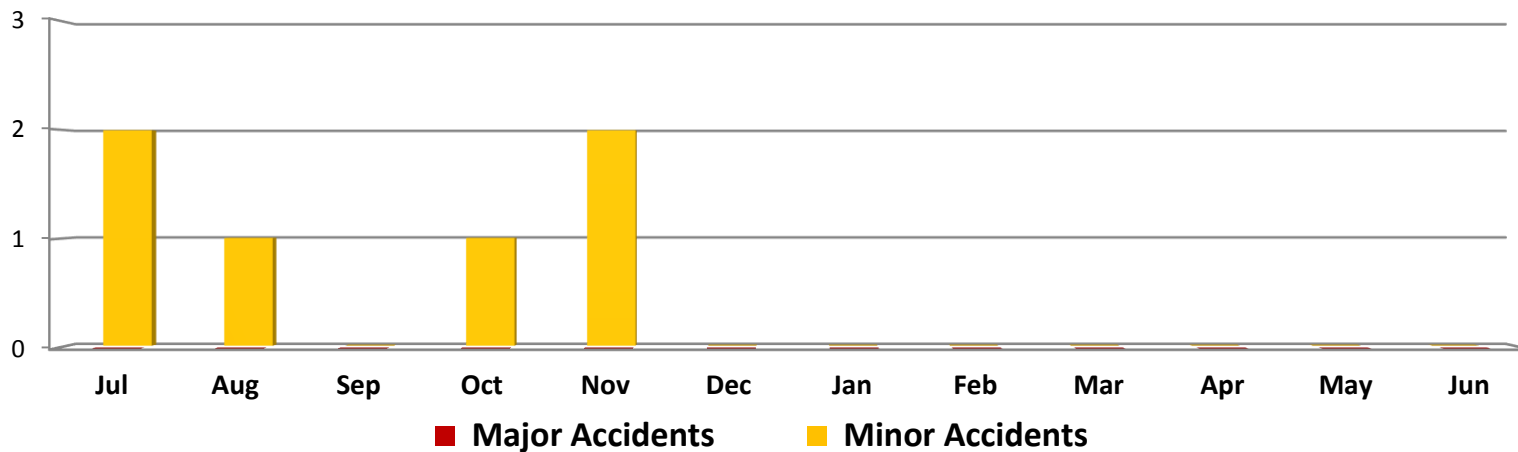


# Performance Measure - Fleet:

## Accidents per Month

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

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



**Last Minor Accident - November 24, 2014    Miles Driven since last Minor Accident - 8,080**

**Last Major Accident - October 22, 2013    Miles Driven since last Major Accident - 1,212,000**



## Performance Measure – Customer Relations: Complaints per Month

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

1. A riverside rider called to complain about a rude driver. / This was a passenger who was playing music too loud and being disruptive on the bus and was denied service.
2. Passenger called to complain that a driver who was riding (on her break) on the Riverside bus accused him of being the one who tried to sexually assault her when he had rode her bus previously. He was going to file a formal complaint. / After discussing with driver in question and reviewing the video, this person appears to be the one who had been on her bus previously, who had complained last month of needing medical attention for an extreme male genital condition.

## Performance Measure – Customer Relations: Complaints per Month

**FY 14-15 Number of Complaints**

	Total	Schedule Issues	Driver Performance	Against other Passengers	Miscellaneous*	Percent VS Ridership
July	3		3			0.02%
August	2		2			0.01%
Sept	1	1				0.01%
Oct	1				1	0.01%
Nov	2		1		1	0.01%
Dec						
January						
Feb						
March						
April						
May						
June						
<b>Total</b>	<b>9</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>2</b>	



# Performance Measure – Customer Relations:

## Customer Incidents

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

1. Riverside – Passenger was upset that she had to walk from the old Ohkay stop to the new one. She turned music on her cell phone loud. When asked to turn it down she would not. She was told to get off at next stop. She then called dispatch and complained of her treatment and that she was politically connected and finally got off bus.
2. Demand Response – A teenager was using foul language on the bus. He was told to stop and did so.
3. Santa Fe - The driver had to intervene between 2 female passengers arguing on the bus. One apologized to the other.
4. Riverside – 2 males were disruptive and intoxicated at the Arby's stop and were denied rides by the driver.
5. Chama – A passenger became sick on bus, stopped at Bode's and was 11 minutes down (late) on route.
6. Santa Fe – 2 females began fighting on the bus at Park & Ride. Supervisors and Police were summoned to scene. The instigator left the scene before help arrived.
7. Riverside – A man who appeared to become intoxicated was using abusive language on the bus. He got off the bus at the next stop.
8. Questa Maintenance – The maintenance crew working on bus stop sign were shocked by exposed electrical wires sticking up on the surface from under ground. The exposed wires were reported to Town of Questa, Local law enforcement and Kit Carson Electric.
9. Riverside - A man was on the floor of the bus and unresponsive. PD was called to the scene and the man was removed from the bus.
10. Westside – A man at the Angelina's bus stop was disruptive and appeared to be intoxicated. He was denied service.
11. Riverside - Luther and Nicole, who had been banned from riding due to frequent intoxication, were denied rides due to being in the same condition.
12. Demand Response – 2 youths were engaged in indecent activities in the back of the bus. Parents were called and riders were suspended from service until after the Christmas school break.

# Customer Incidents

**FY 14-15 Number of Customer Incidents**

	Total	Driver-Non Rider	Rider-Rider	Driver-Rider	Rider	% of Ridership
July	4		2	2		0.02%
Aug	10		3	7		0.06%
Sept	9		1	8		0.05%
Oct	11	1		10		0.06%
Nov	12	1	2	7	2	0.09%
Dec						
Jan						
Feb						
March						
April						
May						
June						
<b>Total</b>	<b>46</b>	<b>2</b>	<b>8</b>	<b>34</b>	<b>2</b>	

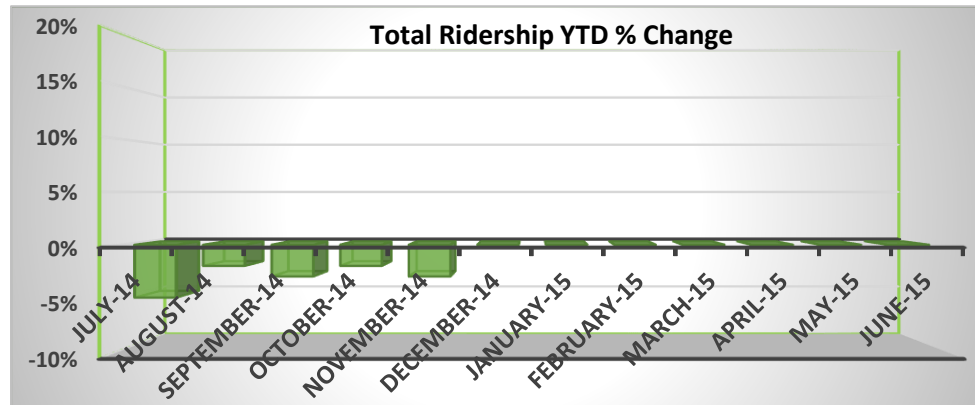


# NCRTD Monthly Ridership Summary

November 1, 2014 through November 30, 2014

## Calendar Operating Days

	This Year
Jul-14	22
Aug-14	21
Sep-14	21
Oct-14	22
Nov-14	17
Dec-14	
Jan-15	
Feb-15	
Mar-15	
Apr-15	
May-15	
Jun-15	



	Monthly System Totals			Year to Date Totals			
	This Year	Last Year	%Change	This Year	Last Year	Difference	%Change
<u>NCRTD Operated</u>	13,155	14,792	<b>-12%</b>	83,613	87,468	-3,855	<b>-5%</b>
<u>NCRTD Funded</u>	21,547	22,577	<b>-5%</b>	141,590	144,087	-2,497	<b>-2%</b>
<u>All Systems Funded Total</u>	34,702	37,369	<b>-8%</b>	225,203	231,555	-6,352	<b>-3%</b>

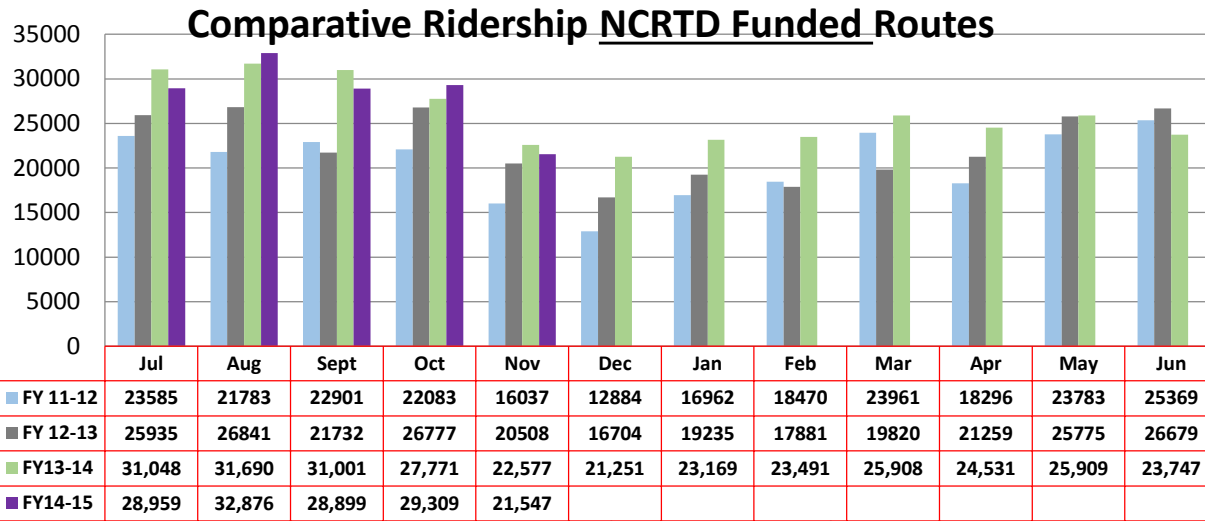
## System Daily Averages

	This Year	Last Year	% Change
<u>NCRTD Operated</u>	774	870	<b>-12%</b>
<u>NCRTD Funded</u>	1,267	1,328	<b>-5%</b>
<u>Systems Total</u>	2041	2198	<b>-8%</b>

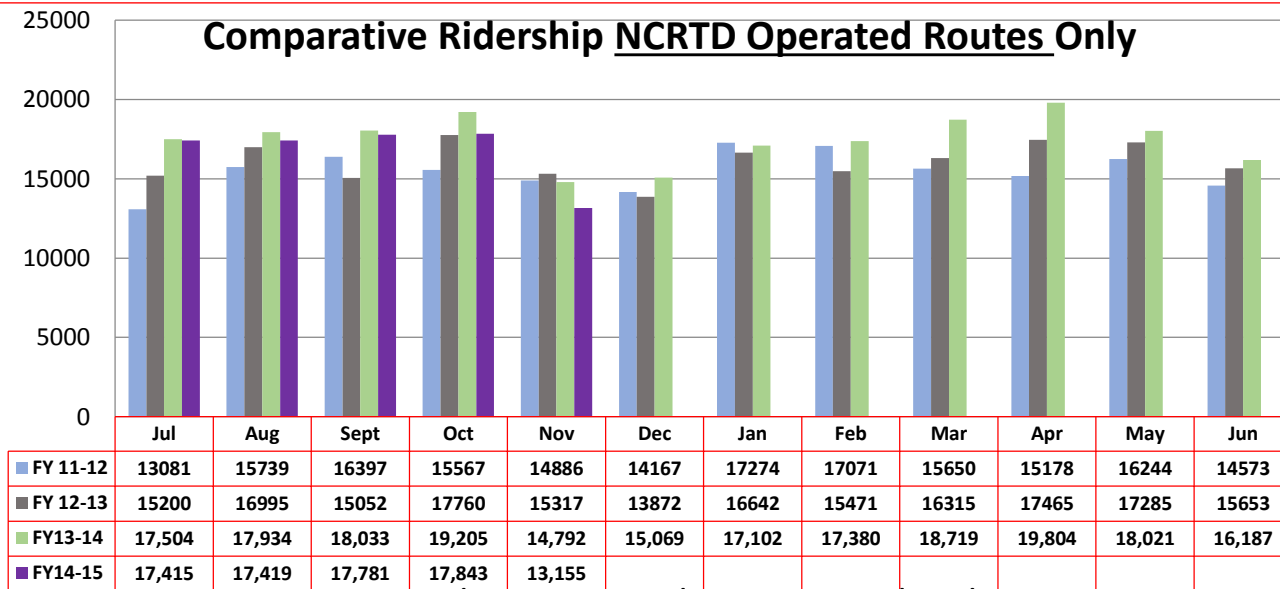
## Total Ridership YTD % Change

July-14	-5%
August-14	-2%
September-14	-3%
October-14	-2%
November-14	-3%
December-14	
January-15	
February-15	
March-15	
April-15	
May-15	
June-15	

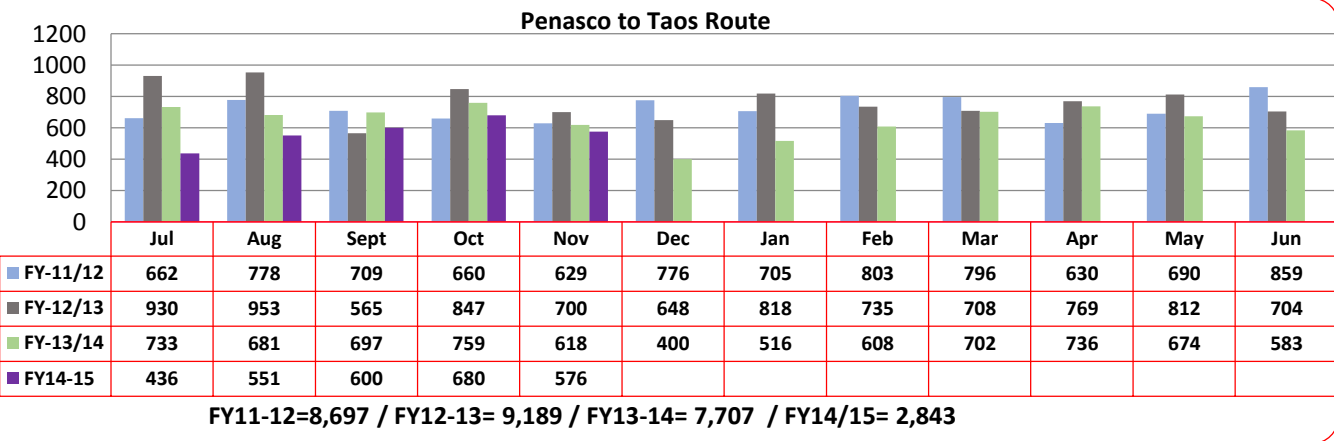
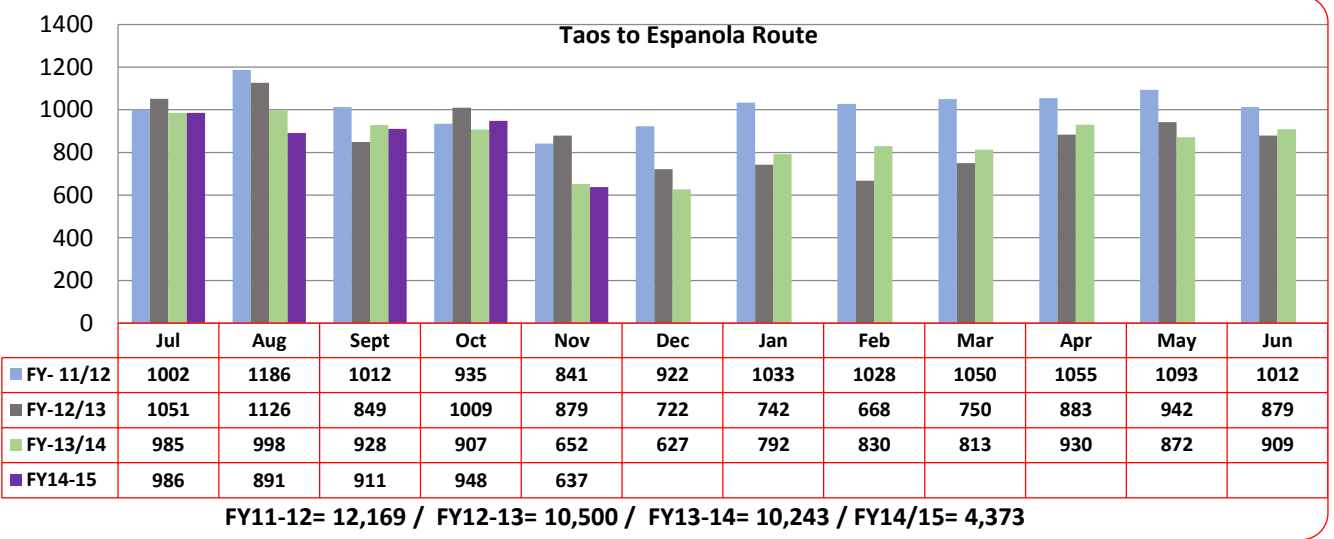
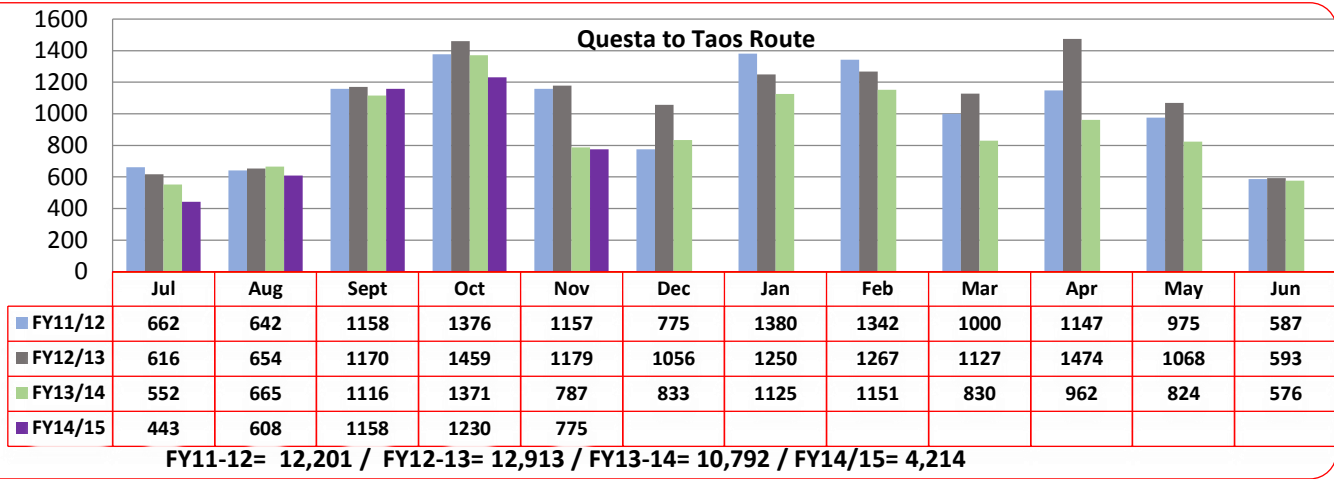
# November 2014 Ridership Report

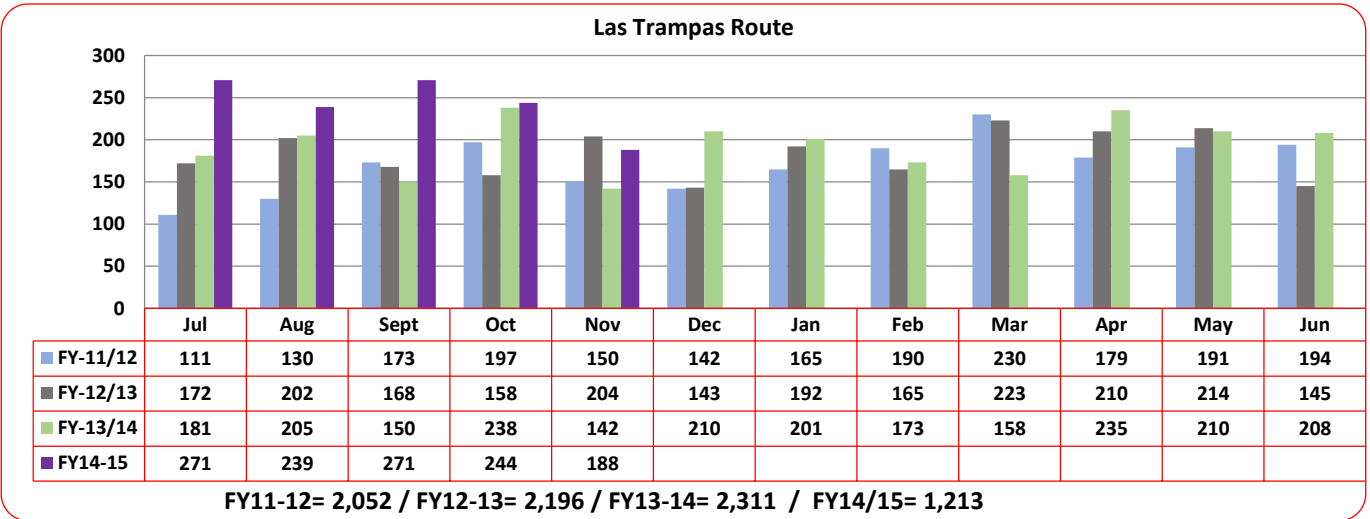
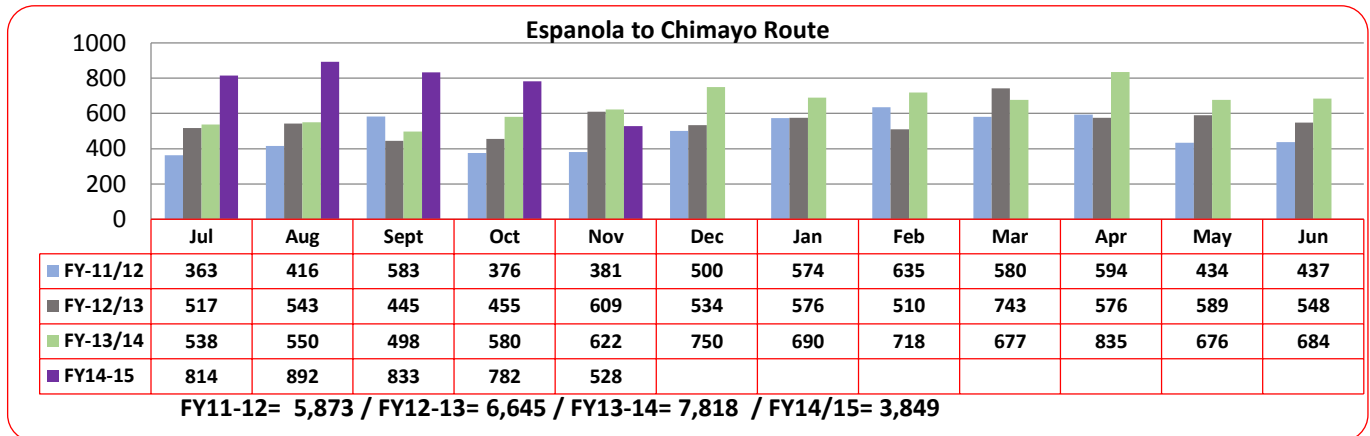
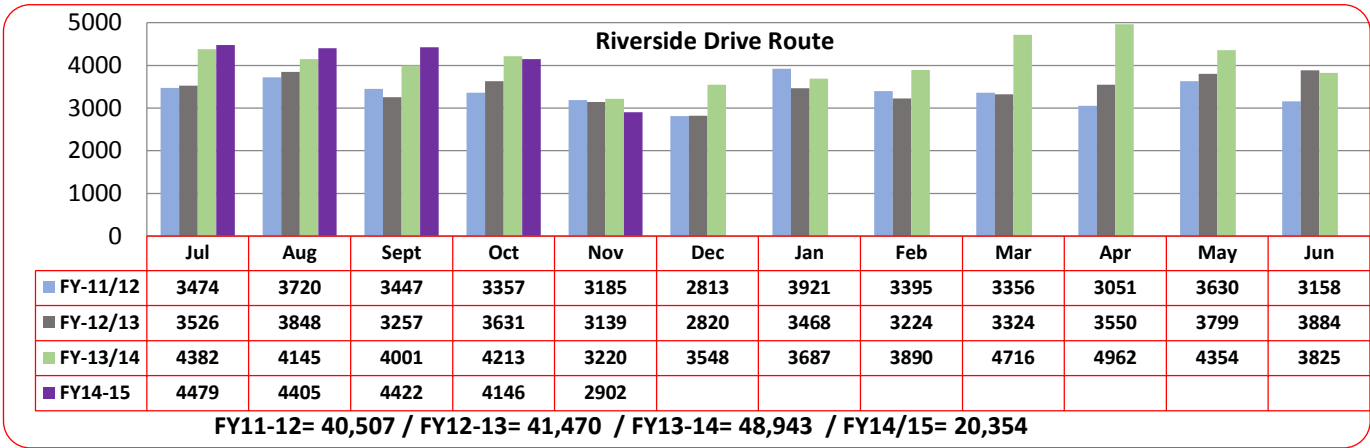


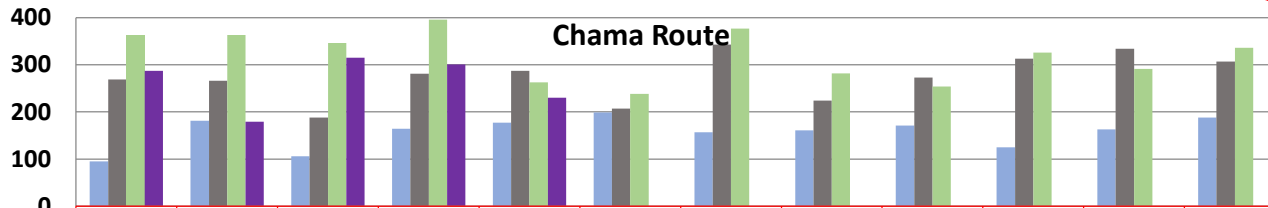
FY11-12= 246,114 / FY12-13= 269,146 / FY13-14= 312,093 / FY14-15= 141,590



FY11-12= 185,827 / FY12-13= 193,027 / FY13-14= 209,750 / FY14/15= 83,613

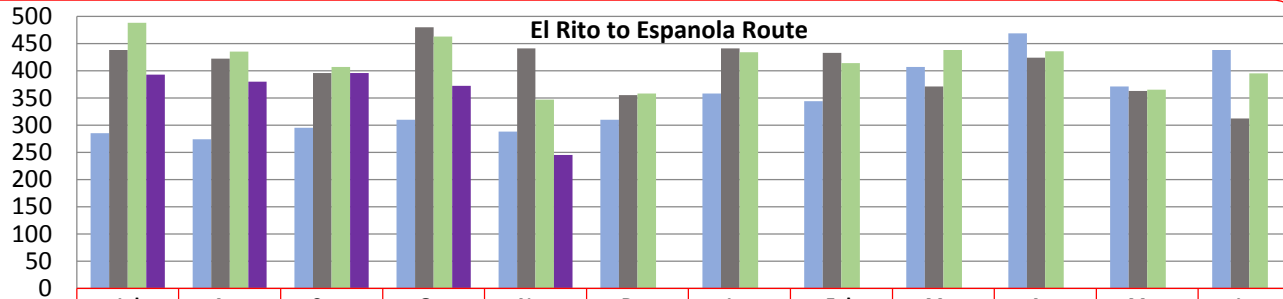






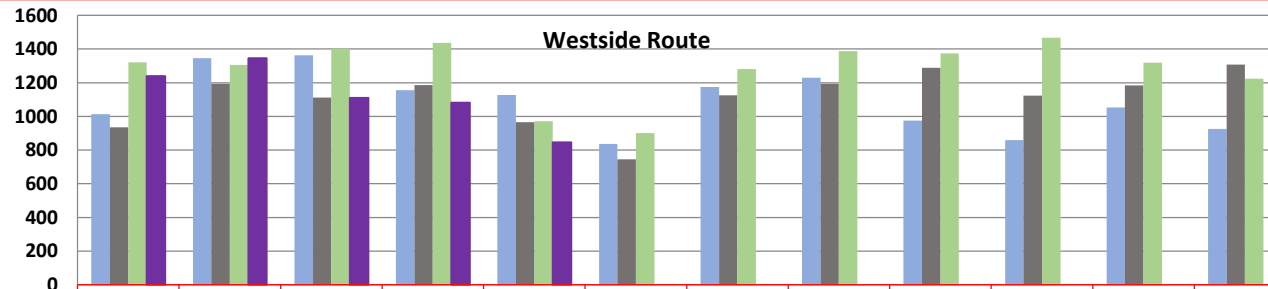
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	95	181	106	164	177	199	157	161	171	125	163	188
FY-12/13	269	266	188	281	287	207	343	224	273	313	334	307
FY-13/14	362	363	346	396	263	238	377	282	254	326	291	336
FYFY14/15	287	179	315	301	230							

FY11-12= 1,887 / FY12-13= 3,292 / FY13-14= 3,834 / FY14/15= 1,312



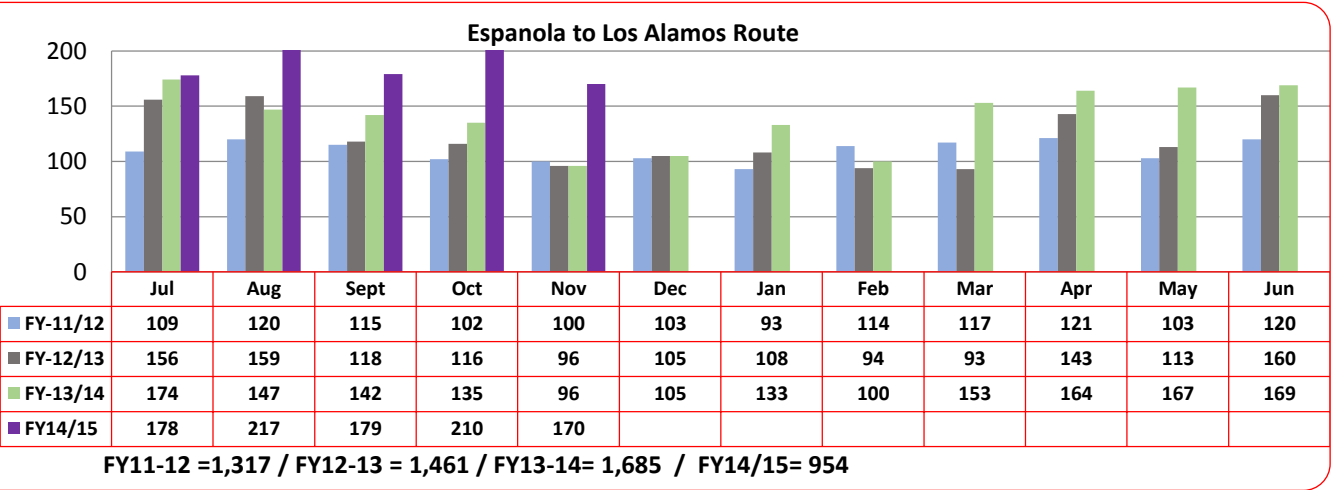
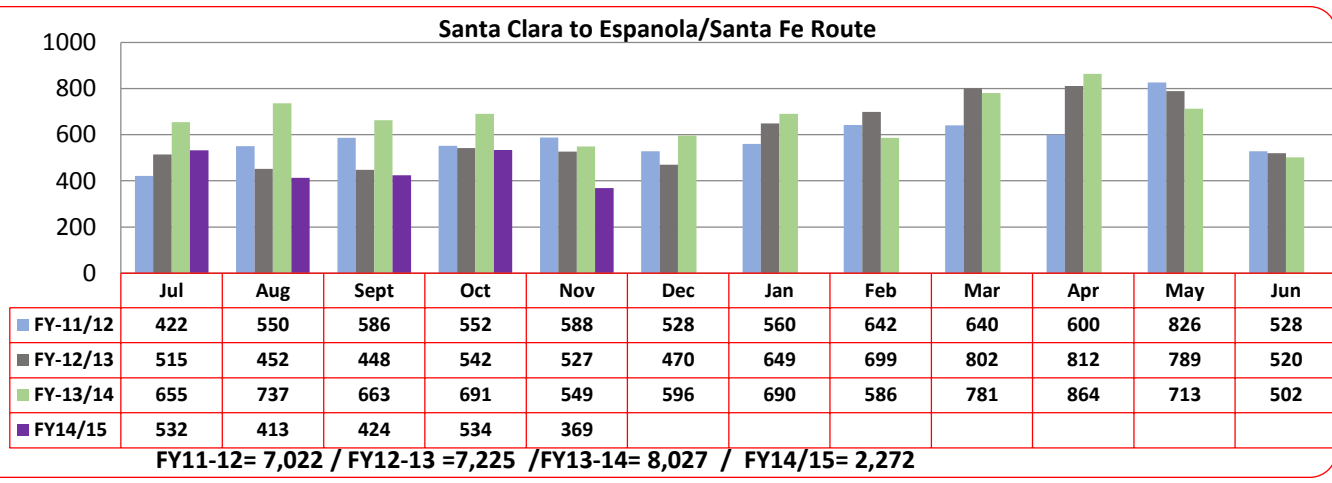
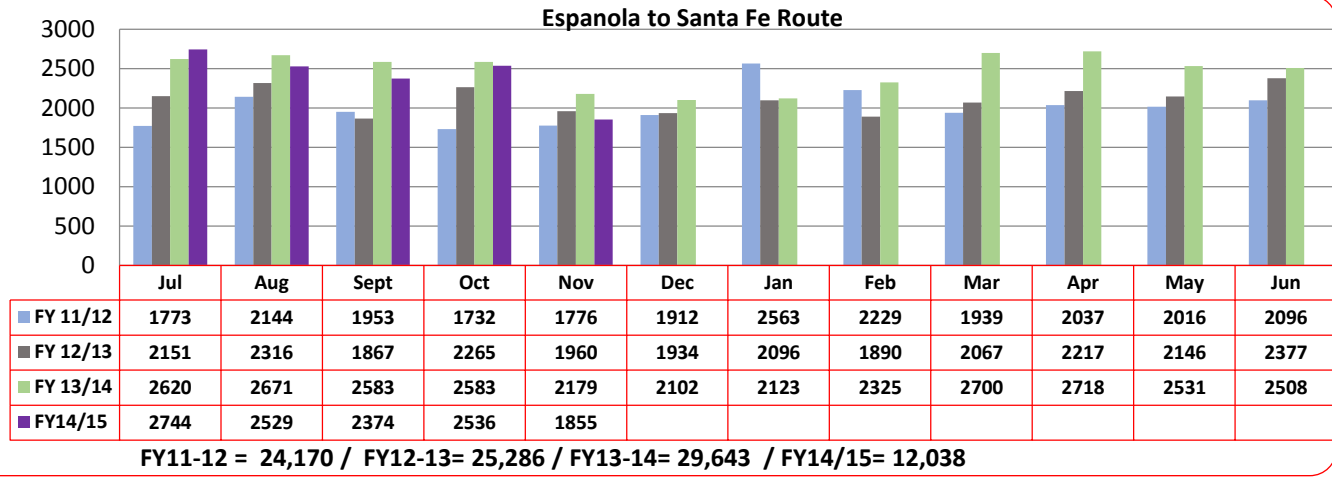
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	285	274	295	310	288	310	358	344	407	469	371	438
FY-12/13	438	422	396	480	441	355	441	433	371	424	363	312
FY-13/14	488	435	407	463	347	358	434	414	438	436	365	395
FY14/15	393	380	396	372	245							

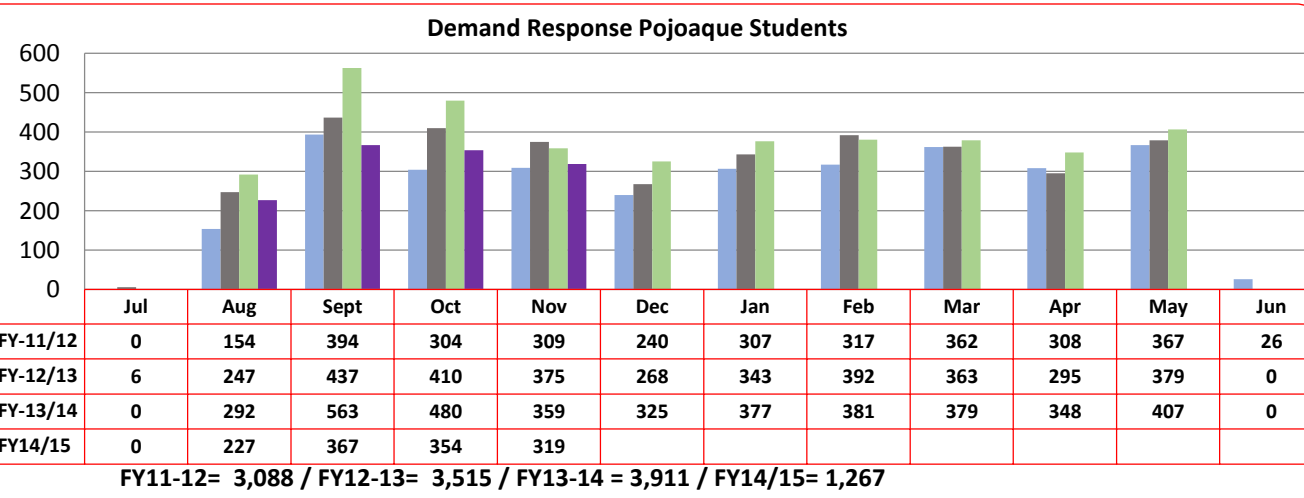
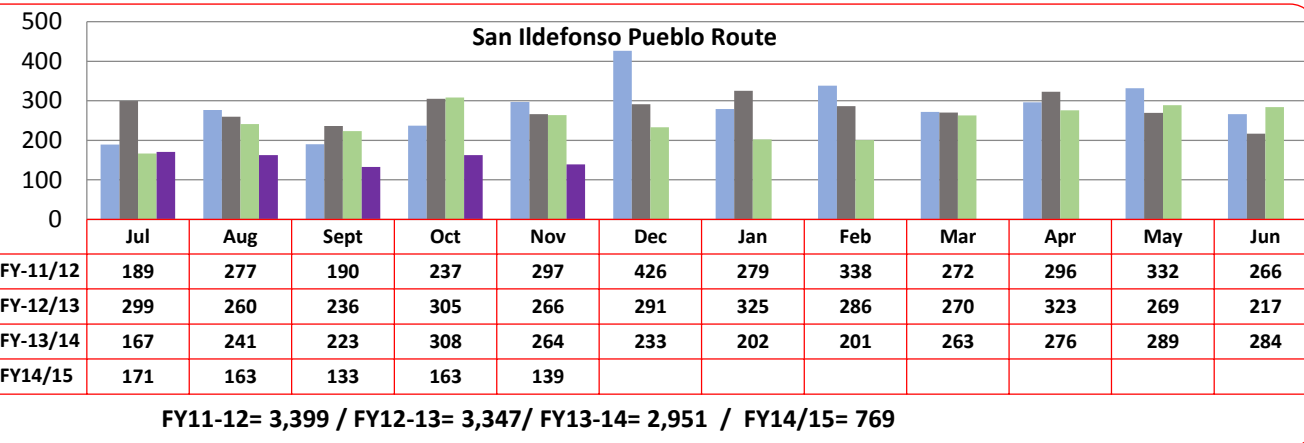
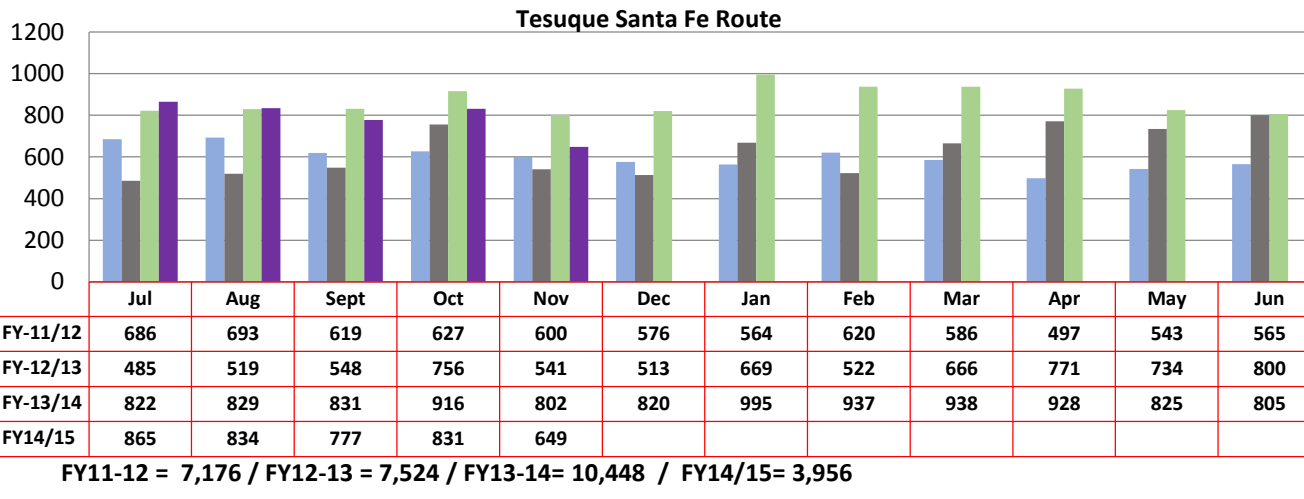
FY11-12= 4,149 / FY12-13= 4,876 / FY13-14= 4,980 / FY14/15= 1,786

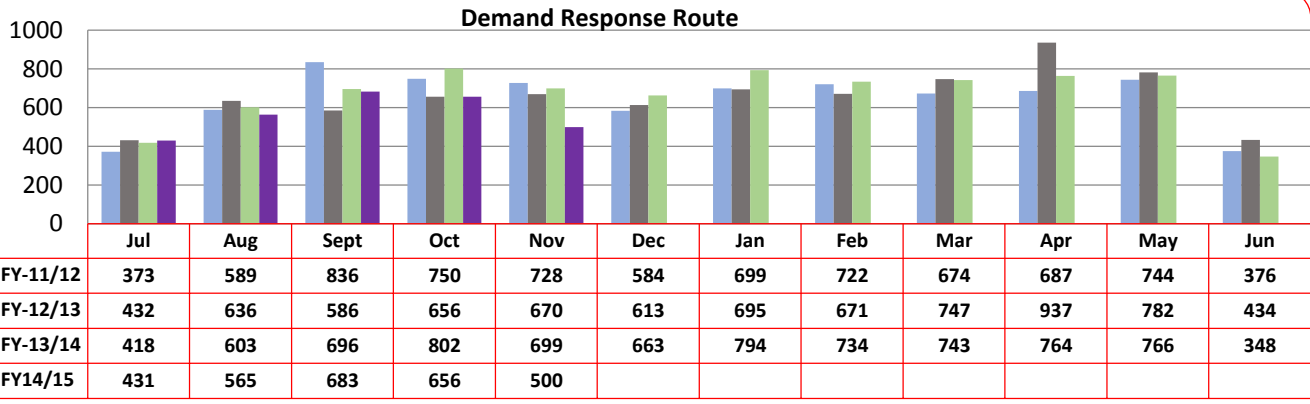


	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	1013	1346	1363	1156	1128	837	1175	1230	975	859	1054	926
FY-12/13	936	1193	1113	1186	966	745	1125	1193	1288	1123	1184	1307
FY-13/14	1321	1305	1402	1437	972	902	1281	1388	1374	1467	1319	1225
FY14/15	1239	1345	1111	1082	846							

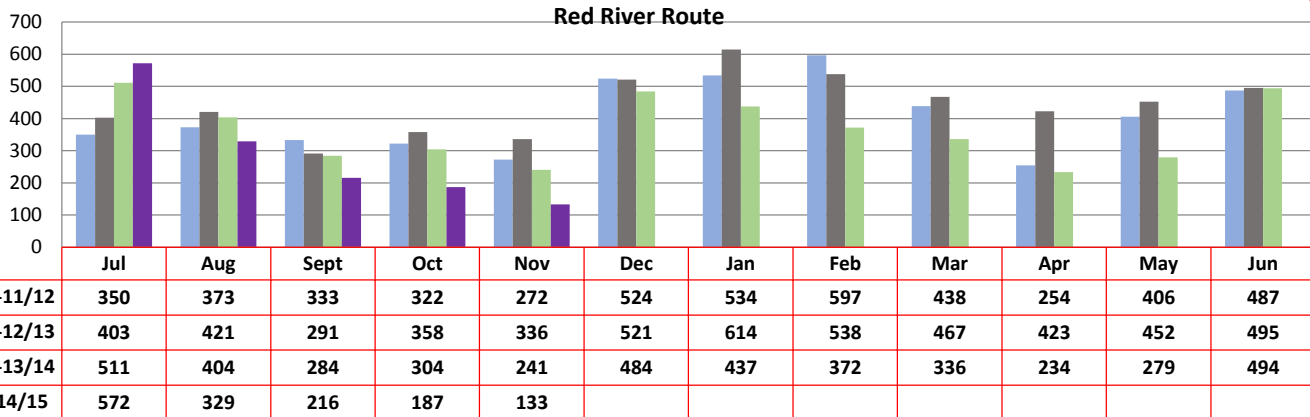
FY11-12= 13,062 / FY12-13= 13,359 / FY13-14= 15,393 / FY14/15= 5,623



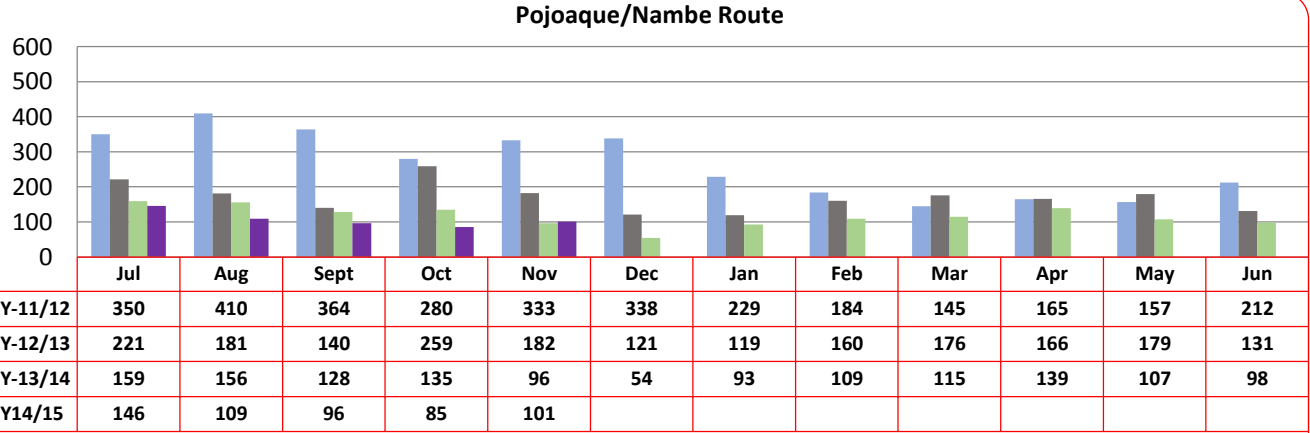




FY 11-12= 7,762 / FY12-13= 7,849 / FY13-14= 8,030 / FY14/15= 2,835

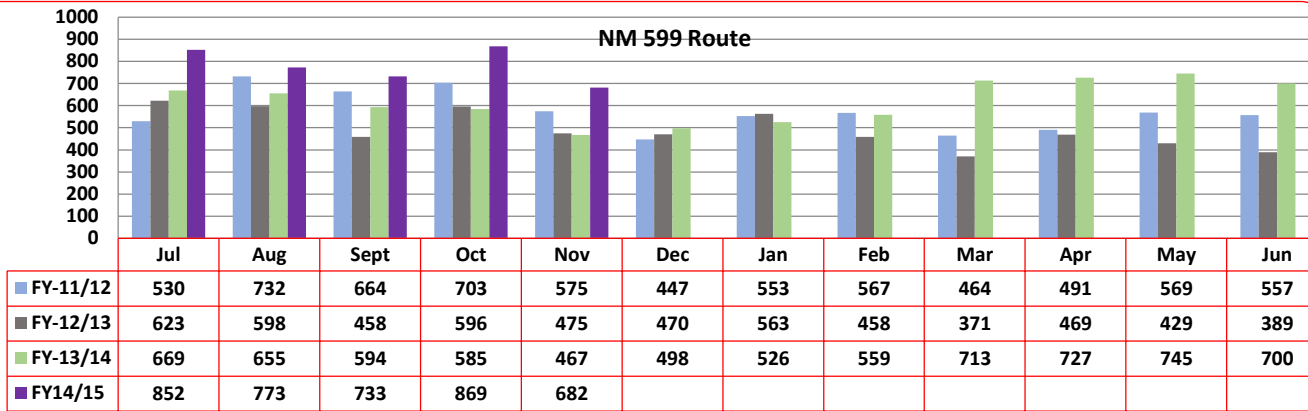


FY11-12= 4,890 / FY12-13= 5,319 / FY13-14= 4,380 / FY14/15= 1,437

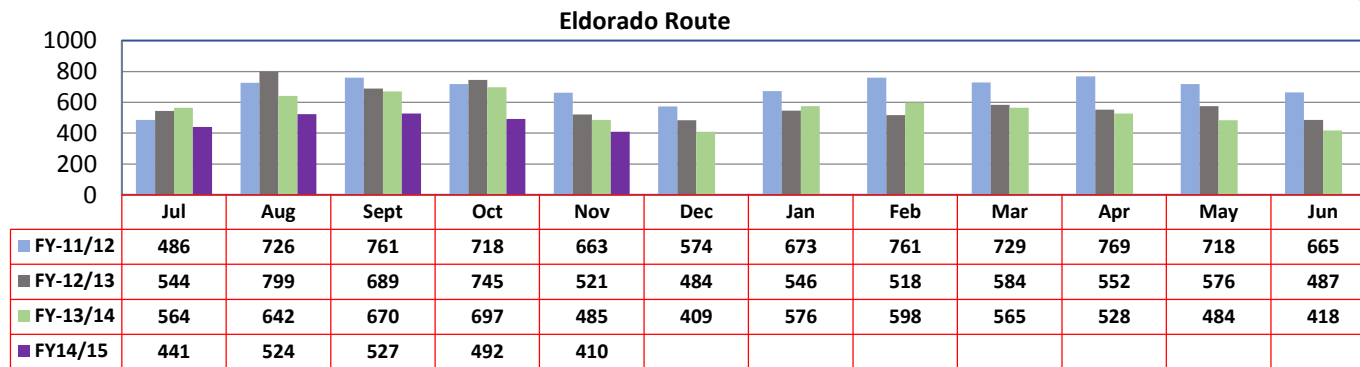


FY11-12= 3,167 / FY12-13= 2,035 / FY13-14= 1,389 / FY 14/15= 537

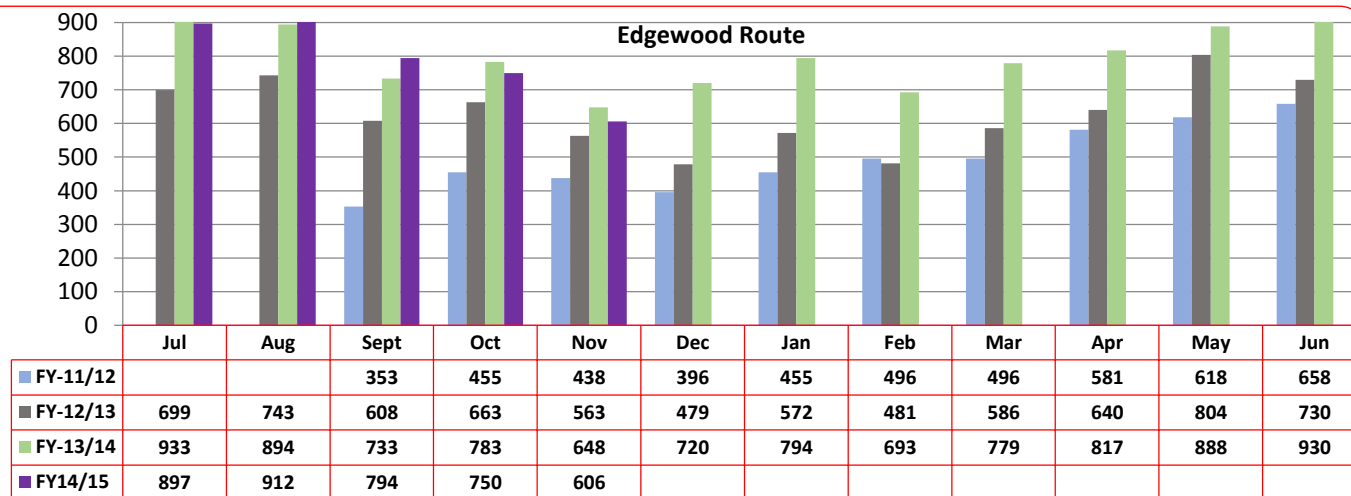




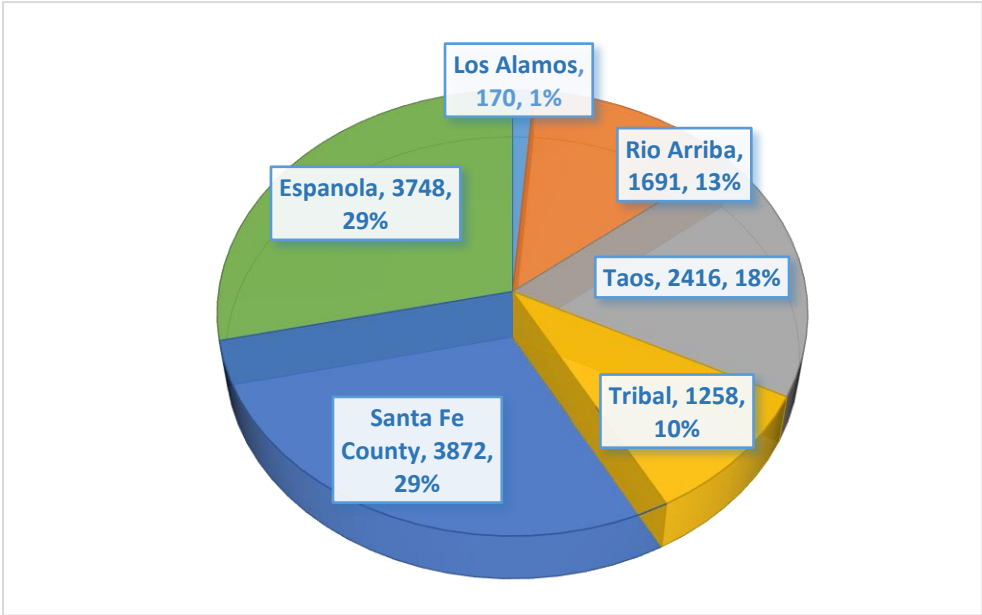
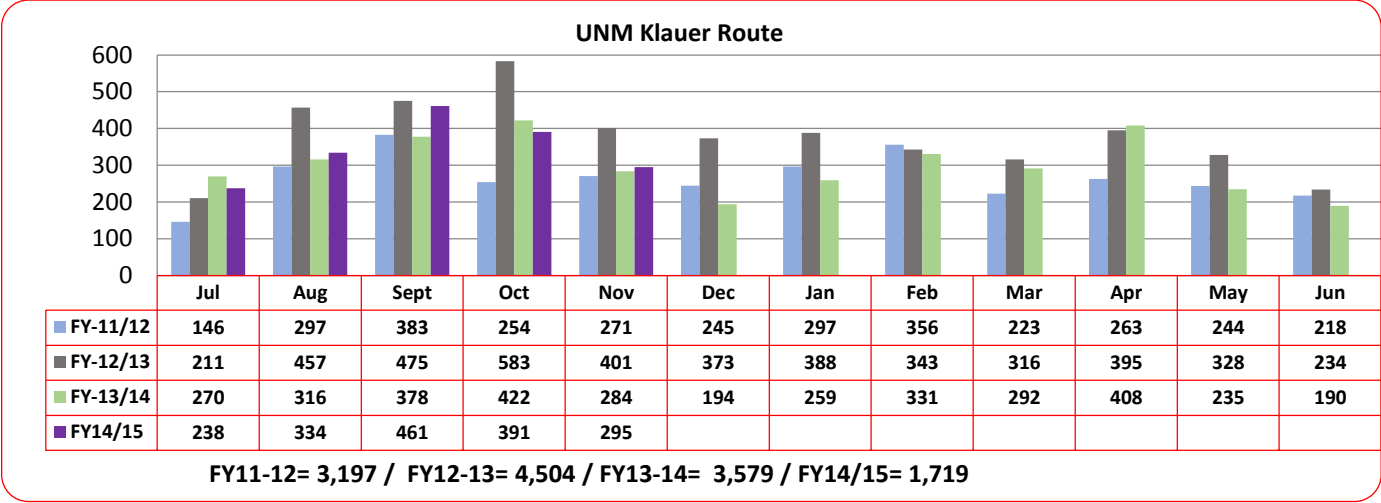
FY11-12= 6,852 / FY12-13= 5,899 / FY13-14= 7,438 / FY14/15= 3,909



FY11-12= 8,243 / FY12-13= 7,045 / FY13-14= 6,636 / FY14/15= 2,394



FY11-12= 4,946 / FY12-13= 7,568 / FY13-14= 9,612 / FY14/15= 3,959



# NCRTD Funded Routes - Member Operated

