# NORTH CENTRAL REGIONAL TRANSIT DISTRICT
# BOARD MEETING AGENDA

**March 2, 2012**
**9:00 AM- 12:00 PM**
**Santa Fe Convention Center**
**Santa Fe, NM**

## CALL TO ORDER:

1. PLEDGE OF ALLEGIANCE
2. MOMENT OF SILENCE
3. ROLL CALL
4. INTRODUCTIONS
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES *for February 1, 2012 Special Meeting and February 10, 2012*
7. PUBLIC COMMENTS

## PRESENTATION ITEMS:

**A.** **Presentation to Honor Chair and Board Director Rosemary Romero for Service to the NCRTD:**
*Sponsor:* Board of Directors and Anthony J. Mortillaro, NCRTD Executive Director.

**B.** **Presentation of Recognition for Retiring NCRTD Staff Member Ivan Guillen:**
*Sponsor:* Anthony J. Mortillaro, NCRTD Executive Director.

## ACTION ITEMS FOR APPROVAL/ DISCUSSION:

**C.** **Approval of Resolution No. 2012 – 07 Establishing and Defining the NCRTD Subcommittee.**
*Sponsor:* Anthony J. Mortillaro, NCRTD Executive Director. *Attachment*

**D.** **Presentation and Discussion of 10 Year Capital Investment Plan and Possible Board Action.**
*Sponsor:* Anthony J. Mortillaro, NCRTD Executive Director. *Attachment*

**DISCUSSION ITEMS:**

**E.** **Update of the Jim West Regional Transit Center:**
*Sponsor:* Anthony J. Mortillaro, NCRTD Executive Director and Mitch Davenport, Project Manager.

**F.** **Financial Report for February 2012:**
*Sponsor:* Anthony J. Mortillaro, NCRTD Executive Director and Kelly Muniz, Financial Manager. *Attachment*

**G.** **Finance/Regional Coordination and Consolidation Subcommittee Report:**
*Sponsor:* Chairman Tim Vigil and Anthony J. Mortillaro, NCRTD Executive Director. *No attachment to be sent for March meeting*

**H.** **Executive Report for February 2012 and Comments from the Executive Director:** *Attachment*
*Sponsor:* Anthony J. Mortillaro, NCRTD Executive Director.

**I.** **CLOSED SESSION:**

Closed session pursuant to NMSA 1978, Section 10-15-1 (H) (2) limited personnel exception for the purposes of evaluation of the Executive Director

**J.** **Reconvene in Open Session: possible action item from closed session.**

**MATTERS FROM THE CHAIR**

**MATERS FROM THE BOARD**

**MISCELLANEOUS**

**ADJOURN**

NEXT BOARD MEETING: April 13, 2012 at 9:00 am, location to be announced.

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 505-438-3257 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**
**Wednesday, February 1, 2012**

## CALL TO ORDER:

A special meeting of the North Central Regional Transit District Board was called to order on the above date by Chair Rosemary Romero at 1:00 p.m. at Buffalo Thunder Resort, Pojoaque Board Room, Pojoaque, New Mexico.

1. **Pledge of Allegiance**

2. **Moment of Silence**

3. **Roll Call**

Roll call indicated the presence of a quorum as follows:

| **Members Present:** | **Elected Members** | **Alternate Designees** |
|---|---|---|
| Los Alamos County | Councilor Geoff Rodgers [T] | |
| Taos County | Commissioner Dan Barrone | |
| Santa Fé County | Commissioner Kathy Holian | Commissioner Danny Mayfield |
| Rio Arriba County | | |
| Ohkay Owingeh | | |
| Pojoaque Pueblo | Mr. Tim Vigil | |
| San Ildefonso Pueblo | | |
| Santa Clara Pueblo | | Ms. Mary Lou Valério |
| Tesuque Pueblo | | |

| | | |
|---|---|---|
| City of Santa Fé | Councilor Rosemary Romero | Mr. Jon Bulthuis |
| City of Española | | |

**Staff Members Present**
Ms. Cynthia Halfar, Executive Assistant
Mr. Tony Mortillaro, Executive Director
Mr. Mitch Davenport, Facility Manager
Mr. Peter Dwyer, Counsel for NCRTD

**Others Present**

**4. Introductions**

Those present introduced themselves.

**5. Approval of Agenda**

**Mr. Vigil moved to approve the agenda as presented. Commissioner Barrone seconded the motion and it passed by unanimous voice vote.**

**6. Public Comments**

There were no public comments.

**ACTION ITEMS FOR DISCUSSION/APPROVAL:**

**A. Update of the Jim West Regional Transit Center: The Construction and Soil Conditions and Possible Action with Respect to Budget and Timeline for Completion of Site Work**

Mr. Mortillaro recalled he had agreed once he got budget figures to bring it back to the Board and possibly for additional financial resources for this issue. He now had cost estimates from the contractor on the change order to either use Roadpacker or the current revised design. They were attached on Attachment A in summary form.

Option 1, the Roadpacker, had a total cost of $410,000 less $136,000. They added in Stoven general conditions. Markon would be the contractor to do the work. For this option they would have to go out for a sole source contract on it. The cost of the change order would be $273,522.

Option 2 was the current design.

Mr. Davenport explained that Stoven's general costs would typically be broken out for general conditions ($52,000) including the job site trailer, chemical toilet (not specific to constructing) and Stoven added testing they had to pay for as well as additional dirt work for the utilities. They did a test trench down at 8' that by next day it had caved in so it would require a larger trench.

Chair Romero asked why Markon costs were higher.

Mr. Davenport said in Option #1 the cost to bring in additional soil was included but in Option #2 it was additional.

Mr. Mortillaro said they would put in ballasting.

Mr. Davenport said ballasting had come down in cost. They had assumed they would have to lay ballast on top over the entire site for stabilizing. They later agreed they wouldn't need all of that ballast but asked for a contingency in case they did.

Mr. Mortillaro said it was $384,000 but change order 7 & 8 made it $339,000 so it would be less expensive. Roadpacker had not been used much in the U.S. and only a couple of times in New Mexico and for one of them they had to go back and redo it. He was not fully comfortable with it.

There was enough money in the budget if he used money allocated for furniture and the $250,000 for add alternates 1 & 2. Those had to do with Silkey Way Road and the bus parking area. And those were conditions of permits on the site plan. So to use the building they had to have the road and bus lot constructed. So those would add $600,000 and there wasn't enough in the budget.

He also asked Mr. Davenport about just asking Stoven to finish the building (Attachment B) and they would bid out the rest. He estimated without the add alternates but just the areas Stoven was going to do.

Attachment C was a comparison so if we go out and bid it for all 3 areas. A potential savings of $260,000 could be realized. That assumed the construction industry was still hungry. Obviously it would add more time to go through that. Attachment D showed the site plan and Attachment E was the budget breakout.

Chair Romero asked if the potential savings in C were all outside costs.

Mr. Davenport agreed. They were all going out to subcontractors. He believed the soils work costs were highly padded.

Commissioner Mayfield asked if any of those had warranties.

Mr. Mortillaro said they all had a one year warranty.

Commissioner Mayfield asked if they could request a stronger warranty.

Mr. Mortillaro said they could at greater cost.

Commissioner Barrone asked about additional engineering costs.

Mr. Davenport said they shouldn't have any for this work and the only one he could imagine was if drainage would have to change. We might have to have civil engineer for a couple of hours. But they already had a comprehensive soils report from the engineer.

If anyone out there started digging up the trench and hit something like oil or gasoline it would change everything. There was no indication of that but there were always potential issues when you did the work.

Commissioner Holian commented that she and her husband actually had Roadpacker on their road. She cautioned that it absolutely should not be installed with freezing temperatures. Mr. Davenport agreed.

Commissioner Holian said they were having problems with it turning into soup so until they had the bugs worked out it was risky. In the Spur Ranch Road they were doing base course until the weather warmed up.

Mr. Mortillaro added that no matter what they chose, it would add time before getting into the building.

With Stoven it would be May.

Mr. Davenport agreed it could be later if they bid it. With Stoven, they should be able to start next week.

Mr. Mortillaro said they were paying rent at $2400 monthly where they were now. That would be $7200 more in rent but that was the only additional cost for the time delay.

Commissioner Barrone understood this was in a high water table and we had no assurance this would not contaminate the surrounding area.

Commissioner Mayfield asked when they went with an RFP and bids came in higher if they could still go back to the change order.

Mr. Mortillaro thought probably not because Stoven would demobilize once they terminated the contract.

Commissioner Mayfield asked if anything would prevent Stoven from bidding.

Mr. Mortillaro said they could but Mr. Dwyer would advise the Board in closed session on the legal issues with that.

Councilor Rodgers asked him to clarify the extra time to occupy.

Mr. Mortillaro said that option might take us into June and Stoven's would be in May.

Councilor Rodgers felt that was not much delay.

Mr. Davenport said it would be a 30 day difference if it went right the first time. He repeated it closer to the cell phone.

Councilor Rodgers asked about rent costs.

Mr. Mortillaro said at $2400 per month it could be from $7200 - $9600 more.

Chair Romero explained they were on a month to month lease.

Councilor Rodgers wanted to make sure that they were doing a proper cost/benefit analysis.

Mr. Bulthuis asked about Attachment B.

Mr. Davenport explained that in B, area D had no asphalt.

Mr. Bulthuis asked if that would fulfill occupancy requirements.

Mr. Davenport said it would not because Silkey Way Road was not in there.

Mr. Mortillaro pointed out that these prices could change if there was a fluctuation in oil prices because it affected asphalt. He had asked Mr. Davenport to meet with City of Española about a temporary certificate of occupancy if they didn't get Silkey and the bus parking done. They were reluctant to do that. They wanted us to get it done because there was a developer who wanted to use it. He thought the developer needed to reimburse the RTD or share the cost.

So tomorrow he and Mr. Davenport were meeting with City Manager to enter a reimbursement agreement.

Mr. Bulthuis noted that option #2 ran to $384,000 and Mr. Davenport's estimate was even slightly less than that.

Mr. Mortillaro said there were still funds for landscaping and concrete that could be included in the bid.

**CLOSED SESSION:**

**Executive session pursuant to Section 10-15-1.H (7) for discussion of issues subject to the attorney-client privilege pertaining to threatened or pending litigation in which the NCRTD was or may become a participant.**

**Commissioner Barrone moved to go into executive closed session pursuant to Section 10-15-1.H (7) for discussion of issues subject to the attorney-client privilege pertaining to threatened or**

**pending litigation in which the NCRTD was or may become a participant. Mr. Vigil seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Taos County, Santa Fé County, Pueblo of Pojoaque, Santa Clara Pueblo and City of Santa Fé voting in favor and none voting against.**

The Board went into closed session at 1:50 p.m.

At 2:31 p.m. the Board decided to return to open session.

**Commissioner Holian moved to return to open session. Mr. Vigil seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Taos County, Santa Fé County, Pueblo of Pojoaque, Santa Clara Pueblo and City of Santa Fé voting in favor and none voting against.**

Chair Romero announced that during the closed session no actions were taken and the only matters discussed were those permitted in Section 10-15-1.H (7), NMSA 1978.

**Mr. Vigil moved to authorize Mr. Mortillaro to take action consistent with the discussion. Chair Romero seconded the motion and it passed by unanimous voice vote.**

Mr. Mortillaro said in seeking action with not sufficient funds in the budget to do Alternates 1 & 2, he would need to move resources around: For FY 12 he would need to move $235,000 from Reserve for Capital into the construction project and $371,000 from the Reserve Fund to the construction project. That was not an increase to the contractor's contract but to the project. If the Board approved that he would have a resolution for it at the February 10 meeting.

After transferring $235,000 from the Reserve for Capital it would leave $83,000 and after the $371,000 was transferred from the Reserve Fund the balance would be $3.5 million of which $700,000 was restricted. (Restricted by Los Alamos County for working capital expenses). The District put the rest in there. They were above the 25% requirement.

Commissioner Barrone said they needed to move forward or they would never get a certificate of occupancy. He asked if this was the best way to get the funds for it.

Mr. Mortillaro said it was and they also requested a capital outlay from the legislature and it had four sponsors. The problem was the timing on it. He would prefer to not use reserves but anything over 25% was there for one-time expenditures that were unanticipated.

Chair Romero asked if $500,000 was approved from the legislature whether the Board could put it back in reserve.

Mr. Mortillaro said that was probably not the case.

Mr. Bulthuis noted the budget amount showed more than $600,000 but he hoped expenditures would be $140,000 less than that. Mr. Mortillaro agreed.

Mr. Mortillaro said they requested the funds from the legislature based on Stoven's estimate but hoped to spend much less than that.

Commissioner Mayfield asked if Silkey Road was a private road.

Mr. Mortillaro explained that it was part of the agreement with the City of Española and would be dedicated to the City once finished.

Commissioner Mayfield said that road was in the swamp too. He asked how the City dealt with that.

Mr. Dwyer said Mr. Cook put in the signals before the RTD bought the land.

Mr. Mortillaro added that the 7.7 acres behind the building belonged to the RTD also and later he wanted to propose a revenue generation use.

Commissioner Mayfield asked if the city was going to maintain this road.

Mr. Dwyer said they had to build it to city standards in order for the city to maintain it. A portion of our land was already a city road easement.

Commissioner Mayfield pointed out that there were a lot of Española roads not up to standards.

Mr. Dwyer shared his experience as city attorney for Española.

Commissioner Mayfield asked if Auto Zone would be asked to contribute to the road costs.

Mr. Mortillaro thought that was much harder. The only way to get in there was through that intersection and a little piece was paved to AutoZone now.

Commissioner Barrone asked if the legislative request had broad language.

Mr. Mortillaro said it specified that it was to be used to Silkey Way Road and the bus parking area. He was hoping to know when the session ended. For $500,000 it might work.

**Commissioner Barrone moved to authorize the requested budget adjustment. Commissioner Holian seconded the motion and it passed by unanimous voice vote.**

## MISCELLANEOUS

There were no miscellaneous matters.

**NEXT BOARD MEETING: February 10, 2011, 1 p.m. at Senior Center, Santa Clara Pueblo**

**ADJOURNMENT**

The meeting was adjourned at 2:50 p.m.

Approved by:

_____
Rosemary Romero, Chair

Attest:

_____
Geoffrey Rodgers, Secretary

Submitted by:

_____
Carl Boaz, Stenographer

**North Central Regional Transit District**
**Board Meeting**
**Friday, February 10, 2012**

**CALL TO ORDER:**

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Chair Rosemary Romero at 1:00 p.m. at the Senior Center, Santa Clara Pueblo, New Mexico.

1. **Pledge of Allegiance**

2. **Moment of Silence**

3. **Roll Call**

Roll call indicated the presence of a quorum as follows:

| **Members Present:** | **Elected Members** | **Alternate Designees** |
|---|---|---|
| Los Alamos County | Councilor Geoff Rodgers | Ms. Anne Laurent |
| Taos County | Commissioner Dan Barrone | Mr. Jacob Caldwell |
| Santa Fé County | Commissioner Kathy Holian | |
| Rio Arriba County | Commissioner Barney Trujillo | Mr. Tomás Campos |
| Ohkay Owingeh | | |
| Pojoaque Pueblo | | |
| San Ildefonso Pueblo | | |
| Santa Clara Pueblo | | Ms. Mary Lou Valério |
| Tesuque Pueblo | | |

| | | |
|---|---|---|
| City of Santa Fé | Councilor Rosemary Romero | Mr. Jon Bulthuis |
| City of Española | Councilor Robert Seeds | |

**Staff Members Present**

Ms. Cynthia Halfar, Executive Assistant
Mr. Tony Mortillaro, Executive Director
Mr. Mitch Davenport, Facility Manager
Mr. Peter Dwyer, Counsel for NCRTD
Ms. Kelly Muniz, Financial Director
Mr. Ivan Guillen, Regional Manager

**Others Present**

Ms. Ernestina Trujillo, NMDOT [telephonically]
Mr. Andrew Martínez, Rio Arriba Planning and Zoning Staff
Mr. Andrew Jandáček, Santa Fé County Staff

**4. Introductions**

Those present introduced themselves.

Chair Romero thanked Ms. Valério for hosting the meeting and for providing the great facility.

**5. Approval of Agenda**

**Commissioner Holian moved to approve the agenda as presented. Commissioner Barrone seconded the motion and it passed by unanimous voice vote.**

**6. Approval of Minutes for January 6, 2012**

**Ms. Valério moved to approve the minutes for January 6, 2012 as presented. Chair Romero seconded the motion and it passed by unanimous voice vote.**

**7. Public Comments**

There were no public comments.

## ACTION ITEMS FOR DISCUSSION/APPROVAL:

### A. Mid-Year Budget Review and Adjustment to 5316 Funding as Recommended from the NCRTD Finance Subcommittee

Ms. Muniz reported the NCRTD received some funding from NMDOT. In past years they budgeted it on the state FY but now were on the federal FY. It was not really an increase but it needed the Board's approval for $77,978 for July, August and September before the October funding and to reduce the October funding by the same amount.

Mr. Mortillaro said the actual action to modify the budget was under the resolution (following item) The Finance Committee reviewed it and recommended approval.

Ms. Muniz went through the Mid-year Review. She then reviewed the budget figures and explained the variances.

Councilor Seeds asked about the training amount on page 2 at the bottom of the page.

Ms. Muniz explained that was for administrative training and there was a separate training amount under operations.

Commissioner Holian asked about the low amount on federal grant expenditures.

Ms. Muniz explained that it was a timing issue and expenditures for which she had just requested were reflected in January figures.

Mr. Mortillaro added that they had a revolving capital fund of about $700,000 and if expenses exceeded revenue because of awaiting reimbursements, they had 180 days to pay it back. That allowed them to take into account the federal reimbursement procedures.

### B. Approval of Resolution 2012-04: FY 12 Budget Increase for 5316 Funding

**Councilor Seeds moved to approve Resolution 2012-04. Commissioner Barrone seconded the motion and it passed by unanimous voice vote.**

### C. Approval of Resolution 2012-05: FY 12 Budget Increase for the Jim West Transit Center

Mr. Mortillaro explained that this resolution was the result of the February 1st discussion around construction of the Jim West Transit Center and the budget adjustment request including add alternates. Those present approved the change and this would approve the resolution to send to DFA.

Commissioner Barrone asked him to explain what took place because some people present here were not at that meeting.

Mr. Mortillaro said he shared the current status of the project on February 1 and the budget adjustment needed for the soil condition and their proposal for the add alternates based on a modified design. They explored the Roadpacker option and the Board recommended not using that product.

The adjustment also included the added funds needed to complete Silkey Road and the bus parking area. Those had to be completed in order to utilize the building.

Since that meeting, he and Mr. Davenport met with the Española City Manager and with their Planning Director about the reimbursement agreement for future developers there who would have the benefit of the NCRTD investment in the road without having to pay. So the RTD would get reimbursed for other developments on that roadway. The City Manager was open to that and asked him to present an agreement for City Council consideration. He anticipated completing that by the end of February to present to their City Council.

He also asked Stoven Construction to consider lowering the price on that change order. They would meet next week. If that wasn't favorable, based on the Board's direction, they would seek to modify that contract and have it as a separate project. They still planned to bid out Silkey Road and the bus parking without a change order with the contractor.

Councilor Seeds apologized for not being there. He was out of state. He felt they went over and above in their responsibility and should have known about those things. We tested the soil samples and had to deal with things at the last hour that the contractor should have known months ago. He wondered if they were trying to make up for a low bid.

Mr. Mortillaro had a similar concern whether the change order was padded to make it up. That was a reason he came to the Board at the last meeting. He had asked Mr. Davenport to estimate the cost for doing that work so he would have a bench mark on it if they went out for bids to have it done. They wouldn't fully know if that was market rate until they went to find out. He asked for authority to negotiate with Stoven Construction for a reasonable cost and authority to modify the contractual relationship with them. And if not, to have Stoven finish the last 5% and then the RTD would find someone else to do the rest of the work.

The add alternates were never part of the original budget. Mr. Stoven gave a price and we had to find money to do them. But when the design changed, the add alternates did too so they would bid those separately and hope the market would be favorable. Stoven Construction was testy about it when he asked how he would know it was a fair price and did not like their answer.

As a result it would take more time. Likely they wouldn't get into the building until May or later but with only $2,400/month rent in Santa Fé it would work out. The new utilities would be about that amount. So there would be changes in budget when they got into the new building. It was a steel building and not as well insulated as it should be.

Councilor Seeds commented that they needed to save as much money as possible. At the Pojoaque meeting there were concerns about rebidding it. In his experience on the city council it always seemed to come at the last minute. Stoven Construction could bid on it.

Mr. Mortillaro agreed. He just needed to be assured of the legal issues to not get into unnecessary litigation. Mr. Dwyer was on top of that.

Chair Romero added that they had an executive session on that at the last meeting to make sure the Board was on top of the legalities in the contractual area. So staff was proceeding as cautiously as possible.

Mr. Dwyer said in general at the end of the contract when people were not happy, they tended to get drawn into possible litigation. Usually it was the contractor asking "how much more money are you going to give me." Our answer was none.

There could come a time when some demands get made and we would have to know our legal position at that time. We have good grounds for altering things with the contractor. Mr. Mortillaro and Mr. Davenport were working on it. He hoped Stoven would reduce the cost for the change order.

Commissioner Trujillo questioned being able to occupy by the end of May.

Mr. Mortillaro explained that construction was 95% completed on the inside. But the HVAC units could not be installed without concrete pads so the soils had to be done right before that. Those units wouldn't be installed until the site work was done. It was obviously a night and day transformation now and the image it presented to the public. But that site work would take time. They had to dig out soil and move it off site and move in the new product. It was several acres.

Commissioner Trujillo knew the soils were messed up but in his opinion it should just be paved and then deal with pop ups. This project has taken quite some time now.

Mr. Mortillaro agreed that not much had been done on the exterior. Going out to bid would add as much as 60 days. Those who were on the board at the time would remember they had to do the bids three times so they wanted to make sure this time that the specifications were correct.

Mr. Mortillaro explained that they couldn't just pave it with asphalt because the vehicles were heavy and would just sink. The contractor couldn't put his equipment on the lot because there was no stable base there. They would want to be excused from any liability if we did that.

**Commissioner Holian moved to approve Resolution 2012-04. Commissioner Barrone seconded the motion and it passed by majority roll call vote with Los Alamos County, Rio Arriba County, Taos County, Santa Fé County, Santa Clara Pueblo and City of Santa Fé voting in favor and City of Española voting against.**

## D. Demand Response and Para-Transit Service Expansion, as Recommended from the NCRTD Finance Subcommittee

Mr. Guillen presented this matter to the Board. The Board approved paratransit service on June 15, 2011 and staff members were asked to explore expansion of those services. It was heard at the last Finance Committee meeting.

Our demand response services provide service within a 15 mile radius from the Española parking lot in Rio Arriba County. The City had a 5 mile radius before the RTD took over and Rio Arriba County did 15 miles. So Board felt 15 miles was proper.

Those areas not served by routes in the city were demand response areas. The RTD also provided transit for Pojoaque students living in Española to take them to Arroyo Seco. He explained that the RTD could not provide school bus service but was open to the general public. That was the only demand response provided in Santa Fé County and the only one in the Santa Fé County service plan.

Currently demand response boundaries were from the northern end of Velarde and Rio Chama to CR 140. So when people requested service in that area they allowed 30 minutes for the driver to get there. There was a consistent rider from the Velarde Apple Shed. It costs about $50 to pick up and deliver the rider. Southern Rio Arriba County was in the 15 mile boundary so the boundary included San Pedro and La Mesilla. So they understood the costs involved.

The Finance Committee recommended expansion of para-transit service to La Puebla area up to three quarters of a mile from the route. Only in Chimayó did they have one outside of that limit. About a half square mile area was not served. Most of customers were twice a week. It would impact the budget $5,027 per year. The Board recommended including that in the 2013 budget.

Chair Romero said the recommendations were on page 4 of the memo. It was to approve serving the La Puebla community until doing the plan for 2013. The other recommendation was that the service area not be expanded further.

Commissioner Holian asked how demand response worked.

Mr. Guillen explained that the request had to be made at least on the day before and staff scheduled it. The rider paid $1 at the curb or $2 from on their property.

Councilor Seeds asked if they were getting the calls anticipated.

Mr. Guillen agreed. We seldom went to the 15 mile boundary. Usually up to 10-11 miles was the farthest. There were about 1,600 riders cumulative.

Councilor Seeds asked if it was over or under budget.

Mr. Mortillaro explained that the budget lumped it together. The recommendation for 2013 was to include funding for the expanded service.

Councilor Seeds thought they needed to offer those services to as many as possible. We want to have support of the communities that were served.

Chair Romero noted that they were up for renewal of GRT in 2023. They projected a cost for service to Edgewood and were over budget there so Santa Fé County was paying the amount that was over the budget.

In the 2013 budget the Board could look at what services were provided and at possible expansion of them. An article in New Mexican indicated people were using them more and more.

Mr. Martínez said he and his son utilized the bus heavily. His son went to Pojoaque and asked if they could have an alternative payment option (such as monthly).

Chair Romero said they had looked for alternative forms. They didn't have card swipes yet. As the organization changed, maybe they could have one.

Mr. Martínez added that the on-demand service there was high already. He asked how much more it would take to make it a fixed route.

Chair Romero explained that the school district was supposed to provide transportation. The RTD would do an orientation in the spring and that might be a good time to do it.

Page four had the two recommendations.

**Commissioner Holian moved to adopt both recommendations of the Finance Committee. Councilor Rodgers seconded the motion and it passed by unanimous voice vote.**

## E. Approval of Resolution 2012-06: Adoption of the NCRTD Fuel Card Policy

Mr. Mortillaro reminded the Board that at the January meeting the Board requested this policy. The document was a policy statement regarding the use of fuel cards. It needed a more detailed policy statement on the administrative end.

Mr. Guillen presented the details of the policy. The fleet card used a contract by New Mexico General Services. Cards were assigned to vehicles instead of to drivers and every driver would have an identification #. The minivans and vans fit through a self-service car wash and the cards could be used for that. The NCRTD Finance Department would audit the fuel card use at month end.

Chair Romero strongly suggested the Board take a stance on this.

Councilor Rodgers asked if the RTD was using this now.

Mr. Mortillaro said they currently were using Right Express but it might change in the future. Once staff moved into the new facility the Board could consider installing our own fuel facility and get bulk gas more cheaply. The cards would still be needed for Santa Fé and Taos. He also talked with the City of Santa Fé and might be able to fuel at their facility and their rates. He didn't know if Taos had a facility or not.

Councilor Rodgers said Right Express turned out to not be very good for Los Alamos and they went to an RFP for local suppliers.

Mr. Mortillaro agreed that was an option too. They would still end up paying wholesale rates. He asked if Taos County was on the same system.

Mr. Caldwell said they were.

Chair Romero said they could look at other options to be considered at a later date. The goal was to be efficient on either our own or partnering with other entities.

Councilor Rodgers wanted to have that in this motion.

Mr. Campos asked if the RTD would have a mechanic on staff after moving in.

Mr. Mortillaro clarified that the Fleet Manager would administrate the card system. There were changes in the works soon to mitigate any unusual or improper use of the system in the near future.

Mr. Campos said Rio Arriba purchased bulk rate fuel and could not use the card for that. They didn't have the staff to monitor it. Also Right Express took off the tax.

Ms. Muniz said the RTD paid the full rate.

Mr. Mortillaro agreed to check if it was taken out for Rio Arriba County. He said they would have more staff when they moved in to manage it.

He described a sensor system in the vehicles that would provide mileage and type of fuel needed. It eliminated the need to write in the mileage. It could also calculate miles per gallon or any fueling when they were closed.

Councilor Rodgers moved to adopt the policy as presented and to direct staff to explore other options including bulk fuel purchasing or locally provided fuel. Commissioner Trujillo seconded the motion.

Councilor Seeds asked if the RTD already had a card system in place.

Mr. Mortillaro agreed and staff were monitoring it. Ms. Muniz could log on to the system and Mr. Guillen pulled a monthly report.

Mr. Guillen said he audited it on a weekly basis and did random sampling. It took two days for a transaction to appear on the web site. At month end they received an exception report if gas was being dispensed on a weekend or exceeded the normal use of a driver. They also reconciled receipts with the invoice.

**The motion passed by unanimous voice vote.**

## F. Performance Goals and Objectives of the Executive Director for September 2011- June 2012

Chair Romero reminded members that goals and objectives were put in place to evaluate the Executive Director. A smaller group met in Pojoaque (Chair Romero, Councilor Rodgers, Mr. Vigil and Ms. Valério) and evaluated the work before them, made edits and made recommendations for the Board.

Mr. Mortillaro felt the process for goals and objectives was identified well. He put them in 3 categories and went through each of them with the Board.

He pointed out one requested change that the timing for Goal 5 be changed from April to June.

Councilor Rodgers felt this captured their conversation. Ms. Valério agreed.

Commissioner Barrone suggested it would be nice if Mr. Mortillaro could visit all of the member entities in here.

Mr. Mortillaro agreed and pointed out that was in Goal 3, item 3 and also in Goal 9.

**Commissioner Holian moved to accept the goals and objectives as presented with Goal 5 changed to June. Councilor Rodgers seconded the motion.**

Mr. Bulthuis commented on developing relationships with service providers in the district. There was a greater effort with Rio Metro recently. He didn't know where to put that for Atomic City and Santa Fé Trails.

Mr. Mortillaro suggested it should be under goal 9 to include transit agencies. Mr. Bulthuis agreed.

**Commissioner Holian and Councilor Rodgers agreed that was a friendly amendment and the motion passed by unanimous voice vote.**

## DISCUSSION ITEMS

## G. Update of the Jim West Regional Transit Center

Mr. Mortillaro thought they had enough discussion on that and he had nothing else to add. He asked members to give him a call if anyone wanted a tour.

Councilor Seeds asked Mr. Mortillaro if he had considered what to do about staff commuting to Española when the new facility opened.

Mr. Mortillaro said some staff had approached him and he decided not to put in a route to transfer them on a daily basis. He didn't feel he could justify that in light of other requests. If there was a demonstrated need for a Santa Fé to Española early morning route they could look at it. Carpooling was also an option.

Councilor Seeds said any new hire employee would know about it but these were staff who already worked for the agency.

Mr. Campos said there were pockets of employees in Española who come from Santa Fé including the Northern New Mexico Community College so it might be worth finding out.

Mr. Mortillaro said the investigation would be done but as far as he knew, in the service plan there was not a route like that included. Another option would be where people pool their resources to use a common vehicle for a shared cost. If they could determine what demand there might be he could bring it back to the Board and could have Ms. Trujillo do some outreach to look at that. That would have to be weighed against other demands in other areas.

## H. Financial Report for January 2012

Ms. Muniz presented the financial report. The budget was now built on anticipated transactions and showed comparison with last year. She explained further how she formatted the report. She also added an overall budget report and behind it administrative, operations and capital sections.

Mr. Campos asked about the green negatives on the report and Ms. Muniz explained it was when they overspent for a particular month.

## I. Finance/Regional Coordination & Consolidation Subcommittee Report

Mr. Mortillaro presented the report. They met last week and there were four members present. The topic was on budget adjustments, para-transit services that the Board just acted on and revision of personnel rules and regulations. The personnel procedures were adopted in 2007 and not had modifications since then although rules and regulations had some changes.

One of main changes was on sick leave provisions. Ms. Muniz reviewed use of sick leave for 2009, 2010 and 2011. In 2010 we had about 95% utilization. The following year it was 73% and year to date about 65%. That seemed high so he proposed a sick leave incentive program. We have just reviewed the legal implications for the incentive proposal. He anticipated a lot of discussion on it as the Subcommittee brought it forward.

Mr. Bulthuis commented that sick leave for transit providers was unique. They could not leave the "office" vacant and had to have someone fill it.

Chair Romero said the Board's role was to give Mr. Mortillaro direction on policy recommendations. It was time to update it.

Mr. Mortillaro clarified that once the subcommittee got through it and settled on the changes, they would then present it to an employee representative group for input as well. They could then inform their

coworkers. There were concepts in it that were premature to publicize until the subcommittee decided on a recommendation for the board. Their next meeting was Friday, February 17 at 9:00.

Mr. Dwyer said it wasn't just that the personnel policy was five years old but that the Board used a model that was not a perfect fit for the RTD. Things needed to be tweaked to fit.

**J. Executive Report for January 2012 and Comments from the Executive Director**

Mr. Mortillaro said in addition to his written report, this week they had FTA reviewers out for financial management oversight. They spent Tuesday through Thursday with staff and it had been very beneficial. They would identify things the RTD could do better or shouldn't be doing to help us come into alignment with FTA requirements.

Ms. Muniz added that auditors would be coming week after next and would have more procedures and policies to revise.

Mr. Mortillaro said the NMDOT Inspector General was auditing them also. They received a complaint that the RTD didn't use the federal dollars appropriately.

Ms. Muniz said the auditor was pulling four years of records - from the time when we took over from the City of Santa Fé (FY 2008). The Inspector General seemed pleased with what she had seen so far.

Mr. Mortillaro said that meant five audits in the same year.

Regarding the Edgewood route he said it was a very popular route and there were times when the riders couldn't get on because the vehicle was full. The RTD had the ability to use a larger vehicle but there was not money in the budget to cover the costs for CDL training for the rider/driver. The City of Santa Fé has expressed willingness to pay for those associated costs. So they could possibly get a larger bus by the end of March.

Commissioner Holian noted that Commissioner Anaya was sponsoring another $10,000 from Santa Fé County for that purpose.

Mr. Mortillaro said they had a 14 passenger vehicle and drivers must have a CDL for 15 plus driver.

**MATTERS FROM THE CHAIRWOMAN**

Chair Romero noted that Mr. Guillen would be retiring soon.

Mr. Guillen said February 29th was the date.

Chair Romero wished him well.

Mr. Mortillaro said Mr. Guillen would attend the March meeting.

Chair Romero thanked to Rio Arriba and Taos counties for allowing their County Managers to attend this meeting. It was great to have them.

She felt having subcommittees helped the Board work better. This was a helpful pattern. Finance Committee leadership was set as Mr. Vigil stepped up and it would require a structure that was more sound. It had sometimes been inconsistent in the past.

She promised to come back to revisit when the Board met in the new building. The Santa Fé Mayor was interested in serving on this board so it might be David Coss.

She and Mr. Mortillaro met with the Rio Metro Board on Monday and had a positive response with civil ideas. They might change bylaws to accommodate the NCRTD.

Mr. Mortillaro reminded them that this Board passed a resolution requesting a voting seat on the Rio Metro Board and shortly after that received a response that invited us to a board meeting. He was there as was Jon Bulthuis and we expressed our desire to have a more prominent role at board meetings.

The challenge was the structure that was set up. They were amenable to having an ex officio position and working on changes to by-laws. So even without a vote, the NCRTD would have a seat on that board.

The other thing discussed was their finance committee. They didn't have one now but hopefully would proactively work on one to avert the crisis of last summer and the uproar created by their addressing it.

Lastly they talked about opportunities for partnering on marketing - to have a ski rail runner to the ski areas and how they could identify such a program and utilize the Rail Runner to achieve that. Cultural visits and others were also discussed.

## MATTERS FROM THE BOARD

There were no other matters from the Board.

## MISCELLANEOUS

There were no miscellaneous items to consider.

## NEXT BOARD MEETING: March 2, 2012 at 1:00 p.m.

**ADJOURN**

Having completed the agenda and with no further business to come before the Board the meeting was adjourned at 3:00 p.m. The March meeting would meet in Santa Fé.

Approved by:

_____
Rosemary Romero, Chairwoman

Attest:

_____
Geoff Rodgers, Secretary

Submitted by:

_____
Carl Boaz, Stenographer

# Agenda Report
# NCRTD Board of Directors Meeting
**Meeting Date: March 2, 2012**

**Agenda Item #___C_____**

**Title:** Resolution No. 2012 – 07 a Resolution Ratifying and Defining the North Central Regional Transit District Finance Subcommittee

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

**Summary:** The proposed resolution establishes the Finance Sub-committee as a standing committee and defines it responsibilities. The resolution also describes who will be appointed to the committee which will provide for continuity as well as the minimum meetings that it will conduct.

**Background:** The Board has utilized a Finance, Consolidation and Coordination Sub-committee for the review and recommendation of various financial and service consolidation and coordination items that would be brought forward to the Board for action. In the past this Finance Sub-committee has also reviewed items that were not financial in nature but that could have a financial impact upon the District. The only appointment to the Committee has been the Chair of this subcommittee. Participation on the Committee has been open to any member.

**Recommended Action:** It is recommended that the Board adopt Resolution No. 2012 - 07. In addition Tim Vigil, Chair of the Finance Sub-committee and Board Members Geoff Rodgers, Raymond Martinez and Chair Rosemary Romero all of whom attended the Finance and Consolidation and Coordination Subcommittee discussed and have reviewed this Resolution and also recommend approval.

**Options/Alternatives:**

- Take no action and continue to operate the Finance Subcommittee as it currently exists, or
- Adopt the recommendation, or
- Amend the resolution establishing and outlining the functions of the Finance Subcommittee.

**Fiscal Impact:** None

**Attachments:**

Resolution No. 2012 - 07

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

**Resolution 2012 - 07**

**A RESOLUTION RATIFYING AND DEFINING THE NORTH CENTRAL REGIONAL TRANIST DISTRICT FINANCE SUBCOMMITTEE**

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

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

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

**WHEREAS,** Article XII of the NCRTD Bylaws governs the establishment of committees; and

**WHEREAS,** the NCRTD Bylaws allows the Board of Directors to establish standing committees by a majority vote; and

**WHEREAS**, appointment of a committee chair is governed by the NCRTD Bylaws, and is the responsibility of the Chair of the Board of Directors; and

**WHEREAS,** the NCRTD has had a Finance Subcommittee in existence and the Board now seeks to officially ratify this committee and define its membership.

**NOW THEREFORE BE IT RESOLVED BY THE NCRTD BOARD OF DIRECTORS;**

1. That the NCRTD Board of Directors ratifies and establishes a Standing Finance Subcommittee.
2. That the Finance Subcommittee be comprised of five (5) Directors (including the Committee Chair), and that the appointments include at least one (1) Director from each of the four counties that comprise the District and one (1) from the Pueblos. The Executive Director shall serve as an *ex officio* member of this subcommittee.
3. Responsibilities of the Finance Subcommittee include:
    a. Reviewing and recommending financial policies suggested by the Executive Director that maintain and improve the financial health of the NCRTD.
    b. Reviewing and recommending a long-term financial and strategic plan prepared by the Executive Director.
    c. Reviewing and recommending a draft annual budget submitted by the Executive Director consistent with the long-term financial and strategic plan and financial policies.
    d. Reviewing and recommending a ten year capital investment plan prepared and submitted by the Executive Director.
    e. Participating in any entrance and exit conferences of the NCRTD's auditors.
    f. Reviewing and recommending the Executive Director's proposed mid-year budget adjustments.
4. That the Finance Subcommittee meet a least four (4) times a year to review the draft annual Budget, the mid-year budget adjustment, the annual NCRTD audit, and any finance/budget action that the Board of Directors desires a Committee recommendation on prior to taking action.
5. That the Finance Subcommittee meet at a minimum in the following months:
    a. April & May for review of the draft annual budget for Board action in May or June.
    b. December/January – for review of any mid-year budget adjustment.
    c. The months that the annual NCRTD independent audit entrance and exit conferences are conducted.
    d. As requested by the Chair, the Board of Directors, the Committee Chair or the Executive Director.
6. That the Chair of the NCRTD Board of Directors appoints the committee members and the committee chair for the Finance Subcommittee to one year terms.
7. That subsequent appointment to the Committee may be made by the Chair of the NCRTD Board of Directors annually in the month after the previous year's NCRTD audit is accepted by the Board of Directors or at any time that a vacancy occurs, and that a minimum of three committee members be retained for an additional one year term to provide continuity.
8. That, unless the Finance Subcommittee adopts its own rules and procedures for meetings, it shall follow the rules adopted by the Board.

_____

Rosemary Romero, Chair

Approved as to form:

_____

Peter Dwyer, Counsel

# Agenda Report
# NCRTD Board of Directors Meeting
**Meeting Date: March 2, 2012**

**Agenda Item #____D_____**

**Title:** Review of Capital Investment Plan (CIP)

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

**Summary:** Attached is the first CIP for the District. The approval of the CIP by the Board is an annual requirement contained within the Districts adopted Financial Policies. The proposed CIP supports the Mission Statement and Goals outlined in the 2008-2012 Service Plan. The CIP outlines the number of fleet that needs to be replaced based upon federal guidelines in order to support existing service levels. In addition it provides for shelters, signage, and facilities to support existing service delivery. Lastly, it proposes to provide planning funds for the assessment of the future development of the remainder of the site for future ongoing revenue generation.

**Background:** The Districts adopted Financial Policies provide for the following direction in respect to the CIP.

The NCRTD Capital Investment Plan (CIP) shall describe capital expenditures to be incurred to meet capital needs arising from long-term plans, asset maintenance or other capital needs. It sets forth each project in which the NCRTD will be involved and specifies the resources estimated to be available or required to finance the projected expenditures. The Executive Director shall submit to the NCRTD Board a proposed Capital Investment Plan prior to or in conjunction with the annual proposed budget. The Board shall approve the CIP no later than June 1 of each year. In the event that this date falls on a weekend, the preceding Friday shall prevail.

A. The Executive Director reviews all District capital projects to be recommended for inclusion in the CIP subject to the oversight and approval of the Board. In this capacity the Executive Director or a designee will:

- Affirm the linkage between proposed Capital Projects and the Districts strategic goals and objectives;
- Asses the linkage between the capital and operating budgets to ensure appropriate allocation of resources;
- Reaffirm the validity of a proposed CIP for annual approval by the District Board;
- Provide discipline and enforcement to the approved CIP;
- Monitor the progress of Capital Projects. Major changes in project scope or direction shall be presented to the Board for approval;
- Review the qualitative and quantitative (including financial analysis) evaluation of Capital Projects to determine the priority of projects;
- Review, assess and approve or deny the placement of proposed Capital Projects on the CIP;
- Review CIP policies and procedures periodically and implementing changes as necessary;
- Provide a mechanism for financial and resource planning for the District;
- Authorize total project cost and fiscal year cost allocation changes.

B. The CIP is a planning document only. Any appropriations for specific project must be approved by the Board during the annual budget process.

C. The Districts CIP either creates a new asset or significantly extends the life of an existing asset.

D. Large Capital equipment purchases may be included in the CIP.

E. The Districts Capital Program will be used to account for the planning/design, acquisition, construction and reconstruction/rehabilitation of major capital facilities and equipment. It may include Federal and State grants as well as local funds to be used for capital acquisition and construction with and without benefit of grant funding including transfers from the Annual Operating Reserve Balance, project-related reimbursements, debt financing or other sources of capital funding.

F. Capital Expenditures are defined as expenditures incurred to meet capital needs arising from the District CIP, asset capital maintenance or other capital needs.

G. Capital Expenditure

- Items/acquisitions that have a useful life in excess of one year and an acquisition cost of greater than or equal to $5,000.

- Direct and eligible indirect costs, which are related and add value to a capital project, shall also be defined as capital expenditures.

H. Capital Performance Policy Objectives

- The NCRTD will seek to obtain maximum Federal and State financing by pursing all appropriate funding available for public transportation systems.

- A portion of the annual CIP will be allocated to the proper maintenance of the Districts capital assets including regular replacement of the fleet and equipment and the rehabilitation or replacement of facilities.

I. Capital Investment Plan Funding

Funding of the CIP will endeavor to fund capital needs from a combination of sources including:

- Pay-as-you–Go (cash funded, PAYGO)
- Grants from Federal/State/Other Sources
- Debt Financing and special loans

The CIP funding strategy will emphasize the use of PAYGO as a means to meet transit funding requirements with debt used as a secondary source. The level of PAYGO funding will be dependent on a number of factors including availability of funds from the RT GRT and other sources, the appropriate levels of retained fund balances, economic and other factors.

**Recommended Action:** It is recommended that the Board provide direction in respect to the contents of the 10 year plan and move for its approval.

**Options/Alternatives:** None, the CIP is a required document.

**Fiscal Impact:** See attached 10 year CIP. No debt finance is proposed. The plan will be funded on a PAYGO which will be solely reliant upon federal and state grants, reserve funds, and RTD Transit GRT to the extent these resources are available. If sufficient funding is not received to fund the CIP then the specific item will be moved to an out year in hopes that adequate funding can be acquired in the future.

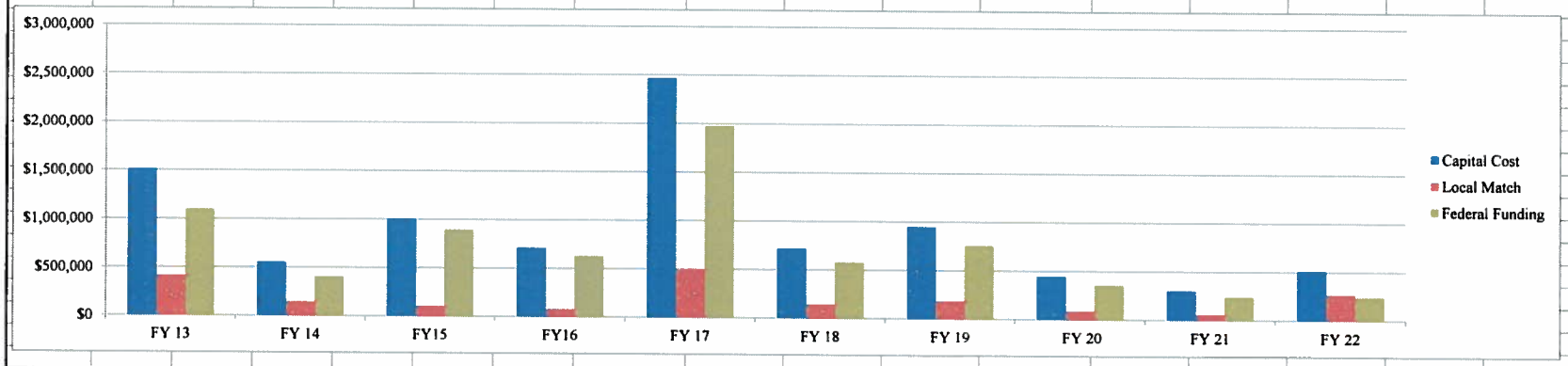
**Attachments:**

Ten year CIP
Ten year long term financial impact charts

2/15/2012

## NCRTD 10 Year Capital Investment Plan

| | FY 13 | FY 14 | FY15 | FY16 | FY 17 | FY 18 | FY 19 | FY 20 | FY 21 | FY 22 | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Fleet Replacement (see attached detailed listing) | $820,000 | $280,000 | $516,000 | $402,000 | $706,000 | $712,000 | $947,000 | $445,000 | $300,000 | $300,000 | |
| Lift (new mtce building) | | | | | $100,000 | | | | | | |
| Oil Recovery Sytem(new mtce building) | | | | | $8,000 | | | | | | |
| Waste Oil Heater(new mtce building) | | | | | $12,000 | | | | | | |
| Brake Lathe(new mtce building) | | | | | $10,000 | | | | | | |
| HVAC Enclosure - Ext. Bldg | $30,000 | | | | | | | | | | |
| Maintenance Facility | | | | $100,000 | $1,500,000 | | | | | | |
| Paving bus parking area | | $90,000 | | | | | | | | | |
| Bus Protective Awnings | | | $422,500 | | | | | | | | |
| PV panels and electrical conversion to power RTD Facilities | | | | $150,000 | | | | | | | |
| Transit Orientated Development Site Planning | $70,000 | | | | | | | | | | |
| Scheduleing, Reporting, Vehicle Location Software | $340,000 | | | | | | | | | | |
| 75 Shelters (15/yr @$4,000 ea. X 5 years) | $60,000 | $60,000 | $60,000 | $60,000 | $60,000 | | | | | | |
| Update Service Plan | $150,000 | | | | | | | | | $200,000 | |
| Fueling Facility | | $45,000 | | | | | | | | | |
| Satellite Facilities (SF,Taos) | | $75,000 | | | $75,000 | | | | | | |
| Signage and Schedule holders at bus stops (100@$400 ea.) | $40,000 | | | | | $10,000 | | | | $10,000 | |
| Wifi on buses (est. Equipment $1500 per bus x 5) | $1,500 | $3,000 | $3,000 | | | | | | | | |
| **Total** | **$1,511,500** | **$553,000** | **$1,001,500** | **$712,000** | **$2,471,000** | **$722,000** | **$947,000** | **$445,000** | **$300,000** | **$510,000** | **Total $9,173,000** |
| **Federal Funding 80%** 0.8 | $1,096,000 | $404,000 | $895,300 | $631,600 | $1,976,800 | $577,600 | $757,600 | $356,000 | $240,000 | $240,000 | $7,174,900 |
| **Local Match 20%** | $415,500 | $149,000 | $106,200 | $80,400 | $494,200 | $144,400 | $189,400 | $89,000 | $60,000 | $270,000 | $1,998,100 |



**NCRTD**
**10 YEAR CAPITAL REPLACEMENT/NEEDS PLAN**

| UNIT # | YEAR | CURRENT DESCRIPTION | REPLACE(D) WITH | FY 11/12 STATE OF GOOD REPAIR AWARD | FY 11/12 5311 CAPITAL AWARD | FY 12/13 | FY 13/14 STATE OF GOOD REPAIR REQUEST | FY 14/15 | FY 15/16 | FY 16/17 | FY 17/18 | FY 18/19 | FY 19/20 | FY 20/21 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| T-502 | 2008 | CUTAWAY, 12 PAS | 18 PASSENGER BUS | | | | $80,000.00 | | | | | | $87,000.00 | |
| *T-506 | 1999 | VAN, 10 PAS | 8 PASSENGER VAN | $44,636.32 | | | | | | | | | | |
| T-508 | 2001 | VAN, 8 PAS | 13 PASSENGER BUS | | | | $70,000.00 | | | | | $74,000.00 | | |
| *T-509 | 2001 | VAN, 8 PAS | 28 PASSENGER BUS | $107,767.00 | | | | | | | | | | |
| T-510 | 2000 | VAN, CARGO | 13 PASSENGER BUS | | | | $70,000.00 | | | | $85,000.00 | $74,000.00 | | |
| *T-511 | 2001 | VAN, 15 PAS | 28 PASSENGER BUS | $107,767.00 | | | | | | | | | | |
| T-512 | 2001 | VAN, 15 PAS | 13 PASSENGER BUS | | | | $70,000.00 | | | | $73,000.00 | $74,000.00 | | |
| *T-513 | 2006 | CUTAWAY, 12 PAS | 18 PASSENGER BUS | $77,987.00 | | | | | | | | | | |
| *T-514 | 2006 | CUTAWAY, 12 PAS | 13 PASSENGER BUS | $68,848.00 | | | | | | | | | | |
| *T-515 | 2006 | CUTAWAY, 12 PAS | 13 PASSENGER BUS | $68,848.00 | | | | | | | | | | |
| T-516 | 2007 | CUTAWAY, 12 PAS | 13 PASSENGER BUS | | | $70,000.00 | | | | | $73,000.00 | | | |
| *T-517 | 2007 | EXTD VAN, 8 PAS | 13 PASSENGER BUS | $68,848.00 | | | | | | | | | | |
| T-518 | 2008 | MINI VAN | 28 PASSENGER BUS | | | | | $110,000.00 | | | | | | $115,000.00 |
| *T-519 | 2007 | MINI VAN | 13 PASSENGER BUS | $68,848.00 | | | | | | | | | | |
| T-520 | 2008 | CUTAWAY, 12 PAS | 13 PASSENGER BUS | | | | $70,000.00 | | | | | $74,000.00 | | |
| *T-521 | 2007 | CUTAWAY, 12 PAS | 13 PASSENGER BUS | $68,848.00 | | | | | | | | | | |
| *T-522 | 2007 | CUTAWAY, 12 PAS | 8 PASSENGER VAN | $44,636.32 | | | | | | | | | | |
| T-523 | 2007 | CUTAWAY, 12 PAS | 13 PASSENGER BUS | | *DEVIATED $80,000.00 | $70,000.00 | | | | | $73,000.00 | | | |
| *T-524 | 2007 | MINI VAN | 8 PASSENGER VAN | $44,636.32 | | | | | | | | | | |
| T-525 | 2008 | SEDAN | SEDAN, MID-SIZE | | | | | | $20,000.00 | | | | | $25,000.00 |
| T-526 | 2008 | EXTD VAN, 8 PAS | 18 PASSENGER BUS | | | | $80,000.00 | | | | | | $87,000.00 | |
| T-527 | 2008 | EXTD VAN, 8 PAS | 18 PASSENGER BUS | | | | $80,000.00 | | | | | | $87,000.00 | |
| T-532 | 2008 | MINI VAN | 18 PASSENGER BUS | | | | $80,000.00 | | | | | | $87,000.00 | |
| T-533 | 2008 | MINI VAN | 28 PASSENGER BUS | | | | $110,000.00 | | | | | | $112,000.00 | |
| T-534 | 2009 | BUS, 25 PAS | 28 PASSENGER BUS | | | | $110,000.00 | | | | | | $112,000.00 | |
| T-535 | 2009 | CUTAWAY, 12 PAS | 18 PASSENGER BUS | | | | | $85,000.00 | | | | | | $115,000.00 |
| T-536 | 2009 | CUTAWAY, 12 PAS | 18 PASSENGER BUS | | | | | $85,000.00 | | | | | | $115,000.00 |
| T-537 | 2010 | CUTAWAY, 12 PAS | 13 PASSENGER BUS | | | | | | $71,000.00 | | | | | $75,000.00 |
| T-538 | 2011 | RECOVERY VEHICLE | SAME | | | | | | | | $37,000.00 | | | |
| T-539 | 2010 | BUS, 18 PAS | 18 PASSENGER BUS | | | | | | $85,000.00 | | | | | |
| T-540 | 2010 | BUS, 18 PAS | 18 PASSENGER BUS | | | | | | $85,000.00 | | | | | |
| T-541 | 2010 | BUS, 18 PAS | 18 PASSENGER BUS | | | | | | $85,000.00 | | | | | |
| T-542 | 2010 | BUS, 18 PAS | 18 PASSENGER BUS | | | | | | $85,000.00 | | | | | |
| T-543 | 2011 | CUTAWAY, 12 PAS | 13 PASSENGER BUS | | | | | | | $72,000.00 | | | | |
| T-544 | 2011 | CUTAWAY, 12 PAS | 13 PASSENGER BUS | | | | | | | $72,000.00 | | | | |
| T-545 | 2011 | CUTAWAY, 12 PAS | 13 PASSENGER BUS | | | | | | | $72,000.00 | | | | |
| T-546 | 2000 | SEDAN | SEDAN, MID-SIZE | | | | | | | $18,000.00 | | | | |
| T-547 | 2001 | SEDAN | SEDAN, MID-SIZE | | | | | | | $18,000.00 | | | | |
| T-548 | 2011 | BUS, 40 PAS | 40 PASSENGER BUS | | | | | | | | | | $125,000.00 | |
| T-549 | 2011 | BUS, 40 PAS | 40 PASSENGER BUS | | | | | | | | | | $125,000.00 | |
| T-550 | 2011 | BUS, 40 PAS | 40 PASSENGER BUS | | | | | | | | | | $125,000.00 | |
| T-551 | 2011 | BUS, 18 PAS | 28 PASSENGER BUS | | | | | | | | | $110,000.00 | | |
| T-552 | 2010 | CUTAWAY, 14 PAS | 18 PASSENGER BUS | | | | | | $85,000.00 | | | | | |
| T-553 | 2011 | BUS, 28 PAS | 28 PASSENGER BUS | | | | | | | | | $110,000.00 | | |
| T-554 | 2011 | BUS, 28 PAS | 28 PASSENGER BUS | | | | | | | | | $110,000.00 | | |
| T-555 | 2011 | CUTAWAY, 13 PAS | 13 PASSENGER BUS | | | | | | | | $73,000.00 | | | |
| T-556 | 2011 | CUTAWAY, 13 PAS | 13 PASSENGER BUS | | | | | | | | $73,000.00 | | | |
| T-557 | 2011 | CUTAWAY, 13 PAS | 13 PASSENGER BUS | | | | | | | | $73,000.00 | | | |
| T-558 | 2011 | CUTAWAY, 13 PAS | 13 PASSENGER BUS | | | | | | | | $73,000.00 | | | |
| T-559 | 2011 | BUS, 18 PAS | 18 PASSENGER BUS | | | | | | | | | $86,000.00 | | |
| T-560 | 2011 | CUTAWAY, 13 PAS | 13 PASSENGER BUS | | | | | | | | $73,000.00 | | | |
| T-561 | 2011 | EXTD VAN, 8 PAS | 8 PASSENGER VAN | | | | | | | $50,000.00 | | | | |
| T-562 | 2011 | EXTD VAN, 8 PAS | 8 PASSENGER VAN | | | | | | | $50,000.00 | | | | |
| T-563 | 2011 | EXTD VAN, 8 PAS | 8 PASSENGER VAN | | | | | | | $50,000.00 | | | | |
| | | | | | FY 11/12 5311 CAPITAL AWARD | FY 12/13 | FY 13/14 | FY 14/15 | FY 15/16 | FY 16/17 | FY 17/18 | FY 18/19 | FY 19/20 | FY 20/21 |
| *REPLACED | | | | | | | | | | | | | | |
| | | | CAPITAL TARGET | $771,669.96 | $0.00 | $140,000.00 | $820,000.00 | $280,000.00 | $516,000.00 | $402,000.00 | $706,000.00 | $712,000.00 | $947,000.00 | $445,000.00 |

2/20/2012

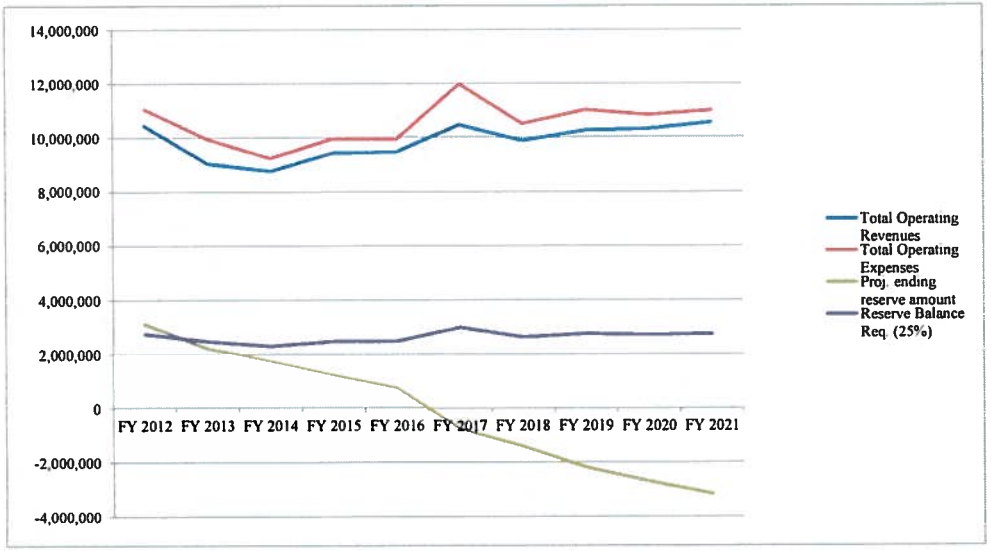
# NCRTD - Worst Case Scenario

Consolidated Budget/ % based Per LAC Proposal/No Progress Thru Partnering Funds and 30% Federal Funding reduction

| | FY 2012 | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 |
|---|---|---|---|---|---|---|---|---|---|---|
| **Revenues** | | | | | | | | | | |
| RTD GRT Revenue | 7,075,929 | 7,288,207 | 7,506,853 | 7,732,059 | 7,964,020 | 8,202,941 | 8,449,029 | 8,702,500 | 8,963,575 | 9,232,482 |
| Federal Capital Funds (50% funded) | | 850,000 | 320,000 | 740,500 | 511,000 | 1,235,500 | 361,000 | 473,500 | 222,500 | 150,000 |
| Federal Funds 5311/5316 | 2,654,582 | 920,544 | 948,160 | 976,605 | 1,005,903 | 1,036,080 | 1,067,163 | 1,099,178 | 1,132,153 | 1,166,118 |
| Redistribution of GRT Revenue | 40,000 | | | | | | | | | |
| Redistribution of LA GRT Revenue | | | | | | | | | | |
| LA GRT | 679,173 | | | | | | | | | |
| Tribal Transit Carryover | | | | | | | | | | |
| Section 5309 Federal Funds | | | | | | | | | | |
| Special Grant Funds | | | | | | | | | | |
| **Total Operating Revenues** | 10,449,684 | 9,058,751 | 8,775,013 | 9,449,164 | 9,480,924 | 10,474,521 | 9,877,192 | 10,275,178 | 10,318,228 | 10,548,600 |
| **Operating Expenses** | | | | | | | | | | |
| Administrative Costs | 1,346,705 | 1,523,896 | 1,569,613 | 1,616,701 | 1,665,202 | 1,715,158 | 1,766,613 | 1,819,612 | 1,874,200 | 1,930,426 |
| Operating & Maintenance Costs | 2,483,556 | 2,558,063 | 2,634,805 | 2,713,849 | 2,795,264 | 2,879,122 | 2,965,496 | 3,054,461 | 3,146,094 | 3,240,477 |
| Costs Allocations % based | 4,157,160 | 4,372,924 | 4,504,112 | 4,639,235 | 4,778,412 | 4,921,764 | 5,069,417 | 5,221,500 | 5,378,145 | 5,539,489 |
| Capital Program Costs | 3,083,293 | 1,511,500 | 553,000 | 1,001,500 | 712,000 | 2,471,000 | 722,000 | 947,000 | 445,000 | 300,000 |
| **Total Operating Expenses** | 11,070,714 | 9,966,383 | 9,261,529 | 9,971,285 | 9,950,879 | 11,987,045 | 10,523,526 | 11,042,572 | 10,843,439 | 11,010,392 |
| **Net Operating Income** | (621,030) | (907,632) | (486,516) | (522,121) | (469,955) | (1,512,524) | (646,334) | (767,394) | (525,211) | (461,792) |
| Reserve Balance Req. (25%) | 2,767,679 | 2,491,596 | 2,315,382 | 2,492,821 | 2,487,720 | 2,996,761 | 2,630,882 | 2,760,643 | 2,710,860 | 2,752,598 |
| **over/under reserve balance** | **(949,697)** | **(268,850)** | **(579,153)** | **(1,278,713)** | **(1,743,566)** | **(3,765,131)** | **(4,045,586)** | **(4,942,742)** | **(5,418,170)** | **(5,921,700)** |
| Proj. ending reserve amount | 3,130,377 | 2,222,745 | 1,736,229 | 1,214,108 | 744,153 | (768,370) | (1,414,704) | (2,182,099) | (2,707,310) | (3,169,102) |

**No Service increases**

1. 3% inflator for Revenues - Federal reduced by 30% in FY13 and escalates at 3% a year thereafter
2. O & M costs inflated at 3%
3. Contractual costs allocated based upon % formula proposed by LAC and adopted for FY 12 only on 5/6/11 but extended through 2020
4. Capital allocation solely for NCRTD
5. Capital costs incldues $250,000 for increased building change orders 2012
6. Capital costs include $371,032 for increased building construction costs
7. Capital reflects RTD 10 year plan



2/23/2012

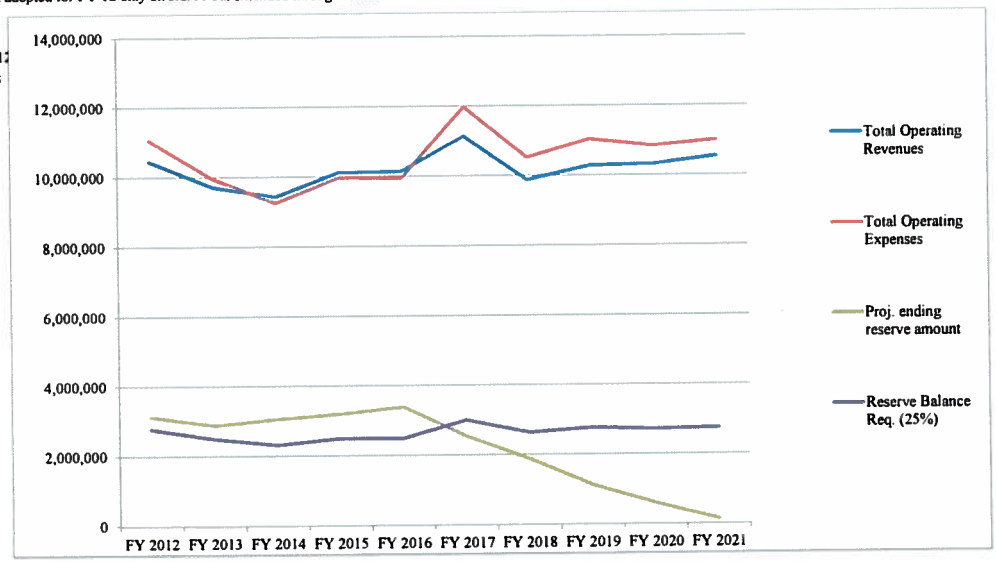
# NCRTD - Moderate Worst Case Scenario

Consolidated Budget/ % based Per LAC Proposal/30% Federal Funding reduction and 40% reduction in LAC Progress thru Partnering Funding (2012 - 2017)

| | FY 2012 | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 |
|---|---|---|---|---|---|---|---|---|---|---|
| **Revenues** | | | | | | | | | | |
| RTD GRT Revenue (FY 12 new projection) | 7,075,929 | 7,288,207 | 7,506,853 | 7,732,059 | 7,964,021 | 8,202,941 | 8,449,029 | 8,702,500 | 8,963,575 | 9,232,483 |
| Federal Capital Funds (50% funded) | | 850,000 | 320,000 | 740,500 | 511,000 | 1,235,500 | 361,000 | 473,500 | 222,500 | 150,000 |
| Federal Funds 5311/5316 | 2,654,582 | 920,544 | 948,160 | 976,605 | 1,005,903 | 1,036,080 | 1,067,163 | 1,099,178 | 1,132,153 | 1,166,118 |
| Redistribution of GRT Revenue | 40,000 | | | | | | | | | |
| Redistribution of LA GRT Revenue | | | | | | | | | | |
| LA GRT | 679,173 | 660,000 | 660,000 | 660,000 | 660,000 | 660,000 | | | | |
| Tribal Transit Carryover | | | | | | | | | | |
| Section 5309 Federal Funds | | | | | | | | | | |
| Special Grant Funds | | | | | | | | | | |
| **Total Operating Revenues** | 10,449,684 | 9,718,751 | 9,435,014 | 10,109,164 | 10,140,924 | 11,134,522 | 9,877,192 | 10,275,178 | 10,318,228 | 10,548,600 |
| **Operating Expenses** | | | | | | | | | | |
| Administrative Costs | 1,346,705 | 1,523,896 | 1,569,613 | 1,616,701 | 1,665,202 | 1,715,158 | 1,766,613 | 1,819,612 | 1,874,200 | 1,930,426 |
| Operating & Maintenance Costs | 2,483,556 | 2,558,063 | 2,634,805 | 2,713,849 | 2,795,264 | 2,879,122 | 2,965,496 | 3,054,461 | 3,146,094 | 3,240,477 |
| Costs Allocations % based | 4,157,160 | 4,372,924 | 4,504,112 | 4,639,235 | 4,778,412 | 4,921,764 | 5,069,417 | 5,221,500 | 5,378,145 | 5,539,489 |
| Capital Program Costs | 3,083,293 | 1,511,500 | 553,000 | 1,001,500 | 712,000 | 2,471,000 | 722,000 | 947,000 | 445,000 | 300,000 |
| **Total Operating Expenses** | 11,070,714 | 9,966,383 | 9,261,529 | 9,971,285 | 9,950,879 | 11,987,045 | 10,523,526 | 11,042,572 | 10,843,439 | 11,010,392 |
| **Net Operating Income** | (621,030) | (247,632) | 173,484 | 137,879 | 190,045 | (852,523) | (646,334) | (767,394) | (525,211) | (461,792) |
| Reserve Balance Req. (25%) | 2,767,679 | 2,491,596 | 2,315,382 | 2,492,821 | 2,487,720 | 2,996,761 | 2,630,882 | 2,760,643 | 2,710,860 | 2,752,598 |
| **over/under reserve balance** | **(949,697)** | **391,150** | **740,847** | **701,287** | **896,434** | **(465,131)** | **(745,585)** | **(1,642,741)** | **(2,118,168)** | **(2,621,699)** |
| Proj. ending reserve amount | 3,130,377 | 2,882,745 | 3,056,230 | 3,194,109 | 3,384,154 | 2,531,630 | 1,885,296 | 1,117,902 | 592,691 | 130,899 |

**No Service increases**

1. 3% inflator for Revenues - Federal reduced by 30% in FY13 and escalates at 3% a year thereafter
2. O & M costs inflated at 3%
3. Contractual costs allocated based upon % formula proposed by LAC and adopted for FY 12 only on 5/6/11 but extended through 2020
4. Capital reflects RTD 10 year plan
5. Capital allocation solely for NCRTD
6. Capital costs incldues $250,000 for increased building change orders 201
7. Capital costs includes $371,032 for increased building construction costs



2/23/2012

# NCRTD

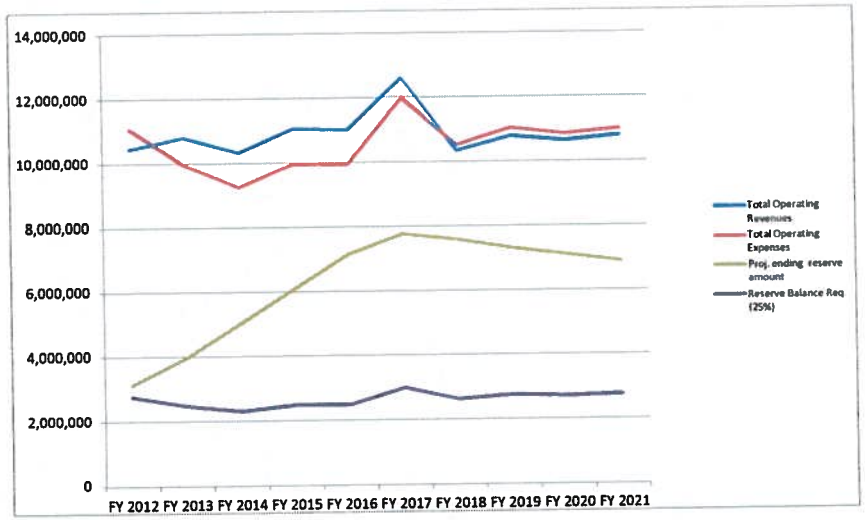
## Best Case Scenario

Consolidated Budget/ % based Per LAC Proposal with Progress Thru Partnering Funding 2013-2017

| | FY 2012 | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 |
|---|---|---|---|---|---|---|---|---|---|---|
| **Revenues** | | | | | | | | | | |
| RTD GRT Revenue | 7,075,929 | 7,288,207 | 7,506,853 | 7,732,059 | 7,964,020 | 8,202,941 | 8,449,029 | 8,702,500 | 8,963,575 | 9,232,482 |
| Federal Capital Funds (80%) | | 1,096,000 | 404,000 | 895,300 | 631,600 | 1,976,800 | 577,600 | 757,600 | 356,000 | 240,000 |
| Federal Funds 5311/5316 | 2,654,582 | 1,315,063 | 1,315,063 | 1,315,063 | 1,315,063 | 1,315,063 | 1,315,063 | 1,315,063 | 1,315,063 | 1,315,063 |
| Redistribution of GRT Revenue | 40,000 | | | | | | | | | |
| Redistribution of LA GRT Revenue | | | | | | | | | | |
| LA GRT | 679,173 | 1,100,000 | 1,100,000 | 1,100,000 | 1,100,000 | 1,100,000 | | | | |
| Tribal Transit Carryover | | | | | | | | | | |
| Section 5309 Federal Funds | | | | | | | | | | |
| Special Grant Funds | | | | | | | | | | |
| **Total Operating Revenues** | 10,449,684 | 10,799,270 | 10,325,916 | 11,042,422 | 11,010,683 | 12,594,804 | 10,341,692 | 10,775,163 | 10,634,638 | 10,787,545 |
| **Operating Expenses** | | | | | | | | | | |
| Administrative Costs | 1,346,705 | 1,523,896 | 1,569,613 | 1,616,701 | 1,665,202 | 1,715,158 | 1,766,613 | 1,819,612 | 1,874,200 | 1,930,426 |
| Operating & Maintenance Costs | 2,483,556 | 2,558,063 | 2,634,805 | 2,713,849 | 2,795,264 | 2,879,122 | 2,965,496 | 3,054,461 | 3,146,094 | 3,240,477 |
| Costs Allocations % based | 4,157,160 | 4,372,924 | 4,504,112 | 4,639,235 | 4,778,412 | 4,921,764 | 5,069,417 | 5,221,500 | 5,378,145 | 5,539,489 |
| Capital Program Costs | 3,083,293 | 1,511,500 | 553,000 | 1,001,500 | 712,000 | 2,471,000 | 722,000 | 947,000 | 445,000 | 300,000 |
| **Total Operating Expenses** | 11,070,714 | 9,966,383 | 9,261,529 | 9,971,285 | 9,950,879 | 11,987,045 | 10,523,526 | 11,042,572 | 10,843,439 | 11,010,392 |
| **Net Operating Income** | (621,030) | 832,887 | 1,064,387 | 1,071,137 | 1,059,805 | 607,759 | (181,834) | (267,409) | (208,801) | (222,847) |
| Reserve Balance Req. (25%) | 2,767,679 | 2,491,596 | 2,315,382 | 2,492,821 | 2,487,720 | 2,996,761 | 2,630,882 | 2,760,643 | 2,710,860 | 2,752,598 |
| **over/under reserve balance** | (949,697) | 1,471,669 | 2,712,269 | 3,605,966 | 4,670,873 | 4,769,590 | 4,953,636 | 4,556,466 | 4,397,448 | 4,132,863 |
| Proj. ending reserve amount | 3,130,377 | 3,963,264 | 5,027,651 | 6,098,788 | 7,158,593 | 7,766,352 | 7,584,518 | 7,317,109 | 7,108,308 | 6,885,461 |

**No Service increases**

1. 3% inflator for Revenues, except federal which held constant and flat
2. O & M costs inflated at 3%
3. Contractual costs allocated based upon % formula proposed by LAC and adopted for FY 12 only on 5/6/11 but extended through 2020
4. FY 12 - 21 doesinclude Capital for Phase II Maintenenace facility
5. Capital allocation solely for NCRTD per 10 year plan
6. Capital costs includes $250,000 for increased building change orders 2012
7. Capital costs includes $371,032 for increased building costs

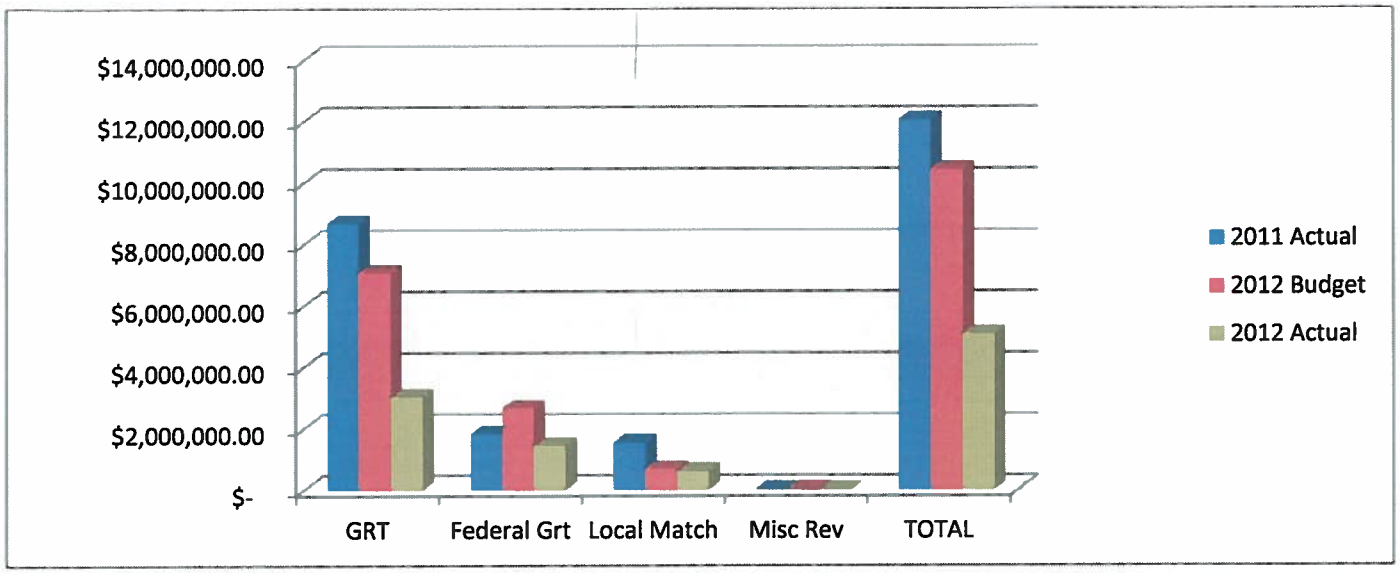


# MONTHLY BOARD REPORT

**FY2012 (July 1, 2011 to June 30, 2012)**

**NCRTD Revenue by Sources**

**As of February 21, 2012**

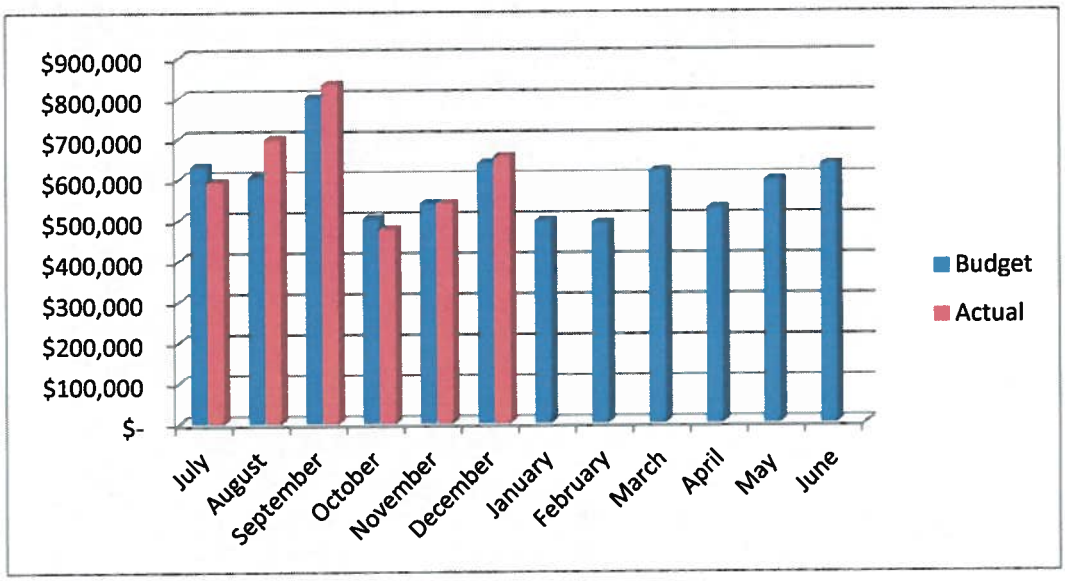



| | 2011 Actual | 2012 Budget | 2012 Actual |
|---|---|---|---|
| GRT | $ 8,683,972.79 | $ 7,075,929.00 | $ 3,025,882.51 |
| Federal Grt | $ 1,806,302.04 | $ 2,654,582.00 | $ 1,431,565.62 |
| Local Match | $ 1,540,000.00 | $ 679,173.00 | $ 600,000.00 |
| Misc Rev | $ 28,716.34 | $ 40,000.00 | $ 23,035.04 |
| TOTAL | $ 12,058,991.17 | $ 10,449,684.00 | $ 5,080,483.17 |

# MONTHLY BOARD REPORT

## FY2012 (July 1, 2011 to June 30, 2012)

## Gross Receipts Revenue Thru January 2012




**Budget to Actual FY2012**

**($ thousands)**

| | Budget | Actual | Actual Revenue % of Monthly Budget |
|---|---|---|---|
| July | $ 629,761 | $ 592,835 | 94% |
| August | $ 603,758 | $ 696,792 | 115% |
| September | $ 799,524 | $ 832,939 | 104% |
| October | $ 502,282 | $ 476,325 | 95% |
| November | $ 539,265 | $ 538,683 | 100% |
| December | $ 639,028 | $ 655,468 | 103% |
| January | $ 496,347 | | |
| February | $ 491,010 | | |
| March | $ 618,868 | | |
| April | $ 526,774 | | |
| May | $ 595,163 | | |
| June | $ 634,149 | | |
| **November 2011 YTD** | **$ 7,075,929** | **$ 3,793,042** | **54%** |

**Prior Year vs. Current Year**

**($ thousands)**

| | Prior Year FY2011 | Current Year FY2012 | Inc/Dec from Prior Year to Current Year |
|---|---|---|---|
| July | $ 681,487 | $ 592,835 | $ (88,652) |
| August | $ 610,886 | $ 696,792 | $ 85,906 |
| September | $ 879,235 | $ 832,939 | $ (46,296) |
| October | $ 557,509 | $ 476,325 | $ (81,184) |
| November | $ 548,199 | $ 538,683 | $ (9,516) |
| December | $ 681,021 | $ 655,468 | $ (25,553) |
| January | $ 514,956 | | |
| February | $ 503,945 | | |
| March | $ 633,897 | | |
| April | $ 535,321 | | |
| May * | $ - | $ - | |
| June * | $ - | $ - | |
| **November 2011 YTD** | **$ 6,146,456** | **$ 3,793,042** | **$ (165,295)** |

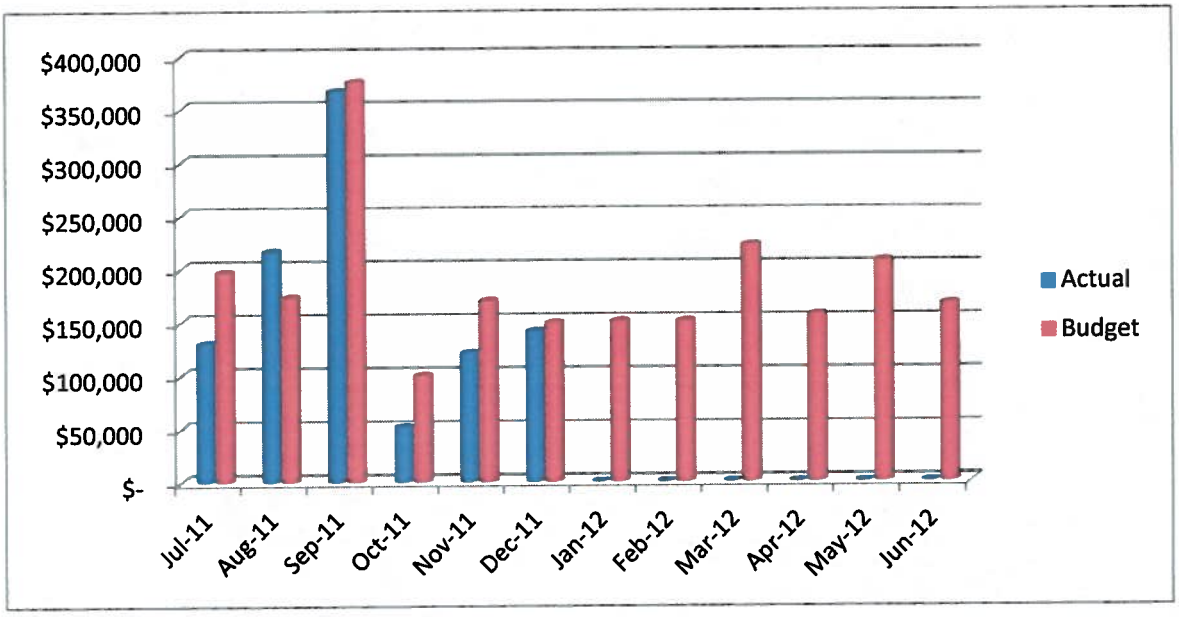
* Note in FY11 we only received 10 months of actual GRT due to the fact that the tax did not start until July of 2010 and GRT lags about 2 months behind

# MONTHLY BOARD REPORT

**FY2012 (July 1, 2011 to June 30, 2012)**

**Gross Receipts Revenue By County**

## LOS ALAMOS COUNTY



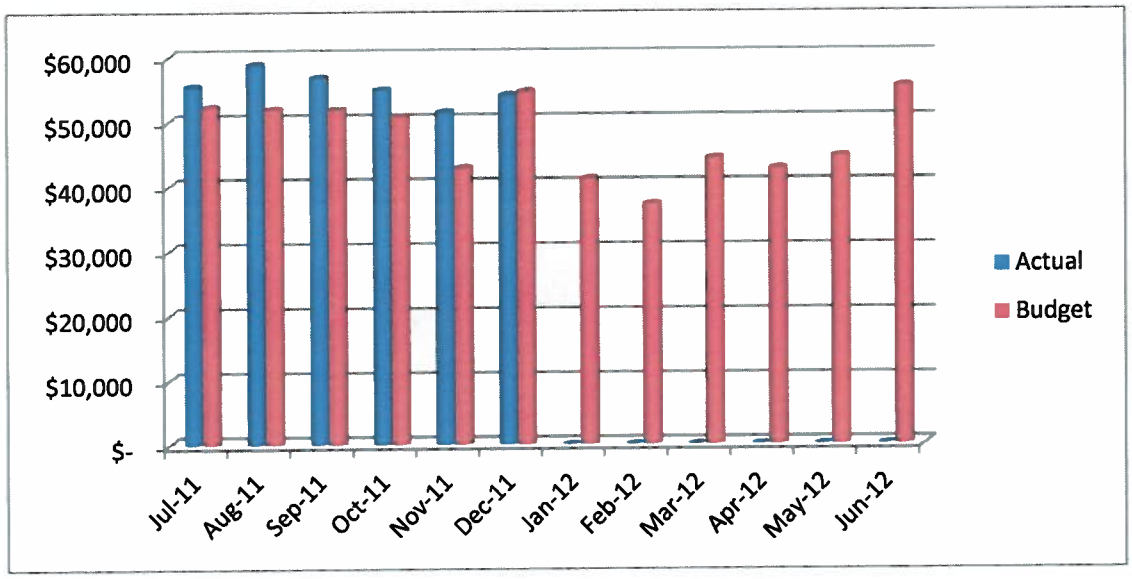

| Date Received | | Actual | Budget | Actual Revenue % of Monthly Budget | Actual Revenue % of YTD Budget |
|---|---|---|---|---|---|
| 9/19/2011 | Jul-11 | $ 130,018 | $ 196,543 | 66% | 66% |
| 10/26/2011 | Aug-11 | $ 215,861 | $ 172,528 | 125% | 94% |
| 11/22/2011 | Sep-11 | $ 367,025 | $ 375,711 | 98% | 96% |
| 12/23/2011 | Oct-11 | $ 51,498 | $ 99,157 | 52% | 91% |
| 1/26/2012 | Nov-11 | $ 120,772 | $ 169,430 | 71% | 87% |
| Not Received | Dec-11 | $ 140,847 | $ 148,735 | 95% | 88% |
| | Jan-12 | | $ 150,174 | | |
| | Feb-12 | | $ 150,395 | | |
| | Mar-12 | | $ 221,554 | | |
| | Apr-12 | | $ 156,371 | | |
| | May-12 | | $ 206,503 | | |
| | Jun-12 | | $ 166,221 | | |
| | YTD Total | $ 1,026,020 | $ 2,213,322 | 46% | 88% |

# MONTHLY BOARD REPORT

## FY2012 (July 1, 2011 to June 30, 2012)

## Gross Receipts Revenue By County

## RIO ARRIBA COUNTY




| Date Received | | Actual | Budget | Actual Revenue % of Monthly Budget |
|---|---|---|---|---|
| 11/14/2011 | Jul-11 | $ 55,408 | $ 52,248 | 106% |
| 11/14/2011 | Aug-11 | $ 58,814 | $ 51,907 | 113% |
| Not Received | Sep-11 | $ 56,781 | $ 51,764 | 110% |
| Not Received | Oct-11 | $ 54,911 | $ 50,656 | 108% |
| 2/3/2012 | Nov-11 | $ 51,363 | $ 42,696 | 120% |
| Not Received | Dec-11 | $ 54,028 | $ 54,550 | 99% |
| | Jan-12 | | $ 41,019 | |
| | Feb-12 | | $ 37,153 | |
| | Mar-12 | | $ 44,146 | |
| | Apr-12 | | $ 42,554 | |
| | May-12 | | $ 44,516 | |
| | Jun-12 | | $ 55,319 | |
| | YTD Total | $ 331,305 | $ 568,528 | 58% |

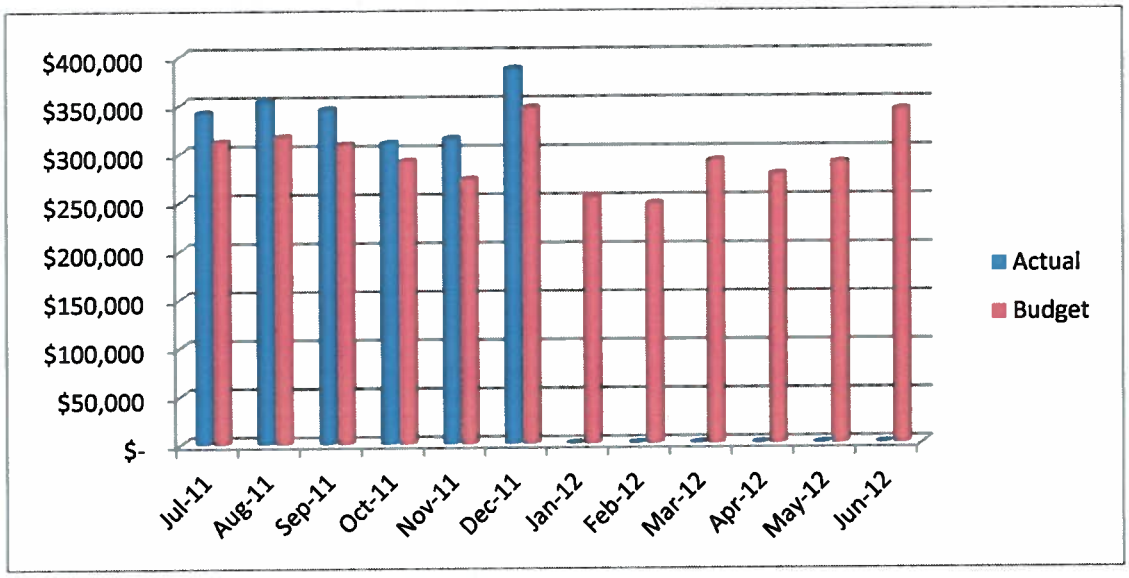
** Rio Arriba has been contacted for Sept 11, Oct 11 as these checks were never received by RTD. They are stopping payment and reissuing checks.

# MONTHLY BOARD REPORT

**FY2012 (July 1, 2011 to June 30, 2012)**

**Gross Receipts Revenue By County**

## SANTA FE COUNTY




| Date Received | | Actual | Budget | Actual Revenue % of Monthly Budget |
|---|---|---|---|---|
| 9/21/2011 | Jul-11 | $ 341,717 | $ 311,575 | 110% |
| 10/20/2011 | Aug-11 | $ 353,581 | $ 316,188 | 112% |
| 11/21/2011 | Sep-11 | $ 344,672 | $ 308,913 | 112% |
| 12/20/2011 | Oct-11 | $ 310,170 | $ 291,347 | 106% |
| 1/26/2012 | Nov-11 | $ 314,413 | $ 272,539 | 115% |
| Not Received | Dec-11 | $ 385,881 | $ 345,997 | 112% |
| | Jan-12 | | $ 253,909 | |
| | Feb-12 | | $ 246,811 | |
| | Mar-12 | | $ 291,525 | |
| | Apr-12 | | $ 276,975 | |
| | May-12 | | $ 289,396 | |
| | Jun-12 | | $ 343,513 | |
| | YTD Total | $ 2,050,434 | $ 3,548,688 | 58% |

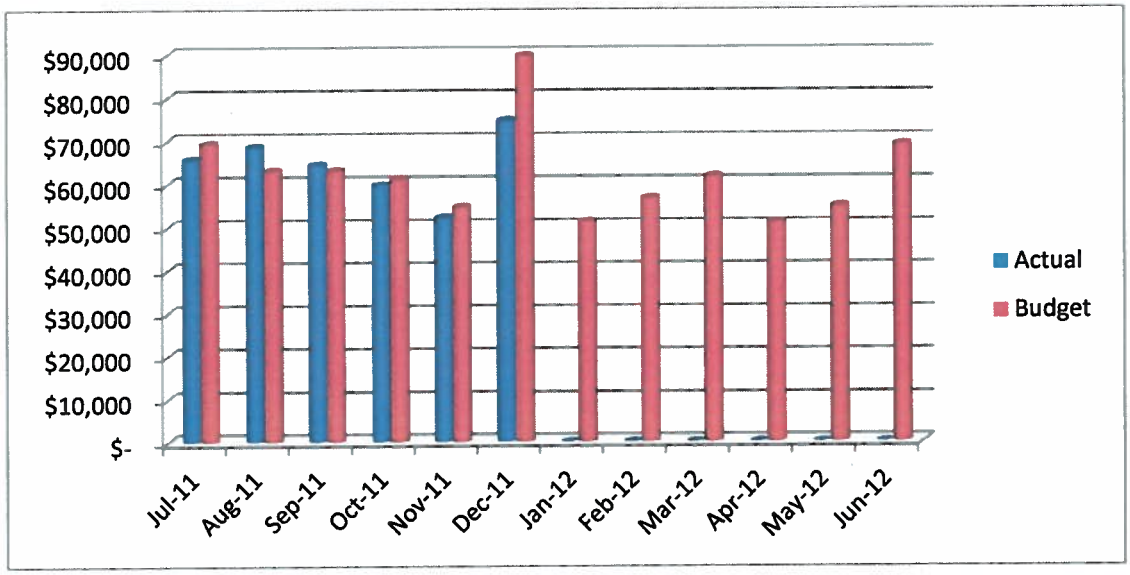
** Note one-half of the SF County GRT is allocated to Rio Metro

# MONTHLY BOARD REPORT

## FY2012 (July 1, 2011 to June 30, 2012)

## Gross Receipts Revenue By County

## TAOS COUNTY

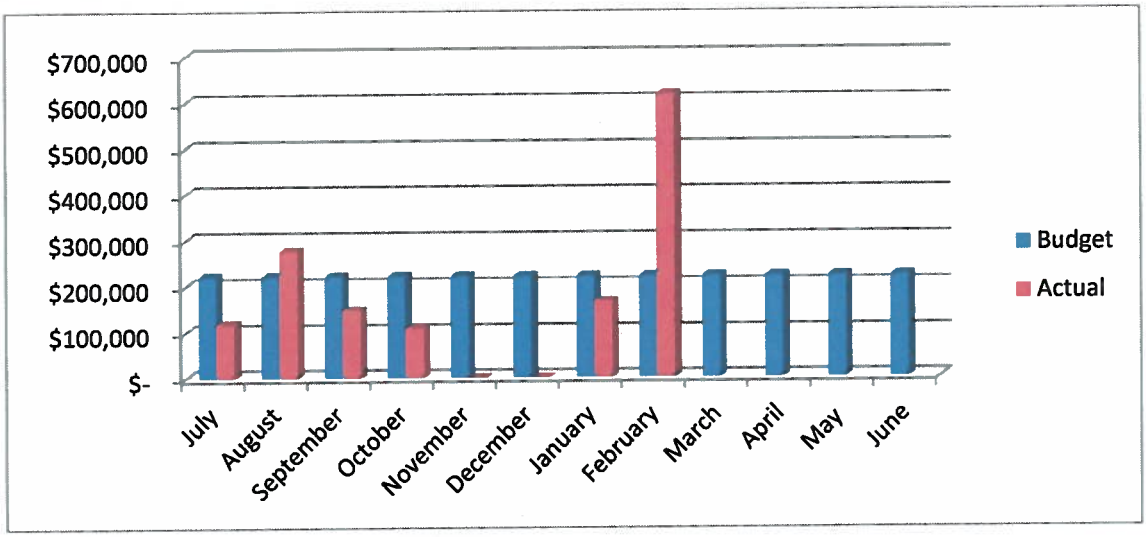



| Date Received | | Actual | Budget | Actual Revenue % of Monthly Budget | Actual Revenue % of YTD Budget |
|---|---|---|---|---|---|
| 9/21/2011 | Jul-11 | $ 65,693 | $ 69,396 | 95% | 95% |
| 10/20/2011 | Aug-11 | $ 68,537 | $ 63,135 | 109% | 101% |
| 11/23/2011 | Sep-11 | $ 64,462 | $ 63,135 | 102% | 102% |
| 12/22/2011 | Oct-11 | $ 59,745 | $ 61,122 | 98% | 101% |
| 1/20/2012 | Nov-11 | $ 52,134 | $ 54,600 | 95% | 100% |
| Not Received | Dec-11 | $ 74,712 | $ 89,745 | 83% | 96% |
| | Jan-12 | | $ 51,246 | | |
| | Feb-12 | | $ 56,650 | | |
| | Mar-12 | | $ 61,644 | | |
| | Apr-12 | | $ 50,873 | | |
| | May-12 | | $ 54,749 | | |
| | Jun-12 | | $ 69,096 | | |
| | YTD Total | $ 385,284 | $ 745,391 | 52% | 96% |

# MONTHLY BOARD REPORT

## FY2012 (July 1, 2011 to June 30, 2012)

## Grant Revenue




**Budget to Actual FY2012**
**($ thousands)**

| | Budget | Actual | Actual Revenue % of Monthly Budget |
|---|---|---|---|
| July | $ 221,215 | $ 117,255 | 53% |
| August | $ 221,215 | $ 277,214 | 125% |
| September | $ 221,215 | $ 147,307 | 67% |
| October | $ 221,215 | $ 106,559 | 48% |
| November | $ 221,215 | $ - | 0% |
| December | $ 221,215 | $ - | 0% |
| January | $ 221,215 | $ 166,375 | 75% |
| February | $ 221,215 | $ 616,856 | 279% |
| March | $ 221,215 | | |
| April | $ 221,215 | | |
| May | $ 221,216 | | |
| June | $ 221,216 | | |
| **February 2012 YTD** | **$ 2,654,582** | **$ 1,431,566** | |

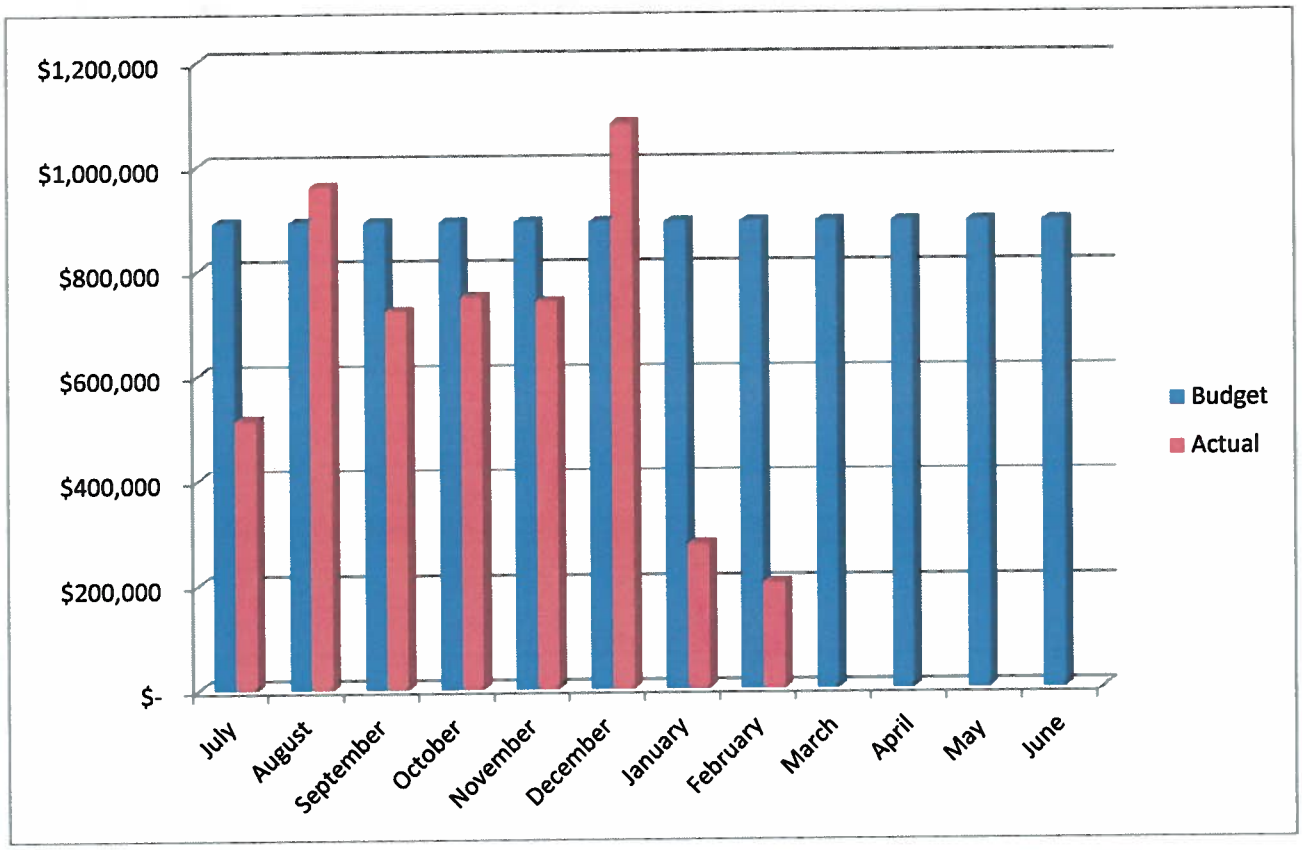
**Prior Year vs. Current Year**
**($ thousands)**

| | Prior Year FY2011 | Current Year FY2012 | Inc/Dec from Prior Year to Current Year |
|---|---|---|---|
| July | $ 163,386 | $ 117,255 | $ (46,131) |
| August | $ 84,915 | $ 277,214 | $ 192,299 |
| September | $ 115,647 | $ 147,307 | $ 31,660 |
| October | $ 84,949 | $ 106,559 | $ 21,610 |
| November | $ 148,331 | $ - | $ (148,331) |
| December | $ 126,966 | $ - | $ (126,966) |
| January | $ 94,937 | $ 166,375 | $ 71,438 |
| February | $ 8,241 | $ 616,856 | $ 608,615 |
| March | $ 189,863 | | |
| April | $ 94,204 | | |
| May | $ 207,289 | | |
| June | $ 440,980 | | |
| **January 2012 YTD** | **$ 1,759,708** | **$ 1,431,566** | |

# MONTHLY BOARD REPORT

## FY2012 (July 1, 2011 to June 30, 2012)

## NCRTD BUDGET EXPENDITURES OVERALL




**Budget to Actual FY2012**
**($ thousands)**

| | | Budget | Actual | Inc/Dec of Budget vs Actual |
|---|---|---|---|---|
| | July | $ 891,640 | $ 513,658 | $ 377,982 |
| | August | $ 891,640 | $ 960,879 | $ (69,239) |
| | September | $ 891,640 | $ 721,573 | $ 170,067 |
| | October | $ 891,640 | $ 748,419 | $ 143,221 |
| | November | $ 891,640 | $ 739,593 | $ 152,047 |
| | December | $ 891,640 | $ 1,080,303 | $ (188,663) |
| | January | $ 891,640 | $ 275,156 | $ 616,484 |
| ** | February | $ 891,640 | $ 201,415 | $ 690,225 |
| | March | $ 891,641 | | |
| | April | $ 891,641 | | |
| | May | $ 891,641 | | |
| | June | $ 891,641 | | |
| | **January 2012 Y** | **$ 10,699,684** | **$ 5,240,996** | **$ 5,458,688** |

**TOTAL NCRTD Budget $ 10,699,684**

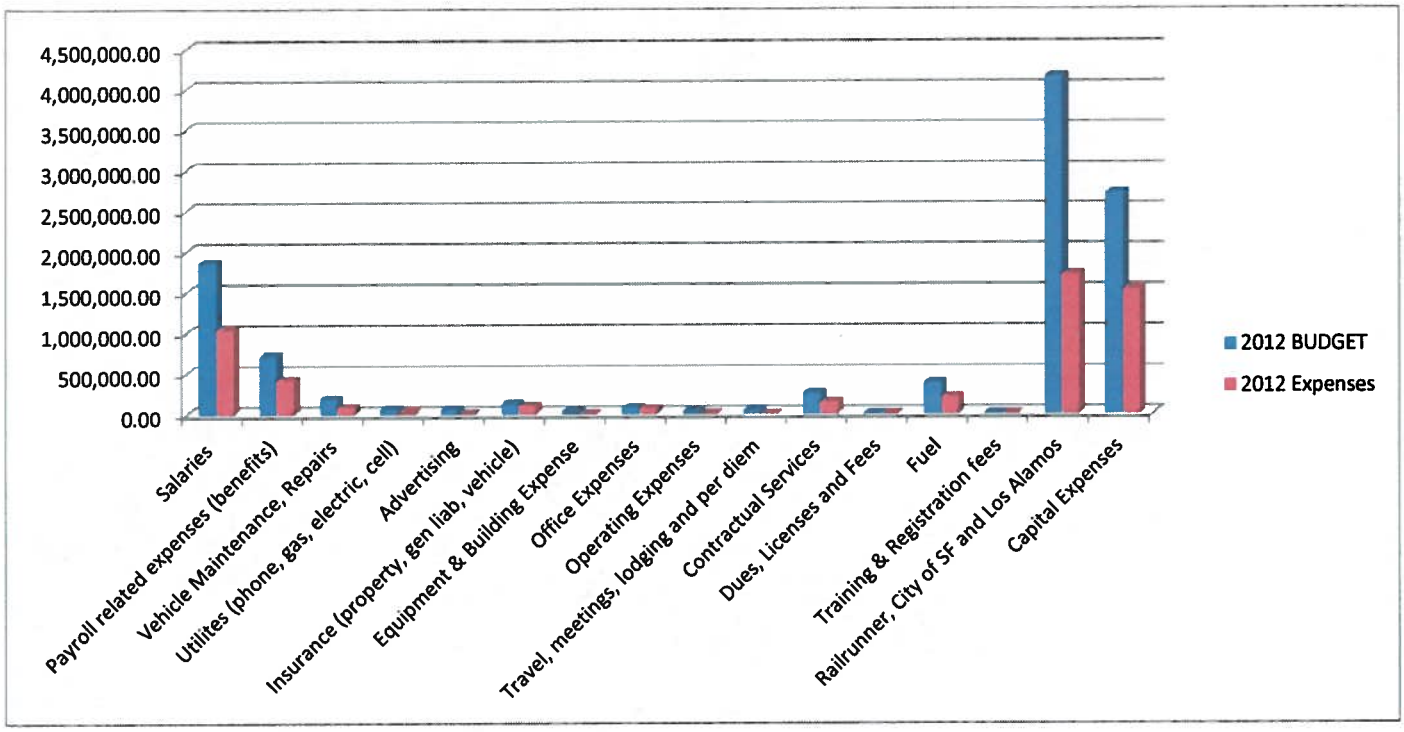
** Still processing documents. Not a final number

# MONTHLY BOARD REPORT

**FY2012 (July 1, 2011 to June 30, 2012)**

**NCRTD Expenses by Type**

**This report is presented as FY10 in its entirety but FY11 is as of February 21, 2012**




**Comparative Expenses by Type**

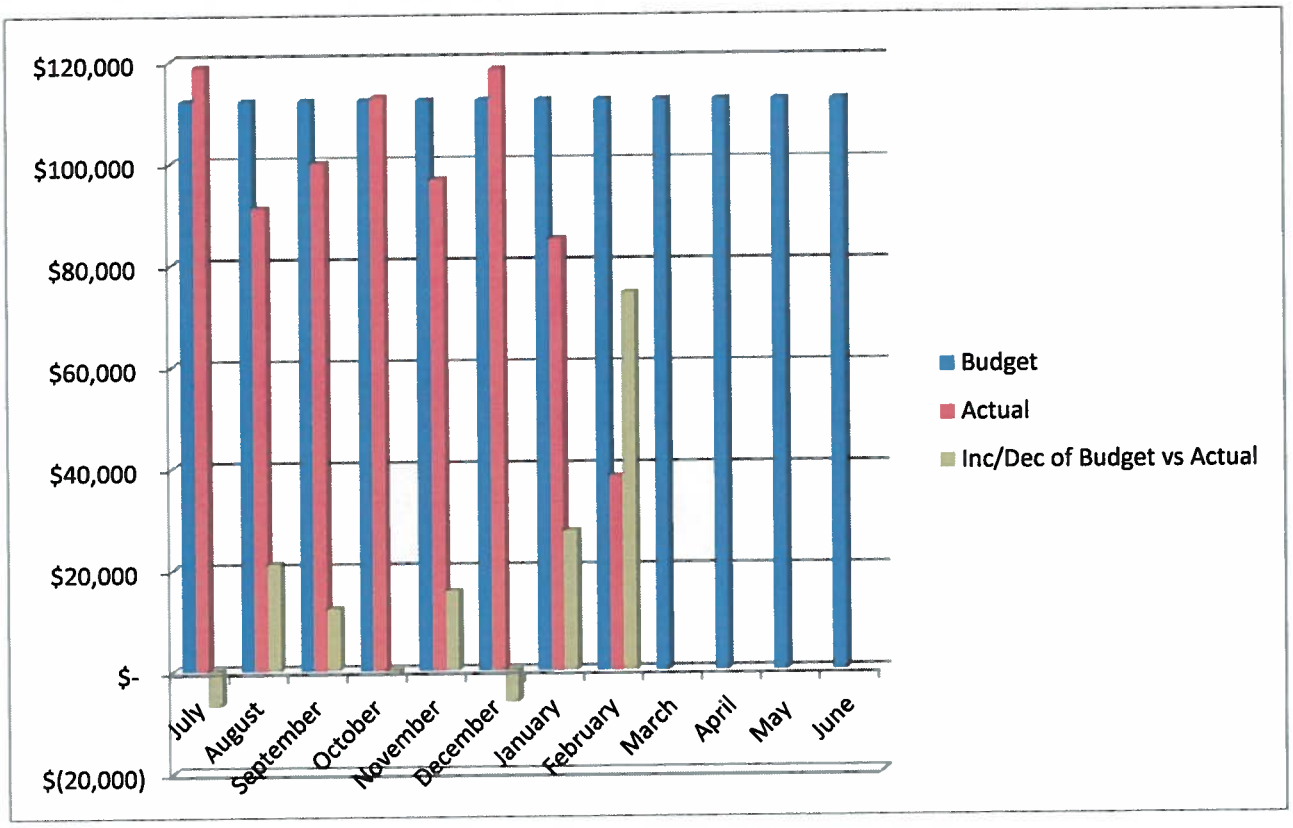
| | 2012 BUDGET | 2012 Expenses |
|---|---|---|
| | $ | $ |
| Salaries | 1,858,672.00 | 1,036,792.05 |
| Payroll related expenses (benefits) | 713,890.00 | 415,026.15 |
| Vehicle Maintenance, Repairs | 189,000.00 | 81,627.52 |
| Utilites (phone, gas, electric, cell) | 60,260.00 | 22,160.92 |
| Advertising | 55,000.00 | 9,489.36 |
| Insurance (property, gen liab, vehicle) | 127,939.00 | 96,624.48 |
| Equipment & Building Expense | 28,400.00 | 6,462.49 |
| Office Expenses | 79,676.00 | 68,990.03 |
| Operating Expenses | 30,900.00 | 8,801.00 |
| Travel, meetings, lodging and per diem | 36,600.00 | 4,469.31 |
| Contractual Services | 254,600.00 | 140,858.28 |
| Dues, Licenses and Fees | 6,100.00 | 1,765.00 |
| Fuel | 382,001.00 | 207,748.56 |
| Training & Registration fees | 7,525.00 | 3,410.61 |
| Railrunner, City of SF and Los Alamos | 4,157,160.00 | 1,707,632.64 |
| Capital Expenses | 2,712,261.00 | 1,520,205.05 |
| TOTAL | 10,699,984.00 | 5,332,063.45 |

# MONTHLY BOARD REPORT

## FY2012 (July 1, 2011 to June 30, 2012)

## Administration Expense Summary

Year to Date Budget Variance - 67%




**Budget to Actual FY2012**
**($ thousands)**

| | | Budget | Actual | Inc/Dec of Budget vs Actual | YTD Budget Variance - 67% |
|---|---|---|---|---|---|
| | July | $ 112,226 | $ 118,826 | $ (6,601) | |
| | August | $ 112,226 | $ 91,160 | $ 21,066 | |
| | September | $ 112,226 | $ 99,915 | $ 12,311 | |
| | October | $ 112,226 | $ 112,867 | $ (642) | |
| | November | $ 112,226 | $ 96,559 | $ 15,667 | |
| | December | $ 112,226 | $ 118,295 | $ (6,070) | |
| | January | $ 112,226 | $ 84,838 | $ 27,388 | |
| ** | February | $ 112,226 | $ 37,979 | $ 74,246 | |
| | March | $ 112,226 | | | |
| | April | $ 112,226 | | | |
| | May | $ 112,226 | | | |
| | June | $ 112,226 | | | |
| | **February 2012 YTD** | $ 1,346,706 | $ 760,439 | | 56.5% |

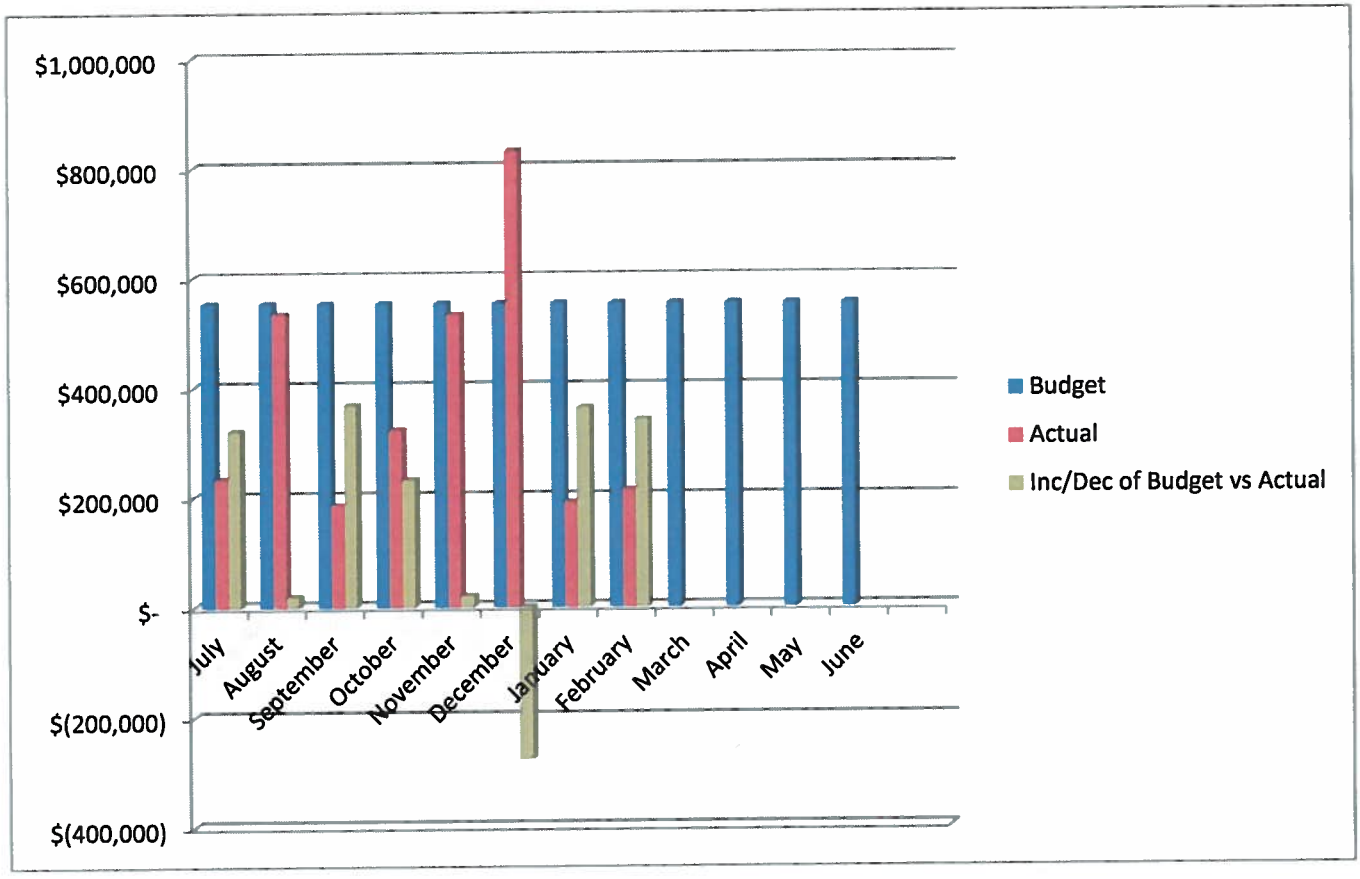
** Still processing documents. Not a final number

# MONTHLY BOARD REPORT

## FY2012 (July 1, 2011 to June 30, 2012)

## Operating Expense Summary

Year to Date Budget Variance - 67%




**Budget to Actual FY2012**
**($ thousands)**

| | | Budget | Actual | Inc/Dec of Budget vs Actual | YTD Budget Variance - 67% |
|---|---|---|---|---|---|
| | July | $ 553,393 | $ 233,373 | $ 320,020 | |
| | August | $ 553,393 | $ 534,427 | $ 18,966 | |
| | September | $ 553,393 | $ 185,668 | $ 367,725 | |
| | October | $ 553,393 | $ 321,878 | $ 231,515 | |
| | November | $ 553,393 | $ 533,302 | $ 20,091 | |
| | December | $ 553,393 | $ 830,383 | $ (276,990) | |
| | January | $ 553,393 | $ 190,318 | $ 363,075 | |
| ** | February | $ 553,393 | $ 212,341 | $ 341,052 | |
| | March | $ 553,393 | | | |
| | April | $ 553,393 | | | |
| | May | $ 553,393 | | | |
| | June | $ 553,393 | | | |
| | **February 2012 YTD** | $ 6,640,716 | $ 3,041,690 | | 45.8% |

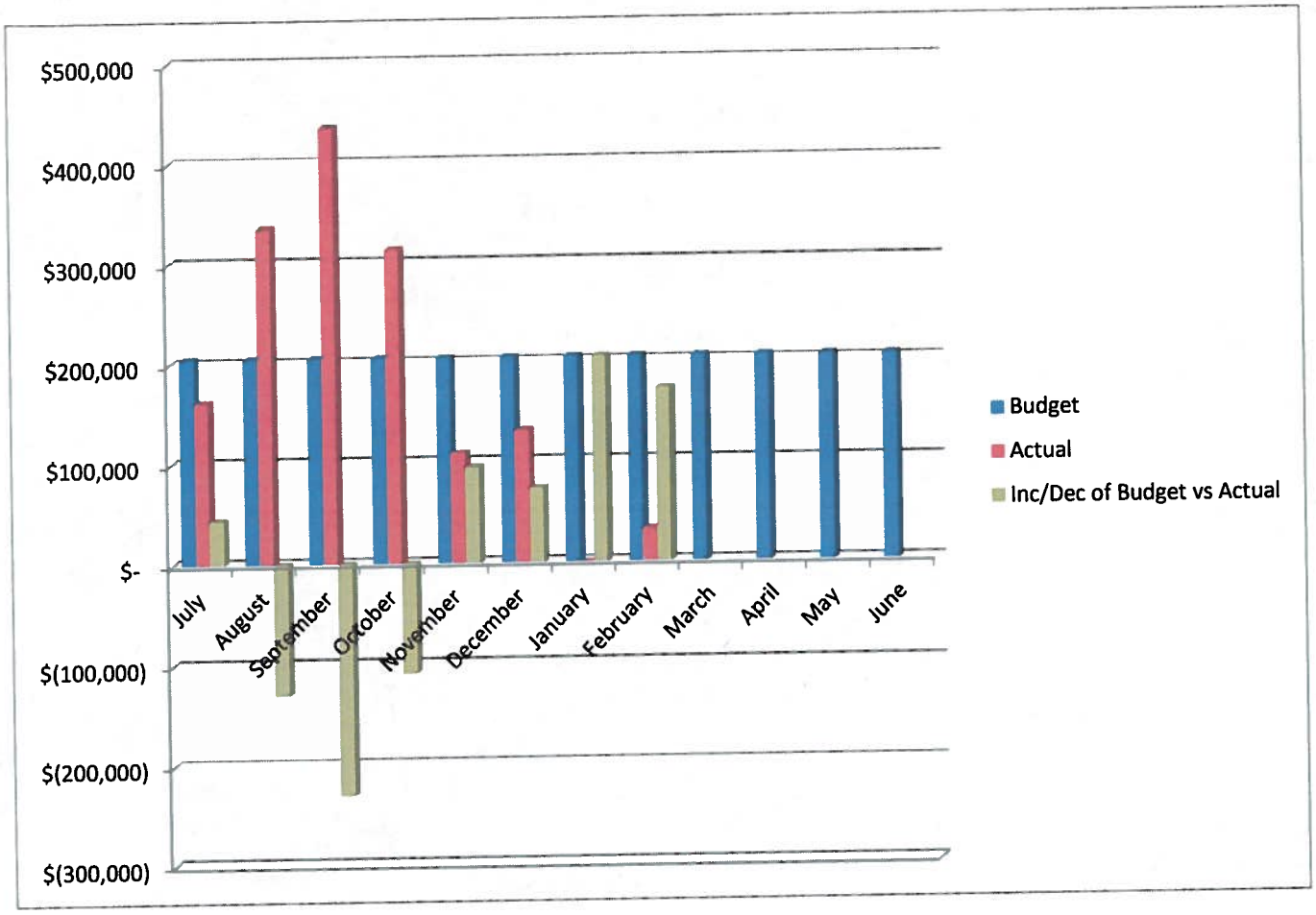
** Still processing documents. Not a final number

# MONTHLY BOARD REPORT

## FY2012 (July 1, 2011 to June 30, 2012)

## Capital Expense Summary

Year to Date Budget Variance - 67%




**Budget to Actual FY2012**
**($ thousands)**

| | | Budget | Actual | Inc/Dec of Budget vs Actual | YTD Budget Variance - 67% |
|---|---|---|---|---|---|
| | July | $ 205,188 | $ 161,459 | $ 43,729 | |
| | August | $ 205,188 | $ 335,292 | $ (130,104) | |
| | September | $ 205,188 | $ 435,990 | $ (230,802) | |
| | October | $ 205,188 | $ 313,674 | $ (108,486) | |
| | November | $ 205,188 | $ 109,732 | $ 95,456 | |
| | December | $ 205,188 | $ 131,625 | $ 73,563 | |
| | January | $ 205,188 | $ - | $ 205,188 | |
| ** | February | $ 205,189 | $ 32,433 | $ 172,756 | |
| | March | $ 205,189 | | | |
| | April | $ 205,189 | | | |
| | May | $ 205,189 | | | |
| | June | $ 205,189 | | | |
| | **February 2012 YTD** | **$ 2,462,261** | **$ 1,520,205** | | **61.7%** |

** Still processing documents. Not a final number

EXECUTIVE REPORT
for
**February 2012**

EXECUTIVE

- Attendance in various NCRTD staff and subcommittee meetings, including Board and Finance subcommittee meetings.
- Executive Director and the project manager for the Jim West Transit Center met with contractor regarding issues with Jim West Center, discussed change order and approach to moving forward on resolution of soils issues.
- Developed Reimbursement Agreement and conveyed to the City Manager of Espanola regarding site improvements, particularly to Silkey Way Road and City Council approval of such agreement.
- Meet with FTA auditors over a three day period.
- Attended Board of County Commissioners meeting regarding their consideration of the Edgewood Agreement to fund driver/rider CDL costs.
- Attended Santa Fe MPO meeting on February 9th.
- Attended the Rio Metro Board meeting on February 17th.
- Will be attending the MPO Technical coordinating Committee meeting on February 27th.
- Communicated with various reporters regarding the progress and issues of the Jim West Center
- Prepared and collaborated on legislative presentation for capital funding requests and various legislative issues during the legislative session.
- Developed 10 year capital investment plan.
- Revised 10 year strategic financial plan concepts
- Created and put together the Board Agenda and materials for the March meeting.
- Meeting with Los Alamos County staff regarding funding issues on February 28th.

- Conducted interviews for Public Information Officer and Transit Operations and Maintenance Manager.
- Prepared additional sick leave incentive program concepts for Finance subcommittee consideration.
- Oversaw employee disciplinary process.
- Revision and creation of various NCRTD policies, including personnel, and operational policies, including the implementation of new and extensive revisions to Personnel Rules and Regulations.
- Executive Director maintained continuous communication with board members, subcommittee members, and Chair.

OPERATIONS

- Completed December Ridership Reports. E-mailed to the NCRTD Board and members and guests of the RPA
- Attended monthly board meeting
- Interviewed seven (7) candidates for driver positions
- Presented the Fuel Card Policy to the board in February's board meeting
- Presented the Demand Response Para Transit Expansion Option to the board in February's board meeting
- Met with Linda, NCRTD Service Development Manager in conjunction with the FTA Compliance Survey
- Conducted monthly Staff/Safety meeting
- Implemented Fleet Fueling Card Procedures
- Research continued on DOT/FTA checklist of regulations and compliance items