



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

**June 24, 2016  
9:00 AM - 9:20 PM  
Jim West Regional Transit  
Board Room/Telephonically**

**CONFERENCE CALL IN NUMBER  
1-877-292-5720  
Guest pin # 13271327**

**CALL TO ORDER:**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. PUBLIC COMMENTS

**PRESENTATION ITEMS:**

**ACTION ITEMS:**

- A. **Discussion and Consideration of Resolution No. 2016-29 Adopting an Infrastructure Capital Improvement Plan (ICIP)**  
*Sponsor: Anthony J. Mortillaro, Executive Director and Stacey McGuire, Planning, Projects and Grants Manager*  
*Attachment*
- B. **Discussion and Consideration of Resolution No. 2016-30 Title: Regarding the Signature and Authority to Transact Business with Banks for and in behalf of NCRTD**  
*Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director*  
*Attachment.*

**DISCUSSION ITEMS:**

**MATTERS FROM THE BOARD**

**MISCELLANEOUS**

**ADJOURN**

**NEXT BOARD MEETING: July 8, 2016**

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.



**Agenda Report**  
**NCRTD Board of Directors Meeting**  
**Meeting Date: June 24, 2016**

**Agenda Item - A**

**Title:** Resolution No. 2016-29 Adopting an Infrastructure Capital Improvement Plan (ICIP)

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

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

**Background:** This is for the annual submission of the ICIP and is representative of a modified Five Year Capital Investment Plan designed for the ICIP to accelerate funding and presented to the Board and adopted with the Budget for FY 2017 by Resolution 2016-20.

**Recommended Action:** Adoption by the Board.

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

**Fiscal Impact:** The fiscal impact would be the potential loss of State funding over a five-year period for the top five projects. The projects and suggested order of priority for funding in FY2018 are as follows:

1. Fleet Replacement (\$736,000)
2. ADA Transition Plan Implementation/Construction including Facility(ies) Purchase(s) (\$700,000)
3. Maintenance Facility Complex Final Design (\$596,000)
4. Solar Lighting of Shelters and Stops (\$50,000)
5. Bus Pull Outs on Westside-Crosstown and Riverside Routes (\$500,000)

**Attachments:**

Resolution 2016-29

NCRTD Five Year ICIP Capital Improvement Plan



**North Central Regional Transit District**

**Resolution 2016-29**

**A RESOLUTION ADOPTING AN INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN (ICIP)**

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

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

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

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

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

1. The North Central Regional Transit District Board has adopted the attached Infrastructure Capital Improvement Plan, which was adopted in principle with the FY 2017 Budget by Resolution 2016-20 on June 10, 2016 and,
2. It is intended that the ICIP be a working document and is the first of many steps toward improving rational, long-range capital planning and budgeting for New Mexico's infrastructure.

**PASSED, APPROVED, AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 24th day OF JUNE 2016.**

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Daniel Barrone, Chair

Approved as to form:

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Peter Dwyer, Counsel





**Agenda Report**  
**NCRTD Board of Directors Meeting**  
**Meeting Date: June 24, 2016**  
**Agenda Item - B**

**Title:** Discussion and Consideration of Resolution No. 2016-30 regarding the signature and authority to transact business with banks for and in behalf of NCRTD

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

**Summary:** Banking institutions require formal action of Boards to define banking transaction authority before proceeding with changes. The Board passed a similar resolution in June 2015, but over the last year, the new Finance Director has had to explain the language to most banks due to their understanding of signer and the District's understanding of signing authority. To most banks the authorization of "signer" is needed to interact with them for and in behalf of client institution. For NCRTD, we have only certain appointed Board members and the Executive Director authorized to sign checks as a segregation of duties, but these individuals commonly do not speak with banks directly, unless desired. The Finance Director is typically assigned that duty of establishing bank relations and handling issues on a day to day basis.

**Background:** The District's main bank Los Alamos National Bank has recently sat down with NCRTD's Finance Departments to discuss ongoing projects and issues and the topic of signer authority was discussed. Given our more engaged atmosphere with LANB they have requested that NCRTD clarify their banking resolution to call the Finance Director an authorized signer, but internally quantify the segregation of duties that would prohibit the Finance Director from approving and signing checks and also reconciling the bank account for the District. LANB also would like the Board to update our certification that NCRTD does not engage in unlawful internet gambling transactions.

**Recommended Action:** It is proposed that the Board approve the addition of the Finance Director as an authorized signer of the District.

**Options/Alternatives:** The Board can elect to make no change in the current authority or LANB Bank file.

**Fiscal Impact:** None.

**Attachments:**

- Resolution No. 2016-30 Appointing Authorized Signer on all Bank Accounts
- LANB Business Account Application – Certification that NCRTD does not engage in unlawful internet gambling transactions



## North Central Regional Transit District (NCRTD)

### Resolution No. 2016-30

#### A RESOLUTION APPOINTING A NEW AUTHORIZED SIGNER FOR THE DISTRICT'S BANK ACCOUNTS

**WHEREAS**, the North Central Regional Transit District (“NCRTD”) is the Regional Transit District serving the City of Española, City of Santa Fe and Rio Arriba, Santa Fe, Los Alamos, Taos counties and the Towns of Edgewood and Taos, and the Pueblos of Nambé, Ohkay Owingeh, Santa Clara, Pojoaque, Tesuque, and de San Ildefonso, known together as the District; and

**WHEREAS**, the NCRTD was created by legislative enactment of the Regional Transit District Act NMSA 1978, Section 73-25-1 et.seq., and is a sub-division of the State of New Mexico; and

**WHEREAS**, the District is governed by a Board that includes a Chair, Vice Chair, Treasurer and Secretary, and

**WHEREAS**, the District maintains certain accounts with banks, including checking accounts

**NOW THEREFORE BE IT RESOLVED** by the NCRTD Board that it hereby grants to the following Officers and employees the power to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with any and all banks, except that for checks in an amount exceeding twenty thousand dollars (\$20,000.00), the signatures of two of the following authorized signers shall be required:

- Daniel Barrone – Chairman
- Dennis Tim Salazar – Treasurer
- Anthony J. Mortillaro – Executive Director
- Troy Bingham – Finance Director

**BE IT FURTHER RESOLVED** by the NCRTD Board that it hereby grants to above named individuals the power to transact all banking business on behalf of the NCRTD including the powers to: open accounts, make inquiry into accounts, resolve any issue for the payment of money withdraw or transfer funds and such other banking transactions as may be required for the legal and proper management of District funds.

**BE IT FURTHER RESOLVED** that this authorization shall take effect June 24, 2016 and shall remain in effect until such time that the District acts to rescind it, either individually or in whole.

**BE IT FURTHER RESOLVED** that this Resolution supersedes all previous resolutions pertaining to banking.

\_\_\_\_\_  
**Daniel Barrone, Chair**

**Approved as to form:**

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



**LANB**

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### Business Account Application

Sell prepaid cards for purchases at any merchant or to access cash at ATMs?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Accept funds from customers for money transmission to another person or location?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (i.e. Money gram, Western Union)
Is there an ATM on your premise?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (if yes, ATM questionnaire)
Do you accept, buy, or transmit virtual currency as a part of your business?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Do you have seasonal sales? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> which months _____.	

#### Section V - Account Analysis – Checking and Savings

Amount of <b>CASH</b> deposits anticipated monthly:	\$0-25K <input type="checkbox"/>	\$25-50K <input type="checkbox"/>	Over \$50k <input checked="" type="checkbox"/>
Explain over \$50k:			
Amount of <b>CASH</b> withdrawals anticipated monthly:	\$0-25K <input checked="" type="checkbox"/>	\$25-50K <input type="checkbox"/>	Over \$50k <input type="checkbox"/>
Explain over \$50k:			
Do you plan to generate remotely created checks? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
I plan to use the following services: <b>ACH:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Foreign Currency/Draft(s):</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<b>Monetary Instruments:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Receive Domestic Wires:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Send Domestic Wires:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>Receive International Wires:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Which Countries?</b>		
<b>Send International Wires:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Which Countries?</b>		
What volume (by \$ amount) of ACH or merchant deposits anticipated monthly:	\$0-25K <input type="checkbox"/>	\$25-50K <input type="checkbox"/>	Over \$50k <input checked="" type="checkbox"/>
What volume (by \$ amount) of wires sent/received monthly:	\$0-25K <input type="checkbox"/>	\$25-50K <input checked="" type="checkbox"/>	Over \$50k <input type="checkbox"/>
Explain over \$50k:			

#### Section VI -

##### UNLAWFUL INTERNET GAMBLING TRANSACTIONS PROHIBITED

If you are a commercial customer, you certify that you are not now engaged in, and during the life of this Agreement will not engage in, any activity or business that is unlawful under the Unlawful Internet Gambling Enforcement Act of 2009, 31 USC 5361, et seq., (the "UIGEA"). You may not use your Account or any other service we offer to receive any funds, transfer, credit, instrument or proceeds that arise out of a business that is unlawful under the UIGEA. You agree that if anyone asks us to process a transaction that we believe is restricted under the UIGEA, we may block the transaction and take any other action we deem to be reasonable under the UIGEA and Account Agreements.

*\*\* All new applicants for accounts at Los Alamos National Bank are subject to Credit Scan verification by at least one credit bureau. Credit scans will occur prior to a new account being established, but Los Alamos National Bank reserves the right to access credit history at any time. The undersigned applicant certifies that the information is true and correct.*

Signature of authorized representative of entity X \_\_\_\_\_ Date \_\_\_\_\_

Title of authorized representative of entity: \_\_\_\_\_

#### Creating a Better Way-Customer Options

(Please choose from the various amenities below)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> ABC Overdraft*        | <input type="checkbox"/> ACH Billing*             | <input type="checkbox"/> ACH Direct deposit* |
| <input type="checkbox"/> Business Credit Card* | <input type="checkbox"/> Business Visa Debit Card | <input type="checkbox"/> LockBox Services    |
| <input type="checkbox"/> Merchant Processing*  | <input type="checkbox"/> Online Banking           | <input type="checkbox"/> Phone Bank          |
| <input type="checkbox"/> Positive Pay*         | <input type="checkbox"/> Remote Deposit Capture*  | <input type="checkbox"/> Savings Overdraft   |