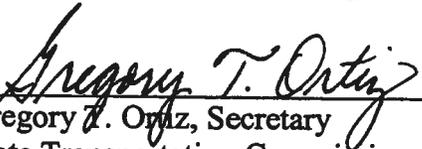


STATE TRANSPORTATION COMMISSION  
CERTIFICATION OF MID-REGION TRANSIT DISTRICT

The State Transportation Commission ("Commission") hereby certifies that the Mid-Region Transit District has complied with the requirements of the Regional Transit District Act, NMSA 1978, Section 73-25-1 ("Act"), which governs the creation of a Regional Transit District. Pursuant to Commission Policy 90 and Commission Resolution No. 2005-3 (MAR), the Commission further certifies that the Mid-Region Transit District has been duly organized under the provisions of the Act. The Mid-Region Transit District is comprised of the County of Valencia, Town of Bernalillo, City of Belen, Village of Los Lunas, Village of Bosque Farms, County of Bernalillo, Village of Los Ranchos de Albuquerque, Sandoval County, City of Rio Rancho, and City of Albuquerque. The Commission will cause a copy of this Certification to be recorded in each county that has territory included in the boundaries of this District.

  
Johnny Cope, Chair  
State Transportation Commission

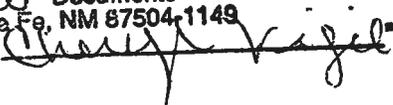
  
Gregory T. Ortiz, Secretary  
State Transportation Commission

SEAL

Date: March 29, 2005

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Santa Fe, NM 87504-1149  
Attn: 



# Mid-Region Council of Governments

**M. Steven Anaya**  
Chair, Board of Directors  
Councillor, City of Moriarty

**Lawrence Rael**  
Executive Director

March 16, 2005

MEMBER GOVERNMENTS

- City of Albuquerque
- Albuquerque Public Schools
- Albuquerque Metropolitan Arroyo Flood Control Authority
- City of Belen
- Bernalillo County
- Town of Bernalillo
- Village of Bosque Farms
- Village of Corrales
- Village of Cuba
- Town of Edgewood
- Village of Encino
- Town of Estancia
- Village of Jemez Springs
- Village of Los Lunas
- Los Lunas Schools
- Village of Los Ranchos de Albuquerque
- Middle Rio Grande Conservancy District
- City of Moriarty
- Town of Mountainair
- City of Rio Rancho
- Rio Rancho Schools
- Sandoval County
- Southern Sandoval County Arroyo Flood Control Authority
- Village of Tijeras
- Torrance County
- Valencia County
- Village of Willard

Johnny Cope, Chair  
New Mexico Transportation Commission  
P.O. Box 905  
Hobbs, New Mexico 88240

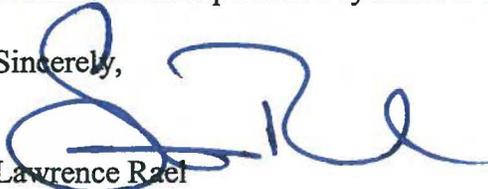
Subject: New Mexico Transportation Commission  
March 29, 2005 Meeting  
Certifying the Mid-Region Regional Transit District

*JOHNNY*  
Dear Chairman Cope:

On behalf of the counties of Sandoval, Bernalillo, and Valencia; the cities of Rio Rancho, Albuquerque, and Belen; the town of Bernalillo; and the villages of Los Ranchos de Albuquerque, Bosque Farms, and Los Lunas, each of whom have voted to create a regional transit district, I am requesting that the Commission consider certifying the formation of a "Mid-Region Transit District" during your March 29, 2005, commission meeting. Attached is a copy of the regional transit district contract and the associated signature pages, as required by the New Mexico Regional Transit District Act, as well as drafts of the proposed regional transit district by-laws, and the service sector council by-laws.

Thank you for consideration of this request and the Commission and the Transportation Department's continued support for the development of a multimodal transportation system for New Mexico.

Sincerely,

  
Lawrence Rael  
Executive Director

Xc: New Mexico State Transportation Commission Members  
Rhonda Faught, Secretary, New Mexico Department of Transportation

## **MID-REGION TRANSIT DISTRICT GOVERNMENTAL UNIT CONTRACT**

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WHEREAS, pursuant to the Regional Transit District Act, N.M. Statutes, Chapter 73, Article 25 [Sections 73-25-1 to 73-25-18 NMSA 1978], governmental units may create a regional transit district by contract. This district is authorized to exercise the functions conferred by the provisions of the Act including the establishment of a regional transit system that is compatible with established state and local transportation plans that transports or conveys passengers within a region by means of a high-occupancy vehicle, including an automobile, truck, bus, van or railcar;

WHEREAS, the purpose of a regional transit district is to:

A. Serve the public by providing for the creation of regional networks of safe and efficient public transit services;

B. Allow multijurisdictional public transit systems to reduce the congestion of single-occupant motor vehicle traffic by providing transportation options for residents;

C. Decrease automobile accidents by reducing traffic congestion on freeways and streets;

D. Reduce noise and air pollution produced by motor vehicles;

E. Prolong and extend the life of New Mexico's existing roadways by easing the traffic burden;

F. Provide residents with a choice of transportation alternatives so that seniors, youth, low-income and mobility-impaired residents and others unable to drive or afford motor vehicles continue to have full access to the goods, services, jobs and activities of the community;

G. Improve the New Mexico economy by increasing workforce and citizen access to education and higher paying jobs;

H. Prolong and extend petroleum resources; and

WHEREAS, upon the signing of this Contract by two or more governmental units and upon the issuance by the New Mexico Transportation Commission of a certificate stating that the district has been duly organized according to the provisions of the Act, the district shall constitute a separate political subdivision of the state and shall have all the duties, privileges, immunities, rights, liabilities and disabilities of a political subdivision.

NOW, THEREFORE, for and in consideration of the mutual covenants set forth below, the initial signatories hereby agree as follows:

SECTION 1 - DEFINITIONS

“Act” means the Regional Transit District Act;

“Alternate Director” means any person appointed as the designee of a Director pursuant to Section 3C hereof;

“Board” means the board of directors of the District;

“Board Chair” means the Director who is confirmed by majority vote of the Board Membership to serve as chairperson of the Board;

“Board Member” means a Director;

“Board Membership” means all Directors of the Board;

“Bond” means a revenue bond;

“Commission” means the state transportation commission;

“Director” means any person appointed as a Director pursuant to Section 3C of this Contract;

“District” means the Mid Region Transit District which is created by this Contract as a political subdivision of the state pursuant to the Act;

“Financial Plan” means a document for a multi-year period, covering the district’s operating and capital programs, which provides information regarding the recent financial condition of the district; describes the district’s current financial status; and provides information on costs, revenues, funding sources, and financing mechanisms;

“Governmental Unit” means the state, a county or a municipality of the state or an Indian nation, tribe or pueblo located within the boundaries of the state;

“Initial Service Plan” means the first “Service Plan” (see definition below) that is approved by the Board;

“Non-revenue Vehicle” means vehicles not normally used for the provision of revenue service for passengers;

“Officer” means the Board Chair, Vice Chair or Chief Executive Officer, and any subordinate officer or agent appointed and designated as an officer of the District by the Board;

“Ordinance” means a rule established by a governing body, in the form of a permanent rule of action, law or regulation;

“Regional Transit System” means a property, improvement or system designed to be compatible with established state and local transportation plans that transports or conveys passengers within a region by means of a high-occupancy vehicle, including an automobile, truck, bus, van or railcar;

“Resolution” means a course of action determined or decided on by the Board;

“Revenue” means tolls, fees, rates, charges, assessments, grants, contributions or other income and revenues received by the District;

“Revenue Vehicle” means the floating and rolling stock used to provide revenue service for passengers;

“Service Plan” means a document for a multi-year period that describes the district’s operating and capital plans; this plan shall state the district’s goals and objectives, how document elements contribute to meeting the transportation needs of the region, prioritization of projects, and the district’s financial ability to provide the services and projects;

“User of Public Transportation Services” means an individual who on average uses the public transportation system a minimum of two times per week.

## SECTION 2 – NAME AND PURPOSE OF THE DISTRICT AND THE REGIONAL TRANSIT SYSTEMS TO BE PROVIDED

A. The regional transit district created by this Contract shall be called the “Mid-Region Transit District” until such time as the Board may change the name by a two-thirds vote of the Board Membership.

B. The purpose of the District is to carry out the powers, privileges and duties vested in or imposed upon the District by the Act.

C. The District shall provide regional transit services that are compatible with established state and local transportation plans that call for transporting or conveying passengers within a region by means of a high-occupancy vehicle, including an automobile, truck, bus, van or railcar.

## SECTION 3 – ESTABLISHMENT AND ORGANIZATION OF THE BOARD OF DIRECTORS

A. The Board shall be composed of at least one Director from each governmental unit that is a member of the District. The number of directors for each of these governmental units shall be determined in the manner detailed below, except that a

governmental unit shall not have a majority of membership on the Board, unless there are three or fewer governmental units that are signatories to this Contract. The Board shall be reconstituted in the year following each official federal census.

1. Population under – 50,000 – One Director
2. Population 50,001 – 100,000 – Two Directors
3. Population 100,001 – 150,000 – Three Directors
4. Population 150,001 – 300,000 – Four Directors
5. Population 300,001 – 450,000 – Five Directors
6. Population 450,001 – 600,000 – Six Directors
7. Population 600,001 – 750,000 – Seven Directors

B. The Board shall be organized according to Bylaws.

C. Manner of the Appointment of Directors and Alternate Directors, Their Term of Service and Qualifications and Procedure for Filling Vacancies.

1. Appointment. Each governmental unit that is a signatory to this Contract shall appoint, in a manner to be determined by each governmental unit, an elected official(s) of the governmental unit as a Director and may also appoint a designee(s) for this elected official(s) as an Alternate Director.

2. Term of Service and Qualifications. The term of service for each Director and Alternate Director, if any, shall commence with the first meeting of the Board following his or her appointment, shall be for a minimum of one year, and shall continue until:

- a. The date on which a successor is duly appointed; or
- b. The date on which he or she ceases to be an elected official of the appointing governmental unit; or
- c. The date on which he or she is removed from the Board by the governmental entity.

3. Filling Vacancies.

a. Resignation. Any Director or Alternate Director may resign at any time, effective upon receipt by the Board Chair of a written notice of resignation. The resignation by the Board Chair is effective upon receipt by the Board Vice-Chair of a written notice of resignation. A resignation by the Board Vice-Chair when the Board Chair position is vacant is effective upon receipt by the Chief Executive Officer of a written notice of resignation.

b. Vacancies. Vacancies in the office of any Director or Alternate Director shall be filled pursuant to Section 3C1.

D. Alternate Director. In the event a Director is absent from a Board meeting, the Alternate Director appointed by the governmental unit that appointed the Director shall act for the Director for all purposes, except in the following instances, when only an elected official may cast a vote:

1. Ratification of acquisition of land by negotiated sale; and
2. Issuance of bonds.

E. Officers of the Board, the Manner of their Appointment and their Duties.

1. Board Chair.

a. Powers, Authority and Duties. The Board Chair shall have the power to call and chair meetings of the Board and such other powers as may be prescribed from time to time by the Board. The Board Chair shall have such additional authority, powers and duties as are appropriate and customary for the office of the chair of the board of directors of entities such as the District, and as the Board may otherwise prescribe.

b. Selection of Board Chair. The names of those nominated shall be voted upon by successive ballots until a nominee receives a majority vote of the Directors in attendance. At the conclusion of each ballot when no nominee has received a majority vote, the nominee receiving the lowest vote total shall be eliminated from successive ballots.

2. Board Vice-Chair.

a. Powers, Authority and Duties. The Vice-Chair shall be the Officer next in seniority after the Board Chair and, upon the death, absence or disability of the Board Chair shall have the authority, powers and duties of the Board Chair. The Board Vice-Chair shall have additional authority, powers and duties as are prescribed by the Board.

b. Selection of Board Vice-Chair. The names of those nominated shall be voted upon by successive ballots until a nominee receives a majority vote of the Directors in attendance. At the conclusion of each ballot when no nominee has received a majority vote, the nominee receiving the lowest vote total shall be eliminated from successive ballots.

3. Removal of Board Chair and/or Board Vice-Chair. The Board Chair and Board Vice-Chair may be removed from office by an affirmative vote of a majority of the Board Membership. A motion made at a regular meeting shall initiate such action, but the vote shall not be called for until the next regular meeting or at a special meeting called for the purpose of considering such motion. The Chief Executive Officer shall cause to be delivered or shall mail a copy of the resolution to remove the Board Chair and/or Board

Vice-Chair to the affected individual(s) at least seven calendar days prior to the meeting at which the motion is to be considered.

F. Vacancies. Vacancies in the office of Board Chair and/or Board Vice-Chair shall be filled pursuant to Section E.

G. Delegation of Power. Subject to the provisions of the Act, this Contract, and the Bylaws, the Board may delegate its powers by resolution to an officer or agent of the Board.

#### SECTION 4 – VOTING REQUIREMENTS FOR ACTION BY THE BOARD

A. Resolutions and Voting. All actions of the Board shall be by written resolution or ordinance. Decisions of the Board shall be adopted upon the affirmative vote of a majority of the Directors in attendance except as otherwise provided in the Act, in this Contract, or in the Bylaws.

B. Adoption of Bylaws. The Board acting by resolution shall adopt Bylaws by a two-thirds affirmative vote of the Board Membership provided that notice of the proposed Bylaws shall have been delivered or mailed to each Director not less than seven calendar days prior to the meeting at which the Bylaws are to be considered.

C. Amending of Bylaws. The Board acting by resolution may amend the Bylaws by a two-thirds affirmative vote of the Board Membership provided that notice of the proposed amendment(s) shall have been delivered or mailed to each Director not less than seven calendar days prior to the meeting at which the amendments are to be considered.

#### SECTION 5 – CHIEF EXECUTIVE OFFICER

A. Powers, Authority and Duties. The Chief Executive Officer shall be the chief executive officer of the District, shall supervise the day-to-day activities of the District; shall hire, fire, or transfer District employees according to policies and procedures approved by the Board; be responsible for the maintenance of all records and files and the preparation and filing of reports to governmental agencies; shall give, or cause to be given, notice of all meetings (including special meetings) of the Board; keep minutes of such meetings; have charge of the District's seal; have authority to impress or affix the District's seal to any instrument (and, when so impressed or affixed, it may be attested by his or her signature); shall see that all policies, directions and orders of the Board are carried out; and shall, under the supervision of the Board, have such other authority, powers or duties as may be prescribed by the Board. Unless the Board has authorized such exercise of authority, decisions or instructions of individual Board members or committees shall not be binding on the Chief Executive Officer.

B. Selection of Chief Executive Officer. The selection of the Chief Executive Officer shall be approved by a majority of the Directors in attendance. The names of

those nominated shall be voted upon by successive ballots until a nominee receives a majority vote of the Directors in attendance. At the conclusion of each ballot when no nominee has received a majority vote, the nominee receiving the lowest vote total shall be eliminated from successive ballots.

**C. Removal of Chief Executive Officer.** The Chief Executive Officer may be removed from office by a two-thirds affirmative vote of the Board Membership. A motion made at a regular meeting shall initiate such action, but the vote shall not be called for until the next regular meeting or at a special meeting called for the purpose of considering such motion. The Board Chair shall cause to be delivered or shall mail a copy of the resolution to remove the Chief Executive Officer to the affected individual at least seven calendar days prior to the meeting at which the motion is to be considered.

**D. Vacancy:** A vacancy in the Chief Executive Officer position shall be filled pursuant to Section 5B.

**E. Interim Chief Executive Officer:** When a vacancy in the Chief Executive Officer position occurs, the Board, by majority vote, shall appoint an interim Chief Executive Officer, who shall serve in this position until the Chief Executive Officer position is filled.

## **SECTION 6 – PROVISIONS FOR THE DISTRIBUTIONS, DISPOSITION OR DIVISION OF THE ASSETS OF THE DISTRICT**

If the District is ever dissolved, the assets of the District shall be distributed in the following manner, according to the conditions that existed on the date that the successful vote to dissolve the District was taken. As used in this Section, the term “per capita” means the number of individuals living within the governmental unit within the District service area.

**A. Revenue Vehicles.** Revenue vehicles shall be distributed to the respective governmental units in the following manner:

1. Each governmental unit shall receive the number of vehicles that was required to provide the peak weekday level of service in that governmental unit.

2. After the available revenue vehicles are distributed according to Section A 1 above, the remaining revenue vehicles shall be distributed to each governmental unit on a per capita basis.

**B. Non-Revenue Vehicles.** Non-revenue vehicles shall be distributed to the governmental units on a per capita basis. Vehicles used to service, tow, or maintain vehicles, facilities, or other assets of the Regional Transit District are considered to be maintenance equipment.

C. Maintenance Facilities and Maintenance Equipment. Any maintenance facility and maintenance equipment shall revert to the governmental unit in which it is located.

D. Non-Maintenance Facilities shall revert to the governmental unit in which it is located.

E. Cash Balances and Accounts Receivables. The cash balance and accounts receivable shall be distributed to each governmental entity of the District on a per capita basis.

F. Land. Land owned by the District shall revert to the governmental unit in which it is located.

#### SECTION 7 – BOUNDARIES OF THE DISTRICT

The boundaries of the District shall be the boundaries of the governmental units that are signatories of this Contract and that provide financing to the District. The boundaries of the District shall be modified, as needed, pursuant to Section 11 of this Contract.

#### SECTION 8 – SERVICE SECTORS

A. Purpose. The Board understands that the District has a need for public transportation services that address both local and regional needs. In order to provide public transportation services that address these needs and as a means to allow maximum local community input, the District will organize service sector councils to develop service plans, monitor operational performance, and provide input on local and regional public transportation needs.

B. Organization. A service sector council will be organized within each county in which a governmental unit that is a member of the District is located. A service sector council will also be organized for commuter rail service within the District. The service sectors may be adjusted from time to time by the Board as circumstances within the District or within service sectors dictate.

C. Membership. Each Service Sector Council, except for the Commuter Rail Service Sector shall have a maximum of eight (8) members.

D. Appointment of Members – Except Commuter Rail Service Sector Council. Each governmental unit that is a member of the District shall appoint a member(s) to the Service Sector Council of the county in which the governmental unit is located; the governmental unit may also appoint an alternate(s). The governmental units that appoint members to a Service Sector Council shall determine among themselves the number of members that each governmental unit may appoint to that Service Sector Council. Governmental units may determine that each governmental unit shall individually appoint members to the Service Sector Council or that two or more governmental units shall jointly appoint members to the Service Sector Council or any combination of individual and joint appointment of members. If there are three or more governmental units in a

service sector, then no one governmental unit shall appoint a majority of the members to the Service Sector Council. If there are two governmental units in a service sector, then the governmental unit having the largest population shall appoint five members to the Service Sector Council.

E. Appointment of Members – Commuter Rail Service Sector Council. Each governmental unit that is a member of the District shall appoint a member to the Commuter Rail Service Sector Council; the governmental unit may also appoint an alternate.

F. Term of Office. The term of office of Service Sector Council members shall be three years which shall be staggered among members. At the initial meeting of Service Sector Councils, the members shall determine which members shall have a one-year term, which members shall have a two-year term and which members shall have a three year term. Members can serve for two consecutive terms and then cannot be reappointed until a time period of three years has passed.

F. Eligibility. Service Sector Council members shall represent a broad spectrum of interests and geographic areas of their Service Sector. Members must reside or work within the Service Sector boundaries, and may not be a member of the Mid Region Transit District Board of Directors or an employee of the Mid Region Transit District. Within three years of the beginning of public transportation service by the Mid Region Transit District, at least 50% of the Service Sector Council members must be users of public transportation services.

G. Transferability and Assignability. Service Sector Council membership is not transferable or assignable.

H. Code of Conduct. Service Sector Council members shall adhere to the Mid Region Transit District Code of Conduct and relevant local, state, and federal regulations and laws.

I. Attendance. If a Service Sector Council member has more than four absences in a row or in a six-month period, without being excused by the Council Chair, the Council Chair may declare this member inactive and request that the governmental unit that the Council member represents appoint a new member and that the current member be removed.

J. Resignation. A member of a Service Sector Council may render his/her resignation by sending a letter to the Chair of the Service Sector Council, with a copy to the Chief Executive Officer.

K. Removal. Any member of a Service Sector Council may be removed if the Service Sector Council deems this is in the best interests of the Service Sector Council. A motion made at a regular meeting shall initiate such action, but the vote shall not be called for until the next regular meeting or at a special meeting called for the purpose of

considering such motion. The Chair of the Service Sector Council shall cause to be delivered or mailed a copy of the resolution to remove the Council member to the affected individual(s) at least seven (7) calendar days prior to the meeting at which the motion is to be considered. Removal requires a two-thirds vote of those Service Sector Council members present at the meeting and confirmation by the Regional Transit District Board of Directors.

L. Bylaws. Each Service Sector Council shall be governed by Bylaws. The Bylaws shall be approved by the Board by a majority vote of the Directors in attendance.

M. Vacancies: Vacancies in Service Sector Councils shall be filled in the same manner as appointments of members are made.

## SECTION 9 – TERM OF THE CONTRACT

A. This Contract shall not be terminated or rescinded so long as the District has bonds outstanding.

B. If no bonds are outstanding, the Board by resolution and by a three-quarters affirmative vote of the Board Membership, provided that notice of the intent to terminate or rescind shall have been delivered or mailed to each Board member not less than seven calendar days prior to the meeting at which such action is considered, may determine to terminate or rescind this Contract.

C. If the Board votes to terminate or rescind this Contract, the effective date of this action shall be no sooner than six months from the effective date of the resolution.

## SECTION 10 – AMENDMENT OF THE CONTRACT

This Contract may be amended by a two-thirds affirmative vote of the Board Membership provided that notice of the proposed amendment(s) shall have been delivered or mailed to each Director not less than seven calendar days prior to the meeting at which such amendment(s) are considered.

## SECTION 11 – ADDING OR WITHDRAWAL OF PARTIES TO THE CONTRACT

A. Adding. After the creation of the District, a governmental unit adjacent to but not part of the District may join the District and determine the territorial area to become a part of the District and the effective date of membership. A two-thirds affirmative vote of the Board Membership shall be required before the governmental unit may join the District.

B. Withdrawal.

1. Within Sixty (60) – days of the Board’s Approval of the Initial Service Plan. After the initial formation of the Mid-Region Transit District and after the Board’s approval of the initial service plan and associated financial plan, each governmental entity that is a member of the Mid-Region Transit District has 60-days to determine if it wants to unconditionally withdrawal from this transit district. If a member wishes to unconditionally withdraw from this transit district, it needs to adopt a resolution to withdraw within the 60-days and send this resolution to the Chairperson of the Board of Directors. The Board of Directors shall formally and unconditionally accept this withdraw within 30-days of its receipt by the Chairperson and transmit its approval of the withdrawal to the Transportation Commission.

2. After Sixty (60)-days of the Board’s Approval of the Initial Service Plan. A governmental unit that is a member of the District may withdraw from the District by adopting a resolution to withdraw. The governmental unit shall withdraw its representative(s) from the Board. Real property owned by the District within the boundaries of the withdrawing governmental unit shall remain the property of the District. The provisions of withdrawal shall be negotiated and agreed to by the Board, the governmental unit and the Commission.

3. Financial Obligations. Withdrawal from the District, however, shall not terminate the governmental unit’s responsibility for fulfillment of bond or other obligations. The withdrawing governmental unit’s financial commitment to the District shall continue until the District has collected a financial amount equal to the withdrawing governmental unit’s pro-rata share of the District’s financial obligations that existed at the time of withdrawal. The withdrawing governmental unit’s financial obligation to the District shall equal its share of the total amount of the following:

a. Outstanding obligations under contract and authorized in the District’s current budget;

b. Outstanding contractual obligations for capital and other expenditures payable from sources other than proceeds of notes, bonds or other obligations;

c. Payments due or to become due in all subsequent years on notes, bonds or other securities or obligations for debt issued by the District;

d. Required reserves for all years to comply with financial covenants made with lenders, note or bond holders or other creditors or contractors; and

e. The amount necessary for the full and timely payment of the District’s existing obligations, to avoid a default or impairment of those obligations, including known contingent liabilities.

f. Any of the District's financial obligations that specifically relate to the withdrawing governmental unit will be allocated completely to the governmental unit.

4. Approval of Withdrawal. If the governmental unit's withdrawal is approved, the governmental unit shall withdraw its representative(s) from the Board, real property owned by the District within the boundaries of the withdrawing governmental unit shall remain the property of the District, the governmental unit after the approved date of its withdrawal shall have no responsibility for District debt issued after the effective date of withdrawal, and all public transportation services provided by the District to and within the withdrawing governmental unit shall cease on the effective date of withdrawal.

#### SECTION 13 – ACCOUNTABILITY AND LIABILITY

A. The District shall insure and defend each Director, the Chief Executive Officer, each Service Sector Council member, member of a committee and employee of the District in connection with any claim or actual or threatened suit, action or proceeding (civil, criminal or other, including appeals), in which he or she may be involved in his or her official capacity, or by reason of any action or omission by him or her in such capacity.

B. The District shall insure each Director, the Chief Executive Officer, each Service Sector Council member, member of a committee and employee of the District against all liability, costs and expenses arising from any such claim, suit or action, except any liability arising from criminal offenses with willful misconduct or gross negligence. The District's obligations pursuant to this Section shall be limited to funds of the District available for such purposes, including but not necessarily limited to insurance proceeds. The Board may establish specific rules and procedures for the implementation of this Section.

#### SECTION 14 – POWERS, DUTIES AND AUTHORITY OF THE BOARD

##### A. Property

1. Acquisition and Distribution. On behalf of the District, the Board may acquire by grant, purchase, gift, devise, lease or otherwise, and may hold, use, sell, lease or dispose of, real and personal property of every kind and nature whatsoever, and licenses, patents, rights and interests necessary, convenient or useful for the full exercise of any of its powers pursuant to the provisions of the powers of the Board.

2. Leases and Dispositions. On behalf of the District, the Board may sell, lease, convey or otherwise dispose of any of its rights, interests or properties which are not needed for, or, in the case of leases, which are not consistent with, the efficient operation and maintenance of the system. It may sell, lease or otherwise dispose of, at any time, any surplus materials or personal or real property not needed for its requirements or for the purpose of carrying out its power to lease the system or any part

thereof to, or contract for the use or operation of the system or any part thereof by any operator.

**B. Joint Use and Service Agreements**

On behalf of the District, the Board shall have the power to enter into agreements with any other public utility, private utility, communication systems, common carrier, or transportation system for the joint use of their respective facilities, installations and properties of whatever kind and character within the District boundaries and to establish agreements for through routes, joint fares or transfer of passengers. The District may contract with any person, firm, corporation, non-profit corporation, city, county or other political subdivision for the District to provide public transportation services to any area outside the boundaries of the District on such terms and conditions as may be agreed to by the parties.

**C. Fares, Charges and Tolls**

1. Generally. On behalf of the District, the Board may promulgate rules regarding the collection of fees, charges and tolls. The Board may also enter into traffic and toll enforcement agreements.

2. Revenues. On behalf of the District, the Board shall establish and maintain rates, fares, tolls, charges, rents, or other compensation for the use of the facilities of the system acquired, constructed, operated or maintained by the District which shall be reasonable and nondiscriminatory and which, together with receipts collected by the District, shall be sufficient to produce revenues adequate to:

a. Pay all expenses necessary to the operation and maintenance of the properties and facilities of the District;

b. Pay the interest on and principal of all bonds issued by the District which are payable in whole or in part from such revenues, when and as the same shall become due and payable;

c. Pay all sinking fund and reserve fund payments agreed to be made in respect of any such bonds, and payable out of such taxes and revenues when and as the same shall become due and payable; and

d. Fulfill the terms of any agreements made with the holders of such bonds or with any person in their behalf.

SIGNATURE PAGE

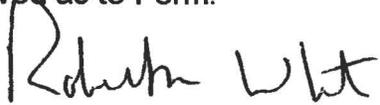
CITY OF ALBUQUERQUE  
MID-REGION REGIONAL TRANSIT DISTRICT  
INTERGOVERNMENTAL AGREEMENT

City of Albuquerque

  
\_\_\_\_\_  
James B. Lewis, Chief Administrative Officer

3/23/05  
Date

Approved as to Form:

  
\_\_\_\_\_  
Robert M. White, City Attorney 

3-22-05  
Date

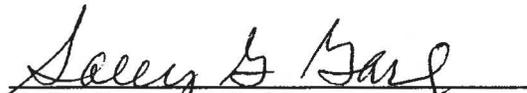
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MID-REGION REGIONAL TRANSIT DISTRICT  
INTERGOVERNMENTAL AGREEMENT  
Dated as of November 2, 2004

CITY OF BELEN

  
\_\_\_\_\_  
Ronnie Torres, Mayor

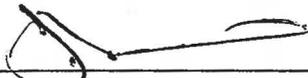
ATTEST:

  
\_\_\_\_\_  
Sally Garley, City Manager

3. Pay all sinking fund and reserve fund payments agreed to be made in respect of any such bonds, and payable out of such taxes and revenues when and as the same shall become due and payable; and
4. Fulfill the terms of any agreements made with the holders of such bonds or with any person in their behalf.

IN WITNESS WHEREOF, the parties have herein below set their hand. This Agreement has been approved by:

**COUNTY OF BERNALILLO**

  
\_\_\_\_\_  
Thaddeus Lucero, County Manager

11/9/04  
\_\_\_\_\_  
Date

**Recommended By**

  
\_\_\_\_\_  
Tim West  
Deputy County Manager for Public Works

11/2/04  
\_\_\_\_\_  
Date

**Approved as to Form Only**

  
\_\_\_\_\_  
Tifo Chavez, County Attorney

11/2/04  
\_\_\_\_\_  
Date

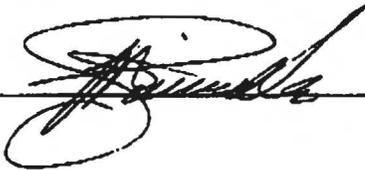
**SIGNATURE PAGE**

**MID-REGION REGIONAL TRANSIT DISTRICT  
INTERGOVERNMENTAL AGREEMENT  
Dated as of November 2, 2004**

**TOWN OF BERNALILLO**

  
\_\_\_\_\_  
Charles Aguilar, Mayor

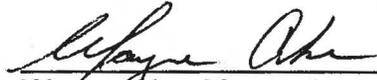
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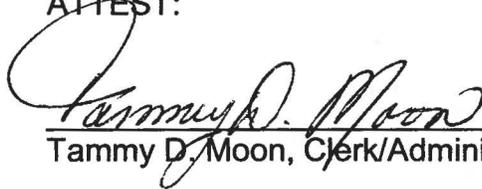
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MID-REGION REGIONAL TRANSIT DISTRICT  
INTERGOVERNMENTAL AGREEMENT  
Dated as of November 2, 2004

VILLAGE OF BOSQUE FARMS

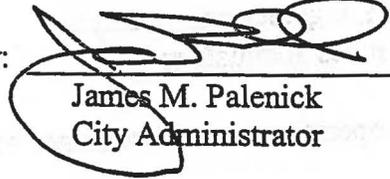
  
\_\_\_\_\_  
Wayne Ake, Mayor

ATTEST:

  
\_\_\_\_\_  
Tammy D. Moon, Clerk/Administrator

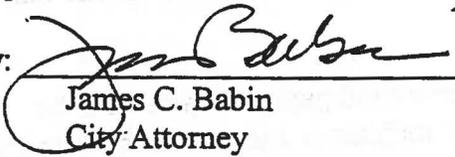
The Parties have executed this Mid-Region Transit District Governmental Unit Contract as of the last date below written.

CITY OF RIO RANCHO

By:   
James M. Palenick  
City Administrator

Date: 3-3-05

Approved as to form:

By:   
James C. Babin  
City Attorney

MID-REGION TRANSIT DISTRICT

By: \_\_\_\_\_  
It's Board Chair

Date: \_\_\_\_\_

By: \_\_\_\_\_  
It's Board Vice-Chair

SIGNATURE PAGE

MID-REGION REGIONAL TRANSIT DISTRICT  
INTERGOVERNMENTAL AGREEMENT  
Dated as of November 2, 2004

VILLAGE OF LOS LUNAS

  
Louis F. Huning, Mayor

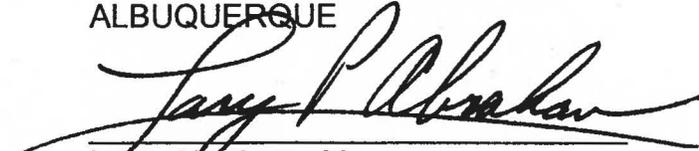
ATTEST:

  
Phillip Jaramillo, Village Administrator

SIGNATURE PAGE

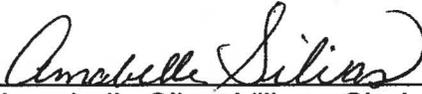
MID-REGION REGIONAL TRANSIT DISTRICT  
INTERGOVERNMENTAL AGREEMENT  
Dated as of November 2, 2004

VILLAGE OF LOS RANCHOS DE  
ALBUQUERQUE



Larry Abraham, Mayor

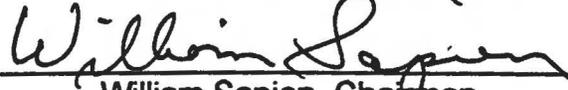
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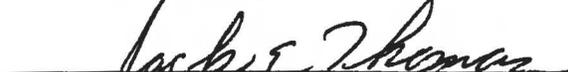


Annabelle Silva Village Clerk

DONE THIS 17th DAY OF FEBRUARY 2005.

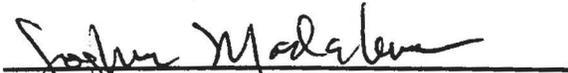
SANDOVAL COUNTY COMMISSION

  
\_\_\_\_\_  
William Sapien, Chairman

  
\_\_\_\_\_  
Jack E. Thomas, Vice-Chairman

  
\_\_\_\_\_  
David Bency, Member

\_\_\_\_\_  
Don Leonard, Member

  
\_\_\_\_\_  
Joshua Madalena, Member

ATTEST:

  
\_\_\_\_\_  
Sally Padilla, County Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
David Mathews, County Attorney

Signature Page / Mid-Region Transit District Governmental Unit Contract

SECTION 14 – FARES, CHARGES AND TOLLS

A. Generally. On behalf of the District, the Board may promulgate rules regarding the collection of fees, charges and tolls. The Board may also enter into traffic and toll enforcement agreements.

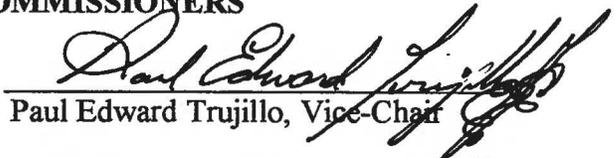
B. Revenues. On behalf of the District, the Board shall establish and maintain rates, fares, tolls, charges, rents, or other compensation for the use of the facilities of the system acquired, constructed, operated or maintained by the District which shall be reasonable and nondiscriminatory and which, together with receipts collected by the District, shall be sufficient to produce revenues adequate to:

1. Pay all expenses necessary to the operation and maintenance of the properties and facilities of the District;
2. Pay the interest on and principal of all bonds issued by the District which are payable in whole or in part from such revenues, when and as the same shall become due and payable;
3. Pay all sinking fund and reserve fund payments agreed to be made in respect of any such bonds, and payable out of such taxes and revenues when and as the same shall become due and payable; and
4. Fulfill the terms of any agreements made with the holders of such bonds or with any person in their behalf.

**APPROVED, ADOPTED, AND PASSED** on this 1<sup>st</sup> day of **December**, 2004.

**BOARD OF COUNTY COMMISSIONERS**

  
\_\_\_\_\_  
Gary Daves, Chairman

  
\_\_\_\_\_  
Paul Edward Trujillo, Vice-Chair

\_\_\_\_\_  
Alicia Aguilar, Commissioner

  
\_\_\_\_\_  
Mary J. Andersen, Commissioner

  
\_\_\_\_\_  
Aurelio H. Padilla, Commissioner

ATTEST:

  
\_\_\_\_\_  
Tina Gallegos, County Clerk

# PROPOSED MID-REGION TRANSIT DISTRICT BYLAWS

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## INRODUCTION

The Mid Region Transit District (RTD) was created pursuant to the Regional Transit District Act, N.M. Statutes Chapter 73, Article 25 [Sections 73-25-1 through 73-25-18 NMSA 1974]. The RTD is authorized to exercise the functions conferred by the provisions of the Act that include the establishment of a regional transit system that is compatible with established state and local transportation plans that transports or conveys passengers within a region by means of a high-occupancy vehicle, including an automobile, truck, bus, van or railcar;

WHEREAS, the purpose of a regional transit district is to:

- A. Serve the public by providing for the creation of regional networks of safe and efficient public transit services;
- B. Allow multijurisdictional public transit systems to reduce the congestion of single-occupant motor vehicle traffic by providing transportation options for residents;
- C. Decrease automobile accidents by reducing traffic congestion on freeways and streets;
- D. Reduce noise and air pollution produced by motor vehicles;
- E. Prolong and extend the life of New Mexico's existing roadways by easing the traffic burden;
- F. Provide residents with a choice of transportation alternatives so that seniors, youth, low-income and mobility-impaired residents and others unable to drive or afford motor vehicles continue to have full access to the goods, services, jobs and activities of the community;
- G. Improve the New Mexico economy by increasing workforce and citizen access to education and higher paying jobs; and
- H. Prolong and extend petroleum resources.

**ARTICLE I  
DEFINITIONS**

“Act” means the Regional Transit District Act;

“Agenda” means a list and/or summary of proposed action items for review, recommendation, and final decision, if applicable, by the Board;

“Board” means the board of Directors of the District;

“Board Chair” means the Director confirmed by majority vote of the Board Membership to serve as chairperson of the Board;

“Board Membership” means all Directors of the Board;

“Bond” means a revenue bond;

“Commission” means the state transportation commission;

“Committee” means a permanent or ad hoc committee of the District established to advise and assist the Board and the Chief Executive Officer of the District in the performance of their respective duties;

“Committee Chair” means the individual appointed by the Board Chair as chairperson of any Committee;

“Consent Agenda” means a portion of the printed Agenda listing action items that are believed to be routine and non-controversial actions of government not subject to question, such as approval of minutes, commendations and declarations, standard agreements and procurements and grants contracts;

“Construct” or “Construction” means the planning, designing, engineering, acquisition, installation, construction, or reconstruction of a regional transit system;

“Director” means a member of the Board;

“District” means the Mid Regional Transit District which is a political subdivision of the state and which was created pursuant to the Act;

“Emergency” means situations involving the risk or likelihood of injury or damage to persons or property, of financial loss to the District or of impairment of public service, and to situations involving legal necessity, wherein the customary or established procedures of the board reasonably cannot be followed or are not applicable;

“Governmental Unit” means the state, a county or a municipality of the state or an Indian nation, tribe or pueblo located within the boundaries of the state;

“Officer” means the Board Chair, Vice Chair, or General Manager, and any subordinate officer or agent appointed and designated as an officer of the District by the Board;

“Ordinance” means a rule established by the Board, in the form of a permanent rule of action, law or regulation;

“Regional Transit System” means a property, improvement or system designed to be compatible with established state and local transportation plans that transports or conveys passengers within a region by means of a high-occupancy vehicle, including an automobile, truck, bus, van or railcar;

“Resolution” means a course of action determined or decided on by the Board;

“Revenue” means tolls, fees, rates, charges, assessments, grants, contributions or other income and revenues received by the District;

“Subcommittee” means any group selected by the Board, the Board Chair, or a Committee Chair to assist a Committee or the Board. Subcommittees shall be assigned specific tasks and responsibilities and, in addition to Board members, may include representatives of other public agencies and citizens; and

“Teleconference” means attendance at a meeting by two-way communication that allows an absent Director to be heard by other Directors attending the meeting and the public.

## ARTICLE II COMMITTEES

### **Section 1: Generally**

The Board may establish committees that are reasonably necessary for the conduct of business or for the development of policy by the District. The Board Chair may appoint Directors to committees. Any Director is welcome to attend any committee meeting, however, the actual Directors assigned to that committee will determine a quorum. Only committee members can vote and a majority vote of committee members in attendance is required to add an item to be added to the committee agenda and approved by action of the committee.

### **Section 2: Duties**

Board committees shall review issues and make recommendations to the Board regarding any matter within the Board’s power or authority to act on behalf of or create any obligations of the District except as may be limited by the Board.

### **Section 3: Standing Committees**

The Board may establish or eliminate standing committees by a majority vote of the Board Membership. The Board Chair shall appoint the Committee Chair and the members of the committee.

**Section 4: Ad Hoc Committees**

The Board Chair may establish ad hoc committees as he or she deems appropriate, including designating a Chair of any such ad hoc committee. All ad hoc committees shall dissolve at such time as the committee has completed its work.

**ARTICLE III  
MEETINGS**

**Section 1: Generally**

All meetings of the Board and all committee meetings shall be open to the public, except those meetings that are excluded from the provisions of the Open Meetings Act, NMSA § 10-15-1(H).

**Section 2: Regular Meetings**

Regular Board meetings shall be scheduled for [*to be determined*] at the time and place set by the Board. When a scheduled meeting falls on a legal holiday, then such meeting shall be held on the next business day unless otherwise rescheduled or cancelled.

**Section 3: Special Meetings**

Special meetings may be called when action or attention requires immediate discussion. Special meetings of the Board shall be called by the Board Chair or whenever a request is made to the Board Chair by seven or more Directors. All Directors shall be given written notice of the special meeting as soon as the special meeting is scheduled.

**Section 4: Emergency Meetings**

The Board Chair may call emergency meetings in cases of emergencies. All Directors shall be given verbal or written notice of the emergency meeting as soon as possible.

**Section 5: Closed Sessions**

The Board and its committees may consider items authorized by law to be discussed in closed sessions, provided, however, that no vote or other formal action shall be taken in any closed session. The Board shall keep records of all closed sessions.

**Section 6: Board Attendance**

**A. Generally**

Each Director is expected to serve faithfully by attending all meetings. If a Director is absent from six meetings of the Board, including regular, special and committee meetings duly called and noticed, without being excused by the Board Chair or the committee chair, the Board Chair may notify the governing unit that appointed the Director of such absenteeism and request that the current director be removed and that the governmental unit appoint a new director who can regularly attend the meetings.

**B. Attendance by Teleconference**

With the consent of the Board Chair, a Director may attend a meeting via teleconference. Directors shall be required to notify the Chief Executive Officer of the Director's desire to participate in such meeting at least 48 hours prior to the time the meeting is scheduled to convene. A Director attending a meeting by teleconference shall verbally signify his or her vote for each motion being considered during the meeting until such time as the Director verbally indicates his or her desire to withdraw from the meeting. Such withdrawal shall be recorded in the meeting minutes as part of the official record.

**Section 7: Board Compensation**

Directors shall receive compensation in the amounts provided in the New Mexico "Per Diem and Mileage Act" [Sections 10-8-1 to 10-8-8 NMSA 1978], for regular, special and emergency board meetings, as well as committee meetings in furtherance of a purpose of the Board or a committee created by the Board. Additionally, Directors may receive reimbursement for reasonable expenses occurred in serving in such capacities pursuant to such procedures as may be established by the Board.

**Section 8: Adjournment**

The Board may adjourn any regular, special or emergency meeting by an affirmative vote of the majority of the Directors in attendance.

**Section 9: Notice to the Board**

**A. Generally**

Notice of regular board meetings, special board meetings and committee meetings shall be made in writing and delivered, faxed, or sent by first class mail to each Director and/or committee member at the last known address as shown by the records. Upon request of a Director or the committee member, notice may be given by electronic means. Each notice shall contain the date, time, and place of the meetings, and an agenda for the meeting.

**B. Periods of Notice**

Notice of regular and special Board meetings shall be made at least four days prior to the day of the scheduled meeting. Notice of emergency meetings shall be made at least two hours before the meeting is convened.

**C. Waiver of Notice**

A Director or committee member may waive the right to notice of a meeting(s) by expressing his or her consent to the holding of the meeting(s) and having such consent recorded in the minutes of the meeting. The meeting shall be valid for all purposes and any otherwise permissible actions may be taken.

**Section 10: Notice to the Public**

**A. Generally**

The Board shall give at least seven business days written or electronic notice to the public of the time and agenda of regular and special meetings. The Board shall also designate during each meeting a public comment period and shall offer the public an opportunity to comment.

**B. Posting of Public Notice**

Public notice shall be:

1. Provided on the District's bulletin board that shall be located in its administrative offices in a place readily accessible to the public;
2. Furnished to the County Clerk of each member governmental unit to be posted on a bulletin board located at a place convenient to the public;
3. In the case of emergency meetings or additional emergency agenda items, provided by telephone or electronic means to any media requesting such notice in written form filed at the District's administrative office.

**ARTICLE IV  
CONDUCT OF BUSINESS**

**Section 1: Quorum**

A majority of the Board Membership shall constitute a quorum for the purposes of conducting Board business and its exercising power. A majority of the members of a committee shall constitute a quorum for the purposes of conducting committee business and exercising its power.

**Section 2: Actions of the Board**

**A. Generally**

All actions of the Board shall be by written resolution or ordinance.

**B. Approval of Final Action Items**

Unless required by the Act, this Contract, or these Bylaws, an affirmative vote by a majority of the Directors in attendance is required for passage of a final action item.

**Section 3: Voting**

**A. Votes Recorded**

Actions taken by the Board shall be taken by motion adopted by voice vote or show of hands, as determined by the Board Chair. However, any Director may demand a roll call on any vote.

**B. Presumption of Assent**

There shall be no presumption of assent. Whenever an action is taken at a meeting of the Board, it shall be necessary for a Director to be present in the room (unless there is an approved attendance by teleconference) and voting in order for the minutes to reflect the Director as having voted.

**C. Abstentions**

No Director in attendance may abstain from voting on any matter proposed for action unless he or she believes that a vote on the matter may present a conflict of interest personal to the abstaining Director. Such an abstention shall be indicated by the Director prior to or at the conclusion of a voice vote or at the time of the Director's roll call vote.

**Section 4: Order of Business**

The business of all meetings shall be transacted as far as practicable in the order of business authorized by the Board Chair and set forth in the agenda. At any meeting where a new Director is to take the oath of office and be seated, such ceremony shall be conducted prior to the determination of a quorum.

**Section 5: Agenda Subjects**

**A. Generally**

Subjects may be placed on the agenda by the Board Chair, the Chief Executive Officer, or upon written request of seven (7) Directors. No action shall be taken by the Board on subject matters which were not stated on the agenda in the notice posted for the meeting. The Board may recite specific factual information or existing policy in response to an inquiry made at a meeting about a subject which was not on the agenda. Any deliberation, discussion or decision with respect to the inquiry shall be limited to a proposal to place such subject on the agenda for a subsequent meeting of the Board for which notice shall be provided.

**B. Placing Items on the Consent Agenda**

Matters of a routine nature may be acted upon by the Board through the use of a Consent Agenda. Actions that are forwarded to the Board from a committee with a "do-pass" recommendation may be included on a Consent Agenda.

**C. Removal from the Consent Agenda**

Before the vote is taken on the Consent Agenda, Directors may indicate that it includes matters on which they may have a question, or which they would like to discuss. Any Director has a right to remove an item from the Consent Agenda, in which case that item will be transferred to the regular Agenda so that it may be considered and voted on separately.

**Section 6: Records**

**A. Generally**

All resolutions and ordinances passed by the Board shall be recorded in a book of approved resolutions and ordinances maintained by the District, as soon as practicable after their passage. Records shall also be made in all other proceedings of the Board, reports entered into the record, certificates, contracts, bonds given by officers, employees, and any other agents of the District, and all public acts. Records shall be public records and shall be open for public inspection.

**B. Minutes**

At a minimum, the Board minutes shall include the date, time and place of the meeting, the names of Directors in attendance and those absent, the substance of the proposals considered and a record of any decisions and votes taken that show how each Director voted. Minutes shall be public records and shall be open for public inspection.

**Section 7: Public Observation Comment**

At the discretion of the Board Chair, there may be allocated a period of time during any meeting in which the Board may entertain brief comments from the public. The scope, duration and timing of the public comment period shall be determined by the Board Chair.

**ARTICLE V  
BUDGET AND FINANCE**

**Section 1: Fiscal Year**

The fiscal year of the District shall commence on July 1 and end on June 30 of the following year.

**Section 2: Accounts**

The Board shall approve a complete system of accounts, shall designate authorized representatives to invest funds, withdraw money from authorized accounts, and complete other transactions as required, and shall approve and regularly review such policies governing financial matters as necessary.

**Section 3: Public Finances**

**A. Generally**

The District shall conform to rules and regulations issued by the Local Government Division (LGD) of the Department of Finance and Administration, state of New Mexico, on issues including, but not limited to:

1. Keeping all books, records and accounts in the form prescribed by the LGD; and
2. Making all reports as may be required by the LGD

**B. Budget Process**

The Chief Executive Officer shall prepare annually a preliminary budget for the ensuing fiscal year including operation and maintenance expenses, debt service and any provisions for capital expenditures. Every preliminary budget shall also set forth a statement of the sources of funds and estimated revenues available to defray such expenditures. Every preliminary budget shall be based on a five (5) year financial plan. In the preparation of each preliminary budget, the classifications and divisions into which such budget shall be divided shall comply with the requirements of any relevant contract, generally accepted accounting principles, or as otherwise provided by the Act or other laws.

**C. Adoption of Annual Budget**

The Board shall adopt by an affirmative vote of the majority of the Directors in attendance an annual budget for the ensuing fiscal year by May 15. Copies of the annual budget shall be filed in the office of the District and with the designated state officials in compliance with the Act and other laws.

**D. Amendment of Annual Budget**

The Board may, by an affirmative vote of the majority of the Directors in attendance, adopt an amended annual budget when reasonable and necessary, subject to contractual conditions or requirements existing at the time the need for such an amendment arises. The Board must approve all increases or decreases to the net operating expense line, total capital budget line and total operating revenue line of the District's operating and capital budgets.

**Section 4: Appropriations**

**A. Generally**

The Chief Executive Officer may approve all revisions to departmental budgets or between departmental budgets without reporting such changes to the Board provided that the revisions do not result in any changes to the net operating expense line or total operating revenue line of the District's operating and capital budgets.

**B. No Contract to Exceed Appropriations**

Except as otherwise provided in these Bylaws, neither the Board nor any officer or employee shall have authority to make any contract, or otherwise bind or obligate the District to any liability to pay any money for any of the purposes for which provision is made in the approved budget in excess of the amounts of such budget for any such fiscal year. Any contract, verbal or written, contrary to the terms of this section shall be void ad initio, and no District funds shall be expended in payments of such contracts.

**Section 5: Contingencies**

In the case of an emergency, which could not reasonably have been foreseen at the time the budget was adopted, the Board may authorize the expenditure of funds in excess of budgeted expense by an affirmative vote of two-thirds of the Board Membership. Such

resolution shall set forth in full the facts concerning the emergency. In any year in which the budget or amendments thereto have been filed with designated officials in compliance with the Act or other laws, a certified copy of the budget shall be filed with the state auditor.

**Section 6: Annual Audit**

The Board shall have an audit of the affairs of the District prepared following the end of each fiscal year by an independent certified public accountant or a firm of independent public accounts. The annual audit shall be conducted by persons who have no direct or indirect personal interest in the fiscal affairs of the District and are qualified and experienced in public accounting and the auditing of public bodies. The auditor shall provide a signed auditor's opinion as to the fair presentation of the financial position of the District, the results of the District's operations and changes in its financial position for the fiscal year ended. The Board shall cause such other audits to be made as it deems necessary. The annual audit shall be open to public inspection.

**Section 7: Procurement**

Pursuant to §73-25-5(G)7 of the Act, the Board shall prescribe in accordance with the state Procurement Code, methods for auditing and allowing or rejecting claims and demands for:

1. The awarding of contracts for the construction of improvements, works or structures;
2. The acquisition of equipment; and
3. The performance or furnishing of labor, materials or supplies as may be required for carrying out the purposes of the District.

**Section 8: Contracts and Services/Legal Advice**

**A. Contracts**

The Board may adopt rules governing the taking of bids and awarding of such contracts and providing for the waiver of such requirements in the event of emergency, or in the event conditions are not appropriate for the use of formal advertising, items are available only from a single source, or, after solicitation, competition is determined to be inadequate. The Board shall include:

1. Rules for Consulting and Professional Services; and
2. Rules for Real Property

**B. Legal Counsel**

The Board shall have the authority to retain attorneys as legal counsel to the District at its sole discretion under whatever arrangement it sees fit to negotiate. Such legal counsel

may be called upon as needed by the District to provide whatever counsel it deems necessary in order to properly perform its duties.

**Section 9: Investments**

The Board may establish an investment policy to establish the parameters for investing District funds.

**Section 10: Depository**

The Board shall designate one or more banks to serve as the depository for District funds. All District funds shall be deposited in the depository bank or banks unless otherwise required by resolutions authorizing the issuance of the District's bonds or notes.

**ARTICLE VI  
OFFICIAL SEAL**

The seal shall be in such form as the Board shall approve by resolution, and such seal or a facsimile thereof may be impressed on, affixed to, or in any manner reproduced upon, instruments of any nature that seals are generally used by public and private corporations.

**ARTICLE VII  
EFFECT OF STATUTES**

**A. Effects of Statutes**

These Bylaws have been adopted to effectuate applicable statutes of New Mexico. In case any statute is hereafter adopted or amended which would require changes in these Bylaws, these Bylaws shall be deemed to have been altered, amended or repealed accordingly.

**PROPOSED MID-REGION TRANSIT DISTRICT  
SERVICE SECTOR COUNCIL  
BYLAWS**

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**ARTICLE I: PURPOSE**

Service Sector Councils have been established to maximize local input into the planning of public transportation services within the respective service sectors and the review of the quality of public transportation services being provide within these sectors.

**Article II: Officers of the Service Sector Council, the Manner of their Appointment and their Duties**

A. Officers: The officers of the Service Sector Council shall consist of the Council Chair and Council Vice-Chair, each of whom shall be elected from among the members of the Council. The Council annually and at such times as there may be a vacancy, shall elect officers. The term of office shall be for one year.

B. Voting for Service Sector Council Chair and Vice-Chair: Votes for these positions shall be done separately. The names of those nominated shall be voted upon by successive ballots until a nominee receives a majority vote of Council members in attendance. At the conclusion of each ballot when no nominee has received a majority vote, the nominee receiving the lowest vote total shall be eliminated from successive ballots.

C. Duties of the Council Chair and Vice-Chair: The Council Chair shall preside at all meetings of the Council and shall exercise and perform such other powers as may be assigned by the Council or prescribed herein. The Council Vice-Chair shall perform the duties of the Council Chair in his or her absence, and when so acting shall have all the powers of and be subject to all the restrictions of the Council Chair.

D. Absence of Council Chair and Vice-Chair: Service Sector Council members in attendance shall determine the presiding officer for the meeting.

E. Removal of Council Chair or Vice-Chair: The Council Chair or Vice-Chair may be removed if members deem this is in the best interests of the Service Sector Council. A motion made at a regular meeting shall initiate such action, but the vote shall not be called for until the next regular meeting or at a special meeting called for the purpose of considering such motion. Either the Council Chair or Vice-Chair, the individual who is not the subject of the removal resolution, shall cause to be delivered or mailed a copy of the resolution to the affected individual at least seven calendar days prior to the meeting at which the motion is to be considered. Removal requires a two-thirds vote of those Service Sector Council members present at the meeting and confirmation by the Mid Region Transit District Board of Directors.

**Article III: Meetings**

A. Regular Meetings: Service Sector Councils shall conduct regularly scheduled meetings on at least a bi-monthly basis. Scheduled meetings shall not conflict with regularly scheduled Mid Region Transit District Committee or Board meetings.

B. Public Notice: Service Sector Councils shall follow the Mid Region Transit District's "Public Notice" policy.

C. Public Participation and Comments: Anyone attending a Service Sector Council meeting is eligible to be heard. The scope, duration and timing of the public comment period shall be determined by the Council Chair. No person or member shall address the Council at any meeting until first recognized by the Council Chair. The decision of the Chair not to recognize an individual may be changed by a vote of a majority of the members of the Council present at the meeting.

D. Annual Meeting: The Service Sector Council members shall meet with the Mid Region Transit District Chief Executive Officer, the Sector General Managers, and with other Service Sector Council members on an annual basis to discuss Service Sector planning and operations issues, and other issues.

E. Quorum: A majority of all Service Sector Council members shall constitute a quorum. A quorum is required before a Service Sector Council can conduct business.

F. Stipend: Members of a Service Sector Council may be paid a stipend for a maximum of two meetings per month, in an amount to be determined by the Mid Region Transit District Board of Directors and as allowed under the state of New Mexico "Per Diem and Mileage Act" [Sections 10-8-1 to 10-8-8 NMSA 1978].

**Article IV: Amending of Bylaws**

The Service Sector Councils acting by resolution may propose to amend these Bylaws by a two-thirds affirmative vote of all Service Sector Council members provided that notice of the proposed amendment(s) shall have been delivered or mailed to each Service Sector Council member not less than seven calendar days prior to the meeting at which the amendments are to be considered. Final approval from the Mid Region Transit District Board of Directors is required.

**Article V: Responsibilities**

Service Sector Council responsibilities shall include:

A. Calling public meetings pertaining to Service Sector public transportation service planning, operations, and budget.

B. Meeting with the Service Sector General Manager and appropriate Mid Region Transit District personnel to establish and monitor key performance indicators, and to establish and monitor Service Sector goals that conform with the overall Mid Region Transit District policies and direction.

C. Providing input to the Mid Region Transit District Board of Directors on budget, capital needs, service quality, and other issues.

D. Working with the Service Sector General Manager to develop a proposed annual operating budget for recommendation to the Chief Executive Officer for consideration in preparing the annual budget submittal to the Mid Region Transit District Board of Directors.

E. Providing input into the Service Sector's General Manager's performance review.

F. Meeting with the Mid Region Transit District Chief Executive Officer, the Sector General Managers, and with other Service Sector Council members on an annual basis to discuss Service Sector planning and operations issues, and other issues.

Notwithstanding the above, Service Sector Councils shall not conduct themselves in a manner that is contrary to the manner in which the Mid Region Transit District is required to carry out its duties and responsibilities.

**Article VI: Accountability and Liability**

Service Sector Council members are covered by the same accountability and liability responsibilities and protections as required of and provided to the Mid Region Transit District Board of Directors.

**Article VII: Political Activities**

Service Sector Council members are subject to the restrictions imposed on the members of the Mid Region Transit District Board of Directors.

**SAM Search Results**  
**List of records matching your search for :**

**Record Status: Active**  
**DUNS Number: 825882603**

<b>ENTITY</b>	RIO METRO REGIONAL TRANSIT DISTRICT	Status: Active
DUNS: 825882603	+4:	CAGE Code: 5HBS6 DoDAAC:
Expiration Date: 07/14/2020	Has Active Exclusion?: No	Debt Subject to Offset?: No
Address: 809 COPPER NW	City: ALBUQUERQUE	State/Province: NEW MEXICO
ZIP Code: 87102-3009		Country: UNITED STATES



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Albuquerque, NM 87110

505 338 0800 office riccicpa.com

**RIO METRO REGIONAL  
TRANSIT DISTRICT**

**FINANCIAL STATEMENTS  
AND INDEPENDENT  
AUDITOR'S REPORT**

**YEAR ENDED JUNE 30, 2018**

# RIO METRO REGIONAL TRANSIT DISTRICT

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## RIO METRO REGIONAL TRANSIT DISTRICT

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# **RIO METRO REGIONAL TRANSIT DISTRICT**

## **OFFICIAL ROSTER**

### **Board Members**

City of Albuquerque	Mayor	Tim Keller
City of Albuquerque	Councilor, Chair	Diane Gibson
City of Albuquerque	Councilor	Isaac Benton
City of Albuquerque	Councilor	Cynthia Borrego
City of Albuquerque	Councilor	Don Harris
City of Albuquerque	Councilor	Klarissa Pena
City of Belen	Mayor	Jerah Cordova
Bernalillo County	Commissioner	Debbie O'Malley
Bernalillo County	Commissioner	Maggie Hart Stebbins
Bernalillo County	Commissioner	James Smith
Town of Bernalillo	Mayor	Jack S. Torres
Village of Bosque Farms	Mayor, Vice-Chair	Wayne Ake
Village of Corrales	Councilor	David Dornburg
Village of Los Lunas	Mayor	Charles Griego
Los Ranchos de Albuquerque	Mayor	Donald Lopez
City of Rio Communities	Mayor	Mark Gwinn
City of Rio Rancho	Councilor	Jim Owen
City of Rio Rancho	Councilor	Dawnn Robinson
Sandoval County	Commissioner	David Heil
Valencia County	Commissioner	Charles Eaton



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Albuquerque, NM 87110  
505 338 0800 office [www.riccicpa.com](http://www.riccicpa.com)

## Independent Auditor's Report

Mr. Wayne Johnson, New Mexico State Auditor and  
The Board of Directors  
Rio Metro Regional Transit District

### Report on Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, the aggregate remaining fund information of the Rio Metro Regional Transit District (Rio Metro), as of and for the year ended June 30, 2018, and the related notes to the financial statements which collectively comprise Rio Metro's basic financial statements as listed in the table of contents. We have also audited the budgetary comparison schedules presented as required supplementary information, as defined by the Government Accounting Standards Board, in the accompanying financial statements for the year ended June 30, 2018, as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatements, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Rio Metro's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Rio Metro as of June 30, 2018, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. In addition, in our opinion the financial statements referred to above present fairly in all material respects, the budgetary comparisons presented as required supplementary information of Rio Metro for the year ended June 30, 2018 in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, page numbers 5 to 14, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Supplemental Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Rio Metro's basic financial statements. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*, description of non-major special revenue funds, the combining and individual non-major special revenue fund financial statements, and the schedule of pledged collateral, as required by the New Mexico State Audit Rule, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Schedule of Expenditures of Federal Awards, description of non-major special revenue funds, the combining and individual non-major special revenue fund financial statements, and schedule of pledged collateral are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial

statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards, description of non-major special revenue funds, the combining and individual non-major special revenue fund financial statements, and schedule of pledged collateral are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

*Other Information*

The introductory section required by the New Mexico State Audit Rule is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

**Other Reporting Required by *Government Auditing Standards***

In accordance with Government Auditing Standards, we have also issued a report dated December 6, 2018, on our consideration of the Rio Metro's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and in considering Rio Metro's internal control over financial reporting and compliance.

***Ricci & Company LLC***

Albuquerque, New Mexico

December 6, 2018

**RIO METRO REGIONAL TRANSIT DISTRICT  
MANAGEMENT’S DISCUSSION AND ANALYSIS  
Year Ended June 30, 2018**

Rio Metro Regional Transit District (Rio Metro or RMRTD) management’s discussion and analysis provides an overview of Rio Metro’s mission and function, recent program opportunities, and brief discussion of the basic financial statements and the significant differences in information they provide.

**Rio Metro’s Mission and Function**

New Mexico regional transit districts are made up of multiple government agencies for the purpose of planning, financing and operating a regionally unified public transportation system. Transit districts are governed by a representative of the local member agencies to ensure a balance between local and regional transportation needs.

The Rio Metro Regional Transit District was formed to develop a cohesive regional transit system that provides economical transportation alternatives for the residents of Bernalillo, Sandoval and Valencia counties. The Rio Metro Regional Transit Plan identifies future transit services and infrastructure needs for the three-county service area. A programmatic approach, which included gathering input from recently completed and relevant planning studies, community comments and technical analysis, was applied to define the service and infrastructure investments identified in the plan.

The services currently provided within the transit district are comprised of independently operated systems. The public transportation modes included in the Rio Metro Transit District service area include the New Mexico Rail Runner Express commuter train and ABQ Ride’s Rapid Ride bus service, as well as local fixed-route buses, neighborhood circulator services, flex route services and Dial-a-Ride systems. In addition to the services, transit passenger facilities and amenities are important elements necessary to support transit operations and to build and maintain patronage. Common passenger facilities include commuter train stations, bus stops, transit centers and park-and-ride facilities.

Transportation services receive funding from the following sources: passenger fares, county regional transit gross receipts taxes, advertising, interest income and Federal Transit Administration funds.

The Rio Metro Regional Transit District operates the New Mexico Rail Runner Express (NMRX) under a Memorandum of Agreement (MOA) with the New Mexico Department of Transportation (NMDOT). NMRX capital assets, including the track, signals, locomotives and rolling stock, are owned by NMDOT. NMRX operations are funded primarily from Federal Transit Administration grant funds and Regional Transit Gross Receipts Tax funds, farebox proceeds and Burlington Northern Santa Fe/ Amtrak gross ton mileage fees.

**RIO METRO REGIONAL TRANSIT DISTRICT  
MANAGEMENT’S DISCUSSION AND ANALYSIS  
Year Ended June 30, 2018**

Regional Transit Gross Receipts Tax was established by State Statute and individual County ballot measures. Accordingly, “revenue from the county regional transit gross receipts tax will be used by the Rio Metro Regional Transit District in equal portions for the management, operations, capital construction or maintenance of the NMRX, and for management, operations, capital, construction or maintenance of the Rio Metro Regional Transit District system”, pursuant to the Regional Transit District Act. Furthermore, the Regional Transit District Act defines “regional transit system” to mean “a property, improvement or system designed to be compatible with established state and local transportation plans that transports or conveys passengers within a region by means of high-occupancy vehicle, including an automobile, truck, bus, van or railcar.” As a matter of practice, RMRTD budgets only 50% of the Regional Transit Gross Receipts Tax proceeds for NMRX operations and maintenance. However, the law allows a higher percentage and leaves that discretion to the district.

RMRTD budgeting practice is to limit the GRT revenue dedicated to the NMRX to 50% of that collected in the district. However, from time to time, RMRTD may perform budget adjustments that will increase NMRX’s share of the Regional Transit Gross Receipts Tax above the 50% in order to meet unexpected revenue shortfalls in other funds and when emergencies arise.

**REGIONAL TRANSIT GROSS RECEIPTS TAX**

Rio Metro began receiving Regional Transit Gross Receipts Taxes as of September 2009, Regional Transit Gross Receipts Taxes are received from Bernalillo, Sandoval and Valencia Counties.

Regional Transit Gross Receipts Taxes provide the primary source of funding for continuing operations of the New Mexico Rail Runner Express. Regional Transit Gross Receipts Taxes are also used to develop and improve transit operations within the transit district, specifically in Bernalillo, Sandoval and Valencia Counties.

**OVERVIEW OF FINANCIAL STATEMENTS**

The discussion and analysis are intended to serve as an introduction to the Rio Metro’s basic financial statements. The Rio Metro’s basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

**RIO METRO REGIONAL TRANSIT DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Year Ended June 30, 2018**

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the Rio Metro's finances, in a manner similar to a private-sector business. The statement of net position presents information on all of the Rio Metro's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Rio Metro is improving or deteriorating. The statement of activities presents information showing how the Rio Metro's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods, such as expenses pertaining to earned but unused vacation and sick leave. All of Rio Metro's activities are reported under governmental-type activities and there are no component units.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Rio Metro, like other state and local governments, used fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Rio Metro are governmental funds. The focus of governmental fund financial statements is the near-term inflows and outflows of spendable resources and balances of spendable resources available at the end of the fiscal year.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

Rio Metro maintains twelve individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund, Gross Receipts Tax Rail, Gross Receipts Tax Transit, Federal Transit Administration (FTA) all of which are considered to be major funds.

**RIO METRO REGIONAL TRANSIT DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Year Ended June 30, 2018**

Data from the other eight governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements elsewhere in this report.

**Notes to the Financial Statements**

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Budgetary Comparisons**

Rio Metro maintains a budget for informational and managerial purposes. The budget is approved by Rio Metro's Board of Directors and the State of New Mexico Department of Finance and Administration's Local Government Division, pursuant to Section 6-6-2 NMSA. As required by the Office of the State Auditor Rule, 2 NMAC 2.2, a budgetary comparison statement has been provided for the transit program and the rail program.

**FINANCE ANALYSIS OF RIO METRO**

**Government-wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of Rio Metro, assets exceeded liabilities by \$17.2 million at the close of the most recent fiscal year. The net position increased by \$1.4 million.

Rio Metro's overall financial position continues to remain strong. Regional transit gross receipts taxes provide a stable source of funding for transit services in the region. The gross receipts taxes also provide a source of local funding that can be used to match various federal and state grants. Gross receipts taxes are dependent on the economy; therefore, the amount of gross receipts taxes available in future years will depend on the state of the regional economy. However, Rio Metro is confident that there will be sufficient revenues available in future years to provide adequate transit services to area residents.

**RIO METRO REGIONAL TRANSIT DISTRICT  
MANAGEMENT’S DISCUSSION AND ANALYSIS  
Year Ended June 30, 2018**

**NET POSITION**

Table A-1 summarizes the Rio Metro’s net position for the fiscal year ended June 30, 2018. Net position is presented on a consolidated basis and is reflected on a full accrual basis.

Table A-1  
Rio Metro’s Net Position

	Governmental Activities 6/30/17	Governmental Activities 6/30/18
Current assets	\$ 16,789,663	\$ 18,558,309
Capital assets, net of accumulated depreciation	<u>2,795,578</u>	<u>2,917,340</u>
Total assets	<u>\$ 19,585,241</u>	<u>\$ 21,475,649</u>
Total current liabilities	\$ 3,596,769	\$ 4,181,553
Long-term debt	<u>235,917</u>	<u>93,557</u>
Total liabilities	<u>3,832,686</u>	<u>4,275,110</u>
Net position		
Net investment in capital assets	2,417,301	2,681,423
Restricted	12,435,252	13,619,113
Unrestricted	<u>900,002</u>	<u>900,002</u>
Total net position	<u>15,752,555</u>	<u>17,200,539</u>
Total liabilities and net position	<u>\$ 19,585,241</u>	<u>\$ 21,475,649</u>



**RIO METRO REGIONAL TRANSIT DISTRICT  
MANAGEMENT’S DISCUSSION AND ANALYSIS  
Year Ended June 30, 2018**

Rio Metro’s total Governmental Funds expenditures during the year were approx. \$48.9 million dollars for year ending June 30, 2018, compared to \$46.5 million in 2017. Thirty percent (30%) of those expenditures were for operating the New Mexico Rail Runner Express commuter rail system. The Rail Runner is an operating activity and the commuter rail system has been in operations for several years. Transit operations is also included with no major service changes planned.

The following table relates to the revenues and expenditures of the Governmental Funds:

Table A-3

Changes in Rio Metro’s Revenues, Expenditures and Changes in Fund Balances

	Governmental Activities 6/30/17	Governmental Activities 6/30/18
Revenues		
Federal	\$ 12,040,801	\$ 18,375,488
State	3,426,101	581
Local	25,864,551	27,245,196
Charges for service	2,240,175	2,076,597
BNSF/AMTRAK	2,309,214	2,094,946
Other	786,315	340,022
Total revenues	<u>46,667,157</u>	<u>50,132,830</u>
Expenditures		
Operations	45,631,043	47,948,902
Capital outlay	864,960	1,000,067
Total expenditures	<u>46,496,003</u>	<u>48,948,969</u>
Revenues over expenditures	171,154	1,183,861
Beginning fund balances	<u>13,164,100</u>	<u>13,335,254</u>
Ending fund balances	<u>\$ 13,335,254</u>	<u>\$ 14,519,115</u>

**RIO METRO REGIONAL TRANSIT DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Year Ended June 30, 2018**

**Analysis of Major Funds**

**General Fund (Fund 1000):** The General Fund is where Rio Metro records revenues such as BNSF/Amtrak reimbursables, special projects, merchandising, and permitting in rail operations. In fiscal year 2018, these revenues totaling \$0.3 million were reported in the General Fund.

**Rail Gross Receipts Tax (Fund 1200):** The Rail GRT fund is where Rio Metro includes the rail portion of Gross Receipts Tax revenue when it is received including revenues for BNSF/Amtrak track usage, farebox, bike locker, and special projects. In fiscal year 2018, Rio Metro also reported rail operations in this fund. When Rio Metro allocates revenue at the end of each month, the Rail GRT revenue is allocated to the various rail funds as needed to cover expenses. As of June 30, 2018, the fund balance in the rail GRT fund was \$5.9 million, an increase of \$1.0 million from last year.

**Transit Gross Receipts Tax (Fund 1300):** The Transit GRT fund is where Rio Metro includes the transit portion of Gross Receipts Tax revenue when it is received including revenues for farebox, special projects and advertising. In fiscal year 2018, Rio Metro also reported transit operations in this fund. When Rio Metro allocates revenue at the end of each month, the Transit GRT revenue is allocated to the various transit funds as needed to cover expenses. As of June 30, 2018, the fund balance in the Transit GRT fund was \$7.6 million, an increase of \$0.2 million from last year.

**FTA Direct (Fund 2100):** Federal funding received directly from FTA. Funds may be used for capital projects to finance the planning, acquisition, construction, cost-effective lease, improvement, and maintenance of equipment and facilities for use in transit. Funds may also be used to finance operating costs in urbanized areas with populations under 200,000. Expenditures approximated \$18.4 million and there is no fund balance as of the end of the year.

**RIO METRO REGIONAL TRANSIT DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Year Ended June 30, 2018**

**Significant Variations between Original and Final Budget Amounts**

The difference between the original budget and final budget is primarily a result of the following:

- Rail Program revenues – the federal portion of the original rail budget included both FFY2017 and FFY2018 anticipated FTA 5337 and FTA 5307 grant funds. These funds are issued on a reimbursable basis for eligible expenses according to federal regulations. The final budget reflects actual grant funding reimbursed during the year for eligible expenses, and unused grant funding remains available in subsequent years. State and other revenues decreased by \$1.1 million due to the budgeted projects not materializing in this fiscal year. The budget was adjusted by approximately \$20.9 million to reflect match actual revenues.
- Rail Program expenditures – anticipated capital outlays for the fixed guideway and communication information systems did not materialize. The budget was adjusted downward by \$5.6 million.
- Transit Program revenues – the federal portion of the original transit budget included both FY17 and FY18 federal grant funds which are issued on a reimbursable basis for eligible expenses according to federal regulations. The final budget reflects the actual grant funding reimbursed during the year for eligible expenses, and unused grant funding remains available in subsequent years. The budget was adjusted by approximately \$9.1 million to reflect these decreases.
- Transit Program expenditures – The federal portion of the original transit expenditure budget includes federal grant funds which are issued on a reimbursable basis for eligible expenses according to federal regulations. The final budget reflects the actual grant funding expended during the year for eligible expenses, and unused grant funding remains available in subsequent years. The original budgets were adjusted to actual expenditures, which decreased by approximately \$3.3 million due primarily to budgeted projects which did not materialize this fiscal year.

**Fund Balances**

Fund balances as of June 30, 2018 were as follows:

- The fund balance in the General fund remained the same with a fund balance of \$900,002 as of year-end.
- The fund balance in the Rail GRT increased by \$1.0 million leaving a fund balance of \$5.9 million as of year-end.
- The fund balance in the Transit GRT increased by \$0.2 million leaving a fund balance of \$7.6 million as of year-end.

**RIO METRO REGIONAL TRANSIT DISTRICT  
MANAGEMENT’S DISCUSSION AND ANALYSIS  
Year Ended June 30, 2018**

**Capital Assets**

The Rio Metro’s net investment in capital assets (net of debt) as of June 30, 2018 amounted to \$2.9 million. Capital assets consist of buildings, vehicles and equipment. Depreciation expense of \$668,647 was recorded in the current year. Additions of \$790,410 were added during the year ended June 30, 2018, consisting of vehicles, equipment and software.

**Debt**

As of June 30, 2018, Rio Metro had total debt outstanding of \$235,917. This amount relates solely to the capital lease of the 550 Station building, located at 301 Rail Runner Ave, Bernalillo, NM.

**Economic Factors and Next Year’s Budgets**

The primary source of funding for Rio Metro is the Regional Transit Gross Receipts Tax. While this tax is dependent on the state of the economy, Rio Metro is confident that there will be sufficient funding available to operate the New Mexico Rail Runner Express and provide transit services in the region. Federal programs remain relatively consistent from fiscal year 2018 to 2019.

**Request for Information**

This financial report is designed to provide a general overview of Rio Metro’s finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Executive Director, MRCOG/Rio Metro RTD, 809 Copper Avenue NW, Albuquerque, NM 87102.

**RIO METRO REGIONAL TRANIST DISTRICT**  
**STATEMENT OF NET POSITION - GOVERNMENTAL ACTIVITIES**  
**June 30, 2018**

<b>ASSETS</b>	
Current	
Cash and cash equivalents	\$ 8,910,671
Accounts receivable	9,647,638
Total current assets	<u>18,558,309</u>
Noncurrent	
Capital assets, net of accumulated depreciation	<u>2,917,340</u>
<b>Total assets</b>	<b><u><u>\$ 21,475,649</u></u></b>
<b>LIABILITIES</b>	
Current	
Accounts payable	\$ 4,039,193
Capital lease obligation	142,360
Total current liabilities	<u>4,181,553</u>
Long-term	
Capital lease obligation, net of current portion	<u>93,557</u>
<b>Total liabilities</b>	<b><u>4,275,110</u></b>
<b>NET POSITION</b>	
Net investment in capital assets	2,681,423
Restricted - special revenue funds	13,619,113
Unrestricted	900,002
<b>Total net position</b>	<b><u>17,200,539</u></b>
<b>Total liabilities and net position</b>	<b><u><u>\$ 21,475,649</u></u></b>

See Notes to Financial Statements.

**RIO METRO REGIONAL TRANSIT DISTRICT**  
**STATEMENT OF ACTIVITIES - GOVERNMENTAL ACTIVITIES**  
**Year Ended June 30, 2018**

Functions/Programs	<u>Expenses</u>	<u>Charges for Services</u>	<u>Program Operating Grants and Contributions</u>	<u>Net (Expense) Revenue and Changes in Net Position for Governmental Activities</u>
Government Activities:				
General government				
Commuter rail activities	\$ 32,828,620	4,085,086	15,061,010	\$ (13,682,524)
Transit activities	15,856,226	86,457	3,655,080	(12,114,689)
	<u>\$ 48,684,846</u>	<u>4,171,543</u>	<u>18,716,090</u>	<u>(25,797,213)</u>
General Revenues				
New Mexico gross receipts taxes				<u>27,245,197</u>
Change in net position				1,447,984
Net position, beginning of year				<u>15,752,555</u>
<b>Net position, end of year</b>				<u><u>\$ 17,200,539</u></u>

See Notes to Financial Statements.

**RIO METRO REGIONAL TRANSIT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
June 30, 2018**

	Major Funds					Total Governmental Funds
	Special Revenue Funds				Other Governmental Funds	
	General #1000	GRT-Rail #1200	GRT - Transit #1300	FTA Direct #2100		
<b>ASSETS</b>						
Cash and cash equivalents	\$ 8,910,671	-	-	-	-	\$ 8,910,671
Accounts receivable	20,697	3,170,585	2,209,540	3,705,568	541,248	9,647,638
Due from other funds	-	4,026,520	6,097,862	-	-	10,124,382
<b>Total assets</b>	<b>\$ 8,931,368</b>	<b>7,197,105</b>	<b>8,307,402</b>	<b>3,705,568</b>	<b>541,248</b>	<b>\$ 28,682,691</b>
<b>LIABILITIES</b>						
Accounts payable	\$ 14,677	1,231,133	654,261	1,970,000	169,123	\$ 4,039,194
Due to other funds	8,016,689	-	-	1,735,568	372,125	10,124,382
<b>Total liabilities</b>	<b>8,031,366</b>	<b>1,231,133</b>	<b>654,261</b>	<b>3,705,568</b>	<b>541,248</b>	<b>14,163,576</b>
<b>FUND BALANCES</b>						
Unassigned	900,002	-	-	-	-	900,002
Restricted	-	5,965,972	7,653,141	-	-	13,619,113
<b>Total fund balances</b>	<b>900,002</b>	<b>5,965,972</b>	<b>7,653,141</b>	<b>-</b>	<b>-</b>	<b>14,519,115</b>
<b>Total liabilities and funds balances</b>	<b>\$ 8,931,368</b>	<b>7,197,105</b>	<b>8,307,402</b>	<b>3,705,568</b>	<b>541,248</b>	<b>\$ 28,682,691</b>
<b>RECONCILIATION</b>						
Fund balance						\$ 14,519,115
Amounts reported for governmental activities in the statement of net position are different because:						
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental fund						2,917,340
Capital lease obligations are not recorded as liabilities in the governmental funds, but recorded as long-term liabilities in the statement of net position						(235,917)
<b>Net position of governmental activities</b>						<b>\$ 17,200,538</b>

See Notes to Financial Statements.

**RIO METRO REGIONAL TRANSIT DISTRICT**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
**Year ended June 30, 2018**

	Major Funds					Other Governmental Funds	Total Governmental Funds
	Special Revenue Funds						
	General #1000	GRT-Rail #1200	GRT - Transit #1300	FTA Direct #2100			
<b>REVENUES</b>							
Intergovernmental							
Federal	\$ -	-	-	14,005,620	4,369,868	\$	18,375,488
State	-	-	-	-	581		581
New Mexico Gross Receipts Tax	-	14,851,624	12,393,572	-	-		27,245,196
Farebox	-	1,990,140	5,051	61,594	19,812		2,076,597
BNSF/Amtrak	234,118	1,860,828	-	-	-		2,094,946
Special projects and other	101,252	2,577	228,474	-	7,719		340,022
<b>Total revenues</b>	<b>\$ 335,370</b>	<b>18,705,169</b>	<b>12,627,097</b>	<b>14,067,214</b>	<b>4,397,980</b>	<b>\$</b>	<b>50,132,830</b>
<b>EXPENDITURES</b>							
Current							
Operating	\$ 245,548	14,635,567	10,183,610	18,124,064	4,760,113	\$	47,948,902
Capital outlay	-	-	8,906	329,155	662,006		1,000,067
	245,548	14,635,567	10,192,516	18,453,219	5,422,119		48,948,969
<b>EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES</b>	<b>89,822</b>	<b>4,069,602</b>	<b>2,434,581</b>	<b>(4,386,005)</b>	<b>(1,024,139)</b>		<b>1,183,861</b>
<b>OTHER FINANCING SOURCES/USES</b>							
Operating transfers in	-	10,805,537	9,958,991	4,386,005	1,024,139		26,174,672
Operating transfers out	(89,822)	(13,864,531)	(12,220,319)	-	-		(26,174,672)
Net change in fund balance	-	1,010,608	173,253	-	-		1,183,861
Fund balance, beginning of year	900,002	4,955,364	7,479,888	-	-		13,335,254
<b>Fund balance, end of year</b>	<b>\$ 900,002</b>	<b>5,965,972</b>	<b>7,653,141</b>	<b>-</b>	<b>-</b>	<b>\$</b>	<b>14,519,115</b>
<b>RECONCILIATION</b>							
Change in fund balance-total government funds						\$	1,183,861
Amounts reported for governmental activities in the statement of net position are different because:							
Depreciation is not recorded as a financial use							(668,647)
Capital assets additions used in governmental activities are not financial resources and, therefore, are not reported							790,410
Principal payments on capital lease obligations							142,360
<b>Change in net position of governmental activities</b>						<b>\$</b>	<b>1,447,984</b>

See Notes to Financial Statements.

**RIO METRO REGIONAL TRANSIT DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2018**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Description of the entity**

The Rio Metro Regional Transit District (Rio Metro) is a multijurisdictional public transportation system, established under the authority of the Regional Transit District Act (Chapter 23, Article 25 NMSA 1978). Rio Metro provides economical transportation alternatives for the residents of Bernalillo, Sandoval and Valencia counties. Rio Metro was originally formed and certified by the New Mexico State Transportation Commission on March 29, 2005, using the name Mid Region Transit District. For the first few years, the transit district operated under a Federal Transit Administration planning grant awarded to the Mid-Region Council of Governments. The transit district's name was changed to Rio Metro Regional Transit District on June 25, 2008, and Rio Metro received its own federal tax identification number on October 2, 2008. Rio Metro began, as a separate legal entity, keeping its financial records independent of the Mid-Region Council of Governments beginning July 1, 2009.

Rio Metro provides a variety of transportation services to residents of Bernalillo, Sandoval and Valencia counties. Rio Metro operates the New Mexico Rail Runner Express (NMRX) through several agreements with the New Mexico Department of Transportation (NMDOT), which includes limited funding for capital maintenance and improvements. NMRX capital assets, such as the infrastructure and rail engines and cars, are owned by NMDOT. NMRX operations are funded primarily from Federal Transit Administration grant funds and Regional Transit Gross Receipts Tax funds, fare box proceeds and Burlington Northern Santa Fe/ Amtrak gross ton mileage fees.

Rio Metro and Mid-Region Council of Governments of New Mexico (MRCOG), a related governmental entity, have entered into a Professional Services Agreement, through which MRCOG is the administrative entity provides personnel, insurance, documentation, administration, monitoring, oversight and other fiscal services until such time as Rio Metro has the organizational and financial capability to assume these responsibilities. Rio Metro contracts with Herzog Companies, Inc. to manage and operate the Rail Runner. Rio Metro has no employees.

The accounting policies of Rio Metro conform to accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. The following is a summary of the more significant policies:

**Reporting Entity**

In accordance with GAAP criteria, Rio Metro is considered a stand-alone government and, as such, is the reporting entity and has no component units.

**Basic Financial Statements**

The basic financial statements include both government-wide (based on Rio Metro as a whole) and fund financial statements. The reporting model focus is on either Rio Metro as a whole or major individual funds (within the fund financial statements). The government-wide statements are reflected on an economic resources measurement focus and the accrual basis of accounting, which incorporates long-term assets and receivables as well as long-term debt and obligations.

**RIO METRO REGIONAL TRANSIT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

The financial transactions of Rio Metro are recorded in individual funds, each of which is considered a separate accounting entity. The various fund types are reported in the fund financial statements, as follows:

*Governmental Fund Types* - Governmental funds are used to account for Rio Metro's expendable financial resources and related liabilities. The measurement focus is based upon determination of changes in financial position. The following are Rio Metro's governmental fund types:

*General Fund (1000)* - The General Fund is the general operating fund of Rio Metro. It is used to account for all financial resources except those required to be accounted for in another fund. It is always a major fund.

*Special Revenue Funds* - The Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The major special revenue funds presented in the fund financial statements include the following:

- **Gross Receipts Tax - Rail (1200)** - Rail fund where Rio Metro includes the rail portion of the New Mexico Regional Transit Gross Receipts Tax (GRT) revenue when it is received. Rail operations are also reported in this fund. The use of the revenue in this fund is restricted by the ordinances in the counties where the GRT revenue is collected. When Rio Metro allocates revenue at the end of the month, the Rail GRT revenue is allocated to the various rail funds as needed to cover expenses.
- **Gross Receipts Tax - Transit (1300)** - Transit fund where Rio Metro includes the transit portion of New Mexico Regional Transit Gross Receipts Tax (GRT) revenue when it is received. The use of the revenue in this fund is restricted by the ordinances in the counties where the GRT revenue is collected. Transit operations are also reported in this fund. When Rio Metro allocates revenue at the end of the month, the Transit GRT revenue is allocated to the various transit funds as needed to cover expenses.
- **FTA Direct (2100)** - Federal funding received directly from the Federal Transit Administration (FTA) for various projects. The use of the revenue in this fund is restricted by the related grant agreements and federal regulations.

**Basis of Accounting**

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made, regardless of the measurement focus applied.

**RIO METRO REGIONAL TRANSIT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Basis of Accounting (Continued)**

The government-wide financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. The governmental fund financial statements are presented using the current financial resources measurement focus and the modified accrual basis of accounting.

Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual and both measurable and available. "Available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period (generally, sixty (60) days). Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred.

In applying the "susceptible to accrual" concept to intergovernmental revenues pursuant to GAAP the provider should recognize liabilities and expenses and the recipient should recognize receivables and revenues when the applicable eligibility requirements including time requirements, are met. Resources transmitted before the eligibility requirements are met, under most circumstances, should be reported as advances by the provider and deferred revenue by the recipient. Grant revenues are not recognized until eligibility requirements are met.

Derived tax revenue, the New Mexico regional transit gross receipts tax revenue (GRT), is recognized net of estimated refunds and uncollectible amounts, in the period when the exchange transaction occurred or when the resources were received, whichever occurs first. GRT received after sixty (60) days as a result of delinquent accounts is not known or able to be estimated, or measured and, therefore, is not recorded.

Contributions and other monies held by other state and local agencies are recorded, as a receivable at the time the money is made available to the specific fund. All other revenues are recognized when they are received and are not susceptible to accrual.

Expenditures are recorded as liabilities when incurred. Expenditures charged to federal programs are recorded utilizing the cost principles described by the various funding sources.

**Cash and Cash Equivalents**

Cash and cash equivalents consist of short-term highly liquid investments, which are readily convertible into cash within ninety (90) days of purchase.

**Capital Assets**

Capital assets acquired are recorded as expenditures in the funds which finance the acquisitions and are capitalized at cost (except for those related to the NMRX for which DOT holds title) and depreciated over their estimated useful lives (no salvage value) in the government wide financial statements. Contributed capital assets are recorded at their estimated fair market value at the time received. Additions, including software, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized and interest is not capitalized in regards to the Rio Metro's capital assets. Rio Metro's capitalization policy, the dollar value above

**RIO METRO REGIONAL TRANSIT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Capital Assets (continued)**

which asset acquisitions are added to the capital assets, is \$5,000 per Section 12-6-10 NMSA 1978. Other costs incurred for repairs and maintenance are expensed as incurred.

Estimated useful life is management's estimate of how long the asset is expected to meet service demands. Straight-line depreciation is used based on the following estimated useful lives:

Software	3-5 years
Vehicles	5-10 years
Building	40 years

Rio Metro did not own any infrastructure assets as of June 30, 2018.

**Budgets and Budgetary Accounting**

Rio Metro's Executive Director approves an overall budget by project fund for Rio Metro which is adopted by the Board. Rio Metro is required to prepare budgets for each program for submission directly to that program's funding source. In addition, it submits the budgets to the Department of Finance and Administration Local Government Division (DFA-LGD) for concurrence. Each funding's source has its own requirements as to the timing of budget preparation and interim reports, line items and categories to be used and amounts to be included. Some require a report of grantor expenditures only, while others require a report of total program expenditures. The budgets, used by Rio Metro to monitor each program, are also used for comparisons in the accompanying financial statements. Therefore, Rio Metro approves its budget by total expenditures by program. Rio Metro has two programs: Rail Program and Transit Program.

Formal budgetary integration is employed as a management control device during the year. Budgets are adopted on a basis consistent with GAAP. There are no differences between the GAAP basis and the budgetary basis because both are modified accrual.

The time at which appropriations lapse is at the end of the fiscal year. The level of classification detail at which expenditures may not legally exceed appropriations is at the program level as approved by the Board of Directors. The legally permissible methods for amending the initially approved budget require approval of the Board of Directors and concurrence of DFA-LGD.

**Due To and From Other Funds**

Due from other funds represent project costs paid by the General Fund in anticipation of reimbursements from grants in the Special Revenue Funds. When the reimbursements from grants are received, the interfund receivables are repaid. Interfund activities are eliminated in determining government-wide financial statements.

**RIO METRO REGIONAL TRANSIT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Receivables**

Grant reimbursements receivable represent qualified expenditures made under grant agreements for which reimbursements are due but not yet received. Rio Metro also records receivables for the New Mexico gross receipts taxes owed by taxpayers as of year-end and received within sixty (60) days of year-end. An allowance for doubtful accounts is not provided for, since most receivables are from the federal, state, or local governments and are deemed to be fully collectible.

**Fund Balance**

In the fund level financial statements, fund balance categories represent those portions of fund equity not available for appropriation or expenditure or legally segregated for a specific future use. In accordance with GAAP fund balance reporting and governmental fund type definitions, Rio Metro classifies governmental fund balances as follows:

- Non-spendable - fund balance amounts that cannot be spent either because it is not in spendable form or because of legal or contractual constraints.
- Restricted - fund balance amounts that are constrained for specific purposes which are externally imposed by providers, such as grantors or amounts constrained due to enabling legislation.
- Committed - fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision making authority (RMRTD's Board of Directors) and does not lapse at year-end.
- Assigned – fund balance amounts that are intended to be used for the specific purposes that are neither considered restricted or committed. Fund Balance may be assigned by the management.
- Unassigned – positive fund balance within the General Fund which has not been classified within the above mentioned categories and negative fund balances in other governmental funds.

**Net Position**

Net position includes the following components:

**Net investment in capital assets** - the component of net position that reports the difference between capital assets less both the accumulated depreciation and the outstanding balance of debt, excluding unspent proceeds, that is directly attributable to the acquisition, construction or improvement of these capital assets.

**Restricted** - the component of net position that reports the difference between assets and liabilities of Rio Metro that consists of assets with constraints placed on their use that are legally enforceable by legislation and the like to be used only for the purposes specified.

**Unrestricted** – the difference between the assets and liabilities that is not reported in the net investment in capital assets or restricted net position.

It is the Rio Metro's policy to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted resources are available.

**RIO METRO REGIONAL TRANSIT DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 2018**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Subsequent Events**

Rio Metro has evaluated subsequent events through December 6, 2018, the date the financial statements were available to be issued.

**NOTE 2. DEPOSIT AND INVESTMENT ACCOUNTS**

Rio Metro invests its funds in accordance with state statutes which require that financial institutions pledge collateral of federal or state securities whose market value is equal to at least 50% of the deposits in excess of FDIC insurance coverage made by Rio Metro with a financial institution. Also, Rio Metro, in accordance with state statutes may only have deposits in financial institutions, or invest in federal direct obligations or the New Mexico State Treasurer's Local Government Pooled Investments.

Securities pledged as collateral which are obligations of the State of New Mexico, its agencies, institutions, counties or municipalities or other subdivisions are accepted at par value; all other securities are accepted at market value. No security is required for the deposit of public money that is insured by the Federal Deposit Insurance Corporation, the Federal Savings and Loan Insurance Corporation, or the National Credit Union Administration.

Custodial credit risk is the risk that in the event of a bank failure, Rio Metro's deposits may not be returned to it. Rio Metro's deposit policy, in accordance with state statutes, is to collateralize one half of the uninsured public money in each deposit account. Amounts invested in overnight repurchase or sweep accounts are collateralized at 102% of the balance.

As of June 30, 2018, the amount of Rio Metro's bank balance of the demand deposit of \$5,200,000 was exposed to custodial credit risk as follows:

Uninsured and uncollateralized	\$ 1,895,408
Uninsured and collateral held by pledging bank's trust department not in Rio Metro's name	3,054,592
Covered by FDIC insurance	<u>250,000</u>
	<b>\$ <u>5,200,000</u></b>

**RIO METRO REGIONAL TRANSIT DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 2018**

**NOTE 2. DEPOSIT AND INVESTMENT ACCOUNTS (CONTINUED)**

Following are the descriptions of the Rio Metro cash and certificates of deposit held as of June 30, 2018:

Bank balance		
Sweep account – Wells Fargo Bank	\$	3,910,555
Demand deposit – Wells Fargo Bank		5,200,000
Outstanding checks		<u>(199,884)</u>
<b>Cash and equivalents per financial statements</b>	<b>\$</b>	<b><u>8,910,671</u></b>

**NOTE 3. ACCOUNTS RECEIVABLE**

The accounts receivable balance as of June 30, 2018 consisted of the following:

State and federal grant receivables	\$	4,246,983
GRT receivable		5,380,124
Other receivables		<u>20,531</u>
<b>Total</b>	<b>\$</b>	<b><u>9,647,638</u></b>

**RIO METRO REGIONAL TRANSIT DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 2018**

**NOTE 4. INTERFUND RECEIVABLES/PAYABLES AND INTERFUND TRANSFERS**

Interfund accounts were as follows at June 30, 2018:

	Due From	Due To
General Fund #1000	\$ -	\$ 8,016,689
GRT Rail Fund #1200	4,026,520	-
GRT Transit Fund #1300	6,097,862	-
FTA Direct Fund #2100	-	1,735,568
FTA 5309 Capital Investment Grant #2103	-	27,104
FTA Through NMDOT Fund #2500	-	203,010
FHWA Highway Safety Improvement Fund #3105	-	49,502
State Fund #4100	-	548
Other Federal #3100	-	91,961
	<u>                    </u>	<u>                    </u>
<b>Total</b>	<b>\$ <u>10,124,382</u></b>	<b>\$ <u>10,124,382</u></b>

Interfund accounts occur because expenditures are paid for by the General Fund because the Special Revenue Funds are on a reimbursement basis. When the Special Revenue Funds receive the reimbursements from the grantors, the General Fund is repaid. Management expects all of interfund balances to be repaid within one year.

**RIO METRO REGIONAL TRANSIT DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 2018**

**NOTE 4. INTERFUND RECEIVABLES/PAYABLES AND INTERFUND TRANSFERS  
 (CONTINUED)**

Interfund transfers were as follows for the year at June 30, 2018:

	Transfers	
	In	Out
General Fund #1000	\$ -	\$ 89,822
GRT Rail Fund #1200	10,805,537	13,864,531
GRT Transit Fund #1300	9,958,991	12,220,319
FTA Direct Fund #2100	4,386,005	-
FTA through MRCOG #2500	21,428	-
Other Federal #3100	75,602	-
FTA 5309 Capital Investment Grants #2103	33,908	-
FTA Thru NMDOT Fund #2500	889,552	-
FHWA Congestion Air Quality #3101	3,649	-
<b>Total</b>	<b>\$ 26,174,672</b>	<b>\$ 26,174,672</b>

These transfers were made to utilize funds for transit and rail operations during the year ended June 30, 2018.

**RIO METRO REGIONAL TRANSIT DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2018**

**NOTE 5. CAPITAL ASSETS**

A summary of changes in capital assets follow:

	June 30, 2017	Additions	Disposals	June 30, 2018
Assets not depreciated				
Land-El Pueblo	\$ 98,373	-	-	98,373
Assets being depreciated				
Building	1,262,300	-	-	1,262,300
Building – El Pueblo Purchase	279,986	-	-	279,986
Software	642,471	73,057	-	715,528
Vehicles and equipment	3,627,933	717,354	-	4,345,287
Total assets	5,812,690	790,411	-	6,603,101
Accumulated depreciation				
Building	(236,680)	(31,558)	-	(268,238)
Building – El Pueblo Purchase	(51,329)	(11,199)	-	(62,528)
Software	(510,979)	(113,126)	-	(624,105)
Vehicles and equipment	(2,316,499)	(512,764)	-	(2,829,263)
Total accumulated depreciation	(3,115,487)	(668,647)	-	(3,784,134)
Net capital assets being depreciated	2,697,203	121,764	-	2,818,967
Net capital assets	\$ 2,795,576	121,764	-	2,917,340

Depreciation expense for the year ended June 30, 2018 was \$668,647 and was expensed to the transit activities function in the statement of activities.

**RIO METRO REGIONAL TRANSIT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018**

**NOTE 6. INSURANCE COVERAGE**

Rio Metro is subject to various risks of loss, which are covered through the purchase of commercial insurance and participation in the City of Albuquerque’s Risk Management Pool. Since Rio Metro employees are covered under the Mid-Region Council of Governments of New Mexico (MRCOG), they are covered by MRCOG’s insurance. The following insurance coverage was in effect at June 30, 2018:

<b><u>Insurer and Policy Type</u></b>	<b><u>Term</u></b>	<b><u>Coverage</u></b>
<b>New Mexico Mutual</b> (worker’s compensation)	2/12/18 – 2/12/19	Injury by accident (\$1,000,000 each accident) Bodily injury by disease (\$1,000,000 each employee) Bodily injury by disease (\$1,000,000 policy limit)
<b>Allied World</b> Public Officials Liability	9/29/17 – 9/29/18	\$1,000,000 each occurrence, No general aggregate limit
<b>Scottsdale Insurance Co.</b> General liability	9/29/17 – 9/29/18	\$1,000,000/each occurrence, \$1,000,000 aggregate
<b>Allianz Global Corporate &amp; Specialty</b> Property	7/1/17—7/1/18	\$833,857 EDP Equipment & Software \$424,154 Business Personal Property, other limitations apply
<b>National Union Fire Insurance Co.</b>	7/1/17 -7/1/18	1,000,000 Employee theft/fraud
<b>City of Albuquerque</b>		Covered under limits of the Tort
<b>Risk Management Fund</b> Auto vehicles liability – MRCOG owned	Continuous policy	Claims Act of NM \$1,000,000 – Property damage \$1,000,000 – Per person for single occurrence
<b>Scottsdale Insurance Co.</b> Commercial Automobile	11/10/17 – 11/10/18	\$1,000,000 – Single limit  \$5,000 – Medical payments/ any one person \$1,000,000 – Uninsured motorist Collision – Covered Comprehensive – Covered
<b>Scottsdale Insurance Co.</b> Commercial General Liability	11/10/17 – 11/10/18	\$2,000,000 – General aggregate  \$2,000,000 – Property damage/ each occurrence \$1,000,000 – Personal & advertising injury \$5,000 – Medical payments/any one person \$500,000 – Damage to premises

**RIO METRO REGIONAL TRANSIT DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 2018**

**NOTE 6. INSURANCE COVERAGE (CONTINUED)**

<u>Insurer and Policy Type</u>	<u>Term</u>	<u>Coverage</u>
<b>Scottsdale Insurance Co.</b>		
Excess Liability	11/10/17- 11/10/18	\$4,000,000 – Annual Aggregate \$4,000,000 – Each Occurrence

According to the Memorandum of Agreement between Rio Metro, NMDOT, and MRCOG, Rio Metro and NMDOT have the joint duty of paying for all premiums for all property insurance and commercial liability insurance policies secured by the NMDOT to cover the New Mexico Rail Runner Express (NMRX), including liability insurance policies to fully insure Rio Metro and MRCOG from all risks and liability arising from, or on account of, Rio Metro's operation, maintenance, and administration of the NMRX or any other activity performed by Rio Metro with respect to the NMRX, including the selection, procurement, and oversight of the service of an operator and manager of the daily operations of the NMRX and NMDOT's participation in the NMRX. To satisfy these requirements, NMDOT obtained coverage through Risk Management Division of the State of New Mexico General Services Department and paid the premiums for the period July 1, 2017 through June 30, 2018.

**NOTE 7. CONTINGENCIES**

Amounts received or receivable from the grantors are subject to audit and adjustment by those grantors. Any disallowed claims, including amounts already collected, may constitute a liability of Rio Metro. The amount, if any, of expenditures which may be disallowed by those grantors cannot be determined at this time, although Rio Metro's management expects such amounts, if any, to be immaterial.

In the normal course of business, passengers file claims against NMDOT and Rio Metro related to the operation of its rail and transit activities. In the opinion of Rio Metro's management, such claims will not have a material adverse financial impact on Rio Metro as they are covered by insurance. The ultimate outcome of these claims, however, cannot be determined with certainty.

**RIO METRO REGIONAL TRANSIT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018**

**NOTE 8. CAPITAL LEASE**

Rio Metro has entered into a lease purchase agreement with Sandoval County for the purchase of land and building in the amount of \$1,262,300. Rio Metro has an option to purchase the property for the outstanding balance anytime during the term of the lease. The term of the agreement is 10 years with an interest rate of 3.5285%.

The following amounts are outstanding as of June 30:

2019	\$	153,420
2020		89,495
Amount representing interest		<u>(6,998)</u>
		235,917
Current		142,360
Long-term		<u>93,557</u>
	\$	<u>235,917</u>

A summary of changes in the capital lease obligation is as follows:

June 30, <u>2017</u>	<u>Payments</u>	June 30, <u>2018</u>
\$ 378,277	\$ 142,360	\$ 235,917

**NOTE 9. OPERATING LEASES**

Rio Metro is committed under various operating leases, primarily on a month-to-month basis. Rent expenditures were \$289,473 for the year ended June 30, 2018.

**NOTE 10. OPERATIONS, MAINTENANCE AND MANAGEMENT SERVICES  
AGREEMENT**

Rio Metro has entered into an agreement with the MRCOG for operating services. MRCOG handles all payroll processing for Rio Metro and then invoices them for their share. Therefore, there is no payroll on Rio Metro's books. MRCOG also provides operational and administrative support, such as office space, computer equipment and technical support, vehicles and vehicle maintenance, human resources, legal services, insurance, and other fiscal services. MRCOG was paid \$7,288,929 during the year ended June 30, 2018.

**RIO METRO REGIONAL TRANSIT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018**

**NOTE 10. OPERATIONS, MAINTENANCE AND MANAGEMENT SERVICES  
AGREEMENT (CONTINUED)**

Herzog Transit Services, Inc. is the major service provider contracted through September 22, 2018 with Rio Metro's administrative entity, MRCOG, to operate and maintain the New Mexico Rail Runner Express. This vendor contract may be terminated by MRCOG for cause by giving written notice to Herzog ten days prior to the effective date of termination. MRCOG may also terminate the contract for convenience at any time by giving at least twenty days' notice in writing to Herzog. The amount paid from the Commuter Rail Operations fund during the year ended June 30, 2018 was \$25,610,256.

**NOTE 11. RIO METRO REIMBURSEMENTS/INCURRED COSTS**

The MRCOG pays for several expenses on behalf of Rio Metro. The MRCOG then invoices Rio Metro for these expenditures. These expenditures were \$7,378,541 for the year ended June 30, 2018.

**NOTE 12. RELATED ENTITY RECEIVABLES AND PAYABLES**

The following entities are members or have representation on the Board of Directors of Rio Metro

*Mid Region Council of Governments of New Mexico (MRCOG).* Rio Metro's accounts payable balance to MRCOG was \$906,982 at June 30, 2018. Rio Metro had revenues of \$85,710 and expenditures of \$7,378,541 relating to MRCOG for the year then ended.

*Regional Transit Gross Receipts Taxes.* A portion of the taxes receivable balance of \$5,061,353 is comprised of taxes receivables from Bernalillo, Sandoval, and Valencia Counties, members of Rio Metro at June 30, 2018. Rio Metro had revenues of \$27,245,196 relating to Gross Receipts Taxes for the year ended June 30, 2018.

*City of Albuquerque.* Rio Metro's accounts payable balance to the City of Albuquerque was \$73,613 at June 30, 2018. Rio Metro had revenues of \$3,570 and expenditures of \$4,844,962 relating to the City of Albuquerque for the year ended June 30, 2018.

*City of Belen.* Rio Metro had expenditures of \$29 relating to the City of Belen for the year ending June 30, 2018. Rio Metro had expenditures of \$350 relating to the City of Belen for the year ending June 30, 2018.

*City of Rio Rancho.* Rio Metro's accounts payable balance to the City of Rio Rancho was \$6,211 at June 30, 2018. Rio Metro had expenditures of \$51,984 relating to the City of Rio Rancho for the year ended June 30, 2018.

*Village of Los Lunas.* Rio Metro's accounts payable balance to the Village of Los Lunas was \$44,220 at June 30, 2018. Rio Metro had expenditures of \$253,466 relating to the Village of Los Lunas for the year ended June 30, 2018.

**RIO METRO REGIONAL TRANSIT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018**

**NOTE 12. RELATED ENTITY RECEIVABLES AND PAYABLES (CONTINUED)**

*Town of Bernalillo.* Rio Metro’s accounts receivable balance from the Town of Bernalillo was \$7,719 at June 30, 2018. Rio Metro’s accounts payable balance to the Town of Bernalillo was \$257 at June 30, 2018. Rio Metro had revenues of \$96,056 and expenditures of \$1,542 relating to the Town of Bernalillo for the year ended June 30, 2018.

**NOTE 13. RECONCILIATION OF BUDGETARY COMPARISONS**

The budgetary comparisons are prepared at the program level. The following schedule reconciles the program budget amount to the fund financial statements for the year ended June 30, 2018.

	Per Budget Schedules			Total Per
	Transit	Rail	Reclassifications	Financial
	Program	Program	Eliminations	Statements
Revenues	\$ 16,135,109	33,997,721	-	50,132,828
Expenditures	(15,961,856)	(32,987,113)	-	(48,948,966)
Transfers in	-	-	24,974,671	24,974,671
Transfers out	-	-	(24,974,671)	(24,974,671)
Change in fund balance	\$ 173,253	1,010,608		1,183,861

**NOTE 14. RECENT GASB PRONOUNCEMENTS**

In August 2018, the GASB issued Statement No. 90, *Majority Interests in an amendment of GASB Statements No. 14 and No. 6*. The requirements of this statement are effective for periods beginning after December 15, 2018. Earlier application is encouraged. This statement is not applicable to RMRTD.

In June 2018, the GASB issued Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*. The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged. This statement is not currently applicable to RMRTD, but due to a future project will be implemented in a subsequent period.

In March 2018, the GASB issued Statement No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*. The requirements of this Statement are effective for reporting periods beginning after June 15, 2018. Earlier application is encouraged.

**RIO METRO REGIONAL TRANSIT DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2018**

**NOTE 14. RECENT GASB PRONOUNCEMENTS (CONTINUED)**

This Statement applies to notes to financial statements of all periods presented. This standard will be implemented in a subsequent period.

In June 2017, the GASB issued Statement No. 87, *Leases*. The provisions of this Statement are effective for reporting periods beginning after December 15, 2019. This standard will be implemented in a subsequent period.

In May 2017, the GASB issued Statement No. 86, *Certain Debt Extinguishment Issues*. The requirements of this Statement are effective for reporting periods beginning after June 15, 2017. Earlier application is encouraged. This statement is not applicable to the RMRTD.

In March 2017, the GASB issued Statement No. 85, *Omnibus 2017*. This Statement addresses a variety of topics including issues related to blending component units, goodwill, fair value measurement and application, and postemployment benefits (pensions and other postemployment benefits [OPEB]). The provisions of this Statement are effective for periods beginning after June 15, 2017. Earlier application is encouraged. This statement was implemented in the current period.

In January 2017, the GASB issued Statement No. 84, *Fiduciary Activities*. The requirements of this Statement are effective for reporting periods beginning after December 15, 2018. Earlier application is encouraged. This statement is not applicable to the RMRTD.

In November 2016, the GASB issued Statement No. 83, *Certain Asset Retirement Obligations*. The requirements of this Statement are effective for reporting periods beginning after June 15, 2018. Earlier application is encouraged. This statement is not applicable to the RMRTD.

In March 2016, the GASB issued Statement No. 81, *Irrevocable Split-Interest Agreements*. The requirements of this Statement are effective for reporting periods beginning after December 15, 2016. Earlier application is encouraged. This statement is not applicable to the RMRTD.

In June 2015, the GASB issued Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. The requirements of this Statement are effective for reporting periods beginning after June 15, 2017. Earlier application is encouraged. This statement is not applicable to the RMRTD.

In August 2015, the GASB issued Statement No. 77, *Tax Abatement Disclosures*. The requirements of this Statement are intended to improve the usefulness of financial statements prepared by state and local governments – which are intended, among other things, to assist users of financial statements in assessing (1) whether a government’s current-year revenues were sufficient to pay for current-year services (inter-period equity), (2) whether a government complied with finance-related legal and contractual obligations, (3) where a government’s financial resources came from and how it uses them, and (4) a government’s financial position and economic condition and how they have changed after time – by including information about certain limitations on a government’s ability to raise resources.

**RIO METRO REGIONAL TRANSIT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018**

**NOTE 14. RECENT GASB PRONOUNCEMENTS (CONTINUED)**

This includes limitations on revenue-raising capacity resulting from government programs that use tax abatements to induce behavior by individuals and entities that is beneficial to the government or its citizens – such as the encouragement of economic development. For financial reporting purposes, this Statement defines a tax abatement as resulting from an agreement between a government and an individual or entity in which the government promises to forgo tax revenues and the individual or entity promises to subsequently take a specific action that contributes to economic development or otherwise benefits the government or its citizens.

This statement does not have a material effect on the financial statements of Rio Metro.

**RIO METRO REGIONAL TRANSIT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE BUDGET AND ACTUAL  
TRANSIT PROGRAM  
Year Ended June 30, 2018**

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<b>REVENUES</b>				
Intergovernmental				
Federal	\$ 8,988,525	\$ 3,404,380	\$ 3,404,380	\$ -
New Mexico gross receipts tax	15,295,761	12,393,572	12,393,572	-
Farebox	75,000	86,457	86,457	-
State and other	885,000	250,700	250,700	-
<b>Total revenues</b>	<b>25,244,286</b>	<b>16,135,109</b>	<b>16,135,109</b>	<b>-</b>
<b>EXPENDITURES</b>				
Current				
Operating	16,868,561	15,329,939	15,329,939	-
Noncurrent				
Capital outlay	2,612,164	631,917	631,917	-
<b>Total expenditures</b>	<b>19,480,725</b>	<b>15,961,856</b>	<b>15,961,856</b>	<b>-</b>
Excess of revenues and other financing sources over expenditures	5,763,561	173,253	173,253	-
Other financing sources (uses)				
Transfers in	-	12,234,827	12,234,827	-
Transfers out	(1,200,000)	(12,234,827)	(12,234,827)	-
	(1,200,000)	-	-	-
Change in fund balance	4,563,561	173,253	173,253	-
Fund Balance, beginning of year	7,479,888	7,479,888	7,479,888	-
<b>Fund Balance, end of year</b>	<b>\$ 12,043,449</b>	<b>\$ 7,653,141</b>	<b>\$ 7,653,141</b>	<b>\$ -</b>

See Notes to Financial Statements.

**RIO METRO REGIONAL TRANSIT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE BUDGET AND ACTUAL  
RAIL PROGRAM  
Year Ended June 30, 2018**

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<b>REVENUES</b>				
Intergovernmental				
Federal	\$ 34,864,895	\$ 14,971,107	\$ 14,971,107	\$ -
New Mexico gross receipts tax	14,500,000	14,851,625	14,851,625	-
Farebox	2,200,000	1,990,140	1,990,140	-
BNSF/AMTRAK	2,200,000	2,094,946	2,094,946	-
State and other	1,220,000	89,903	89,903	-
<b>Total revenues</b>	<b>54,984,895</b>	<b>33,997,721</b>	<b>33,997,721</b>	<b>-</b>
<b>EXPENDITURES</b>				
Current				
Operating	26,096,000	23,433,858	23,433,858	-
Noncurrent				
Capital outlay	12,496,406	9,553,255	9,553,255	-
<b>Total expenditures</b>	<b>38,592,406</b>	<b>32,987,113</b>	<b>32,987,113</b>	<b>-</b>
Excess of revenues and other financing sources over expenditures	16,392,489	1,010,608	1,010,608	-
Other financing sources (uses)				
Transfers in	1,200,000	13,939,845	13,939,845	-
Transfers out	-	(13,939,845)	(13,939,845)	-
	1,200,000	-	-	-
Change in fund balance	17,592,489	1,010,608	1,010,608	-
Fund Balance, beginning of year	4,955,364	4,955,364	4,955,364	-
<b>Fund Balance, end of year</b>	<b><u>\$ 22,547,853</u></b>	<b><u>\$ 5,965,972</u></b>	<b><u>\$ 5,965,972</u></b>	<b><u>\$ -</u></b>

See Notes to Financial Statements.

**RIO METRO REGIONAL TRANSIT DISTRICT  
DESCRIPTION OF NON-MAJOR SPECIAL REVENUE FUNDS  
June 30, 2018**

**SPECIAL REVENUE FUNDS**

Special revenue funds are used to account for various grants from Federal, State, and Local agencies and other sources which are restricted by the granting agency to use for expenditures for specified purposes. The following is a description of the purpose of the Non-Major Special Revenue Funds.

*FTA 5309 Capital Investment Grants (No. 2103)* – Federal funding received directly from FTA. Provides funding for capital investments.

*FTA through MRCOG (No. 2300)* – Federal funding received from FTA passed through MRCOG.

*FTA through NMDOT (No. 2500)* – Federal funding received from the New Mexico Department of Transportation (NMDOT). Provides funding for various FTA grants.

*Other Federal (No. 3100)* – Federal funding received for special projects.

*FTA 5307 Flex Funds (No. 3101)* – Federal funding transferred from the Federal Highway Administration (FHWA) to FTA where Rio Metro is the primary recipient of these funds. Provides funding for the acquisition of facility signage and equipment that will enhance the safety, security, and accessibility of Rio Metro commuter rail stations and bus stops.

*FHWA Highway Safety Improvement Program (No. 3105)* – FHWA funding received from the NMDOT. Provides funding in the planning and development of an integrated, interconnected transportation system.

*State (No. 4100)* – State funding from NMDOT for various projects.

*Other (No. 6100)* – Local funding for various projects.

**RIO METRO REGIONAL TRANSIT DISTRICT  
 COMBINING BALANCE SHEETS  
 NON-MAJOR GOVERNMENTAL FUNDS  
 June 30, 2018**

		Special Revenue Funds								
		State	FTA 5309	FTA thru	FTA thru	Other	FHWA	FHWA	Other	Total
		#4100	Capital Investment	MRCOG	NMDOT	Federal	Congestion	Highway Safety	#6100	
			#2103	#2300	#2500	#3100	Air Quality	Improvement		
							#3101	Program		
							#3105			
<b>ASSETS</b>										
Cash and cash equivalents	\$	-	-	-	-	-	-	-	-	\$ -
Accounts receivable		548	60,670	-	327,582	91,961	-	52,767	7,720	541,248
Due from other funds		-	-	-	-	-	-	-	-	-
<b>Total assets</b>	\$	548	60,670	-	327,582	91,961	-	52,767	7,720	\$ 541,248
<b>LIABILITIES</b>										
Accounts payable	\$	-	33,566	-	124,572	-	-	3,265	7,720	\$ 169,123
Due to other funds		548	27,104	-	203,010	91,961	-	49,502	-	372,125
<b>Total liabilities</b>		548	60,670	-	327,582	91,961	-	52,767	7,720	541,248
<b>FUND BALANCES</b>										
Restricted		-	-	-	-	-	-	-	-	-
<b>Total liabilities and funds balances</b>	\$	548	60,670	-	327,582	91,961	-	52,767	7,720	\$ 541,248

See Notes to Financial Statements.

**RIO METRO REGIONAL TRANSIT DISTRICT  
 COMBINING STATEMENT OF REVENUES, EXPENDITURES  
 AND CHANGES IN FUND BALANCES  
 Year Ended June 30, 2018**

	Special Revenue Funds								
	State #4100	FTA 5309 Capital Investment #2103	FTA thru MRCOG #2300	FTA thru NMDOT #2500	Other Federal #3100	FHWA Congestion Air Quality #3101	FHWA Highway Safety Improvement Program #3105	Other #6100	<b>Total</b>
<b>REVENUES</b>									
Intergovernmental									
Federal	\$ 2,371,621	135,632	85,710	1,272,858	443,645	21,408	38,994	-	\$ 4,369,868
State	581	-	-	-	-	-	-	-	581
Farebox	-	-	-	19,812	-	-	-	-	19,812
Special projects and other	-	-	-	-	-	-	-	7,719	7,719
<b>Total revenues</b>	<b>\$ 2,372,202</b>	<b>135,632</b>	<b>85,710</b>	<b>1,292,670</b>	<b>443,645</b>	<b>21,408</b>	<b>38,994</b>	<b>7,719</b>	<b>\$ 4,397,980</b>
<b>EXPENDITURES</b>									
Current									
Operating	\$ 2,372,202	169,540	107,138	1,559,210	519,247	25,057	-	7,719	\$ 4,760,113
Capital outlay	-	-	-	623,012	-	-	38,994	-	662,006
<b>Total expenditures</b>	<b>2,372,202</b>	<b>169,540</b>	<b>107,138</b>	<b>2,182,222</b>	<b>519,247</b>	<b>25,057</b>	<b>38,994</b>	<b>7,719</b>	<b>5,422,119</b>
Excess of revenue over expenditures	-	(33,908)	(21,428)	(889,552)	(75,602)	(3,649)	-	-	(1,024,139)
<b>OTHER FINANCING SOURCES/USES</b>									
Operating transfers in	-	33,908	21,428	889,552	75,602	3,649	-	-	1,024,139
Operating transfers out	-	-	-	-	-	-	-	-	-
Change in fund balance	-	-	-	-	-	-	-	-	-
Fund balance, beginning of year	-	-	-	-	-	-	-	-	-
<b>Fund balance, end of year</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>

See Notes to Financial Statements.

**RIO METRO REGIONAL TRANSIT DISTRICT  
SCHEDULE OF PLEDGED COLLATERAL  
June 30, 2018**

Account	Description of Pledged Collateral	Type of Pledged Collateral	Maturity	CUSIP Number	Sweep Collateral Vault at June 30, 2018	Location of Safe keeper
<b>Rio Metro Sweep</b>						
	Repurchase Agreement	Shares	11/1/2043	3128MJTQ3	\$ 3,976,238	Wells Fargo
	Accrued Interest	Interest		3128MJTQ3	12,528	Wells Fargo
	Total Collateral				<u>3,988,766</u>	
	Bank Balance				3,910,555	
	Collateral required at 102%				<u>3,910,555</u>	
	Excess Collateral				\$ <u>78,211</u>	

**Bank Accounts**

Name of Depository	Description of Pledged Collateral	Type of Pledged Collateral	Maturity	CUSIP Number	Fair Market Value at June 30, 2018	Location of Safe keeper
Wells Fargo	FNMS	Bonds	1/1/43	3138MR6F3	\$ 3,054,592	Bank of New York Mellon
	<b>Total Pledged Collateral</b>				\$ 3,054,592	
	<b>Bank Account Balances</b>					
	Rio Metro demand deposit				5,200,000	
	<b>Total Bank Balances</b>				5,200,000	
	<b>FDIC Coverage</b>				<u>250,000</u>	
	<b>Uninsured Amount</b>				<u>4,950,000</u>	
	Collateral required at 50%				2,475,000	
	<b>Pledged Collateral</b>				3,054,592	
	<b>Excess Collateral</b>				\$ <u>579,592</u>	

**RIO METRO REGIONAL TRANSIT DISTRICT  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
Year Ended, June 30, 2018**

<u>U.S. Department of Transportation</u>	<b>Federal CFDA Number</b>	<b>Award Number</b>	<b>Activity Number</b>	<b>Federal Expenditures</b>
<i>Federal Transit Administration (FTA)</i>				
<i>Federal Transit Cluster</i>				
<i>Direct</i>				
Federal Transit Capital Investment Grants (5309 Transit Asset Management System)	20.500	NM-04-0029	1001	\$ 135,632
Federal Transit Formula Grants (MAP 21 5307 NMRX PM)	20.507	NM-90-X130	2039/2040	60,847
Federal Transit Formula Grants (5307 Community Services Operating)	20.507	NM-2016-021	4070	117,759
Federal Transit Formula Grants (5307 STPU Facility Improvements)	20.507	NM-95-X019	2026	51,702
Federal Transit Formula Grants (5307 Transit Facility Equipment and Signage)	20.507	NM-95-X015	1006	21,408
Federal Transit Formula Grants (Travel Demand Management)	20.507	NM-2018-009	7022	377,192
Federal Transit Formula Grants (MAP 21 5307 Bus Operations & Admin Exp)	20.507	NM-2016-024	4069	334,230
Federal Transit Formula Grants (MAP 21 5307 Bus Operations & Admin Exp)	20.507	NM-2017-009	4073	772,987
Federal Transit Formula Grants (MAP 21 5307 NMRX PM)	20.507	NM-2017-019	2052	8,268,601
Total Federal Transit Formula Grants Direct				<u>10,004,726</u>
<i>Passed through Mid-Region Council of Governments</i>				
Federal Transit Formula Grants (5307 Transit Amenities)	20.507	NM-95-X012	1011	85,710
Total Federal Transit Formula Grants				<u>10,090,436</u>
<i>Direct</i>				
State of Good Repair Grants Program (5337 Rail PM)	20.525	NM-2016-023	2049	2,264,572
State of Good Repair Grants Program (5337 Rail PM)	20.525	NM-2017-020	2051	1,757,730
Total State of Good Repair Grants				<u>4,022,302</u>
<i>Passed through State of New Mexico Department of Transportation</i>				
Bus and Bus Facilities Formula Program (Section 5339)	20.526	MO1536	4075	75,129
Total Federal Transit Cluster				<u>14,323,499</u>
<i>Transit Services Program Cluster</i>				
<i>Passed through State of New Mexico Department of Transportation</i>				
Enhanced Mobility of Seniors & Individuals with Disabilities (Section 5310)	20.513	M01457	4071/4074	222,042
Total Transit Services Program Cluster				<u>222,042</u>
<i>Passed through State of New Mexico Department of Transportation</i>				
<i>Federal Highway Planning and Construction (Federal Highway Administration/Highway Safety Improvement Program, FHWA)</i>				
Highway Safety Improvement Program (Isleta Pueblo Quiet Zone)	20.205	D13744	1005	38,996
Grade Crossing Safety Improvement Program (Section 130) - Indian School Crossing	20.205	A301281	2034	561,038
Grade Crossing Safety Improvement Program (Section 130) - Lamy Station ADA	20.205	B05114	2043	211,408
Statewide Transportation Improvement Program (Bike Share Program)	20.205	D15529	1124	443,645
National Infrastructure Investments (TIGER Discretionary Grants) Tie Replacement	20.933	B05149	2050	1,599,174
Total FHWA				<u>2,854,261</u>
<i>Federal Transit Administration (FTA)</i>				
Formula Grants for Rural Areas (Section 5311)	20.509	M01536	4075	600,358
Formula Grants for Rural Areas (Section 5311)	20.509	M01458	4072	375,328
Total FTA				<u>975,686</u>
Total Expenditures of Federal Awards				\$ <u>18,375,488</u>

**RIO METRO REGIONAL TRANSIT DISTRICT  
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
Year Ended June 30, 2018**

1. Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the Rio Metro Regional Transit District (Rio Metro) under programs of the federal government for the year ended June 30, 2018. The information in this schedule is presented in accordance with the requirements of Title 2 U. S. Code of Federal Regulations Part 200, *Uniform Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of Rio Metro, it is not intended to and does not present the financial position, changes in net position or cash flows of Rio Metro.

2. Summary of Significant Accounting Policies

Expenditures reported on the Schedule of Expenditures of Federal Awards are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Pass-through entity identifying numbers are presented where available.

3. Non-cash Assistance, Loans and Indirect Costs

Rio Metro did not receive any non-cash assistance, loans or loan guarantees. Rio Metro does not use the ten percent de minimus indirect cost rate allowed under Uniform Guidance.

4. Subrecipients

Rio Metro has no subrecipients.



Service plus value, it all adds up.

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**Report on Internal Control Over  
Financial Reporting and on Compliance and Other Matters  
Based on an Audit of Financial Statements Performed in  
Accordance with *Government Auditing Standards***

**Independent Auditor's Report**

Mr. Wayne Johnson, New Mexico State Auditor and  
The Board of Directors  
Rio Metro Regional Transit District

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, the aggregate remaining fund information, of the Rio Metro Regional Transit District (Rio Metro) as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Rio Metro's basic financial statements, and related budgetary comparisons of the Rio Metro presented as required supplementary information, and have issued our report thereon dated December 6, 2018.

**Internal Control Over Financial Reporting**

In planning and performing our audit, of the financial statements, we considered the Rio Metro's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Rio Metro's internal control. Accordingly, we do not express an opinion on the effectiveness of the Rio Metro's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we

did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weakness may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Rio Metro's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters which are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Ricci & Company LLC*

Albuquerque, New Mexico  
December 6, 2018



*Service plus value, it all adds up.*

6200 Uptown Blvd., NE Suite 400  
Albuquerque, NM 87110  
505 338 0800 office www.riccicpa.com

**Report on Compliance For  
Each Major Federal Program and Report on Internal Control  
Over Compliance as Required by Uniform Guidance**

**Independent Auditor's Report**

Mr. Wayne Johnson, New Mexico State Auditor and  
The Board of Directors  
Rio Metro Regional Transit District

**Report on Compliance for each Major Federal Program**

We have audited the Mid-Region Council of Governments of Rio Metro Regional Transit District's (Rio Metro), compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Rio Metro's major federal programs for the year ended June 30, 2018. Rio Metro's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with the requirements of laws, regulations, contracts, grants, and the terms and conditions of its federal awards applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of Rio Metro's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Rio Metro's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination on Rio Metro's compliance.

### ***Opinion on Each Major Federal Program***

In our opinion, Rio Metro complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal program for the year ended June 30, 2018.

### **Report on Internal Control Over Compliance**

Management of Rio Metro is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Rio Metro's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Rio Metro's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirement of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

***Ricci & Company LLC***

Albuquerque, New  
Mexico December 6, 2018

**RIO METRO REGIONAL TRANSIT DISTRICT  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
Year Ended June 30, 2018**

**A. PRIOR YEAR AUDIT FINDINGS**

No prior year audit findings noted.

**RIO METRO REGIONAL TRANSIT DISTRICT  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
Year Ended June 30, 2018**

**A. SUMMARY OF AUDITORS' RESULTS**

*Financial Statements*

Type of auditor's report issued:	Unmodified
----------------------------------	------------

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Internal control over financial reporting:	
Material Weakness reported?	No
Significant deficiencies reported not considered to be material weaknesses?	No
Noncompliance material to financial statements noted?	No

***Federal Awards***

Internal control over major programs:	
a. Material weaknesses reported?	No
b. Significant deficiencies reported not considered to be material weaknesses?	No
c. Known questioned costs greater than \$25,000 for a compliance requirement for major program?	No
d. Known questioned costs greater than \$25,000 for which is not audited as a major program?	No
e. Known or likely fraud?	No
g. Circumstances causing the auditor's report on compliance for each major program to be modified, unless otherwise reported as audit findings?	No
h. Instances where results of audit follow-up procedures disclosed that the summary schedule of prior year audit Findings prepared by the auditee materially misrepresents the status of any prior audit finding?	No

Type of auditor's report issued on compliance for major programs	Unmodified
--	------------

Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance?	No
--	----

Identification of major programs:

<u>CFDA Numbers</u>	<u>Name of Federal Program or Cluster</u>
20.500/20.507/20.525	
20.526	Federal Transit Cluster
20.205	Highway Planning and Construction
20.509	Formula Grants for Rural Areas
20.993	National Infrastructure Investments (TIGER Discretionary Grants)

Dollar threshold used to distinguish Between type A and type B programs:	\$750,000
---	-----------

Auditee qualified as low-risk auditee?	No
--	----

**RIO METRO REGIONAL TRANSIT DISTRICT  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)  
Year Ended June 30, 2018**

**B. FINDINGS – FINANCIAL STATEMENTS**

NONE

**C. FINDINGS – FEDERAL AWARD**

NONE

**D. FINDINGS IN ACCORDANCE WITH 2.2.2. NMAC.**

NONE

**RIO METRO REGIONAL TRANSIT DISTRICT  
EXIT CONFERENCE  
Year Ended June 30, 2018**

**EXIT CONFERENCE**

An exit conference was held on December 14, 2018, to discuss the annual financial report. Attending were the following:

Representing the Rio Metro Regional Transit District:

Diane Gibson, Councilor, Chair

Terry Doyle, Director

Conni Vigil, Senior Finance Manager

Representing Ricci & Company, LLC:

Mark Santiago, CPA, Senior Audit Manager

Neil Mortensen, CPA, Senior Auditor

**A. PREPARATION OF FINANCIAL STATEMENTS**

The financial statements were prepared with the assistance of Ricci & Company, LLC from the books and records of the Rio Metro Regional Transit District. The financial statements and related footnotes remain the responsibility of management.

RMRTD Bus Budget

Historical Budget

<b>Total Operating and Capital</b>		<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>
	Total Federal and State Sources	7,708,418	7,708,418	7,708,418
	Total Local Sources	13,702,886	13,702,886	13,702,886
	Total Revenues	21,411,304	21,411,304	21,411,304
<b>Operating Costs</b>				
	Total Operating Costs	17,368,887	17,458,887	17,982,654
<b>Capital Costs</b>				
	RMRTD Vehicle Purchase	90,000		
	RMRTD Valencia Building Acquisition	750,000	750,000	750,000
	Los Ranchos Park and Ride	1,053,371	1,053,371	-
	Total Capital Costs	1,893,371	-	555,000
	Total Cost	19,262,258	17,458,887	18,537,654

RMRTD Rail Budget

<b>Capital and Operating Revenues</b>		<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>
	Total Federal and State Sources	44,086,578	41,352,000	41,352,000
	PTC Grant	13,600,000		
	BNSF/Amtrak Lease	2,200,000	2,200,000	2,200,000
	Rio Metro/NCRTD GRT	14,500,000	14,500,000	14,500,000
	GRT Transfer from Bus	1,200,000	1,200,000	1,200,000
	Farebox	2,200,000	2,200,000	2,200,000
	SIB	10,900,000	10,900,000	10,900,000
	Bond Proceeds	16,475,000		
	Cash Revenue	4,955,000	4,955,000	4,955,000
	Total Revenues	110,116,578	77,307,000	77,307,000
<b>Operating and Maintenance</b>				
	Herog Transit Contract	17,500,000	17,850,000	18,296,250
	Operating Expenses	8,749,191	8,900,000	9,167,000
<b>Capital</b>				
	Capital Expenses	40,241,000	40,241,788	20,000,000
<b>Debt Service</b>				
	Bonds Principal and Interest	2,031,000		
	SIB	109,000	109,000	109,000
	Total Expenses	68,630,979	67,100,788	47,572,250



**5311 Demographics**

<b>Ethnic Category</b>	<b>Population</b>	<b>%</b>
Blacks	261	0.62%
Hispanics	17,245	40.90%
Asian/PI	167	0.40%
American Indian	13,565	32.17%
White	10,420	24.71%
Other	504	1.20%
<b>Total Population</b>	<b>42,161</b>	<b>100%</b>

<b>%</b>	<b>Population Elderly/Disabled Category</b>
7,968	19% Seniors
6,633	16% Disabled
27,560	65% Other
<b>42,161</b>	<b>100% Total Population</b>

**5311 Demographics**

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6,633	16% Disabled
27,560	65% Other
<b>42,161</b>	<b>100% Total Population</b>

## **Program Coordination Section 5311**

### **Introduction**

The Rio Metro Regional Transit District (RMRTD) is coordinating the preparation and submittal of the section 5311 grant application for rural public transportation with support from community stakeholders throughout the District.

The RMRTD service area is comprised of the counties of Sandoval, Bernalillo, and Valencia. Its member governmental entities formed the Regional Transit District to develop and implement an integrated and coordinated regional system of transit services. Therefore, the RMRTD coordination efforts are, first and foremost, grounded by its member communities represented on the Board of Directors. Board members meet monthly to discuss and set policy for regional intermodal services. Based on these regional policy directives, staff works with a wide variety of public and private agencies to ensure regional service coordination.

### **Coordinated Transportation Plan**

The RMRTD participated in development of the regional coordination plan. For this effort, transportation providers, planners and partners associated with the Mid-Region Metropolitan Planning Organization (MRMPO) and the Mid-Region Regional Planning Organization (MRRPO) came together to develop the 2012 – 2015 *Coordinated Transportation Plan (CTP)*. The CTP was publically vetted resulting in approval by the Metropolitan Transportation Board during the summer of 2013. Generally the plan's intent is to promote interagency cooperation, to establish mechanisms to minimize duplication and gaps among public and private transportation services, and to enhance transportation options for those facing mobility challenges.

The Rail Runner and Rio Metro bus services are listed as highly important elements in the adopted Coordination Transportation Plan. Further, the Plan identifies seniors and residents with disabilities in critical need of transportation services throughout the region. Taken together, the CTP lends support to, and RMRTD services, are derived from, the Plan. The programs in this proposal constitutes critical linkages between rural transportation services and the urban transit system for these specialized populations that face additional mobility challenges.

### **Notification Letters**

In addition, RMRTD efforts have resulted in significant coordination partnerships with the New Mexico Passenger Transportation Association, AARP, and the NM State Department of Aging and Long term Care. Further, Rio Metro continues to coordinate with the Santa Ana Tribal Transit and the Pueblo of Isleta Transit and had provided technical assistance to the Pueblo of Jemez transportation study. Rio Metro also has established partnerships and excellent working relationships with other service providers and organizations whose client base requires the use of public transportation. In this regard, almost a dozen agencies were sent "letter of intent to apply" to advise them of the service we are providing and to invite their comments or participation in the project. Letters have been sent to the following entities to notify them of Rio Metro's intent to apply for Section 5311 funds:

- ❖ Adelino Head Start
- ❖ Albuquerque Green Cab

- ❖ Bennett Transportation
- ❖ Desert Sun Transportation
- ❖ Disabled American Veterans
- ❖ La Vida Felicidad
- ❖ Parkwest Transportation Services
- ❖ Sandoval County Senior Program
- ❖ Z-Trip

Other agencies in which RMRTD has developed strong partnerships which include, but are not limited to, senior programs associated with Valencia and Sandoval Counties, City of Belen, Village of Los Lunas, Bosque Farms, Pueblos of Cochiti, Isleta, Jemez, Santo Domingo, San Felipe, Santa Ana, and Zia Tome, UNM-Valencia Campus, Jemez Springs, San Ysidro, Cochiti Lake, Cuba, Town of Bernalillo, ABQ Ride, All Aboard America, Workforce Investment Act of Central New Mexico (WCCNM), the New Mexico Department of Human Services (NMHSD-ISD) Catholic Charities, the New Mexico Works program and the New Mexico Human Services Department Income Support Division.

#### **Public Notification**

In addition, public notices were published during the period of August 1, 2019 and August 4, 2019 respectively, in three newspapers with circulations that cover the entire District. *Notice of intent to Apply for Public Transit Funds* advertisements were published in the *Albuquerque Journal*, the *Rio Rancho Observer*, the *Valencia County News Bulletin*. There were no comments received in response to the published public notices and a public hearing was not requested nor required. The Affidavits of Publication and copies of letters sent to providers throughout the RMRTD service area are included as Attachments to this application. Please note that the original Affidavits of Publication are incorporated within this 5311 grant application.



**R-19-03 RMRTD**

**APPROVING THE RIO METRO REGIONAL TRANSIT DISTRICT FISCAL YEAR 2020 BUDGET**

1           **WHEREAS**, the attached Rio Metro Regional Transit District Fiscal Year 2020  
2 Budget has been prepared to provide for the efficient use of funds to maintain and  
3 advance transit services in the District; and

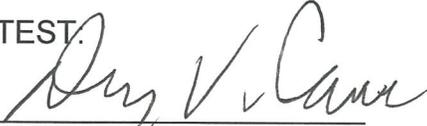
4           **WHEREAS**, appropriations for the Rio Metro Regional Transit District must be  
5 approved by the Board of Directors

6           **NOW, THEREFORE, BE IT RESOLVED BY THE RIO METRO REGIONAL**  
7 **TRANSIT DISTRICT BOARD OF DIRECTORS THAT:**

8 The amounts included in the attached fiscal year 2020 Budget (attachments A and B  
9 attached hereto) are hereby appropriated for the Rio Metro Regional Transit District Rail  
10 and Transit programs for use during fiscal year 2020, beginning on July 1, 2019 and  
11 ending on June 30, 2020.

12           **PASSED, ADOPTED, AND APPROVED** this 17<sup>th</sup> day of May 2019 by the Board  
13 of Directors of the Rio Metro Regional Transit District.

  
\_\_\_\_\_  
Diane Gibson  
Chair, Board of Directors

ATTEST.  
  
\_\_\_\_\_  
Dewey Cave  
Chief Executive Officer

	FY 20 Proposed RMRTD Rail Budget	FY19 Budget	FY20 Draft Budget
<b>Capital and Operating Revenues</b>			
Total Federal and State Sources	44,086,578.00		48,121,563.00
PTC Grant	13,600,000.00		35,985,246.00
BNSF/Amtrak Lease	2,200,000.00		2,200,000.00
Rio Metro / NCRTD GRT	14,500,000.00		15,500,000.00
GRT Transfer from Bus	1,200,000.00		1,200,000.00
Farebox	2,200,000.00		2,000,000.00
SIB	10,900,000.00		10,900,000.00
State Capital Outlay		-	2,150,000.00
Bond Proceeds	16,475,000.00		-
Cash Reserve	4,955,000.00		5,965,971.00
<b>TOTAL REVENUES</b>	<b>110,116,578.00</b>		<b>124,022,780.00</b>
<b>Operations and Maintenance</b>			
Herzog Transit Contract (Base Contract)	17,500,000.00		18,028,000.00
Operating Expenses	8,749,191.00		9,181,000.00
<b>Total Operating Expenses</b>	<b>26,249,191.00</b>		<b>27,209,000.00</b>
<b>Capital</b>			
<b>Capital Expenses</b>	<b>40,241,788.00</b>		<b>45,437,047.00</b>
<b>Debt Service</b>			
Bonds Principal & Interest	2,031,000.00		-
SIB	109,000.00		54,052.00
<b>Total Debt Service</b>	<b>2,140,000.00</b>		<b>54,052.00</b>
<b>Total Expenses</b>	<b>68,630,979.00</b>		<b>72,700,099.00</b>
<b>Projected Carry Over Grant Funds</b>			
<b>Projected Fund Balance FY19</b>	<b>31,485,599.00</b>		<b>51,322,681.00</b>

RMRTD Transit Proposed FY20 Budget

	FY19 Budget	FY20 Proposed Budget
<b>Capital and Operating Revenues</b>		
<b>Total Fed and State Sources</b>	<b>7,708,418</b>	<b>8,755,535</b>
<b>Total Local Sources</b>	<b>13,702,886</b>	<b>15,071,880</b>
<b>Total Revenues</b>	<b>21,411,304</b>	<b>23,827,415</b>
<b>Operating Costs</b>		
<b>Total Operating Costs</b>	<b>17,368,887</b>	<b>17,277,115</b>
<b>Capital Costs</b>		
<b>RMRTD Vehicle Purchase</b>	<b>90,000</b>	<b>-</b>
<b>Building Acquisition for Valencia</b>	<b>750,000</b>	<b>-</b>
<b>Los Ranchos PNR</b>	<b>1,053,371</b>	<b>1,053,371</b>
<b>Total Capital Costs</b>	<b>1,893,371</b>	<b>1,053,371</b>
<b>Total Costs</b>	<b>19,262,258</b>	<b>18,330,486</b>
<b>Projected Fund Balance</b>	<b>7,149,046</b>	<b>10,496,929</b>
<b>Cash Reserve</b>	<b>5,000,000</b>	<b>5,000,000</b>
<b>Projected Fund Balance Available for FY19</b>	<b>2,149,046</b>	<b>5,496,929</b>



# Mid-Region Council of Governments

Date: 8/20/2019

Dewey V. Cave  
Executive Director

Greggory Hull  
Chair, Board of Directors  
Mayor, City of Rio Rancho

## MEMBER GOVERNMENTS

City of Albuquerque  
Albuquerque Public Schools  
AMAFCA  
City of Belen  
Bernalillo County  
Town of Bernalillo  
Village of Bosque Farms  
CNM  
Village of Corrales  
Village of Cuba  
Town of Edgewood  
Village of Encino  
ESCAFCA  
Town of Estancia  
Village of Jemez Springs  
Laguna Pueblo  
Village of Los Lunas  
Los Lunas Schools  
Village of Los Ranchos  
MRGCD  
City of Moriarty  
Town of Mountainair  
Town of Peralta  
City of Rio Communities  
City of Rio Rancho  
Rio Rancho Public Schools  
Sandoval County  
Santa Ana Pueblo  
SSCAFCA  
Village of Tijeras  
Torrance County  
UNM  
Valencia County  
Village of Willard

Mr. David Harris, ACP  
Transit Bureau Chief  
New Mexico Department of Transportation  
Rail and Transit Division  
1350 Alta Vista, SB4, 2<sup>nd</sup> Floor  
Santa Fe, New Mexico 87504

Subject: Fy21 FTA Grant Applications Section 5311 and 5310

Dear Mr. Harris;

The Mid-Region Council of Governments (MRCOG) fully supports the Rio Metro Regional Transit District (RMRTD) applications for Federal Transit Administration (FTA) Section 5311 funding for Federal Fiscal Year 2021. For this round of funding, local match for Section 5311 will be \$948,362 and \$111,000 for Section 5310.

Public transportation services such as these that are geared towards seniors, low-income, individuals with disabilities and rural transit-dependent passengers are critical to ensure a meaningful quality of life for our most vulnerable citizens associated with RMRTD service area of Sandoval, Bernalillo and Valencia counties. This FTA funding certainly will go a long way in assisting this endeavor. Thank you for this opportunity to provide my support for these funding requests.

Sincerely,

Dewey V. Cave  
Executive Director



Mr. David Harris, ACP  
Transit and Rail Division Director  
New Mexico Department of Transportation  
Rail and Transit Division  
1350 Alta Vista, SB4, 2<sup>nd</sup> Floor  
Santa Fe, New Mexico 87504

RE: FY 20 FTA Grant Applications- Sections 5311 and 5310

Dear Mr. Harris,

Per your application guideline, please allow this communication to serve as a letter of support for the Rio Metro Regional Transit District's application for Federal Transit Administration (FTA) Section 5311 and 5310 funding for Federal Fiscal Year 2021. As detailed in the application, Rio Metro is seeking funding for the following programs:

- Demand Response
- Commuter bus service
- Purchased transportation
- Capital for replacement busses

Generally, the local matching funds for these grant applications will be provided from gross receipts taxes collected from the member communities of the regional transit district. In this regard, the Rio Metro Regional Transit District will be applying for \$1,896,723, providing \$948,362 in matching funds, for operational expenses for this year's section 5311 grant program. The Rio Metro Regional Transit District will also be applying for \$555,000 providing \$444,000 in matching funds for capital expenses for this year's section 5310 grant program.

As Chairperson of the Board of Directors for the transit district, I strongly support these programs that are crucial for public transportation services geared toward seniors, rural, low-income and disabled transit-dependent passengers. If forthcoming, these funds certainly will enhance transportation service that the district will be able to provide to those most in need. Your thoughtful consideration of this funding request is very much appreciated.

Sincerely,

Councilor Diane Gibson  
Chairperson, Board of Directors

## Program Justification Section 5311

### Introduction

The Rio Metro Regional Transit District (RMRTD) is the regional public transit provider for Bernalillo, Sandoval, and Valencia counties. RMRTD manages and operates commuter rail and bus transit service within, and connecting, the three-county region, making it a leading transportation provider offering regional service in the area. RMRTD's services also provide linkages to other regional transportation markets including Santa Fe/Taos and Socorro. In light of this, the job of the RMRTD is a critical one; providing services across jurisdictional boundaries within the region and connecting our region to others. This helps to meet an important transportation need for connectivity as tens of thousands of trips each day occur between different towns, cities, counties, and tribal areas within the region.

Rio Metro's **mission statement** reflect this regional focus:

"Rio Metro collaborates to provide safe, accessible, efficient, and innovative transportation services for the benefit of our diverse local communities and the regional economy."

While local service is currently provided by Rio Metro in certain rural areas, the agency's additional priority going forward is to offer service that enables customers to access regional destinations.

### Goals and Objectives

Rio Metro's mission statement emphasizes the agency's regional focus and also encompasses fiscal responsibility, innovation, and efficiency. Other goals that are critical components of the agency's mission include responsive, affordable, convenient, and reliable service all while maintaining a safe and secure atmosphere for passengers and employees. Further, Rio Metro strives to provide the greatest possible service to populations that are more likely to be transit-dependent, including seniors, youth, low-income, and individuals with disabilities. While transit-dependent individuals live and travel throughout the entire service area, higher concentrations exist in certain areas or communities.

#### Goal 1: Provide, Exceptional Customer Experience

1. Make transit trips as convenient and time-competitive as possible with auto trips
2. Focus on safety, security, attractiveness, cleanliness, comfort, and tailored amenities both on vehicles and at stops/stations.
3. Improve schedules, service information and transit awareness through coordination with other transit providers to make using transit as easy as possible.

#### Goal 2: Transformative Regional Services

1. Expand the "regional priority network" to connect key centers and corridors, including added Rail Runner service.
2. Expand local circulators to connect the regional network with residential areas and smaller/rural communities.
3. Support regional transportation demand management (TDM) programs, bicycle/pedestrian, and first/last mile programs to improve access to fixed-route transit.

### **Goal 3: Strong Transit-Centered Communities**

1. Leverage existing MOA relationship with MRCOG to better integrate regional transit planning with local land use planning/ design.
2. Increase support for Transit-Oriented Development (TOD) in areas well-served by transit.
3. Promote better pedestrian and bicycle connections to the regional transit system to improve public health outcomes, decrease social / economic isolation, and reduce household transportation costs.

### **Goal 4: Sound Financial Stewardship**

1. Pursue efficiency gains across all modes (rail, bus, and demand-response service).
2. Seek new and expanded revenue sources (including local & regional, state & federal, and public-private partnerships) to diversify the funding base and provided a stable funding source for Vision Plan implementation.
3. Pursue the most cost-effective agency structure, potentially including independence from MRCOG, acquisition of capital assets from NMDOT, and enhanced coordination/consolidation with ABQ RIDE.

### **Goal 5: Innovative Programs and Partnerships**

1. Integrate transit investments with the regional economic development strategy.
2. Pursue public-*public* partnerships (including school districts and UNM/CNM) to offer free/discounted transit passes, joint marketing, and education.
3. Pursue the most cost-effective agency structure, potentially including independence from MRCOG, acquisition of capital assets from NMDOT, and enhanced coordination/consolidation with ABQ RIDE.
4. Pursue public-*private* partnerships (including major employers) to fund targeted service to employment centers, transit benefits to employees, and joint marketing.

### **Goal 6: Industry Leading Knowledge and Practice**

1. Conduct orientation and on-going professional development for staff and Board, including in-person visits with peer agencies.
2. Broaden the stakeholder perspectives provided to Rio Metro leadership and create opportunities for ongoing engagement and leadership development.
3. Become a resource for local jurisdictions to support best practice pilot programs, staff training, and implementation of Vision Plan priorities.

### **General Program Need**

Public transportation is vital for a successful metropolitan area and helps support economic growth. Due to the regional – as opposed to jurisdictional – nature of the area’s housing, employment, and services markets, it is important for transit to seamlessly and efficiently move people across a region regardless of jurisdictional boundaries. Transportation needs to change with the region – as population and developed land increase, so does the demand for transit service.

As detailed in the *Futures 2040*, the long range transportation plan for the Albuquerque Metropolitan Planning Area, the population in the three county area has grown significantly in recent years. Between

2000 and 2012, the regional total population climbed to 879,400. Currently in 2018 it is 887,077. Approximately one third of the growth occurred in Valencia and Sandoval Counties, but Bernalillo County still houses the vast majority of the jobs, highlighting the need for a regional transit system to get people from their homes to their jobs.

The region's population growth is expected to continue for the foreseeable future and will be especially pronounced in areas west of the Rio Grande, particularly southwest and northwest Albuquerque (Bernalillo County) and Rio Rancho (Sandoval County). By 2040, the three-county population is projected to surpass 1.3 million, an increase of 50% from 2012. Meanwhile, the total number of jobs is expected to grow from 389,000 in 2012 to 570,000 by 2040. Already, tens of thousands of individuals commute across county lines every day primarily from Sandoval and Valencia counties while growing in coming decades, it will not keep pace with residential growth, requiring even more people to make multi-county trips every day.

These projected increases in population and jobs within the Rio Metro service area will result in more single occupant trips, increasing travel time and delays, congestion, and air pollution, affecting vehicle drivers and transit riders alike. The population growth on the west side combined with the bulk of jobs still on the east side will severely tax the region's river crossings, many of which are currently operating at or over capacity. It will become increasingly important to provide viable multimodal transportation options to the traveling public, particularly for the growing segments of the population that are transit dependent, such as seniors, youth, disabled, and low-income persons, as well as for those traveling across the river to reach their destinations.

The senior (62 and older) population in particular is expected to double in the next 30 years, from 117,600 (13 percent of the region's population) in 2012 to 278,300 (21 percent of the population) in 2040. This population group will require additional transportation options to remain active and independent.

Meeting these travel challenges will require the development of a stronger and more integrated regional transit system. Rio Metro is the only public transit agency providing service between the three countries, within the three counties, Pueblo of Isleta, and other the smaller communities. In some cases, Rio Metro is the only transit provider of any sort.

Transit ridership in the region has increased dramatically in recent years. The number of transit riders in the Albuquerque Metropolitan Statistical area which includes the three counties as well as Tarrant County almost doubled from 7.8 million in 2004 to 14.3 million in 2012. This growth has been driven primarily by ABQ Ride, but it has also been fueled by Rio Metro's rail and bus services. Most noteworthy, Rio Metro provides almost \$5 million per year to ABQ Ride in order to further support regional transit ridership and facilitate connectivity.

However, while transit ridership has been improving, the overall transit mode share compared to driving remains low for several reasons: land use in the region which often consists of low density single use developments with disconnected street networks, is not conducive to transit; parking is plentiful and often free; public policies have been geared toward single occupant vehicles instead of alternative modes of transportation. These factors create challenges for all transit providers, and particularly Rio Metro, whose primary service areas consist of low density, these service improvements must also be accomplished by land use reforms at the municipal level to maximize transit's potential in the region.

## **Program Changes**

The Route 210 deviated fixed route service launched in June 2019 and operates along NM 6 and NM 47 between Huning Ranch and Bosque Farms with connections to the Los Lunas Rail Runner station, Routes 208 and 209. Service operates Monday through Friday from 5:20am to 7:55 pm on 45-minute headways. There are 19 eastbound and westbound trips. This route provides 25 designates bus stops and gives good geographic coverage of Los Lunas, Peralta and Bosque Farms.

## **Specific Program Need**

Generally, this grant application will provide funding for the rural portions of Bernalillo, Sandoval and Valencia counties. Specifically, these programs will be continued with the receipt of this funding. First, these funds will support purchased commuter bus transportation serving Cuba, Cochiti Lake and Jemez Springs in rural Sandoval County. Second, Transit service for the rural portions of Valencia and Bernalillo counties including the Pueblo of Isleta will be provided with the requested operation funds. Given the integrated and comprehensive structure that Rio Metro affords, such a diverse group of projects put forth certainly will continue to enhance transit service coordination for communities located in rural Bernalillo, Sandoval and Valencia counties.

Total cost of this request is \$1,896,723 comprised of \$948,362 Federal funds and \$948,362 local matching funds. Local matching funds consist of Gross Receipt Tax collected through the State from member communities. These funds will provide transit services in Bernalillo, Sandoval and Valencia counties. For this round of 5311 funding Rio Metro will only be requesting monies for operating funds. These funds, in this funding request, are critical to ensuring integrated service delivery for rural resident and visitors through Fiscal Year 2021.

## **Conclusion**

Rio Metro has made great strides in providing transportation services throughout the region, serving transit dependent populations as well as choice riders. Commuter bus routes link rural areas to the urban center and the New Mexico Rail Runner Express, while demand response operations are benefiting from new equipment and vehicles, enhancing passenger comfort and safety. This request for funding will allow Rio Metro to continue to provide quality transit services that enhance mobility management for the general public, seniors and individuals with disabilities.



**RIO METRO**  
REGIONAL TRANSIT DISTRICT

# **Operations Profile**

for

**Bus Services**

in

**Bernalillo, Sandoval and Valencia  
Counties**

**August 2019**

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**APPENDIX A: Organization Chart**

**APPENDIX B: Marketing Plan**

**APPENDIX C: Bus Maintenance Plan**

## **1. Project Background / Overview**

The Rio Metro Regional Transit District (Rio Metro) operates and funds rural transportation services in Bernalillo, Sandoval and Valencia counties. These services provide opportunities for individuals to travel to work, medical appointments, educational institutions, shopping and entertainment venues throughout the district's service area. In addition, Rio Metro manages several urban transportation programs in close proximity to, and interconnecting with, the rural transportation services. It is this connectivity between the rural and urban areas that allows Rio Metro to heighten the overall mobility of people residing and working in a nonurban area. In light of this fact, this Operations Profile presents Rio Metro bus services in total; however, the extensive fixed route service operated by ABQ Ride, but funded in whole or in part by Rio Metro, is not a part of this Operations Profile.

## **2. Organizational Structure**

The Rio Metro Regional Transit District is a New Mexico political subdivision created pursuant to the Regional Transit District Act, Section 73-25-1 through 73-25-18 NMSA 1978; its service area is comprised of the counties of Bernalillo, Sandoval and Valencia. The Rio Metro Board of Directors is responsible for establishing financial, management, service operation, fare and other policies that support the operations of a regional transit system and that conform to state and federal laws and regulations. The day-to-day operations of Rio Metro are the responsibility of the Director and staff.

## **3. Mission Statement**

The Mission of Rio Metro Regional Transit District is to manage a regional, integrated, multimodal public transportation network that is fiscally responsible, innovative, and efficient. Rio Metro strives to deliver service that is responsive to public need, affordable, convenient, and reliable, while providing a safe and secure atmosphere for passengers and employees. The current Rio Metro organization chart, as reported to the Rio Metro Regional Transit District Board on February 15, 2013, is presented in Appendix A of this Operations Profile.

## **4. Brief Description of Bus Programs**

Rio Metro offers a wide variety of public transportation bus programs, which are restricted

by client requirements or geographic area, throughout Bernalillo, Sandoval and Valencia counties. Overall, the Rio Metro bus programs consist of:

**Bernalillo County:** Purchased Transportation Commuter Bus (*Rural Service*)  
Fixed Route/Commuter Bus

**Sandoval County:** Purchased Transportation Commuter Bus (*Rural Service*)  
Directly Operated Demand Response

**Valencia County:** Directly Operated Demand Response (*Rural Service*)  
Directly Operated Fixed Route (*Small Urban Service*)

By offering such a variety of transportation options, passenger services are optimized to the maximum extent feasible throughout a diverse and widespread rural service area. It's important to note that a standardization of fares for rural Rio Metro programs was enacted by the Rio Metro Board of Directors in 2011 for bus operations in Bernalillo, Sandoval and Valencia counties.

#### 4.1 Bernalillo County Service

Rio Metro supports rural and urban bus service throughout Bernalillo County, which is designed to address key regional travel markets.

Rio Metro provides rural commuter bus service in the county through All Aboard America, which links the Albuquerque Metropolitan Area and the Route 66 Casino located on the western edge of Bernalillo County. Route 366 generally travels 14 miles one-way; ten (10) of those miles are outside of the Albuquerque Urbanized Area. In conformity with FTA Circular 9040.1F this 5311 project provides a valuable rural transportation service to and from the Urbanized Area thereby enhancing the overall mobility of people residing and working in a nonurban area.

Route 366 provides morning and evening commuter service during the week to and from the Central and Unser Transit Center and the Route 66 Casino. There are six eastbound buses starting at the casino, and six westbound buses originating from the transit center throughout the day. Morning buses operate between 6:35 a.m. and 9:20 a.m. Evening buses operate between 3:30 p.m. and 6:30 p.m. These hours of operation have been developed to reflect some of the more significant casino employment shifts and are reflected on the following page.

*Commuter Bus Schedule – Bernalillo County*

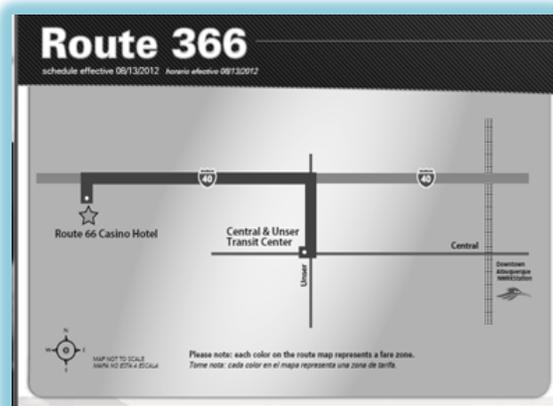
Route 366	Service Days	Service Hours
Westbound	Weekdays	6:35 a.m. - 8:50 a.m. 3:30 p.m. - 5:55 p.m.
Eastbound	Weekdays	7:00 a.m. - 9:20 a.m. 4:10 p.m. - 6:30 p.m.

*Commuter Bus Fare Structure – Bernalillo County*

One Zone Fare Structure	
Adult (ages 18 through 61)	\$1.00
Senior (ages 62 and up)	\$0.50
Medicare Card	\$0.50
Individuals with Disabilities	\$0.50
Youth (ages 10 through 17)	\$0.50
Children (age 9 and under)	Free

Route 366 has only one zone, so that a one-way trip from the transit center to the casino is \$1.00 for an adult.

*Rural Transit Service Area – Bernalillo County*



In addition to rural commuter bus service, Rio Metro also supports urbanized fixed route and commuter bus transportation in Bernalillo County. Specifically, Rio Metro provides significant funding for bus routes operated by the City of Albuquerque municipal transit

provider, ABQ Ride, accounting for more than 10 percent of the total urban operating budget and resulting in over 1.1 million trips in FY 2016. Furthermore, other urban bus services in Bernalillo County supported by Rio Metro include Routes 500 and 505 all of which provide connections to Rail Runner stations in Bernalillo County.

## 4.2 Sandoval County Service

Rio Metro operates a demand response program serving senior citizens and disabled individuals residing throughout the City of Rio Rancho. In addition, Rio Metro provides purchased transportation services through a turnkey contract with All Aboard America for commuter bus service in Sandoval County.

### 4.2.1 Commuter Bus

Beyond demand response service, Rio Metro operates the following four commuter bus routes in rural Sandoval County:

**Route 8:** Links Bernalillo, Zia Pueblo, San Ysidro and Cuba municipal offices, downtown Cuba, and Cuba schools.

**Route 201:** Connects Enchanted Hills, the 550 corridor, and the Town of Bernalillo to and from the New Mexico Rail Runner Express (NMRX) station.

**Route 202:** Links the Town of Cochiti Lake, Cochiti Pueblo, Peña Blanca, and Kewa Pueblo to the NMRX station, state offices, commerce areas and Bernalillo High School.

**Route 204:** Connects Jemez Springs, Jemez Pueblo, San Ysidro, Zia Pueblo and Cañon to the NMRX station, state offices, and the Health Commons.

### *Commuter Bus Schedule – Sandoval County*

Route	Service Days	Service Hours
8	Weekdays	6:24 a.m. - 4:55 p.m.
201	Weekdays	6:11 a.m. - 6:36 p.m.
202	Weekdays	5:32 a.m. - 7:58 p.m.
204	Weekdays	5:20 a.m. - 8:26 p.m.

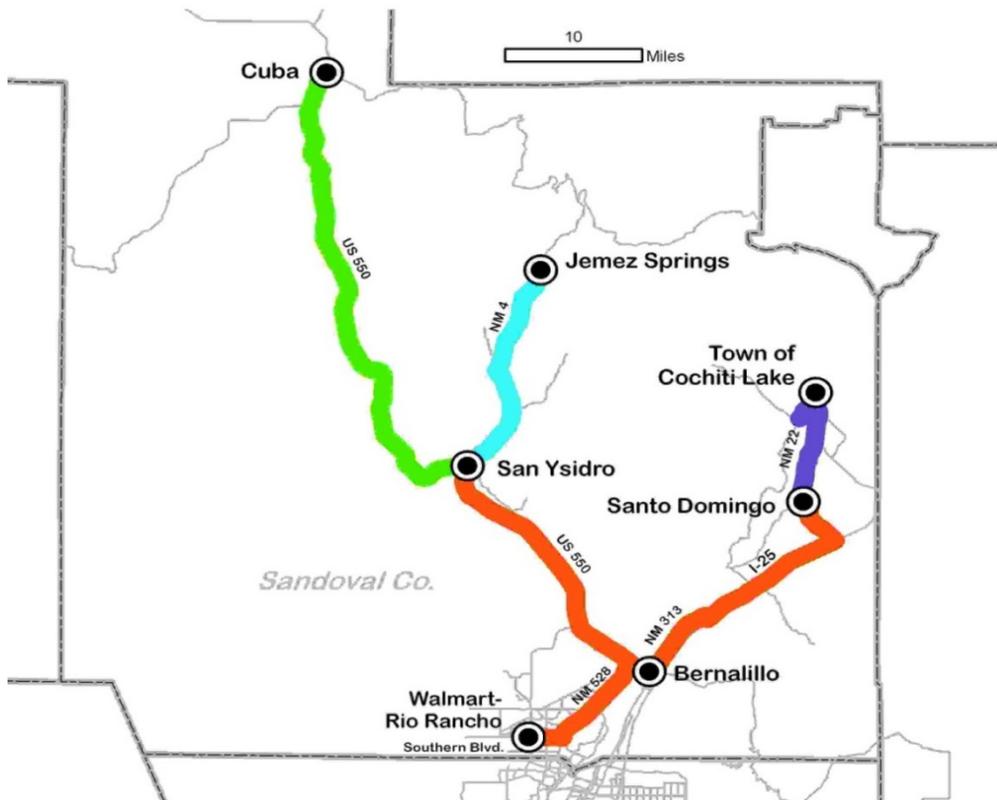
One Zone Fare Structure	
Adult (ages 18 through 61)	\$1.00
Senior (ages 62 and up)	\$0.50
Medicare Card	\$0.50
Individuals with Disabilities	\$0.50
Youth (ages 10 through 17)	\$0.50
Children (age 9 and under)	Free

Additional fares are collected for commuter bus travel encompassing more than one zone. The following map of Rio Metro’s Sandoval County commuter bus service illustrates the zone structure.

## Rio Metro Sandoval County Fare Zones

### Sandoval Easy Express - Fare Zones

Each Color Represents a Fare Zone



#### 4.2.2 Demand Response

The demand response service provides the City of Rio Rancho with wheelchair lift equipped transportation. Located in Rio Rancho, origin to destination transportation services are provided to citizens 55 years of age and older, and to individuals with disabilities 18 years of age and older. This service provides specialized transportation Monday through Friday from 7:30 a.m. to 3:00 p.m. Service also includes trips to Albuquerque for medical related appointments. Trips within the City of Rio Rancho cost \$2 each way, and trips to Albuquerque cost \$4 each way. Reservations are made by phone or in person with dispatch prior to travel and riders must be registered to use the service. Although this is an Urbanized Area transportation service, the Rio Rancho demand response service nevertheless is a critical component of the transportation services offered by Rio Metro in Sandoval County.

#### 4.3 Valencia County Service

Rio Metro also operates demand response and fixed route service in Valencia County. Service is provided to the Village of Los Lunas, Belèn, Bosque Farms, Peralta, Rio Communities, the unincorporated communities of Meadow Lake, El Cerro Mission, Monterey Park, Tome, Adelino, Los Chavez, the UNM Valencia Campus area, including Pasitos del Cielo, Las Maravillas, Jarales and Isleta Pueblo. Fixed route service is provided within the City of Belèn, Village of Los Lunas, from the Belen Rail Runner Station to the Alvarado Transportation Center in Albuquerque, from the Los Lunas Rail Runner Station to UNM Valencia campus, which provides a valuable transportation service within the Small Urbanized Area.

##### 4.3.1 Demand Response

The demand response program operates Monday through Friday, from 4:30 AM to 8:00 PM. Policy requires a 24-hour advance notice. Demand response service to the Pueblo of Isleta was launched in December 2017 and operates Monday through Friday, from 8:00 AM to 4:00 PM. Policy requires a 24-hour advance notice.

The fare for demand response is \$1.00 each way. The cost per ride for seniors, students and mobility impaired individuals is \$0.50.

##### 4.3.2 Fixed Route Bus

Rio Metro operates four bus routes that provide weekday service in Valencia County. Route 206 provides residents of Belèn early morning and evening rush hour drive-time commuter service to downtown Belèn and the Rail Runner Belèn Station. There are three morning trips between 5:07 a.m. and 8:04 a.m. connecting to morning northbound Rail

Runner trains. There are three evening trips between 5:08 p.m. and 8:02 p.m. serving southbound Belèn trains. This route provides 12 designated bus stops and gives good geographic coverage of the Belèn area.

Route 208, launched in December 2017 and provides connections to residents from the Belèn Rail Runner station the Alvarado Transportation Center in Albuquerque, which provides an opportunity to connect to the 9:35 a.m. northbound Rail Runner train. There are three northbound trips between 8:20 a.m. and 1:30 p.m. and three southbound trips between 9:35 a.m. and 2:40 p.m. This route provides 8 designated bus stops and provides excellent transfer points from the demand response buses to the fixed route buses.

Route 209, launched in April 2015 and connects Los Lunas residents to the UNM Valencia Campus from the Los Lunas Rail Runner station. There is one trip in the morning between 8:15 a.m. and 8:35 a.m.; four trips midday between 12:15 p.m. and 3:05 p.m. and five trips in the afternoon between 3:20 p.m. and 5:20 p.m. This route provides 2 designated bus stops and provides excellent transfer points from the demand response buses to the fixed route buses.

Route 210 deviated fixed route service launched in June 2019 and operates along NM 6 and NM 47 between Huning Ranch and Bosque Farms with connections to the Los Lunas Rail Runner station, Routes 208 and 209. Service operates Monday through Friday from 5:20 a.m. to 7:55 p.m. on 45-minute headways. There are 19 eastbound and westbound trips. This route provides 25 designated bus stops and gives good geographic coverage of Los Lunas, Peralta and Bosque Farms.

The Valencia County fixed routes provide a valuable transportation service within the Urbanized Area thereby enhancing the overall mobility of people residing and working in the entire county.

*Fixed Route Schedule – Valencia County*

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<b>Route</b>	<b>Service Days</b>	<b>Service Hours</b>
206	Weekdays	5:07 a.m. - 8:04 a.m. 5:08 p.m. - 8:02 p.m.
208	Weekdays	8:20 a.m. - 2:40 p.m.
209	Weekdays	8:15 a.m. – 8:35 a.m. 12:15 p.m. to 3:05 p.m. 3:20 p.m. to 5:20 p.m.
210	Weekdays	5:20 a.m. - 7:55 p.m.

*Fixed Route Fare Structure – Valencia County*

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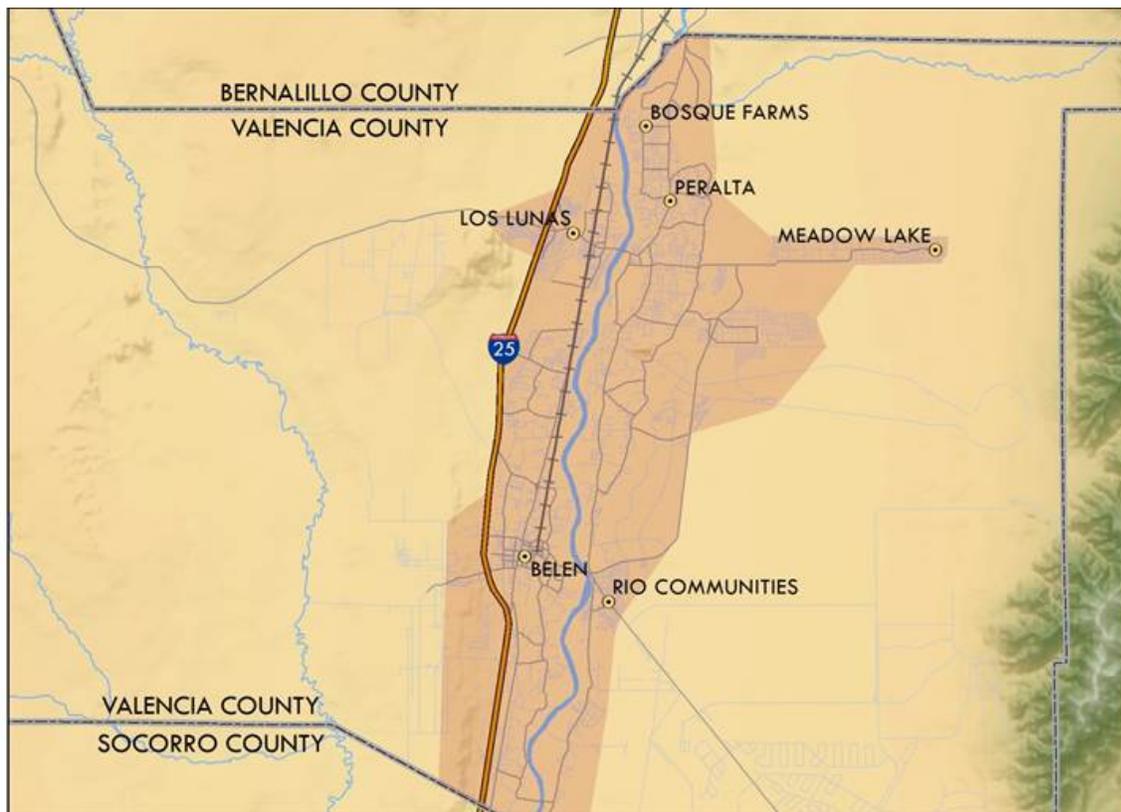
<b>One Zone Fare Structure</b>	
Adult (ages 18 through 61)	\$1.00
Senior (ages 62 and up)	\$0.50
Medicare Card	\$0.50
Individuals with Disabilities	\$0.50
Youth (ages 10 through 17)	\$0.50
Children (age 9 and under)	Free

Routes 206, 209 and 210 each encompass only one zone, so that a one-way trip is \$1.00 for an adult. Route 208 encompasses 2-zones, so that a one-way trip from Valencia to Bernalillo County is \$2.00 for an adult.

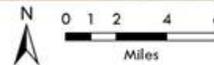
A map of the Valencia County service area, including demand response and fixed route transit operations, is presented below.

*Transit Service Area – Valencia County*

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Valencia County Transit Service Area



## 5. Advertising/Marketing

Rio Metro service is advertised and marketed in a variety of ways, one of the most important ways of which is personal community outreach. These public outreach efforts include providing schedules on NMRX trains and at places of employment, governmental offices, the University of New Mexico Valencia campus and other community locations throughout the regional transit district. Service information also is provided via newspaper ads, radio Public Service Announcements, and in various newsletters and brochures. Vital documents, including but not limited to, schedules, some promotional materials and portions of the Rio Metro website are offered in both English and Spanish in order to maximize meaningful public engagement. Furthermore, after a thorough public vetting process over the course of a year, Rio Metro finalized a district-wide marketing brand for the agency, a copy of which is below:



This brand appears on all Rio Metro stationary, promotional materials as well as Rio Metro owned transit vehicles as well as contractor buses used to provide service on behalf of Rio Metro. In late 2018, "Public Transportation" decals were placed on all Valencia County vehicles. The current Rio Metro Marketing Plan is presented in Appendix B of this Operations Profile.

## 6. Administrative Employees

### 6.1 Title and Job Responsibilities

#### Assistant Director / Transit Manager

- Provide oversight of Rio Metro's transit services
- Develop route schedules
- Assist in transit planning, grants coordination, and the establishment of a county-wide coordinated transportation system
- Assist in developing and maintaining a Transit Development Plan with Planning staff
- Organize and assist with public meetings and other public outreach efforts to determine appropriate service levels and future program development
- Investigate and resolve complaints, receive public comments on delivery of program and services

- Prepare requests for proposals, request for quotes, bid and contract documents for transportation, capital and operational projects
- Prepare purchase orders and maintain records of payment
- Prepare and/or revise operational policies and procedures as needed
- Ensure that the transit program is in compliance with Federal, State and local laws

#### Transit Manager(s)

- Assist in transit planning, grants coordination, and the establishment of a county-wide coordinated transportation system
- Organize and assist with public meetings and other public outreach efforts to determine appropriate service levels and future program development
- Investigate and resolve complaints, receive public comments and conduct satisfaction surveys on delivery of program and services
- Compile vehicle maintenance information and generate monthly reports
- Provide input in developing and maintaining a Transit Development Plan
- Assist in ensuring compliance with Federal, State and local laws
- Provide input for policies and procedures
- Prepare transit operation documents, including monitoring, tracking and reporting of ridership data, and other management reporting
- Assist in developing route schedules
- Administer and supervise the day-to-day operations and activities to include supervision of personnel
- Train personnel in accordance with Federal Transit Administration (FTA) standards
- Prepare purchase orders and maintain records of payment
- Prepare daily deposits and deposit reports

#### Community Outreach Coordinator

- Develop and implement marketing and promotional programs
- Direct and /or produce the design, content and/or printing of various media presentation

#### Transit Operations Supervisor (Valencia County)

- Investigate and resolve complaints, receive public comments and conduct satisfaction surveys on delivery of program and services
- Maintain division training records
- Administer and supervise the day-to-day driver operations and activities to include supervision of drivers
- Maintain driver revenue and vehicle maintenance supplies
- Operate various office equipment and input data
- May serve as Transit Operator in cases of emergency or in cases of unforeseen staffing shortages.

### Dispatcher

- Provides radio dispatching/communication in accordance with FCC regulations.
- Controls radio transmission and relays information.
- In emergency situations contacts the appropriate agency (police/fire/ambulance) and directs Transit Operators during these emergencies.
- Provides Transit Operators instruction with special re-routing due to train delays, road closures caused by weather, street condition, traffic accidents, etc.
- Provides system information via telephone or TTY for current, new and potential passengers on accessing the transportation service and using it effectively.
- Complete data entry of passenger file information for specific trip requesting into scheduling software and negotiates requested trip times when necessary.
- Enters daily operator vehicle schedules into schedule software and makes adjustments to schedule based upon customer calls.
- Provide feedback to passengers in the way of follow-up calls as a course of duty or required by schedule changes.
- Maintains all essential reports, logs for radio communication and bus information including, daily report of operations, daily dispatch log, safe access log and farebox key log.
- Adheres to all federal, state and local laws, rules and procedures; and to all Rio Metro operating policies and procedures.
- Ensures that there is sufficient manpower each day to assure adequate coverage of all assignments.
- May serve as Transit Operator in cases of emergency or in cases of unforeseen staffing shortages.
- Operate various office equipment and input data.

### Administrative Assistant

- Provide staff support (i.e. filing, copying, shredding, reviewing driver sheets for accuracy and submission to Service Performance staff for NTD reporting)
- Assist managers/supervisors with counting fare revenue and preparing daily deposits
- Prepare daily deposit reports for submission to Accounts Receivable
- Arrange for meeting locations and room set-up
- Provide route and schedule information on the phone and in-person
- Issue passes to customers who come into the office
- Operate various office equipment and input data

### "Turnkey" Contractor

- Operate the service in a safe manner
- Properly maintain and clean the vehicles
- Provide driver training meeting NMDOT requirements and industry standards
- Hire individuals and conduct pre-employment drug and alcohol test
- Conduct routine drug and alcohol tests per FTA and NMDOT standards
- Provide schedule and route information via a toll-free telephone line
- File monthly reports in a timely manner

- Assist in the development of route schedules
- Maintain maintenance records available for inspection by Rio Metro

## 6.2 Appearance and Conduct

All employees of the transit program are required to adhere to general standards of conduct that emphasize the need for respectful, positive relations with customers. All employees are required and expected to conduct themselves in a professional and courteous manner at all times. All employees are required to maintain a clean, neat, and professional image at all times in relation to their position. All staff members, employees, and customers are treated with dignity and respect.

## 6.3 Training Plan

### Administrative Personnel

Administrative personnel are classified as those personnel who do not operate vehicles. Any administrative personnel who may be called upon to drive in revenue service are subject to vehicle operator training requirements.

- A. Pre-Employment – Administrative personnel must receive training in all of the following areas prior to working on the project.
  1. General Orientation
  2. DOT Substance Abuse Prevention Program
  3. Program policies and procedures
  4. Customer Service
  5. Disability and cultural awareness and sensitivity
  6. Accident and incident reporting and documentation procedures
  7. Human Trafficking
- B. Ongoing Training Requirements
  1. Customer Service refresher training
  2. Disability and cultural awareness and sensitivity training
  3. Updates to program policies and procedures

## **7. Qualified Drivers and Dispatchers**

### **7. 1 Hiring Procedure**

At a minimum, the employment of drivers and dispatchers follows the hiring policies and practices for safety sensitive employees. Minimum qualifications for Dispatcher include the following:

- Valid New Mexico Driver's license
- Ability to obtain and maintain a CDL license with passenger endorsement
- Ability to communicate orally and in writing in English
- Knowledge of basic arithmetic
- Previous experience working with scheduling software is preferred
- Previous experience in working with the public preferred
- High school diploma or equivalent preferred
- Meet continuing professional development requirements

Minimum qualifications for driver include:

- Valid CDL License with Passenger endorsement & valid DOT medical card required
- Previous driving experience preferred but not required
- No moving violations within in two years
- High School diploma or equivalent required
- Ability to read and interpret maps, driving directions and vehicle manifests/time tables required
- Knowledge of the district service area is strongly preferred
- Must be able to read and understand accident and incident reports, vehicle manifests, schedules, timetables, detours, bulletins and any other training and job-related information
- Excellent interpersonal and communication skills required
- Must be able to pass an employment physical examination including drug and alcohol testing

### **7.2 Background Check / Driver Record / Valid Driver License**

Drivers and dispatchers are required to produce Division of Motor Vehicles records prior to starting work. Any individual with a DWI conviction within the past three years is disqualified. Background checks of new hires are conducted by a national firm. This includes a valid driver's license check and domestic and/or criminal background check. Pre-employment physical and drug testing are mandatory for all new hires. All employees

are required to have a DMV driving record background check every six months, which is reviewed and placed in the employees' personal file if no further action is required. Each applicant must also produce a valid driver's license at the time of hire.

### 7.3 Training Plan

Safety training is required by Rio Metro. Drivers and dispatchers receive a minimum of 60 minutes of training regarding the problems associated with of Drug and Alcohol abuse. The Supervisor also receives training in reasonable suspicion of impairment.

In addition, Vehicle Operators undergo approximately 40 hours of classroom training and behind the wheel (BTW) training prior to entering service as well as at least eight (8) hours of refresher training per year. The following section details the topics to be covered.

#### A. New Hire Employment Training Requirements

1. General orientation
2. Substance abuse prevention program
3. Program policies and procedures
4. Disability, cultural awareness and sensitivity
5. Passenger Assistance Techniques
6. Safe vehicle operation
7. Pre-trip and post-trip inspections
8. Proper radio procedures
9. Mobility device securement
10. Accident and incident procedures
11. Crisis Management training (1<sup>st</sup> Aid/CPR, Bloodborne Pathogens and Transit Security)
12. Emergency procedures
13. Human Trafficking

#### B. Ongoing Training Requirements

1. Updates to policies and procedures
2. Refresher training on disability, culture awareness and sensitivity
3. Refresher training on wheelchair securement and serving passengers with disabilities
4. Refresher training on safety-related topics

All employees are provided new hire training and ongoing training when employed by Rio Metro.

## 7.4 Job Description

### Transit Operators

Responsible for meeting and greeting passengers, providing appropriate assistance with boarding, riding and disembarking the vehicle, and safely operating vehicles in a variety of environment, traffic and traffic-related conditions. Specific driver duties include the following:

- Safely operating a passenger vehicle in revenue service in accordance with all contractor requirements, vehicle operating requirements and federal, state and local laws
- Meeting and greeting passengers in a professional and friendly manner
- Providing appropriate assistance with boarding, riding and disembarking the vehicle, including pushing and securing wheelchairs, assisting elderly and disabled passengers with climbing steps onto the vehicle and with the use of the lift, assisting passengers with the use of seat belts, and carrying of small packages on to and off of the vehicle
- Communicating with the Dispatcher via a two-way radio system in accordance with FCC regulations and established radio procedures
- Conducting a proper pre-trip and post-trip inspection of the vehicle, documenting any defects and reporting these defects to the Dispatcher immediately
- Collecting and turning in fares collected from passengers
- Enforcing and following system policies and procedures

### Dispatchers

Responsible for developing and communicating daily vehicle schedules and schedule changes to drivers in the field. The dispatcher also is responsible for accepting calls from riders about service and for reviewing completed driver manifests for accuracy. Specific duties of the dispatcher include the following:

- Accept incoming calls from riders and the public and provide information regarding the transportation services provided
- Provides radio dispatching/communication in accordance with FCC regulations
- Controls radio transmission and relays information
- In emergency situations contacts the appropriate agency (police/fire/ambulance) and directs Transit Operators during these emergencies

- Provides Transit Operators instruction with special re-routing due to train delays, road closures caused by weather, street condition, traffic accidents, etc.
- Provides system information via telephone or TTY for current, new and potential passengers on accessing the transportation service and using it effectively
- Complete data entry of passenger file information for specific trip requesting into scheduling software and negotiates requested trip times when necessary
- Enters daily operator vehicle schedules into schedule software and makes adjustments to schedule based upon customer calls
- Provide feedback to passengers in the way of follow-up calls as a course of duty or required by schedule changes
- Maintains all essential reports, logs for radio communication and bus information including, daily report of operations, daily dispatch log, safe access log and farebox key log
- Adheres to all federal, state and local laws, rules and procedures; and to all Rio Metro operating policies and procedures.
- Ensures that there is sufficient manpower each day to assure adequate coverage of all assignments.
- May serve as Transit Operator in cases of emergency or in cases of unforeseen staffing shortages.

#### Transit Mechanics

- Responsible for the maintenance, repairs, and upkeep of Rio Metro vehicles
- Establish and implement effective preventive maintenance programs, prepare related reports and maintenance logs and maintain required records

#### Transit Service Worker

- Service, clean and perform minor maintenance, repairs and adjustments on a variety of gasoline motor vehicles and buses; and alternative-fueled motor vehicles.
- Operate a variety of motor vehicles and buses; transport motor vehicles and buses to and from any location within assigned department operations.
- Operate a variety of motor vehicles and buses; transport motor vehicles and buses to and from the maintenance facility, dealerships and vendors for preventative maintenance and repairs.
- Wash exterior of buses with high pressure wand or drive buses through automated bus wash.
- Inspect buses for damage and defects; move buses into maintenance bays or parking areas as required.
- Inspect buses to ensure that all required safety equipment is in each bus i.e. fire extinguisher, triangles, first aid kit, etc.

- Check and adjust vehicle fluid levels to ensure proper operating levels of coolant, oil, and transmission fluid.
- May serve as Transit Operator in cases of emergency or in cases of unforeseen staffing shortages.

## **7.5 Appearance and Conduct**

Drivers are required to wear the approved Rio Metro uniform which consists of a red polo, shirt with their employee number and Rio Metro logo and khaki colored dress pants which are provided by Rio Metro. Dispatchers are required to wear white uniform dress shirts. Dispatchers and Drivers are expected to present a clean and professional appearance. All employees of the transit program are required to adhere to general standards of conduct. The need for respectful, positive relations with customers is emphasized.

## **8. Vehicle Fleet**

### **8.1 Number of Vehicles with DOT Liens**

Rio Metro has to forty-two (42) vehicles. Forty-one (41) of them have a New Mexico Department of Transportation (NMDOT) lien.

### **8.2 Number of Vehicles without DOT Liens**

One (1) of the forty-two (42) vehicles do not have NMDOT liens recorded on the title. These vehicles either were not purchased with NMDOT funding or have had the NMDOT liens released because they were beyond their useful service life.

### **8.3 Maintenance schedules**

Vehicles are maintained per the manufacturers' recommended schedule for preventive maintenance or at more frequent intervals if warranted by individual circumstances. Appendix C attached to this updated Operations Profile includes the Rio Metro Preventive Maintenance Plan for the bus fleet.

### **8.4 Inspection procedures**

Vehicles are inspected by drivers daily. This includes checking fluid levels and tire pressure. All vehicles are inspected by a qualified mechanic on a regular schedule.

### **8.5 Vehicle Replacement**

In alignment with NMDOT agreements regarding Certificates of Title and related department lien requirements, three (3) of these vehicles are classified as modified vans

and are being replaced utilizing a seven-year or 140,000 mile service life, thirty-five (35) of these vehicles are classified as light duty mid-sized buses, are being replaced utilizing an eight-year or 240,000 mile service life and four (4) of these vehicles are classified as medium-duty and purpose-built buses, are being replaced utilizing a ten-year or 285,000 mile service life from the date the title is issued. Rio Metro's Program Vehicle Inventory incorporates these standards in determining the replacement schedule and is attached to this Operations Profile.

## **9. Accident/Incident Reporting Procedures**

Insurance forms and accident / incident report forms are kept in the vehicles at all times. All drivers are required to immediately report an accident via radio to the dispatcher. If the accident involves another vehicle or passenger/pedestrian injury, the dispatcher will contact local police and report the nature and location of the accident.

The dispatcher will also summon emergency or ambulance service if required. The driver must submit a detailed, written report within 24-hours of the accident, as per policy handbook. Copies of police reports will also be obtained. All FTA regulations for drug and alcohol testing are observed. All accident / incident reporting forms and pertinent insurance information and forms are kept in the buses and can be easily obtained if dealing with an accident.

A report must be completed whenever a passenger has an injury on the bus; a passenger falls on the bus and does not appear to be injured or states that they are not injured; a passenger is put off the bus for any reason; a passenger is confrontational or unruly; police or other emergency assistance is required; the transit operator is involved in an altercation with a passenger; an altercation occurs between two passengers; there is a fire on the bus; or any other unusual occurrence. A detailed, written report must be completed within 24-hours of the incident.

## **10. Passenger Civil Rights**

The Rio Metro Regional Transit District operates its programs and services without regard to race, color, national origin, and disability, in accordance with Title VI of the Civil Rights Act and the Americans with Disabilities Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice may file a complaint with Rio Metro Regional Transit District. Further, Rio Metro staff utilizes the *New Mexico Transit Driver Operational Handbook* as an instructive guide for transit operators, particularly for gaining familiarity with passenger assistance techniques as well as crisis management procedures.

## **11. Passenger Accessibility (Mobility Aids)**

Mobility devices / wheelchairs shall be transported providing the lift and vehicle can physically accommodate them. All mobility devices / wheelchairs will be properly secured when transported. A mobility aid is any class of three or more wheeled device that is usable indoors and designed for and used by individuals with mobility impairments. The device may be operated manually or powered. Mobility devices that pose a legitimate safety issue shall not be transported. Legitimate safety concerns include any device that by its design exceeds the mobility device's available space on the vehicle, impedes movement in the aisle of the vehicle, presents a safety hazard to the user, Driver, or other passengers while the vehicle is in motion, is a wheelchair of such size that it would block an aisle; however, it explicitly does not include circumstances under which a Driver may find it difficult or impossible to secure a passenger's wheelchair to its satisfaction.

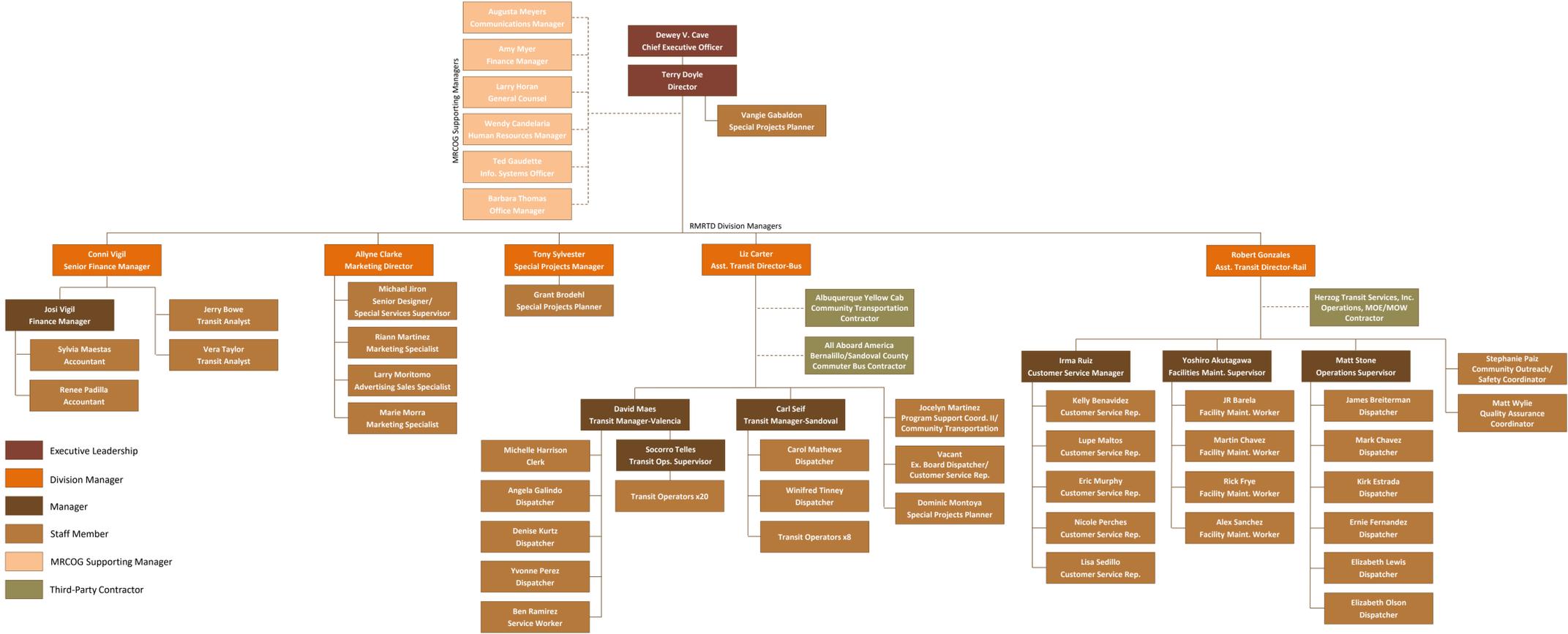
## **12. Reasonable Modification**

The Rio Metro Regional Transit District is committed to providing safe, reliable, accessible, and user-friendly services to our customers, including those with disabilities. To ensure equal and safe access to all riders, Rio Metro may make reasonable modifications to its policies, practices, or procedures when requested to do so by individuals with disabilities when such accommodations are necessary to avoid discrimination on the basis of disability pursuant to the United States Department of Transportation at 49 CFR Appendix E to Part 37.169.

**APPENDIX A**

**ORGANIZATION CHART**

# Rio Metro Regional Transit District Organizational Chart



- Executive Leadership
- Division Manager
- Manager
- Staff Member
- MRCOG Supporting Manager
- Third-Party Contractor

**APPENDIX B**

**MARKETING PLAN**

### FY20 Marketing Dashboard

	July	August	September	October	November	December	January	February	March	April	May	June				
	<b>Rio Metro Branding</b>															
Rail Anniversary Observed																
	Seniors 62+ Ride Free on Wednesdays															
	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="background-color: #f4a460; padding: 5px;">Human Trafficking</div> <div style="background-color: #c0392b; color: white; padding: 5px;">Route 206 (Valencia County)</div> <div style="background-color: #e67e22; padding: 5px;">Free Ride Week (Valencia County)</div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="background-color: #70ad47; padding: 5px;">GroupOn Discounted Fare</div> </div>															
	Bus Pass Rider Incentive Program (Sandoval Cnty)						Bus Pass Rider Incentive Program (Sandoval Cnty)									
	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="background-color: #e67e22; padding: 5px;">Free Ride Week (Valencia County)</div> <div style="background-color: #9b59b6; padding: 5px;">New Bus Schedules/New Look</div> </div> <div style="display: flex; justify-content: center; align-items: center; margin-top: 10px;"> <div style="background-color: #3498db; padding: 5px;">Rail Safety Week</div> </div> <div style="display: flex; justify-content: center; align-items: center; margin-top: 10px;"> <div style="background-color: #e74c3c; padding: 5px;">Santa's Village</div> </div>															
	Senior Exchange Program															
	Rail Safety															
	Reading on the Rails															
	Mascot Appearances															
	Veterans/Military Outreach															
	Community Outreach															
Express Mag					Fall/Winter Issue				Spring Issue				Summer Issue			
Revenue Focus	Rail Advertising				Bus Advertising				Digital Advertising				NMRX Hotel Packages			
Partnership Events	Santa Fe International Folk Art Market		NM Railroad History Celebration							Gathering of Nations Pow Wow						
		Rio Metro Job Fair		Day of the Tread/ Rail Runner Family Ride								Bike to Work Day ABQ/ Bike to Work Day Santa Fe		Shakespeare on the Rail		
		Zozobra				Gildan NM Bowl (Football)						ABQ Isotopes (Baseball)				
Planning & Admin	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: #3498db; padding: 5px;">Customer Feedback Program</div> </div> <div style="background-color: #2980b9; color: white; padding: 5px; text-align: center; margin-top: 5px;">Passenger Communications/ Social Media/ Contests</div> <div style="background-color: #1a3d54; color: white; padding: 5px; text-align: center; margin-top: 5px;">Non-Profit/Social Service Fare Program</div>															

**APPENDIX C**

**BUS MAINTENANCE PLAN**



## RIO METRO REGIONAL TRANSIT DISTRICT BUS MAINTENANCE PLAN

### I. Policy

It is Rio Metro Regional Transit District's policy to maintain vehicles and equipment in order to provide safe, comfortable, reliable, effective and efficient transportation services to our passengers.

### II. Goals and Objectives

The goals and objectives of the fleet maintenance program are:

#### A. *Maintain vehicles to promote the safety and comfort of passengers, operators, and protect the public.*

1. Conduct regular pre-trip and post-trip inspections in order to identify vehicle and equipment problems and assure vehicles are in good operating condition.
2. Conduct Preventive Maintenance (PM) service at scheduled intervals to identify vehicle corrective maintenance needs and keep vehicle systems in good repair. The preventive maintenance schedule shall meet or exceed manufacturers' recommendations. **Vehicle mileage shall be documented in writing during routine preventive maintenance procedures.**
3. Conduct vehicle repairs in a timely manner and in accordance with industry best practices.
4. Maintain a clean appearance for vehicles through regular interior and exterior cleaning.

#### B. *Manage preventive maintenance and repair activities for reliable and safe service by minimizing service interruptions and/or accidents due to vehicle equipment failure.*

1. Inspect vehicles at intervals recommended by the manufacturer in order to identify and correct problems to avoid service interruptions.
2. Schedule repairs promptly in order to minimize service interruptions and/or accidents.
3. Utilize subcontractors as needed to perform repairs and maintenance to supplement transit maintenance staff efforts.
4. **Vehicle mileage shall be documented in writing on all repair orders.**
5. Schedule transit PM activities to maximize fleet availability during peak service hours.
6. Analyze repair, road call, and tow data to identify trouble-prone components or systems for proactive servicing.

**C. *Maintain vehicles and equipment to promote cost-efficiency of operations.***

1. Maintain and repair vehicles to ensure their operations at peak efficiency, including fuel economy and emissions systems, etc.
2. Analyze fleet fuel usage and repair data to identify vehicles that may need remedial work or may need phased out of service.
3. Maintain vehicles and related equipment to fulfill manufacturer’s warranty requirements and pursue warranty repairs where applicable; research and follow up on any applicable recalls or service bulletins.
4. Maintain vehicles to maximize the useful vehicle life, including the life of key components such as engines, tires, brakes, batteries, etc.
5. Manage the maintenance program to be cost effective in terms of staff time, service vendors, parts and supplies costs.

**III. Program Elements**

**Pre and Post Trip Inspections.** Each vehicle will be inspected at the start and end of each shift by the operator. A walk around will be performed with a vehicle checklist and any irregularities reported on the Operator Vehicle Condition Report (see Attachment A). The operator will also notify Dispatch of any mechanical defects and Dispatch will inform the Transit Manager of said mechanical defects. The Transit Manager or their designee will determine based upon North American Standard Out-of-Service Criteria if the mechanical defects require the vehicle to be placed out of service. If a vehicle is placed out of service a sign should be placed in the window stating the reason the vehicle is out-of-service so that no other operators utilize the vehicle until the necessary repairs have been made.

**Basic Service Routines.** Per the recommendations of the chassis, body, wheelchair lift, and accessibility feature manufacturers, and the additional recommendations of maintenance personnel, a thorough preventive maintenance schedule will be established for each vehicle (see Attachment B). At or before the manufacturers’ recommended mileage intervals, the transit maintenance personnel will perform all the elements of maintenance due at that mileage. Preventative maintenance shall be done within 10% of the scheduled miles for preventative maintenance. See the below examples for each vehicle/bus type:

<u>Vehicle Type</u>	<u>Manufacturer’s PM Schedule</u>	<u>10% scheduled miles (allowance +/-)</u>
Ford Focus	5,000	4,500/5,500
Ford Explorer	5,000	4,500/5,500
Ford E350 cutaway buses	5,000	4,500/5,500
Ford E450 cutaway buses	5,000	4,500/5,500
GMC Express 4500	5,000	4,500/5,500
Dodge Caravan & Entervan	6,000	6,600/5,400
Ford F-350 Regular Cab	6,000	6,600/5,400

All accessibility features shall be inspected at each preventative maintenance service and must be repaired promptly if there are any defects noted. **Vehicle mileage shall be noted on maintenance paperwork during each preventative maintenance service.**

**Collaboration with ABQ Ride and Village of Los Lunas for Maintenance Services.** Rio Metro Regional Transit District has entered into Maintenance Agreement with ABQ Ride and the Village of Los Lunas. Buses domiciled at the Sandoval Division will receive preventive and some corrective maintenance service at ABQ Ride’s Daytona facility. Buses domiciled at the Valencia Division will receive preventative and some corrective maintenance at the Village of Los Lunas’ maintenance facility. Rio Metro will work with ABQ Ride and the Village of Los Lunas to schedule both preventive and corrective maintenance. Rio Metro will notify ABQ Ride in advance by email of vehicles needing maintenance. ABQ Ride and Village of Los Lunas will then perform the maintenance and provide Rio Metro paperwork documenting the maintenance services performed. ABQ Ride and Village of Los Lunas uses four PM checklists titled: 1) PMA; 2) PMB; 3) PMC; and 4) PMD (see Attachment C). The “O” as a last character in a PM Service description, i.e. PMDO, requires an oil analysis be completed at that PM service mileage interval. The below chart may be used to determine which PM’s are due and which aforementioned checklists are to be used at the different service mileage intervals.

<b>Service</b>	<b>Mileage</b>	<b><i>This chart is for Rio Metro Vehicles &amp; Buses</i></b>			
PMA	5000	45000	85000	125000	165000
PMB	10000	50000	90000	130000	170000
PMA	15000	55000	95000	135000	175000
PMCO	20000	60000	100000	140000	180000
PMA	25000	65000	105000	145000	185000
PMB	30000	70000	110000	150000	190000
PMA	35000	75000	115000	155000	195000
PMD0	40000	80000	120000	160000	200000

<b>Service</b>	<b>Mileage</b>	<b><i>This chart is for Rio Metro Vans &amp; Service Truck</i></b>		
PMA	6000	54000	102000	150000
PMB	12000	60000	108000	156000
PMA	18000	66000	114000	162000
PMCO	24000	72000	120000	168000
PMA	30000	78000	126000	174000
PMB	36000	84000	132000	180000
PMA	42000	90000	138000	186000
PMD0	48000	96000	144000	192000

**Vehicle Cleaning.** Interior cleaning and sweeping of each in-service vehicle will be performed as needed by the driver. Vehicle exteriors will be washed as needed to maintain a clean and presentable appearance. The Transit Manager or his/her designee will inspect 10% of the division's fleet for cleanliness on a monthly basis in accordance with Rio Metro's Bus Cleanliness Inspection Grading Criteria (see Attachment D) and will be documented in Rio Metro's Bus Cleanliness Inspection Report for submission to the Assistant Transit Director (see Attachment E).

**Vehicle Repairs.** The need for a vehicle repair may be discovered during a pre or post trip inspection, preventive maintenance inspection, or breakdown. The mechanic will determine warranty coverage for the system requiring attention, and if appropriate, pursue warranty repairs with the vendor, bus or chassis manufacturer, or authorized warranty outlet. The transit mechanic will determine whether the repair can be accomplished in-house or will need to be conducted by a subcontractor.

**Documentation and Analysis.** Vehicle condition will be regularly documented through pre and post trip inspections and problems discovered on the road will be documented on the Driver Vehicle Inspection Report by the driver. In addition, all vehicle maintenance and repair activity and costs will be documented. Vehicle data will be organized for summary and analysis. **Detailed checklists, similar to the following Operator Vehicle Condition Reports, will be completed and maintained by Rio Metro operations staff and made available for New Mexico Department of Transportation (NMDOT) review during scheduled annual site visits.**

**Warranty.** The goal of Rio Metro is to pursue all warranty claims. When a warranty item, part, repair, or equipment is needed, the frontline mechanic shall note what type of warranty item is needed in the work order submitted to Rio Metro. The Assistant Transit Director and/or his/her designee will complete the appropriate work order and/or contact the appropriate manufacturer or vendor for warranty recovery. After the item is determined to be under warranty, the Assistant Transit Director and/or his/her designee shall schedule for repair / replacement of the warranty item. Warranty items shall be tracked by bus on the Warranty Tracking Report (see Attachment F) and all documentation of warranty repairs shall be kept in the vehicle maintenance files.

**Subrecipients/Contractors/Lessees Maintenance Oversight.** Subrecipients, Contractors, and Lessees are required by Rio Metro to follow acceptable vehicle maintenance standards. Vehicle maintenance plans shall be written and shall meet vehicle manufacturers' minimum requirements. Maintenance standards shall address Americans with Disability Act (ADA) requirements for maintenance of accessibility features. Maintenance records shall be kept on hand at the subrecipients/contractors/lessees place of business and shall be available to Rio Metro for inspection. Rio Metro shall schedule onsite inspections of subrecipients/contractors/lessees maintenance records, and Rio Metro shall perform a random visual inspection of vehicles every six (6) months.

## ATTACHMENTS

Attachment A - Operator's Vehicle Condition Report (daily pre/post trip inspection)

Attachment B – 5,000 or 6,000 miles Preventive Maintenance Checklist – Schedule A (*5,000 for Ford Focus, Ford Explorer, Ford E-350 Cutaway bus, Ford E-450 Cutaway bus and GMC 4500 low floor bus; and 6,000 for Dodge Caravan & Entervan, 6,000 Ford F-350 Regular Cab.*).

Attachment C – ABQ Ride and Village of Los Lunas's Preventative Maintenance Checklists for – Schedule A, Schedule B, Schedule C and Schedule D.

Attachment D – Rio Metro's Bus Cleanliness Inspection Grading Criteria

Attachment E – Rio Metro's Bus Cleanliness Inspection Report

Attachment F – Rio Metro's Warranty Tracking Report





**Function Checks (Engine Off)**

**Action Items**

- ▶ Ignition must be on for interior lights to work
- ▶ Turn "ON" Interior Lights
- ▶ Replace and Tighten all loose or missing hardware

Mechanic Initials

**Performance Checks:**

**Check Criteria**

**P F**

22 Accelerator/brake Pedals	Roller Plunger and pedal pin all secure and intact. Lubricate *	<input type="checkbox"/>	<input type="checkbox"/>
23 Handheld Fire Extinguisher	Present extinguisher and mount secure and charged in the green zone. Check date and replace if out of date.	<input type="checkbox"/>	<input type="checkbox"/>
24 Emergency Triangles	Storage case intact, secure & all 3 triangles intact and functional	<input type="checkbox"/>	<input type="checkbox"/>
25 Interior Mirrors	Present and secure lubricate * as needed	<input type="checkbox"/>	<input type="checkbox"/>
26 Stanchions and Related hardware	Secure and free of damage	<input type="checkbox"/>	<input type="checkbox"/>
27 Panels, Partitions and Related Hardware	Secure, clean intact and free of damage	<input type="checkbox"/>	<input type="checkbox"/>
28 Passengers Seats and Related Hardware	Secure and clean (free of rips, tears and graffiti, gum, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
29 Wheel Chair Flip Seats	Secure operational missing hardware	<input type="checkbox"/>	<input type="checkbox"/>
30 Wheel Chair Restraints	Secure all in place and functional	<input type="checkbox"/>	<input type="checkbox"/>
	▶ Inspect belts for excessive wear, damage, chafing and cleanliness		
	▶ Ensure all floor anchors are secure and free of obstructions debris and dirt.		
	▶ Ensure all wall anchors for belts are properly secured and allow proper freedom of movement.		
	▶ Ensure floor surface in wheelchair restraint area is undamaged and free of any condition which would impede use of equipment		
	▶ Ensure belts do not drag on floor		
	▶ Ensure all labels detailing use of restraint equipment are undamaged and clearly legible.		
	▶ Check belt retractor mechanism by tugging sharply on the belt the belt mechanism should lock in response to this sudden motion		
	▶ Operate any locking or release mechanisms. Ensure mechanisms operate smoothly and release completely.		
	▶ Tighten all mounting hardware as required.		
31 Check ADA Signage	Secure , all in place and functional	<input type="checkbox"/>	<input type="checkbox"/>
32 Interior Decals	Proper sign placement, clean and legible (no fading)	<input type="checkbox"/>	<input type="checkbox"/>
33 Passengers Stops Request	Secure clean and legible	<input type="checkbox"/>	<input type="checkbox"/>
34 Windows	All touch tapes/cable & pushbuttons are secure and serviceable	<input type="checkbox"/>	<input type="checkbox"/>
35 Emergency Windows	None broken/ secure latches/open and shut	<input type="checkbox"/>	<input type="checkbox"/>
36 Rear Roof Hatch	Opens, latches not binding, lubricate *latch shut as intended	<input type="checkbox"/>	<input type="checkbox"/>

**Wheelchair Lift Checks:**

**Action Items**

- ▶ Turn Fast Idle Is "ON"
- ▶ Open Appropriate Door for Wheelchair

Mechanic Initials

**Performance Checks:**

**Check Criteria**

**P F**

37 Wheelchair and ADA Equipment	Perform two full cycles checking for smooth operation	<input type="checkbox"/>	<input type="checkbox"/>
38 Wheelchair Lift/Ramp	Check for damage and proper operation. Check ramp or lift mounting and hardware including slides, rails, pivot arms, handles, barriers, hinges and chains	<input type="checkbox"/>	<input type="checkbox"/>
39 Wheelchair Step Well/Recess	Sweep and clean all debris from ramp or lift, check floor for weak spots under ramp.	<input type="checkbox"/>	<input type="checkbox"/>
40 Wheelchair System	Check hydraulic motors, pumps, valves, lines, hoses and fittings for leaks, routing and clamping	<input type="checkbox"/>	<input type="checkbox"/>
41 Wheelchair Wiring	Check all wiring for proper routing and clamping	<input type="checkbox"/>	<input type="checkbox"/>
42 Wheelchair Pump Motor	Check fluid level with ramp fully deployed and at ground level	<input type="checkbox"/>	<input type="checkbox"/>

**Air Conditioning/Heating Checks**

**Action Items**

- ▶ Ensure Air Conditioning is still "ON"
- ▶ Wheelchair Lift/Ramp "OFF"
- ▶ Turn Fast Idle to "OFF"

Mechanic Initial

**Performance Checks:**

**Check Criteria**

		P	F
43 Drivers Vent	Check operation, cable and seals	<input type="checkbox"/>	<input type="checkbox"/>
44 Air Conditioning Filter	Inspect for serviceability and Clean or replace	<input type="checkbox"/>	<input type="checkbox"/>
45 Return Air Vent Panel	Check evaporator coils and vent for security, clean vent	<input type="checkbox"/>	<input type="checkbox"/>
46 Thermostat Control	Check for proper adjustment, adjust accordingly	<input type="checkbox"/>	<input type="checkbox"/>
47 Climate Control Switch	Check for proper operation	<input type="checkbox"/>	<input type="checkbox"/>
48 Air conditioning Duct Temperature	Check AC duct temperature at the front of the coach and the rear at the return duct. Front _____ Rear _____	<input type="checkbox"/>	<input type="checkbox"/>
49 Condenser Coils	Check for security, damage and cleanliness	<input type="checkbox"/>	<input type="checkbox"/>
50 Evaporator and Condenser Motors	Check for proper operation, blades for damage and wiring secured	<input type="checkbox"/>	<input type="checkbox"/>

**Front and Rear Door Checks**

**Action Items**

- ▶ Turn Engine "ON"

Mechanic Initials

**Performance Checks:**

**Check Criteria**

		P	F
51 Emergency Door Release Valves, handles (Front and Rear)	Cover intact, Hammer in place (where applicable) secure and valves operational	<input type="checkbox"/>	<input type="checkbox"/>
52 Door Cycle Test	Door opens & Closes as intended after above tests	<input type="checkbox"/>	<input type="checkbox"/>

**Bus Exterior Checks**

**Action Items**

- ▶ Turn Master switch to "OFF" then to "Lights" position (Engine Not Running)
- ▶ Set Destination sign to Test pattern. Turn "ON" all exterior lights
- ▶ Conduct Walk-around Inspection. Note body damage on Bus Diagram Sheet

Mechanic Initials

**Performance Checks:**

**Check Criteria**

		P	F
53 Front Bumper & Access Panels & Windshield	Mounting hardware and damage. Panels operational and secure	<input type="checkbox"/>	<input type="checkbox"/>
54 Curbside Mirror	Secure & undamaged and adjustable	<input type="checkbox"/>	<input type="checkbox"/>
55 Curbside Body, Access Panels & Windows	Mounting hardware and damage. Panels operational and secure	<input type="checkbox"/>	<input type="checkbox"/>
56 Right Front Tire Pressure (65+/-3 PSI)	PSI _____	<input type="checkbox"/>	<input type="checkbox"/>
57 Right Front Tread Depth (4/32") and Tire #	Tread Depth _____ Tire Number _____	<input type="checkbox"/>	<input type="checkbox"/>
58 Tire Condition	Cuts, sidewall damage foreign objects	<input type="checkbox"/>	<input type="checkbox"/>
59 Fuel Cap/Fuel Nozzle	Present secure & intact. No indication of fuel leakage, wipe gauge faces and leave door opens for starter	<input type="checkbox"/>	<input type="checkbox"/>
60 Right Rear Tire Pressure (80 +/-3 PSI)	RRO _____ RRI _____	<input type="checkbox"/>	<input type="checkbox"/>
61 Right Rear Tread Depth (2/32") and Tire #	Depth _____ Tire # _____ Depth _____ Tire # _____	<input type="checkbox"/>	<input type="checkbox"/>
62 Tire Condition		<input type="checkbox"/>	<input type="checkbox"/>
63 Rear bumper & access panels & window		<input type="checkbox"/>	<input type="checkbox"/>
64 Left rear Tire Pressure (80 +/-3 PSI)	LRO _____ LRI _____	<input type="checkbox"/>	<input type="checkbox"/>
65 Left Rear Tread Depth (2/32") and Tire #	Depth _____ Tire # _____ Depth _____ Tire # _____	<input type="checkbox"/>	<input type="checkbox"/>
66 Tire Condition		<input type="checkbox"/>	<input type="checkbox"/>
67 Roadside body access Panels & Windows		<input type="checkbox"/>	<input type="checkbox"/>
68 Left Front Tire Pressure (65 +/-3 PSI)	PSI _____	<input type="checkbox"/>	<input type="checkbox"/>
69 Left Front Tread Dept (4/32") and Tire #	Tread Depth _____ Tire Number _____	<input type="checkbox"/>	<input type="checkbox"/>
70 Tire Condition	Cuts, side wall damage foreign objects	<input type="checkbox"/>	<input type="checkbox"/>
71 Roadside Side Mirror	secure & undamaged and adjustable	<input type="checkbox"/>	<input type="checkbox"/>
72 Exteriors lamps	Head, Tail, Brake, Directional's, High-beams, Marker, license plate Exterior Door, Clearance lights all operational	<input type="checkbox"/>	<input type="checkbox"/>
73 Destination Signs	All signs provide identical & acceptable readouts	<input type="checkbox"/>	<input type="checkbox"/>

- ▶ Set Lights to "Off"
- ▶ Set Master to "Off"



**Engine Oil and Filter Change**

**Action Items**

- ▶ Keep Engine Off
- ▶ Keep Bus Raised and Supported
- ▶ Remove Oil Pan Drain Plug
- ▶ Drain Oil into Oil Collection Tank and Obtain Sample for Analysis

**Performance Checks**

- 107 Drain Plug
- 108 Remove Oil
- 109 Plug and Oil Pan Threads

**Check Criteria**

- Inspect for excessive metal fragments
- Inspect for contaminants, water anti-freeze, fuel and metal frags
- Inspect for serviceability

Mechanic Initials

P	F
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

- ▶ Install Drain Plug
- ▶ Remove Old Oil Filter and Replace with new one
- ▶ Fill Engine Oil Pan with Proper Amount of Oil
- ▶ Turn Engine ON

110 Engine Oil Pan, Filter and Lines

Check fro oil leaks

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

- ▶ Turn Engine Off

111 Engine Oil Level

Check for proper oil level

<input type="checkbox"/>	<input type="checkbox"/>
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**Kingpins/Ball Joints**

**Action Items**

- ▶ For Portable Lifts, Lower frontend of bus so it is supported by safety stands
- ▶ For Axle Support Lifts, Place a pinch-bar in the lowest vent hole of the front wheels

**Performance Checks**

112 Kingpins/Ball Joints

**Check Criteria**

Check for excessive up/down and side to side play

Mechanic Initials

P	F
<input type="checkbox"/>	<input type="checkbox"/>

**Brakes**

**Action Items**

- ▶ Chock Wheels
- ▶ Release Parking & Actuate Service Brakes
- ▶ Measure Brake Lining Wear, check Brake Fluid

**Performance Checks**

- 113 A Record Brake Lining Thickness on All Wheels
- 113B Record Rotor Thicknes
- 114 Check all Four Wheels for Inner Seal Leaks

**Check Criteria**

RF \_\_\_\_\_ LF \_\_\_\_\_ RR \_\_\_\_\_ LR \_\_\_\_\_  
 RF \_\_\_\_\_ LF \_\_\_\_\_ RR \_\_\_\_\_ LR \_\_\_\_\_  
 No leakage or wetting allowed on any wheel seal

Mechanic Initials

P	F
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**Wheels Miscellaneous**

**Action Items**

- ▶ Lower Bus from Lift

**Performance Checks**

- 115 Wheel Integrity
- 116 Lug Nuts
- 117 Valve Stem Extensions and Caps

**Check Criteria**

No excessive rust or noticeable cracks in wheels  
 No missing lug nuts  
 Install any missing extensions and caps

Mechanic Initials

P	F
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**Final Steps**

- ▶ Road Test Coach
- ▶ Complete Paperwork
- ▶ Move Coach to PM Repair Tech if Applicable

Mechanic Initials

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## BUS CLEANLINESS INSPECTION GRADING CRITERIA

Inspection Area	10 Satisfactory ←	Good	→ 1 Unsatisfactory
<b>Dashboard</b>	Surface has no fluid stains, markings, debris or dust.	Surface has a light dust present, stains and minimal paper debris.	Surface has heavy dust coating, fluid stains and paper debris.
<b>Drivers Area</b>	No debris, food or fluid spillage. Floor, gauges, seat, visors and mirror clean.	Minimal paper debris and minor fluid stains, Gauges and mirror show light dust accumulation.	Various paper debris, sticky fluid and stains on floor. Seat requires cleaning.
<b>Transom/Ledges</b>	No dust, debris or water stains.	Light dust accumulation on surface edge and window area.	Heavy dust on surface and window ledge. Debris present.
<b>Ceiling/Vents</b>	No soot, fingerprints or dirt visible on ceiling vents and emergency hatches.	Minimal dirt accumulation around air vents, air intake, and emergency hatches.	Heavy dirt or soot on ceiling, air vents, rear panel and emergency hatches.
<b>Seat Frames</b>	No damage, dirt, on frames, seat backs and handles	Minimal dirt, on frames, seat backs and handles. Frames are in good condition.	Frames, backs and handles are filthy with dirt. Some seats frames require repair.
<b>Seat Inserts</b>	No damaged, dirty or graffiti inserts	Inserts are dirty, worn or have graffiti. Up to 14	Inserts are dirty, worn or have graffiti inserts. More than 15
<b>Windows</b>	Windows do not have fingerprints, spots, or dust accumulation.	Windows have light dust accumulation, minimal amount of fingerprints or spots.	Windows are dusty, many hand prints and oily /greasy spots on them.
<b>Sacrificial Windows</b>	Sacrificial window pieces are in place and do not have any etching. 0 to 4 pieces damaged.	Sacrificial window pieces are in place and are etched. 5 to 8 are damaged.	Sacrificial window pieces are missing and/or etched in excess. 9 or more are damaged or missing.
<b>Doors</b>	Door ledges, panels and windows do not have any dirt on them.	Doors show presence of dirt on panels, frame, molding and door windows.	Doors have heavy layer of dirt on panels, frame, molding and door windows.
<b>Floor</b>	Floor is mopped clean and vacuumed properly. No fluid stains.	Floor shows minor fluid stains. Bus is vacuumed properly.	Floor has many sticky fluid stains. Debris from improper vacuuming.
<b>Gum</b>	No pieces noted.	1 to 5 pieces noted.	6+ pieces noted.
<b>Stepwells</b>	No debris or gum, and areas are clean. No odors.	Dirt on some areas with offensive odors.	Debris and gum in area with odor and requiring mopping.
<b>Int. Graffiti</b>	No removable graffiti on any interior surfaces of the bus.	Moderate graffiti or stickers on interior that can be readily removed. 1 to 5	Heavy graffiti or stickers on interior that requires extensive labor. 6+
<b>Window Etching</b>	None to minimal visible window etching (Int/Ext).	Various number of windows etched (Int/Ext).	Heavy and numerous windows are etched (Int/Ext).
<b>Ext. Cleanliness</b>	Windows, upper & lower panels, front and rear are clean. No grease or oils on surface.	Windows, upper and lower panels are clean. Rear shows minimal amount of grease and oils on surface.	Bus has not been washed in several days. Most surface areas are dirty, greasy and/or oily
<b>Ext. Graffiti</b>	No graffiti on any exterior surfaces of the bus.	Moderate graffiti on exterior that can be readily removed.	Heavy graffiti on exterior that requires extensive labor.
<b>Wheels</b>	All wheels are clean and in good condition, no damage.	Wheels have minimal road grime/brake dust and/or damage.	Wheels have heavy road grime/brake dust and/or damage.
<b>Ext. Body Condition</b>	Body panels are in good condition. Painted surfaces are not faded.	Some minor body damage to bus. Painted surfaces show slight oxidation or scrapes.	Extensive body damage to bus with oxidation of paint or paint chipping.
<b>Front &amp; Rear Bumpers</b>	All bumper pieces in place and are in good condition.	Front & Rear bumpers have one piece missing. Minor damage or warping.	Front & Rear bumpers have various bumper pieces missing. Major damage.





**Section 5311**

**FY21**

<b>Operating(50/50)</b>	<b>Total</b>	<b>Federal</b>	<b>Local</b>
All Aboard America Contract	\$ 1,600,000	\$ 800,000	\$ 800,000
Pueblo of Isleta	\$ 246,723	\$ 123,362	\$ 123,362
<b>Sub Total</b>	\$ 1,846,723	\$ 923,362	\$ 923,362
<b>Farebox Revenue</b>	<b>\$ (50,000)</b>		
<b>Total</b>	\$ 1,796,723	\$ 898,362	\$ 898,362

**Section 5310**

<b>Busses to be Replaced</b>	
710	1FDFE4FS3BDA80347
711	1FDFE4FS1CDA19256
712	1FDFE4FS3CDA19257
713	1FDFE4FS5CDA19258
714	1FDFE4FS7CDA19262
716	1FDFE4FS2CDA47521

Cost per bus approx: \$ 92,500.00

<b>Capital(80/20)</b>	<b>Total</b>	<b>Fed Share</b>	<b>Local Share</b>
<b>Total Cost</b>	\$ 555,000.00	\$ 444,000.00	\$ 111,000.00