



**Capital to Vendor** – When you purchase capital using a state approved price agreement. You will make a check to the awarded vendor for the 20% local share, and send the check to NMDOT's Transit and Rail Division. At delivery, your check is given to the vendor, and NMDOT is billed for the difference.

**Capital to Subgrantee** – When you purchase any approved capital item that is not on a state price agreement, including large buses, radios, and other requested capital. You will initially pay 100% of the purchase. Upon submitting the appropriate documentation to the Transit and Rail Division, you will be reimbursed 80%.  
**THIS OPTION IS NOT AVAILABLE FOR NON-PROFIT ORGANIZATIONS**

### III. Financial Information

#### A) ADMINISTRATIVE BUDGET

Please justify any line item greater than 20% or if no item is greater than 20% indicate "NONE" in space provided below.

**ELIGIBLE ADMINISTRATIVE COSTS:**

ITEM DESCRIPTION	2016 ACTUAL EXPENDITURES	2017 APPROVED BUDGET	2018 PROJECTED EXPENDITURES
1-01-00 Salaries and Wages			
1-01-05 Director			
1-01-10 Managers			
1-01-12 Financial Manager			
1-01-15 Clerical Support Staff			
1-01-20 Accounting Staff			
1-01-25 Administrative Assist.			
1-01-30 Village Administrator			
1-01-35 CFO			
1-01-40 Salary Adjustments			
1-01-45 Chief Exec. Officer			
1-01-50 Transp. Coordinator			
1-01-55 Public Works Dir.			
1-01-60 Janitor			
1-01-65 Temporary			
1-02-00 Fringe Benefits			
1-02-05 FICA			
1-02-10 PERA Retirement			
1-02-15 Health Insurance			
1-02-20 Unemployment Ins.			
1-02-25 Workman's			
1-02-30 Other Fringe Benefits			
1-03-00 Communications			
1-03-05 Fax Machine			
1-03-10 Internet Subscription Services			
1-03-15 Postage			

1-03-20 Telephone			
1-03-25 Cell Phone			
1-03-30 Radio			
1-03-35 Repeater Fees			
1-04-00 Contractual Services			
1-04-05 Audit			
1-04-10 Advertising			
1-04-15 Equipment Rental			
1-04-20 Contractual Services- Other			
1-04-25 Contractual Services- Janitorial			
1-05-00 Dues and Subscriptions			
1-05-05 NMPTA			
1-05-10 SWTA			
1-05-15 Transit Publications			
1-05-20 (CTAA)			
1-06-00 Equipment			
1-06-05 Equipment Lease			
1-06-10 Equipment Repair			
1-06-15 Computer			
1-07-00 Insurance			
1-07-05 Buildings and Contents			
1-07-10 Gen. & Emp. Liability Ins.			
1-07-15 Surety & Fidelity Bonds			
1-07-20 Claims Deductible			
1-07-25 Vehicle Insurance			
1-08-00 Occupancy Costs			
1-08-05 Office Rent			
1-08-10 Utilities			
1-08-20 Building Maintenance			
1-09-00 Personnel Costs			
1-09-05 Drug & Alcohol Testing			
1-09-10 Physicals			
1-09-15 Hepatitis Vaccinations			
1-10-00 Printing/Copying Costs			
1-10-05 Printing			
1-10-10 Copying			
1-11-00 Supplies			
1-11-05 Office Supplies			
1-11-10 Furn. & Equipment under \$500			
1-11-20 Janitorial Supplies			
1-12-00 Training			
1-12-05 Training			
1-13-00 Travel			
1-13-05 Mileage			
1-13-10 Public Transport Fares			
1-13-15 Per Diem			
1-13-20 Registration Fees			
1-13-25 Lodging and Meals			
1-13-30 Other			
1-14-00 Indirect Costs			
1-14-05 Indirect Cost			
TOTAL ELIGIBLE COSTS	-0-	-0-	*-0-

*NOTE: No item listed as "Other" will be considered. Please be specific in line item.*

\* This number should match the number entered on Page I, Section II – Summary of Budget Requested

LOCAL SHARE SOURCES: Specify source, i.e., "fare box," "GRT," not a dollar amount:			
Local Source for all years: GRT			
TOTAL LOCAL SHARE (20%)	\$0	\$0	\$0
FEDERAL SHARE (80%)	\$0	\$0	\$0

## B) OPERATING BUDGET

Please justify any line item greater than 20% or if no item is greater than 20% indicate "NONE" in space provided below.
NONE

### ELIGIBLE OPERATING COSTS

ITEM DESCRIPTION	2016 ACTUAL EXPENDITURES	2017 APPROVED BUDGET	2018 PROJECTED EXPENDITURES
<b>2-01-00 Salaries and Wages</b>			
2-01-05 Supervisor			
2-01-10 Drivers			
2-01-15 Mechanics			
2-01-20 Dispatcher			
2-01-25 Janitor			
2-01-30 Salary Adjustment			
2-01-35 Overtime			
2-01-40 Mechanic Supervisor			
2-01-45 Auto Parts Clerk			
2-01-50 Maintainer			
2-01-55 Accountant			
2-01-60 Laborer			
<b>2-02-00 Fringe Benefits</b>			
2-02-05 FICA			
2-02-10 PERA Retirement			
2-02-15 Health Insurance			
2-02-20 Unemployment Insurance			
2-02-25 Worker's Compensation			
2-02-30 Other			
<b>2-03-00 Communications</b>			
2-03-05 Cell Phone			
2-03-10 Telephone			
2-03-15 Radio Repeater			
2-03-20 Mobile Radio			
2-03-25 Radio			
<b>2-04-00 Contractual Services</b>			
2-04-05 Maint. - Mach. and Equip.			
2-04-10 Equipment Rental			
2-04-15 Contractual Services - Other			
2-04-20 Transit Services	1,361,000	1,440,000	1,490,000

2-05-00 Equipment			
2-05-10 Assigned Vehicle Use			
2-05-15 Equipment Rental			
2-06-00 Occupancy Costs			
2-06-05 Building Maintenance			
2-06-10 Operational Rent			
2-06-15 Utilities			
2-06-20 Building Insurance			
2-06-25 Building and Grounds			
2-07-00 Personnel Costs			
2-07-05 Uniforms			
2-07-10 Hepatitis Vaccinations			
2-07-15 Physicals			
2-08-00 Supplies			
2-08-05 Shop Supplies			
2-08-10 Furn. & Equip. under \$500			
2-08-15 Printing			
2-09-00 Training			
2-09-05 Training			
2-10-00 Travel			
2-10-05 Mileage			
2-10-10 Public Transport Fares			
2-10-15 Per Diem			
2-10-20 Registration Fees			
2-10-25 Lodging & Meals			
2-10-30 Other			
2-11-00 Vehicle Costs			
2-11-05 Fuel			
2-11-10 License & Fees			
2-11-15 Oil & Lubricants			
2-11-20 Replacement Parts			
2-11-25 Tires			
2-11-30 Vehicle Maintenance			
2-11-35 Vehicle Painting			
2-11-40 Vehicle Interior Maintenance			
2-11-45 Freight			
2-11-50 Vehicle Repair			
2-12-00 Indirect Costs			
2-12-05 Indirect Costs			
<b>TOTAL ELIGIBLE COSTS</b>	<b>1,361,000</b>	<b>1,440,000</b>	<b>1,490,000</b>

<b>(Operating Continued)</b>			
REVENUES (specify)			
Fare Box Revenues (only fare box revenues reduced from Operating)	35,000	40,000	50,000
<b>TOTAL REVENUES</b>	<b>35,000</b>	<b>40,000</b>	<b>50,000</b>
<b>NET OPERATING COSTS (total Operating less fare box revenues)</b>	<b>1,326,000</b>	<b>1,400,000</b>	<b>**1,440,000</b>

NOTE: \*\*\* This number should match the number entered on Page I, Section II - Summary of Budget Request

LOCAL SHARE SOURCES: GRT

LOCAL SHARE TOTAL (50%)	663,000	700,000	720,000
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FEDERAL SHARE (50%)	663,000	700,000	720,000
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C) CAPITAL BUDGET

ELIGIBLE CAPITAL COSTS

ITEM DESCRIPTION	2016 ACTUAL EXPENDITURES	2017 APPROVED BUDGET	2018 PROJECTED EXPENDITURES
3-01-00-Capital Costs			
3-01-05 Buildings			
3-01-10 Computers			
3-01-15 Furniture & Fixtures			
3-01-20 Radios & Base Stations			
3-01-25 Other Capital Expenses			
3-01-30 Benches/Signage			
3-01-35 Passenger Bus	85,000	270,000	509,000
3-01-40 Surveillance System			
3-01-45 15 Passenger Van (W/Lift)			
3-01-50 15 Passenger Van (W/Ramp)			
3-01-55 Bus Shelters			
3-01-60 Mobile Radios			
TOTAL ELIGIBLE COSTS	85,000	270,000	509,000
VEHICLE DISPOSITION PROCEEDS			
NET CAPITAL (Total Capital less Vehicle Disposition Proceeds)			***\$509,000

NOTE: \*\*\* This number should match the number entered on Page I, Section II - Summary of Budget Request

LOCAL SHARE SOURCES - Specify source, i.e., "fare box," "GRT," not a dollar amount.

TOTAL LOCAL SHARE (20%)	17,000	54,000	101,800
FEDERAL SHARE (80%)	68,000	216,000	407,200

1. Why do you need this equipment (check all that applies)?

<input checked="" type="checkbox"/>	Replace existing vehicle(s) (LIST VIN, TYPE, MILEAGE, AND AGE OF EACH VEHICLE)
<input type="checkbox"/>	Establish service to new area
<input type="checkbox"/>	Add wheelchair capacity to existing vehicles
<input type="checkbox"/>	Increase number of vehicles available for demand responsive service
<input type="checkbox"/>	Decrease vehicle size for service
<input type="checkbox"/>	Increase vehicle size for service
<input type="checkbox"/>	Improve passenger access to service

The Following vehicles are those eligible to be replaced under this funding request:

<p style="text-align: center;"><b>Rio Metro Regional Transit District</b>  <b>FFY 2018 Vehicle Replacement Schedule</b>                      5311 RURAL FUNDING</p>							
	Make / Model	Year	Category	VIN #	6/30/16 Mileage	Rplcmt Cost	Maturity Date
1	Ford E450 Glaval Universal	2012	Cutaway	1FDFE4FS2CDB30463	47,978	\$90,000	12/11/2016
2	Ford E350 El Dorado, Aerotech 270	2013	Cutaway	1FDFE4FS4DDA09354	72,028	\$90,000	12/27/2016
3	Ford E350 El Dorado, Aerotech 270	2013	Cutaway	1FDFE4FS6DDA09355	55,617	\$90,000	12/27/2016

Statewide Transit Vehicle Price Agreement - Agreement 60-00015

<http://www.generalservices.state.nm.us/uploads/files/SPD/Contracts/60-000-15-00015%20Transit%20Vehicles.pdf>

Agencies have two options for procuring vehicles:

- (1) Order vehicle(s) from approved price agreement (Web link above)
- (2) Implement your own competitive bid procurement process

Description, quantity, and cost of capital items to be purchased:

Refer to Section 3-01-00 of this application (Capital Costs)

Generally, this capital request will fund the purchase of three (3) replacement vehicles for transit service with origins and/or destinations in designated rural areas within the Rio Metro service area, one(1) low floor ADA accessible vehicle, and two (2) MV1 vehicles for service expansion into the Pueblo of Isleta proper. Attachment C to this application defines the designated rural areas which qualify for this section 5311 funding. It is anticipated that the replacement rolling stock will be purchased from NMDOT State Pricing Agreement referenced above to include cutaway vans, full loaded turnkey vehicles, with four (4) year/ 100,000 mile useful life, and which are gasoline-powered and fully compliant with the Americans with Disabilities Act (ADA).

The required vehicle information is as follows:

**VAN- Replacement (cutaway), 4 year/100,000 mile useful service life, gasoline powered, fully ADA compliant, wheelchair lift equipped**

With an average cost per vehicle of about \$94,000, the total cost of this request is \$509,000, comprised of \$407,000 Federal funds and \$101,800 local matching funds. Local matching funds consist of Gross Receipt Tax (GRT) collected by the District for that purpose.

**D) Please provide copies and check each item.**

1. N/A Copy of Articles of Incorporation
2. N/A Copy of 501(c)3 Certification
3. √ Copy of most current audit
4. N/A If transit-related audit findings occurred, copy of corrective action response submitted to auditor

# IV. Program Description

## A. Check all that apply:

√	Fixed route/Commuter – vehicles will travel on specific roads and stop at pre-designated locations according to a schedule
√	Demand response – vehicles pick people up when they need a ride (similar to a taxi service)
	Modified fixed route – vehicles travel from Point A to Point B but go out of the way to pick up or drop off passengers

## B. List all the municipalities and counties served by your program:

Origins and/or destinations within rural portions of Valencia, Sandoval and Bernalillo counties including Pueblo of Isleta, Adelino, UNM Valencia Campus, Pueblitos, Madrone, Jemez Springs, San Ysidro, Cochiti Lake. Cuba, Town of Bernalillo, Cochiti Pueblo, Santo Domingo Pueblo, San Felipe, Sana Ana Pueblo, Zia Pueblo, Jemez Pueblo.

## C. This request for funding will (check all that apply):

	start up new services
	reduce service from current level
√	maintain service at current level
√	expand existing service to additional areas

## D. If applicable, please briefly describe the new or expanded service.

Expansion of service to incorporate demand response service into the Pueblo of Isleta proper, while also providing a direct connection to locations within in the Pueblo as well as access to regional routes such as the New Mexico Rail Runner Express Isleta Pueblo station, Los Lunas Transit Center and also the Alvarado Transit Center in Albuquerque. This expansion comes in a response to a transit feasibility study that was done by the Pueblo of Isleta; in which, it was suggested that this region is viable to support transit. The Goals of this service will be to provide the Pueblo of Isleta with connections to city of Albuquerque destinations while meeting both geographical and demographical needs.

## V. Description of Service Area

A) Check the most appropriate description of your community:

	Urbanized Area (UZA) or Large Urban areas with population of 200,000 or more
	Small Urban areas with population of 50,000 – 199,999
√	Non-urbanized/Rural (50,000 people or less)

B) Please complete the following demographic information for your service area. Exact counts are preferred, but estimates are acceptable. For this section, you are describing the same population two different ways, so your total number of population served by ethnicity category should equal the total number of population by elderly or disabled status.

Ethnicity Category	Population	%
Black	513	0.7%
Hispanic	28,403	40.5%
Asian or Pacific Islander	512	0.7%
American Indian or Alaskan Native	15,574	22.3%
White	12,302	17.6%
Other	12,588	18.2%
	<b>*69,892</b>	100%

- TOTAL\* -

%	Population	Elderly/Disabled Category
19.4%	13,530	Elderly (non-disabled)
13.8%	9,650	Persons with Disabilities (including elderly)
66.8%	46,712	Other (everyone else)
100%	<b>*69,892</b>	

\* These totals should equal.

1. Source of Information (if other than US Census Bureau): American Community Survey 2010- 2014 (US Census)

2. Please provide and check:

√ Map of Service Area (on 8 ½ X 11 page)

## VI. Ridership and Transit System Statistics

A) Complete years that are applicable

Line #	Category	2016*	2017	2018 Projected
1	Annual Ridership	67,588	69,600	71,700
2	Annual Mileage	356,092	366,774	377,777
3	Annual Vehicle Hours	17,375	17,896	18,432
4	Annual Revenues	50,000	50,000	50,000
5	Total Administrative Costs	0	0	0
6	Total Operating Costs	1,361,000	1,429,050	1,500,502
7	Total Non-capital Costs (line 5 + line 6)	1,361,000	1,429,050	1,500,502
8	Fare box Recovery (line 4/line 7)	3.67%	3.4%	3.3%
9	Operating Recovery (line 4/line 6)	3.67%	3.4%	3.3%
10	Total Cost per Hour (line 7/line 3)	\$78.33	\$79.85	\$81.41
11	Operating Cost per Mile (line 6/line 2)	\$3.82	\$3.89	\$3.97
12	Operating Cost per Hour (line 6/line 3)	\$3.82	\$79.85	\$81.41
13	Operating Cost per Trip (line 6/line 1)	\$20.14	\$20.53	\$20.92
14	Trips per Mile (line 1/line 2)	0.19	0.19	0.19
15	Trips per Hour (line 1/line 3)	3.89	3.89	3.89

\* Prorate statistics to end of FY. Utilized 6/30/16 statistics and projected thru 9/30/16

Unit #	Make / Model	Year	Mileage	VIN #	Status (Regular/s pare)	Walk On Seating	Date of Last PM	Wheel Chair Spots	Lift Equip
1	Ford Glaval Universal E450	2011	70,328	1FDFE4FS3BDA80347	S	18 with WC / 20 no WC	3/31/2015	2	Yes
2	Ford Glaval Universal E450	2012	87,671	1FDFE4FS1CDA19256	R	6 with 4WC / 16 no WC	6/9/2015	4	Yes
3	Ford Glaval Universal E450	2012	93,565	1FDFE4FS3CDA19257	R	6 with 4WC / 16 no WC	6/19/2015	4	Yes
4	Ford Glaval Universal E450	2012	92,595	1FDFE4FS5CDA19258	R	6 with 4WC / 16 no WC	5/29/2015	4	Yes
5	Ford Glaval Universal E450	2012	94,335	1FDFE4FS7CDA19262	R	6 with 4WC / 16 no WC	5/13/2015	4	Yes
6	Ford Glaval Universal E450	2012	102,290	1FDFE4FS9CDA19263	R	6 with 4WC / 16 no WC	5/15/2015	4	Yes
7	Ford Glaval Universal E450	2012	89,735	1FDFE4FS2CDA47521	R	6 with 4WC / 16 no WC	6/17/2015	4	Yes
8	Ford Glaval Universal E450	2012	73,845	1FDFE4FS1CDA47526	R	6 with 4WC / 16 no WC	5/18/2015	4	Yes
9	Ford Glaval Universal E450	2011	24,715	1FDFE4FS0BDA54787	S	18 with WC / 20 no WC	6/5/2015	2	Yes
10	Ford Glaval Universal E450	2011	16,151	1FDFE4FS9BDA54786	S	18 with WC / 20 no WC	2/14/2015	2	Yes
11	Dodge Grand Caravan Braun Entrevan	2010	34,206	2D4RN4DE9AR167635	R	5 with WC / 7 no WC	7/21/2014	2	Yes
12	Ford E450 Glaval Universal	2010	59,109	1FDFE4FS8ADA68743	R	18 with WC / 20 no WC	6/1/2015	2	Yes
13	Ford E450 Glaval Universal	2012	71,200	1FDFE4FS8BDA05247	R	14 with WC / 18 no WC	6/2/2015	3	Yes
14	Ford E450 Glaval Universal	2012	37,438	1FDFE4FS7BDB05248	R	14 with WC / 18 no WC	1/29/2015	3	Yes
15	Ford E450 Glaval Universal	2012	47,978	1FDFE4FS2CDB830463	R	18 with 2 WC	3/9/2015	2	Yes
16	Ford E450 Glaval Universal	2012	79,295	1FDFE4FS4CDB830464	S	18 with 2 WC	5/29/2015	2	Yes
17	Ford E450 Glaval Universal	2012	71,859	1FDFE4FS6CDB830465	R	18 with 2 WC	6/5/2015	2	Yes
18	Ford E450 Glaval Universal	2012	57,190	1FDFE4FSXCDB830467	R	18 with 2 WC	6/4/2015	2	Yes
19	Ford E350 El Dorado, Aerotech 270	2013	40,568	1FDFE4FS0DDA09352	R	18 with 2 WC	12/17/2014	2	Yes
20	Ford E350 El Dorado, Aerotech 270	2013	29,347	1FDFE4FS2DDA09353	R	18 with 2 WC	12/16/2013	2	Yes
21	Ford E350 El Dorado, Aerotech 270	2013	72,028	1FDFE4FS4DDA09354	R	18 with 2 WC	5/28/2015	2	Yes
22	Ford E350 El Dorado, Aerotech 270	2013	55,617	1FDFE4FS6DDA09355	S	18 with 2 WC	5/1/2015	2	Yes
23	Ford E450 Glaval Universal	2016	28,227	1FDFE4FSAGDC07176	R	18 with 2 WC		2	Yes
24	Ford E450 Glaval Universal	2016	15,658	1FDFE4FSXGDC07182	R	18 with 2 WC		2	Yes
25	Ford E450 Glaval Universal	2016	15,342	1FDFE4FS6GDC07177	S	18 with 2 WC		2	Yes
26	Ford E450 Glaval Universal	2016	19,877	1FDFE4FS8GDC07178	S	18 with 2 WC		2	Yes
27	Ford E450 Glaval Universal	2016	19,411	1FDFE4FSXGDC07179	S	18 with 2 WC		2	Yes
28	Ford E450 Glaval Universal	2016	16,301	1FDFE4FS6GDC07180	S	18 with 2 WC		2	Yes
29	Ford E450 Glaval Universal	2016	12,740	1FDFE4FS8GDC07181	R	18 with 2 WC		2	Yes
30	Ford E450 Glaval Universal	2016	19,135	1FDFE4FS1GDC07183	R	18 with 2 WC		2	Yes
31	Ford E450 Glaval Universal	2016	20,045	1FDFE4FS3GDC07184	S	18 with 2 WC		2	Yes
32	Ford E450 Glaval Universal	2016	21,844	1FDFE4FS5GDC07185	R	18 with 2 WC		2	Yes
33	Ford E450 Glaval Universal	2016	21,096	1FDFE4FS7GDC07186	S	18 with 2 WC		2	Yes
34	Ford E450 Glaval Universal	2016	8,741	1FDFE4FS9GDC07187	R	18 with 2 WC		2	Yes
35	Ford E450 Glaval Universal	2016	11,730	1FDFE4FS0GDC07188	R	18 with 2 WC		2	Yes

Condition	Source of Funds	Replacement Date 4 Yrs./100k MI.	Unit #	Category	Length	DGVW	# Seats	Average Cost	Min Life Years	Min Life Miles	Fuel (Gas)	Fuel Diesel or Alt	Maturity Date (Date Only)	ARRA Funds
Excellent	FTA 5316 AMPA	FY2016	1	Cutaway	26'	14,500	20	\$90,000	4	100,000	Yes	No	6/20/2015	
Excellent	5309 EARMARK	FY2016	2	Cutaway	26'	14,500	16	\$90,000	4	100,000	Yes	No	2/17/2016	
Excellent	5309 EARMARK	FY2016	3	Cutaway	26'	14,500	16	\$90,000	4	100,000	Yes	No	2/17/2016	
Excellent	5309 EARMARK	FY2016	4	Cutaway	26'	14,500	16	\$90,000	4	100,000	Yes	No	2/17/2016	
Excellent	5309 EARMARK	FY2016	5	Cutaway	26'	14,500	16	\$90,000	4	100,000	Yes	No	2/17/2016	
Excellent	5309 EARMARK	FY2016	6	Cutaway	26'	14,500	16	\$90,000	4	100,000	Yes	No	2/17/2016	
Excellent	NMDOT 5310	FY2016	7	Cutaway	26'	14,500	16	\$90,000	4	100,000	Yes	No	6/6/2016	
Excellent	NMDOT 5310	FY2016	8	Cutaway	26'	14,500	16	\$90,000	4	100,000	Yes	No	6/7/2016	
Excellent	Sandoval Co. ARRA	FY2017	9	Cutaway	26'	14,500	20	\$90,000	4	100,000	Yes	No	8/22/2016	
Excellent	Sandoval Co. ARRA	FY2017	10	Cutaway	26'	14,500	20	\$90,000	4	100,000	Yes	No	8/22/2016	
Excellent	NMDOT 5311 ARRA	FY2015	11	Mini-Van	16'	6,050	7	\$90,000	4	100,000	Yes	No	6/20/2014	
Excellent	NMDOT 5311 ARRA	FY2016	12	Cutaway	26'	14,500	20	\$75,000	4	100,000	Yes	No	6/27/2015	
Excellent	NMDOT 5311	FY2016	13	Cutaway	27'	14,500	18	\$75,000	4	100,000	Yes	No	12/7/2015	
Excellent	NMDOT 5311	FY2016	14	Cutaway	27'	14,500	18	\$75,000	4	100,000	Yes	No	12/7/2015	
Excellent	NMDOT 5309 SGR	FY2017	15	Cutaway	26'	14,500	18	\$90,000	4	100,000	Yes	No	12/11/2016	
Excellent	NMDOT 5309 SGR	FY2017	16	Cutaway	26'	14,500	18	\$90,000	4	100,000	Yes	No	12/27/2017	
Excellent	NMDOT 5309 SGR	FY2017	17	Cutaway	26'	14,500	18	\$90,000	4	100,000	Yes	No	12/27/2016	
Excellent	NMDOT 5309 SGR	FY2017	18	Cutaway	26'	14,500	18	\$90,000	4	100,000	Yes	No	4/30/2017	
Excellent	NMDOT 5309 SGR	FY2017	19	Cutaway	27'	14,500	18	\$75,000	4	100,000	Yes	No	12/18/2016	
Excellent	NMDOT 5309 SGR	FY2017	20	Cutaway	27'	14,500	18	\$75,000	4	100,000	Yes	No	1/4/2017	
Excellent	NMDOT 5309 SGR	FY2017	21	Cutaway	27'	14,500	18	\$75,000	4	100,000	Yes	No	12/27/2016	
Excellent	NMDOT 5309 SGR	FY2017	22	Cutaway	27'	14,500	18	\$75,000	4	100,000	Yes	No	4/30/2017	
Excellent	NMDOT 5310	FY2020	23	Cutaway	27'	14,500	18	\$90,000	4	100,000	Yes	No	11/2/2019	
Excellent	NMDOT 5310	FY2020	24	Cutaway	26'	14,500	18	\$90,000	4	100,000	Yes	No	11/2/2019	
Excellent	NMDOT 5310	FY2020	25	Cutaway	26'	14,500	18	\$90,000	4	100,000	Yes	No	11/2/2019	
Excellent	NMDOT 5310	FY2020	26	Cutaway	26'	14,500	18	\$90,000	4	100,000	Yes	No	11/2/2019	
Excellent	NMDOT 5310	FY2020	27	Cutaway	26'	14,500	18	\$90,000	4	100,000	Yes	No	11/2/2019	
Excellent	NMDOT 5310	FY2020	28	Cutaway	26'	14,500	18	\$90,000	4	100,000	Yes	No	11/2/2019	
Excellent	NMDOT 5310	FY2020	29	Cutaway	26'	14,500	18	\$90,000	4	100,000	Yes	No	11/2/2019	
Excellent	NMDOT 5311	FY2020	30	Cutaway	26'	14,500	18	\$90,000	4	100,000	Yes	No	11/2/2019	
Excellent	NMDOT 5311	FY2020	31	Cutaway	26'	14,500	18	\$90,000	4	100,000	Yes	No	11/2/2019	
Excellent	NMDOT 5311	FY2020	32	Cutaway	26'	14,500	18	\$90,000	4	100,000	Yes	No	11/2/2019	
Excellent	NMDOT 5339 SGR	FY2020	33	Cutaway	26'	14,500	18	\$90,000	4	100,000	Yes	No	11/2/2019	
Excellent	NMDOT 5339 SGR	FY2020	34	Cutaway	26'	14,500	18	\$90,000	4	100,000	Yes	No	11/2/2019	
Excellent	NMDOT 5339 SGR	FY2020	35	Cutaway	26'	14,500	18	\$90,000	4	100,000	Yes	No	11/2/2019	

### VII. Other Fixed Assets:

Transit-related items purchased with FTA funds that have been purchased within the last five years and have not been disposed.  
(Please add additional sheets if necessary.)

#	Year purchased	Description of Item	Physical Location (if mobile item -M)	Item Assigned to (Name)	Purchase Date	Make	Model Serial #	Purchase Price	IF ARRA -A
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									

No other Fixed Assets have been purchased with NMDOT FTA pass-thru funds other than those vehicles listed on the prior pages in the vehicle inventory

CERTIFICATION: I certify that the information given in Section VII of this application is complete, accurate, and true to the best of my knowledge. Signature: *[Signature]* Title: *Special Projects Reviewer*

## VIII. Civil Rights

- A) Please provide a list of any active law suits or complaints naming your organization/agency with alleged discrimination on the basis of race, color, sexual preference, or national origin with respect to service or other transit benefits.

If there have not been any lawsuits or complaints, please respond "NONE."

**None**

- B) Also provide a summary of all civil rights compliance review activities conducted during the last three (3) years. The summary shall include:

1. Purpose or reason for review;
2. Name of organization performing the review;
3. Summary of findings and recommendations of the review; and
4. Report on the findings and recommendations of the review.

Please respond "N/A" if not applicable.

**N/A**

- C) Finally, provide a list of any additional transit related funds or applications currently in place, which will supplement this grant. Please respond "N/A" if not applicable.

**Rio Metro is applying for FY18 Section 5310 funds**

## IX. Program Coordination **See Attachment D**

- A) Please attach a description of your efforts to coordinate service with other organizations (i.e. senior centers, other §5310, and §5311 providers), local governments, etc.

- B) Please document when and where your public notice appeared and discuss the responses received.

- C) Please check all that apply and provide copies of each:

ALL APPLICANTS MUST PROVIDE THE FOLLOWING	
√	- Municipal, or Board, or Council: Signed Resolution of Financial Commitment for local match. Resolution must state dollar amount.
√	- Municipal, or Board, or Council: Letter of Support See Attachment F
√	- Copy of Affidavit of Public Notice of Agency's Intent to Apply for Federal Funds See Attachment E

- D) Please check all that apply and provide copy:

IF AGENCY HAS PUBLIC HEARING PROVIDE THE FOLLOWING:	
N/A	- Copy of Published Public Hearing Notice
N/A	- Affidavit of Publication of Public Hearing Notice
N/A	- Minutes of Public Hearing, Copies of Exhibits and Written Statements

Please mark as "N/A" if not applicable.

## X. Program Justification **See Attachment G**

Please attach an essay no longer than five pages. The Operations Profile in Section XI will not be counted as part of these five pages. Explain in detail the need for this program. Please include any changes or expansions in your program and tie them to your budget request. Please include your mission statement, goals and objectives for your program for this Application Year.

## XI. Operations Profile See Attachment H

(Items to be included in the application)

1. Table of Contents
2. Organizational Structure **See Appendix A**
3. Mission Statement
4. Brief Description of Transit Program
  - a. Service area
  - b. Route design
  - c. Schedule (days and hours of operation)
  - d. Fare structure (amounts, how set and by whom?)
  - e. Advertising/marketing **See Appendix B**
5. Administrative Employees
  - a. Title and job description
  - b. Appearance and conduct
  - c. Training plan
6. Qualified Drivers and Dispatchers
  - a. Hiring procedure
  - b. Background check
  - c. Driver record
  - d. Valid drivers license
  - e. Training plan
  - f. Job description
  - g. Appearance and conduct
7. Vehicle fleet
  - a. Number of vehicles with NMDOT lien
  - b. Number of vehicles with NO NMDOT lien
  - c. Maintenance schedules **See Appendix C**
  - d. Inspection procedures
  - e. Vehicle replacement
8. Accident/Incident Reporting Procedures
  - a. Insurance forms in vehicle
  - b. Accident/incident reporting forms in vehicle
9. Passenger policy and procedure

## XIII. Checklist

The following items **MUST** be included with this application. Should any of these items be missing or incomplete, the application may be rejected by the New Mexico Department of Transportation.

This checklist must be submitted with the application. Do not leave any items blank.

SECTION	DESCRIPTION	CHECK ✓
I	Applicant Information (signed)	✓
II	Summary of Budget Request	✓
III	Financial Information	✓
	A. - Administrative Budget	✓
	B. - Operating Budget	✓
	C. - Capital Budget	✓
	D. - Provide the following:	✓
	1 - Copy of Articles of Incorporation	N/A
	2 - Copy of 501(c)3 Certification	N/A
	3 - Copy of most current audit (one COMPLETE copy)	✓
	4 - If transit-related audit findings occurred, copy of corrective action response submitted to auditor	N/A
IV	Program Description	✓
V	Description of Service Area	✓
	- complete demographic information	✓
	- provide Map of Service Area (on 8 ½ X 11 page)	✓
VI	Ridership and Transit System Statistics	✓
VII	Vehicle Inventory (include all vehicles) and Other Fixed Assets	✓
	- complete all vehicle and transit-related inventory lists	✓
	- sign Inventory Certification	✓
VIII	Civil Rights	✓
IX	Program Coordination	✓
	- Copy of your affidavit of public notice of your intent to apply for federal funds	✓
	- Municipal - Board - Council: Signed Resolution of Support - should include dollar amount of local match committed to transit program.	✓
	<i>If Applicable:</i>	N/A
	- Copy of Published Public Hearing Notice	N/A
	- Affidavit of Publication of Public Hearing Notice	N/A
	- Minutes of Public Hearing, Copies of Exhibits and Written Statements	N/A
X	Program Justification	✓
XI	Operations Profile	✓
XII	Checklist	✓

**MAIL ONE APPLICATION WITH ORIGINAL SIGNATURE AND ONE ADDITIONAL COPY POSTMARKED NO LATER THAN AUGUST 26, 2016 APPLICATIONS POSTMARKED AFTER THIS DATE WILL NOT BE CONSIDERED.**

**FAX AND E-MAIL COPIES OF YOUR APPLICATION WILL NOT BE ACCEPTED.**

Please be aware that if your application is selected for funding, you will be required to submit signed copies of the FTA Certifications and Assurances and the FTA Civil Rights Reporting Form

**Attachment A**

**SAMS Search**

**Use the SAM Status Tracker Now**

Check registration status by typing in a DUNS Number.

DUNS Number  Plus 4 (Optional)

Or, check registration status by typing in a CAGE Code.

CAGE Code

**RIO METRO REGIONAL TRANSIT DISTRICT**

**Status: Active**

Your registration was activated on Apr 15, 2016. It expires on Apr 15, 2017 which is one year after you submitted it for processing.



**Core Data**

Completed



**Assertions**

Completed



**Reps & Certs**

Completed



**POCs**

Completed



**Submit**

Completed



**Processing**

Completed



**Active**

Completed

**Attachment B**

**FY14 Audit**



**RIO METRO REGIONAL TRANSIT DISTRICT**

**FINANCIAL STATEMENTS**

**JUNE 30, 2014**

**MOSS-ADAMS<sub>LLP</sub>**

Certified Public Accountants | Business Consultants

*Acumen. Agility. Answers.*

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**BOARD MEMBERS**

City of Albuquerque	Mayor	Richard J. Berry
City of Albuquerque	Councilor (Vice-Chair)	Rey Garduño
City of Albuquerque	Councilor	Don Harris
City of Albuquerque	Councilor	Isaac Benton
City of Albuquerque	Councilor	Janice Arnold-Jones
City of Albuquerque	Councilor	Roxanna Meyers
City of Belen	Mayor	Rudy Jaramillo
Bernalillo County	Commissioner	Maggie Hart Stebbins
Bernalillo County	Commissioner	Lonnie Talbert
Bernalillo County	Commissioner	Debbie O'Malley
Town of Bernalillo	Mayor	Jack S. Torres
Village of Bosque Farm	Mayor	Wayne Ake
Village of Corrales	Councilor	John Alsobrook
Village of Los Lunas	Mayor	Robert Vialpando
Los Ranchos de Albuquerque	Mayor (Chair)	Larry Abraham
City of Rio Rancho	Councilor	Lonnie Clayton
City of Rio Rancho	Councilor	Tamara Gutierrez
Sandoval County	Commissioner	Darryl Madalena
Valencia County	Commissioner	Mary Andersen

**MOSS ADAMS** LLP  
Certified Public Accountants • Business Consultants

## Report of Independent Auditors

To the Board of Directors  
Rio Metro Regional Transit District  
and  
Mr. Hector H. Balderas  
New Mexico State Auditor

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Rio Metro Regional Transit District (Rio Metro), as of and for the year ended June 30, 2014, 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 financial statements of each of Rio Metro's non-major governmental funds and the budgetary comparisons presented as supplementary information, as defined by the Government Accounting Standards Board, in the accompanying combining and individual fund financial statements as of and for the year ended June 30, 2014, 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 the financial statements that are free from material misstatement, 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.

To the Board of Directors  
Rio Metro Regional Transit District  
and  
Mr. Hector H. Balderas  
New Mexico State Auditor

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 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, and each major fund, and the aggregate remaining fund information of Rio Metro as of June 30, 2014, 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 respective financial position of each non-major governmental fund as of June 30, 2014, and the respective changes in financial position and budgetary comparisons for the year then ended, 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 on pages 6 through 15 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.

To the Board of Directors  
Rio Metro Regional Transit District  
and  
Mr. Hector H. Balderas  
New Mexico State Auditor

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.

*Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements and the combining and individual fund financial statements and budgetary comparisons that collectively comprise Rio Metro's basic financial statements. The accompanying *Schedule of Expenditures of Federal Awards* as required by Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, are presented for purposes of additional analysis and are not a required part of the basic financial statements. The *Schedule of Joint Powers Agreements and Memorandums of Understanding and Schedule of Pledged Collateral* required by Section 2.2.2. NMAC are presented for purposes of additional analysis and are not a required part of the financial statements.

The *Schedule of Expenditures of Federal Awards*, the *Schedule of Joint Powers Agreements and Memorandums of Understanding*, and *Schedule of Pledged Collateral* required by Section 2.2.2. NMAC is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic 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*, *Schedule of Joint Powers*

To the Board of Directors  
Rio Metro Regional Transit District  
and  
Mr. Hector H. Balderas  
New Mexico State Auditor

*Agreements and Memorandums of Understanding, and Schedule of Pledged Collateral required by Section 2.2.2. NMAC* are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated December 1, 2014 on our consideration of Rio Metro's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that reports 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 internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Rio Metro's internal control over financial reporting and compliance.

*Mess Adams LLP*

Albuquerque, New Mexico  
December 1, 2014

**RIO METRO REGIONAL TRANSIT DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Year Ended June 30, 2014**

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 a 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 representatives 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 analyses, 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. Transit passenger facilities and amenities are important elements necessary to support transit operations and to build and maintain patronage. Common passenger facilities include 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) 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 REGIONAL TRANSIT DISTRICT  
MANAGEMENT’S DISCUSSION AND ANALYSIS (CONTINUED)  
Year Ended June 30, 2014**

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 the 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 a 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, Valencia, and Santa Fe 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**

This 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 (CONTINUED)  
Year Ended June 30, 2014**

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. The government-wide financial statements can be found on pages 16-17 of this report.

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 governmental fund financial statements focus on near-term inflows and outflows of spendable resources as well as on 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 sixteen 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) 5307 Large Urban, and FTA 5337 State of Good Repair all of which are considered to be major funds.

**RIO METRO REGIONAL TRANSIT DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)  
Year Ended June 30, 2014**

Data from the other eleven 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.

The basic governmental fund financial statement can be found on pages 18-19 of 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. The notes to the financial statements can be found on pages 20-36 of this report.

**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.

**FINANCIAL 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 \$12.2 million at the close of the most recent fiscal year. The net position decreased by approximately \$314,000.

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 (CONTINUED)  
Year Ended June 30, 2014**

**Net Position**

Table A-1 summarizes the Rio Metro's net position for the fiscal year ended June 30, 2014. 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 6/30/14	Governmental Activities 6/30/13
Current assets	\$ 17,681,306	\$ 17,780,474
Capital assets, net of accumulated depreciation	<u>2,729,322</u>	<u>3,305,459</u>
<b>Total assets</b>	<b><u>20,410,628</u></b>	<b><u>21,085,933</u></b>
Total current liabilities	7,548,126	7,781,018
Long-term debt	<u>648,381</u>	<u>776,461</u>
<b>Total liabilities</b>	<b><u>8,196,507</u></b>	<b><u>8,557,479</u></b>
Net Position		
Net investment in capital assets	1,952,861	2,405,352
Restricted	-	10,617
Unrestricted	<u>10,261,260</u>	<u>10,112,485</u>
<b>Total liabilities and net position</b>	<b><u>\$ 20,410,628</u></b>	<b><u>\$ 21,085,933</u></b>

During the year, \$202,313 of regional gross receipts tax (GRT) budgeted originally in GRT Transit was transferred to NMRX operations to cover unanticipated capital expenditures on NMRX rolling stock and NMRX maintenance of railway. These expenditures were necessary to maintain NMRX service through the year, and were caused by equipment failure on locomotives and emergency track repairs necessitated by monsoon storms.

**RIO METRO REGIONAL TRANSIT DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)  
Year Ended June 30, 2014**

Changes in net position: Rio Metro's change in net position for fiscal year 2014 was an decrease of \$314,333. The table below reflects the changes in net position:

Table A-2

Changes in Rio Metro's Net Position

	Governmental Activities 6/30/14	Governmental Activities 6/30/13
Expenses – governmental activities	\$ (41,130,431)	\$ (40,593,513)
Add: charges for services	4,980,645	4,798,844
operating grants	<u>12,646,966</u>	<u>13,103,523</u>
<b>Subtotal</b>	<u>(23,502,820)</u>	<u>(22,691,146)</u>
General revenues – total	<u>23,188,487</u>	<u>22,743,780</u>
Change in net position	(314,333)	52,634
Net position – beginning of year	<u>12,528,454</u>	<u>12,475,820</u>
<b>Net position – end of year</b>	<u>\$ 12,214,121</u>	<u>12,528,454</u>

**RIO METRO REGIONAL TRANSIT DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)  
Year Ended June 30, 2014**

**Financial Analysis of the Government's Funds**

As noted earlier, Rio Metro's uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

The focus of Rio Metro's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing Rio Metro's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

At the end of the current fiscal year, Rio Metro's governmental fund reported combined ending fund balances of \$10.3 million, an increase of \$138 thousand in comparison with prior year.

Rio Metro's total Governmental Funds expenditures during the year were nearly \$40.7 million dollars for year ending June 30, 2014, compared to \$41.7 million in 2013. Thirty-four percent (38%) of those expenditures were for operating the New Mexico Rail Runner Express commuter rail system. The Rail Runner is an ongoing activity and the commuter rail system has been in operations for several years. Transit operations; however, is a relatively new venture for Rio Metro and expenditures will increase as Rio Metro implements the projects outlined in the Regional Transit Plan.

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 Funds 6/30/14	Governmental Funds 6/30/13
<b>Revenues:</b>		
State	\$ 160,300	\$ 603,808
Federal	12,026,971	11,949,220
Local	23,188,487	22,792,049
Charges for service	3,267,276	3,091,515
BNSF/AMTRAK	2,051,090	1,707,329
Other	121,730	551,160
<b>Total revenues</b>	<u>40,815,854</u>	<u>40,695,081</u>

**RIO METRO REGIONAL TRANSIT DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)  
Year Ended June 30, 2014**

	Governmental Funds 6/30/14	Governmental Funds 6/30/13
<b>Expenditures:</b>		
Operations	\$ 39,009,121	\$ 39,549,177
Capital outlay	1,668,575	2,089,704
<b>Total expenditures</b>	<u>40,677,696</u>	<u>41,638,881</u>
Change in fund balance		
Revenues over (under) expenditures	138,158	(943,800)
Beginning fund balances	<u>10,123,102</u>	<u>11,066,902</u>
<b>Ending fund balances</b>	<u>\$ 10,261,260</u>	<u>\$ 10,123,102</u>

**Analysis of Major Funds**

The following analysis does not include the discussion of prior year to current year changes. Due to the reorganization of Rio Metro's chart of accounts, current year data is not comparable to prior year at the fund level.

**General Fund (Fund 1000):** Beginning in fiscal year 2014 Rio Metro reorganized the chart of the accounts. Previously Rio Metro reported revenues such as BNSF/Amtrak, NMRX farebox, bike locker, special projects, advertising, merchandising, and permitting in rail operations. In fiscal year 2014 these revenues totaling \$5.4 million were reported in the General Fund.

**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. In fiscal year 2014 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, 2014, the fund balance in the Transit GRT fund was \$10.3 million, an increase of approximately \$153,000 from last year.

**Rail Gross Receipt Tax (Fund 1200):** The Rail GRT fund is where Rio Metro includes the transit portion of Gross Receipts Tax revenue when it is received. In fiscal year 2014 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, 2014, the fund balance in the Rail GRT fund was \$0, a decrease of \$10,617 from last year.

**FTA 5307 UA Formula Grants/Large Urban (Fund 2101):** 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 \$10.8 million and there is no fund balance as of the end of the year.

**RIO METRO REGIONAL TRANSIT DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)  
Year Ended June 30, 2014**

**FTA 5337 State of Good Repair (2104)** – Federal funding received directly from FTA. Funds may be used to assist in financing capital projects to maintain public transportation systems in a state of good repair and to ensure public transit operates safely, efficiently, reliably, and sustainably so that communities can offer balanced transportation choices that helps to improve mobility, reduce congestion, and encourage economic development. Expenditures approximated \$851,000 and there is no fund balance as of the end of the year.

**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 and state program revenues did not materialize as expected and the budget was adjusted by approximately \$12.0 million to reflect these decreases.
- Rail Program expenditures – anticipated capital outlays for the fixed guideway and communication information systems did not materialized. The budget was adjusted downward by \$4.7 million.
- Transit Program revenues – the federal and state program revenues did not materialize as expected and the budget was adjusted by approximately \$3.0 million to reflect these decreases.
- Transit Program expenditures - the original budgets were adjusted to actual expenditures which decreased by approximately \$3.3 million due primarily to anticipate capital outlays not materializing for land acquisition, vehicles, and equipment.

**Fund Balances**

The fund balances at June 30, 2014 were as follows:

- The fund balance in the General fund decreased by \$4,378 leaving a fund balance of \$0 as of year-end.
- The fund balance in the Transit GRT increased by \$153,153 leaving a fund balance of \$10.2 million as of year-end.
- The fund balance in the Rail GRT decreased of \$10,617 leaving a fund balance of \$0 as of year-end.

**RIO METRO REGIONAL TRANSIT DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)  
Year Ended June 30, 2014**

**Capital Assets**

The Rio Metro's net investment in capital assets (net of debt) as of June 30, 2014 amounted to \$2,729,322. The capital assets consist of buildings, vehicles and equipment. Depreciation expense of \$772,953 was recorded in the current year. Additions of \$196,816 were added during the year ended June 30, 2014, consisting of vehicles, equipment and software.

**Debt**

At the end of the fiscal year, Rio Metro RTD had total debt outstanding of \$776,461. 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 the Rio Metro RTD is the Regional Transit Gross Receipts Tax. While this tax is dependent on the state of the economy, the Rio Metro RTD 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 2014 to 2015.

**Request for Information**

This financial report is designed to provide a general overview of the Rio Metro RTD'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 N.W., Albuquerque, NM 87102.

**RIO METRO REGIONAL TRANSIT DISTRICT  
STATEMENT OF NET POSITION  
June 30, 2014**

	Governmental Activities
<b>ASSETS</b>	
Current	
Cash and cash equivalents	\$ 5,916,096
Accounts receivable	7,114,119
Related party receivables	4,651,091
<b>Total current assets</b>	<u>17,681,306</u>
Noncurrent	
Capital assets, net of accumulated depreciation	<u>2,729,322</u>
<b>Total Assets</b>	<u>\$ 20,410,628</u>
<b>LIABILITIES AND NET POSITION</b>	
<b>LIABILITIES</b>	
Current	
Accounts payable	\$ 2,024,458
Related party payables	5,395,588
Capital lease obligation	128,080
<b>Total current liabilities</b>	<u>7,548,126</u>
Long-term	
Capital lease obligation	<u>648,381</u>
<b>Total liabilities</b>	<u>8,196,507</u>
<b>NET POSITION</b>	
Net investment in capital assets	1,952,861
Unrestricted	10,261,260
<b>Total net position</b>	<u>12,214,121</u>
<b>Total liabilities and net position</b>	<u>\$ 20,410,628</u>

*See Notes to Financial Statements.*

**RIO METRO REGIONAL TRANSIT DISTRICT  
STATEMENT OF ACTIVITIES  
Year Ended June 30, 2014**

Functions/Programs	Expenses	Charges for Services	Program Operating Grants and Contributions	Net (Expense) Revenue and Changes in Net Position for Governmental Activities
Governmental Activities				
General government				
Commuter rail activities	\$ 28,294,861	4,892,705	10,667,784	(12,734,372)
Transit activities	12,835,570	87,940	1,979,182	(10,768,448)
<b>Total governmental activities</b>	<b>\$ 41,130,431</b>	<b>4,980,645</b>	<b>12,646,966</b>	<b>(23,502,820)</b>
General Revenues				
New Mexico Gross Receipts Taxes				\$ 23,188,487
<b>Total general revenues</b>				<u>23,188,487</u>
<b>Change in net position</b>				(314,333)
Net position, beginning of year				<u>12,528,454</u>
<b>Net position, ending of year</b>				<u><u>\$ 12,214,121</u></u>

*See Notes to Financial Statements.*

**RIO METRO REGIONAL TRANSIT DISTRICT  
BALANCE SHEET - GOVERNMENTAL FUNDS  
June 30, 2014**

	Major Funds							Total Governmental Funds
	Special Revenue Funds							
	General #1000	GRT - RAIL #1200	GRT - TRANSIT #1300	LARGE URBAN #2101	FTA 5307 GOOD REPAIR #2104	FTA 5337	Other Governmental Funds	
<b>ASSETS</b>								
Cash and cash equivalents	\$ 5,916,096	-	-	-	-	-	-	5,916,096
Accounts receivable	1,524,231	346,342	-	3,454,614	681,114	-	1,107,818	7,114,119
Related entity receivable	500,036	2,339,189	1,811,866	-	-	-	-	4,651,091
Interfund receivables	-	-	13,597,029	-	170,279	-	32,198	13,799,506
<b>Total assets</b>	<b>\$ 7,940,363</b>	<b>2,685,531</b>	<b>15,408,895</b>	<b>3,454,614</b>	<b>851,393</b>	<b>-</b>	<b>1,140,016</b>	<b>31,480,812</b>
<b>LIABILITIES</b>								
Accounts payable	\$ 187,832	557,154	159,922	90,647	851,393	-	177,510	2,024,458
Related entity payable	-	194,297	4,987,713	72,974	-	-	140,604	5,395,588
Interfund payables	7,752,531	1,934,080	-	3,290,993	-	-	821,902	13,799,506
<b>Total liabilities</b>	<b>7,940,363</b>	<b>2,685,531</b>	<b>5,147,635</b>	<b>3,454,614</b>	<b>851,393</b>	<b>-</b>	<b>1,140,016</b>	<b>21,219,552</b>
<b>FUND BALANCES</b>								
Unassigned	-	-	10,261,260	-	-	-	-	10,261,260
Restricted	-	-	-	-	-	-	-	-
<b>Total fund balance</b>	<b>-</b>	<b>-</b>	<b>10,261,260</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,261,260</b>
<b>Total liabilities and fund balances</b>	<b>\$ 7,940,363</b>	<b>2,685,531</b>	<b>15,408,895</b>	<b>3,454,614</b>	<b>851,393</b>	<b>-</b>	<b>1,140,016</b>	<b>31,480,812</b>

**Reconciliation**  
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	2,729,322
Capital lease obligations are not recorded as liabilities in the governmental funds, but recorded as long-term liabilities in the statement of net position	(776,461)
<b>Net position of governmental activities</b>	<b>\$ 12,214,121</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, 2014**

	Major Funds							Total Governmental Funds
	Special Revenue Funds							
	General #1000	GRT - RAIL #1200	GRT - TRANSIT #1300	FTA 5307 LARGE URBAN #2101	FTA 5337 GOOD REPAIR #2104	Other Governmental Funds		
<b>REVENUES</b>								
Intergovernmental								
Federal	-	-	-	8,552,386	681,114	2,793,469	12,026,969	
State	-	-	-	-	-	160,300	160,300	
New Mexico Gross Receipts Tax	-	12,645,332	10,543,155	-	-	-	23,188,487	
Farebox	-	-	-	-	-	53,440	53,440	
BNSF/Amtrak	2,051,090	-	-	-	-	-	2,051,090	
Special projects and other	3,335,566	-	-	-	-	-	3,335,566	
<b>Total revenues</b>	<b>5,386,656</b>	<b>12,645,332</b>	<b>10,543,155</b>	<b>8,552,386</b>	<b>681,114</b>	<b>3,007,209</b>	<b>40,815,852</b>	
<b>EXPENDITURES</b>								
Current								
Operating	-	15,236,866	8,879,721	10,800,066	851,393	3,241,073	39,009,119	
Capital outlay	-	346,593	18,684	-	-	1,303,298	1,668,575	
<b>Total expenditures</b>	<b>-</b>	<b>15,583,459</b>	<b>8,898,405</b>	<b>10,800,066</b>	<b>851,393</b>	<b>4,544,371</b>	<b>40,677,694</b>	
Excess of revenue over expenditures	5,386,656	(2,938,127)	1,644,750	(2,247,680)	(170,279)	(1,537,162)	138,158	
<b>OTHER FINANCING SOURCES/USES</b>								
Operating transfers in	-	2,927,510	-	2,247,680	170,279	1,537,162	6,882,631	
Operating transfers out	(5,391,034)	-	(1,491,597)	-	-	-	(6,882,631)	
<b>Net change in fund balance</b>	<b>(4,378)</b>	<b>(10,617)</b>	<b>153,153</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>138,158</b>	
<b>Fund balance, beginning of year</b>	<b>4,378</b>	<b>10,617</b>	<b>10,108,107</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,123,102</b>	
<b>Fund balance, end of year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,261,260</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,261,260</b>	

Reconciliation	
Change in fund balance-total government funds	138,158
Amounts reported for governmental activities in the statement of activities are different because:	
Depreciation is not recorded as a financial use	(772,953)
Capital assets additions used in governmental activities are not financial resources and, therefore, are not reported	196,816
Loss on disposal of capital assets	-
Principal payments on capital lease obligations	123,646
<b>Change in net position of governmental activities</b>	<b>\$ (314,333)</b>

**RIO METRO REGIONAL TRANSIT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2014**

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

Under the requirements of GASB #34, Rio Metro is required to present certain of its governmental funds as major funds based upon certain criteria. The major funds presented in the fund financial statements include the following:

*General Fund* - The primary operating fund of Rio Metro accounts for all financial resources, except those required to be accounted for in other funds, and is always a major fund.

**New Accounting Pronouncements:**

In March 2012, the GASB issued Statement No. 65, *Items Previously Reported as Assets and Liabilities*. This Statement establishes accounting and financial reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources or inflows of resources, certain items that were previously reported as assets and liabilities. This Statement also provides other financial reporting guidance related to the impact of the financial statement elements deferred outflows of resources and deferred inflows of resources, such as changes in the determination of the major fund calculations and limiting the use of the term deferred in financial statement presentations. Management has analyzed the effects of this statement and determined there to be no reclassifications or adjustments of the financial statements necessary to implement this Statement.

In June 2012, the GASB issued Statement No. 68, *Accounting and Financial Reporting for Pensions—an amendment of GASB Statement No. 27*. The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for pensions. It also improves information provided by state and local governmental employers about financial support for pensions that is provided by other entities. This Statement replaces the requirements of Statement No. 27, *Accounting for Pensions by State and Local Governmental Employers*, as well as the requirements of Statement No. 50, *Pension Disclosures*, as they relate to pensions that are provided through pension plans administered as trusts or equivalent arrangements (hereafter jointly referred to as trusts) that meet certain criteria. The requirements of Statements 27 and 50 remain applicable for pensions that are not covered by the scope of this Statement. This Statement establishes standards for measuring and recognizing liabilities, deferred outflows of resources, and deferred inflows of resources, and expense/expenditures. For defined benefit pensions, this Statement identifies the methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. Note disclosure and required supplementary information requirements about pensions also are addressed. Distinctions are made

**RIO METRO REGIONAL TRANSIT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2014**

regarding the particular requirements for employers based on the number of employers whose employees are provided with pensions through the pension plan and whether pension obligations and pension plan assets are shared. This Statement is effective for fiscal years beginning after June 15, 2014. The requirements of this Statement will improve the decision-usefulness of information in employer and governmental nonemployer contributing entity financial reports and will enhance its value for assessing accountability and interperiod equity by requiring recognition of the entire net pension liability and a more comprehensive measure of pension expense. Management has not yet completed its assessment of this statement; and therefore, the effect of adopting this statement, if any, is not subject to estimation at this time.

**Special Revenue Funds - Major Funds:**

- **Rail Gross Receipts Tax (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. 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.
- **Transit Gross Receipts Tax (1300)** – Transit fund where Rio Metro includes the transit portion of New Mexico Regional Transit Gross Receipts Tax (GRT) revenue when it is received. 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 5307 UA Formula Grants/Large Urban (2101)** – 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.
- **FTA 5337 State of Good Repair (2104)** – Federal funding received directly from FTA. Funds may be used to assist in financing capital projects to maintain public transportation systems in a state of good repair and to ensure public transit operates safely, efficiently, reliably, and sustainably so that communities can offer balanced transportation choices that helps to improve mobility, reduce congestion, and encourage economic development.

**RIO METRO REGIONAL TRANSIT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2014**

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

*Fund Balance.* In the fund level financial statements, fund balance reserves represent those portions of fund equity not available for appropriation or expenditure or legally segregated for a specific future use. In accordance with Government Accounting Standards Board Fund Balance Reporting and Governmental Fund Type Definitions RMRTD classifies governmental fund balances as follows:

- Non-spendable – includes fund balance amounts that cannot be spent either because it is not in spendable form or because of legal or contractual constraints.
- Restricted – includes 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 – includes 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 – includes fund balance amounts that are intended to be used for specific purposes that are neither considered restricted or committed. Fund Balance may be assigned by the management.
- Unassigned – includes 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.

**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.

The Government-wide Financial Statements are presented using the economic resources measurement focus and the accrual basis of accounting. The Governmental Funds in the 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; i.e., 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, 60 days). Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred.

**RIO METRO REGIONAL TRANSIT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2014**

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

In applying the “susceptible to accrual” concept to intergovernmental revenues pursuant to GASB Statement #33 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. New Mexico Gross Receipts Taxes (GRT) received after 60 days as a result of delinquent accounts is not known or able to be estimated, or measured and, therefore, is not recorded.

**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, i.e., the dollar value above 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:

Vehicles	5-10 years
Building	40 years

Rio Metro did not own any infrastructure assets as of June 30, 2014.

**RIO METRO REGIONAL TRANSIT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2014**

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

**Budgets and Budgetary Accounting**

Rio Metro's Executive Director prepares 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 approval. 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; Transit Program.

Formal budgetary integration is employed as a management control device during the year. Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. 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 DFA-LGD. The legally permissible methods for amending the initially approved budget require approval of the Board of Directors and DFA-LGD.

**Due To and From Other Funds**

Interfund receivables 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.

**Grants and 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 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. All other receivables are expected to be collected and, therefore, no allowance has been deemed necessary.

**RIO METRO REGIONAL TRANSIT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2014**

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

**Revenues**

Revenues are recognized as follows:

- 1) Special and capital outlay appropriations require project and draw down approval from the New Mexico Department of Finance and Administration (DFA) Board of Finance. Rio Metro considers this part of the eligibility requirements and does not recognize the revenues and receivables until the approval is obtained.
- 2) Federal and other grants revenues are recognized when the applicable eligibility criteria, including time requirements, are met and the resources are available. Resources received for which applicable eligibility criteria have not been met are reflected as deferred revenues in the accompanying financial statements.
- 3) Revenues from grants that are restricted for specific uses are recognized as revenues and as receivables when the related costs are incurred. 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.
- 4) Derived tax revenue, the New Mexico Regional Transit Gross Receipts Tax Revenue, 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.

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

In applying the "susceptible to accrual" concept to intergovernmental revenues pursuant to GASB Statement No. 33, 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 requirement are met, under most circumstances, should be reported as advances by the provider and deferred revenue by the recipient.

**RIO METRO REGIONAL TRANSIT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2014**

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

**Net Position**

Net position on the Statement of Net Position include the following:

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. Rio Metro had no restricted net position at June 30, 2014.

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.

**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.

**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.

**RIO METRO REGIONAL TRANSIT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2014**

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

Securities 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 is to collateralize one half of the uninsured public money in each account. As of June 30, 2014, the amount of Rio Metro's bank balance of \$5,200,000 was exposed to custodial credit risk as follows:

Uninsured and uncollateralized	\$ 1,426,682
Uninsured and collateral held by pledging bank's trust department not in Rio Metro's name	3,501,439

Rio Metro's bank balances were collateralized in compliance with the State of New Mexico's state statutes.

Following are the descriptions of the Rio Metro cash and certificates of deposit held as of June 30, 2014:

Bank balance	
Sweep Account – Wells Fargo Bank	\$ 1,698,358
Demand deposit – Wells Fargo Bank, Albuquerque, New Mexico	5,200,000
Deposits in transit	66,519
Outstanding checks	<u>(1,048,781)</u>
Cash and equivalents per financial statements	<u>\$ 5,916,096</u>

**NOTE 3. ACCOUNTS RECEIVABLES**

No allowance for uncollectible amounts has been made since these amounts are expected to be fully collected. The accounts receivables balance as of June 30, 2014 consisted of:

Billed accounts receivable	\$ 7,114,119
Related party receivables (Note 12)	<u>4,651,091</u>
Total accounts receivable	<u>\$11,765,210</u>

**RIO METRO REGIONAL TRANSIT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2014**

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

Interfund receivables and payables were as follows at June 30, 2014:

	To (Interfund Pay)	From (Interfund Rec)
General Fund #1000	\$ 7,752,531	-
GRT Rail Fund #1200	1,934,080	-
GRT Transit Fund #1300	-	13,597,029
FTA Direct Fund #2100	-	32,198
FTA 5307 Large Urban Fund #2101	3,290,993	-
FTA 5307 Small Urban Fund #2102	223,731	-
FTA 5337 State of Good Repair Fund #2104	-	170,279
FTA 5316 JARC (MRCOG) Fund #2303	5,742	-
FTA 5317 New Freedom (MRCOG) Fund # 2304	3,669	-
FTA 5311 Formula Rural Areas Fund #2502	225,024	-
FTA 5316 JARC (NMDOT) Fund #2503	50,222	-
FHWA Congestion Mitigation Fund #3101	103,836	-
FHWA Surface Transportation Fund #3102	178,684	-
FHWA Highway Safety Improvement Fund # 3105	6,751	-
NMDOT Fund # 4101	<u>24,243</u>	-
<b>Total</b>	<b><u>\$13,799,506</u></b>	<b><u>13,799,506</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 at June 30, 2014 to be repaid within one year.

**RIO METRO REGIONAL TRANSIT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2014**

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

Interfund transfers were as follows for the year ended June 30, 2014:

	<u>Transfers</u>	
	In	Out
General #1000	\$ -	5,391,034
GRT – Rail #1200	2,927,510	-
GRT Transit	-	1,491,597
FTA 5307 Large Urban #2101	2,247,680	-
FTA 5337 Good Repair #2104	170,279	-
FTA 5307 UA Small Urban	296,708	-
FTA 5307 Capital Improvements #3103	5,149	-
FTA 5316 JARC MRCOG #2303	106,435	-
FTA 5317 New Freedom MRCOG #2304	41,580	-
FTA 5311 Formula Grants Rural Areas #2502	659,872	-
FTA 5316 JARC NMDOT #2503	216,874	-
FHWA Congestion Air Quality #3101	62,596	-
FHWA Surface Transportation #3102	<u>147,948</u>	-
 Total	 <u>\$ 6,882,631</u>	 <u>6,882,631</u>

These transfers made to utilize funds for transit and rail operations in 2014.

**RIO METRO REGIONAL TRANSIT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2014**

**NOTE 5. CAPITAL ASSETS**

A summary of changes in capital assets follows at June 30:

	June 30, 2013	Additions	Deletions	June 30, 2014
<b>Assets not depreciated:</b>				
Land-El Pueblo	\$ 98,373	-	-	<u>98,373</u>
<b>Assets being depreciated:</b>				
Building	1,262,300	-	-	1,262,300
Building-El Pueblo Purchase	279,986	-	-	279,986
Software	388,614	(193)	-	388,421
Vehicles & Equipment	<u>2,574,564</u>	<u>197,009</u>	-	<u>2,771,573</u>
<b>Total assets</b>	<u>4,505,464</u>	<u>196,816</u>	-	<u>4,702,280</u>
<b>Accumulated depreciation</b>				
Building	(110,452)	(31,557)	-	(142,009)
Building-El Pueblo Purchase	(6,533)	(11,199)	-	(17,732)
Software	(63,563)	(72,243)	-	(135,806)
Vehicles & Equipment	<u>(1,117,830)</u>	<u>(657,954)</u>	-	<u>(1,775,784)</u>
<b>Total accumulated depreciation</b>	<u>(1,298,378)</u>	<u>(772,953)</u>	-	<u>(2,071,331)</u>
<b>Net capital assets being depreciated</b>	<u>3,207,086</u>	<u>(576,137)</u>	-	<u>(2,630,949)</u>
<b>Net capital assets</b>	<u>\$ 3,305,459</u>	<u>(576,137)</u>	-	<u>2,729,322</u>

Depreciation expense for the year ended June 30, 2014 was \$772,953. It was charged to the transit activities function in the Statement of Activities.

**RIO METRO REGIONAL TRANSIT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2014**

**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, 2014:

Insurer and Policy Type	Term	Coverage
<b>New Mexico Mutual</b> (worker's compensation)	2/12/14 - 2/12/15	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 Assurance Co.</b> Commercial general liability	9/29/13 - 9/29/14	\$1,000,000 each occurrence, No general aggregate limit
<b>Alliant Insurance Services, Inc.</b> Commercial general liability	9/29/13 - 9/29/14	\$1,000,000 each occurrence, No general aggregate limit
Auto liability - Owned and non-owned vehicles	9/29/13 - 9/29/14	Combined single limit \$1,000,000
Special Property Insurance Program	7/1/13 - 7/1/14	Boiler and machining property \$25,000,000 aggregate other limitation apply
Employee Dishonesty Bond	7/1/13 - 7/1/14	\$1,000,000 faithful performance/employee honesty
<b>City of Albuquerque Risk Management Fund</b>		Covered under limits of the Tort Claims Act of NM
Auto vehicles liability -	Continuous policy	\$1,000,000 - property damage

**RIO METRO REGIONAL TRANSIT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2014**

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

Insurer and Policy Type	Term	Coverage
MRCOG owned		\$1,000,000 - per person for single occurrence
<b>General Star Indemnity Company</b>		
Excess Auto	11/10/13 - 11/10/14	\$4,000,000 - Aggregate
<b>National Indemnity Company</b>		
Commercial Automobile	11/10/13 - 11/10/14	\$1,000,000 - Single Limit \$5,000-Medical Payments Any one person \$1,000,000 -Uninsured Motorist CSL \$1,272,069 - Collision \$1,272,069 - Comprehensive
<b>Essex Insurance Company</b>		
Commercial General Liability	11/10/13 - 11/10/14	\$2,000,000 - General Aggregate \$1,000,000- Each Occurrence \$1,000,000- Personal & Advertising Injury \$5,000-Medical Payments / Any one person \$100,000- Damage to Premises
<b>Evanston Insurance Company</b>		
Excess Liability	11/10/13- 11/10/14	\$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, 2013 through June 30, 2014.

**RIO METRO REGIONAL TRANSIT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2014**

**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.

**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 and the interest rate is 3.5285%

The following amounts are outstanding as of June 30:

2015	\$	153,420
2016		153,420
2017		153,420
2018		153,420
2019		153,420
Thereafter		89,494
Amount representing interest		<u>(80,131)</u>
		776,431
Current		<u>(128,080)</u>
Long-term	\$	<u>648,383</u>

A summary of changes in the capital lease obligations are as follows:

June 30, 2013	Payments	June 30, 2014
\$900,107	123,646	776,461

**NOTE 9. OPERATING LEASES**

Rio Metro is committed under various operating leases, primarily on a month to month basis. Rent expenditures were \$242,425 for the year ended June 30, 2014.

**RIO METRO REGIONAL TRANSIT DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 2014**

**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 provided operating services in the amount of \$5,450,868 during the year ended June 30, 2014.

Herzog Transit Services, Inc. is the major service provider contracted through September 21, 2014 with Rio Metro's administrative entity, Mid Region Council of Governments, 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, 2014 was \$18,255,593 (Operations: \$11,679,796, Maintenance: \$5,977,264, Management Fee: \$598,533).

**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. The following is a break out of what these expenditures consists of:

Reimbursement to MRCOG	
Rio Metro RTD Revenue	<u>\$ 5,511,951</u>
Incurred on behalf of Rio Metro	
Operating Expenses	<u>5,511,951</u>
Total Expenditures	<u>5,511,951</u>
Excess revenues over	
Expenditures	<u>\$ _____</u>

**RIO METRO REGIONAL TRANSIT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2014**

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

*Mid Region Council of Governments of New Mexico (MRCOG).* Rio Metro's accounts receivable balance from MRCOG was \$480,833 at June 30, 2014. Rio Metro's accounts payable balance to MRCOG was \$614,412 at June 30, 2014. Rio Metro had revenues of \$503,781 and expenditures of \$5,521,004 relating to MRCOG.

*Regional Transit Gross Receipts Taxes.* The taxes receivable balance of \$4,170,258 is comprised of taxes receivables from Bernalillo, Sandoval, Santa Fe, and Valencia Counties, members of Rio Metro at June 30, 2014. Rio Metro had revenues of \$21,646,638 and expenditures of \$140,635 relating to Gross Receipts Taxes at June 30, 2014.

*City of Albuquerque.* Rio Metro's accounts payable balance to the City of Albuquerque was \$4,755,000 at June 30, 2014. Rio Metro had expenditures of \$4,759,000 relating to the City of Albuquerque at June 30, 2014.

*City of Belen.* Rio Metro's accounts payable balance to the City of Belen was \$675 at June 30, 2014. Rio Metro had expenditures of \$7,839 relating to the City of Belen at June 30, 2014.

*City of Rio Rancho.* Rio Metro's accounts payable balance to the City of Rio Rancho was \$6,589 at June 30, 2014. Rio Metro had expenditures of \$79,876 relating to the City of Rio Rancho at June 30, 2014.

*Village of Los Lunas.* Rio Metro's accounts payable balance to the Village of Los Lunas was \$18,912 at June 30, 2014. Rio Metro had expenditures of \$223,723 relating to the Village of Los Lunas at June 30, 2014.

**RIO METRO REGIONAL TRANSIT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2014**

**NOTE 13. RECONCILIATION OF BUDGETARY COMPARISONS**

The budgetary comparisons are prepared on at the program level. The following schedule reconciles the program budget amount to the fund financial statements.

	<u>Per Budget Schedules</u>			Total Per
	Rail Program	Transit Program	Reclassifications Eliminations	Financial Statements
Revenues	\$ 28,205,577	12,610,276	1	40,815,854
Expenditures	(28,418,507)	(12,259,433)	244	(40,677,696)
Transfers in	202,313	4,376	6,675,942	6,882,631
Transfers out	-	(206,444)	(6,676,187)	(6,882,631)
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Change in fund balance	\$ (10,617)	148,775	-	138,158

**SUPPLEMENTARY INFORMATION**

**RIO METRO REGIONAL TRANSIT DISTRICT  
NON-MAJOR SPECIAL REVENUE FUNDS  
June 30, 2014**

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. Although there is no specific authority establishing these funds, Rio Metro tracks state and federal programs in separate funds for internal and external compliance and reporting purposes.

- **FTA Direct (2100)** – Federal funding received directly from the Federal Transit Administration (FTA) for various projects.
- **FTA 5307 UA Formula Grants/Small Urban (2102)** – Federal funding received directly from FTA. Provides funding for the Small Urbanized Area of Los Lunas, New Mexico for operating and administrative expenditures related to bus and rail transit services.
- **FTA 5309 Capital Investment Grants (2103)** – Federal funding received directly from FTA. Funds may be used to assist in financing the acquisition, construction, reconstruction, and improvement of facilities, rolling stock and equipment for use in public transportation service.
- **FTA 5316 Job Access/Reverse Commute through MRCOG (2303)** – FTA funding received as a pass-thru from MRCOG. Provides funding to develop transportation services to connect welfare recipients and low-income persons to employment and support services. Job Access grants will be to finance planning, capital and operating costs of projects.
- **FTA 5317 New Freedom through MRCOG (2304)** – FTA funding received as a pass-thru from MRCOG. Provides funding for new capital and operating projects aimed at reducing, beyond the requirements of the Americans with Disabilities Act of 1990, transportation barriers faced by individuals with disabilities to assist with transportation, including transportation to and from jobs and employment support services.
- **FTA 5311 Formula Grants for Rural Area thru NMDOT (2502)** – FTA funding received from the New Mexico Department of Transportation (NMDOT). Provides funding to improve, initiate, or continue public transportation service in non-urbanized areas and to provide technical assistance for rural transportation providers.

**RIO METRO REGIONAL TRANSIT DISTRICT  
NON-MAJOR SPECIAL REVENUE FUNDS  
June 30, 2014**

- **FTA 5316 Job Access/Reverse Commute through NMDOT (2503)** – FTA funding received from the NMDOT. Provides funding to develop transportation services to connect welfare recipients and low-income persons to employment and support services. Job Access grants will be to finance planning, capital and operating costs of projects.
- **FTA 5307 Flex Funds (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. Funding will also be used for the ongoing work effort that provides public education, outreach, and a system to respond to inquiries regarding bus and rail services.
- **FTA 5307 Flex Funds (3102)** – 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 New Mexico Rail Runner preventative maintenance track improvements on the commuter rail line.
- **FHWA Highway Safety Improvement Program (3105)** – FHWA funding received from the NMDOT. Provides funding in the planning and development of an integrated, interconnected transportation system.
- **NM State Department of Transportation (4101)** – State funding from NMDOT for various projects.

**RIO METRO REGIONAL TRANSIT DISTRICT  
COMBINING BALANCE SHEET  
ALL NON-MAJOR GOVERNMENTAL FUNDS  
June 30, 2014**

Special Revenue Funds												
	FTA 5307 UA SMALL URBAN #2102	FTA 5309 Capital Investments #2103	FTA 5316/JARC MRCOG #2303	FTA 5317 NEW FREEDOM MRCOG #2304	FTA 5311 FORMULA GRANTS RURAL AREAS #2502	FTA 5316 JARC NMDOT #2503	FWWA CONGESTION AIR QUALITY #3101	FWWA SURFACE TRANSPORTATION #3102	FWWA SAFETY IMPROVEMENT #3105	NMDOT #4101	TOTAL	
<b>ASSETS</b>												
Cash and cash equivalents	296,706	-	5,742	18,045	307,432	95,878	139,267	196,678	6,751	41,319	1,307,818	
Accounts receivable	32,198	-	-	-	-	-	-	-	-	-	32,198	
Due from other funds	-	-	-	-	-	-	-	-	-	-	-	
Related entity receivable	-	-	-	-	-	-	-	-	-	-	-	
<b>Total assets</b>	<b>321,984</b>	<b>296,706</b>	<b>5,742</b>	<b>18,045</b>	<b>307,432</b>	<b>95,878</b>	<b>139,267</b>	<b>196,678</b>	<b>6,751</b>	<b>41,319</b>	<b>1,440,016</b>	
<b>LIABILITIES</b>												
Accounts payable	-	-	-	14,376	82,408	45,656	-	17,994	-	17,076	177,510	
Related entity payable	32,198	72,975	-	-	-	-	35,431	-	-	-	140,604	
Due to other funds	-	223,731	5,742	3,669	225,024	50,222	103,836	178,684	6,751	24,243	821,902	
<b>Total liabilities</b>	<b>32,198</b>	<b>296,706</b>	<b>5,742</b>	<b>18,045</b>	<b>307,432</b>	<b>95,878</b>	<b>139,267</b>	<b>196,678</b>	<b>6,751</b>	<b>41,319</b>	<b>1,140,016</b>	
<b>FUND BALANCES</b>												
Unassigned	-	-	-	-	-	-	-	-	-	-	-	
<b>Total liabilities and fund balances</b>	<b>32,198</b>	<b>296,706</b>	<b>5,742</b>	<b>18,045</b>	<b>307,432</b>	<b>95,878</b>	<b>139,267</b>	<b>196,678</b>	<b>6,751</b>	<b>41,319</b>	<b>1,140,016</b>	

See Notes to Financial Statements

RIO METRO REGIONAL TRANSIT DISTRICT  
 COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
 ALL NON-MAJOR GOVERNMENTAL FUNDS  
 Year Ended June 30, 2014

Special Revenue Funds											
REVENUES	FTA 5307 UA SMALL URBAN #2102	FTA 5307 Capital Investments #2103	FTA 5316 JARC MRCOG #2303	FTA 5317 NEW FREEDOM MRCOG #2304	FTA 5311 FORMULA GRANTS RURAL AREAS #2502	FTA 5316 JARC NMDOT #2503	FWHA CONGESTION AIR QUALITY #3101	FWHA SURFACE TRANSPORTATION #3102	FWHA SAFETY IMPROVEMENT #3105	NMDOT #4101	TOTAL
Intergovernmental											
Federal	296,705	20,594	106,435	136,319	774,296	216,874	367,321	866,174	6,751	-	2,793,469
State	-	-	-	-	-	-	-	-	-	160,300	160,300
RW Gross Receipts Tax	-	-	-	-	-	-	-	-	-	-	-
Farebox	-	-	-	-	53,440	-	-	-	-	-	53,440
BNSF/AMTRAK	-	-	-	-	-	-	-	-	-	-	-
Special projects and other	-	-	-	-	-	-	-	-	-	-	-
<b>Total revenues</b>	<b>296,705</b>	<b>20,594</b>	<b>106,435</b>	<b>136,319</b>	<b>827,736</b>	<b>216,874</b>	<b>367,321</b>	<b>866,174</b>	<b>6,751</b>	<b>160,300</b>	<b>3,007,209</b>
<b>EXPENDITURES</b>											
Current:											
Operating	593,413	25,743	212,870	44,783	1,487,608	433,748	421,953	-	-	20,955	3,241,073
Capital outlay	-	-	-	133,116	-	-	7,964	1,016,122	6,751	139,345	1,305,298
<b>Total expenditures</b>	<b>593,413</b>	<b>25,743</b>	<b>212,870</b>	<b>177,899</b>	<b>1,487,608</b>	<b>433,748</b>	<b>429,917</b>	<b>1,016,122</b>	<b>6,751</b>	<b>160,300</b>	<b>4,544,371</b>
Excess of revenue over expenditures	(296,708)	(5,149)	(106,435)	(41,580)	(659,872)	(216,874)	(62,596)	(147,948)	-	-	(1,537,162)
<b>OTHER FINANCING SOURCES/USES</b>											
Operating transfers in	296,708	5,149	106,435	41,580	659,872	216,874	62,596	147,948	-	-	1,537,162
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>	<b>-</b>	<b>-</b>

See Notes to Financial Statements.

**RIO METRO REGIONAL TRANSIT DISTRICT  
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCES  
BUDGET AND ACTUAL  
RAIL PROGRAM  
Year Ended June 30, 2014**

	Original Budget	Final Budget	Actual	Variances Favorable (unfavorable)
<b>REVENUES</b>				
Intergovernmental				
Federal	\$ 19,282,000	10,097,576	10,097,576	-
New Mexico Gross Receipts Tax	12,590,400	12,645,332	12,645,332	-
Farebox	3,148,700	2,841,371	2,841,371	-
BNSF/AMTRAK	1,800,000	2,051,090	2,051,090	-
State and other	3,399,600	570,208	570,208	-
<b>Total revenues</b>	<b>\$ 40,220,700</b>	<b>28,205,577</b>	<b>28,205,577</b>	<b>-</b>
<b>EXPENDITURES</b>				
Current:				
Operating	\$ 25,281,600	26,768,616	26,768,616	-
Noncurrent:				
Capital outlay	6,341,400	1,649,891	1,649,891	-
<b>Total expenditures</b>	<b>31,623,000</b>	<b>28,418,507</b>	<b>28,418,507</b>	<b>-</b>
Excess of revenues and other financing sources over expenditures	8,597,700	(212,930)	(212,930)	-
Other financing sources (uses)				
Transfers in	-	202,313	202,313	-
Transfers out	-	-	-	-
	-	202,313	202,313	-
<b>Change in fund balance</b>	<b>8,597,700</b>	<b>(10,617)</b>	<b>(10,617)</b>	<b>-</b>
<b>Fund Balance, beginning of year</b>	<b>10,617</b>	<b>10,617</b>	<b>10,617</b>	<b>-</b>
<b>Fund Balance, end of year</b>	<b>\$ 8,608,317</b>	<b>-</b>	<b>-</b>	<b>-</b>

*See Notes to Financial Statements.*

**RIO METRO REGIONAL TRANSIT DISTRICT  
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCES  
BUDGET AND ACTUAL  
TRANSIT PROGRAM  
Year Ended June 30, 2014**

	Original Budget	Final Budget	Actual	Variations Favorable (unfavorable)
<b>REVENUES</b>				
Intergovernmental				
Federal	\$ 2,978,000	1,929,393	1,929,393	-
New Mexico Gross Receipts Tax	10,531,000	10,543,154	10,543,154	-
Farebox	96,000	87,940	87,940	-
State and other	2,006,000	49,789	49,789	-
<b>Total revenues</b>	<b>\$ 15,611,000</b>	<b>12,610,276</b>	<b>12,610,276</b>	<b>-</b>
<b>EXPENDITURES</b>				
Current:				
Operating	\$ 13,789,000	12,240,749	12,259,433	(18,684)
Noncurrent:				
Capital outlay	1,822,000	18,684	-	18,684
<b>Total expenditures</b>	<b>15,611,000</b>	<b>12,259,433</b>	<b>12,259,433</b>	<b>-</b>
Excess of revenues and other financing sources over expenditures	-	350,843	350,843	-
Other financing sources (uses)				
Transfers in	-	4,376	4,376	-
Transfers out	-	(10,261,016)	(206,444)	10,054,572
	-	(10,256,640)	(202,068)	10,054,572
<b>Change in fund balance</b>	<b>-</b>	<b>(9,905,797)</b>	<b>148,775</b>	<b>10,054,572</b>
<b>Fund Balance, beginning of year</b>	<b>10,112,485</b>	<b>10,112,485</b>	<b>10,112,485</b>	<b>-</b>
<b>Fund Balance, end of year</b>	<b>\$ 10,112,485</b>	<b>206,688</b>	<b>10,261,260</b>	<b>10,054,572</b>

*See Notes to Financial Statements.*

**OTHER SUPPLEMENTARY INFORMATION**

RIO METRO REGIONAL TRANSIT DISTRICT  
 SCHEDULE OF JOINT POWERS AGREEMENTS AND  
 MEMORANDUMS OF UNDERSTANDING  
 Year Ended June 30, 2014

Participants	Party Responsible for Operations	Reference #	Program Description	Date of Agreement		FY14 Project Amount	Audit Responsibility	Agency Where Revenues/Expenditures Reported
				Begin	End			
A1	Sandoval County/RMRTD	MOA	Transfer Rural, TANF, JARC Programs to RMRTD	9/1/2008	In perpetuity	-	RMRTD	N/A
A2	Sandoval County/RMRTD	P-100	Building Lease/Purchase Option	1/19/2010	1/31/2020	-	RMRTD	RMRTD
A3	Town of Bernalillo/RMRTD	MOA	Sandoval Easy Express	10/1/2008	In perpetuity	-	RMRTD	N/A
A4	Bosque Farms/RMRTD	IGA	Park & Ride location scoping	2/20/2009	In perpetuity	-	RMRTD	N/A
A5	North Central RTD/RMRTD	IGA	GRT distribution	4/29/2009	In perpetuity	-	RMRTD	N/A
A6	NMDDOT/MRCOG/RMRTD	MO1245	Commuter rail service rights & responsibilities	8/12/2013	In perpetuity	-	RMRTD	N/A
A7	MRCOG/RMRTD	MOA	MRCOG administrative agent for	12/15/2009	In perpetuity	-	RMRTD	N/A
A8	Rio Rancho/RMRTD	MOU	Transfer Rio Rancho operations to	1/1/2010	In perpetuity	-	RMRTD	N/A
A9	Los Lunas/RMRTD	MOU	Transfer Los Lunas operations to	9/24/2010	In perpetuity	-	RMRTD	N/A
A10	MRMPO/MRCOG/RMRTD/Cof RMRTD	MOA	Cooperative regional planning	1/21/2011	In perpetuity	-	RMRTD	N/A
A11	Admin Office Courts/RMRTD	P - 2	VDWI client transportation	10/1/2012	6/30/2014	-	RMRTD	RMRTD
A12	City Belen/RMRTD	P - 15	Vehicle storage	7/1/2013	6/30/2014	-	RMRTD	RMRTD
A13	Village Los Lunas/RMRTD	P - 63	Vehicle maintenance	7/1/2013	6/30/2014	-	RMRTD	RMRTD
A14	Village Los Lunas/RMRTD	P - 62	Facility Lease	7/1/2010	Month to Month	-	RMRTD	RMRTD
A15	Village Los Lunas/RMRTD	2014-203	Snow Removal	2/24/2014	2/23/2016	-	RMRTD	RMRTD
A16	City Rio Rancho/RMRTD	P - 91	Facility Lease	1/1/2013	12/31/2014	-	RMRTD	RMRTD
A17	City Rio Rancho/RMRTD	P - 228	Transit Service	12/17/2009	In perpetuity	-	RMRTD	RMRTD
A18	Santo Domingo	P-149	Rail Easement/Lease	11/24/2008	In perpetuity	-	RMRTD	N/A
A19	Sandia Pueblo	P-98	Rail Station Lease	11/18/2010	8/2/2034	-	RMRTD	RMRTD
A20	Workforce Connection Central New Mexico/RMRTD	2013-147	WIA/Job Access Service Integration	9/7/2012	6/30/2014	-	WCCNM/ RMRTD	N/A
A21	Workforce Connection Central New Mexico/RMRTD	2014-213	550 Station Lease	7/10/2013	6/30/2018	-	WCCNM/ RMRTD	WCCNM/RMRTD
	NMDDOT/RMRTD	MO1236	Bus Purple Route	7/1/2013	6/30/2014	-	RMRTD	RMRTD

**RIO METRO REGIONAL TRANSIT DISTRICT  
SCHEDULE OF PLEDGED COLLATERAL  
June 30, 2014**

<u>Account</u>	<u>Description of Pledged Collateral</u>	<u>Type of Pledged Collateral</u>	<u>CUSIP Number</u>	<u>Sweep Collateral Value at June 30, 2014</u>	<u>Safe keeper</u>
<b>Rio Metro Sweep</b>	Repurchase Agreement	Shares	31418AQ35	\$ 1,727,398	Wells Fargo
	Accrued Interest	Interest	31418AQ35	4,928	Wells Fargo
	<b>Total Collateral</b>			<u>1,732,326</u>	
	<b>Bank balance</b>			<u>1,698,359</u>	
	<b>Collateral required at 102%</b>			<u>1,732,326</u>	
	<b>Excess Collateral</b>			<u>\$ -</u>	

**Bank Accounts**

<u>Name of Depository</u>	<u>Description of Pledged Collateral</u>	<u>Type of Pledged Collateral</u>	<u>Maturity</u>	<u>CUSIP Number</u>	<u>Fair Market Value at June 30, 2014</u>	<u>Location of Safekeeper</u>
Wells Fargo	FN	Bonds	7/1/2043	3138W9AZ3	\$ 3,501,439	Bank of New York Mellon
	<b>Total Pledged Collateral</b>				<u>\$ 3,501,439</u>	
	<b>Bank Account Balances</b>					
	Rio Metro Checking				5,200,000	
	<b>Total Bank Balances</b>				<u>5,200,000</u>	
	<b>FDIC Coverage</b>				<u>(250,000)</u>	
	<b>Uninsured Amount</b>				4,928,121	
	<b>Collateral required at 50%</b>				2,464,061	
	<b>Pledged Collateral</b>				<u>(3,501,439)</u>	
	<b>Excess Collateral</b>				<u>\$ (1,037,378)</u>	

RIO METRO REGIONAL TRANSIT DISTRICT  
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
 June 30, 2014

U.S. Department of Transportation

*Federal Transit Administration (FTA) - Federal Transit Cluster*

Federal CFDA Number	Award Number	Fund Number	Activity Number	Federal Expenditures
				\$
20.500	NM-04-0029	2103	1001	20,594
20.507	NM-90-X097	2101	6020	127,153
20.507	NM-90-X111	2101	1002	152,586
20.507	NM-90-X116	2101	1024	8,038,585
20.507	NM-90-X122	2101	2025	16,099
20.507	NM-90-X123	2101	2020	44,419
20.507	NM-90-X117	2101	1028	95,276
20.507	NM-90-X118	2102	1025, 2027	296,706
20.507	NM-90-X124	2101	4061	38,905
20.507	NM-95-X012	2101	1010,1011	39,363
20.507	NM-95-X015	3101	1006	12,761
20.507	NM-95-X016	3101	1003	216,990
20.507	NM-95-X018	3101	1043	137,570
20.507	NM-95-X017	3102	1012	868,174
20.525	NM-54-0001	2104	2023	681,114
				<u>10,786,295</u>

Total U.S. Department of Transportation Direct

U.S. Department of Transportation

*Passed through Mid-Region Council of Governments:*

*Transit Services Program Cluster*

Federal CFDA Number	Award Number	Fund Number	Activity Number	Federal Expenditures
				\$
20.516	MOA w/COG	2303	1042	106,434
20.521	IOA w/COG 531	2304	1045	10,000
20.521	IOA w/COG 531	2304	1000	106,492
20.521	IOA w/COG 531	2304	1018	19,827
20.516	M01163	2503	1034	58,858
				<u>301,611</u>

Total U.S. Department of Transportation Pass-Through

U.S. Department of Transportation

*Passed through State of New Mexico Department of Transportation*

*Federal Highway Planning and Construction (Federal Highway*

*Administration/Highway Safety Improvement Program)*

*Formula Grants Cluster*

Federal CFDA Number	Award Number	Fund Number	Activity Number	Federal Expenditures
				\$
20.205	D13744	3105	1005	6,751
20.509	M01162	2502	1033	165,849
20.509	M01254	2502	1040	608,447
20.509	M01254	2503	1041	158,016
				<u>939,063</u>

Total Expenditures of Federal Awards

\$ 12,026,969

**RIO METRO REGIONAL TRANSIT DISTRICT  
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
June 30, 2014**

**NOTE 1. BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards includes the federal grant activity of Rio Metro under programs of the federal government for the year ended June 30, 2014. The information in this schedule is presented in accordance with the requirements of the Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. 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.

**NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Expenditures reported on the schedule of expenditures of federal awards are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in OMB Circular A-87 Cost Principles for State, Local and Indian Tribal Governments, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. Pass-through entity identifying numbers are presented where available.

**NOTE 3. OUTSTANDING LOANS AND SUBRECIPIENTS**

Rio Metro does not receive non-cash assistance, have outstanding loans, nor provides federal awards to subrecipients.

**COMPLIANCE SECTION**

**MOSS ADAMS LLP**  
 Certified Public Accountants • Chartered Accountants

**Report of Independent Auditors 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**

To the Board of Directors  
 Rio Metro Regional Transit District  
 and  
 Mr. Hector H. Balderas  
 New Mexico State Auditor

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 the *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Rio Metro Regional Transit District (Rio Metro) as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise Rio Metro Regional Transit District's basic financial statements, and the combining and individual funds and related budgetary comparisons of Rio Metro presented as supplementary information, and have issued our report thereon dated December 1, 2014.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered 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 Rio Metro's internal control. Accordingly, we do not express an opinion on the effectiveness of 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

To the Board of Directors  
Rio Metro Regional Transit District  
and  
Mr. Hector H. Balderas  
New Mexico State Auditor

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 weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Rio Metro's financial statements are free from 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 that 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 results 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.

*Mess Adams LLP*

Albuquerque, New Mexico  
December 1, 2014

**Report of Independent Auditors on Compliance for  
Each Major Federal Program and Report on Internal Control  
Over Compliance Required by OMB Circular A-133**

To the Board of Directors  
Rio Metro Regional Transit District  
and  
Mr. Hector H. Balderas  
New Mexico State Auditor

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

We have audited Rio Metro Regional Transit District's (Rio Metro), compliance with the types of compliance requirements described in the *OMB Circular A-133 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, 2014. 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, and grants 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 OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 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.

To the Board of Directors  
Rio Metro Regional Transit District  
and  
Mr. Hector H. Balderas  
New Mexico State Auditor

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 of 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 programs for the year ended June 30, 2014.

#### **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 OMB Circular A-133, 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.

To the Board of Directors  
Rio Metro Regional Transit District  
and  
Mr. Hector H. Balderas  
New Mexico State Auditor

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 requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

*Mess Adams LLP*

Albuquerque, New Mexico  
December 1, 2014

**RIO METRO REGIONAL TRANSIT DISTRICT  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
Year Ended June 30, 2014**

None

**RIO METRO REGIONAL TRANSIT DISTRICT  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
Year Ended June 30, 2014**

**A. SUMMARY OF AUDITORS' RESULTS**

***Financial Statements***

Type of auditors' report issued Unmodified

Internal control over financial reporting:

- Material weakness(es) identified?  Yes  No
  - Significant deficiency(s) identified  Yes  None Reported
- Non-compliance material to financial statements noted?  Yes  No

***Federal Awards***

Internal control over Major Federal Programs:

- Material weakness (es) identified?  Yes  No
- Significant deficiency(s) identified?  Yes  None Reported

Type of auditor's report issued on compliance for Major Federal Programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with section 510(a) of Circular A-133?  Yes  No

**Identification of Major Federal Program**

CFDA Number	Name of Federal Program or Cluster
20.500 / 20.507/20.525	Federal Transit Cluster
20.516/20.521	Transit Services Cluster
20.509	Formula Grants for Rural Areas

Dollar threshold used to distinguish between type A and type B programs \$ 360.809

Auditee qualified as low-risk auditee?  Yes  No

**RIO METRO REGIONAL TRANSIT DISTRICT  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)  
Year Ended June 30, 2014**

**B. FINDINGS - FINANCIAL STATEMENTS AUDIT**

None

**C. FINDINGS AND QUESTIONED COSTS-MAJOR FEDERAL AWARD**

None

**RIO METRO REGIONAL TRANSIT DISTRICT  
EXIT CONFERENCE  
Year Ended June 30, 2014**

An exit conference was held on November 21, 2014 in a closed session. The contents of this report were discussed. Present at the exit conference were:

Representing Rio Metro Regional Transit District:

Dewey Cave	Executive Director
Connie Vigil	Chief Financial Officer
Larry Abraham	Board Chair
Terry Doyle	Director of Rio Metro Regional Transportation District
Thaddeus Lucero	Director of Planning and General Services
Josephine Vigil	Rio Metro Finance Manager
Amy Myer, CPA	MRCOG Finance Manager

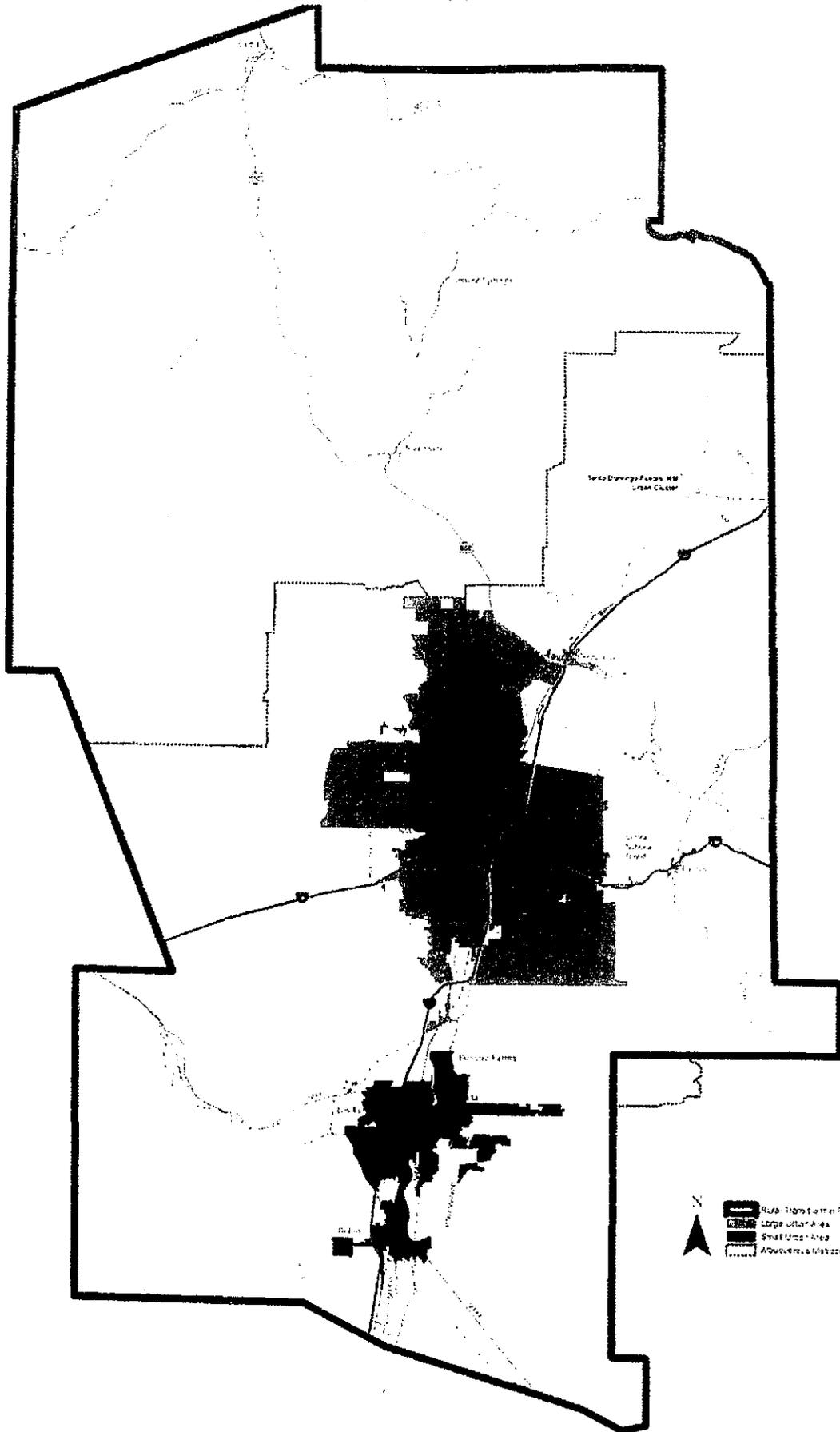
Representing Moss Adams LLP:

Jeff Bridgens, CPA	Senior Manager
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**PREPARATION OF FINANCIAL STATEMENTS**

The financial statements were prepared with the assistance of Moss Adams LLP from the books and records of the Rio Metro Regional Transit District. The financial statements and related footnotes remain the responsibility of management.

**Attachment C**  
**Map of Service Area**



**Rio Metro Regional Transit District  
Transit Service Areas**



**Attachment D**  
**Program Coordination**

## **Program Coordination Section 5311**

### **Introduction**

The Rio Metro Regional Transit District (RMRTD) is coordinating the preparation and submittal of this section 5311 grant application for rural public transportation among 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 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 and 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 Cab Company

- ❖ Albuquerque Green Cab
- ❖ Bennett Transportation
- ❖ Desert Sun Transportation
- ❖ Disabled American Veterans
- ❖ La Vida Felicidad
- ❖ Parkwest Transportation Services
- ❖ Sandoval County Senior Program
- ❖ Safe Ride Service
- ❖ Yellow Cab Company

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 July 14, 2016 through July 21, 2016, respectively, in four 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* and *El Semanario*. 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 Attachment E of this application. Please note that the original Affidavits of Publication are incorporated within this 5311 grant application.

**Attachment E**  
**Public Notices & Publication Affidavits**



**RIO METRO**  
REGIONAL TRANSIT DISTRICT

---

July 17, 2016

Disabled American Veterans  
2511 Utah NE  
Albuquerque, NM 87110

RE: Notification of Intent to Apply for FY 18 Public Transit Funds through the New Mexico  
Department of Transportation, Transit and Rail Division

Dear Sir or Madam

The Rio Metro Regional Transit District (RMRTD) hereby notice of intent to apply to the New Mexico Department of Transportation (NMDOT), Transit and Rail Bureau, for the following Federal Transit Administration (FTA) transit program funds to continue transit service within the RMRTD service area for Federal Fiscal Year 2018:

Section 5310 Elderly and Disabled Public Transit Funds  
Section 5311 Rural Public Transit Funds

Individuals, organizations, and entities are welcome to provide comments on the proposal and to participate in further developments. Additionally, individuals, organizations, and entities have the right to request a public hearing concerning this proposal. If you wish to submit a comment or request a public hearing, contact me at 809 Copper NW, Albuquerque, NM 87102 no later than August 15, 2016.

This proposed Program of Projects for these funds for the Rio Metro Regional Transit District will be the final program unless amended. This public notice satisfies NMDOT Program of Projects requirements.

Sincerely,

Dominic Montoya  
Special Projects Planner



MID-REGION COUNCIL OF GOVERNMENTS  
*Cooperation Working Together*





**RIO METRO**  
REGIONAL TRANSIT DISTRICT

---

July 17, 2016

Albuquerque Cab  
P.O Box 98156  
Albuquerque, NM 87199

RE: Notification of Intent to Apply for FY 18 Public Transit Funds through the New Mexico  
Department of Transportation, Transit and Rail Division

Dear Sir or Madam

The Rio Metro Regional Transit District (RMRTD) hereby notice of intent to apply to the New Mexico Department of Transportation (NMDOT), Transit and Rail Bureau, for the following Federal Transit Administration (FTA) transit program funds to continue transit service within the RMRTD service area for Federal Fiscal Year 2018:

Section 5310 Elderly and Disabled Public Transit Funds  
Section 5311 Rural Public Transit Funds

Individuals, organizations, and entities are welcome to provide comments on the proposal and to participate in further developments. Additionally, individuals, organizations, and entities have the right to request a public hearing concerning this proposal. If you wish to submit a comment or request a public hearing, contact me at 809 Copper NW, Albuquerque, NM 87102 no later than August 15, 2016.

This proposed Program of Projects for these funds for the Rio Metro Regional Transit District will be the final program unless amended. This public notice satisfies NMDOT Program of Projects requirements.

Sincerely,

Dominic Montoya  
Special Projects Planner



MID-REGION COUNCIL OF GOVERNMENTS  
*Communities Working Together*





**RIO METRO**  
REGIONAL TRANSIT DISTRICT

---

Date

Albuquerque Green Cab  
PO Box 67501  
Albuquerque, NM 87193

RE: Notification of Intent to Apply for FY 18 Public Transit Funds through the New Mexico  
Department of Transportation, Transit and Rail Division

Dear Sir or Madam

The Rio Metro Regional Transit District (RMRTD) hereby notice of intent to apply to the New Mexico Department of Transportation (NMDOT), Transit and Rail Bureau, for the following Federal Transit Administration (FTA) transit program funds to continue transit service within the RMRTD service area for Federal Fiscal Year 2018:

Section 5310 Elderly and Disabled Public Transit Funds  
Section 5311 Rural Public Transit Funds

Individuals, organizations, and entities are welcome to provide comments on the proposal and to participate in further developments. Additionally, individuals, organizations, and entities have the right to request a public hearing concerning this proposal. If you wish to submit a comment or request a public hearing, contact me at 809 Copper NW, Albuquerque, NM 87102 no later than August 15, 2016.

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Sincerely,

Dominic Montoya  
Special Projects Planner



MID-REGION COUNCIL OF GOVERNMENTS  
Committees Working Together





**RIO METRO**  
REGIONAL TRANSIT DISTRICT

---

July 17, 2016

Yellow Cab  
500 Kinley NE  
Albuquerque, NM 87102

RE: Notification of Intent to Apply for FY 18 Public Transit Funds through the New Mexico  
Department of Transportation, Transit and Rail Division

Dear Sir or Madam

The Rio Metro Regional Transit District (RMRTD) hereby notice of intent to apply to the New Mexico Department of Transportation (NMDOT), Transit and Rail Bureau, for the following Federal Transit Administration (FTA) transit program funds to continue transit service within the RMRTD service area for Federal Fiscal Year 2018:

Section 5310 Elderly and Disabled Public Transit Funds  
Section 5311 Rural Public Transit Funds

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Sincerely,

Dominic Montoya  
Special Projects Planner



MID-REGION COUNCIL OF GOVERNMENTS  
Communities Working Together





**RIO METRO**  
REGIONAL TRANSIT DISTRICT

---

July 17, 2016

Desert Sun Transportation  
562 Mindoro  
Rio Rancho, NM 87124

RE: Notification of Intent to Apply for FY 18 Public Transit Funds through the New Mexico  
Department of Transportation, Transit and Rail Division

Dear Sir or Madam

The Rio Metro Regional Transit District (RMRTD) hereby notice of intent to apply to the New Mexico Department of Transportation (NMDOT), Transit and Rail Bureau, for the following Federal Transit Administration (FTA) transit program funds to continue transit service within the RMRTD service area for Federal Fiscal Year 2018:

Section 5310 Elderly and Disabled Public Transit Funds  
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Sincerely,

Dominic Montoya  
Special Projects Planner



MID-REGION COUNCIL OF GOVERNMENTS  
Communities Working Together





**RIO METRO**  
REGIONAL TRANSIT DISTRICT

---

July 17, 2016

Adelino Head Start  
2747 HWY 47  
Los Lunas, NM 87031

RE: Notification of Intent to Apply for FY 18 Public Transit Funds through the New Mexico Department of Transportation, Transit and Rail Division

Dear Sir or Madam

The Rio Metro Regional Transit District (RMRTD) hereby notice of intent to apply to the New Mexico Department of Transportation (NMDOT), Transit and Rail Bureau, for the following Federal Transit Administration (FTA) transit program funds to continue transit service within the RMRTD service area for Federal Fiscal Year 2018:

Section 5310 Elderly and Disabled Public Transit Funds  
Section 5311 Rural Public Transit Funds

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Sincerely,

Dominic Montoya  
Special Projects Planner



MID-REGION COUNCIL OF GOVERNMENTS  
Communities Working Together





**RIO METRO**  
REGIONAL TRANSIT DISTRICT

---

July 17, 2016

La Vida Felicidad  
PO Box 2040  
Los Lunas, NM 87031

RE: Notification of Intent to Apply for FY 18 Public Transit Funds through the New Mexico  
Department of Transportation, Transit and Rail Division

Dear Sir or Madam

The Rio Metro Regional Transit District (RMRTD) hereby notice of intent to apply to the New Mexico Department of Transportation (NMDOT), Transit and Rail Bureau, for the following Federal Transit Administration (FTA) transit program funds to continue transit service within the RMRTD service area for Federal Fiscal Year 2018:

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Section 5311 Rural Public Transit Funds

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Sincerely,

Dominic Montoya  
Special Projects Planner



MID-REGION COUNCIL OF GOVERNMENTS  
Communities Working Together





**RIO METRO**  
REGIONAL TRANSIT DISTRICT

---

July 17, 2016

Sandoval County Senior Program  
PO Box 40  
Bernalillo, NM 87004

RE: Notification of Intent to Apply for FY 18 Public Transit Funds through the New Mexico Department of Transportation, Transit and Rail Division

Dear Sir or Madam

The Rio Metro Regional Transit District (RMRTD) hereby notice of intent to apply to the New Mexico Department of Transportation (NMDOT), Transit and Rail Bureau, for the following Federal Transit Administration (FTA) transit program funds to continue transit service within the RMRTD service area for Federal Fiscal Year 2018:

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Section 5311 Rural Public Transit Funds

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Sincerely,

Dominic Montoya  
Special Projects Planner



MID-REGION COUNCIL OF GOVERNMENTS  
Communities Working Together





**RIO METRO**  
REGIONAL TRANSIT DISTRICT

July 17, 2016

Safe Ride Services  
2001 W Camelback, Suite 430  
Phoenix, AZ 85015

RE: Notification of Intent to Apply for FY 18 Public Transit Funds through the New Mexico Department of Transportation, Transit and Rail Division

Dear Sir or Madam

The Rio Metro Regional Transit District (RMRTD) hereby notice of intent to apply to the New Mexico Department of Transportation (NMDOT), Transit and Rail Bureau, for the following Federal Transit Administration (FTA) transit program funds to continue transit service within the RMRTD service area for Federal Fiscal Year 2018:

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Sincerely,

Dominic Montoya  
Special Projects Planner



MID-REGION COUNCIL OF GOVERNMENTS  
Communities Working Together





**RIO METRO**  
REGIONAL TRANSIT DISTRICT

---

July 17, 2016

Bennett Transportation  
7751 Broadway SE  
Albuquerque, NM 87105

RE: Notification of Intent to Apply for FY 18 Public Transit Funds through the New Mexico Department of Transportation, Transit and Rail Division

Dear Sir or Madam

The Rio Metro Regional Transit District (RMRTD) hereby notice of intent to apply to the New Mexico Department of Transportation (NMDOT), Transit and Rail Bureau, for the following Federal Transit Administration (FTA) transit program funds to continue transit service within the RMRTD service area for Federal Fiscal Year 2018:

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Section 5311 Rural Public Transit Funds

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Sincerely,

Dominic Montoya  
Special Projects Planner



MID-REGION COUNCIL OF GOVERNMENTS  
Communities Working Together





**RIO METRO**  
REGIONAL TRANSIT DISTRICT

July 17, 2016

Parkwest Transportation Services  
8015 Saddlebrook NW  
Albuquerque, NM 87120

RE: Notification of Intent to Apply for FY 18 Public Transit Funds through the New Mexico Department of Transportation, Transit and Rail Division

Dear Sir or Madam

The Rio Metro Regional Transit District (RMRTD) hereby notice of intent to apply to the New Mexico Department of Transportation (NMDOT), Transit and Rail Bureau, for the following Federal Transit Administration (FTA) transit program funds to continue transit service within the RMRTD service area for Federal Fiscal Year 2018:

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Sincerely,

Dominic Montoya  
Special Projects Planner



MID-REGION COUNCIL OF GOVERNMENTS  
Communities Working Together



**AFFIDAVIT of PUBLICATION**

Clara Garcia, being first duly sworn, deposes and says that she is Editor of the **Valencia County New-Bulletin**, printed and published each week in the County of Valencia, State of New Mexico, and of general circulation in the city of Belen, County of Valencia, State of New Mexico and elsewhere, and the hereto attached

**Notice of Intent to Apply for Public Transit Funds**

The Rio Metro Regional Transit District (RMRTD) hereby gives notice of intent to apply to the New Mexico Department of Transportation (NMDOT), Transit and Rail Bureau, for the following Federal Transit Administration (FTA) transit program funds to continue transit service within the RMRTD service area for Federal Fiscal Year 2018.

XICO )

:SS

CIA )

Section 5310 Elderly and Disabled Public Transit Funds

Section 5311 Rural Public Transit Funds

Individuals, organizations, and entities are welcome to provide comments on the proposal and to participate in further developments. Additionally individuals, organizations, and entities have the right to request a public hearing concerning this proposal. If you wish to submit a comment or request a public hearing, contact the Rio Metro Program Manager at 809 Copper NW, Albuquerque, NM 87192 no later than August 20, 2016.

This proposed Program of Projects for these funds for the Rio Metro Regional Transit District will be the final program unless amended. This public notice satisfies NMDOT Program of Projects requirements.

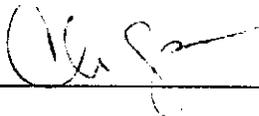
Published in Valencia County News-Bulletin on July 21, 2016.

was printed and published correctly in the regular and entire issue of said **VALENCIA COUNTY NEWS-BULLETIN** for 1 issue(s), that the first was made on the 21 day of July 2016, and subsequent publications being:

**Request of VALENCIA COUNTY NEWS-BULLETIN**

By:

Affiant



Subscribed and sworn to me this 21 day of July, 2016 in the County of VALENCIA, State of New Mexico.

Notary Public



Notary Public in and for the County of Valencia, State of New Mexico  
My Commission Expires: 9.17.18

Seal

Account Number: 1002397/1299388  
Price: \$48.75 (Statement to come at end of month)

**AFFIDAVIT of PUBLICATION**

Rockford M. Hayes, being first duly sworn, deposes and says:  
That he is the Publisher of the ***Rio Rancho Observer***, printed and published once each week in the County of Sandoval, State of New Mexico, and of general circulation in the City of Rio Rancho, County of Sandoval, State of New Mexico and elsewhere, and the here to attached

STATE OF NEW MEXICO )

:SS NMDOT GRANT APPLICATION PUBLIC NOTICE

COUNTY OF SANDOVAL )



**Notice of Intent to Apply for Public Transit Funds**

The Rio Metro Regional Transit District (RMRTD) hereby gives notice of intent to apply to the New Mexico Department of Transportation (NMDOT), Transit and Rail Bureau, for the following Federal Transit Administration (FTA) transit program funds to continue transit service within the RMRTD service area for Federal Fiscal Year 2018.

Section 5310 Elderly and Disabled Public Transit Funds  
Section 5311 Rural Public Transit Funds

Individuals, organizations, and entities are welcome to provide comments on the proposal and to participate in further developments. Additionally individuals, organizations, and entities have the right to request a public hearing concerning this proposal. If you wish to submit a comment or request a public hearing, contact the Rio Metro Program Manager at 809 Copper NW, Albuquerque, NM 87192 no later than August 16, 2016.

This proposed Program of Projects for these funds for the Rio Metro Regional Transit District will be the final program unless amended. This public notice satisfies NMDOT Program of Projects requirements.

Pub Date(s): 7/17/2016

was printed and published correctly in the regular and entire issue of said ***Rio Rancho Observer*** 1 issue(s), that the first was made on the 17<sup>TH</sup> day of July, 2016, and subsequent publications being:

**Request of *RIO RANCHO OBSERVER***

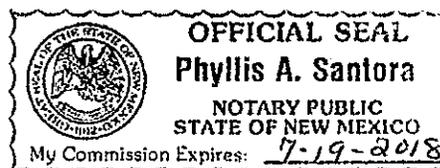
By:  
Affiant

Subscribed and sworn to me this 17TH day of July, 2016 in the City of Rio Rancho County of Sandoval State of New Mexico.

Phyllis A. Santora  
Notary

Notary Public in and for the County of Sandoval, State of New Mexico

Seal



# AFFIDAVIT OF PUBLICATION

STATE OF NEW MEXICO      SS  
County of Bernalillo

Sharon Friedes, being duly sworn, declares and says that she is Advertising Director of The Albuquerque Journal, and that this newspaper is duly qualified to publish legal notices or advertisements within the meaning of Section 3, Chapter 167, Session Laws of 1937, and that payment therefore has been made of assessed as court cost; that the notice, copy of which is hereto attached, was published in said paper in the regular daily edition, for 1 times on the following dates:  
July 16, 2016

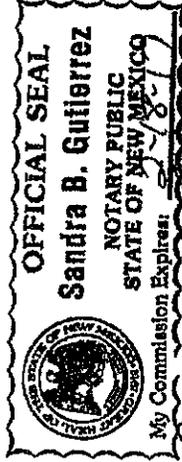
Sandra Woods

Sworn and subscribed before me, a Notary Public, in and for the County of Bernalillo and State of New Mexico this 19 day of July of 2016.

PRICE \$ 32.45

Statement to come at end of month.

ACCOUNT NUMBER 1010601



Sandra B. Gutierrez

**FSO METRO**  
New Mexico Statewide Transit Authority

Notice of Intent to Apply for Public Transit Funds

The FSO Metro Revival Transit District (MRTD) hereby gives notice of intent to apply for the New Mexico Department of Transportation (MDOT) Transit and Rail Program for the following Federal transit program funds to continue transit services within the MRTD service area for Fiscal Year 2018.

Section 5311(a)(1) and Disabled Public Transit Funds

Section 5311 Rural Public Transit Funds

Individuals, organizations, and entities are welcome to provide comments on the proposed and to participate in further deliberations. Additionally, individuals, organizations, and entities have the right to request a public hearing concerning this proposed. If you wish to submit a comment or request a public hearing, contact the FSO Metro Program Manager at 809 Cooper Ave., Albuquerque, NM 87102 no later than August 15, 2016.

This proposed Program of Project for these funds for the FSO Metro Revival Transit District will be the final program unless amended. This public notice satisfies MDOT Program of Project requirements.

8

**3. ¿QUÉ DICE EL ACUERDO DE RESOLUCIÓN?**

A continuación hay un **resumen** del acuerdo de resolución. Usted también puede ver una copia completa del acuerdo por contactarse con los abogados quienes presentaron este caso en Towards Justice. Información de contacto para Towards Justice está en el final de este aviso.

Star Farms, Inc. y Sr. Palombo están pagando la Clase \$55,000. Los \$55,000 estarán pagados en una serie de pagos en una cuenta bancaria administrada por un administrador nombrado por la corte.

Número de Pago	Fecha de Plazo de Límite de Pago	Monto de Pago
1	dentro de 2 semanas después de la Fecha de Aprobación Preliminar de este Acuerdo de Resolución	\$1954.30
2	15 de marzo de 2016	\$1954.29
3	15 de mayo de 2016	\$3928.57
4	15 de septiembre de 2016	\$3928.57
5	15 de noviembre de 2016	\$3928.57
6	15 de marzo de 2017	\$3928.57
7	15 de mayo de 2017	\$3928.57
8	15 de septiembre de 2017	\$3928.57
9	15 de noviembre de 2017	\$3928.57
10	15 de marzo de 2018	\$3928.57
11	15 de mayo de 2018	\$3928.57
12	15 de septiembre de 2018	\$3928.57
13	15 de noviembre de 2018	\$3928.57
14	15 de marzo de 2019	\$3928.57
15	15 de mayo de 2019	\$3928.57

Este dinero estará usado para pagar las reclamaciones de los miembros de clase, como usted, para pagar los costos de la notificación de los miembros de clase como usted sobre la resolución, y para pagar el administrador nombrado por la Corte. Además, Star Farms, Inc. y Angelo Palombo están pagando a Sr. Valenzuela \$7,200 adicionales por otras reclamaciones legales que ha tenido.

El Acuerdo de Resolución también pide que la Corte entra el acuerdo de resolución como un "decreto de consentimiento" lo cual requerirá que Star Farms haga lo siguiente:

1. Seguir las leyes de salud y seguridad que requieren, entre otras cosas, el proveer agua potable y limpia a los empleados, el mantener los baños de los empleados limpios, y el proveer a los empleados con un lugar para lavarse las manos con jabón.
2. Publicar los avisos sobre las protecciones de trabajadores en la granja.
3. Pagar a los empleados el monto correcto al tiempo.
4. Avisar a los empleados cuando es su día de pago.
5. Publicar una copia del "decreto de consentimiento" en la granja.
6. No castigar a los empleados por estar involucrado en esta demanda.

**4. ¿CUÁNTO DINERO PUEDE RECIBIR YO?**

Si el Tribunal aprueba el Acuerdo, cada persona como usted que hace una reclamación recibirá su compensación según lo calculado por el abogado que fue contratado por la Sra Armijo y el Sr. Valenzuela. La cantidad de dinero que recibe dependerá del número de personas que hacen un reclamo de dinero cuando reciben este aviso.

Cada persona que presente una reclamación por malas condiciones de trabajo obtendrá \$ 2,000.00. También puede hacer una reclamación por retraso en el pago de los salarios. Sobre la pretensión de pagos atrasados de los salarios, esto se basa en el tiempo que trabajó en Star Farms, por lo que cada persona recibirá una cantidad diferente.

Es importante entender la retención de impuestos se pudo sacar de cualquier pago a usted como es requerido por el Servicio de Impuestos Internos.

**5. ¿CÓMO PAGAR A LOS ABOGADOS?**

Los abogados quienes presentaron este caso están trabajando de forma gratuita. Usted no les tendrá que pagar nada.

**6. ¿Y SI NO TENGO DOCUMENTOS DE INMIGRACIÓN?**

Usted puede ser parte de esta demanda aunque no tenga documentos de inmigración. Su estatus inmigratorio no importa.

**7. ¿PUEDE SR. PALOMBO O STAR FARMS HACER ALGO A MÍ POR SER PARTE DE ESO?**

No. Es ilegal para Sr. Palombo o Star Farms, Inc. castigarle en cualquier manera por ser parte de eso.

**8. ¿Y SI TENGO PREGUNTAS?**

Los abogados quienes presentaron este caso trabajan para Towards Justice. Usted puede hablar o escribir a alguien en Towards Justice confidencialmente en español o inglés para conseguir más información sobre sus derechos.

Usted puede llegar en persona a la oficina de Towards Justice:

Towards Justice  
1535 High St., Suite 300  
Denver, CO 80218

ó  
Usted puede llamar o faxear a Towards Justice:  
Teléfono: (720) 441-2236  
Fax: (303) 957-2289

ó  
Usted puede enviarle un e-mail a Towards Justice: [starfarmsclassaction@towardsjustice.org](mailto:starfarmsclassaction@towardsjustice.org)

**NO LLAME A LA CORTE NI AL SECRETARIO DEL JUZGADO.**

**Notice of Intent to Apply for Public Transit Funds**

The Rio Metro Regional Transit District (RMRTD) hereby gives notice of intent to apply to the New Mexico Department of Transportation (NMDOT), Transit and Rail Bureau, for the following Federal Transit Administration (FTA) transit program funds to continue transit service within the RMRTD service area for Federal Fiscal Year 2018.

Section 5310 Elderly and Disabled Public Transit Funds

Section 5311 Rural Public Transit Funds

Individuals, organizations, and entities are welcome to provide comments on the proposal and to participate in further developments. Additionally individuals, organizations, and entities have the right to request a public hearing concerning this proposal. If you wish to submit a comment or request a public hearing, contact the Rio Metro Program Manager at 809 Copper NW, Albuquerque, NM 87192 no later than August 15, 2016.

This proposed Program of Projects for these funds for the Rio Metro Regional Transit District will be the final program unless amended. This public notice satisfies NMDOT Program of Projects requirements.



**Aviso de intención de solicitar fondos de tránsito público**

El Distrito de Tránsito Regional del Río Metro (RMRTD) comunica de su intención de aplicar al Departamento de Nuevo México de Transporte (NMDOT), al Buró de Tránsito y del Carril, para las siguientes los fondos del programa de tránsito de la Administración Federal de Tránsito (TLC) para continuar el servicio de tránsito dentro de la área de servicio RMRTD para el año fiscal federal 2018.

Sección 5310 ancianos y discapacitados Fondos Públicas de tránsito

Sección 5311 recursos tránsito público rural

Los individuos, organizaciones y entidades son bienvenidos a hacer observaciones sobre la propuesta y participar en la posterior evolución. Adicionalmente individuos, organizaciones y entidades tienen derecho a solicitar una audiencia pública en relación con esta propuesta. Si desea enviar un comentario o solicitar una audiencia pública, en contacto con el Administrador de programas de metro en Río Cobre 809 NW, Albuquerque, NM 87192 antes del 15 de agosto de 2016.

Esta propuesta de Programa de Proyectos de estos fondos para el Metro Regional de Tránsito del Distrito Río será el programa definitivo salvo que se modifique. Este aviso público satisface de los requisitos de Proyectos del Programa NMDOT



## **Attachment F**

### **Letters of Support – Board & Stakeholder**



# Mid-Region Council of Governments

Jack Torres  
Chair, Board of Directors  
Mayor, Town of Bernalillo

Dewey V. Cave  
Executive Director

**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: Fy17 FTA Grant Applications Section 5310 and 5311**

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 5310 and Section 5311 funding for Federal Fiscal Year 2018. 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

**Attachment G**  
**Program Justification**

## **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 between the three counties, 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, tribal areas and counties in our area.

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 and the provision of 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 Vison 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. 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 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. 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, increased 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 the growing segments of the population that are transit dependent, such as seniors, youth, disabled and low income, person, as well as for those traveling across the river to reach their destinations.

The senior (65 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 counties, and in the three counties, and in the smaller communities it is the only public 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.

## **Specific Program Need**

Generally, this grant application will provide funding for the rural portions of Bernalillo, Sandoval and Valencia counties. Specifically, three 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 will be provided with the requested operation funds. Last but certainly not least the capital budget includes funding for the purchase of three (3) busses to replace similar vehicles in the fleet that serve the rural portion of Valencia County; as well as, two (2) MV1 vans in order to be able to navigate the streets of the Pueblo of Isleta. The fleet replacement vehicles will serve as replacement for vehicles that will have reached their useful service life by fiscal year 2018. 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 \$1,949,000, comprised of \$1,127,200 Federal funds and \$821,800 local matching funds. Local matching funds consist of Gross Receipt Tax collected through the State from member communities. More specifically, operating costs are requested for a total of \$1,440,000 consisting of \$720,000 from Federal and \$720,000 local sources. These funds will provide transit services in Bernalillo, Sandoval and Valencia counties. In addition to operating costs, this funding requests includes capital items as well. In this regard, \$509,000 is requested for replacement of rolling stock that serves rural Valencia County. \$407,200 from Federal Funds and \$101,800 Local Gross receipts tax. These funds are comprised of projects included in this funding request are critical to ensuring integrated service delivery for rural resident and visitors through Fiscal Year 2018.

## **Program Changes**

Expansion of service to incorporate demand response service into the Pueblo of Isleta proper, while also providing a direct connection to locations within in the Pueblo as well as access to regional routes such as the New Mexico Rail Runner Express Isleta Pueblo station, Los Lunas Transit Center and also the Alvarado Transit Center in Albuquerque. This expansion comes in a response to a transit feasibility study that was done by the Pueblo of Isleta; in which, it was suggested that this region is viable to support transit. The Goals of this service will be to provide the Pueblo of Isleta with connections to city of Albuquerque destinations while meeting both geographical and demographical needs.

## **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.

# **Attachment H**

## **Operations Profile**

**Including**

**Appendix A Organization Chart**

**Appendix B Marketing Plan**

**Appendix C Maintenance Plan**



**RIO METRO**  
REGIONAL TRANSIT DISTRICT

# **Operations Profile**

for

**Bus Services**

in

**Bernalillo, Sandoval and Valencia  
Counties**

**August 2015**

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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**

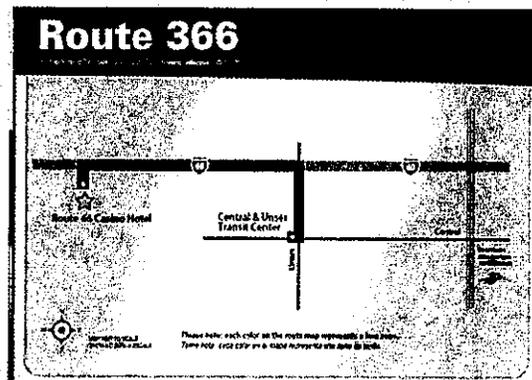
Route 366 Service Days		Service Hours
Westbound	Weekdays	6:35 a.m. - 8:50 a.m.
		3:30 p.m. - 5:55 p.m.
Eastbound	Weekdays	7:00 a.m. - 9:20 a.m.
		4:10 p.m. - 6:30 p.m.

**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 1.5 million trips in FY 2013. Furthermore, other urban bus services in Bernalillo County supported by Rio Metro include Routes 500, 504, 505A, 505B 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*

---

<b>Route</b>	<b>Service Days</b>	<b>Service Hours</b>
8	Weekdays	6:24 a.m. - 4:55 p.m.
201	Weekdays	5:57 a.m. - 6:47 p.m.
202	Weekdays	5:32 a.m. - 7:58 p.m.
204	Weekdays	5:20 a.m. - 8:26 p.m.

*Commuter Bus Fare Structure – Sandoval 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

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.

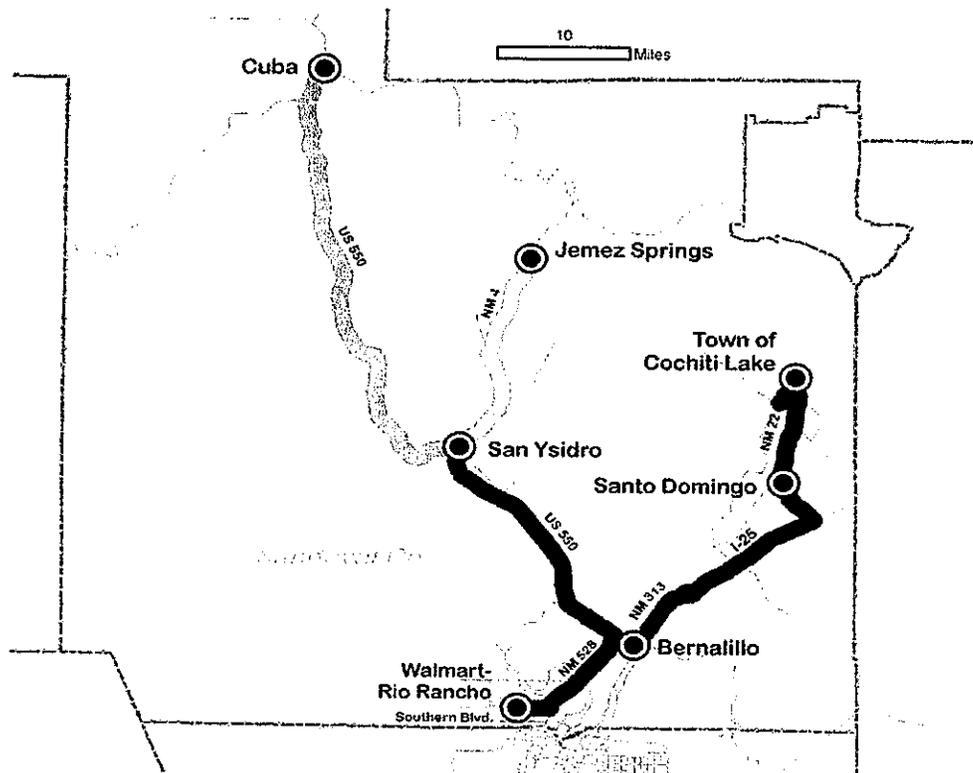
*Commuter Bus Service Area and Fare Zones – Sandoval County*

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## **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 portions of Isleta Pueblo. Fixed route service is provided within the City of Belèn, Village of Los Lunas, 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, however, requests will be taken for emergencies or if space is available with same day notice.

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

##### 4.3.2 Fixed Route Bus

Rio Metro operates three 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 207, launched in May 2012 and connects Los Lunas residents to the Los Lunas Rail Runner station. There are three trips in the morning between 5:16 a.m. and 8:15 a.m., serving northbound trains; there are four trips in the afternoon and evening between 3:05 p.m. and 8:03 p.m. serving southbound trains. This route provides 19 designated bus stops and gives excellent geographic coverage of Los Lunas.

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.

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.
207	Weekdays	5:16 a.m. - 8:15 a.m. 3:05 p.m. - 8:03 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.

***Fixed Route Fare Structure – Valencia County***

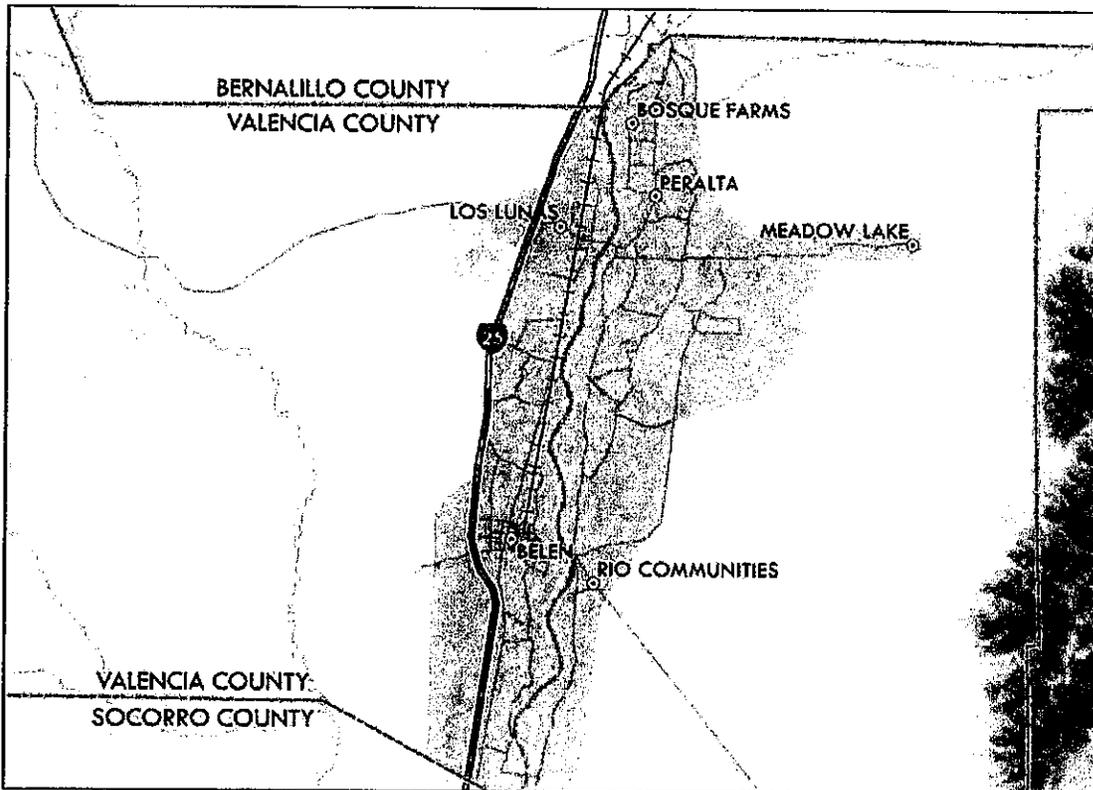
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<b>One Zone Fare Structure</b>	
Adult (ages 18 through 61)	\$1.00
Senior (ages 62 and up)	\$0.50
Medicare Card	\$0.50
Individuals with Disabilities	\$0.50
Youth (ages 10 through 17)	\$0.50
Children (age 9 and under)	Free

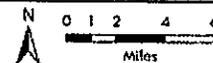
Routes 206, 207 each encompass only one zone, so that a one-way trip is \$1.00 for an adult.

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

*Transit Service Area – Valencia County*



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. For the latter, Rio Metro is using the brand presented above to create a public transportation identity in lieu of prominently displaying "Public Transportation" on these 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
- 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)

- Compile vehicle maintenance information and generate monthly reports
- 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
  
- 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
- One year of previous driving experience with no moving violations
- 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 GED certificate preferred
- Meet continuing professional development requirements

Minimum qualifications for driver include:

- Valid CDL License with Passenger endorsement & valid DOT medical card required
- High School diploma or equivalent required
- A minimum of one year of professional driving experience required. Additional experience highly preferred
- 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 substance abuse screening

## **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 the local Police Department. 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 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
  
- 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

### **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 not required to wear uniforms. Dispatchers and Drivers are expected to present a clean, 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 owns and has title to thirty-five (35) vehicles. Twelve (12) of them have a New Mexico Department of Transportation (NMDOT) lien.

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

Twenty-three (23) of the thirty-five (35) 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, these vehicles, classified as light duty cutaway vans, are replaced utilizing a four-year, 100 thousand 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**

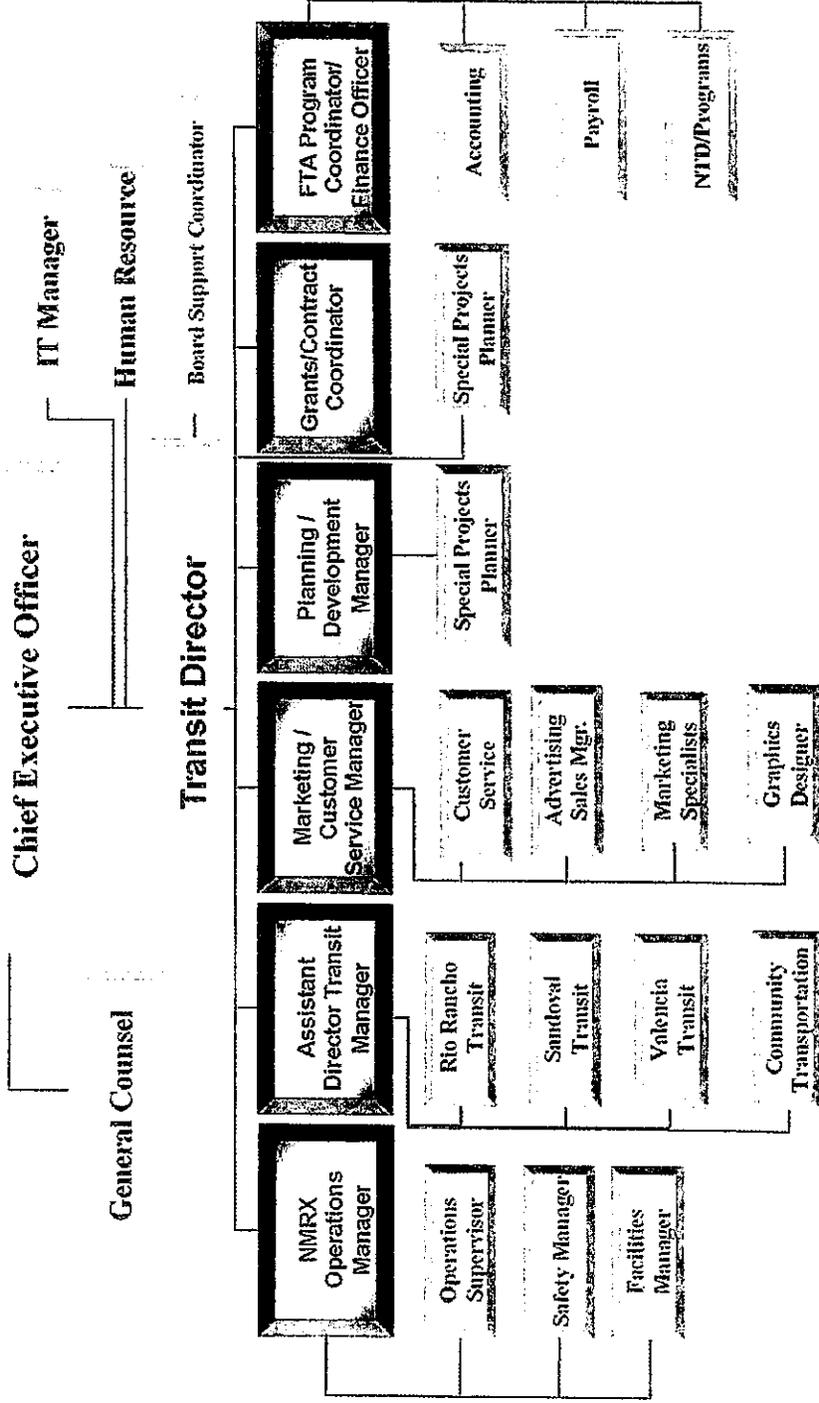
The Rio Metro Regional Transit District is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services or otherwise receives disparate treatment due to race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964. 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 aids shall be transported providing the lift and vehicle can physically accommodate them. All mobility aids will be properly secured when transported. A mobility aid is any class of three or four 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 aids 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, is a wheelchair of such size that it would block an aisle; however, it explicitly does not include circumstances under which a transit operator may find it difficult or impossible to secure a passenger's wheelchair to its satisfaction.

**Appendix A**  
**Organization Chart**

# Rio Metro Regional Transit District Organization Chart



**Appendix B**  
**Marketing Dashboard**



**Appendix C**  
**Bus Maintenance Plan**



## RIO METRO REGIONAL TRANSIT DISTRICT BUS MAINTENANCE PLAN (August 2015)

### 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. 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. 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>
Dodge Caravan	6,000	6,600/5,400
Ford Focus	7,500	8,250/6,750
Ford E350 cutaway buses	7,500	8,250/6,750
Ford E450 cutaway buses	7,500	8,250/6,750

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.**

**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.

**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 initiate warranty recovery by contacting the appropriate manufacturer or vendor. After the item is determined to be under warranty, Rio Metro management shall be kept informed of warranty repair items so they may work with the maintenance personnel in contacting the appropriate manufacturer or vendor to arrange for repair / replacement of the warranty item. Documentation of warranty repairs shall be kept in 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**

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

6,000 or 7,500 mile preventive maintenance checklist – Schedule A (*6,000 for Dodge Caravan, 7,500 for Ford Focus, Ford E-350 Cutaway bus and Ford E-450 Cutaway bus*).



# Operator's Vehicle Condition Report

Date \_\_\_\_\_ Vehicle # \_\_\_\_\_

Line \_\_\_\_\_ Run \_\_\_\_\_

Federal regulations state that no motor vehicle carrying passengers for hire shall be driven unless the driver has determined that the following parts and accessories are in good working order. Each driver is required to submit a signed written report daily for each vehicle driven and recommend any repairs deemed necessary.

**PRE-TRIP:** Indicate with a checkmark (✓) that item has been checked or done during the Pre-Trip Inspection.

- |                          |                          |                          |                      |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|----------------------|--------------------------|--------------------------|--------------------------|
| 1                        | 2                        | 3                        |                      | 1                        | 2                        | 3                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Axle/Lugnuts         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Air Loss (Brakes)    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lights & Reflections | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Tires                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Horn                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lift/Ramp Cycle      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Securement System    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Driver's Seat Belt   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                          |                          |                          |                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                          |                          |                          |                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**DEFECTS:** Indicate with a checkmark (✓) DEFECTIVE ITEMS ONLY

- |   |  |
|---|--|
| <p><b>BRAKES</b></p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Air Leak<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Pull to L/R<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Noisy<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Dragging<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Smoking<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other (explain) <p><b>TIRES/WHEELS</b></p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Flat<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Damaged<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> LFRF RRI RRO LRI LRO <p><b>A/C &amp; HEATING</b></p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No Cool/AC<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No Heat<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Defroster Defect<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Ventilation (Blowers)<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other (explain) <p><b>RETARDER</b></p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Light On (Brakes NOT applied)<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Light On (Brakes Applied; Bus stopped)<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Light Not On (Brakes applied; Bus Moving) <p><b>ENGINE</b></p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Hot Engine/Water Leaks<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Low Oil/Oil Leaks<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No Power<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Smokes<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Idles Rough/Vibration <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other (explain)</p> <p><b>GRAFFITI (Note on back)</b></p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Interior, Location<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Exterior, Location | <p><b>LIGHTS</b></p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Interior<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Exterior <p><b>TRANSMISSION</b></p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Won't Go Into Gear<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Slips/Grinds/Lurches<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Fluid Leaks <p><b>STEERING</b></p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Hard/Binds<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Shimmy<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Excessive Play<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other (explain) <p><b>ELECTRICAL EQUIPMENT</b></p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Starter<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Turn Signals/Flashers<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Trex MDC<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Farebox<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Destination Sign<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> PA System<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Radio (problem)<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Cameras <p><b>ENTRANCE/EXIT DOORS</b></p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Slow<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Inoperative<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Leaks Air<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other (explain) <p><b>ADA/LIFT/RAMP</b></p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Tie Down (Clean/Operational)<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Lap Belt Shoulder (Clean/Operational)<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Straps/Hooks (Clean/Operational)<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Lift Cycle<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Will Not Deploy<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Will Not Lower/Raise<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No Restraint Down/Up<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Lift Will Not Stow/Park<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Stop Signal Request (Audio/Light) |
|---|--|

**NOTE TO OPERATOR:** Help Expedite repairs by providing accurate information regarding defects! **PLEASE WRITE CLEARLY.**

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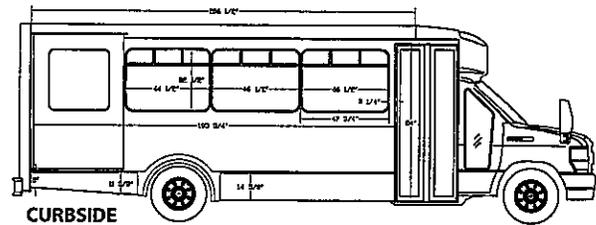
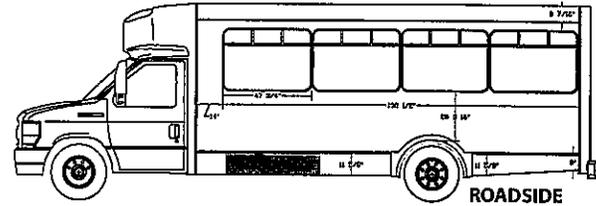
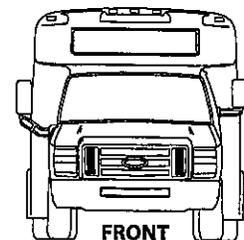
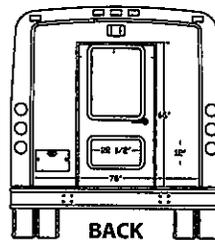


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**BODY DAMAGE/GRAFFITI LOCATIONS, EXTERIOR**  
Please circle any damage to bus body.



**MAINTENANCE DEPARTMENT:** Please list repairs made.

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Mechanic's Name \_\_\_\_\_ Badge \_\_\_\_\_ Date \_\_\_\_\_

Approved Supervisor \_\_\_\_\_  
Print \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Defects	Time	Signature	Badge
No Defects	AM		
Defects Noted _____	PM	_____	/
(1 <sup>st</sup> Operator)			
No Defects	AM		
Defects Noted _____	PM	_____	/
(2 <sup>nd</sup> Operator)			
No Defects	AM		
Defects Noted _____	PM	_____	/
(3 <sup>rd</sup> Operator)			



**Function Checks (Engine On)**

**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"/>

## **ATTACHMENTS**

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

6,000 or 7,500 mile preventive maintenance checklist – Schedule A (*6,000 for Dodge Caravan, 7,500 for Ford Focus, Ford E-350 Cutaway bus and Ford E-450 Cutaway bus*).



# Operator's Vehicle Condition Report

Date \_\_\_\_\_ Vehicle # \_\_\_\_\_

Line \_\_\_\_\_ Ending Mileage \_\_\_\_\_

Federal regulations state that no motor vehicle carrying passengers for hire shall be driven unless the driver has determined that the following parts and accessories are in good working order. Each driver is required to submit a signed written report daily for each vehicle driven and recommend any repairs deemed necessary.

**PRE TRIP:** Indicate with a checkmark (✓) that item has been checked or done during the Pre-Trip Inspection.

- |                          |                          |                          |                      |                          |                          |                          |                      |
|--------------------------|--------------------------|--------------------------|----------------------|--------------------------|--------------------------|--------------------------|----------------------|
| 1                        | 2                        | 3                        |                      | 1                        | 2                        | 3                        |                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Axle/Lugnuts         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Static Brake Test    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Air Loss (Brakes)    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Emergency Reflectors |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lights & Reflections | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Windshield Wipers    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Tires                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Mirrors              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Horn                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire Extinguisher    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lift/Ramp Cycle      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Door Interlock       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Securement System    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Kneeling             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Driver's Seat Belt   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Oil                  |

**DEFECTS:** Indicate with a checkmark (✓) DEFECTIVE ITEMS ONLY.

- |  |  |
|--|--|
| <b>BRAKES</b>  | <b>LIGHTS</b>  |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Air Leak                                  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Interior                              |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Pull to L/R                               | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Exterior                              |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Noisy                                     | <b>TRANSMISSION</b>  |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Dragging                                  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Won't Go into Gear                    |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Smoking                                   | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Slips/Grinds/Lurches                  |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other (explain)                           | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Fluid Leaks                           |
| <b>TIRES/WHEELS</b>  | <b>STEERING</b>  |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Flat                                      | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Hard/Binds                            |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Damaged                                   | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Shimmy                                |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> LF RF RRI RRO LRI LRO                     | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Excessive Play                        |
| <b>A/C &amp; HEATING</b>   | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other (explain)                       |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No Cool/AC                                | <b>ELECTRICAL EQUIPMENT</b>  |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No Heat                                   | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Starter                               |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Defroster Defect                          | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Turn Signals/Flashers                 |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Ventilation (Blowers)                     | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Tablet                                |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other (explain)                           | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Farebox                               |
| <b>RETARDER</b>  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Destination Sign                      |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Light On (Brakes NOT applied)             | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> PA System                             |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Light On (Brakes Applied; Bus stopped)    | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Radio (problem)                       |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Light Not On (Brakes applied; Bus Moving) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Cameras                               |
| <b>ENGINE</b>  | <b>ENTRANCE/EXIT DOORS</b>   |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Hot Engine/Water Leaks                    | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Slow                                  |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Low Oil/Oil Leaks                         | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Inoperative                           |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No Power                                  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Leaks Air                             |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Smokes                                    | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other (explain)                       |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Idles Rough/Vibration                     | <b>ADA/LIFT/RAMP</b>   |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other (explain)                           | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Tie Down (Clean/Operational)          |
| <b>GRAFFITI (Note on back)</b>   | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Lap Belt Shoulder (Clean/Operational) |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Interior, Location                        | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Straps/Hooks (Clean/Operational)      |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Exterior, Location                        | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Lift Cycle                            |
|  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Will Not Deploy                       |
|  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Will Not Lower/Raise                  |
|  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No Restraint Down/Up                  |
|  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Lift Will Not Stow/Park               |
|  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Stop Signal Request (Audio/Light)     |

**NOTE TO OPERATOR:** Help Expedite repairs by providing accurate information regarding defects! **PLEASE WRITE CLEARLY.**

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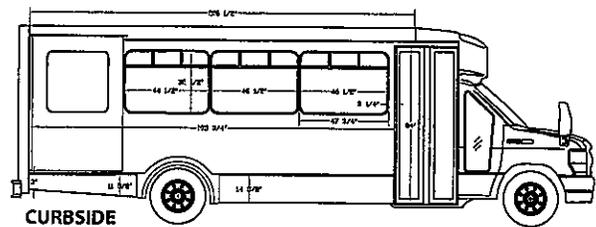
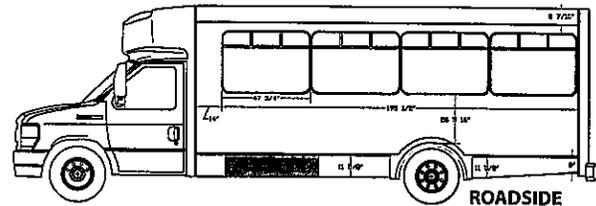
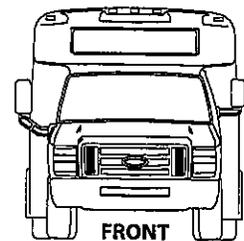
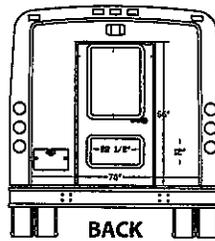
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**BODY DAMAGE/GRAFFITI LOCATIONS, EXTERIOR**

Please circle any damage to bus body.



**MAINTENANCE DEPARTMENT:** Please list repairs made.

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Defects	Time	Signature	Badge
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No Defects	AM		
Defects Noted _____:	PM	_____ / _____	
		(1 <sup>st</sup> Operator)	

No Defects	AM		
Defects Noted _____:	PM	_____ / _____	
		(2 <sup>nd</sup> Operator)	

No Defects	AM		
Defects Noted _____:	PM	_____ / _____	
		(3 <sup>rd</sup> Operator)	

Mechanic's Name \_\_\_\_\_ Badge \_\_\_\_\_ Date \_\_\_\_\_

Approved Supervisor \_\_\_\_\_  
 \_\_\_\_\_  
 Print \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_





**Battery Checks**

**Action Items**

- ▶ Keep Engine Off
- ▶ Hook-Up Battery Load Tester

Performance Checks	Check Criteria	Mechanic Initials	
		P	F
74 Battery Test	Charge Level ok, Meter indicates* Good or Marginal* Battery	<input type="checkbox"/>	<input type="checkbox"/>
75 Battery Tray	Clean, secure and easy to pull out	<input type="checkbox"/>	<input type="checkbox"/>
76 Battery Cables and Terminals	Clean, secure and no signs of corrosion or damage	<input type="checkbox"/>	<input type="checkbox"/>
77 Battery Protection	Coat all connections with Battery Coat protective coating	<input type="checkbox"/>	<input type="checkbox"/>

**Engine Checks**

**Action Items**

- ▶ Turn Engine On
- ▶ Hook \_Up engine diagnostics. Document fault codes. Clear all inactive codes

Performance Checks	Check Criteria	Mechanic Initials	
		P	F
78 Fault codes	Level OK for Cold or Hot running conditions(non-sealed stick)	<input type="checkbox"/>	<input type="checkbox"/>
79 Transmission Fluid Level	check eng idling (fluid hot) in park	<input type="checkbox"/>	<input type="checkbox"/>
80 Exhaust System Integrity	Secure & intact, free from damage, no signs of exhaust leakage	<input type="checkbox"/>	<input type="checkbox"/>

**Action Items**

- ▶ Pressurize Cooling System(9PSI)
- ▶ Turn Engine Off
- ▶ Open and Close Hot Water Valves

Performance Checks	Check Criteria	Mechanic Initials	
		P	F
81 Radiator and Charge Air Cooler	Secure , free of obstruction, damage and leaks, clean after insp	<input type="checkbox"/>	<input type="checkbox"/>
82 Power Steering Pump & Reservoir	Level*OK* Indicate quantity added if low_____Qts	<input type="checkbox"/>	<input type="checkbox"/>
83 Coolant System Integrity	Pressurization held, no leaks, loose clamps, rubbing hoses	<input type="checkbox"/>	<input type="checkbox"/>
84 Coolant level	Check Level-Freeze Point_____ Indicate quantity added_____	<input type="checkbox"/>	<input type="checkbox"/>
85 Surge Tank	Tank cap seal and latch for integrity and operation	<input type="checkbox"/>	<input type="checkbox"/>
86 Hydraulic Transmission Hoses/lines	Must be secure/no chaffing, rubbing or damaged hoses	<input type="checkbox"/>	<input type="checkbox"/>
87 Transmission Cooler	secure, proper mounting, lines, clamps and cables for leaks	<input type="checkbox"/>	<input type="checkbox"/>
88 Engine and accessory Belts	Belts show no signs of wear, splitting or fraying	<input type="checkbox"/>	<input type="checkbox"/>
89 Alternator and Starter Connections	Cables and Terminals secure and free of corrosion	<input type="checkbox"/>	<input type="checkbox"/>
90 Wiring Harness and Tie downs	secure & intact, wires not subject to heat or vibration damage	<input type="checkbox"/>	<input type="checkbox"/>
91 Fan Blade and Shroud	secure and intact, free of damage	<input type="checkbox"/>	<input type="checkbox"/>

**Undercarriage Checks**

**Action Items**

- ▶ Turn Engine Off
- ▶ Turn Batteries Off
- ▶ Raise and support bus with safety stands (or perform over pit)

Performance Checks	Check Criteria	Mechanic Initials	
		P	F
92 Steering linkages	No excessive play or damage, all boots in place	<input type="checkbox"/>	<input type="checkbox"/>
93 Steering Gear Box	Check for leaks , mounting and movement	<input type="checkbox"/>	<input type="checkbox"/>
94 Suspension System	Shock absorbers & air bags secure and tight no air leaks	<input type="checkbox"/>	<input type="checkbox"/>
95 Hoses, Pipes, Clamps, Wiring and Fittings	Secure and intact , no leaks, no spitting, rubbing or corrosion	<input type="checkbox"/>	<input type="checkbox"/>
96 Axles, Radius Rods & Bushings	No cracks or movement or excessive rust, all rubber intact	<input type="checkbox"/>	<input type="checkbox"/>
97 Chassis Structure & Underbody	No cracks or excessive rust in welds or steel supports	<input type="checkbox"/>	<input type="checkbox"/>
98 Mud Flaps and Static Straps	secure , intact and no damage	<input type="checkbox"/>	<input type="checkbox"/>
99 Drive Shaft/U-Joints	secure, no excessive rust, rubber boots intact and safety strap	<input type="checkbox"/>	<input type="checkbox"/>
100 Tie Rods/King Pins	Lubricate U-joints, tie rod ends, kingpins and grease points	<input type="checkbox"/>	<input type="checkbox"/>
101 Bulkhead Electrical Connections	secure, no corrosion or frayed wires	<input type="checkbox"/>	<input type="checkbox"/>
102 Differential Oil Level	Filled, no signs of leakage, cracks or excessive rust	<input type="checkbox"/>	<input type="checkbox"/>
103 Pinion Shaft and Seal	Check for leaks, movement	<input type="checkbox"/>	<input type="checkbox"/>
104 Engine and Transmission Housing/Oil Pan	No oil leaks, cracks or other visible damage	<input type="checkbox"/>	<input type="checkbox"/>
105 Engine and Transmission Mounts	secure & intact, no splits or cracks in rubber material	<input type="checkbox"/>	<input type="checkbox"/>
106 Check Starter	Proper mounting, check wiring for condition and routing	<input type="checkbox"/>	<input type="checkbox"/>

**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
- ▶ Turn Engine Off

Check for oil leaks

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

- 111 Engine Oil Level

Check for proper oil level

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

**Kingpins/Ball Joints**

**Action Items**

- ▶ For Portable Lifts, Lower front end 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 Thickness
- 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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