



*South Central Regional Transit  
District Board of Directors  
Meeting*

*Dona Ana County Government Center  
845 North Motel Blvd, Las Cruces, NM  
September 28, 2016*



*South Central Regional Transit District*

*Board of Directors*

*Meeting Agenda*

*Wednesday, September 28, 2016 1:30 PM*

*The following is the agenda for a meeting of the Executive Board of Directors of the South Central Regional Transit District to be held on Wednesday, September 28, 2016 1:30 PM, at Dona Ana County Government Center, 845 North Motel Boulevard, Las Cruces, NM 88007 or call in to 575-525-5810. Digital recordings and/or minutes will be made and will be available on request.*

*The SCRTD does not discriminate on the basis of race, religion, sex, sexual orientation, gender identity, color, ancestry, serious medical condition, nation origin, age or disability in the provision of services.*

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**Your participation is extremely important  
to the success of the SCRTD.**

- 1 Call to Order
- 2 Pledge of Allegiance
- 3 Roll Call
- 4 Changes to the Agenda
- 5 Approval of SCRTD Meeting Minutes of August 24, 2016
- 6 Treasurer's Report-Greg Smith
- 7 Public Input
- 8 Executive Director's Report-David Armijo
- 9 Discussion/Action Items:
  - a. Approval of Resolution for the FY16/17 Budget Adjustments
  - b. Approval of Resolution to amend South Central Council of Governments contract with SCRTD as Fiscal Agent
  - c. Human Resources Manual – Draft Review
  - d. El Paso to Las Cruces Proposed Rail Service – Estimated Ridership and Proposed Schedule
- 10 Board Comments
- 11 Board Closed Session: Executive Directors Contract
- 12 Adjourn



**South Central Regional Transit District Board of Directors**  
**Wednesday, August 24, 2016 -- 1:30 PM**  
**Dona Ana County Government Center**  
**Commission Chambers**  
**845 North Motel Boulevard Las Cruces, NM 88007**  
**MINUTES**

- I. Call to Order** – Chairman Wayne Hancock called the meeting to order at 1:41 pm.
- II. Pledge of Allegiance:** Pledge of Allegiance was led by Chairman Wayne Hancock
- III. Roll Call (Sign in)** – Rachel Ornelas, Administrative Assistant, SCCOG/SCRTD, did a roll call of SCRTD Board members. With six (6) members present a quorum was established.

**Present at the meeting:**

**Board Members:**

Wayne Hancock, RTD Chair, Doña Ana County  
Nora Barraza, Town of Mesilla  
Greg Smith, RTD Treasurer, City of Las Cruces  
Gerald La Font, City of Elephant Butte  
Robert Torres, Trustee of Hatch  
Majorie Powey, Village of Williamsburg

**SCCOG Staff:**

Jay Armijo, SCCOG Executive Director  
Angela Rael, SCRTPO Planner  
David Armijo, SCRTD Executive Director  
Rachel Ornelas, SCRTD Administrative Assistant  
Jeannie Jacka, SCRTD Fiscal Clerk

**Members Absent:**

Steve Green, City of TorC  
Javier Perea, Sunland Park  
Sharon Thomas, Citizen Advisory

**Guests:**

Michael Mc Adams, MVMPO  
Michael Bartholomew, LC-Transit  
Charles Clements, Las Cruces Citizen  
Victoria Armijo, Public  
David Harris, Via phone, NMDOT

- IV. Approval of / Changes to Agenda:** *Chairman Hancock advised to move Item 12 before Item 11, that way we could adjourn the meeting after the closed session. Member Barraza made a motion to approve the agenda, Member Torres Seconded. Motion Carried Unanimously.*
- V. Approval of Minutes from June 22<sup>nd</sup>:** *Member Powey made a motion to approve, Member Barraza Seconded. Motion carried Unanimously.*
- VI. Treasurer's Report- Greg Smith:** *2 Items, the Expenditures for 2015-16 ending June 2016 and 2016-17 ending July 2017. Chairman Hancock asked what percentage the budget was. Jay Armijo stated that the budget year to date for 2015-16 ending June 30<sup>th</sup> was 84% and the budget this year was at 4%. Wayne confirmed what was said and asked if there were any payables brought forward into this year. Jay advised he believed things like fuel and insurance were, but would have to get with Katherine to check. David also stated that at the 4% we are coming in under. He mentioned that with the new contractor STS they are a good 15-30days behind, so their invoice will show up in next months. As well as fuel cost are coming in where expected.*
- VII. Public Input:** *Michael McAdams, handed out a map. Talked about the new website where the consumers can leave comments. He read a comment from a Rosalina Clift, stating that she lives 6 miles south of Mesilla, she sees a bus on Rt 28 going South to Anthony, it passes thru a sub-division, she would like a transit that would be able to stop and assist in rides when it's not feasible for them to use their car. Michael said that he has spoken with David about this and was just alerting us of the potential that is there.*
- VIII. Executive Directors Report-** *David Armijo: Reviewing the Key Performance Indicators, (see attached reports) going over the columns, Service; we are at 15,972 miles we have reduced the non-revenue miles greatly, typically we were running about 18,000 monthly.*

Maintenance you can see I've placed non applicable, we have had no vehicles to work on, other than in servicing them due to problems with the air conditioner. We have not had any accidents. Safety is our number one goal. Member Smith had a question about the on time at 97%. David stated that his original number was much higher, and he still believes this number is too high. The two most important times are at the beginning and ending.

Ridership: This data was collected every two weeks, but it is a calendar base. The yellow line which is Z-Trans and it is actual numbers. The other four lines are calculated numbers on a 30day month including holidays. It is good to remember when looking over the graphs that we started on Feb 22<sup>nd</sup> Z-Trans carried the numbers that month with 500 rides. And you can see that they have doubled. With our numbers dropping the month of July, due to all the weather, school, and holidays. Our numbers will rise in the upcoming months. With Julys service change adding the extra trips and stops on the red line, it will be up by 41%.

Communications: Press releases, handing out the brochures and schedules. Major activity coming up in October, will be to help move the seniors Dona Ana Seniors fare, 1/2 day event.

Learned of the challenges they have. For this event we will run some service from South County, an extra bus. Still working closely with La Clinica they have ordered coupons.

Working with the courts, they have ordered coupons as well. Chairman Hancock asked if we are counting the return of these, how many were given out vs how many are coming in, do we have a way of knowing who sold them? David, stated that yes the tickets are numbered.

David also passed out an example of a transfer, this allows a free transfer between the SCRTD buses. Member Powey asked which line went to La Clinica? David stated, All of them. Member Torres, asked what did he mean by the courts? Chairman Hancock, the juvenile court was having problems getting them into the court from south county, the judge approached me if we could set up a facility in Anthony. There was coordination needed to get the juveniles to the program. Member Barraza commented on the Z-Trans line, when we start providing the service to Hatch, T or C, Elephant Butte, that is where our numbers are going to come from. Chairman Hancock, stated that as each time you improve your stops your numbers go up and it improves other entities as well. When Roadrunner changed on July 25<sup>th</sup> the transfers are down, and you will see people lined up at the bust stops. It's amazing, they will affect us and we will affect them, it would be interesting to add Roadrunners numbers to ours to see the differences. David talked about how Z-Trans makes local trips, and how we added local stops to the red line.

#### **IX. Discussion Items:**

- a. **FY 2018 5311 Public Rural Transportation funding for Federal Fiscal Year 2017-2018- David Armijo**, deadline is the end of the week. Reviewed last year's application. Capital federal 80% / local 20%, operating is 50/50. Currently we are getting \$430,000. Providing the Hatch service will bring this close to 1/2 million with local match. Hatch service will come into Dona Ana County by Ben Archer, down Del Rey, Convergys, and to the Park and Ride located in the Ashley's shopping center. This will allow for connections to the Sliver and Yellow lines. This serves as a place holder.
- b. **FY 2016-17 5310 Grant Requirement: Title VI Plan David Armijo**- requirement of the grant is the fact that we need a Title VI, the city of the Las Cruces MPO approved, we are accepting that, we did a notification of this, and placed on the website. More discussion internally on how we want to handle that. Approval of this will give us coverage as along as we need this grant.
- c. **Approval to Initiate Region Fare Policy & to Accept Transit Agency Fare Media-** David Armijo: Not a resolution, just a policy. It is an action item 10b.

#### **X. Action Items:**

- a. **Approve submittal of application for FTA Section 5311 Public Rural Transportation funding for the Federal Fiscal Year 2017-2018-** Member Barraza made a motion to approve. Member Smith Seconded. Motion carried Unanimously.

- b. **Approval to Initiate Regional Fare Policy & to Accept Transit Agency Fare Media-** Member Smith made a motion to pass. Member Barraza Seconded. Motion carried Unanimously. Member Powey asked if the other operators have been approached and are willing to accept this policy. David stated, yes they have and they do accept Proposed policy each of them would be represented. Take about a year. To make this work we need to include the state of New Mexico, and Sun Metro. To accept this, it will open the door on how we will deal with revenue.
- c. **Resolution to Accept the El Paso MPO Title VI Plan-** Member Barraza made a motion to pass. Member Torres Seconded. Motion carried Unanimously. Admin correction, needs correct resolution number, and attest information.
- d. **Requesting Approval of additional Professional Services-** Member Barraza made a motion to pass. Member LaFont Seconded. Motion carried Unanimously. Member Barraza asked about two different positions. Chairman Hancock, stated they are contracts. David advised that one is the contract for the HR Policy and the other is for a four month contract the coordinator would be out there connecting with the public. Managing the budget, invest our dollars wisely. Member Barraza, that is a short period of time, and is that enough money? David said it would be 20 hours a week for four months. Chairman Hancock asked if the \$5,000 would be enough for an HR Manual. David Stated that yes, done some research and found someone qualified to write this and it will be up to date.
  - i. \$5,000 professional services contract to support development of SCRTD Human Resource Manual
  - ii. \$4,500 professional service contract for Outreach Coordinator
- e. **Approval of MOU City of Las Cruces & SCRTD -Renew Membership Fees-** Member Barraza made a motion to pass. Member Smith Seconded. Motion carried Unanimously. David had stated the original contract had expired in 2013. Renewable every year. Admin changes to the update to the new city manager.
- f. **Zia Trans Contract Renewal-** Member Barraza made a motion to pass. Member Powey Seconded. Motion carried Unanimously. David stated that it was a 4-year contract \$10,000 a year to \$12,000. The original price monthly was \$833.00 and now it will be a \$1000.00. Chairman Hancock, looking at the numbers we share of the same riders.
- g. **Acceptance of Waiver for Membership Fees-** Chairman Hancock, if you remember back in March we passed a resolution on the members that we have no service to, can waive their dues. Member Smith made a motion to pass. Member Torres Seconded. Motion passes Unanimously.
  - Truth or Consequences
  - Village of Williamsburg

**XI. Board Comments:** Member Torres, talking about the route to Hatch? Chairman Hancock, I expect there will be further discussion on this.

**XII. Board Closed Section: Executive Director Contract-** Member Barraza made a motion to go into closed executive committee session PER NSA 10-15-1H2 limited personnel executive contract section. Member Powey Seconded. Motion passes Unanimously. Chairman Hancock called the meeting back in order at 3:31 p.m. Stated that nothing was discussed in closed session, other then what was listed in on the agenda. No action was taken. Member Barraza made a motion to return to open session. Member Smith Seconded. Motion passes Unanimously.

**XIII. Adjournment:** Chairman Hancock called the meeting adjourned at 3:33 p.m.

**Approved by:**

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Wayne D. Hancock, SCRTD Chairman

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Date

DRAFT

## **Executive Director Report**

### **September 28, 2016**

This report provides information regarding District activities executed in the past month, to include communication, outreach, service monitoring, and service performance.

### **COMMUNICATIONS**

Put discussion with the Board, a series of meetings are being held with stakeholders, community groups and elected officials to discuss SCRTD bus service and future transit projects. Some of the meeting held last month include:

- Leticia Benavidez, Commissioner briefing on transit system.
- Javier Perea, Mayor, Sunland Park briefing on service to south Dona Ana County.
- Two Sunland Park Council Members briefing on service to Sunland Park, Santa Teresa and connecting to El Paso's Westside transit center.
- Suzanne Michaels to work on articles regarding transit district activity
- Diana Magallanez, ICAN, NMSU to discuss use of buses to NMSU.
- Ben Rawson, Commissioner briefing on transit system
- Jay Armijo, SCCOG contract with SCRTD
- Empowerment Congress September 10
- Jerry Pacheco, Santa Teresa, briefing on transit system and discussion of a pilot van program
- Isabella Solis briefing on transit system
- CRC/RLC meeting for Viva Dona
- Ngage to provide information on transit in their next Newsletter
- Linda Alvarez, Hatch, NM to discuss further service in northern Dona Ana County

Evita Harvey, our new Outreach Coordinator met with several community groups and attended and showcased transit service at the several meetings, including:

- September 22 - Transition Conference, at Las Cruces convention center
- September 22 - Anthony Chamber of Commerce Quarterly Mix and Mingle
- September 20 - Outreach Coordinator from La Clinica on Calle de Alegria
- September 19 – Meetings in Chaparral

### **Milestone**

During July, the Transit District reached the following key milestones:



1. 120 days of service (March, April, May, June, July, August)
2. 100,000 miles of service
3. No Accidents
4. Over 10,000 rides

## **GRANTS**

A new FY2018 5311 grant was submitted for funding. Both the 5311 and 5310 grants are scheduled to operate beginning October 1, 2016.

## **CUSTOMER SERVICE/MARKETING**

The District has contracted with Suzanne Michaels to assist in developing news articles and placing ads in local newspapers and radio. More details to follow.

Social media is growing via our Facebook and Twitter page. News items are being placed regularly on Facebook.

The SCRTD website has been revised. Staff has begun the foundation of a redesign of the website to add additional historical files and information and to improve the ease of access to the website. Further work is needed but the increased "hits" is encouraging.

Revised and added bus stops on the Red Route to improve service coverage at NMSU by adding the bus stop at NMSU-DACC located on Gregg Street. Stops on Union and El Paseo were more clearly shown on the bus schedule.

The stop at Dona Ana Magistrate and La Clinica is now on the Blue route. Given the increase in ridership on the Red Route it made sense to vary the location of this bus route to balance the ridership and to improve access to the community.

A new bus brochure featuring the Red, Blue and Yellow route will be printed and implement the week of September 25.

Distribution of the news will be implemented to coincide with these changes.

## **USDOT Number**

SCRTD received the USDOT designation to operate bus service across interstate lines, more specifically, the state of Texas. This will allow the District to improve transit connections with other transit operators. For example, connecting to the Westside Transit Center will allow riders from Chaparral, Anthony, Santa Teresa and Sunland Park to connect to 12 other transit routes operating on the Westside and to downtown El Paso. Connecting to jobs, schools and medical appointments are requests that we get every day from prospective transit riders.

## **El Paso to Las Cruces Proposed Rail Service – Estimated Ridership and Proposed Schedule**

Ridership estimation is a central consideration when assessing the feasibility of a proposed transit line. A sketch model is a simplified ridership estimation method used in the initial stages of a project. It is summarized as a mathematical relationship between different local demographic and socio-economic characteristics. Sketch models are effective, time-saving and produce realistic results without requiring complex travel demand modeling.

While numerous region specific models have successfully attempted this task, very few models exist at the national level. We examined two different sketch models endorsed by the Transportation Research Boards before deciding on the one used in these estimates. This model incorporates local characteristics in ways that maintain the mathematical relationships of the sketch model and produce convincing results.

The ridership potential along the proposed commuter line from El Paso to Las Cruces has been adapted from the 2006 TRB report “Sketch Model to Forecast Commuter and Light Rail Ridership: Update to TCRP Report 16”<sup>1</sup>. The model was chosen for two reasons – 1) Large number of inputs used in the estimation, making it more specific to the region. 2) Station level ridership provides an opportunity to validate the results based on local knowledge.

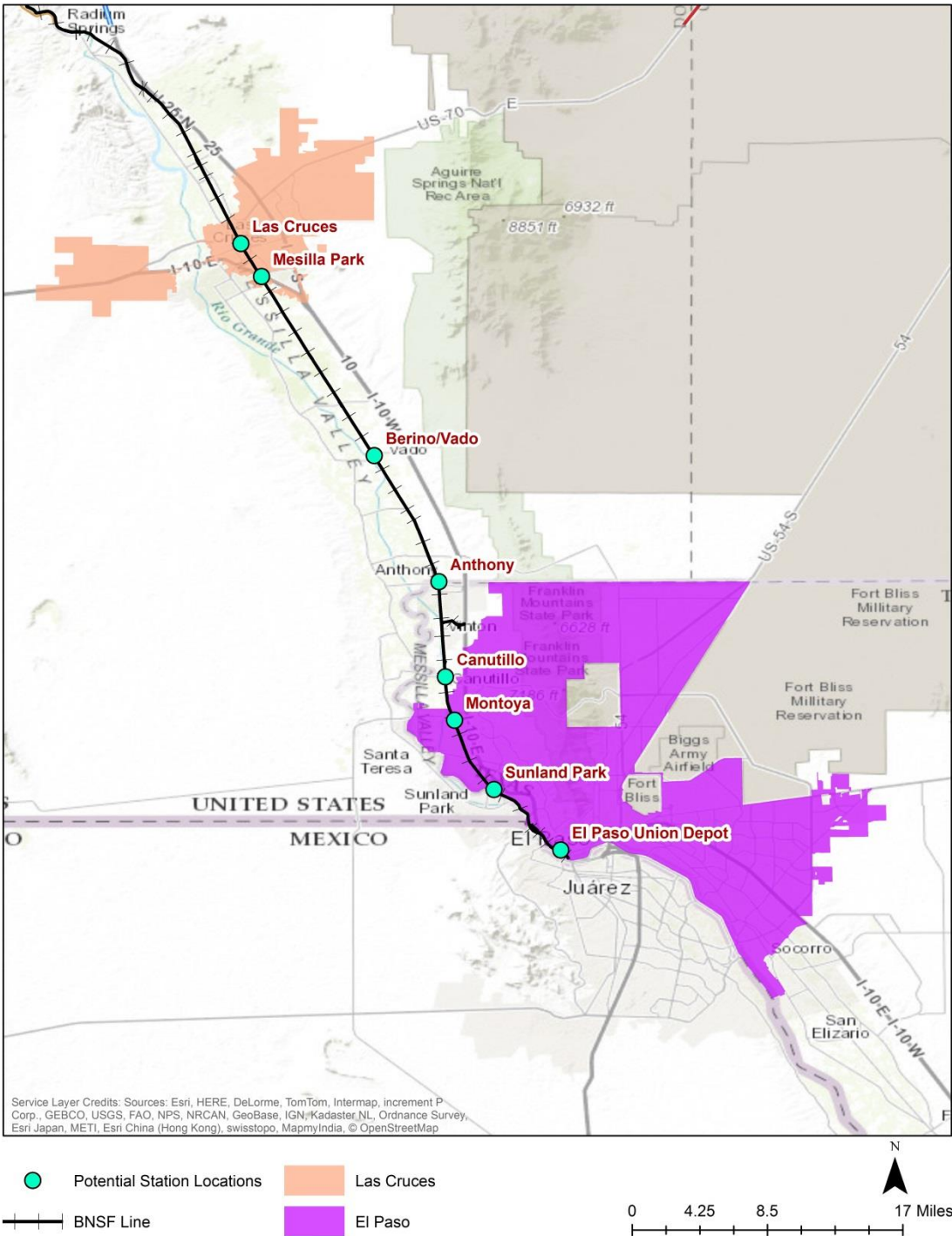
Ngage New Mexico conducted a “Commuter Rail Survey” in March 2016 which was offered online as well as mailed to interested participants. Responses from the 1,000 plus respondents have informed this model and resulted in tweaks to make the model more specific to the Las Cruces-El Paso region. In addition, existing and proposed commuter rail lines in comparable regions have also been studied to verify the estimated ridership.

### **Sketch Model**

The proposed 43-mile commuter line will connect Las Cruces to El Paso with six intermediate stops in the all-station service option. The eight stations are listed - El Paso Union Depot, Sunland Park, Montoya, Canutillo, Anthony, Berino/Vado, Mesilla Park and Las Cruces. The express service will connect El Paso Union Depot, Sunland Park, Anthony and Las Cruces.

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<sup>1</sup> Clayton Lane, Mary DiCarantonio, Len Usvyat. [\*Sketch Model to Forecast Commuter and Light Rail Ridership: Update to TCRP Report 16\*](#). Transportation Research Record: Journal of the Transportation Research Board, No. 1986, Transportation Research Board of the National Academies Washington, D.C., 2006.



**Map 1: Proposed commuter rail stations**

The sketch model for estimating commuter rail ridership includes several parameters such as population, employment, presence of parking and characteristics of the station area, distance & speed to downtown, household vehicle ownership, number and proximity of other stations on the line and midday headway. The variables are listed by their decreasing sensitivity on ridership in the model below.

$$\begin{aligned}
& \text{commuter rail station boardings} = 13.9031 \\
& \times 2.9125 \quad [\text{if parking is present}] \\
& \times 1.6653 \quad [\text{if transportation center or rail trunk}] \\
& \times \exp \quad [0.052 \times \text{speed to downtown (miles/hour)}] \\
& \times \exp \quad [-0.015 \times \text{time to downtown in minutes}] \\
& \times \exp \quad [-0.0083 \times \text{midday headway in minutes; 0 if none}] \\
& \\
& \times \exp \quad [-0.002 \times \text{total stations on the entire CR network in the} \\
& \quad \text{metro area}] \\
& \times \exp \quad [0.0263 \times \text{millions of people in the metro area}] \\
& \times \quad (\text{population within 2 miles of the station})^{0.265} \\
& \times \exp \quad [-1.173 \times \text{zero-car households} \div \text{households with cars,} \\
& \quad \text{within 2 miles of the station}] \\
& \\
& \times \exp \quad [0.06828 \times 1,000\text{s of jobs within 0.5 mile of the station}] \\
& \times \exp \quad [0.087 \times \text{distance to the nearest station}]
\end{aligned}$$

Availability of parking is critical, followed by the station designation as a “transportation center”. A station is a transportation center if it connects to an airport or seaport, connects to 4+ bus routes, serves more than one rail route or is designated a transit center by the local transit agency. The stations in El Paso and Las Cruces do not qualify per this definition as a transportation center. Both stations are in proximity to transit centers (Sun Metro Downtown Transit Center and Mesilla Valley Intermodal Transit Terminal) with significant local bus services but service at the station is less than desirable to support a commuter rail line currently. CNT has estimated ridership for two scenarios – the current scenario in which terminal stations are not transportation centers and the scenario that would see increased bus service to the commuter rail station or the consolidation of the transit center to the terminal station areas qualifying them as transportation centers.

The sketch model does a good job of evaluating the feasibility of the commuter line without requiring complex and expensive travel demand modeling. The simplicity of the model also comes with limitations. The model only looked at commuter lines in big cities, and this model is most applicable in bigger cities.

The model is generalized for application to regions across the county and does not account for special attractors such as universities. CNT in partnership with Ngage New Mexico conducted a ridership survey and found that, other than commuting for work, the leading destinations for likely daily commuters were the colleges in the area (UTEP, NMSU and community colleges). To account for the large student body, each student is considered to be equivalent to half a job. The students at UTEP were assigned to the El Paso station and the NMSU students to Las Cruces.

The average ridership for a commuter rail station for which this model is calibrated is 719, so the model can over predict ridership in some areas where built environment characteristics do not support transit. On examination of the ridership at station level, two station areas were eliminated from the commuter line ridership as they were either yielding very small ridership numbers or were over predicting it. The two stations – Canutillo and Berino/Vado will still be serviced but the overall ridership will account for the few riders from these stations.

The sketch model's relationship of car ownership to ridership is unintuitive for the Las Cruces – El Paso corridor. The car ownership variable considered in the model is the ratio of zero car households/households with cars, and this ratio is inversely proportional to the ridership, i.e. the smaller the ratio the higher is the ridership and vice versa. The model apparently assumes that people will likely drive to the commuter station, and households without cars would not be able to do so. However, in the Las Cruces – El Paso corridor, most of the proposed stations have some public transit connection currently, and transit connections will increase with planned additional bus service. Also the stations in smaller towns are walkable for a majority of the population, and both Las Cruces and El Paso have ambitious plans to increase the density of residential and commercial development in their terminal rail station areas. Consequently, a currently significant and growing population of residents who live or work within walking distance of the proposed rail stations will not own cars and will be likely transit riders. So by counting this population as a negative factor, the model tends to under-estimate potential ridership and is, to this extent, conservative in its ridership projections.

### **Summary of Potential Ridership**

Potential ridership is estimated for the current conditions – 2014 population and employment data and for the years 2020 and 2030 using employment and population projections from the El Paso MPO and Mesilla Valley MPO long range transportation plans. In each scenario, potential ridership is calculated both as if the terminal stations are transportation centers, and separately as if they are not.

**Table 1: Average Daily Ridership**

<b>Station</b>	<b>Option 1A - Not a Transit Center, 2014</b>	<b>Option 1B - Transit Center, 2014</b>	<b>Option 2A - Not a Transit Center, 2030</b>	<b>Option 2B - Transit Center, 2030</b>	<b>Option 3A - Not a Transit Center, 2040</b>	<b>Option 3B - Transit Center, 2040</b>
El Paso Union Depot	1871	3115	2313	3851	2628	4376
Sunland Park	600	600	647	647	671	671
Montoya	787	787	843	843	869	869
Canutillo	-	-	-	-	-	-
Anthony	911	911	980	980	1007	1007
Berino/Vado	-	-	-	-	-	-
Mesilla Park	457	457	492	492	505	505
Las Cruces	938	1562	1045	1741	1096	1825
<b>Total</b>	<b>5565</b>	<b>7434</b>	<b>6320</b>	<b>8554</b>	<b>6777</b>	<b>9254</b>

Ridership increases by approximately 60% if a station is also a transit center or connects to 4+ bus routes. Future planning in El Paso and Las Cruces should consider the consolidation of transit terminals or making the stations the starting points of bus routes to connect local destinations to the commuter line.

### Comparable Commuter Rail Services

CNT looked at ten comparable existing or under construction commuter rail lines and summarized their characteristics in the table below. These examples include some lines with smaller ridership and some with larger ridership than that projected for the El Paso-Las Cruces line. Several factors such as the population size of the connected cities, proximity to downtowns, availability of local public transportation, and transit attractors such as universities or airports influence the higher ridership.

**Table 2: Comparable Commuter Rail Lines**

Name	Santa Cruz-Watsonville	Boston-Manchester, NH, by Lowell project	Denton County A-Train (Dallas to Trinity Hills by Denton)	FrontRunner (Salt Lake City)	Altamont Corridor Express (ACE) Stockton - San Jose	Denver to Denver Airport A-line commuter rail line	Capital Metro Greater Austin	Coaster NCTD San Diego-Oceanside	Northstar Northwestern suburbs to Minneapolis	Music City Star Nashville
Year	Study of 2015 Scenario G	Project, construction in 2017	Opened 2011	Northern Part: 2008 Southern Part: 2012	Opened in 1998	Opened April 22, 2016	Opened 2010	Opened 1995	Opened 2009	Opened 2006
Distance	22 miles 40min	37 miles	28 miles	Northern Part: 50 miles from Ogden to SLC  Southern Part: 80 miles from SLC to Provo	86 miles	22 miles 37min  other projects in process Gold-line ;11.2 miles, expected summer 2016 Westminster line: 6.2-miles, expected fall 2016	32miles	41 miles	40 miles	32 miles
Population	SC: 270,000 WL 50,000	B:655,000 M: 110,000	Denton: 123,099 Dallas: 1,258,000	SLC: 200,000 Ogden: 83,000 Provo: 112,000	SJ: 1,000,000 Stockton: 300,000	D: 650,000 Airport: 54 million passengers in 2015 (18th busiest airport in the world)	Austin : 850,000 Northern suburbs: fastest growth in the US	San Diego: 1,350,000 Oceanside: 170,800	Minneapolis : 400,000 Big Lake: 10,000	Nashville: 650,000 Lebanon (Tennessee) 23,000
Ridership	5,500 per weekday	650,000 per year	1,900 per day	16,800 per day (5,000 for the Northern Part in 2012)	3,700 per day	37,900 – estimated average daily ridership	2,900 per day	5,600 per day	3,100 per day	1,225 per day
Frequency	60 weekday trains	16 train per day	26 train per day	30mn (peak)	Every Hour	15minues	30min (peak)	Mostly SB am –	Only:	60min

				60mn (off-peak)	4 round trip per day		60min (off-peak)	approx. 40 min NB pm – approx. 40min	5-7.30am SB- approx. 30min 4-6.30pm NB- approx. 30min	
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### **Rail Service Schedules**

Proposed weekday rail service schedules are provided on the following pages, which would serve the estimated levels of ridership with 8, 9, or 10 round trips per day. These schedules consider several factors, namely ideal service frequency, minimizing the number of train sets, allocation of express and all-station trips, and intermodal riders.

Service frequency is designed primarily for commuters, while also providing midday service to meet the needs of other customers, including university students. Accordingly, headway during peak hours ranges from 30 to 60 minutes, while midday headway is 120 minutes. Given this lesser midday headway, it is only peak service that requires more than 2 trains.

The allocation of express and all-station trips has also been considered. Since the rail should serve those wishing to commute from terminal and non-terminal stations, it is important that morning and evening peak service include both express and all-station options. Accordingly, all proposed schedules include at least one of each service type from both terminal stations.

These schedules also recognize that commuters using a subsequent mode of transit need to arrive well in advance of business hours. Accordingly, the schedules provide that peak morning trains arrive in El Paso and Las Cruces before 9:00 a.m. and in most cases before 8:30 a.m.

It is widely recognized that increased service frequency will increase ridership. However, CNT has not found a data-based ratio, applicable to the El Paso – Las Cruces corridor, which would predict the level of ridership increase that could be expected from a given increase in service. So these schedules are designed to serve the levels of ridership projected on demographic and land use bases, with minimum investments in rail equipment. The operating experience of the railroad may demonstrate opportunities to build ridership by increasing service frequency.

Eight Round Trips per day

<b>Northbound</b>							
El Paso Union Depot	Sunland	Montoya	Canutillo	Anthony	Berino/Vado	Mesilla Park	Las Cruces
8:00:00	8:10:36			8:29:06			8:52:54
9:00:00	9:10:36	9:20:24	9:28:06	9:39:06	9:52:42	10:10:30	10:12:54
10:30:00	10:40:36	10:50:24	10:58:06	11:09:06	11:22:42	11:40:30	11:42:54
12:30:00	12:40:36	12:50:24	12:58:06	13:09:06	13:22:42	13:40:30	13:42:54
14:30:00	14:40:36	14:50:24	14:58:06	15:09:06	15:22:42	15:40:30	15:42:54
16:15:00	16:25:36			16:44:06			17:07:54
17:30:00	17:40:36	17:50:24	17:58:06	18:09:06	18:22:42	18:40:30	18:42:54
18:30:00	18:40:36			18:59:06			19:22:54

<b>Southbound</b>							
Las Cruces	Mesilla Park	Berino/Vado	Anthony	Canutillo	Montoya	Sunland	El Paso Union Depot
7:30:00			7:58:48			8:17:18	8:22:54
8:00:00	8:07:24	8:25:12	8:38:48	8:49:48	8:57:30	9:07:18	9:12:54
10:30:00	10:37:24	10:55:12	11:08:48	11:19:48	11:27:30	11:37:18	11:42:54
12:30:00	12:37:24	12:55:12	13:08:48	13:19:48	13:27:30	13:37:18	13:42:54
14:30:00	14:37:24	14:55:12	15:08:48	15:19:48	15:27:30	15:37:18	15:42:54
16:00:00			16:28:48			16:47:18	16:52:54
17:00:00	17:07:24	17:25:12	17:38:48	17:49:48	17:57:30	18:07:18	18:12:54
17:45:00			18:13:48			18:32:18	18:37:54



Nine Round Trips per day

<b>Northbound</b>							
El Paso Union Depot	Sunland	Montoya	Canutillo	Anthony	Berino/Vad o	Mesilla Park	Las Cruces
7:00:00	7:10:36	7:20:24	7:28:06	7:39:06	7:52:42	8:10:30	8:12:54
8:45:00	8:55:36			9:14:06			9:37:54
9:30:00	9:40:36	9:50:24	9:58:06	10:09:06	10:22:42	10:40:30	10:42:54
10:30:00	10:40:36	10:50:24	10:58:06	11:09:06	11:22:42	11:40:30	11:42:54
12:30:00	12:40:36	12:50:24	12:58:06	13:09:06	13:22:42	13:40:30	13:42:54
14:30:00	14:40:36	14:50:24	14:58:06	15:09:06	15:22:42	15:40:30	15:42:54
16:15:00	16:25:36			16:44:06			17:07:54
17:30:00	17:40:36	17:50:24	17:58:06	18:09:06	18:22:42	18:40:30	18:42:54
18:00:00	18:10:36			18:29:06			18:52:54

<b>Southbound</b>							
Las Cruces	Mesilla Park	Berino/Vad o	Anthony	Canutillo	Montoya	Sunland	El Paso Union Depot
7:00:00	7:07:24	7:25:12	7:38:48	7:49:48	7:57:30	8:07:18	8:12:54
8:00:00			8:28:48			8:47:18	8:52:54
8:45:00	8:52:24	9:10:12	9:23:48	9:34:48	9:42:30	9:52:18	9:57:54
10:30:00	10:37:24	10:55:12	11:08:48	11:19:48	11:27:30	11:37:18	11:42:54
12:30:00	12:37:24	12:55:12	13:08:48	13:19:48	13:27:30	13:37:18	13:42:54
14:30:00	14:37:24	14:55:12	15:08:48	15:19:48	15:27:30	15:37:18	15:42:54
16:00:00			16:28:48			16:47:18	16:52:54
17:15:00	17:22:24	17:40:12	17:53:48	18:04:48	18:12:30	18:22:18	18:27:54
17:45:00			18:13:48			18:32:18	18:37:54

Ten Round Trips per day

<b>Northbound</b>							
El Paso Union Depot	Sunland	Montoya	Canutillo	Anthony	Berino/Vado	Mesilla Park	Las Cruces
7:15:00	7:25:36	7:35:24	7:43:06	7:54:06	8:07:42	8:25:30	8:27:54
8:45:00	8:55:36			9:14:06			9:37:54
9:00:00	9:10:36	9:20:24	9:28:06	9:39:06	9:52:42	10:10:30	10:12:54
9:45:00	9:55:36			10:14:06			10:37:54
11:15:00	11:25:36	11:35:24	11:43:06	11:54:06	12:07:42	12:25:30	12:27:54
13:15:00	13:25:36	13:35:24	13:43:06	13:54:06	14:07:42	14:25:30	14:27:54
15:15:00	15:25:36			15:44:06			16:07:54
17:15:00	17:25:36	17:35:24	17:43:06	17:54:06	18:07:42	18:25:30	18:27:54
18:15:00	18:25:36			18:44:06			19:07:54
18:45:00	18:55:36	19:05:24	19:13:06	19:24:06	19:37:42	19:55:30	19:57:54

<b>Southbound</b>							
Las Cruces	Mesilla Park	Berino/Vado	Anthony	Canutillo	Montoya	Sunland	El Paso Union Depot
7:00:00	7:07:24	7:25:12	7:38:48	7:49:48	7:57:30	8:07:18	8:12:54
7:30:00			7:58:48			8:17:18	8:22:54
8:00:00	8:07:24	8:25:12	8:38:48	8:49:48	8:57:30	9:07:18	9:12:54
9:00:00			9:28:48			9:47:18	9:52:54
10:30:00	10:37:24	10:55:12	11:08:48	11:19:48	11:27:30	11:37:18	11:42:54
12:30:00			12:58:48			13:17:18	13:22:54
14:30:00	14:37:24	14:55:12	15:08:48	15:19:48	15:27:30	15:37:18	15:42:54
16:30:00	16:37:24	16:55:12	17:08:48	17:19:48	17:27:30	17:37:18	17:42:54
17:30:00			17:58:48			18:17:18	18:22:54
18:30:00	18:37:24	18:55:12	19:08:48	19:19:48	19:27:30	19:37:18	19:42:54

**South Central Regional Transit District**  
**FY 16-17 EXPENDITURES as of 08.31.16**

Descriptions	Budget	Revision Request Increase/ (Decrease)	Y-T-D	%	Remaining
<b><i>Personnel Services</i></b>					
Salaries	221,470.00		33,973.07	15%	187,496.93
<b><i>Employee Benefits</i></b>					
FICA/Medicare Tax	16,942.46		2,531.47	15%	14,410.99
WC/SUTA	15,502.90		1,107.61	8%	14,395.29
Workers' Comp Insurance	14,664.00		1,403.00	1%	13,261.00
<b>Health Insurance</b>	<b>144,000.00</b>	<b>(35,000.00)</b>	<b>7,074.00</b>	<b>5%</b>	<b>136,926.00</b>
Retirement - PERA	16,388.78		2,444.85	15%	13,943.93
<b><i>Travel</i></b>					
Travel - Reimbursement	4,000.00		500.00	13%	3,500.00
FUEL	56,160.00		8,117.04	14%	48,042.96
Maintance on Vehicles	10,589.30		2,564.26	24%	8,025.04
<b><i>Supplies</i></b>					
Supplies	1,860.00		1,170.96	63%	689.04
<b><i>Insurances</i></b>					
General Liability	2,376.00		-	0%	2,376.00
Automobile Insurance	39,230.00		3,605.66	9%	35,624.34
D&O Insurance	2,500.00		-	0%	0.00
<b><i>Contractual Services</i></b>					
<b>Professional Fees/Audit</b>	<b>9,000.00</b>	<b>10,000.00</b>	<b>-</b>	<b>0%</b>	<b>9,000.00</b>
Legal Fees	1,000.00		-	0%	1,000.00
Contract Services			-		
<b>SCCOG</b>	<b>160,000.00</b>	<b>(45,000.00)</b>	<b>19,985.18</b>	<b>12%</b>	<b>140,014.82</b>
STS, NM	166,656.00		20,396.03	12%	146,259.97
Zia Therapy	10,000.00		1,666.66	17%	4,164.34
<b><i>Operating Cost</i></b>					
Advertisements	75.00		-	0%	75.00
Conf/Seminars/Training	-		-	0%	0.00
Postage	-		-	0%	0.00
Office Equipment	780.00		-	0%	780.00
Asset Management	1,200.00		-	0%	1,200.00
Telephone	6,720.00		1,288.84	19%	5,431.16
<b>Reserve</b>	<b>10,000.00</b>	<b>70,000.00</b>	<b>-</b>	<b>0%</b>	<b>10,000.00</b>
<b><i>Capital Assets</i></b>					
Capital Assets	65,000.00		-	0%	65,000.00
<b>Total Expenses</b>	<b>\$ 976,114.44</b>	<b>\$ -</b>	<b>107,828.63</b>	<b>11%</b>	<b>861,616.81</b>

<b>FY 16-17 REVENUE</b>					
<b>South Central Regional Transit District</b>					
<b>Support &amp; Revenue</b>	<b>Revenue</b>	<b>Revision Request Increase/ (Decrease)</b>	<b>Y-T-D Received PMT</b>	<b>% Y_T_D</b>	<b>Remaining Balance</b>
Membership Dues					
CITY OF LAS CRUCES	\$ 48,809.00		\$ -	0%	\$ 48,809.00
DONA ANA COUNTY	\$ 42,158.00		\$ 42,158.00	100%	\$ -
SUNLAND PARK	\$ 7,053.00		\$ 7,053.00	100%	\$ -
TOWN OF MESILLA	\$ 1,098.00		\$ -	0%	\$ 1,098.00
VILLAGE OF HATCH	\$ 824.00		\$ -	0%	\$ 824.00
CITY OF ELEPHANT BUTTE	\$ 715.00		\$ 715.00	100%	\$ -
CITY OF TRUTH OR CONSEQ (WVD)	\$ -	-	\$ -	0%	\$ -
TOWN OF WILLIAMSBURG (WVD)	\$ -	-	\$ -	0%	\$ -
					\$ -
Dona Ana County GRT	465,999.44	-	116,499.86	25%	\$ 349,499.58
NMDOT 5310*	81,750.00		-		\$ 81,750.00
NMDOT 5311*	314,250.00		-		\$ 314,250.00
Bus Fares	388.00		100.00	26%	\$ 288.00
Advertisement Revenue	13,070.00		0.00	0%	\$ <b>13,070.00</b>
<b>TOTAL REVENUES</b>	<b>\$ 976,114.44</b>	<b>\$ -</b>	<b>\$ 166,525.86</b>	<b>17%</b>	<b>\$ 400,230.58</b>

**South Central Regional Transit District**

**Resolution Number: \_\_\_\_\_**

**A Resolution Authorizing Budgetary Adjustments and Revisions**

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, August 28, 2016 in the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

**WHEREAS**, the South Central Regional Transit District determines it necessary to authorize budgetary adjustments and revisions as summarized in the attached sheet; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the South Central Regional Transit District does hereby approve the budget adjustments and revisions and authorizes the fiscal agent to make the revisions.

**ADOPTED AND APPROVED THE 28<sup>th</sup> DAY OF August, 2016.**

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Wayne Hancock, Chair

ATTEST:

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David Armijo, Executive Director

**South Central Regional Transit District**

**Resolution Number: \_\_\_\_\_**

**A Resolution Authorizing the Amendment of Compensation in the Fiscal Agent Agreement Between the SCRTD and the SCCOG.**

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, September 28, 2016 in the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

**WHEREAS**, the South Central Regional Transit District determines it necessary to decrease the Fiscal Agent Agreement between the South Central Council of Governments and the South Central Regional Transit District from \$160,000.00 to the \$115,000.00. This amendment will not modify any other portions of the contract

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the South Central Regional Transit District does hereby approves the amendment to decrease the contract to \$115,000.00

**ADOPTED AND APPROVED THE 28<sup>th</sup> DAY OF August, 2016.**

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Wayne Hancock, Chair

ATTEST:

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David Armijo, Executive Director

## **Human Resources Manual Report**

### **September 28, 2016**

#### **SUMMARY**

During July the District executed a contract to Marlene Heyser to develop a Human Resources Manual for the Transit District.

The contractor reviewed and evaluated Human Resource manuals from several transit providers, including Rio Metro, operating in northern New Mexico. However, the Rio Metro manual included many exemptions and variations that would not apply to our service due to the size and number of employees. Still, much of the information was common and similar to our service both in area and context of performance.

Further, the contract researched and identified variations in new laws governing transit districts and employers operating in New Mexico.

The new Human Resources manual is in the final stages of development and will be available for review at our meeting on the 28<sup>th</sup>.

The final review and approval will be determined based on the review of the Board to this new manual. Consequently, the approval of the Human Resources manual will be scheduled at a future meeting of the Board.

#### **NEXT STEPS**

Review the Draft Manual, identify changes, execute the modifications of those changes and review a Final Document. Approval to be scheduled at the next Board Meeting.