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SOUTH CENTRAL REGIONAL TRANSIT

DISTRICT BOARD OF DIRECTORS

**SPECIAL MEETING AGENDA**

Wednesday, January 25, 2017 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 Wednesday, January 25, 2017 1:30 PM, at Dona Ana County Government Center, 845 North Motel Boulevard Las Cruces, NM, 88007 or Call in to 575-525-5810

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, national origin, age, or disability in the provision of services.

Dial In-Access [REDACTED] 1-712-832-8300 Enter Code  
1868230

Access to a complete packet is available at  
[scrtcd.org](http://scrtcd.org)



**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 November 29, 2016
- 6 Treasurer's Report-Greg Smith
- 7 Public Input
- 8 Executive Director's Report-David Armijo
- 9 Advisory Committee Input
  - a. Rollout of new service bus stops to El Paso
  - b. Work with Promotoras
- 10 Discussion Items:
  - a. Human Resources Manual
- 11 Action – Items
  - a. Election of Officers for 2017
  - b. Board to set agenda for coming year – Jay Armijo\*  
Resolution
  - c. A Resolution Certifying Compliance with the Open Meetings Act for the 2017 Calendar Year
  - d. Approval of Resolution for the FY16/17 Budget Adjustments
  - e. Approve Holiday Work Schedule
  - f. Approve Advertising Contract with
  - g. Appointments to Citizen Advisory Committee
- 12 Board Comments
- 11 Adjourn

**South Central Regional Transit District Board of Directors  
Special Meeting  
Thursday, November 29, 2016 -- 2:30 PM  
Mesilla Valley Intermodal Transit Terminal  
300 W. Lohman Avenue, Las Cruces, NM 88001**

**MINUTES**

- I. Call to Order** – Chairman Wayne Hancock called the meeting to order at 2:30 pm.
- II. Pledge of Allegiance:** Pledge of Allegiance was led by Chairman Wayne Hancock
- III. Roll Call (Sign In)** – Jay Armijo, Executive Director, SCCOG, did a roll call of SCRTD Board members. With six members present and one participating via telephone, a quorum was established.

**Present at the meeting:**

**Board Members:**

Wayne Hancock, RTD Chair, Doña Ana County  
Javier Perea, RTD Vice Chair, Sunland Park  
Nora Barraza, Town of Mesilla  
Greg Smith, RTD Treasurer, City of Las Cruces  
Gerald LaFont, City of Elephant Butte  
Robert E. Torres, Village of Hatch  
Via Telephone: Majorie Powey,  
Village of Williamsburg

**SCCOG Staff:**

Jay Armijo, SCCOG Executive Director

**SCRTD Staff:**

David Armijo, SCRTD Executive Director

**Guests:**

Mike Bartholomew, MVMPO

**Members Absent:**

Steve Green, RTD Secretary, City of TorC

- IV. Approval of / Changes to Agenda:** *Member Perea made a motion to approve the agenda, Member Smith Seconded. Motion Carried Unanimously.*
- V. Public Input:** No public input
- VI. Discussion/Action Items:**
  - a. Discussion—10 Year Anniversary Report— (David Armijo)** Mr. Armijo informed the board members that he had made a presentation to the current and incoming Doña Ana County commissioners informing them about the SCRTD, its Board, the schedules, the progress the program has made, and its plan for the future. Additionally, the goals and objectives of the program in a broader sense. Mr. Armijo also informed them that the SCRTD exists to fill the gaps where existing transportation services do not go. A goal of the SCRTD is to work with existing transit programs as more routes and services roll out from the SCRTD. Mr. Armijo spoke of the continued intentions to provide services to Hatch and past Sunland Park into El Paso. Member Barraza asked Mr. Armijo how he would prioritize those intended services. She recognized that Hatch is a dues paying member of the SCRTD. Mr. Armijo replied that there are two parts to that answer, He informed her that the route that currently goes into Sunland Park will only need to be extended by eight or nine minutes to reach the stop at Rincon Circle, using existing resources, this should happen very easily. Regarding the Hatch route, that route will require additional resources, which

will be programed into the next grant and be in a positon to begin that service next year. From a priority point of view, if a point is reached where there are no resources to do either A or B, then it will be brought back to the board for a decision on the SCRTD's next move. It is a consensus of all involved that providing services to Hatch and into Sierra County is a definite priority of the Board and is in the SCRTD's five-year plan.

- b. **Approve Fiscal Year Budget Adjustments—Katherine Gervasio Member Barraza made a motion to approve the 2016-17 Fiscal Year Budget Adjustment, Member Perea Seconded.** Jay Armijo presented and explanation of the budget adjustment to the board. He informed them that funds needed to be transferred from the reserve account to “Professional Fees & Audit”. There are persons contracted to do some work on behalf of the board for an employee handbook so additional funds needed to be in that area. **Motion Carried Unanimously.**

**VII. Board Comments:** Chairman Hancock announced that this will be his last meeting. He will no longer be serving on the Doña Ana County Commission; therefore, someone new will be appointed to the SCRTD Board in his place. He expressed his appreciation of the Board and the time he spent with the program. Board members expressed their gratitude to Chairman Hancock for his work, and credited him with where the progress of the program is now.

**VIII. Board Closed Session: Executive Director's Contract**

**Per§10-15-1-(H)(2), in accordance with the Open Meetings Act, NMSA 1978, A motion to enter closed session to discuss limited personnel matters regarding the Executive Director's Contract including discussion of the renewal, non-renewal, and/or modification of the Executive Director's contract, pursuant to the Open Meetings Act, was made by Member Smith and seconded by Member Torres. A roll call vote was taken to enter closed session**

**Roll Call:**

<b>Wayne Hancock—Yes</b>	<b>Nora Barraza—Yes</b>
<b>Javier Perea—Yes</b>	<b>Majorie Powey—Yes</b>
<b>Greg Smith—Yes</b>	<b>Gerald LaFont—Yes</b>
<b>Robert E. Torres—Yes</b>	

**Per§10-15-1-(H)(2) a motion was made to enter back into open session by Member Smith and seconded by Member Barraza. A roll call vote was taken and a declaration was made by Chair Hancock noting that nothing was discussed in the closed session other than the limited personnel matters regarding the Interim Executive Director's Contract renewal as stated on the agenda, and that no action was taken in closed session.**

**Roll Call:**

<b>Wayne Hancock—Yes</b>	<b>Nora Barraza—Yes</b>
<b>Javier Perea—Yes</b>	<b>Majorie Powey—Yes</b>
<b>Greg Smith—Yes</b>	<b>Gerald LaFont—Yes</b>
<b>Robert E. Torres—Yes</b>	

**IX. Action Items:**

- a. **Approve Director’s Contract of the South Central Regional Transit District and Direct the Chairman to complete the contract with the changes/amendments that were discussed in closed session. *Member Smith made a motion to approve the contract renewing David Armijo as the Executive Director of the SCRTD pending all changes/amendments as discussed, Member Barraza Seconded. Motion Carried Unanimously.***

**X. Adjournment:** *Chairman Hancock called the meeting adjourned.*

**Approved by:**

\_\_\_\_\_

\_\_\_\_\_, SCRTD Chairman

## Item 8

### **Executive Director Report January 25, 2017**

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

#### **COMMUNICATIONS**

During September and October the Transit District reached out to the community by participating in several community events and/or meetings:

1. Women's Intercultural Center -SCRTD Presentation and bus tour, November 2
2. South Transit Providers, NM DOT November 10
3. SCRTD Operators Tour of Westside Transit Center November 12
4. Meeting with Ad Hoc Community group, November 14
5. Meeting with Sun News – Advertising, November 15
6. vRide NM Office meeting, November 16
7. Senior Fair Post Event Committee Meeting, November 16
8. Final UDC Meeting, Board of County Commissioners, December 13
9. Meeting with Arturo Uribe, Southern Dona Ana County Transit Service, December 5
10. GoToWebinar - Road Map for TAM, December 5
11. Strong Families Presentation and tour of Anthony Transit Center, December 15
12. NMSA Meeting, December 15<sup>th</sup>
13. Luis Rios, NMSU Architecture Meeting, December 15<sup>th</sup>. students to design bus shelter/commuter rail station
14. El Paso's Westside Transit Center Field Visit with Sun Metro staff, December 16

#### **CUSTOMER SERVICE/MARKETING**

The SCRTD website and Facebook page gathered significant number of views, likes and engagement during the month of December.

New bus schedules were developed, printed and posted on the website, distributed to key facilities along each bus route.

The new schedules feature the bus routes with the stops listed as well as new schedule times. Recent experience demonstrates that adding bus stops and increase information has resulted in increased ridership.

## **Transit System Network**

Beginning this month, with the addition of the District's US DOT permit, the Red route will have direct connections with the Purple route and will connect to El Paso's Westside neighborhoods, employment, education and community centers via the Westside Transit Center located on Remcon Circle near the Wal-Mart.

This will improve our travel time and connection with Sunland Parks Route 83, currently operated by Sun Metro, to the new end of the line on the Purple route at the Westside Transit Center located at Remcon Circle.

## **Ridership**

The ridership report was not completed in time for distribution prior to this meeting but will be available at the meeting.

**Item 9**

**Citizens Advisory Committee  
Report  
January 25, 2017**

**SUMMARY**

At the November Board meeting the District discussed the identifying new members to the Citizens Advisory Committee. During the holiday period from Thanksgiving to New Years' I received communication from two individuals interesting in serving the District as members of the citizen's advisory committee. Those individuals include Sharon Thomas, the current chair of the committee and Mark Best.

As you may recall, the SCRTD Bylaws stipulates the appointment of members to serve on the committee by current board members. Consequently, the Bylaws require the Board to appoint new members to the committee.

During the holiday season, the Citizens Advisory Committee was busy assisting with the rollout of new stops, schedules and service extended to El Paso, Texas via the Turquoise and Purple bus routes. The verbal report will be provided by Sharon Thomas.

**Discussion**

The current chair, Sharon Thomas has requested a reappointment to the board via her city representative, Greg Smith. Mark Best has requested support from his County Commissioner Ben Rawson.

SCRTD Bylaws provide guidance on the selection of formation of a Citizens Advisory Committee as well as a meeting schedule and process for the committee to serve. More specifically:

Section 9.03. **Citizen Advisory Standing Committee.** The Board shall appoint and maintain a Citizen Advisory Committee to advise the Board with respect to policy and service matters. The members of the Citizen Advisory Committee shall not be Directors, Alternates, Official Designees, or Officers of the District. The Citizen Advisory Committee shall not be authorized to exercise any power of the Board.

There are no term limits for the citizen's advisory committee members. However, the Board has the latitude to make changes as required.

**NEXT STEPS**

Discuss the appointment of new members to the Citizens Advisory Committee to complete the committee representation and to serve in the next calendar year.



**Item 10**

**HUMAN RESOURCES MANUAL**

**(sent separately)**

**A fact sheet of the key elements of the new Human Resources Manual will be sent prior to the meeting along with a powerpoint presentation describing the new manual.**

**Item 11 c**

**SOUTH CENTRAL REGIONAL TRANSIT DISTRICT  
RESOLUTION NUMBER 2017 \_\_\_\_\_**

**OPEN MEETINGS ACT RESOLUTION**

**WHEREAS**, the South Central Regional Transit District's Board of Directors met in a special meeting on Wednesday, January 25, 2017 in the Dona Ana County Commission Chambers, 845 N. Motel Blvd., Las Cruces, N.M.; and,

**WHEREAS**, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to 4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of, or the deregulated authority of, such body are declared to be public meetings open to the public at all times; and

**WHEREAS**, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation, or formal action occurs shall be held only after reasonable notice to the public; and

**WHEREAS**, Section 10-15-1(D) of the Open Meetings Act requires the South Central Regional Transit District's Board of Directors to determine annually what constitutes reasonable notice of its public meetings;

**NOW, THEREFORE, BE IT RESOLVED** by the South Central Regional Transit District Board of Directors that:

1. All meetings shall be held at the time indicated in the meeting notice.
2. The agenda for board and committee meetings will be available at least seventy-two hours prior to the meeting from the South Central Regional Transit District, Fiscal Agent Office, 600 Butte Boulevard, Suite B, and Elephant Butte, NM 87935. Notice of any other regular meetings will be given ten (10) days in advance of the meeting date. The notice shall indicate how a copy of the agenda may be obtained.
3. Special Meetings may be called by the Chair or a majority of the members upon three (3) days' notice. The notice shall include an agenda for the meeting and information on how members of the public may obtain a copy of the agenda. The agenda shall be available to the public at least seventy-two hours before any special meeting.
4. Emergency meetings will be called under only unforeseen circumstances which demand immediate action to protect the health, safety, and property of citizens or to protect the public body from substantial financial loss. The South Central Regional Transit District's Board of Directors will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairman or a majority of the members upon twenty-four (24) hours' notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting and information on how the public may obtain a copy of the agenda.
5. For the purpose of regular meetings described in Paragraph 2 of this resolution, notice requirements are met if notice of the date, time, and location of meeting is posted on the South Central Regional Transit District's website at [www.scrtd.org](http://www.scrtd.org).
6. For the purpose of special meetings or emergency meetings described in Paragraphs 3 and 4 of

this resolution, notice requirements shall be met by posting notice of the date, time, and place of the meeting on the South Central Regional Transit District's website at www.scrtd.org. Email notice shall include broadcast stations licensed by the federal communications commission and newspapers of general circulation that have provided a written request for such notice.

7. In addition to the information specified above, all notices shall include the following language:

*"If you are an individual with a disability and require assistance or auxiliary aid, or would like additional information on the agenda for the meeting, please contact staff at (575) 744-4857".*

8. The South Central Regional Transit District's Board of Directors may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.
  - A. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the South Central Regional Transit District's Board of Directors taken during the open meeting. The authority for the closure and the subjects to be discussed shall be stated with reasonable specificity in the motion for closure and the vote on closure of each individual member shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in a closed meeting.
  - B. If the decision to hold a closed meeting is made when the Board is in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provisions of the law authorizing the closed meetings and the subjects to be discussed with reasonable specificity to be given to the members and to the general public.
  - C. Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
  - D. Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by a vote of the South Central Regional Transit District Board in an open public meeting.

**ADOPTED AND APPROVED THIS 25<sup>TH</sup> DAY OF January 25, 2017**

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Chair

ATTEST:

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David Armijo, Executive Director

Item 11 d

FY 2017 BUDGET Year to date

<b>South Central Regional Transit District</b>					
<b>FY 16-17 EXPENDITURES as of 12.31.16</b>					50% of Year Complete
Descriptions	Budget	Revision Request Increase/ (Decrease)	Y-T-D	%	Remaining
<b><i>Personnel Services</i></b>					
Salaries	221,470.00		118,580.00	54%	102,890.00
<b><i>Employee Benefits</i></b>					
FICA/Medicare Tax	16,942.46		8,830.24	52%	8,112.22
WC/SUTA	15,502.90		3,789.73	26%	11,713.17
Workers' Comp Insurance	14,664.00		7,212.00	49%	7,452.00
Health Insurance	109,000.00		23,209.76	21%	85,790.24
Retirement - PERA	16,388.78		8,387.11	51%	8,001.67
<b><i>Travel</i></b>					
Travel - Reimbursement	4,000.00		390.60	10%	3,609.40
FUEL	56,160.00		26,094.25	46%	30,065.75
Maintance on Vehicles	10,589.30		6,936.55	66%	3,652.75
<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		28,178.46	72%	11,051.54
D&O Insurance	2,500.00		-	0%	0.00
<b><i>Contractual Services</i></b>					
Professional Fees/Audit	9,000.00		-	0%	9,000.00
Legal Fees	1,000.00		-	0%	1,000.00
<b><i>Contract Services</i></b>					
SCCOG	115,000.00		56,786.76	49%	58,213.24
STS, NM	166,656.00		49,619.44	30%	117,036.56
Zia Therapy	10,000.00		5,333.33	53%	4,666.67
Fineline/Binkley/Sankofa	17,500.00		7,293.87	42%	10,206.13
<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		2,764.99	41%	3,955.01
Reserve	72,500.00		-	0%	72,500.00
<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>354,578.05</b>	<b>36%</b>	<b>619,036.39</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		\$ 48,809.00	100%	\$ -
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		\$ 1,098.00	100%	\$ -
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	-	465,999.44	100%	\$ -
NMDOT 5310*	81,750.00		-		\$ 81,750.00
NMDOT 5311*	314,250.00		-		\$ 314,250.00
Bus Ticket Sales	388.00		100.00	26%	\$ 288.00
Advertisement Revenue	13,070.00		540.00	4%	\$ 12,530.00
<b>TOTAL REVENUES</b>	<b>\$ 976,114.44</b>	<b>\$ -</b>	<b>\$ 566,472.44</b>	<b>58%</b>	<b>\$ 409,642.00</b>
* Funding Begins October 1st, 2016					
	<b>Expected</b>	<b>Collected</b>			
<b>Bus Fares Collected To 1</b>	<b>\$ 3,600.00</b>	<b>\$ 2,040.23</b>			



## Holiday Schedule

Calendar Year 2017

<b>Holiday</b>	<b>Date of Observance</b>
New Year's Day Holiday	Monday, January 2, 2017
Martin Luther King Holiday	Monday, January 16, 2017
Memorial Day	Monday, May 29, 2017
Independence Day	Tuesday, July 4, 2017
Labor Day	Monday, September 4, 2017
Thanksgiving Day	Thursday, November 23, 2017
Thanksgiving Holiday	Friday, November 24, 2017
Christmas Holiday	Monday, December 25, 2017

No service provided on these days. SCRTD employees are paid straight pay of eight hours for these holidays. Holidays shall be observed on the respective date declared to be a legal holiday by the federal government and where possible observed by the NM DOT via its Gold Route.

Holidays on a Saturday will be observed on a Friday and holidays that fall on a Sunday will be observed on a Monday. SCRTD employees are paid eight hours a day for these holidays.

Item 11 f



**Camino Real Media**  
 6112 N. Mesa St. Suite 6500  
 El Paso, TX 79912

P.O. No.	Terms	Rep	FOB	Project	Other
	Due on receipt	HA			
Item	Qty	Description		Price	Total
Advertisement	12.00	Full page insertions Camino Real from January 2017 to June 2017. Full color. Includes translations to Spanish and layout when needed. This proposal includes delivery of up to one-thousand free copies for distribution to users of service. Pricing reflects a 45% (approx.) discount in consideration of a six months contract. Only State portion (5.125%) of GRT is applicable.		675.00	8,100.00T
				Taxes (5.125%)	\$415.13
Camino Real is a free, full color, Spanish publication with two monthly issues.				<b>Total</b>	\$8,515.13