



SOUTH CENTRAL REGIONAL TRANSIT

DISTRICT BOARD OF DIRECTORS

AGENDA

Wednesday, September 27, 2017, 1:30 PM

The following is the agenda for a meeting of the Board of Directors of the South Central Regional Transit District to be held Wednesday, September 27, 2017 at 1:30 PM, at the Dona Ana County Government Center, 845 North Motel Boulevard Las Cruces, New Mexico 88007.

Digital recordings and/or minutes will be made and will be available on request.

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

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SCRTD.ORG



Call to Order

1. Pledge of Allegiance
2. Roll Call
3. Changes to the Agenda
4. Public Input
5. Approval of SCRTD Meeting Minutes of August 23, 2017
6. Financial Report for the Period Ending August 31, 2017- Katherine Gervasio
7. Executive Director's Report- David Armijo
8. Action – Items
 - a. Resolution to Approve City of Anthony Facility Use Agreement with SCRTD
 - b. Resolution to Approve FY 2017 Budget Adjustments
9. Discussion Items
 - a. District Bylaws & Mission Statement
 - b. Five Year Service and Financial Plan Update
10. Board Comments
11. Adjourn



South Central Regional Transit District Board of Directors

Wednesday, August 23, 2017 -- 1:30 PM

Doña Ana County Government Center

Commission Chambers

845 North Motel Boulevard Las Cruces, NM 88007

MINUTES

- I. Call to Order** –Chairman Javier Perea called the meeting to order at 1:30 pm.
- II. Pledge of Allegiance:** Pledge of Allegiance was led by Chairman Javier Perea
- III. Roll Call (Sign In)** –Jeannie Jacka, SCCOG Fiscal Clerk, did a roll call of SCRTD Board members. With five (5) members present a quorum was established.

Board Members:

Javier Perea, RTD Chair, Mayor of Sunland Park

Nora Barraza, RTD Vice Chair, Town of Mesilla

Jack Eakman, Councilor, City of Las Cruces

Billy G. Garrett, RTD Treasurer, Dona Ana County
Commissioner

Trustee Robert E. Torres, Village of Hatch

Members Absent:

Steve Green, SRTD Secretary, City of T or C

Gerald LaFont, Councilor, City of Elephant Butte

Marjorie Powey, Trustee, Village of Williamsburg

SCRTD Staff:

David Armijo, SCRTD Executive Director

SCCOG Staff:

Katherine Gervasio, SCCOG Fiscal Administrator

Jeannie Jacka, SCCOG Fiscal Clerk

Angela Rael, SCCOG SCRTPO Planner

Guests:

Sharon Thomas, Citizen Advisory Board

Greg White

Mike Bartholomew, City of Las Cruces Transit

Nelson Goodin, Doña Ana County

- III. Approval of / Changes to Agenda:** *Chairman Perea* asked if any changes be made to the agenda. No changes to the agenda. *Mayor Barraza* made a motion to approve the agenda and *Commissioner Garrett* 2nd the motion. Motion carried unanimously.
- IV. Public Input:** No public input.
- V. Approval of SCRTD Meeting Minutes of June 28, 2017:** *Commissioner Garrett* made a motion to approve the June 28, 2017 minutes. *Member Torres* 2nd the motion. Motion carried unanimously. *Mayor Barraza* recused herself due to not being present at the June 28th, 2017 meeting.
- VI. Financial Report for the Period Ending July 31, 2017 given by Katherine Gervasio:**
Ms. Gervasio reported that as of July 31, 2017, the Expenditures were \$ 40,439.77 with no budget adjustments at this time. The Revenue to date is \$ 86,000. *Commissioner Garrett* asked about vehicle repairs since we're already at 25% in vehicle expenses. *SCRTD Executive Director, David Armijo* explained that this is good news since we are 25% in at 9 months into our grants. *Mayor Perea* asked if there was any other discussion. No other discussion was noted.
- VII. Executive Director's report:** *David Armijo, Executive Director, SCRTD*, informed the Board he has acknowledged that the key element is communication for SCRTD Grants going into the new fiscal year. Expediting the expenses on the 5310 Grant. Also advised that the ridership is growing for all the services. More trips have been added and the ridership has grown now that school is back in session. Mr. Armijo also stated that he has a great team of drivers. *Mayor Barraza* asked what added service entailed. Mr. Armijo explained that added service is when someone asks to provide a ride from point A to point B. Some rides have produced a fare and some don't. It is a service to help mainstream new passengers.
- VIII. Action Items:**
- a. **Resolution to Approve the amended Dona Ana County & SCRTD Agreement:**
SCRTD Executive Director David Armijo explained to the Board that this item was discussed last month; however, the resolution was included in the packet. *Commissioner Garrett* suggested that the reports be submitted in a timely manner. Doña Ana County Attorney, John Goodin offered to get copies of the MOU between DAC and SCRTD. *Mayor Barraza* requested a copy of the MOU. *Mayor Perea* requested the line item 8a be tabled until the MOU was brought in. A motion was made to table line item 8a by *Mayor Barraza* and 2nd by *Commissioner Garrett*. Motion was carried unanimously.

b. **Resolution to Approve City of Anthony Agreement with SCRTD:** *Mayor Barraza* made a motion to approve the resolution between City of Anthony and SCRTD. *Trustee Torres* 2nd the motion. *Councilor Eakman* asked SCRTD Executive Director David Armijo if the agreement was straightforward or if there was concessions, trainings or services in lieu? Mr. Armijo informed Councilor Eakman that the agreement followed the bylaws, Chapter 73, and Article 25. The City of Anthony would have the same requirements as the other members. *Mayor Perea* asked if a “contingent” could be added since we aren’t sure if the City of Anthony voted to become a member? *Councilor Eakman* suggested that an amendment be added. A motion was made that an amendment be added by *Councilor Eakman* and 2nd by *Mayor Barraza*. The motion to added the amendment was carried unanimously. *Mayor Perea* asked that after all resolutions are voted on that “motion carried unanimously’ be added.

c. **Resolution to Approve Replacement of Engine on StarCraft All-star XL Bus #3:** *SCRTD Executive Director Armijo* informed the Board that Bus #3 has been broken down for a few weeks. After talking to STS’ Maintenance Manager, Rick Ramirez, a conclusion was made that the bus needs a new engine. The engine will cost around \$8000.00 and the labor is said to be about \$ 3000.00. Borman Autoplex does not do this type of repairs so the SCRTD will need to find a new repair company.

The cause of the engine failure could be from many different reasons. We will have to be diligent for maintenance.

Mayor Barraza made a motion to bring back tabled item 8a. *Trustee Torres* 2nd the motion. Motion passed unanimously. *Mayor Barraza* had a question on Section B, line item 5, regarding the agreement between Doña Ana County and the SCRTD. The concern was if it affected routes to El Paso. *Commissioner Garrett* answered, no, there is nothing that would affect the route. We can fully incorporate with any areas. This clears the way for Section B, line item 5 on the agreement to connect.

Commissioner Garrett did suggest that all reports be given to DAC in a timely matter.

A roll call vote was done. The motion was carried unanimously.

d. **Resolution to Approve Cancellation of Advertising Contract:** *SCRTD Executive Director, David Armijo*, gave the Board information on Templeton’s advertising contract. *Executive Director Armijo* feels that the SCRTD should try locating a new contractor or try getting advertisers inhouse for a few months. The banners that are currently on the buses are La Clinica and the hospital. The revenue that was received was split in half between Templeton and the SCRTD. *Mayor Barraza* asked if Templeton had stopped looking for advertisers. *Mr. Armijo* clarified that the contractor has stopped. A motion was made by *Councilor Eakman* to approve the cancellation of advertising and *Trustee Torres* 2nd the motion. *Commissioner Garrett* suggested that the Board be aggressive in generating revenue. *Trustee Torres* asked *Mr. Armijo* if these duties could be taken on by SCRTD staff. *Mr. Armijo* responded that staff could perform these duties.

e. **Purchase of one Rio Metro Bus:** *SCRTD Executive Director David Armijo*, informed the Board that two buses are down. One might be repaired by Labor Day. It has put the

SCR TD low on buses but have been able to continue with routes. The bus that Mr. Armijo is looking at is at Rio Metro and has less miles than the two buses already purchased. We look to utilize some additional funds to purchase this bus. A motion was made by *Commissioner Garrett* and 2nd by *Councilor Garrett*. *Mayor Barraza* had concerns regarding the Budget not having enough money to pay SCR TD bills. *Mayor Barraza* suggested waiting 30-100 days to purchase the bus. *Executive Director Armijo* stated the we have received some funding and expect more membership dues that are outstanding. *Mayor Barraza* suggested we approve the Resolution with an amendment stating to hold off up to 120 days in purchasing the bus. *Commissioner Garrett* feels that we should not hold off purchasing the bus. He feels it would hurt the operations and liability. *Trustee Torres* asked how long it would take to complete the purchase *Mr. Armijo* answered he would have the check in hand to purchase the bus.

Councilor Eakman informed the Board that he needed to leave. The SCR TD lost the quorum at 2:50 pm. *Mayor Perea* wants to postpone the approval of purchasing a new bus until the September meeting. A motion was made to postpone the approval of the purchase of a new bus until the September meeting by *Mayor Barraza* and 2nd by *Commissioner Garrett*. The motion passed unanimously.

- f. **Resolution to Approve June 30th, 2017 Budget Adjustments:** No discussion at this time.

IX. Discussion items:

- a. **Board Retreat:** *Mayor Perea* informed the Board that he sent out an email regarding the Board Retreat and only received 4 responses. *Mayor Barraza* stated to the Board that she would not be able to attend the meeting on the 27th.
- b. **5-Year Service and Financial Plan Update:** Greg White was asked to speak about the Plan. He spoke about his experience with Transit programs and his involvement in writing the 5-Year Plan. He informed the Board that the Plan needed to be updated and could be completed by October. Sharon Thomas went over a few of the chapters that would require updates of the 5-year plan. *Mayor Barraza* acknowledged that Mr. White as an asset to the SCR TD and thanked him for his participation.
- c. **Performance Report:** *SCR TD Executive David Armijo* informed the Board that in the last fiscal year, 16,867 rides were recorded. It has grown 147%. For the month of July (2016), the SCR TD recorded 864 rides. For the month of June (2017), ridership increased to 2138 rides for the month. Mr. Armijo predicts that by the end of the current year, SCR TD should see about 30,000 rides.
- d. **FY 2019 5310 & 5311 Grant Submittal Doña Ana & Sierra County Applications:** *Mr. Armijo* informed the Board that he is working on the new Grants for the next fiscal year. *Commissioner Garrett* asked for an update about getting service to Hatch. Mr. Armijo advised Commissioner Garrett that there was not enough grant money in this fiscal year but is working on including the service to Hatch in the new grant application.

X. Board Comments:

- a. No comments

XI. Adjourn: *Mayor Pera* called the meeting adjourned at 3:28.

Approved by:

SCRTD Chairman

Date

Item # 6 Financial Report

South Central Regional Transit District					
FY 17-18 EXPENDITURES as of 08.31.17					
Descriptions	Budget	Revision Request Increase/ (Decrease)	Y-T-D	%	Remaining
<i>Personnel Services</i>					
Salaries	312,000.00		40,742.88	13%	271,257.12
<i>Employee Benefits</i>					
FICA/Medicare Tax	21,436.34		3,100.27	14%	18,336.07
WC/SUTA	15,502.90		649.41	4%	14,853.49
Workers' Comp Insurance	17,000.00		1,854.00	3%	15,146.00
Health Insurance	62,334.00		6,429.99	10%	55,904.01
Retirement - PERA	23,088.00		2,842.61	12%	20,245.39
<i>Travel</i>					
Travel - Reimbursement	4,000.00		500.00	13%	3,500.00
FUEL	55,000.00		13,398.33	24%	41,601.67
Maintance on Vehicles	20,000.00		6,297.85	31%	13,702.15
<i>Supplies</i>					
Supplies	6,360.00		1,506.97	24%	4,853.03
<i>Insurances</i>					
General Liability	2,376.00		-	0%	2,376.00
Automobile Insurance	59,000.00		5,221.61	9%	53,778.39
D&O Insurance	27,500.00		-	0%	27,500.00
<i>Contractual Services</i>					
Professional Fees/Audit	9,600.00		-	0%	9,600.00
Legal Fees	1,000.00		-	0%	1,000.00
Contract Services					
SCCOG	115,000.00		10,490.70	9%	104,509.30
STS, NM	148,800.00		26,842.86	18%	121,957.14
Zia Therapy	10,000.00		1,000.00	10%	9,000.00
FineLine Graphics	2,500.00		-	0%	2,500.00
<i>Operating Cost</i>					
Advertisements	150.00		-	0%	150.00
Conf/Seminars/Training	250.00		-	0%	250.00
Postage	50.00		-	0%	50.00
Office Equipment	500.00		-	0%	500.00
Asset Management	1,200.00		-	0%	1,200.00
Telephone	7,200.00		1,192.68	17%	6,007.32
Reserve	70,000.00		-	0%	70,000.00
<i>Capital Assets</i>					
Capital Assets	5,500.00		-	0%	5,500.00
Total Expenses	\$ 997,347.24	\$ -	122,070.16	12%	875,277.08

FY 17-18 REVENUE					
South Central Regional Transit District					
Support & Revenue	Revenue	Revision Request Increase/ (Decrease)	Y-T-D Received PMT	% Y_T_D	Remaining Balance
Membership Dues					
CITY OF LAS CRUCES	\$ 49,980.00		\$ 49,980.00	100%	\$ -
DONA ANA COUNTY	\$ 43,164.00		\$ 43,164.00	100%	\$ -
SUNLAND PARK	\$ 7,208.00		\$ 7,208.00	100%	\$ -
TOWN OF MESILLA	\$ 1,124.00		\$ 1,124.00	100%	\$ -
VILLAGE OF HATCH	\$ 843.00		\$ 843.00	100%	\$ -
City of Anthony	\$ 4,680.00				
CITY OF ELEPHANT BUTTE	\$ 732.00		\$ 732.00	100%	\$ -
CITY OF TRUTH OR CONSEQ	\$ 3,315.00	-		0%	\$ 3,315.00
TOWN OF WILLIAMSBURG	\$ 229.00	-		0%	\$ 229.00
					\$ -
Dona Ana County GRT	350,000.00	-		0%	\$ 350,000.00
El Paso MPO 5310	42,905.00		4,968.00	12%	\$ 37,937.00
NMDOT 5311	157,396.00		27,397.25	17%	\$ 129,998.75
NMDOT 5311*	314,315.00		-		
Bus Fares/Ticket Sales	9,400.24		599.67	6%	\$ 8,800.57
Advertisement Revenue	12,056.00		0.00	0%	\$ 12,056.00
TOTAL REVENUES	\$ 997,347.24	\$ -	\$ 136,015.92	14%	\$ 542,336.32
* Funding Begins October 1st, 2017					

South Central Regional Transit District					
FY 16-17 EXPENDITURES as of 06.30.17					
Descriptions	Budget	Revision Request Increase/ (Decrease)	Y-T-D	%	Remaining
<i>Personnel Services</i>					
Salaries	252,470.00	8,167.29	260,637.29	103%	-8,167.29
<i>Employee Benefits</i>					
FICA/Medicare Tax	22,023.96		19,644.76	89%	1.12
WC/SUTA	12,792.90	(3,995.50)	6,949.33	40%	5,843.57
Workers' Comp Insurance	17,164.00	1,100.00	18,232.34	29%	-1,068.34
Health Insurance	62,334.50	(12,000.00)	48,513.98	78%	13,820.52
Retirement - PERA	18,682.78	223.00	18,905.06	101%	-222.28
<i>Travel</i>					
Travel - Reimbursement	4,000.00		3,690.63	92%	309.37
FUEL	56,150.00	1,871.53	58,021.53	103%	-1,871.53
Maintance on Vehicles	10,599.30	12,403.91	23,003.21	217%	-12,403.91
<i>Supplies</i>					
Supplies	6,360.00	3,029.80	8,618.80	136%	-2,258.80
<i>Insurances</i>					
General Liability	2,376.00	(771.00)	1,605.00	68%	771.00
Automobile Insurance	55,143.00	8,371.94	63,514.94	115%	-8,371.94
D&O Insurance	2,640.00		2,640.00	100%	0.00
<i>Contractual Services</i>					
Professional Fees/Audit	9,000.00		9,000.00	0%	0.00
Legal Fees	1,000.00	(1,000.00)	-	0%	1,000.00
Contract Services					
SCCOG	115,000.00		108,499.65	94%	6,500.35
STS, NM	166,656.00		166,512.07	100%	143.93
STS- Dispatcher Cost	-	11,152.98	11,152.98		
Zia Therapy	10,000.00		10,000.00	100%	0.00
FineLine/Binkley/Sankofa/ Camino Rael	17,500.00		17,500.00	100%	0.00
Rail Feasibility- CNT	55,000.00	55,000.00	55,000.00		0.00
<i>Operating Cost</i>					
Advertisements	110.00		108.75	99%	1.25
Sunscription/Dues	450.00		432.52		17.48
Conf/Seminars/Training	-		-	0%	0.00
Postage	-		-	0%	0.00
Office Equipment	780.00	(780.00)	-	0%	780.00
Asset Management	1,200.00	(1,200.00)	-	0%	1,200.00
Telephone	6,720.00	273.02	6,993.02	104%	-273.02
Reserve	60,412.00	(53,071.20)	-	0%	60,412.00
<i>Capital Assets</i>					
Capital Assets	65,000.00	26,224.23	91,224.23	140%	-26,224.23
Total Expenses	\$ 1,031,564.44	\$ 55,000.00	1,010,400.09	98%	29,939.25

#7 – Executive Director Report

Communicatons

The District staff worked the Active Transportation workshop on September 14th. The workshop focused on improved pedestrian and bicycle access throughout the City of Las Cruces. Discussion on how transit can be supported via improved pedestrian access was discussed.

Further, meetings were held with stakeholders and riders regarding current and future transportation services.

Ridership

The table below demonstrates the significant increase in ridership from July to August. Ridership jumped to its highest level at over 3081 riders. The District added stops to accommodate schools, an additional roundtrip on the Turquoise route and an earlier trip on the Blue route to the Dona Ana County Government Center. Ridership rose across all bus routes.

SCRTD RIDERSHIP - Fiscal Year 2017

Period	BLUE	RED	PURPLE	TURQUOISE	ORANGE	Added Service	System Passenger Total
Oct 2016	159	344	132	22	444	88	1189
Nov 2016	121	302	117	30	445	28	1043
Dec 2016	103	299	119	40	391	0	952
Jan 2017	164	334	177	55	382	62	1174
Feb 2017	166	492	289	140	435	76	1598
Mar 2017	125	545	444	253	460	14	1841
Apr-2017	111	567	522	335	384	36	1955
May-2017	139	677	454	303	538	36	2147
Jun-2017	143	548	342	365	740	0	2138
Jul-2017	125	456	353	299	643	60	1936
Aug-2017	211	947	515	687	721	0	3081
Sep-2017							0
YTD	1,567	5,511	3,464	2,529	5,583	400	19,054

Grants

District staff submitted two grant proposals for funding in FY2019. The first was for the 5311 Rural Transportation Program. The grant would duplicate the current FY18 5311 grant and augment the grant with funding for service to Hatch as well as Sierra County. The 5310 grant would provide a small bus to be used for off peak service in Dona Ana County service areas not presently service by either SCRTD Rural transit or RoadRunner.

Item #8

**MEMORANDUM OF AGREEMENT CONCERNING THE JOINT USE OF SPACE WITHIN
THE CITY OF ANTHONY, NEW MEXICO AT
820 HWY 478, ANTHONY, NM 88021**

This Memorandum of Agreement (MOA) is entered into and effective this _____ day of 2017 between the City of Anthony, NM (CITY) and the South Central Regional Transit District (SCRTD).

AGREEMENTS

- A. The CITY owns property located at 820 Hwy 478, Anthony, NM 88021 in Anthony, New Mexico and The CITY is agreeable to SCRTD using the same Premises to provide office space.
- B. SCRTD may use, consisting of approximately 80 square feet, as shown on the attached floor plan.
- C. The term of this MOA shall commence on October 1, 2017 and continue through September 30, 2017. Office Space, the value of this space, which is valued at \$ 200.00 per month, shall be provided by the CITY to SCRTD at an annual cost of \$2400. Parking Space for three buses will be an additional \$150 per month at an annual cost of \$1800. Total office space and parking will be \$4,200 per year. Either party may terminate this MOA with or without cause with sixty (60) days written notice to the other party.
- D. SCRTD shall have the option to renew the MOA under the same terms and conditions for one additional one year period subject to the written approval of the CITY however, SCRTD must submit the annual renewal request in writing to the CITY with thirty (30) business days prior to expiration of the initial term.
- E. The CITY shall provide all utilities at its expense to include water, air conditioning, heating, and electricity through existing lines or equivalent. The stated space is a private office and includes a desk and three chairs.
- F. The CITY shall perform daily housekeeping, cleaning, preventative maintenance and sanitation service for the Premises.
- G. The SCRTD may receive mail at this location. The shipping address is 820 Hwy 478 Anthony, NM 88005. The SCRTD will be provided a box to receive mail. The SCRTD will be responsible for handling its own out-going mail.
- H. The CITY shall not provide Information Technology (IT) services to include network and telephone services. The CITY shall not provide office supplies or copying services.
- I. The CITY shall not provide customer service functions or sales functions for the SCRTD except as negotiated with the CITY and amended to this agreement or implemented as a separate agreement.
- J. Any alterations, improvements and construction of facilities will be made at the cost of the SCRTD and as mutually agreed by the City and SCRTD. All plans and specifications for additions, alterations and improvements must be approved by the City prior to initiation of

any work.

- K. This MOA gives no right to the SCRTD to use additional space within any part of the Premises. Occasional use of the conference room is allowable but must be requested by the SCRTD for each use and approved by the City Staff.
- L. During the term of the MOA, SCRTD will take reasonable care of the Premises and will promptly report any problems or maintenance issues to the CITY. The SCRTD must provide reasonable care of any City equipment. If the Premises are damaged due to any act of SCRTD, its employees, agents or invitees, the SCRTD will complete repair and/or reconstruction of the Premises promptly and pay such damage at its sole expense.
- M. SECURITY ASSURANCE: The stated space is accessed through an area secure to CITY staff. It is critical that SCRTD staff respect the integrity and security of CITY operations in the building and not interfere with official operations. It will be the responsibility of SCRTD to assure that any of its guests to the space also respect the integrity of the secure area. Designated SCRTD staff must escort a guest to or from the specified Premises. Except for use of the designated Premises and restrooms, guests are not allowed in other parts of the secure areas without prior permissions from CITY staff.

Security, doors, locks and alarm for the Building will be furnished and installed by the CITY. SCRTD will be responsible for opening and closing the Building and securing the Premises and setting the alarm when the CITY staff is unavailable or unable to do so.

Keys and alarm security codes will only be issued to designated SCRTD staff. The SCRTD will provide the CITY the name (s) and photographs of individuals designated to have access this space. Designated SCRTD staff will not share keys or security codes with anyone else. Sharing keys or security codes with non-designated individuals will be grounds for terminating the agreement.

SCRTD will be responsible for keys. SCRTD must immediately notify the CITY of any lost or stolen keys and will be responsible for all costs associated with the rekeying of the Building.

SCRTD shall not place any additional locks of any kind upon any window or interior or exterior door in the Building or in the Premises, or make any change in any existing door or window lock or the mechanism thereof without the CITY's approval.

Upon expiration or termination of this MOA, SCRTD shall surrender to the CITY any and all keys to the interior or exterior doors of the Building and Premises. If SCRTD fails to surrender the keys, SCRTD shall pay the CITY for the cost for re-keying any entryways and replacement of all necessary keys.

- N. Neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act or other New Mexico law.

Diana Trujillo, Mayor

Javier Perea, SCRTD Chair

Items 9 & 10

These two documents will be attached to the agenda package. Both are also posted on the SCRTD website.