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SOUTH CENTRAL REGIONAL TRANSIT

DISTRICT BOARD OF DIRECTORS

**Special Meeting  
AGENDA**

Wednesday, November 15, 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, November 15, 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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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 September 27, 2017
6. Financial Report for the Period Ending October 31, 2017- Katherine Gervasio
7. Executive Director's Report- David Armijo
8. Action items:
  - a. Resolution to Approve Human Resource Manual
  - b. Resolution to Approve FY2018 5311 Public Rural Transportation funding Grant
  - c. Resolution to Approve Budget Adjustments FY2018 Budget
9. Discussion items:
  - a. Farebox Audit – David Armijo/Katherine Gervasio
  - b. Update 5 Year Plan – Greg White
  - c. Sierra County Service – Next Year's NM DOT Grant – David Armijo
  - d. Mission Statement – Greg White, Sharon Thomas & Billy Garrett
  - e. Bylaws Committee Updated
10. Board Comment
11. Adjourn

**South Central RTD Board of Directors Meeting  
Wednesday, September 27, 2017 -- 1:30 PM  
Doña Ana County Government Center  
845 N. Motel Blvd., Las Cruces, NM 88007**

**MINUTES**

**Call to Order** – Chairman Javier Perea called the meeting to order at 1:32 pm.

- I. Pledge of Allegiance:** Pledge of Allegiance was led by Member Gerald LaFont.
- II. Roll Call (Sign In)** – Katherine Gervasio, Fiscal Administrator, 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:**

Javier Perea, RTD Chair, City of Sunland Park  
Billy Garret, RTD Treasurer, Doña Ana County  
Jack Eakman, City of Las Cruces  
Gerald LaFont, City of Elephant Butte  
Majorie Powey, Village of Williamsburg  
Diana Trujillo, City of Anthony

**Members Absent:**

Steve Green, RTD Secretary, City of TorC  
Robert E. Torres, Village of Hatch  
Nora Barraza, RTD Vice Chair, Town of Mesilla

**SCCOG Staff:**

Jay Armijo, SCCOG Executive Director  
Katherine Gervasio, SCCOG Fiscal Administrator  
Angela Rael, SCCOG Regional Transportation  
Planner

**SCRTD Staff:**

David Armijo, SCRTD Executive Director

**Guests:**

Mike Bartholomew, CLC Transit  
Michael McAdams, MVMPO  
Greg White  
Sharon Thomas, SCRTD Citizen Advisor

- III. Approval of / Changes to Agenda:** *Member Billy Garrett made a motion to approve the agenda, Member Majorie Powey Seconded. Motion Carried Unanimously.*
- IV. Public Input:** No public input
- V. Approval of Minutes from last meeting:** *Minutes from the August 23, 2017 SCRTD meeting were presented, Member Jack Eakman made a motion to approve the minutes of August 23<sup>rd</sup>, 2017 as distributed, Member Billy Garrett Seconded. Motion Carried Unanimously.*
- VI. Financial Report for period ending August 31, 2017 (Katherine Gervasio):** SCCOG Fiscal Administrator, Katherine Gervasio, presented the members with the revenues and expenditures through August 31, 2017 of the current fiscal year. She reported that there are currently \$122,000 in expenditures and \$136,000 in revenue. There are currently no budget adjustments to report. She opened the floor for questions. Member Eakman ask about the impending receivables to which Katherine informed him that the turnaround time to receive

the money is often lengthy; however, she is expecting to receive the money from Doña Ana County anytime now. She informed him that there is a small cash balance and several receivables that she is expecting. Chairman Perea asked if there were any other questions on the financials. There were no further questions.

**VII. Executive Director's Report (David Armijo):** SCRTD Executive Director, David Armijo, opened with a further explanation on the receivables question Member Eakman. He informed the board that the SCRTD does well regarding the state funds they receive. It is a more reliable turnaround, as they are paid within a week to ten days upon invoicing. One of their contractors (STS) "miss billed" then in August, in turn, delaying the August submission to the state and the county.

To address those issues, Mr. Armijo has built into next year's budget a new line item with \$70,000 in reserve, and part of their budget every month is putting money into the bank. By the end of the year Mr. Armijo's quest is to have "six-figures" in the bank. He anticipates closing the year next year in a good space. He stated that the SCRTD spends \$45,000 to \$46,000, so keeping that will give the SCRTD the 8%, 12%, 15% reserve. Mr. Armijo also stated that the SCRTD is currently "borrowing" on the SCCOG's bank and their process. He would like to be able to look at this more in the future, possibly during a board member workshop. Mr. Armijo presented the possibility of a 2% fare or process paid to a bank and on the months where the SCRTD goes even flow, that's why the City has got Wells Fargo. You don't get your tax revenue every month, you get it at different times of the year. We may want to look at that as the agency gets bigger. So, we carry, at any given time, so much money in the bank, whereas these receivables, as Katherine said, they can't be moved, they can fluctuate a little bit, that may be something we want to talk more about. The SCRTD is a small enterprise, if we were a city government, even the smaller cities, have their own processes they go through where there are periods of time where you might not get paid. The money we are receiving from the county is almost 90 days after starting the fiscal year. Assuming the money is in the bank by the 1<sup>st</sup> of next week, which will be October, it will still be 90 days, even though it was submitted a month ago. It is something that we are working through, but he is not sure we have the best processes in place right now. The SCRTD is only able to do what they are doing because of the SCCOG. If it wasn't for them the SCRTD would have real problems.

Member Trujillo asked if the City of Anthony has been billed for their membership to which they informed her they have not yet been billed. The SCRTD is waiting on the signed resolution from the Trustees of the City of Anthony to approve their participation/membership with the SCRTD. Having received that signed resolution, Mr. Jay Armijo, Executive Director SCCOG, informed her that she would be receiving that in the next week.

Mr. David Armijo went on the report that the busses he purchased from Rio Metro have been painted, and the SCRTD logos have been put on as well. Fare boxes needed to be purchased for the busses and have been installed.

The 5310 & 5311 grant applications, through NMDOT, have been submitted. The amount of the funds from the 5310 federal grant was modified from \$721,000 in federal funds and local match up to just over \$900,000 to include a bus going to Hatch and coming in a couple times a day, and a bus that would operate in Sierra County, mainly in the cities of Williamsburg, TorC, & Elephant Butte. Mr. Armijo opened the floor for questions. Member Eakman asked Mr. Armijo if he could go over the policies and procedures on cash handling of the fare boxes at next month's SCRTD meeting. Member Powey asked if there are tokens taken on the busses or is it always cash that goes in the fare box. Ms. Gervasio informed Member Powey

that the SCRTD utilizes a coupon system that riders can purchase in advance. There is a monthly pass available for DVR students as well.

**VIII. Action Items:**

- a. Resolution to approve the City of Anthony’s Facility Use Agreement with the SCRTD.** *Member Eakman made a motion to approve the Resolution for the Facility Use Agreement between the City of Anthony and the SCRTD, Member LaFont Secended. Member Trujillo recused herself from the vote. Motion Carried Unanimously.*
- b. Resolution to Approve FY 2017 Budget Adjustments.** *Member Garrett made a motion to approve the FY 2017 Budget Adjustments, Member Eakman Secended. Motion Carried Unanimously.*

**IX. Discussion Items:**

- a. SCRTD Bylaws and Mission Statement:** Members talked about updating the mission statement and were all unclear as to when it was even developed initially. They also discussed the differences between a vision and a mission statement. It was brought up by Sharon Thomas that the Board should possible create a sub-committee to review the current mission statement, as it appears to be outdated and doesn’t seem to be relevant or appropriate to the mission of the program currently. Member Perea provided his insight into what specifically identifies the definitions a mission and vision statement, and Member Garrett identified a single word that he thought would most appropriated define the mission of the SCRTD, the word being “interconnectedness” He offered a suggestion of a draft that he had been working on:

*The Mission of the South Central Regional Transit District is to strengthen communities, facilitate economic and educational activities, and promote health and safety through safe and efficient regional transportation services. Transit services benefit residents, workers, business, governments entities, and service providers throughout the region.*

The members agreed that this was a great start.

- b. Five-year Service and Financial Plan Update:** Members discussed the process of updating the plan and the potential of finding funding to assist in its completion.

**X. Adjournment:** *Chairman Perea called the meeting adjourned at 2:17pm.*

**Approved by:**

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SCRTD Chairman

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Date

## ITEM #6

<b>South Central Regional Transit District</b>					
<b>FY 17-18 EXPENDITURES as of 10.31.17</b>					
Descriptions	Budget	Revision Request Increase/ (Decrease)	Y-T-D	%	Remaining
<i><b>Personnel Services</b></i>					
Salaries	312,000.00		98,915.68	32%	213,084.32
<i><b>Employee Benefits</b></i>					
FICA/Medicare Tax	21,436.34		7,547.24	35%	13,889.10
WC/SUTA	15,502.90		1,541.44	10%	13,961.46
Workers' Comp Insurance	17,000.00		8,134.00	48%	8,866.00
Health Insurance	62,334.00		12,153.97	19%	50,180.03
Retirement - PERA	23,088.00		7,101.14	31%	15,986.86
<i><b>Travel</b></i>					
Travel - Reimbursement	4,000.00		1,073.99	27%	2,926.01
FUEL	55,000.00		21,686.60	39%	33,313.40
<b>Maintance on Vehicles</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>24,048.70</b>	<b>120%</b>	<b>-4,048.70</b>
<i><b>Supplies</b></i>					
Supplies	6,360.00		3,000.33	47%	3,359.67
<i><b>Insurances</b></i>					
General Liability	2,376.00		-	0%	2,376.00
Automobile Insurance	59,000.00		29,892.76	51%	29,107.24
D&O Insurance	27,500.00		-	0%	27,500.00
<i><b>Contractual Services</b></i>					
Professional Fees/Audit	9,600.00		-	0%	9,600.00
Legal Fees	1,000.00		717.84	72%	282.16
Contract Services					
SCCOG	115,000.00		17,161.08	15%	97,838.92
STS, NM	148,800.00		39,158.64	26%	109,641.36
Zia Therapy	10,000.00		1,000.00	10%	9,000.00
FineLine Graphics	2,500.00		920.65	37%	1,579.35
<i><b>Operating Cost</b></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
<b>Subscription/Dues</b>		<b>500.00</b>	<b>500.00</b>	<b>0%</b>	<b>0.00</b>
<b>Asset Management</b>	<b>1,200.00</b>	<b>(500.00)</b>	<b>-</b>	<b>0%</b>	<b>1,200.00</b>
Telephone	7,200.00		2,385.86	33%	4,814.14
<b>Reserve</b>	<b>70,000.00</b>	<b>(20,000.00)</b>	<b>-</b>	<b>0%</b>	<b>70,000.00</b>
<i><b>Capital Assets</b></i>					
Capital Assets	5,500.00		-	0%	5,500.00
<b>Total Expenses</b>	<b>\$ 997,347.24</b>	<b>\$ -</b>	<b>276,939.92</b>	<b>28%</b>	<b>720,907.32</b>

<b>FY 17-18 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	\$ 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	-	87,500.01	25%	\$ 262,499.99
El Paso MPO 5310	42,905.00		9,396.00	22%	\$ 33,509.00
NMDOT 5311	157,396.00		51,097.27	32%	\$ 106,298.73
NMDOT 5311*	314,315.00		-		
Bus Fares/Ticket Sales	9,400.24		2,532.00	27%	\$ 6,868.24
Advertisement Revenue	12,056.00		0.00	0%	\$ 12,056.00
<b>Misc. Revenue</b>		<b>1,500.00</b>	<b>1,500.00</b>		
<b>TOTAL REVENUES</b>	\$ 997,347.24	\$ -	\$ 255,076.28	26%	\$ 424,775.96
* Funding Begins October 1st, 2017					
September/October Revenues Anticipated Receipt in Novmber					
5311	\$ 47,011.04				
5310	\$ 4,698.00				
Dona Ana County	\$ 29,166.67				
Total	80,875.71				

## **ITEM #7**

### **Executive Directors Report**

#### **Communication & Operations**

During the months of September and October, staff worked to modify transit service to improve connections on the Turquoise and Purple bus routes. New schedules were printed and distributed. Further, three buses were moved to operate in Anthony utilizing the City of Anthony's facility as the overnight layover and parking of buses and housing one SCRTD staff representative, the Dispatcher. This move will reduce the deadhead cost of operations and will save on maintenance and fuel of these buses.

A newsletter was produced and distributed both online and at community events. The newsletter provides details on the progress being made with the new transit service and provides a link to the District's social media and website for more information on the District's transit operation.

Staff participated in community and business meetings including:

#### **September**

Department of Vocational Rehabilitation – Student Passes

STS of New Mexico – Jack Wigley Transition

Dona Ana County Managers Office - Billing

Mayor Trujillo – Anthony Facility

Executive Directors Leadership Forum

Active Transportation Executive Committee

Verizon Wireless – New Contract and Equipment

#### **October**

MPO TAC meeting

Borman Autoplex – SCRTD Credit Account

El Paso County 2045 Plan meeting

AARP Presentation

Executive Directors Leadership Forum

5311 Grant Meeting, Santa Fe – New Grant

NM Infrastructure Conference - Presenter

#### **Ridership**

The District Ridership continues to grow with over 21,933 rides on five bus routes operating in Dona Ana and Otero counties. Table 1 demonstrates that ridership grew by 142 percent from October 2016 through September 2017. The lowest month was December at 952 rides compared to the high of August with 3081 rides.



Table 2 shows ridership by route for the first four months of the FY2017-18 Fiscal Year period for the District. Ridership continues to grow with substantial growth in ridership this fall with the advent of school and work trips. The rise in ridership is due to adding bus trips to meet demand, improved trip scheduling, better connections and improved service. These additional trips were required to support demand for service. Ridership data is from SCRTD's National Transit Data (NTD) report submittal to the New Mexico Transit and Rail Division. The NTD includes 50 percent of ZTran's, SCRTD's contracted service, the Orange Route ridership. SCRTD pays for 50 percent of the local match.

**Financial Performance**

The District FY17 Grant budget of \$727,125 closed at 716,534.94 with a budget savings of \$10,590.06. This is a reduction of 1.5 percent during the budget year. The District operated within budget while transporting 18,846 riders (NTD Report FY17). Average cost per passenger hour of service was \$36.55.

**Table 1**

<b>SCRTD RIDERSHIP - Fiscal Year 2017</b>							
<b>Period</b>	<b>BLUE</b>	<b>RED</b>	<b>PURPLE</b>	<b>TURQUOISE</b>	<b>ORANGE</b>	<b>Added Service</b>	<b>System Passenger Total</b>
Oct 2016	159	344	132	22	444	88	<b>1189</b>
Nov 2016	121	302	117	30	445	28	<b>1043</b>
Dec 2016	103	299	119	40	391	0	<b>952</b>
Jan 2017	164	334	177	55	382	62	<b>1174</b>
Feb 2017	166	492	289	140	435	76	<b>1598</b>
Mar 2017	125	545	444	253	460	14	<b>1841</b>
Apr-2017	111	567	522	335	384	36	<b>1955</b>
May-2017	139	677	454	303	538	36	<b>2147</b>
Jun-2017	143	548	342	365	740	0	<b>2138</b>
Jul-2017	125	456	353	299	643	60	<b>1936</b>
Aug-2017	211	947	515	687	721	0	<b>3081</b>
Sep-2017	293	771	477	677	661	0	<b>2879</b>
<b>YTD</b>	<b>1,860</b>	<b>6,282</b>	<b>3,941</b>	<b>3,206</b>	<b>6,244</b>	<b>400</b>	<b>21,933</b>

Ridership growth on the Purple and Turquoise routes has been impressive. Additional trip and better connections has made a difference. Also, more calls to customer service is indicative of the service been better recognized in the community. However, there is a gap in service during the midday on the both services. An added trip on the Purple route will provide a two-hour service window from beginning at 7 a.m. till the last trip at 5 p.m. Adding this trip to the schedule should improve performance and increase ridership.

**Table 2**

<b>SCRTD RIDERSHIP - NTD Fiscal Year 2017 - 18</b>							
<b>Period</b>	<b>BLUE</b>	<b>RED</b>	<b>PURPLE</b>	<b>TURQUOISE</b>	<b>ORANGE</b>	<b>Added Service</b>	<b>System Passenger Total</b>
Jul-2017	125	456	353	299	322	60	1615
Aug-2017	211	947	515	687	361	0	2721
Sep-2017	293	804	477	677	331	0	2582
Oct-2017	213	938	444	665	349	30	2639
Nov-2017							
Dec-2017							
Jan-2018							
Feb-2018							
Mar-2018							
Apr-2018							
May-2018							
Jun-2017							0
<b>YTD</b>	<b>842</b>	<b>3,145</b>	<b>1,789</b>	<b>2,328</b>	<b>1,363</b>	<b>90</b>	<b>9,557</b>

Ridership on a per trip basis has grown from under 1 passenger per trip to just over 4 passengers per trip in October. A contributing factor is the increase in trips and improved scheduling to support connectivity between routes. Further, bus stops have been added. Initially the routes started with about 10 bus stops or less per route. Now the bus routes each include from 17-19 bus stops per route. Yet, bus stops have been removed for lack of use. During the past month, one bus operator who drives each route reviewed the 80 plus routes and recommended new bus routes and the removal of bus stops. This is the second time since the initiation of service that there has been a system wide review of each bus stop. This includes having all bus operators to provide input along with customer service calls and our Dispatcher to provide input.

**Next Steps**

As the bus system matures our next steps are to replace the current bus stops with a more stable and recognizable bus stop that is more functional. More specifically, the bus stops will include stop numbers that will be used with Google Maps and will assist bus riders in being able to access the bus schedule to the stop. This will enhance service and should reduce the reliance on calling our customer service line while giving riders immediate access to data to support their bus trip.

Further, District staff have had discussions with the Mesilla Valley MPO to conduct a systemwide bus stop survey that will provide data for use in evaluating the bus system network. Additional work and technical support is needed to provide bus stop and trip level data for use in the Districts system planning.

In the months ahead, a series of community meetings should be conducted to provide community input on the bus routes in conjunction with system planning of future changes to the routes, including bus route expansion and or cuts to service.

8. Action Items:

- a. Resolution to Approve Human Resource Manual

South Central Regional Transit District

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

**A Resolution approving the South Central Regional District Human Resource Manual**

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, November 15<sup>th</sup>, 2017 in the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

**WHEREAS**, the South Central Regional Transit District accepts the production and use of a Human Resource Manual for SCRTD employees,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the South Central Regional Transit District does hereby approve the use of the SCRTD Human Resources Manual as of November 15<sup>th</sup>, 2017.

ADOPTED AND APPROVED THE 15<sup>th</sup> DAY OF November 2017.

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Javier Perea, SCRTD Board Chair

ATTEST:

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David Armijo, Executive Director

- b. Resolution to Approve FY2018 5311 Public Rural Transportation funding Grant

South Central Regional Transit District

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

**A Resolution approving the South Central Regional District Fiscal Year 2018 5311 Rural Public Transit Grant**

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, May 24<sup>th</sup>, 2017 in the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M. to approve the FY2018 5311 Rural Public Transit Grant,

**WHEREAS**, the South Central Regional Transit District accepts the Fiscal Year 2018 Grant totaling \$727,125 with NM DOT providing funds of \$419,086 and the District committing local funds of \$308.039 to match

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the South Central Regional Transit District does hereby approve by Resolution the commitment of funding for the Fiscal Year 2017-2018 5311 Rural Public Transit Grant

ADOPTED AND APPROVED THE 15<sup>th</sup> DAY OF November 2017.

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Javier Perea, SCRTD Board Chair

ATTEST:

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David Armijo, Executive Director

- c. Resolution to Approve Budget Adjustments FY2018 Budget

South Central Regional Transit District

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

**A Resolution approving the South Central Regional District Fiscal Year 2018 Financials as of October 31<sup>st</sup>, 2017**

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, November 15<sup>th</sup>, 2017 in the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

**WHEREAS**, the South Central Regional Transit District accepts the Fiscal Year 2017 Budget Adjustments.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the South Central Regional Transit District does hereby approve the Fiscal Year 2018 Financials as of October 31<sup>st</sup>, 2017.

ADOPTED AND APPROVED THE 15<sup>th</sup> DAY OF November 2017.

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Javier Perea, SCRTD Board Chair

ATTEST:

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David Armijo, Executive Director

**12. Discussion items:**

- a. Farebox Audit – David Armijo/Katherine Gervasio
- b. Update 5 Year Plan – Greg White
- c. Sierra County Service – Next Year's NM DOT Grant – David Armijo
- d. Mission Statement – Greg White, Sharon Thomas & Billy Garrett
- e. Bylaws Committee Updated

These items will be discussed in detail at the meeting. Additional information will be provided and posted on the website, including the current mission statement and bylaws.