



South Central Regional Transit District Board of Directors
Wednesday, May 24, 2017 -- 1:30 PM
Doña Ana County Government Center
Commission Chambers
845 North Motel Boulevard Las Cruces, NM 88007

MINUTES

- I. **Call to Order** – Vice-Chair Nora Barraza called the meeting to order at 1:30 pm.
- II. **Pledge of Allegiance:** Pledge of Allegiance was led by Vice-Chair Nora Barraza
- III. **Roll Call (Sign In)** –Katherine Gervasio, SCCOG Fiscal Administrator, did a roll call of SCRTD Board members. With four (4) members present and one participating via telephone, a quorum was established.

Present at the meeting:

Board Members:

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 Marjorie Powey, Village of Williamsburg
On the phone: Robert E. Torres, Village of Hatch

Members Absent:

Javier Perea, RTD Chair, Mayor of Sunland Park
Steve Green, SRTD Secretary, City of T or C
Gerald LaFont, Councilor, City of Elephant Butte

SCRTD Staff:

David Armijo, SCRTD Executive Director
Leticia Lopez, SCRTD Dispatcher

SCCOG Staff:

Jay Armijo, SCCOG Executive Director
Katherine Gervasio, SCCOG Fiscal Administrator
Angela Rael, SCCOG SCRTPO Planner
Tiffany Goolsby, SCCOG, Senior Planner

Guests:

Tom Murphy, MVMPO
Lynn Ellins, Dona Ana County Clerk
Michael McAdams, MVMPO
Marisol Diaz, UP! Coalition
Vanessa Pacheco, UP! Coalition
By Phone: David Chandler
Sharon Thomas, Citizen Advisory Board
Greg White

- IV. **Approval of / Changes to Agenda:** Vice Chair Barraza asked if any changes be made to the agenda. Commissioner Garrett asked if the board could move the Rail Feasibility presentation up to the top of the agenda. Mayor Barraza requested that the presentation be moved up even without a quorum.
Vice Chair, Nora Barraza asked if there were any other changes to the agenda. *SCCOG* Executive Director, Jay Armijo asked if the ICIP (Action items 10-a, b, and c) could be moved to the top of the agenda, due to an employee having a prior commitment. A motion was made by *Member Powey* and 2nd by *Member Eakman*. Motion passed.
- V. **Approval of SCRTD Meeting Minutes of March 22, 2017:** *Commissioner Garrett* made a motion to approve the March 22, 2017 minutes. *Member Torres* 2nd. Motion passed.
- VI. **Treasurer's Report (Commissioner Billy Garrett):** Member Garrett reported that as of 4.30.2017, the expenditures were at \$672,686.99 and the revenue was at \$745,239.97 with

budget adjustments that will be presented by Katherine Gervasio, SCCOG Fiscal Administrator. Bus fares collected were \$4,402.00 to date. All memberships dues have been paid for the FY 16-17 year.

VII. Public Input: No public input.

VIII. Executive Director's report: David Armijo, Executive Director, SCRTD, reported that the ridership numbers have increased since April.

The Red route has the highest ridership to date. The Camino Real Media has helped due to the Spanish services that they have provided.

SCCOG Executive Director, Jay Armijo asked what the policy is on the bus if there is not enough room hold all the passengers. SCRTD Executive Director Armijo advised that it is up to the driver's discretion. The current buses allow 20%-25% of the passengers to stand up. Built in rails are available to hold on to.

David Armijo informed the board that Google maps is almost done with the SCRTD app. If you google SCRTD, it will bring up the RTD's information.

Sharon Thomas asked about the deadline missed for the Grant. SCRTD Exec. Director Armijo advised Mrs. Thomas that money was given to the appropriate applicants but that there was still money available and he would look in to it.

IX. Discussion items:

- a. Rail Feasibility study presentation:** Mr. Chandler, from Center for Neighborhood Technology gave a presentation on the Rail Feasibility study. His findings will be discussed at the next board meeting.

b. Discuss Dona Ana County Notice to Terminate Contract No. 16-17 MOU between SCRTD and Dona Ana County (DAC) Commissioner Garrett advised the board that a new MOU will need to be in place due to the request of DAC to terminate the current 16-17 MOU. Per Mayor Barraza, a letter was sent out to SCRTD Executive Director, David Armijo requesting this action. David Armijo informed the board that there was still \$ 20,000.00 remaining in the contract. The remainder of the money left in the contract will be requested and a new MOU will be sent in,

c. Discuss the 5-Year plan: Sharon Thomas, Citizen Advisory Board, advised the board that she has reviewed the 5-year plan and had been working with Greg White. Mr. White helped in writing the 5-year plan. Mrs. Thomas discussed that the phase would need to be updated to reflect the current and future plans for the SCRTD. She also felt that it is imperative that the plan be revised after 2 years. Commissioner Garrett suggested that it is important to keep what has been working but also allow for public input on what needs to be done. He also expects criticism about what the SCRTD is not doing efficiently. He also suggested that we look at the next few months as a continuation of the startup. With the idea at the end to receive long term funding. Commissioner Garrett explained that it is imperative to engage the public and their elected officials. SCRTD is a public service that is responsibly managed and needs to be converged to public. In the 5-year service plan, Commissioner Garrett suggested that the SCRTD find funding to not only help with increasing participation; but also, for gathering information, ground truthing, and incorporating into the planning. Mayor Barraza suggested we keep a close relationship with Greg White since he wrote the 5-year service plan and is familiar with it.

X. Action--Items.

a. ***Receive public input on the Infrastructure Capital Improvement Plan FY2019-2023:*** No public input.

b. ***Authorize the SCCOG to access the Infrastructure Capital Improvement Plan FY2019-2023 database and make necessary changes on behalf of the SCRTD.*** SCCOG Executive Director, Jay Armijo, informed the board that DFA requires that a 3rd party have access to the ICIP to be able to make changes on behalf of the SCRTD. Tiffany Goolsby gave a presentation on the 2019-2023 ICIP (a handout was included in the packet). Ms. Goolsby explained that public bodies in NM review and adopt yearly capital improvements to be made of the District. For 2019 only one Transit Vehicle and a Bus Shelter will be on their ICIP. In 2020, construction of a Transit Facility, and a 2nd project to build bus stops.

For 2021, the only project is to construct an Intermodal Facility. Mayor Barraza asked the Board if they had any questions? Commissioner Garrett asked about the transit vehicle purchase in 2019, 2020, and 2021. Mrs. Goolsby explained that only 1 bus purchase would be made in 2019. Mayor Barraza requested that the language "bus shelters be based on funding availability" be added on the project summary page for 2019. Also suggested by Mayor Barraza is to change the language on the project title page to read "Plan, Design, and Equip". This change will also reflect on the Project Summary Page. Ms. Goolsby asked to read the changes to the pages before the ICIP is adopted.

Mayor Barraza asked what the difference between equipping a bus facility and building a bus facility is. SCRTD Executive Director, David Armijo replied to Mayor Barraza that building means acquiring property and the building while equipping means the actual building.

Commissioner Garrett also stated that the language needs to be in the title and description for funding purposes. Commissioner Garrett asked if the phases were for sure? David Armijo informed him that it all depended on funding availability.

Mayor Barraza requested that the ICIP be very specific and the language be corrected for funding per legislators.

Ms. Goolsby informed the board that the ICIP was due by June 15, 2017 to DFA so all changes needed to be made by then.

c. ***Resolution to Adopt the Infrastructure Capital Improvement Plan FY2019-2023***
Commissioner Garrett made a motion to adopt the Infrastructure Capital Improvement plan as presented with the adjustment in the title. ***Councilor Eakman*** 2nd the motion. Motion passed

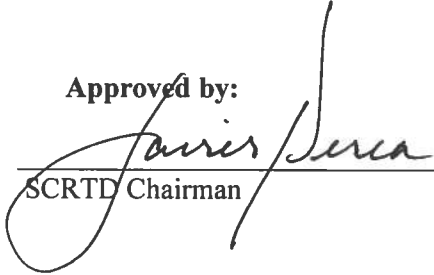
d. ***Resolution to Approve SCRTD'S Fiscal Year 2017 Budget Adjustments:*** A motion was made by ***Councilor Eakman*** and 2nd by ***Trustee Torres***. SCCOG Fiscal Administrator, Katherine Gervasio, discussed the three budget adjustments. Vehicle insurance increased by \$2,500.00, Workman's Comp insurance increased by \$ 2,500.00 due to the hiring of new drivers and the acquisition of new buses. Healthcare insurance is decreased by \$5,000.00 due to some of the drivers not taking the health insurance. SCRTD Executive Director Armijo recommended that a broker come in and give a presentation regarding liabilities and risk assessments. Motion passed.

e. ***Approve Revision to FY2018 5311 Public Rural Transportation funding for Federal Fiscal Year 2017-2018:*** David Armijo gave a handout with a set of numbers that came in with a Grant Award. The Grant originally showed \$1,005,000.00. This Grant no longer exists. The handout shows the new numbers with the loss of \$278,000.00. A budget will be given before the next meeting.

XI. Board Comments: Councilor Eakman commented that the seating arrangements were not optimal for this type of meeting. Mayor Barraza advised Councilor Eakman that the next meeting, the board will be seated differently.

XII. Adjournment: *Commissioner Garrett made a motion to call the meeting adjourned. Councilor Eakman 2nd.* Mayor Barraza called the meeting adjourned.

Approved by:



SCRTD Chairman

6/28/2017

Date