



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

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

Members Absent:

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

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 23rd, 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 1st 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 Secinded. 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 Seconded. 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 possibly 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 appropriately define the mission of the SCRTD, the word being "interconnectedness" He offered a suggestion of a draft that he had been working on:

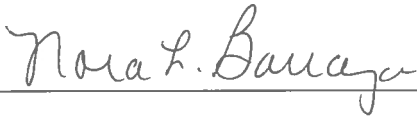
The Mission of the South Central Regional Transit District is to strengthen communities, facilitate economic and educational activities, and promote health and safety through safe and efficient regional transportation services. Transit services benefit residents, workers, business, governments entities,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



SCRTD Chairman



Date