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SOUTH CENTRAL REGIONAL TRANSIT

DISTRICT BOARD OF DIRECTORS

**Board Meeting  
AGENDA**

Wednesday, January 24, 2018, 2:00 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, January 24, 2018 at 2:00 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 November 15, 2017
6. Financial Report for the Period Ending December 31, 2017- Katherine Gervasio
7. Executive Director's Report- David Armijo
8. Action items:
  - a. Approve Appointment of Officers
  - b. Resolution to Approve 2018 SCRTD Meeting Schedule
  - c. Resolution to Approve Open Meetings Act for 2018
  - d. Resolution to Approve Budget Adjustments FY2018 Budget
9. Discussion items:
  - a. Update 5 Year Plan – Greg White
  - b. Designation of Alternates in place of Board Members
10. Board Comment
11. Adjourn



**South Central RTD Board of Directors Meeting  
Wednesday, November 15, 2017 -- 1:30 PM  
Doña Ana County Government Center  
845 N. Motel Blvd., Las Cruces, NM 88007**

**MINUTES**

**Call to Order** – Acting Chairman Nora Barraza called the meeting to order at 1:32 pm.

- I. Pledge of Allegiance:** Pledge of Allegiance was led by Acting Chair Nora Barraza.
- II. Roll Call (Sign In)** – Katherine Gervasio, Fiscal Administrator, SCCOG, did a roll call of SCRTD Board members. With five members present, a quorum was established.

**Present at the meeting:**

**Board Members:**

Billy Garret, RTD Treasurer, Doña Ana County  
Jack Eakman, City of Las Cruces  
Majorie Powey, Village of Williamsburg  
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  
Kathy Elverum, SCRTD Fiscal Clerk

**Members Absent:**

Steve Green, RTD Secretary, City of TorC  
Diana Trujillo, City of Anthony  
Gerald LaFont, City of Elephant Butte  
Javier Perea, RTD Chair, City of Sunland Park

**SCRTD Staff:**

David Armijo, SCRTD Executive Director

**Guests:**

Mike Bartholomew, CLC Transit  
Michael McAdams, MVMPO  
Charles Clements  
Sharon Thomas, SCRTD Citizen Advisor

- III. Approval of / Changes to Agenda-See Attached:**  
Member Majorie Powey made a motion to approve the agenda, Member Robert Torres seconded. A roll call of the members was taken, and the motion carried unanimously.
- IV. Public Input:** No public input
- V. Approval of SCRTD September 27, 2017 minutes-See Attached:**  
Member Jack Eakman made a motion to approve the minutes of September 27, 2017 as distributed, Member Billy Garret Seconded. A roll call of the members was taken with Member Nora Barraza abstaining, and the motion carried unanimously.
- VI. Financial Reports for period ending October 31, 2017-See Attached:**

SCCOG Fiscal Administrator, Katherine Gervasio, explained that the month of October does not officially close until November 20<sup>th</sup>. The financial handout given to you reflects a change in reporting that Member Garret requested to include a column for invoiced revenue but not received. She reported that the year to date expenses are \$276,939 and \$255,736 in revenue. SCRTD has another \$80,000 in revenue that has been invoiced but not received, bringing the total accrued revenue to \$355,951. There is an additional anticipated revenue of \$1500 for the sale of a bus that was done this fiscal year.

There is a budget adjustment that you will be considering for approval under item 8.c. The budget adjustment request is to move \$20,000 out of the reserve fund and into maintenance on vehicles. There was one bus that blew an engine and another that has a cooling system issue. Katherine also explained there is a requested adjustment of \$500 out of asset management to increase dues and subscriptions to pay for the NMTA subscription dues for SCRTD. David Armijo explained the costs for the buses started in FY16-17 and are being paid in FY17-18.

Acting Chair Nora Barraza asked Katherine if there was a shortage of cash to pay our bills. Katherine explained that as of the first of the week that was true. However, we have received the payment for 5310, the September Donna Ana County payment of \$29,000 and the 5311 for \$47,000 from NMDOT should be in the bank either Friday or Monday. That would bring our cash to \$80,000 and as of today, we have \$52,000 in accounts payable.

Member Billy Garret said as Treasurer, he and Katherine have been in discussion about the financial report. She will be adding more information on the expense side to show what bills have been received but not paid. With processing delays we are sometimes at the mercy of the revenue side to receive payment before bills can be released to be paid. This reporting should help to clarify what is happening.

Acting Chair Barrera ask if the bills not being paid are regular monthly bills or expenses that were not anticipated. Katherine explained the largest ones are for contractors. STS of New Mexico doesn't invoice until the 15<sup>th</sup> of the following month and the SCCOG reimbursement for payroll. There are a couple of smaller ones for Creative Bus for fare boxes and Adventure Enterprises for installation of decals.

**Acting Chair Barra asked for public comment about the financials.**

Sharon Thomas asked how the money was distributed for the grants. She was under the impression the total grant was in the bank and it is drawn down each month, but it appears we must invoice to collect. Can you show what the grant is and how has been drawn down on the financial statement. Katherine explained it is shown on the current financials under revenue. We have drawn down the 5311 by \$51,000 and we will receive another \$47,000 this week ending FY17 for the grant. It starts again on October 1 for FY18 as this grant runs on a federal fiscal year. We are showing the NMDOT 5311 grant at \$314,000 which is a prorated amount since it crosses fiscal years with SCRTD.

Member Powey asked if the remaining 5311 balance of \$106,000 is going to revert. Katherine explained there is \$47,000 that has already been invoiced plus some additional expenses to invoice and collect but there will be about \$5,000 that will revert to close FY17.

**VII. Executive Director's Report (David Armijo)- See attached report & Power Point:**  
SCRTD Executive Director, David Armijo, explained that he had been working with Mayor

Trujillo to move part of the operations to the Anthony facility. It will reduce mileage by 15% and allow greater flexibility in scheduling last minute driver changes.

Mr. Armijo said he has identified a counter to Borman. They are in New Mexico between exit 404 in New Mexico and exit 1 in TX along the frontage. JR Truck & Trailer does air conditioning, tires and several other repairs so we are going to send them some business and see how they do. The biggest advantage is they operate seven days a week and has a truck wash as part of the business.

At the October meeting in Santa Fe, a new electronic grant management was introduced. Katherine will have a login to invoice directly into the program. This will speed up the process of reimbursements, helping the current cash flow problems.

As an update, the signage is done on the buses. Mr. Armijo been working on new phones to address any safety issues and the wi-fi units that had issues have been upgraded. Mr. Armijo continued his report as noted in his narrative and in the Power Point.

In conclusion, at eighteen months into the program there is a need to evaluate where the SCRTD is and where it needs to go both in being more productive and reducing expenses. Under consideration, is to hold town hall meetings to gather community input to the program. If there are any changes constituting a 25% change in the program, it will be brought to this Board for consideration and action voted on. Mr. Armijo will be tackling this for the next three to four months.

#### **VIII. Action Items:**

##### **a. Resolution to approve Human Resource Manual**

Member Eakman made a motion to approve the Resolution for the Human Resource Manual, Member Garret seconded. A roll call vote was taken, and the motion carried unanimously.

There was a discussion before the roll call vote was taken which resulted in a request being made of the Executive Director Armijo to bring to the next meeting.

- 1. A plan as it relates to the Human Resource Manual Section 1 to define chain of command either through an amendment to the resolution or as a resolution**
- 2. To insert a definition of “business days” either through an amendment or resolution.**
- 3. Clarification of Section Six as to intent to control other employment hours either through an amendment or resolution.**

##### **Acting Chair Barraza asked for public comment:**

Mike Bartholomew, CLC Transit, referenced Section 10, not only does the Federal Government have rules that govern CDL licenses, but the FTA has its own set of policies that extend to cover a person driving a revenue producing vehicle.

##### **b. Resolution to Approve FY2018 5311 Public Rural Transportation Funding Grant**

Member Garret made a motion to approve the FY2018 5311 Public Rural Transportation Funding Grant, Member Torres seconded. A roll call of the members was taken, and the motion carried unanimously.

**c. Resolution to Approve Budget Adjustments FY2018**

Member Eakman made a motion to approve the FY2018 Budget Adjustments, Member Powey seconded. A roll call vote of the members was taken, and the motion carried unanimously.

**IX. Discussion Items**

**a. Farebox Audit:**

Mr. Armijo said two things have happened with the audit, the annual audit is in process and there will be an exit conference on Friday. SCRTD did very well, and will bring the details to the next meeting. He also said there was a State Audit complaint regarding oversight of the fare box revenues. The auditors looked at the process between STS who compiles the data and is reviewed by SCRTD to reconcile the accounts. There was also a question previously as to how to pay SCRTD for their portion and it was determined by a federal audit to pay SCRTD by check and that has been in place for some time now. He then turned over the discussion to Katherine Gervasio.

Katherine said every two weeks SCCOG receives a report that compiles the driver logs for ridership types and number. Staff go through the log to compare what fare was collected based on that amount against what STS shows SCRTD should be receiving. The auditors checked an entire year and only found a \$3.00 error that was in SCRTD favor. They were impressed with the process and were in communication with the State Auditors of their findings.

**b. Update 5 Year Plan:**

Greg White was not available, so Sharon Thomas gave an update.

Sharon reported she only has notes from one of the work session last week. Mr. White is working on a report to combine both groups and it will be ready for the next meeting. In addition, she, Greg and Dave are meeting on Friday to look at the recommendations.

**c. Sierra County Service-Next year's NM DOT Grant:**

David Armijo said he made a presentation last night at the Village of Williamsburg. Ridership numbers for Sierra County and Hatch will need to be gathered for the grant application but it will not be resolved until May 2018. The purpose of this meeting was to begin community outreach. To begin, Sierra County service would start with one bus and one driver. He has been looking for vehicles to run the service and to date has not found any. Now is the time SCRTD can do something to help in that area. However, SCRTD needs help from Sierra County, including all the entities, to determine what they want, local service or to Las Cruces via Hatch. Mr. Armijo said he will bring more details in the coming weeks and continue to canvass potential contractors.

Member Powey said the hospital provided means of transportation to the County to start up a trial bus service this summer and it did very well. Jay Armijo, SCCOG Executive Director, added the hospital has a large 28 passenger bus and a 15-person van that was used in the project. Those units could be a possibility for a local route. Acting Chair Barraza said we need to have all the entities in Sierra County on board and paying their membership fees.

**d. Mission Statement:**

Acting Chair, Barraza, read page five of the packet, which were the minutes of the last meeting pertaining to the revision of the Mission Statement. She said the handout includes mission statements from other transit districts and the current one for SCRTD.

**A general discussion took place about the options. The members were asked to study the handouts and come back to the next meeting with suggestions. Member Eakman suggested once a decision is made, a Spanish version be made available.**

**e. Bylaws Committee Updated:**

Sharon Thomas said there is no report and she feels there should be a committee put together to talk about updating the document. Mr. Armijo suggested the Bylaws were written in another time and things have evolved since then. It seems reasonable to either create a sub-committee to go over the document and report back to the Board, or to hold a workshop prior to the next meeting, with everyone in attendance.

**The consensus is to hold the workshop before the next meeting.**

**IX. Board Comment**

**Member Eakman said he is disappointed with the number of meetings that have been cancelled. It makes it difficult to keep to a schedule to fulfill other obligations. He would like to have the ability to appoint an alternate or proxy. There are new members on the Las Cruces City Council who could be added to the Board to increase the horsepower to get things done.** He also shared that he has been riding on the buses as a secret shopper and has thoroughly enjoyed the experience. The drivers are very friendly, and the communication was very good. The City of Las Cruces feels this is an important benefit to members of this community.

**Member Garret requested that at a future meeting a discussion take place about policies for the reserve set aside and how to account for it. Mr. Armijo agreed in that \$70,000 in reserve is not enough; it needs to be \$125,000-140,000. As part of the regrouping process, we need to look at ways to reduce expenses, for example, something a contractor does that could be done in house.**

A discussion took place about the day of the week to hold these meetings and how often. Acting Chair Barraza suggested that every other month would be sufficient. Mr. Armijo said he thinks meeting six times a year would be sufficient. With the holidays coming, it is unlikely a meeting in December would be successful. His suggestion is to move the next meeting to January.

**X. Adjournment:** Acting Chair Barraza called the meeting adjourned at 3:35pm.

**Approved by:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kathy Elverum, SCRTD Recorder  
Recordings of the meeting are available upon request

Item #6 Financial Report for the Period Ending December, 2017

<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>Invoiced But Not Received</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%	\$ -
<b>City of Anthony</b>	<b>\$ 4,680.00</b>	<b>(1,170.00)</b>		<b>\$ 3,510.00</b>		
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	-	\$ 229.00		0%	\$ -
						\$ -
Dona Ana County GRT	350,000.00	-	116,666.68	29,166.67	33%	\$ 233,333.32
El Paso MPO 5310	42,905.00		18,792.00	4,698.00	44%	\$ 24,113.00
<b>NMDOT 5311</b>	<b>157,396.00</b>	<b>(53,993.00)</b>	<b>98,108.31</b>		<b>62%</b>	<b>\$59,287.69</b>
NMDOT 5311*	314,315.00		28,664.13	31,122.70		
Bus Fares/Ticket Sales	9,400.24		2,762.38	698.90	29%	\$ 6,637.86
Advertisement Revenue	12,056.00		0.00		0%	\$ 12,056.00
Misc. Revenue	1,500.00		1,500.00		100%	\$ -
<b>TOTAL REVENUES</b>	<b>\$ 998,847.24</b>	<b>\$(55,163.00)</b>	<b>\$ 369,773.50</b>	<b>\$ 69,196.27</b>	<b>37%</b>	<b>\$ 338,742.87</b>
* Funding Begins October 1st, 2018						
			<b>Total Accrued Revenue</b>	<b>\$438,969.77</b>		
			<b>Current Unbilled Rev</b>	<b>33,864.67</b>		



South Central Regional Transit District						
FY 17-18 EXPENDITURES as of 12.31.17						
Descriptions	Budget	Revision Request Increase/	Y-T-D	Invoices Accrued but not paid	%	Remaining
<b>Personnel Services</b>						
Salaries	312,000.00		124,356.20	25,240.54	48%	187,643.80
<b>Employee Benefits</b>						
FICA/Medicare Tax	21,436.34		9,008.83	2,294.16	53%	12,427.51
WC/SUTA	15,502.90		1,555.18	396.04	13%	13,947.72
Workers' Comp Insurance	17,000.00		13,082.00		77%	3,918.00
Health Insurance	62,334.00		14,297.89	3,641.06	29%	48,036.11
Retirement - PERA	23,088.00		8,552.53	2,177.96	46%	14,535.47
<b>Travel</b>						
Travel - Reimbursement	4,000.00		1,465.56		37%	2,534.44
FUEL	55,000.00		35,464.67	6,642.98	77%	19,535.33
Maintance on Vehicles	40,000.00		30,627.54		77%	9,372.46
<b>Supplies</b>						
Supplies	6,360.00		3,857.29		61%	2,502.71
<b>Insurances</b>						
General Liability	2,376.00		-		0%	2,376.00
Automobile Insurance	59,000.00		41,580.34		70%	17,419.66
D&O Insurance	27,500.00		-		0%	27,500.00
<b>Contractual Services</b>						
Professional Fees/Audit	9,600.00		6,650.00		69%	2,950.00
Legal Fees	1,000.00		717.84		72%	282.16
Contract Services						
SCCOG	115,000.00		14,945.64	11,138.21	23%	100,054.36
STS, NM	<b>148,800.00</b>	<b>(18,000.00)</b>	<b>45,316.53</b>	<b>32,554.74</b>	<b>52%</b>	<b>103,483.47</b>
Zia Therapy	<b>10,000.00</b>	<b>2,000.00</b>	<b>6,000.00</b>		<b>60%</b>	<b>4,000.00</b>
Camino Rael		<b>5,676.77</b>	<b>5,676.77</b>			
FineLine Graphics	2,500.00		1,678.83		67%	821.17
<b>Operating Cost</b>						
Advertisements	150.00		-		0%	150.00
Conf/Seminars/Training	250.00		144.95		58%	105.05
Postage	50.00		-		0%	50.00
Office Equipment	500.00		-		0%	500.00
Subscription/Dues	500.00		500.00		100%	0.00
Asset Management	700.00		-		0%	700.00
Telephone	7,200.00		3,579.70		50%	3,620.30
Reserve	<b>50,000.00</b>	<b>(42,610.40)</b>	-		<b>0%</b>	<b>50,000.00</b>
Bus Rental		<b>1,620.63</b>	<b>1,620.63</b>			
Rent- City of Anthony		<b>3,150.00</b>	<b>1,400.00</b>			<b>1,750.00</b>
<b>Capital Assets</b>						
Capital Assets	<b>5,500.00</b>	<b>(5,500.00)</b>	-		<b>0%</b>	<b>5,500.00</b>
Total Expenses	<b>\$ 997,347.24</b>	<b>\$ (53,663.00)</b>	<b>372,078.92</b>	<b>84,085.69</b>	<b>46%</b>	<b>635,715.72</b>
	\$ 943,684.24					
	\$ 53,663.00	<b>Total Expenditures</b>		<b>\$ 456,164.61</b>		

## Item #7 Executive Directors Report

### Operations

During November, the District carried over 2164 passenger trips and operated within budget during the month. Average cost per vehicle hour of service was \$54.97 and an average cost of \$17.37 per passenger trip.

December ridership declined, in part due to holidays which reduced the number of service days and with schools closed there were no school trips. This affected both University and school students who were off for the holiday. However, ridership for December 2016 (952 trips) versus December 2017 (2003 trips) saw a substantial increase in ridership, year over year. A growth rate of 110 percent year over year in comparison.

**TABLE 1 - RIDERSHIP BY ROUTE AND TOTALS FOR FISCAL YEAR 2017-18**

Period	BLUE	RED	PURPLE	TURQUOISE	ORANGE	Added Service	System Passenger Total
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	2581
Oct-2017	213	938	444	665	349	30	2639
Nov-2017	164	733	354	618	295	0	2164
Dec-2017	151	616	306	576	269	85	2003
Jan-2018							
Feb-2018							
Mar-2018							
Apr-2018							
May2018							
Jun-2017							
<b>YTD</b>	<b>1,157</b>	<b>4,494</b>	<b>2,449</b>	<b>3,522</b>	<b>1,927</b>	<b>175</b>	<b>13,724</b>

Table 1 shows ridership by route for the first four months of the new Fiscal Year period. Ridership continues to grow. 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.

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. That project is scheduled to commence in March.

## **Policy for employees with outside employment (HR Manual)**

### Section 6 – Outside Employment

The New SCRTD Human Resources Manual address the issue of outside employment. More specifically, the policy provides that the SCRTD may authorize outside employment for a period of one year with annual renewals. Employees must request approval prior to engaging in outside employment and may not work more than a total of 60 hours per week for SCRTD and outside employment combined.

#### **Criteria for Authorization of Outside Employment**

Prior to approving a request for outside employment, the Executive Director or designee will determine whether the request meets the following criteria:

- The duties or services of the proposed outside employment will not create a conflict of interest for the employee or assigned subordinates while serving in an official capacity with SCRTD;
- The proposed outside employment will not defame, embarrass or discredit SCRTD;
- The employee has a satisfactory work record and there is a reasonable assumption that it will continue if approved.

The Executive Director or designee may rescind the authorization for outside employment if such employment has a negative impact on the employee's job performance.

#### **Designation of Executive Director responsibilities when ED not present**

##### Section 1 – Responsibilities of the Executive Director

- Designate an Acting Executive Director to assume the duties of the Executive Director in the event of his/her inability to act or in the event of his/her absence from the area; and
- The Transit Supervisor or Dispatcher may serve as designated acting Executive Director in the absence of or by designation of the Executive Director

#### **Discussion to Evaluate bus routes for efficiency and effectiveness**

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.

Next month, 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. As the data shows in the Table above ridership on the Blue route continues to operate well behind the other routes. An evaluation of this route is warranted.

### **District to Assume Management of Daily Operations from STS**

Beginning by mid-February, the daily operations of bus service will be assumed by District staff. This will include daily trip reports, ridership and payroll. This action will reduce the contract cost by 25 percent. The savings will support adding a staff position to SCRTD. A Transit Supervisor that will share these responsibilities with the current dispatcher position and will conduct other duties and assignments. This will include driving or working open shifts when bus operators are off due to sickness, etc. This will save the District in over-time pay.

#### **Item #8 Action Items**

- a. Approve Appointment of Officers
- b. Resolution to Approve 2018 SCRTD Meeting Schedule - Attached
- c. Resolution to Approve Open Meetings Act for 2018 - Attached
- d. Resolution to Approve Budget Adjustments FY2018

#### **Item #9 Discussion Items**

- a. Update 5 Year Plan – Greg White
- b. Designation of Alternates in place of Board Members

**South Central Regional Transit District**

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

**A Resolution approving the South Central Regional District Fiscal Year 2017 Budget Adjustments.**

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, January 24<sup>th</sup>, 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 2017 Budget Adjustments.

**ADOPTED AND APPROVED THE 24<sup>th</sup> DAY OF January, 2018.**

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Javier Perea, SCRTD Board Chair

ATTEST:

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David Armijo, Executive Director