



SOUTH CENTRAL REGIONAL TRANSIT

DISTRICT BOARD OF DIRECTORS

**Board Meeting
AGENDA**

Wednesday, February 28, 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, February 28, 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 January 24, 2018
6. Approval of Workshop Meeting Minutes of January 24, 2018
7. Financial Report for the Period Ending January 31, 2018- Katherine Gervasio
8. Executive Director's Report- David Armijo
9. Action items:
 - a. Resolution to Approve Mission Statement
 - b. Resolution to Approve SCRTD 2017 Audit
 - Financial Audit Fiscal Year Ending June 2017 – Attached
 - c. Resolution to Approve Budget Adjustments
10. Discussion items:
 - a. Bylaws review - Draft Attached
 - b. SCCOG Contract Renewal
 - c. Personal Time Off Policy (PTO) – Draft Attached
11. Board Comment
12. Adjourn



**South Central RTD Board of Directors Meeting
Wednesday, January 24, 2018 – 2:00 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 2:03 pm.

- I. Pledge of Allegiance:** Pledge of Allegiance was led by Vice-Chair Nora Barraza.
- II. Roll Call (Sign In)** – Kathy Elverum, SCRTRD Fiscal Clerk, did a roll call of SCRTRD Board members. With five members present, 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
Majorie Powey, Village of Williamsburg, attending
by phone
Robert E. Torres, Village of Hatch
Nora Barraza, RTD Vice Chair, Town of Mesilla

Members Absent:

Steve Green, RTD Secretary, City of TorC
Diana Trujillo, City of Anthony
Gerald LaFont, City of Elephant Butte
Jack Eakman, City of Las Cruces

SCCOG Staff:

Katherine Gervasio, SCCOG Fiscal Administrator
Kathy Elverum, SCRTRD Fiscal Clerk

SCRTRD Staff:

David Armijo, SCRTRD Executive Director

Guests:

None

- III. Approval of / Changes to Agenda-See Attached:**
Member Robert Torres made a motion to approve the agenda, Member Billy Garrett seconded. A verbal vote of the members was taken, and the motion carried unanimously.
- IV. Public Input:** No public input
- V. Approval of SCRTRD November 15, 2017 minutes-See Attached:**
Member Nora Barraza made a motion to approve the minutes of November 15, 2017 as distributed, Member Robert Torres seconded. A verbal vote of the members was taken, and the motion carried unanimously.
- VI. Financial Reports for period ending December 31, 2017-See Attached:**
SCCOG Fiscal Administrator, Katherine Gervasio, started with the explanation of the new format of the revenue report to include year to date received revenue, invoiced but not

received, YTD percentages, and any remaining balances. She said there are a few budget adjustments needed but that will be explained further into the meeting.

Katherine pointed out on the handout, for the year to date, we have received \$369,000 and invoiced but not received is \$69,000. The total accrued revenue is \$438,000 and the current unbilled as of 12/31 was \$33,000. She explained some of these amounts have been billed and received such as the 5311 and 5310 Grants and will reflect on next month's financials.

Katherine went on to cover the budget adjustments that will be voted on is a membership adjustment for the City of Anthony. The membership dues sent to them was for a prorated amount rather than for a full year. The other adjustment was to decrease the 5311 Grant by \$53,000. This Grant runs for the Federal fiscal year starting in October. In the first year there were added expenses that drew down the available funds from the 5311.

A question was asked about the percentage of revenue received year to date and it was pointed out it depends on if you are looking at July 1 fiscal or October 1 fiscal. For July 1st it should be 50%. Member Garrett expressed his appreciation for the change in the financial report and the clarity it provides for the members.

Katherine moved on to the expense report. The same format was used to breakout what the year to date, invoices accrued but not paid, the percentage of the budget that has been used, and the balance remaining for each of the categories. As of 12/31 \$372,000 have been paid with an additional \$84,000 accrued but not paid. The total expenditures to date are \$456,000.

Katherine explained that budget adjustments had to be made on the expense side with the reduction of the 5311 dropping by \$53,000 on the revenue side to balance the budget. One of the decreases came in the reserve, \$42,000, STS was decreased by \$18,000 and after talking with David, Capital assets were decreased by \$5,500. There are a couple of increases in expenses. Zia Therapy was increased to reflect the contract amount of \$1000 per month to run the Alamogordo route, Camino Real an advertising agency, the City of Anthony for rental space to park the buses in the southern sector, and rental for a bus that was required when two buses went down at the same time.

A question was asked about the reserve increasing back to where it should be by the end of the year. Katherine explained in order to do that you would have to continue to make reductions in expenses and the reserve is not a cash reserve but rather a budgetary reserve on paper that allows leeway to keep a balanced budget.

VII. Executive Director's Report (David Armijo)- See attached report & Power Point: SCRTD Executive Director, David Armijo, wanted to clarify the budget is fluid at the moment. He is looking in to the 5311 from last year and it appears it was under expended and where additional opportunities exist for additional funding. He went on to cover the ridership numbers for December. (See attached)

Mr. Armijo said he is looking at creating greater efficiencies by doing route reviews, how they are run in comparison to ridership and he has identified the Blue route as needing modification. He will bring three options to the Board as to what can be done for your consideration. If there are any changes to be made to the route, 25% or greater would require posting for a public hearing. He will bring his suggestions to the February meeting.

Mr. Armijo reported he has distributed the HR manual to the drivers and there have not been any significant questions from them. The Board had asked about a clarification about outside employment by drivers and Mr. Armijo explained a conflict of interest would exist for drivers if they are driving for another agency. The Board asked for a more narrow definition of “conflict of interest” since it has a different interpretation for Board members as financial gain, rather than how it is being used in the HR manual. Mr. Armijo said he would look at what legal council had to say about this matter and bring that back to the Board.

Member Garrett made the point that any changes to the HR manual needs to come back to the Board as a matter of policy which should be a directive by the Board and not at the discretion of the Executive Director. That would include clarifying what it means to defame, embarrass or discredit SCRTD along with clarifying the conflict of interest. Mr. Armijo said the HR manual has been reviewed by legal counsel and approved by the Board. Going forward, an amended policy would need to be approved by the Board to address these issues. He will look at the notations from the attorney and asked if any members have suggestions as to what should be changed based on the Members experience, he would be happy to add that to the final amendment. Mr. Garrett wants language in the HR manual to ensure that all employees have been covered on the HR manual by whatever means, i.e. a signed document, training or whatever else would be acceptable to protect the employee and the RTD. Mr. Armijo agreed to bring the recommendations to the next meeting.

Mr. Armijo moved on to the designation of an acting Executive Director in his absence. He currently has one position, dispatcher, and he is creating a transit supervisor position by assuming duties which are currently performed by STS and the costs savings will be moved to help pay for this position. Leticia Lopez handles communications now while he is gone. The HR manual and the language are as you see on the slide allows for this designation.

Operationally STS has not been able to handle all that they were being paid for. There was not a person who was bi-lingual to answer the phone for customer service. There was paperwork that was not being done in a timely fashion. As a result, those duties have been absorbed by SCRTD and therefore the contract with STS has been reduced by \$18,000. Leticia is also able to drive and that drives down the cost for that position. Now with the additional position of the transit supervisor and a dispatcher, there will be two people who can drive a bus should the need arise.

There are additional issues with maintenance of the buses. It is not being done very well by STS even though it is part of their contract, making it necessary for SCRTD to hire outside contractors to pay for the repairs at a considerable cost. The STS contract is up for review in June and we will be looking at alternatives to provide greater savings. It is already under discussion with STS. Fuel costs are coming down with the addition of the Anthony yard. With half of the services coming into Las Cruces it is necessary to maintain a footprint there.

Mr. Armijo gave an overview of plans to expand service into Sierra County. He is talking with Rio Grande about partnering with SCRTD in Sierra County. He has also been in discussion with NMDOT about services there along with Veterans Affairs who is currently running along the same routes. He has been investigating the possibility of using our grant to provide operating costs and finding funding for another vehicle to provide this service. This will be discussed in more detail as they become available. This would also incorporate Hatch into the service line. He would like to start service by October 1st.

He went on to say the 5310 Grant potentially could provide a smaller vehicle for an on-demand response at an 80/20 split. SCRTRD cost would run about \$8-10,000. It would run in the unincorporated areas of Dona Ana.

VIII. Action Items:

a. Approve Appointment of Officers

Chair Perea opened the floor for nominations for Chair. Member Barraza nominated the current Chair, Mayor Javier Perea. A roll call vote was taken, and the nomination was approved unanimously.

Chair Perea opened the floor for nominations for Vice-Chair. Member Garrett nominated the current Vice-Chair, Mayor Nora Barraza. A roll call vote was taken, and the nomination was approved unanimously.

Chair Perea opened the floor for nominations for Secretary. Member Barraza nominated the current Secretary, Commissioner Billy Garrett. A roll call vote was taken, and the nomination was approved unanimously.

Chair Perea opened the floor for nominations for Treasurer. Member Barraza nominated Trustee Robert Torres. A roll call vote was taken, and the nomination was approved unanimously.

b. Resolution to Approve 2018 SCRTRD Meeting Schedule

Member Barraza made a motion to approve the 2018 SCRTRD meeting schedule, Member Torres seconded. A roll call of the members was taken, and the motion carried unanimously.

c. Resolution to Approve Open Meetings Act for 2018

Member Barraza made a motion to approve the resolution for the 2018 Open Meetings Act, Member Garrett seconded. A roll call vote of the members was taken, and the motion carried unanimously.

d. Resolution to Approve Budget Adjustments FY2018

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

IX. Discussion Items

a. Update 5 Year Plan

Mr. Armijo explained that he is still working with Mr. White and Ms. Thomas on the plan. Neither are here today so it will be on the next agenda.

b. Designation of Alternates in place of Board Members:

Moved to the next meeting.

IX. Board Comment

Member Garrett suggested the Executive Director and the Chair meet with the new County Commission Chair and exchange information about how work together to provide the best service possible.

X. Adjournment: Chair Barraza called the meeting adjourned at 3:04 pm.

Approved by:

SCRTD Chairman

Date

Kathy Elverum, SCRTD Recorder

Recordings of the meeting are available upon request

#6 Workshop Meeting Minutes



South Central RTD Board WORKSHOP
Wednesday, January 24, 2018 - 1:00 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 1:13 pm.

- XI. Roll Call (Sign In)** – Kathy Elverum, RTD Fiscal Clerk, did a roll call of SCRTD Board members. Initially, two members were present and one on the phone. No quorum is required for this meeting. After the meeting started, Mayor Javier Perea and Trustee Robert Torres joined in person. Mayor Perea took over the Chairs position upon his arrival.

Present at the meeting:

Board Members:

Billy Garret, RTD Treasurer, Doña Ana County
Majorie Powey, Village of Williamsburg, on the phone
Robert E. Torres, Village of Hatch
Nora Barraza, RTD Vice Chair, Town of Mesilla
Javier Perea, RTD Chair, City of Sunland Park

SCCOG Staff:

Katherine Gervasio, SCCOG Fiscal Administrator
Kathy Elverum, SCRTD Fiscal Clerk

SCRTD Staff:

David Armijo, SCRTD Executive Director

Members Absent:

Steve Green, RTD Secretary, City of T or C
Diana Trujillo, City of Anthony
Gerald LaFont, City of Elephant Butte
Jack Eakman, City of Las Cruces

XII. Mission Statement:

David Armijo, Executive Director, said he didn't receive any additional input about the Mission Statement since the last meeting where Commissioner Garrett had put forth a version of the Mission Statement. He asked for direction from the Board on how to proceed.

Commissioner Garrett said at the last meeting there was some discussion and general agreement with the version he put forth. He also feels that the Mission Statement should be included in the Bylaws. David Armijo said it will be put on the next agenda for approval and a copy would be sent to the members as well as to be included in the revised Bylaws.

XIII. Bylaws-See Attached and Power Point:

David Armijo said the date of the last revision is still unknown. There are a number of items that need to be brought up to date; such as how often and where to hold meetings, a clarification of alternate and/or proxy, payment of dues in order to be a voting member, and to include interested Governmental agencies as Ex-officios until dues are paid. This allows

them to be part of the process to bring services to their area. Moving non-paying members to Ex-Officio would ease the burden of having a quorum.

A discussion took place about the frequency of meetings. Mayor Barraza said she feels that every other month should be sufficient. Trustee Torrez pointed out there are a number of items that need attention in the next few months. Perhaps by summer the meetings could go back to every other month.

Executive Director Armijo stated he would incorporate all the suggestions in the Bylaws for review. He will include them in the next meeting, but at this point it will take a few meetings before a final revision will be complete. If it is done by March, he would be pleased.

XIV. Adjournment: Chair Perea called the workshop adjourned at 2:02 pm.

Approved by:

SCRTD Chairman

Date

Kathy Elverum, SCRTD Recorder

Recordings of the meeting are available upon request

#7 Financial Report – January 2018

South Central Regional Transit District						
FY 17-18 EXPENDITURES as of 01.31.18						
Descriptions	Budget	Revision Request Increase/	Y-T-D	Invoices Accrued but not paid	%	Remaining
Personnel Services						
Salaries	312,000.00		145,502.99	29,397.54	56%	166,497.01
Employee Benefits						
FICA/Medicare Tax	21,436.34		10,990.18	2,226.11	62%	10,446.16
WC/SUTA	15,502.90	(5,500.00)	1,948.92	299.14	15%	13,553.98
Workers' Comp Insurance	17,000.00	9,100.00	16,797.00	-	99%	203.00
Health Insurance	62,334.00	(3,500.00)	17,039.48	3,796.15	33%	45,294.52
Retirement - PERA	23,088.00		10,446.05	2,138.43	55%	12,641.95
Travel						
Travel - Reimbursement	4,000.00		1,465.56	-	37%	2,534.44
FUEL	55,000.00	24,860.00	35,464.66	13,034.35	88%	19,535.34
Maintenance on Vehicles	40,000.00		30,627.54	-	77%	9,372.46
Supplies						
Supplies	6,360.00		3,976.26	16.58	63%	2,383.74
Insurances						
General Liability	2,376.00		-	-	0%	2,376.00
Automobile Insurance	59,000.00		46,566.19	-	79%	12,433.81
D&O Insurance	27,500.00	(24,860.00)	2,640.00	-	10%	24,860.00
Contractual Services						
Professional Fees/Audit	9,600.00	(100.00)	9,500.00		99%	100.00
Legal Fees	1,000.00		717.84	-	72%	282.16
Contract Services						
SCCOG	115,000.00		23,420.38	11,316.27	30%	91,579.62
STS, NM	130,800.00		65,309.18	25,752.28	70%	65,490.82
Zia Therapy	12,000.00		6,000.00		50%	6,000.00
Camino Rael	5,676.77		5,676.77		100%	0.00
FineLine Graphics	2,500.00		1,678.83		67%	821.17
Operating Cost						
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		4,177.16		58%	3,022.84
Reserve	7,389.60		-		0%	7,389.60
Bus Rental	1,620.63		1,620.63		100%	0.00
Rent- City of Anthony	3,150.00		1,750.00		56%	1,400.00
Capital Assets						
Capital Assets	-	-	-			
Total Expenses	\$ 943,684.24	\$ -	443,960.57	87,976.85	56%	499,723.67
Total Expenditures				\$ 531,937.42		

FY 17-18 REVENUE						
South Central Regional Transit District						
Support & Revenue	Revenue	Revision Request Increase/ (Decrease)	Y-T-D Received PMT	Invoiced But Not Received	% 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	\$ 3,510.00			\$ 3,510.00		
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	-	\$ 229.00		0%	\$ -
						\$ -
Dona Ana County GRT	350,000.00	-	175,000.02	29,166.67	50%	\$ 174,999.98
El Paso MPO 5310	42,905.00		23,490.00	4,698.00	55%	\$ 19,415.00
NMDOT 5311	103,403.00		98,108.31		95%	\$ 5,294.69
NMDOT 5311*	314,315.00		61,033.09	78,242.89		
Bus Fares/Ticket Sales	9,400.24		3,461.28	641.23	37%	\$ 5,938.96
Advertisement Revenue	12,056.00		0.00		0%	\$ 12,056.00
Misc. Revenue	1,500.00		1,500.00		100%	\$ -
TOTAL REVENUES	\$ 943,684.24	\$ -	\$ 465,872.70	\$ 116,258.79	49%	\$ 221,019.63
* Funding Begins October 1st, 2018						
			Total Accrued Revenue	\$ 582,131.49		

#8 Executive Directors Report – PowerPoint

#9 Action Items – Attached to Agenda

- a. Resolution to Approve Mission Statement - Attached
- b. Resolution to Approve SCRTD 2017 Audit - Attached
- c. Personal Time Off Policy (PTO) - Attached

#10 Discussion Items

- a. Bylaws review - Working Draft Attached
- b. SCCOG Contract Renewal

Attachments – Resolutions

South Central Regional Transit District

Resolution Number: _____

A Resolution approving the South Central Regional Transit District Fiscal Year 2017-2018 Budget Adjustments.

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, February 28th, 2018 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 2017-2018 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 2017-2018 Budget Adjustments.

ADOPTED AND APPROVED THE 28th DAY OF February 2018.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: _____

A Resolution approving the South Central Regional District Fiscal Year 2016-2017 Independent Auditor's Report.

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, February 28th, 2018 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 2016-2017 Independent Auditor's Report.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Central Regional Transit District does hereby approves the Fiscal Year 2016-2017 Independent Auditor's Report.

ADOPTED AND APPROVED THE 28th DAY OF February 2018.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: _____

A Resolution approving the South Central Regional District Mission Statement.

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, February 28th, 2018 in the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

WHEREAS, the South Central Regional Transit District developed and revised the Mission Statement to state the following:

“The Mission of the South Central Regional Transit District (SCRTD) 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, governmental entities, and service providers throughout the region.”

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Central Regional Transit District does hereby approves the Mission Statement.

ADOPTED AND APPROVED THE 28th DAY OF February 2018.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director