



SOUTH CENTRAL REGIONAL TRANSIT

DISTRICT BOARD OF DIRECTORS

**Board Meeting
AGENDA**

Wednesday, April 25, 2018, 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, April 25, 2018 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.

Dial In-Access 1-515-604-9000
Enter Code: 196466

Access to a complete packet is available at SCRTD.ORG



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 March 31, 2018
6. Financial Report for the Period Ending March 31, 2018- Katherine Gervasio
7. Executive Director's Report- David Armijo
8. Action items:
 - a. A Resolution approving the Financial Statements as of March 31, 2018.
 - b. Personal Time Off Policy (PTO)
 - c. Blue Route Modification
 - d. Approve Five Year Plan Update
 - e. Approve Bylaws
9. Discussion items:
 - a. Bylaws review
 - b. District Banking
 - i. Selection of Bank
 - ii. Commercial Credit Card Policy
 - c. Signature Authority
 - d. Tiger Grant Submission 2018
10. Board Comment
11. Adjourn



**South Central RTD Board of Directors Meeting
Wednesday, March 28, 2018 – 1:30 PM
Doña Ana County Government Center
845 N. Motel Blvd., Las Cruces, NM 88007**

MINUTES

Call to Order – Chairman Perea called the meeting to order at 1:37 pm.

- I. Pledge of Allegiance:** Pledge of Allegiance was led by Councilor Eakman.
- II. Roll Call (Sign In)** – Kathy Elverum, SCRTD Fiscal Clerk, did a roll call of SCRTD Board members. With six members present, a quorum was established.

Present at the meeting:

Board Members:

Javier Perea, RTD Chair, City of Sunland Park,
Majorie Powey, Village of Williamsburg, attending
by telephone
Nora Barraza, RTD Vice Chair, Town of Mesilla
Jack Eakman, City of Las Cruces
Billy Garret, RTD Secretary, Doña Ana County
Gerald LaFont, City of Elephant Butte

SCCOG Staff:

Katherine Gervasio, SCCOG Fiscal Administrator
Kathy Elverum, SCRTD Fiscal Clerk
Jay Armijo, SCCOG Executive Director

SCRTD Staff:

David Armijo, SCRTD Executive Director

Guests:

See sign in sheet for public guests

Members Absent:

Robert E. Torres, RTD Treasurer, Village of Hatch
Steve Green, RTD Secretary, City of T or C
Diana Trujillo, City of Anthony

- III. Approval of / Changes to Agenda-See Attached:**
Vice Chair Barraza asked if the action items could be moved to before the financial report as she has a previous engagement and needs to leave at five minutes to two. Chair Perea suggested to move the items to after the agenda approval. No objections were heard. Member Billy Garrett made a motion to approve the agenda as amended, Member Eakman seconded. A vote of the members was taken by affirming aye, and the motion carried unanimously.
- VI. Action Items:**
 - 8.a. Resolution approving the Financial Statements of as February 28, 2018.**
Katherine Gervasio came to the podium to briefly explain the financials. The total expenditures through February 28 are \$589,000 with \$59,000 invoiced but not paid. There are no budget adjustments requested at this time. Vice Chair Barraza made a motion to approve the Financial statements as of February 28, 2018, Member Garrett seconded. A roll call vote was taken, and the motion carried unanimously.

8.b. Resolution approving contract with Independent Audit firm; Stone, McGee and Co CPA for Fiscal Year 2017-2018.

Vice Chair Barraza asked if this is the same firm we have been using. Katherine Gervasio responded that this is the third year we have used this firm. Vice Chair Barraza made a motion to approve the contract with Stone McGee and Co CPA's for Fiscal Year 17-18, Member Garrett seconded. The motion was opened to discussion. Member Eakman asked for the location of the firm. Katherine Gervasio replied they are in Silver City. Member Eakman asked if this went out for bid. Katherine explained the amount is less than \$10,000 and not subject to the bid process. Three years ago, we sent out letters to all CPA firms in the state with the help of the State Auditor's office. There were about four companies who responded, and Stone McGee offered the best price for their services. Member Garrett asked if there had been any issues with them. Katharine said that SCCOG and Workforce Investment Board uses them as well. Every member of the team is a CPA and they have been great to work with. A roll call vote was taken, and the motion carried unanimously.

8.c. Approval to Provide 3.6% Pay Increase to Bus Operators.

David Armijo, Executive Director explained that at the start of this program wages for the drivers started at \$12.25 per hour and were increased to \$14.00 after six months. This was based on the Roadrunner rate of pay. The drivers who will be increased have been working for over two years. The FY17-18 budget allowed for an increase to \$14.50 per hour. He has held off on this until he knew where our revenues would be and now he is asking for the increase on behalf of the drivers who have been with SCRTD the longest. The new employees who just joined the team in February are still on probation for the next 6 months and would not be impacted by this increase. Member Eakman made a motion to approve the 3.6% pay increase, Vice Chair Barraza seconded.

The motion was opened for discussion. Vice Chair Barraza said she supports the drivers in this pay increase but has a concern about where the revenue to pay the increase would come from, as we continue to struggle with the budget. We already must hold off payments on some invoices, including payments to SCCOG to get by monthly therefore she is concerned about where the money is going to come from. David said there is money in the budget for the raises. The problem we have with paying invoices will continue to the end of June. We started this agency with no money and at year end of the FY16-17 audit had about \$30,000-\$40,000 in the bank. With the grant programs we operate under, we must wait for the money to be reimbursed which causes the time delay. The difference of \$.50 per hour is not much for each payroll period and this item was budgeted for and will go into effect the next pay period if it is passed today.

Jay Armijo, Executive Director for SCCOG came to the podium to explain that SCCOG pays the payroll for SCRTD every two weeks and then wait to be reimbursed. He doesn't feel this is going to be a burden to meet this obligation by either organization.

A roll call vote was taken, and the motion carried unanimously.

8.d. Personal Time Off Policy

David Armijo said this is a policy to move from where have leave broken up with sick leave and personal time off leave and combine it into one personal time off amount. It allows for better productivity by rolling it into one pool rather than taking sick time instead. They are drawing down leave that we would not normally utilize instead of drawing down the accrual of regular leave. In addition, when they take the time off, SCRTD must cover them at time and a half when they ask someone to come in during their scheduled time off to drive for the person who is off. David

explained there is no push to approve this today but if it is approved, it would be an amendment to the HR manual.

Vice Chair Barraza made a motion to approve the Paid Time Off policy as presented, Member Garrett seconded. The motion was opened for discussion. Vice Chair Barraza said she did not see a cap on the amount that can be accrued on this policy. David asked Katherine to help with the number assigned to the cap. Katherine Gervasio stated that any driver that was hired under the SCCOG policy are grandfathered at 280 hours. Any new hires coming in under the HR manual are capped 1-4 years at 100 hours, 4-9 years is 120 hours and above 9 years of service it is a bit higher than 120 hours. David said the caps are the same even with putting all the time into one pool. There are only four employees grandfathered in and if they terminate they are paid out vacation time only. New employees get paid out what they accrue since it is already in one pot with the cap. Member Eakman said for his benefit, he would like to see this laid out more clearly before he can decide, perhaps we can table it and review again. Member Eakman made a motion to postpone, Vice Chair Barraza seconded. A vote of the members was taken by affirming aye, and the motion carried unanimously.

Vice Chair Barraza left the meeting at 1:55 pm.

8.e. Evaluation of the Blue Route

David referred the Board to follow along on page 13 of the packet. The Blue route ridership still hasn't come back the way he had hoped as it only carries about 2 passengers per trip. He went on to say that he has been holding a series of meeting with the public about the blue route. The public didn't have much to say about this subject, but they were interested in going to Hatch and asked about what other changes might be made. He did a calculation for the cost to run the route on an annual basis at \$75,000 but it could be as high as \$85,000. He went over the four options for consideration. He suggests eliminating or modifying the route and taking the savings from the modification and moving it somewhere else.

Member Eakman asked if there has been any analysis along the route to see if demographics has changed. David explained in is in progress with using surveys and from the MPO. Member Eakman feels modification would be preferable to going backwards.

Member Garrett said he is intrigued with eliminating the route and instead using the opportunity to expand the route into Hatch. SCRTD has been given loyal support by members of the north valley and Sierra County. Perhaps to do Monday, Tuesday and Wednesday to Hatch and the other days into Sierra County. The further out you go the trip to Dona Ana county would be more of a scheduled event, for example going to a doctor's appointment. Adjusting, and going bold at this point, shows that we are paying attention to run the best system we can.

Member Powey suggested we need to determine the number of students who have a need to get to school at NMSU campus with the closure of Western University. We need to do a survey or somehow find out who is needing help. Member LaFont suggested a route would be better served with a full schedule rather than a part time one.

Member Garrett feels the Board needs to give Mr. Armijo a direction to move to, if it means to modify the blue route to connect to the red, or to close it down and shift the assets to establishing a route to the north. Chair Perea said the last resort should be closure. He feels that it should be a combination of modification of the route and inclusion with the red route as it fits.

Chair Perea opened the discussion to the public for their input.

Greg White, retired Transportation Planner with NM DOT with 22 years' experience, 15 years in transit planning. He agrees to cancel the route would not be the best option. If you eliminate the route you penalize on part of the community for a small cost savings and it sends the wrong message.

Mr. Melendez works with Gadsden School district. He feels we need to educate the public about public transportation. He has nine students who use SCRTD every day and he believes the program can be expanded. Fear may be the biggest reason it is not used more.

Ms. Wyatt wanted to talk about the Blue as well. She thinks going to Hatch is a good idea. However, she uses the Blue route to connect to the Turquoise route and that connection needs to be maintained. She has several students who go from Gadsden to NMSU campus and she is trying to encourage them to use the bus to make the trip. She agrees more public input is needed.

Ms. Perez said she is a special education teacher with the Gadsden district. She has nine kids who can learn a skill set to work in the community because of this program. The bus brings one of them to Good Samaritan in Las Cruces to begin work at 9 am each day. She wanted to say thank you for being available to her students, otherwise their parents are unable to transport them.

Ms. Magallanez said she works with the Dona Ana Cooperative extension service. She has been a big advocate from the beginning. She needs more information from David for routes etc. and is encouraging others to look at scheduling field trips through SCRTD. She thinks going to Hatch would be a good idea. She suggests tapping into any free advertising that is available, schools on websites, churches, or any other idea to help promote the system.

Member Garrett said the fourth solution is to revise the Red route and still eliminates the Blue Route. He thinks this would be the optimum. With only two riders, he is concerned that it is just not being used by the community. Instead of Blue running south, it would run north, and the south valley would continue to be served by the modifications in the red route. Garrett feels that today the Board needs to give some direction rather than making a firm decision. He would like to know the implications to revise the red route and eliminated the blue route and move it north to Hatch and Sierra County, what does it look like. Member Eakman feels we need to be strategic on when that will start with summer almost upon us and the kids being out of school.

Chair Perea asked if it is the consensus of the Board to ask Mr. Armijo to come back with a comprehensive plan to present at the next meeting? The Board agreed.

8.f. Fiscal Agent RFP

David said this is an item he put on the agenda last month and he was asked to bring it back this month. He finished up with the draft last night, he has copies with him and he also sent it to the Board last evening. He used the current contract and made modifications to allow SCRTD to absorb some of the responsibilities which could help reduce the cost. It opens competition and allowing for better pricing. He would also encourage the current contractor to bid on this as well and look at offering up some additional cost savings, that would be great. He would like to release this to local governments who could do this project for a year or even longer.

Member Garrett made a motion to approve the release of the RFP for Fiscal Agent services, Member Eakman seconded.

The motion was opened for discussion. Member Eakman asked how the RFP process is going to be adjudicated? Mr. Armijo said it would be done through his office, he would do the normal date stamping of the bids, he would fill in the to be determined information. A pre-bid conference would be held in Las Cruces. He would create an objective panel to review the bids, make a recommendation, and bring it back to this Board according to NM Procurement requirements.

Member Garrett it stated that the document doesn't say what the form or content to indicate interest in the contract. Or is there some more formal response required and included in the RFP. Mr. Armijo said there will be a simple form to return. The form would include their bid and three copies of their proposal. Member Garrett also suggested that the RFP should ask how the services would be provided, any references should be included to show if they are doing this type of service currently and look at quality indicators, i.e. clean audits.

Chair Perea asked what are the termination requirements for the current Fiscal Agent. Mr. Armijo replied it expires on June 30, 2018 so he is looking at a July 1st start date with selected Fiscal Agent. The other option is 120 days written notice of termination of the contract. If the RFP selection is not successful, an extension of the SCCOG could be considered with agreement of all parties.

Member Garrett pointed out that the vote should be taken on the motion as amended to include the date stamp and the form that will be required to be filled out as part of the RFP. Member Garrett made a motion to amend the motion as discussed, Member Eakman seconded.

A roll call vote was taken on the amendment, and the motion carried unanimously.

A roll call vote was taken on the main motion, and the motion carried unanimously.

V. Approval of SCRTD February 28, 2018 minutes-See Attached:

Member Eakman made a motion to approve the minutes of February 28, 2018 as distributed, Member LaFont seconded. Member Garrett confirmed that the minutes are based on the audio recordings of the proceedings therefore, even though he was not present for the sake of a quorum, he will vote on the motion. A roll call vote of the members was taken, and the motion carried unanimously.

Member LaFont left the meeting at 2:50 pm. Before leaving he expressed his concern of access to the call-in number to be able to participate on this Board and the fourth Wednesday creates a conflict for him. Perhaps the Board could consider meeting on another date.

VI. Financial Reports for period ending February 28, 2018-See Attached:

SCCOG Fiscal Administrator, Katherine Gervasio said she discussed this earlier in the meeting as part of the Resolution and would be happy to stand for any questions, there were none.

Katherine said she did not cover the revenue statement earlier and shared. The total accrued revenue is \$514,000 and of that amount \$104,000 has been invoiced but not received. This brings the total to \$619,000. There are no adjustments to the revenue side currently.

Member Garrett pointed out that we are running higher in revenues than expenses. It appears we are on target for where we should be at the end of February.

VII. Executive Director's Report. See attached report & Power Point: SCRTD Executive Director, David Armijo, said he has been working on the website updating to current material. He has been

doing quite a bit of Community Outreach throughout February and March. He is bringing the message to the public about where SCTR D is at and where we are going. David said he has meetings scheduled in April one of which is to meet with the Sierra County Manager and will go to Hatch at their meeting the second Tuesday of the month.

Mr. Armijo presented slides that shows the service performance in FY2017. He is wanting to hit the mark of 100 surveys to review but he does know that about 20% of the ridership is made up of students, as was pointed out by the Gadsden district members who spoke earlier. The estimate is 50 % ride the bus to get to work and the balance the bus for other reasons. He is working with Roadrunner to try to capture a point in time to discover more details about the ridership.

He pointed out the ridership numbers on the power point presentation. SCR TD is moving into a busy time of the year where the ridership numbers should continue to climb. As more information is given to the public about how the service works for them, it should boost ridership even further.

Mr. Armijo explained he is working on the grants. The 5310 El Paso MPO is winding down, but he is looking for ways to work with El Paso, perhaps through the Chaparral route. It does require a local match. The State of New Mexico grant, 5311, along with the 5310 to date has brought in \$974,000, almost a million dollars. The local funding comes from membership fees and the \$350,000 grant we have with Dona Ana County. For the next year grants we are looking at another 5310 with Dona Ana County. The State of New Mexico doesn't provide operating funds, but it does help to support another vehicle. That will buy the SCR TD an on-demand vehicle, with an 80/20 split which translates to about \$9,000 for a local match. This unit would pick up some of the unincorporated areas of Dona Ana County not currently served by Roadrunner. The 5311 will be higher for the new fiscal to provide services into Hatch and Sierra County, so when combined with the new 5310 grant we would be looking at \$1,035,000 for FY18-19.

Mr. Armijo said he is still working on the budget and plans to bring it to the Board next month. At the discretion of the Board perhaps the budget discussion could be a workshop. The STS contract has already been reduced by 25%, which results in a \$35,000 savings. That could mean what would be needed from the County would drop from \$487,000 to closer to \$452,000 if those numbers bear out. It is \$100,000 increase is due to increase in services to Hatch as the new green route.

Executive Director Armijo continued to cover his power point presentation, briefly discussing the possibility of service to Anapra, and gave an update on the Google app which is still in pilot testing. The new cell service is now in and will be installed in all the buses. SCR TD is making a shift from Verizon to T-Mobile at about a 50% savings. David also pointed out that the transition is complete in taking over payroll from STS. The last pay period was at 100% accuracy.

VIII. Discussion Items

a. Bylaws review-See Attached

Mr. Armijo asked that we postpone this until there is a quorum. He also needs to review the document again to make certain that all necessary items are addressed.

IX. Board Comment

Chair Perea asked about the reduction in administrative expenses, are they being addressed in the budget, especially since we have now increased the salaries of the drivers. David reported the he will be able to show you that with the budget for the next year. We are a bit higher than where SCTR D should be in overhead currently and will be looking at ways to bring it down to the 20% range.

Chair Perea also updated the Board on the attempt to make SCRTD a member of the El Paso MPO. It didn't turn out as expected but there is an Adhoc committee that will be put together to address several issues pertaining to that Board.

X. Public Input- None

XI. Adjournment: Chair Perea called the meeting adjourned at 3:11 pm.

Approved by:

SCRTD Chairman

Date

Kathy Elverum, SCRTD Recorder

Recordings of the meeting are available upon request

AGENDA ITEM 6 - Financial Report – Expenditures

South Central Regional Transit District						
FY 17-18 EXPENDITURES as of 03.31.18						
Descriptions	Budget	Revision Request Increase/	Y-T-D	Invoices Accrued but not paid	%	Remaining
Personnel Services						
Salaries	312,000.00		197,102.87	39,614.78	76%	75,282.35
Employee Benefits						
FICA/Medicare Tax	21,436.34		14,893.61	3,009.26	84%	3,533.47
WC/SUTA	10,002.90		2,392.71	335.45	27%	7,274.74
Workers' Comp Insurance	26,100.00		19,719.00		76%	6,381.00
Health Insurance	58,834.00	(19,500.00)	22,799.32	3,746.37	45%	32,288.31
Retirement - PERA	23,088.00		14,154.21	2,758.61	73%	6,175.18
Travel						
Travel - Reimbursement	4,000.00		1,851.86		46%	2,148.14
FUEL	79,860.00	4,500.00	54,483.97	7,434.76	78%	17,941.27
Maintenance on Vehicles	40,000.00		31,101.41		78%	8,898.59
Supplies						
Supplies	6,360.00		5,214.08		82%	1,145.92
Insurances						
General Liability	2,376.00		1,372.00	-	58%	1,004.00
Automobile Insurance	59,000.00	15,000.00	61,422.55	-	104%	-2,422.55
D&O Insurance	2,640.00		2,640.00	-	100%	0.00
Contractual Services						
Professional Fees/Audit	9,500.00		9,500.00		100%	0.00
Legal Fees	1,000.00		717.84	-	72%	282.16
Contract Services						
SCCOG	115,000.00		49,880.77	13,541.07	55%	51,578.16
STS, NM	130,800.00		84,182.62	21,446.78	81%	25,170.60
Zia Therapy	12,000.00		8,000.00	1,000.00	75%	3,000.00
Camino Real	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		5,375.08		75%	1,824.92
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		2,450.00		78%	700.00
Capital Assets						
Capital Assets	-	-	-			0.00
Total Expenses	\$ 943,684.24	\$ -	598,875.08	92,887.08	73%	251,922.08
Total Expenditures				\$ 691,762.16		

AGENDA ITEM 6 - Financial Report – Revenue

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		100%	\$ -
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	-	204,166.69	58,333.34	75%	\$ 87,499.97
						\$ -
El Paso MPO 5310	42,905.00		37,563.76	5,341.24	100%	\$ -
NMDOT 5311	103,403.00		98,108.31		95%	\$ 5,294.69
NMDOT 5311*	314,315.00		141,555.97	68,319.99	67%	\$ 104,439.04
Bus Fares/Ticket Sales	9,400.24		5,965.64		63%	\$ 3,434.60
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	\$ -	\$ 595,650.37	\$ 131,994.57	63%	\$ 216,039.30
* Funding Begins October 1st, 2018						
			Total Accrued Revenue	\$ 727,644.94		

AGENDA ITEM 7 - Executive Director's Report

Report will be provided at the meeting via a PowerPoint presentation.

AGENDA ITEM 8 - Action Items:

- a. A Resolution Approving the Financial Statements as of February 28th, 2018.
- b. A Resolution Approving PTO Policy
- c. A Resolution Approving Blue Route Modification
- d. A Resolution Approving Five Year Plan Update.
- e. A Resolution to Approve Bylaws

AGENDA ITEM 8A – Resolution Approving the SCRTD FY2018 Financials for March 2018

South Central Regional Transit District

Resolution Number: _____

A Resolution approving the South Central Regional District Fiscal Year 2018 Financials as of March 31, 2017.

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, April 25th, 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 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 2018 Financials as of March 31st, 2018.

ADOPTED AND APPROVED THE 25th DAY OF April 2018.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

AGENDA ITEM 8B – PTO POLICY

Discussion and action to approval policy to provide Personal Time Off Policy (PTO)

SOUTH CENTRAL REGIONAL TRANSIT DISTRICT

DEPARTMENT POLICIES AND PROCEDURES

DEPARTMENT: HUMAN RESOURCES

SUBJECT: Paid Time Off

It is the policy of SCRTD to provide paid time off to its employees. Participation in this plan does not constitute a right to continued employment with SCRTD. It is the District's intent to continue this program; however, the District reserves the right to amend or terminate it at any time.

SCRTD has established this plan as a means of providing its employees with time off for vacation, holidays, personal days, sick days and bereavement. The District recognizes the value of rest and relaxation and all eligible employees are encouraged to schedule time away from work in accordance with our policies. Properly scheduled, PTO can be used for any reason.

PROCEDURE:

[Eligibility and Waiting Period](#)

All full and part-time employees regularly scheduled to work a minimum of 20 hours a week are eligible to receive PTO in accordance with this plan. "Temporary," part-time employees working fewer than 20 hours per week, and per diem are not eligible for paid time off benefits.

Eligible employees will start to accrue PTO on their date of hire and will continue to accrue PTO hours every pay period consistent with their length of service. PTO hours will appear on the employee's check stub and will be available for use on the 91st day of employment.

Employees on inactive status or on a leave of absence will resume their PTO accrual upon their return to eligible active status.

[Negative Balances](#)

Requests for PTO more than the employee's available balance are not allowed.

ACTION REQUESTED:

Approve Resolution to amend Human Resource Manual to include provision for Paid Time Off policy.

AGENDA ITEM 8B – Resolution Approving Paid Time Off Policy

South Central Regional Transit District

Resolution Number: _____

A Resolution approving the South Central Regional District Amending the Human Resources Manual to include a provision for Paid Time Off Policy.

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, April 25th, 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 Amendment to the Human Resources Manual to include a provision for Paid Time Off Policy;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Central Regional Transit District does hereby approve the amendment to the Human Resource Manual to include a provision for Paid Time Off Policy.

ADOPTED AND APPROVED THE 25th DAY OF April 2018.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

AGENDA ITEM 8C – BLUE ROUTE MODIFICATION

BACKGROUND

Discussion and action based on Evaluation of the Blue Route. Staff has conducted on-board surveys, held three community meetings in Anthony and Las Cruces. Additionally, input has been elicited on the bus and among the bus operators.

To improve system productivity the Blue Route may be modified via one of four options:

- 1) No Change
- 2) Modify the line to reduce miles but connect to the Red via Hwy 228
- 3) Eliminate the route
- 4) Revise Red route to capture some of the ridership

The annual cost of operation for the five bus routes currently in operation are listed in Table 1. These costs include all the associated cost for operation

TABLE 1 Summary of SCR TD Services: March 2018

Route	Annual Route Cost	Runs Per Day	Inter- & Intra-Service Connections	% of SCR TD Population Served	No. of Stops	No. of Rural Service
Orange: Hwy. 70	\$12,000.00	6	7	44%	10%	3
Blue:				-		
Las Cruces – Anthony	\$118,029	6	17	52%	14	8
Red:	\$169,962	11	20	-	19	9
Las Cruces – Anthony				-		
Turquoise: Anthony – Sunland Park	\$145,008	8	9	11%	17	15
Purple: Anthony – El Paso	\$134,891	8	9	12%	15	8
TOTAL	\$579,890	39				

Additional information will be provided via the Executive Director’s Report.

ACTION REQUESTED:

Recommendation is to choose option 2. Option 2 will reduce cost by 40% with an equal reduction in service miles and hours on the route. Estimated cost savings of \$3,934 monthly or \$47,211 annually.

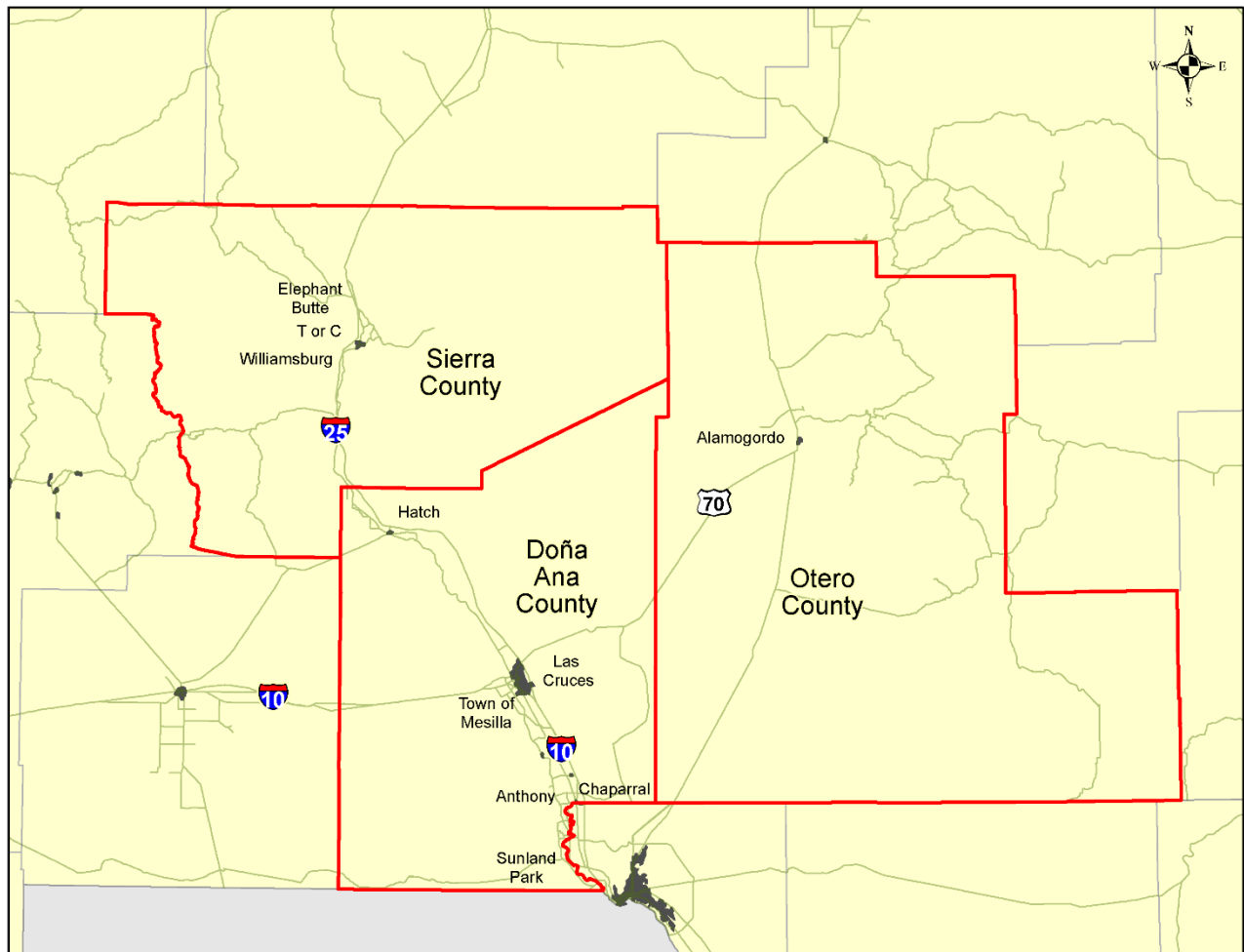
AGENDA ITEM 8D – ACTION FIVE YEAR SERVICE AND FINANCIAL PLAN

BACKGROUND

The District developed and approved a Five Year Financial Plan in 2015 that provided the foundation for the implementation SCRTD service. This update represents the collective work by staff, volunteers and the District’s funding partners and community input and support. The updated plan puts into context the work that has been done and service that is in operation since the advent of the new transit service start-up in February 2016.

SUMMARY

The service and financial plan represents the three-county service that encompasses the Transit District. The plan is provided as a separate attachment.



SCRTD Three County Service Area

AGENDA ITEM 8E - Discussion Item Bylaws

At the January meeting, the Board discussed several items and recommended changes to the Bylaws. However, there are many items that still require attention and discussion and the item was moved to the March Board Meeting.

The final draft of the Bylaws will be provided via a separate document prior to the meeting and in a PowerPoint presentation.

ACTION REQUESTED:

Request for approval of any additional changes to the Bylaws.

AGENDA ITEM 9 – Discussion Items

- a. Bylaws review
- b. District Banking
 - i. Selection of Bank
 - ii. Commercial Credit Card Policy
- c. Signature Authority
- d. Tiger Grant Submission 2018

AGENDA ITEM 10 - Board Comment

AGENDA ITEM 11 - Adjournment