



SOUTH CENTRAL REGIONAL TRANSIT

DISTRICT BOARD OF DIRECTORS

AGENDA

Wednesday, April 26, 2017, 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 26, 2017 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 on the basis of 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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- 1 Call to Order
- 2 Pledge of Allegiance
- 3 Roll Call
- 4 Changes to the Agenda
- 5 Approval of SCRTD Meeting Minutes of March 22, 2017
- 6 Treasurer's Report- Billy Garrett
- 7 Public Input
- 8 Executive Director's Report- David Armijo
- 9 Discussion Items
 - a. Discuss the Infrastructure Capital Improvement Plan FY2019-2023
 - b. Discuss Dona Ana County Notice to Terminate Contract No. 16-178 MOU between SCRTD and Dona Ana County (DAC)
 - c. Citizens Participation
 - d. Passenger Rail Feasibility Study - Preview
- 10 Action – Items
 - a. Receive public input on the Infrastructure Capital Improvement Plan FY2019-2023
 - b. Authorize the SCCOG to access the Infrastructure Capital Improvement Plan FY2019-2023 database and make necessary changes on behalf of the SCRTD
 - c. Resolution to Adopt the Infrastructure Capital Improvement Plan FY2019-2023
 - d. Resolution to Approve SCRTD's Fiscal Year 2017 Budget Adjustments
- 11 Board Comments
- 12 Adjourn



South Central Regional Transit District Board of Directors
Wednesday, March 22, 2017 -- 1:30 PM
Doña Ana County Government Center
Commission Chambers
845 North Motel Boulevard Las Cruces, NM 88007

MINUTES

- I. **Call to Order** – Chairman Javier Perea called the meeting to order at 1:30 pm.
- II. **Pledge of Allegiance:** Pledge of Allegiance was led by Chairman Javier Perea
- III. **Roll Call (Sign In)** –Jeannie Jacka, SCCOG Fiscal Clerk, did a roll call of SCRTD Board members. With five (5) members present and one participating via telephone, a quorum was established.

Present at the meeting:

Board Members:

Javier Perea, RTD Chair, Sunland Park
Nora Barraza, RTD Vice Chair, Town of Mesilla
Greg Smith, Councilor, City of Las Cruces
Billy G. Garrett, RTD Treasurer, Dona Ana County
Commissioner
Gerald LaFont, Councilor, City of Elephant Butte
Via Telephone: Marjorie Powey,
Village of Williamsburg

SCRTD Staff: SCRTD Staff:

David Armijo, SCRTD Executive Director
Leticia Lopez, SCRTD Dispatcher

SCCOG Staff:

Jay Armijo, SCCOG Executive Director
Katherine Gervasio, SCCOG Fiscal Administrator
Jeannie Jacka, SCCOG Fiscal Clerk
Angela Rael, SCCOG SCRTPO Planner

Members Absent:

Steve Green, SRTD Secretary, City of T or C
Robert E. Torres, Village of Hatch
Sharon Thomas, Citizen Advisory

Guests:

Mike Bartholomew, MVMPO
Charles Clements, Las Cruces Citizen
Mark Best, Las Cruces Citizen
Michael McAdams, MVMPO
Mike Stone: Stone, McGee & Co., Auditor

- IV. **Approval of / Changes to Agenda:** *Member Perea* asked if any changes be made to the agenda. No changes, agenda approved.
- V. **Approval of SCRTD Meeting Minutes of January 25, 2017:** **Commissioner Garret** requested that 2 clarifications be made on the minutes. The first one being that Mayor Barraza suggested “that providers in Las Cruces could maintain the SCRTD website” and the second one was in regard to the selection of members to the Citizen Advisory Committee. Board members will discuss this process at a future meeting. **Member Smith** made a *motion to approve the minutes of January 25, 2017*. **Member Barraza**, *Seconded, Motion Carried unanimously.*
- VI. **Treasurer’s Report (Commissioner Billy Garrett):**
Member Garrett reported that as of 02.28.2017, the expenditures were at \$511,548.41

and the revenue was at \$571,512.44 with budget adjustments. No discussion on Treasurer's report.

- VII. Public Input: Mark Best-Citizen of Las Cruces**, stated that as of 03.22.2017, the requested farebox and ridership numbers were still not up on the website even with the request from Member Smith from the last meeting. **Executive Director, David Armijo**, responded to Mr. Best by letting the board know that the website was not working and that a new one is being created. It should be ready within 30 days.

No more public input.

- VIII. Executive Director's report: David Armijo, Executive Director, SCRTD: Mr. Armijo** introduced the new dispatcher, Leticia Lopez to the board. He stated that the salary for Ms. Lopez will be supported by the 5310 Grant. Also, with the 5310 Grant a new bus was purchased in December and all documents are ready to be sent in for reimbursement **Mr. Armijo** handed out new bus route schedules with the updated times. Mr. Armijo announced that there are currently 94 bus stops.

IX. Discussion items:

- a. Acquisition of two buses from Rio Metro Transit District: Executive Director David Armijo** handed out a report from Rio Metro RTD regarding the buses that were removed from Rio Metro fleet. A resolution (R-17-02) has been made to approve the transfer of 2 Rio Metro buses to the SCRTD for an amount of \$ 11,774.20. The 2 buses are painted red, therefore **Commissioner Garrett** suggested that quotes be sought to match the other SCRTD buses. Mayor **Barraza** had concerns on the cost of painting the buses and asked if there was money for this in the budget. **Mr. David Armijo**, stated the new buses would generate more revenue. There is also funds in reserves that could cover the cost of painting the buses.

X. Action--Items.

a. Resolution to Approve SCRTD's Fiscal Year 2017 Meeting Schedule

A motion was made by **Mayor Barraza** to accept the SCRTD's Fiscal Year 2017 Meeting Schedule. **Councilor Smith** seconded the motion. Motion carried unanimously.

b. Resolution to Approve SCRTD's Fiscal Year 2016 Audit

A motion was made by **Mayor Barraza** to approve the 2016 Fiscal Year Audit. **Commissioner Garrett** seconded the motion. **Katherine Gervasio, SCCOG Fiscal Administrator**, introduced Mike Stone from Stone, McGee & Co. Mr. Stone discussed the FY16 Independent Auditor Report and explained the findings and the corrective actions taken. Motion carried.

c. Resolution to Approve SCRTD's Fiscal Year 2017 Budget Adjustments

Mayor Barraza made the motion to approve the SCRTD'S Fiscal Year 2017 Budget Adjustments, **Councilor Smith** 2nd the motion. Motion carried. **Katherine Gervasio, SCCOG Fiscal Administrator**, explained that the proposed budget adjustments are required due to the hiring of a full-time dispatcher and 1.5 drivers.

d. Resolution to Approve Acquisition of 2 buses from Rio Metro Transit District

A motion was made by **Councilor Greg Smith** to approve the acquisition of two buses from Rio Metro RTD. **Commissioner Billy Garrett** 2nd the motion. No discussion, motion carried unanimously.

e. Appointment of Billy Garrett to Camino Real Board as Representative of SCRTD

Councilor Smith made a motion to appoint Commissioner Garrett as the representative of SCRTD to Camino Real Board. **Mayor Barraza** seconded the motion. Motion carried and approved.

XI. Board Comments: Mayor Barraza suggested that the SCRTD website be shut down since it is having problems. Per the Open Meetings Act, the meetings have to be posted on the website. Therefore, the website will be kept open with a “under construction” message.

Councilor Smith informed the board that this would be his last meeting and that Councilor Jack Eakman would be filling his position.

Jay Armijo, SCCOG Executive Director, asked all the board members to look over their ICIP’s and add them to the next meeting.

Member LaFont asked when services would be available in Sierra county. **Mr. David Armijo** explained that this service was included in the 5-year plan. He is working on estimated costs to deliver services in Sierra County.

XII. Adjournment: Councilor Smith made a motion to call the meeting adjourned. **Mayor Barraza 2nd**. **Mayor Perea** called the meeting adjourned at 2.53 pm.

Approved by:

_____, SCRTD Chairman

Date

Item #6 Treasurer's Report - Expenditures

South Central Regional Transit District					
FY 16-17 EXPENDITURES as of 03.31.17					
Descriptions	Budget	Revision Request Increase/ (Decrease)	Y-T-D	%	Remaining
<i>Personnel Services</i>					
Salaries	252,470.00		188,065.98	74%	63,304.92
<i>Employee Benefits</i>					
FICA/Medicare Tax	19,313.96		13,994.34	72%	2,948.12
WC/SUTA	15,502.90		5,605.89	38%	9,897.01
Workers' Comp Insurance	14,664.00		12,731.00	17%	1,933.00
Health Insurance	73,334.50	(4,000.00)	36,384.38	50%	36,950.12
Retirement - PERA	18,682.78		13,416.75	72%	5,266.03
<i>Travel</i>					
Travel - Reimbursement	4,000.00		1,140.63	29%	2,859.37
FUEL	56,160.00		37,707.59	67%	18,452.41
Maintance on Vehicles	10,589.30		9,210.67	87%	1,378.63
<i>Supplies</i>					
Supplies	6,360.00		4,879.84	77%	1,480.16
<i>Insurances</i>					
General Liability	2,376.00		-	0%	2,376.00
Automobile Insurance	46,643.00	4,000.00	45,915.50	98%	727.50
D&O Insurance	2,640.00		2,640.00	100%	0.00
<i>Contractual Services</i>					
Professional Fees/Audit	9,000.00		9,000.00	0%	0.00
Legal Fees	1,000.00		-	0%	1,000.00
Contract Services			-		
SCCOG	115,000.00		73,600.68	64%	41,399.32
STS, NM	166,656.00		131,550.90	79%	35,105.10
Zia Therapy	10,000.00		4,500.04	45%	5,499.96
FineLine/Binkley/Sankofa	17,500.00		10,892.16	62%	6,607.84
<i>Operating Cost</i>					
Advertisements	110.00		108.75	99%	1.25
Conf/Seminars/Training	-		-	0%	0.00
Postage	-		-	0%	0.00
Office Equipment	780.00		-	0%	780.00
Asset Management	1,200.00		-	0%	1,200.00
Telephone	6,720.00		5,304.74	79%	1,415.26
Reserve	60,412.00		-	0%	60,412.00
<i>Capital Assets</i>					
Capital Assets	65,000.00		-	0%	65,000.00
Total Expenses	\$ 976,114.44	\$ -	606,649.84	62%	365,994.00

Item #6 Treasurer's Report - Revenues

FY 16-17 REVENUE					
South Central Regional Transit District					
Support & Revenue	Revenue	Revision Request Increase/ (Decrease)	Y-T-D Received PMT	% Y_T_D	Remaining Balance
Membership Dues					
CITY OF LAS CRUCES	\$ 48,809.00		\$ 48,809.00	100%	\$ -
DONA ANA COUNTY	\$ 42,158.00		\$ 42,158.00	100%	\$ -
SUNLAND PARK	\$ 7,053.00		\$ 7,053.00	100%	\$ -
TOWN OF MESILLA	\$ 1,098.00		\$ 1,098.00	100%	\$ -
VILLAGE OF HATCH	\$ 824.00			0%	\$ 824.00
CITY OF ELEPHANT BUTTE	\$ 715.00		\$ 715.00	100%	\$ -
CITY OF TRUTH OR CONSEQ (WVD)	\$ -	-	\$ -	0%	\$ -
TOWN OF WILLIAMSBURG (WVD)	\$ -	-	\$ -	0%	\$ -
					\$ -
Dona Ana County GRT	465,999.44	-	465,999.44	100%	\$ -
NMDOT 5310*	81,750.00		-	0%	\$ 81,750.00
NMDOT 5311*	314,250.00		172,213.53	55%	\$ 142,036.47
Bus Ticket Sales	388.00		100.00	26%	\$ 288.00
Advertisement Revenue	13,070.00		6,120.00	47%	\$ 6,950.00
TOTAL REVENUES	\$ 976,114.44	\$ -	\$ 744,265.97	76%	\$ 231,848.47
* Funding Begins October 1st, 2016					
	Expected	Collected			
Bus Fares Collected To	\$ 3,600.00	\$ 3,570.40			

#8 Executive Director's April Report

Communications

During the past month, the Executive Director and the Dispatcher, staff, have participated in several community events to raise awareness for the new bus service. These events included:

Dia De Nino

Rincon	April 1, 2017
Dona Ana	April 8, 2017
Delores Wright	April 15, 2017
Organ	April 22, 2017
Butterfield	April 29, 2017

Additionally, staff coordinated the production of articles placed in the Camino Real newspaper.

Meetings were held with Julia Brown, County Manager to discuss the SCRTD and Dona Ana County contract agreement and Tiffany Gold to discuss the need to update the Infrastructure Capital Improvement Plan for the Transit District.

Additionally, I made a brief presentation at the MPO Technical Advisory Meeting and before the Sunland Park City Council on April 18th.

Program Grants

Funding from our FTA 5311 grant has now been received. I had discussions with New Mexico DOT officials and have been informed that funding for our FTA 5311 grant may be announced in May.

Bus Ridership

SCR TD RIDERSHIP - Fiscal Year 2017

Period	BLUE	RED	PURPLE	TURQUOISE	ORANGE	Added Service	System Passenger Total
Oct-2016	159	344	132	22	444	88	1189
Nov-2016	121	302	117	30	445	28	1043
Dec-2016	103	299	119	40	391	0	952
Jan-2017	164	334	177	55	382	62	1174
Feb-2017	166	492	289	140	435	76	1598
Mar-2017	125	545	444	253	460	14	1841
YTD	838	2316	1278	540	2557	268	7797

During the past month, bus ridership has continued to rise by 15 percent over the previous month of February. Contributing to this growth are new stops located at the Westside Transit Center in El Paso located on Remcon Circle and the Northgate Transit Center located on Diana in El Paso. The two fastest growing routes are the Purple and Turquoise routes. Earlier indications is that ridership on these lines continues to grow in April.

Revenue

Farebox revenue for the month increased to \$719.19, a growth of 18 percent in revenue over the month of February.

Advertising revenue contracts will expire in April, new contracts will be in placed beginning in May. Monthly revenue during the past year is \$1,083 per month based on a fleet of five buses.

Item #9 Discussion Items

- e. Discuss the Infrastructure Capital Improvement Plan FY2019-2023.

Tiffany Gold will present this item that is attached to this Board Package.

- f. Discuss Dona Ana County Notice to Terminate Contract No. 16-178 MOU between SCRTD and Dona Ana County (DAC)

The Board will address this item. The contract and MOU are included in the Board Package.

- g. Citizens Participation

The Bylaws of the SCRTD provides for the provision of a citizen's advisory committee. Each board member may appoint a citizen to participate on the advisory committee.

The Executive Director will provide a presentation on what options the Board wish to consider in the development of this committee.

Item #10 c: ICIP Resolution

SOUTH CENTRAL REGIONAL TRANSIT DISTRICT

COUNTY OF DOÑA ANA

Resolution No. _____

A RESOLUTION

ADOPTING AN INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN (ICIP)

WHEREAS, the South Central Regional Transit District recognizes that the financing of public capital projects has become a major concern in New Mexico and nationally; and

WHEREAS, in times of scarce resources, it is necessary to find new financing mechanisms and maximize the use of existing resources; and

WHEREAS, systematic capital improvements planning is an effective tool for communities to define their development needs, establish priorities and pursue concrete actions and strategies to achieve necessary project development; and

WHEREAS, this process contributes to local and regional efforts in project identification and selection in short and long range capital planning efforts.

NOW, THEREFORE, BE IT RESOLVED BY THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT that:

1. The South Central Regional Transit District has adopted the attached 2019-2023 Infrastructure Capital Improvement Plan, and
2. It is intended that the Plan be a working document and is the first of many steps toward improving rational, long-range capital planning and budgeting for New Mexico's infrastructure.
3. This resolution supersedes resolution no. 7.

PASSED, APPROVED and ADOPTED by the governing body at its meeting of April 26, 2017.

Javier Perea, Board Chair

ATTEST

David Armijo, Executive Director

Item #10 d: Resolution Approve FY2017 Budget Adjustments

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, April 26th, 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 26th DAY OF April, 2017.