



SOUTH CENTRAL REGIONAL TRANSIT

DISTRICT BOARD OF DIRECTORS

AGENDA

Wednesday, May 24, 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, May 24, 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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SCRTD.ORG



- 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. Passenger Rail Study Presentation – David Chandler, CNT
 - b. Discuss Dona Ana County Notice to Terminate Contract No. 16-178 MOU between SCRTD and Dona Ana County (DAC)
 - c. Discuss Five-Year Service Plan
- 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
 - e. Approve Revision to FY2018 5311 Public Rural Transportation funding for Federal Fiscal Year 2017-2018
- 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 SCRTRD 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

SCRTRD Staff:

David Armijo, SCRTRD Executive Director
Leticia Lopez, SCRTRD Dispatcher

SCCOG Staff:

Jay Armijo, SCCOG Executive Director
Katherine Gervasio, SCCOG Fiscal Administrator
Jeannie Jacka, SCCOG Fiscal Clerk
Angela Rael, SCCOG SCRTRD 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 SCRTRD Meeting Minutes of January 25, 2017:** **Commissioner Garret** requested that two changes be made on the minutes. The first is to clarify Mayor Barraza’s suggestion “that providers in Las Cruces could maintain the SCRTRD website” and the second one is to clarify that board members will discuss the selection process for the Citizen’s Advisory Committee at a future meeting. **Councilor LaFont** requested that the minutes reflect that he was not present at the previous meeting. **Member Smith** made a *motion to approve the January 25, 2017 minutes with the changes. 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. Mark 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 must 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 04.30.2017					
Descriptions	Budget	Revision Request Increase/ (Decrease)	Y-T-D	%	Remaining
<i>Personnel Services</i>					
Salaries	252,470.00		210,603.18	83%	63,304.92
<i>Employee Benefits</i>					
FICA/Medicare Tax	19,313.96		15,715.49	81%	1,226.97
WC/SUTA	15,502.90		5,605.89	38%	9,897.01
Workers' Comp Insurance	14,664.00	2,500.00	15,290.24	23%	-626.24
Health Insurance	67,334.50	(5,000.00)	39,291.17	58%	28,043.33
Retirement - PERA	18,682.78		15,061.72	81%	3,621.06
<i>Travel</i>					
Travel - Reimbursement	4,000.00		3,690.63	92%	309.37
FUEL	56,160.00		41,717.25	74%	14,442.75
Maintance on Vehicles	10,589.30		9,210.67	87%	1,378.63
<i>Supplies</i>					
Supplies	6,360.00		6,055.27	95%	304.73
<i>Insurances</i>					
General Liability	2,376.00		-	0%	2,376.00
Automobile Insurance	52,643.00	2,500.00	52,317.58	99%	325.42
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
<i>Contract Services</i>					
SCCOG	115,000.00		79,560.56	69%	35,439.44
STS, NM	166,656.00		145,525.55	87%	21,130.45
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		5,900.84	88%	819.16
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	\$ -	672,686.99	69%	322,494.05

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		\$ 824.00	100%	\$ -
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		250.00	64%	\$ 138.00
Advertisement Revenue	13,070.00		6,120.00	47%	\$ 6,950.00
TOTAL REVENUES	\$ 976,114.44	\$ -	\$ 745,239.97	76%	\$ 230,874.47
* Funding Begins October 1st, 2016					
	Expected	Collected			
Bus Fares Collected To 1	\$ 3,600.00	\$ 4,402.51			

#8 Executive Director's May 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:

Día 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, and press releases on rising ridership.

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

On April 13, 2017, the District was notified by letter from Julia Brown, County Manager that the District Contract No. 16-178 MOU between the SCRTD and Dona Ana County was terminated. The terms of the agreement provide for a 120 notice of the County's intent to terminate the MOU for convenience effective August 11, 2017.

In response to this action, the District requested an opportunity to address the Commission at its May 9th Commission meeting. Unfortunately, the District was not provided an opportunity to address the Commission. Consequently, the District staff in concert with discussions with the State revised the Grant to reduce the

requirement for transit District funding to meet a lower local match requirement to support the request for NM DOT funding.

On Friday, May 19, 2017, the State of New Mexico announced transit grant funding for all grant programs to commence in Fiscal Year 2017 - 2018. The District will be receiving \$564,105 in Fiscal Year 2017-2018. This includes \$352,273.20 federal and \$211,832.80 in local funding.

Loss of County Funding

As a result of reducing the size of the 5311 Grant, the following actions will occur because of the loss of 43.5 percent of the county grant.

Operations:

1. Grant reduced from \$1,005,465 to \$564,105 a **loss of \$441,360** (44%)
2. Local match reduced from \$366,967 to \$211,832 a reduction of \$155,135.
3. Elimination of two routes: Blue & Green
4. Elimination of existing Blue route (6 trips)
5. Elimination of Second Red Route Bus (4 trips)
6. Elimination of new Green Route scheduled to begin in October 2017 (6 trips)
7. Loss of 16 trips, a reduction of 44 percent of fiscal year 2018 service

Capital:

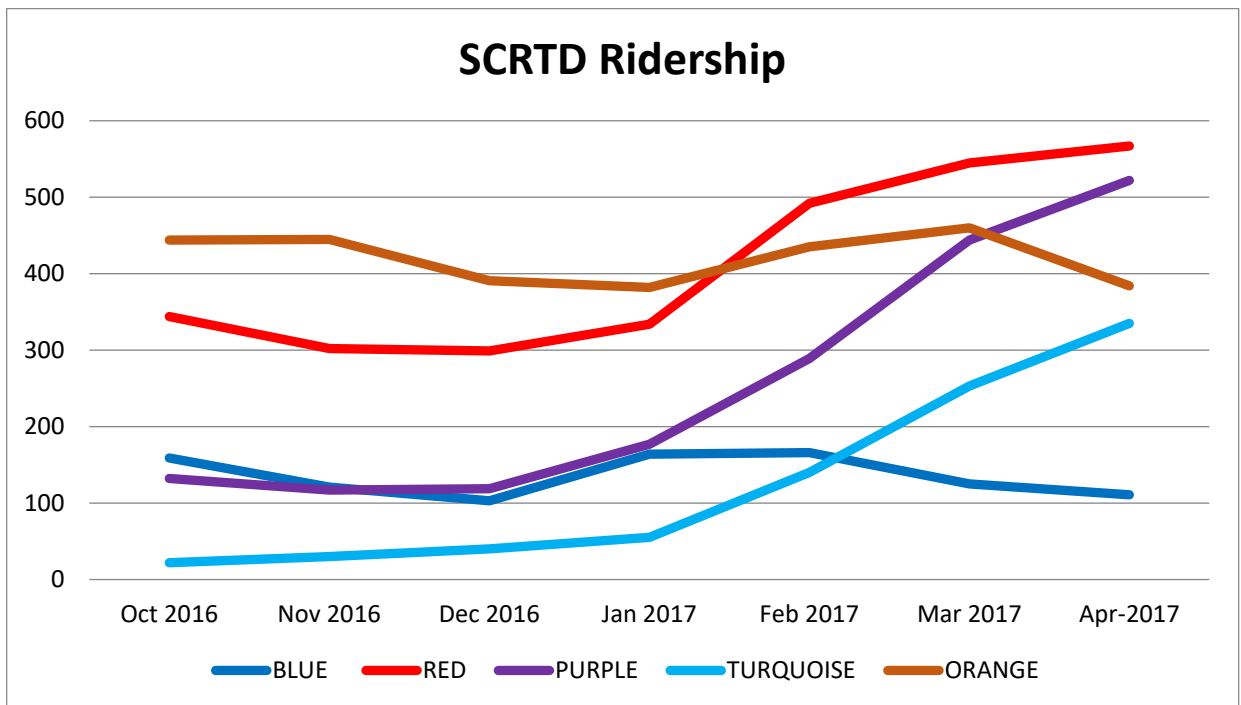
1. Loss of a new bus to support the Green Route; estimated cost of \$79,445
2. Loss of bus shelters at a cost of \$60,000
3. Combined capital loss of **\$139,445**

Bus Ridership

Ridership continued to rise during the month of April. Especially ridership on both the Purple and Turquoise experienced steady ridership growth during the month. Revenues continued to grow above projections for the year as well. The charts below provide better detail on the growth in ridership by line for the Fiscal Year to date.

SCRTD 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
Apr-2017	111	567	522	335	384	36	1955
YTD	949	2883	1800	875	2941	304	9752



Item #9 Discussion Items

- a. Passenger Rail Study Presentation – David Chandler, CNT
- b. Discuss Dona Ana County Notice to Terminate Contract No. 16-178 MOU between SCRTD and Dona Ana County (DAC)
- c. Discuss Five-Year Service Plan

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 May 24, 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, May 24th, 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 24th DAY OF May 2017.