



South Central Regional Transit District Board of Directors

Wednesday, August 23, 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 a quorum was established.

Board Members:

Javier Perea, RTD Chair, Mayor of Sunland Park
Nora Barraza, RTD Vice Chair, Town of Mesilla
Jack Eakman, Councilor, City of Las Cruces
Billy G. Garrett, RTD Treasurer, Dona Ana County
Commissioner
Trustee Robert E. Torres, Village of Hatch

Members Absent:

Steve Green, SRTD Secretary, City of T or C
Gerald LaFont, Councilor, City of Elephant Butte
Marjorie Powey, Trustee, Village of Williamsburg

SCRTD Staff:

David Armijo, SCRTD Executive Director

SCCOG Staff:

Katherine Gervasio, SCCOG Fiscal Administrator
Jeannie Jacka, SCCOG Fiscal Clerk
Angela Rael, SCCOG SCRTPO Planner

Guests:

Sharon Thomas, Citizen Advisory Board
Greg White
Mike Bartholomew, City of Las Cruces Transit
Nelson Goodin, Doña Ana County

- III. Approval of / Changes to Agenda:** *Chairman Perea* asked if any changes be made to the agenda. No changes to the agenda. *Mayor Barraza* made a motion to approve the agenda and *Commissioner Garrett* 2nd the motion. Motion carried unanimously.
- IV. Public Input:** No public input.
- V. Approval of SCRTD Meeting Minutes of June 28, 2017:** *Commissioner Garrett* made a motion to approve the June 28, 2017 minutes. *Member Torres* 2nd the motion. Motion carried unanimously. *Mayor Barraza* recused herself due to not being present at the June 28th, 2017 meeting.
- VI. Financial Report for the Period Ending July 31, 2017 given by Katherine Gervasio:**
Ms. Gervasio reported that as of July 31, 2017, the Expenditures were \$ 40,439.77 with no budget adjustments at this time. The Revenue to date is \$ 86,000. *Commissioner Garrett* asked about vehicle repairs since we're already at 25% in vehicle expenses. *SCRTD Executive Director, David Armijo* explained that this is good news since we are 25% in at 9 months into our grants. *Mayor Perea* asked if there was any other discussion. No other discussion was noted.
- VII. Executive Director's report:** *David Armijo, Executive Director, SCRTD*, informed the Board he has acknowledged that the key element is communication for SCRTD Grants going into the new fiscal year. Expediting the expenses on the 5310 Grant. Also advised that the ridership is growing for all the services. More trips have been added and the ridership has grown now that school is back in session. Mr. Armijo also stated that he has a great team of drivers. *Mayor Barraza* asked what added service entailed. Mr. Armijo explained that added service is when someone asks to provide a ride from point A to point B. Some rides have produced a fare and some don't. It is a service to help mainstream new passengers.
- VIII. Action Items:**
- a. **Resolution to Approve the amended Dona Ana County & SCRTD Agreement:**
SCRTD Executive Director David Armijo explained to the Board that this item was discussed last month; however, the resolution was included in the packet. *Commissioner Garrett* suggested that the reports be submitted in a timely manner. *Doña Ana County Attorney, John Goodin* offered to get copies of the MOU between DAC and SCRTD. *Mayor Barraza* requested a copy of the MOU. *Mayor Perea* requested the line item 8a be tabled until the MOU was brought in. A motion was made to table line item 8a by *Mayor Barraza* and 2nd by *Commissioner Garrett*. Motion was carried unanimously.

b. **Resolution to Approve City of Anthony Agreement with SCRTD:** *Mayor Barraza* made a motion to approve the resolution between City of Anthony and SCRTD. *Trustee Torres* 2nd the motion. *Councilor Eakman* asked SCRTD Executive Director David Armijo if the agreement was straightforward or if there was concessions, trainings or services in lieu? Mr. Armijo informed Councilor Eakman that the agreement followed the bylaws, Chapter 73, and Article 25. The City of Anthony would have the same requirements as the other members. *Mayor Perea* asked if a “contingent” could be added since we aren’t sure if the City of Anthony voted to become a member? *Councilor Eakman* suggested that an amendment be added. A motion was made that an amendment be added by *Councilor Eakman* and 2nd by *Mayor Barraza*. The motion to added the amendment was carried unanimously. *Mayor Perea* asked that after all resolutions are voted on that “motion carried unanimously” be added.

c. **Resolution to Approve Replacement of Engine on StarCraft All-star XL Bus #3:** *SCRTD Executive Director Armijo* informed the Board that Bus #3 has been broken down for a few weeks. After talking to STS’ Maintenance Manager, Rick Ramirez, a conclusion was made that the bus needs a new engine. The engine will cost around \$8000.00 and the labor is said to be about \$ 3000.00. Borman Autoplex does not do this type of repairs so the SCRTD will need to find a new repair company.

The cause of the engine failure could be from many different reasons. We will have to be diligent for maintenance.

Mayor Barraza made a motion to bring back tabled item 8a. *Trustee Torres* 2nd the motion. Motion passed unanimously. *Mayor Barraza* had a question on Section B, line item 5, regarding the agreement between Doña Ana County and the SCRTD. The concern was if it affected routes to El Paso. *Commissioner Garrett* answered, no, there is nothing that would affect the route. We can fully incorporate with any areas. This clears the way for Section B, line item 5 on the agreement to connect.

Commissioner Garrett did suggest that all reports be given to DAC in a timely matter.

A roll call vote was done. The motion was carried unanimously.

d. **Resolution to Approve Cancellation of Advertising Contract:** *SCRTD Executive Director, David Armijo*, gave the Board information on Templeton’s advertising contract. *Executive Director Armijo* feels that the SCRTD should try locating a new contractor or try getting advertisers inhouse for a few months. The banners that are currently on the buses are La Clinica and the hospital. The revenue that was received was split in half between Templeton and the SCRTD. *Mayor Barraza* asked if Templeton had stopped looking for advertisers. *Mr. Armijo* clarified that the contractor has stopped. A motion was made by *Councilor Eakman* to approve the cancellation of advertising and *Trustee Torres* 2nd the motion. *Commissioner Garrett* suggested that the Board be aggressive in generating revenue. *Trustee Torres* asked *Mr. Armijo* if these duties could be taken on by SCRTD staff. *Mr. Armijo* responded that staff could perform these duties.

e. **Purchase of one Rio Metro Bus:** *SCRTD Executive Director David Armijo*, informed the Board that two buses are down. One might be repaired by Labor Day. It has put the

SCR TD low on buses but have been able to continue with routes. The bus that Mr. Armijo is looking at is at Rio Metro and has less miles than the two buses already purchased. We look to utilize some additional funds to purchase this bus. A motion was made by *Commissioner Garrett* and 2nd by *Councilor Garrett*. *Mayor Barraza* had concerns regarding the Budget not having enough money to pay SCR TD bills. *Mayor Barraza* suggested waiting 30-100 days to purchase the bus. *Executive Director Armijo* stated the we have received some funding and expect more membership dues that are outstanding. *Mayor Barraza* suggested we approve the Resolution with an amendment stating to hold off up to 120 days in purchasing the bus. *Commissioner Garrett* feels that we should not hold off purchasing the bus. He feels it would hurt the operations and liability. *Trustee Torres* asked how long it would take to complete the purchase *Mr. Armijo* answered he would have the check in hand to purchase the bus.

Councilor Eakman informed the Board that he needed to leave. The SCR TD lost the quorum at 2:50 pm. *Mayor Perea* wants to postpone the approval of purchasing a new bus until the September meeting. A motion was made to postpone the approval of the purchase of a new bus until the September meeting by *Mayor Barraza* and 2nd by *Commissioner Garrett*. The motion passed unanimously.

- f. **Resolution to Approve June 30th, 2017 Budget Adjustments:** No discussion at this time.

IX. Discussion items:


- a. **Board Retreat:** *Mayor Perea* informed the Board that he sent out an email regarding the Board Retreat and only received 4 responses. *Mayor Barraza* stated to the Board that she would not be able to attend the meeting on the 27th.
- b. **5-Year Service and Financial Plan Update:** Greg White was asked to speak about the Plan. He spoke about his experience with Transit programs and his involvement in writing the 5-Year Plan. He informed the Board that the Plan needed to be updated and could be completed by October. Sharon Thomas went over a few of the chapters that would require updates of the 5-year plan. *Mayor Barraza* acknowledged that Mr. White as an asset to the SCR TD and thanked him for his participation.
- c. **Performance Report:** *SCR TD Executive David Armijo* informed the Board that in the last fiscal year, 16,867 rides were recorded. It has grown 147%. For the month of July (2016), the SCR TD recorded 864 rides. For the month of June (2017), ridership increased to 2138 rides for the month. Mr. Armijo predicts that by the end of the current year, SCR TD should see about 30,000 rides.
- d. **FY 2019 5310 & 5311 Grant Submittal Doña Ana & Sierra County Applications:** *Mr. Armijo* informed the Board that he is working on the new Grants for the next fiscal year. *Commissioner Garrett* asked for an update about getting service to Hatch. Mr. Armijo advised Commissioner Garrett that there was not enough grant money in this fiscal year but is working on including the service to Hatch in the new grant application.

X. Board Comments:


- a. No comments

XI. Adjourn: *Mayor Peña* called the meeting adjourned at 3:28.

Approved by:



SCRTD Chairman



Date

Item # 6 Financial Report