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SOUTH CENTRAL REGIONAL TRANSIT

DISTRICT BOARD OF DIRECTORS

**Board Meeting  
AGENDA**

Wednesday, May 23, 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, May 23, 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.

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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 April 25, 2018
6. Financial Report for the Period Ending April 30, 2018- Katherine Gervasio
7. Executive Director's Report- David Armijo
8. Discussion items:
  - a. Dona Ana County MOU Agreement with SCRTD Funding FY18-19
  - b. NM DOT Grants for FY19
    - i. 5311 Rural Grant
    - ii. 5310 Enhanced Senior and People with Disabilities Grant
  - c. Agency Budget FY2018
9. Action items:
  - a. A Resolution approving the Financial Statements as of April 30, 2018.
  - b. A Resolution approving the opening of the Bank of the West Account and transfer of funds from Bank of the Southwest
  - c. A Resolution approving the use of Commercial Credit Card for small purchases
  - d. A Resolution approving the District Budget for Fiscal Year 18-19
  - e. A Resolution approving the lease of a bus facility on 833 Anthony Drive, Anthony
  - f. A Resolution approving the addition of new positions to the Districts Compensation Schedule of Positions
  - g. A Resolution approving the opening of an ADP account to provide Payroll & Human Resources
10. Board Comment
11. Adjourn



**South Central RTD Board of Directors Meeting  
Wednesday, April 25, 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 1:30 pm.

- I. Pledge of Allegiance:** Pledge of Allegiance was led by Trustee Garcia.
- II. Roll Call (Sign In)** – Kathy Elverum, SCRTD Fiscal Clerk, did a roll call of SCRTD Board members. With five members present, a quorum was established. Member Garrett became the sixth Board member present with his arrival at 1:39 pm and it was announced by Chair Perea.

**Present at the meeting:**

**Board Members:**

Javier Perea, RTD Chair, City of Sunland Park,  
Majorie Powey, Village of Williamsburg, attending  
by telephone  
Veronica Garcia alternate for Nora Barraza, RTD  
Vice Chair, Town of Mesilla  
Jack Eakman, City of Las Cruces  
Billy Garrett, 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:**

James “Slim” Whitlock, Village of Hatch  
Steve Green, City of T or C  
Diana Trujillo, City of Anthony

- III. Approval of / Changes to Agenda-See Attached:**  
Chair Perea asked if there are any changes to the agenda. Member Eakman made a motion to approve the agenda as presented, Alternate Garcia seconded. A vote of the members was taken by affirming aye, and the motion carried unanimously.
- IV. Public Input- Originally there were none, but a group of DVR students came in and asked to be heard.**  
Grisel Portillo began by thanking SCRTD for providing a mode of transportation. If it weren't for you, there wouldn't be a way home or to work.  
Amner Castro, Edgar Ramirez, Jeovani Rodriguez, Ivonne Perez and Hector Rivera all stepped to the podium and thanked the Members for making the bus service possible as it is making a difference in their lives.

Executive Director Armijo explained that these students are part of a program that teaches the necessary skills to be able to become more independent and to learn how to hold a job. They travel

to Good Samaritan each day, beginning at an early hour, they catch the buses in time to report for work. At the end of the day they are returned safely home.

One of the Counselors came forward and said this is the first class to work with the curriculum and thanks to the cooperation the SCRTD has provided, it has been a success.

Executive Director Armijo said before this program was launched, a meeting was held to talk with the counselors and students. SCRTD was expecting a light turnout but instead were greeted by not only parents but extended families as well. This program will continue again in August with a new group of students as this group graduates in May.

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

Member Eakman made a motion to approve the minutes of March 28, 2018 as distributed, Councilor LaFont seconded. A vote of the members was taken by affirming aye, and the motion carried unanimously.

**VI. Financial Reports for period ending March 31, 2018-See Attached:**

SCCOG Fiscal Administrator, Katherine Gervasio said the Financials represent the third quarter of the fiscal year. The District has expended \$691,000, year to date with \$92,000 unpaid at the end of March but is working through that process. There are a couple of budget adjustments, an increase in auto insurance and fuel. The adjustments also include decreasing health insurance since the drivers are not fully utilizing the benefits.

There are no budget adjustments for revenue. The current year to date revenue is \$727,000 of which a \$131,000 has been invoiced but not received as of March 31. This week the District received the 5311 payment and the Dona Ana County payment.

**VII. Executive Director's Report. See attached report & Power Point:** SCRTD Executive Director, David Armijo, said grants continue to be a challenge. It is not so much obtaining the grants but maintaining them once they are acquired. The State has been having a challenging year with Black Cat not working as intended, resulting in a delay of payments. The payments coming in now are for February, they didn't show up in the March revenue statement, but the good news is they are in the bank now.

Executive Director Armijo said he has been meeting with each of the commissioners and still has two to go. He has been answering their questions and has also referred them to the website. He has added a dashboard and the procurement piece as well as other items the Federal Government is looking for. He now can make these changes on his own after working with WeAreIT, the web designers.

He then covered the slides for ridership trends since the program began. It demonstrates dynamic growth of about 160% to the current numbers. If you run the projection and double the ridership for the rest of the year, we would end with about 27,000. The busiest months are yet to come so Director Armijo said he expects to end the year somewhere between 28,000 to 30,000 riders.

Director Armijo reported the two grants he is working on now is the 5310, designed to help service seniors and people with disabilities. It is an on-call service making use of smaller vehicles, which is included in the grant. The Federal Government will pay about 80% of the cost of the vehicle, \$39,000 and the other 20% will come from a match. He hopes the match can come from either membership or from Dona Ana County since they will be the ones to benefit from this service. He

will be coming back to Dona Ana County to look at two requests; one for the 5310 match and the other for the 5311. We currently have this grant which provides for 80% of administrative costs and 50% of the service costs. That amount they would be looking for from the County is about \$500,000.

The Grant forecast was presented using Power Point. He showed what revenues were realized in FY18 and projected the Grants to FY 19 showing revenue at \$ 1,035,980.00. Director Armijo explained that if you project out four years, as shown on page 32 of the five-year plan, grants would generate \$2.2 million over that period. When you combine that to the membership dues, the Dona Ana agreement, fares and advertising, it brings total projected revenues to \$4.5 million for the same four-year period.

Director Armijo touched on the budget. All the routes have been broken down with the number of trips, and the annual operating costs, not including administrative costs since that is a reoccurring cost. The chart tells you how much you save by eliminating a route. However, there are some administrative costs buried in the report that pertain to operations, the service with STS and the South Central Council of Governments contract. The Blue line is at the low end of the costs as they make fewer runs per day.

He broke it down again from a fiscal standpoint. If you look at the grants and the Dona Ana Grant. Initially it was \$465k and dropped to \$350k the second year and in 2019 it is projected to be \$487k with the additional bus services and the on-demand van service. If the County doesn't feel that can afford to move on both services, one or more could be adjusted. Moving to 2020 it increases again with additional buses or expansion of routes.

## **VIII. Action Items:**

### **8.a. Resolution approving the Financial Statements of as March 31, 2018.**

Katherine Gervasio came to the podium to stand for questions. The budget adjustments were explained during the financial report. Member Eakman made a motion to approve the Financial statements as of March 31, 2018, Alternate Garcia seconded. A roll call vote was taken, and the motion carried unanimously.

### **8.b. Personal Time Off Policy-See page 15**

Executive Director Armijo explained he has nine employees who drive buses and it is difficult to schedule routes without using overtime, in cases where people call in sick at the last minute. The purpose of this policy is to move all the time off into one bucket, where it is personal time off. It can also allow for the employees to sell off their leave when it is cheaper for SCRTD before wages go up or use it for deferred comp as allowed under PERA.

Member Eakman made a motion to approve the Personal Time Off Policy, Member Garrett seconded. The floor was opened for discussion. Member Eakman asked what the staffing plan is, how many extra hours are needed for coverage, what is the plan for people to take PTO and what is the staffing plan if there is a last-minute request for personal time off. Director Armijo using the current model, explained they get one or two requests off per pay period. He has been able to cover those shifts with one or more of the administrative/drivers without the use of an "extra board." If they had to use an extra board he would be spending an extra \$40,000 a year including benefits. On occasion he does have to utilize overtime to cover the shifts, for example, the Supervisor was off that left one person to cover. Member Eakman also asked if this enhances the predictability of staffing. Director Armijo said he believes so. He has been lenient in allowing the use of sick leave but as the District matures he is asking employees to adhere to the HR manual leave policy. If

someone calls in sick at 5:30 in the morning, it could mean using another driver on an overtime basis or cancelling the route all together.

Member Garrett asked for a clarification as to if this is paid time off or personal time off. The verbiage has been used interchangeably. He feels it should read one way or the other. The decision would read as "Paid Time Off" and that is the language on the Resolution.

A roll call vote was taken on the motion on the floor and it carried unanimously.

**8.c. Blue Route Modification-See page 17**

David Armijo, Executive Director said this item was tabled at the last meeting. The general recommendation from the Board was to look at option two, which is to modify the Blue route. He spent last week looking for the best solution and came up with a way to connect to the red route at Highway 228 and the Mesquite school. It is possible to turn the bus around using the circular drive at the school. It saves time and reduces mileage. It also allows for shorter trips were the bus could possibly be repurposed for something else. If we do a 5310 Grant with on call service, it could be used to help make those connections.

Member Eakman asked how those savings will be realized. Mr. Armijo said at the bottom of page 17, he has shown a reduction in costs by 40% or approximately \$47,211 per year. He said the downside is this is part of the 5311 Grant, which is a 50/50 match. Therefore, you would save the local match to the tune of \$23,000 since half of that is from matching funds.

Member Eakman asked how many miles would be saved and what costs will be saved and what hours will be saved, and will it lead to a loss of moral to the troops. Mr. Armijo explained it saves about 12 miles one way for a total of about 75 miles a day for 21,924 per year. Some labor hours would come down. The trips on the blue route are going to be adjusted for the summer since the DVR students will be out of school until August. The drivers understand this is part of the business.

Member Garrett said we had talked about using the savings on the northern routes. What is the status of that. Director Armijo said the Governor was told by the State Supreme Court that ten of the bills she vetoed were done so illegally and now have become law. Unfortunately, it included a bus that we were counting on for creating the northern route. We are still working on a couple of vehicles that might be available in Sierra County and we are continuing to look where possible for a bus. Where are we with Grants funding for next year that will go towards operations for next year. He has applied and passed through the first two steps. By the third week in May we should have information about the awards. We should be receiving more than last year, subject to local matches. Member is reluctant to get ahead of ourselves in terms of funding before the awards are completed. He feels it would be appropriate for this Board to express our interest to continue to explore ways to expand service north to Hatch and Sierra County. This has always been about more than Dona Ana County and more than Las Cruces. It is not just about creating savings with the modifications, but to turn those savings back into expansion of service.

Chair Perea asked if the route has shown any improvement since this study started. Mr. Armijo said a few changes have been made as of a couple weeks ago because of a lack of riders. This latest change would only be dropping three stops and keeping 11 and still connects Mesilla to the southern part of the community. He may look at cannibalizing some routes from the red route.

Member Eakman said there are two important value points on the resolution. Efficiency is important to validate how SCRTD is managed. It is also important to provide service to the

community. He feels there should be a short term strategic plan to look at this route. It should be an action item on the agenda as soon as possible. The savings could be used to fund a route towards the north, but we need to have a strategy that can be presented to all the communities who are part of the SCRTD system.

Director Armijo said that when he showed the grants for the next year, the 5311 includes funds to expand service to Hatch. It does not fund a new vehicle to run the route. We have until October to resolve that. At the next meeting he can bring that strategy to the Board.

Member Powey asked if discussion have taken place with the people who ride the Blue route. Director Armijo said there had been meetings the prior month and the ones who showed up used the service. They wanted better connectivity and more stops along the way. He hopes that we can do that with more grants in the future and changing the member contributions as appropriate.

Member Garrett made a motion to approve the changes in the Blue Route as presented and to request the Executive Director come to the Board at the next meeting with alternatives for use of the savings to include development of service to Sierra County and Hatch, Member Eakman seconded. The motion was opened for discussion. Member Eakman commented that whatever savings will be realized with the modifications, they must be greenback dollars not something that is tied up in some future funding. Member Garrett agreed, saying he was intrigued by what the Director was saying about not all the savings would be realized since it is part of a match grant. That is why it is important for the Director to come back to the Board next month with the short-term plan and actual savings.

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

#### **8.d. Approve Five Year Plan- See Attached**

David Armijo gave a short history of the prior five years. One of the key changes was to change the Mission Statement, and that has been completed. The update looks at the goals and objectives. We started the plan with 22 and have completed 17 of those objectives. He continued to touch on the high points of the document, updated information on ridership, funding, and a snapshot of the financial status. The next step is to make a formal request of the local MPO to look at this plan and help to identify additional resources, hire a consultant, do a strategic plan that should be at least a ten-year plan and at some point, we should have a 20-year plan. The update is done and what we need to do now over the next year and a half is to find additional funding sources working with the Regional Planning Organizations and a consulting team.

Member Eakman stated the MPO would be glad to assist and would like to see the process begin the earlier the better.

Member Garrett made a motion to approve the updated Five-year Plan, Member Eakman seconded. A roll call vote was taken, and the motion carried unanimously.

#### **8.e. Approval of Bylaws- Tabled**

### **IX. Discussion Items**

#### **a. Bylaws review-See Attached**

Mr. Armijo said this item is on the agenda twice and hopes that once the discussion is completed a vote can be taken to approve the Bylaws. He reminded the Board that the Bylaws are tied to the

Intergovernmental contract. A slide presentation went over the Articles by section to indicate what changes are being proposed.

Member Garrett pointed out the duties of the Treasurer on page 7 are not practical to administer as a Board member. It would seem to be a function of the fiscal agent and the Executive Director. Member Eakman pointed out that in order to comply with the intergovernmental contract all four officers need to be appointed. However, the Bylaws can be written to define what duties are expected. He suggested that those duties be deleted and be a part of the Chair or staff. Mr. Armijo said he will look at other agencies and what they are doing and bring it back to the Board at the next meeting with a corrected description of the job duties.

Sharon Thomas, Chair of the Citizens Advisory Committee, said she became the head of this committee as the connection with the Empowerment Congress when public transportation was its priority. The Congress lost funding and have since come back with a different focus. She has looked at official documents for SCRTD and could not find a description as to what the committee is to do. At the moment, she is the only member of the committee and is seeking direction. Mr. Armijo said this committee exists at the request of the Board as a standing committee. He feels there are going to be continued opportunities for a Citizen Advisory Committee to work with the ADHOC committees as they look at long range planning.

**b. District Banking**

**i. Selection of Bank**

Director Armijo said he has been doing research as a result of taking over financial duties and payroll from STS into his administrative team. The Bank of the Southwest in Elephant Butte has an office in Las Cruces, but he has revenue collected in both Las Cruces and Anthony and there is not a branch in Anthony. He has evaluated a couple of banks, Wells Fargo and Bank of the West, both of which are in walking distance to the offices. This would allow for improvements in cash handling as it is the best practice to deposit daily.

**ii. Commercial Credit Card Policy**

Another discussion involves creating a policy and procedure for a commercial credit card. Some of the purchase requisitions they do are for less than five hundred dollars. This would allow for a cleaner tracking of the purchases and make one payment instead of issuing multiple checks. It comes with limitations, as you would not want to have unrestricted use of the card. Mr. Armijo explained he talked with Chuck McMann with the County and he shared the County procurement policy, which he is still going through.

The third part is to have a line of credit to cover shortage when revenue doesn't come in as expected. The City is using this system with Wells Fargo Bank. Right now, it seems that Bank of the West is offering what is needed at a better price. Mr. Armijo said he is also looking at using an ADP type system for payroll services, depending on the cost for an operation of this size. The Bank of the Southwest doesn't offer a commercial credit card or a line of credit. He is making a push for more efficient use of contractors. He will come back to the Board with more information next month.

**c. Signature Authority**

Director Armijo said there are no policies about signatures. He and Katherine Gervasio, SCCOG Fiscal Agent, talked about the need for additional signatures on the checking account. Ms. Gervasio said it had also been brought up by Member Garrett when he was Treasurer. Currently there are two people who sign checks, SCCOG Executive Director, Jay Armijo, and Vice Chair Barraza. Perhaps

the SCRTD Executive Director and another Board member could be additional signers. He will come back with a policy and a request for action next month.

**d. Tiger Grant Submission 2018**

Mr. Armijo put this on the agenda as a last-minute item. As of Friday, word was out on the internet that this grant has grown to \$1.5 billion. They are changing the title of the program to Build. They are going to increase grants to rural areas. The close of the Grant for 2018 is July which only gives 90 days. He has information in place that can be utilized in applying for the Grant. Both Sherry Thomas and Greg White have agreed to assist in this process. In the past a bus facility would be something that could be at the core of the grant. It is however a high dollar item and would heavily depend on intermodal cooperation. Last year most of the grants went to roads and bridges. To think outside the box, he will look at ICIP's from the different agencies to define something that may work as a transit grant.

If someone has land available for a transit center, that could be considered an in-kind as their contribution. Member Eakman directed the Executive Director to write a letter to the City Manager of Las Cruces with this information. The City has two committees, the Transit and Economic Development who would be interested in this process. Director Armijo said he will create a letter to send to multiple agencies. He needs feedback in the next 30 days and then it will take a diligent effort the last 60 day to file the Grant on time.

Sharon Thomas said she is part of a workforce group that has been setting goals for the next couple of years. They are looking at barriers to employment, one of which is transportation to jobs. She suggested that NM Workforce Connections be part of this process.

**X. Board Comment**

Member Eakman said that in looking at the Intergovernmental Contract, the ability for the members to have an alternate is quite cumbersome. Perhaps some sort of template could be utilized with greater efficiency. A quorum would not be such a problem in the future.

Chair Perea made a request that we hold a meeting in Hatch or T or C in the spirit of cooperation and have better attendance and participation from that group. Director Armijo said he will look for suitable locations to hold a meeting. He also reported that the meetings he has had with the County Manager has been very positive.

**XI. Adjournment:** Chair Perea called the meeting adjourned at 3:12 pm.

**Approved by:**

\_\_\_\_\_  
SCRTD Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kathy Elverum, SCRTD Recorder

Recordings of the meeting are available upon request

**AGENDA ITEM 6 - Financial Report – Expenditure**

South Central Regional Transit District						
FY 17-18 EXPENDITURES as of 04.30.18						
Descriptions	Budget	Revision Request Increase/	Y-T-D	invoices Accrued but not paid	%	Remaining
<b>Personnel Services</b>						
Salaries	312,000.00		250,598.75	14,500.04	85%	46,901.21
<b>Employee Benefits</b>						
FICA/Medicare Tax	21,436.34		18,954.48	1,098.92	94%	1,382.94
<b>WC/SUTA</b>	<b>10,002.90</b>	<b>(3,500.00)</b>	<b>2,817.80</b>	<b>89.49</b>	<b>29%</b>	<b>7,095.61</b>
Workers' Comp Insurance	26,100.00		21,494.00		82%	4,606.00
Health Insurance	39,334.00	<b>(3,655.54)</b>	27,970.71	1,415.02	75%	9,948.27
Retirement - PERA	23,088.00		17,915.89	982.33	82%	4,189.78
<b>Travel</b>						
Travel - Reimbursement	4,000.00		1,851.86		46%	2,148.14
FUEL	84,360.00		68,856.66	1,285.87	83%	14,217.47
<b>Maintance on Vehicles</b>	<b>40,000.00</b>	<b>7,155.54</b>	<b>32,155.54</b>		<b>80%</b>	<b>7,844.46</b>
<b>Supplies</b>						
Supplies	6,360.00		5,435.15		85%	924.85
<b>Insurances</b>						
General Liability	2,376.00		1,372.00		58%	1,004.00
Automobile Insurance	74,000.00		61,422.55		83%	12,577.45
D&O Insurance	2,640.00		2,640.00		100%	0.00
<b>Contractual Services</b>						
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		56,641.69	6,269.31	55%	52,089.00
STS, NM	130,800.00		105,629.40	9,888.43	88%	15,282.17
Zia Therapy	12,000.00		9,000.00		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
<b>Operating Cost</b>						
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		2,800.00		89%	350.00
<b>Capital Assets</b>						
<b>Capital Assets</b>	-	-	-			0.00
Total Expenses	<b>\$ 943,684.24</b>	<b>\$ -</b>	<b>712,770.58</b>	<b>35,529.41</b>	<b>79%</b>	<b>195,384.25</b>
<b>Total Expenditures</b>				<b>\$ 748,299.99</b>		

**AGENDA ITEM 6 - Financial Report – Revenue**

<b>FY 17-18 REVENUE</b>						
<b>South Central Regional Transit District</b>						
<b>Support &amp; Revenue</b>	<b>Revenue</b>	<b>Revision Request Increase/ (Decrease)</b>	<b>Y-T-D Received PMT</b>	<b>Invoiced But Not Received</b>	<b>% Y_T_D</b>	<b>Remaining Balance</b>
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	-	262,500.03	29,166.67	83%	\$ 58,333.30
						\$ -
El Paso MPO 5310	42,905.00		42,905.00		100%	\$ -
NMDOT 5311	103,403.00		98,108.31		95%	\$ 5,294.69
NMDOT 5311*	314,315.00		209,875.96	38,067.15	79%	\$ 66,371.89
Bus Fares/Ticket Sales	9,400.24		7,010.38		75%	\$ 2,389.86
Advertisement Revenue	12,056.00		0.00		0%	\$ 12,056.00
Misc. Revenue	1,500.00		1,500.00		100%	\$ -
<b>TOTAL REVENUES</b>	<b>\$ 943,684.24</b>	<b>\$ -</b>	<b>\$ 728,689.68</b>	<b>\$ 67,233.82</b>	<b>77%</b>	<b>\$ 147,760.74</b>
* Funding Begins October 1st, 2018						
			<b>Total Accrued Revenue</b>	<b>\$ 795,923.50</b>		

**AGENDA ITEM 7 - Executive Director's Report**

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

**AGENDA ITEM 8 - Discuss Items**

- a.** Dona Ana County MOU Agreement with SCRTD
- b.** NM DOT Grants for FY19
  - i.** 5311 Rural Grant
  - ii.** 5310 Enhanced Senior and People with Disabilities Grant
- c.** Agency Budget FY2018

## **ITEM 8A - Dona Ana County and SCRTD MOU Agreement**

### **BACKGROUND**

Last July 2017, the County and the District modified their agreement to fund transit service in support of the District securing grant funding. The agreement is for \$350,000 annually.

### **SUMMARY**

On May 15, the Board of County Commissioner's met to review the County's budget. Included in the Budget was the District's budget request. The Commission discussed and approved the same level of funding for SCRTD's as last year. More specifically, \$350,000 in funding was approved.

The funding approved will allow the District's operations to continue to support agency operations for the coming year.

The District's budget for Fiscal Year 2019 reflects the County's budget for the District in the coming year.

## **ITEM 8B – NM DOT GRANTS – CONTRACT AWARD FOR FY2019**

On Monday, May 21, the NM DOT will post the rewards for the next Fiscal Year. However, we expect to be awarding funding for both the 5311 Rural grant that funds current administration and operations and the 5310 Enhanced Senior and People with Disabilities Grant. The latter grant will provide the District with funding for one new bus.

More details will be provided at the Board meeting once the Grant Award is released next week.

**ITEM 8C - DISTRICT FY2018-2019 BUDGET**

<b>South Central Regional Transit District</b>				
	FY19 Budget		FY18 Budget	
Descriptions	Budget		Budget	
<b><i>Personnel Services</i></b>				
Salaries	399,082.00		312,000.00	
<b><i>Employee Benefits</i></b>				
FICA/Medicare Tax	21,436.34		21,436.34	
<b>WC/SUTA</b>	<b>10,002.90</b>		<b>10,002.90</b>	
Workers' Comp Insurance	26,100.00		26,100.00	
Health Insurance	39,334.00		39,334.00	
Retirement - PERA	22,000.00		23,088.00	
<b><i>Travel</i></b>				
Travel - Reimbursement	4,000.00		4,000.00	
FUEL	84,360.00		84,360.00	
<b>Maintance on Vehicles</b>	<b>40,000.00</b>		<b>40,000.00</b>	
<b><i>Supplies</i></b>				
Supplies	12,500.00		6,360.00	
<b><i>Insurances</i></b>				
General Liability	2,376.00		2,376.00	
Automobile Insurance	78,000.00		74,000.00	
D&O Insurance	1,800.00		2,640.00	
<b><i>Contractual Services</i></b>				
Professional Fees/Audit	9,500.00		9,500.00	
Legal Fees	2,500.00		1,000.00	
Contract Services	4,366.00			
SCCOG			115,000.00	
STS, NM	84,000.00		130,800.00	
Zia Therapy	21,000.00		12,000.00	
Camino Real	4,500.00		5,676.77	
FineLine Graphics	2,500.00		2,500.00	
<b><i>Operating Cost</i></b>				
Advertisements	150.00		150.00	
Conf/Seminars/Training	250.00		250.00	
Postage	50.00		50.00	
Office Equipment	500.00		500.00	
Subscription/Dues	500.00		500.00	
Asset Management	700.00		700.00	
Telephone	7,200.00		7,200.00	
Reserve	43,399.31		7,389.60	
Bus Rental	600.00		1,620.63	
Rent- City of Anthony	3,152.00		3,150.00	
Bus Facility Lease	24,000.00			
<b><i>Capital Assets</i></b>				
<b>Capital Assets</b>	<b>17,556.00</b>	-		
<b>Total Expenses</b>	<b>\$ 967,414.55</b>	<b>\$ -</b>	<b>943,684.24</b>	

<b>FY 17-18 REVENUE</b>			
<b>South Central Regional Transit District</b>			
<b>Support &amp; Revenue</b>	<b>Revenue</b>		
Membership Dues			
CITY OF LAS CRUCES	\$ 49,980.00		
DONA ANA COUNTY	\$ 43,164.00		
SUNLAND PARK	\$ 7,208.00		
TOWN OF MESILLA	\$ 1,124.00		
VILLAGE OF HATCH	\$ 843.00		
City of Anthony	\$ 3,510.00		
CITY OF ELEPHANT BUTTE	\$ 732.00		
CITY OF TRUTH OR CONSEQ	\$ 3,315.00	-	
TOWN OF WILLIAMSBURG	\$ 229.00	-	
Dona Ana County GRT	350,000.00	-	
5310	70,224.55		
NMDOT 5311	104,771.25		
NMDOT 5311*	314,313.75		
Bus Fares/Ticket Sales	12,000.00		
Advertisement Revenue	6,000.00		
Misc. Revenue			
<b>TOTAL REVENUES</b>	<b>\$ 967,414.55</b>	<b>\$ -</b>	
* Funding Begins October 1st, 2019			

**AGENDA ITEM 9 - Action Items:**

- a. A Resolution Approving the Financial Statements as of April 30, 2018.
- b. A Resolution approving the Opening of the Bank of the West Account
- c. A Resolution Approving use of Bank of the West Commercial Credit Card
- d. A Resolution Approving the Fiscal Year 18-19 District Budget
- e. A Resolution approving the Lease of a bus facility on 833 Anthony Drive, Anthony
- f. A Resolution approving the addition of new positions to the Districts Compensation Schedule of Positions
- g. A Resolution approving the opening of an ADP account to provide Payroll & Human Resources

**AGENDA ITEM 9A – Resolution Approving the Financials and Budget Adjustments for April 2018**

**South Central Regional Transit District**

**Resolution Number: \_\_\_\_\_**

**A Resolution approving the South Central Regional District Fiscal Year 2018 Financials and Budget Adjustments as of April 30, 2018.**

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, May 23<sup>rd</sup>, 2018 at 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 April 30<sup>th</sup>, 2018.

**ADOPTED AND APPROVED THE 23<sup>rd</sup> DAY OF May 2018.**

\_\_\_\_\_  
Javier Perea, SCRTD Board Chair

ATTEST:

\_\_\_\_\_  
David Armijo, Executive Director

**AGENDA ITEM 9B**

**South Central Regional Transit District**

**Resolution Number: \_\_\_\_\_**

**A Resolution approving opening a Bank of the West Commercial Bank Account for the South Central Regional District.**

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, May 23<sup>rd</sup>, 2018 at the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

**WHEREAS**, the South Central Regional Transit District accepts staff request to open a Commercial Bank Account with Bank of the West.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the South Central Regional Transit District does hereby approve the opening of a Bank of the West Commercial Bank Account.

**ADOPTED AND APPROVED THE 23<sup>rd</sup> DAY OF May 2018.**

\_\_\_\_\_  
Javier Perea, SCRTD Board Chair

ATTEST:

\_\_\_\_\_  
David Armijo, Executive Director

**AGENDA ITEM 9C**

**South Central Regional Transit District**

**Resolution Number: \_\_\_\_\_**

**A Resolution approving the South Central Regional District use of a Bank of the West Commercial Bank Card for small purchases.**

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, May 23<sup>rd</sup>, 2018 at the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

**WHEREAS**, the South Central Regional Transit District authorizes staff the use of a Bank card for small purchases subject to District policy.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the South Central Regional Transit District does hereby approve the use of a Bank of the West Commercial Bank Card.

**ADOPTED AND APPROVED THE 23<sup>rd</sup> DAY OF May 2018.**

\_\_\_\_\_  
Javier Perea, SCRTD Board Chair

ATTEST:

\_\_\_\_\_  
David Armijo, Executive Director

**AGENDA ITEM 9D**

**South Central Regional Transit District**

**Resolution Number: \_\_\_\_\_**

**A Resolution approving the South Central Regional District Budget for Fiscal Year 2018-19**

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, May 23<sup>rd</sup>, 2018 at the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

**WHEREAS**, the South Central Regional Transit District approves the Budget for Fiscal Year 2018 to 2019,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the South Central Regional Transit District does hereby approve the Fiscal Year Budget for 2018 to 2019.

**ADOPTED AND APPROVED THE 23<sup>rd</sup> DAY OF May 2018.**

\_\_\_\_\_  
Javier Perea, SCRTD Board Chair

ATTEST:

\_\_\_\_\_  
David Armijo, Executive Director

**AGENDA ITEM 9E**

**South Central Regional Transit District**

**Resolution Number: \_\_\_\_\_**

**A Resolution approving the Lease for a Bus Facility located on 833 Anthony Drive, Anthony, New Mexico**

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, May 23<sup>rd</sup>, 2018 at the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

**WHEREAS**, the South Central Regional Transit District approves Executive Director entering a one-year lease, with options, for property on 833 Anthony Drive, Anthony, New Mexico,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the South Central Regional Transit District does hereby approve entering a one-year lease, with options, for a Bus Facility locate on 833 Anthony Drive, Anthony, New Mexico.

**ADOPTED AND APPROVED THE 23<sup>rd</sup> DAY OF May 2018.**

\_\_\_\_\_  
Javier Perea, SCRTD Board Chair

ATTEST:

\_\_\_\_\_  
David Armijo, Executive Director

**AGENDA ITEM 9F**

**South Central Regional Transit District**

**Resolution Number: \_\_\_\_\_**

**A Resolution approving new positions to the Districts Compensation Schedule of Positions for the South Central Regional District.**

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, May 23<sup>rd</sup>, 2018 at the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

**WHEREAS**, the South Central Regional Transit District accepts adding new positions to the Districts Compensation Schedule of Positions,

**WHEREAS**, any position listed in the District Compensation Schedule of Positions is subject to the Board approved budget,

**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 April 30<sup>th</sup>, 2018.

**ADOPTED AND APPROVED THE 23<sup>rd</sup> DAY OF May 2018.**

\_\_\_\_\_  
Javier Perea, SCRTD Board Chair

ATTEST:

\_\_\_\_\_  
David Armijo, Executive Director

**AGENDA ITEM 9G**

**South Central Regional Transit District**

**Resolution Number: \_\_\_\_\_**

**A Resolution approving the use of ADP as the District’s Payroll and Human Resources**

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, May 23<sup>rd</sup>, 2018 at the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

**WHEREAS**, the South Central Regional Transit District accepts a contract agreement with ADP for Payroll and Human Resources,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the South Central Regional Transit District does hereby approve entering into a contract with ADP for payroll and human resource functions.

**ADOPTED AND APPROVED THE 23<sup>rd</sup> DAY OF May 2018.**

\_\_\_\_\_  
Javier Perea, SCRTD Board Chair

ATTEST:

\_\_\_\_\_  
David Armijo, Executive Director

**AGENDA ITEM 10 - Board Comment**

**AGENDA ITEM 11 - Adjournment**