



SOUTH CENTRAL REGIONAL TRANSIT

DISTRICT BOARD OF DIRECTORS

**Board Meeting
AGENDA**

Wednesday, August 22, 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, August 22, 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.

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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 July 11, 2018
6. Approval of SCRTD Meeting Minutes of July 18, 2018
7. Financial Report for the Period Ending July 31, 2018 – Velma Navarrette
8. Executive Director's Report- David Armijo
9. Discussion items:
 - a. SCRTD Credit Card Policy – Bank of the West
 - b. Obtain mid-size bus from Rio Metro
10. Action items:
 - a. A Resolution approving the Financial Statements as of July 31, 2018.
 - b. A Resolution approving SCRTD Credit Card Policy – Bank of the West
 - c. A Resolution approving the acquisition of a bus from Rio Metro
11. Board Comment
12. Adjourn

**South Central RTD
Special Board of Directors Meeting
Wednesday, July 11, 2018 - 1:30 PM
Dona Ana County Government Center
845 N. Motel Blvd., Las Cruces, NM 88007**

MINUTES

- MEMBERS PRESENT:** Javier Perea, RTD Chair, City of Sunland Park
Nora Barraza, RTD Vice Chair, Town of Mesilla, arrived 1:36
Jack Eakman, City of Las Cruces
Billy Garrett, RTD Secretary, Dona Ana County, attending by telephone
Gerald LaFont, City of Elephant Butte, attending by telephone
Diana Trujillo, City of Anthony, attending by telephone at 1:34
Steve Green, City of T or C, attending by telephone
- MEMBERS ABSENT:** James "Slim" Whitlock, Village of Hatch
Majorie Powey, Village of Williamsburg, attending by telephone
- SCCOG STAFF:** Katherine Gervasio, SCCOG Fiscal Administrator
Jay Armijo, SCCOG Executive Director
- SCRTD STAFF:** David Armijo, SCRTD Executive Director
- OTHERS PRESENT:** Becky Baum, RC Creations, LLC, Transcriptionist

1. ROLL CALL

- Perea: Good afternoon everyone. Welcome to this Special Meeting of the South Central Regional Transit District. Today is July 11, 2018. It is 1:31 p.m. This session is now in order. If I can have a roll call, please.
- D. Armijo: Javier Perea.
- Perea: Present.
- D. Armijo: Majorie Powey. Nora Barraza. Jack Eakman.
- Eakman: Present.
- D. Armijo: Billy Garrett.

Garrett: Present.

D. Armijo: Gerald LaFont.

LaFont: Present.

D. Armijo: Steve Green.

Green: Present.

D. Armijo: James Whitlock. And Diana Trujillo. All right we have a quorum, we have five.

Perea: All right.

2. CHANGES TO THE AGENDA

Perea: Moving onto the next item on the agenda which is changes to the agenda. Are there any changes to the agenda? Seeing none. At this monument I'll take a motion to approve the agenda order.

Eakman: Move approval of the agenda.

Perea: I have a motion on the floor to agenda order. Is there a second?

Garrett: I'll second.

Perea: The motion has been seconded by Commissioner Garrett. Any discussion? Seeing none. All those in favor say "aye."

MOTION PASSES UNANIMOUSLY.

Perea: All opposed say "nay." Abstentions. Motion carries unanimously. Agenda order has been approved.

3. PUBLIC INPUT

Perea: Public input. Seeing no public input.

4. APPROVAL OF SCRTD MEETING MINUTES OF June 27, 2018

Perea: Move on to item number 4, approval of SCRTD meeting minutes of June 27, 2018.

Eakman: Move approval.

Perea: I have a motion on the floor from Councilor Eakman to approve the minutes for June 27, 2018. Is there a second?

Garrett: Second.

Perea: The motion has been seconded by Commissioner Garrett. Any discussion on the minutes? Seeing none. Let me have a roll call on the matter please.

D. Armijo: Javier Perea.

Perea: Yes.

D. Armijo: Jack Eakman.

Eakman: Yes.

D. Armijo: Billy Garrett.

Garrett: Yes.

D. Armijo: Gerald LaFont.

LaFont: Yes.

D. Armijo: Steve Green.

Green: Yes.

Perea: Motion carries. The minutes have been approved.

5. FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 30, 2018

Perea: Item number 5, financial report for the period ending June 30, 2018.

Gervasio: The financials are located on page 26 of your packet. And these are through June 30 but since it's still early we're calling them "non-close out financials" as of right now. There may be a few smaller straggly bills that come in. And there are a few budget adjustments that we feel will get us through the fiscal year to increase maintenance on the vehicles by \$2,500; a couple of air conditioners went out on the vehicles, we wanted to cover that. We're decreasing general liability, we're decreasing automobile insurance to cover the increases. We're increasing contract services which are We Are It, RC Creations, Camino Real, and FineLine Graphics. And these are contractors that David's hired to do various jobs for the organization. We're decreasing advertisements and asset management to balance the budget.

D. Armijo: So, thank you Diana Trujillo, you're on the line.

Trujillo: Yes, thank you.

D. Armijo: We'll put you down at 1:36. Thank you very much. Go ahead. I'm sorry.

Gervasio: No problem. So as of June 30th, we have \$883,000 in expenditures. Of that, \$38,000 has been invoiced but has not been paid, although we are working through that being paid with the 5311 and everything. So, this number as of today is slightly smaller.

And then the final page is the revenue. There is one adjustment for the 5311, it's to increase the grant by \$18,000 and if you remember this grant runs October through September, so we're moving a little bit more money in there to cover expenses for the fiscal year. Are there any questions for the financials?

Perea: Any questions by the Board?

D. Armijo: I have a question. So, financials are in balance. We haven't closed June yet. When would we anticipate closing June, sometime late July or first part of August?

Gervasio: Usually I like to go out 45 days just to be safe, so about August 15th, around that point. Just to give it 45 days for any bills that come in. And I do that for all our programs.

D. Armijo: Right. And then we're in discussion on this \$40,000 for the state right now.

Gervasio: Yes, the invoice was submitted and so it's just a matter of time for them to process it and move it through.

D. Armijo: Great. We have one more person coming. Thank you. Let the record show that Nora Barraza came in at 1:36. Any other questions for Katherine, she just presented the Financial Statements. Everything's in balance and we're working through that. We'll be closing sometime in the next 30 days, right?

Gervasio: Yes.

D. Armijo: Okay. Good. All right.

Perea: Any other questions by the Board? Seeing none.

6. ACTION ITEMS

a. A Resolution approving The Financial Statements as of June 30, 2018

Perea: Let's move into item 6.a. Resolution approving the Financial Statements as of June 30, 2018.

Eakman: I would move approval of those budget adjustments and the financial statement.

Perea: I have a motion on the floor from Councilor Eakman. Is there a second?

Barraza: I will second.

Perea: The motion has been seconded by Mayor Barraza. Any discussion?

Barraza: Mr. Chairman. I just walked in, so I just need to know overall, there is no need for them to start, that you'll be transferring from the COG over to the RTD.

Gervasio: There will be. Right now, the bank account is about \$21,000. I have a check for \$3,000 and we owe bills out, but there's a 5311 for June that is outstanding and that's about \$40,000.

Barraza: Okay.

Gervasio: So, once that does come in and we finalize it, that we will be cutting a check basically from the RTD account back to the new RTD account.

Barraza: Okay.

Gervasio: So, there will be some funds in that.

Barraza: Okay. Fantastic. Because I know I signed some checks yesterday I think.

Gervasio: Yes.

Barraza: And that is reflecting in this.

Gervasio: That is reflecting, yes.

D. Armijo: We also have the City's money about to be processed this week. We gave them the last for our tax items, looks like that will work. So, they have everything they'll need to process the invoice, hopefully we'll see that within the next few days.

Barraza: Okay, so just for clarification the revenue, page 27 of our packet is reflective of the 2017/2018 budget and not the 2018/2019?

D. Armijo: Correct.

Barraza: Okay. Very good. Those are all my questions. Thank you, Mr. Chair.

Perea: Any other questions? Seeing none. Let me have a roll call on the matter please.

D. Armijo: Javier Perea.

Perea: Yes.

D. Armijo: Majorie Powey. She's not here. Nora Barraza.

Barraza: Yes.

D. Armijo: Jack Eakman.

Eakman: Yes.

D. Armijo: Billy Garrett.

Garrett: Yes.

D. Armijo: Gerald LaFont.

LaFont: Yes.

D. Armijo: Diana Trujillo.

Trujillo: Yes.

D. Armijo: And Steve Green.

Green: Yes.

D. Armijo: Thank you.

Perea: Fantastic. Motion carries unanimously. Item 6.a. has been approved.

b. A Resolution of the State of New Mexico PERA

Perea: Going on to 6.b. A Resolution of the State of New Mexico PERA.

Barraza: Mr. Chair I make a motion we approve this resolution approving the affiliation with the Public Employees Retirement Association and participation in Municipal General Member Coverage Plan 1.

Perea: I have a motion on the floor by Mayor Barraza. Is there a second?

Eakman: I would second.

Perea: Councilor Eakman has seconded the motion. Discussion or presentation.

D. Armijo: The resolution you're looking at is the resolution that was provided by the State after their legal counsel reviewed. This is consistent with the current plan that the employees have been in since they were hired and have been in the COG plan before. So, it'll just basically be transferred over to this plan, so it's not necessarily a new plan per se, it is an existing plan but it's a new plan under SCRTD entity. So that case, and the ugly letterhead on here was what they asked me to put it on, so that's why you see the letterhead. So otherwise that's the only thing that we added in there for a change and the only other thing would be the signatures that would come after the Board passes this resolution and we would be providing minutes to the PERA of this meeting.

Eakman: I would have a question.

Perea: Go ahead.

Eakman: Are we expecting any budget adjustments due to this from our auditor?

D. Armijo: I would say no, it's consistent with what we budgeted.

Gervasio: No, the auditor won't have any budget adjustments for this and at the last meeting you approved that budget, it already included the PERA. That was part of the figure for the fringe benefits.

Eakman: Okay.

Gervasio: So, it should be a smooth transition from what the drivers have been receiving and the district has been paying into the next fiscal year at the same rate, the 7.4% which is the employer's side, and then 8% as the employee's side.

Eakman: Let the record show I asked this question and received that answer.

D. Armijo: Thank you. It's better than saying IBID. Carried it over. But thank you. More distinct.

Perea: Any other questions? Seeing none. We just must get rid of that line there on the, just the administrative.

Barraza: What does it say?

Perea: Effective the first day of July, and that was also effective the first day of July still or?

D. Armijo: Correct. We budgeted for that. So that is correct. It's in there we can write in there whatever.

Perea: Well July is there it's just takes out the line. Okay.

Barraza: It wouldn't change the date being that they already received a salary?

J. Armijo: It needs to be effective July 1st.

Barraza: It does? Okay.

D. Armijo: Because this pay period that they're receiving for this first week does include this. It is accurate.

Perea: Any other questions? Seeing none. I do have a motion on the floor. The motion has been seconded. Let me have a roll call on the matter please.

D. Armijo: Javier Perea.

Perea: Yes.

D. Armijo: Nora Barraza.

Barraza: Yes.

D. Armijo: Jack Eakman.

Eakman: Yes.

D. Armijo: Billy Garrett.

Garrett: Yes.

D. Armijo: Gerald LaFont.

LaFont: Yes.

D. Armijo: Diana Trujillo.

Trujillo: Yes.

D. Armijo: And Steve Green.

Green: Yes.

D. Armijo: Thank you.

Perea: Fantastic.

7. BOARD COMMENT

Perea: Moving on. Item number 7, Board comment. Any comments from the Board?

Barraza: I have one question. Mr. Chair.

Perea: Madam Mayor.

Barraza: With the transition going over, is the RTD going to have enough funding in the bank account for payroll?

D. Armijo: Yes.

Barraza: For the month of July and August.

D. Armijo: Yes.

Barraza: Okay. That was my biggest concern.

Perea: Any other questions?

Trujillo: I have.

Perea: Mayor Trujillo.

Trujillo: Yes, I just wanted to let whoever's sending the e-mails to all the members. I guess it's being sent to my old e-mail and I wasn't aware of the meeting today. Being that I must look at the e-mails and the only reason I got on the telephone conference is because I saw the e-mail today at 11:24 saying that today's Board meeting, so I had to go back to the old e-mail and look through it to find the agenda. If you can remove my .com and do the .org, please.

D. Armijo: It's noted. We have several e-mails and depends on which e-mail you use as to which e-mail yours comes out, so we've been deleting your e-mail. And in fact, at one point I took it completely out to put it back in, but I'm glad you got one of the two, but we will get it corrected. So, thank you and sorry for that issue.

Trujillo: All right. Thank you.

Perea: Any other questions?

Garrett: Mayor. Just one little detail that I just noticed on the 2017/2018 review sheet, and it's showing the Town of Williamsburg \$229, that was received and year-to-date should be 100% I think and not 0%.

Gervasio: Oh, I'm sorry. Yes, you are correct.

Garrett: Okay, just an editorial thing. Okay. That's it.

Perea: Thank you sir. All right. Any other questions or comments by the Board? Seeing none. I just want to thank everyone who was able to make it today and for those of you on the phone thank you very much. I know we had some pressing items that had to get approved as soon as possible so I appreciate everyone accommodating this in their schedule. Mayor Barraza.

Barraza: Are we still going to have another meeting this month then?

D. Armijo: It's up to the Chair.

Perea: If there are things that we must get taken care of, we will take of them, if not then we can cancel.

D. Armijo: I don't think we have anything. That's why you got the minutes and all that done today. It's great, and the finances. I think we're good until August.

Perea: Perfect. All right.

8. ADJOURNMENT (1:45 PM)

Perea: Seeing no other discussion. At this time without objection this meeting is now adjourned.

Chairperson

**South Central RTD
Special Board of Directors Meeting
Wednesday, July 18, 2018 - 1:30 PM
Dona Ana County Government Center
845 N. Motel Blvd., Las Cruces, NM 88007**

MINUTES

MEMBERS PRESENT:

Javier Perea, RTD Chair, City of Sunland Park, attending by telephone
Nora Barraza, RTD Vice Chair, Town of Mesilla, attending by telephone
Jack Eakman, City of Las Cruces
Billy Garrett, RTD Secretary, Dona Ana County, attending by telephone
Gerald LaFont, City of Elephant Butte, attending by telephone
Diana Trujillo, City of Anthony, attending by telephone
Steve Green, City of T or C, attending by telephone
Majorie Powey, Village of Williamsburg, attending by telephone

MEMBERS ABSENT: James "Slim" Whitlock, Village of Hatch

SCRTD STAFF: David Armijo, SCRTD Executive Director

OTHERS PRESENT: Becky Baum, RC Creations, LLC, Transcriptionist

9. ROLL CALL (1:30)

Barraza: If we can call the meeting to order and if we can have a roll call to determine a quorum please. For the record this is South Central Regional Transit District Board of Directors Special Board meeting. Today is Wednesday, July 18, 2018, and it is 1:30 p.m. We are meeting at the Mesilla Valley Intermodal Transit Terminal on Lohman Avenue in Las Cruces.

D. Armijo: Great. All right. Thank you. I'll do the roll call, starting with Javier Perea, the Chairman and Mayor of City of Sunland Park. He is not yet on the phone. We'll mark him as absent for the moment. Majorie Powey, Village of Williamsburg. She said she would call in. Now Nora Barraza, Vice-Chair, Town of Mesilla.

Barraza: Here.

D. Armijo: You're present. Thank you. Jack Eakman, Council Member, City of Las Cruces.

Eakman: Present.

D. Armijo: Whom may I ask just came on the line?

Powey: This is Majorie Powey.

D. Armijo: Oh great, we just called roll for you, we'll call you again. Majorie Powey, are you present?

Powey: Yes, I am.

D. Armijo: Thank you. We do have a quorum. Let me continue. Billy Garrett, Dona Ana County Commission. All right Billy's not yet on the phone. And again Gerald LaFont, City of Elephant Butte, I believe you're on the phone.

LaFont: Present.

D. Armijo: Present, thank you. Then Diana Trujillo, Mayor City of Anthony.

Trujillo: Here.

D. Armijo: Great. And James "Slim" Whitlock, Village of Hatch. Not on the phone. Last, I'm sorry, Steve Green, City of T or C, Mayor.

Green: Here.

D. Armijo: Thank you. All right we have a quorum, we have six members present that I have accounted for.

Barraza: Very good. Thank you, David.

10. CHANGES TO THE AGENDA

Barraza: Do we have any changes to the agenda? Hearing none.

11. PUBLIC INPUT

Barraza: Is there anyone there for the public?

D. Armijo: No one is present.

Barraza: No one present. Okay.

12. ACTION ITEMS

a. **A Resolution of the State of New Mexico PERA Addressing the Tax Treatment Under the Internal Revenue Code**

Barraza: So, we will move on to the Action Item which is a Resolution of the State of New Mexico PERA addressing the tax treatment under the Internal Revenue Code. If we can have a motion on the floor, please.

Green: So, moved.

Eakman: I would second.

Baum: Who moved please?

D. Armijo: I think that was Steve Green.

Green: Steve Green

Baum: Thank you very much.

Barraza: So, we do have a motion on the floor for approval of Resolution No. 19-03 authorizing employer pickup of member contributions for determining tax treatment under the Internal Revenue Code and the motion was made by Mayor Steve Green and it was second by Councilor Eakman, am I correct?

Eakman: Correct.

D. Armijo: Yes.

Barraza: Okay, very good. Do we have any discussion regarding this resolution?

D. Armijo: Who may I ask who came on the line?

Barraza: Hearing no discussion.

Garrett: This is Billy.

Barraza: So, Commissioner Garrett on the phone also. Commissioner Garrett we just have a motion on the floor for approval of the resolution and it has been seconded and we're at discussion. Do we have any discussion? Seeing none. Let the record

show that Commissioner Garrett from Dona Ana County is present. And I think someone else just came on the phone.

Perea: Javier. Mayor Perea, Sunland Park.

Barraza: Mayor Perea also be it noted Mayor Perea is now on the phone. Mayor Perea just to catch you up is that we have the resolution on the floor for approval and it has been seconded. We're under discussion. I will turn the meeting over to you.

Perea: That's okay Madam Mayor, you can continue with the meeting.

Barraza: Okay. Thank you.

Perea: Are you on the line too?

Barraza: Yes, I am. Okay so I don't hear any discussion. Am I correct?

Garrett: Mayor, just for the record I have read the resolution and I have no concerns or questions.

Barraza: Okay. The question is?

Garrett: No, I have no questions.

Barraza: You have no questions.

Garrett: I wanted to make that point because I came in right after the motion had been made.

Barraza: Okay, very good. Any other comments? Hearing none. Mr. Armijo can we do a roll call please for the approval of the resolution?

D. Armijo: Yes. I want to add one point real quick if I may before we do the roll call.

Barraza: Yes.

D. Armijo: I just wanted everybody to know that this item will go before the PERA Board next week on the 26th which I believe is next Thursday for approval and it will have both resolutions, the one we approved from last week and this one as well. Just wanted to let you know that for the record. As soon as I get that formalized from them as well, make sure I have that for our next Board meeting.

Barraza: Okay.

Perea: Is that through Santa Fe, is that correct?

D. Armijo: That's correct.

Perea: Do you know what time it is, or it'll be?

D. Armijo: I believe it's in the morning, but I can get you those details and I'll send that to you if you're going to be in the area, that'd be great.

Perea: I'm going to be in Santa Fe Wednesday and Thursday.

D. Armijo: Okay, great. I will get that information to you Mayor. I'll share it with the rest of the Board in case anybody wants to join you.

Perea: Okay. Perfect.

Barraza: Very good.

D. Armijo: Thank you. All right, so roll call. Starting with the Chair, Javier Perea.

Perea: Yes.

D. Armijo: Majorie Powey.

Powey: Yes.

D. Armijo: Continuing, Nora Barraza, Vice-Chair.

Barraza: Yes.

D. Armijo: Jack Eakman.

Eakman: Yes.

D. Armijo: Billy Garrett.

Garrett: Yes.

D. Armijo: Gerald LaFont.

LaFont: Yes.

D. Armijo: Diana Trujillo.

Trujillo: Yes.

D. Armijo: Steve Green.

Green: Yes.

D. Armijo: That completes the roll call.

Barraza: Okay. Motion does pass. Thank you all for participating for the special meeting.

13. BOARD COMMENT

Barraza: The next item on the agenda is the Board Comments. I do have a comment that I would like, just information. I think it was Mayor Perea. Congratulations on this new business that is reopening or opening in Sunland Park and Santa Teresa area.

Perea: Well fantastic. Thank you. I appreciate it.

Barraza: Is that with Tyson Foods or something like that?

Perea: It was formerly Tyson Foods and now it's Stampede Meat that will be coming in and they're going to be creating a little more than 1,200 new jobs, close to 1,300 jobs.

Barraza: Very good. Congratulations.

Perea: Thank you so much.

Barraza: I had heard about this new business that was opening. I heard a person that sits on different boards, board of directors, and he was saying that that business would really like to do a job fair in Dona Ana County, in the Las Cruces area, that the only thing that prevents them from getting the job fair there is they would like to see transportation from the Las Cruces/Dona Ana area as a one-line straight to that business, because I was talking to them about the RTD and how ridership has increased and they brought that up if we were able to provide a one-line transportation to this facility or close to the facility that they would seriously consider doing a job fair here in the area. So, I don't know Mayor Perea if that's something you can do to set up a meeting or talk to Mr. Armijo about this, if it's something the RTD is interested in, and I know that we have talked for the RTD to be used for that purpose also, bringing employees to their job sites. So, I just wanted to put that in and see if there's something that you all want to pursue or investigate.

Perea: Mayor Barraza.

Barraza: Yes.

Perea: I think it's a wonderful idea. I spoke with Davin Lopez who was spearheading a lot of the work to bring this company into the area. Yes, that was one of the concerns that because they will be using JTEC funding. So, to get certain reimbursements, they must have a certain percentage of New Mexican residents working there. I

think they are receptive to the idea of bringing in, I'm not sure if it's an on-demand service or a dedicated route to those facilities. I did tell him that we can work out and maybe having a meeting with David and Davin to them, they can talk together and see what possibilities exist, that's where I would leave that.

Barraza: Okay. Fantastic. I mean I really would like to see if it's something I did read in the paper, I guess they're planning on having a job fair. It didn't say whether the El Paso area or Dona Ana County area, so I would like to see most of those jobs here in New Mexico. FYI to see is something South Central Regional Transit wants to pursue.

D. Armijo: Great.

Barraza: Okay. Any other Board Comments?

Garrett: I would encourage Javier and David to get together with Davin. I think we need to be overly aggressive about some of these things and I am concerned that if we're not that other options will be considered or that people will simply say "Well this doesn't really matter" and so I want to second Mayor Barraza's interest and suggestion. That's that. I just have a question. Do have a meeting next week on the 25th?

Barraza: Mr. Armijo.

D. Armijo: I believe from our conversation last week we'd indicated "no," that we would wait until August and go dark next week because we've had these two special meetings.

Garrett: Okay.

D. Armijo: The last we were able to get the minutes and other stuff done and the financials, so I think waiting till August is great. I appreciate the fact that we've had good attendance on the phone. I appreciate that you've made this commitment because this has really helped us get this stuff done and of course this really supports the interest of the employees, they come first right now in doing what we're doing. So, thank you for that.

Garrett: Could I suggest that you, number one send an e-mail. Not all the Board Members have been on the recent meetings and just make sure everyone knows. Also post something on the website.

D. Armijo: We will do that before Friday for next week, and I'll make sure there will be distribution out even to say there's no meeting.

Garrett: Yes. Great. Thank you.

Barraza: Thank you Commissioner Garrett. Good point. Okay. Any other Board Comments? Seeing none.

14. ADJOURNMENT (1:45 PM)

Barraza: If there are no objections, we will adjourn this meeting. Hearing no objections, we'll adjourn. Thank you.

Chairperson

Item #7 Finance Report July 2018

FY19 Budget - July 2018	South Central Regional Transit District					
Descriptions	Budget	Revision Request	Y-T-D	Accrued but not paid	% Y_T_D	Remaining Balance
<i>Personnel Services</i>						
Salaries	390,833.60		27,129.83		7%	363,703.77
<i>Employee Benefits</i>						
FICA/Medicare Tax	29,898.00		3,073.06		10%	26,824.94
WC/SUTA	10,002.90		722.78		7%	9,280.12
Workers' Comp Insurance	22,481.00		2,922.00		13%	19,559.00
Health Insurance	52,962.00		3,732.57		7%	49,229.43
Retirement - PERA	26,048.00		568.88		2%	25,479.12
<i>Travel</i>						
Travel - Reimbursement	4,000.00				0%	4,000.00
FUEL	78,000.00		9,196.66	8,166.38		68,803.34
Maintance on Vehicles	40,000.00				0%	40,000.00
<i>Supplies</i>						
Supplies	6,800.00				0%	6,800.00
<i>Insurances</i>						
General Liability	2,376.00				0%	2,376.00
Automobile Insurance	74,000.00			6,977.17	9%	74,000.00
D&O Insurance	2,640.00				0%	2,640.00
<i>Contractual Services</i>						
Professional Fees/Audit	9,500.00				0%	9,500.00
Legal Fees	2,500.00					2,500.00
Contract Services	4,366.00					4,366.00
SCCOG	5,000.00		5,000.00			0.00
STS, NM	98,500.00		9,171.85			89,328.15
Zia Therapy	12,000.00		1,000.00			11,000.00
Camino Real	4,500.00					4,500.00
FineLine Graphics	2,500.00					2,500.00
<i>Operating Cost</i>						
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		474.32			6,725.68
Reserve	57,427.79					57,427.79
Bus Rental	600.00					600.00
Rent- City of Anthony	650.00		350.00			300.00
Bus Facility Lease	23,400.00		975.00			22,425.00
<i>Capital Assets</i>						
Capital Assets	87,780.55		-			87,780.55
Total Expenses	\$ 1,058,115.84		\$ 64,316.95	\$ 15,143.55		993,798.89

FY18-19 REVENUE						
South Central Regional Transit District						
Jul-18						
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%	0.00
DONA ANA COUNTY	\$ 43,164.00		43,164.00		100%	0.00
SUNLAND PARK	\$ 7,208.00		7,208.00		100%	0.00
TOWN OF MESILLA	\$ 1,124.00		1,124.00		100%	0.00
VILLAGE OF HATCH	\$ 843.00		843.00		100%	0.00
City of Anthony	\$ 3,510.00			3,510.00	0%	3510.00
CITY OF ELEPHANT BUTTE	\$ 732.00			732.00	0%	732.00
CITY OF TRUTH OR CONSEQ	\$ 3,315.00	-		3,315.00	0%	3315.00
TOWN OF WILLIAMSBURG	\$ 229.00	-	229.00		0%	0.00
Dona Ana County GRT	350,000.00	-		29,166.67	8%	320833.33
NM DOT 5310	70,224.44				0%	70224.00
NMDOT 5311	127,453.35			33,683.27	26%	93770.08
NMDOT 5311*	382,333.05				0%	382333.05
Bus Fares/Ticket Sales	12,000.00		515.98		4%	11484.02
Advertisement Revenue	6,000.00				0%	6000.00
Misc. Revenue						
TOTAL REVENUES	\$ 1,058,115.84	\$ -	\$ 103,063.98	\$ 70,406.94	10%	892201.48
* Funding Begins October 1st, 2019						

Item #8 Executive Directors Report – Oral Presentation

Item 9 – Credit Card Policy

South Central Regional Transit District Policies and Procedures Employee Use of Company Credit Card or Charge Accounts

1. Authorization – Only the Finance Manager or Executive Director will have authorization for the use of a company credit card or charge account.
2. Employee Agreement – The employee must sign an agreement acknowledging that he/she has read and understands the policies and procedures governing the use of a company credit card or charge account.
3. Restricted Use – The use of a company credit card or charge account is subject to the following restrictions:
 - No personal or private expenditure shall be to be charged to a company account.
 - No regular operating expense (e.g. monthly telephone bills, internet agreement, etc.) shall be charged to a credit card.
 - Each expense charged must be accompanied by the actual itemized receipt and brief explanation. (For example, if the expense is for meals or food, note on the receipt if it was for a luncheon meeting and how many meals were included on the bill). In other words, each expense should have the same type of documentation that you would include on a request for reimbursement.
 - An expense more than \$1000 should be pre-approved. Capital purchases should never be charged to a credit card.
 - Travel expenses (e.g. airfare, hotel rooms, conference registrations) should be submitted for payment via a purchase order or expense reimbursement whenever possible. In the exceptional case when a credit card is used for such expenses, the conference and travel expense should be pre-approved by the appropriate authority.
 - Documentation of each expense shall be submitted as soon as possible, and no later than 10 days from the date of purchase.
 - No cash advances will be permitted on a company credit card.
4. Card Payments - Payments, late fees and interest related to unauthorized or undocumented charges shall be the responsibility of the employee.
5. Violations of the District’s credit policy shall result in disciplinary action, including termination of employment or prosecution.

Item #10 - Resolutions

South Central Regional Transit District

Resolution Number: _____

A Resolution approving the Financial Statements as of July 31st, 2018.

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, August 22nd, 2018 in the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Central Regional Transit District does hereby approve the Financials Statements as of July 31st, 2018.

ADOPTED AND APPROVED THE 22nd DAY OF August 2018.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: _____

A Resolution approving the SCRTD Credit Card Policy as of July 31st, 2018.

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, August 22nd, 2018 in the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

WHEREAS, the District has established its Banking Operation with the Bank of the West and the Bank of the West Credit Card may be used for District use in support of District Operations subject to the conditions set forth in the SCRTD Credit Card Policy;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Central Regional Transit District does hereby approve the SCRTD Credit Card Policy as of August 22nd, 2018.

ADOPTED AND APPROVED THE 22nd DAY OF August 2018.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: _____

A Resolution approving the acquisition of one transit bus from Rio Metro Regional Transit District as of August 22nd, 2018.

A Resolution approving the South-Central Regional District Fiscal Year Acquisition of one transit buses from Rio Metro Regional Transit District.

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, August 22nd, in the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

WHEREAS, the South Central Regional Transit District accepts condition of one transit bus and the remaining portion of the federal grant from Rio Metro Regional Transit District; and,

WHEREAS, the Rio Metro Regional Transit District transfers the local funding of the transit bus at no cost to South Central Regional Transit District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Central Regional Transit District does hereby accept the acquisition of one transit bus from Rio Metro Regional Transit District.

ADOPTED AND APPROVED THE 22nd DAY OF AUGUST 2018.

Javier Perea, Chair

David Armijo,
Executive Director