



SOUTH CENTRAL REGIONAL TRANSIT

DISTRICT BOARD OF DIRECTORS

**Board Meeting
AGENDA**

Wednesday, November 28, 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, November 28, 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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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 October 17, 2018
6. Financial Report for the Period Ending October 31, 2018 – Velma Navarrete
7. Executive Director's Report- David Armijo
8. Discussion items
 - a. FY2020 NM DOT Section 5311 Rural Transit Grant
 - b. FY2020 El Paso Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Grant
 - c. 54 Legislature First Session 2019 Capital Outlay Request
9. Action items:
 - a. A Resolution approving the Financial Statements as of October 31, 2018.
 - b. A Resolution approving Budget Adjustments as of October 31, 2018.
 - c. A Resolution approving the Submission of FY20 NM DOT Section 5311 Rural Transit Grant
 - d. A Resolution approving the submission of the FY20 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Grant
 - e. A Resolution approving the submission of the Capital Outlay Request for the 54 Legislature First Session 2019
10. Closed Session: Personnel Matters
 - a. Action Item: Executive Directors Contract
11. Board Comment
12. Adjourn

ITEM #5 - MINUTES

**Special Meeting
South Central RTD
Board of Directors Meeting
Wednesday, October 17, 2018 - 1:30 PM
Mesilla Valley Intermodal Transit Terminal
300 W. Lohman Avenue, Las Cruces, NM 88005**

MINUTES

MEMBERS PRESENT:

Javier Perea, RTD Chair, City of Sunland Park
Nora Barraza, RTD Vice Chair, Town of Mesilla
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
Majorie Powey, Village of Williamsburg, attending by telephone
Diana Trujillo, City of Anthony, attending by telephone

MEMBERS ABSENT:

Steve Green, City of T or C
James "Slim" Whitlock, Village of Hatch

SCRTD STAFF:

David Armijo, SCRTD Executive Director, attending by telephone
Velma Navarrette, SCRTD

OTHERS PRESENT:

Becky Baum, RC Creations, LLC, Transcriptionist

1. PLEDGE OF ALLEGIANCE (1:02 PM)

Perea: Thank you everyone. We'll get started with the meeting here. Welcome all. Today is October 17, 2018. It is 1:02 p.m. This special meeting of the South Central Regional Transit District is now in order. We can please rise for the Pledge of Allegiance, and we do have a flag here at the Center now.

ALL STAND FOR THE PLEDGE OF ALLEGIANCE.

2. ROLL CALL

Perea: And then if I can have the roll call.

Baum: Certainly. Javier Perea.

Perea: Present.

Baum: Majorie Powey.

Powey: Here. Present.

Baum: Nora Barraza.

Barraza: Here.

Baum: Jack Eakman is not here. Billy Garrett.

Garrett: Here.

Baum: Gerald LaFont.

LaFont: Present.

Baum: Diana Trujillo.

Trujillo: Here.

Baum: James Whitlock, not here. Steve Green, not here. And Mr. Eakman just walked in.

Eakman: Here.

Perea: Fantastic. We do have a quorum.

3. CHANGES TO THE AGENDA

Perea: We will move into the next item on the agenda, item number three. Are there any changes to the agenda? Hearing none.

Barraza: I make a motion we approve the agenda.

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

Trujillo: I second it.

Perea: The motion has been seconded. The motion was made by Mayor Barraza and motion has been seconded by Mayor Trujillo. Any other discussion? Seeing none. All those in favor say "aye."

MOTION PASSES UNANIMOUSLY.

Perea: All those opposed "nay." Abstentions? Motion carries unanimously. The agenda order has been approved.

4. PUBLIC INPUT

Perea: Jump over to item number four. Item four is public input. Is there any public input at this time? Seeing no public input.

5. APPROVAL OF SCRTD MEETING MINUTES OF September 26, 2018

Perea: We'll move on to item number five, approval of the SCRTD minutes of September 26, 2018.

Eakman: I'd move approval.

Perea: I do have a motion on the floor to approve the minutes for September 26, 2018.

Barraza: Second.

Perea: And the motion has been seconded. The motion was made by Councilor Eakman, motion was seconded by Mayor Barraza. Any discussion on the minutes? Hearing no discussion. All those in favor say "aye."

MOTION PASSES UNANIMOUSLY.

Perea: All opposed say "nay." Abstentions? Motion carries unanimously. The minutes for September 26, 2018 have been approved.

6. FINANCIAL REPORT FOR THE PERIOD ENDING September 30, 2018

Perea: Move on to item number six, financial report for the period ending September 30, 2018.

Navarrette: That's me. So I will begin with just going over briefly, if you turn to the item six, Financial Report, and it has a summary. We just wanted to depict the bank balances at the end of the month, at the end of September 30th. We have three accounts, the money market, operating, and our payroll account totaling to \$74,128.13. So that's where we were at on the 30th of the September. Moving forward to the expenditures, which is on the next page I believe. If you look to the year-to-date percentage spend, we're at 21% overall which is pretty good given

that we could be at 25% because it's the first quarter, July, August, September. So, 21% is pretty good since we're under the 25% threshold. The only change that you see is the Zia Therapy for \$6,000 which is an item for consideration and action, and so that's the only revision request that you see on the expenditures portion of the Financial report. If you have any questions, the month of September is highlighted, those are the expenses that were incurred in September and then your year-to-date includes July through September. So, I stand for any questions at this time.

Perea: You have any questions?

Barraza: Mr. Chair. I just have one question for Velma. I was looking at salaries for September 2018 came in at \$31,744 and that is excluding the employee benefits. And looking at the balance of payroll account on the previous page of \$28,043, are we in a position that we have enough money on hand to cover salaries?

Navarette: Yes, we do. That account, it was at \$28,043 at the end of the month.

Barraza: In September.

Navarette: In September, but we are waiting for, as usual, the deposits that are made every month by the grants, the \$29,000 and then the ...

Barraza: Okay so on page 38 we have the revenue sources which you're saying from Doña Ana GRT and the 5310, 5311 monies, is that what we're relying on to cover our salaries for the month of October.

Navarette: We rely on that to cover salaries and even our operating expenses, yes. The Doña Ana county GRT and the 5311 grant. Yes.

Barraza: Okay. Thank you. I just wanted Mr. Chair to be sure we had enough money to cover salaries. Well and it's expenses also.

Eakman: Mr. Chair.

Perea: Councilor Eakman.

Eakman: I was wondering if we've moved forward on purchasing QuickBooks.

Navarette: Yes, we have. We have moved forward on purchasing it. And so, what I'm working on right now is importing all of the financial figures, all of the activity from the bank accounts. What I'm doing right now is basically categorizing and itemizing things. Because for example just a really quick example is payroll comes in as an expense, but it comes in as a lump sum, like let's say, I'm just going to throw out a number, let's say \$8,000. So I need to go in there and break it down into the different categories. That's where we're at. But yes, we have purchased it and it's on my laptop. So, the nice part about it is that it talks to the bank basically. So, I can see the balances daily. Either way I can log into the bank account, but yes, we have. That's in the works.

Eakman: Were you able to import from Excel or is this all manual input now?

Navarrette: Well it's manual input. I could probably try to input this information but this information right here that you have in front of you is what I gather from the account activity itself, so it would be like inputting it twice, so if I'm getting it from the bank it's already there. I hope that makes sense.

Eakman: It does.

Barraza: It does.

Perea: Any other questions on the report? On the expenditures? Seeing none. You want to cover the revenues?

Navarrette: Yes, I'll cover the revenues briefly too. The last part of the Financial report is the revenues which is of course very important. For the membership dues we are missing the City of Anthony and T or C, City of Truth or Consequences.

Barraza: Williamsburg.

Navarrette: Williamsburg I think we just recently received. I thought I saw it.

Perea: The percentage didn't count it then if we did receive it because it has a zero percent.

Navarrette: We received it in October. So, this is September. I believe I accounted for it just a few days ago, or last week. So, this is just September. Then you see where we do get most of our operating and common payroll is the Doña Ana County GRT and the 5311. Then the bus fares amount is compilation of July through September. This is all year-to-date. Any questions on the report itself?

Barraza: Mr. Chair. I do have a question. In terms of are we submitting the report that the County has requested on a timely basis?

Armijo: Yes.

Barraza: Okay.

Armijo: Yes, we give them that. Let me add one more comment. If you look on the revenues of our expenses, so we're running \$95,363.30 ahead on revenues right now. And the reason for that is we're getting our billings to the State and to the County within the first four days of the month.

Barraza: Okay. Great.

Armijo: So, we're able to get our revenues in a lot quicker.

Barraza: That's wonderful. Good.

Perea: Any other questions?

Trujillo: For the City of Anthony, we lost our Finance Director, so we have a big old mess at the City of Anthony, so we will be sending that invoice soon. I'm going crazy.

Eakman: My condolences.

Trujillo: I think we lost about five staff members. I'll be there.

Barraza: I understand.

Navarrette: I know that I'm one of them. I will remain silent.

Perea: Thank you Mayor for the update.

Trujillo: You're welcome.

Barraza: Do we need a motion for approval?

Perea: Do we need to accept the report?

Navarrette: Yes, that would be good I would like.

Barraza: Mr. Chair I would like to make a motion that we approve ...

Perea: Well that's item 9.a.

Barraza: There you go.

Perea: Okay. There you go. Then we'll address it at that point.

Barraza: Okay.

7. EXECUTIVE DIRECTOR'S REPORT

Perea: We're going to jump over to the item number seven, Executive Director's report.

Armijo: Well good afternoon. I'm not present because I'm out here taking a class to become a Certified Chief Procurement Officer since we don't have one for the District as of yet and we do need to have somebody of record by the end of December for this fiscal year, or the calendar year going into the next calendar year. I can tell you after two days of testing this has been an extraordinary challenging opportunity. I'm not sure if my experience of 30 years helps or hurts, but I'm learning a lot about what we need for New Mexico and I think this will be very helpful to us. I've explained briefly to staff, I expect that when I'm done we'll be posting more information on the website including some of our procurements, although we really only had a couple, so we really haven't been in need, but we do things in the purchasing world so that still applies. So there'll certainly be a benefit to all.

Beyond that my only report since I'm not there today is just to reinforce the rider alert just sent out in the last couple of weeks. So, the success of the last fiscal year which closed on September 30th which is perfectly in line with the Financial report we just gave. Our ridership is well over 30,000 trips which is up about 11,000 trips from the previous year or 61%. So, we're doing very very well. Certainly, one of the few transit agencies in the state that's growing, in part because we're new of course, but also we're still doing a lot of peak vehicle fleet of six buses out of the nine buses we now have, five buses in the afternoon. So essentially, we've only added bus or two yet we've still been able to grow from 24 trips to 38 trips a day. So, a very small system but we're carrying a lot of people

and continuing to grow and I think that's a positive element as we finish the second fiscal year for the grants that we received. And that's the end of my report.

Perea: Any questions? Hearing none.

8. DISCUSSION ITEMS

a. Z-Trans Contract Extension

Perea: Move on to item number 8.a., Z-Trans Contract extension.

Armijo: Yes. I'll handle that. This is just a pick up from last month. We had asked that last month that we increase the contract from \$12,000 annually to \$20,000, although in the fiscal year, or budget year that we have with nine months remaining, you'll actually be \$18,000, so the request is an increase of \$6,000. We're basically going from \$1,000 a month to about \$1,600 a month. And the rationale for this is that the contract has been in place for nearly six years. We've been operating at a pretty steady pace, but costs have been going up and Z-Trans has been making that up through other financial costs, either reserves or through other contractors and they really reached the point where they need additional funding to continue. This also gives us an opportunity to increase our percentage of the contract and to continue to increase perhaps our position in Otero County which is of course one of the counties that in our district review and we hope to attract both Deming and the County of Otero in perhaps the coming year with discussion to see if they'll join us, and I think this is a step in that direction. I would recommend your approval. Any questions?

Perea: Any questions?

Powey: Yes. You mentioned Deming and the same. Is Z-Trans considering going to Deming?

Armijo: I'm sorry, I meant Alamogordo.

Powey: Okay.

Armijo: I've been (*inaudible*) from Deming the last two days. They have their own service district. I think they can handle that.

Powey: Well but you know there are a number of people that travel from Deming to Las Cruces for medical care.

Armijo: That's correct. And we have talked to the district about what we could do to perhaps make better connections. I think when we work with that carpool/vanpool program that we're working on with the State, that's part of their jurisdiction and maybe that's a way that we can work together utilizing, because you're not going to need a bus for that but you could certainly use a vehicle and hopefully a vehicle that's accessible.

Powey: Okay. Thank you.

Armijo: Thank you. Good catch.

Perea: Any other discussion on that? Seeing none.

b. District Bylaws

Perea: The item 8.b., District bylaws.

Armijo: Yes. I'm just putting this back on the agenda. We last left off, and I gave you all the two PowerPoints back in the areas of January, February, and March and then we had it up with the actual changes for approval in April and I think we were running late or long in that meeting and we decided to postpone and bring it back. So I'm bringing it back. The changes I think are fairly modest. The concern that I have is that we still don't have a standing set of bylaws defined by the district. Nobody's been able to find anything online or any place in the files, so we've done quite an extensive review both us and the COG, we just don't have a set of approved bylaws. So, I would urge the Board to approve the ones that we discussed earlier and then perhaps reschedule after the first of the year to have another workshop or series to go over the bylaws again and see what changes may be necessary.

Eakman: That sounds like a very good plan to me. I think it's more important to have bylaws approved than they be just rigorously perfect at this time.

Armijo: I agree.

Perea: Any other discussion? Okay.

c. Executive Director Contract

Perea: Then the last discussion item is the Executive Director contract.

Armijo: I think Javier you probably should discuss that. I think where we left off was having a special meeting in a couple weeks to have a more definitive discussion in closed session.

Perea: Yes. I'm not sure if everyone knows, but the Executive Director's Contract. I believe that's in December.

Armijo: Yes.

Perea: So we have to decide whether or not we want to extend the contract, review, make changes, etc. So we're looking at potentially maybe having just an Executive Session to discuss this item. I wanted to poll the Board to see if there was the possibility of doing one the last week of October.

Garrett: Mr. Chair.

Perea: Yes.

Garrett: The note that I see in the packet says 1:30 on the 31st and we had just made a decision Monday night for the CRUA Ribbon Cutting, that would interfere with that.

Perea: That's right.

Garrett: I agree with the idea.

Perea: Is there another date that would work?

Garrett: What about 1:30 on the 30th?

Perea: 1:30 on the 30th.

Powey: That I cannot do. I have a spay/neuter clinic scheduled here at a building that I own and I have to be here.

Garrett: So that knocks you out for all day?

Powey: Yes, we run it from 7:30 in the morning until 5:00 or 6:00 at night.

Garrett: Okay. Well good for you. I'm happy to hear that.

Powey: Well we work with Amy Starr's Paws and Hooves out of El Paso and she comes up and contracts with us and we've been doing a clinic a month.

Garrett: So what about 1:30 on Thursday the 1st?

Perea: That works for me.

Powey: That I can do.

Eakman: I can do that.

Perea: It's a fifth week for me so usually it's free.

Barraza: What is it?

Perea: We're looking at doing an Executive Session to discuss the Executive Director's Contract. It expires at the end of the year.

Barraza: In December. I will not be available from the 30th until after Thanksgiving. Taking an extended vacation. I mean but feel free, whenever.

Perea: So the majority of the Board right now November 1st seems to be working for them?

Trujillo: You said November 1st?

Perea: Yes.

LaFont: It's fine for me.

Perea: Mayor Trujillo.

Trujillo: Anything except October 30th because I'm having an event October 30th, the rest of the days I'm okay.

Perea: Okay the 1st. Councilor LaFont.

LaFont: Yes. It's fine.

Perea: So I think we have a consensus that for the most part that November 1st will work for the majority of the Board. So, we'll schedule a closed session meeting to discuss the Executive Director's Contract for that particular day.

Garrett: Do you want to set a time Chair?

Perea: 1:00, 1:30 work for everyone? 1:00.

Powey: And where would that be?

Perea: I think we can do it here at the Move-It Center. And it'll be an Executive Session, so we won't even entertain any public at that moment.

Eakman: We will give notice though.

Perea: Yes. Notice is required.

Barraza: We can call in too, right?

Perea: Yes. Fantastic.

9. ACTION ITEMS

a. A Resolution approving the Financial Statements as of September 30, 2018

Perea: So that'll push us to item number 9.a., a resolution approving the Financial Statements as of September 30, 2018.

Barraza: Mr. Chair. I'd like to make a motion that we approve the resolution to approve the Financial Statements as of September 30, 2018.

Perea: Mayor Barraza has moved.

Trujillo: I second it.

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

Eakman: Mr. Chair. I do approve. The one thing that would make me more comfortable in the future is if we clearly state this is a "Pre-Audit" report. I would feel a lot more comfortable if in the resolutions in the future on the last line "We approve the pre-audit financial statements and budget as of September 30." I wouldn't want to change anything today, but for future I would feel more comfortable if that was there.

Barraza: So, you're saying like "A resolution approving the pre-audit financial statements."

Eakman: Correct.

Barraza: "As of" and the date.

Eakman: "As of" the month. Yes.

Perea: Any other discussion?

Navarrette: I have a question. David on the first whereas, it says the "South Central Regional Transit District Board of Directors met in a meeting Wednesday, September 26." Did you mean to put October 17th or is it meant to be September 26th?

Armijo: No, it's October. I caught that on a couple of them. Sometimes it didn't say. So, we should amend it to say October. But the financials are as of September 30th.

Navarrette: September 30th. Yes. Okay.

Perea: So, we'll just include that administrative change to include October 17, 2018.

Navarrette: Rather than September 26th. Yes.

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

Baum: Certainly. Javier Perea.

Perea: Yes.

Baum: Majorie Powey.

Powey: Yes.

Baum: Nora Barraza.

Barraza: Yes.

Baum: Jack Eakman.

Eakman: Yes.

Baum: Billy Garrett.

Garrett: Yes.

Baum: Gerald LaFont.

LaFont: Yes.

Baum: Diana Trujillo.

Trujillo: Yes.

Perea: Motion carries unanimously. Item 9.a. has been approved.

Garrett: Mayor.

Perea: Yes.

Garrett: Mr. Chair. I need to get into another meeting. If I leave we still have a quorum, right?

Perea: Yes, we do.

Garrett: Okay, and for what it's worth I personally would be voting in favor of all the others, I'll let you proceed.

Perea: Fantastic. Well thank you. I appreciate your time this afternoon.

b. A Resolution approving Budget Adjustments as of September 30, 2018

Perea: So, we move on to the next item on the agenda which is 9.b., a resolution approving budget adjustments as of September 30, 2018.

Barraza: Mr. Chair. May I ask first? Do we have any budget adjustments? I don't think any were mentioned during the financial statement review.

Navarrette: Yes, there was for the Z-Trans. It was the \$6,000.

Barraza: Okay, so we have, you're proposing a budget adjustment of \$6,000 to add into the Z-Trans contract. And where are we taking those \$6,000 from?

Navarrette: From the reserves.

Barraza: From the reserves.

Navarrette: If you look down towards the bottom.

Barraza: What page?

Navarrette: The same one. You look down toward the bottom it's right here.

Barraza: I see it right here. So therefore Mr. Chair I'd like to make a motion that we approve the budget adjustment for Z-Trans taking \$6,000 out of the reserves to cover the additional \$6,000 for Z-Trans Contract.

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

Trujillo: I second that.

Perea: Mayor Trujillo has seconded the motion. Any discussion on the motion? Yes sir.

Hardin: Sorry I'm late everybody. Joe Hardin, Z-Trans, Director. I hadn't seen this. I see two numbers floating around there \$20,000, \$18,000, and \$20,000. The 12 months of \$18,000 doesn't add up to that. But I do have a problem with the 100% of the ridership. We can't both, I can't give him all the ridership and they can't give me all the ridership, you get what I mean? The County Ridership will be the RDTs but the ridership from Alamogordo would have to remain with us.

Eakman: Could we discuss that on the next item?

Hardin: We can.

Perea: This right now would be just the budget adjustment.

Hardin: Okay.

Perea: Any other discussion on the budget transfers? Seeing none. Let me have roll call vote on the matter please.

Baum: Javier Perea.

Perea: Yes.

Baum: Majorie Powey.

Powey: Yes.

Baum: Nora Barraza.

Barraza: Yes.

Baum: Jack Eakman.

Eakman: Yes.

Baum: Gerald LaFont.

LaFont: Yes.

Baum: Diana Trujillo.

Trujillo: Yes.

Perea: Motion carries unanimously. Item 9.b. has been approved.

c. A Resolution approving the contract extension and modification of the Z-Trans Grant

Perea: Then we move on to item 9.c., a resolution approving the contract extension and modification of the Z-Trans grant.

Eakman: Move approval.

Perea: So, I have a motion on the floor made by Councilor Eakman to approve item 9.c. Is there a second?

Barraza: I will second.

Perea: The motion has been seconded. Discussion.

Barraza: Okay Mr. Chair. As just was brought up, I think the reason there's, on the summary that we have before us on the Z-Trans I know he's saying the \$6,000 and the \$12,000. We currently have \$12,000 budgeted. We just approved a budget adjustment of \$6,000 which does total \$18,000 for the contract. I did see, I just saw this, it's not to exceed the amount of \$20,000 annually. So, I think the reason it is at \$18,000, because we just now approved the contract. We're not retro activating it. Am I correct?

Armijo: Excuse me Mayor Barraza, if you look at the Board report, the Board report breaks down the numbers. So, we're dealing with two fiscal years. So, the fiscal year and the contract year that just ended on September 30th was at \$1,000 a month, so that's \$3,000 for the fiscal year that we started in July, so you're correct on that. So, going forward if we approve the contract at the \$20,000 level, that's \$16,666 per month, for nine months, that adds to a total of \$15,000, so the \$15,000 plus the \$3,000 would be \$18,000 for the fiscal year not the contract year, so that's how those numbers come together.

Hardin: That was my confusion.

Barraza: That your confusion. Do you understand it?

Hardin: I understand that.

Barraza: Now. Okay.

Hardin: The other thing I have is the ridership is how we do that because we can't both claim the same ridership to NMDOT.

Barraza: Right.

Armijo: Let me address that. We're not advocating doing that. We're asking, given the fact we're taking on greater expense that we would do that. That was in the contract we sent to you several months ago. If that's an issue that we can't come to a conclusion on, we can work that out and discuss it with the New Mexico DOT and we'll work through whatever they think is fair effort. We will not intend to double count.

Hardin: Right. We can definitely work that out.

Armijo: We did that before, about three years ago.

Perea: Is there any change to the wording here that needs to happen at this point?

Hardin: No, I don't think so.

Perea: Councilor Eakman.

Eakman: Mayor. I wonder if we need to postpone this until the parties work this out?

Barraza: I would feel so much better Councilor Eakman also, that until we see something that's firm between both parties, that we take any action on it.

Armijo: We're already into the contract year. If there was going to be a change then we can just delete that provision and we'll move forward. Just take those words out of the contract and go forward with the contract as is. This is already our second bite at the apple at this thing and the contract began October 1st, so we really need to move forward. If the language is a problem let's just remove it.

Eakman: But we're going to be paying \$8,000 extra a year for no extra ridership?

Armijo: Well the main reason, the ridership was one thing I requested. The main reason for doing it is the cost of the contract. Since we have not had a significant increase in the contract in the last five years, we're trying to have a bigger position on that contract. Now I'm a little bit disappointed Joe called today, but we've had discussions before this, so it would've been better to have this done before today's efforts. But we'll do whatever the Board would like to do.

Eakman: We can't negotiate here.

Armijo: When we bring it back in November we'll do that.

Barraza: Right.

Eakman: We can't negotiate around the table.

Armijo: No, we can't.

Eakman: And I empathize with where you are on this David, but you're putting the Board in a tough position.

Armijo: I just said I will do what you wish. If you want better clarity, then let's pull it from the agenda. We already approved the budget, the contract last month at a \$1,000 a month. This was to amend the grant contract and the budget. So, if we don't take any action, action was already taken last month unless I'm incorrect on that, but we did take action on the contract.

Eakman: I would like to withdraw my motion and hold this over since payment is not a problem at this time. That was approved already. But the contract is a problem.

Armijo: Correct.

Eakman: So, I'm going to withdraw my motion and maybe we can take this up again at our next meeting.

Perea: Could we bring this back up at the Executive Session? Right before the Executive Session, in open session and then like that's a two week window to address any.

Barraza: That would give the opportunity for Mr. Armijo and Jack to sit down at the table and come up with an agreement, something that they both agree on to bring to the Board for us to take a look at and vote.

Perea: Is everyone comfortable with that?

Barraza: Yes, I am.

Perea: Any objections from the Board Members on the phone?

LaFont: No objection here.

Perea: At this moment I'll entertain a motion to postpone this item to a Special Meeting on November 1st at 1:00.

Eakman: Could I ask the Mayor to withdraw her second?

Barraza: Yes. Definitely. Since I had seconded the motion and Councilor Eakman has withdrawn his motion, I will withdraw my second.

Perea: Fantastic. So, at this moment I need a motion to postpone this item to a Special Meeting on November 1st at the Move-It Center at 1:00. Is there a motion?

Eakman: I would make that motion.

Perea: So, I have a motion on the floor made by Councilor Eakman. Is there a second?

Barraza: I will second that.

Perea: The motion has been seconded by Mayor Barraza. Any other discussion on the postponement? Seeing none. All those in favor say "aye."

MOTION PASSES UNANIMOUSLY.

Perea: All opposed say "nay." Abstentions? Motion carries. We'll postpone this item to the November 1st special meeting.

d. A Resolution approving the District Bylaws as of October 17, 2018

Perea: That puts us at item 9.d., a resolution approving the District Bylaws as of October 17, 2018. Is there any other discussion on this item?

Barraza: Mr. Chair. Can I have some clarification please? So, on the Executive Director's report he talks about the District Bylaws and it says last winter almost a year ago, the Board discussed and recommended changes to the bylaws. The review was incomplete and many provisions were discussed and reviewed. We'll need to meet again in the coming year to complete it. So, we cannot as a Board I think approve something that's not completed. And I think it kind of goes back to what we just discussed about a contract. You're asking us, I know it's critical to approve the bylaws to have approved by us for I guess to apply for future funding and stuff, but I don't have a copy of those bylaws and I have not read them in over a year, so it's very difficult for me, actually I don't even think I could vote on something that is still in the midst of being revised and corrected.

Armijo: Can I please address that issue for clarification? The bylaws are in the packet for where we were in April, and what I meant by incomplete is that we didn't get through all the bylaws, but to the bylaws that we did complete, everything that's in there is completed and updated from where we were 10 years ago. So, this is actually a better set of bylaws now even though we haven't gotten to the last section of the bylaws. But if in fact what you're asking for is 100%, then you're correct, we would have to come back next year, but we would have to go forward without any bylaws. Because right now we don't have signed bylaws.

Perea: There was an e-mail sent, there was one yesterday.

Armijo: It's also addressed in the Board Package.

Powey: David. I have the bylaws. When were the red revisions done, was that April 2018?

Armijo: Yes, earlier this year. That was done by the person who does the minutes. That was Kathy before she left the COG.

Powey: So, you said that, how far did we get because, there's some in red and there's some in blue. I have some changes in red and starting page eight they change to blue.

Armijo: Yes, the red is the changes that were authorized by the Board during the Board meeting, and the blue were the things that Kathy found that she found that needed to be consistent, but they included. Red and blue are really the same.

Powey: Okay.

Armijo: The red is first go around the blue is the second go around. Because we looked at it twice.

Eakman: Mr. Chair.

Perea: Yes sir.

Eakman: I truly respect the Mayor's (*inaudible*) on this, however I feel comfortable moving ahead with the bylaws knowing we've been operating under them every meeting we attend. And I read the bylaws very thoroughly before I joined the SCRTD and in my mind we are acting in compliance with those, so I, myself, feel comfortable approving them without them being present here. I understand we now have a red lined version that is the one I would hope we're approving today. So, I would feel comfortable making a motion and if it fails then it fails. So, I would move approval of the bylaws.

Perea: So, I do have a motion on the floor made by Councilor Eakman. Is there a second?

Powey: I'll second the bylaws because I have them sitting in front of me.

Perea: So, I have a second made by Trustee Powey. Any other discussion?

Barraza: Mr. Chair. I just want to say that they're not in what was e-mailed to me. I don't see any bylaws with revisions. I just rechecked my e-mail. And so, I'm sorry I just cannot vote on something that I have not seen, what corrections have been made, you know the red and blues, I'm not familiar with and haven't had the opportunity to read so I will not vote. I will vote probably "nay" at this point.

Perea: Are there any other questions or discussion? David. I just have a question on the, is there a description for a proxy for the Executive Director or am I reading that wrong?

Armijo: Where do you see proxy?

Powey: Page eight.

Perea: I read it somewhere.

Armijo: Thank you. Let me move up to that.

Powey: There's a proxy statement on page eight for a quorum.

Armijo: Okay. I see that.

Perea: Page three there's, proxy means a person authorized to act on behalf of another sitting Director. Is that supposed to mean for a Board Member?

Eakman: Yes.

Barraza: Yes.

Armijo: I believe so. I think that whenever you have alternates, we only on an occasional basis when they sign the proxy assignment they would be signing on behalf of that Board Member.

Barraza: Mr. Chair. Probably for clarification, we're the District Board of Directors and that's probably where the word "Director" comes in.

Perea: Okay.

Barraza: That's my thinking. I'm assuming.

Armijo: It's not referring to me.

Perea: Okay. I just wanted to clear that in my mind because I'm like okay, let me make sure. So, any other discussion on this item? Seeing none. Let me have a roll call vote on the matter please.

Baum: Javier Perea.

Perea: Yes.

Baum: Majorie Powey.

Powey: Yes.

Baum: Nora Barraza.

Barraza: No.

Baum: Jack Eakman.

Eakman: Yes.

Baum: Gerald LaFont.

LaFont: Yes.

Baum: Diana Trujillo.

Trujillo: Yes.

Perea: Motion carries. Item 9.d. has been approved.

10. BOARD COMMENT

Perea: That moves us on to the next item on the agenda which is ten, Board comments. Are there any Board comments? Seeing none or hearing none.

11. ADJOURNMENT (1:46 PM)

Perea: That moves us to item number 11. If there's no objection, we are adjourned. It is 1:46 p.m.

Chairperson

ITEM #6 – FINANCIAL REPORT OCTOBER 2018

BANK BALANCE AS OF OCTOBER 31, 2018

Bank of the West BNP Paribas

South Central Regional Transit District
10/31/2018 Account Balances

Money Market Account * 4524	\$ 25,051.12
Operating Account * 2003	\$ 3,445.26
Payroll Account *2011	<u>\$ 36,063.06</u>

Total Cash on Hand at 10/31/2018 \$64,559.44

FY19 Budget - July - Oct, 2018							
Descriptions	Budget	Revision Request	YTD	Oct-18	Accrued Not paid	% YTD	Remaining Balance
<i>Personnel Services</i>							
Salaries	390,833.60		\$ 119,214.01	\$ 31,305.80		31%	271,619.59
<i>Employee Benefits</i>							
FICA/Medicare Tax	29,898.00		\$ 10,166.69	\$ 2,316.73		34%	19,731.31
State Unemployment Tax	10,002.90		\$ 6,793.78	\$ 339.65		68%	3,209.12
Workers' Comp Insurance	22,481.00		\$ 9,695.16	\$ 1,831.00		43%	12,785.84
Health Insurance and Life	52,962.00		\$ 11,525.71	\$ 3,027.80		22%	41,436.29
Retirement - PERA	26,048.00		\$ 10,661.66	\$ 2,298.01		41%	15,386.34
<i>Travel</i>							
Travel - Reimbursement	4,000.00		1,028.22	789.52		0%	2,971.78
FUEL	78,000.00		\$ 31,881.71	\$ 7,485.42		41%	46,118.29
Maintenance on Vehicles	40,000.00		3,622.37	1,422.37		9%	36,377.63
<i>Supplies</i>							
Supplies	6,800.00		\$ 6,528.31	\$ 2,872.58		96%	271.69
<i>Insurances</i>							
General Liability - Workers Comp	2,376.00		3,198.61	1,831.00		135%	-822.61
Automobile Insurance	74,000.00		\$ 15,694.18	\$ 4,541.97		21%	58,305.82
D&O Insurance	2,640.00					0%	2,640.00
<i>Contractual Services</i>							
Professional Fees & Svcs/Audit	9,500.00	(1,000.00)	1,371.05			14%	8,128.95
Legal Fees	2,500.00					0%	2,500.00
Cont. Servs ADP FEES/Janitorial/RC Creations	4,366.00		\$ 2,611.31	\$ 1,383.29		60%	1,754.69
SCCOG	5,000.00		5,000.00	-		100%	0.00
STS, NM	98,500.00		\$ 35,279.88	\$ 7,661.56		36%	63,220.12
Zia Therapy	12,000.00		\$ 3,000.00			25%	9,000.00
Camino Real	4,500.00					0%	4,500.00
FineLine Graphics	2,500.00		1,554.00	600.00		62%	946.00
<i>Operating Cost</i>							
Advertisements/Promotional	150.00		43.29	43.29		29%	106.71
Conf/Seminars/Training	250.00	300.00	540.00	540.00		216%	-290.00
Postage	50.00		50.00	50.00		100%	0.00
Office Equipment	500.00		340.00			68%	160.00
Subscription/Dues	500.00		111.54			22%	388.46
Asset Management	700.00	(500.00)				0%	700.00
Telephone - Cell phone	7,200.00		\$ 2,368.36	\$ 426.33		33%	4,831.64
Reserve	57,427.79		9,571.30			17%	47,856.49
Bus Rental	600.00	(300.00)				0%	600.00
Rent- City of Anthony	650.00		\$ 350.00	\$ -		54%	300.00
Bus Facility Lease	23,400.00		\$ 6,825.00	\$ 1,950.00		29%	16,575.00
Utilities/Internet/Etc.	1,500.00	1,500.00	\$ 119.91	\$ 108.48		8%	1,380.09
<i>Capital Assets</i>							
Capital Assets	87,780.55					0%	87,780.55
Total Expenses	\$1,059,615.84		\$ 299,026.14	\$ 72,824.80	\$ -	28%	760,469.79

ITEM #7 – EXECUTIVE DIRECTOR’S REPORT - ORAL PRESENTATION

ITEM #8 – DISCUSSION ITEMS

- a. FY2020 NM DOT Section 5311 Rural Transit Grant

The grant is for the period October 1, 2019 to September 30th, 2020. This funding request will be for an additional \$148,919 in federal funding over the current FY2019 grant level.

A detailed presentation will be provided.

- b. FY2020 El Paso Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Grant.
- c. Capital Outlay Request for the 54 Legislature First Session 2019

An oral presentation will be provided.

ITEM: #9 – ACTION ITEMS:

- A. A Resolution approving the Financial Statements as of October 31, 2018.
- B. A Resolution approving Budget Adjustments as of October 31, 2018.
- C. A Resolution approving the Submission of FY20 NM DOT Section 5311 Rural Transit Grant
- D. A Resolution approving the submission of the FY20 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Grant
- E. A Resolution approving the submission of the Capital Outlay Request for the 54 Legislature First Session 2019

ITEM #9 – RESOLUTIONS

South Central Regional Transit District

Resolution Number: _____

A Resolution approving the Financial Statements and Budget as of October 31th, 2018.

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, November 28th, 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 Financial Statements and Budget as of October 31st, 2018.

ADOPTED AND APPROVED THE 17th DAY OF OCTOBER 2018.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: _____

A Resolution approving the South Central Regional Transit District Fiscal Year 2018-2019 Budget Adjustments.

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, November 28th, 2018 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 2018-2019 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 2018-2019 Budget Adjustments.

ADOPTED AND APPROVED THE 28th DAY OF November, 2018.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District Resolution

Number: _____

A Resolution approving the Submission of Fiscal Year 2020 New Mexico Department of Transportation Section 5311 Rural Transit Grant

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, November 28th, in the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

WHEREAS, the South Central Regional Transit District approves the Submission of a New Mexico Department of Transportation Rural Transit Grant for Fiscal Year 2020; and,

WHEREAS, the funds from the grant will be used to operate and maintain transit services in support of the South Central Regional Transit District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Central Regional Transit District does hereby submit to the New Mexico Department of Transportation a grant for Fiscal Year 2020.

ADOPTED AND APPROVED THE 28th DAY OF NOVEMBER 2018.

Javier Perea, Chair

David Armijo,
Executive Director

South Central Regional Transit District Resolution

Number: _____

A Resolution approving the Submission of a Fiscal Year 2020 EL PASO MPO 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Grant.

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, November 28th, in the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

WHEREAS, the South Central Regional Transit District approves the Submission of a Fiscal Year 2020 EL PASO MPO 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Grant; and,

WHEREAS, the funds from the grant will be used to operate and maintain transit services in support of the South Central Regional Transit District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Central Regional Transit District does hereby submit to the EL PASO MPO 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Grant.

ADOPTED AND APPROVED THE 28th DAY OF NOVEMBER 2018.

Javier Perea, Chair

David Armijo,
Executive Director

South Central Regional Transit District Resolution

Number: _____

A Resolution approving the submission of the Capital Outlay Request for the 54 Legislature First Session 2019

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, November 28th, in the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

WHEREAS, the South Central Regional Transit District approves the submission of the Capital Outlay Request for the 54 Legislature First Session 2019;

WHEREAS, the funds from the grant will be used to operate and maintain transit services in support of the South Central Regional Transit District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Central Regional Transit District does hereby approve the submission of the Capital Outlay Request for the 54 Legislature First Session 2019.

ADOPTED AND APPROVED THE 28th DAY OF NOVEMBER 2018.

Javier Perea, Chair

David Armijo,
Executive Director