



SOUTH CENTRAL REGIONAL TRANSIT

DISTRICT BOARD OF DIRECTORS

**Board Meeting
AGENDA**

Wednesday, February 27, 2019, 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, January 23, 2019 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 January 23, 2019
6. Financial Report for the Period Ending January 31, 2019 – Velma Navarrete
7. Executive Director's Report- David Armijo
8. Discussion items
 - a. Ten Year Transit Service and Financial Plan – RFP 2019-01
 - b. FY2019-20 SCRTD Annual Budget – Draft
 - c. Vehicle Insurance & Loss History
9. Action items:
 - a. Approve Election of officers
 - b. A Resolution approving the Financial Statements as of January 31, 2019.
 - c. A Resolution approving Budget Adjustments as of January 31, 2019.
 - d. A Resolution approving acceptance of a New Mexico Department of Transportation Grant for Ten Year Transit Service and Financial Plan
10. Board Comment
11. Adjourn

ITEM #5

**South Central RTD
Board of Directors Meeting
Wednesday, January 23, 2019 - 1:30 PM
Dona Ana County Government Center
845 N. Motel Blvd., Las Cruces, NM 88007**

**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
Majorie Powey, Village of Williamsburg, attending by telephone
Diana Trujillo, City of Anthony

MEMBERS ABSENT:

Steve Green, City of T or C
Gerald LaFont, City of Elephant Butte
Karen Trujillo, Dona Ana County
James "Slim" Whitlock, Village of Hatch

SCRTD STAFF: David Armijo, SCRTD Executive Director
Velma Navarrete, SCRTD

OTHERS PRESENT: Sharon Thomas
Mike Bartholomew, RoadRUNNER Transit
Michael McAdams, MPO
Angela Rael, SCRTDPO
Becky Baum, RC Creations, LLC, Transcriptionist

Javier Perea called the meeting to order at approximately 1:38.

1. PLEDGE OF ALLEGIANCE

ALL STAND FOR THE PLEDGE OF ALLEGIANCE.

2. ROLL CALL

A quorum was determined to be present.

3. CHANGES TO THE AGENDA

There were no changes to the agenda. Motioned by Diana Trujillo, second by Jack Eakman.
Passed unanimously.

4. PUBLIC INPUT - NONE

5. APPROVAL OF SCRTD MEETING MINUTES OF November 28, 2018

Minor change, Javier Perea moved to members present for the minutes. Motioned by Nora Barraza, seconded by Diana Trujillo. Passed unanimously.

6. FINANCIAL REPORT FOR THE PERIOD ENDING December 31, 2018

Vera Navarrete gave her presentation, going over account balances, expenditures, and revenue.
There was some discussion concerning STS, NM and accounting for \$32,000.00(estimate) before truly opting out of STS services after February.

David Armijo extrapolated that opting out of STS allows access to New Mexico League for insurance. The League pool should lower insurance costs for the fleet.

Nora Barraza asked about \$6,000 for advertising.

David Armijo that they are in discussions with La Clinica.

7. EXECUTIVE DIRECTOR'S REPORT

David Armijo gave his Director's report; including discussion items 8(a), (b), (c), (d), (g), (h). Looking to receive monies hopefully from NMDOT or DFA, last time in 2015 received from DFA. Currently have nine buses with one on order. Total of approximately three-quarters million miles. Books on buses, books will be provided for free, and Children's Reading Alliance will be doing that. Meetings will continue fourth Wednesday of the month, Doña Ana County Government Center, starting at 1:30 p.m. STS contract expires in June 2019, end of three years. Contract has provision of opt-out with 30-days' notice. Ridership up 3,000-plus rides.

8. DISCUSSION ITEMS

- a. 54 Legislature First Session 2019 Capital Outlay Request - Update**
- b. Las Cruces Day in Santa Fe**
- c. Books on the Bus**
- d. Las Cruces Transportation Policy Review Committee**

- e. Santa Teresa Border Area Transportation Plan - Sharon Thomas**
- f. Workforce Connections Transportation Committee - Sharon Thomas**

Sharon Thomas gave presentations on the Santa Teresa Border Area Transportation Plan and the Workforce Connections Transportation Committee. The Plan came out in 2017 with U.S. Department of Transportation to do transportation planning in the Santa Teresa area. Santa Teresa Port of Entry established in 1992, and incredible growth. Demand for freight movement may increase 42% by 2040. Santa Teresa can be a gateway to Mega Regions (mostly on the East Coast). Throughout the report it is about enhancing and supporting regional economic growth and employment opportunities. Only 46% of businesses in the area emphasis hiring

New Mexicans. Workforce policies need to be worked out, so companies don't look elsewhere. Based on 2010 census figures, three transit trips a day and 29 ride-share trips. By 2040 159 transit trips a day and 1,170 ride-share trips. A lot of our bus stops we don't have sufficient sidewalks and lighting for people to actually access transit properly and we need to work on that. New Mexico DOT talking about Vanpool project and signed a contract with Enterprise to provide vanpools to get people to jobs and to workforce training. New Mexico has not done any planning on how the traffic is going to go through the state and how to capture economic development from that. California, Arizona and Texas do have plans. San Diego and Tijuana are a model for working across countries and states.

Steve Duran spoke briefly on outcome based planning, looking at different types of transportation, different riders, what to do to create objectives to increase those through awareness and outreach.

g. SCRTD Meeting Schedule for the Year 2019

h. STS Contract Early Closeout February 28, 2019

Nora Barraza requested more information on the early closeout.

David Armijo stated domicile of buses can be handled in the Anthony facility rather than paying to park three buses. Some challenges with the bus fleet as far as the maintenance and felt the need to step in and take over that; three engine failures and two transmission failures on STS. We can do better managing that. Issues with buses being maintained. Another item is 48 hours responding to audit and drug policy that we have with the state. STS changed contractors without us knowing, in July. The company does not meet all the USDOD requirements, so the staff has been working with OM360. Bottom line, already doing much of the work ourselves. Municipal League only covered if owned and maintained the buses.

9. ACTION ITEMS

a. A Resolution approving the Financial Statements as of December 31, 2018.

Motion by Jack Eakman, second by Nora Barraza. Passed unanimously.

b. A Resolution approving the Budget Adjustments as of December 31, 2018.

Motion by Jack Eakman, second by Diana Trujillo. Passed unanimously.

c. A Resolution approving the SRCTD Meeting Schedule for the Year 2019.

Motion by Nora Barraza, second by Diana Trujillo. Passed unanimously.

d. A Resolution approving the Early Closeout of the STAT Contract, February 28, 2019.

Motion by Diana Trujillo, second by Nora Barraza. Passed unanimously.

10. BOARD COMMENT

Jack Eakman intrigued with transportation systems in Mexico. They work.

11. ADJOURNMENT (2:51 PM)

Chairperson

ITEM #6 January Financial Report

Bank of the West BNP Paribas

South Central Regional Transit District
01/31/2019 Account Balances

Money Market Account * 4524	\$25,052.11
Operating Account * 2003	\$17,216.29
Payroll Account *2011	<u>\$21,265.95</u>
Total Cash on Hand at 01/31/2019	<u><u>\$63,534.35</u></u>

EXPENDITURES

FY19 July thru January 2019							
Descriptions	Budgeted Expenses	Revision Request	YTD	Jan-19	Accrued Not paid	% YTD	Remaining Balance
<i>Personnel Services</i>							
Salaries	390,833.60		\$ 233,718.39	\$ 47,914.17		60%	157,115.21
<i>Employee Benefits</i>							
FICA/Medicare Tax	29,898.00		\$ 18,765.51	\$ 3,585.71		63%	11,132.49
State Unemployment Tax	10,002.90		\$ 7,768.18	\$ 591.62		78%	2,234.72
Workers' Comp Insurance	22,481.00		\$ 12,779.16	\$ 1,542.00		57%	9,701.84
Health Insurance and Life	52,962.00	(2,800.00)	\$ 21,838.84	\$ 3,457.50		41%	31,123.16
Retirement - PERA	26,048.00		\$ 19,058.33	\$ 3,496.98		73%	6,989.67
<i>Travel</i>							
Travel - Reimbursement	4,000.00		2,353.87			59%	1,646.13
Fuel - WEX	78,000.00		\$ 53,798.05	\$ 5,908.78		69%	24,201.95
Maintenance on Vehicles	40,000.00		22,666.03	7,840.43		57%	17,333.97
<i>Supplies</i>							
Supplies	8,300.00	2,000.00	\$ 9,635.71	\$ 500.99		94%	664.29
<i>Insurances</i>							
General Liability - Workers Comp	5,376.00	3,000.00	6,231.61	1,542.00		74%	2,144.39
Automobile Insurance	74,000.00	(3,000.00)	\$ 32,759.14	\$ 7,566.36		44%	41,240.86
D&O Insurance	2,640.00		2,604.98	1,302.49		99%	35.02
<i>Contractual Services</i>							
Professional Fees & Svcs/Audit	8,500.00		1,371.05	-		16%	7,128.95
Legal Fees	2,500.00			-		0%	2,500.00
Services ADP FEES/Janitorial/RC Creations	7,866.00		\$ 5,578.65	\$ 233.02		71%	2,287.35
SCCOG	5,000.00		5,000.00	-		100%	-
STS, NM	98,500.00		\$ 51,291.64	\$ -		52%	47,208.36
Zia Therapy	12,000.00		\$ 6,000.00	\$ 1,000.00		50%	6,000.00
Camino Real	4,500.00		4,500.00	1,500.00		100%	-
FineLine Graphics	2,500.00		1,554.00			62%	946.00
<i>Operating Costs</i>							
Advertisements/Promotional	150.00		43.29	-		29%	106.71
Conf/Seminars/Training	850.00	400.00	1,190.00	350.00		95%	60.00
Postage	50.00		50.00	-		100%	-
Office Equipment	500.00		449.20			90%	50.80
Subscription/Dues	615.00	400.00	1,003.57	392.03		99%	11.43
Asset Management	200.00					0%	200.00
Telephone - Cell phone	7,200.00		\$ 3,241.38	\$ 437.58		45%	3,958.62
Reserve	16,033.63		9,571.30			60%	6,462.33
Bus Rental	300.00					0%	300.00
Rent- City of Anthony	650.00		\$ 350.00	\$ -		54%	300.00
Bus Facility Lease	23,400.00		\$ 10,725.00	\$ 1,950.00		46%	12,675.00
Utilities/Internet/Facility Maint	1,500.00		\$ 359.96	\$ 469.10		24%	1,140.04
<i>Capital Assets</i>							
Capital Assets	87,780.55						87,780.55
Total Expenses	\$ 1,025,136.68	0.00	\$ 546,256.84	\$ 91,580.76	\$ -	53%	478,879.84

REVENUES

FY18-19 REVENUE							
South Central Regional Transit District							
Jan-19							
Support & Revenue	Budgeted Revenue	Revision Request Increase/ (Decrease)	Y-T-D Received PMT	Invoiced But Not Received	% Y_T_D	Remaining Balance	Revenues over Expenses
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	-		3,315.00	0%	\$ 3,315.00	
TOWN OF WILLIAMSBURG	\$ 229.00	-	229.00		100%	\$ -	
						\$ -	
Dona Ana County GRT	350,000.00	-	204,055.65		58%	\$ 145,944.35	
NM DOT 5310	70,224.44				0%	\$ 70,224.44	
NMDOT 5311	86,059.19		86,059.19		100%	\$ -	
NMDOT 5311*	382,333.05		158,745.10		42%	\$ 223,587.95	
Bus Fares/Ticket Sales	12,000.00		4,719.96		39%	\$ 7,280.04	
Advertisement Revenue	6,000.00				0%	\$ 6,000.00	
Misc. Revenue							
TOTAL REVENUES	\$ 1,016,721.68	\$ -	\$ 560,369.90	\$ 3,315.00	55%	\$ 456,351.78	\$ 17,428.06
* Funding Begins October 1st, 2019							

ITEM #7 Executive Director's Oral Report

ITEM #8 Discussion items

- a. Ten Year Transit Service and Financial Plan – RFP 2019-01

Summary

The NM DOT has approved a grant with between the SCRTD and the state to fund Ten year transit service and financial plan. The new plan would replace the Five Year Transit Service and Financial Plan that the Board approved a year ago. The benefits of the plan are that it would expand the time horizon for transit service planning within the region and would be conducted in concert with the RoadRunner update to their Ten Year Transit Service Plan.

The plan would evaluate current services, consider future service expansion, develop an Asset Management Plan and hold a series of public meetings as part of the public engagement process. And finally, the Financial Plan would evaluate the funding requirement to support sustaining and expanding service with the Ten Year Service Plan Horizon. This element would evaluate current funding sources as well as identifying new funding for the District.

Staff has developed a scope of service and presented it to the state for review and concurrence. The state approved the scope and is in the process of developing an agreement subject to District approval to receive the funds.

Recommendation

Approve acceptance of a \$62,500 grant with the state paying 80 percent (\$50,000) and the District paying 20 percent (12,500).

- b. FY2019-20 SCRTD Annual Budget – Draft

Summary

The District is in the process of submitting a request for funding to the County to support transit service beginning July 1, 2019 to June 30, 2020. The budget will include next years proposed funding of the next NM DOT grant for Fiscal Year 2020.

At this point in time the SCRTD Annual Budget is in draft mode and subject to review and discussion. Staff will provide a more detailed presentation at the meeting.

Recommendation

No Action Required

c. Vehicle Insurance & Loss History

Summary

The District has completed thirty-six months of transit service and has carried thousands of riders while traveling over 750,000 miles and has done so without any losses. Please see the attached report by our insurance provider ACUITY.

Recommendation

No Action required.

ITEM #9 Action items - Resolutions

- a. Approve Election of officers
- b. A Resolution approving the Financial Statements as of January 31, 2019.
- c. A Resolution approving Budget Adjustments as of January 31, 2019.
- d. A Resolution approving acceptance of a New Mexico Department of Transportation Grant for Ten Year Transit Service and Financial Plan

ITEM #9 – RESOLUTIONS

South Central Regional Transit District

Resolution Number: _____

A Resolution approving the Financial Statements and Budget as of January 31th, 2019.

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, February 27th, 2019 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 January 31st, 2019.

ADOPTED AND APPROVED THE 27th DAY OF February 2019.

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 for January 31, 2019.

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, February 27th, 2019 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 27th DAY OF February 2019.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: _____

South Central Regional Transit District

Resolution Number: _____

A Resolution approving acceptance of a New Mexico Department of Transportation Grant for a Ten Year Transit Service and Financial Plan for the South Central Regional Transit District.

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, February 27th, in the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

WHEREAS, the South Central Regional Transit District Board accepts the New Mexico Department of Transportation Grant of \$50,000 in federal funding for a Ten Year Transit Service and Financial Plan; and,

WHEREAS, the South Central Regional Transit District Board approves funding of \$12,500 in local funding to match the federal grant;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Central Regional Transit District does hereby approve the New Mexico Department of Transportation Grant for a Ten Year Transit Service and Financial Plan for the South Central Regional Transit District.

ADOPTED AND APPROVED THE 27th DAY OF February 2019.