



SOUTH CENTRAL REGIONAL TRANSIT

DISTRICT BOARD OF DIRECTORS

**Board Meeting
AGENDA**

Wednesday, April 24, 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, April 24, 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 February 27, 2019
6. Financial Report for the Period Ending March 31, 2019 – Velma Navarrete
7. Executive Director's Report- David Armijo
8. Discussion items
 - a. FY2019-20 SCRTD Annual Budget Detail – Draft
 - b. Ten Year Fleet Plan – Draft
 - c. Truth or Consequences & Sierra County Membership
 - d. Zia Therapy Funding & Ridership
 - e. Dona Ana County Emergency Services Request
9. Action items:
 - a. A Resolution approving the Financial Statements as of March 31, 2019.
 - b. A Resolution approving Budget Adjustments as of March 31, 2019.
10. Board Comment
11. Adjourn

ITEM #5

**South Central RTD
Board of Directors Meeting
Wednesday, February 27, 2019 - 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
Jack Eakman, Secretary, City of Las Cruces
Gerald LaFont, City of Elephant Butte
Majorie Powey, Village of Williamsburg, attending by telephone
Diana Trujillo, City of Anthony (arrived 1:34)
Lynn Ellins, Doña Ana County (arrived 2:26)

MEMBERS ABSENT:

James "Slim" Whitlock, Village of Hatch

SCRTD STAFF:

David Armijo, SCRTD Executive Director
Velma Navarrete, SCRTD

OTHERS PRESENT:

Michael McAdams, MPO
Angela Rael, SCRTDPO
Becky Baum, RC Creations, LLC, Transcriptionist

Javier Perea called the meeting to order at approximately 1:30.

1. PLEDGE OF ALLEGIANCE (1:30 PM)

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 Nora Barraza, second by Jack Eakman. Passed unanimously.

4. PUBLIC INPUT - NONE

5. APPROVAL OF SCRTD MEETING MINUTES OF January 23, 2019

There were no changes to the minutes. Motioned by Jack Eakman, seconded by Nora Barraza. Passed unanimously.

6. FINANCIAL REPORT FOR THE PERIOD ENDING January 31, 2019

Velma Navarrete gave the financial report. Expenses were a little higher due to three pay periods, and transmission repair for one of the buses.

David Armijo stated that the \$2,000 transferred was used for office as disengaging from STS and a drug screen was required by the State of New Mexico DOT. Drug testing policy that is mandated is not funded.

7. EXECUTIVE DIRECTOR'S REPORT

David Armijo gave the Executive Director's report. Discussed the finance grant, state to give \$50,000. Requesting more money in the grant with \$500,000 in federal funds, may or may not get that, 22 agencies asking for funding from the same source of 5311. And also trying for \$500,000 from capital funding. Biggest funding comes from the County. Ridership approximately 20% over previous year. People wanting service in the evening, weekends and need help from the County and State to do that. Discussed the flex-service he had in Oakland. Plan includes bus ride surveys. GPS is now on the buses and see where every bus in the system is and speed.

8. DISCUSSION ITEMS

- a. **Ten Year Transit Service and Financial Plan - RFP 2019-01**
- b. **FY2019-20 SCRTD Annual Budget - Draft**

THE ABOVE WERE DISCUSSED IN THE EXECUTIVE DIRECTOR'S REPORT.

- c. **Vehicle Insurance & Loss History**

David Armijo stated we have three counties, loss history includes miles, hours. Insurance looks at the facts of crossing state lines, County lines, in the service. Total by year 2016-17, 2017-18, 2018-19, zero numbers, zero claims. Higher costs because more buses, more operators. Also speaking with New Mexico's Municipal League, previously they did not cover for writing the service, now that we're providing service ourselves as of this Friday, we now qualify and hope that it is a larger pool that has these other folks and can get some form of discount from them.

9. ACTION ITEMS

a. Approve Election of Officers

Javier Perea nominated Chairman. Motion to approve by Diana Trujillo, second by Majorie Powey. Passed unanimously.

Nora Barraza nominated Vice-Chair. Motion to approve by Jack Eakman, second by Diana Trujillo. Passed unanimously.

Jack Eakman nominated Secretary. Motion to approve by Nora Barraza, second by Lynn Ellins. Passed unanimously.

Diana Trujillo nominated Treasurer. Motion to approve by Jack Eakman, second by Nora Barraza. Passed unanimously.

b. A Resolution approving the Financial Statements as of January 31, 2019.

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

c. A Resolution approving Budget Adjustments as of January 31, 2019.

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

d. A Resolution approving acceptance of a New Mexico Department of Transportation Grant for Ten Year Transit Service and Financial Plan

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

10. BOARD COMMENT

Nora Barraza mentioned that money is being found for trails and parks and hopes that money will come for Sierra County/Truth or Consequences join us.

Gerald LaFont mentioned if SCRTD gets up there, the towns of Elephant Butte, Truth or Consequences, and Williamsburg are trying to get inter-transit unit there for one stop.

11. ADJOURNMENT (2:38 PM)

Chairperson

Item #6

Bank of the West BNP Paribas

South Central Regional Transit District
03/31/2019 Account Balances

Money Market Account * 4524	\$	500.00
Operating Account * 2003	\$	334.34
Payroll Account *2011	\$	<u>35,894.57</u>
Total Cash On Hand at 03/31/2019		<u><u>\$36,728.91</u></u>

March Expenses

FY19 July thru March 2019							
Descriptions	Budgeted Expenses	Revision Request	YTD	Mar-19	Accrued Not paid	% YTD	Remaining Balance
<i>Personnel Services</i>							
Salaries	390,833.60		\$ 270,107.47	\$ 36,389.08		69%	120,726.13
<i>Employee Benefits</i>							
FICA/Medicare Tax	29,898.00		\$ 21,478.13	\$ 2,712.62		72%	8,419.87
Unemployment Tax	10,002.90		\$ 8,090.35	\$ 322.17		81%	1,912.55
Workers Comp Insurance	22,481.00		\$ 17,627.16	\$ 4,848.00		78%	4,853.84
Health Insurance and Life	50,162.00		\$ 25,689.99	\$ 3,851.15		51%	24,472.01
Retirement - PERA	26,048.00		\$ 21,583.02	\$ 2,524.69		83%	4,464.98
<i>Travel</i>							
Travel - Reimbursement	4,000.00		3,111.52	287.00		78%	888.48
Fuel - WEX	78,000.00		\$ 65,588.85	\$ 5,975.12		84%	12,411.15
Maintenance on Vehicles	40,000.00		27,159.89	4,493.86		68%	12,840.11
<i>Supplies</i>							
Supplies	10,300.00	500.00	\$ 10,430.17	\$ 794.46		97%	369.83
<i>Insurances</i>							
General Liability	8,376.00	9,000.00	9,633.61	3,402.00		55%	7,742.39
Automobile Insurance	71,000.00	(9,000.00)	\$ 44,611.04	\$ 6,646.46		63%	17,388.96
D&O Insurance	2,640.00	675.00	2,841.87	236.89		108%	473.13
<i>Contractual Services</i>							
Professional Fees & Svcs/Audit	8,500.00		1,371.05	-		16%	7,128.95
Legal Fees	2,500.00	(500.00)		-		0%	2,000.00
Services ADP FEES/Janitorial/RC Creations	7,866.00		\$ 7,327.22	\$ 1,636.57		93%	538.78
SCCOG	5,000.00		5,000.00	-		100%	-
STS, NM	98,500.00	(675.00)	\$ 51,734.15	\$ 8,792.71		53%	46,090.85
Zia Therapy	12,000.00		\$ 7,000.00	\$ 1,000.00		58%	5,000.00
Camino Real	4,500.00		4,500.00			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	1,250.00		1,190.00			95%	60.00
Postage	50.00		50.00	-		100%	-
Office Equipment	500.00		449.20			90%	50.80
Subscription/Dues	1,015.00		1,003.57			99%	11.43
Asset Management	200.00					0%	200.00
Telephone - Cell phone	7,200.00		\$ 3,803.75	\$ 562.37		53%	3,396.25
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		\$ 12,675.00	\$ 1,950.00		54%	10,725.00
Utilities/Internet/Facility Maint	1,500.00		\$ 536.25	\$ 176.29		36%	963.75
<i>Capital Assets</i>							
Capital Assets	87,780.55						87,780.55
Total Expenses	\$ 1,025,136.68	0.00	\$ 636,111.85	\$ 86,601.44	\$ -	62%	389,024.83

March Revenues

FY18-19 REVENUE							
South Central Regional Transit District							
Mar-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	-	233,222.32		67%	\$ 116,777.68	
NM DOT 5310	70,224.44				0%	\$ 70,224.44	
NMDOT 5311	86,059.19		86,059.19		100%	\$ -	Termed out
NMDOT 5311*	382,333.05		237,096.08		62%	\$ 145,236.97	
Bus Fares/Ticket Sales	12,000.00		6,478.63		54%	\$ 5,521.37	
Advertisement Revenue	6,000.00				0%	\$ 6,000.00	
Misc. Revenue							
TOTAL REVENUES	\$ 1,016,721.68	\$ -	\$ 669,646.22	\$ 3,315.00	66%	\$ 347,075.46	\$ 36,849.37
* Funding Begins October 1st, 2019							

Item #7 – Executive Directors Report – Oral Presentation

Item #8 - Discussion items

a. FY2019-20 SCR TD Annual Budget Detail –

Labor & Benefits

FY 19-20 SOUTH CENTRAL REGIONAL TRANSIT DISTRICT										
Hourly Rate	New Rate	Name	Position Classification		WAGES	FICA/MC (C) x .0765	WK 2.30*4	Health Insur.	Unemployment 24200 X 2%	Retirement (C) x 7.4%
		Admin Staff								
\$ 49.14		Armijo	Executive Director	FT	97,950.00	7,493.18	9.20	22,544.64	484.00	6,826.50
\$ 16.50	\$ 17.50	Lopez	Transit Supervisor	FT	35,240.00	2,695.86	9.20	5,312.64	484.00	2,607.76
\$ 15.00	\$ 16.00	Gallegos	Dispatcher	FT	31,200.00	2,386.80	9.20	5,762.50	484.00	2,308.80
\$ 23.80	\$ 26.75	Navarrete	Finance Manager	FT	55,640.00	4,256.46	9.20	5,312.64	484.00	4,117.36
\$ 13.85		NEW	ADMIN ASSIST	FT	24,376.00	1,864.76	9.20	-	484.00	1,803.82
\$ 15.50	\$ 17.25	Navarrete	Maintenance Tech	FT	35,880.00	2,744.82	9.20	5,312.64	484.00	2,655.12
\$ 13.00		NEW	MAINT TECH HELP	FT	22,880.00	1,750.32	9.20	-	484.00	1,693.12
		Operators								
\$ 14.50	\$ 14.50	Franco	Operator	FT	25,737.50	1,968.92	9.20	744.38	484.00	1,904.58
\$ 14.50	\$ 14.50	Aragon	Operator	FT	25,737.50	1,968.92	9.20	-	484.00	1,904.58
\$ 14.50	\$ 14.50	Maughan	Operator	FT	25,737.50	1,968.92	9.20	936.48	484.00	1,904.58
\$ 12.25	\$ 14.50	Claudia	Operator	FT	24,430.00	1,868.90	9.20	-	484.00	1,904.58
\$ 12.25	\$ 14.50	Smith	Operator	FT	24,430.00	1,868.90	9.20	-	484.00	1,807.82
\$ 12.25	\$ 14.50	Jessica	Operator	FT	24,430.00	1,868.90	9.20	-	484.00	1,807.82
\$ 12.25	\$ 14.50	Jesus	Operator	FT	24,430.00	1,868.90	9.20	-	484.00	1,807.82
\$ 12.25	\$ 12.25	NEW	OPERATOR	FT	24,430.00	1,868.90	9.20	400.00	484.00	1,807.82
\$ 12.25	\$ 12.25	NEW	OPERATOR	FT	24,430.00	1,868.90	9.20	400.00	484.00	1,807.82
\$ 12.25	\$ 12.25	NEW	OPERATOR	PT	12,215.00	934.45	9.20	400.00	484.00	903.91
		Budgeted OT* Calculation Below			11,403.60	872.38	-	-	-	-
		TOTAL:			\$550,577.10	\$42,119.15	\$ 156.40	47,125.92	\$ 8,228.00	\$ 39,573.79
		base pay increase of \$1.75								
Notes:										
1	Budgeted Operators at 80 Hours Per Week which is 2080 hours per year									
2	SUTA Rate has not been determined.									
3	PERA is not applicable for overtime.									
4	Insurance amounts are based off current plans/rates as of July 1st									
5	This is the State Workmans' Comp fee not the Insurance									
6	Smith, Claudia, Jessica, Jesus possible pay increases after probation period up to \$14.50 - 6 Months is in									
7	Lopez Pay increase to \$17.50 in August									
8	Finance Benefits Budgeted with BCBS Family. Most Costly Plan for Budgeting Purposes									
Projected Workmans' Comp Insurance Cost Based off Current Rates										
			Rate Per \$100	Payroll Cost	Project Premium Cost					
		Drivers Costs	\$ 8.38	#REF!	#REF!					
		Executive Director	\$ 1.04	\$ 92,250.00	\$ 959.40					
		Finance (Clerical Rate)	\$ 0.51	\$ 49,500.00	\$ 252.45					
		* Drivers total average 35 hours per week.								
				Projected Pr	#REF!					
Overtime Projection Based on Average Current OT				OT Rate	Annual OT Projection					
Gallegos		5 Hours per Pay Period	130	\$ 22.50	\$ 2,925.00					
Lopez		5 Hours	130	\$ 24.75	\$ 3,217.50					
Drivers		35 hours per week based on May 15	247	\$ 21.30	\$ 5,261.10					
*Used Average Driver Pay per hour for cost										
* Average Wage after pay increase to \$14.00 for Budgeting purposes. Average is \$14.29										
		Total Projected OT Wages FY18-19			\$ 11,403.60					

FY19 -20 Budget - Revenues

FY19-20 REVENUE			
South Central Regional Transit District			
Support & Revenue	Revenue	Revenue	
Membership Dues			
CITY OF LAS CRUCES	\$49,980.00		
DONA ANA COUNTY	\$43,164.00		
SUNLAND PARK	\$7,208.00		
TOWN OF MESILLA	\$1,124.00		
VILLAGE OF HATCH	\$843.00		
City of Anthony	\$3,510.00		
CITY OF ELEPHANT BUTTE	\$732.00		
CITY OF TRUTH OR CONSEQ	\$3,315.00	-	
TOWN OF WILLIAMSBURG	\$229.00	-	
Dona Ana County GRT	\$495,529.25	\$129,096.47	\$624,625.72
State Legislature	\$293,000.00		
NMDOT 5311	\$90,000.00		
NMDOT 5311*	\$422,039.00		
NMDOT 5311 Capital	\$150,000.00		
Bus Fares/Ticket Sales	\$12,000.00		
Advertisement Revenue	\$10,000.00		
TOTAL REVENUES	\$ 1,582,673.25	\$ 1,711,769.72	
* Funding Begins October 1st, 2019			

FY19 -20 Budget - Expenses

	FY20 Budget	FY20 Budget 2
Descriptions	Budget	
<i>Personnel Services</i>		
Salaries	550,577.10	608,000.00
<i>Employee Benefits</i>		
FICA/Medicare Tax	42,119.15	46,300.00
WC/SUTA	10,002.90	12,005.00
Workers' Comp Insurance	26,100.00	29,500.00
Health Insurance	47,125.00	54,800.00
Retirement - PERA	39,193.00	
<i>Travel</i>		
Travel - Reimbursement	8,000.00	8,000.00
FUEL	84,360.00	106,500.00
Maintance on Vehicles	25,000.00	28,500.00
<i>Supplies</i>		
Supplies	6,360.00	8,200.00
<i>Insurances</i>		
General Liability	46,000.00	52,000.00
Automobile Insurance	84,000.00	90,200.00
D&O Insurance	2,640.00	2,640.00
<i>Contractual Services</i>		
Professional Fees/Audit	6,000.00	6,000.00
Legal Fees	4,000.00	4,000.00
Contract Services	7,500.00	9,250.00
Zia Therapy	12,000.00	12,000.00
Camino Real	6,000.00	6,000.00
FineLine Graphics	3,500.00	3,500.00
<i>Operating Cost</i>		
Advertisements	150.00	150.00
Conf/Seminars/Training	1,200.00	1,200.00
Postage	250.00	300.00
Office Equipment	1,500.00	1,500.00
Subscription/Dues	500.00	500.00
Telephone	3,600.00	3,600.00
Reserve	31,425.47	31,425.47
Bus Rental	1,620.63	1,620.00
Bus Facility Lease	1,950.00	1,950.00
<i>Capital Assets</i>		
Legislaute - Bus Purchase	\$ 93,000.00	93,000.00
Legislature - Facility	\$ 200,000.00	200,000.00
ICIP - County	\$ 87,000.00	87,000.00
NM DOT - Radios & Vans	\$ 70,000.00	70,000.00
NM DOT - Facility	\$ 80,000.00	80,000.00
Total Expenses	1,582,673.25	1,706,240.47

b. Ten Year Fleet Plan – Draft

Fleet Plan Draft Attached

c. Truth or Consequences Membership

Discussion on the future participation of the city as the District prepares for the next fiscal year.

d. ZTrans Update

The City of Las Cruces will be reviewing Zia Therapy’s request for \$8,000 to provide transit service at bus stops located in the city. The City’s Transportation Task Force has reviewed the request, however, the task force has been suspended and no further review is scheduled. The Mayor has requested that the Zia Therapy request be considered at a council meeting in May. After some discussion, Zia Therapy has provided boarding’s for service completed in fiscal year 2018. See graph below,

Orange Route - Stops					
		Otero Rides	Dona Ana Rides	Percentage	
Wal-Mart	3177				
HAFB Welcome Center	116	3310		44	
Organ Community Center	150				
Braham Rd./Hwy 70	33				
Weisner Rd. /Hwy 70	150				
Holman Rd./Hwy 70	17				
DAC	33				
Mt. View Medical Center	113				
Mesilla Valley Mall	939				
Memorial Medical Center	94				
Trivinity/University	451				
Jordan/University	661				
Espina/University	81				
MVITT	1089				
Holman Rd./Hwy 70	26				
Weisner Rd. /Hwy 70	66				
Braham Rd./Hwy 70	150				
Organ Community Center	150				
HAFB Welcome Center	17		4203	56	
Wal-Mart	0				
Total	7513				

e. Dona Ana County Emergency Services Request

On April 14th, Sunday afternoon the County called and requested Emergency Transport in response to the influx of migrants that were dropped off earlier in the day by the Border Patrol to the Gospel Rescue Mission. The District worked closely with the County Dispatch staff and moved close to 700 riders during the next week. The county will compensate the District for the service. More details will be provided in the Executive Director's report.

ITEM #9 – RESOLUTIONS

South Central Regional Transit District

Resolution Number: _____

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

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, April 24th, 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 March 31st, 2019.

ADOPTED AND APPROVED THE 24th DAY OF APRIL 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.

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, April 24th, 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 24th DAY OF APRIL 2019.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director