



SOUTH CENTRAL REGIONAL TRANSIT

DISTRICT BOARD OF DIRECTORS

**Board Meeting
AGENDA**

Wednesday, June 26, 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, June 26, 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 May 22, 2019
6. Financial Report for the Period Ending May 31, 2019 – Velma Navarrete
7. Executive Director's Report- David Armijo
8. Discussion items
 - a. Submittal of the 2020 Call for Projects El Paso MPO
 - b. Build Project Submittal Delay to 2020
 - c. Release of Short Range Plan RFP
 - d. Replace of Bus Stops
 - e. Branding of the Bus System Network
9. Action items:
 - a. A Resolution approving the Financial Statements as of May 31, 2019.
 - b. A Resolution approving Budget Adjustments as of May 31, 2019.
 - c. A Resolution approving the FY2019-20 SCRTD Annual Budget Revised
10. Board Comment
11. Adjourn

Item #5 – Minutes

**South Central RTD
Board of Directors Meeting
Wednesday,
May 22, 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
Veronica Garcia proxy for Nora Barraza, RTD Vice Chair, Town of Mesilla
Jack Eakman, Secretary, City of Las Cruces
Majorie Powey, Village of Williamsburg
Manuel Sanchez, Doña Ana County
James "Slim" Whitlock, Village of Hatch

MEMBERS ABSENT:

Gerald LaFont, City of Elephant Butte
Diana Trujillo, City of Anthony

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

OTHERS PRESENT: Michael McAdams, MPO
Angela Rael, SCRTDPO
Richard Hanway, RoadRUNNER Transit
Michael McAdams, MVMPO

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 Jack Eakman, second by Veronica Garcia.
Passed unanimously.

4. PUBLIC INPUT - NONE

5. APPROVAL OF SCRTD MEETING MINUTES OF April 24, 2019

Veronica Garcia requested a minor change of name from Victoria to Veronica.

Motioned by Jack Eakman, seconded by Manny Sanchez. Passed unanimously.

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

Velma Navarrete gave the financial report. They are low on cash because the deposits came in earlier in the month. The deposits were then used to cover expenses. Revision requests for approval, closer to end of fiscal year so making adjustments to zero out accounts. Dispersed "savings" throughout other expenses such as gas and supplies, no longer legal fees, and STS.

Jack Eakman asked when to expect payments for the services to the asylum seekers.

Velma Navarrete stated that they are billing every two weeks. One payment has already been received.

Jack Eakman stated there is only 6.4 days of cash on hand. Trying to have everyone understand how serious this is at this time.

David Armijo stated that the bank balance was as of April 30th, and have added \$35,000, \$7,800, \$38,000. Stated it is kind of organic because it moves. Generally, within two weeks pick up \$60,000, \$70,000 coming in.

Velma Navarrete explained that the numbers have already changed. Received payments from state of roughly \$38,000 as well as \$29,000 plus from Dona Ana County. Correct in seriousness, but it is not still at the low amount. June will see an inflow of \$58,000 not including the migrant money.

Jack Eakman suggested the Board should set a goal of having 30 days of cash on hand and never getting under that.

7. EXECUTIVE DIRECTOR'S REPORT

David Armijo gave the Executive Director's report. Discussed budget overview. County Commissioners met last week and offered roughly \$479,000 in recommendation for budget proposal. There was positive support for the District in the workshop with Commissioner Gonzalez asking about service to Anapra. Developed a plan to bring later of suggestions for that service. Discussed how ranking for DOT grant works and how that equates to money received including improved ridership and cost effectiveness. For ICIP projects, a program of information needs to be created for each project. Just got MOU approved receiving another \$65,000 from the State for a 10-year plan. County Emergency Services carried about 1,400 rides. Total billed so far is \$15,000 for use of carrying just over 3,000 asylum seekers.

Majorie Powey asked where asylum seekers are being transported to.

David Armijo responded that sometimes just moving them locally throughout the community. They are mostly taken to Greyhound, bus stations, and the El Paso airport.

Jack Eakman mentioned that Deming would love to have a way to get people to the airport and bus depot in El Paso as they have no resources. He suggested that at the right price it may be an opportunity for SCRTD to help.

Javier Perea mentioned that there is legislative funding of \$3 million for reimbursement for this issue. Governor had an idea of regular phone conference with people dealing with this issue. Perhaps get SCRTD involved in that.

David Armijo stated that ridership with the migrants jumped up to 4,500 in just two weeks. Charging County fully burn rate for operation to cover fuel, energy, etc. but does not include capital for vehicles. If transport of migrants will be long term, we may have to have that discussion. Had conference call last week with State of NM DOT and they knew of our interest for another bus and inquired of SCRTD about Deming issues. School program on Fridays to start next week. State is recommending purchase of bus from Navajo Reservation for about \$46,000, with local match \$9,600, about 14,000 miles on it. Asking to approve acquisition of bus and recommend using the \$15,000 brought in from County.

8. DISCUSSION ITEMS

a. Doña Ana County MOU with SCRTD - Shannon Reynolds

NOT DISCUSSED AT THIS MEETING. MR. REYNOLDS ABSENT

b. FY2020 NM DOT Grant Award

c. FY2020 ICIP Program

d. Bus Purchase from Coyote Canyon Rehabilitation Center

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

9. ACTION ITEMS

a. A Resolution approving the Financial Statements as of April 30, 2019

Motion by Jack Eakman, second by Veronica Garcia. Passed unanimously.

b. A Resolution approving the Budget Adjustments as of April 30, 2019

Motion by Jack Eakman, second by Manny Sanchez. Passed unanimously.

c. A Resolution approving the FY2019-20 SCRTD Annual Budget

Velma Navarrete reviewed what was presented last month as no changes were made to the budget. Reiterated that changes from the County, 5311 Grant, and capital funding are total of \$1.4 million in revenues throughout the year. No changes were made to expenditures. Reviewed the expenditures from last month's presentation.

Javier Perea stated that revenues and expenditures are perfect to the penny.

David Armijo explained that roughly \$4,500 was backed out to get it to match.

Veronica Garcia inquired if the 2.5% for PARA increase was in expenditures. As well as the 5% increase for the fringe benefits.

Velma Navarrete responded that the 2.5 PARA was not included.

David Armijo responded that a little bit was added but not much. Suggested the Board look at the revenues. The match from the MOU for the State, \$50,000 Federal and \$12,500 match hasn't been put into the budget because it didn't exist. But not until August/September. Suggested adjusting next month's budget, take out of the current budget, that capital vehicle, the current MOU numbers and put them in next year's budget. Possibility to approve the budget today and then come in next month to do an amendment. Asked should we have capital and operating altogether, or should there be two separate budgets?

Javier Perea stated his preference is to separate.

David Armijo recommended approving the budget and then amend it next month with separating operating and capital. And adding the new County income after approved.

Javier Perea asked if this will cash reserves on hand as Councilor Eakman suggested.

David Armijo stated the County was agreeable in contract a provision that would allow a minimum of one month in advance.

Jack Eakman clarified that they are coming back next month with a revised budget.

Motion by Jack Eakman, second by Slim Whitlock. Passed unanimously.

d. A Resolution approving the Overdraft Protection with Bank of the West

David Armijo this was first brought to Board almost a year ago. Found out that there isn't a backup and an overdraft protection is needed and the Board needs to approve. Asked Velma to consolidate the Payroll and the OPS into one account. With approval, we will have overdraft protection on savings and operating account.

Javier Perea asked if there was a cost associated.

David Armijo responded that there is no cost.

Motion by Manny Sanchez, second by Veronica Garcia. Passed unanimously.

e. A Resolution approving a Bus Purchase from Coyote Canyon Rehabilitation

Jack Eakman mentioned the concern with the cash flow situation. Proposed that they get an advance from the County or the City just for the bus purchase and it could be deducted from what they owe in the next fiscal year.

David Armijo mentioned the Finance Manager proposed something similar. Proposed to offer Coyote three invoices only pay \$3,000 to pick up the bus and then pay the rest over the next 60 days.

Jack Eakman wishes to make that contingent to get the advance and then make the purchase.

Motion by Jack Eakman, second by Manny Sanchez.

Jack Eakman amends the motion to include that we receive an advance from either Doña Ana County or the City of Las Cruces prior to purchasing the bus and seconded by Majorie Powey.

Manny Sanchez requested clarification for when the actual purchase will take place. Is there a need for an advance if we will receive approval for budget in the next week or so?

David Armijo responded that both works.

Javier Perea asked if there was an urgent need for the bus.

David Armijo replied that there isn't an urgent need but there is a need. Especially if we help Deming.

Jack Eakman mentioned that according to next year's budget, we will need to have \$120,000 that isn't touched to have 30 days cash on hand.

Amendment passed via general agreement.

Motion passed unanimously.

10. BOARD COMMENT

Javier Perea welcomed James "Slim" Whitlock.

Jack Eakman mentioned the importance of the census and having an accurate count.

Majorie Powey stated there was a presentation on the census in T or C and Sierra County. Paul Doolen would be willing to come and do a presentation.

Javier Perea Mentioned the Bureau Director for the Census will be here on Monday.

Manny Sanchez added that the State will be trying to supplement the efforts.

11. ADJOURNMENT (2:31 PM)

Chairperson

#6 Financial Report – Velma Navarrete

Bank of the West BNP Paribas		
South Central Regional Transit District		
05/31/2019 Account Balances		
Money Market Account * 4524	\$ 2,500.07	
Operating Account * 2003	\$ 3,295.26	
Payroll Account *2011	\$ 7,497.06	
Total Cash On Hand at 05/31/2019		<u>\$13,292.39</u>

May Expenses

FY19 July thru May 2019							
Descriptions	Budgeted Expenses	Revision Request	YTD	May-19	Accrued Not paid	% YTD	Remaining Balance
<i>Personnel Services</i>							
Salaries	390,833.60		\$ 351,445.88	\$ 41,324.36		90%	39,387.72
<i>Employee Benefits</i>							
FICA/Medicare Tax	29,898.00		\$ 27,525.66	\$ 3,078.59		92%	2,372.34
Unemployment Tax	10,002.90		\$ 8,489.71	\$ 193.87		85%	1,513.19
Workers Comp Insurance	22,481.00		\$ 21,256.16	\$ 1,814.00		95%	1,224.84
Health Insurance and Life	50,162.00		\$ 33,522.49	\$ 3,916.25		67%	16,639.51
Retirement - PERA	26,048.00	3,500.00	\$ 26,708.27	\$ 2,612.09		103%	2,839.73
<i>Travel</i>							
Travel - Reimbursement	4,000.00	500.00	4,078.22	387.85		102%	421.78
Fuel - WEX	82,865.00	10,000.00	\$ 83,727.39	\$ 10,401.99		101%	9,137.61
Maintenance on Vehicles	40,000.00		35,508.52	5,855.47		89%	4,491.48
<i>Supplies</i>							
Supplies	11,800.00		\$ 11,760.62	\$ 527.77		100%	39.38
<i>Insurances</i>							
General Liability	17,376.00		13,035.61			75%	4,340.39
Automobile Insurance	62,000.00		\$ 51,257.50	\$ 6,646.46		83%	10,742.50
D&O Insurance	3,315.00		3,078.76	236.89		93%	236.24
<i>Contractual Services</i>							
Professional Fees & Svcs/Audit	8,500.00		2,153.58	350.00		25%	6,346.42
Legal Fees	-			-		#DIV/0!	0.00
Services ADP FEES/Janitorial/RC Creations	7,866.00	700.00	\$ 8,004.30	\$ 677.08		93%	561.70
SCCOG	5,000.00		5,000.00	-		100%	0.00
STS, NM	96,825.00	(7,500.00)	\$ 60,084.35	\$ 8,350.20		67%	29,240.65
Zia Therapy	12,000.00		\$ 9,000.00	\$ 2,000.00		75%	3,000.00
Camino Real	4,500.00		4,500.00			100%	0.00
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%	0.00
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		\$ 4,429.79	\$ 626.04		62%	2,770.21
Reserve	19,993.63	(7,200.00)	9,571.30			48%	3,222.33
Bus Rental	300.00					0%	300.00
Rent- City of Anthony	650.00		\$ 350.00	\$ -		54%	300.00
Bus Facility Lease	16,575.00		\$ 14,625.00	\$ 1,950.00		88%	1,950.00
Utilities/Internet/Facility Maint	1,500.00		\$ 868.07	\$ 331.91		58%	631.93
							0.00
							0.00
Total Expenses	\$ 937,356.13	0.00	\$ 794,271.24	\$ 91,280.82	\$ -	85%	143,084.89

May Revenues

FY18-19 REVENUE							
South Central Regional Transit District							
May-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%	\$ -	
TOWN OF WILLIAMSBURG	\$ 229.00	-	229.00		100%	\$ -	
						\$ -	
Dona Ana County GRT	350,000.00	-	320,722.33		92%	\$ 29,277.67	
NMDOT 5311	86,059.19		86,059.19		100%	\$ -	Termed out
NMDOT 5311*	382,333.05		275,178.76		72%	\$ 107,154.29	
Bus Fares/Ticket Sales	12,000.00		8,073.34		67%	\$ 3,926.66	
Advertisement Revenue	6,000.00				0%	\$ 6,000.00	
Misc. Revenue			23,096.45				Asylum seekers
TOTAL REVENUES	\$ 943,182.24	\$ -	\$819,920.07	\$ -	87%	\$ 146,358.62	\$ 25,648.83
* Funding Begins October 1st, 2019							

#7 Executive Directors Report – David Armijo

A presentation will be provided at the meeting.

#8 Discussion Items:

- a. Submittal of the 2020 Call for Projects El Paso MPO

An opportunity exists for the District to submit for CMAQ funding, reserved for New Mexico via the El Paso Metropolitan Planning Organization. In the past, these funds flowed through the MPO to Sun Metro in support of the City of Sunland Park for their transit route, the 83 that operates between EL Paso and Sunland Park. However, as a member of the District, the City of Sunland Park may enter into an agreement to have the Transit District assume that role as the regional partner. More details to be provided at the meeting.

- b. Build Project Submittal Delay to 2020

Staff is evaluating properties in Sunland Park that could become an integral part in the next Build Project Grant. Unfortunately, there is not sufficient time to pull this project together, but there is time to begin working toward a grant submission next year.

- c. Release of Short Range Plan RFP

The District will receive \$50,000 from the NM DOT to support this initiative. The project is now programmed in the FY19-20 Budget and the RFP will be released next month.

- d. Replace of Bus Stops

The District has identified a bus stop manufacturer/contractor and is revising the bus stop to be a flag and easier to see from a distance. The new stops should be produced this summer and installed in the fall.

- e. Branding of the Bus System Network

Staff is investigating the development of a marketing plan that will evaluate all elements of the current District Branding. With the quick rollout of bus service in 2016, the District essentially used the logo as a the center piece of the branding but did not link all elements of the business to a branding of the District Administration and Operations.

#9 Action Items: Resolutions

South Central Regional Transit District

Resolution Number: _____

A Resolution approving the Financial Statements and Budget as of June 26, 2019.

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, June 26th, 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 May 31st, 2019.

ADOPTED AND APPROVED THE 26th DAY OF JUNE 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, June 26th, 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 26th DAY OF JUNE 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 District Budget for Fiscal Year 2019-20 As Amended

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, June 26th, 2019 at the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

WHEREAS, the South Central Regional Transit District approves the Budget for Fiscal Year 2019 to 2020,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Central Regional Transit District does hereby approve the Fiscal Year Budget for 2019 to 2020.

ADOPTED AND APPROVED THE 26rd DAY OF JUNE 2019.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director