



SOUTH CENTRAL REGIONAL TRANSIT

DISTRICT BOARD OF DIRECTORS

**Board Meeting
AGENDA**

Wednesday, July 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, July 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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SCRTD.ORG

Call to Order

1. Pledge of Allegiance
2. Roll Call
3. Changes to the agenda
4. Public Input
5. Approval of SCRTD Meeting Minutes of June 26, 2019
6. Financial Report for the Period Ending June 30, 2019 – Velma Navarrete
7. Executive Director's Report- David Armijo
8. Discussion items
 - a. Submittal of the 2020 Call for Projects El Paso MPO – Project Update
 - b. Modification to the ZTrans Contract
 - c. Acquisition of Property located on 830 Anthony Drive, Anthony, NM for use as a Bus Facility and Administrative Office for the Transit District
 - d. ICIP Submittal FY2021
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 Submittal of the 2020 Call for Projects El Paso MPO
 - d. A Resolution approving the Modification to the ZTrans Contract
 - e. A Resolution approving the Acquisition of Property located on 830 Anthony Drive, Anthony, NM for use as a Bus Facility and Administrative Office for the Transit District
 - f. A Resolution approving the FY2021 ICIP
10. Board Comment
11. Closed Session
12. Adjourn

THE DISTRICT MAY CONVENE IN CLOSED SESSION to discuss the purchase, acquisition or disposal of real property by the public body as authorized by the Open Meetings Act, § 10-15-1 (H)(2) and (5) (NMSA 1978).

THE DISTRICT MAY CONVENE IN OPEN SESSION to take action, if any, on the closed session items.

Item #5 – Minutes

**South Central RTD
Board of Directors Meeting
Wednesday,
June 26, 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
Diana Trujillo, City of Anthony
Manuel Sanchez, Doña Ana County (left meeting 3:00-3:11)
Gerald LaFont, City of Elephant Butte
Majorie Powey, Village of Williamsburg (attended via phone)**

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

Mike Bartholomew, CLC Transit

Becky Baum, RC Creations, LLC, Transcriptionist

Javier Perea called the meeting to order at approximately 1:33.

1. PLEDGE OF ALLEGIANCE (1:30 PM)

ALL STAND FOR THE PLEDGE OF ALLEGIANCE.

2. ROLL CALL

A quorum was determined to be present.

CHANGES TO THE AGENDA

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

3. PUBLIC INPUT

Clare Kapner expressed frustration trying to get paratransit in the County. She discussed with the City and they needed \$100,000 and a van. She was working with David, stated David said in January 2018 they were going for a grant for providing that service. She found the van when it arrives will be put to other use. There is no paratransit in the County unless on Medicaid and it is free.

Javier Perea stated this seemed a good topic and would discuss later in the meeting.

4. APPROVAL OF SCRTD MEETING MINUTES OF May 22, 2019

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

5. FINANCIAL REPORT FOR THE PERIOD ENDING May 31, 2019

Velma Navarrete gave the financial report. The present balance to date in total \$67,445.58; money market \$2,000.00, operating account \$21,128.26, and in payroll account \$44,317.32. Some revisions to expense line items, made adjustments in the PARA account line item,

travel line item, fuel, and in our services, and took from STS to cover for these expenses and from the reserve line item.

David Armijo stated \$15,000 goes to labor and fuel per month. Unknown time length for migrants and how flexible. Migrant charge is \$65 an hour based on monthly contract with the state. The charges are by the 10th of the hour.

Jack Eakman asked total of accounts payable at the end of May. Mentioned \$13,300 cash on hand. Only have 5.1 days of cash on hand.

Velma Navarrete mentioned \$70,000 to \$80,000 accounts payable per month.

David Armijo stated money coming in is a moving target.

Jack Eakman disagrees. Need everybody to put in their deposit for next year in July. All that cash as soon as we can get it so relief for Executive Director and Financial Officer.

Nora Barraza stated per the state need percentage in reserves and we don't at the end of May and possible same place monetarily at the end of June.

Velma Navarrete stated there are expected incomes for asylum seekers, a grant, and Gadsden Upward Bound, so approximately \$40,000 more.

David Armijo mentioned revenues and expense, we have money programmed to \$143,000, we're not spending that. We will spend about \$90,000 and includes extra \$10,000 a month because of the migrant seekers and another \$15,000 in revenues. When close yearly books there should be \$50,000 or more added to currently.

Nora Barraza requested a copy of the bank statements for the last 12 months.

Diana Trujillo questioned the payment for Anthony was \$3,510 and this year will be \$4,680.

6. EXECUTIVE DIRECTOR'S REPORT

David Armijo gave the Executive Director's report. El Paso Call for projects, Congestion Mitigation and Air Quality money 100% federally funded with no local match. Subject to NMDOT approval. Do a project in Sunland Park area to look at what we could do to make better connections up to Santa Teresa. The Build Grant looks to increase funding.

Jack Eakman suggested talking with City of Las Cruces Economic Development Department for joint.

David Armijo stated it is a great idea but need to get it narrowed down very soon. Group effort much better chance. Short range plan has the legal authority to put it in there and in fiscal budget going forward. Coordinating with RoadRUNNER staff. Taking five-year plan and look at 10 years; look at all of the services today, ridership, demographics and look at

performance, other service areas. Working with Panera Graphics an attractive pricing to put blades/flag bus stop signs. The current ones are one sided. Need recognizable, logo, phone number, and website. Will have a knockdown pole, with holes in it. Price of \$23 each for the signs, double sided, fiberglass.

Diana Trujillo mentioned in Anthony cover for the bus stop for the heat.

David Armijo mentioned having a curb cut where a couple of buses could go and put the buses there on the half hour, hour and people would come across the street. We have covered canopy, restrooms. Phase 2 would be a permanent location out on the front. Branding of the bus network, in LA red buses were rapid buses which included limited stops, high frequency services, signalization shelters showed time of next bus etc. A lot of the nonprofits use white for their vehicles. Something that requires a marketing company, advertising to take a closer look. Ridership is up, including migrants, up to 41,000, fiscal year close to 50,000.

Javier Perea requested more information on paratransit.

David Armijo stated under state guidelines SCRTD runs an express service, limited stops, limited services and as a result not required to provide paratransit service. Tried to do a year ago with the County, test area open paratransit service and see where that would go. Paratransit by nature is demand response, smaller vehicles/vans. Under law only required to get them to an accessible bus or for full journey. To do this would require substantial increase in funding, why looking to do as a pilot with the County. Mentioned Dial-A-Ride is curb-to-curb. There were two proposals with the County and County said no.

Manny Sanchez mentioned no extra funding due to possible redundant services.

David Armijo mentioned problematic offering extra services because other areas will require the same. States funds cannot be used via 5311 for other services, and no operating costs, unless going through El Paso MPO.

Nora Barraza asked if percentage of money received is set aside for ADA purposes.

David Armijo stated no, there is not.

Majorie Powey suggested the senior center in Sierra County provides handicapped transportation with a van that picks up people and get money from the state for that purpose.

David Armijo stated it is somewhat limited, mix between volunteers utilizing vehicles and actual individuals providing some vehicles.

Open Meetings Act was brought up as this discussion was not on the agenda.

David Armijo mentioned the next year budget, moved capital funding money around. PARA and health benefits changes were made.

7. DISCUSSION ITEMS

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

David Armijo stated no approval for this yet as a definitive request, probably in the next month. Just a heads up.

- 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**

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

8. ACTION ITEMS

- a. **A Resolution approving the Financial Statements as of May 31, 2019**

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

- b. **A Resolution approving Budget Adjustments as of May 31, 2019.**

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

- d. **A Resolution approving the FY2019-20 SCRTD Annual Budget Revised**

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

9. BOARD COMMENT

Javier Perea mentioned to add accounts payables and statements for the fiscal year.

Jack Eakman asked how to plan on addressing the request from the public comment today.

Javier Perea requested options for the future. Have all information presented to the Board. Do not just burden the County.

10. ADJOURNMENT (3:11 PM)

Chairperson

#6 Financial Report

Bank of the West BNP Paribas

South Central Regional Transit District
06/30/2019 Account Balances

Money Market Account * 4524	\$2,000.00
Operating Account * 2003	\$19,089.34
Payroll Account *2011	<u>\$44,165.25</u>
Total Cash On Hand at 06/30/2019	<u><u>\$65,254.59</u></u>

Expenditures – June 2019

FY19 July thru June 2019							
Descriptions	Budgeted Expenses	Revision Requests	YTD	Jun-19	Accrued Not paid	% YTD	Remaining Balance
<i>Personnel Services</i>							
Salaries	390,833.60		\$ 390,252.48	\$ 38,806.60		100%	581.12
<i>Employee Benefits</i>							
FICA/Medicare Tax	29,898.00	523.41	\$ 30,421.41	\$ 2,895.75		102%	0.00
Unemployment Tax	10,002.90		\$ 8,710.70	\$ 220.99		87%	1,292.20
Workers Comp Insurance	22,481.00	589.16	\$ 23,070.16	\$ 1,814.00		103%	0.00
Health Insurance and Life	50,162.00		\$ 37,438.74	\$ 3,916.25		75%	12,723.26
Retirement - PERA	29,548.00		\$ 29,347.58	\$ 2,639.31		99%	200.42
<i>Travel</i>							
Travel - Reimbursement	4,500.00		4,078.22	-		91%	421.78
Fuel - WEX	92,865.00	3,514.19	\$ 96,379.19	\$ 12,651.80		104%	(0.00)
Maintenance on Vehicles	40,000.00		35,508.52	4,455.81		89%	4,491.48
<i>Supplies</i>							
Supplies	11,800.00	454.34	\$ 12,254.34	\$ 493.72		100%	(0.00)
<i>Insurances</i>							
General Liability	17,376.00		13,035.61			75%	4,340.39
Automobile Insurance	62,000.00		\$ 56,366.22	\$ 5,108.72		91%	5,633.78
D&O Insurance	3,315.00	0.65	3,315.65	236.89		100%	0.00
<i>Contractual Services</i>							
Professional Fees & Svcs/Audit	8,500.00		2,153.58			25%	6,346.42
Legal Fees	-			-		#DIV/0!	0.00
Services ADP FEES/Janitorial/RC Creations	8,566.00		\$ 8,004.30	\$ 1,416.57		93%	561.70
SCCOG	5,000.00		5,000.00	-		100%	0.00
STS, NM	89,325.00	(1,859.42)	\$ 77,709.07	\$ 9,274.52		89%	9,756.51
Zia Therapy	12,000.00		\$ 10,000.00	\$ 1,000.00		83%	2,000.00
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	\$ 643.79		62%	2,770.21
Reserve	12,793.63	(3,222.33)	9,571.30			75%	0.00
Bus Rental	300.00					0%	300.00
Rent- City of Anthony	650.00		\$ 350.00	-		54%	300.00
Bus Facility Lease	16,575.00		\$ 16,575.00	\$ 1,950.00		100%	0.00
Utilities/Internet/Facility Maint	1,500.00		\$ 868.07	\$ 138.18		58%	631.93
							0.00
							0.00
Total Expenses	\$ 937,356.13	0.00	\$ 883,629.99	\$ 87,662.90	\$ -	94%	53,726.14

Revenues – June 2019

FY18-19 REVENUE							
South Central Regional Transit District							
Jun-19							
Support & Revenue	Budgeted Revenue	Revision Request Increase/ (Decrease)	Y-T-D Received PMT	Invoiced But Not Received	% Y_T_D	Balance Forward FY 19/20	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		-				\$ -	
TOWN OF WILLIAMSBURG	\$ 229.00	-	229.00		100%	\$ -	
						\$ -	
Dona Ana County GRT	350,000.00	-	350,000.00		100%	\$ 0.00	
NM DOT 5310						\$ -	
NMDOT 5311	86,059.19		86,059.19		100%	\$ -	
NMDOT 5311*	382,333.05		317,489.59		83%	\$ 64,843.46	
Bus Fares/Ticket Sales	12,000.00		11,065.38		92%	\$ -	
Advertisement Revenue	6,000.00				0%	\$ -	
Misc. Revenue			37,919.70			\$ -	
TOTAL REVENUES	\$ 943,182.24	\$ -	\$909,323.86	\$ -	96%	\$ 64,843.46	\$ 25,693.87

#7 Executive Director's Report

A verbal report detailing the projects and activities for the month will be provided.

#8 Discussion

- a. Submittal of the 2020 Call for Projects El Paso MPO – Project Update
The District has opened discussions with the City of Sunland Park to support the City in obtaining two buses for the operation of the City's Route 83 Bus service. The Call for Projects will support the City in acquiring the buses needed to operate the service. Funding for the Call for Projects is specific to capital requests and comes from New Mexico Transportation funding released by the El Paso MPO.
- b. Modification to the ZTrans Contract
The City of Las Cruces has approved \$8,000 in funds to support the Orange Route Bus service. The City will increase the membership fees and funding to the District for the coming year. This will allow the District to compensate Zia Therapy for the current contract year.
- c. Anthony Bus Facility Acquisition
The District has received an agreement from the State of New Mexico for \$200,000 in funding from the Legislature for the purchase of the current bus facility that the District leases located on 830 Anthony Drive, Anthony, New Mexico. In support of this initiative, the District has hired a Realtor from Steinborn reality to handle this initiative. Further discussion will be provided at the meeting.

The Board of Directors has the option to discuss this matter in Closed Session.

“Meetings for the discussion of the purchase, acquisition or disposal of real property or water rights by the public body. “Open Meetings Act.

“This exception is intended to enable a public body to consider the purchase, acquisition or disposal of real property or water rights

without the risk of alerting those who could take action that would result in lost opportunities or greater costs to the public body. The exception applies only to discussions of the proposed transactions it covers. Action on the purchase, acquisition or disposal of real property or water rights by the public body must take place in an open meeting, as required by Section 10-15-1(B). “

d. ICIP Submittal FY2021

The District has updated the FY2020 plan to reflect recent changes in the funding received by the District. A copy of the new plan is attached to the Board Agenda package and will be posted on the District website.

#9 Action Items: Resolutions

South Central Regional Transit District

Resolution Number: FY20-01

A Resolution approving the Financial Statements and Budget as of July 24, 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 June 30st, 2019.

ADOPTED AND APPROVED THE 24th DAY OF JULY 2019.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY20-02

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, July 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 JULY 2019.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY20-03

A Resolution approving the Submittal of an application for the 2020 Call for Projects via El Paso MPO

WHEREAS, the South-Central Regional Transit District Board of Directors met in a meeting Wednesday, July 24th, 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 Submission of an application for the 2020 Call for Projects via El Paso MPO,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South-Central Regional Transit District does hereby approve the Submission of an application for the 2020 Call for Projects via El Paso MPO.

ADOPTED AND APPROVED THE 26rd DAY OF JUNE 2019.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY2020-04

A Resolution approving the Contract Amendment for Z-Trans to operate transit service for SCR TD

WHEREAS, the South-Central Regional Transit District Board of Directors met in a meeting Wednesday, July 24th, 2019 at the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

WHEREAS, the South-Central Regional Transit District Board of Directors contracts for service on the Orange Route that operates from Alamogordo to Las Cruces, inbound and outbound, with intermittent stops and operated via an annual contract with Z-Trans for an amount not to exceed \$20,000.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South-Central Regional Transit District does hereby approve the extension of the Z-Trans Contract from October 1, 2018 to September 30, 2019.

ADOPTED AND APPROVED THE 24th DAY OF JULY 2019

Javier Perea, SCR TD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY2020-05

A Resolution approving the Acquisition of a Property located on 830 Anthony Drive, Anthony, New Mexico for use as a Bus Facility and Administrative Office for the Transit District.

WHEREAS, the South-Central Regional Transit District Board of Directors met in a meeting Wednesday, July 24th, 2019 at the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

WHEREAS, the South-Central Regional Transit District Board of Directors contracts for service on the Orange Route that operates from Alamogordo to Las Cruces, inbound and outbound, with intermittent stops and operated via an annual contract with Z-Trans for an amount not to exceed \$20,000.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South-Central Regional Transit District does hereby approve the extension of the Z-Trans Contract from October 1, 2018 to September 30, 2019.

ADOPTED AND APPROVED THE 24th DAY OF JULY 2019

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

**SOUTH CENTRAL REGIONAL TRANSIT DISTRICT
COUNTY OF DOÑA ANA**

Resolution No. FY2020-06

**A RESOLUTION
ADOPTING AN INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN (ICIP)**

- WHEREAS, the South Central Regional Transit District recognizes that the financing of public capital projects has become a major concern in New Mexico and nationally; and
- WHEREAS, in times of scarce resources, it is necessary to find new financing mechanisms and maximize the use of existing resources; and
- WHEREAS, systematic capital improvements planning is an effective tool for communities to define their development needs, establish priorities and pursue concrete actions and strategies to achieve necessary project development; and
- WHEREAS, this process contributes to local and regional efforts in project identification and selection in short- and long-range capital planning efforts.

NOW, THEREFORE, BE IT RESOLVED BY THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT that:

1. The South Central Regional Transit District has adopted the attached 2021-2025 Infrastructure Capital Improvement Plan, and
2. It is intended that the Plan be a working document and is the first of many steps toward improving rational, long-range capital planning and budgeting for New Mexico's infrastructure.
3. This resolution supersedes resolution no. 7.

PASSED, APPROVED and ADOPTED by the governing body at its meeting of July 24, 2019.

Javier Perea, Board Chair

ATTEST

David Armijo, Executive Director