
**SOUTH CENTRAL REGIONAL TRANSIT
DISTRICT BOARD OF DIRECTORS
Board Meeting
AGENDA**

Wednesday, September 25, 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, September 25, 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.

**Dial In-Access 1-515-604-9000
Enter Code: 196466**

Access to a complete packet is available at 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 July 24, 2019
6. Financial Report for the Period Ending July 31 and August 31, 2019 – Velma Navarrete
7. Executive Director's Report- David Armijo
8. Discussion items
 - a. ZTrans 2019 Contract Modification
 - b. ZTrans 2020 Contract
 - c. Drug & Alcohol Testing Policy
 - d. NM DOT Pilot Project Grant – On Demand Transit Service
 - e. Succession Planning
 - f. Purchase of Real Estate – Anthony, NM
 - g. Submittal of FY2021 5311 Rural Transit Grant
 - h. SCRTD Bylaws – Voting & Participation
9. Action items:
 - a. A Resolution approving the Financial Statements as of July 31, 2019.
 - b. A Resolution approving the Financial Statements as of August 31, 2019.
 - c. A Resolution approving the Modification to the ZTrans 2019 Contract
 - d. A Resolution approving the ZTrans 2020 Contract
 - e. A Resolution approving Drug and Alcohol testing policy of South Central Regional Transit District
 - f. A Resolution approving submittal of the NM DOT Pilot Grant
 - g. A Resolution approving the purchase of Real Estate at 830 Anthony Drive, Anthony, NM
 - h. A Resolution approving the submittal of the 2021 5311 Rural Transit Grant
10. Board Comment
11. Adjourn

Item #5 – Minutes

**South Central RTD
Board of Directors Meeting
Wednesday,
July 24, 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
Manuel Sanchez, Doña Ana County
Majorie Powey, Village of Williamsburg

MEMBERS ABSENT:

Gerald LaFont, City of Elephant Butte
Diana Trujillo, City of Anthony
James "Slim" Whitlock, Village of Hatch

SCRTD STAFF:

David Armijo, SCRTD Executive Director
Velma Navarrete, SCRTD
Sara Vasquez, SCRTD

OTHERS PRESENT:

Michael McAdams, MPO
Becky Baum, RC Creations, LLC, Transcriptionist

Javier Perea called the meeting to order at approximately 1:32.

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 Manny Sanchez. Passed unanimously.

4. PUBLIC INPUT - NONE

5. APPROVAL OF SCRTD MEETING MINUTES OF June 26, 2019

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

6. FINANCIAL REPORT FOR THE PERIOD ENDING June 30, 2019

Velma Navarrete gave the financial report, including account balances at \$65,254.59. Report for expenditures was June 30th, but also yearend financials. Expenditures included a few line items to bring it to the black; FICA/Medicare Tax, Worker's comp insurance, fuel, supplies, for which funds from RSTS line and from the reserve to compensate for the revisions.

Nora Barraza questioned taking funds from other sources with balances, rather than the reserve.

Velma Navarrete stated it was just by default she goes to reserve line item.

Nora Barraza recommended not tapping into the reserves unless absolutely necessary and suggests if the projected budget and received revenues on has an excess of dollars that those dollars be used to cover the deficits versus tapping into the reserves.

Jack Eakman suggested that this suggestion by Nora Barraza be a policy and be brought back to the Board next month.

Velma Navarrete continued with the financial report with the revenues.

David Armijo stated the City of Truth of Consequences, July/August 2015 they withdrew from this Board. They do have interest in rejoining the District along with the County of Sierra.

Nora Barraza mentioned that the reason T or C and Sierra County withdrew was their budgets, but the other being that they did not think they were going to be getting services from the RTD for a while. She suggests now it is important to get them involved as it is part of the service area to cover.

The audit process was discussed thoroughly regarding beginning the process sooner. The auditor received all the information in good time. Many attempts to meet with the auditor and the auditor would not meet before the end of the calendar year. The auditor did get an extension. The audit has been in the que since March to be reviewed. Auditor also stated it was his wrongdoing talking so long for the audit. This auditor was on contract for three years and will not be used again. Audit is approved, but not official as of now.

Jack Eakman said the auditor did not perform per their contract and suggests reporting this person to their professional society. David Armijo agreed.

Nora Barraza suggested the Board should be apprised of incidents such as this auditor, as a letter from the Board of Directors might be beneficial.

7. EXECUTIVE DIRECTOR'S REPORT

David Armijo gave the Executive Director's report. Recent communications with state delegation including Commissioner Sanchez. Attended various meetings throughout the State and made presentations on Hatch route and focused on where funding is coming to Doña Ana County.

Regional vanpool program. Vanpools are ridesharing opportunities, alternative to single occupant driving, 24/7 and longer routes. The State of New Mexico wants the program to do well. State hired under contract three years with Enterprise. The state subsidizes 25% or more of the trips, help to get some smaller vans 12-15 person. State using CMAQ-Congestion Mitigation Air Quality funds and specific to rural areas. State wanting to start and end in Las Cruces. Enterprise will

make the funds off the percentage of the van cost, discounts on vehicles. As SCRTD programs grow, be able to be a conduit of some of that marketing effort.

Southwest Area Workforce Connection Board. Helps people looking for jobs and opportunities. They have a regional board that covers several counties down in the southern area; Silver City, Deming, Elephant Butte, Sierra County, Doña Ana County, etc. Sherry Thomas was appointed and is representing the transit district and hopefully helpful to SCRTD.

Hatch bus. The route will use 187 to the north of Hatch. Four stops in Hatch; Community Center, Village Market. Several stops in town and last stop the library. The route will deviate and take 154 and go straight across to Rincon and works its way down. This is a long route; from first stop to until to town on Doña Ana through Del Rey; hit the veteran's facility, Ashley Furniture. Plenty of bus shelters and stops for RoadRUNNER, and utilize those coming through, then over to DACC East Mesa, works on Sonoma Ranch Road and then by the various hospitals, then down to the mall and down to New Mexico State University. Point to point is 90-95 minutes, 3 hours frequency, looking to do four-times a day. Looking to layover a bus or two in Hatch. New paper in Hatch and SCRTD was on the cover of their first paper.

Contract service programs. Getting a lot of interest, working with the Division of Vocational Rehab, third year for SCRTD. Help kids do a dual learning program attending classes at New Mexico State University or the DACC. Use existing bus lines. Working with Santa Teresa High school.

Ridership growth for the past three years and today. Growth second year 60%. This year before migrants, added 2,000 or more, up to 48,000 or more for the year.

Jack Eakman stated the activity is not keeping up with the money, or vice versa. Restrained on how to raise income. Revenues need to increase to maximize it.

Nora Barraza and Manny Sanchez agreed with Jack Eakman on looking at possibly a work session for discussing rates.

David Armijo stated they were following RoadRUNNER's example and that RoadRUNNER just recently changed and SCRTD could do pay per boarding. This might increase revenues substantially but also might lose revenues, but David thinks would still do very well.

8. DISCUSSION ITEMS

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

David Armijo stated this is a very short turn around, all in by this Friday and then public meetings before the Technical Advisory Committee is August 7 and then the Policy Board is around third week of August. CMAQ funds at \$1.2 million available and money for STP. STP is typically highway funds but also includes public transit funding. CMAQ requires additional air quality constituent to it. These are New Mexico based funds. Discussion with City of Sunland Park is what to do in the future for them as an operator and how to help them. They have a scheduled service that runs 7-days a week, 16 hours a day, roughly 6:00-6:30 in the morning until about 10:00 at night, and then 14 hours a day weekends and holidays. Buses use compressed natural gas, so cleaner running. It has extensive ridership. A little over 10,000-11,000 a month ridership. Interesting opportunity, but worse thing in contract City of Sunland Park has with Sun Metro; Sun Metro operates the service, provides the vehicles and charges \$75 a revenue hour. We charge the County \$65 per hour for our service. They generate \$35,000 or revenue and offset using CMAQ dollars which is the urban funds, City pays almost 15% of that and the 85% comes out of the federal side of this. A lot of service, lot of revenue, lot of possibilities. Sunland Park does not have assets, do not own the buses. David suggests being a sponsor for Sunland Park and look at what we can do to submit a project that would acquire the buses. As a sponsor we would handle procurement, tracking the assets to the Federal Transit Administration, and the State of New Mexico. Those assets would become part of the transit district. The Memorandum of Agreement with Sunland Park is they would be reserved for their use specifically for this route and assist Sunland Park in getting additional revenues.

Nora Barraza asked about funds for insurance, drivers, etc.

David Armijo stated this is just the capital for the buses. Operation of the buses could continue through the contract via Sun Metro with the contractor they use.

b. Modification to the ZTrans Contract

David Armijo discussion came up last winter about additional funds of about \$8,000 to the folks at ZTrans. In December, and then January and February, discussions with the transportation committee of the City which is now kind of on hiatus. A lot of support from the City. Legal staff cleared it and coming to the next Council meeting for the City. Legal felt that City should not enter into an agreement with a non-profit and should continue with SCR TD agreement and just modify our agreement. They asked us if we'd do that. I indicated it could be done. That's the direction we are going. Give me latitude to change the contract, to allow us to accept the additional \$8,000 from the City into the ZTrans contract and then we transfer that fund to Zia Therapy, hopefully within the next two weeks, whenever this gets done.

c. Acquisition of Property located on 830 Anthony Drive, Anthony NM for use as a Bus Facility and Administrative Office for the Transit District

David Armijo stated SCRTD received \$200,000 from legislature for a facility. We have had some discussions on doing the acquisition, but nothing settled.

INTO CLOSED SESSION. Nora Baraza motioned, and Jack Eakman seconded, passed unanimously at 2:34 P.M.

OUT OF CLOSED SESSION. 2:54 P.M.

d. ICIP Submittal FY20201

David Armijo nice window of the next five years. Updated this extensively last year. Special districts due in August 1. The district staff will review whatever we submit after we're done today. If the resolution passes today David will submit the forms today. What we have on the list is transit vehicles which we continue to get, money in there for bus shelters, or which SCRTD is planning to do next year as missing in our system, bus facility acquisition, intermodal facility. Plan is right on track for what SCRTD had in past years.

9. ACTION ITEMS

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

Motion by Jack Eakman, second by Manny Sanchez. Amendment by Jack Eakman and second by Nora Barraza - changes of the agenda from May 31, to June 30. Typo on the Resolution from July 24th to June 30th, and June 26th to July 24th, and June 30st to June 30th. Passed unanimously both amendment and Resolution.

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

Motion by Nora Barraza, second by Jack Eakman. Nora Barraza suggested that any expense adjustments not be taken from reserve but come through the Board to put a policy together. Passed unanimously.

c. A Resolution approving the Submittal of the 2020 Call for Projects El Paso MPO

Motion by Manny Sanchez, second by Nora Barraza. Administrative change "Adopted and approved the 26rd day of June 2019" should read "Adopted and approved the 24th day of June 2019." Passed unanimously.

d. A Resolution approving the Modification to the ZTrans Contract

Motion by Nora Barraza, second by Manny Sanchez.

Amendment by motioned by Nora Barraza and second by Manny Sanchez for the amount in the second "Whereas" should be changed from \$20,000 to \$8,000.

David Armijo stated that the City could not have a separate contract with Zia Therapy, so SCRTD was asked to handle an amendment to our contract which is what this is, we're amending our contract to support the \$8,000 of additional contract fees to ZTrans for providing service during the course of the 12 months.

Amendment passed unanimously.

Nora Barraza was uncomfortable with the resolution.

David Armijo stated the City hasn't taken action yet.

Motion to table to August meeting by Jack Eakman, second by Nora Barraza. Passed unanimously.

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

Javier Perea mentioned clean up with agenda and the resolutions. This resolution mentions ZTrans in two paragraphs.

No motion taken.

f. A Resolution approving the FY2021 ICIP

Motion by Jack Eakman, second by Manny Sanchez. Administrative changes of language changed for #3 from "Resolution No. 7" to "Resolution 2019-07." Passed unanimously.

10. BOARD COMMENT

Majorie Powey mentioned needing following the Open Meetings Act as a resolution.

General discussion on when various municipalities generally do the Open Meetings resolution. David Armijo stated he would look into it, otherwise it would be on next month's agenda, and double check for anything else.

Manny Sanchez mentioned that when the contract with the SCRTD was passed with the County, they tried to get the paratransit funding, it did not pass. County will probably look at further. Also mentioned continuing service up north in the County.

11. ADJOURNMENT (3:22 PM)

Chairperson

Item #6 – Finance Report (July)

Bank of the West BNP Paribas

South Central Regional Transit District
Jul-19

Money Market Account *4524	\$	60,000.00	
Operating Account *2003	\$	5,431.30	
Payroll Account *2011	\$	<u>25,677.90</u>	
Total Cash On Hand at 07/31/2019			<u><u>\$ 91,109.20</u></u>

July Expenditures

FY20 July thru June 2020	July-19							
	Descriptions	Budgeted Expenses	Revision Requests	YTD	Jul-19	Accrued Not paid	% YTD	Remaining Balance
Personnel Services								
Salaries	571,366.10		\$ 41,955.25	\$ 41,955.25			7%	529,410.85
Employee Benefits								
FICA/Medicare Tax	41,726.00		\$ 3,108.01	\$ 3,108.01			7%	38,617.99
Unemployment Tax	10,002.90		\$ 187.15	\$ 187.15			2%	9,815.75
Workers Comp Insurance	26,100.00		\$ 5,096.00	\$ 5,096.00			20%	21,004.00
Health Insurance and Life	47,125.00		\$ 3,916.25	\$ 3,916.25			8%	43,208.75
Retirement - PERA	39,193.00		\$ 2,765.81	\$ 2,765.81			7%	36,427.19
Travel								
Travel - Reimbursement	7,500.00		32.00	32.00			0%	7,468.00
Fuel - WEX	84,360.00		\$ 11,316.26	\$ 11,316.26			13%	73,043.74
Maintenance on Vehicles	25,000.00		2,964.72	2,964.72			12%	22,035.28
Supplies								
Equipment	39,000.00						0%	39,000.00
Supplies	6,360.00		\$ 1,514.81	\$ 1,514.81			24%	4,845.19
Insurances								
General Liability	46,000.00		1,572.86	1,572.86			3%	44,427.14
Automobile Insurance	84,000.00		\$ 5,916.57	\$ 5,916.57			7%	78,083.43
D&O Insurance	2,640.00		236.89	236.89			9%	2,403.11
Contractual Services								
Professional Fees & Svcs/Audit	6,000.00		-				0%	6,000.00
Legal Fees	4,000.00		1,000.00	1,000.00			25%	3,000.00
Services ADP FEES/Janitorial/RC Creations	7,500.00		\$ 4,953.30	\$ 4,953.30			66%	2,546.70
Zia Therapy	12,000.00		\$ 1,000.00	\$ 1,000.00			8%	11,000.00
Camino Real Newspaper	6,000.00		-				0%	6,000.00
FineLine Graphics	3,500.00		-				0%	3,500.00
Operating Costs								
Advertisements/Promotional	150.00		-	-			0%	150.00
Conf/Seminars/Training	1,200.00		-				0%	1,200.00
Postage	250.00		-	-			0%	250.00
Office Equipment	1,500.00		-				0%	1,500.00
Subscription/Dues	500.00		-				0%	500.00
Telephone	3,600.00		\$ 643.79	\$ 643.79			18%	2,956.21
Bus Rental	1,351.53		-				0%	1,351.53
Utilities	6,000.00						0%	6,000.00
Bus Facility Lease	1,950.00	4,000.00	\$ 2,437.50	\$ 2,437.50			125%	3,512.50
Total Expenses	\$ 1,085,874.53	4,000.00	\$ 90,617.17	\$ 90,617.17	\$ -		8%	999,257.36

July Revenues

FY 19-20 Revenue							
South Central Regional Transit District							
Reporting for July 2019							
Operating Revenue	Budgeted Revenue	Revision Request Increase/ (Decrease)	Y-T-D Received PMT	Invoiced But Not Received	% Y T D	Balance	Revenues over Expenses
Membership Dues							
CITY OF LAS CRUCES	\$ 49,980.00			\$ 49,980.00	0%	\$ 49,980.00	
DONA ANA COUNTY	\$ 43,164.00			\$ 43,164.00	0%	\$ 43,164.00	
SUNLAND PARK	\$ 7,208.00			\$ 7,208.00	0%	\$ 7,208.00	
TOWN OF MESILLA	\$ 1,124.00		\$ 1,124.00		100%	\$ -	
VILLAGE OF HATCH	\$ 843.00			\$ 843.00	0%	\$ 843.00	
CITY OF ANTHONY	\$ 4,680.00		\$ 4,680.00		100%	\$ -	
CITY OF ELEPHANT BUTTE	\$ 732.00			\$ 732.00	0%	\$ 732.00	
TOWN OF WILLIAMSBURG	\$ 229.00			\$ 229.00	0%	\$ 229.00	
Grants & MOU							
Dona Ana County GRT	\$ 440,000.00		\$ 96,800.00		22%	\$ 343,200.00	
Dona Ana County EOC	\$ 54,000.00		\$ 13,747.50		25%	\$ 40,252.50	
NMDOT 5311	\$ 90,419.53		\$ 27,994.70		31%	\$ 62,424.83	Remaining from FY 19-20
NMDOT 5311*	\$ 344,665.00				0%	\$ 344,665.00	
Dona Ana County	\$ 39,000.00		\$ 8,580.00		22%	\$ 30,420.00	
Other Source Revenue							
Bus Fares/Ticket Sales	\$ 12,500.00		\$ 994.78		8%	\$ 11,505.22	
Advertising Revenue	\$ 10,000.00				0%	\$ 10,000.00	
TOTAL REVENUES	\$ 1,098,544.53	\$ -	\$ 153,920.98	\$ 102,156.00	14%	\$ 894,643.55	\$ 165,459.81
Capital Appropriations							
State Legislature	\$ 293,000.00				0%	\$ 293,000.00	
NM DOT 5311	\$ 132,280.00				0%	\$ 132,280.00	
NM DOT 5311 (Bus)	\$ 70,000.00				0%	\$ 70,000.00	
TOTAL REVENUES	\$ 495,280.00	\$ -	\$ -	\$ -	0%	\$ 495,280.00	

*Begins October 1st

Finance Report (August)

Bank of the West BNP Paribas

South Central Regional Transit District
Aug-19

Money Market Account *4524	\$ 60,003.23	(Interest rate at .07% per yea
Operating Account *2003	\$ 43,127.81	
Payroll Account *2011	<u>\$ 33,558.76</u>	
Total Cash On Hand at 08/31/2019		<u><u>\$ 136,689.80</u></u>

August Expenditures

FY20 July thru June 2020	August-19						
	Budgeted Expenses	Revision Requests	YTD	Aug-19	Accrued Not paid	% YTD	Remaining Balance
Personnel Services							
Salaries	571,366.10		\$ 104,547.42	\$ 62,592.17		18%	466,818.68
Employee Benefits							
FICA/Medicare Tax	41,726.00		\$ 7,757.11	\$ 4,649.10		19%	33,968.89
Unemployment Tax	10,002.90		\$ 489.73	\$ 302.58		5%	9,513.17
Workers Comp Insurance	26,100.00		\$ 7,472.00	\$ 2,376.00		29%	18,628.00
Health Insurance and Life	47,125.00		\$ 8,021.90	\$ 3,889.58		17%	39,103.10
Retirement - PERA	39,193.00		\$ 7,136.91	\$ 4,371.10		18%	32,056.09
Travel & Maintenance							
Travel - Reimbursement	7,500.00	(1,000.00)	232.00	200.00		3%	6,268.00
Fuel - WEX	84,360.00		\$ 23,675.59	\$ 12,359.33		28%	60,684.41
Maintenance on Vehicles	25,000.00		9,660.34	679.32		39%	15,339.66
Supplies							
Equipment	39,000.00		6,016.30	6,016.30			32,983.70
Supplies	6,360.00		\$ 2,315.98	\$ 801.17		36%	4,044.02
Insurances							
General Liability - Acuity	46,000.00		1,572.86	-		3%	44,427.14
Automobile Insurance	84,000.00		\$ 11,833.12	\$ 5,916.55		14%	72,166.88
D&O Insurance	2,640.00		473.78	236.89		18%	2,166.22
Contractual Services							
Professional Fees & Svcs/Audit	6,000.00		2,400.00	2,400.00		40%	3,600.00
Legal Fees	4,000.00		1,000.00	-		25%	3,000.00
Services ADP FEES/Janitorial/RC Creations	7,500.00	1,000.00	\$ 8,352.43	\$ 3,399.13		98%	147.57
Zia Therapy	12,000.00		\$ 2,000.00	\$ 1,000.00		17%	10,000.00
Camino Real Newspaper	6,000.00		-	-		0%	6,000.00
FineLine Graphics	3,500.00		-	-		0%	3,500.00
Operating Costs							
Advertisements/Promotional	150.00		-	-		0%	150.00
Conf/Seminars/Training	1,200.00		-	-		0%	1,200.00
Postage	250.00		-	-		0%	250.00
Office Equipment	1,500.00		-	-		0%	1,500.00
Subscription/Dues	500.00		-	-		0%	500.00
Telephone - Cell phone	3,600.00		\$ 1,297.49	\$ 653.70		36%	2,302.51
Bus Rental	1,351.53		-	-		0%	1,351.53
Utilities	6,000.00		\$ 488.32	\$ 488.32			5,511.68
Bus Facility Lease	5,950.00		\$ 4,875.00	\$ 2,437.50		82%	1,075.00
Total Expenses							
	\$ 1,089,874.53	0.00	\$ 211,618.28	\$ 114,768.74	\$ -	19%	878,256.25

*August had three pay periods, hence the larger salary expense this month.

August Revenues

FY 19-20 Revenue							
South Central Regional Transit District							
Reporting for August 2019							
Operating Revenue	Budgeted Revenue	Revision Request Increase/ (Decrease)	Y-T-D Received PMT	Invoiced But Not Received	% Y T D	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	0%	\$ 843.00	
CITY OF ANTHONY	\$ 4,680.00		\$ 4,680.00		100%	\$ -	
CITY OF ELEPHANT BUTTE	\$ 732.00			\$ 732.00	0%	\$ 732.00	
TOWN OF WILLIAMSBURG	\$ 229.00			\$ 229.00	0%	\$ 229.00	
Grants & MOU							
Dona Ana County GRT	\$ 440,000.00		\$ 128,000.00		29%	\$ 312,000.00	
Dona Ana County EOC	\$ 54,000.00		\$ 20,462.00		38%	\$ 33,538.00	
NMDOT 5311	\$ 90,419.53		\$ 59,540.69		66%	\$ 30,878.84	Remaining from FY 19-20
NMDOT 5311*	\$ 344,665.00				0%	\$ 344,665.00	
Dona Ana County	\$ 39,000.00		\$ 11,345.45		29%	\$ 27,654.55	
Other Source Revenue							
Bus Fares/Ticket Sales	\$ 12,500.00		\$ 902.67		7%	\$ 11,597.33	
Advertising Revenue	\$ 10,000.00				0%	\$ 10,000.00	
TOTAL REVENUES	\$ 1,098,544.53	\$ -	\$ 326,406.81	\$ 1,804.00	30%	\$ 772,137.72	\$ 116,592.53
Capital Appropriations							
State Legislature	\$ 293,000.00				0%	\$ 293,000.00	
NM DOT 5311	\$ 132,280.00				0%	\$ 132,280.00	
NM DOT 5311 (Bus)	\$ 70,000.00				0%	\$ 70,000.00	
TOTAL REVENUES	\$ 495,280.00	\$ -	\$ -	\$ -	0%	\$ 495,280.00	

*Begins October 1st

Item #7- Executive Director's Report- David Armijo

Presentation for Board Meeting on the 25th

Item #8- Discussion Items:

AGENDA ITEM A:

Discussion to address the need to approve the ZTrans 2019 Contract Modification.

ACTION REQUESTED:

Approval required.

SUPPORT INFORMATION:

The City of Las Cruces approved by resolution \$8,000 in funding to support transportation service on the Orange route operated by ZTrans in conjunction with SCRTD's annual service contract with Zia Therapy. Further, the City approved a supplemental agreement with the Transit District to support the resolution and to provide one-time funding as an amendment to the current City contract with SCRTD.

DISCUSSION/OPTIONS:

The City of Las Cruces has approved \$8,000 in funds to the support the Orange Route Bus service. The City will increase the membership fees and funding to the District to support this request for additional funding. This will allow the District to compensate Zia Therapy for the current contract year.

The current ZTrans contract expires on September 30, 2019.

Item to be discussed during the Board Meeting on September 25, 2019

AGENDA ITEM B:

Discussion to address the need to approve a one year contract with ZTrans for \$13,645.29.

ACTION REQUESTED:

Approval required.

SUPPORT INFORMATION:

The District has maintained a contract with ZTrans since 2013. Funding has risen from \$8,000 annually to \$12,000 in the current agreement. A contract modification is proposed to amend the 2019 contract by \$8,000 (via City of Las Cruces funds). This will increase the 2019 contract to \$20,000.

DISCUSSION/OPTIONS:

The new contract term is from October 1, 2019 to September 30, 2020. The contract supports transit service on the Orange Route operating between Alamogordo to Las Cruces. Service operates three round trips, Monday through Friday.

The current ZTrans contract expires on September 30, 2019. This action will increase annual contract costs by \$1,645.29 annually over the previous contract for a new one year contract at \$13,645.29.

Item to be discussed during the Board Meeting on September 25, 2019.

AGENDA ITEM C:

Approval of Amended Drug and Alcohol Testing Policy.

ACTION REQUESTED:

Approval required.

SUPPORT INFORMATION:

The District has maintained a Drug and Alcohol Testing Policy since August 2017. The District has been working with the State of New Mexico to revise and update the Policy as a response to changes in federal regulations that affects the District and its contractors.

DISCUSSION/OPTIONS:

The proposed Amended Drug and Alcohol Testing Policy is required to meet new federal regulations and to ensure the District complies with federal regulations. The new amended policy becomes effective with Board approval of the amended policy.

Item to be discussed during the Board Meeting on September 25, 2019.

AGENDA ITEM D:

Approval of New Mexico Department of Transportation Pilot Project Grant – On Call Transit Service

ACTION REQUESTED:

Approval required.

SUPPORT INFORMATION:

This is a new opportunity for funding. More specifically, the Secretary of Transportation issued an invitation to New Mexico grantees inviting them to submit a request for funding by September 21, 2019.

DISCUSSION/OPTIONS:

The New Mexico Transit Agencies were invited to submit projects for funding. The general parameters for consideration are as follows:

1. The project should target the elderly and/or children with an emphasis in rural areas;
2. The project can target transportation services to get people to treatment centers for substance use disorder and recovery and as a diversion from incarceration;
3. The project should focus on connecting these target groups to hospitals, health clinics or treatment centers;
4. The project may be an existing program that has a need for expansion of the service;
5. The project should focus on connecting these target groups to hospitals, health clinics or treatment centers;
6. The pilot funding can cover operating and capital costs associated with service;

The proposal submitted would be for an on-call transit or route deviated service that will support an area from the Village of Dona Ana to Picacho Hills area that the District has been in discussion with the County to provide bus service. The pilot would provide the District with an opportunity to initiate a service that it presently does not offer to an area of the community that has no bus or paratransit service.

Item to be discussed during the Board Meeting on September 25, 2019.

AGENDA ITEM E:

Discussion item on Succession Planning.

ACTION REQUESTED:

Approval required.

SUPPORT INFORMATION:

This is an information only item.

DISCUSSION/OPTIONS:

Item to be discussed during the Board Meeting on September 25, 2019.

AGENDA ITEM F:

Approval of Real Estate Acquisition at 830 Anthony Drive for \$240,000.

ACTION REQUESTED:

Approval of acquisition of the property at 830 Anthony Drive for a not to exceed amount of \$240,000.

SUPPORT INFORMATION:

The District contracted with Gayle-Reid Appraisal Services, Inc. to conduct a real property appraisal of the transit facility located at 830 Anthony Drive, Anthony, NM.

DISCUSSION/OPTIONS:

On August 9th a site visit was conducted to begin the appraisal process. The purpose of the appraisal was to estimate the market value of the subject property. The report is an attachment in the Board package. Based on the report findings, the appraised market value of the property is \$245,000. The owner has offered the property at \$240,000 subject to approval of the Board of Directors.

The State Legislature programmed \$200,000 in funds for SCRTD to acquire the property and have issued a contract to the District. Additional funding may come from capital funds programmed by the County for this budget year.

Item to be discussed during the Board Meeting on September 25, 2019.

AGENDA ITEM G:

Approval of Submittal of FY2021 5311 Rural Transit Grant

ACTION REQUESTED:

Approval required.

SUPPORT INFORMATION:

The District has requested and successfully been awarded funding for 5311 Rural Grants in FY2017, FY2018, FY2019 and FY2020.

DISCUSSION/OPTIONS:

The FY2020 grant will include the baseline funding received in the new FY2020 grant that begins this October 1, 2019 and ends on September 30th, 2020. The District received \$509,777 in federal funds for FY19 and in FY2020 funding increased to \$642,718. The added funding supporting capital grant funds to acquire adding radios, a van and other equipment. The new grant will be submitted at just over \$740,000. The budget will include additional funding to operate service to Sierra County as well as increase service frequency, where needed.

Item to be discussed during the Board Meeting on September 25, 2019.

AGENDA ITEM H:

Discussion regarding SCRTD Bylaws – Voting & Participation and whether the Bylaws should be amended to reflect the Intergovernmental Act of 2006.

ACTION REQUESTED:

Information and discussion.

SUPPORT INFORMATION:

The District was created through State of New Mexico legislation, Section 73-25-3 of the Intergovernmental Act of 2003 and adopted by the District on November 30, 2006. The Bylaws were updated and adopted on October 17, 2018 to reflect changes in District membership and to update the mission statement of the District.

DISCUSSION/OPTIONS:

The District meets on the fourth Wednesday of the month and members vote on items brought forward for the Boards review and approval. The Bylaws should reflect the state legislative act.

The Bylaws list the following elements of the act:

Section 6.03. Voting on the Board.

- (a) The number of required votes constituting an act of the Board and the number of votes attributed to each Director shall be in accordance with Article VIII 8.01 of the Intergovernmental Contract.
- (b) Any member that has not contributed financially in accordance with the financial plan within eighteen (18) months of the adoption of the financial plan shall have their voting rights suspended until said financial contribution is made. Voting rights may be temporarily reinstated at any time by a two-thirds (2/3) vote of the remaining Board members.

Membership dues need to be paid on time and is an outstanding issue for the District.

The Bylaws do not reflect the following provision of the Act:

Section 8.01. Voting Strength of Members

- (a) The number of votes of each Director shall be determined by the population of that Director's government entity according to the following formula (see Appendix A for details):
 - 1. Population under- 5,000- One (1) Vote
 - 2. Population 5,000- 19,999-Two (2) Votes
 - 3. Population 20,000 or greater-Three (3) Votes
- (b) The number of votes for each Director shall be recalculated immediately following the release of each official Federal Census.
- (c) No Director shall have a majority of votes on the Board. If the above formula yields such a result, each Director shall have one (1) vote until a new voting formula is approved by two-thirds majority.

(d) The voting rights of any Member that does not contribute financially to the District according to the approved financial plan are subject to review and/or suspension according to Article VI of the Bylaws.

The absence of this provision of the Act raises questions into the current voting process of the District. I have requested our Attorney to review this provision to determine whether the Bylaws should be revised to incorporate this provision.

Item to be discussed during the Board Meeting on September 25, 2019.

#9 Action Items: Resolutions

South Central Regional Transit District

Resolution Number: FY2020-05

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

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, September 25th, 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 July 31st, 2019.

ADOPTED AND APPROVED THE 25th DAY OF SEPTEMBER 2019.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY2020-06

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

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, September 25th, 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 August 31st, 2019.

ADOPTED AND APPROVED THE 25th DAY OF SEPTEMBER 2019.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY2020-07

A Resolution approving the ZTrans 2019 contract modification for SCRTD

WHEREAS, the South-Central Regional Transit District Board of Directors met in a meeting Wednesday, September 25th, 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 \$12,000;

WHEREAS, the South-Central Regional Transit District Board of Directors approves a modification of the 2019 annual contract to include an additional \$8,000 for transit service on the ZTrans Orange Route with additional funding providing by the City of Las Cruces;

WHEREAS, the South-Central Regional Transit District Board of Directors approves a modification of the 2019 annual ZTrans contract to increase the contract to \$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 25th DAY OF SEPTEMBER 2019

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY2020-08

A Resolution approving the one year contract with ZTrans for SCRTD for \$13,645.29

WHEREAS, the South-Central Regional Transit District Board of Directors met in a meeting Wednesday, September 25th, 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 approve a one year contract with ZTrans for \$13,645.29. New contract item from October 1, 2019 to September 30, 2020. ZTrans operates transit services on the Orange route operating between Alamogordo to Las Cruces. Operating a service of three round trips, Monday through Friday.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South-Central Regional Transit District does hereby approve the one year contract of the Z-Trans from October 1, 2019 to September 30, 2020.

ADOPTED AND APPROVED THE 25th DAY OF SEPTEMBER 2019

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY2020-09

A Resolution approving Drug and Alcohol testing policy of SCRTD

WHEREAS, the South-Central Regional Transit District Board of Directors met in a meeting Wednesday, September 25th, 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 approves drug and alcohol policy that is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation 49 CFR.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South-Central Regional Transit District does hereby approve the drug and alcohol testing policy.

ADOPTED AND APPROVED THE 25th DAY OF SEPTEMBER 2019

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY2020-10

A Resolution approving New Mexico Department of Transportation Pilot Project Grant for SCRTD

WHEREAS, the South-Central Regional Transit District Board of Directors met in a meeting Wednesday, September 25th, 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 approve the Pilot Project Grant-On Call Transit Service, which will provide transportation from the Village of Dona Ana to Picacho Hills area. Project will target the elderly and/or children with an emphasis in rural areas. Transporting them to hospitals, health clinics or treatment centers.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South-Central Regional Transit District does hereby approve the submittal of the Pilot Project Grant-On Call Transit Service.

ADOPTED AND APPROVED THE 25th DAY OF SEPTEMBER 2019

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY2020-11

A Resolution approving of Real Estate Acquisition at 830 Anthony Dr for \$240,000

WHEREAS, the South-Central Regional Transit District Board of Directors met in a meeting Wednesday, September 25th, 2019 at the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

WHEREAS, the South-Central Regional Transit District maintains, and operates a bus fleet from 830 Anthony Drive to support its service operation in Dona Ana County;

WHEREAS, the South-Central Regional Transit District received funding from the New Mexico Legislature for acquisition of property for a bus facility in Anthony, New Mexico;

WHEREAS, the South-Central Regional Transit District Board of Directors conducted a property appraisal of the property located at 830 Anthony Drive;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South-Central Regional Transit District does hereby approve the Real Estate Acquisition of 830 Anthony Drive for \$240,000

ADOPTED AND APPROVED THE 25th DAY OF SEPTEMBER 2019

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY2020-12

A Resolution approving submittal of FY2021 5311 Rural Transit Grant for SCRTD

WHEREAS, the South-Central Regional Transit District Board of Directors met in a meeting Wednesday, September 25th, 2019 at the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

WHEREAS, the District has received annual funding from the New Mexico Department of Transportation in 5311 Rural Transit Funding in fiscal years 2016 through 2019;

WHEREAS, the South-Central Regional Transit District Board of Directors has drafted and plans to submit to the New Mexico Department of Transportation for 5311 Rural Transit funding for FY2021;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South-Central Regional Transit District does hereby approve the submittal of the FY2021-5311 Rural Transit Grant.

ADOPTED AND APPROVED THE 25th DAY OF SEPTEMBER 2019

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director