

---

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

Wednesday, November 27, 2019, 1:30 PM



The following is the agenda for a meeting of the Board of Directors of the South-Central Regional Transit District to be held Wednesday, November 27, 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.

**SOUTH CENTRAL REGIONAL TRANSIT DISTRICT  
BOARD AGENDA  
November 27, 2019**

**Dial In-Access 1-515-604-9000  
Enter Code: 196466  
Access to a complete packet is available at [SCRTD.ORG](http://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 September 25, 2019
6. Financial Report for the Period Ending September 30, and October 31, 2019 – Velma Navarrete
7. Executive Director's Report- David Armijo
8. Discussion items
  - a. Bus Route Network Service Performance
  - b. Blue Route Performance- Public Review
  - c. Board of Director's Handbook
  - d. FY2020 Goals & Objectives
  - e. Sunland Park MOU Agreement for Bus Service
  - f. Call for Projects from the El Paso Metropolitan Planning Organization
9. Action items:
  - a. A Resolution Approving the Financial Statements as of September 30, 2019
  - b. A Resolution Approving the Financial Statements as of October 31, 2019
  - c. A Resolution Approving Receipt of \$1,370,000 in funding through the FY2020 Call for Projects from the El Paso Metropolitan Planning Organization (MPO)
10. Board Comment
11. Adjourn

**Item #5 – Minutes**

**South Central RTD  
Board of Directors Meeting  
Wednesday,  
September 25, 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 (after 3:30 via phone)  
Nora Barraza, RTD Vice Chair, Town of Mesilla  
Jack Eakman, Secretary, City of Las Cruces  
Diana Trujillo, City of Anthony (via phone after 2:15)  
Manuel Sanchez, Doña Ana County  
Gerald LaFont, City of Elephant Butte  
Majorie Powey, Village of Williamsburg (via phone)

**MEMBERS ABSENT:**

James "Slim" Whitlock, Village of Hatch

**SCRTD STAFF:**

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

**OTHERS PRESENT:**

Grady Oxford, Realtor  
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 Manny Sanchez. Passed unanimously.

**4. PUBLIC INPUT - NONE**

**5. APPROVAL OF SCRTD MEETING MINUTES OF July 24, 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 July 31 and August 31, 2019**

Velma Navarrete gave the financial report July 31, 2019. Bank balances; Money Market account \$60,000.00, Operation Account \$5,431.30, and Payroll Account \$25,677.90. Expenditures, first month of the fiscal year and everything is pretty much at average for July. Largest expense was the fuel account, and then next is the automobile insurance. An adjustment was made for the bus facility lease added expense of \$4,000. This expense was not anticipated/ budgeted due to the process of purchasing the facility.

Nora Barraza questioned where the \$4,000 was taken from to add that in.

Velma Navarrete stated it was "surplus" and pulled from cash balance.

Nora Barraza stated there needs to be a balanced budget.

David Armijo stated it would be best as a line item change. Velma and David agreed to take it from Automobile Insurance and put into Bus Facility Lease.

Manny Sanchez asked if SCRTD is anticipating fuel costs to be more than budgeted, might it be a good time to modify the budget.

David Armijo stated we don't need to do that because we had the migrants previously included in expenses and he would prefer to deal with that at mid-year after five to six months of trendline.

Velma Navarrete continued with the revenues for July 2019. For August 2019, bank balances; Money Market \$60,003.23, Operating Account \$43,127.81, Payroll Account \$33,558.76. Moving to expenditures, salaries expense was a little higher than July, due to August having three pay periods. \$1,000 was added to services (ADP, Janitorial, RC Creations) due to larger expense in August. She also suggested that an adjustment may be needed at the next meeting.

Jack Eakman pointed out that SCRTD should be at 17% of budget, but some items mentioned Services at 98%, Professional 40%, and cell phones at 36%. Asked if the budget numbers are good for the next 10 months or significantly overbudget?

Velma Navarrete stated the budget is being handled, and strategic for expenses. She will make any revisions necessary to the line items. The Professional fees were higher due to the appraisal of the property, special expense. She believes the remaining balance of \$3,600 should suffice. The cell phones may need an adjustment but suggested adjusting toward the end of the year or after the second quarter of the fiscal year.

David Armijo stated after the bus drivers do have cell phones, but October 1st, we will be able to utilize capital funding for radios, so all the cell phones will be pulled back in when the radios go online. Estimates going from 10 to 2 cell phones within the next 60 days.

Nora Barraza stated she is a budget stickler and wonders if the SCRTD budget really reflects what the expenditures will be, or just guessing.

Velma Navarrete stated they are not just guessing because it is based on historical trend, what has been expensed in the past. Right now, there are more revenues than expenses.

Nora Barraza suggested the surplus should be going into the savings account and not estimating that to go into what is currently budgeted. She stated it really is not surplus but right on budget, not until we actually receive in hand those revenues can we say we have this revenue plus extra money.

Velma Navarrete stated this is the first time since she has started with SCRTD that there is \$60,000 in the Money Market account. We are making progress.

Jack Eakman mentioned SCRTD has received 30% of the revenues in two months and that the other 70% will be covering 10 months and manage appropriately.

Velma Navarrete discussed August revenues. Ridership under Y-T-D (Year-To-Date) only showed August and not both July and August, should have been 1,500. Close out the first 5311 grant. October 1st the second 5311 grant begins, and it is a little higher than last fiscal year.

Nora Barraza asked about the extra revenue and is it unexpected. Where did the extra money come from?

Velma Navarrete stated the expenses are less than revenues, so we are seeing stable balances. Not that anybody paid more or received additional funding, it's just you could even call it a timing issue.

David Armijo stated the revenues from immigrants cease after August and ended up with less than they thought. New revenues from some additional grants that are not currently reflected in the budget; operations for \$50,000, the other one is the grant for the Regional Long Range Plan, and then to be discussed later, the pilot program but not information on that for a few more weeks. What is seen is the improvement in the contract with the County

## **7. EXECUTIVE DIRECTOR'S REPORT**

David Armijo gave the Executive Director's report. Three-year budget ridership started at just a under 1,000 a month to a little over 1,300. Essentially growing on an annual basis about 20-30%. Possibly going to Hatch and then also down into Sunland Park and into El Paso.

Discussion on the Green Route which has been worked on for over two years, 18 stops, 6:10 a.m. from Garfield, connect into Hatch with stops Ben Archer, community center, library, the market. Then to Rincon and right at freeway, take freeway to Radium Springs and then continue. Doña Ana at the community center and then Greyhound stop and turn around to Del Rey and take Del Rey all the way into Cruces. Veterans Center, Division of Vocational Rehab, other community areas, connect to the Silver Route that goes into White Sands. This bus will continue on to the hospital, along Sonoma Ranch, connects to the mall where local connections to RoadRUNNER, then to New Mexico State University, final stop. Bus takes 90-95 minutes each way, approximately three-hour frequency. Finishes at 7:00 at night. Start October 28, 2019

Working on a handbook for the Board of Directors. Putting in ridership, trendlines, and financial data. Goals and objectives for the year.

Monthly performance report. Talk about ridership, financials. Now breaking that out. Report breaks the numbers out as we submit every monthly budget. The state just got Black Cat up and running for monthly printouts. Data can be used to identify bus networks. Blue route needs discussion of investment and cost.

Project schedule for the various SCRTD employees.

Recently a sign was added at Sunland Park. Short range plan has service initiatives. The Purple Line and 83 come together and will continue, but in the future anticipate the purple route break into two pieces where it could have a different route go into El Paso on the northwest side and then also go the other direction up onto the hill, to Santa Teresa.

Branding for SCRTD. Color of the bus, blue or yellow, both. Also looking into a different logo. Approximately \$3,000 to paint a bus and \$5,000 to \$6,000 for logos and decals.

Jack Eakman asked about Stampede meats and working with them for their transportation needs

David Armijo the discussions have happened. They are still interested but did not anticipate having a difficult time recruiting as has happened.

Jack Eakman suggested advertising discussion as the buses are mobile advertising that is not being utilized to its fullest.

## **8. DISCUSSION ITEMS**

### **a. ZTrans 2019 Contract Modification**

David Armijo stated City of Las Cruces Legal felt ZTrans/Zia Therapy were not so much nonprofit as it was a private system and City of Las Cruces could not do a special agreement. In discussions with SCRTD, City Legal and Management staff felt the solution was to modify our (SCRTD) agreement. Asking from the Board is to accept \$8,000 that the City of Las Cruces has made available to SCRTD, and modified our contract to increase the dollar amount and then allow SCRTD to take action to compensate Zia Therapy for the current contract year, which that contract expires next week for SCRTD.

### **b. ZTrans 2020 Contract**

David Armijo stated the next contract which starts October 1, 2019 and go through September 30, 2019, supports the transit service that operates between Alamogordo and Las Cruces. This would increase the annual cost which is normally \$12,000 to \$13,645.29 which reflects increases in fuel costs and other elements. ZTrans gets most of their money from the City of Alamogordo, United Way, County of Otero, 50% comes from 5311 grant which is essentially federal funds. Their whole contract is approximately \$115,000 total. \$12,000 was in the SCRTD budget and so that will need to be adjusted, as SCRTD budget was done in May and the request came after that.

A thorough discussion concerning Zia Therapy 2019 contract and 2020 contract and the fact that the City of Las Cruces was tendering \$8,000 for 2019 contract and using SCRTD just as a pass through to Zia Therapy. The contract year is from October 1st through September 30th. David explained about discussions with the City of Las Cruces Transportation Committee and that

several members of the City of Las Cruces Council felt \$8,000 was reasonable. The process between Zia Therapy and the City of Las Cruces changed when SCRTD came into being.

**c. Drug & Alcohol Testing Policy**

David Armijo there are various rules and regulations involved in this. There is a pool that is shared with other transit agencies and they are randomly called to have the test. SCRTD came in under random samples, and David responded which settled that. Federal Transit Administration, USDOT. Used to be 25% was random, but now it is 50%. Cost is \$40 per person. Registration by subcontractors with the National Registry everybody under contract has to be registered, and onus is put on SCRTD to do that. SCRTD hires from Boon for operators and now need to have drug tests for the previous two years before being hired.

**d. NMDOT Pilot Project Grant – On Demand Transit Service**

David Armijo talked about service to East Mesa, West Mesa. Although it didn't get funded at the time, but the County is still interested in funding the project. The State of New Mexico through Secretary of Transportation, Mr. Sandoval, 30-day to submit a grant. David submitted this on behalf of the agency. Have routes into Picacho Hills and then route deviate as needed. Programmed with one bus from 8:30 a.m. to 5:30 p.m. Hope to get \$128,000 for the project. 12 months as a pilot and then \$64,000 to ask County to match.

**e. Succession Planning**

David Armijo stated succession planning is a process and organizations look at developing new leaders. Sometimes overshadowed. Being a smaller agency there are challenges. Be able to challenge employees to do different things, cross training, etc. Looking at technical skills that are missing; IT, grants, Black Cat needs twice the work, asset management. Challenges: More frequency of service, weekends, nighttime, to be funded and programmed.

**f. Purchase of Real Estate – Anthony, NM**

David Armijo mentioned the appraisal helpful. Property is currently offered at \$240,000, although appraised at \$250,000. The state programmed \$200,000 and there is a contract. Have to take additional funds from other services. \$80,000 capital from the state that would be available after October 1st, \$39,000 from the County in capital that is available now.

Majorie Powey asked about the taxes on the property.

Jack Eakman asked about other fees involved and the useful life of the property.



Grady Oxford stated there are a few other fees, very minimal. Everything is prorated for closing. The areas searched included Anthony, Sunland Park, and Las Cruces and the current property works for the purpose.

Nora Barraza asked a variety of questions concerning the budget and capital outlay.

**g. Submittal of FY2021 5311 Rural Transit Green**

David Armijo discussed the annual 5311 grant for October 1, 2021 to September 30, 2022. Done well in the last two years receiving \$500,000 from feds, just up to \$642,000. Increasing funds in the submission that hope will be enough money with other supports to include going to Sierra County.

**h. SCRTD Bylaws – Voting and Participation**

David Armijo stated he did not hear back from legal and what the challenge is going forward.

POSTPONED UNTIL A LATER MEETING.

**9. ACTION ITEMS**

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

Motion by Jack Eakman, second by Manny Sanchez.

Nora Barraza asked that the revision request of the \$4,000, added that into the Bus Facility Lease, and take out the \$4,000 from Automobile Insurance so that the budget will balance.

Passed unanimously.

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

Motion by Jack Eakman, second by Manny Sanchez. Passed, Diana Trujillo Abstained.

**c. A Resolution approving the Modification to the ZTrans 2019 Contract**

Motion by Jack Eakman, second by Manny Sanchez. Passed, Diana Trujillo Abstained.

**d. A Resolution approving the ZTrans 2020 Contrast**

Motion by Manny Sanchez, second by Jack Eakman.

Javier Perea asked if something happens with this contract, what guarantees are there to cover any additional costs in the future.

David Armijo stated there are always funds available. SCRTD would be hesitant if there was a request for more funds. Only if SCRTD does acquire additional funds from the state and gives a bit of surplus.

Nora Barraza asked if the current contract with ZTrans addresses an increase.

David Armijo stated it is not their contract, but SCRTD contract. We have modified the contract to include the additional over last year, to the \$13,645.29.

Passed, Diana Trujillo abstained.

**e. A Resolution approving the Drug and Alcohol testing policy of South Central Regional Transit District**

Motion by Jack Eakman, second by Manny Sanchez. Passed, Diana Trujillo abstained.

**f. A Resolution approving submittal of the NMDOT Pilot Grant**

Motion by Manny Sanchez, second by Javier Perea. Passed, Diana Trujillo abstained.

**g. A Resolution approving the purchase of Real Estate at 830 Anthony Drive, Anthony, NM**

Motion by Jack Eakman, second by Manny Sanchez. Passed, Diana Trujillo abstained.

**h. A Resolution approving the submittal of the 2021 5311 Rural Transit Grant**

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

**10. BOARD COMMENT - NONE**

**11. ADJOURNMENT (3:51 PM)**

Javier Perea mentioned the next meeting will fall on the same day as the Infrastructure Finance Conference.

Nora Barraza will be in Albuquerque at that time.

General consensus to move the meeting from October 23 to October 30, 2019, 1:30 p.m.

---

Chairperson

Item #6 – Finance Report (September)

**Bank of the West BNP Paribas**

South Central Regional Transit District
<b>Sep-19</b>

Money Market Account * 4524	\$	60,006.80	(Interest rate at .07% per year)
Operating Account * 2003	\$	60,768.12	
Payroll Account *2011	\$	<u>21,077.76</u>	
Total Cash On Hand at 09/30/2019			<u><u>\$141,852.68</u></u>

## September Expenditures

FY20 - July thru June 2020	Reporting for September 2019						
	Budgeted Expenses	Revision Requests	YTD	Sep-19	Accrued Not paid	% YTD	Remaining Balance
<b>Personnel Services</b>							
Salaries	571,366.10		\$ 148,096.40	\$ 43,548.98		26%	423,269.70
<b>Employee Benefits</b>							
FICA/Medicare Tax	41,726.00		\$ 11,559.67	\$ 3,802.56		28%	30,166.33
Unemployment Tax	10,002.90		\$ 639.80	\$ 150.07		6%	9,363.10
Workers Comp Insurance	26,100.00		\$ 9,848.00	\$ 2,376.00		38%	16,252.00
Health Insurance and Life	47,125.00		\$ 13,028.02	\$ 5,006.12		28%	34,096.98
Retirement - PERA	39,193.00		\$ 10,208.38	\$ 3,071.47		26%	28,984.62
<b>Travel &amp; Maintenance</b>							
Travel - Reimbursement	6,500.00		232.00	-		4%	6,268.00
Fuel - WEX	84,360.00		\$ 32,907.24	\$ 9,231.65		39%	51,452.76
Maintenance on Vehicles	25,000.00		7,032.44	3,388.40		28%	17,967.56
<b>Supplies</b>							
Equipment	39,000.00		6,495.01	478.71			32,504.99
Supplies	6,360.00		\$ 2,880.96	\$ 564.98		45%	3,479.04
<b>Insurances</b>							
Allegiance	46,000.00		3,110.60	1,537.74		7%	42,889.40
Automobile Insurance - NICO	80,000.00		\$ 17,749.67	\$ 5,916.55		22%	62,250.33
D&O Insurance	2,640.00		710.67	236.89		27%	1,929.33
<b>Contractual Services</b>							
Professional Fees & Svcs/Audit	12,870.00		2,400.00			19%	10,470.00
Legal Fees	4,000.00		1,000.00			25%	3,000.00
Services ADP fees/Janitorial/RC Creations	10,500.00		\$ 9,295.35	\$ 942.92		89%	1,204.65
Zia Therapy	12,000.00		\$ 3,000.00	\$ 1,000.00		25%	9,000.00
Camino Real Newspaper	6,000.00		-			0%	6,000.00
FineLine Graphics	3,500.00		-			0%	3,500.00
<b>Operating Costs</b>							
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		127.77	127.77		26%	372.23
Cell phone / T-mobile	3,600.00		\$ 1,952.26	\$ 654.77		54%	1,647.74
Bus Rental	1,351.53		-			0%	1,351.53
Utilities	6,000.00		\$ 1,309.25	\$ 820.93			4,690.75
Bus Facility Lease	9,750.00		\$ 7,312.50	\$ 2,437.50		75%	2,437.50
							0.00
<b>Total Expenses</b>	<b>\$ 1,098,544.53</b>	<b>0.00</b>	<b>\$ 290,895.99</b>	<b>\$ 85,294.01</b>	<b>\$ -</b>	<b>26%</b>	<b>807,648.54</b>

September Revenues

FY 19-20 Revenue							
South Central Regional Transit District							
Reporting for September 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
<b>Membership Dues</b>							
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		100%	\$ -	
TOWN OF WILLIAMSBURG	\$ 229.00			\$ 229.00	0%	\$ 229.00	
<b>Grants &amp; MOU</b>							
Dona Ana County GRT	\$ 440,000.00		\$ 159,200.00		36%	\$ 280,800.00	
Dona Ana County EOC	\$ 54,000.00		\$ 20,462.00		38%	\$ 33,538.00	
NMDOT 5311	\$ 90,419.53		\$ 87,381.51		97%	\$ 3,038.02	<i>closing out this month</i>
NMDOT 5311*	\$ 344,665.00				0%	\$ 344,665.00	
Dona Ana County	\$ 39,000.00		\$ 14,110.90		36%	\$ 24,889.10	
<b>Other Source Revenue</b>							
Bus Fares/Ticket Sales	\$ 12,500.00		\$ 3,028.99		24%	\$ 9,471.01	
Advertising Revenue	\$ 10,000.00				0%	\$ 10,000.00	
<b>TOTAL REVENUES</b>	<b>\$ 1,098,544.53</b>	<b>\$ -</b>	<b>\$ 391,071.40</b>	<b>\$ 1,072.00</b>	<b>36%</b>	<b>\$ 707,473.13</b>	<b>\$ 101,247.41</b>
<b>Capital Appropriations</b>							
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		\$ 70,000.00		100%	\$ -	
<b>TOTAL REVENUES</b>	<b>\$ 495,280.00</b>	<b>\$ -</b>	<b>\$ 70,000.00</b>	<b>\$ -</b>	<b>14%</b>	<b>\$ 425,280.00</b>	

Finance Report (October)

**Bank of the West BNP Paribas**

<b>South Central Regional Transit District</b>
<b>Oct-19</b>

Money Market Account * 4524	\$ 30,010.25	(Interest rate at .07% per year)
Operating Account * 2003	\$ 5,650.58	
Payroll Account *2011	<u>\$ 5,232.63</u>	
Total Cash On Hand at 10/31/2019		<u>\$ 40,893.46</u>

## October Expenditures

FY20 - July thru June 2020	Reporting for October 2019							
	Descriptions	Budgeted Expenses	Revision Requests	YTD	Oct-19	Accrued Not paid	% YTD	Remaining Balance
<i>Personnel Services</i>								
Salaries	571,366.10		\$ 193,342.08	\$ 45,245.68			34%	378,024.02
<i>Employee Benefits</i>								
FICA/Medicare Tax	41,726.00		\$ 14,882.54	\$ 3,322.87			36%	26,843.46
Unemployment Tax	10,002.90		\$ 779.27	\$ 139.47			8%	9,223.63
Workers Comp Insurance	26,100.00		\$ 12,224.00	\$ 2,376.00			47%	13,876.00
Health Insurance and Life	47,125.00		\$ 18,132.12	\$ 5,104.10			38%	28,992.88
Retirement - PERA	39,193.00		\$ 13,454.38	\$ 3,246.00			34%	25,738.62
<i>Travel &amp; Maintenance</i>								
Travel - Reimbursement	6,500.00		1,039.76	902.28			16%	5,460.24
Fuel - WEX	84,360.00	16,000.00	\$ 41,611.10	\$ 8,703.86			49%	58,748.90
Maintenance on Vehicles	25,000.00	(5,000.00)	12,383.62	5,351.18			50%	7,616.38
<i>Supplies</i>								
Equipment	39,000.00	(11,000.00)	11,278.01	4,783.00				16,721.99
Supplies	6,360.00		\$ 3,940.91	\$ 1,085.93			62%	2,419.09
<i>Insurances</i>								
Allegiance	46,000.00		4,648.34	1,537.74			10%	41,351.66
Automobile Insurance - NICO	80,000.00	(5,000.00)	\$ 23,666.22	\$ 5,916.55			30%	51,333.78
D&O Insurance	2,640.00		947.56	236.89			36%	1,692.44
<i>Contractual Services</i>								
Professional Fees & Svcs/Audit	12,870.00		5,676.00	3,276.00			44%	7,194.00
Legal Fees	4,000.00		1,000.00	-			25%	3,000.00
Services ADP fees/Janitorial/RC Creations	10,500.00	5,000.00	\$ 10,670.73	\$ 1,375.38			69%	4,829.27
Zia Therapy	12,000.00		\$ 4,000.00	\$ 1,000.00			33%	8,000.00
Camino Real Newspaper	6,000.00		-	-			0%	6,000.00
FineLine Graphics & Scott Mason Graphic	3,500.00		2,070.45	2,070.45			59%	1,429.55
<i>Operating Costs</i>								
Advertisements/Promotional	150.00		-	-			0%	150.00
Conf Seminars/Training	1,200.00	(600.00)	-	-			0%	600.00
Postage	250.00		-	-			0%	250.00
Office Equipment	1,500.00		-	-			0%	1,500.00
Subscription/Dues	500.00	1,600.00	1,082.32	781.26			52%	1,017.68
Cell phone / T-mobile	3,600.00		\$ 2,607.03	\$ 654.77			72%	992.97
Bus Rental	1,351.53		-	-			0%	1,351.53
Utilities	6,000.00		\$ 1,900.40	\$ 591.15				4,099.60
Bus Facility Lease	9,750.00	(1,000.00)	\$ 7,312.50	\$ -			75%	1,437.50
Stone, McGee & Co. Auditors			\$ 10,000.00	\$ 10,000.00				
Creative Bus Sales - match			17,500.00	17,500.00				
Zia Therapy (City Contribution)			8,000.00	8,000.00				
<b>Total Expenses</b>	<b>\$ 1,098,544.53</b>	<b>0.00</b>	<b>\$ 424,149.34</b>	<b>\$ 133,200.56</b>	<b>\$ -</b>	<b>39%</b>	<b>674,395.19</b>	

## October Revenues

FY 19-20 Revenue							
South Central Regional Transit District							
Reporting for October 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
<i>Membership Dues</i>							
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		100%	\$ -	
TOWN OF WILLIAMSBURG	\$ 229.00			\$ 229.00	0%	\$ 229.00	
<i>Grants &amp; MOU</i>							
Dona Ana County GRT	\$ 440,000.00		\$ 159,200.00	\$ 31,200.00	36%	\$ 249,600.00	
Dona Ana County EOC	\$ 54,000.00		\$ 20,462.00		38%	\$ 33,538.00	
NMDOT 5311	\$ 90,419.53		\$ 87,381.51		97%	\$ 3,038.02	<i>closed out</i>
NMDOT 5311*	\$ 344,665.00			\$ 45,587.72	0%	\$ 299,077.28	
Dona Ana County	\$ 39,000.00		\$ 14,110.90	\$ 2,765.45	36%	\$ 22,123.65	
<i>Other Source Revenue</i>							
Bus Fares/Ticket Sales	\$ 12,500.00		\$ 4,192.95		34%	\$ 8,307.05	
Advertising Revenue	\$ 10,000.00				0%	\$ 10,000.00	
<b>TOTAL REVENUES</b>	<b>\$ 1,098,544.53</b>	<b>\$ -</b>	<b>\$ 392,235.36</b>	<b>\$ 80,625.17</b>	<b>36%</b>	<b>\$ 626,756.00</b>	<b>\$ 48,711.19</b>
<i>Capital Appropriations</i>							
State Legislature	\$ 293,000.00			\$ 198,000.00	0%	\$ 95,000.00	<i>bus facility purchase</i>
NM DOT 5311	\$ 132,280.00				0%	\$ 132,280.00	
NM DOT 5311 (Bus)	\$ 70,000.00		\$ 70,000.00		100%	\$ -	<i>bus purchase</i>
<b>TOTAL REVENUES</b>	<b>\$ 495,280.00</b>	<b>\$ -</b>	<b>\$ 70,000.00</b>	<b>\$ 198,000.00</b>	<b>14%</b>	<b>\$ 227,280.00</b>	



**Item #7- Executive Director’s Report- David Armijo**

*Presentation for Board Meeting on November 27<sup>th</sup>*

**Item #8- Discussion Items:**

**AGENDA ITEM A:**

Discussion of Bus Route Network Service Performance

**ACTION REQUESTED:**

For discussion only.

**SUPPORT INFORMATION:**

Five Year Service and Financial Plan.

**DISCUSSION/OPTIONS:**

The Five Year Service and Financial Plan identified several performance measures and were listed in Table 2.2 Performance Measure.

**Table 2.2 Performance Measure**

<b>Five Financial and Service Plan Performance Measures</b>		
<b>Performance Measure</b>	<b>Measurable Standard</b>	<b>2019 Performance</b>
Accessibility	Maintain ADA accessibility on SCRTD buses	All buses accessible
Connectivity	Establish and maintain connectivity with other transit systems operating within and adjacent to the SCRTD	Connectivity maintained
Rural Public Transit Ridership	Develop and maintain a ridership of at least 2,000 passengers per month	Averaged 2456 pass/month
Total Administration/Operations Ratio	Maintain an A/O ratio of 0.24 or lower.	Maintained an A/O ratio of 0.29
Cost Per Passenger Trip	Maintain a cost of \$27 or lower	Cost Per Passenger Trip \$7.42
Cost per Vehicle mile	Maintain a cost of \$1.00 or lower	Cost per Vehicle mile \$0.93
RPO Prioritization Ranking	Maintain a ranking of Highly Recommended or better	Received Highly Recommended
Percentage of Previous Year’s Federal Award Expended	Maintain an expenditure of 100%	Maintained expenditure of 100%

The District met and exceeded seven out of eight standards during the past fiscal year. The cost per passenger trip and cost per vehicle mile were below the target and reflected the efficiency of the service operation, in part due to the move to Anthony that reduced deadhead cost and generally improved the

performance of the operation. These two standards were discussed extensively in the rollout of transit service during the first two years of operation. These lower costs are due to many factors, including efficient schedule of service, e.g., labor and benefits.

However, the District fell short on the cost for Total Operations Administration ratio standard scoring at 29 percent, five points above the goal. Please refer to the Table above for further detail. In order to reduce the cost of Administration the District will need to reduce overhead due in part to rising cost of insurance. Transitioning to the New Mexico Municipal League will help. More attention is required to control costs to meet or exceed this goal in the coming year.

Item to be discussed during the Board Meeting on November 27, 2019

**AGENDA ITEM B:**

Blue Route Performance – Public Review

**ACTION REQUESTED:**

For discussion only.

**SUPPORT INFORMATION:**

Five Year Service and Financial Plan.

**DISCUSSION/OPTIONS:**

The Blue began service on February 22, 2016 with three round trips daily, a morning, midday and afternoon service from Las Cruces to Anthony. Historically, ridership has lagged behind the other routes operating in the transit network. In May 2018, service was modified to operate to Mesquite on the southern end of the bus route and an additional trip was added. At first, ridership responded positively with an increase in rides. However, during the past year, ridership has continued to fall precipitously.

This route has been in operations for over 42 months, has been modified but with no increase in productivity. Consequently, staff recommends that this route be discontinued, and the assets or financial resources be reprogrammed to provide service elsewhere within the District. This may include increasing service on both the Purple and Turquoise bus routes that will extend service into the late afternoon and early evening, e.g., 4 pm to 6pm. Both routes have experience significant ridership growth in the past year.

Item to be discussed during the Board Meeting on November 27, 2019.

**AGENDA ITEM C:**

Board of Director's Handbook

**ACTION REQUESTED:**

For discussion only.

**SUPPORT INFORMATION:**

District Budget and Five Year Service and Financial Plan.

**DISCUSSION/OPTIONS:**

The Board of Director's Handbook is a compilation of documents and information on the Transit District. This includes the original intergovernmental agreement and subsequent Bylaws that govern the District. Additionally, the Handbook provides information on the organization structure, Board of Director's membership, and Performance Statistics, including the District Budget.

The Handbook will be updated annually and will serve as a resource for new and existing Board Members.

Item to be discussed during the Board Meeting on November 27, 2019.

**AGENDA ITEM D:**

FY2020 Goals & Objectives

**ACTION REQUESTED:**

For discussion only.

**SUPPORT INFORMATION:**

Five Year Service and Financial Plan.

**DISCUSSION/OPTIONS:**

In 2018 SCRTD Board of Directors approved an update to the Five Year Plan. The SCRTD Board of Directors has identified the following Goals and Objectives for use through 2020.

**Goal 1. Maintain and Expand a Safe and Efficient Public Transit System Based on the SCRTD's Available Funding, Performance Measures, and Planning Processes.**

**Objective 1.** Continue providing and refining service on existing routes in central and southern Doña Ana County, with connections in El Paso County, utilizing a combination of SCRTD owned and contracted vehicles.

Met objective with increased service on core bus routes with continued ridership growth through year three (e.g., 2016-2019).

**Objective 2.** As funds become available and as need is demonstrated and documented:

- a. expand the system by adding a route or routes which will link northern Doña Ana County and Sierra County to other routes and transit systems at the MVITT in Las Cruces;
- b. increases the frequency of service in central and southern Doña Ana County.
- c. increase system flexibility by establishing circulator and on-demand services using smaller vehicles that bring passengers to the existing north/south central service.
- d. expand system to provide service to workplaces and workforce development programs.

- a. Met objective with implementation of the Green Route and added service to north Doña Ana County.
- b. Added service frequency on both the Purple and Turquoise routes in 2019.
- c. Submitted grant application for a demand responsive service in Dona Ana County. Awaiting approval for the service.
- d. Fall 2019 Initiated service from Gadsden High School to Doña Ana Community College and NMSU for college credit in conjunction with the Early College High School Program.

**Goal 2. Coordinate with Local Governments, Employers, Other Government Entities, Non-Profits, and Transit Providers Within and Adjacent to the SCRTD.**

**Objective 1.** Continue to use the Mesilla Valley Intermodal Transit Terminal (MVITT), the City of Sunland Park's Administrative Offices, and the Doña Ana County Anthony Office Complex as the SCRTD's primary service hubs until an appropriate permanent hub can be developed in Anthony, New Mexico.

Met this objective and added Sunland Park Transfer Station at the Sunland Park Casino to improve connections with regional bus routes in this corridor. Are negotiating the purchase of a building for the Anthony hub.

**Objective 2.** Continue to use and refine schedules that provide connectivity with the City of Las Cruces RoadRunner system, the NMDOT Park and Ride Gold and Silver Routes, and the El Paso Sun Metro system when doing so is appropriate and feasible.

Met this objective and working with these operators to improve connectivity through increased service frequency within the corridor.

**Objective 3.** Continue to develop and use schedules that provide connectivity between SCRTD routes when doing so is feasible.

Met this objective with implementation of the Google Map system in fall 2018.

**Objective 4.** Continue to contract with Z-Trans to provide public transit linking Las Cruces and communities up to the eastern Doña Ana County line until the SCRTD can provide that service with equal regularity for equal or lower cost than the cost of the contract with Z-Trans.

Met objective with continuation of contract. More research on future operation of service in this corridor is needed to determine cost of service and future contract service opportunities.

**Objective 5.** Develop contracted services with the Rio Grande Transit system or another entity to provide public transit services linking communities north of Las Cruces in Doña Ana County to the MVITT facility in Las Cruces.

Met objective with District providing this service and using local resources within the corridor to control costs, e.g., domicile cost of the bus, fuel and labor.

**Objective 6.** When feasible, establish connectivity with the El Paso County Rural Public Transportation Service.

This objective requires further research and attention. Executive Director attends coordination meetings, but no specific project work has been developed.

**Objective 7.** Work with local communities (south of Las Cruces) to develop circulator/collector and on demand service in their communities (using vans or small buses) to connect to the north/south backbone of the system that has been established using medium-sized buses.

This objective is in development. An on-demand service is proposed but will be limited in budget to a much smaller service area.

**Objective 8.** Work with employers to provide transit service to jobs, especially in Santa Teresa.

This objective is in development with the District with a new route, the Silver Route, proposed for service in June 2020 to provide service connections to and within the Santa Teresa Industrial Park via Country Club and Mesa Road to El Paso's Westside Transit Center.

**Objective 9.** Coordinate planning with other government agencies, such as New Mexico Workforce Connection, and non-profits, such as the Community Action Agency, who also engage in transit planning and services.

Met objective with service coordination with both the Mesilla Valley and El Paso MPO's, Gadsden School District, Doña Ana Community College, NMSU, and New Mexico Workforce Connection.

**Goal 3. Utilize a Progressive Financial Planning Process**

**Objective 1.** Utilize available local, state, and federal funds and revenues to administer and operate the SCRTD's service.

Met objective and significantly expanded funding in Fiscal Year 2018 and 2019.

**Objective 2.** Research and where possible integrate the SCRTD's infrastructure costs with the transportation plans in the member communities in order to establish a complete system request for federal funding.

Met objective with the acquisition of the Anthony Bus Facility. The acquisition lowers infrastructure costs through elimination of lease expenses and leverages the District request for federal.

**Objective 3.** Explore local revenue funding options used by other states and develop those options when it is appropriate and feasible to do so.

Met objective through the District's participation in the El Paso MPO's Call for Projects. The District is eligible for project funding based on revenues from New Mexico gas tax as well as some additional funding from NMDOT, thus increasing its local revenue funding options.

**Objective 4.** Help Sunland Park and Anthony to become certified grant recipients so that they can procure federal funds for local circulator/collective and on demand services in their communities to bring passengers to the established north/south backbone of the system.

Met objective by opening discussion with the City of Sunland Park, New Mexico DOT, and the Federal Transit Administration as well as some discussion with the Governor's representatives. These discussions have identified a process and timeline for action.

**Goal 4. Implement and Use a Public Outreach and Education Plan and Develop a Long-Range Transit Plan**

**Objective 1.** Maintain local community memberships and continue to participate in planning processes of local governments and the NMDOT.

Met objective. Sharon Thomas represents the District on the NM Workforce Development Board. District staff are involved at the local level planning processes and with NM DOT.

**Objective 2.** Participate in developing a Coordinated Mobility Action Plan, or a similar group to lobby for transit needs in the SCRTD's boundaries.

Objective under development. The NM DOT developed a Coordinated Mobility Action Plan and is in the process of final review. The Plan will provide insight into transit needs at the local and regional level.

**Objective 3.** Maintain a public outreach and education program designed to inform and solicit input from communities and populations that have or may have an interest in and need for the SCRTD's services, including formal and informal meetings in unincorporated communities

Object met but more work needed. The Gadsden and Doña Ana Community college programs are the result of the District outreach and education program. However, more resources are needed to continue these programs.

**Objective 4.** Solicit and utilize input from private sector employers and not-for-profit organizations during the development of a long-range transit plan

Object is pending to the completion of the Long Range plan. The RFP was released last month and is not scheduled to be completed until next summer. The Resiliency Leaders organization has just completed a survey (over 1200 responses) on the barriers people face in getting their children to health services. Transportation is often mentioned as a barrier. Final results will be available in mid-November.

**Objective 5.** Utilize planning documents of the SCRTD's member organizations: the Las Cruces and El Paso MPOs and other entities such as the Community Action Agency and New Mexico Workforce Connection, as well as the New Mexico Department of Transportation to inform the long range-transit plan.

Met objective. The District works with multiple local entities in developing its budget and service plans. This is an ongoing initiative.

**Objective 6.** Obtain funding and develop and adopt a long-range transit plan within three years of adoption of this Update.

Met objective. Funding secured from the NM DOT, an RFP developed and released, and project is in development.



**Objective 7.** Educate employers on tax benefits available for providing workers with public transit to job sites.

Unfortunately, recent changes to federal taxes has limited the benefit of this initiative. More review is warranted. In the meantime, SCRTD is working with Enterprise on a possible van program to take employees to jobs in Santa Teresa.

Item to be discussed during the Board Meeting on November 27, 2019.

**AGENDA ITEM E:**

Sunland Park MOU Agreement for Bus Service

**ACTION REQUESTED:**

For discussion only.

**SUPPORT INFORMATION:**

Five Year Service and Financial Plan. MOU between the City of Sunland Park and the City of El Paso to establish and support transit service to the community of Sunland Park. Current Route 83 Sun Metro Bus Schedule provides detail on bus service.

**DISCUSSION/OPTIONS:**

The memorandum of agreement between the District and the City of Sunland Park is intended to provide an agreement by the two entities that identifies the responsibilities of the two parties to provide bus service to and within Sunland Park with connecting service to El Paso and to all regional partners in the Southern portion of Dona Ana County.

The Sunland Park service began operation in 2009, operating from Sunland Park with stops in Santa Teresa and operating to downtown El Paso. The service is both rural and urban and operates seven days a week, sixteen hours a day Monday through Friday and fourteen hours a day on Weekends and Holidays. As a contract service, ridership is reported by Sun Metro as a transit route for the City of El Paso.

The current agreement between the City of El Paso and Sunland Park is based on a swap of value of the buses in exchange for service. The City of El Paso purchases the buses through capital grants from the El Paso MPO with 85 percent of the funding coming from the federal government and the remainder as local match provided by the City of El Paso. The City of El Paso maintains the vehicles and the capital assets. It should be noted that the funding is from the State of New Mexico via New Mexico gas tax and the NM DOT Highway funds.

This action will transfer the bus service and all assets to the District. The District will need to secure funds from both the state legislature and the county to pay for the 15 percent local match. The Sunland Park bus route will be renamed the Yellow route and be incorporated into the transit network.

A draft MOU agreement will be provided with the agenda package and is subject to review by both parties. Consequently, additional changes may be required before the agreement is finalized. The MOU is provided for discussion only.

Item to be discussed during the Board Meeting on November 27th, 2019.

**AGENDA ITEM E:**

Receipt of \$1,370,000 in funding for the Call for Projects from the El Paso Metropolitan Planning Organization (MPO)

**ACTION REQUESTED:**

For approval.

**SUPPORT INFORMATION:**

The Transit District has submitted a Project for funding through the El Paso Metropolitan Planning Organization (MPO) advertised Call for Projects for the Fiscal Year 2020 with review of the projects to commence in September by MPO staff and with approval of Projects in November by the MPO Transportation Advisory Committee and the MPO Policy Board. This program call is for the New Mexico portion of the El Paso Metropolitan Planning Organization (MPO) Region.

**DISCUSSION/OPTIONS:**

The South Central Regional Transit District (SCRTD) is submitting a project that seeks funding for the purchase of two Hybrid-Electric transit buses to replace the capital requirements of the current Sun Metro Route 83 bus service. That route operates seven days a week with service from 5:45 a.m. to 10:17 p.m. Monday through Friday and from 7:15 a.m. to 8:55 p.m. on weekends. Further, the bus route and capital equipment will be rebranded, and the route name will be the Yellow route and join two other SCRTD transit routes providing service to this corridor supporting Santa Teresa and Sunland Park.

During the past five years, the Sun Metro 83 Bus Route has experienced continued declining bus ridership. Through this initiative, the District will work to reverse that trend and to enhance service by incorporating the bus route into the District's regional service area. This will connect the new rebranded Yellow to make service connections with the Purple route which operates to Santa Teresa and Anthony and the proposed Silver route that will operate from El Paso Westside transit center, making connections with both the Yellow and Purple routes and continuing to the Santa Teresa Industrial Complex. This change will increase bus ridership in the southern Dona Ana County corridor and by extension to bus routes operating with connections to El Paso Sun Metro and El Paso County Transit.

The District's funding request is for \$1,370,000. Federal funds request is \$1,077,528 with local funding of \$199,472. The buses purchased via this capital request will include two Hybrid-Electric buses that will generate a reduction in emissions and will improve air quality.

Beginning in the fall of 2020, the District will commence service on the newly rebranded Yellow route with the buses that are supported by this Call for Projects.

Item to be discussed during the Board Meeting on November 27th, 2019.

**#9 Action Items: Resolutions**

**South Central Regional Transit District**

**Resolution Number: FY20-13**

**A Resolution approving the Financial Statements and Budget as of September 2019.**

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, November 27<sup>th</sup>, 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 November 27<sup>th</sup>, 2019.

**ADOPTED AND APPROVED THE 27<sup>th</sup> DAY OF NOVEMBER 2019.**

---

Javier Perea, SCR TD Board Chair

ATTEST:

---

David Armijo, Executive Director

**South Central Regional Transit District**

**Resolution Number: FY20-14**

**A Resolution approving the Financial Statements and Budget as of October 2019.**

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, November 27<sup>th</sup>, 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 November 27<sup>th</sup>, 2019.

**ADOPTED AND APPROVED THE 27<sup>th</sup> DAY OF NOVEMBER 2019.**

---

Javier Perea, SCRTD Board Chair

ATTEST:

---

David Armijo, Executive Director

**South Central Regional Transit District**

**Resolution Number: FY20-15**

**A Resolution approving the Receipt of \$1,370,000 in Call for Project Funding for FY2020 from the El Paso Metropolitan Planning Organization (MPO).**

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, November 27<sup>th</sup>, 2019 in the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

**WHEREAS**, the El Paso Metropolitan Planning Organization (MPO) has issued a Call for Projects for CMAQ and STP funding with funds reserved for New Mexico Transportation project funding,

**WHEREAS**, the South Central Regional Transit District has submitted an application to obtain two Hybrid-Electric buses in support of bus service operating in the Sunland Park to downtown El Paso corridor,

**WHEREAS**, the El Paso MPO has awarded \$1,370,000 in project funding to the SCRTRD for FY2020,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the South-Central Regional Transit District does hereby approve the receipt of \$1,370,000 in project funding from the EL Paso MPO as of November 27<sup>th</sup>, 2019.

**ADOPTED AND APPROVED THE 27<sup>th</sup> DAY OF NOVEMBER 2019.**

---

Javier Perea, SCRTRD Board Chair

ATTEST:

---

David Armijo, Executive Director