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

Wednesday, December 18, 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, December 18, 2019 at 1:30 PM, at the Dona Ana County Government Center, 845 North Motel Boulevard Las Cruces, New Mexico 88007. The regularly scheduled meeting falls on Christmas Day, a holiday, consequently the Board elected to hold the December meeting one week earlier in the month.

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
December 18, 2019
1:30 p.m.
Dona Ana County Government Center**

**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 SCR TD Meeting Minutes of November 27, 2019
6. Financial Report for the Period Ending November 30, 2019 – Velma Navarrete
7. Executive Director's Report- David Armijo
8. Discussion items
 - a. Zia Therapy request to increase funding for 2019-2020 Contract by \$10,000
 - b. Submit 2020 Legislative Forms to Legislative Delegation
 - c. Six Year Operating & Capital Budget Progression
 - d. Employee Performance Reviews
9. Action items:
 - a. A Resolution Approving the Financial Statements as of November 30, 2019
 - b. A Resolution Approving 2020 Legislative Forms
10. Closed Session: Personnel Matters
 - a. Action item: Executive Directors Performance Review
11. Board Comment
12. Adjourn

Item #5 – Minutes

**South Central RTD
Board of Directors Meeting
Wednesday,
November 27, 2019 - 1:30 PM
Dona Ana County Government Center
845 N. Motel Blvd., Las Cruces, NM 88007**

MINUTES

MEMBERS PRESENT:

Javier Perea, RTD Chair, City of Sunland Park
Veronica Garcia proxy for 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
Gerald LaFont, City of Elephant Butte

MEMBERS ABSENT:

Majorie Powey, Village of Williamsburg
James "Slim" Whitlock, Village of Hatch

SCRTD STAFF:

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

OTHERS PRESENT:

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 Jack Eakman, second by Veronica Garcia. Passed unanimously.

4. PUBLIC INPUT - NONE

5. APPROVAL OF SCRTD MEETING MINUTES OF September 25, 2019

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

6. FINANCIAL REPORT FOR THE PERIOD ENDING September 30, and October 31, 2019

Velma Navarrete gave the financial report for September. Balances were Money Market 60,006.80, Operating Account 60,768.12, and Payroll Account at 21,077.76 for a total of \$141,852.68 on September 30th. Expenses had no adjustments and was a "normal month" for the district. Expenses that are over the average of 25% for year to date; supplies 45%, services account 89%. Revenues were good, received almost all dues except Village of Hatch and the Town of Williamsburg. Also received from Doña Ana County the monthly deposit. 5311 account closed in October.

October financial statements. Month end bank balances, Money Market \$30,010.25, Operating Account \$5,650.58, and Payroll Account \$5,232.63, totaling \$40,893.46. Expenses, some exceeded the average of 32-33% and some adjustments were made; adding \$16,000 to the WEX fuel account and taking \$5,000 from maintenance from vehicles and \$11,000 from equipment account. Adjusting the automobile insurance account taking \$5,000 to ADP services account to bring it up so it is also sustainable for the rest of the year, 6-7 months. The next adjustment is taking out of the conferences/seminars account of \$600 and putting it in subscriptions. Also taking from the bus facility lease to accommodate our subscriptions and dues account. Bus facility lease remaining of \$1,437.50 can be moved elsewhere since the acquisition of the property. Subscriptions included a membership fee of \$599 to be compliant to apply for USDOT Foley services. Need DOT number due to crossing state boundaries.

Manny Sanchez asked about the Green Line service adding to fuel consumption and do we have enough to sustain for the rest of the year. David Armijo said that scheduling has added to cost saving and no longer carrying the migrants.

Velma Navarrete stated the revenue accounts suffered because invoiced in October and did not receive in October. David Armijo stated more latitude with their own money and less with the state money.

ACTION ITEMS – moved to accommodate Manny Sanchez needing to depart.

a. A Resolution Approving the Financial Statements as of September 30, 2019

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

b. A Resolution Approving the Financial Statements as of October 31, 2019

Motion by Manny Sanchez, second by Diana Trujillo. Passed unanimously.

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)

David Armijo got a grant award by the El Paso MPO. The funds are actually sitting with the NMDOT on our behalf. Working with GILLIG contractor for buses whom David has dealt with previously. Electric powered, hybrid electric so not 100% electric, large range up to 400 miles. This is very important for Transit Administration.

Jack Eakman asked about delivery. David Armijo stated 12 months.

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

7. EXECUTIVE DIRECTOR'S REPORT

David Armijo gave the Executive Director's report, including the discussion items.

8. DISCUSSION ITEMS

a. Bus Route Network Service Performance

David Armijo ridership did grow from over 30,000 to 41,843 and a lot came from 6,000 rides from migrants. Blue and Red Routes parallel each other coming into Las Cruces from Anthony and found Blue was costly, expensive and not doing as well and broke it at Mesquite and connect with the Red, saving time. Red running almost every hour. Purple runs five trips a day, every two hours. 36,000 trips were estimated and closer to 43,000. Right now, trending at 36,000. If Hatch bus continues to grow, then take savings from Blue line to add single trip on both the Turquoise and Purple and up to 6:00 p.m.

Manny Sanchez asked about passengers in La Mesa and San Miguel. David Armijo stated waiting on funding from the state. Smaller bus, more on demand in that corridor is what is best for that marketplace.

b. Blue Route Performance – Public Review

David Armijo stated the Blue Route is one bus, four trips a day. A bit expensive to run the Blue Route.

c. Board of Director's Handbook

David Armijo stated the Director's Handbook is really a working draft with the goal to put together for new Board Members, and existing Board Members. Also working on-line section for the Directors where this could be on-line. Possibly have a work session for feedback on Board input for the handbook.

d. FY2020 Goals & Objectives

David Armijo mentioned a previous booklet of 35-50 pages in conjunction with Greg Smith. Eighteen months ago, this was refreshed. Now looking at a longer, 10-year plan. Greg Smith helped because he worked with the State of New Mexico and these are things that are necessary for funding. Includes; accessibility, connectivity, rural public transit ridership, efficiency. Efficiency, total administrative operations ratio is 0.24 or lower, we come in at 0.29. What happens to cause that cost? Matrix and time period two-thirds of the year with STS still under contract, so paying third-party contractor to charge us a monthly rate for parking buses, duplicating efforts, therefore increasing overhead cost through that contract. Insurance is another part. Highest costs are labor, fuel, and insurance. Fuel is

operating ration, not part of the administration. In negotiations with New Mexico Municipal League to get into a bigger pool to reduce the costs of our vehicles for insurance and bring that ratio number down. Passenger trip costs \$7.42 and mileage cost is just under a dollar. RPO ranking, Las Cruces and Doña Ana County are critical parts of the state. Sierra County is the last gap between here and up to Albuquerque. David is trying to get more resources to go to Sierra County. Last is percentage of previous years' budget; able to spend it all.

David Armijo stated they work well with the MPOs and is meeting next week with Mesilla Valley MPO. Michael McAdams with MVMPO has given GPS support that would cost this agency a lot of money.

Jack Eakman stated he was impressed with the cost per mile. Consumer Report has a ranking every year on the cost per vehicle mile of regular automobiles. The lowest price is a Prius at \$0.53 a mile and then to Porsche at \$0.93 a mile, and does not include driver etc.

e. Sunland Park MoU Agreement for Bus Service

David Armijo stated the next step in the process is to send a draft MoU. This would add 9,000 to 10,000 rides per month for total ridership by 2020 to 150,000 rides.

f. Call for Projects from the El Paso Metropolitan Planning Organization – THIS WAS DISCUSSED UNDER ACTION ITEM c PAGE 3.

9. ACTION ITEMS – Moved to before Executive Director's Report, starting on page 2

10. BOARD COMMENT

Happy Thanksgiving to all.

11. ADJOURNMENT (2:38 PM)

Chairperson

Item #6 – Finance Report (November)

Bank of the West BNP Paribas

South Central Regional Transit District
Nov-19

Money Market Account * 4524	\$ 110.76	(Interest rate at .07% per year)
Operating Account * 2003	\$ 10,073.41	
Payroll Account *2011	<u>\$ 10,275.82</u>	

Total Cash on Hand at 11/30/2019 \$20,459.99

November Expenditures

FY20 - July thru June 2020	Reporting for November 2019						
	Budgeted Expenses	Revision Requests	YTD	Nov-19	Accrued Not paid	% YTD	Remaining Balance
Personnel Services							
Salaries	571,366.10		\$ 240,341.97	\$ 46,999.89		42%	331,024.13
Employee Benefits							
FICA/Medicare Tax	41,726.00		\$ 18,182.75	\$ 3,300.21		44%	23,543.25
Unemployment Tax	10,002.90		\$ 924.16	\$ 144.89		9%	9,078.74
Workers Comp Insurance	26,100.00		\$ 14,600.00	\$ 2,376.00		56%	11,500.00
Health Insurance and Life	47,125.00		\$ 23,229.02	\$ 5,096.90		49%	23,895.98
Retirement - PERA	39,193.00		\$ 17,008.06	\$ 3,553.68		43%	22,184.94
Travel & Maintenance							
Travel - Reimbursement	6,500.00		2,494.03	551.99		38%	4,005.97
Fuel - WEX	100,360.00		\$ 49,111.10	\$ 7,500.00		49%	51,248.90
Maintenance on Vehicles	20,000.00		13,401.59	1,017.97		67%	6,598.41
Supplies							
Equipment	28,000.00		11,278.01	-			16,721.99
Supplies	6,360.00		\$ 5,095.27	\$ 68.43		80%	1,264.73
Insurances							
Allegiance	46,000.00		6,186.08	1,537.74		13%	39,813.92
Automobile Insurance - NICO	75,000.00		\$ 30,111.18	\$ 6,444.96		40%	44,888.82
D&O Insurance	2,640.00		1,184.45	236.89		45%	1,455.55
Contractual Services							
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	15,500.00	718.75	\$ 13,011.33	\$ 2,975.04		80%	3,207.42
Zia Therapy	12,000.00		\$ 4,000.00	\$ -		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			59%	1,429.55
Operating Costs							
Advertisements/Promotional	150.00		-	-		0%	150.00
Conf/Seminars/Training	600.00		-	-		0%	600.00
Postage	250.00		9.90	9.90		4%	240.10
Office Equipment	1,500.00					0%	1,500.00
Subscription/Dues	2,100.00		1,082.32	-		52%	1,017.68
Cell phone / T-mobile	3,600.00	718.75	\$ 2,607.03	\$ 654.59		72%	1,711.72
Bus Rental	1,351.53		-			0%	1,351.53
Utilities	6,000.00		\$ 1,900.40	\$ 782.77			4,099.60
Bus Facility Lease	8,750.00	(1,437.50)	\$ 7,312.50	\$ -		84%	0.00
Stone, McGee & Co. Auditors			\$ 10,000.00				
Creative Bus Sales - match			17,500.00				
Zia Therapy (City Contribution)			8,000.00				
Total Expenses	\$ 1,098,544.53	0.00	\$ 507,317.60	\$ 86,527.85	\$ -	46%	591,226.93

November Revenues

FY 19-20 Revenue							
South Central Regional Transit District							
Reporting for November 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		100%	\$ -	
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	
Grants & MOU							
Dona Ana County GRT	\$ 440,000.00		\$ 190,400.00	\$ 31,200.00	43%	\$ 218,400.00	
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	\$ 43,875.97	13%	\$ 255,201.31	
Dona Ana County	\$ 39,000.00		\$ 16,876.35	\$ 2,765.45	43%	\$ 19,358.20	
Other Source Revenue							
Bus Fares/Ticket Sales	\$ 12,500.00		\$ 5,304.11		42%	\$ 7,195.89	\$ 1,111.16
Advertising Revenue	\$ 10,000.00			\$ 7,000.00	0%	\$ 3,000.00	
TOTAL REVENUES	\$ 1,098,544.53	\$ -	\$ 473,742.69	\$ 85,070.42	43%	\$ 539,960.42	\$ 51,495.51
Capital Appropriations							
State Legislature	\$ 293,000.00		\$ 198,000.00		68%	\$ 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>
TOTAL REVENUES	\$ 495,280.00	\$ -	\$ 268,000.00	\$ -	54%	\$ 227,280.00	
<i>*FY 2020</i>							

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

Presentation for Board Meeting on December 18th

Item #8- Discussion Items:

AGENDA ITEM A:

Discussion to address Zia Therapy request to increase funding by \$10,000 annually.

ACTION REQUESTED:

For discussion.

SUPPORT INFORMATION:

Last summer, 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:

Last month, the City of Las Cruces, Zia Therapy and SCRTD staff met to discuss Zia Therapy's request to seek an additional \$10,000 in funds to support ZTrans's Orange Route Bus service. The City requested that ZTrans staff provide additional ridership information to justify the added expense and to take the issue to the City Council via a Work Session for further discussion.

Should the City Council approve the added expenditure, then 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, 2020. Consequently, there is sufficient time to take this issue forward for discussion with the Las Cruces City Council.

Item to be discussed during the Board Meeting on December 18, 2019.

AGENDA ITEM B:

Submit 2020 Legislative Forms to Legislative Delegation

ACTION REQUESTED:

For discussion only.

SUPPORT INFORMATION:

Five Year Service and Financial Plan.

DISCUSSION/OPTIONS:

Last year the District requested and received \$293,000 in funding from the 2019 Legislature. Those funds provided funds to acquire the Anthony bus facility and to order a bus to support the new Green Route that operates service to north Dona Ana County, e.g., Garfield and Hatch.

This year the District is working to fund our Infrastructure Capital Improvement Program (ICIP) projects which include the following:

- 1) Two Hybrid Electric buses to support bus service in south Dona Ana County, Sunland Park
- 2) Bus shelters in north Dona Ana County, specifically, Hatch Community Center
- 3) A maintenance vehicle to support maintenance activities throughout Dona Ana County
- 4) Bus shelters for central/southern Dona Ana County, including Las Cruces, Anthony, Santa Teresa, Sunland Park and Chaparral

The total cost for all of these items is \$345,000. An increase from last year's request but certainly needed in the service area.

AGENDA ITEM C:

Six Year Operating & Capital Budget Progression

ACTION REQUESTED:

For discussion only.

SUPPORT INFORMATION:

Five Year Service and Financial Plan.

DISCUSSION/OPTIONS:

The table provides a listing by fiscal year of the operating and capital funding that the District has secured during the past five years and funding that is in process for Fiscal Year 2021. The items in red are projected and programmed but not yet secured. Each year the District has increased its funding level by applying for and obtaining funding from multiple sources. In the next year, the District will assume the Sunland Park to downtown El Paso transit center at Paisano. This will add ridership and revenue but will require additional capital and operating funds. The capital funds have been secured but the operating funds will need to be approved in the next Dona Ana County budget request.

SCRTD Fiscal Year Six Year Budget Progression							
	FY 16	FY 17	FY18	FY19	FY20	FY21	Total
Agency	\$830,992	\$1,086,385	\$888,000	\$949,000	\$1,466,834	\$3,204,979	\$8,426,190
Operating							
County	\$272,192	\$465,999	\$350,000	\$350,000	\$440,000	\$650,000	\$2,528,191
Members	\$98,800	\$98,800	\$103,000	\$89,000	\$69,930	\$89,930	\$549,460
Federal	\$0.00	\$419,086	\$402,500	\$426,000	\$459,554	\$717,651	\$2,424,791
ELMPO	\$0.00	\$35,000	\$32,500	\$0.00	\$0.00	\$0	\$67,500
Subtotal	\$370,992	\$1,018,885	\$888,000	\$865,000	\$969,484	\$1,457,581	\$5,569,942
Capital							
Federal	\$0.00	\$67,500	\$0.00	\$70,000	\$132,280	\$1,170,528	\$1,440,308.00
State	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$118,800	\$118,800.00
Legislature	\$460,000	\$0.00	\$0.00	\$0.00	\$293,000	\$345,000	\$1,098,000.00
Members	\$0.00	\$0.00	\$0.00	\$14,000	\$33,070	\$13,070	\$60,140.00
County	\$0.00	\$0.00	\$0.00	\$0	\$39,000	\$100,000	\$139,000.00
Subtotal	\$460,000	\$67,500	\$0.00	\$84,000	\$497,350	\$1,747,398	\$2,856,248
NOTE:	2021 Federal capital funds via ELMPO						
	2021 County funding subject to approval						
	Capital Funds are programmed in th ICIP						

AGENDA ITEM D:

Employee Performance Reviews

ACTION REQUESTED:

For discussion only.

SUPPORT INFORMATION:

Sunland Park Performance Plan

DISCUSSION/OPTIONS:

February 2020 will be the fourth anniversary since the District began service operations. Initially, there were five bus operators and the Executive Director. Currently, there are 15.5 positions operating seven buses in the peak hour, Monday through Friday from 6:00 am to 6:30 p.m. The frequency of service and service area has increased and expanded and required additional personnel.

The expansion of personnel, e.g., Transit Supervisor and Human Resource Manager has contributed to added training, monitor and evaluation of personnel performance. For example, the Transit supervisor is available to monitor operator performance while the HR Manager can assist in the development of employee performance plans.

Beginning in the first quarter of 2020, the District will produce individual plans for each employee group, e.g., Bus operator, mechanic, etc. To expedite development of these plans, the Human Resource Manager reached out to the City of Sunland Park and obtained their performance plan. With some modifications, the District will complete development of the Plans to coincide with the work done at the District.

#9 Action Items: Resolutions

South Central Regional Transit District

Resolution Number: FY20-16

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

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, December 18th, 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 December 18th, 2019.

ADOPTED AND APPROVED THE 18th DAY OF DECEMBER 2019.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY20-17

A Resolution approving the submittal of 2020 Legislative Forms to Dona Ana County Legislative Delegation.

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, December 18th, 2019 in the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

WHEREAS, the District has programmed capital projects in the Infrastructure Capital Improvement Program (ICIP) for FY2020 and the Legislature has committed funding to the Dona Ana Legislative Delegation for prospective local capital projects;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South-Central Regional Transit District does hereby approve the 2020 Legislative Forms for funding SCRTD capital projects subject to available funding at its Board Meeting as of December 18th, 2019.

ADOPTED AND APPROVED THE 18th DAY OF DECEMBER 2019.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director