

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

Wednesday, February 26, 2020, 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, February 26, 2020 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**

**February 26, 2020**

**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 December 18, 2019
6. Financial Report for the Period Ending December 31, 2019 – Velma Navarrete
7. Financial Report for the Period Ending January 31, 2020 – Velma Navarrete
8. Executive Director's Report- David Armijo
9. Discussion items – These items presented at the Board Meeting
  - a. SCRTD Meeting Schedule for the Year 2020
  - b. Workforce Connection Transportation Committee—Sharon Thomas
  - c. Las Cruces Day in Santa Fe – Sharon Thomas
  - d. 2020 Census Ads on SCRTD Buses
  - e. Membership Fees 2020
  - f. Land of Enchantment Clean Cities Coalition Grant Application
10. Action items:
  - a. Approve Appointment of Officers for calendar year 2020

- b. A Resolution approving the Financial Statements as of December 31, 2019
- c. A Resolution approving Budget Adjustments as of December 31, 2019
- d. A Resolution approving the Financial Statements as of January 31, 2020
- e. A Resolution approving the SCRTD Meeting Schedule for the Year 2020
- f. A Resolution approving the Open Meetings Act for Calendar Year 2020

11. Closed Session: Personnel Matters

- a. Action item: Executive Directors Performance Review

THE DISTRICT MAY CONVENE IN CLOSED SESSION to discuss personnel matters as authorized by the Open Meetings Act, § 10-15-1 (H)(2) and (5) (NMSA 1978).

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

12. Board Comment

13. Adjourn

**South Central RTD  
Board of Directors  
SPECIAL MEETING  
Wednesday,**

**December 18, 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  
Jack Eakman, Secretary, City of Las Cruces  
Diana Trujillo, City of Anthony  
Majorie Powey, Village of Williamsburg  
Manuel Sanchez, Doña Ana County  
Gerald LaFont, City of Elephant Butte

**MEMBERS ABSENT:**

Nora Barraza, RTD Vice Chair, Town of Mesilla  
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  
Michael McAdams, MPO

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 Manny Sanchez. Passed unanimously.

**4. PUBLIC INPUT**

Clare Kapner asked about paratransit and her need in Picacho Hills. She is quite frustrated with the process. Feeling there is a van that is sitting and not being used. David Armijo explained that there is a van that has funds for fixed route, but not funds for paratransit. David Armijo explained that monies are received for specific items and that the monies they had hoped to receive for operating paratransit did not come to fruition. The SCRTD is still working to get the specific monies for paratransit and will continue in pursuit of those. Manny Sanchez also explained the need for the matching funds from the state and the County may be able to approve matching funds for paratransit. The state people contacted are Dave Harris and his staff. Secretary Sandoval of Transportation for the State has the funds. NMDOT personnel Trent Doolittle was mentioned also for a contact person.

**5. APPROVAL OF SCRTD MEETING MINUTES OF November 27, 2019**

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

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

Velma Navarrete gave the November financial statements. Month end bank balances, Money Market \$110.76, Operating Account \$10,073.41, and Payroll Account \$10,275.82, totaling \$20,459.99. Expenses show nothing out of the ordinary. Tried to remain frugal given the financial status. Priorities are payroll, PARA, insurance (health), insurance (bus), fuel, utilities, and then payments on all else. The only revision is to remove the remainder of \$14.3750 in the bus facility lease line item and distribute it in the services line item and the cell phone line item and close the bus facility lease as it is not needed since the purchase of the property. At 46% for expenditures, but theoretically should be at 42%. Managing the fuel line item by paying a couple of times a month. Purchasing the facility, they came out a bit short. The revenues everything has come in at this time in December except for \$7,000 for advertising on the buses for the census. Ridership income was added which for November was \$1,111.16.

**7. EXECUTIVE DIRECTOR'S REPORT**

David Armijo passed on the Executive Director's report and proceeded to Discussion Items. Did discuss that paratransit might be included in the planning process.

## 8. DISCUSSION ITEMS

### a. **Zia Therapy request to increase funding for 2019-2020 Contract by \$10,000**

David Armijo stated that Z-Trans has lost funding from the United Way of \$10,000-\$12,000 a year and so their current request for funding would be a permanent request. Their current contract is \$13,645. The contract would be doubled with adding the \$10,000. The City of Las Cruces sees Zia Therapy as a nonprofit but viewed as a private and so City has rules with dealing with them.

Z-Trans runs three trips a day. Their stops overlap with Routes 3 and 8 from RoadRUNNER Transit and overlapping SCRTD route coming in from Hatch, so some extra planning may be needed. David Armijo suggested we need more discussions as costs are going up, but ridership is not on Z-Trans. Z-Trans counts as an overhead cost to SCRTD with no benefits of miles or anything to reduce the cost and hurts in the process get more money from the state. Only 44% ridership is inbound/outbound from Alamogordo. Need to sit down and negotiate with Z-Trans and find something sustainable. City Assistant Manager wanted viability of the service and viability of the ridership on both ends, and some rider surveys. Next steps to have meetings with RoadRUNNER and Z-Trans and work on the orders from City Assistant Manager. Should come back within the next 60 days.

### b. **Submit 2020 Legislative Forms to Legislative Delegation**

David Armijo stated they need to fund ICIP: Request for a couple of hybrid buses for Sunland into El Paso \$202,000. Also, money for bus shelters: One up north \$15,000, Sunland Park, Chaparral, and Anthony \$87,500. \$35,000 for a maintenance truck. All adds up to \$345,000. Last year asked and received \$293,000, and hopeful this year. Bus shelters take a long time to do; not the shelter or the cost, but the plat, as built, design for each location, concrete, curb cuts, ADA, permitting. David Armijo will touch base with the County and City to tap into some existing staff etc. to help with costs.

### c. **Six Year Operating & Capital Budget Progression**

Spreadsheet showing the last five years per funding. This year \$1.7 million the lion share is \$1.170, money we got from federal, from El Paso MPO and has already been received. Huge growth is seen throughout the years.

### d. **Employee Performance Reviews**

David Armijo mentioned at this point needing to layout goals, more tactical. Need to modify current goals. When get to the point of having the performance then able to have performance measure, what is the standard that is going to be measured to the individual, and goal for 2019. Have a way to quantify and evaluate those objectively.

**9. ACTION ITEMS**

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

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

**b. A Resolution Approving 2020 Legislative Forms**

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

**10. BOARD COMMENT**

Liz Reed with the County gave an update on Census bus covers. Budgeted for five bus wraps at SCRTD. Plan on having some of them in Spanish. Also, two bus wraps with City of Las Cruces.

**a. Action Item: Executive Directors Performance Review.**

Manny Sanchez moved to go into closed session, Jack Eakman seconded. Passed unanimously.

**11. ADJOURNMENT (3:00 PM)**

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Chairperson

**Item #6 – Finance Report (December)**

<b>Bank of the West BNP Paribas</b>				
<b>South Central Regional Transit District</b>				
<b>Dec-19</b>				
Money Market Account * 4524	\$ 400.02	(Interest rate at .07% per year)		
Operating Account * 2003	\$ 366.40			
Payroll Account *2011	\$ 20,114.41			
<b>Total Cash On Hand at 12/01/2019</b>		<b><u>\$20,880.83</u></b>		



## December Expenditures

FISCAL YEAR 19-20 July thru June 20		Reporting for December 2019					
Descriptions	Budgeted Expenses	Revision Requests	YTD	Dec-19	Accrued Not paid	% YTD	Remaining Balance
<i>Personnel Services</i>							
Salaries	571,366.10		\$ 289,434.35	\$ 49,092.38		51%	281,931.75
<i>Employee Benefits</i>							
FICA/Medicare Tax	41,726.00		\$ 21,812.87	\$ 3,630.12		52%	19,913.13
Unemployment Tax	10,002.90	(7,000.00)	\$ 1,069.51	\$ 145.35		36%	1,933.39
Workers Comp Insurance	26,100.00		\$ 16,975.00	\$ 2,375.00		65%	9,125.00
Health Insurance and Life	47,125.00		\$ 28,356.52	\$ 5,127.50		60%	18,768.48
Retirement - PERA	39,193.00		\$ 20,606.39	\$ 3,598.33		53%	18,586.61
<i>Travel &amp; Maintenance</i>							
Travel - Reimbursement	6,500.00		2,858.95	364.92		44%	3,641.05
Fuel - WEX	100,360.00		\$ 55,111.10	\$ 6,000.00		55%	45,248.90
Maintenance on Vehicles	20,000.00	3,250.00	16,520.86	3,119.27		71%	6,729.14
<i>Supplies</i>							
Equipment	28,000.00		13,097.46	1,819.45		47%	14,902.54
Supplies	6,360.00	1,100.00	\$ 6,188.19	\$ 1,092.92		83%	1,271.81
<i>Insurances</i>							
Allegiance	46,000.00		7,723.82	1,537.74		17%	38,276.18
Automobile Insurance - NICO	75,000.00		\$ 37,946.73	\$ 7,835.55		51%	37,053.27
D&O Insurance	2,640.00		1,421.34	236.89		54%	1,218.66
<i>Contractual Services</i>							
Professional Fees & Svcs/Audit	12,870.00		5,676.00	-		44%	7,194.00
Legal Fees	4,000.00		1,000.00	-		25%	3,000.00
Services ADP fees/Janitorial/RC Creations/Misc	19,718.75	5,500.00	\$ 17,529.57	\$ 1,543.20		70%	2,189.18
Zia Therapy	12,000.00		\$ 6,000.00	\$ 2,000.00		50%	6,000.00
Camino Real Newspaper	6,000.00	(6,000.00)	-	-		0%	0.00
FineLine Graphics & Scott Mason Graphic	3,500.00		2,070.45	-		59%	1,429.55
<i>Operating Costs</i>							
Advertisements/Promotional	150.00		-	-		0%	150.00
Conf/Seminars/Training	600.00		-	-		0%	600.00
Postage	250.00		-	-		0%	250.00
Office Equipment	1,500.00	1,351.53		641.32		0%	1,500.00
Subscription/Dues	2,100.00		1,082.32	147.18		52%	1,017.68
Cell phone / T-mobile	4,318.75	3,150.00	\$ 3,968.03	\$ 706.41		53%	3,500.72
Bus Rental	1,351.53	(1,351.53)	-	-		0%	0.00
Utilities	6,000.00		\$ 2,987.68	\$ 304.51		50%	3,012.32
Bus Facility Lease	7,312.50		\$ 7,312.50	\$ -		100%	0.00
Stone, McGee & Co. Auditors			\$ 10,000.00				
Creative Bus Sales - match			17,500.00				
Zia Therapy (City Contribution)			8,000.00				
<b>Total Expenses</b>	<b>\$ 1,102,044.53</b>	<b>0.00</b>	<b>\$ 602,249.64</b>	<b>\$ 91,318.04</b>	<b>\$ -</b>	<b>55%</b>	<b>499,794.89</b>

## December Revenues

FY 19-20 Revenue							
South Central Regional Transit District							
Reporting for December 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		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	
<b>Grants &amp; MOU</b>							
Dona Ana County GRT	\$ 440,000.00		\$ 221,600.00	\$ 31,200.00	50%	\$ 187,200.00	31,200.00
Dona Ana County EOC	\$ 54,000.00	\$ (33,538.00)	\$ 20,462.00		38%	\$ -	closed out 2,765.45
NMDOT 5311	\$ 90,419.53		\$ 87,381.51		97%	\$ 3,038.02	closed out 33,965.45
NMDOT 5311*	\$ 344,665.00		\$ 89,463.69	\$ 45,722.71	26%	\$ 209,478.60	
Dona Ana County	\$ 39,000.00		\$ 19,641.80	\$ 2,765.45	50%	\$ 16,592.75	
NM DOT Capital	\$ 80,000.00		\$ 24,695.98		31%	\$ 55,304.02	
<b>Other Source Revenue</b>							
Bus Fares/Ticket Sales	\$ 12,500.00		\$ 7,031.86		56%	\$ 5,468.14	\$ 1,727.75 monthly ridership
Advertising Revenue	\$ 10,000.00			\$ 3,850.00	0%	\$ 6,150.00	
<b>TOTAL REVENUES</b>	<b>\$ 1,178,544.53</b>	<b>\$ (33,538.00)</b>	<b>\$578,007.84</b>	<b>\$ 83,767.16</b>	<b>49%</b>	<b>\$ 483,460.53</b>	<b>\$ 59,525.36</b>
<b>Capital Appropriations</b>							
State Legislature (facility & bus)	\$ 293,000.00		\$ 198,000.00		68%	\$ 95,000.00	bus facility purchase
NM DOT 5311	\$ 132,280.00				0%	\$ 132,280.00	
NM DOT 5311 (Bus)	\$ 70,000.00		\$ 70,000.00		100%	\$ -	bus purchase
<b>TOTAL REVENUES</b>	<b>\$ 495,280.00</b>	<b>\$ -</b>	<b>\$268,000.00</b>	<b>\$ -</b>	<b>54%</b>	<b>\$ 227,280.00</b>	
*FY 2020							

**Item #6 – Finance Report (January)**

<b>Bank of the West BNP Paribas</b>		
<b>South Central Regional Transit District</b>		
<b>Jan-20</b>		
Money Market Account * 4524	\$ 7,190.13	(Interest rate at .07% per year)
Operating Account * 2003	\$ 1,923.92	
Payroll Account *2011	\$ 1,719.11	
<b>Total Cash On Hand at 01/31/2020</b>		<b>\$ 10,833.16</b>

# January Expenditures

FY 19-20 July thru June 2020	Reporting for January 2020						
Descriptions	Budgeted Expenses	Revision Requests	YTD	Jan-20	Accrued Not paid	% YTD	Remaining Balance
<b>Personnel Services</b>							
Salaries	571,366.10		\$ 355,703.16	\$ 66,268.81		62%	215,662.94
<b>Employee Benefits</b>							
FICA/Medicare Tax	41,726.00		\$ 26,718.56	\$ 4,905.69		64%	15,007.44
Unemployment Tax	3,002.90		\$ 1,712.07	\$ 642.56		57%	1,290.83
Workers Comp Insurance	26,100.00		\$ 16,975.00	\$ -		65%	9,125.00
Health Insurance and Life	47,125.00		\$ 33,469.89	\$ 5,113.37		71%	13,655.11
Retirement - PERA	39,193.00		\$ 25,509.19	\$ 4,902.80		65%	13,683.81
<b>Travel &amp; Maintenance</b>							
Travel - Reimbursement	6,500.00		3,208.95	350.00		49%	3,291.05
Fuel - WEX	100,360.00		\$ 66,231.71	\$ 11,120.61		66%	34,128.29
Maintenance on Vehicles	23,250.00		18,885.73	2,364.87		81%	4,364.27
<b>Supplies</b>							
Equipment	28,000.00		13,097.46	-		47%	14,902.54
Supplies	7,460.00		\$ 6,705.28	\$ 517.09		90%	754.72
<b>Insurances</b>							
Allegiance	46,000.00		9,261.56	1,537.74		20%	36,738.44
Automobile Insurance	75,000.00		\$ 37,946.73	\$ -		51%	37,053.27
D&O Insurance	2,640.00		1,421.34	-		54%	1,218.66
<b>Contractual Services</b>							
Professional Fees & Svcs/Audit	12,870.00		5,676.00	-		44%	7,194.00
Legal Fees	4,000.00		1,000.00	-		25%	3,000.00
Services ADP fees/Janitorial/RC Creations/M	25,218.75		\$ 19,810.94	\$ 2,331.37		79%	5,407.81
Zia Therapy	12,000.00		\$ 7,137.11	\$ 1,137.11		59%	4,862.89
Camino Real Newspaper	-		-	-			0.00
Finaline Graphics & Scott Mason Graphic	3,500.00		3,120.45	1,050.00		89%	379.55
<b>Operating Costs</b>							
Advertisements/Promotional	150.00		-	-		0%	150.00
Conf/Seminars/Training	600.00		-	-		0%	600.00
Postage	250.00		-	-		0%	250.00
Office Equipment	2,851.53		-	-		0%	2,851.53
Subscription/Dues	2,100.00		1,431.34	349.02		68%	668.66
Cell phone / T-mobile	7,468.75		\$ 4,695.55	\$ 727.52		63%	2,773.20
Bus Rental	-		-	-			0.00
Utilities	6,000.00		\$ 3,420.11	\$ 450.75		57%	2,579.89
Bus Facility Lease	7,312.50		\$ 7,312.50	\$ -		100%	0.00
Stone, McGee & Co. Auditors			\$ 10,000.00				
Creative Bus Sales - match			17,500.00				
Zia Therapy (City Contribution)			8,000.00				
<b>Total Expenses</b>	<b>\$ 1,102,044.53</b>	<b>0.00</b>	<b>\$ 705,950.63</b>	<b>\$ 103,769.31</b>	<b>\$ -</b>	<b>64%</b>	<b>396,093.90</b>
	goal %		58%				
	average exp \$ remaining		\$ 79,218.78				

3,150.00

# January Revenues

South Central Regional Transit District							
Reporting for January 2020							
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		100%	\$ -	
CITY OF ANTHONY	\$ 4,680.00		\$ 4,680.00		100%	\$ -	
BUTTE	\$ 732.00		\$ 732.00		100%	\$ -	
WILLIAMSBURG	\$ 229.00		\$ 229.00		100%	\$ -	
<i>Grants &amp; MOU</i>							
Dona Ana County GRT	\$ 440,000.00		\$ 252,800.00	\$ 31,200.00	57%	\$ 156,000.00	31,200.00
Dona Ana County EOC	\$ 54,000.00	\$ (33,538.00)	\$ 20,462.00		38%	\$ -	2,765.45
NMDOT 5311	\$ 90,419.53		\$ 87,381.51		97%	\$ 3,038.02	33,965.45
NMDOT 5311*	\$ 344,665.00		\$ 135,186.40	\$ 43,617.28	39%	\$ 165,861.32	
Dona Ana County	\$ 39,000.00		\$ 22,407.25	\$ 2,765.45	57%	\$ 13,827.30	
NMDOT Capital	\$ 80,000.00		\$ 24,695.98		31%	\$ 55,304.02	
<i>Other Source Revenue</i>							
Bus Fares/Ticket Sales	\$ 12,500.00		\$ 7,992.26		64%	\$ 4,507.74	\$ 960.40 monthly ridership
Advertising Revenue	\$ 10,000.00		\$ 3,850.00		39%	\$ 6,150.00	
<b>TOTAL REVENUES</b>	<b>\$ 1,178,544.53</b>	<b>\$ (33,538.00)</b>	<b>\$ 662,735.40</b>	<b>\$ 77,582.73</b>	<b>56%</b>	<b>\$ 404,688.40</b>	<b>\$ 34,367.50</b>
<i>Capital Appropriations</i>							
State Legislature (facility & bu	\$ 293,000.00		\$ 198,000.00		68%	\$ 95,000.00	bus facility purchase
NMDOT 5311	\$ 132,280.00				0%	\$ 132,280.00	
NM DOT 5311 (Bus)	\$ 70,000.00		\$ 70,000.00		100%	\$ -	bus purchase
<b>TOTAL REVENUES</b>	<b>\$ 495,280.00</b>	<b>\$ -</b>	<b>\$ 268,000.00</b>	<b>\$ -</b>	<b>54%</b>	<b>\$ 227,280.00</b>	
*FY 2020							

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

The report will be provided at the meeting.

**Item #8- Discussion Items:**

- a. SCRTD Meeting Schedule for the Year 2020
- b. Workforce Connection Transportation Committee—Sharon Thomas
- c. Las Cruces Day in Santa Fe
- d. 2020 Census Ads on SCRTD Buses
- e. Membership Fees 2020
- f. Land of Enchantment Clean Cities Coalition Grant Application

**#9 Action Items: Resolutions**

**South Central Regional Transit District**

**Resolution Number: FY20-17**

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

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, February 26<sup>th</sup>, 2020 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 February 26<sup>th</sup>, 2020.

**ADOPTED AND APPROVED THE 26<sup>th</sup> DAY OF FEBRUARY 2020.**

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Javier Perea, SCRTD Board Chair

ATTEST:

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David Armijo, Executive Director

**South Central Regional Transit District**

**Resolution Number: FY20-18**

**A Resolution approving the South Central Regional Transit District Fiscal Year 2019-2020 Budget Adjustments.**

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, February 26<sup>th</sup>, 2020 in the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

**WHEREAS**, the South Central Regional Transit District accepts the Fiscal Year 2019-2020 Budget Adjustments.

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

**ADOPTED AND APPROVED THE 26th DAY OF FEBRUARY 2020.**

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Javier Perea, SCRTD Board Chair

ATTEST:

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David Armijo, Executive Director



**South Central Regional Transit District**

**Resolution Number: FY20-19**

**A Resolution approving the Financial Statements and Budget as of January 2020.**

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, February 26<sup>th</sup>, 2020 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 February 26<sup>th</sup>, 2020.

**ADOPTED AND APPROVED THE 26<sup>th</sup> DAY OF FEBRUARY 2020.**

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Javier Perea, SCRTD Board Chair

ATTEST:

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David Armijo, Executive Director

**South Central Regional Transit District**

**Resolution Number: FY20-20**

**A Resolution approving the South Central Regional District Board Meeting Calendar for 2020.**

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, February 26<sup>th</sup>, 2020 in the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

**WHEREAS**, the South Central Regional Transit District Board accepts the monthly meeting calendar whereby the Board meets on the fourth Wednesday of each month at 1:30 p.m.; and,

**WHEREAS**, the South Central Regional Transit District Board accepts the location of these meetings to be in the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the South Central Regional Transit District does hereby approve the Meeting Calendar for 2020.

**ADOPTED AND APPROVED THE 26<sup>th</sup> DAY OF FEBRUARY 2020.**

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Javier Perea, SCRTD Board Chair

ATTEST:

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David Armijo, Executive Director

**SOUTH CENTRAL REGIONAL TRANSIT DISTRICT**

**RESOLUTION NUMBER FY20-21**

**A Resolution approving the South Central Regional Transit District Board Open Meetings Act for Calendar 2020.**

**WHEREAS**, the South Central Regional Transit District’s Board of Directors met on Wednesday, February 26, 2020 in the Dona Ana County Commission Chambers, 845 N. Motel Blvd., Las Cruces, N.M.; and,

**WHEREAS**, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to 4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of, or the deregulated authority of, such body are declared to be public meetings open to the public at all times; and

**WHEREAS**, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation, or formal action occurs shall be held only after reasonable notice to the public; and

**WHEREAS**, Section 10-15-1(D) of the Open Meetings Act requires the South Central Regional Transit District’s Board of Directors to determine annually what constitutes reasonable notice of its public meetings.

**NOW, THEREFORE, BE IT RESOLVED** by the South Central Regional Transit District Board of Directors that:

1. All meetings shall be held at the time indicated in the meeting notice.
2. The agenda for board and committee meetings will be available at least seventy-two hours prior to the meeting from the South Central Regional Transit District, located at 300 Lohman Avenue, the Mesilla Valley Intermodal Transit Terminal (MVITT), Las Cruces NM 88005. Notice of any other regular meetings will be given five (5) days in advance of the meeting date. The notice shall indicate how a copy of the agenda may be obtained.
3. Special Meetings may be called by the Chair or a majority of the members upon three (3) days’ notice. The notice shall include an agenda for the meeting and information on how members of the public may obtain a copy of the agenda. The agenda shall be available to the public at least seventy-two hours before any special meeting.
4. Emergency meetings will be called under only unforeseen circumstances which

demand immediate action to protect the health, safety, and property of citizens or to protect the public body from substantial financial loss. The South Central Regional Transit District's Board of Directors will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairman or a majority of the members upon twenty-four (24) hours' notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting and information on how the public may obtain a copy of the agenda.

5. For the purpose of regular meetings described in Paragraph 2 of this resolution, notice requirements are met if notice of the date, time, and location of meeting is posted on the South Central Regional Transit District's website at [www.scrtd.org](http://www.scrtd.org).
6. For the purpose of special meetings or emergency meetings described in Paragraphs 3 and 4 of this resolution, notice requirements shall be met by posting notice of the date, time, and place of the meeting on the South Central Regional Transit District's website at [www.scrtd.org](http://www.scrtd.org). Email notice shall include broadcast stations licensed by the federal communications commission and newspapers of general circulation that have provided a written request for such notice.
7. In addition to the information specified above, all notices shall include the following language:

*“If you are an individual with a disability and require assistance or auxiliary aid or would like additional information on the agenda for the meeting, please contact staff at (575) 323-1620”.*

8. The South Central Regional Transit District's Board of Directors may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.
  - A. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the South Central Regional Transit District's Board of Directors taken during the open meeting. The authority for the closure and the subjects to be discussed shall be stated with reasonable specificity in the motion for closure and the vote on closure of each individual member shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in a closed meeting.
  - B. If the decision to hold a closed meeting is made when the Board is in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provisions of the law authorizing the closed meetings and the subjects to be discussed with reasonable specificity to be given to the members and to the general public.

- C. Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
- D. Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by a vote of the South Central Regional Transit District Board in an open public meeting.

**ADOPTED AND APPROVED THE 26<sup>th</sup> DAY OF FEBRUARY 2020.**

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Javier Perea, SCRTD Board Chair

ATTEST:

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David Armijo, Executive Director