

SOUTH CENTRAL REGIONAL TRANSIT
DISTRICT BOARD OF DIRECTORS
Board Meeting
AGENDA

Wednesday, May 27, 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, May 27, 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.

PUBLIC INPUT:

Due to COVID19 public access at the Dona Ana County Government Center will be restricted for this meeting.

Prior to and during the meeting, for the duration of public input, please use the following email link to submit your input: admin@scrttd.org. The information will be provided to the Transit District Board.

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SOUTH CENTRAL REGIONAL TRANSIT DISTRICT

BOARD AGENDA

May 27, 2020

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 April 22, 2020
6. First Quarter Financial Report for the Period Ending January 1 through March 31, 2020
Submission to Department of Finance (DFA) – Velma Navarrete
 - a. Present April Financials – Velma Navarrete
7. Executive Director's Report- David Armijo
8. Consent items:
 - a. A Resolution approving Title VI Plan
 - b. A Resolution approving Revision to HR Handbook
9. Discussion and Action items
 - a. Discuss District FY2021 Budget - David Armijo
 - i. Approve Resolution supporting District FY2021 Budget
 - b. Discuss Capital Grant Funding
 - c. Discuss Ten Year Service & Financial Plan Contract Agreement
 - i. Approve Resolution to award a Contract Agreement with SBLC, LLC for the Ten Year Service & Financial Plan
 - d. Discuss District Six Year Budget Progression
10. Board Comment
11. Adjourn

Item #5 April 22, 2020 Board Minutes

**South Central RTD
Board of Directors Meeting
Wednesday,
April 22, 2020 - 1:30 PM
Dona Ana County Government Center/Virtual/Phone
845 N. Motel Blvd., Las Cruces, NM 88007**

MINUTES

MEMBERS PRESENT:

Javier Perea, RTD Chair, City of Sunland Park
Nora Barraza, RTD Vice Chair, Town of Mesilla
Yvonne Flores, City of Las Cruces
Majorie Powey, Village of Williamsburg
Diana Trujillo, City of Anthony
Manuel Sanchez, Doña Ana County
Gerald LaFont, City of Elephant Butte
James "Slim" Whitlock, Village of Hatch

MEMBERS ABSENT:

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

OTHERS PRESENT: Mike Bartholomew, RoadRUNNER Transit

Nora Barraza called the meeting to order at approximately 1:35.

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.

4. PUBLIC INPUT

Gerald Smola, editor of Camino Real newspaper stated he had documents.

Mayor Barraza stated at this time they do not have documentation and if it were to have been on this agenda, they would need prior notification and able to view the documents. Since the Board does not at this time, it was suggested Gerald Smola get with Mr. Armijo for placement on the agenda on the next meeting.

David Armijo stated on the first page of the packet is a paragraph directing Public Input.

Mayor Barraza stated public input would be moved to the end of the meeting, prior to Board Comment.

5. APPROVAL OF SCRTD MEETING MINUTES OF February 26, 2020

There were no changes to the minutes. Motioned by Yvonne Flores, seconded by Javier Perea. Passed unanimously.

6. FINANCIAL REPORT FOR THE PERIOD ENDING February 29, 2020

Velma Navarrete gave the financial report. Balances were Money Market \$5,000.19 Operating Account \$15,716.12, and Payroll Account at \$4,723.02 for a total of \$25,439.33. February expenditures were pretty normal for the month. The revision requests for February and the reason there are so many is due to moving over to the insurance at New Mexico Municipal League which gives the District a significant amount of savings. Workers' Compensation Insurance, Allegiance, Automobile Insurance, D&O, and even the Municipal League Insurance, these are the main change due to New Mexico Municipal League providing an umbrella type of insurance. The League is prorating the remaining fiscal year, probably owe under \$27,000.00 but a cushion was allowed.

Nora Barraza asked if it would have better to put the money into savings versus distribute and spend. Velma Navarrete stated there are a lot of expenses due to COVID-19; cleaning the shop and buses, plexiglass install for drivers, etc.

Salaries and gas increased, and Nora Barraza asked if those were going over budget. Velma Navarrete stated they were going to be right on the budgeted figure however the costs were averaged by month, she thought it appropriate to add to those two line items. These were preventive measures to come under the budget. Nora Barraza stated they need to be more on target with budgets. She expressed her concern with the Payroll Account being only at \$4,723.02.

Dianne Trujillo asked about salaries being increased only at the beginning of the year. Velma Navarrete pointed out that at the expenses are lower than January, seeing savings in recent months. No changes to payroll rates, the \$12,000 is to prevent going into the red in that line item. Nora Barraza suggested taking Allegiance and Automobile Insurance to cover the cost for New Mexico SIF. Leave all the other line items alone until seeing the need of having to transfer that money

into any negative accounts at this time or line items at this time. That would be her recommendation.

Manny Sanchez stated that they are going to go over March financials. Velma Navarrete stated the changes seen on February financials will be depicted on March numbers. Many Sanchez would have liked to have seen the March numbers before moving money. He would have preferred money to reserves and then additional changes in March or when April financials.

Velma Navarrete stated there were no revision requests in March.

Yvonne Flores asked if the changes were prospective, anticipating some deficiencies in other areas, shouldn't those show up in March? She said without prior approval from the Board cannot show that in March. Velma Navarrete stated these two financial reports are prepared to follow each other, if February was approved, then this is how March would look. Javier Perea suggested that if this situation occurs where a Board Meeting is missed one month, that any changes be reflected in the latest month's numbers.

Nora Barraza suggested that the only change on February would be moving Allegiance and/or Automobile insurance to NM Municipal League and leave everything else. Prepare March report as February report approved at this meeting. Do not make April changes until March is approved. David Armijo stated that if they save money and put it into reserve, they lose money. That money does not stay with the District. No savings. Budget is made through a 5311 grant through Rural Transportation of the State of New Mexico and use local match funds from the membership fees and the County grant. Whatever fees we do not expend for services, it does not roll over, all needs to be spent by September 30th. Preserving funds can only be done through membership fees to have the reserves. Otherwise spend the funds from the County grants, State grants on services, or give it back. Yvonne Flores disagrees with the statements made. She believes Velma has looked at everything well and it is smarter to move the money now.

7. FINANCIAL REPORT FOR THE PERIOD ENDING March 31, 2020

8. EXECUTIVE DIRECTOR'S REPORT

David Armijo gave the Executive Director's report which included the Discussion items. In the process of receiving some funding from the Federal Government through the State of New Mexico. The \$2.2 trillion aid package last month identified \$25 billion for public transit, and of that \$25 billion is for rural transit systems and about \$36 million came into State of New Mexico. The Governor has control and is making \$14.8 million will be available for rural transit systems to be distributed in two different packets. The first will be money available to the transit districts under the rural program beginning in March through the end of the fiscal year in September. Issuing a new MOA, subject to that agreement they are going to amend the online submission of our invoices. Good news is getting more

money. Bad news is we do not have any money. Because of delays, and technology and getting out to the various rural transit systems, the State of New Mexico has not been able to provide any funding to the district which is a problem for us right now. Hoping funding available by the first of next month but will have gone 60 days without any resources whatsoever. And hoping the County will help. Expect in April that the financial position will change, expect to have received funding for March and perhaps some amended funding.

9. ACTION ITEMS –

a. Approve Election of Officers for calendar year 2020

Positions are Chair, Vice-Chair, Treasurer, and Secretary.

Chair - Nora Barraza nominated Javier Perea to remain Chair. Majorie Powey seconded the nomination. Motioned by Manny Sanchez, seconded by Diana Trujillo. Passed unanimously.

Vice-Chair - Javier Perea nominated Nora Barraza. Yvonne Flores seconded the nomination. Motioned by Diane Trujillo, seconded by Manny Sanchez. Passed unanimously.

Treasurer - Nora Barraza nominated Diane Trujillo. Yvonne Flores seconded the nomination. Motioned by Nora Barraza, seconded by Manny Sanchez seconded. Passed unanimously.

Secretary - Nora Barraza nominated Manny Sanchez. Motioned by Nora Barraza, seconded by Yvonne Flores seconded. Passed unanimously.

b. A Resolution Approving the Financial Statements as of February 29, 2020

Motion by Nora Barraza, second by Manny Sanchez. Passed unanimously.

c. A Resolution Approving the February Budget Adjustment

Motion by Nora Barraza but only where we take money from either Allegiance or Automobile Insurance and create a new line item for New Mexico Self Insurers and that be the only budget adjustment at this time. Not seconded. Motion fails.

Motion by Manny Sanchez for Budget adjustments as requested, with some reservations though, second by Yvonne Flores. Diane Trujillo asked what the reservations were. Manny Sanchez stated he shared the concerns of Nora Barraza. Would have preferred this happen in the current or most recent financials. Diane Trujillo concurred with Nora Barraza as well. Yvonne Flores stated the reservations have no substance. Yvonne Flores,

Majorie Powey, Manny Sanchez, Gerald LaFont, Diane Trujillo, Javier Perea, and Slim Whitlock voted aye. Nora Barraza voted nay. Passed 7:1.

d. A Resolution Approving the Financial Statements as of March 31, 2020

Motion by Manny Sanchez, second by Yvonne Flores. Yvonne Flores, Majorie Powey, Manny Sanchez, Gerald LaFont, Javier Perea, and Slim Whitlock voted aye. Nora Barraza and Diane Trujillo voted nay. Passed 6:2.

e. A Resolution Approving the Title VI Plan

David Armijo when bus service started in 2006, we did not have a Title VI plan. A lot of discussions on how to qualify for funding. Also looking at grant opportunity for "Bus #6" from El Paso MPO. The El Paso MPO required have Title VI program. We adopted their program. Recent review the State and we were asked to replace MPO Title VI guidelines and to utilize the one that they had provided by the State of New Mexico. Approving today are essentially guidelines drafted by the State of New Mexico on our behalf that address these Federal requirements which are requirements for civil rights. This is provided on the website. This plan is far better plan due to it reflecting more of what is being done here in New Mexico versus El Paso.

Motion by Yvonne Flores, second by Manny Sanchez.

Nora Barraza stated she just received the document this morning and has not had an opportunity to review and cannot approve until she can review. David Armijo stated this document was with the March agenda/packet, though that meeting was cancelled. Yvonne Flores stated the revised Title VI plan updates the current plan to meet Federal grant requirements. She recommends approving because do not want prospective Federal funding grants to be rejected because of noncompliance.

Javier Perea asked if there are any financial implications of things we might have to adjust to come into compliance. David Armijo stated the State of New Mexico has given us an extension when they did the review that will last at least into the next fiscal year which is either our calendar year July, or this coming October. Our goal is to get this in place so no problems with the grants. Looking to get a grant award in about two weeks.

Majorie Powey asked looking at the Title VI there are a lot of questions but no answers on there. David Armijo stated what is being looked at is the chart, statistics for people with disabilities and different aspects of that. That table of questions was sent to the State and as of today they have not replied. Majorie Powey states she does not have the right version because there are no answers to the questions. Looks like up to #14 is answered

and then starting with #15 through 30 no answers on her form. David Armijo stated it is the wrong document and suggested bringing the item back next month.

Motion by Nora Barraza to bring this to the next regular Board Meeting, seconded by Majorie Powey.

Yvonne Flores stated the Board's role is to approve the plan and then incumbent on David Armijo to fill in the information that is requested. Javier Perea asked again if bringing it back next month would be okay. David Armijo stated it would be fine. Nora Barraza, Majorie Powey, Diane Trujillo, Javier Perea, and Slim Whitlock vote aye. Yvonne Flores, Manny Sanchez, and Gerald LaFont voted nay. Passed 5:3.

- f. **A Resolution Approving Membership Fees Amendment**
- g. **A Resolution Approving Modification to SCRTD Bylaws**
- h. **A Resolution Approving Revision to HR Handbook**

These were moved after the Discussion Items.

10. **DISCUSSION ITEMS**

a. **District FY2021 Budget Presentation**

David Armijo stated this includes budget development, three-year performance statistics, goals for the coming year, financials including revenue and expenses, and into detail of financial staff and benefits, similar to last year. Budget is under development. Meetings scheduled with Commission have been postponed and not physically met in over a month. Budget submission to the County was made available to the Board last month. This budget includes significant increase in service to South County, more the area 83 Sunland Park route which will dramatically increase ridership and services. New revenues from Sunland Park. Picking up where Sun Metro was before. Budget assumption also to build operating reserve. Fifteen categories for performance. First/second of March we were at record pace of 4,000 or more rides a month and anticipate adding 80,000 to 90,000 rides with the Yellow Route. Beginning September/October 141,000 rides which has been reduced due to social distancing and service adjustments. On the mileage just under 300,000, finish this year at about 350,000 and adding about 59,000 miles on the Yellow Route up to over 400,000 miles. Service hours will grow from just over 10,000 to just shy of 17,000, 16,915. Revenues and administrative cost line item 8, the Fare Box Recovery which has been running about 2%, will jump to about 11% and making us very competitive in the marketplace. Costs per hour will come down from \$72.58, \$75.14 this year, and actually it will be down to \$62.97. Seeing efficiencies even though adding services and more costs and more people to operate those services. Cost per mile

remains pretty flat. Route from Sunland Park/Santa Teresa into Downtown El Paso through Paisano Transit Center is not a long route, but it runs a lot, seven days a week. Cost per operating hour down to just under \$50 an hour and cost per trip will be down to \$5.97. Efficiencies gained, trips per mile go up, trips per hour, now at 3.5 passengers per hour will go to 8.36 passengers per hour.

Looking at achievements, four categories; first bus service. District executed bus service based on five-year plan. Carried about 41,000 for this fiscal year with over 300,000 miles. Initiated new service, Garfield/Hatch to New Mexico State University. Added two mid-sized buses in the fiscal year and secured funding for three more buses going into 20201. Secured service agreement with Gadsden School that now pays money for the students every month. Provided emergency aid to Doña Ana County, migrants from last year of about 8,700 people.

Other achievements, on the education front, Sharon Thomas worked hard helping the District on a number of programs; one is the Early College High School program helping students learn to use transit. Also added new Green Route to Garfield/Hatch where teachers asked to schedule service and just got that working and ridership more than doubled in February/March and unfortunately that stopped when school stopped. Workforce talent collaborative has been working.

District activities for the five-year on the finance front. Acquisition of the bus service between Downtown El Paso and the Sunland Park/Santa Teresa as mentioned. Successful in getting funds, CMAC money El Paso MPO makes available with a total of \$1.3 million. Secured total grant funding of \$1.5 million from multiple sources. Got funding last year from the legislature and used money to acquire our bus facility, although numbers higher than thought, still saved substantial amount. The annual savings for switching insurance to New Mexico Municipal League was quite substantial, estimated at close to \$65,000 annually, almost half the cost of previously. Received a clean audit.

Regional planning front, RFP out right now, hoping a little more interest this time. Had this out last Fall and hoping to get somebody on board to begin that work to look at services not just in the five-year window but a ten-year window. Also successful in passing drug test audit and State was impressed. National Transit Data report successfully completed and filed. Conversations with NTD, why our ridership continues to grow when others do not, and we continue to say we are constantly in a startup mode. Also invited by the City of Las Cruces to look at a trolley type system and right now just providing technical assistance to the workforce. Grant funding of \$124,000, contract awarded by the State with half coming from the State and the other half hope to come from the County. Tried a year ago and were not successful. We did get a vehicle. Also doing more advertising on

community programs. We did get some money for advertising and hoping to do more.

Rural transit service planning, we have seen grants continue to expand. Hoping when we get grant award in May there will be enough funding to extend into Sierra County. Already have a request to help Sierra County with the foodbank, one to two days a month starting the first week of May.

On FY20-21 goals, we are adding a hybrid electric bus, two low-floor 35-foot buses, they do not require a lift, less costly, more accessible. This would be the Yellow Route so possibly yellow painted buses. Also looking at Silver Route but that is in design to connect other services in Sunland Park area. Looking at membership fees, and perhaps branding the entire system. One of the complaints is that the buses are white, and they look like every other bus. Goals also to start with the pilot program next fiscal year; securing more federal funds to acquire buses and renovate the bus manufacturing facility which is in the works. Ridership growth has been good.

Majorie Powey asked about delivering the food boxes up to Sierra County. She can look at getting volunteers. Why are they packaging them in such heavy boxes? For a lot of seniors, it would be better if we could break them up to leave them on their doorstep. David Armijo agreed and will talk more about it. Good project for the transit district to help out.

Nora Barraza asked when anticipating bringing a route back to Mesilla. David Armijo stated that it comes down to budget. One of the concerns with the State is David does not feel we are getting our fair share of funding. They disagree with him. With additional ridership from Sunland Park, 23 agencies in the state and we are #21, and then moved up to last time we were #11 or 12 in the State. With the ridership and current fiscal year projections we will move up into the top five or six agencies so it really comes down to them giving us enough funding so that we can do what we are doing. We are very dependent on the match from the County. Transit districts to the north all have dedicated sales tax, we do not. Without a dedicated funding source, we will be limited in the kind of things that we can do going forward. Nora Barraza stated they are paying membership fees and she needs to justify to her Board of Trustees what is the Town benefiting from paying the membership dues to the SCRTD.

David Armijo stated moving on to District goals. These are just a baseline; maintain and operate. Currently have four routes, Red, Green, Turquoise, and Purple, just maintaining those routes as they are now, not even increasing service frequency: only running Monday through Friday, not weekends, not nights. Adding the Santa Teresa/Sunland Park/El Paso which we will call the Yellow Route in the coming year, adding the pilot route and try to do that as a flex service as it will qualify for the 5311 funding in

the future, so beyond the pilot period can continue to fund. Provide services in the Picacho to Doña Ana Village and Las Cruces. Limited, one van, one operator, 8:00 to 5:00 type of service that could route deviate so some demand response.

Looking at increasing ridership, probably 100,000-plus or more over what we are doing now. projects to conclude before the end of September include radio acquisition, non-revenue vehicle that is budgeted in the current year, and parking renovation that is subject to RFP going out in the next 30 days. Also coordinating the acquisition and manufacture of two hybrid electric buses. Those are hold because of the COVID-19. Improving communications with website, social media, and other sources which could include the installation of new bus stops and schedules. We did program some money for bus shelters in the coming year. Might want to think about a new fare system since it is the same since we started.

Nora Barraza asked if it was possible to add the Town of Mesilla as one of the pilot programs. David Armijo stated absolutely. In the ten-year plan do more analysis because the Town of Mesilla does have a contract with RoadRUNNER. Red Route at University of New Mexico/Convention center could have a quick route and could add that to the long range plan. Nora Barraza stated she is talking more on-demand as that is more of a problem in the Town of Mesilla. She stated with the contract with the City there is an area that after that they will not service, so she is looking more for disabled, handicapped families that need access for public transportation from their homes to the doctor, hospital, dialysis, etc. David Armijo asked for a copy of the agreement to work with RoadRUNNER or enhance the agreement.

David Armijo stated the financials you see a comparison chart, similar to last year. Current fiscal year at \$571,000 for salaries and then up to \$896,000. Three-percent increase on salaries for healthcare benefits. Expenses this year are about \$1.1 million and next year \$1.6 million. Revenues, operations and capital, balance out at \$1.6 million as well as for expenses. Substantial increase in services providing and getting revenues.

Nora Barraza states she is leery for State to provide funding or increases in funding just for the fact of the crisis presently going through. David Armijo stated that it is a misnomer that these are State funds. The State of New Mexico provides no money for anybody for transit. These dollars are gas tax and fuel dollars, already budgeted. The CARES Act is budgeted other funds. Feel comfortable these are real numbers, not coming from the Governor through the Transportation Department, coming from the Federal Government as it comes into the State of New Mexico and gets distributed. He feels confident these are real numbers. The State of New Mexico operates one year in arrears, so the funds showing is money for last year. If we were looking at 2022, the that is correct.

David Armijo looking at services on the Yellow line at 7 days a week, requires us to add additional dispatcher to handle nighttime service as that service will run from 6:30 a.m. to about 10:00 p.m. Adding another maintenance technician as adding another 60,000 miles of service. Operators, two shifts each day, plus the weekend, adds up to about four more operators. Holiday and vacation day bank have enough funds available. FICA is 0.76%, second column is workers' compensation, and then health insurance, second to last is unemployment and the PERA.

Nora Barraza asked what the (C) stands for. David Armijo stated it is the cost times percentage, take into account the employee. Nora Barraza asked if that did or did not include salary increases. David Armijo stated flat, no increases in.

Diane Trujillo asked if David hired anybody new this fiscal year. David Armijo stated hired new people but positions, last year added maintenance supervisor and the HR position are the two new positions. Going forward the only new position is the marketing assistant.

b. Membership Fees Amendment

David Armijo stated he brought this forward in February as the membership fees have not been increased since November 2003 and might not have always collected the fees until a few years ago. Programming at \$0.50 per resident for the service area, based on number of residents in the service area which will be updated with the new census, and then actual rate. CPI number ran using Federal Reserve and that showed increase on average of 2% or more a year. If we calculated it out, we are at 24.7%, rounded to 25% then brings to membership fees which right now generate \$107,960, if add CPI index from 2006 into it, adding roughly 125% which is increase in the balance. So actually, go from \$0.50 to \$0.625. Brings the number up on each of the Districts and generate additional revenue for the CPI of \$26,990, total \$134,950. Part of his goal in the budget is to utilize the membership fees for the coming year as a baseline for our reserves.

Javier Perea asked on the Consumer Price Index, using the category for Urban Consumers. David Armijo stated he is using Federal Reserve data. There is not a rural index.

Yvonne Flores stated the Town of Mesilla does not have a ridership why is there a budgeted revenue and all of that line. They are not being serviced so how does that work. David Armijo stated it is based on population not ridership. The bylaws are based on the intergovernmental agreement that created the transit districts in 2003, fourth district to form in 2006, the other districts formed earlier. In the MOU or the creation of language for legislation the original grant agreement stipulated all this information that

would then later become the bylaws. We could determine membership fees based on a vote of the members in that we would establish these numbers based on our population for each of the jurisdictions. It is not based on ridership, it's not based on services, it's purely based on the number of individuals who live in each of the member jurisdictions. The rate was determined at \$0.50 for the number of persons. Yvonne Flores asked when this was established by statute presumably by the State of New Mexico somehow it was determined that Mesilla would be included in this general area, but ridership service is not necessarily a qualifier. David Armijo stated they are working toward ridership in those areas. In the initiative of 2014 with an attempt to get a sales tax initiative that would have distributed more bus services into Sierra County and into other areas including Mesilla and going down south into Berino and other areas. Since no resources, not able to accommodate that.

Javier Perea stated we did have a route running through Mesilla but that got cut or rerouted. David Armijo stated it got cut, was the Blue Route.

Manny Sanchez added, look at areas, Hatch in particular just got service at the end of October. The ultimate goal is to continue on into Sierra County as well as explore opportunities to provide service back to the Town of Mesilla. All members have been a part with the anticipation that we would all eventually have service throughout this area.

Nora Barraza stated that when the Blue Route was cut was right after her surgery and she was more out of it. She really wants that route to return. The City of Elephant Butte and Town of Williamsburg for a while their membership fees were waived for a time. Sierra County pulled out and T or C pulled out. Thanks Town of Elephant Butte, Village of Hatch, and Town of Williamsburg for remaining. Second point, with the crisis right now, do not know that an increase in membership is a good thing for small municipalities, maybe City of Las Cruces and Doña Ana County.

Javier Perea stated the census is happening and we will have fresh data. He expects his municipality to increase 1,000 to 3,000 people. Has that been taken into account? David Armijo stated as he looked at the population adjustment, he does not think it will be as significant as what we are talking about with the CPI. Population will grow somewhat over the ten-year period, but we did an update at midyear, so the numbers are in there are from the 2015 update of the census. The changes to the population will not be significant. What is significant is the CPI. The real problem is we do not have a CPI factor. Javier Perea stated he would feel comfortable proposing waiting for the first quarter to pass by just to know what the impacts are going to be. Tax payments are delayed two to three months from the State.

Manny Sanchez echoed Javier Perea's point. The County has no clue what the impact of the pandemic is going to be on the GRT. They will not have census until 2021.

c. Doña Ana County FY2021 Budget Submission

David Armijo stated this gives a good overview of the current year's budget, what we accomplished.

d. Title VI Plan

Discussed previously.

e. Coronavirus Response

David Armijo said very challenging four to six weeks. Leaving space behind the drivers, emergency pack for the drivers of PPE and gloves, etc. Produced own in-house bus shield. Enough materials to build two driver's shields and now have additional equipment from Home Depot. Shield is 1/4-inch plexiglass with parts, bolts locally provided and two maintenance staff producing, cost just over \$300 plus tax. If used Creative Bus out of Albuquerque their cost just for the parts, no shipping, over \$800. Saved substantial money doing this in-house. Trying to get all the buses with some kind of shield. The new buses being manufactured with the shields already manufactured. The next generation of shield will be twice the thickness, up to 1/2-inch. Have maintained staffing.

Diane Trujillo saw the information in English and do they have it in Spanish. David Armijo stated yes, multiple posters on the bus.

f. Modifying District Logo

David Armijo realizes this is low hanging fruit, bust in looking at long range services. The current logo has the Albuquerque Transit Rail and Albuquerque bus, really is not our logo. Doing more partnerships would be good and new logo would reflect that.

Yvonne Flores asked about more choices than one and if it would be coming back. Javier Perea also was not keen on the color scheme. David Armijo stated he would bring them back next month.

g. Modify District Bylaws - Scheduling Board Meetings; Use of WebEx

David Armijo stated we are still in the old world order, 2003, 2006 not looking at doing things in a virtual world. Less travel now, working electronically and virtually. Bylaws do not accommodate that. Take the language and add "Virtual Meetings" to the bylaws for holding meetings.

ACTION ITEMS

f. A Resolution Approving Membership Fees Amendment

David Armijo stated we will pull this off the agenda and bring back later in the year. The Board had no objections.

g. A Resolution Approving Modification to SCRTD Bylaws

Motion by Yvonne Flores, second by Manny Sanchez. Passed unanimously.

h. A Resolution Approving Revision to HR Handbook

David Armijo stated he sent this out this afternoon which is the same document sent a couple months back. The only change other than the date on the cover for revision is that we are moving the senior members from Tier 1 which is the four years now to Tier 2 so they actually end up with more years, but moving into PTO program, the Personal Time Off. All the employees have been in the old program where we had sick leave, annual leave and that goes away with the new membership. We passed this through the Board 3 years ago, just bringing this back.

Manny Sanchez when would the delay be, next meeting. David Armijo stated yes.

Motion by Yvonne Flores to delay, second by Nora Barraza. Passed unanimously.

11. BOARD COMMENT

Nora Barraza asked if there was an audit report done for 2019. Thought the audits were already in and approved and taken to Board's for approval. Also wanted to ask why it was delayed and if there would be a penalty for delayed/late audit and also how that affects funding sources. David Armijo stated some delay in meetings from the pandemic. Hope in the next month to bring this to the Board. The information has been going back and forth to the auditor. The auditor has not submitted the audit to the state. It is a new audit company and a lot information in arear was asked.

Nora Barraza stated this gentleman, from public comment, put him on the agenda and David Armijo do the presentation as to what the issue is and how the Board is involved.

Javier Perea thanked the Board for their confidence.

Nora Barraza stated the Governor just extended the stay at home to May 15th.

12. ADJOURNMENT (approximately 4:28 PM)

Javier Perea, Chairperson

Item #6 – First Quarter Finance Report (February)

A verbal report will be provided at the Board meeting.

The District is required to submit its annual budget to the NM State Department of Finance and Administration (DFA) by June. Further, the department has requested the District to provide quarterly finance reports. Consequently, the District will now provide the Board with the quarterly financial reports on a quarterly basis to allow the Board the opportunity for review and approval as required by the State.

Bank of the West BNP Paribas

South Central Regional Transit District
Quarter Three Jan, Feb & Mar 2020

Money Market Account 4524	\$	17,190.58	(Interest rate at .07% per year)
Operating Account 2003	\$	34,051.81	
Payroll Account 2011	\$	6,785.40	
		<hr/>	
<u>Totals for EOM (Ends of Month)</u>	\$	58,027.79	

Third Quarter Expenses Reporting FY 2019-2020

FISCAL YEAR 2019-2020	Reporting for Quarter Three				
Descriptions	Budgeted Expenses	Revision Requests	Year to Date	Jan - Mar 2020	% YTD
<i>Personnel Services</i>					
Salaries	583,366.10		\$ 447,163.78	\$ 157,729.43	77%
<i>Employee Benefits</i>					
FICA/Medicare Tax	43,726.00		\$ 33,599.85	\$ 11,786.98	77%
Unemployment Tax	3,502.90		\$ 2,294.84	\$ 1,225.33	66%
Workers Comp Insurance	16,975.00		\$ 16,975.00	\$ -	100%
Health Insurance and Life	66,125.00		\$ 46,399.77	\$ 18,043.25	70%
Retirement - PERA	42,693.00		\$ 32,274.24	\$ 11,667.85	76%
<i>Travel & Maintenance</i>					
Travel - Reimbursement	6,500.00		4,194.78	1,335.83	65%
Fuel - WEX	118,360.00		\$ 80,961.84	\$ 25,850.74	68%
Maintenance on Vehicles	23,250.00		20,667.89	4,147.03	89%
<i>Supplies</i>					
Equipment	28,000.00		18,734.22	4,783.00	67%
Supplies	7,460.00		\$ 7,471.84	\$ 1,283.65	100%
<i>Insurances</i>					
Allegiance	9,261.56		9,261.56	1,537.74	100%
Automobile Insurance	37,946.73		\$ 37,946.73	\$ -	100%
D&O Insurance	1,658.23		1,658.23	236.89	100%
NM Municipal League - NM Self Insurer's Fund	27,000.00		-	-	
<i>Contractual Services</i>					
Professional Fees & Svcs/Audit	12,870.00		5,676.00	-	44%
Legal Fees	4,000.00		1,000.00	-	25%
Services ADP fees/Janitorial/RC Creations/Misc	25,218.75		\$ 23,424.47	\$ 6,710.02	93%
<i>Operating Costs</i>					
Advertisements/Promotional	150.00		-	-	0%
Conf/Seminars/Training	600.00		-	-	0%
Postage	250.00		18.00	18.00	7%
Office Equipment / COVID-19 Exp	2,851.53		3,961.62	4,333.61	139%
Subscription/Dues	2,100.00		1,803.03	720.71	86%
Cell phone / T-mobile	7,468.75		\$ 5,764.89	\$ 1,796.86	77%
Bus Rental	-		-	-	
Utilities	6,664.49		\$ 5,027.50	\$ 1,607.39	75%
Bus Facility Lease	7,312.50		\$ 7,312.50	-	100%
Stone, McGee & Co. Auditors			\$ 10,000.00	-	
Creative Bus Sales - SCR TD Match			17,500.00	-	
Zia Therapy (City Contribution)			8,000.00	-	
Total Expenses	\$ 1,102,044.53	0.00	\$ 862,035.69	\$ 258,138.53	78%

Third Quarter Revenue Reporting FY 2019-2020

FY 19-20 Revenue					
South Central Regional Transit District					
Reporting for Quarter Three - January, February and March 2020					
Operating Revenue	Budgeted Revenue	Revision Request Increase/ (Decrease)	Y-T-D Received PMT	Jan - March 2020	% Y_T_D
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%
VILLAGE OF WILLIAMSBURG	\$ 229.00		\$ 229.00		100%
Grants & MOU					
Dona Ana County GRT	\$ 440,000.00		\$ 284,000.00	\$ 93,600.00	65%
Dona Ana County EOC	\$ 54,000.00		\$ 20,462.00		38%
NMDOT 5311	\$ 90,419.53		\$ 87,381.51		97%
NMDOT 5311*	\$ 344,665.00		\$ 262,059.71	\$ 126,873.31	76%
Dona Ana County	\$ 39,000.00		\$ 27,938.15	\$ 8,296.35	72%
NM DOT Capital	\$ 80,000.00		\$ 24,695.98		31%
Other Source Revenue					
Bus Fares/Ticket Sales	\$ 12,500.00		\$ 10,394.19	\$ 3,362.33	83%
Advertising Revenue	\$ 10,000.00		\$ 6,150.00	\$ 6,150.00	62%
TOTAL REVENUES	\$ 1,178,544.53	\$ -	\$ 831,041.54	\$ 238,281.99	71%
Capital Appropriations					
State Legislature (facility & bus)	\$ 293,000.00		\$ 198,000.00		68%
NM DOT 5311	\$ 132,280.00				0%
NM DOT 5311 (Bus)	\$ 70,000.00		\$ 70,000.00		100%
TOTAL REVENUES	\$ 495,280.00	\$ -	\$ 268,000.00	\$ -	54%

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

A verbal report will be provided at the Board meeting.

Item #8- Consent Items:

a. Title VI Plan

The District is requested to approve a new Title VI Plan. The previous plan was approved three years ago and was a modification of the El Paso MPO plan. The new plan has been drafted by the NM DOT and modified to the SCRTD service. The Approved Document will be posted on the District Website under Accessibility.

b. The HR Handbook

The HR Handbook or manual has been in place for the past four years, initially as a Manual provided by the South Central Council of Governments (SCCOG). The Human Resource Manual was amended in the fall of 2017 and amended in 2018. The changes to the current revision include moving all of the employees to PTO. Those original employees that were governed by the SCCOG HR manual that included both sick and annual leave are now covered by PTO. This action advances the original employees from the zero to four years to the next level which now is combined into Personal Time Off (PTO). This change will simplify leave into one bank and should be more cost effective to the District while providing employees the opportunity to transfer time unused to deferred compensation. This action is consistent with the directive provided by the Board in the development of the fall 2017 HR Handbook. The Handbook was drafted based on the North Central Regional Transit District HR Handbook.

Item #9 - Discussion and Action Items:

a. **District FY2021 Budget Presentation**

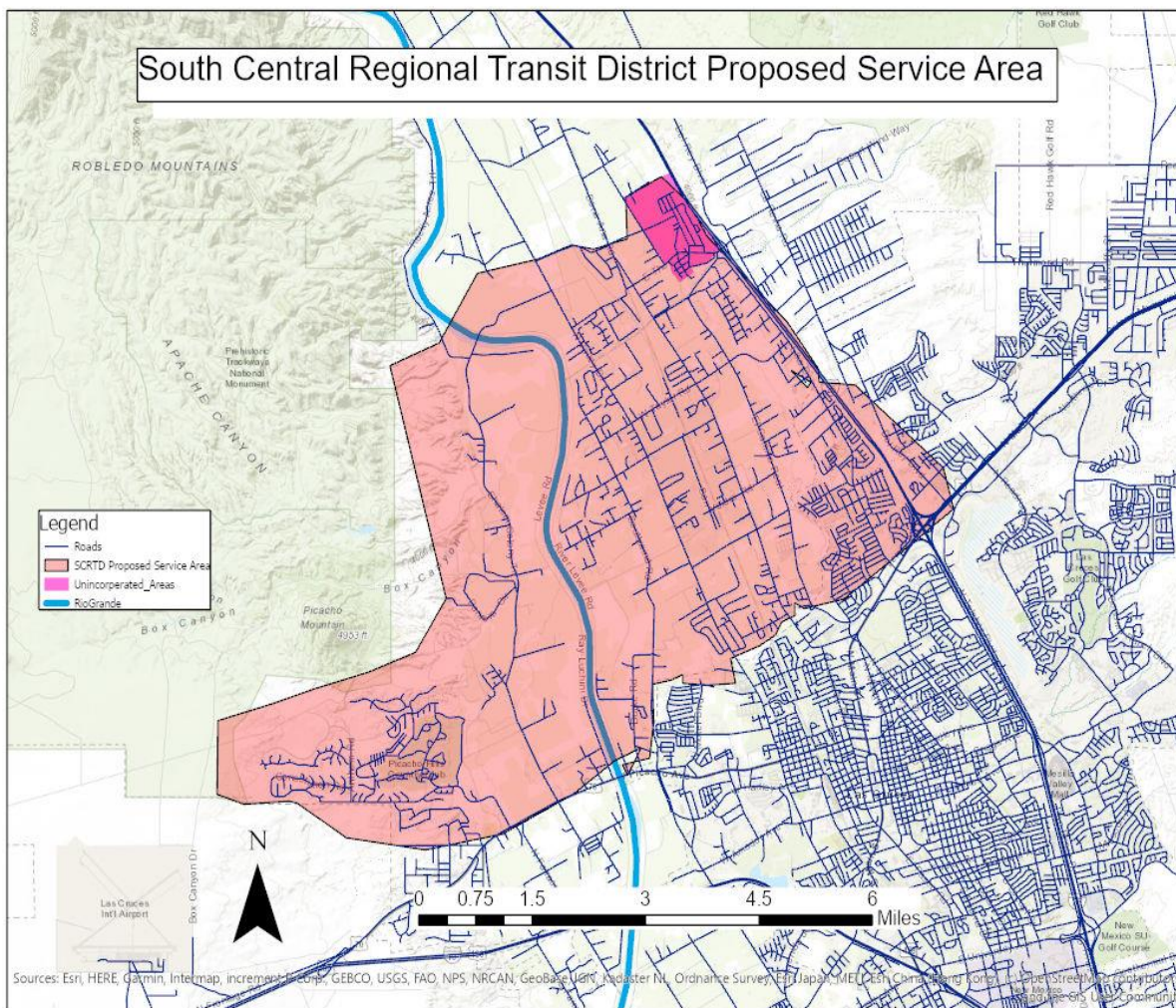
An oral presentation will be provided by staff via PowerPoint and handouts that provide an overview of the budget in the next year.

The County has determined that they will program a flat budget for the next fiscal year. This is due to the COVID19 effect on revenues. Consequently, the District has adjusted its budget request to reflect the \$479,000 that is in the current budget. This District's request original funding request was for \$634,000. In order to lower the request by \$91,000 several budget adjustments were necessary, including elimination of one administrative position with benefits, a reduction in maintenance supplies and equipment and a reduction of \$25,000 in reserve funds. The reserve budget will be \$85,000. The District has built a small reserve that will rolled over and added to the new funds in the fiscal year.

The District is also requesting \$64,000 for pilot bus route that will provide demand response flex service. This request is an increase in funding and will provide enough

funding to initiate and operate both a new bus route and a pilot demand response route. The new route will be the Yellow Route, with service from Santa Teresa, Sunland Park and El Paso. This route will carry 96,000 trips annually.

The Pilot demand response route will operate limited service, see Exhibit A below. The Pilot service will be a flex route with on demand trips. More specifically, these trips may be booked once a week for shopping or healthcare. As a flex route, the service, if continued, will qualify for state and local funding.



FY 2021 Budget Revenues and Expenses

Below are two charts that list the revenues and expenditures for the District in the next fiscal year. This includes both operating and capital expenses. Further, the Revenues will include \$85,000 in revenues from Membership fees that will establish a reserve. These funds will remain in the District’s money market account. The District will maintain this reserve in the next fiscal year.

South Central Regional Transit District				
FY 20-21 Revenue Programmed	FY21			
<i>Operating Revenue</i>	Projected Revenue			
<i>Membership Dues - Reserves</i>	85,001.00			
<i>Grants & MOU</i>				
<i>Membership Dues</i>	\$ 25,000.00			
Dona Ana County GRT	\$ 479,000.00			
Dona Ana County Pilot	\$ 64,000.00			
NM DOT Special Funds	\$ 64,000.00			
TEXAS 5307	\$ 18,500.00			
NMDOT 5311	\$ 145,419.00			
NMDOT 5311*	\$ 547,108.00			
<i>Other Source Revenue</i>				
Bus Fares/Ticket Sales	\$ 84,000.00			
Advertising Revenue	\$ 15,000.00			
Sunland Park DMV Fees	\$ 37,500.00			
Total Operations	\$ 1,479,527.00			
<i>Capital Appropriations</i>				
<i>FHWA Funds</i>	\$ 1,170,528.00			
<i>Legislature - Local Match</i>	\$ 180,000.00			
<i>Legislature - Bus</i>				
<i>Legislature - Facility</i>				
Radios				
Support Vehicles				
Facility	\$ 40,000.00			
NM DOT 5339 (Bus)	\$ 78,800.00			
Local Match - DAC	\$ 49,700.00			
Total Capital	\$ 1,519,028.00			
TOTAL REVENUES	\$ 2,998,555.00			
NOTES				
*FY20 & FY21 Revenue is prorated to match federal funding cycle (Oct 2020 - Sept 2021)				
Funding Sources: 5311 Rural; 5307 Urban; FHWA Highway; Legislature Funding				
Dona Ana County Emergency Operations Center (EOC) Migrant transport funding				
Bus Fares based on ridership of 147,000 trips				
NM DOT Special Funds for Pilot Project				
Local Match to federal capital projects (DAC)				

SOUTH CENTRAL REGIONAL TRANSIT DISTRICT

FY 20-21 Expenses Programmed	
Operating Expenses	
Descriptions	Expenses
<i>Personnel Services</i>	
Salaries	863,146.00
<i>Employee Benefits</i>	
FICA/Medicare Tax	63,544.00
Unemployment Tax	11,132.00
Workers Comp Insurance	24,200.00
Health Insurance and Life	113,373.00
Retirement - PERA	63,784.00
<i>Travel & Maintenance</i>	
Travel - Reimbursement	6,500.00
Fuel - WEX	115,000.00
Maintenance on Vehicles	25,000.00
<i>Supplies</i>	
Equipment	22,500.00
Fareboxes	2,200.00
Supplies	12,800.00
<i>Insurances</i>	
NM Municipal Insurance	66,000.00
D&O Insurance	3,640.00
<i>Contractual Services</i>	
Professional Fees & Svcs/Audit	18,294.00
Legal Fees	4,000.00
Services ADP fees/Janitorial/RC C	5,200.00
FineLine Graphics	5,500.00
<i>Operating Costs</i>	
Advertisements/Promotional	350.00
Conf/Seminars/Training	1,800.00
Postage	744.00
Office Equipment	6,500.00
Subscription/Dues	2,100.00
Cell phone / T-mobile	4,800.00
Radios	12,000.00
Utilities	9,820.00
Bus Facility Lease	15,600.00
Total Expenses	
	\$ 1,479,527.00

b. Capital Grant Funding

The District is requesting \$49,700 in funding to support the local match for capital funds to support the purchase of one bus, facility improvements and the purchase of two hybrid-electric buses. The Legislature is providing \$180,000 toward the purchase which will match the \$1,170,528 in federal funds secured via the El Paso MPO. The county funding is needed to complete the local match for federal funding. Further, the District will receive an additional \$118,800 in federal funding, more specifically, \$78,800 for a bus and \$40,000 for facility improvements.

c. Ten Year Service & Financial Plan Contract Agreement

The District has received \$50,000 in funding from the NM DOT to execute a transit study to look at transit service in the region for a ten year period. The District will program 20 percent in local match to support the study. This study is similar to the five year plan that was updated two years ago but is necessary to continue receiving federal funding in the years ahead.

In March, a Request for proposals was released and two proposals were submitted. A three member panel was convened with two members representing New Mexico transit properties and one from out of state. The three members evaluated the two proposals and recommended SBLB, LLC as the firm with the best overall score. Below is the criteria and the evaluation scores for each firm.

Ten Year Transit Service & Financial Plan						
Evaluation Criteria	BHI	BHI	BHI	SBLB	SBLB	SBLB
1. Quality of approach of proposal	18	22	22	23	25	24
Proven experience of firm	0	5	5	3	0	4
Staff Qualifications	0	4	4	5	0	5
Understanding of the project	0	5	4	5	0	5
Methodology & Procedures	0	4	5	5	0	5
Work, plan, schedule & timelines	0	4	4	5	0	5
2. Cost	15	15	15	14	15	15
3. Technical Resources	15	20	18	20	18	18
4. Organization & Mgmt structure	17	19	18	20	18	19
5. Prosper & Content Meet RFP	17	18	20	20	20	20
	82	94	93	97	96	96
Total Points			269			289

The selected vendor, SBLB is located in Fort Worth, Texas and the management team has significant experience and can get the project done within the timeline required. There will be sufficient time to conduct the study while also engaging in community outreach.

d. Six Year Budget Progression

The graph below shows the annual budget progression for the Transit District. FY2016 was the first full grant year for the District. The budget, both operating and capital have a combined growth of 372 percent or a four fold increase in funding during the past six years. The District budget will double from fiscal year 2020 to fiscal year 2021. The addition of two hybrid electric buses will add over \$1.3 million to the budget. These funds will come from the El Paso MPO. A budget transfer from the TX DOT to the NM DOT has already been executed. Additionally, the District now receives funding from many more sources, including federal funds via both the New Mexico Transportation and Texas Department of Transportation (TX DOT).

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	\$1,476,298	\$2,998,555	\$8,229,230
Operating							
County	\$272,192	\$465,999	\$350,000	\$350,000	\$440,000	\$479,000	\$2,357,191
Members	\$98,800	\$98,800	\$103,000	\$89,000	\$69,930	\$25,000	\$484,530
Federal	\$0.00	\$419,086	\$402,500	\$426,000	\$459,554	\$692,527	\$2,399,667
ELMPO	\$0.00	\$35,000	\$32,500	\$0.00	\$9,464	\$18,500	\$95,464
Pilot - Fed					\$64,000	\$64,000	\$128,000
Pilot - County					\$64,000	\$64,000	\$128,000
Farebox		\$8,600	\$9,400	\$98,600.00	\$12,400	\$84,000	\$213,000
DMV Fees						\$37,500	
Advertising		\$3,500			\$3,800	\$15,000	
Subtotal	\$370,992	\$1,018,885	\$888,000	\$865,000	\$978,948	\$1,479,527	\$5,336,852
Capital							
Federal	\$0.00	\$67,500	\$0.00	\$70,000	\$132,280	\$1,170,528	\$1,440,308
State	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$118,800	\$118,800
Legislature	\$460,000	\$0.00	\$0.00	\$0.00	\$293,000	\$180,000	\$933,000
Members	\$0.00	\$0.00	\$0.00	\$14,000	\$33,070	\$29,700	\$76,770
County	\$0.00	\$0.00	\$0.00	\$0	\$39,000	\$20,000	\$59,000
Subtotal	\$460,000	\$67,500	\$0.00	\$84,000	\$497,350	\$1,519,028	\$2,627,878
Reserve							
Members						\$85,001	
NOTE:	2021 Federal capital funds via ELMPO						
	2021 County funding subject to approval						
	Capital Funds are programmed in the ICIP						

#9 Action Items: Resolutions

South Central Regional Transit District

Resolution Number: FY20-26

A Resolution approving the Third Quarter Financial Statements from January 1st to March 31st.

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, May 27th, 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 Third Quarter Financial Statements from January 1st to March 31st.

ADOPTED AND APPROVED THE 27th DAY OF MAY 2020.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY20-27

A Resolution approving the South Central Regional Transit District Title VI Plan

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, May 27th, 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 Title VI Plan.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South-Central Regional Transit District does hereby approve the Title VI Plan.

ADOPTED AND APPROVED THE 27th DAY OF MAY 2020.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY20-28

A Resolution approving a Revision to HR Handbook effective May 27, 2020

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, May 27th, 2020 in the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

- a. **WHEREAS**, the South Central Regional Transit District accepts the Revision of the HR Handbook.

- b. **NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the South-Central Regional Transit District does hereby approves the May 27 Revision to the HR Handbook.

ADOPTED AND APPROVED THE 27th DAY OF MAY 2020.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY2029

A Resolution approving the South Central Regional District Budget for Fiscal Year July 1st, 2020 to June 30th, 2021

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, May 27th, 2020 at the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

WHEREAS, the South Central Regional Transit District approves the Budget for Fiscal Year July 1st, 2020 to June 30th, 2021,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Central Regional Transit District does hereby approve the Fiscal Year Budget for 2020 to 2021.

ADOPTED AND APPROVED THE 27th DAY OF MAY 2020.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY2030

A Resolution approving the contract agreement to SBLC, LLC for the Ten Year Transit Service and Finance Plan

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, May 27th, 2020 at the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

WHEREAS, the South Central Regional Transit District approves the development and production of a Ten Year Transit Service and Finance plan that meets the grant requirements set forth by the New Mexico Department of Transportation,

WHEREAS, project funding comes from an eighty percent federal grant match not to exceed \$50,000 and a local match of \$12,500,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Central Regional Transit District does hereby approve the Contract Agreement to SBLC, LLC for development and production of the Ten Year Transit Service and Finance Plan,

ADOPTED AND APPROVED THE 27th^{DAY} OF MAY 2020.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director