

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

Wednesday, August 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, August 26, 2020 at 1:30 PM, at the Dona Ana County Government Center, 845 North Motel Boulevard Las Cruces, New Mexico 88007 and virtual via WebEx.

Digital recordings and/or minutes will be made and will be available on request.

The SCRTRD 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@scrtd.org](mailto:admin@scrtd.org). The information will be provided to the Transit District Board.**

***WebEx Meeting Information*** Meeting link:

JOIN WEBEX MEETING

<https://donaanacounty.webex.com/donaanacounty/j.php?MTID=m3c0f4ecc90026eb0d16638671eb999cc>

Meeting number (access code): 133 603 2931

Meeting password: SCRTRD0826

TAP TO JOIN FROM A MOBILE DEVICE (ATTENDEES ONLY)

+1-415-655-0003,1336032931## tel:%2B1-415-655-0003,\*01\*1336032931%23%23\*01\* US Toll

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Global call-in numbers

<https://donaanacounty.webex.com/donaanacounty/globalcallin.php?MTID=m4a0e0c1267015d8da4361376d44c0f6c>

JOIN FROM A VIDEO SYSTEM OR APPLICATION

Dial [sip:1336032931@donaanacounty.webex.com](tel:sip:1336032931@donaanacounty.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

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**SOUTH CENTRAL REGIONAL TRANSIT DISTRICT  
Dona Ana County Government Center  
845 North Motel Boulevard Las Cruces, New Mexico 88007**

**BOARD AGENDA  
August 26, 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 July 29, 2020
6. July Financial Report for July – David Armijo
7. Executive Director's Report- David Armijo
8. Discussion and Action items
  - a. Discuss and Approve a Resolution Authorizing the Submission of Section 5311 Program Grant Application
  - b. Discuss and Approve a Resolution Adopting an Infrastructure Capital Improvement Plan (ICIP) for 2022-2026
  - c. Discuss Zia Therapy Request for funding for Fiscal Year 2021 and 2022
  - d. Discuss Receipt of \$30,000 AARP Grant for bus benches and shelters
  - e. Discuss Logo Selection
9. Board Comment
10. Adjourn

**Item #5 - July Minutes**

**South Central RTD  
Board of Directors Meeting  
Wednesday,  
July 29, 2020 - 1:30 PM  
Dona Ana County Government Center  
845 N. Motel Blvd., Las Cruces, NM 88007**

**MINUTES**

**MEMBERS PRESENT:**

Javier Perea, RTD Chair, City of Sunland Park  
Nora Barraza, RTD Vice Chair, Town of Mesilla  
Yvonne Flores, City of Las Cruces  
Manuel Sanchez, Doña Ana County  
Diana Trujillo, City of Anthony  
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  
Sara Vasquez, SCRTD

Javier Perea called the meeting to order at approximately 1:31.

**1. PLEDGE OF ALLEGIANCE (1:30 PM)**

ALL STATED 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 Manuel Sanchez, second by Nora Barraza. Yvonne Flores mentioned concerns regarding the agenda discussion and action items. There are many items but the reports that go with them have not been received and what was received this morning wasn't able to be downloaded. Motion passed.

**4. PUBLIC INPUT**

There were none.

**5. APPROVAL OF SCRTD MEETING MINUTES OF May 27, 2020**

There were no changes to the minutes. Motioned by Yvonne Flores, seconded by Manuel Sanchez. Motion passed.

**6. 4th QUARTER FINANCIAL REPORT FOR THE PERIOD APRIL 1ST THRU JUNE 30TH, 2020**

David Armijo gave the financial report. Bank cash on hand was \$83,682.84; salary remaining balance is \$2630.00. There was a small surplus for the fiscal year operating budget of \$391.33. Revenues finished in balance with surplus; total revenues \$64,297.85, capital \$40,622.76 for a total of just over \$104,000.00 surplus which will roll over into the new fiscal year. Nora Barraza mentioned that she cannot see the numbers and asked if they could come back to it once she's had a chance to look at it; additional discussion will be under item eight. Javier Perea mentioned that the information is in the agenda packet as well as downloadable.

Yvonne Flores asked, regarding the insurance line, what the red revision request meant. They received billing for \$12,622.00 which left them with a surplus of \$14,378.00 to roll over into the next quarter. There was discussion as to the meaning of numbers in red; it means that number is carried over. David Armijo explained that it was switched from the private sector to the New Mexico Municipal League in the third quarter, so this is a partial billing for the year. Yvonne Flores asked what happens to the surplus. The surplus rolls over into the next budget year as well as the reserve. Yvonne Flores asked when the next quarter expense report will be and whether these numbers will be there as well. David Armijo said it will be end of September and there is an item on the agenda today to amend the budget for next year as there have been additional revenues from the state and federal government received.

**7. EXECUTIVE DIRECTOR'S REPORT**

David Armijo explained that it is included in the discussion and action items. Yvonne Flores asked if that can be done as she believes the report and the action items should be kept separate. Javier Perea asked if there was any other portion to the director's report besides the action items. David Armijo said there is not. Yvonne Flores commented that she has concerns about not having an Executive Director Report independent of the discussion and action items. She asked if it was required for David Armijo to have a director's report. Javier Perea said he will check to see if there is something in the bylaws to require that. Yvonne Flores

mentioned that it is on the agenda which the public sees, so she believes it's needed.

David Armijo gave the report. The service for the last year, including ridership, 34,622 people were carried. The biggest ridership was on the Red Route which carried 11,752 people; the second biggest was the Purple Route down to Sunland Park. The ridership has dropped due to COVID-19 in the second half of March but still carried just shy of 3,000 riders. Last July was the busiest at 4,300 riders. The average is between 1,600 and 1,800 riders each month. Ridership is expected to rise up over 2,000 once school service begins in September. Services will be beginning over the next two weeks on the Green Route. They are starting to prepare for services that will occur in October when Route 83 will be transitioned from Sun Metro to Transit; this will include new buses. They are looking at whether to begin taking revenues, taking fares on the buses. Sun metro will begin that next month; Roadrunner has not made a plan yet but may begin after Labor Day. They have added radio service on buses and are looking for federal funding reimbursements for that.

Manuel Sanchez asked if there has been any issues with staff of the SCRTD having exposure to COVID-19. David Armijo said there have been a couple incidences where people thought they were exposed; they did a quarantine, but no one has tested positive. Face masks and gloves have been used for drivers as well as riders; more face masks are now available for riders. Barriers are in the process of being installed on buses. Manuel Sanchez asked if they will be looking at the rate fares in the near future. David Armijo said that he's engaging conversations with other agencies where there is a move to utilize smartphones to allow people to use their phone to show they've paid as well as looking at how to do fares in a better way to keep social distancing. Manuel Sanchez commented that he believes a silver lining of the pandemic is to see how we use technology and utilize it better.

Nora Barraza asked if it is mandatory for all riders to wear face masks. David Armijo confirmed that it is as per the State of New Mexico. He commented that it's been confusing for the people in El Paso as they are in Texas, but they've been giving out some extra face masks they had on the buses for emergencies; other solutions need to be found to help minimize contact as this continues. Nora Barraza asked if they have thought about providing a route through the Town of Mesilla. David Armijo said that they have, and he is working on a new grant application; they received more money from the state which is getting closer to that. He believes there is an opportunity to do an internal circulator to get to Mesilla, Picacho Hills, and others to possibly begin within the next fiscal year.

## **8. DISCUSSION AND ACTION ITEMS**

### **a. Discuss Camino Real Account**

David Armijo gave the report. The report includes discussions with various entities. They have been working with Camino Real on a number of ads since 2017. Reviewing the billings, there were times where there was a purchase order open but there were times where lanes were not covered by a purchase order. One of the problems with the bills is that a lot of the invoices were batched rather than a regular monthly billing. In the fall of 2018, there were discussions with Camino Real to hold off on the ads as there wasn't the budget, however they were receiving bills. Beginning in 2019 they tried to negotiate with Camino Real to settle it out and made a new commitment of \$3,000.00 purchase order that would be issued in the fall to begin working again. This will coincide with the expansion of Camino Real up to Hatch and down to Sunland Park and Santa Teresa. The suggested resolution for the remaining invoices that have no purchase order and were not approved is to take the information from the recent audit to find insights as to the problems with Camino Real as well as have the auditor look at the remaining invoices and see if those billings should be paid or not. This analysis should be completed within the next 30 days before the next Board meeting.

Yvonne Flores asked if they don't believe the money is owed because there was no contract. David Armijo responded that from 2017 to 2019 there were purchase orders and there were billings without purchase orders, which are the problem invoices. Yvonne Flores asked for clarification on if it will be resolved with the auditor's report and asked what it has to do with Camino Real. David Armijo explained that some invoices were batched which means there were several received over the course of one time which makes it difficult to know what invoices have and haven't been paid. They are currently waiting for confirmation on the information and are waiting on Camino Real. Yvonne Flores commented that they should be able to tell the invoices by the dates and times of services. She asked what the auditor report would show that would bring more insight. David Armijo explained that it is the disagreement with Camino Real which is causing the need to have a third party to confirm. Yvonne Flores commented that this should have been resolved by now and she's uncertain how the auditor will help. She asked if they have the audit report from end of 2019 and asked if that would help address these issues. David Armijo stated that the state auditor has that report, but they don't have it as of yet. There was further discussion regarding the audit report and when it should be received from the state auditor. Javier Perea reminded the Board that there is no decision to be made by the Board for this item.

Gerald Smola, editor of Camino Real newspaper, commented that he is confused as to why he needs to continuously explain what happened. He believes they were mistreated when they delivered the newspapers with coupons and ads to the bus drivers and office. He requested to have a meeting with David Armijo for that issue as well as the payment issue with

the batched payments. The agreement with David Armijo is in the e-mail sent to Velma and so they agreed to send the documents when the check payment was ready. Velma could not issue anything as a credit memo has not been received; this is to include the \$3,000.00 purchase order mentioned earlier. Mr. Smola stated that they sent the credit memo to the correct person via certified mail and received confirmation it was delivered. He received an e-mail saying the purchase order is canceled later on, which was part of the agreement to settle the invoice issues. He then received a letter from someone in procurement requesting him to explain why they owe him. He added that the Spanish ads had to have corrections to the grammar as well as stories added to the back of the ads to show the human side. Roughly a month ago he received a letter with a copy of the invoice with a check for \$1,000.00 which pays for the purchase order that Velma said couldn't be issued because of the credit memo. He added that David Armijo sent him a public notice to attach to one of their additions which they agreed to add for a \$200.00 additional charge. However, he was told that David Armijo was not accepting the additional charge when the invoice was received and therefore, they had to issue another credit memo. He continued to notate his confusion as to why he is being asked to prove what he is owed.

Javier Perea asked what the amount of dispute is. Mr. Smola said that it is roughly \$8,000.00; he is willing to work something with the late charges. Javier Perea reminded him that no decision will be made today. He asked David Armijo if that is a different amount from what he shows. Ms. Vasquez commented that the amount being disputed is unknown as they do not have the invoices and exact amount. She continued that according to the invoices they have that everything is paid in full. Mr. Smola commented that the Board was presented with a statement listing the invoices. The balance as of the end of February before the \$1,000.00 was paid was roughly \$8,700.00. He has agreed to send a copy of the other invoices after the meeting.

David Armijo stated that a year ago when he met with Jerry that the obligation was *inaudible*, and they were trying to split the \$3,000.00 owed between them so they only owed \$1,500.00. Now that it has become over \$8,000.00, they need a verifiable invoice in order to pay which has not been received. Mr. Smola continued discussing the issue with the credit memo and purchase order that was canceled. Javier Perea commented that there is a disagreement as to the amount owed and reminded that a decision will not be made at this point. However, he suggested that Mr. Smola submit his materials to the auditor for consideration and agrees with the third party to look at the issue and make a decision. Mr. Smola again pleaded his case and voiced his frustration at having to talk to another entity. Javier Perea explained that Mr. Smola just needs to give the information to the auditor. Nora Barraza agrees with bringing in a third party but does not believe it

should be the auditors; rather it should be an independent auditor. Yvonne Flores asked if there are funds for an independent mediator. David Armijo said they will look into that option. All agreed a resolution needs to be found as soon as possible. Nora Barraza suggested that David Armijo give progress reports to Javier Perea.

**b. Discuss and Approve Fourth Quarter Financial Statement**

Motion by Manuel Sanchez, second by Gerald LaFont. There was discussion as to whether this is additions or a reflection of what they discussed at the last meeting. David Armijo explained that this is a yearend adjustment to balance out the bottom line in the budget. He added that he's going to roll over the operating reserve into their own reserve going into the next year. Motion passed. Yvonne Flores abstained.

**c. Discuss and Approve District FY2021 Amended Budget**

David Armijo gave a history of when they brought this before the Board before. Today he is discussing a contract reward from the state; annual budget from the NMDOT added \$60,000.00 for operations and \$7,733.00 for administration. The Pilot on Call program gave an additional \$64,000.00 from the NMDOT as well as an additional \$64,000.00 from the County. AARP awarded a grant for \$30,000.00 for benches. David Armijo continued explaining the amounts normally received; the amounts will change and increase once statistics will be submitted for the Route that is being acquired. There is a contract with the County to begin doing some advertisement starting in August.

Nora Barraza asked if they will be reimbursed for the COVID face mask items. David Armijo confirmed saying that the federal program CARES Act will be the reimbursement although the majority of the money received is being used on the shields for the buses. Nora Barraza asked Manuel Sanchez if they're getting reimbursed. Manuel Sanchez responded that he's unsure. The County put in a request for the CARES Act money but he's unsure it was done for the other municipalities. Nora Barraza said that she is going through the County.

David Armijo continued going through the amounts on the list; total expected operating revenues is \$1,655,788.26 with total expected capital revenues of \$1,579,795.22. He then discussed the spreadsheet showing the total expenses. The County funds are being used as the match funds for the new capital expenses instead of membership fees as those are being used for the reserves. He compared the total amount of expected expenses of \$1,581,211.80 with the total expected operating revenues to show a budget surplus of roughly \$70,000.00. There are no changes to expenses,

just additional funds. Nora Barraza asked if there were any salary increases for anyone. David Armijo confirmed that there are no pay increases.

Motion by Nora Barraza, second by Gerald LaFont. Motion passed.

**d. Discuss and Approve Resolution to Award a Contract Agreement to SBLC, LLC for the Ten Year Service & Financial Plan**

David Armijo reminded the Board that this was originally presented in May but there was missing information which has been sent out within the last two weeks. A grant was received by the state of New Mexico for \$50,000.00 with doing a local match of 20%; \$12,500.00. There is a federal requirement through the US Department of Transportation to do long range and 10 year plans. Currently there is a five year plan; the 10 year plan will follow the same path as the five year plan but with additional data.

There is a nine step planning process with community outreach; including a needs assessment for Las Cruces, Mesilla, Sierra County, and the surrounding area as well as evaluate the current fleet and infrastructure. This will bring about recommendations, strategies, financial plan, etcetera. The Board will be briefed within the first few months to go over the information and community outreach response. Additional items the plan will address is integrating other services, mobility issues, demand type services, and etcetera. David Armijo commented that this is being done at the same time the City of Las Cruces is working on their planning efforts so he will try to coordinate them as best he can.

The RFP was reviewed and approved by the State of New Mexico; looking at the consistencies of other long range plans and making sure the proper federal guidelines were there. It was released last fall without response so released it a second time this spring which brought two responses including Bohannon Houston and SBLC. A three member panel was scheduled to review the responses: A person from a transit agency in Florida, a person from Santa Fe, and David Armijo. David Armijo went over the evaluation criteria and concluded that the selected vendor should be SBLC.

Javier Perea asked if the contract is available. David Armijo said that it is in the RFP under section C. Yvonne Flores asked for confirmation that the selected vendor is SBLB, who reviewed the contract, and if the contract is a renewable contract or just for one year. David Armijo confirmed it's with SBLB, the State of New Mexico Department of Transportation Rail and Transit division, and for a period up to and not exceeding 12 months. Yvonne Flores stated that it was negotiated by NMDOT, it's the amount that SCRTD asked for in the amount of \$50,000.00, but the SCRTD needs to report to NMDOT for the deliverables. David Armijo confirmed that is

correct. Yvonne Flores commented that the approval is basically perfunctory as it's through NMDOT.

Yvonne Flores asked who selected the vendor. David Armijo stated that the selection panel recommended them, and they are requesting approval of that. Yvonne Flores asked who selected the members of the panel and who they were. David Armijo said that he selected them, and they were Liz Carter, an Assistant General Manager of Transportation for the Rio Metro Transit District and Steve Hendershot from Florida, who used to be head of operations at Peninsula County. Yvonne Flores asked how the panel members were selected. David Armijo said they were selected based on their experience with doing similar projects. Yvonne Flores quantified that the panel members were selected by David Armijo, they reviewed the proposals, and then selected SBLB from Fort Worth, Texas. She then asked who gave him the list of potential members. David Armijo said that he planned to use Michael Bartholomew with Roadrunner Transit and Michael McAdams from the MPO here, but they were already on the selection panel for their 10 year plan contract, so he had to go outside of local people.

Motion by Manuel Sanchez, second by Gerald LaFont. Motion passed.

**e. Discuss and Approve District End of Year Inventory and Estimated Value**

David Armijo explained that they are required to have an approval by the Board of the current inventory and estimated value, even though they have not done it before. The numbers are based off the recent audit; bus fleet - roughly \$450,000.00, maintenance inventory - \$15,000.00, phones - \$770.00, electronics which doesn't include the printers - \$3850.00, furniture and equipment - \$2,775.00, bus facility - \$250,000.00, with a total of \$723,035.52. Javier Perea asked if there is a need for a detailed list. David Armijo said that they do have that, and he can send it after the meeting as well as making it a part of the year going forward; including what is ordered.

Motion by Nora Barraza, second by Yvonne Flores. Motion passed.

**f. Discuss Logo**

David Armijo discussed how they have been using the South Central Regional logo with a slightly different color. He presented some ideas of the new colors available for the logo. Javier Perea commented that he thought the orange and gray colors were too muted. He likes the logo as it is simple and more modern; he included that as it almost looks like a rooster perhaps, they could add some center dash lines in the center to break it up a little. Yvonne Flores stated that this was voted on a couple of meetings

ago but now that she is looking at it again it looks like Pacman and she's wondering if they made the right decision. Gerald LaFont commented that he likes the color of the maroon and orange one; Yvonne Flores likes the green and orange; Javier Perea agrees with Yvonne Flores; Nora Barraza likes the blue or turquoise with the orange. David Armijo said moving forward they will need to decide on one and begin putting on everything, website, packets, buses, etcetera. Javier Perea suggested that for the next Board meeting the three choices stated earlier can be put in a survey to be voted on; there was agreement between the Members.

**9. BOARD COMMENT**

Yvonne Flores asked if they could put when the next meeting is on the agenda. Javier Perea agreed to have it added to the agenda. Nora Barraza commented that they all received correspondence from Velma and asked how they are going to address the Board on the concerns and what was on the letter. Javier Perea said yes but in a different format at this point.

**10. ADJOURNMENT (3:55 PM)**

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Chairperson

**Item #6 – July Financials**

<b>Bank of the West BNP Paribas</b>		
<b>South Central Regional Transit District</b>		
<b>Jul-20</b>		
Money Market	\$ 50,700.65	(Interest rate at .07% per year)
Operating Account 2003	\$ 76,075.75	
Payroll Account 2011	\$ 83,547.19	
<b>Total Cash On Hand at 07/31/2020</b>		<b><u>\$ 210,323.59</u></b>

## July Expenses

FY 19-20 July thru June 2021	Reporting for July 2020					
Descriptions	Budgeted Expenses	Revision Requests	Year to Date	Jul-20	% YTD	Remaining Balance
<i>Personnel Services</i>						
Salaries	863,146.00			\$ 63,418.10	7.3%	799,727.90
<i>Employee Benefits</i>						
FICA/Medicare Tax	63,544.00			\$ 10,152.11	16.0%	53,391.89
Unemployment Tax						0.00
Workers Comp Insurance	24,200.00			\$ 12,404.00	0.51%	11,796.00
Health Insurance and Life	113,373.00			\$ 6,903.49	6.1%	106,469.51
Retirement - PERA & PERA Smart Save	63,784.00			\$ 6,349.91	10.0%	57,434.09
<i>Travel &amp; Maintenance</i>						
Travel - Reimbursement	6,500.00				0.0%	6,500.00
Fuel - WEX	115,000.00			\$ 6,379.91	5.5%	108,620.09
Maintenance on Vehicles	25,000.00				0.0%	25,000.00
<i>Supplies</i>						
Equipment	22,500.00				0.0%	22,500.00
Fareboxes	2,200.00					2,200.00
Supplies (Covid19)	12,800.00				0.0%	12,800.00
<i>Insurances</i>						
D&O Insurance	3,640.00				-	3,640.00
NM Municipal League - NMSIF	66,000.00		-	4,522.00	0.07%	61,478.00
<i>Contractual Services</i>						
Professional Fees & Svcs/Audit	38,294.00			5,090.69	13.3%	33,203.31
Legal Fees	4,000.00				0.0%	4,000.00
Services ADP fees/Janitorial/RC Creations/Misc	5,200.00			\$ 648.24	12.5%	4,551.76
FineLine Graphics & Scott Mason Graphic	5,500.00					5,500.00
<i>Operating Costs</i>						
Advertisements/Promotional	350.00				0.0%	350.00
Conf/Seminars/Training	1,800.00			180.29	10.0%	1,619.71
Postage	744.00				0.0%	744.00
Office Equipment / COVID-19 Exp	12,500.00			723.95	5.8%	11,776.05
Subscription/Dues	2,100.00				0.0%	2,100.00
Cell phone / T-Mobile	4,800.00			\$ 250.21	5.2%	4,549.79
Radios	12,000.00					12,000.00
Utilities	14,820.00			\$ 525.58	3.5%	14,294.42
Bus Facility Lease	27,600.00				-	27,600.00
<b>Total Expenses</b>	<b>\$ 1,511,395.00</b>			<b>\$ 117,548.48</b>	<b>7.8%</b>	<b>\$ 1,393,846.52</b>

## July Revenues

FY 20-21 Revenue						
South Central Regional Transit District						
Reporting for July 2020						
Operating Revenue	Budgeted Revenue	Revision Request Increase/ (Decrease)	Y-T-D Received PMT	Invoiced But Not Received	% Y_T_D	Balance
<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	0%	\$ 1,124.00
VILLAGE OF HATCH	\$ 843.00		\$ 843.00		100%	\$ -
CITY OF ANTHONY	\$ 4,680.00			\$ 4,680.00	0%	\$ 4,680.00
CITY OF ELEPHANT BUTTE	\$ 732.00			\$ 732.00	0%	\$ 732.00
VILLAGE OF WILLIAMSBURG	\$ 229.00			\$ 229.00	0%	\$ 229.00
Subtotal	\$ 107,960.00		\$ 101,195.00	\$ 6,765.00		\$ 6,765.00
<b>Grants &amp; MOU</b>						
Dona Ana County GRT	\$ 479,000.00		\$ 105,380.00		22%	\$ 373,620.00
Dona Ana County Pilot Project	\$ 64,000.00				0%	\$ 64,000.00
NMDOT Pilot Project Funds	\$ 64,000.00		\$ 461.00		1%	\$ 63,539.00
NMDOT 5311	\$ 175,867.52		\$ 59,793.90		34%	\$ 116,073.62
NMDOT 5311*	\$ 601,368.26				0%	\$ 601,368.26
TX DOT 5307 Funds	\$ 18,500.00				0%	\$ 18,500.00
Surplus Carryover FY2019-20	\$ 40,000.00				0%	\$ 40,000.00
Subtotal	\$ 1,442,735.78		\$ 165,634.90	\$ -		\$ 1,277,100.88
<b>Other Source Revenue</b>						
Bus Fares/Ticket Sales	\$ 84,000.00				0%	\$ 84,000.00
Advertising Revenue	\$ 12,000.00				0%	\$ 12,000.00
DMV FEES	\$ 37,500.00				0%	\$ 37,500.00
Subtotal	\$ 133,500.00				0%	\$ 133,500.00
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 1,684,195.78</b>	<b>\$ -</b>	<b>\$ 266,829.90</b>	<b>\$ 6,765.00</b>	<b>16%</b>	<b>\$1,417,365.88</b>
<b>Capital Appropriations</b>						
<b>FHWA Funds</b>	\$ 1,170,528.00				0%	\$ 1,170,528.00
<b>Legislature Local Match</b>	\$ 180,000.00				0%	\$ 180,000.00
NM DOT 5339 Facility	\$ 44,243.22				0%	\$ 44,243.22
NM DOT 5339 Radios	\$ 30,761.10				0%	\$ 30,761.10
NM DOT Planning Funds	\$ 50,000.00				0%	\$ 50,000.00
NM DOT 5311 (Bus)	\$ 74,262.90				0%	\$ 74,262.90
Bus Shelters (AARP)	\$ 30,000.00				0%	\$ 30,000.00
<b>TOTAL REVENUES</b>	<b>\$ 1,579,795.22</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$1,579,795.22</b>

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

A verbal report will be provided at the Board meeting.

**Item #8 - Discussion and Action Items:**

- a. Discuss and Approve Submission of Section 5311 Program Grant Application for FY2022

This will be the Districts fifth application submitted. The FY2021 award was \$67,000 more than FY2020. This year’s request is listed by project and funding in the table below.

**Table 1 – Project List & Funds**

<b>South Central Regional Transit District - Project Listing &amp; Funds</b>						
<b>PROJECT LIST</b>						<b>FUNDS</b>
Operating Assistance up to 50% Federal Share - Intercity						\$293,701
Operating Assistance up to 50% Federal Share - Rural						\$800,565
Project Administration						\$260,694
Operating & Administration Total Annual Funding						\$1,354,960
Capital - Buy Mid Size Bus Replacement Bus						\$99,800
Acquisition - Support Vehicles						\$46,800
Acquisition - Support Vehicles						\$38,600
Capital - Buy Mid Size Bus - Expansion Bus						\$99,800
Rehab & Renovation of Bus Facility						\$99,800
Capital Funding Total Funding						\$384,800
<b>Total Funding Requested</b>						<b>\$1,739,760</b>

The District is requesting more funding to increase operations, either frequency of service or service area. The latter may include sufficient funds to extend service to Sierra County. Increasing frequency is a priority for our customers to have improved service with more transit trips.

The application includes a three year period for transit service performance for the District. Below, Table 2 lists the District’s Three Year Transit Service Performance.

**Table 2 – Transit Service Performance**

<b>Ridership and Transit System Statistics</b>				
Line #	Category	2019	2020 *	2021 Projected
1	Annual Ridership	35124	41538	124,400
2	Annual Mileage	280099	349419	409215
3	Annual Vehicle Hours	10167	11932	16915
4	Annual Revenues	13600	20800	117200
5	Total Administrative Costs	187185	224832	2296199
6	Total Operating Costs	542888	683751	714485
7	Total Non-capital Costs (line 5 + line 6)	730073	908583	1,010,684
8	Fare box Recovery (line 4/line 7)	0.019	0.023	0.12
9	Operating Recovery (line 4/line 6)	0.025	0.30	0.14
10	Total Cost per Hour (line 7/line 3)	72.58	75.14	62.97
11	Operating Cost per Mile (line 6/line 2)	1.93	1.95	1.74
12	Operating Cost per Hour (line 6/line 3)	53.39	57.30	42.24
13	Operating Cost per Trip (line 6/line 1)	15.45	16.46	5.74
14	Trips per Mile (line 1/line 2)	0.13	0.12	0.30
15	Trips per Hour (line 1/line 3)	3.45	3.48	7.35

\* Prorate statistics to end of FY.

The transit system continues to grow with ridership increasing each year. However, productivity is also improving with the cost per trip and per mile improving each year as well. While cost of service increases each year, the cost per unit is declining showing an improvement in productivity. For example, the operating cost per hour has dropped to \$42.24 and cost per mile to \$1.74. Ridership per hour will rise from 3.45 to 7.35 in the next year. Ridership will grow from 41,500 rides annually to 124,400 in the next year. This includes the acquisition of the Sunland Park to downtown El Paso corridor.

b. Discuss and approve the 2022 Infrastructure Capital Improvement Plan (ICIP)

The District has updated the FY2021 plan to reflect recent changes in the funding received by the District. A copy of the new plan FY2022 ICIP Plan is attached to the Board Agenda package and will be posted on the District website. Below is the summary of the five projects that are part of the plan and show progress made in the ICIP to date. Funding for operations and capital has grown significantly since 2015.

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**Infrastructure Capital Improvement Plan FY 2022-2026**

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**South Central Regional Transit District  
Project Summary**

ID	Year	Rank	Project Title	Category	Funded to date	Funding					Total Project Cost	Amount Not Yet Funded	Phases?
						2022	2023	2024	2025	2026			
28555	2022	001	Transit Vehicles & Bus Shelters Purchase	Facilities - Administrative Facilities	505,000	87,780	136,000	136,000	0	0	864,780	359,780	Yes
29348	2022	002	Bus Facility	Facilities - Administrative Facilities	0	385,000	0	0	0	0	385,000	385,000	Yes
28565	2022	003	Construct Transit Facility	Facilities - Administrative Facilities	39,000	1,461,000	250,000	2,750,000	0	0	4,500,000	4,461,000	Yes
28556	2022	004	Bus Stop Shelters	Facilities - Administrative Facilities	30,000	15,000	20,000	35,000	0	0	100,000	70,000	No
29367	2022	005	Intermodal Facility	Facilities - Administrative Facilities	0	280,000	100,000	825,000	0	0	1,205,000	1,205,000	Yes
<b>Number of projects:</b>			5										
<b>Grand Totals</b>			<b>Funded to date:</b>	<b>Year 1:</b>	<b>Year 2:</b>	<b>Year 3:</b>	<b>Year 4:</b>	<b>Year 5:</b>	<b>Total Project Cost:</b>	<b>Total Not Yet Funded:</b>			
			574,000	2,228,780	506,000	3,746,000	0	0	7,054,780	6,480,780			

c. Discuss Zia Therapy Request for funding in Fiscal Year 2021 and 2022

Zia Therapy has requested funding for the next Fiscal Year that begins on October 1, 2020 and runs through September 2021. The following image is the Zia Therapy request for Fiscal Year 2020-2021.



August 18, 2020

Re: Public Transportation Contract for FY2020-2021- SCRTD/Las Cruces

Scope of Work: Ztrans will provide Public Transportation Monday through Friday from 6am-7:15pm. Currently, we run three routes starting at 6am, 11am and 4pm. Service area from Alamogordo to Las Cruces with stops at both medical centers, Mesilla Valley Mall and NMSU.

Payment and Term: Zia received an amendment to our FY20-21 section 5311 Administrative and Operating budget from NMDOT. It now states, the CARE's ACT will pick up 100% of the Administrative costs and 94% of Operating costs for the FY20-21 year, which begins October 1, 2020 and ends on September 30, 2021.

We are requesting the SCRTD to budget, for Public Transportation **\$24,553.23** as their local match. Even though you will not expend that amount for the 20-21 year. Once you remove a budgeted item, it's hard to get it back. The reason the match is going up is due to New Mexico's three-year minimum wage increase, this will be the \$1.50 increase.

The six (6%) of Operating includes your percentage of fares that normally Ztrans would of charged passengers, but will waive for FY20-21. Again, Ztrans will not be charging FARES for this funding year.

The SCRTD's actual financial responsibility for FY20-21:

Administrative Budget for Ruidoso Downs: \$ 0.00

Operating Budget (6%): \$1,466.27

Total Financial responsibility: \$1,466.27

This is all because of COVID-19, this pandemic has financially impacted the whole state of New Mexico in a negative way. The CARES ACT is helping our partners deal with this financial burden until September 30, 2021.

Respectfully,

*for:*   
Margaret S. O'Neill,  
Chief Executive Officer

More specifically, Zia Therapy is requesting \$1,466.27 in funding for the next fiscal year in support of their local match for their federal grant that pays for the operation and administration of the Ztrans bus route operating from Alamogordo to Las Cruces.

Additionally, Zia Therapy is requesting that the District budget \$24,553.23 as local match for this service in the next year even though the funds will not be required but will be required in the next fiscal year, FY21-22, beginning in October 2021.

Unfortunately, funding is tight and would require the District to cut services to offset this request, especially in the next fiscal year. The District will need to consider all services currently provided and planned in the future before making such a commitment. The County frozen our funding to 2019 levels and if that occurs next year without the Cares Act Funding from NM DOT via the federal government, then the District will see a shortfall in excess of \$200,000. To offset this deficit additional funding will be needed from other sources or service cuts will need to be implemented.

d. Discuss receipt of \$30,000 AARP Grant for bus benches and shelters

The SCRTRD competed nationally among hundreds of applicants and were among two selected in Dona Ana County. The project is to add benches, covers and lighting to the area's bus stops to encourage residents to take advantage of public transportation. A list of bus stops has been identified and additional information is required before a decision can be made where to spend these funds. An analysis will come before the board this fall.

e. **Logo Selection**

The selection process has narrowed to the following three colors of the Logo.

1.



2.



3.



**#9 Action Items: Resolutions**

**South Central Regional Transit District**

**Resolution Number: FY21-01**

**A Resolution approving submittal of FY2022 5311 Rural Transit Grant Application for SCR TD**

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

**WHEREAS**, the District has received annual funding from the New Mexico Department of Transportation in 5311 Rural Transit Funding in fiscal years 2016 through 2020.

**WHEREAS**, the South-Central Regional Transit District Board of Directors has drafted and plans to submit to the New Mexico Department of Transportation an application for \$1,739,760 in grant funding for the 5311 Rural Transit Program funding for Fiscal Year 2022 that will support transit.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the South-Central Regional Transit District does hereby approve the submittal of the FY2022-5311 Rural Transit Grant.

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

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Javier Perea, SCR TD Board Chair

ATTEST:

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David Armijo, Executive Director

**South Central Regional Transit District**

**Resolution Number: FY21-02**

**A RESOLUTION ADOPTING AN INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN (ICIP)**

WHEREAS, the South Central Regional Transit District recognizes that the financing of public capital projects has become a major concern in New Mexico and nationally; and

WHEREAS, in times of scarce resources, it is necessary to find new financing mechanisms and maximize the use of existing resources; and

WHEREAS, systematic capital improvements planning is an effective tool for communities to define their development needs, establish priorities and pursue concrete actions and strategies to achieve necessary project development; and

WHEREAS, this process contributes to local and regional efforts in project identification and selection in short- and long-range capital planning efforts.

NOW, THEREFORE, BE IT RESOLVED BY THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT that:

1. The South Central Regional Transit District has adopted the attached 2022-2026 Infrastructure Capital Improvement Plan, and
2. It is intended that the Plan be a working document and is the first of many steps toward improving rational, long-range capital planning and budgeting for New Mexico's infrastructure.
3. This resolution supersedes resolution no. 7.

PASSED, APPROVED and ADOPTED by the governing body at its meeting of August 26, 2020.

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Javier Perea, SCRTD Board Chair

ATTEST:

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David Armijo, Executive Director