

SOUTH CENTRAL REGIONAL TRANSIT
DISTRICT BOARD OF DIRECTORS
Board Meeting
AGENDA

Wednesday, September 23, 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, September 23, 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 SCRDT 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. The information will be provided to the Transit District Board.

Wednesday, Sep 23, 2020 1:00 pm | 2 hours | (UTC-06:00) Mountain Time (US & Canada)

Meeting number: 133 195 5005

Password: SCRDT0923

<https://donaanacounty.webex.com/donaanacounty/j.php?MTID=mb734af61de57aaa0fff2f567987269e0>

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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 – AMENDED

September 23, 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. Financial Report for August – David Armijo
7. Executive Director's Report- David Armijo
8. Discussion and Action items
 - a. AARP Presentation – David Lynch
 - b. Discuss and Approve FY2020-2021 Budget Adjustment
 - c. Discuss Audit FY2019-2020 – Itza Sosa, Auditor, Beasley, Mitchell & Co.
 - d. Approve Zia Therapy Contract, FY2020-FY2021
9. Board Comment
10. Adjourn - **Next Meeting, October 22, 2020.**
11. Closed Session: Personnel Matters
 - a. Discuss personnel matters regarding the Executive Director.

THE DISTRICT MAY CONVENE IN CLOSED SESSION to discuss personnel matters as authorized by the Open Meetings Act, § 10-15-1 (H)(2) and (5) (NMSA 1978).
THE DISTRICT MAY CONVENE IN OPEN SESSION to take action, if any, on the closed session items.

Item #5 - August Minutes

**South Central RTD
Board of Directors Meeting
Wednesday,
August 26, 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
Majorie Powey, Village of Williamsburg
Mayor Pro-Tem Gandara proxy for Yvonne Flores, City of Las Cruces
Manuel Sanchez, Doña Ana County

MEMBERS ABSENT:

Diana Trujillo, City of Anthony
Gerald LaFont, City of Elephant Butte
James "Slim" Whitlock, Village of Hatch

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

OTHERS PRESENT: Joe Hardin, ZTrans

Javier Perea called the meeting to order at approximately 1:30.

1. PLEDGE OF ALLEGIANCE (1:30 PM)

ALL STAND FOR THE PLEDGE OF ALLEGIANCE.

2. ROLL CALL

A quorum was determined to be present.

3. CHANGES TO THE AGENDA

There were no changes to the agenda. Motioned by Nora Barraza, second by Manuel Sanchez. Passed unanimously.

4. PUBLIC INPUT

There were none.

Nora Barraza asked if anyone received anything in writing for public input. There was none received. It will continue to be open so there is access and they are live streaming so people can still provide public input after the meeting which will be available at the next meeting.

5. APPROVAL OF SCRTD MEETING MINUTES OF July 29, 2020

There were no changes to the minutes. Motioned by Nora Barraza, seconded by Manuel Sanchez. Passed unanimously.

6. JULY FINANCIAL REPORT

David Armijo gave the financial report. As of July 31st, there was roughly \$210,000.00 on hand including \$50,000.00 in money market, over \$76,000.00 in the operating account, and roughly \$83,000.00 in the payroll account. Javier Perea mentioned that he is relieved there's money in the bank. David Armijo added that the balance is still roughly the same as they near the end of August; they were able to move some money into the money market account to bring it to \$75,000.00. Additional funds should be coming in for the Member cities which will help the goal of getting to \$85,000.00 in the money market.

The expenditures budget for the year is roughly \$1.5 million; there is more money in the budget this year because of staff and service. July had three payrolls showing the salary at \$63,418.00 which is roughly 7% of the year to date which is higher than normal. However, the salary is running below budget for the year, it was only high because of the extra payroll. FICA was over \$10,000.00 which was high. David Armijo is concerned the number will be too low for the year so they will need to watch it closely. The workers comp insurance was shifted to the New Mexico Municipal League which is paid twice a year in July and January; half the year of \$12,404.00 shows 51% of the budget. There will need to be an adjustment for the second charge in January for a few hundred dollars. Health insurance came in under at \$6,903.00 which is 6% for the year; some employees do not take the full option for insurance. The PRA came in a little high because of the three payrolls; \$6,349.00 or roughly 10% but should be closer to 8%. The fuel bill of \$6,379.00 was paid off at the end of the fiscal year. However, the average is more so he believes the number should be closer to \$9,000.00. Currently they are under for the month but may need to adjust in August. Charges to insurance and equipment are minimal because they have been reduced and drew as much as could be done when June was closed, respectively. The numbers will change in August. Nora Barraza asked why there is nothing budgeted under Unemployment Tax. David Armijo confirmed that is correct and he is working through that this first month. He did budget for that, but it seems to be connected to the ADP taxes, so it is showing in there instead; the ADP therefore shows high. He will work to break it out for August and may need an adjustment in September. Nora Barraza

commented that the worker's comp is showing at 0.51% instead of the 51% he stated. David Armijo agreed that it will need to be fixed as it should be 51%.

Membership fees received are over \$101,000.00. There are outstanding billings which they are working with the CFO's to get caught up; one of the issues tend to be incorrect mailing address. August work entails capital funds: acquisition of radios and looking for a vehicle to carry over. Some of these grants expire on September 30th so they are moving aggressively to get the money encumbered or spent by then. Nora Barraza commented that she is waiting to see how the gross receipts are coming in on the month to month basis before she pays her membership fees. She wants to make sure there's enough to address the immediate needs in the Town of Mesilla. She noted that under the other source revenues the bus fares ticket sales were none in July for the Town of Mesilla. David Armijo confirmed that is correct. Because of COVID-19 the transit agencies suspended fare box revenue back in March. There was a plan to go back in September but now it has been moved to October. They are looking at alternatives as people are concerned about handling money. Sun Metro in El Paso did launch and start collecting revenues so they would like to get back to receiving revenues for the buses again. Nora Barraza agreed as it's a concern especially with the advertising there needs to be revenue coming in. She asked if there was any advertising on the buses. David Armijo said there is they will show revenue in either August or September because they are under contract with Doña Ana County and are waiting on the purchase order. They have been talking with Katherine and vendors to put ads on the buses; trying to find out if they're going to cover the ads for the census or if there will be new ads put on the buses dealing with COVID-19 and using masks.

Manuel Sanchez asked if there's been response regarding the audit. David Armijo said it should be posted any day now from the state auditor. As of last week, it has not been received. He would like for it to show up soon so it can be put in the next Board meeting. Javier Perea commented that there's a waiting period for the release of that, but the City can request the waiting period to be waived.

7. EXECUTIVE DIRECTOR'S REPORT

David Armijo gave the Executive Director's report which included the Discussion items. Services and ridership reduced roughly 50% in March mainly due to school bus closing. School services were immediately cut which reduced about 20% of the services. There were vacant positions within the next few months. Starting in July and August ridership began moving up 20% due to businesses reopening, the school teachers going back to Hatch, and adding some of the trips that were cut including service on the Red, Purple and Turquoise Routes; early morning and late afternoon school trips. He commented that ridership is dependent on the economy perception of safety. Ridership upon entering into March was roughly 3,000 trips a month. Last summer there was closer to 5,000 people a month. The ridership dropped from 3,000 to 1,600; the worst month being May with 1,300. Things have

been climbing back up with a projection in August of roughly 2,007. Moving forward with September, more service, and some schools reopening there is an expected increase in ridership. The goal is to an additional 20% to 25% riders. If the goal is met, they should reach about 30,000 people for the year; lower than anticipated for the year had COVID-19 not happened.

They received an agreement from the County at the tail end of June which delayed the roll out of the on call service; unsure if there would be enough funds. A number of intake forms for the operators were developed. The forms are available in Teams with Microsoft to connect to all computers. Both an operator and part time dispatcher were hired and trained in July; the operator ended up being a dispatcher, so a new operator needs to be hired. Additional space was given by the City of Las Cruces in the Mesilla Valley Intermodal Center which has allowed twice the space and more room for more people. A host computer handles all intakes and calls but will also be used if people come in to discuss services. There are currently roughly four customers in the system; two people travel Tuesdays and Thursdays and someone on Wednesday. He would like to bring an update to the Board in October/November to see how it is working as there will be more interest once the trips begin.

The service area in pink being shown is the Doña Ana area with the Greyhound bus terminal is. The Green Route goes through there to connect with them and RoadRUNNER. A better map is in the works to use digitally for trips. They are looking at transitioning the forms into Access to tag and collect data over time. The expectation of this pilot program will be to show what works, how much the cost will be, whether it can be continued in the future, and whether it can be expanded or not. The full service changes for August included revising the maps; the online schedules show the school trips but have an asterisk to notate it's when schools open allowing them to not have to reprint all the schedules which saves money. A rider guide has been added to the website to help people plan ahead; it has been done before but this is more elaborate. The Purple Route was split, the lower route from the City Hall and Casino going to the west side of El Paso has been changed to the Silver Route. When the new service where the 83 makes the connections, it will be easier to make connections with the Silver Route and the Purple Route will come direct into the facility. Majorie Powey asked if masks will be required to ride buses and if there has been any kickback from people. David Armijo confirmed that masks are required. The county provided 2,500 masks and the state gave an additional 500. There is trouble with people boarding without a mask, so the operators are able to provide one if they don't have one. There is a notice on the door so people can see they must wear a mask. There hasn't been a major problem with it, mostly families with children.

There were some challenges with the 83 transition where the bus stop inside the facility was being replaced. More of the express rapid buses are being brought into the service center so Route 83 was moved; the facility wanted to move the bus to the back of the service center, but people would have a much longer walk.

He instead found a spot outside that doesn't have a lot of use but has a shelter and bench. It is located on Santa Fe Street located on the side of the street with the terminal to make it easier to get inside without crossing the street. The bus manufacturer had a delay of two months because of the shut down so the buses will be done by the end of October instead of this week. The existing fleet will do the work for roughly 30 days; there are a couple changes to make enough capacity. There are sufficient mechanics hired to keep the buses moving until the new ones come in. The buses ordered will be hyper-electric buses which are 35 feet long with 32 passengers: longer and larger than the current buses. There is interior ad space and has a ramp rather than a lift which makes it easier and accessible for people with disabilities as well as those with strollers or canes.

David Armijo is in discussions with contractors to find a way to do electronic fare medium using smart phones. During the 10 year plan, the consultant will do surveys on and off the buses to gain a better understanding of how many people have or do not have a smart phone. There are a number of companies that work like a bank with fares and costs as this situation will not go away due to COVID-19 and the fares need to get going again. This is one alternative as well as talking about day passes and transfers. There are enough transfers to make it to the end of the year before purchasing more script. Both the paper script and the smart phone fares are expensive, so there needs to be discussion on what the benefit for both are. Javier Perea asked if they have thought about doing seven day or monthly passes. He would prefer to purchase a weekly pass and not worry about putting in a fare each time riding a bus. David Armijo agreed and said he thinks what works the best is the electronic medium similar to toll roads except on a phone. One way to get people away from cash is to offer discounts, such as a week pass costs five days giving two days free. The goal is to not have people counting money so passing on the benefits to the customers is best. Therefore, they are looking at ways to do that or find another means to offset the people paying cash. This will not be done by October but can probably be working by the first of the year.

They have the old fashioned diamond fare boxes that takes cash which is roughly \$11,000.00 per bus rather than the electronic fare boxes as they cost close to \$20,000.00 per bus. If the entire fleet is replaced at 15 buses at \$20,000.00 per bus it would be \$300,000.00, which they do not have. However, they are looking into programs or grants to find a way to purchase that. If they can do smart phones as the fare box, then that will save money and they can leverage a reasonable discount for people who do not have the smart phone. Nora Barraza commented that she is concerned some of the people are not into electronics and she does not think they will ever completely get out of the cash form. David Armijo agreed. There is a benefit with people coming in from Sunland Park, Santa Teresa, and El Paso that are paying a higher fare of \$1.50. Most people are paying cash even though Sun Metro offers a fare medium; they end up overpaying most of the time because they do not have exact change. A balancing act needs to be met to address the needs of the customer as well as migrate them long term. This

includes not having additional staff to count the money and for them a financial benefit. Another option is to create a script, but the cost is great and difficult to find how and where to send them, the box, software integration, and the program.

Manuel Sanchez commented that he understands the cash issue but with COVID-19 people are using Apple Pay and Google Pay to be touchless. Given the Wi-Fi capability on the buses there could be an option to do those touchless payments. There will need to be the option to pay in cash but once the technology is introduced people will begin switching to touchless payments. He did a search and noticed that New York City and Portland utilize something like Apple Pay to pay the fares. David Armijo stated that they spent almost \$100 million on a fare policy a few years ago only to go offline and do something cheaper and better. If there is a way to partner with someone who is already doing it in the industry that is the best way forward and what they are working to do. They have identified two sources of smaller transit agencies and he will have more details the next time they discuss this. Nora Barraza added that she has no idea how to use Google or Apple Pay which shows that her era will need help catching up. David Armijo commented that at times he leaves his house without his wallet but never without his phone.

The AARP gave a grant of \$30,000.00 which will be sent via ACH next month. They are working closely with David Lynch who is the AARP local chapter CEO. He went out on the buses himself to do a photoshoot. They will pick up a matching cost for the grant which would include things such as concrete. There are opportunities to quickly move such as getting benches at the transit center in Anthony. He showed a bench that had a motif and suggested working with the local schools to decorate tiles and add them into the shelter; highlight local community and work with volunteers from AARP. Nora Barraza commented that she thinks it is great, but she is concerned who will be responsible for cleaning the stations. The City workers clean the benches and areas in the City limits, who will be responsible for it in other places. David Armijo said that it will be negotiable and will have to be decided before putting a bench or shelter in the area. He commented that when he lived in Dallas, he ended up emptying a trash can near a church for months because the city would not do it, then he spoke with the deacon of the church who got the help needed. Diana Trujillo commented that she knows that in Anthony there are places where businesses close to the benches will pick up the litter themselves. Many of the residents that ride the bus stop near her place of work come in for water or shade and she said that she can help out and volunteer for them. David Armijo commented that she has a good location for a shelter as well.

The ad that will be run has the opportunity to be run in English and Spanish. They are working with the county on the decision as there will only be three ads: one in English with two in Spanish or reverse. The ads will run for three months and offer a discount with the county to extend the time period. The ads will most likely be in the north county, central county, and southern county but it will be up to the county to advise where the ads will go. This should bring in roughly \$750.00 a month in

revenue; the more people see ads, the more calls come in. Some other companies were going to place ads with them but became postponed in March when COVID-19 hit.

The senior food boxes did not have volunteers in April, so they did the pickup in Las Cruces, delivery, and distribution. The last two trips have had staff at the senior center to help mitigate the work. Now it is pick up and deliver as the volunteers do the distribution. This is roughly a five hour day, mostly on the road; two hours of distribution with three hours of travel. The bus being used is one that was used for the migrants last year. They hope to continue until Sierra County has enough resources themselves. Majie Powey thanked them for the Sierra County seniors because they have been severely affected and will not leave their homes as they are terrified. David Armijo stated the only cost is the fuel, the bus, and the driver.

8. DISCUSSION AND ACTION ITEMS

a. Discuss and Approve a Resolution Authorizing the Submission of Section 5311 Program Grant Application

David Armijo said this is a 5311 grant application for fiscal year 2022. They have been doing the grants since 2015; the first grant received in 2016. Started with roughly \$340,000.00 in 2016/2017 and now looking at roughly \$1.7 million; operating is almost \$1.1 million. Project Administration is the overhead that he increased this year from last year. Intercity/Rural was changed; two years ago both the north county transit district outside of Santa Fe and into parts of Albuquerque and ours starting with 15% of service was intercity but as growth occurs it has grown to 20% this past year and this coming year is expected to be 25% or more. Some items do not get counted as urban, from there they are qualified for urban funding especially in El Paso County, Sunland Park, and Santa Teresa which are a part of the urban service area. The hope is to get more federal funds out of the El Paso MPO. There is money in the budget which will grow now that there will be Sunland Park service. The capital requests include replacing buses, the ones from Albuquerque will need to be replaced within a year or so; an expansion bus, for Sierra County and link it with the Green Route. The resources should be received by June 2021; last year there was \$67,000.00 more received. The hope is with growing ridership they will receive more money from the state.

He showed the columns of what the state requires them to provide from 2019 through 2021. The year 2020 is the year that will end next month; he made projections as to where they will end up. The 2021 projection includes significant increase in ridership expected with the 83 Route beginning in October through September 2021; there will also be more performance improvements. The operating costs per trip are currently around \$15.00 per

trip but will drop to as little as \$5.00 per trip. The operating costs for miles is below \$2.00 per mile and operating costs per hour drops from \$57.00 to \$42.00. The 83 Route will gain ridership, but it is a short route between Sunland Park and Santa Teresa or Sunland Park and East El Paso: a 90 minute loop round trip. It now gives both an urban and rural operation.

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

b. Discuss and Approve a Resolution Adopting an Infrastructure Capital Improvement Plan (ICIP) for 2022-2026

David Armijo explained the ICIP is an important program that receives funding; year to date is \$574,000.00. Money is for transit vehicles, shelters, bus facility, construction of a transit facility, and an intermodal facility. Some is in line with the Tiger Grant that was looked at a year ago. The bus purchase was done as a special through the budget with the state; it was funded and completed which is why it is not listed. He is uncertain if it should still show up even though it is closed out.

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

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

David Armijo spoke about the letter received as well as phone calls with the staff at Zia Therapy. There is an annual contract with Zia Therapy for the last five years to support the local match for the ZTrans bus route. Historically the contract has been roughly \$8,000.00 a year and has grown to \$12,000.00 a year. There was an added \$10,000.00 from the City of Las Cruces last year which was run through this contract and the agreement was adjusted to include the money last summer. Moving forward the CARES Act is picking up the match so it was understood by letter by Zia Therapy that they would not have funding for the next 12 months, starting the October 2020 fiscal year. Therefore, money was not budgeted for the program. A request was received from them for funding of \$1,466.00 or roughly 6% as that is the anticipated shortfall. They do not anticipate collecting fares in the coming year. They would also like to budget \$24,553.00 for the local match for the next year so they will be available when going into next year's program. They ask for a commitment as now there are grants being done for the coming year. The \$1,466.00 can be taken out of the reserves and there can be something done for the coming year. However, the \$24,553.00 without support from the City is questionable. When the CARES Act runs out next September there would not be additional funds from the state, so unless the funds can come from the county they would be in a difficult financial position as well as have difficulty adding to the cash reserves.

Sharon from Zia Therapy stated that the 2021 year starting October 1st, the maximum cost accounting is the \$1,466.27. They have to apply for funding under 5311. The state requires them to get financial commitment letters even though it is over a year out which is why they need the financial commitment; not a binding contract but something stating they will financially support the transportation system. They are nonprofit so it must go through the RTD which means the SCRTD needs to request the funding part for the Zia Therapy and it must go through the SCRTD. The City has committed their portion due to the minimum wage increase. The RTD would be \$14,129.00 and the City of Las Cruces \$11,173.00 to total \$25,303.00 and they need the letter of financial commitment.

Javier Perea asked if this was just a discussion or if action needed to be taken. David Armijo said that they can bring it back next month. He stated his concern is if the commitment is done right now then it would be done without a conversation with the City of Las Cruces. He stated that if the Board would like for him to bring it next month he would need to discuss with the City and get their commitment so they can combine a letter for Zia Therapy. The two things they are discussing now is the \$1,400.00 request now and the commitment not for the coming year but the year after. Zia Therapy is trying to leverage the commitment so they can get the federal funds for 2021/2022.

Nora Barraza asked if Zia Transit is out of Alamogordo. David Armijo confirmed. Nora Barraza said that in the letter it says "administrative budget for Ruidoso Downs" shows \$0. She asked if this has anything to do with Ruidoso Downs. Sharon responded that they combine transportation in Lincoln County for Ruidoso Downs, the Village of Ruidoso, Mescalero, and Alamogordo into Las Cruces. Nora Barraza commented that she does not understand why Ruidoso Downs is part of the letter to RTD in Las Cruces. She asked about the \$14,000.00 out of reserve. David Armijo responded said that if they will take the commitment for the next coming year it would have to come out of there but would not take it now. They are unable to use federal funds on this which means it has to be membership fees or county funds. He is uncertain they should ask Doña Ana County for funds for services going into Otero County so the \$14,000.00 would have to come from the members. Nora Barraza said that her concern is the money market account are the reserves. David Armijo confirmed and stated that it is his commitment to not touch those funds as they are trying to get it up to \$85,000.00. Therefore, it would be up to the Board whether they take any money out. Nora Barraza stated that they should only consider going into the reserve fund in dire emergency in order to build it up. Therefore, she has concerns for the commitment as there is an unknown with COVID-19.

Javier Perea asked if the City of Las Cruces has been approached regarding this. David Armijo confirmed as the date of the letter was August

18th however there has been discussions before that. He will take the request to the City of Las Cruces. The last meeting was with David Dollahon, Assistant City Manager who had concerns about longevity of paying for the program on a staff level. David Armijo does not know where the City is financially although RoadRUNNER has received additional funds for COVID-19. He commented that everyone is uncertain where they will be 15 plus months in the future because of COVID-19. Javier Perea voiced his concern that this conversation may be premature because they do not know what the commitment for the City is for this route. He does not want to also have the \$11,000.00 the City is supposed to commit; there has been talk about adding or expanding service to Sierra County.

Manuel Sanchez stated that he shares the reservations of Javier Perea. From the county's perspective they have been waiting for a better sense of the GRT's and others for their budget before committing additional funds. He mentioned that there are members in Sierra County so there should be priority of adding service to them. Javier Perea asked if there are any commitments from Otero County for this service. Sharon stated that the commitment is from NMDOT; they pay 50% of operating and 80% of admin. Clarification of the matching component is that Otero County is currently participating but they need to ask them for more. The matching partners are the City, Otero County, their own Zia endowment, Mescalero Apache Tribe, Village of Ruidoso, Ruidoso Downs, and SCRTD. Javier Perea suggested that because of the reservations from the Board they should hear from the City of Las Cruces before making a decision. There are still concerns regarding dipping into the reserves when they are trying to build it up. He suggested bringing this to next month's meeting.

Councilor Gandara commented that she will have a conversation with the City Manager in terms of the City putting their portion in. She stated that it is a chance for more people to get to doctor appointments and other places, especially during COVID-19. It is a large concern and she has many constituents that have issues with transportation, so she supports this route. David Armijo stated that he will bring this back next month after speaking with David Dollahon and the City Manager. He will also contact Councilor Flores' staff and coordinate working with the Council to discuss this with them. Even though Sharon is asking for a commitment for the year after, there are still concerns with how long grants take to be approved. That should give some room for the decision and they should be able to let the state know they are under review for this to help Zia Therapy. They could also do an interim contract that would pick up the request of \$1,466.27 to get Zia Therapy through the coming year.

Nora Barraza asked if the City of Alamogordo and Otero County are contributing to this. Sharon confirmed that they are contributing; the City of Alamogordo puts in \$10,000.00, Otero County puts in \$10,000.00, and

Mescalero Apache Tribe puts in \$10,000.00 while the Zia endowment makes up the difference. Javier Perea said they will revisit this at the next Board meeting.

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

David Armijo put this in the amendment for the budget for the coming year at the last meeting; it is programed in the capital grants. They should receive the funds in September. Once the funds are received, he will come back to the Board to show what the priority list of where the stops should go are. He will create two groups for the Board to advise about. They are pursuing more grants as well. He reminded the Board that they had \$150,000.00 to \$200,000.00 in capital projects for amenities that were vetoed by the governor this year. It is still in the ICP plan and will hopefully be funded in the future.

e. Discuss Logo Selection

David Armijo stated the three logos: green, maroon, or blue. The website has been updated and they changed out the old logo into the green logo. Nora Barraza asked how much it will cost to replace the current logos on the buses. David Armijo stated previously it was roughly \$150.00 each and he is not expecting it to be much more now. The new buses will come in with the logos already; the bus manufacturer pays the local contractor in Canutillo as part of the bus purchase. The other buses will be included when the ads are changed. Cost is based on the number of colors as well so the maroon logo will be cheaper to install than the other two. Javier Perea commented that the new color scheme for Sunland Park's marketing plan works well with the maroon logo and the blue logo reminds him of UTEP. Javier Perea and Majorie Powey voted for maroon, Nora Barraza, Diana Trujillo, and Councilor Gandara are neutral, and Manuel Sanchez voted for green, the maroon logo wins.

9. BOARD COMMENT

Manuel Sanchez asked if there has been any resolution to the issue between Camino Real and the RTD. David Armijo stated that they have engaged with the auditors Beasley Mitchell who are now getting started. There will be an updated letter to both Camino Real and the Board as things progress. The hope is there will be a resolution within the next 30 days. Manny Sanchez asked if they could have something on the agenda to discuss possibly having a forensic audit to look into this issue as well as other concerns that were raised. Javier Perea commented that he believes its separate issues and a forensic audit is expensive. Nora Barraza agreed with Manny Sanchez but thinks there should be a closed session at the next Board meeting to have further discussion with other Members to determine the direction as well as provide answers to the correspondence

received. Javier Perea commented that he will be going over the documents and have the closed session next meeting to have that discussion. Nora Barraza added that they need to bring closure to the Camino Real situation as it has been going on since the beginning of the year. Therefore, she would like that on next month's Board meeting as well. David Armijo confirmed that they are waiting on the release from the state auditor which is in the second stage which should be soon.

Javier Perea asked when they would begin the audit for the past fiscal year. David Armijo responded that he should receive an e-mail within the next month, scheduling it possibly the third week of September for the initial meeting with total time frame of three to four weeks. Nora Barraza asked if not receiving an audit or having an approved one for last year will it affect applications put forth for funding. David Armijo stated it will affect one; the funds requested from the state for the current year. Javier Perea commented that he is not concerned as the audit is at the state auditor's office and should be released soon. Nora Barraza added that it depends on the findings and how they will correct them. Once that is found they can move forward with bringing closure to the Camino Real issues.

10. ADJOURNMENT (3:20 PM)

Chairperson

Item #6 – August Financials

Bank of the West BNP Paribas		
South Central Regional Transit District		
Jul-20		
Money Market	\$ 75,700.90	(Interest rate at .07% per year)
Operating Account 2003	\$ 31,273.98	
Payroll Account 2011	\$ 33,959.12	
Total Cash On Hand at 07/31/2020		<u>\$ 140,934.00</u>

August Expenses

FY20-21 (July 2020 thru June 2021)	Reporting for August 2020					
	Approved Budget	Budget Revision Request	Revised Budget	Year to Date Expenditure	% YTD	Remaining Budget
<i>Personnel Services</i>						
Salaries	863,146.00	48,880.00	912,026.00	114,057.37	12.51%	797,968.63
<i>Employee Benefits</i>						
FICA/Medicare Tax	63,544.00	3,739.32	67,283.32	21,495.14	31.95%	45,788.18
Unemployment Tax		968.00	968.00	-	0.00%	968.00
Workers Comp Insurance	24,200.00	220.36	24,420.36	12,404.00	50.79%	12,016.36
Health Insurance and Life	113,373.00	7,200.00	120,573.00	13,930.39	11.55%	106,642.61
Retirement - PERA & PERA Smart Save	63,784.00	3,739.32	67,523.32	13,169.46	19.50%	54,353.86
<i>Travel & Maintenance</i>						
Travel - Reimbursement	6,500.00		6,500.00	-	0.00%	6,500.00
Fuel - WEX	115,000.00	23,493.00	138,493.00	15,379.91	11.11%	123,113.09
Maintenance on Vehicles	25,000.00	5,000.00	30,000.00	-	0.00%	30,000.00
<i>Supplies</i>						
Equipment & Uniforms	22,500.00		22,500.00	838.17	3.73%	21,661.83
Fareboxes	2,200.00		2,200.00	-	0.00%	2,200.00
Supplies (Covid19)	12,800.00	2,260.00	15,060.00	454.90	3.02%	14,605.10
<i>Insurances</i>						
D&O Insurance	3,640.00		3,640.00	-	0.00%	3,640.00
NM Municipal League - NMSIF	66,000.00	17,500.00	83,500.00	14,176.30	16.98%	69,323.70
<i>Contractual Services</i>						
Professional Fees & Svcs/Audit	38,294.00	10,000.00	48,294.00	10,192.50	21.11%	38,101.50
SBLC - Ten Year Plan	62,500.00		62,500.00	-	0.00%	62,500.00
Legal Fees	4,000.00		4,000.00	-	0.00%	4,000.00
Services ADP fees/Janitorial/RC Creations/Misc	5,200.00		5,200.00	1,081.17	20.79%	4,118.83
FineLine Graphics/Del Valle/Mason	5,500.00		5,500.00	1,059.00	19.25%	4,441.00
<i>Operating Costs</i>						
Advertisements/Promotional	350.00		350.00	-	0.00%	350.00
Conf/Seminars/Training	1,800.00	5,000.00	6,800.00	180.29	2.65%	6,619.71
Postage	744.00		744.00	-	0.00%	744.00
Office Equipment / COVID-19 Exp	12,500.00		12,500.00	892.74	7.14%	11,607.26
Subscription/Dues/Chamber	2,100.00		2,100.00	800.00	38.10%	1,300.00
Cell phone / T-Mobile	4,800.00		4,800.00	512.69	10.68%	4,287.31
Radios	12,000.00		12,000.00	-	0.00%	12,000.00
Utilities	14,820.00		14,820.00	1,204.05	8.12%	13,615.95
Bus Facility Lease	27,600.00		27,600.00	-	0.00%	27,600.00
Total Expenses	\$ 1,573,895.00	\$ 128,000.00	\$ 1,701,895.00	\$ 221,828.08	13.03%	\$ 1,480,066.92

August Revenues

FY 20-21 Revenue						
South Central Regional Transit District						
Reporting for August 2020						
Operating Revenue	Budgeted Revenue	Revision Request Increase/ (Decrease)	Y-T-D Received PMT	Invoiced But Not Received	% Y_T_D	Balance
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	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
Grants & MOU						
Dona Ana County GRT	\$ 479,000.00		\$ 139,345.45		29%	\$ 339,654.55
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		\$ 121,121.13		69%	\$ 54,746.39
NMDOT 5311*	\$ 601,368.26				0%	\$ 601,368.26
TX DOT 5307 Funds	\$ 18,500.00				0%	\$ 18,500.00
Planning Funds	\$ 62,500.00					
Subtotal	\$ 1,465,235.78		\$ 260,927.58	\$ -		\$ 1,204,308.20
Other Source Revenue						
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
TOTAL OPERATING REVENUE	\$ 1,706,695.78		\$ 362,122.58	\$ 6,765.00	21%	\$1,344,573.20
Capital Appropriations						
FHWA Funds	\$ 1,170,528.00				0%	\$ 1,170,528.00
Legislature Local Match	\$ 180,000.00				0%	\$ 180,000.00
NM DOT 5339 Facility	\$ 74,243.22				0%	\$ 74,243.22
NM DOT 5339 Radios	\$ 30,761.10				0%	\$ 30,761.10
NM DOT 5311 (Bus)	\$ 74,262.90				0%	\$ 74,262.90
Bus Shelters (AARP)	\$ 30,000.00				0%	\$ 30,000.00
TOTAL REVENUES	\$ 1,559,795.22	\$ -	\$ -	\$ -	0%	\$1,559,795.22

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. AARP Presentation – David Lynch, AARP Las Cruces Chapter President

The SCRTD competed nationally among hundreds of applicants and were among two selected in Las Cruces. 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.

- b. Discuss and Approve FY2020-2021 Budget Adjustment

Last month the budget was adjusted to include new revenue from the County and the NM Department of Transportation. However, the expenditure column was not updated to capture the expenses, only the revenues. The effect of the change is an increase in labor, fuel, insurance and other associated costs and associated revenue to support the pilot project.

- c. Discuss Audit FY2019-2020 – Itza Sosa, Auditor, Beasley, Mitchell & Co.

The Audit has now been released and is attached to the Board Agenda Package. The Auditor will present their report, including the findings for the 2019 Audit.

- d. Discuss and Approve Zia Therapy Contract 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 funding request is for \$1,466.27. The normal funding match from the District would be much higher. However, the State of New Mexico Department of Transportation has provided to Zia Therapy funding via the Cares Act. These funds will make up the difference in funding.

A new contract is attached to the Board Agenda Package for further review.

#9 Action Items: Resolutions

South Central Regional Transit District

Resolution Number: FY21-03

A Resolution approving the South Central Regional District Amended 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, August 23rd, 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 amended 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 23rd DAY OF AUGUST 2020.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY21-4

A Resolution approving the one year contract with ZTrans for SCRTD for \$1,466.27

WHEREAS, the South-Central Regional Transit District Board of Directors met in a meeting Wednesday, September 23rd, 2020 at the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

WHEREAS, the South-Central Regional Transit District Board of Directors approve a one year contract with ZTrans for the amount of \$1,466.27. New contract item from October 1, 2020 to September 30, 2021. ZTrans operates transit services on the Orange route operating between Alamogordo to Las Cruces. Operating a service of three round trips, Monday through Friday.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South-Central Regional Transit District does hereby approve the one year contract of the Z-Trans from October 1, 2020 to September 30, 2021.

ADOPTED AND APPROVED THE 23rd DAY OF SEPTEMBER 2020

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director