

SOUTH CENTRAL REGIONAL TRANSIT
DISTRICT BOARD OF DIRECTORS
Board Meeting
AGENDA

Wednesday, October 28, 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, October 28, 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 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
Dona Ana County Government Center
845 North Motel Boulevard Las Cruces, New Mexico 88007**

BOARD AGENDA

October 28, 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 August 26, 2020
6. Approval of SCRTD Meeting Minutes of September 23, 2020
7. First Quarter Financial Report for Fiscal Year 2021 – David Armijo
8. Executive Director's Report- David Armijo
9. Discussion and Action items
 - a. Approve Resolution for First Quarter Financial Report for Fiscal Year 2021
 - b. Approve Resolution for Annual Audit FY2019
 - c. Approve Resolution for Zia Therapy Contract, for FY2021
10. Board Comment
11. Adjourn - **Next Meeting TBD**
12. 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
Diana Trujillo, City of Anthony

MEMBERS ABSENT:

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 SCRPTD 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 is 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 is 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 has 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 is 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 is 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 do not have one. There is a notice on the door so people can see they must wear a mask. There has not 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 does not 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 are 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 programmed 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 September Minutes

**South Central RTD
Board of Directors Meeting
Wednesday,
September 23, 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
Majorie Powey, Village of Williamsburg
Diana Trujillo, City of Anthony
Manuel Sanchez, Doña Ana County
Gerald LaFont, City of Elephant Butte

MEMBERS ABSENT:

James "Slim" Whitlock, Village of Hatch

SCRTD STAFF:

David Armijo, SCRTD Executive Director
Sara Vasquez, SCRTD

OTHERS PRESENT: Becky Baum, RC Creations, LLC, Transcriptionist

Nora Barraza called the meeting to order at approximately 1:30.

11. PLEDGE OF ALLEGIANCE (1:30 PM)

ALL STAND FOR THE PLEDGE OF ALLEGIANCE.

12. ROLL CALL

A quorum was determined to be present.

13. CHANGES TO THE AGENDA

There was a change to the agenda; item number 8d to approve the Zia Therapy contract for the next fiscal year needs to be pulled. The contract was not attached to the mail out but can be brought to the Board next month. Motioned by Manuel Sanchez, second by Gerald LaFont. Passed unanimously.

14. PUBLIC INPUT

There were none.

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

There were no changes to the minutes. Motioned by Manuel Sanchez, seconded by Nora Barraza. Diana Trujillo asked regarding the portion about absentee members she was present in the meeting, but it shows she was absent. It will be incorporated into the minutes. There was discussion as to why there is an approval of the July 29, 2020 minutes and not the August 26, 2020 minutes even though the August were in the packet. A discussion as to whether they can amend the approval to be for the August 26th meeting took place; whether it would be in violation of the Open Meetings Act or not. Nora Barraza made a motion to postpone approval of the minutes for the August meeting to the next Board meeting; seconded by Yvonne Flores. Motion to postpone passed unanimously.

16. FINANCIAL REPORT FOR AUGUST

David Armijo gave the financial report. Bank of the West deposit as of August 31st: total cash on hand was \$120,934.00 which needs to be corrected but the rest of the month is correct; the money market has been increased to \$75,000.00 which is the reserve; operating and payroll accounts reflected \$31,273.98 and \$33,959.12 with a total of \$140,934.00 available. August expenditures include item 8b which is a budget adjustment as there are additional funds from the county to match what was received from the state for a total of \$128,000.00 for the on call service. The revenues were fixed but the expenses were not shown. The funds are now in place. He compared the approved budget of \$1,573,895.00 to the revision request of \$128,000.00 for the on call service project, including the salaries, FICA benefits, insurance for municipal league, professional services, etcetera. Once it is revised it will be a budget of \$1,701,895.00. Year to date expenditures are \$221,828.00 or roughly 13% of the budget.

Diana Trujillo left for an emergency.

Mr. Armijo continued discussing the expenditures; currently under budget when comparing the 13% to the normal 16%. The major accounts such as salaries are \$114,000.00 year to date, roughly 12.5%; positions are open which will increase once they have been occupied, next month will be 25%. There are still challenges in the budget with FICA and Medicare tax running at 31% or \$21,000.00 for the year; there will need to be an adjustment to the account; worker's comp is at

\$12,404.00 which also need to be adjusted; healthcare is at \$13,930 which is 11% and under budget; PERA retirement is slightly over budget; fuel has \$138,000.00 for the year and only \$15,000.00 has been spent which is roughly 15%. As more services begin down south the fuel account should go up. The insurance for the New Mexico Municipal League is above at 16.9% but it is only paid every six months which means it will be under budget. He suggested using that money to help the other budgets. The remaining expenditures show on track.

Revenues are doing well; a little over 90% of the membership fees have been received. Four members have not paid. Funds from the county and New Mexico Municipal League have been received regularly. Funds to date is at \$362,000.00 or 21% which is over budget. Operating revenues is at \$1.7 million and expenditures are roughly \$1.7 million; there is roughly \$500,000.00 or \$600,000.00 of excess reserves that are not programmed. The expectation is to come in under budget. The FHWA and legislature and local match will show the charges in the month of September rather than August. Some grants expire next week so they are moving quickly to expense the funds.

17. EXECUTIVE DIRECTOR'S REPORT

David Armijo gave the Executive Director's report. Ridership dropped in April when the pandemic first hit with the worst month in May. Numbers have continued to grow over the last few months. Schools are still not in session though except for a few field trips. Route 83 is in discussion as to the location of the bus stop. Previously the bus would go to the main terminal downtown at the Paisano Transit Center. New bus schedules have been produced, new bus drivers have been recruited and trained many of which were unemployed bus drivers from El Paso Sun Metro when they downsized, as well as new work bids were created to post work for the new and existing operators. There will now be people working on weekends and so a facility is needed for that. All 38 bus stops in the Sunland Park area have been identified and some have the bus stop signs, more will be added; not much needs to be prepared as the signs are generic to Sunland Park rather than Sun Metro. A new facility has been secured for roughly \$500.00 less a month than projected budget wise.

The Yellow Route has the same time points and route map as before. The buses were being relieved in downtown El Paso but now will be relieved in Sunland Park. The weekend schedule will be changed soon to connect better with the Silver Route to have better services going to the west side. He explained where the west side transit center is compared to the downtown number one. The route takes 90 minutes to make a round trip, but it runs every 45 minutes from the casino to downtown or to the end of the line. The facility they are leasing is within a larger facility; they will need to clean and prepare it, but it seems to be in good shape. Rent is roughly \$2,500.00 per month rather than the expected \$3,000.00; the money saved should help extend the life of the fleet and minimize time driving in and out of service. The facility is half a mile from the casino; there are

administration space in the facility to hire people as well as maintenance space for a storeroom. Mr. Armijo showed the picture of the new bus stops with the new logos; stop numbers will be added to the sign even though Google maps allows people to locate their stop without a stop number. Some signs will have additional information, such as from Anthony to Chaparral. The signs will be developed locally from Canutillo.

The bus shelters can be from \$1,500.00 to \$8,000.00; a bidder from Roswell quoted over \$30,000.00 to do four shelters and install them. Therefore, a modular bus shelter is being sought out which is \$1,800.00 and should be ordered soon. They will be delivered and assembled at the facility and then Smith & Aguirre in Las Cruces will build the pad and install the shelter. This must be done by December 18th per the AARP funding program. There is a long list of stops for benches and shelters; two areas have been selected first. A grocery store on Hall Street in Hatch is where one will go in, there is a wide sidewalk with ramps already in place with enough space to put in a five foot pad for the shelter. The second will be in Anthony at the transfer station; there is room for a pad, but it is on asphalt. They are working for approval to have access to the land and then Smith & Aguirre will acquire a permit to cut the asphalt to put in the pad, hopefully within the next 30 days and have the shelter up before November 1st.

Mr. Armijo showed an old picture of the facility before discussing what they have been doing, such as receiving a grant to clean out the mud and dirt. Three out of four items have been completed for the fiscal year grant which ends next week; a maintenance truck was acquired for \$29,000.00, radios were acquired in June and installed in July, and a rebuild engine was received last month both costing \$16,000.00. The final item of resurfacing the facility will be \$71,000.00; prices are quoted between \$60,000.00 to \$100,000.00 depending on how much concrete is used. Negotiations are taking place; possibly receive help from state from funds that have not been spent due to being under budget.

18. DISCUSSION AND ACTION ITEMS

a. AARP Presentation - David Lynch

David Lynch explained that the Community Challenge Grant is from the AARP Livable Communities Initiative. Las Cruces is working toward joining the network to receive resources to help them work for livable communities for all ages. The grant began in 2017 with \$780,000.00 given to 88 winnings grantees throughout the country: this year it is \$2.4 million to 184 grantees. The projects funded by this grant is quick action projects; getting the project done quickly so the community can see the changes. The applications are submitted by beginning of summer, the grants are awarded by late summer, and then the projects must be completed by December 18th with a project report due in January. The grantees are selected by national AARP in Washington, D.C. as well as a state AARP team made up of staff and

volunteers. State selects three projects that then go to the national AARP; the SCRTD project was their first pick out of 47 grant applications in New Mexico. This is the first year Las Cruces put in for a grant; SCRTD as well as Downtown Las Cruces put in applications. The shelters and benches were selected because of the quality of project; the data, location, metrics to measure the performance, etcetera. Mr. Lynch is watching the two projects; he drove all the routes and will take rides on the buses. Yvonne Flores asked what the deadline on this is. Mr. Lynch responded everything must be installed by December 18th. He offered to help assemble shelters if need be. David Armijo added that the shelters on Route 83 were acquired into inventory which will be a project for the coming year. They will put solar on them with other improvements to be used elsewhere, perhaps north or Chaparral.

b. Discuss and Approve FY2020-2021 Budget Adjustment

David Armijo explained that this is an opportunity to capture the \$128,000.00 of revenue and put them into the expenses by department to track them. Yvonne Flores asked why those items were not initially captured. Mr. Armijo explained the budget was done in March/April time when they did not have the funding for the project. The project was approved by a contract with the state in June and then worked with the county for the funds. The county contract came through the third week of July which is why the funds were not put into the budget. The remaining budget number of \$1,480,066.92 was confirmed. Nora Barraza commented that it is not a budget adjustment but a budget increase. The budget has to be submitted to the state and if there it is an increase then it needs to be noted as such before submitted to them.

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

c. Discuss Audit FY2019-202-, Itza Sosa, Auditor, Beasley, Mitchell & Co.

Dalia Garcia discussed the audit FY2019 approved by the state auditor this past month. She began by thanking Sara Vasquez and David Armijo for their help in the audit as the finance person was not there. The main audit opinion was an unmodified opinion; the best opinion you can receive meaning there is no narrations on the financial statement as presented. Findings related to the audit included how the accounting was being kept for the audit which is also why the audit was significantly late. The financial information needs to be kept by a third party; once the district took over the financial information it should have been entered into QuickBooks on a monthly basis. They began working with the finance director in 2019 to begin the audit which is when they discovered the information had not been fully entered into QuickBooks resulting in having all the information being

entered before they began the audit; if it had not been done they would have received a disclaimer of opinion which is the worst opinion to receive. She clarified the unmodified opinion means that based on the sample testing and confirmations received externally had presented numbers fairly that showed throughout the year. However, as it is sample based there is not absolute assurance, so their opinion is reasonable assurance. Yvonne Flores asked how they based their findings on a sample; do they receive information selected to be presented with missing information. Dalia Garcia explained they select the samples themselves based on risk by gathering the activity throughout the year via QuickBooks and bank statements.

The second report in the audit is on internal controls. They do not give an opinion in this report, only determine findings to improve. The findings received were in this report. These findings include a late audit finding last year that occurred again this year; in 2018 and 2019 the audit was submitted late. The due date is December 15th and this year it was submitted in 2020. There were also six new findings. The first finding is timely reporting and payments to PERA as eight out of eight contributions tested were not submitted timely; suggestions to enter into agreement with PERA to get caught up and submit payments on time are in the report but they are caught up at this time. The district contacted PERA to come into agreement of getting the payments in on time; the issue was when they received funding versus paying on time. The next years audit will retest the items to make sure the findings have been fixed. The second finding is the late finding discussed earlier; the plan for 2020 is to make sure the work is started earlier. Field work was scheduled to start in September but since the finance director has not been replaced the field work has been pushed to the end of October; so long as that date is kept the audit should be filed on time. The reason for the late filing in 2018 was because of moving from third party holding the financial information and in 2019 the information had not been entered into QuickBooks, so it needed to be finished before starting. The plan moving forward is to make sure field work is done early enough to submit on time. The third finding is accuracy in classification. Many accounts were not entered into the correct account in QuickBooks; they were entered as expenditures but not to the proper line item to indicate what they were. It is uncertain if they have been allocated properly now so they will have to wait until a new finance director is hired to see; this type of finding tends to take a year and a half to correct. The fourth finding is a capital asset finding; an annual physical inventory count of capital assets was not certified by the district Board.

There was discussion on how they can correct these findings and that it must be done for future years which is already been going on; because it was submitted late it is highly unlikely all findings will be corrected by the 2020 audit. The expectation is that they will be corrected by the 2021 audit. David Armijo commented that the inventory item was approved in July with

a resolution. This will continue in future years. Dalia Garcia added that while the rule had always been there the state auditor never put significant emphasis on it until roughly a year ago. The fifth finding is cash reconciliation; they were being done manually but not reconciled in the accounting system and therefore not considered timely reconciliation. As a result, there were old checks in the reconciliation in the amount of \$35,000.00 and old outstanding deposits for the amount of \$53,000.00. These items are showing as open and have not cleared the bank, however most times they have cleared the bank but were duplicated. The recommendation is to identify each item and determine whether the check was reissued, or the payment was made in a different manner. It is a common finding and should be easier to fix on a monthly basis now that the information is in QuickBooks. The sixth finding is a prior period adjustment; there was an error in the current year which resulted from something that happened in the prior year. This automatically requires a finding to identify what the error is. There was a mistake made to the initial value of capital assets because they were presented incorrectly in the 2018 financial statement audit. There was an item added into the capital asset listing internally and it was properly done, but when the audit was done, they re-entered that item. They removed the item the auditor added to correct the balance; the item was a partial payment to a vendor. The financial statements were given to the management to review within 10 days. The auditor had found a check payment and assumed it was a new item as it was partial and did not match any previously entered items in the book.

The report includes a corrective action plan which talks about each finding, what is recommended, and what management will do to correct the items. Yvonne Flores asked what management was to review regarding the prior period adjustment. Dalia Garcia explained that management has a minimum of 10 days to review the audit before it is submitted to the state. The Board can review the draft as well but cannot be discussed in public forum before the state releases it. Management should review any addition or disposal in the listing periodically to ensure that it is accurately reported. There was discussion as to whether the Board should also review the draft audit. The finance director should review every adjustment done and all findings the auditors identify in order to remedy it before it is issued. If it is unable to be fixed prior, it should be reported to David Armijo so he can identify the weaknesses and help internal controls to stop the errors. There was discussion on how regularly it should be done; recommendation is twice a year for capital asset counts. Bank reconciliations need to be done on a monthly basis in a timely manner; within one month after the month ends which minimizes risk. The state has accepted this report and posted on their website. There will not be a report from state because there is no concern regarding fraud. All audits, present and historical, are listed on the website. They will begin the next 2020 audit contract has been submitted to the state, approved, and the engagement letter has been executed.

Manuel Sanchez asked the Board if they should look at the audit findings during the next meeting to see where they are with them. He would like to be prepared for what audit findings may be repeated and know where they are in correcting them. David Armijo responded that they have been working on the new audit since July 1st rather than waiting for a new finance director. Each finding is being addressed or has been addressed. The reason for a late field work starts date is because they are going from 2019 to June 30, 2020. These deficiencies are being addressed now and do not intend to be late submitting this year's audit. Manuel Sanchez commented that having audit findings is not necessarily bad as it shows what needs to improve, he just would prefer to not have repeats. There was appreciation on the work that has been done so far. Yvonne Flores commented that there were several findings and that the Board is ultimately liable for them. She stated that the letter they received from Velma was disturbing and with certain findings it concerns her. She appreciates David Armijo's efforts but wishes to assure the public that they are doing their due diligence as Board Members. Javier Perea added that when he started with Sunland Park they had to catch up on previous years and started with 27 findings; it took from 2012 until 2016 to get to zero findings. Audits are to identify and fix the deficiencies rather than create problems. However, if the findings continually repeat then there may be another issue that needs to be fixed. He is happy that these findings were found and are being remedied. Dalia Garcia thanked them for their time, thanked David Armijo and Sara Vasquez for their assistance in the audit, and commented that they are available if anyone has questions.

Motion to postpone acceptance of the audit until next meeting by Yvonne Flores, second by Nora Barraza. Passed unanimously.

Javier Perea suggested the Board submit questions in advance so that the auditors will not have to attend the next meeting.

d. Approve Zia Therapy Contract, FY2020-FY2020

Removed from meeting as there is no contract yet.

19. BOARD COMMENT

Nora Barraza thanked the auditors for the time they put into the audit and their willingness to wait until everything was input into QuickBooks before beginning. She added that she believes it is important to bring in someone knowledgeable about QuickBooks and financial process and to train them regarding government entities accounting. She is concerned with delaying the audit process into October and hopes it will not be delayed any further so as to not have another finding of delaying.

Yvonne Flores suggests that the agenda separates presentations, discussions, and action items to not have question regarding if action needed to be taken, such as with the audit. Javier Perea agreed. Yvonne Flores asked David Armijo to send the Board agenda prior to the day before so that she can print it out beforehand; sometimes her printer does not work. She also suggested having them delivered the Monday before. David Armijo commented that the agenda must be sent out 72 hours prior and is posted on the website. He can drop it off at City Hall on the Monday beforehand if she would like. Javier Perea added that he does not like the hard copy but if any Board Member needs one, they can work with David Armijo to have one delivered. David Armijo stated that the audit report has been mailed out to all Sierra County members.

20. ADJOURNMENT - Next meeting October 22, 2020 (3:25 PM)

Chairperson

Item #7 – First Quarter Financials

Bank of the West BNP Paribas		
South Central Regional Transit District		
Sep-20		
Money Market	\$ 75,701.52	(Interest rate at .07% per year)
Operating Account 2003	\$ 45,230.96	
Payroll Account 2011	\$ 41,045.36	
Total Cash On Hand at 09/30/2020		<u>\$ 161,977.84</u>

First Quarter Expenses

FY20-21 (July 2020 to Sept 2020)	Reporting for 1st Quarter 2020-2021					
	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	166,941.27	18.30%	745,084.73
<i>Employee Benefits</i>						
FICA/Medicare Tax	63,544.00	3,739.32	67,283.32	19,152.60	28.47%	48,130.72
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	22,454.90	18.62%	98,118.10
Retirement - PERA & PERA Smart Save	63,784.00	3,739.32	67,523.32	21,091.24	31.24%	46,432.08
<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	21,049.20	15.20%	117,443.80
Maintenance on Vehicles	25,000.00	5,000.00	30,000.00	3,607.71	12.03%	26,392.29
<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	829.02	5.50%	14,230.98
<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	13,052.50	27.03%	35,241.50
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	1,720.41	33.08%	3,479.59
FineLine Graphics/Del Valle/Mason	5,500.00		5,500.00	1,987.00	36.13%	3,513.00
<i>Operating Costs</i>						
Advertisements/Promotional	350.00		350.00	-	0.00%	350.00
Conf/Seminars/Training/Quickbooks/MS	1,800.00	5,000.00	6,800.00	222.34	3.27%	6,577.66
Postage	744.00		744.00	153.36	20.61%	590.64
Office Equipment / COVID-19 Exp	12,500.00		12,500.00	1,651.92	13.22%	10,848.08
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	847.85	17.66%	3,952.15
Radios	12,000.00		12,000.00	420.00	3.50%	11,580.00
Utilities	14,820.00		14,820.00	2,368.53	15.98%	12,451.47
Bus Facility Lease	27,600.00		27,600.00	5,000.00	18.12%	22,600.00
Total Expenses	1,573,895.00	128,000.00	1,701,895.00	310,768.32	18.26%	1,391,126.68

First Quarter Revenues

FY 20-21 Revenue						
South Central Regional Transit District						
Reporting July thru September 2020 - First Quarter						
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		100%	\$ -
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		\$ 102,319.00	\$ 5,641.00		\$ 5,641.00
Grants & MOU						
Dona Ana County GRT	\$ 479,000.00		\$ 173,310.90		36%	\$ 305,689.10
Dona Ana County Pilot Project	\$ 64,000.00			\$ 14,857.80	0%	\$ 49,142.20
NMDOT Pilot Project Funds	\$ 64,000.00		\$ 9,849.40		15%	\$ 54,150.60
NMDOT 5311	\$ 175,867.52		\$ 175,867.52		100%	\$ (0.00)
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		\$ 359,027.82	\$ 14,857.80		\$ 1,091,350.16
Other Source Revenue						
Bus Fares/Ticket Sales	\$ 84,000.00				0%	\$ 84,000.00
Advertising Revenue	\$ 12,000.00		\$ 1,500.00		13%	\$ 10,500.00
DMV FEES	\$ 37,500.00				0%	\$ 37,500.00
Subtotal	\$ 133,500.00				0%	\$ 133,500.00
TOTAL OPERATING REVENUE	\$ 1,706,695.78		\$ 461,346.82	\$ 20,498.80	27%	\$1,230,491.16

Item #8- Executive Director's Report- David Armijo

A verbal report will be provided at the Board meeting.

Item #9 - Discussion and Action Items:

- a. Approve First Quarter Financial Report.

The first quarter financial report once approved will be submitted to the State for review and approval. The cost for operations is running below budget for the first quarter. This includes below costs for salaries and maintenance and several support functions. The budget will be evaluated for adjustments at mid-year.

- b. Approve Audit FY2019 Resolution.

The Audit has now been released and is attached to the Board Agenda Package. The Auditor presented their report at the last meeting. Please refer to the minutes enclosed.

- c. Discuss and Approve Zia Therapy Contract for funding in Fiscal Year 2021.

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: FY21-04

A Resolution approving the First Quarter Financial Statements from July 1st to September 30st.

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, October 28th, 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 First Quarter Financial Statements from July 1st to September 30th, 2020

ADOPTED AND APPROVED THE 28th DAY OF OCTOBER 2020.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY21-05

A Resolution approving the South Central Regional Transit District Audit for Fiscal Year July 1st, 2018 to June 30th, 2019

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, October 28th, 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 Audit for Fiscal Year July 1st, 2018 to June 30th, 2019,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Central Regional Transit District does hereby approve the Audit for Fiscal Year July 1st, 2018 to June 30th, 2019,

ADOPTED AND APPROVED THE 28th^{DAY} OF OCTOBER 2020.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY21-06

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 28th DAY OF OCTOBER 2020

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director