

SOUTH CENTRAL REGIONAL TRANSIT
DISTRICT BOARD OF DIRECTORS
Board Meeting
AGENDA

Wednesday, January 27, 2021, 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, January 27, 2021 at 1:30 PM, a virtual meeting via Zoom. 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:

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

Join Zoom Meeting

<https://zoom.us/j/95964567145?pwd=NmpXWkhuVWR1aTloTEFrb3k4d0xxZz09>

Meeting ID: 959 6456 7145

Passcode: 173237

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

<https://zoom.us/j/95964567145?pwd=NmpXWkhuVWR1aTloTEFrb3k4d0xxZz09>

BOARD AGENDA

January 27, 2021

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 November 25, 2020
6. Second Quarter Financial Report – Adam Shea
7. Executive Director’s Report – David Armijo
8. Discussion and Action items:
 - a. A Resolution approving the Appointment of Officer’s for Calendar Year 2020
 - b. A Resolution approving the SCRTD Meeting Schedule for the Year 2020
 - c. A Resolution approving the Second Quarter Financial Statements as of December 31, 2020
 - d. Legislative Capital Outlay Request FY2021
9. Board Comment
10. Adjourn - **Next Meeting February 24, 2021**

Item #5 Minutes

**South Central RTD
Board of Directors Meeting
Wednesday,
November 25, 2020 - 1:30 PM
Dona Ana County Government Center
845 N. Motel Blvd., Las Cruces, NM 88007**

MINUTES

MEMBERS PRESENT:

Javier Perea, RTD Chair, City of Sunland Park
Nora Barraza, RTD Vice Chair, Town of Mesilla
Yvonne Flores, City of Las Cruces
Manuel Sanchez, Doña Ana County
Gerald LaFont, City of Elephant Butte

MEMBERS ABSENT:

Majorie Powey, Village of Williamsburg
Diana Trujillo, City of Anthony
James "Slim" Whitlock, Village of Hatch

SCRTD STAFF: David Armijo, SCRTRD Executive Director
Sara Vasquez, SCRTRD
Adam Shea, SCRTRD

Javier Perea called the meeting to order at approximately 1:34.

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 Yvonne Flores, second by Nora Barraza. Passed unanimously.

4. PUBLIC INPUT

There was none.

5. APPROVAL OF SCRTD MEETING MINUTES OF October 28, 2020

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

6. CLOSED SESSION: LIMITED PERSONNEL MATTERS; PERSONNEL MATTERS REGARDING THE EXECUTIVE DIRECTOR

Motion to go into closed session by Gerald LaFont, second by Manuel Sanchez. Passed unanimously.

Only the items on the agenda were discussed and no decision was made in closed session.

a. CONSIDERATION AND ACTION TO APPROVE A CONTRACT BETWEEN THE SCRTD AND THE EXECUTIVE DIRECTOR.

Requested motion to approve the contract with the amendment to include under Article 1 services to be provided Section C: The Executive Director will provide a transition and/or succession plan for the SCRTD. Motioned by Yvonne Flores, second by Manuel Sanchez. Passed unanimously.

7. BOARD COMMENT

There were none.

8. ADJOURNMENT - Next meeting

Chairperson

#6 Second Quarter Financial Report

Bank of the West BNP Paribas		
South Central Regional Transit District		
Dec-20		
Money Market	\$ 60,159.78	(Interest rate at .07% per year)
Operating Account 2003	\$ 25,722.80	
Payroll Account 2011	\$ 11,623.26	
Total Cash On Hand at 12/31/2020		\$ 97,505.84

2nd Quarter Expenditures

	Reporting for 2nd Quarter 2020-2021					
FY20-21 (October 2020 to December 2020)	Approved Budget	Revision Approved - Aug20	Revised Budget	Year to Date Expenditure	% YTD	Remaining Budget
<i>Personnel Services</i>						
Salaries	863,146.00	48,880.00	912,026.00	380,641.38	41.74%	531,384.62
<i>Employee Benefits</i>						
FICA/Medicare Tax	63,544.00	3,739.32	67,283.32	24,800.93	36.86%	42,482.39
Unemployment Tax		968.00	968.00	1,680.38	173.59%	(712.38)
Workers Comp Insurance	24,200.00	220.36	24,420.36	15,098.00	61.83%	9,322.36
Health Insurance and Life	113,373.00	7,200.00	120,573.00	45,774.20	37.96%	74,798.80
Retirement - PERA & PERA Smart Save	63,784.00	3,739.32	67,523.32	27,319.18	40.46%	40,204.14
<i>Travel & Maintenance</i>						
Travel - Reimbursement	6,500.00		6,500.00	2,391.54	36.79%	4,108.46
Fuel - WEX	115,000.00	23,493.00	138,493.00	49,901.99	36.03%	88,591.01
Maintenance on Vehicles	25,000.00	5,000.00	30,000.00	22,396.94	74.66%	7,603.06
<i>Supplies</i>						
Equipment & Uniforms	22,500.00		22,500.00	5,322.53	23.66%	17,177.47
Fareboxes	2,200.00		2,200.00	-	0.00%	2,200.00
Supplies (Covid19)	12,800.00	2,260.00	15,060.00	8,904.92	59.13%	6,155.08
<i>Insurances</i>						
D&O Insurance	3,640.00		3,640.00	509.00	13.98%	3,131.00
NM Municipal League - NMSIF	66,000.00	17,500.00	83,500.00	11,744.65	14.07%	71,755.35
<i>Contractual Services</i>						
FineLine Graphics/Del Valle/Mason	5,500.00		5,500.00	9,204.30	167.35%	(3,704.30)
Legal Fees	4,000.00		4,000.00	-	0.00%	4,000.00
Professional Fees & Svcs/Audit	38,294.00	10,000.00	48,294.00	17,821.16	36.90%	30,472.84
SBLC - Ten Year Plan	62,500.00		62,500.00	10,789.69	17.26%	51,710.31
Services ADP fees/Janitorial/RC Creations/Misc	5,200.00		5,200.00	7,578.81	145.75%	(2,378.81)
<i>Operating Costs</i>						
Advertisements/Promotional	350.00		350.00	834.58	238.45%	(484.58)
Bus Facility Lease	27,600.00		27,600.00	10,000.00	36.23%	17,600.00
Cell phone / T-Mobile / Internet	4,800.00		4,800.00	2,414.59	50.30%	2,385.41
Conf/Seminars/Training/Quickbooks/MS	1,800.00	5,000.00	6,800.00	1,139.00	16.75%	5,661.00
Office Equipment / COVID-19 Exp	12,500.00		12,500.00	2,341.61	18.73%	10,158.39
Postage	744.00		744.00	215.65	28.99%	528.35
Radios	12,000.00		12,000.00	7,609.17	63.41%	4,390.83
Subscription/Dues/Chamber/Bank Fees/Taxes & Licenses	2,100.00		2,100.00	7,553.21	359.68%	(5,453.21)
Utilities	14,820.00		14,820.00	2,859.99	19.30%	11,960.01
Total Expenses	1,573,895.00	128,000.00	1,701,895.00	703,899.78	41.36%	997,995.22

2nd Quarter Revenues

FY 20-21 Revenue						
South Central Regional Transit District						
Reporting for Second Quarter FY 2021						
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		100%	\$ -
VILLAGE OF WILLIAMSBURG	\$ 229.00		\$ 229.00		100%	\$ -
Subtotal	\$ 107,960.00	\$ -	\$ 103,280.00	\$ 4,680.00	96%	\$ 4,680.00
Grants & MOU						
Dona Ana County GRT	\$ 479,000.00		\$ 241,241.80	\$ 33,965.45	50%	\$ 203,792.75
Dona Ana County Pilot Project	\$ 64,000.00		\$ 30,634.60	\$ 14,096.40	48%	\$ 19,269.00
NMDOT Pilot Project Funds	\$ 64,000.00		\$ 25,120.80		39%	\$ 38,879.20
NMDOT 5311	\$ 175,867.52		\$ 175,867.52		100%	\$ (0.00)
NMDOT 5311*	\$ 601,368.26		\$ 128,309.32		21%	\$ 473,058.94
TX DOT 5307 Funds	\$ 18,500.00				0%	\$ 18,500.00
SBLB, LLC - Planning Funds	\$ 62,500.00		\$ 8,810.41	\$ 8,525.00	14%	\$ 53,689.59
Subtotal	\$ 1,465,235.78	\$ -	\$ 609,984.45	\$ 56,586.85	42%	\$ 807,189.48
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			\$ 12,500.00	0%	\$ 25,000.00
Subtotal	\$ 133,500.00	\$ -	\$ 1,500.00	\$ 12,500.00	1%	\$ 119,500.00
TOTAL OPERATING REVENUES	\$ 1,706,695.78	\$ -	\$ 714,764.45	\$ 73,766.85	42%	\$ 931,369.48

#7 Executive Directors Report – Verbal Briefing

#8 Action items:

- a. A Resolution approving the Appointment of Officer's for Calendar Year 2020
- b. A Resolution approving the SCRTD Meeting Schedule for the Year 2020
- c. A Resolution approving the Second Quarter Financial Statements as of December 31, 2020
- d. Legislative Capital Outlay Request FY2021

The Border Industrial Association (BIA) has requested SCRTD's support to establish a regional vanpool program that would operate from Las Cruces to the Santa Teresa Industrial Park. Consequently, a request to purchase two vans to operate as a pilot project is requested. Joanne Ferrary, State Representative and Sharon Thomas have provided assistance in communicating our request to members of the legislature. More details are attached in the letter of support by BIA and the Summary Capital Outlay request.

Resolutions:

South Central Regional Transit District

Resolution Number: FY20-07

A Resolution approving the Second Quarter Financial Statements and Budget as of December 2020.

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, January 27th, 2021 in the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South-Central Regional Transit District does hereby approve the Financial Statements and Budget as of January 27th, 2021.

ADOPTED AND APPROVED THE 27th DAY OF JANUARY 2021.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY20-08

A Resolution approving the South Central Regional District Board Meeting Calendar for 2021.

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Central Regional Transit District does hereby approve the Meeting Calendar for 2021.

ADOPTED AND APPROVED THE 27th DAY OF JANUARY 2021.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District Resolution

Number: FY20-09

A Resolution approving the Appointment of Officers, effective January 27, 2021.

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, January 27th, 2021 in the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

WHEREAS the South Central Regional Transit District accepts the Appointment of the New Officers.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Central Regional Transit District does hereby approve the Appointment of Officers effective January 27, 2021.

ADOPTED AND APPROVED THE 27th DAY OF JANUARY 2021.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director