

SOUTH CENTRAL REGIONAL TRANSIT
DISTRICT BOARD OF DIRECTORS
Board Meeting
AGENDA

Wednesday, February 24, 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, February 24, 2021 at 1:30 PM, a virtual meeting 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:

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.

Virtual Meeting via Webex

Directions are listed on the next page.

When it is time, join the Webex meeting here.

[Join meeting](#)

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Join from the meeting link

<https://donaanacounty.webex.com/donaanacounty/j.php?MTID=m71b75bc5b9e2462927fd2c29d669588d>

Join by meeting number

Meeting number (access code): 133 718 1241

Meeting password: 5a2ZT7wZJZv

Tap to join from a mobile device (attendees only)

[+1-415-655-0003](tel:+1-415-655-0003).,1337181241## US Toll

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Join from a video system or application

Dial [1337181241@donaanacounty.webex.com](tel:1337181241@donaanacounty.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial [1337181241.donaanacounty@lync.webex.com](tel:1337181241.donaanacounty@lync.webex.com)

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

<https://donaanacounty.webex.com/donaanacounty/j.php?MTID=m71b75bc5b9e2462927fd2c29d669588d>

BOARD AGENDA

February 24, 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 January 27, 2021
6. Executive Director's Report – David Armijo
7. Discussion and Action items:
 - a. A Resolution Amending the FY2020-2021 Financial Statements and Budget as of January 2021 - Adam Shea
 - b. Discussion on use of 5307 Urban Funding and Designation as Grant Recipient – David Armijo
8. Board Comment
9. Adjourn - **Next Meeting March 24, 2021**

Item #5 Minutes

**South Central RTD
Board of Directors Meeting
Wednesday,
January 27, 2021 - 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
Diana Trujillo, City of Anthony
Manuel Sanchez, Doña Ana County
Gerald LaFont, City of Elephant Butte
Lynn Ellins, City of Las Cruces
Yvonne Flores, City of Las Cruces

MEMBERS ABSENT:

James "Slim" Whitlock, Village of Hatch

SCRTD STAFF:

David Armijo, SCRTRD Executive Director
Sara Vasquez, SCRTRD
Adam Shea, SCRTRD

OTHERS PRESENT:

Becky Baum, RC Creations, LLC, Transcriptionist

Javier Perea called the meeting to order at approximately 1:32.

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 Diana Trujillo. Passed unanimously.

4. PUBLIC INPUT

There was none.

5. APPROVAL OF SCRTD MEETING MINUTES OF November 25, 2020

There were no changes to the minutes. Motioned by Nora Barraza, seconded by Majorie Powey. Nora Barraza asked if there was an updated financial report at the November meeting; there was no report as it is happening quarterly now. It will be given today. Passed unanimously.

6. SECOND QUARTER FINANCIAL REPORT

Adam Shea gave the Second Quarter Financial Report. The cash on hand amount is the bank account that billings and expenditures are processed through; all invoices go through that account. The open receivables in revenue have an amount of \$73,766.85 outstanding as of December month end: The City of Anthony membership dues of \$4,680.00, the \$33,965.45 from Doña Ana County, and \$14,096.40 for the Pilot Project. These numbers will be reflected in next month's financials. The Doña Ana County Pilot Project was two separate invoices that were submitted, and they have received the full payment. The money market account has \$60,159.78, the operating account has \$25,722.80, and the payroll account has \$11,623.26 for a total of \$97,505.84.

Expenditures are from October 2020 to December 2020; several items exceed the 50% expected. The original budget of 0.11% for unemployment tax was short of the actual tax amount of 0.44%. There are several items Mr. Shea will work on with David Armijo to get corrected or reallocate amounts that are over-allocated on to adjust it. Mr. Armijo intends to bring an adjustment to the February meeting; the total expenses are only at 41.36% which is well under budget. Mr. Shea has new ideas for these reports which they are looking forward to trying; his suggestions should give better insight as to what is going on with the accounts such as a trend line. There was discussion of the fuel account which has caused issues in the past; it is at 36.3% of the overall budget. As far as transit concerns it will depend on the price of fuel in the following months; there is speculation of the prices going up.

Salaries are at almost 42% of the budget; there recently is an open position for a mechanic. Workers Comp Insurance is at 61.83% and is a semi-annual amount. They anticipate receiving another billing for the remaining \$15,098.00. When they do the reallocation, they will make sure there is enough in that account to cover it. Maintenance on vehicles is almost to 75% of the budget due to the two new hybrid buses as well as the new facility set up with staff and equipment. It was anticipated so they believe the financial expense has already been hit for the year. Supplies are at almost 60% of budget due to supplying the Sunland Park facility; quite a bit

was purchased because of COVID such as cleansers. They do not anticipate much more spending for supplies. The contractual services with FineLine Graphics/Del Valle/Mason is at 167.35% due to designing and printing new brochures; add routes as well as reprinting of other routes. There are funds in the New Mexico DOT grant that have not been charged which they can use.

There was discussion as to why the unemployment tax approved budget space is blank but year to date is 173.59%. It is blank because one bill was paid through the New Mexico Municipal League and then additional costs came from charges that were not reflected; additional payments were not expected. The reallocation will have a request for approval in February. There was discussion as to when they could expect to see the new changes from Mr. Shea; it should be within the next two meetings. They hope to have the trend line ready for when they begin next fiscal year's budget in order to find ways to save money. There was discussion comparing the expenditures at 41.36% and the revenues at 42%; as to whether there was any wiggle room at this point. They are currently having issues with accounts receivables; no revenues from the State of New Mexico are showing in December. Once those amounts are added in the revenues are much higher.

There was more discussion between the cash and accruing kinds of accounting. As per the documentation for end of the second quarter they are right on target in terms of revenue and expenditures. There was no objection to addressing the resolution for approving the second quarter financial statements as of December 31, 2020; item 8-c.

7. EXECUTIVE DIRECTOR'S REPORT

David Armijo gave the Executive Director's report. Ridership due to the pandemic dropped by almost half; current fiscal year is at 21,482 total. The new Yellow Route that began in October carried over 3,000 rides. The numbers have not been consistent as it is new, but the January expectations are 3,000. Total ridership has fluctuated as much as 5,000 a month with the new service. The on call program has not performed as well as expected; one issue is the limited service area due to boundaries. Ridership in October was better than other months. November was low due to two regular patrons that passed away.

The hybrid electric buses have been delivered. There were some delays due to contract and grant issues, but they have been fixed and the buses have been in service the last couple weeks; they have been extremely popular. They have two sets of doors and special markings for social distancing and the driver hatch has a shield. The fare box is not being used as there is concern with handling money. Many photos of the buses were shown. The new buses have higher roofs which is why they are in the Sunland Park space; there are higher doors to get into. The buses are performing very well and only being fueled every third day; well over 400 miles on the range compare to the natural gas buses that only received 300

miles to the gallon. The hybrid aspect charges as the bus starts and stops which generates electric power.

The bus benches and shelters are roughly 95% completed. Many photos were shown. Three different kinds of benches and shelters were ordered, and staff assembles the benches and shelters before installing them on the property. Ashley's Furniture Store was helpful by allowing them to put the bench under a cover next to the bus stop that is used; the Silver Route of the NMDOT Park and Ride is there as well. Photos of the assembly were shown; it was easier to assemble the shelter on the property at Sunland Park and then put them on a trailer to move them to the location. The first two locations were the one at Ashley's Furniture and the Casino. There are two in Chaparral; one bench is recycled which will hold up well outdoors because of the nature of the equipment and can be locked down to prevent theft as well as one bench on Country Club by the Subway. More photos were shown of the benches and the signs showing SCRTD as well as AARP with the phone number.

Mr. Armijo went through more photos of various areas of the installed benches. The Anthony Transfer Station Parking Lot bench should be put in this week; the contracts from the County was received yesterday to add the stop. The Hatch benches will also have a pad put in which they were able to get a good deal on as there were workers currently working on something for the City of Hatch; it will also have lighting. There was a question as to whether Walmart would contribute money to service the new bench and shelter there. There have been unsuccessful conversations with hospitals and nonprofits for money. They would like to work with Walmart, but it may not happen. There was discussion of having someone to focus on marketing and communications.

The hybrid buses do not have a wheelchair lift because there is a ramp; the bus leans which makes it more accessible. The route in Hatch is a local route as they make five stops in Hatch and two in Garfield before coming down to Las Cruces. There was discussion on a senior housing unit with possible handicap people that need to get to the market and return. One possibility of discussion with grants is find what is working and what is not and perhaps have a local vehicle to make connections to the Green Route before coming back to Las Cruces; currently Sierra County may have a route before attaching to the Hatch route.

The shelters cost roughly \$3,000.00 a piece; once you add the solar and bench it is roughly \$5,000.00. In order to find ways to save on spending Fernando Ramirez, the fleet manager, took on a challenge to control costs. A picture was shown of the shelter with the bench and a box on top which is a solar powered light. Mr. Ramirez purchased the box from Home Depot for \$20.00 and installed it on the shelter; the solar power system used costs \$1,000.00. They are interested in using the \$20.00 solar box for the Sunland Park shelters because there are a large number of shelters that do not have lighting. This light goes on and off based on

if someone is present; this would allow them to add lighting to all shelters and some selected bus stops in rural counties.

The Anthony facility looked very much like dirt and concrete with issues with the HVAC and sewage systems. Fixing these items have been reasonably priced but the parking lot took the majority of the money. Pictures were shown of the construction; the concrete is in and the area has been striped. The property is also now ADA compliant. The project cost a little over \$80,000.00 and the funding was received from the state of New Mexico through the grant from last year which was carried over. They used CES for the procurements and found a local contractor to work with. That building will be done directly with the state and they will pick up 20% local making it 80/20; the actual \$82,000.00 actually only cost them roughly \$16,000.00 out of the district funds.

Sharon Thomas has been working diligently with the people at Border Industrial Park for the past two years. A year or so ago a presentation was done to get support to do a Regional Vanpool program, but the private operator was unable to provide services between Las Cruces and Santa Teresa. They hope to acquire a couple 12 to 15 passenger vans, help establish a program to cover the capital costs, and then work with the County and membership fees to figure out the operating costs; they could do it as a hybrid where people could pay for the service at a very reasonable monthly amount. All service operating there counts towards the budget in the 5307 Urbanized Area.

The fiscal year audit was finished last fall. By working with the auditor, the audit report was submitted to the state auditor on time; currently they are awaiting the auditors review and expect that any day now. They hope to make a presentation with the auditor to the Board in February. Diana Trujillo is happy disabled parking was put at the facility. She asked if she could lend an extra wheelchair for future facilities so that those working on the facility can use it to see how difficult it is to navigate. Mr. Armijo thanked her for the offer and commented that next year the training budget will allow them to train drivers with wheelchairs; they wish to purchase two wheelchairs for that purpose. They will also invite the Sheriff departments for safety trainings to get into the buses as well as local people involved with ADA to help. Diana Trujillo volunteered to help and has three wheelchairs they are welcome to use.

Yvonne Flores thanked Mr. Armijo and mentioned she is happy with the AARP partnership. There was clarification that Ashley Furniture did not donate the shelters, but they did donate the spot where it was installed. They would like to do more work with other businesses in the private sector as there is opportunities available which would be mutually beneficial. Yvonne Flores thanked David Armijo and Dave from AARP for how quickly they have been able to get the shelters and benches out. Dave from AARP commented that he appreciates how quickly everything was done considering how difficult of a time we are in. He has seen

the Sunland Park and Chaparral installations and looks forward to the Anthony and Hatch ones. Mr. Armijo thanked Ms. Thomas for her work with the grants.

8. DISCUSSION AND ACTION ITEMS

a. A Resolution approving the appointment of officer's for calendar year 2021

The positions include Chair, Vice-Chair, Secretary, and Treasurer. Yvonne Flores nominated Javier Perea for Chair; he accepted. Motion to approve Javier Perea as Chair for the SCRTD by Yvonne Flores, second by Majorie Powey. Passed unanimously. Chair Perea thanked the Board for their continued support as he begins his fourth year as Chair.

Nora Barraza nominated Majorie Powey for Vice-Chair; she declined. Nora Barraza nominated Gerald LaFont for Vice-Chair; he accepted. Motion to approve Gerald LaFont as Vice-Chair for the SCRTD by Yvonne Flores, second by Nora Barraza. Passed unanimously.

There was a question as to who the Secretary is; it was Commissioner Sanchez. They do not do the minutes; there was a suggestion of having discussions regarding the bylaws. Javier Perea nominated Yvonne Flores for Secretary; she accepted. Motion to approve Yvonne Flores as Secretary for the SCRTD by Lynn Ellins, second by Gerald LaFont. Passed unanimously.

Nora Barraza nominated Diana Trujillo for Treasurer; she accepted. Motion to approve Diana Trujillo as Treasurer for the SCRTD by Nora Barraza, second by Yvonne Flores. Passed unanimously. Chair Perea thanked Nora Barraza for her work as Vice-Chair. Nora Barraza stated that she is grateful for the opportunity to serve and felt as they needed more variety in the positions.

b. A Resolution approving the SCRTD meeting schedule for the year 2021

David Armijo stated that the meetings will be the fourth Wednesday of the month at 1:30 pm. An amendment to the bylaws was done in March 2020 to do virtual meetings because of COVID. There was a question as to whether the resolution numbers are correct; they are. There was discussion on the wording of the resolutions stating that the meeting was in the Doña Ana County offices and whether it needs to specifically state that it was virtual instead. The first page's state that it is a virtual meeting from that location which work in accordance with the bylaws. There was a suggestion to put the virtual wording into the resolutions as well. There was discussion

on the changes created by COVID and how it does not look to be returning to normal in the near future.

Motion by Diana Trujillo, second by Lynn Ellins. Passed unanimously.

c. A Resolution approving the second quarter financial statements as of December 31, 2020

Motion by Yvonne Flores, second by Diana Trujillo. Passed unanimously.

d. Legislative capital outlay request FY2021

David Armijo presented; it is a discussion item rather than action item. He has had discussions with Joanne Ferrary and Sharon Thomas. As it is a short legislative session things are happening quickly; it is unsure if they will have resources but there should be some monies. Mr. Armijo put an item that has been buried three years in the ICIP to do a van pool program; there have been discussions with the Border Industrial Park, BIA, to put a project together. This falls into the process of what they have been trying to do between Las Cruces and Santa Teresa to go into the Industrial Park. It would be enough money to get them started and lays out that it may be a regional program. They have tried to do it with the private sector unsuccessfully. In the long run trips could be served in the Border Industrial area but needs to be done with car or van pools rather than buses.

Yvonne Flores stated that it will be a long session as it is 60 days this year. It is difficult to know how things will go with COVID still happening. It would be good to pursue the request and if it does not get funded this year, they can try again next year. Sharon Thomas stated that this is the first time they have had support from the BIA to work with them and asked for everyone who has an opportunity to talk with someone from the legislature to mention that. Last year they received \$180,000.00 from legislature that helped pay for the two hybrid buses but the CIP request for benches and shelters was vetoed because of the pandemic. Their Capital Outlay has been submitted and they have gotten help from Ms. Ferrary and Senator Hamblen.

9. BOARD COMMENT

Chair Perea commented that he met with NMDOT staff in charge of CMAC projects and they insinuated that there will be another call for projects statewide, probably in May. Mr. Armijo stated that they are in negotiations with NMDOT and the city of El Paso Sun Metro. There are funds of \$504,000.00 in 2019 and \$540,000.00 in the current year where there is push and pull on the former contract with Sun Metro on who gets those funds. If they are able to pick up that money annually then it can be used for services in southern New Mexico which includes Chaparral, Anthony, and Santa Teresa/Sunland Park. It is intended to be Capital, but the

money can be swapped for maintenance; all maintenance at the Sunland Park facility or paratransit could be eligible for funds. The more they run services into El Paso through different portals that will account for revenues and programs that would come in for additional funding above the \$500,000.00; the van pool program would also be included.

Yvonne Flores welcomed Adam Shea and thanked Mr. Armijo for his hard work. She congratulated Chair Perea on his fourth term, Nora Barraza for her service as the previous Vice-Chair, and the new Vice-Chair Gerald LaFont. Chair Perea welcomed Lynn Ellins.

10. ADJOURNMENT - Next meeting February 24, 2021

Chairperson

#6 Executive Directors Report – Verbal Briefing

#7 Action items:

- a. A Resolution Amending the FY2020-2021 Financial Statements and Budget as of January 2021

The District is requesting amendments to the annual budget to better reflect the midpoint in the budget year. Items that are projected to be short or over will be adjusted. The District is under running salaries, fuel and some benefits. Those accounts would be adjusted to offset those accounts that require additional resources.

Further, the request includes adding line items that are listed in other line items in the budget but not shown. The addition of these line items will improve budget tracking. This is necessary as the District is beginning to develop next year’s annual budget and will need to add these items. More details will be provided during the budget presentation next week.

Bank Balances – January 2021

| Bank of the West BNP Paribas | | |
|--|--------------|----------------------------------|
| | | |
| South Central Regional Transit District | | |
| Jan-21 | | |
| | | |
| Money Market | \$ 30,160.25 | (Interest rate at .07% per year) |
| Operating Account - 2003 | \$ 15,533.25 | |
| Payroll Account - 2011 | \$ 26,651.61 | |
| | | |
| Total Cash On Hand at 01/31/2021 | | \$ 72,345.11 |
| | | |
| | | |
| | | |

Expenditures

| FY20-21 - January 2021 | Reporting for 3rd Quarter 2020-2021 | | | | | | | | | FY21 Quarterly Totals | |
|--|-------------------------------------|-------------------|---------------------------|----------------|---------------------|---------------------------|--------------------------|------------------|-------------------|----------------------------|-------------------|
| | Descriptions | Approved Budget | Revision Approved - Aug20 | Revised Budget | REQUESTED REVISIONS | AFTER REQUESTED REVISIONS | Year to Date Expenditure | % YTD | Remaining Budget | Remaining Budget - REVISED | Jan-21 |
| <i>Personnel Services</i> | | | | | | | | | | | |
| Salaries | 863,146.00 | 48,880.00 | 912,026.00 | (106,853.28) | 805,172.72 | 430,172.72 | 53.43% | 481,853.28 | 375,000.00 | 67,622.01 | 430,172.72 |
| <i>Employee Benefits</i> | | | | | | | | | | | |
| FICA/Medicare Tax | 63,544.00 | 3,739.32 | 67,283.32 | (5,665.00) | 61,618.32 | 27,570.67 | 44.74% | 39,712.65 | 34,047.65 | 4,453.90 | 27,570.67 |
| Unemployment Tax | | 968.00 | 968.00 | 4,674.91 | 5,642.91 | 2,142.91 | 37.98% | (1,174.91) | 3,500.00 | 538.26 | 2,142.91 |
| Workers Comp Insurance | 24,200.00 | 220.36 | 24,420.36 | 9,177.64 | 33,598.00 | 15,098.00 | 44.94% | 9,322.36 | 18,500.00 | - | 15,098.00 |
| Health Insurance and Life | 113,373.00 | 7,200.00 | 120,573.00 | (15,260.00) | 105,313.00 | 58,494.53 | 55.54% | 62,078.47 | 46,818.47 | 12,740.73 | 58,494.53 |
| Retirement - PERA & PERA Smart Save | 63,784.00 | 3,739.32 | 67,523.32 | | 67,523.32 | 30,668.14 | 45.42% | 36,855.18 | 36,855.18 | 4,325.00 | 30,668.14 |
| <i>Travel & Maintenance</i> | | | | | | | | | | | |
| Travel - Reimbursement | 6,500.00 | | 6,500.00 | | 6,500.00 | 2,877.01 | 44.26% | 3,622.99 | 3,622.99 | 485.47 | 2,877.01 |
| Fuel - WEX | 115,000.00 | 23,493.00 | 138,493.00 | (18,487.82) | 120,005.18 | 60,005.18 | 50.00% | 78,487.82 | 60,000.00 | 10,103.19 | 60,005.18 |
| Maintenance on Vehicles | 25,000.00 | 5,000.00 | 30,000.00 | 20,000.00 | 50,000.00 | 26,774.77 | 53.55% | 3,225.23 | 23,225.23 | 2,462.34 | 26,774.77 |
| <i>Supplies</i> | | | | | | | | | | | |
| Equipment & Uniforms | 22,500.00 | | 22,500.00 | | 22,500.00 | 2,210.05 | 9.82% | 20,289.95 | 20,289.95 | 1,058.05 | 2,210.05 |
| Shop Supplies & Shop Tools | | | - | 7,633.55 | 7,633.55 | 4,633.55 | 60.70% | (4,633.55) | 3,000.00 | 193.02 | 4,633.55 |
| Safety Equipment / Training | | | - | 3,569.69 | 3,569.69 | 1,569.69 | 43.97% | (1,569.69) | 2,000.00 | 1,234.06 | 1,569.69 |
| Fareboxes | 2,200.00 | | 2,200.00 | | 2,200.00 | - | 0.00% | 2,200.00 | 2,200.00 | | - |
| Supplies (Covid19) | 12,800.00 | 2,260.00 | 15,060.00 | 4,017.34 | 19,077.34 | 9,077.34 | 47.58% | 5,982.66 | 10,000.00 | 436.59 | 9,077.34 |
| <i>Insurances</i> | | | | | | | | | | | |
| D&O Insurance | 3,640.00 | | 3,640.00 | | 3,640.00 | 509.00 | 13.98% | 3,131.00 | 3,131.00 | | 509.00 |
| NM Municipal League - NMSIF | 66,000.00 | 17,500.00 | 83,500.00 | | 83,500.00 | 11,744.65 | 14.07% | 71,755.35 | 71,755.35 | | 11,744.65 |
| <i>Contractual Services</i> | | | | | | | | | | | |
| FineLine Graphics/Del Valle/Mason | 5,500.00 | | 5,500.00 | 7,999.30 | 13,499.30 | 5,999.30 | 44.44% | (499.30) | 7,500.00 | | 5,999.30 |
| Legal Fees | 4,000.00 | | 4,000.00 | | 4,000.00 | - | 0.00% | 4,000.00 | 4,000.00 | | - |
| Professional Fees & Svcs/Audit | 38,294.00 | 10,000.00 | 48,294.00 | (14,629.00) | 33,665.00 | 8,665.00 | 25.74% | 39,629.00 | 25,000.00 | | 8,665.00 |
| Alarm Monitoring / Airtime | | | - | 5,388.00 | 5,388.00 | 1,888.00 | 35.04% | (1,888.00) | 3,500.00 | | 1,888.00 |
| SBLC - On-Call Project | | | - | 9,387.50 | 9,387.50 | 4,387.50 | 46.74% | (4,387.50) | 5,000.00 | | 4,387.50 |
| Bus Stop Project | | | - | 22,129.03 | 22,129.03 | 12,129.03 | 54.81% | (12,129.03) | 10,000.00 | 7,095.34 | 12,129.03 |
| SBLC - Ten Year Plan | 62,500.00 | | 62,500.00 | | 62,500.00 | 19,918.44 | 31.87% | 42,581.56 | 42,581.56 | 10,656.25 | 19,918.44 |
| Services ADP fees/Janitorial/RC Creations/Misc | 5,200.00 | | 5,200.00 | 9,570.60 | 14,770.60 | 7,770.60 | 52.61% | (2,570.60) | 7,000.00 | 1,535.96 | 7,770.60 |
| IT Services / Web Services | | | | 3,448.93 | 3,448.93 | 1,448.93 | 42.01% | (1,448.93) | 2,000.00 | | 1,448.93 |
| Drug & Alcohol Testing / Physicals / Background Checks | | | - | 3,032.44 | 3,032.44 | 1,532.44 | 50.53% | (1,532.44) | 1,500.00 | | 1,532.44 |
| <i>Operating Costs</i> | | | | | | | | | | | |
| Advertisements/Promotional | 350.00 | | 350.00 | 16,410.58 | 16,760.58 | 8,760.58 | 52.27% | (8,410.58) | 8,000.00 | | 8,760.58 |
| Bus Facility Lease | 27,600.00 | | 27,600.00 | | 27,600.00 | 12,500.00 | 45.29% | 15,100.00 | 15,100.00 | 2,500.00 | 12,500.00 |
| Cell phone / T-Mobile / Internet | 4,800.00 | | 4,800.00 | 1,000.00 | 5,800.00 | 2,520.85 | 43.46% | 2,279.15 | 3,279.15 | 106.26 | 2,520.85 |
| Conf/Seminars/Quickbooks/MS | 1,800.00 | 5,000.00 | 6,800.00 | 1,476.37 | 8,276.37 | 1,287.58 | 15.56% | 5,512.42 | 6,988.79 | 190.92 | 1,287.58 |
| Office Equipment / COVID-19 Exp | 12,500.00 | | 12,500.00 | | 12,500.00 | 2,578.30 | 20.63% | 9,921.70 | 9,921.70 | 155.50 | 2,578.30 |
| Postage | 744.00 | | 744.00 | | 744.00 | 238.75 | 32.09% | 505.25 | 505.25 | 23.10 | 238.75 |
| Radios | 12,000.00 | | 12,000.00 | | 12,000.00 | - | 0.00% | 12,000.00 | 12,000.00 | | - |
| Facility Maintenance | | | - | 9,557.17 | 9,557.17 | 6,557.17 | 68.61% | (6,557.17) | 3,000.00 | | 6,557.17 |
| Subscription/Dues/Chamber/Bank Fees | 2,100.00 | | 2,100.00 | 3,269.89 | 5,369.89 | 2,869.89 | 53.44% | (769.89) | 2,500.00 | 86.25 | 2,869.89 |
| Taxes & Licenses | | | - | 4,867.40 | 4,867.40 | 2,367.40 | 48.64% | (2,367.40) | 2,500.00 | 20.00 | 2,367.40 |
| Interest Expense | | | - | 4,545.96 | 4,545.96 | 2,545.96 | 56.00% | (2,545.96) | 2,000.00 | | 2,545.96 |
| Utilities | 14,820.00 | | 14,820.00 | (5,761.20) | 9,058.80 | 4,058.80 | 44.81% | 10,761.20 | 5,000.00 | 1,198.81 | 4,058.80 |
| Repaid Loan | | | - | 15,500.00 | 15,500.00 | 15,500.00 | 100.00% | (15,500.00) | - | | 15,500.00 |
| Total Expenses | 1,573,895.00 | 128,000.00 | 1,701,895.00 | 0.00 | 1,701,895.00 | 809,072.73 | 47.54% | 81,683.48 | 178,876.45 | 129,221.01 | 809,072.73 |

Revenues

| FY 20-21 Revenue | | | | | | | |
|---|-------------------|------------------------|---|-----------------------|------------------------------|------------|----------------------|
| South Central Regional Transit District | | | | | | | |
| Reporting for January 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 | | 100% | \$ - |
| CITY OF ELEPHANT BUTTE | | \$ 732.00 | | \$ 732.00 | | 100% | \$ - |
| VILLAGE OF WILLIAMSBURG | | \$ 229.00 | | \$ 229.00 | | 100% | \$ - |
| Subtotal | | \$ 107,960.00 | \$ - | \$ 107,960.00 | \$ - | | \$ - |
| Grants & MOU | | | | | | | |
| Dona Ana County GRT | P2101004 | \$ 479,000.00 | | \$ 275,207.25 | | 57% | \$ 203,792.75 |
| Dona Ana County Pilot Project | P21007 | \$ 64,000.00 | | \$ 37,682.60 | | 59% | \$ 26,317.40 |
| NMDOT Pilot Project Funds | MO1704 | \$ 64,000.00 | | \$ 33,095.00 | | 52% | \$ 30,905.00 |
| NMDOT 5311 | MO1664/1-CARES | \$ 175,867.52 | | \$ 175,867.52 | | 100% | \$ - |
| NMDOT 5311* | | \$ 601,368.26 | | \$ 154,029.36 | \$ 113,742.80 | 26% | \$ 333,596.10 |
| TX DOT 5307 Funds | | \$ 18,500.00 | | | | 0% | \$ 18,500.00 |
| Planning Funds | | \$ 62,500.00 | | \$ 7,409.76 | \$ 8,525.00 | 12% | \$ 46,565.24 |
| Subtotal | | \$ 1,465,235.78 | \$ - | \$ 683,291.49 | \$ 122,267.80 | 47% | \$ 659,676.49 |
| Other Source Revenue | | | | | | | |
| Bus Fares/Ticket Sales | | \$ 84,000.00 | | | | 0% | \$ 84,000.00 |
| Advertising Revenue | | \$ 12,000.00 | | \$ 3,660.00 | | 31% | \$ 8,340.00 |
| DMV FEES | | \$ 37,500.00 | | | \$ 16,666.68 | 0% | \$ 20,833.32 |
| Subtotal | | \$ 133,500.00 | \$ - | \$ 3,660.00 | \$ 16,666.68 | 3% | \$ 113,173.32 |
| TOTAL OPERATING REVENUES | | \$ 1,706,695.78 | \$ - | \$ 794,911.49 | \$ 138,934.48 | 47% | \$ 772,849.81 |
| Capital Appropriations | | | | | | | |
| FHWA Funds | MO1761-Sec. 5307 | \$ 1,170,528.00 | | | \$ 1,170,528.00 | 0% | \$ - |
| Legislature Local Match | E2538 | \$ 180,000.00 | | | \$ 180,000.00 | 0% | \$ - |
| NM DOT 5339 Facility | MO1664 Rural 5339 | \$ 74,243.22 | | | | 0% | \$ 74,243.22 |
| NM DOT 5339 Radios | MO1664 Rural 5339 | \$ 30,761.10 | | \$ 15,480.00 | | 50% | \$ 15,281.10 |
| NM DOT 5311 (Bus) | MO1664 Rural 5339 | \$ 74,262.90 | | \$ 2,875.46 | | 4% | \$ 71,387.44 |
| Bus Shelters (AARP) | | \$ 30,000.00 | | \$ 30,000.00 | | 100% | \$ - |
| TOTAL REVENUES | | \$ 3,266,491.00 | \$ - | \$ 843,266.95 | \$ 1,489,462.48 | 26% | \$ 933,761.57 |

b. Discussion on use of 5307 Urban Funding and Designation as Grant Recipient

SCR TD is interested in becoming a designated grant recipient for the El Paso-New Mexico urbanized area. Currently, the City of El Paso is the sole designated recipient. For large, urbanized areas, we understand that FTA requires the providers of publicly owned public transit service to concur in the designation. SCR TD has not concurred in the current designation of the City of El Paso as the sole designated recipient. The current designation was agreed to before SCR TD began operating service in the El Paso urbanized area.

SCR TD's position is that the current designation is no longer valid and needs to be updated and agreed to by all required parties before fiscal year 2021 funds can be applied for. This matter is open to discussion between the two transit agencies referenced and the local Metropolitan Planning Organization office and the FTA Region VI office.

The region receives over \$14 million dollars annually. The District is interested in accessing the New Mexico portion of the annual appropriations that is estimated to be \$541,000. These funds are available annually. Additionally, over \$272,000 in Cares Act funding is available and may be used for operating or capital. Further, these funds will pay for lost farebox revenue. This would help to offset the \$80,000 shortfall in the District's farebox revenue for the current fiscal year and may be used to further offset future revenue shortfalls.

More details will be provided at the Board Meeting.

Resolution:

South Central Regional Transit District

Resolution Number: FY2020-FY2021-10

A Resolution approving an amendment to the FY2020-2021 Financial Statements and Budget as of January 2021.

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, February 24th, 2021 in the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

WHEREAS, Staff provided details on amending the annual budget to better reflect the budget categories in the annual budget; 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 February 24th, 2021.

ADOPTED AND APPROVED THE 24th DAY OF FEBRUARY 2021.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director