

# SOUTH CENTRAL REGIONAL TRANSIT DISTRICT BOARD OF DIRECTORS

## Board Meeting

### AGENDA

Wednesday, May 26, 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, May 26, 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](mailto:admin@scrttd.org). The information will be provided to the Transit District Board.**

#### **Virtual Meeting via Webex**

##### **Join from the meeting link:**

<https://donaanacounty.webex.com/donaanacounty/j.php?MTID=m315a46a01dde8e6edfcbd1131ff9e388>

Meeting number: 177 084 8424

Password: nHtPVXs56E7

Host key: 584317

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

**And Via Webex:**

Meeting

link: <https://donaanacounty.webex.com/donaanacounty/j.php?MTID=m315a46a01dde8e6edfcdbd1131ff9e388>

**BOARD AGENDA**

**May 26, 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 April 28, 2021
6. Executive Director's Report – David Armijo
7. Discussion and Action items:
  - a. Ten Year Financial & Service Plan Presentation – Kirk Scott, SBLB, Inc.
  - b. Preliminary FY2021 Budget Presentation – David Armijo
  - c. Resolution Approving Preliminary FY2021-2020 Budget
  - d. Section 5307 Urban Area Funding Presentation – David Armijo
8. Board Comment
9. Adjourn - **Next Meeting June 26, 2021**

**Item 5 – Minutes**

**South Central RTD  
Board of Directors Meeting  
Wednesday,  
April 28, 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  
Yvonne Flores, City of Las Cruces  
Majorie Powey, Village of Williamsburg  
Diana Trujillo, City of Anthony  
Lynn Ellins, Doña Ana County

**MEMBERS ABSENT:**

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

**SCRTD STAFF:**

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

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 Yvonne Flores, second by Nora Barraza. Passed unanimously.

**4. PUBLIC INPUT**

There was none.

**5. APPROVAL OF SCRTD MEETING MINUTES OF March 26, 2021**

Motioned by Lynn Ellins, seconded by Yvonne Flores. David Armijo commented that there is an error under Members Absent; Manuel Sanchez from Doña Ana County should not be there. There was discussion as to why he is not on the meeting; Manuel Sanchez is an alternate in Lynn Ellins' absence. Lynn Ellins stated that his name on the minutes has City of Las Cruces and should be Doña Ana County. Amended minutes passed unanimously.

**6. EXECUTIVE DIRECTOR'S REPORT**

David Armijo gave the Executive Director's report which included the Discussion items. Ridership went up to 6,184 which is up almost 800 rides from last month. The service in the south is doing the best; the Yellow Route at roughly 2,900 rides for the month with the Green Route approaching 300 rides for the month. A line chart was shown of the ridership; dips in the winter months but has been growing since January. School reopening has helped, and it is expected that the ridership numbers will continue to increase due to businesses reopening. A goal is to get the Yellow Route in Sunland Park up to 8,000 a month or more by the end of the year.

Last month there was an opportunity to convert a pilot program with the state. Changes were made in March to go from on-call to a flex service; people would call, and they are able to deviate the routes. Within 30 days it was changed again to begin at the greyhound bus terminal near Thorpe Avenue to operate through Doña Ana and Valley. The route brings service from the Doña Ana County and Village area up to Valley where it connects to Mayfield High School after which it goes to the transit center for a few minutes of layover after which it goes to Mesilla Valley. As more businesses are coming back it is busy

especially on the weekend; the first 30 days 90 passengers were added without the Mesilla Valley portion.

Currently there are 26 employees. Grants from the federal government and the state are used for training; onsite trainings are done in the Sunland Park facility as well as Anthony. Trainings include DOT drug awareness training, CPR training, STAR training, which is part of the drug awareness training, Cooperative Education Services (CES) training, and etcetera. There was discussion on whether there have been confrontations due to the mask mandates; one individual in Chaparral. Staff worked with the sheriff's department to deal with that situation; they are no longer riding and were inebriated. The operators are trained through the programs to make safe decisions and are able to deny ridership if they believe there is a concern with a rider; only been one or two in the past year. As COVID eases up and ridership grows it may become more common; conversations with the sheriff have occurred, there are cameras, have numbers on the buses, radios, and etcetera.

The state of New Mexico would like to keep buses on the road for at least seven to 10 years, so they are partnering with SCRDT to pay for replacement transmissions and engines. In one case the SCRDT took care of a transmission; parts were roughly \$2,000.00 which is less than the average of \$5,000.00. The replacement took a month to finish; worked one day a week. The frames of the buses are still very good, and they plan to continue using them for a few more years. Staff has been talking with people at the Business Industrial Park in Sunland Park/Santa Teresa (BIA) regarding bringing people to work at that location. One thought is to establish a van service or program from Las Cruces to the park. Mr. Armijo feels this could be a good project for the entire region for services to Sierra County and Otero County; have people do van carpools at various businesses and build it up. Staff could partner with the businesses to receive additional funding to support the costs. With normal vanpools the ridership pays for the service of the cost; these vans would be used to offset the fixed cost in order to lower the fee.

Mr. Armijo gave an update to the discussions with City of El Paso Sun Metro staff. The hope is as Sun Metro staff reviews their internal process there will be some information received within the next 10 days. Once that is received, they will know when the meeting between the two boards can happen and what they are prepared to do with releasing funds or helping SCRDT apply for funds. The current fiscal year is \$542,000.00; the federal funds are frozen due to COVID which means next year will be an additional \$542,000.00 for five years. The funds can be used for capital or swapped for operating if it is supporting the maintenance of the vehicle. An example of a grant through El Paso MPO was shared; roughly \$1.3 million for two buses. None of these funds were programed into the budget for next year. There was discussion on when they may meet with El Paso; hopefully within the next 30 days with both Boards. Examples of how the money could be used was given. There was discussion on how to use funds to attract other funds in order to grow; Mr. Armijo gave examples.

There was discussion on what maintenance the hybrid buses will take versus the buses that are being fixed now. The buses being fixed have been in place for over a decade. Staff is looking at a new bus called the Ardoc which will have a ramp on the front of the bus, moving away from lifts.

## **7. DISCUSSION AND ACTION ITEMS:**

### **a. Annual Audit**

Itza from Beasley Mitchell and Company presented the results from the financial statement audit for fiscal year ending June 30, 2020. The audit was approved and released by the state on March 29th. She thanked Adam, David, and Sarah for their hard work at providing the necessary documentation and prompt responses to the questions. As the auditors their responsibility is to provide an opinion as to whether the financial statements are presented fairly based on test work and audit procedures. The district received an unmodified opinion this year; the financial statements are presented fairly. This is the best findings a place can receive.

The results of this and the previous year's findings are on page 33 of the report as well as the status of each finding. The district had seven findings in the previous year of which five were resolved in the current year with two were new findings. The first finding in the previous year was the timely reporting of payments to PARA; the issue was resolved. The second finding of the previous year was also resolved; there is a deadline of December 15th every year which was met. The third finding in the previous year was accuracy and classification for certain revenue and expense accounts was repeated in the current year which was expected due to the late submission the previous year. Most accounts had an incorrect line item which needed to be reclassified.

The fourth finding in the previous year was related to capital assets; the listing was not presented to the Board at the end of the year for approval. This was resolved in the current year. The fifth finding in the previous year was related to cash reconciliations and is repeated in the current year due to timing; reconciliations not done timely. An adjustment was posted to the cash balance which made it reasonable for the purpose of the financial statements. The sixth finding in the previous year was related to the approval of the per diem which was resolved. The seventh finding in the previous year was related to prior period adjustment and fixed assets; one of the assets was missed in the listing and added incorrectly. They prior period adjusted, and it is now resolved. No other adjustments were noted in the current year.

There were two new findings in the current year. The first finding is the lack of approved purchased requisitions related to the credit card purchases. Seven out of the nine credit cards in the samples did not have proper approval. The second

finding is the lack of approval for a loan to the district. There were payments and proper documentation but there was no approval from the Board that was seen which was the issue; any loans must be approved by the Board. Isa commented that clearing five out of seven findings within a year is a significant improvement and she saw a lot of improvement in the internal controls as well. Nora Barraza asked if they would create a policy in regard to loans; there is a state statute. The auditor would just need to see something issued approving the issuance of the loan. Mr. Armijo will work on best practice or policy for future loans. There was discussion on the bank loan which was not taken to the Board for approval but did have signatures from the Chair and Treasurer of the Board; there was a discussion when the account was opened in 2018. The loan was used for a cash payment when they brought in capital equipment and is paid off. Chair Perea congratulated the staff for their improvements in the audit and looks forward to the future.

**b. Resolution Approving Annual Audit FY2020**

Motion by Nora Barraza to approve the Annual Audit FY2020 from Beasley Mitchell and Company; seconded by Yvonne Flores. Passed unanimously.

**c. Third Quarter Financial Report**

Adam Shea gave the report. The expenditures as of the third quarter is 67.1% of the annual budget. The third quarter was only 35% of budget which was a decrease of 2% from the second quarter; this was due to a decrease in salaries and wages. New people were hired, and rate of pay was decreased for those few people; decrease in overtime as well brought salaries and wages down 5%. There was an increase due to fuel usage; increase of 27.6% which went into the quarterlies. Overall expenses decreased by 2% for the quarter.

Revenue is 82.6% of the annual budget. Operating revenue is 27.7% remaining for the current quarter. There was an increase of 3.7% from second to third quarter. Capital appropriations is at 7% of the annual budget remaining with an increase of 84.1% from second to third quarter due to the purchase of the hybrid buses. There is still a reserve of \$83,000.00 in the cash accounts. The operating account is \$0.00 due to the elimination of the account; closing to the payroll account which will be used as the operating account moving forward. There was discussion on if the reserve was different the previous month; possibly \$85,000.00. There was discussion on whether interests are gained on the accounts; gained \$0.34 from February to March.

As of the third quarter SCRTD has expended \$1,142,376.94 which accounts for 67.12% of the expenditure budget. A list of the approved budget, the revision that was done and approved in August, the recent revision approved in February, and a revised budget total. Expenditures should be at 75% at the end of the third

quarter. Nora Barraza stated that she is concerned about the salaries budget and fringe benefits due to the significant reduction in the revised budget. The reduction revision was because the first was estimated and the second was the actuals; 73.57% of the salary budget was met as end of third quarter. There was discussion of the additional staff being hired with the budget; it was with the budget approval. Some items exceeded the 75% of budget at end of third quarter due to larger than normal purchases within a quarter; they were decreased in subsequent quarters.

There was discussion on the loan payment that was finished; the loan from Mr. Armijo for a total of \$28,000.00. No interest was paid on the loan, just principle. Yvonne Flores commented that she views the percentages year to date and asked if things will balance out by the end of the fiscal year. There may be some items that will not be at 100%. There was discussion on projects; there may be residual amounts that come in such as the 10 year plan project has a couple more invoices to come through. There was discussion on what happens with overage of money that was allocated but not actualized. David Armijo stated that certain money goes into the General Fund if there are no strings attached.

There was discussion on lack of reserves or money at the early stages of the SCRTD; even though it had been around for a decade. The original county agreement was to be \$750,000.00 a year for two years; the district never received the full grant from the county. The county agreement is for services and to serve as a match to fund the grants. Another funding source is the New Mexico Department of Transportation (NMDOT); it does not provide SCRTD any money at all but is filtered from the NMDOT. These are federal funds which are a return from the community funding from gas taxes to Doña Ana County and etcetera. The funding grants are in 80/20 for capital, 80/20 for administration, and 50/50 for operations. If the MOU agreement had not been received from the county staff would not have been able to receive the federal funds. There was more discussion on funding with 5307 Urban funding through the state of Texas.

Federal funds used for equipment are able to be amortized and the net value minus the local match becomes that of the district. One reason staff has not been able to build a reserve is because the money must be used on what it was for. This year they will sell some buses and that money will become part of the reserve. Mr. Armijo commented that if money had been saved at the beginning it would have grown faster. Nora Barraza asked if the Bank of the West loan has had any payments toward it. Mr. Shea explained that the Bank of the West loan is primarily a balance sheet type account; it is not an expenditure. The commercial loan has been paid off; interest expense of \$2,254.49 was the actual amount instead of the \$4,500.00 budgeted. A new loan was taken out which will be paid off in the next 30 days; had a \$68,000.00 bill on the Anthony resurfacing. Nora Barraza asked to have the resolution for loans in place by next meeting and hold off any more loans until the resolution is passed.

Total received in revenues is 82.6% of the annual budget, majority in grants and membership dues. There is a smaller amount from capital appropriations; this includes the \$68,000.00 to pay off the loan. Mr. Shea stated that in grants and MOU there is an error. Line item NMDOT 5311 MO1664/1 which is the CARES there is 132% received which is due to an error in the formula. The total amount of the budgeted revenue of \$175,867.52 has been received. There was discussion of what the accurate number of total grants received is; \$1,045,114.13. The total grants in the section with the error is \$988,654.47; added with the \$107,960.00 above equals the total grants. There was discussion on how the amounts add up; the \$232,327.18 should be \$175,867.52 which 100% at this point. Total revenues year to date is off roughly \$56,000.00; total amount received is \$2,537,889.53. Total expenditures are \$1.142 million.

David Armijo commented that in revenues under "invoiced but not received" there is \$191,854.98 that is not there. Mr. Shea responded that those were billed out in the month of March but will trickle in over the next 30 to 60 days based on past invoices. At least half of that amount did not come in until the third week of the month. This is why they are cautious of when they expend certain items. Chair Perea stated that there is no need to separate the resolution approval from the discussion in future.

**d. Resolution Approving Third Quarter Report**

Motion by Nora Barraza to approve the third quarter financial statements and budget as of March 2021 with the corrections stated by Mr. Shea; seconded by Yvonne Flores. Passed unanimously.

**8. BOARD COMMENT**

Nora Barraza commended the staff for a job well done working with the auditors to clarify and correct the audit concerns she had. Chair Perea agreed and thanked the staff that have been there during the growth of no buses to a large fleet and 26 employees. He believes the changes and policies that will be made are in good effort to maintain a sustainable organization and continues to grow. There was discussion on when New Mexico will be open again and whether there will be regular meetings in a room; possibly by the end of June. They can all meet in a room now that they have had vaccines. Yvonne Flores commented that it is now three feet distancing as well; there is at least three feet between each seat in the room. It is unknown if other boards are having in person meetings.

Yvonne Flores thanked Mr. Armijo and Mr. Shea for their work and appreciates the positive audit report. Mr. Armijo stated that the next meeting discussion will be on the budget; based on a meeting with the state he does not believe they will have the award of funding until the following week so staff will go with an estimate of what they believe the state will

approve which is comparable to what was received last year. There will also be a special meeting in May for the long range plan; the grant for that expires in June. The meeting should be in a couple weeks. There was discussion on if the budget will be a tentative one; they can modify the budget if need be. Chair Perea stated that typically they approve a preliminary budget and then once the books are closed, they approve the final budget.

**9. ADJOURNMENT - Next meeting May 26, 2021**

---

Chairperson

## **#7 Discussion and Action Items:**

### **a. Ten Year Financial & Service Plan Presentation**

SBLB, Inc. contract staff will present the findings from the ten year financial and service plan. The Plan will provide an overview of the current bus services, facilities, capital, and service planning. Service plans describing each bus route will be provided as well as recommendations for service modifications and expansion for the future. The financial plan will address the current revenue sources and possible adjustments for the future.

### **b. Preliminary FY2021 Budget Presentation**

Staff will present an overview of the next fiscal year budget. The budget is composed of funds from District membership fees, the Dona Ana County MOU and federal funding distributed by the New Mexico Department of Transportation.

The following is a copy of the report to be presented on May 26, 2021.



## **FY 2021-2022 PRELIMINARY BUDGET EXECUTIVE DIRECTOR'S BUDGET MESSAGE**

I respectfully present the budget for the South Central Regional Transit District for Fiscal Year FY2022. It has been a year since the COVID pandemic presented a challenge to our nation, state, and by extension to our local community and our transit system. The District reduced operations, primarily school and university trips in response to the pandemic.

The District's response to the pandemic was to ensure service continued and that the public and our employees were safe. Preventive measures were taken to control the spread of COVID-19 by following the established guidelines and implementing best practices. More specifically, to protect our passengers and employees, we suspended fares on all bus routes and disinfected all buses and practiced social distancing and mandatory mask wearing. Additionally, driver barriers were installed on all buses to protect passengers and bus drivers boarding and riding on buses every day.

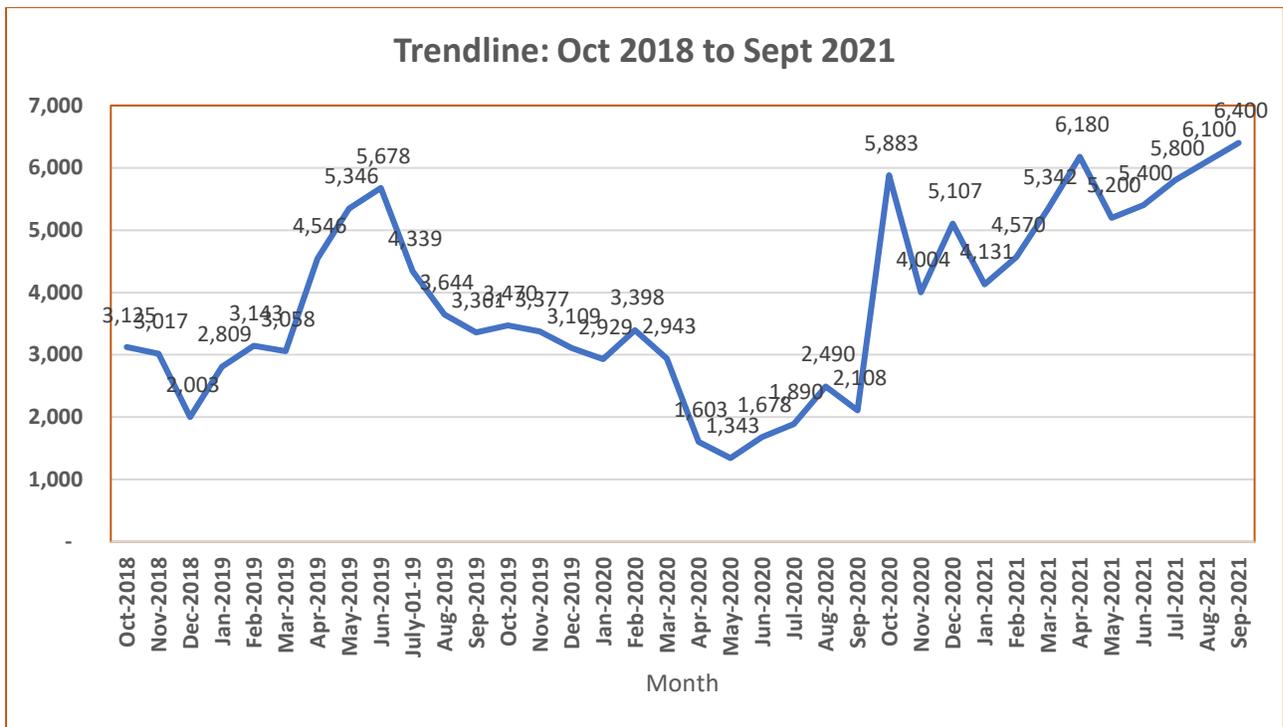
The US Department of Transportation, New Mexico Department of Transportation and both the Dona Ana County and El Paso County Health Departments provide information and resources to support the District's efforts to maintain transit service operation across Dona Ana County and connecting service in El Paso and Otero counties. With over 234,000 residents to serve, the District's effort to maintain and continue transit services was met.

Further, Congress's funding of the CARES Act provided added financial resources to support the District, especially in lieu of the added operations and maintenance cost of COVID-19. Further, the County in the midst of their own financial challenges did not provide any added funding to the District. The MOV remained at the 2019-2020 level but was sufficient to meet service levels during the fiscal year.

In light of the present economic and community challenges, this budget meets the District's financial and spending plan for FY2022. The proposed preliminary budget will authorize financial resources as well as establish direction for our transit service for the next year.

Please note, the budget will continue to move the District forward to meet the goals and objectives outlined in the Five Year Financial and Service Plan, as well as the draft Ten Year Plan, that will be presented to the board at our next meeting. Finally, ridership while adversely affected and lower during the pandemic has slowly come back. The added service on the new Yellow bus route contributed to this rise in ridership with added service connections in south Dona Ana county and new service in the Dona Ana Village and Mesilla Park area.

**Table 1 - Historical Ridership**



FY2021 ridership has hit a new high of 6180 rides in April but has slowed in May due to the reintroduction of bus fares. The bus fares are needed to support our budget in the coming year. Ridership will rise as service initiatives take shape and schools return fully in the summer and fall. Table 1 lists ridership from October 2020 through September 2021 with the last four months based on estimates in ridership for the time period.

Recently the District completed the update of the Ten Year Finance and Service Plan. This document advances and identifies services needs in the coming decade, including bus fleet and facilities planning and financial resources needed during the decade ahead. Additionally, the plan outlines strategic initiatives to address service shortfalls, such as service to the Santa Teresa Industrial Park, Sierra County, and increased frequency of bus service in Chaparral, Anthony, and Las Cruces.

The three Tables below address the Revenues, Expenditures and labor cost needed to meet transit services in the next fiscal year.

**Table 2 – FY2022 Budget – Personnel Salaries**

FY 21-22 SOUTH CENTRAL REGIONAL TRANSIT DISTRICT											
PERSONNEL RATES/SALARIES											
Name		Position Classification		WAGES	FICA/MC (C) x .0765	WK 2.30*4	Employer Benefits	Unemployment 24200 X 2%	Retirement (C) x 7.65%		
<b>Administrative Staff</b>										<b>PTO</b>	<b>Holiday</b>
Armijo, David	100 / 200	Executive Director	FT	95,135.04	7,819.16	9.20	6,661.18	509.10	7,819.16	3,931.20	3,144.96
Shea, Adam	100 / 200	Accountant	FT	48,400.00	3,978.00	9.20	6,661.18	509.10	3,978.00	2,000.00	1,600.00
Vasquez, Sara	100 / 200	HR & Proc Manager	FT	47,432.00	3,898.44	9.20	6,661.18	509.10	3,898.44	1,960.00	1,568.00
Vacant		Admin Assistant	PT	25,000.00	1,900.00	9.20	3,300.00	254.00	1,900.00	-	-
<b>Maintenance Section</b>											
Ramirez, Fernando	100 / 200	Maintenance Supervisor	FT	46,754.40	3,842.75	9.20	6,661.18	509.10	3,842.75	1,932.00	1,545.60
Rios, Steven	200	Maintenance Technician	FT	32,912.00	2,705.04	9.20	6,661.18	509.10	2,705.04	1,360.00	1,088.00
Minarjes, Albert	100	Maintenance Technician	FT	34,848.00	2,864.16	9.20	6,661.18	509.10	2,864.16	1,440.00	1,152.00
VACANT - Mechanic	200	Maintenance Technician	FT	32,912.00	2,705.04	9.20	6,661.18	509.10	2,705.04	1,360.00	1,088.00
<b>Transportation Section</b>											
Gallegos, Loretta	100 / 200	Transit Supervisor	FT	38,720.00	3,182.40	9.20	6,661.18	509.10	3,182.40	1,600.00	1,280.00
VACANT - Dispatcher	100	Dispatcher	FT	30,976.00	2,545.92	9.20	6,661.18	509.10	2,545.92	1,280.00	1,024.00
Franco, Danny	100	Dispatcher	FT	30,976.00	2,545.92	9.20	6,661.18	509.10	2,545.92	1,280.00	1,024.00
Perez, Martin	200	Dispatcher	FT	30,976.00	2,545.92	9.20	6,661.18	509.10	2,545.92	1,280.00	1,024.00
<b>Operators</b>											
Dominquez, Jessica	202	Operator	FT	25,512.75	2,103.63	9.20	6,661.18	509.10	2,103.63	1,057.63	928.00
Figueroa, Nanette	101	Operator	FT	19,480.50	1,616.06	9.20	6,661.18	489.71	1,616.06	812.50	832.00
Galindo, Eddie	102, 110 / 202-1 Day	Operator	FT	22,405.50	1,848.78	9.20	6,661.18	499.75	1,848.78	929.50	832.00
Hernandez, Betty	201	Operator	FT	24,584.00	2,027.19	9.20	6,661.18	507.45	2,027.19	1,019.20	896.00
Hidalgo, Maria	102, 110, 111, 202	Operator	FT	23,218.00	1,913.42	9.20	6,661.18	502.54	1,913.42	962.00	832.00
Hinojos, Norma	111 / 201-1 Days	Operator	FT	21,482.50	1,775.34	9.20	6,661.18	496.58	1,775.34	892.58	832.00
Jacquez, Claudia	102	Operator	FT	23,845.25	1,970.96	9.20	6,661.18	505.02	1,970.96	990.93	928.00
Laszar, Sheila	201 / 202-2 Days	Operator	FT	23,848.50	1,963.58	9.20	6,661.18	504.70	1,963.58	987.22	832.00
Lopez, Francisco	201	Operator	FT	22,568.00	1,861.70	9.20	6,661.18	500.31	1,861.70	936.00	832.00
Lopez, Leticia	101 / 110	On Call	FT	26,229.00	2,158.07	9.20	6,661.18	509.10	2,158.07	1,085.00	896.00
Novoa, Ricardo	101	Operator	FT	19,207.50	1,594.34	9.20	6,661.18	488.78	1,594.34	801.58	832.00
Smith, Elizabeth	101	Operator	FT	29,040.00	2,386.80	9.20	6,661.18	509.10	2,386.80	1,200.00	960.00
Urbina, Rogelio	102 / 202-1 Day	Operator	FT	19,207.50	1,594.34	9.20	6,661.18	488.78	1,594.34	801.58	832.00
Valenzuela, Cindy	110	Operator	FT	23,023.00	1,903.00	9.20	6,661.18	502.09	1,903.00	956.76	896.00
Zubia, Maria	111	Operator	FT	21,105.50	1,745.35	9.20	6,661.18	495.29	1,745.35	877.50	832.00
VACANT - Operator	100	Operator	FT	20,943.00	1,745.35	9.20	6,661.18	495.29	1,745.35	1,040.00	832.00
Vacant	200	Operator	FT	20,943.00	1,745.35	9.20	6,661.18	495.29	1,745.35	1,040.00	832.00
COLA				17,573.27	1,366.39				1,366.39	160.00	128.00
<b>TOTAL:</b>				<b>\$ 999,427.32</b>	<b>\$ 81,515.31</b>	<b>\$ 266.80</b>	<b>\$ 189,813.04</b>	<b>\$ 14,352.98</b>	<b>\$ 78,924.00</b>	<b>\$ 35,973.18</b>	<b>\$ 30,322.56</b>
<b>Lab &amp; Benefits</b>		<b>\$ 1,364,299.45</b>									

**Table 3 – FY2022 Budget – Program Expenditures**

<b>SOUTH CENTRAL REGIONAL TRANSIT DISTRICT</b>			
<b>FISCAL BUDGET PROPOSAL</b>			
<b>Descriptions</b>	<b>FY2021</b>	<b>FY2022</b>	
<i>Personnel Services</i>			
Salaries	805,172.72	999,427.32	<b>24.1%</b>
<i>Employee Benefits</i>			
FICA/Medicare Tax	61,618.32	81,515.31	
Unemployment Tax	5,642.91	14,619.78	
Workers Comp Insurance	33,598.00	18,500.00	
Health Insurance and Life	105,313.00	189,813.04	
Retirement - PERA & PERA Smart Save	67,523.32	78,924.00	
<i>Travel &amp; Maintenance</i>			
Travel - Reimbursement	6,500.00	6,500.00	
Fuel - WEX	120,005.18	145,000.00	
Maintenance on Vehicles	50,000.00	25,000.00	
<i>Supplies</i>			
Equipment & Uniforms	22,500.00	20,200.00	
Shop Supplies & Shop Tools	7,633.55	7,800.00	
Safety Equipment / Training	3,569.69	2,100.00	
Fareboxes	2,200.00		
Supplies (Covid19)	19,077.34	10,800.00	
<i>Insurances</i>			
Allegiance			
Automobile Insurance			
D&O Insurance	3,640.00	3,640.00	
NM Municipal League - NMSIF	83,500.00	76,000.00	
<i>Contractual Services</i>			
FineLine Graphics/Del Valle/Mason	13,499.30	5,500.00	
Legal Fees	4,000.00	4,000.00	
Professional Fees & Svcs/Audit	33,665.00	34,500.00	
Alarm Monitoring / Airtime	5,388.00		
SBLB - On-Call Project	9,387.50		
AARP Shelters	22,129.03		
SBLB - Ten Year Plan	62,500.00		
Services ADP fees/Janitorial/RC Creations/Zia Therapy/Misc	14,770.60	29,200.00	
IT Services / Web Services	3,448.93	3,500.00	
Drug & Alcohol Testing / Physicals / Background Checks	3,032.44	3,025.00	
Printer		5,800.00	
Signs		4,800.00	
<i>Operating Costs</i>			
Advertisements/Promotional	16,760.58	350.00	
Bus Facility Lease	27,600.00	32,600.00	
Cell phone / T-Mobile / Internet	5,800.00	5,800.00	
Conf/Seminars/Quickbooks/MS	8,276.37	1,800.00	
Office Equipment / COVID-19 Exp	12,500.00	6,500.00	
Postage	744.00	744.00	
Radios	12,000.00	12,000.00	
Facility Maintenance	9,557.17	9,750.00	
Subscription/Dues/Chamber/Bank Fees	5,369.89	5,300.00	
Taxes & Licenses	4,867.40		
Interest Expense	4,545.96	3,000.00	
Utilities	9,058.80	10,850.00	
Repaid Loan	15,500.00		
<b>Total Expenses</b>	<b>1,701,895.00</b>	<b>1,858,858.45</b>	<b>9.2%</b>

**Table 4 – FY2022 Budget – Program Revenues**

South Central Regional Transit District					
Operating Revenue		Budget - FY2021	Budget - FY2022		Local Match
<b>Membership Dues</b>					
CITY OF LAS CRUCES		\$ 49,980.00	\$ 49,980.00		
DONA ANA COUNTY		\$ 43,164.00	\$ 43,164.00		
SUNLAND PARK		\$ 7,208.00	\$ 7,208.00		
TOWN OF MESILLA		\$ 1,124.00	\$ 1,124.00		
VILLAGE OF HATCH		\$ 843.00	\$ 843.00		
CITY OF ANTHONY		\$ 4,680.00	\$ 4,680.00		
CITY OF ELEPHANT BUTTE		\$ 732.00	\$ 732.00		
VILLAGE OF WILLIAMSBURG		\$ 229.00	\$ 229.00		
<b>Subtotal</b>		<b>\$ 107,960.00</b>	<b>\$ 107,960.00</b>		
<b>Grants &amp; MOU</b>					
Dona Ana County GRT	P2101004	\$ 479,000.00	\$ 628,000.00		
Dona Ana County EOC					
Dona Ana County Pilot Project	P2102147	\$ 64,000.00			
NMDOT Pilot Project Funds	MO1704	\$ 64,000.00			
NMDOT 5311	MO1664/1-CARES	\$ 175,867.52	\$ 225,000.00		
NMDOT 5311*	MO1733-CARES	\$ 601,368.26	\$ 680,000.00		
NM DOT Capital					
TX DOT 5307 Funds		\$ 18,500.00	\$ 29,321.00		
SBLB, LLC - Planning Funds	MO1643A	\$ 62,500.00			
<b>Subtotal</b>		<b>\$ 1,465,235.78</b>	<b>\$ 1,562,321.00</b>		
<b>Other Source Revenue</b>					
NM Legislature Pilot Van Program			\$ 90,000.00		
Bus Fares/Ticket Sales		\$ 84,000.00	\$ 54,040.00		
Advertising Revenue		\$ 12,000.00	\$ 8,000.00		
DMV FEES		\$ 37,500.00	\$ 37,500.00		
<b>Subtotal</b>		<b>\$ 133,500.00</b>	<b>\$ 189,540.00</b>		
<b>TOTAL OPERATING REVENUES</b>		<b>\$ 1,706,695.78</b>	<b>\$ 1,859,821.00</b>		
<b>Capital Appropriations</b>					
<b>FHWA Funds</b>	MO1761-Sec. 5307	\$ 1,170,528.00			
<b>Legislature Local Match</b>	E2538	\$ 180,000.00			
<b>State Legislature (Facility &amp; Bus)</b>					
<b>MO1664 RURAL 5311</b>	<b>MO1664 Rural 5339</b>	<b>\$ 36,800.00</b>			
NM DOT 5339 Facility	MO1664 Rural 5339	\$ 74,243.22	\$ 125,000.00		\$ 25,000.00
NM DOT 5339 Non-Revenue Vehicle			\$ 130,000.00		\$ 26,000.00
NM DOT 5339 (Bus)			\$ 270,000.00		\$ 27,000.00
NM DOT 5339 Radios	MO1664 Rural 5339	\$ 30,761.10			
NM DOT 5311 (Bus)	MO1664 Rural 5339	\$ 74,262.90			
NM DOT 5311					
Bus Shelters (AARP)		\$ 30,000.00			
<b>TOTAL REVENUES</b>		<b>\$3,303,291.00</b>	<b>\$ 2,384,821.00</b>	<b>-27.8%</b>	<b>\$ 78,000.00</b>

**c. Resolution Approving Preliminary FY2021-2020 Budget**

**South Central Regional Transit District**

**Resolution Number: FY21-13**

A Resolution approving the South Central Regional Transit District Preliminary Budget for Fiscal Year July 1st, 2021 to June 30th, 2022.

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, May 26<sup>th</sup>, 2021 in the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

**WHEREAS**, the South Central Regional Transit District approves the Preliminary Budget for Fiscal Year July 1st, 2020 to June 30th, 2021,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the South-Central Regional Transit District does hereby approve the Preliminary Budget for Fiscal Year July 1<sup>st</sup>, 2021 to June 30<sup>th</sup>, 2022.

**ADOPTED AND APPROVED THE 26<sup>th</sup> DAY OF MAY 2021.**

---

Javier Perea, SCRTD Board Chair

ATTEST:

---

David Armijo, Executive Director

#### **d. Section 5307 Urban Area Funding Presentation**

The Executive Director will present to the Board the federal funding presentation that will be given to the Dona Ana County Commission on Tuesday, May 25<sup>th</sup>. The presentation will identify and forecast federal funding that SCRTD is eligible for from the El Paso MPO Urbanized Service Area which includes Anthony, Chaparral, Sunland Park, and the unincorporated area of southern Dona Ana Community.

The Presentation will be attached to the Board Agenda.