

SOUTH CENTRAL REGIONAL TRANSIT
DISTRICT BOARD OF DIRECTORS
Board Meeting
AGENDA

Wednesday, March 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, March 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@scrted.org. The information will be provided to the Transit District Board.

Virtual Meeting via Webex

<https://donaanacounty.webex.com/donaanacounty/j.php?MTID=m801f90392e4ff431fdc79d552a5b128>

If you have any questions, please contact me directly for assistance at 949-322-9881.

**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=m801f90392e4ff431fdc79dd552a5b128>

BOARD AGENDA

March 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 February 28, 2021
6. Executive Director's Report – David Armijo
7. Budget Workshop
 - a. Draft Budget Materials – Adam Shea
 - b. Development of Goals and Objectives
8. Board Comment
9. Adjourn - **Next Meeting April 28, 2021**

Item #5 Minutes

**South Central RTD
Board of Directors Meeting
Wednesday,
February 24, 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
Yvonne Flores, City of Las Cruces
Majorie Powey, Village of Williamsburg
Diana Trujillo, City of Anthony
Gerald LaFont, City of Elephant Butte

MEMBERS ABSENT:

Nora Barraza, RTD Vice Chair, Town of Mesilla
Manuel Sanchez, Doña Ana County
James "Slim" Whitlock, Village of Hatch

SCR TD STAFF:

David Armijo, SCR TD Executive Director
Sara Vasquez, SCR TD
Adam Shea, SCR TD

OTHERS PRESENT:

Becky Baum, RC Creations, LLC, Transcriptionist

The Board decided to begin with the Executive Director's Report while waiting for the final person for quorum; no voting will take place until after quorum.

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 Diana Trujillo, second by Gerald LaFont. Passed unanimously.

4. PUBLIC INPUT

There was none.

5. APPROVAL OF SCRTD MEETING MINUTES OF January 27, 2021

There were no changes to the minutes. Motioned by Diana Trujillo, seconded by Yvonne Flores. Passed unanimously.

6. EXECUTIVE DIRECTOR'S REPORT

David Armijo gave the Executive Director's report. Ridership has begun to increase. There were 4,700 rides for the month and staff believes ridership will continue to grow. A slide was shown comparing the current numbers to last year's numbers; roughly 3,000 rides a month going into March 2020 but then dropped off because of the pandemic. All school bus services were cut, and businesses were closing down in April 2020 with the worst month being May with 1,300 riders. However, the numbers did rise back up to 2,000 by the end of the fiscal year. When SCRTD took over the 83 Route ridership jumped to 5,587. The numbers did drop during the winter partially due to difficulty having a bus stop downtown. Currently ridership is up again which is higher than this time last year.

The February bus service changes include the Red Route adding school trips to the route. The Green Route will also bring teachers back to school again. A trip for the Red Route that was cut because of low ridership will be brought back as well as a couple new trips; an additional two hours to the round trip. The Yellow Route flipped the number three time point at the casino; it was moved to Sunland Park City Hall. Currently it travels down McNutt through downtown El Paso, into the Riverside communities, and then comes back. This has saved time which means more service and also has a natural connection to the Silver Route at City Hall; those trips are roughly every 20 minutes between the west side and Sunland Park. There is now service on Saturdays. Ridership growth is anticipated to rise with the service changes. There is still no Sunday service but will be added back once El Paso begins to add the service as well; expectation is summer. As the Board looks over the budget for next year, they can determine how to grow other routes as well.

The system map was updated by Michael McAdams with the MPO. The Yellow Route needs to look more yellow and is being corrected. Staff is considering doing an urbanized map of the southern district. An updated map has not been done since the launch of the Green Route almost two years ago. Staff decided to build the shelter on the spot at the Village Market as it was possible for two people to build it; pictures were shown of the process. A local contractor was used to put in the pad and sidewalk to connect to the regular sidewalk; it is ADA accessible. The

shelter is by a tree for shade and has solar on the roof to be lighted at night. The contractor for the village market is currently working on landscaping and a sprinkler system in the area as well.

For the past year's budget there is \$75,000.00 programmed for reserves and it was able to be held; this will continue in the next year's budget. Staff would like to reserve a bottom line of at least \$150,000.00 or more and look at leveraging the local funds and matching capital grants. Staff is looking at how they can make the budget more user friendly to see the numbers better. A suggestion is to separate the planning grant funds and capital funds. Due to other federal grants and tracking the funds, this move will eventually be required; program the rural and urban grants somewhat separately and track the local matches for each. Other changes include expanding budget line items to show expenses and operations. Staff will assume a flat budget for the next year as it is unclear what other kind of funding could be available; the CARES Act is coming to an end. The report may show what could be if more funding is received from the 5311 or 5307 grants, but staff will not program the numbers until it is confirmed; due to the pandemic things are unknown such as the Fairbox. There was a comment of how nice the buses are. The bus features two sets of doors and a ramp.

7. DISCUSSION AND ACTION ITEMS

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

Adam Shea gave the presentation. A slide was shown of the amounts from January month end; roughly \$72,000.00 for expenses. The January operating revenue from the state was received this week. Several items on the expenditures have been added to the budget concerns which are highlighted in orange on the booklet; shop supplies, tools, safety equipment, monitoring, a couple projects that were not a breakout item, IT services, personnel items of drug and alcohol testing and physicals and background checks, facility maintenance, taxes and licenses, and interest expenses. The items in yellow in the booklet are at a standard and in the green after requested revisions.

The requested revisions are shown under column G in the booklet. There is not a request for an increase but rather a request to move the funds around. January's report had several items with an overabundance of funds. After looking at what was needed for the last half of the fiscal year, the adjustments were suggested in order to have all items in the green for the year; this also allows the orange highlighted lines to have a budget allocated to them. There was discussion on the requested revision bottom line; no additional amounts but rather transferring existing amounts to other lines. Mr. Shea explained how the items are transferred. For example, the salaries have a revised budget of \$912,026.00 and used \$430,172.00

through January to give a remaining balance of roughly \$450,000.00. However, roughly \$375,000.00 is needed for the remainder of the year so the overage of that amount can be moved to other lines.

There was discussion on the year-to-date of the amounts in the budget; currently they are at 47.54%. There are more capital projects and funds that will eat some of the savings from being under budget. The February numbers should show a better picture before entering the fourth quarter. The three items that were well under budget were salaries, fuel, and benefits. In regard to fuel, the hybrid electric buses do well on one tank with only gassing up once every three days and the closer facility to the operations is reducing fuel use; the closer facility also helps in labor.

Page 14 shows the revenue revisions. Mr. Shea is working with Mr. Armijo on what items are showing on the revenue; the items are primarily going towards the operations of the company but not the funded projects. The final section of the revenue called Capital Appropriations show the funded projects, such as the hybrid buses received. Staff anticipates receiving \$1,170,000.00 towards the purchase of the buses. Mr. Shea would like to list those kinds of projects on the revenue so that the Board can see what is happening. Other grants received were mentioned. Mr. Shea will work with Mr. Armijo to make sure everything is billed out that is needed to cover expenditures. The proposed changes make it more user friendly to have all operations revenue in one area with all others in a separate area; presentations will include revenue for operations and expenditures against them as well as how they are doing as a whole. There were comments of how good the reports are with the revisions, especially the revenues.

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

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

David Armijo gave the presentation. It has been a point of discussion in e-mails with the Board Members; especially Javier Perea. Within the last year federal funds for southern New Mexico are available. Series of discussions and meetings with staff have occurred. There has been an impasse with Sun Metro but there has been progress with the local regional office of FTA from Fort Worth. A letter was developed and signed by Mayor Perea, Mayor Trujillo, and Commissioner Ellins to acquire funds for the southern district service area and the urbanized area of El Paso that includes Chaparral, Anthony, Santa Teresa, and Sunland Park.

The amount of money that is available is \$542,000.00 a year based on demographics with a little over \$14.5 million for the region. The funds would be good for capital operating especially as it is reoccurring. Because of the

CARES Act the 5307 funding is an urbanized funding for the service area and is based on population and actual service. Most of the ridership and dollars have been from the former 83 Route and NTD. The additional routes of the Purple, Turquoise, and some Red Routes are part of the service area which allows them to use the ridership and dollars into the mathematics of the report. The CARES Act has frozen the level of ridership and funding because they are low due to the pandemic. This means fiscal year 2021 has \$542,000.00 and fiscal year 2022 will have \$542,000.00; the fiscal year runs from October to September.

In December there was an effort to sign another CARES Act of over \$900 million which gave an additional \$272,000.00 for the current fiscal year. The current fiscal year now has potentially \$800,000.00 available. The \$272,000.00 can be used for operating or capital. The 5307 Urbanized money is intended for capital which also means the cost of operating the service. This means the new Sunland Park facility can all be subject to the funding which could free up funds in the southern district and open up dollars in the 5311 that could be used further north. A potential effect of this is bringing service into Sierra County which will be discussed at another meeting.

The next step is to have a meeting schedule. Mr. Armijo will send an e-mail to connect with Mayor Leeser and his support staff which is where the letter went to. He suggested having a presentation with their Board during one of their meetings; put it on their agenda. Until the transit district becomes a direct grant recipient, they will need to have the El Paso Mass Transit Board to allow them to share in the funds. If it is not possible to get their board to recognize the SCRTD as a grant recipient and make them a sub-recipient to them then El Paso could potentially take the funds. There was agreement of having a meeting with El Paso. If El Paso decides to take the funding, then the SCRTD will enter into a conversation between the two governors. Mr. Armijo pointed out that the SCRTD transports people from El Paso from three different locations and they could argue to request more. Furthermore because of the added ridership into El Paso's Sunland Park agreement it increased the revenues that their region received; more funding was also received by El Paso.

If the SCRTD does not receive the funding they would ask for a split letter such as with White Rock; money is split between Austin and White Rock. When a split letter is done the SCRTD would have to submit for the grant and get their own designation; they would be separate from Sun Metro. The downside is a year of funding could be missed due to becoming a designated grant recipient. Mr. Armijo has sent a letter to the regional office in an attempt to freeze the funds until this is resolved and believes he has been successful. The best way to look at this is everyone is gaining money with higher ridership and more grants.

One item mentioned in the letter is one of the issues of the region is because when the SCRTD began four years ago there was an attempt to put them on the El Paso MPO board. At that time, the El Paso MPO should have changed the designation for the region as funds were going to southern New Mexico and being tapped by Sun Metro on behalf of Sunland Park without any conversation with the transit district. The SCRTD was blocked from receiving that funding. Staff is still learning and working through what can be done to benefit all as it is all one neighborhood. Mr. Armijo would like to eventually have a discussion with the Mayor of Las Cruces to inform him and have him inform others in El Paso.

Eduardo Calvo from the El Paso MPO commented that they need to read the guidance that was received directly from FTA from Don Koski District 6. He spelled out the two paths available and Mr. Calvo strongly recommends that the SCRTD follows that guidance. Recently he was made aware of the MPO's role in these discussions. The 5307 federal funds go into the MPO's TIP and their role is to guide the discussions between Sun Metro and SCRTD in terms of some agreement to split the 5307 in the most equitable way. The first step was to send the letter to the Mass Transit Board which has been done and now the next step is for Sun Metro to respond.

8. BOARD COMMENT

The Board thanked Mr. Calvo for joining the meeting and his input and knowledge. Mr. Calvo assured the Board that the El Paso MPO will do what they can to advance and encourage the conversations and find a way to do it. They have requested guidance from the FTA on how other regions have done the splits. Javier Perea thanked him for the cooperation.

9. ADJOURNMENT - Next meeting March 24, 2021

Chairperson

#6 Executive Directors Report – Verbal Briefing

#7 Budget Workshop Materials

- a. Expenditures & Revenues Charts and data
- b. Development of Goals and Objectives
- c. Support Materials

The budget workshop will provide an overview of the projected revenues for the next year and will discuss what these revenues can purchase in services in the next year while comparing revenues for the past two years to next years projections. Further, staff will present a flat budget assuming that there will be minor growth in resources. This will include cost for labor and services. Below are two of the tables that will be presented at the workshop.

| Operating Revenue | Budgeted Revenue-FY '20 | Budgeted Revenue-FY '21 | Budgeted Revenue-FY '22 |
|-----------------------|-------------------------|-------------------------|-------------------------|
| Grants | \$ 597,084.53 | \$ 909,735.78 | \$ 911,668.26 |
| Membership Dues & MOU | \$ 607,422.00 | \$ 663,460.00 | \$ 626,960.00 |
| Other Source Revenue | \$ 22,500.00 | \$ 133,500.00 | \$ 97,500.00 |
| Total Revenue | \$ 1,227,006.53 | \$ 1,706,695.78 | \$ 1,636,128.26 |

