



The mission of the South Central Regional Transit District (SCRTD) is to strengthen communities, facilitate economic and educational activities, and promote health and safety through safe and efficient regional transportation services.

Board Members

Javier Perea

RTD Chair
Mayor, City of Sunland Park
RTD Vice Chair
Vacant

Cathy Harmon

City of Elephant Butte

Diana Trujillo

Treasurer
Mayor, City of Anthony

Yvonne Flores

Secretary
Las Cruces City Councilor

Nora Barraza

Mayor, Town of Mesilla

Lynn Ellins

Dona Ana County Commissioner

James "Slim" Whitlock

Trustee, Village of Hatch

Majorie Powey

Trustee, Village of Williamsburg

Sharon Thomas

Citizens Advisory Committee

David Armijo

SCRTD Executive Director

**South Central Regional Transit District
Board Meeting Agenda**

Dona Ana Government Center
Commission Chambers

**September 22, 2021
1:30 p.m.**

Call To Order

1. Pledge of Allegiance
2. Roll Call
3. Changes to the agenda
4. Public Input
5. Approval of Agenda
6. Approval of SCRTD Meeting Minutes of August 25, 2021
7. Executive Director's Report – David Armijo
8. Discussion and Action items:
 - a. Fill Vice Chair position – Chair Javier Perea
 - b. Approve Resolution and Chairman's Letter for FY2023 Section 5311 Rural Grant, NM DOT – David Armijo
 - c. Fuel Use Forecast – Adam Shea
 - d. Update on FY2022 Section 5307 and Section 5339, FTA Grant Application and Sun Metro Split Letter – David Armijo
9. Board Comments
10. Adjourn - **Next Meeting October 27, 2021**

If you are an individual with a disability in need of a reader, amplifier, qualified Sign Language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact SCRTD at (575) 323-1620 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.

SCRTD Board Meetings are held in person and virtually on the fourth Wednesday of the month in the Dona Ana County Government Center located at 845 N. Motel Blvd., Las Cruces, NM 88007.

The meeting can be accessed virtually via WebEx at the following:

The information will be provided prior to the meeting. Another alternative is to call in using the following Free Conference Call phone line: 515-604-9000

6. August 25 Minutes

**South Central RTD
Board of Directors Meeting
Wednesday,
August 25, 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
Lynn Ellins, Doña Ana County
James "Slim" Whitlock, Village of Hatch
Cathy Harmon, City of Elephant Butte

MEMBERS ABSENT:

Yvonne Flores, City of Las Cruces
Sharon Thomas, Citizens Advisory Committee

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

Javier Perea called the meeting to order at approximately 1:45.

1. PLEDGE OF ALLEGIANCE (1:45 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 Majorie Powey. Passed unanimously.

4. PUBLIC INPUT

There was none.

5. APPROVAL OF AGENDA - Handled via agenda item three.

6. APPROVAL OF SCR TD MEETING MINUTES OF July 28, 2021

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

7. EXECUTIVE DIRECTOR'S REPORT

David Armijo gave the Executive Director's report which included the Discussion items. The New Mexico DOT grant application will take effect October 1, 2022, through September 2023. Mr. Armijo took a bus with Transportation Supervisor Loretta Gallegos to do a trial run for the Hatch Chile Festival. They are working closely with the school district staff heading the festival; been done for over 40 years. There will be two days of transportation from 9:00 am to 5:00 pm with vendors, sponsors, a morning parade, and limited shuttle service. The schedule was done, and a map was shown of the area and stops. SCR TD is a Gold Sponsor.

For the NMDOT grant projections of ridership had to be done based on previous levels; a graph was shown of past ridership numbers; currently carrying over 6,000 on a regular basis. The projection generates roughly 64,000 trips for the year which is significantly higher than last year's due to the pandemic. Adding services and improving services benefited the increase.

There was discussion of school districts and shortage in teachers and staffing; dispatcher and operator are needed. There was discussion on how to bring more interest, social media, and banners at the facilities. Indeed, brings interest to positions but most of the applicants don't have CDL license. There is a hiring bonus for referrals; \$100.00 at the front end and another \$100.00 after training. There was discussion on shortages in bus drivers.

Staff is working on a human resource policy update to bring to the Board either in September or October. This will include pay scales based on numbers and analysis with comparable positions in the area. Mr. Armijo commented that he was impressed with Martin Perez who is a new dispatcher. There was discussion on safety measures with driving. There was discussion on the grant application. One portion is ridership and transit system statistics. FY20 ended last year in September while FY21 will end this year in September; FY22 was projected based on the numbers from FY20 and FY21.

Productivity is broken down into three different categories. Operating cost per mile shows a dramatic drop due to number of rides relative to cost remaining constant with rides pushing it up. There is a 10% projected improvement. If the border to Mexico is opened, then the information will change, and the numbers will be pushed up. Operating cost per trip shows a drop of almost half from 2020 to 2021 with a modest increase in 2022.

There was discussion on what a trip entails and what operating costs include a trip is on way and the operating costs include fuel, labor, and etcetera. There was discussion on the projections; they are conservative. There was discussion on the census; suburban, urban, and rural. There will be new buses coming in the first of the year which will allow staff to retire the oldest buses in the fleet; will have ramps instead of lifts which is much easier to use.

8. DISCUSSION AND ACTION ITEMS:

a. Hatch Chili Festival Shuttle September 4-5

Discussed in the Executive Directors Report.

b. Approve Resolution FY 2023 ICIP Plan

Nora Barraza motioned to approve Resolution FY 2023 ICIP Plan, seconded by Diana Trujillo.

Adam Shea gave the presentation. The ICIP Plan covers FY23 through FY27. There are four projects currently on record; five were included in the submission, two were deleted and one was added. The current projects include transit vehicles and bus shelters purchase at \$952,560.00, bus facility improvements for \$465,000.00, bus stop shelters improvements and placement for \$88,000.00, and vanpool project for \$90,000.00. These amounts have been approved and are waiting for the funding over the next five years; total of \$1,587,560.00. The two projects removed were because of lack of momentum; construct a transit facility and an intermodal facility.

There was discussion of bus stop shelter locations, undetermined at the moment. The county bus stop at the airport needs a canopy. Staff is working with the City of Anthony to place a shelter. Mr. Armijo commented that in May the county staff wished to charge \$700.00 for a permit to put the shelter in place but other shelters didn't have the additional cost. He will send the documents to the Board to seek help; was \$350.00 and jumped up. Staff is investigating grants with the El Paso MPO for a shelter in front of the facility. Staff has been researching some form of a trailer which are set up to have restrooms on them and canopies; set up the bench underneath. Mr. Armijo suggested having a discussion of spending a few dollars to put a shelter in place or spend a little more money for something that will protect more.

Motion passed unanimously.

c. FY2021 District Audit Kick-Off

Adam Shea gave the presentation. August 30th is the start of the annual audit. Documentations have been given to the auditor and the Board received an e-mail from Mr. Shea regarding a questionnaire from the auditor. A meeting has been set up so Chair Perea can join while away for August 30th. The auditors will request what is needed as they work. Historically this is the earliest beginning to the audit; very optimistic that it will go well. There was discussion on how long the process will take; staff side should be finished before December; auditor's side is unknown but shouldn't take long. The auditors will be in the office for at least a week. Chair Perea stated his travel plans have been canceled and he will be available.

d. Approve Amended Drug and Alcohol Testing Policy

David Armijo gave the presentation. The only difference on the policy is requests from the federal government; all the people properly certified, amended paperwork from USDOT, remove the old forms, and etcetera. This includes all employees. Companies doing the certification were listed as well. There was some wordsmithing done as well as keeping in the employee forms.

Nora Barraza motioned to approve; second by Lynn Ellins.

There was discussion on the professionals out of El Paso rather than Doña Ana County. This is due to needing someone do the work 24/7 and there were challenges with operations people in Las Cruces. They will search for more local companies in the coming year.

Motion passed unanimously.

9. BOARD COMMENT

Nora Barraza asked how many FTE's are employed through the RTD; 25 currently with one vacancy. There are no part time positions. There are also four additional budgeted positions to total the FTE's to 30. There was discussion on when the next meeting is. There was discussion on Gerald LaFont; he retired. Mr. Armijo will add a proper introduction of Ms. Harmon on the next agenda as well as the opening for a vice chair. Nora Barraza asked Ms. Harmon to congratulate Gerald LaFont on his retirement. Mr. Armijo stated he will send out the 10 year plans to the Board Members.

10. ADJOURNMENT - Next meeting September 22, 2021

Chairperson

7. Executive Director's Report – Oral Presentation

South Central Regional Transit District

AGENDA ITEM SUMMARY

September 22, 2021

AGENDA ITEM NO. 7:

Executive Director Report

A report will be provided at the meeting on the 22nd of September. The report will include an update on ridership, proposed service changes in the fall and preparations for acquisition of capital items for the new fiscal year beginning in October 2021.

ACTION REQUESTED:

None

SUPPORT INFORMATION:

None

DISCUSSION/OPTIONS:

Item to be reported during the Transit Board meeting.

8. Discussion and Action items:

South Central Regional Transit District

AGENDA ITEM SUMMARY

September 22, 2021

AGENDA ITEM NO. 8:

a. Fill Vice Chair position

The Board will request nominations for the position of Vice Chair. A vote will follow, and an appointment will be made.

ACTION REQUESTED:

Yes.

SUPPORT INFORMATION:

None.

DISCUSSION/OPTIONS:

Item to be reported during the Board meeting.

South Central Regional Transit District

AGENDA ITEM SUMMARY

September 22, 2021

AGENDA ITEM NO. 8:

b. Approve Resolution and Chairman's Letter for FY2023 Section 5311 Rural Grant, NM DOT

The District is eligible for annual funding from the State of New Mexico's annual funding allocation for Section 5311 Rural funding. These funds are competitive and based on performance and efficiency. And, unlike other states, the state of New Mexico funding from Section 5311 is only for twelve months. Further, the state requires monthly submittal for invoices but will not process an invoice in the month of service. Consequently, payment for services may be delayed up to and beyond sixty days.

ACTION REQUESTED:

Yes.

SUPPORT INFORMATION:

None.

DISCUSSION/OPTIONS:

Resolution included in agenda and Chairs letter attached to Board Agenda.

South Central Regional Transit District

Resolution Number: FY22-07

A RESOLUTION APPROVING APPLICATION SUBMITTAL FOR FY2023 SECTION 5311 RURAL GRANT, NEW MEXICO DEPARTMENT OF TRANSPORTATION

WHEREAS the South Central Regional Transit District is eligible for federal funding via the Section 5311 Rural Grant program; and

WHEREAS the South Central Regional Transit District is a subgrant recipient for eligible funding through the New Mexico Department of Transportation; and

WHEREAS the South Central Regional Transit District has established a ten year finance and service plan that programs the use of grant funding to support bus services throughout the region and with connecting service to other areas; and

WHEREAS the district requests 1,609,024.94 in Section 5311 Rural funding for fiscal year 2023, and the District commits to provide \$610,185.77 in local funding to match the funding requirements of the grant.

NOW, THEREFORE, BE IT RESOLVED BY THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT that:

PASSED, APPROVED and ADOPTED by the governing body at its meeting of September 22, 2021.

Javier Perea, SCR TD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

AGENDA ITEM SUMMARY

September 22, 2021

AGENDA ITEM NO. 8:

c. Fuel Use Forecast

Fuel Forecast for the coming year based on trend line information from the past year. Mr. Shea will use monthly data generated from the Wex bills that the District uses to pay for fuel. Wex is an approved state of New Mexico contractor that provides a discount to the District for fuel use. Fuel is the largest expense after labor costs and essential to the support of operations.

ACTION REQUESTED:

No.

SUPPORT INFORMATION:

None.

DISCUSSION/OPTIONS:

Item to be reported during the Board meeting

South Central Regional Transit District

AGENDA ITEM SUMMARY

September 22, 2021

AGENDA ITEM NO. 8:

d. Update on FY2022 Section 5307 and Section 5339, FTA Grant Application and Sun Metro Split Letter

District staff have been in communication with El Paso MPO in regard to the process for developing a process whereby the District can apply for Section 5307 and 5339 federal funds for FY2022. The new fiscal year begins on October 1st.

The plan is for Sun Metro to authorize the release of a split letter that will authorize South Central RTD to apply for funding. Once in place, SCRTD can apply for funds through the FTA regional office in Fort Worth, Texas. The District would become a Direct Recipient and could apply for a specific amount of funds for the fiscal year. The latter is the open question: how much funding does the District qualify for?

In our meeting last Thursday, the MPO staff estimates that the District is qualified for \$631,000. However, that is based on the FTA cost model that uses ridership and demographics. The MPO wants to use a different formula and did not acknowledge how that may affect the District. Further, a change in formula is in conflict with the FTA's decision to freeze the annual appropriate to pre-pandemic numbers to offset the fall in ridership. Nor does the model reflect the new census numbers. Consequently, it is not possible to list the actual funding available for the District to apply for funding.

ACTION REQUESTED:

No.

SUPPORT INFORMATION:

None.