

SOUTH CENTRAL REGIONAL TRANSIT  
DISTRICT BOARD OF DIRECTORS  
Board Meeting  
AGENDA

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

**BOCC Chambers is inviting you to a scheduled WebEx meeting.**

Wednesday, November 24, 2021

1:30 PM | (UTC-07:00) Mountain Time (US & Canada) | 2 hrs.

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**SOUTH CENTRAL REGIONAL TRANSIT DISTRICT**  
**Board Meeting**  
**Wednesday, November 24, 2020 – 1:30 PM (MST)**  
**Dona Ana County Government Center**  
**845 North Motel Boulevard Las Cruces, New Mexico 88007**

**AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Input
6. Approval of SCRTD Meeting Minutes of October 27, 2021
7. Executive Director's Report – David Armijo
8. Discussion and Approval of Sun Metro Service Expansion Policy (SEP) – David Armijo
9. Discussion of Payroll Service Alternatives – Adam Shea
10. Board Comment
11. Adjourn – **Wednesday, December 22<sup>nd</sup>, 2022**

**ITEM #6 October Minutes**

**South Central RTD  
Board of Directors Meeting  
Wednesday,  
October 27, 2021 - 1:30 PM  
Dona Ana County Government Center  
845 N. Motel Blvd., Las Cruces, NM 88007**

**MINUTES**

**MEMBERS PRESENT:**

Nora Barraza, RTD Vice Chair, Town of Mesilla  
Majorie Powey, Village of Williamsburg  
Lynn Ellins, Doña Ana County  
Diana Trujillo, City of Anthony  
Edna Trager proxy for Cathy Harmon, City of Elephant Butte  
Yvonne Flores, City of Las Cruces

**MEMBERS ABSENT:**

Javier Perea, RTD Chair, City of Sunland Park  
James "Slim" Whitlock, Village of Hatch  
Sharon Thomas, Citizens Advisory Committee

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

**OTHERS PRESENT:** Becky Baum, RC Creations, LLC, Transcriptionist

Nora Barraza called the meeting to order at approximately 1:40.

- 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 Yvonne Flores, second by Majorie Powey. Passed unanimously.

**4. PUBLIC INPUT**

Javier Banales from the West Texas El Paso Regional Transportation Coordinating Committee stated that they are working on a Regional Transportation Strategic Plan. This will impact some areas where services overlap between entities of New Mexico and El Paso, so he is here to observe.

**5. CHANGES TO THE AGENDA - Handled via agenda item three.**

**6. APPROVAL OF SCRTD MEETING MINUTES OF September 22, 2021**

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

**7. EXECUTIVE DIRECTOR'S REPORT**

David Armijo gave the Executive Director's report. The vanpool project has been delayed. The funds were ready to go but have not been able to receive the vehicles; three vehicles have been ordered for over two months. It is questionable if the vehicles will arrive by the end of the year. Next step is to work with BIA in Santa Teresa. Mr. Armijo did two presentations in the Village of Williamsburg and Elephant Butte; create a local route in Williamsburg, Elephant Butte, and T or C to connect them but still dependent upon rural funding 5311. An additional amount of at least \$100,000.00 or \$120,000.00 to run the service. A request in the 2023 budget was made for another vehicle and additional funds to support the initiative specifically for this purpose. The plan is to begin the program sometime within the next year.

There was discussion on property in Sunland Park; interested in securing a long term space. The city of Sunland Park is looking to purchase some land which may have a small portion allocated to SCRTD. There was discussion on creating a new MOU with the city of Sunland Park; work in partnership on projects with a process that would benefit both. The city of Sunland Park is interested in replacing or renovating the old shelters with the new branding; should only need repainting and updating rather than replacing. There was suggestion of working with the Public Works Department to manage it and help find funds. On November 8th they will begin working with SBLB on a 10 year transportation and maintenance audit. There was discussion on what needs to happen to stay within requirements; new signs were added. There was discussion on feedback; interested in seeing something happen. There was discussion on how the trips would be broken up for

the drivers; three trips a day does not work. There was discussion on what they can do to help facilitate vehicles and people in the area.

There was discussion on the funds and trying to service the middle rather than down south. There are plans to increase frequency down south; only route north is Sierra County. There was discussion on the routes; 14 on the Hatch Route. There was discussion of finding need in the outlying communities. The council in Elephant Butte is concerned that they are spending money with no return and have asked for a commitment to give them full consideration for possibly pulling out at the next fiscal year if service is not in the area. There was discussion of doing a pilot program; talk to the community to find what is needed and get riders.

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

### **a. Approve FY2021-22 First Quarter Financials**

Adam Shea gave the presentation. The total cash on hand is \$108,870.50 in the bank. Expenditures for the first quarter included a number of items which were over-expended; 25% of what was anticipated within the first quarter. These included the workers comp insurance due to it being two payments in a year; travel and maintenance due to fuel increase of 38% from anticipated costs and maintenance of vehicles; printing is at 28.38% due to printing logos for the buses and advertisement expense; bus facility lease with commission payments at the beginning of the year; conferences and seminars that included state requirements; subscriptions and software with FMCSA compliance; interest expense and commercial loan payments.

There was discussion on the budget items and percentages; specifically, advertising. Staff will look to see if additional money can be found for that account. There was discussion of the commercial loan; 61% of the loan has been paid. The first quarter received a total of 22% of fiscal years revenue. All membership dues have been billed out. Doña Ana County billing was received as well as CARES Act funds. Bus fares and ticket sales have received \$10,000.00 at the end of the first quarter. There was discussion on how much the City is paying versus the county; staff will look at the membership fees based on population within the coming months. The population of the City is subtracted from the population of Doña Ana County to not double count. Staff will send out the information to County Commissioners to double check the numbers.

Motioned by Lynn Ellins, seconded by Diana Trujillo. Passed unanimously.

### **b. Approve Budget Adjustment to FY2021-22 Budget**

Adam Shea gave the presentation. The budget adjustment will primarily be in the area of fuel; move \$45,273.44 from other accounts. These accounts include shop supplies and shop tools of \$2,000.00; COVID supplies of \$2,000.00; D&O insurance of \$3,640.00; New Mexico Municipal League of \$20,000.00; Zia Therapy

of \$17,633.44; equipment and uniforms of \$4,000.00. These items are low cost expense at this point with no expectations of exceeding.

There was discussion on the D&O insurance; the item is included within the New Mexico Municipal League and not needed. The amount owed to the New Mexico Municipal League is much less than what was expected; \$44,000.00 will still be in the budget. There was discussion on the Zia Therapy funding; there was additional funding that came in. There was discussion as to whether Zia Therapy will do the service next year; lost local support. The amount left in the budget should be what will be owed. There is \$8,000.00 requested to be deducted from the revenue portion; City of Las Cruces were going to assist with payments. There was discussion on continued fuel growth; trying to save money to add to the budget, possible need to cut services in some places, or request more funds.

Motioned by Diana Trujillo, seconded by Majorie Powey. Passed unanimously.

**c. Discuss Challenges Facing District Recruitment**

David Armijo gave the presentation. For the past five years operators would begin at \$12.25 per hour; after a three year program they would move to \$15.50 per hour with full benefits. The current challenge is that the City has increased their rates to \$15.51 in attempt to be competitive but do not have full benefits. There was discussion of other positions and concern whether the right numbers are available. Mr. Armijo will bring back a discussion on updating the starting salary. There was discussion on the difficulties hiring and interviews. There was discussion on retention issues with the increase pay from the City; the expectation is it will not be as much of a change.

**d. Discuss El Paso MPO and Sun Metro actions regarding Section 5307 and 5339 Funding for SCRTD**

David Armijo gave the presentation. There was a very good conversation with representatives from El Paso MPO and Sun Metro on this issue. The challenge is Sun Metro wishes to do a split letter agreement for these funds and SCRTD needs to have a service expansion policy which is quite expensive; create a Transportation Development Plan which is similar to the 10 year plan; honor the Regional Fair Policy they have which means the fares would be raised; show that the services and money spent will benefit the community of Anthony, Santa Teresa, Sunland Park, Chaparral, and southern Doña Ana County.

The plan will affect this year and every year after. This year Sun Metro would ask their board to offer a waiver to not do the policy and Transportation Development Plan. The funds would be \$551,000.00 with a 20% local match of \$110,000.00. As it is urban funds, there are five years to spend them rather than just one. City Council will meet on this the second week of November; El Paso MPO will meet the following week; approval anticipated by Thanksgiving. Discussions with the

FTA can begin in January assuming the split letter agreement is sent in at the beginning of December. There will need to be discussion of how much should be put into this fiscal year versus future fiscal years. There was discussion on the possible budgeting with these funds.

There will be a conference call with FTA after November 8th. There was discussion on grant application processes. The request for 5339 funds has not moved forward with El Paso. There was discussion on new starts and reducing bus capital funds. There was discussion on whether SCRTD should become the designated recipient for the 5339 funds; need to be recognized by the state of New Mexico and Texas.

**9. BOARD COMMENT**

There was none.

**10. ADJOURNMENT - Next meeting November 24, 2021**

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Chairperson

**ITEM #7 – EXECUTIVE DIRECTOR’S REPORT – David Armijo**

The report will be an overview of activities experienced in the past thirty days and projects under development in the next thirty to sixty days.

**Action**

An oral report will be provided at the meeting.

## **ITEM #8. Discussion and Approval of Sun Metro Service Expansion Policy (SEP)**

### **Background**

In 2020 SCRTD held discussions with the El Paso MPO, NM DOT, FTA and Sun Metro regarding SCRTD's eligibility for regional funding. The Urbanized Area Formula Funding program (49 U.S.C. 5307) makes federal resources available to urbanized area and to governors for transit capital and operating assistance in urbanized areas and for transportation related planning.

In February 2021 SCRTD requested that a portion of the FTA funding allocated for the El Paso Urbanized Area be shared with SCRTD. On Tuesday, November 9, the El Paso Mass Transit Board approved the Sun Metro proposed Service Expansion Policy. On Friday, November 19, the El Paso MPO Policy Board will review and consider for approval the Sun Metro Service Expansion Policy (SEP).

### **Discussion**

Sun Metro through the Service Expansion Policy has developed a process that will determine how funds are appropriated and approved for funding within the Urbanized area. More specifically, the following conditions are imposed upon SCRTD:

- Submit a proposal for service expansion to Sun Metro, which must include a resolution by local government entity committing transit funding, paratransit service acknowledgement, and a three year transit development plan
- Execute SEP agreement between Sun Metro and local government entity to define method and terms of service expansion in the jurisdiction
- For service expansion involving a direct recipient, Sun Metro will provide FTA with a "split letter" to share a portion of allocated Section 5307 funds with the recipient

### **FTA Section 5307 Split Letter**

The Mass Transit Boards action will now authorize the release of a "split letter" agreement that will authorized SCRTD as a direct recipient and as such will share in funding for Fiscal Year 2022. SCRTD staff has discussed next steps with Region VI, Federal Transit Administration (FTA) regarding SCRTD submittal of a grant application for Fiscal Year 2022. With the Split Letter, FTA can make grants to Direct Recipients after the Designated Recipient, Sun Metro provides the split suballocation letter to the FTA regional office. The split letter is required to move this process forward.

### **Exception to SEP**

When SCRTD approached Sun Metro requesting to be a direct recipient, a SEP was not in place, and SCRTD was already providing service in the UZA

In this case only, Sun Metro has recommended an exception to the policy to allow SCRTD 12 months to complete the process outlined in the SEP, but will provide a split letter for the current funding cycle once the policy is approved by the Mass Transit Board and MPO

If the exception is approved by both boards, SCRTD must complete the SEP process prior to receiving a split letter for the following funding cycle

**FY2022 Funds Allocated**

Fiscal Year 2022 Section 5307 funding for the El Paso Urbanized area is the following:

Texas	\$13,844,948.00
New Mexico	\$551,594.00
Total Allocation	\$14,396,542.00

**Action**

Approve Resolution approving the Service Expansion Plan (SEP) as outlined by the El Paso Mass Transit Board and El Paso MPO Board and submittal of the FTA Region VI grant application for Fiscal Year 2022 in the amount of \$551,594 in federal funding.

**South Central Regional Transit District**

**Resolution Number: FY22-10**

**A Resolution approving the Sun Metro Service Expansion Policy (SEP) as approved by the El Paso Mass Transit Board:**

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

**WHEREAS**, the City of El Paso Mass Transit Board has approved the Sun Metro Service Expansion Policy for service to jurisdictions within the El Paso Urbanized Area;

**WHEREAS**, the City of El Paso Mass Transit Board approves the exception to the policy to issue a split letter for Fiscal Year 2022 to the Federal Transit Administration and the South Central Regional Transit District for this funding cycle only;

**WHEREAS**, Staff provided details on the Sun Metro Service Expansion Policy and its requirements for regional funding eligibility; and,

**WHEREAS**, the Executive Director be authorized to execute any agreements or verifications required to effectuate the Service Expansion Policy;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the South-Central Regional Transit District does hereby approve the Sun Metro Service Expansion Policy as of November 24<sup>th</sup>, 2021.

**ADOPTED AND APPROVED THE 24<sup>th</sup> DAY OF NOVEMBER 2021.**

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Javier Perea, SCRTD Board Chair

**ATTEST:**

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David Armijo, Executive Director

## **ITEM #9 Discussion of Payroll Service Alternatives**

### **Background**

The District currently uses ADP for its payroll processing. ADP assume operations of SCRTD's payroll in the fall of 2018, three years ago. The cost of payroll is based on the number of staff which doubled in the past three years. Consequently, staff has evaluated different companies to determine the best cost of services.

### **Discussion**

The payroll process is just one requirement that is needed to support the financial requirements that are necessary. More specifically, Tax deposits and reporting for every employee is required as well as end of year processing of W-2's. Other issues include the need to upload hours into the payroll system and download processed payroll into the accounting system. ADP cannot transfer these files. To do so requires manual input from staff. This requires more internal labor and time which raises the cost of this fundamental element of the financial process.

Also required is requirement to editing PERA amounts with every payroll process, i.e., 26 times a year. Additionally, there is no Human Resources or Benefits module currently in place. To add these functional elements would require increasing the cost to ADP. Staff analysis of these issues will be addressed at the Board meeting with further review prior to a recommended action.

- A. Current Cost Expense – ADP - \$8,150
  - a. Services
    - i. Payroll processing
    - ii. Tax deposits and reporting
    - iii. End of year processing – W-2's
  - b. Issues
    - i. Expense
    - ii. Cannot upload employee hours into payroll system
    - iii. Cannot download processed payroll into accounting system
    - iv. Requires editing of PERA amounts every payroll
    - v. No HR module
    - vi. No Benefits module
- B. Discussion of Payroll services:
  - a. myPay Solutions - TBD
    - i. Same services as ADP
    - ii. Same issues as ADP
  - b. Payday HCM - TBD
    - i. Same services as ADP
    - ii. Ability to upload employee hours into payroll system
    - iii. Download processed payroll into accounting system
    - iv. HR Module
    - v. Benefit enrollment
    - vi. New Employee processing and reporting
  - c. Paylocity - TBD
    - i. Same services as ADP

### **Action**

The item will be discussed with no action taken.