

SOUTH CENTRAL REGIONAL TRANSIT  
DISTRICT BOARD OF DIRECTORS  
Board Meeting  
AGENDA

Wednesday, January 26, 2022, 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, January 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.**

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

Wednesday, January 26, 2022

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

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**SOUTH CENTRAL REGIONAL TRANSIT DISTRICT**  
**Board Meeting**  
**Wednesday, January 26, 2022 – 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. Approve agenda
5. Public Input
6. Approval of SCRTD Meeting Minutes of November 24, 2021
7. Executive Director's Report – David Armijo
8. Annual Officer Board Appointments and Approval of Resolution – Board Chair
9. A Resolution approving the SCRTD Meeting Schedule for the Year 2022 – Board Chair
10. Discussion and Approval of Resolution for Second Quarter Financial Report – Adam Shea
11. Discussion and Approval of Budget Adjustment for Fiscal Year Budget FY2021-2022
12. Discussion and Approval of Resolution for Zia Therapy Agreement FY2021-2022 in support of NM DOT Grant for local match to cover farebox – Adam Shea
13. Discussion and Approval of Resolution to Amend Dona Ana County 2021-2022 MOU Operating Agreement – David Armijo
14. Legislative Capital Outlay Request FY2022 – David Armijo
15. Board Comment
16. Adjourn - **Next Meeting February 23, 2022**

**ITEM #6 November Minutes**

**South Central RTD  
Board of Directors Meeting  
Wednesday,  
November 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  
Nora Barraza, RTD Vice Chair, Town of Mesilla  
Majorie Powey, Village of Williamsburg (departed approximately 2:30)  
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:**

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

**1. CALL TO ORDER**

Chair Perea called the meeting to order at approximately 1:33 p.m.

**2. PLEDGE OF ALLEGIANCE**

ALL STAND FOR THE PLEDGE OF ALLEGIANCE.

**3. ROLL CALL**

A quorum was determined to be present.

**4. APPROVAL OF THE AGENDA**

There were no changes to the agenda. Motioned by Nora Barraza, second by Lynn Ellins. Passed unanimously.

**5. PUBLIC INPUT**

There were none.

**6. APPROVAL OF SCRTD MEETING MINUTES OF October 27, 2021**

There were no changes to the minutes. Motioned by Lynn Ellins, seconded by Nora Barraza. Passed. Cathy Harmon abstained.

**7. EXECUTIVE DIRECTOR'S REPORT**

David Armijo gave the Executive Director's report. Ridership, the orange route was removed as that contract is still pending and will be addressed in the future. Ridership continues to increase, right at 6,000. The newest Copper line carried 128 this month. Yellow route is increased at 3,062.

Fleet update, there are huge delays. There are three buses on order to hopefully be delivered after the first of the year, three vans also for initiating the van pool program.

The capital projects are moving forward. There is pricing on the Anthony garage renovation, expanding the doors to maintain some of the larger equipment. More details on this will be given early next year. Bus stop replacement has begun of ordering the poles. Begin putting new stops sites on the Chaparral service area, Turquoise line. And then the next priority will be the Copper line. There are approximately 240 stops to be replaced during the winter. Also, a bush shelter program which was begun this week.

Lastly the annual state legislative request. This year maybe a different approach. When there is money available look at getting funds to buy new equipment as we go. Also, there is equipment coming in, but the local match is coming from the local funds from Doña Ana County and the membership fees. Perhaps that would be a better request for the legislature to ask them to give the local match to partner with SCRTD to acquire the capital projects. This would free up some money in the budget for reserves or other programs.

There was a question about RTD going north. There has been submission for funding in the grant application for 2023 which will be known probably in June and hopefully the funds available in October 2022. Depending on how money becomes available, that might give some opportunity to look at the overall budget in the current year or new year beginning July and see to put service north.

**8. DISCUSSION AND APPROVAL OF SUN METRO SERVICE EXPANSION POLICY (SEP):**

Major issues are what is the urbanized area (UZA) to fund, what is the annual funding portion for New Mexico, what are the actions Sun Metro wants to do as the designated recipient, how RTD would get funding through the process in becoming a direct recipient, and actions by Sun Metro, El Paso, and next steps. RTD has services to northeast El Paso, west side El Paso, and downtown El Paso which are part of the El Paso UZA. Las Cruces is within the Mesilla Valley Metropolitan Planning Organization which is smaller and receives smaller funding versus the El Paso MPO and therefore the RTD could share in some of that. A UZA formula is based on population and ridership. This money would only be for 5307 funds. El Paso/Sun Metro is the grant recipient. The idea was that El Paso would use the fundings coming in from New Mexico to provide services in New Mexico which in fact they did not do that. To be able to share that money but to meet their policy. Sun Metro is requesting on an annualized basis is to submit a proposal requesting the funds and requesting them to release the funds through a process called a "split letter." Sun Metro requested RTD to submit a resolution that is going to commit RTD to transit funding. The commitment would be the local match which is 20%. A some point a paratransit service agreement, and a three year transit development plan and for the service area in the southern part of Doña Ana County including Chaparral, Anthony, and Sunland Park. This would include the Turquoise Route, Purple Route, Yellow Route, and Silver Route. Plan would include miles of service, hours of service, cost of the service, how many bus stops, fuel, costs, vehicles, and then break it down to each of the three years.

Then a plan to submit, execute an SEP agreement. Sun Metro would define the method in terms of expansion in that jurisdiction. The service expansion would involve the RTD becoming a direct recipient. Sun Metro upon approval of this process would provide the FTA (Federal Transit Administration) in Ft. Worth, Texas with what is called a "split letter," and that means El Paso would get the \$13.8 million and SCRTD as the only player in the southern part that is a transit provider would get \$551,594.00. These funds would only be available for the southern areas of the county previously mentioned.

The SCRTD would do a resolution to allow it to go forward with the split letter agreement that has been approved by Sun Metro through their action earlier this month. For Fiscal Year 2023 would need a full service expansion plan to be developed to be done September 1 through March 30. There is a deferral by Sun Metro for the current fiscal year of 2022 which is now currently. Should the SCRTD receive these funds it would allow reallocation of some funds.

Sun Metro has authority over the money provided by Congress and through the FTA on an annualized basis. Sun Metro also identified other opportunities in the UZA. A part of the RTD could become part of Sun Metro and would be quite complicated as created by action of the State of New Mexico in an intergovernmental agreement in 2003. Also provide sale tax initiative to the region as they have a sales tax and we do not. Second can do what Sunland Park was doing and become a contract and allow Sun Metro to do it. That did not work well for Sunland Park because the cost was higher than the actual cost of service. Third would form a local government corporation with Sun Metro and establish our own board to oversee this service, funding mechanisms in the UZA. The last one is SCRTD become a direct recipient where Sun Metro may share the FTA section

funds with the SCRTD as an eligible recipient. With this RTD would be qualified for any funding program that is within the region. An example would be paratransit, demand type response services. New Mexico does not provide operating money. This would allow operating money, capital money, etc. Possibly 5310 and other grants as well.

Sun Metro has recommended to their board and been approved to grant an exception to the policy to allow SCRTD 12 months to complete the process outlying in the service expansion plan and provide a split letter for funding as of now. As a direct recipient the RTD is still limited in the funding to go after until El Paso has decided how they are going to spend it. The 5307 has become a capital only program. There are provisions in 5307 to swap money for either senior disability program or maintenance. Maintenance includes fuel and facility and labor to capture some of the dollars. RTD may only be able to get capital money which would limit the ability to have enough excess cash for operations to be able to expand to the north in the Sierra County.

The 5339 is similar to 5307, but specifically for bus capital and facilities. It is a smaller grant program, but approximately just under \$100,000.00 a year. Sun Metro added Section D in the plan in order to address the use of 5339, bus and facility capital and decided to reserve these funds for the designated recipient which is Sun Metro. The only way we could access the New Mexico funding portion of the region for 5339 would if we became a designated grant recipient. That will take a big effort. Only get an opportunity to request from the governor of the state once every 10 years, and the timeline is when a state has just passed and taken on a new 10 year census, which was done very recently. The window of opportunity is this coming year. Need to meet with the governor, senators, and others to work the process. Because in a multijurisdictional area, it would mean not only would the governor of New Mexico have to agree, so would the governor of Texas. Attorney Anthony Anderson in Washington, DC has been consulted and feels the process is going well. This would entail a different resolution at a different meeting than the current one for Sun Metro.

Javier Perea requested to add to now be it resolved, an additional "be it further resolved that the Executive Director is authorized to pursue making the SCRTD a direct recipient for any funding the SCRTD is eligible for."

Amendment motioned by Yvonne Flores, seconded by Diana Trujillo. Passed unanimously.

Motioned by Yvonne Flores, seconded by Diana Trujillo. Passed unanimously.

## **9. DISCUSSION OF PAYROLL SERVICE ALTERNATIVES**

Adam Shea discussed improving the payroll process in time, effort, and cost. The current process is ADP and there are limitations within the RTD environment. Every payroll has to pull the hourly employees from the timekeeping system When I Work app that the drivers and mechanics use. Then consolidate that and put that into a particular spreadsheet to narrow down the calculation for the retirement through the Public Employees Retirement Association (PERA). This then has to be edited in the ADP system for processing payroll. The PERA has to be entered for the employee and employer match. It takes two days at a minimum to process payroll due to consolidation of hourly

time from one system into a spreadsheet and coming with the calculation from PERA, getting all the approvals because it has to be approved by the transit supervisor as well as the employee, and then take that information and plug it into ADP, make changes as far as PERA, and process the payroll.

A spreadsheet was shown of the current process and software, and then three new possible processes and software that could be used to decrease time and effort and make the payroll process smoother and a bit cheaper. Payday HCM was recommended, which Adam is familiar with, also the timekeeping system can be uploaded directly into the payroll system. It will calculate the PERA correctly without separate calculation. It will submit the new hirer reporting. Also have an option for an employee benefits portal, so for the annual enrollment in October, the employee can access and update their benefit enrollment. He will be able to download information directly into the Aplos accounting system. This change would be recommended as of January 2022.

General agreement for Payday HCM would be the appropriate direction and that this item could be an internal process but to keep the Board abreast of how it was working.

**10. BOARD COMMENT**

It was suggested service to the north should be a priority, T or C, Elephant Butte, Williamsburg, Hatch. The RTD is certainly on track for this. The process of Sun Metro and receiving those funds would then free up some other monies. And ready to submit first drafts of the 2023 budget in February. Finally, what happens in June when the state gives the funding allocation. We are currently the third of four transit districts for funding. The two northern districts have their own dedicated sales tax which is why they are able to run more services in more places. The southeastern transit district in Deming has a of different funding groups but they do not have a dedicated funding source either. Until last year we would get less money than the southeastern transit district. Possibly need to get more political to "get our fair share." Sierra county is the only county on the I-25 area that does not have public transit component. Vanpools might be an interim solution in the next year if not able to get more money from the state.

**11. ADJOURNMENT - Next meeting December 22, 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 Annual Officer Board Appointments and Approval of Resolution**

**Background**

The District is required through its bylaws to elect and appointment new officers annually.

**Discussion**

The Board will discuss and consider prospective candidates to service in the positions of Chair, Vice Chair, Treasurer and Secretary.

**Action**

Approve new Officer’s to serve for calendar year 2022.

**ITEM #9 A Resolution approving the SCRTD Meeting Schedule for the Year 2022**

**Background**

The District is required through its bylaws/state law approve its annual meeting schedule.

**Discussion**

The Board will discuss and consider approval of the proposed meeting schedule which is on the fourth Wednesday of the month with the meeting to be held in the Dona Ana County Government Center’s Commission Chambers.

**Action**

Approve the meeting schedule for calendar year 2022.

**ITEM #10 Discussion and Approval of Resolution for Second Quarter Financial Report**

**Background**

The District coordinates with the New Mexico Department of Finance Authority (DFA) for

approval of the annual budget and quarterly reporting.

### **Discussion**

District staff are providing for the Board review the second quarter financial report. A verbal presentation will be provided along with the written report provided in the agenda package prior to the meeting.

### **Action**

Approve Resolution approving the Second Quarter Financial Report.

## **ITEM #11** Discussion and Approval of Budget Adjustment for Fiscal Year Budget FY2021-2022

### **Background**

The District submits quarterly updates on the progress of the budget and provides the annual budget for review by the New Mexico Department of Finance and Administration. The quarterly financial report includes both expenses and revenues.

### **Discussion**

The District continues to be challenged by the Covid19 pandemic. This includes rising costs to fuel and other program prices. Recruitment and maintaining staffing levels has been difficult during the past quarter. The District is fully staffed in the operations and maintenance sections. The District is operating five percent below budget for the year. Adjustments to labor costs, and lower than expected insurance costs will be reallocated to other accounts that require added funding to complete the balance of the fiscal year.

### **Action**

Approve the second quarter budget adjustment for Fiscal Year Budget FY2021-2022.

## **ITEM #12** Discussion and Approval of Resolution for Zia Therapy Agreement FY2021-2022 in support of NM DOT Grant for local match to cover the farebox.

### **Background**

The South Central Regional Transit District (SCRTD) contracts with Zia Therapy to operate a contract service between Alamogordo to Las Cruces during weekdays with connecting service to both RoadRunner and SCRTD services. The City of Las Cruces supports this initiative and has entered into an annual service agreement sharing the cost for this service. The New Mexico Department of Transportation (NMDOT) provides funding for annual operations of this service. During the past two years, the NMDOT through federal grants has supported the service operations with 100 percent of the operating cost. This has reduced the annual contract cost for this service.

## **Discussion**

The contract proposes that ZTrans will operate transit services on the Orange route operating between Alamogordo to Las Cruces. This includes operating a service with three round trips daily from Monday through Friday.

The contract request by Zia Therapy is to support the farebox subsidy proposed for the route. The District paid for a portion of the cost last year. This year's request is for \$3,254.80, paid quarterly.

## **Action**

Approve Resolution approving the Zia Therapy Service Contract in the amount not to exceed \$3,254.80.

## **ITEM #13 Discussion and Approval of Resolution to Amend Dona Ana County 2021-2022 MOU Operating Agreement**

### **Background**

The South Central Regional Transit District (SCRTD) and Dona Ana County have an annual MOU Operating Agreement that supports the region's transit operations by providing funding to match New Mexico State and Federal grants that enhance funding for transit.

### **Discussion**

The District is requesting that the County approve an amendment to the annual operating agreement. The District is experiencing higher than anticipated fuel costs. Fuel costs rose by 26 percent last year and have risen by an additional 58.7 percent in the current fiscal year. The District has addressed this rise in cost by increasing its budget by over 50 percent in the past two years. The District has controlled fuel use during the past three months with reduced fuel per month but with rising unit costs for fuel cumulative costs have continued to rise. Currently the funding shortfall of \$83,729.49 is projected for this fiscal year.

### **Action**

Approve Resolution approving the amendment to the Dona Ana County MOU Operating Agreement with SCRTD.

## **ITEM #14 Legislative Capital Outlay Request FY2022**

### **Background**

The District works with its Legislative Delegation each year to consider providing capital funding for projects that supports transit service operations in Dona Ana County with connection service to other county and municipal transit service operations. These funds maybe used to

match federal grant funds that leverages the District's capital program.

### **Discussion**

The District developed and approved a Ten Year Finance and Service Plan in 2021. The plan provides an assessment of the District's Fleet Plan identifying the need to replace some buses after 2022. More specifically, the buses purchased in 2015 are now approaching 280,000 miles on average and will need to be replaced in 2023. Replacement of these buses is a high priority.

The prices for purchase of buses have risen from \$98,000 per bus pre-pandemic to \$138,000 for three buses currently on order. The pandemic has caused significant delay in the process to order buses as well as the average cost per bus. Consequently, funding from local, state, and federal sources will be required and these five buses may cost over \$155,000 each for a total cost of \$775,000.

This years request is for \$225,000 to help cover the local match required to support the federal funds.

### **Action**

Discussion only.

**South Central Regional Transit District**

**Resolution Number: FY22-11**

**A Resolution approving the Appointment of Officers, effective January 26, 2022**

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, January 26, 2022, in the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

**WHEREAS** the South Central Regional Transit District appoints officers representing the positions of chair, vice-chair, treasurer, and secretary to serve for a period of one year.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the South Central Regional Transit District does hereby approve the Appointment of Officers effective January 26, 2022.

**ADOPTED AND APPROVED THE 26<sup>th</sup> DAY OF JANUARY 2022.**

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Javier Perea, SCRTD Board Chair

ATTEST:

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David Armijo, Executive Director

**South Central Regional Transit District**

**Resolution Number: FY22-12**

**A Resolution approving the South Central Regional District Board Meeting Calendar for 2022.**

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, January 26<sup>th</sup>, 2022, in the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

**WHEREAS** the South Central Regional Transit District Board accepts the monthly meeting calendar whereby the Board meets on the fourth Wednesday of each month at 1:30 p.m.; and,

**WHEREAS** the South Central Regional Transit District Board accepts the location of these meetings to be in the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the South Central Regional Transit District does hereby approve the Meeting Calendar for 2022.

**ADOPTED AND APPROVED THE 26<sup>th</sup> DAY OF January 2022.**

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Javier Perea, SCRTD Board Chair

ATTEST:

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David Armijo, Executive Director

**South Central Regional Transit District**

**Resolution Number: FY22-13**

**A Resolution approving the Second Quarter Financial Report as approved by the South Central Regional Transit District Board:**

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, January 26<sup>th</sup>, 2022, in the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

**WHEREAS** the South Central Regional Transit District approves the Second Quarter Financial Report for October 1<sup>st</sup> to December 31<sup>st</sup>, 2021;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the South-Central Regional Transit District does hereby approve the Second Quarter Financial Statements from October 1<sup>st</sup> to December 31<sup>st</sup>, 2021.

**ADOPTED AND APPROVED THE 26<sup>th</sup> DAY OF JANUARY 2022.**

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Javier Perea, SCRTD Board Chair

**ATTEST:**

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David Armijo, Executive Director

**South Central Regional Transit District**

**Resolution Number: FY22-14**

**A Resolution approving an amendment to the FY2021-2022 Financial Statements and Budget as of December 2021.**

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, January 26<sup>th</sup>, 2022, 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 January 26<sup>th</sup>, 2022.

**ADOPTED AND APPROVED THE 26<sup>th</sup> DAY OF JANUARY 2022.**

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Javier Perea, SCRTD Board Chair

ATTEST:

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David Armijo, Executive Director

**South Central Regional Transit District**

**Resolution Number: FY22-15**

**A Resolution approving the one year contract with ZTrans for SCRTD for \$3,254.80**

**WHEREAS**, the South-Central Regional Transit District Board of Directors met in a meeting Wednesday, January 26<sup>th</sup>, 2022, at the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

**WHEREAS** the South-Central Regional Transit District Board of Directors approve a one year contract with ZTrans for the amount of \$3,254.80;

**WHEREAS** a new contract will be in effect from October 1, 2021, to September 30<sup>th</sup>, 2022, with ZTrans operating transit services on the Orange route operating between Alamogordo to Las Cruces, operating three round trips, Monday through Friday;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the South-Central Regional Transit District does hereby approve the one year contract of the Z-Trans from October 1, 2021, to September 30, 2022.

**ADOPTED AND APPROVED THE 26th DAY OF JANUARY 2022**

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Javier Perea, SCRTD Board Chair

ATTEST:

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David Armijo, Executive Director

**South Central Regional Transit District**

**Resolution Number: FY22-16**

**A Resolution approving an Amendment to the Annual Dona Ana County MOU Operating Agreement with the South Central Regional Transit District Board:**

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, January 26<sup>th</sup>, 2022, in the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

**WHEREAS** the South Central Regional Transit District has an annual MOU Operating Agreement with the Dona Ana County MOU Operating Agreement;

**WHEREAS** the South Central Regional Transit District approves an Amendment Adding \$83,000 to the Annual Dona Ana County MOU Operating Agreement increasing the annual allocation to \$711,000;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the South-Central Regional Transit District does hereby approve the Second Quarter Financial Statements from October 1<sup>st</sup> to December 31<sup>st</sup>, 2021.

**ADOPTED AND APPROVED THE 26<sup>th</sup> DAY OF JANUARY 2022.**

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Javier Perea, SCRTD Board Chair

**ATTEST:**

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David Armijo, Executive Director