

**South Central RTD
Board of Directors Meeting
Wednesday,
January 26, 2022 - 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
Lynn Ellins, Doña Ana County
Cathy Harmon, City of Elephant Butte
Yvonne Flores, City of Las Cruces

MEMBERS ABSENT:

Diana Trujillo, City of Anthony
Peter Atencio, 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

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

2. PLEDGE OF ALLEGIANCE

ALL STAND FOR THE PLEDGE OF ALLEGIANCE.

3. ROLL CALL

A quorum was determined to be present.

4. APPROVAL AGENDA

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

5. PUBLIC INPUT

There was none.

6. APPROVAL OF SCRTD MEETING MINUTES OF November 24, 2021

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

7. EXECUTIVE DIRECTOR'S REPORT

David Armijo gave the Executive Director's report. Ridership is holding steady; typically ridership drops in the winter months but is higher than this point last year. Ridership is expected to improve in some areas with new bus stops and signs, particularly in more rural routes.

SCRTD made a request to legislature for capital. Legislature began roughly a week prior and it's a better year than previous years in terms of money. The first five buses received from the 2015 legislation have now been in service for six years and reached 280,000 miles each. Currently all buses and vehicles ordered are delayed. It is anticipated that it will take up to two years to replace the buses in stock; mileage is expected to be at roughly 350,000 to 400,000 miles, which is exceeding the average mileage. These buses have done well with challenges during the first couple of years. SCRTD is asking for funds from legislature to help with a local match to replace these funds; use funds from El Paso once funds are known. The three buses currently on order are \$135,000.00 each, with the next round of buses being \$155,000.00 each.

The funding would typically come into the CIP for two years to draw the funds. If the order is put in now, the buses should be received within the two years. The current buses on order are gasoline but could be hybrid. Electric buses cost closer to \$800,000.00 each. The size of bus SCRTD is purchasing does not come in electric; it is estimated to be roughly five years away from being able to order electric buses. Electric buses typically have a 12 year life cycle; possibly 15 years but people tend to keep buses six years. There is now a no energy/low energy grant available which SCRTD will follow up on to possibly receive an electric bus; the size of bus that works best for SCRTD is a 29 foot one.

An administrative vehicle was ordered within the past week. Roughly \$400,000.00 of capital funding in the budget was programmed through the state which began on October first. The vehicle will be used for support transportation staff; move drivers between locations, staff to monitor the service, and etcetera. The vehicle is a van rather than sedan so that way at times riders can be moved. This vehicle is roughly \$35,000.00; 80% paid for by federal funds and 20% paid for by local with any savings going back to the state. A state vendor out of Albuquerque was used. The

vehicle should be here next month. More vehicles are still needed as the SCRTD grows.

The new buses on order are expected to come in in August; one was ordered over 18 months ago. The vehicles were originally \$98,000.00 two years ago and are now \$135,000.00; the state made up the difference. The state gave SCRTD a special grant to cover 100% of one vehicle. This allows them to retire the 700 series vehicles which were originally purchased used from Rio Metro. The buses began with roughly 70,000 miles and are now approaching 270,000 miles; approaching nine years of age and will need to be replaced. A new grant was submitted last year to be awarded in April; will include a couple expansion buses.

SCRTD have been working through a number of measures including updating the bus stop list, acquired poles and signs which are from Albuquerque as there was no one in the region, and etcetera. Roughly 250 poles will be replaced; the first 50 will be replaced on Turquoise and Copper routes within the next two weeks. The original poles were roughly four feet high; these will be at least six feet high and follow normal standards of architecture; most are state right-of-way and been pre-approved. The next ones to be installed include those in Las Cruces, Doña Ana County, and Mesilla; roughly two to four weeks out. Once the poles are installed each route will have its own sign; local companies have been competitive.

A survey has shown that most people find out about SCRTD when they see a bus drive by; signs are expected to help. The signs will not show the times of bus stops but there are other signs that will be put out in certain locations; roughly 10 of them. One place for the schedule will be in Mesilla Town Hall. Google maps has the schedule listed. The survey showed most of the population do have cell phones to access Google; it is possible many people did not fill out the survey because they did not have access. Pathfinder signs are much bigger signs, roughly 31 by 13.5.

These signs will be two-sided at specific places, coming into El Paso from Chaparral, Hatch, Mesilla, and etcetera. The service miles are 115 square miles and these signs will give a better identification of that service area. David Armijo is happy to receive input for locations. The Orange Route was removed due a pending contract. It will be discussed later today. The signs on state highways will be done through NMDOT. There is a lot of turnover in the transit industry right now; everyone has changed over within the past six years except for Michael Bartholomew and David Armijo. This can be a difficulty while moving forward with new projects.

The legalities of the 5307 is in place; reviews have been done, letter has been drafted and circulated. The only issue is that the amount to put on the letter is unknown due to federal process, no transportation budget as of yet. The hope is that Mr. Sandoval, the Secretary of Transportation of the state, made a nice presentation; an effort to change the process of transit districts being funded

through counties rather than state. The rule in State Bill 30 would change the process to allow the money to flow from sales tax directly to the transit districts. This would not affect SCRTD at this time but two other members would be affected. The committee in charge of the State Bill 30 made it through building tax for transportation yesterday; Senator Hamblen said kind words about the SCRTD. Thursday will be another committee to see where the bill goes. There is a three percent holding fee to process the grant; DFA wants to keep it in place but language is ambiguous.

Next week the Santa Fe Municipal League day will happen. There will be meetings with representatives and senators. David Armijo would like for Nora Barraza to give them a fact sheet for the five 225 buses. Mr. Armijo has been working with Representative Ferrari on that. There was brainstorming on how to engage the representatives from Sierra County to support funding for new buses and provide service to them; it is not part of the capital outlay at this time. There's a possibility that another bus could be available to use within the next few months. The funds from legislation is needed to match the El Paso money for replacement buses; a high priority is to fix current issues rather than add more service.

Mr. Armijo is in the process of working the state to acquire a used bus for additional services; 2015 bus sitting on the Indian nation in Rio Arriba, 2,200 miles, seven years old, has an ADA lift, and it is almost 40 feet. The state will give the bus to SCRTD at no cost but will cost roughly \$2,500.00 to prep the bus. That can support the southern services which will then free up a bus to add service. Nora Barraza would like to make service to Sierra County a priority.

8. ANNUAL OFFICER BOARD APPOINTMENTS AND APPROVAL OF RESOLUTION

Chair, Vice Chair, Treasurer, and Secretary need to be appointed. The current slate of officers is Chair Javier Perea, Vice-Chair Nora Barraza, Treasurer Diana Trujillo, and Secretary Sanchez. Nora Barraza requested to keep the current slate of officers for the next year; Majorle Powey agreed.

Motioned by Yvonne Flores, seconded by Nora Barraza. Majorle Powey stated that she appreciates everything the Board does. Passed unanimously.

9. A RESOLUTION APPROVAL THE SCRTD MEETING SCHEDULE FOR THE YEAR 2022

Motioned by Nora Barraza, seconded by Yvonne Flores. Passed unanimously.

10. DISCUSSION AND APPROVAL OF RESOLUTION FOR SECOND QUARTER FINANCIAL REPORT

Adam Shea gave the presentation of the financial report for the second quarter for SCRTD. Expenditures year to date are \$896,237.57; roughly 45.7% for the year. Revenue received is \$935,172.38; 39% of overall budget. The bank balance is \$84,254.96. Certain expenditures are highlighted due to the extensive amount that has been expensed; maintenance on vehicles due to diagnostics on a couple buses or buses that require towing, bus stop refurbishing project, advertisements due to extra advertisements for open positions, and office equipment due to disinfectant supplies and copiers.

Cash flow is good but accounts receivable needs to catch up to allow process of expenses. The first quarter reached 24% and the second quarter has only reached 22%. The audit was completed and submitted on December 15th; payment was in January of roughly \$16,000.00. The audit was regular as well as federal. The vanpool tech support will begin this fiscal year but there are no vans as of yet. The tech support was put in place to aid in maintenance of those vehicles. There is funding from the county with the last budget cycle as well as \$90,000.00 for two van from legislature: waiting for the vehicles. The vehicles did not come in when expected due to unavailability; will hopefully come in next quarter.

There are no new vehicles expected in the fleet at this time, only replacements. One bus was in an accident which wasn't the SCRTD's fault and now there are 13 buses; older bus that needed to be retired. Year to date revenues received is \$938,047.84; \$1,452,811.36 is expected in revenue for this fiscal year. The NMDOT has allowed SCRTD to recoup expenses based on 80/20 or 50/50 but they are still waiting on capital appropriation items to be loaded and used. Until expected items come through, the projected revenue will not be received. Total revenues compared to expenses are 49%.

The commercial loan of \$30,000.00 in December was due to cash flow issues; needed to make sure a van would be covered but it didn't come. There is currently \$40,982.66 in operating which includes the loan. The loan is being paid off; balance is currently \$30,000.00. Once the additional funding from the county is acquired it will be paid off; by end of fiscal year for certain.

Motioned by Yvonne Flores, seconded by Nora Barraza. Passed unanimously.

11. DISCUSSION AND APPROVAL OF BUDGET ADJUSTMENTS FOR FISCAL YEAR BUDGET FY2021-2022

Adam Shea gave the presentation. A net amount of \$30,000.00 on both revenue and expense side will need to be adjusted in order to cover the commercial loan. Workers Comp will be reduced by \$21,901.00 as it was paid in full. The maintenance on vehicles needs to be increased by \$10,000.00 due to that being an issue. There was discussion on if it is a permissible accounting action to move money in order to cover a loan; it is acceptable to move amounts from one account to another account so long as there is approval from whomever is in charge. There

was an outstanding loan amount of \$50,000.00 at the end of the previous fiscal year; \$41,150.00 was paid back on that. Both loans will be paid off once the funds from the county is received. The money will be transferred out of Workers Comp, Legal Fees, and professional services, and signs to cover anticipated deficits. There is \$400,000.00 in capital which has not been put into the account by the state. The biggest issue with the budget is the revenues tend to come in late which is why loans are needed at various times.

Motioned by Lynn Ellins, seconded by Nora Barraza. Passed unanimously.

12. DISCUSSION AND APPROVAL OF RESOLUTION FOR ZIA THERAPY AGREEMENT FY2021-2022 IN SUPPORT OF NMDOT GRANT FOR LOCAL MATCH

David Armijo gave the presentation. It is an annual contract with Zia Therapy to support the Orange Route; three service trips a day Monday through Friday between Alamogordo to Las Cruces and Doña Ana County. The route has been in service for eight to nine years. The agreement is usually a 50/50 split of operating costs with the state of New Mexico through a similar grant; Zia Therapy is the operator. Due to the pandemic the CARES Act funds made it possible to pick up 100% of the cost. Zia Therapy has requested support to offset their fare box recovery; \$3,254.80. It is programed in the budget.

Motioned by Yvonne Flores, seconded by Nora Barraza. The Chief Executive Officer from Zia Therapy stated that the money was requested for operating assistance but it's slated for admin assistance. There will need to be additional conversations on whether this will be a continued expense; SCRTD is looking at contract awards later this year. It is based on an annual grant and therefore unable to plan if it is needed each year. Passed unanimously.

13. DISCUSSION AND APPROVAL OF RESOLUTION TO AMEND DONA ANA COUNTY 2021-2022 MOU OPERATING AGREEMENT

Motioned by Lynn Ellins, seconded by Yvonne Flores. The county did approve this change with other mid-year adjustments. David Armijo stated he appreciated the professionalism working with the county staff and finance department; Adam Shea did the initial assessment. It is an \$83,000.00 increase. Passed unanimously.

14. LEGISLATIVE CAPITAL OUTLAY REQUEST FY2022

David Armijo stated he covered this in his previous presentation. SCRTD is requesting funding of \$225,000.00 from legislature; information has gone out and been submitted to the state a week ago. This will be updated to the Board later today as well as letters sent out to the legislative committee later this week; more details on why and how the money will be used. Total estimation of cost of buses is \$155,000.00 a piece for a total of \$775,000.00.

15. BOARD COMMENT

Chair Perea asked the Board to fill out the evaluations and return them to him.
Chair Perea congratulated the elected officers.

16. ADJOURNMENT - Next meeting February 23, 2022



Chairperson