

**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 Majorle 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 haven't 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 doesn't 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're 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 isn't 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 don't 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 won't 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 Dona 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 roughly \$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 have 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


Chairperson