

SOUTH CENTRAL REGIONAL TRANSIT
DISTRICT BOARD OF DIRECTORS
Board Meeting
AGENDA

Wednesday, October 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, October 26, 2022, 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.

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Wednesday, October 26, 2022,

1:30 PM | (UTC-06:00) Mountain Time (US & Canada) | 3 hrs.

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SOUTH CENTRAL REGIONAL TRANSIT DISTRICT
Board Meeting
Wednesday, October 26, 2022 – 1:30 PM (MST)
Doña 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 September 28, 2022
7. Executive Director's Report – David Armijo
8. Discussion and Approval of Resolution for Fiscal year end assets – David Armijo
9. Discussion and Approval of First Quarter financials – David Armijo
10. Discussion and Approval of Budget Amendment for FY2022-2023 – David Armijo
11. Discussion and Approval of The Procurement Manual 2022-David Armijo
12. Board Comment
13. Adjourn - **Next Meeting December 28th, 2022 (District is dark in November)**

ITEM #6 September 28 Minutes

**South Central RTD
Board of Directors Meeting
Wednesday,
September 28, 2022 - 1:30 PM**

MINUTES

MEMBERS PRESENT:

Nora Barraza, RTD Vice Chair, Town of Mesilla
Diana Murillo, City of Anthony
Majorie Powey, Village of Williamsburg
Yvonne Flores, City of Las Cruces
Robert Martinez, Village of Hatch
Sharon Thomas, Citizens Advisory Committee

MEMBERS ABSENT:

Javier Perea, RTD Chair, City of Sunland Park
Lynn Ellins, Doña Ana County

SCRTD STAFF:

David Armijo, SCRTD Executive Director
Sara Vasquez, SCRTD
Cristina Gamboa, SCRTD
Adam Shea, SCRTD

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

1. CALL TO ORDER

Nora Barraza called the meeting to order at approximately 1:46.

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 Yvonne Flores, second by Nora Barraza. Passed unanimously.

5. PUBLIC INPUT

There was none.

6. APPROVAL OF SCR TD MEETING MINUTES OF August 24, 2022

There were no changes to the minutes. Motioned by Nora Barraza, seconded by Majorie Powey. Passed unanimously; one abstains.

7. EXECUTIVE DIRECTOR'S REPORT

David Armijo gave the Executive Director's report. On Friday SCR TD received the grant that was scheduled for approval. It is a smaller grant and will be used for smaller vehicles. Last year's ridership was shown. This month was 8,100 riders for the month; down from 9,193 but fares were brought back in. Revenue is almost \$1,000 per week. The deviation is roughly 400 rides difference with fares; typically, revenues drop by 20% or more when fares are raised. Within the last year they added 23,775 rides: a 38% growth from last year. All the routes have been growing; the Green Route has doubled. Total ridership for the year was 85,000. The increase in ridership can be attributed to faster frequency of pickups; going from a two hour wait time to a 30-minute wait time. When the pandemic hit staff kept the main service in and only shut down the school side. Compared to the peers, SCR TD doesn't work in the same framework and is able to hire people from various places around the county rather than one.

Mr. Armijo is meeting with a new company called Rave Inductive Car Charging which is using charging stations in the field; buses would need to be able to charge for at least 30 minutes. They will be doing the all-day charging aspect but are interested in this one as there are opportunities to layover the bus at Sunland Park city hall or Mesilla Valley. The biggest thing is to never start a charge dead but keep it charging. There may be money for charging stations from New Mexico and there's talk of putting charging stations throughout the interstate. There is a dynamic on what can be used on the particular bus which would need to be taken into account. Things need to be put in place prior to ordering the equipment; many plug in at the front. There was discussion on places to put charging stations, not in historical places but rather in newer construction.

8. DISCUSSION AND APPROVAL OF DISTRICT REPRESENTATIVE TO REGIONAL WORK FORCE CONNECTION

David Armijo gave the report to the Board. There is concern that Sharon Thomas is not a voting member of the Board. The application states she acknowledges that she has optimum policy making authority which is not true for the Board. There is a suggestion to have a Board Member represent instead; it would be the decision of the Board. The Board gave agreement that Ms. Thomas would not be a good representative as she doesn't have voting power on the Board. Ms. Thomas stated she used to be the person on the Board who worked with outreach and education and has continued to do it informally. She doesn't mind if they select someone else. She sits on other policy review committees as well as the Resilience Leaders; she advocates for transit at several different places. There are some benefits from working with Work Force Connection; the role of working with them will most likely grow as more people use the SCRTD to get to new jobs. It's questionable to find someone who is available to attend the meetings; they meet quarterly with committees that meet more regularly. Work Force Connections may be about to embark on their Career Pathways approach which will be greater contact with various industries and counties. It would be a great opportunity to work with them and bring transit options. Nora Barraza recommended nominating someone from the Board to be the representative and put it on the next agenda. They can invite someone from the Work Force Connection Board to answer questions. Ms. Thomas will speak with Yvonne Flores on what is needed as she has shown interest.

9. DISCUSSION AND APPROVAL OF \$1.1 MILLION CMAQ GRANT AWARD

David Armijo gave the presentation. This will be for electric vehicles. As these are CMAQ funds they will be at the level of 85.5% federal and 14.5% local which reduces local money needed. The buses will be programed within the next few months to do an order. They will probably come in at the end of 2023 to the beginning of 2024; local match will be in the next fiscal year. Receiving an approval allows them the authority to move forward with the state of New Mexico to program these into the federal program online and create the document.

Motioned by Diana Murillo, seconded by Robert Martinez. Passed unanimously.

10. DISCUSSION AND APPROVAL OF SAFETY PLAN

Cristina Gamboa gave the presentation. The Public Transportation Agency Plan requires the recipients of the 5307 grant funds to annually certify that the agencies have agency safety plan that meets the requirements of the regulations. The updates must be signed by the accountable executive and approved by the agency Board of Directors. The requirements for the safety plan were given; develop and approve a safety plan, annual review, an updates process, safety management system, and etcetera. There will need to be a safety committee with meetings every month; composed of management and labor equally. The committee will need to develop safety targets for operations and maintenance. They are working with a safety consultant. They have also contacted the New Mexico

Environment Department who does an in-house inspection to evaluate the facilities to be compliant with the FTA. This is free of charge and confidential; the application has been submitted and they are currently waiting on approval. More details will be brought later. The New Mexico Municipal League does provide some calls to help with training regarding safety issues. This safety plan will be great as they grow. The New Mexico Municipal League separated from Safety Counseling; it would need to be on their own if the Board wished to use them. The New Mexico Municipal League can inform them of what training is needed and will give the training; staff will contact them.

Motioned by Yvonne Flores, seconded by Majorie Powey. Passed unanimously.

11. DISCUSSION ANNUAL NATIONAL TRANSIT RIDERSHIP REPORT

David Armijo gave the presentation. This is the closeout letter for the year 2021 which ended last September. They begin the process of recording every October and have this in place by the first of February. They are working with another report tied to the NTD that will measure ridership and on time performance. Mr. Armijo will give more detail the next time he brings this to the Board; working to get more people involved. The schedule needs to be dependable for people to get to where they need to go.

12. DISCUSSION AND APPROVAL OF ANNUAL BUDGET AMENDMENT 2

David Armijo gave the presentation. The biggest change will be revenue which is tied to the grants. There were some changes to the operating by moving things around. Amendment one shows the previous acceptance of the two grants and then moving money within the capital budget due to changes. The 5307 funds can be capital or operating and will be taken out due to having money for buses and facilities already; \$508,000 moved to operating. There is now \$2,403,000 for the FY23 operating budget; this gives a surplus. Staff is working with the FTA region six on the grant application for \$686,000; hope to have it in within the next couple of weeks. Staff anticipates the first grant application submittal for FY22; \$200,000 for facility, maintenance, and etcetera. The hope is to keep the money in the bank. New Mexico handles the money through the state and SCRTD handles the money given through El Paso.

The money will be moved around where it is needed; the grant money with the MOU agreement allows them to match money for grants. Staff expects to receive more buses in the coming year which will require local match; ordered two years ago. Most of the buses on order will be over the next 18 months so they intend to build a reserve to pay for the match of those vehicles. The FY23 budget was \$825,000 from the Doña Ana County GRT. There was discussion on where the \$200,000 came from. Mr. Armijo stated they try to control the member's fees and county to give more latitude to match the capital grants for federal funds. There is another round of federal funds coming from El Paso next Saturday; 5307 funds.

Motioned by Yvonne Flores, seconded by Majorie Powey. Passed unanimously.

13. CLOSED SESSION - REMOVED FROM AGENDA

14. BOARD COMMENT

The RTD will not be providing buses to the county fair this weekend; no one has asked them. They are willing if the schedule allows it. Mr. Armijo will talk with Roadrunner to see if they're providing any services; Las Cruces Shuttle is providing service. The International Mariachi Conference will have it in November; they have not contacted Mr. Armijo yet. Nora Barraza recommended they contact Mr. Armijo and will reiterate the message. She invited the RTD to come do a presentation to the Board of Trustees in November; there are two new board members.

15. ADJOURNMENT (3:51 p.m.) - Next meeting October 26, 2022

Chairperson

ITEM # 7 Executive Director's Report

This report will be provided at the meeting.

ITEM #8 Discussion and Approval of fiscal year end assets

The district each year approves the year end fiscal year assets. This becomes significant over time. The district has evolved from zero assets in 2015 to \$2.2 million in assets in 2021. The closing for 2022 will exceed last year's number. As the District adds more buses, new buses, facilities, and equipment the total value of the district rises.

ITEM #9 Discussion and Approval of first quarter financials

The attached report reflects the first ninety days of both capital and operating expenses. A full report will be provided and upon approval the report will be submitted to the New Mexico's State Department of Finance (DFA).

ITEM # 10 Discussion and Approval of Budget Amendment for FY2022-2023

The district will provide an overview of the annual budget through the first quarter and will recommend modest changes to department accounts.

ITEM # 11 Discussion and Approval of The Procurement Manual 2022

The report will be provided at the meeting with the Procurement Manual. This Procurement policies and procedures is intended to serve as a guide for procurement purposes and comply with the Federal Transit Administration's standards.

ITEM #Resolutions

South Central Regional Transit District

Resolution Number: FY2023-12

**A RESOLUTION APPROVING THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT FISCAL YEAR
END ASSETS FOR FISCAL YEAR 2022**

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

WHEREAS; The South Central Regional Transit District approves the end of year Assets for fiscal year 2022-2023

NOW, THEREFORE, BE IT RESOLVED by the South Central Regional Transit District that: Passed, Approved and Adopted by the governing body at this meeting of October 26, 2022.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY2023-13

**A RESOLUTION APPROVING THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT FIRST
QUARTER FINANCIALS FOR FISCAL YEAR 2022-2023**

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

WHEREAS; The South Central Regional Transit District approves the first quarter Financials for fiscal year 2022-2023;

NOW, THEREFORE, BE IT RESOLVED by the South Central Regional Transit District that: Passed, Approved and Adopted by the governing body at this meeting of October 26, 2022.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY2023-14

**A RESOLUTION APPROVING THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT FISCAL YEAR
2022-2023 BUDGET ADJUSTMENTS**

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

WHEREAS; The South Central Regional Transit District approves the budget adjustments for fiscal year 2022-2023;

NOW, THEREFORE, BE IT RESOLVED by the South Central Regional Transit District that: Passed, Approved and Adopted by the governing body at this meeting of October 26, 2022.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY2023-15

A RESOLUTION APPROVING THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT

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

WHEREAS; The South Central Regional Transit District approves the Procurement Manual 2022;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South-Central Regional Transit District does hereby approve the Procurement Manual as of October 26, 2022.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director