

SOUTH CENTRAL REGIONAL TRANSIT  
DISTRICT BOARD OF DIRECTORS  
Board Meeting  
AGENDA

Wednesday, December 28, 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, December 28, 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.

**PUBLIC INPUT:**

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Wednesday, December 28, 2022,  
1:30 PM | (UTC-07:00) Mountain Time (US & Canada) | 3 hrs.

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**SOUTH CENTRAL REGIONAL TRANSIT DISTRICT**  
**Board Meeting**  
**Wednesday, December 28, 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 October 26, 2022
  7. Executive Director’s Report – David Armijo
  8. Discussion and Approval of Resolution Amending District Safety Plan – David Armijo
  9. Discussion and Approval of Resolution Adopting a Disadvantage Business Enterprise Plan and Goals- David Armijo
  10. Discussion and participation in Feasibility Study and Alternatives Analysis for El Paso Regional Fare Structure and Payment System - David Armijo
  11. Closed Session: Personnel Matters
    - a) Discuss personnel matters regarding the Executive Director
- THE DISTRICT MAY CONVENE IN CLOSED SESSION to discuss personnel matters as authorized by the Open Meetings Act, § 10-15-1 (H)(2) and (5) (NMSA1978).
- THE DISTRICT MAY CONVENE IN OPEN SESSION to take action, if any, on the closed session items.
12. Board Comment
  13. Adjourn - **Next Meeting January 25 , 2023**

**ITEM #6 October 26, 2022, Minutes**

**South Central Regional Transit District**

**Board of Directors Meeting**

**Wednesday,  
October 26, 2022 - 1:30 PM**

**MINUTES**

**MEMBERS PRESENT:**

Olga Nunez proxy Javier Perea, RTD Chair, City of Sunland Park  
Diana Murillo, City of Anthony  
Majorie Powey, Village of Williamsburg  
Lynn Ellins, Doña Ana County  
Yvonne Flores, City of Las Cruces

**MEMBERS ABSENT:**

Nora Barraza, RTD Vice Chair, Town of Mesilla  
Robert Martinez Peter Atencio, Village of Hatch  
Sharon Thomas, Citizens Advisory Committee

**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**

Diana Murillo called the meeting to order.

**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 Lynn Ellins, second by Diana Murillo. Passed unanimously.

**5. PUBLIC INPUT**

There was none.

**6. APPROVAL OF SCRTD MEETING MINUTES OF September 28, 2022**

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

**7. EXECUTIVE DIRECTOR'S REPORT**

David Armijo gave the Executive Director's report. The El Paso MPO has a call for projects for three fiscal years; SCRTD was the only one to submit and did everything in one year. This gave them a surplus of \$900,000 plus another \$1.9 million a year. Within the last week they released the next call for projects. Within 30 days the SCRTD can apply again. It will be from 2024 to 2025, which will not affect the current budget. Mr. Armijo will look

into other projects as well. He would like to replace the Gillig buses with electric buses; don't need replacement but are hybrids which would be better for another route possibly to the north. The electric buses would help with air quality in the El Paso County.

The SCRTD receives some money from Mesilla MPO which is \$49,006 that is urban funds. There are also two grants that came in which Mr. Armijo wrote to be specifically to be in New Mexico. There have been many meetings on the situation. The state of New Mexico submitted those grants and will amend the state transportation plan to include the grants; \$2.5 million No-Low grant for electric buses and \$3 million 5339 capital grants for facility or electric buses. Another grant was given from the CMAQ of \$1 million for three mid-sized vehicles. NMDOT will manage the money for the SCRTD. These grants are due to no one in New Mexico applying for these projects; Sun Metro was using the money for the past eight years. As the transit agencies work together it will make transportation stronger.

At the beginning of FY23 they began moving forward with a series of grants for Arboc buses; these grants are continued to be extended due to the money being encumbered. The grants can no longer be amended, and the buses have gone up \$10,000 a piece; \$30,000 total. The two front runner buses for the current fiscal year went up in price by over \$30,000 a piece; the state will cover the additional \$60,000. It is still difficult to obtain buses; the mid-size is being changed to electric only. The Gillig bus order went in and should come in the first quarter of 2024. The No-Low Grant buses can go anywhere in the district. No-Low Grant means no gas or low gas buses. There was discussion on what parts are considered rural and what are considered urban.

Staff had a great conversation with FTA Region IV representatives. The legal documents were received in June, the financial documents were received in August, and the operations was finished within the last few weeks. The local attorney signed off on the resolutions. The FTA administrator was in town to meet with people at Sun Metro and Roadrunner so met with Mr. Armijo as well. The hope is to have this grant approved within the next 30 days. In regard to grant closeouts, staff works diligently with the state and staff to close out the grants; two have been closed. The hope is to use the now free dollars to match other grants. The El Paso 5307 Grant exists in the program year plus five years. SCRTD identified where the funds would go and did an amendment a few months ago. Any money qualified from October 1, 2021, would qualify. It should generate additional funds and go into the reserve.

Staff is being very cautious not to double down on the grants. This will help with getting buses to go to Sierra County as well; need money flowing better. The first buses should come within the second quarter; between April and June with more over the summer. Mr. Armijo stated that they may be in a better position by next July or October to look at how the route will be. There is a van available for a van pool program if a group can be put together for Sierra County. The van pool can be up to five days a week. The capital cost

would be taken by SCRTD. There would be a monthly fee for the riders to pick up some of the operational cost such as fuel. The cancer group in Sierra County pays for gas for travel now; it would shift to SCRTD. Mr. Armijo suggested doing a pilot and work out the math from there. The driver could be from the group; no CDL license is required and SCRTD insurance covers the vehicle. The Arboc carries 18 to 20 passengers and has a ramp.

## **8. DISCUSSION AND APPROVAL OF RESOLUTION FOR FISCAL YEAR END ASSETS**

David Armijo gave the presentation. The bank currently has \$250,000 due to grants coming in. The budget is \$2.1 million, which hasn't changed. Currently they are at about 26.4%; salaries are roughly 2.5% underbudget. Fuel and maintenance cost are very high; maintenance was deferred to wrap up last year. The second quarter will be down, and everything should be good. Revenues are at 32.2% for the first quarter; grants are from last year and are just now coming in. Revenues are \$2.1 million budgeted and currently it is at \$2,521,000 budgeted. The majority of the revenues will stay ahead throughout the year. Personnel is at 22.5% and expenditures are at 26% due to the maintenance and fuel. For capital appropriations staff goes through the state. In the second quarter the overhead costs should come down for a more balanced budget. Staff will need to track the capital better; the capital budget shows being \$5 million over due to the grant but it won't be pulled for two years. Mr. Armijo suggested doing a two year budget to show when those monies will come in. He will have a discussion with other agencies to find out how best to show the monies.

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

## **9. DISCUSSION AND APPROVAL OF FIRST QUARTER FINANCIALS**

Discussed with Fiscal Year End.

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

## **10. DISCUSSION AND APPROVAL OF BUDGET AMENDMENTS FOR FY2022-2023**

David Armijo gave the presentation. Prior to the first quarter staff came twice with two amendments with revenues from the grants. This one is for the expenses due to the grants. Money was moved around to balance the budget; all pretty small movements. Unemployment money was moved as they had received the bill for the year; it was

overbilled. Money was moved from the SBLB Zero Emission as it's under the capital but is a planning grant.

Motioned by Lynn Ellins, seconded by Yvonne Flores. Passed unanimously.

**11. DISCUSSION AND APPROVAL OF THE PROCUREMENT MANUAL 2022**

David Armijo gave the presentation. New Mexico gave the RTD the manual and Mr. Armijo only had to change names. The RTD typically receives federal grants which means they must follow the federal guidelines which sometimes supersedes the state process. This manual puts things in context of what staff should be using for the state of New Mexico; NMDOT wants the RTD to use. It also has forms which can be pulled to use. Without this the RTD can't be funded by the regional office. The majority of procurements come from the state. The RTD now has two certified procurement officers: Sara and Adam. The certification expires every two years.

Motioned by Lynn Ellins, seconded by Yvonne Flores. Passed unanimously.

**12. BOARD COMMENT**

Yvonne Flores thanked David Armijo, Sara Vasquez, and Christina Gamboa for all the work they do.

**13. ADJOURNMENT (2:221 p.m.) - Next meeting December 28, 2022**

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Chairperson



**ITEM # 7** Executive Director's Report

This report will be provided at the meeting.

**ITEM #8** Discussion and Approval of District Safety Plan Updated

The District is updating its Safety Plan to include the addition of a Safety Committee and other attributes of the plan. The USDOT updated requirements of the Safety Plan to include the Safety Committee and the need to document the process. The Safety Committee held its first two meetings in November and December.

**ITEM #9** Discussion and Approval of Resolution Adopting a Disadvantage Business Enterprise Plan and Goals

The District is required to have a DBE Plan and goals. As a direct grant recipient, it is necessary that the DBE Plan be established and a goal set prior to receiving FTA grant funding for the new Section 5307 Urban funding. The District has limited capital grant funding beyond bus procurements meaning there is less opportunity to attract or meet DBE goals. Consequently, the goal identified for the next three years will be .65 percent. This is based on our capital bus purchase of buses during this period of time. As more procurements develop, we may want to raise the goal if we are able to do so.

**ITEM #10** Discussion and participation of Feasibility Study and Alternatives Analysis for Regional Fare Structure and Payment System

Sun Metro and El Paso County transit system have initiated a regional fare study and have invited SCRTD to participate in the study. An initial meeting to kick off the study was held last month. The Study is expected to run for the next year plus. The study will look at fares and methods of payment systems that may be used in the future.

**ITEM # 11** Closed Session: Personnel Matters

Discuss personnel matters regarding the Executive Director

**ITEM # Resolutions**

**South Central Regional Transit District**

**Resolution Number: FY2023- 16**

**A RESOLUTION APPROVING A SAFETY PLAN**

**WHEREAS;** The South Central Regional Transit District Board of Directors met in a meeting Wednesday, September 28, 2022, in the Doña Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and

**WHEREAS;** The South Central Regional Transit District is updating its Safety Plan to include the addition of a Safety Committee and other attributes of the Plan in accordance with the Federal Transit Administration final rule 49 CFR Part 673.

**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 September 28, 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: FY2023- 17**

**ADOPTING A DISADVANTAGED BUSINESS ENTERPRISE PLAN AND GOALS**

**WHEREAS**, the SCRTD is a "special District" pursuant to NMSA 1978, Section 73-25- 1 et seq., and a subdivision of the State of New Mexico; and

**WHEREAS**, the District is now working on updating and improving all its policy documents in preparation for its Triennial Review by the Federal Transit Administration; and

**WHEREAS**, the District staff has been advised that the DBE plan should contain a "small business element" in its DBE Plan; and

**WHEREAS**, the District wishes to remain fully compliant with all state and federal regulations and to adopt a DBE Plan to ensure that it meets these standards.

**WHEREAS**, the District's DBE Goals for the next three years will be .65 percent based on capital bus purchases; and

**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 December 28, 2022.

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Javier Perea, SCRTD Board Chair

ATTEST:

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David Armijo, Executive Director