

SOUTH CENTRAL REGIONAL TRANSIT
DISTRICT BOARD OF DIRECTORS
Board Meeting
AGENDA

Wednesday, January 25, 2023, 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 25, 2023, 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, January 25, 2023,

1:30 PM | (UTC-07:00) Mountain Time (US & Canada) | 3 hrs

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SOUTH CENTRAL REGIONAL TRANSIT DISTRICT
Board Meeting
Wednesday, January 25, 2023 – 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 December 28, 2022
7. Executive Director’s Report – David Armijo
8. Approval of 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 the Amendment to the FY2023 Financial Statements and Budget as of December 2023- Adam Shea
11. Discussion and Approval the Second Quarter Report FY 2023 – Adam Shea
12. Discussion of the Procurement Manual conflict of interest policy- Sara Vasquez
13. 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.

14. Board Comment

15. Adjourn - **Next Meeting February 22 , 2023**

ITEM #6 December 28 Minutes

South Central Regional Transit District

Board of Directors Meeting

**Wednesday,
December 28, 2022 - 1:30 PM**

MINUTES

MEMBERS PRESENT:

Javier Perea, RTD Chair, City of Sunland Park

Diana Murillo, City of Anthony

Majorie Powey, Village of Williamsburg

Lynn Ellins, Doña Ana County

Robert Martinez, Village of Hatch

MEMBERS ABSENT:

Nora Barraza, RTD Vice Chair, Town of Mesilla

Yvonne Flores, City of Las Cruces

SCR TD STAFF:

David Armijo, SCR TD Executive Director

Sara Vasquez, SCR TD

Cristina Gamboa, SCR TD

Sarah Portillo, SCR TD

Loretta Gallegos, SCR TD

Adam Shea, SCR TD

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

1. CALL TO ORDER

Javier Perea called the meeting to order at approximately 1:30.

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

Only change was to move the Closed Session to January's meeting. Motioned by Diana Murillo, second by Robert Martinez. Passed unanimously.

5. PUBLIC INPUT

There was no public input.

6. APPROVAL OF SCRTD MEETING MINUTES OF October 26, 2022

There were no changes to the minutes. Motioned by Majorie Powey, seconded by Diana Murillo. Passed unanimously.

7. EXECUTIVE DIRECTOR'S REPORT

David Armijo gave the Executive Director's report. CMAQ Grants, the MPO rolled out three year process of \$1.9 million per year. For the initial grant SCRTD was the only applicant. There is \$5.7 available, SCRTD need is about \$5.5 million. Revised the grant application with the MPO to look at the larger Gillig electric buses. Unfortunately, the

Lightning buses from Colorado do not meet the Buy America so a grant cannot be awarded to them. There is an effort with the federal government to provide some form of a waiver for transit agencies, the problem is it affects the OEM (Original Equipment Manufacturer) for the batteries that are not Buy America. The buses that are available are Proterra, BYD, New Flyer, and Gillig, and the best price was from Gillig, and SCRTD already has a couple of Gillig that are going very well. Gillig is a little more expensive, so fewer vehicles, but within budget. The question is still the local match, this is spread out over 3 years so budget for 2023, ask for more money for 2024, and then other sources, so confident they can do this over a three year period. That would be roughly \$400,000 for the local match.

David Armijo was in Sierra County a few weeks ago for the RPO (Regional Planning Organization) meeting for the 2024 grant for operating and capital. There is a plan for next year for a route from Hatch to T or C. This would include Williamsburg, T or C, and Elephant Butte. The SCRTD staff is working on finding benches and if they are close to areas for bus stops. There could be a van pool for the previously discussed cancer run. The target is to begin the route in fall 2023 but hoping to do a trial over the summer. There are planned to have two routes, with four runs a day connecting with Hatch. The total route time from Hatch to the lake will be approximately 55 minutes.

SCRTD inherited shelters and benches in Sunland Park. Some are broken, and some just need repainting. Probably take the entire fiscal year to finish. Doing some branding with these.

There is a feasibility study and alternatives analysis being done in El Paso for a Regional Fare structure and payment system. SCRTD is looking to do something similar. El Paso is paying Texas Transportation Institute for this and hopefully SCRTD can acquire some of that information. This study does include Sunland Park, Anthony, and unincorporated areas of Doña Ana. Study will be about two years. If they do a regional fare system, then a host could be Sun Metro with El Paso County and South Central together. There are multiple companies interested in doing a regional fare system. It was mentioned that there are still people that work only on a cash basis. A solution would be to have something onboard the bus, and this option is being researched.

SCRTD has had a DBE (Disadvantaged Business Enterprise) Plan, and it is something that is required by the federal government. SCRTD received a grant in 2015-2016 from El Paso MPO for paratransit to buy a vehicle and some operations. Tried to piggyback on State of New Mexico but cannot do that. Received Creative's DBE plan. The goal is lower as there are only three capital vendors. The overall plan is to work with vendors and do more. They can self-certify by the state and then can actually certify a local vendor. SCRTD tried

working with CES as the state sanctioned them but then didn't due to this DBE, not certified. This would also include a bidders list, signature letter for vendors.

Title VI Plan, make sure job descriptions, promotions are clear on paying equity. The feds asked for minor changes

Safety Plan the Board approved two months ago. Have now held two safety committees. The committee includes staff from bus operations, maintenance, dispatch, administration.

8. DISCUSSION AND APPROVAL DISTRICT SAFETY PLAN

The plan has stayed the same except now there is a safety coordinator, and a safety committee. Cristina Gamboa is the safety coordinator/planner.

Motioned by Diana Murillo, seconded by Lynn Ellins. Passed unanimously.

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. The goals are set at 0.65% for each of the three years.

Motioned by Lynn Ellins, seconded by Diana Murillo. Passed unanimously.

10. DISCUSSION AND PARTICIPATION IN FEASIBILITY STUDY AND ALTERNATIVES ANALYSIS FOR EL PASO REGIONAL FARE STRUCTURE AND PAYMENT SYSTEM

Sun Metro and El Paso Transit system have initiated regional fare study and invited SCRTD to participate in that study. An initial meeting to kick off the study was held las month. One of the major items was, they were originally looking at this being from 12-18 months, the consultants want more participation in the field for different locations, so therefore it will be closer to 18-24 months for the study. The study will look at fares and methods of payment systems, and what technology could be considered for both on the bus/off the bus. Light discussion about people who do not have technology. The more you ride, the bigger the discount.

11. CLOSED SESSION

THIS WAS MOVED TO JANUARY 25, 2023, MEETING

12. BOARD COMMENT

Javier Perea congratulated SCRTD for securing funding from the El Paso MPO. Welcome Trustee Robert Martinez to the Board.

Diana Murillo stated they are going to miss Lynn Ellins. And thanked him for his service.

13. ADJOURNMENT (2:11 p.m.) - Next meeting January 25, 2023.

Chairperson

Board Reports:

ITEM # 7: Executive Director Report

ITEM # 8: Approval of Annual Officer Board Appointments and Approval of Resolution – Board Chair

Each year, at the first board meeting of the calendar year, the board appoints new or reappoints officers for the coming year. Those positions include chair, vice chair, treasurer, and secretary.

ITEM #9: A Resolution approving the SCRTD Meeting Schedule for the Year 2022 – Board Chair

At the first board meeting of the new calendar year, the board schedules the meetings for the next year. The bylaws outlines the board to meet every other month. However, the board generally schedules meetings on the fourth Wednesday of each month and when needed cancels meetings when conflicts arise or if a quorum is not present. Also, during the annual budget process, a meeting can be scheduled as an Ad Hoc or special board session, such as a special meeting to discuss the upcoming board budget in more detail.

ITEM # 10: Discussion and Approval of the Amendment to the FY2023 Financial Statements and Budget as of December 2023 – Adam Shea

The Finance Director will present the financial statements for the period July through December 2022. A mid-year adjustment will be offered to the board for review and approval. The District continues to experience challenges with fuel prices averaging above 2020, 2021 averages but lower than the first six months of 2022. The cost of parts and services continues to rise higher than in previous years.

ITEM # 11: Discussion and Approval the Second Quarter Report FY 2023 - Adam Shea

This report will focus on the financials from the period October through December. The report will be submitted to the New Mexico Department of Finance and Administration (DFA).

ITEM # 12: Discussion of the Procurement Manual conflict of interest policy

This Policy shall be distributed annually to board and committee members. A signature in the designated space at the bottom of the Policy will indicate that board or committee members' agreement to abide by this Policy to the best of his or her ability.

ITEM # 12: Closed Session: Personnel Matters

Discuss personnel matters regarding the Executive Director

ITEM #8 Resolutions

**South Central Regional Transit District
Resolution Number: FY23- 18**

A Resolution approving the Appointment of Officers, effective January 25, 2023

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, January 25, 2023, 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 25, 2023.

ADOPTED AND APPROVED THE 25th DAY OF JANUARY 2023.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY23-19

A Resolution approving the South Central Regional District Board Meeting Calendar for 2023.

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, January 25th, 2023, 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 2023.

ADOPTED AND APPROVED THE 25th DAY OF January 2023.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY23-20

A Resolution approving the Amendment to the FY2023 Financial Statements and Budget as of December 2023

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, January 25, 2023, in the Doña Ana County Offices, 845 N. Motel Blvd., Las Cruces N.M.; and,

WHEREAS, staff provided details on amending the first quarter financial Statements and budget to better reflect the budget categories in the first quarter financial report.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South-Central Regional Transit District does hereby approve the Amendment to the FY23 Financial Statements and Budget as of January 25th, 2023.

ADOPTED AND APPROVED THE 25th DAY OF JANUARY 2023.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY23-21

A Resolution approving the Second Quarter Report FY 2023 as approved by The South Central Regional Transit District

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, January 25, 2023, in the Doña 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 1st to December 31st, 2023.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South-Central Regional Transit District does hereby approve the Second Quarter Financials for October through December 2023.

ADOPTED AND APPROVED THE 25th DAY OF JANUARY 2023.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director