

SOUTH CENTRAL REGIONAL TRANSIT  
DISTRICT BOARD OF DIRECTORS  
Board Meeting  
AGENDA

Wednesday, February 22, 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, February 22, 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.

**PUBLIC INPUT:**

**BOCC is inviting you to a scheduled Webex meeting.**

Wednesday, February 22, 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, February 22, 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 January 25, 2022
7. Executive Director’s Report – David Armijo
8. Discussion and approval of Resolution of the CMAQ grant- David Armijo
9. Discussion of Electric Charging Stations Purchase- Sara Vasquez
10. Approval of Resolution to receive funding from the Federal Transit Administration and to commit local funding to support Section 5307 grant funds for FY22 and FY23
11. Closed Session: Personnel Matters
  - a) Discuss personnel matters regarding the Executive Director

THE DISTRICT MAY CONVENE IN CLOSED SESSION to discuss to items:

1. The discussion of the purchase, acquisition, or disposal of real property as authorized by the Open Meetings Act, § 10-15-1 (H)(8) (NMSA1978).
2. 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 March 22 , 2023**

**ITEM #6 January 25 Minutes**

**South Central Regional Transit District  
Board of Directors Meeting  
Wednesday,  
January 25, 2023 - 1:30 PM**

**MINUTES**

**MEMBERS PRESENT:**

Javier Perea, RTD Chair, City of Sunland Park  
Nora Barraza, RTD Vice Chair, Town of Mesilla  
Majorie Powey, Village of Williamsburg  
Manuel Sanchez, Doña Ana County  
Diana Murillo, City of Anthony

**MEMBERS ABSENT:**

Yvonne Flores, City of Las Cruces  
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  
Sarah Portillo, 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 1:30.

**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**

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

**5. PUBLIC INPUT**

David Armijo reported on the activities of the WTEP committee. They have done a 2040 plan and would like to present their plan to this committee.

**6. APPROVAL OF SCR TD MEETING MINUTES OF December 28, 2022**

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

**7. EXECUTIVE DIRECTOR'S REPORT**

David Armijo gave the Executive Director's report. Legislature is in their second week of session. The two items that SCR TD is mainly interested in is funding for electric buses and a facility to house and charge those buses. Equipment has been ordered already. A member of the Las Cruces Chamber of Commerce goes up to Santa Fe every year for Las Cruces Day. Mr. Armijo will be attending. Results are expected to be known at the end of next month.

**8. APPROVAL OF ANNUAL OFFICER BOARD APPOINTMENTS AND APPROVAL OF RESOLUTION FY23-18**

Current positions are: Javier Perea, Chair; Nora Barraza, Vice-Chair; Diana Murillo, Treasurer; Yvonne Flores, Secretary.

Majorie Powey moved to leave all incumbents in their current positions.

Motioned by Majorie Powey, seconded by Manuel Sanchez. Passed unanimously.

Resolution FY23-18 is regarding this same vote. Javier Perea entertained a motion to approve this resolution as above.

Motioned by Nora Barraza, seconded by Manuel Sanchez. Passed unanimously.

**9. A RESOLUTION APPROVING THE SCR TD MEETING SCHEDULE FOR THE YEAR 2023**

Motioned by Nora Barraza, seconded by Diana Murillo. Passed unanimously.

**10. RESOLUTION FY23-20: DISCUSSION AND APPROVAL OF THE AMENDMENT TO FY2023 FINANCIAL STATEMENTS AND BUDGET AS OF DECEMBER 2022**

A slide show was presented. Adjustments will increase the balance in several accounts due to exceeding the expected expenditures. Bus stops have been refurbished, office equipment

has been purchased, new people hired, and drug/alcohol/background checked, and various other supplies and labor expenses.

A concern was raised that there are too many changes being made to the budget on a regular basis. The budget was once presented and amended monthly, but now it is done quarterly. FTA has to be notified quarterly of what the budget is, and there must be board resolutions to approve the changes. A suggestion was made to set up a firmer budget and change fewer things in the future.

Motioned by Diana Murillo, seconded by Nora Barraza. Passed unanimously.

**11. DISCUSSION AND APPROVAL THE SECOND QUARTER REPORT FY2023**

Motioned by Nora Barraza, seconded by Diana Murillo. Passed unanimously.

**12. DISCUSSION OF THE PROCUREMENT MANUAL CONFLICT OF INTEREST POLICY**

This is a conflict of interest statement that must be signed by all Board Members to be able to receive the FTA monies legally. The signed document will be filed as part of the Procurement Handbook. It may be signed electronically.

**13. CLOSED SESSION**

Motioned by Manuel Sanchez, seconded by Diana Murillo. Passed unanimously.

Salaries were discussed in closed session. When open session was reconvened and quorum redetermined, Javier Perea entertained a motion to approve David Armijo's salary at \$105,560 yearly, effective January 1, 2023.

Motioned by Manuel Sanchez, seconded by Diana Murillo. Passed unanimously.

**14. BOARD COMMENT**

Manuel Sanchez is excited to be back with SCRTD. He appreciates connecting communities and providing transportation services and wants to help do so.

Javier Perea welcomes Manuel Sanchez and looks forward to working with him. Congratulations to all newly elected Board Members.

**15. ADJOURNMENT (2:41 p.m.) - Next meeting February 22, 2023**

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Chairperson

## **Board Reports:**

### **ITEM # 7:** Executive Director Report

The report will be provided at the meeting.

### **ITEM # 8:** Discussion and Approval of Resolution for the CMAQ grant

The grant will provide three midsize buses operating with electric power plus three charging stations to support operations and maintenance of the service. Training and program support will be included in the grant application. The project has been received well and reviewed by the El Paso MPO Technical Committee on August 3<sup>rd</sup>. The Committee recommended approval and the project is now subject to the MPO Policy Board for action. The three buses will be ordered through the NM DOT contractor, Creative Bus. The buses are available via a state price agreement.

### **ITEM # 9:** Discussion of Electrical Charging Stations purchase

The District is working with the bus manufacturer, Gillig and the El Paso Electric Company to purchase the first charging stations to be installed at Sunland Park transit facility.

### **ITEM #10:** Approval of Resolution to receive funding from the Federal Transit Administration and to commit local funding to support Section 5307 grant funds for FY22 and FY23

The District is in communications with Sun Metro and per their request, we are modifying the Section 5307 grant resolution approved by the Board in May 2022 to reflect two years of funding from the FTA. Further, staff is coordinating operations with both Sun Metro and the El Paso MPO that address the requirements of the Service Expansion Policy guidelines set forth by Sun Metro as part of the Transportation Development Plan (TDP) for the time period.



**ITEM # 8 Resolutions**

**South Central Regional Transit District  
Resolution Number: FY23- 22**

**A RESOLUTION APPROVING APPLICATION SUBMITTAL FOR CMAQ GRANT,  
NEW MEXICO PORTION OF THE EL PASO MPO REGION.**

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, February 22, 2023, in the Doña Ana County Offices, 845 N. Motel Blvd., Las Cruces N.M.; and,

**WHEREAS**; The South Central Regional Transit District has completed the application in response to the call for projects for the New Mexico portion of the El Paso MPO region; and

**WHEREAS**; The South Central Regional Transit District will acquire three electric buses that will operate with electric power to include three charging stations to support operations and maintenance of the service;

**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 February 22, 2023.

**ADOPTED AND APPROVED THE 22<sup>nd</sup> DAY OF FEBRUARY 2023.**

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Javier Perea, SCRTD Board Chair

ATTEST:

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David Armijo, Executive Director

**South Central Regional Transit District  
Resolution No. 2023 - 23**

**Resolution authorizing South Central Regional Transit District to receive funding from the Federal Transit Administration as a direct recipient and to commit local funding to support the Section 5307 grant funds for Fiscal Years 2022 and 2023**

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, February 22, 2023, in the Doña Ana County Offices, 845 N. Motel Blvd., Las Cruces N.M.; and,

**WHEREAS**, the South Central Regional Transit District has been designated as a direct recipient to receive federal financial assistance for a transportation project.

**WHEREAS**, the grant or cooperative agreement for federal financial assistance will impose certain obligations upon the applicant and may require the applicant to provide the local share of the project cost.

**WHEREAS**, the applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project.

**NOW, THEREFORE, BE IT RESOLVED BY THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT**

1. That David Armijo is authorized to execute and file an application for federal assistance on behalf of South Central Regional Transit District with the Federal Transit Administration for federal assistance authorized by 49 U.S.C. Chapter 53, title 23, United States Code, or other federal statutes authorizing a project administered by the Federal Transit Administration. (If the applicant is requesting Urbanized Area Formula Program assistance authorized by 49 U.S.C. 5307, either alone or in addition to other federal assistance administered by the Federal Transit Administration, the resolution should state whether the applicant is the designated recipient as defined by 49 U.S.C. 5307(a)(2), or whether the applicant has received authority from the designated recipient to apply for Urbanized Area Formula Program assistance);
2. That the Executive Director or their designee is authorized to execute and file with its applications the annual certifications and assurances and other documents the Federal Transit Administration requires before awarding a federal assistance grant or cooperative agreement;
3. That the Executive Director or their designee is authorized to furnish such additional information as the Federal Transit Administration may require in connection with such application(s);
4. That the Executive Director or designee is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of

- South Central Regional Transit District;
5. That South Central Regional Transit District commits necessary funds as local non-federal match required for participation in federal assistance programs administered by the Federal Transit Administration for fiscal years 2022 and 2023;
  6. That the Executive Director or their designee is authorized to submit and approve requests for reimbursement from the Federal Transit Administration or otherwise draw against available grant funding;
  7. The Transit District posted the Three Year TDM plan on its website in April 2022 and issued a public notice for comment in a local paper of record and held public comment review at the May 25, 2022 Board meeting;
  8. The District has returned to collecting bus fares following the pandemic and is a participant in the regional fare analysis study and expects to match its fare policy to the regional fare policy once the study is completed;
  9. The District does not provide ADA Complementary Paratransit Service because the SCRTD transit services are designated by the New Mexico Transit and Rail Division as commuter service with limited stops;

**PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 22<sup>nd</sup> DAY OF FEBRUARY 2023.**

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Javier Perea, SCRTD Board Chair

ATTEST:

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David Armijo, Executive Director