

SOUTH CENTRAL REGIONAL TRANSIT  
DISTRICT BOARD OF DIRECTORS  
Board Meeting  
AGENDA

Wednesday, March 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, March 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:**

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Wednesday, March 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, March 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, 2023
7. Executive Director’s Report – David Armijo
8. Action: FY2022 Auditors Report- Itza Sosa, Beasley, Mitchell & Co., LLP
  - a) March 9, 2023, office of the state Auditor Correspondence Authorization to release SCRTD Audit Report.
  - b) Resolution to approve FY Audit Report.
9. Discussion and approval of Resolution of the CMAQ grant- David Armijo
10. Discussion of Electric Charging Stations Purchase- Sara Vasquez
11. 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
12. 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.

13. Board Comment

14. Adjourn - **Next Meeting April 26 , 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

**SCRTRD STAFF:**

David Armijo, SCRTRD Executive Director  
Sara Vasquez, SCRTRD  
Cristina Gamboa, SCRTRD  
Sarah Portillo, SCRTRD  
Adam Shea, SCRTRD

**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 SCRTD 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 SCRTD 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 SCRTD 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 is provided in the agenda package.

### **ITEM # 8:** FY2022 Auditors Report- Itza Sosa, Beasley, Mitchell & Co., LLP

March 9, 2023, office of the state Auditor Correspondence Authorization to release SCRTD Audit Report. Report on internal control Over Financial Reporting and on Compliance and Other Matters.

### **ITEM # 9:** Discussion and Approval of Resolution for the CMAQ grant

The grant will provide three midsize buses operating with electric power plus two 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 March 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 USDOT grant partnership. The buses are available via a state price agreement.

### **ITEM # 10:** 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. The three charging stations will have a capacity to charge six buses. This will provide for excess capacity as the fleet expands in the second year of the zero emission transit plan.

Diamond, a certified Charging station contractor and located in Santa Teresa will provide electrical, engineering, e.g., and perform as electrician to install the units.

### **ITEM #11:** 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 THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT AUDIT FOR FISCAL YEAR JULY 1, 2021, TO JUNE 30, 2022.**

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, March 22, 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 Audit for fiscal year July 1, 2021, to June 30, 2022.

**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 March 22, 2023.

**ADOPTED AND APPROVED THE 22<sup>nd</sup> DAY OF MARCH 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 Number: FY23- 23**

**A RESOLUTION APPROVING FY2023 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, March 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 two electric buses and supporting equipment and training that will operate with electric power to include two charging stations to support operations and maintenance of the service for a total FY2023 grant of \$2,157,358 in funds;

**WHEREAS**; The South Central Regional Transit District will commit ten percent of project funding or up to \$216,000 as local match for the project;

**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 March 22, 2023.

**ADOPTED AND APPROVED THE 22<sup>nd</sup> DAY OF MARCH 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 - 24**

**A Resolution demonstrating South Central Regional Transit District’s commitment to implement the Service Expansion Policy (SEP) and to provide sufficient local funding to support the Section 5307 grant funds for Fiscal Years 2022 and 2023.**

**WHEREAS**, the South Central Regional Transit District is committed to implement the Service Expansion Policy (SEP) and to receive Section 5307 grant funds for Fiscal Years 2022 and 2023;

**WHEREAS**, the 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;

**WHEREAS**, 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;

**WHEREAS**, Community Support: the Transit District has provided transit service within the proposed service area for seven years increasing service to meet service demand and has experienced ridership growth each year with the exception of the 2020 pandemic. Letters of community and stakeholder support are provided from local government agencies;

**WHEREAS**, The District is committed to supporting a regional fare structure, as such, it is a participant in the regional fare analysis study and expects to match its current fare policy to the regional fare policy once the study is completed;

**WHEREAS**, The District does not provide ADA Complementary Paratransit Service because the SCRTD transit services are designated by the New Mexico Transit and Rail Division (NMDOT) as commuter service with limited stops, a letter from NM DOT documenting this designation is provided;

**NOW, THEREFORE, BE IT RESOLVED BY THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 22<sup>nd</sup> DAY OF MARCH 2023.**

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Javier Perea, SCRTD Board Chair

ATTEST:

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David Armijo, Executive Director