

SOUTH CENTRAL REGIONAL TRANSIT  
DISTRICT BOARD OF DIRECTORS  
Board Meeting  
AGENDA

Wednesday, June 28, 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, June 28, 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, June 28, 2023,

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

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**SOUTH CENTRAL REGIONAL TRANSIT DISTRICT**  
**Board Meeting**  
**Wednesday, June 28, 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 April 26, 2023
7. Executive Director’s Report – David Armijo
8. Resolution Accepting Tentative Budget Approval FY2024 District Budget – Adam Shea
9. FY2024 District Grant Award from the NMDOT – David Armijo
10. Board Comment

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).

11. THE DISTRICT MAY CONVENE IN OPEN SESSION to take action, if any, on the closed session items.

12. Adjourn - **Next Meeting July 26, 2023**

**ITEM #6 April 26, 2023**

**South Central RTD  
Board of Directors Meeting  
Wednesday,  
April 26, 2023 - 1:30 PM**

**MINUTES**

**MEMBERS PRESENT:**

Olga Nunez proxy Javier Perea, Chair, City of Sunland Park  
Nora Barraza, RTD Vice Chair, Town of Mesilla  
Majorie Powey, Village of Williamsburg  
Yvonne Flores, City of Las Cruces  
Manuel Sanchez, Doña Ana County  
Diana Murillo, City of Anthony

**MEMBERS ABSENT:**

Robert Martinez, Village of Hatch  
Peter Atencio, Village of Hatch  
Sharon Thomas, Citizens Advisory Committee

**SCRTRD STAFF:**

David Armijo, SCRTRD Executive Director  
Sara Vasquez, SCRTRD  
Loretta Gallegos, SCRTRD  
Cristina Gamboa, SCRTRD  
Adam Shea, SCRTRD

**OTHERS PRESENT:**

Becky Baum, RC Creations, LLC, Transcriptionist  
Xavier Banales

**1. CALL TO ORDER**

Nora Barraza 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 Manuel Sanchez, second by Yvonne Flores. Passed unanimously.

## **5. PUBLIC INPUT**

There were none.

## **6. APPROVAL OF SCRTD MEETING MINUTES OF March 22, 2023**

There were no changes to the minutes. Motioned by Manuel Sanchez, seconded by Majorie Powey. Passed.

## **7. EXECUTIVE DIRECTOR'S REPORT**

David Armijo gave the Executive Director's report. SCRTD is now at 80,000 rides. Mr. Armijo expects to reach 100,000 rides by October. Ridership determines how much money the SCRTD receives. One of the new buses reached Albuquerque about two weeks ago. As they were going through the final precheck, a problem was found. The bus will be released after it passes inspection. Mr. Armijo hopes to receive the buses in May and begin using them. El Paso MPO and the City of El Paso have funds available for SCRTD to use. There was a side letter agreement that was to cover Summer/Fall 2021 through April 2022 which triggered the grant. The first money received was a partial grant and then in late August, there was a full grant. David Armijo and Adam Shea have been working diligently to do reviews on all aspects of the SCRTD in order to receive the money. Once received, SCRTD will have until 2027 to spend it. New Mexico DOT has granted more money. The award letter is expected to arrive in late May or early June. Supposedly there will be more money included for Sierra County. David Armijo hopes to replace more of the old buses

in the fleet with this money. There were no environmental documents found in the offices, so SCRTD has been directed to go ahead and do the NEPA survey at the Sunland Park property. The State has indicated that it will refund the cost of the survey. The award is expected in the next week or so.

**8. Presentation from the Far West Texas/El Paso Regional Transportation Coordination Committee (WTEP regarding the approved Texas Commission on Environmental Quality (TCEQ) from May 1, 2023, through October 31, 2023 - Xavier Banales**

Xavier Banales gave a presentation on the history and activities of the WTEP. It was created with the ADA in 1990. Later, there was legislation requiring that the public transportation services start coordinating with Social Services better in order to bring transportation to people with disabilities. The bill passed in 2005 by Congress called for establishing locally developed coordinated public transit/human service transportation plans. In 2006 TX DOT was charged with coordinating with the 24 State planning regions the development of regional plans that addressed coordination between transportation and Social Services. The Far West Texas/El Paso Regional Transportation Coordination Committee was established in 2006 by El Paso County, Area Agency on Aging, and Project Amistad. El Paso County was the lead and fiscal agent for regional planning until 2017, when they handed it over to Project Amistad. WTEP has continued to serve under their guidance. In 2022 TX DOT approved the next five-year regional plan which will run through 2026. The purposes of WTEP follow the statewide mandate and are: To eliminate waste in the provision of public transportation services; to generate efficiency that will permit increased levels of service; and to further the State's effort to reduce air pollution. The Texas Department of Transportation was charged with responsibility for monitoring, funding, and guiding the continuation of regional planning. The regional planning districts were funded starting in 2006. Regional planning creates a more efficient and effective network of public transportation services, leads to the identification of resources to get people to their desired destinations, helps communities work together to develop plans, encourages communities to create needs assessments and gap analyses, and identifies inventories of public transportation resources available. Having an accurate inventory also helps communities help each other in event of emergency. Cooperation is required between WTEP and SCRTD because there are many communities in this area that straddle the borders. The Committee's mission statement is to promote collaboration between transportation providers and health and human service organizations so that persons served experience an improved quality of life. The mission statement for the Regional Planning

Group is that persons within West Texas/El Paso, the six-county region, have access to social services that include customer-oriented, dependable, and convenient transportation. Mr. Banales handed out a copy of the Regional Plan and it includes about 180 pages divided into nine chapters. One of the chapters identifies five goals that were developed through many surveys and much public input. The goals include actually implementing the plan, promoting collaboration between the member agencies, filling gaps in services, maintaining broad public knowledge of transit and social services in the six-county region, and promoting efforts to maximize technical assistance and training to member organizations. Each chapter of the Regional Plan covers a different area. Chapter 1 includes empirical data of what has been done in the past by member agencies. Project Amistad is a 501(c)(3) company that has been very active in the area over the past 40 years and is currently the lead and fiscal agent of WTEP. The Appendix contains copies of the survey that was distributed by volunteers to get public input. Policymakers' input is in Chapter 1. Chapter 3 contains gap analyses to help address deficiencies. Chapter 8 is performance measures. The Metropolitan Planning Organization helped to develop the matrix for the performance measures. Chapter 1 also covers planning sessions with member agencies. The Regional Plan was sent to TX DOT for approval in late December 2021. After giving feedback and receiving the amended plan, TX DOT approved it. There was a Transportation Summit in 2019 as part of the development of this plan. There were about 75 attendees, including representatives from Amistad, TX DOT, El Paso County, a dialysis center, Amerigroup, 2-1-1, TX Health and Human Services, City of Socorro, Big Bend Community Action, and Sun Metro. The list of member agencies changes frequently. A second summit was planned for 2021, but that was canceled because of COVID. The summit has been rescheduled for 2024. WTEP officers are elected from all the member organizations. The Committee usually meets four to six times per year. The Steering Committee meets a few more times than that, and special meetings are held as needed. Amistad hosts a website for WTEP. Mr. Banuelos invites everyone on the SCRTD to pass on comments and feedback through David Armijo who is on the WTEP committee. WTEP has funds available through Section 5310 for entities that provide transportation for elderly and disabled people, and SCRTD can receive these funds since they provide those services. The funds will be accessed through the MPO. The Regional Planning Committee operates on very low funds, about \$30,000 per two-year period. WTEP itself does not provide direct services. It provides communication/coordination between member agencies and review services for documents before they are passed on to the Metropolitan Planning Organization. TX DOT has indicated that even if there is no funding, the Committee is expected to remain active. Originally TX DOT expected all participants to contribute their own funding but that did not go well, so TX DOT funds it. Amistad is likely to continue

funding the organization if TX DOT stops because of the benefits gained by having many entities in the same room, talking to each other.

## **9. DISCUSSION AND APPROVAL FOR THE THIRD QUARTERLY REPORT FY 2023 - Adam Shea**

Adam Shea, Finance Officer presented the third quarter financials. Third quarter expenditures: 73.4% of the annual budget has been expended; personnel and employee benefits amount to approximately 72.7% of the total expenditure. Items of note include travel and maintenance expenditures which include fuel and there is approximately 33.96% increase over last year's fuel expenses in this time period. Supplies, insurance, projects, contractual services, and operating expenses amount to a total of \$1,580,386.05 to date. Of the revenue anticipated, 64.1% has been received; most of that has been membership dues and generosity of Dona Ana County. Fare boxes are received regularly and fluctuates monthly. Sunland Park DM fees continue to arrive. Application has been made for FTA funds from TX DOT of \$696,000 for FY 2022. Funds received from that will be added to the capital for FY 2022 and another grant application can be made for FY 2023. Total receivables amount to \$362,000. Third quarter cash balance is \$63,830 in the bank. SCRTD is counting on the receivables arriving to be able to pay for the new buses once they arrive. Capital appropriations show 20.4% received; \$26,000 is outstanding. Four replacement buses are expected, and one has been received this fiscal year. Total receivables for capital amount to \$26,210 through the DFA and that should be received soon. It is part of the outstanding accounts receivable balance. The difference between expenditure and revenue means that the bank account is slightly depleted. There is also over \$100,000 in accounts payable. The last FY ended with \$96,000 extra and had increased to \$130,000. It is difficult to show all the money because it creates a surplus. In the fourth quarter staff will clean up the budget so it shows the actual amounts. Staff attempts to create a budget that shows actual amounts used each year for submission to the State. Staff have not yet received or programmed the 5307 funds. Budget increases must be submitted to the State if revenue is excessive. Staff is trying to present the budget in such a way as to demonstrate exactly where everything has gone or is earmarked to go. Funding received in the fourth quarter is used to replace savings and clear up all the negatives and positives of the year so that the budget will be balanced. There is currently enough money coming in to meet the day-to-day expenditures. Majorie Powey requested an e-mail of the presentation for each meeting instead of just an Excel sheet. Board Members are concerned with the length of time it will take for FTA funds to arrive. The quarterly reports are a month behind actuals, so the numbers for March are not in this



report. Some revenues have arrived already, but they are not shown in the quarterly report. Included in expected funding are Congressional awards of \$696,000 and \$711,000. In FY 24, with the new census data, \$811,000 is expected. Last year is the first year SCRTD has had any reserve; however, the funds have needed to be used to pay expenditures. One of the things David Armijo and Adam Shea are hoping to do with the incoming Federal funding is to create a reserve for the future.

Resolution FY23-25 to approve third quarter budget motioned by Yvonne Flores, seconded by Manuel Sanchez. Passed unanimously.

## **10. DISCUSSION AND PRESENTATION OF THE FY2024 BUDGET as of March 2023 - Adam Shea**

Adam Shea presented the current progress on the FY 24 budget. There is an expected decrease of 5.6% in revenue over FY 23. This decrease is only pertaining to the MPO open 2022 items. There is an increase expected in FY 23, therefore making it an overall increase. Capital appropriations is a decrease of 5.9% in anticipation of purchasing the Sunland Park facility and making improvements, adding a few more vans to the fleet, adding another service vehicle to be housed in the Sunland Park facility, continued refurbishing of the bus stops, and starting the conversion of the entire fleet to electric. It is also hoped to add a grid in Anthony to use electric vehicles there. Over FY 23, an increase in expenditure of 5.2% is expected; 3.1% of that would be personnel and employee benefits and the remainder would be broken down into travel, maintenance, and operating expenditures. Another expenditure would be a possible COLA for the employees, thus making the total \$2,332,916.98 if the COLA was 5%. This would increase the budget over FY 23 by about 8.3%. There was a 5% COLA increase at the beginning of the current fiscal year. This increase in expenditure is expected to be covered by the surplus from this year's 5307 funds. This budget is very preliminary and is going to be revised quite a bit. The City of Las Cruces will be receiving much lower electric rates for charging the electric vehicles. There is software available to manage charging times in order to get the best advantage of the lower rates. There are also rebates for using electric vehicles from El Paso Electric and the States of New Mexico and Texas. These rates and rebates have not yet been programmed into the budget. Staff is rearranging numbers right now in order to clean up the budget for the upcoming audit.

## **11. CLOSED SESSION**

Motioned by Yvonne Flores, seconded by Manuel Sanchez. Passed unanimously.  
Approximately 20 minutes.

Motion to reconvene and statement that no action was taken in closed session by Yvonne Flores, seconded by Manuel Sanchez. Passed unanimously.

## **12. BOARD COMMENT**

There were none.

## **13. ADJOURNMENT (3:50 p.m.) - Next meeting May 24, 2023**

Motion to adjourn by Yvonne Flores, seconded by Manuel Sanchez. Passed unanimously.

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Chairperson

**ITEM # 7:** Executive Director Report

The report is provided in the agenda package.

**ITEM #8:** Resolution Approving Tentative Budget FY2024 District Budget – Adam Shea

The FY24 budget includes the expenses, e.g., salary, benefits, fuel, and other line items necessary for the daily operation of transit services provided across the district. Additionally, the revenues associated with support operations are provided and include the following: Federal funding through NMDOT state contract agreements, district membership fees, DMV fees, farebox revenue, advertising, and grants.

A detailed presentation will be provided, and several Excel files will be added to the agenda package to provide reference to the budget and presentation to be provided.

A final budget will be provided in July for Board approval. The one missing piece of information is the annual NMDOT grant agreement. The award of funds for the next year does not include Intercity funding. These funds are substantial. Only an estimate of these funds is provided in the tentative budget provided.

**ITEM #9:** FY2024 District Grant Award from the NMDOT – David Armijo

FY 23 Section 5311 Funding Distribution Index Rank								
SUBGRANTEES	AVERAGE RANK	RANK	Potential Federal ADMIN Increase*	Actual Federal ADMIN Increase*	Actual Federal Funds ADMIN Increase*	Potential Federal OPERATING Increase*	Actual Federal OPERATING Increase**	Actual Federal Funds OPERATING Increase**
SCRITD	3.14	1	5.00%	5.00%	\$8,161.94	16.00%	16.00%	\$82,548.36
Zia Therapy	5.14	2	5.00%	5.00%	\$11,184.60	16.00%	3.88%	\$26,003.03
Los Alamos County	6.00	3	5.00%	5.00%	\$8,213.73	16.00%	0.00%	-\$0.50
Grant County - SWRTD	6.14	4	5.00%	5.00%	\$8,400.00	12.00%	1.05%	\$4,339.60
Gallup Express	7.14	5	5.00%	5.00%	\$5,136.22	12.00%	4.46%	\$10,830.76
Roswell, City of	8.29	6	5.00%	5.00%	\$11,791.92	12.00%	12.00%	\$72,840.00
Golden Spread	8.86	7	5.00%	5.00%	\$3,489.61	12.00%	8.51%	\$9,486.75
Okhay Owingeh	8.86	7	5.00%	0.00%	\$0.00	12.00%	0.00%	\$0.00
Red River, Town of	8.86	7	5.00%	1.24%	\$588.36	12.00%	12.00%	\$7,459.20
Las Vegas, City of	10.14	10	5.00%	5.00%	\$3,284.02	10.00%	10.00%	\$10,758.00
NCRITD	10.14	10	5.00%	5.00%	\$35,330.43	10.00%	10.00%	\$239,826.56
Hobbs, City of	10.29	12	5.00%	5.00%	\$3,691.23	10.00%	10.00%	\$47,746.12
Rio Metro RTD	10.29	12	0.00%	0.00%	\$0.00	10.00%	0.00%	\$0.00
Clovis, City of	10.86	14	5.00%	-0.15%	-\$253.60	10.00%	0.41%	\$1,666.00
Zuni Pueblo	11.43	15	5.00%	5.00%	\$4,175.74	10.00%	10.00%	\$11,610.00
Milan, Village of	11.57	16	5.00%	0.00%	\$0.00	10.00%	4.19%	\$4,000.00
Socorro, City of	12.14	17	5.00%	5.00%	\$2,106.27	8.00%	8.00%	\$7,952.00
Navajo Nation	12.29	18	5.00%	5.00%	\$6,046.91	8.00%	8.00%	\$36,288.00
Carlsbad, City of	12.43	19	5.00%	5.00%	\$8,322.47	8.00%	8.00%	\$30,035.41
Portales, City of	13.14	20	5.00%	4.37%	\$2,610.48	8.00%	0.04%	\$40.00
Laguna, Pueblo of	13.43	21	5.00%	5.00%	\$1,060.00	8.00%	6.60%	\$7,754.09

The table above shows that the district was ranked number based on the following NM DOT Regional Prioritization Evaluation Measures and Criteria used by the

Regional Planning Organizations and Applicants for Section 5311 Rural Applications. The measures include the following categories: RTPO Prioritization, Funding Distribution Index, Ridership, Administration and Operating ratio, Cost per Passenger Trip, Total Cost per mile, Percentage of Administrative/Operating budget expended, Ratio Ridership to State, and Funding Distribution index.

As a result, the district was awarded \$82,528 in added federal funds for bus operations. These added funds will be shown in the new Fiscal Year Memorandum of Agreement. That information upon receipt will be added to the July final budget programming.

**ITEM #Resolutions**

**South Central Regional Transit District**

**Resolution Number: FY23-26**

**A Resolution approving a preliminary budget for FY2023-2024**

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, June 28th, 2023, in the Doña Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

**WHEREAS**, Staff provided details on amending the annual budget to better reflect the budget categories in the annual budget; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the South-Central Regional Transit District does hereby approve the Financial Statements and Budget as of June 28th, 2023.

**ADOPTED AND APPROVED THE 28th DAY OF JUNE 2023.**

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Javier Perea, SCRTD Board Chair

ATTEST:

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David Armijo, Executive Director