

SOUTH CENTRAL REGIONAL TRANSIT
DISTRICT BOARD OF DIRECTORS
Board Meeting
AGENDA

Wednesday, July 26, 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, July 26, 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, July 26, 2023,
1:30 AM | (UTC-06:00) Mountain Time (US & Canada) | 3 hrs

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SOUTH CENTRAL REGIONAL TRANSIT DISTRICT
Board Meeting
Wednesday, July 26, 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 June 28, 2023
7. Executive Director’s Report – David Armijo
8. Discussion and Resolution Approving The Disposition of Obsolete Property - Sara Vasquez
9. Discussion of Appointment of District Property Disposal Committee- Sara Vasquez
10. Discussion and Resolution Approving The Amended Drug and Alcohol Testing Policy- Sara Vasquez
11. Discussion and Resolution Approving the FY24 ICIP plan – Adam Shea
12. Discussion and Resolution Approving FY23 End of Year Fixed Assets - Adam Shea
13. Discussion and Resolution Approving the 4th Quarter Adjustment to the FY23 Budget - Adam Shea
14. Discussion and Resolution Approving of the 4th Quarter Financial report FY23-Adam Shea
15. Discussion and Resolution Approving of the FY24 Annual Budget -Adam Shea

16. Board Comment

17. Adjourn - **Next Meeting August 23, 2023**

ITEM #6 June 28, 2023

**South Central RTD
Board of Directors Meeting
Wednesday,
June 28, 2023 - 1:30 PM**

MINUTES

MEMBERS PRESENT:

Nora Barraza, RTD Vice Chair, Town of Mesilla
Diana Murillo, City of Anthony
Yvonne Flores, City of Las Cruces
Manuel Sanchez, Doña Ana County
Robert Martinez, Village of Hatch

MEMBERS ABSENT:

Javier Perea, RTD Chair, City of Sunland Park
Majorie Powey, Village of Williamsburg
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

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 Councilor Flores, second by Mayor Murillo. Passed unanimously.

5. PUBLIC INPUT

Zach Mijares introduced himself as a Maintenance Department intern.

Matthew Arroyo introduced himself as a Maintenance Department intern.

Stacy Flores introduced herself as an Administrative Assistant intern, returning for her second year.

Joselyn Mendoza introduced herself as an Administrative intern.

David Armijo mentioned that he is pleased to have summer interns from the high schools and give the young people the opportunity to gain experience and good skills and thanked the County for providing the opportunity. Mayor Barraza has nine interns in the Town of Mesilla and is pleased with their performance.

6. APPROVAL OF SCR TD MEETING MINUTES OF April 26, 2023

There were no changes to the minutes. Motioned by Commissioner Sanchez, seconded by Mayor Murillo. Passed unanimously.

7. EXECUTIVE DIRECTOR'S REPORT

David Armijo gave the Executive Director's report and reminded the Board that the tentative budget for next year will be presented today, and the final budget will be done at next month's meeting. Some of Mr. Armijo's presentations will be in the Annual Report. The first two of the four buses that were ordered three years ago have arrived. Ridership is up 27.8% for the last 12 months. The majority of the riders use the Yellow Route to El Paso, Sunland Park, and Santa Teresa. The Red Route also did very well. The Green Route had over 6,000 riders. The numbers for 2016 through 2023 will all be presented in the Annual Report. In 2020, the pandemic reduced the numbers somewhat, but they have recovered well since then. Mr. Armijo hopes to increase service to Hatch and connect the Copper Route through Dona Ana, the MVITT Center, Mesilla Park, and the hospitals in Las Cruces. He and Loretta need to do more planning before that can be done. There should be no interference with RoadRUNNER Transit as well, even though they share stops and do cooperate. There are Public Service Announcements on KRWG and other spots to try to increase ridership.

There are annual grants from New Mexico DOT and this year it was over \$1 million. There are also competitive grants that help to purchase electric buses. Member agencies and Dona Ana County also provide operating capital. The New Mexico annual grant award includes over 20 transit agencies across the state. The State of New Mexico determines how much funding any agency gets based on performance. SCR TD was ranked third in the state for ridership this year, up from fourth last year; in administrative cost, the ratio was number eight; cost per trip was \$14.22, and per passenger trip was \$2.32; and was ranked number one for RTPO, and number one for budget expended at 100%. Overall SCR TD came out ranked first in the state. This is because SCR TD uses all its money carefully and there is little deadhead on any of those trips. Commissioner Sanchez was curious about how well the SCR TD is doing with the ten-year plan now that three years have passed. A graph was shown that demonstrated the difference between operating and capital monies, and which grants applied. There is overall about \$2 million in operating and \$8.4 million in capital. David Armijo has lobbied at the Legislature for the past several years and asked the Board Members to come up and help. Mayor Barraza recommended speaking to legislators before a session, around October, to have their full attention. Nathan Small is currently Chair of the Finance Committee. Legislative as well as local grants are available yearly and there are plans to transition to electric buses and solar power.

Commissioner Sanchez suggested having a booklet printed that gives an overview of the SCRTD and its activities.

8. RESOLUTION ACCEPTING TENTATIVE BUDGET APPROVAL FY2024 DISTRICT BUDGET

Adam Shea presented the tentative FY24 budget. It is tentative because some of the amounts are estimates because actual numbers are not available yet. Revenue is a 3.7% decrease of about \$100,000 due to higher expenditure. Capital appropriations have increased by 7.5%. There are a couple more vans for the vanpool, a few buses have been added, and funds from FY23 are being carried over due to multi-year grants. There are plans to rehabilitate the Anthony facility and five buses have been ordered, as well as plans for zero emissions that will come into play at a later date. A breakdown of operating revenue, dues, grants and MOUs, and amounts expected from the Texas 5307 funds was shown. Also, to be carried over from FY23 are bus fares, advertising, and DMV fees. Operating revenue is anticipated to be \$2.6 million, and expenditure is expected to be about \$2.4 million. That leaves almost \$200,000 in savings to be used for other things. The compensation study done for the state of New Mexico showed that SCRTD is at the bottom of the list of employees' pay. Therefore, it has been decided to raise employee pay and the expenditures listed in the presentation show that the amount of increase at a little over 10% over FY23. SCRTD also wants to increase the number of trips per day and the number of days per week in operation. This would increase the overall budget by roughly 12.9% for FY24. Employees received a wage increase last year of 5%. The cost of living had gone up by 8%. Mayor Barraza feels that a 10% raise is a bit much and asked if service would need to be cut to provide the increase. SCRTD currently has a surplus of revenue and there is a high turnover rate among new hires. After the 10% rise, it is projected that there will still be around \$200,000 surplus at the end of the year. Mayor Barraza is still worried about possible emergencies, as historically SCRTD has had to get loans to cover costs. The 10% raise would not even bring employees' salaries up to what they are in other areas of the state. Mayor Barraza feels that she needs to look at all the numbers and plan to gradually increase wages until, after several years, SCRTD employees can receive a competitive wage. Adam Shea will create percentage marks for Board Members to consider during the month of July. Councilor Flores is concerned with the sustainability of higher wages. Adam Shea reminded the Board that the 10% suggested increase would only be for FY24 and in subsequent years the increases would be lower percentages. The Texas 5307 funds are late coming in, causing the shortfall that necessitated going out for a loan to meet costs. It was suggested to make a motion to approve the tentative budget that included the COLA but put a hold on the extra 5% adjustment. Commissioner Sanchez would like to increase the wages but also provide transportation to the public for free. Nora Barraza added a third whereas to Resolution FY23-22: WHEREAS staff amend the proposed budget to only include a 5% cost of living adjustment and when the final budget comes before us, we will look at the additional 5% adjustment.

Motioned by Councilor Flores, seconded by Mayor Murillo. Passed unanimously.

9. FY2024 DISTRICT GRANT AWARD FROM NMDOT

David Armijo called the Board's attention to page 25 of their packet, under Budget Awards: FY23, Section 5311: Funding Distribution Index Rank. SCRTD is at the very top and because of performance, an extra 5% of funding is awarded for administration, which is \$8,161.94. There is also a 16% increase out of Federal Operating which is an additional \$82,548.36. This is all Federal funds of a total of \$90,709. Three agencies in the state also receive inter-city Federal funds: Las Cruces, Albuquerque, and Santa Fe. The additional \$90,709 is not in the budget that Adam Shea presented today but it will be included in next month's budget presentation. The MOU will be signed sometime in July which will itemize the amounts awarded. The Texas 5307 funds are over two years late, the monies have already been expended and compensated for, and so at least a part of that will be put in savings or a money market to earn interest.

Olga Nunez of Sunland Park arrived online.

10. CLOSED SESSION

Mayor Barraza announced that the closed session will be regarding personnel matters and the disposal of property.

Motioned by Councilor Flores, seconded by Commissioner Sanchez. Passed unanimously.

Approximately 40 minutes.

Returned from closed session at 3:15.

11. BOARD COMMENT

None.

12. ADJOURNMENT - Next meeting July 26, 2023

Motioned by Councilor Flores, seconded by Commissioner Sanchez. Passed unanimously.

Chairperson

ITEM #7: Executive Director Report

The report will be provided at the meeting.

ITEM #8: Discussion and Resolution Disposition of Obsolete Property - Sara Vasquez

The goal of this policy is to dispose of SCRTD property including but not limited to vehicles that the district has determined to be obsolete, worn-out, or unusable in a manner. The policy has been drafted to meet federal requirements for federally funded equipment and reviewed and approved by the NM DOT.

ITEM #9: Discussion of Appointment of District Property Disposal Committee

The Board Chair shall solicit volunteers from the Board at the Board meeting to fill the roles of committee members. To the extent possible the committee members shall represent diverse communities including, where possible, rural, and urban members along with tribe and pueblo members. The Property Disposal Committee shall meet at the time and location of its choosing. As long as the meeting facilitates the inspection and review of the property that the District intends to dispose of and provides a reasonable opportunity to determine the value of the property including physical inspection of vehicles. The Board may confer with staff and appropriate outside professionals on matters such as useful life, maintenance history, and potential resale value of the property.

ITEM #10: Discussion and Resolution Approving the Amended Drug and Alcohol Testing Policy.

The amended Drug and Alcohol Testing Policy reflects the most up-to-date elements of the policy as required by the Federal Transit Administration and is consistent with the New Mexico Department of Transportation requirements for Section 5311 Rural Transit providers.

ITEM #11: Discussion and Resolution Approving the FY24 ICIP Plan – Adam Shea

The ICIP plan has been updated to reflect the recent addition of federal funds to be used for multiple years within the plan.

ITEM #12: Discussion and Resolution Approving FY23 the end of the year fixed assets.

Included in the Board Agenda package are the annual end-of-the-year fixed assets. This reflects the aging of the bus fleet and properties as well as the inclusion of new equipment. The net result is that overall assets to the District have risen above 2.2 million dollars.

ITEM #13: Discussion and Resolution Approving the 4th Quarter Adjustment to the FY23 Budget

The district will provide an overview of the annual budget through the 4th quarter and will recommend modest changes to department accounts.

ITEM #14: Discussion and Resolution Approving of the 4th Quarter Financial Report FY23-Adam Shea

The district's fourth quarter reflects the project and program funding closure for the fiscal year. The report will be forwarded to the state Department of Finance upon Board approval.

ITEM #15: Discussion and Resolution Approving of the FY24 Annual Budget -Adam Shea

The annual budget includes the projected costs for labor, expenses, and revenues for the fiscal year. Additionally, capital programming is included.

ITEM #Resolutions

South Central Regional Transit District

Resolution Number: FY24-01

A RESOLUTION TO APPROVE THE DISPOSITION OF OBSOLETE PROPERTY

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, July 26, 2023, in the Doña Ana County Offices, 845 N. Motel Blvd, Las Cruces, NM.; and,

NOW, THEREFORE, BE IT RESOLVED By the South Central Regional Transit District Board of Directors does hereby approve the disposition of obsolete property.

ADOPTED AND APPROVED ON THE 26TH DAY OF JULY 2023.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY24-02

A RESOLUTION APPROVING THE AMENDED DRUG AND ALCOHOL TESTING POLICY

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, July 26, 2023, in the Doña Ana County Offices, 845 N. Motel Blvd, Las Cruces, NM.; and,

WHEREAS, The South Central Regional Transit District Board of Directors approves a drug and alcohol policy that is intended to comply with the applicable federal regulations governing workplace anti-drug and alcohol programs, more specifically, regulations established by the Federal Transit Administration (FTA) of the U.S. department of transportation 49 CFR effective Fiscal Year 2024.

NOW, THEREFORE, BE IT RESOLVED By the Board of Directors of the South Central Regional Transit District does hereby approve the Amended Drug and Alcohol testing policy.

ADOPTED AND APPROVED ON THE 26TH DAY OF JULY 2023.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY24-03

**A RESOLUTION ADOPTING AN INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN
(ICIP)FY24**

WHEREAS, the South Central Regional Transit District of Doña Ana recognizes that the financing of public capital projects has become a major concern in New Mexico and nationally; and

WHEREAS, in times of scarce resources, it is necessary to find new financing mechanisms and maximize the use of existing resources; and

WHEREAS, systematic capital improvements planning is an effective tool for communities to define their development needs, establish priorities and pursue concrete actions and strategies to achieve necessary project development; and

WHEREAS, this process contributes to local and regional efforts in project identification and selection in short- and long-range capital planning efforts.

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

1. The South Central Regional Transit District has adopted the attached 2024-2028 Infrastructure Capital Improvement Plan, and
 2. It is intended that the Plan be a working document and is the first of many steps toward improving rational, long-range capital planning and budgeting for New Mexico's infrastructure.
 3. This resolution supersedes resolution FY22-05.
- PASSED, APPROVED, and ADOPTED by the governing body at its meeting on July 26, 2023.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY24-04

A RESOLUTION APPROVING THE FY23 END OF THE YEAR FIXED ASSETS

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, July 26, 2023, in the Doña Ana County Offices, 845 N. Motel Blvd, Las Cruces, NM.; and,

NOW, THEREFORE, BE IT RESOLVED By the Board of Directors of the South Central Regional Transit District does hereby approve the end of the year fixed assets.

ADOPTED AND APPROVED ON THE 26TH DAY OF JULY 2023.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY24-05

A RESOLUTION APPROVING THE 4TH QUARTER ADJUSTMENT TO THE FY23 BUDGET

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, July 26, 2023, in the Doña Ana County Offices, 845 N. Motel Blvd, Las Cruces, NM.; and,

WHEREAS, Staff provided details on the 4th Quarter Adjustment to the FY2023 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 4th Quarter Adjustment to the FY2023 Budget.

ADOPTED AND APPROVED ON THE 26TH DAY OF JULY 2023.

Javier Perea, SCRTRD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY24-06

A RESOLUTION APPROVING THE 4TH QUARTER FINANCIAL REPORT FY23 AS APPROVED BY THE SOUTH CENTRAL REGIONAL DISTRICT BOARD

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, July 26, 2023, in the Doña Ana County Offices, 845 N. Motel Blvd, Las Cruces, NM.; and,

NOW, THEREFORE, BE IT RESOLVED By the Board of Directors of the South Central Regional Transit District does hereby approves the Fourth Quarter Report for April through June 2023.

ADOPTED AND APPROVED ON THE 26TH DAY OF JULY 2023.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY24-07

A RESOLUTION APPROVING THE FY24 ANNUAL BUDGET

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, July 26, 2023, in the Doña Ana County Offices, 845 N. Motel Blvd, Las Cruces, NM.; and,

WHEREAS, Staff provided details on the annual FY 2024 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 approves an annual budget for Fiscal Year 2024.

ADOPTED AND APPROVED ON THE 26TH DAY OF JULY 2023.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director