

**SOUTH CENTRAL REGIONAL TRANSIT
DISTRICT BOARD OF DIRECTORS**

January 24, 2024-1:30 PM

**DONA ANA COUNTY COMMISSION CHAMBERS
845 N MOTEL BLVD. LAS CRUCES, NM 88004**

AGENDA



CONSENT AGENDA/OPPORTUNITY FOR PUBLIC COMMENT

All items listed under the Consent Agenda item are considered to be routine and non-controversial. The Consent Agenda items will be considered and may be approved by one motion if no member of the Board or Audience wishes to comment or ask questions. If comment or discussion is desired by anyone, the item will be removed from the Consent Agenda and will be considered in listed sequence with an opportunity for any member of the public to address the Board concerning the item before action is taken.

BOCC is inviting you to a scheduled Webex meeting.

Wednesday, January 24, 2024,

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 24, 2024 – 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 November 29, 2023
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 2024 – Board Chair
10. Discussion and Approval of the Amendment to the FY2024 Financial Statements and Budget as of December 2023- Adam Shea
11. Discussion and Approval of the Second Quarter Report FY 2024 – Adam Shea
12. A Resolution approving the Drug and Alcohol Policy – Sara Vasquez
13. A Resolution approving the Disposal of SCRTD Vehicles – Sara Vasquez
14. Closed Session:
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).THE DISTRICT MAY CONVENE IN OPEN SESSION to take action, if any, on the closed session items.
15. Board Comment
16. Adjourn - **Next Meeting February 28, 2024**

**South Central RTD
Board of Directors Meeting
Wednesday,
November 29, 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
Yvonne Flores, City of Las Cruces
Manuel Sanchez, Doña Ana County

MEMBERS ABSENT:

Diana Murillo, City of Anthony
Robert Martinez, James "Slim" Whitlock, Village of Hatch
Sharon Thomas, Citizens Advisory Committee

SCRTD STAFF:

David Armijo, SCRTD Executive Director
Sara Vasquez, SCRTD
Cristina Gamboa, SCRTD
Loretta Gallegos, SCRTD
Veronica De La O, SCRTD
Adam Shea, SCRTD
Crystal Gomez, SCRTD

OTHERS PRESENT:

Becky Baum, RC Creations, LLC, Transcriptionist

Javier Perea called the meeting to order at approximately 1:35.

ALL STAND FOR THE PLEDGE OF ALLEGIANCE.

QUORUM WAS DETERMINED TO BE PRESENT.

CONSENT AGENDA

A. APPROVE AGENDA

B. MINUTES OF AUGUST 23, 2023

There were no changes to the minutes or agenda. Motioned by Nora Barraza, second by Yvonne Flores. Passed unanimously.

SIERRA COUNTY BUS ROUTE PRESENTATION - (ARMIJO)

David Armijo presented the progress on the project. He had maps of the proposed route and stops as well as estimated costs. Funds and a vehicle have been secured now. The plan was to have a transfer point in Hatch with the Green Route to allow for several runs a day in Sierra County. There are already some benches and things in Williamsburg that could be used for bus stops and improved as time goes on. Mr. Armijo and Sharon Thomas had gone out to various government offices to make presentations over the past few years. Mr. Armijo also sent out letters in September to ask these governments to put him on the agenda for presentations to their city/town boards. As the managers have not responded, he plans to ask the mayors. Board Member Powey reported that in the past these cities had paid into the bus route but not received any service, so they may be avoiding joining the District because they feel taken advantage of. Mr. Armijo had done some preliminary work on finding out what sort of routes are required, the interest was mostly in getting to Las Cruces, to the university and hospitals, etc. Service costs about \$100,000 a year and the State Government has provided half of that. District members pay a portion of the remainder with their dues, but most of that is paid with other State funds, fares, and advertising revenue. A suggestion was made to connect with the veterans' facilities in Sierra County and then perhaps be able to receive funding from the State Veterans Department. Mr. Armijo reported that the stops will be added in whether funding is received or not, as there are many veterans in the state that are dependent on volunteers to get around. The New Mexico DOT grant covers a little more than 50% of the cost of running the District, and Mr. Armijo reports that the US Government has paid the \$365,000 that was owed over the last ten days. To increase the service area, more drivers will need to be hired and more stops and signs will need to be installed. This Board can institute service in Sierra County whether or not their government bodies rejoin the District. There is funding available once the paperwork is finished in the next few days. Mr. Armijo is requesting direction from the Board about where to start the route and other logistical items that will need to be done. Mr. Armijo hopes that the route can be ready to start in March or April 2024. Mr. Armijo reports that he has already started preliminary work on next year's budget. He plans to bring on board a planner/grants person to help him increase and improve the passenger amenities and other things. Adding this route will slightly reduce the funding available for local amenities. Currently he is looking at changing the route setup in Mesilla to an as-needed small-vehicle service, so people with mobility challenges can just call for a ride. Board Members are strongly in favor of at least

trying a one-year pilot program in Sierra County. Elephant Butte is also interested in having a summer shuttle available between the lake and town, to reduce the number of large motor homes on the city streets. It would be possible for the Board to create an ad hoc committee for nonpaying municipalities in Sierra County to help with the decision-making process.

1. FIRST QUARTER BUDGET AMENDMENT #1 - (SHEA)

Adam Shea presented the proposed first-quarter adjustment based on actual funding received. He requested an additional \$79,264.80 for health and life insurance employee benefits. Half of this is due to an additional employer assessment from the insurance company and the other half is from an increase in benefits that began about a month ago. The City has been advised to hold off on paying the additional assessment because the New Mexico Municipal League plans to sue the State regarding this extra charge, as it was not brought to the municipalities' attention beforehand. Mr. Shea reported that he has already paid that invoice and he was advised to contact the self-insurers and check with Clinton to see if the money can be recouped. Board Members are in favor of simply approving this adjustment and then seeing what can be done to recoup the funds. Mr. Shea requested an increase in the revenue portion of \$432,720.68 which includes moving \$300,000 from the capital column into the operating column until such time as the District begins to expend capital resources. The rest is simply increases and decreases based on the actuals of what has been received for the fiscal year. Much of this is related to decreases, especially with the operation of the rural and inner city. There is an increase of \$216,000 under 5310 and the second portion under the 5307 is the adjustment to the FY22 funds that were received from Region 6 FTA. A smaller amount of \$8,026.66 is miscellaneous items year-to-date including interest accrued in the money market and claim checks received from auto insurance. Mr. Shea requested an increase of \$432,720.68 for operating. Mr. Armijo reminded the Board that funds have been received in the past few months to increase 5310 and 5307 so that overall, the expenses total roughly \$2.7 million and revenues roughly \$3.1 million. Mr. Shea requested a decrease in the capital column of \$549,967.10. These are the actual amounts that have been or will be incurred for this fiscal year.

Motioned by Nora Barraza, second by Yvonne Flores. Passed unanimously.

2. FREE FARE POLICY INITIATIVE - JANUARY 2024 THROUGH JUNE 2024 - (ARMIJO)

David Armijo reported that this discussion began earlier this fall and suggested the staff for consideration. The City of Las Cruces RoadRUNNER provides free fares already. The ridership for the District has grown to over \$100,000 rides a year and the fare box totals about \$6,000 a month. Projected revenues based on this are roughly \$60,000 a year but Mr. Armijo expects at least \$70,000. This money can then be used as match grants and other things. He suggested offering free fares as a marketing project and also to help

people who need it. The resources are available to support six months of free fare. The City buses have seen a different clientele using the buses when fares are free, so security is needed. Mr. Armijo expected that the unruly riders would be minimal as the RTD is more rural and there are fewer of that type of clientele. Currently base fare is \$1 for adults and \$0.50 for students, disabled people, and seniors. A suggestion was made to have security staff on the public transportation anyway due to possible liability issues. Making agreements with partner municipalities to provide law enforcement officers to help out was discussed. A suggestion was made that Board Members should ride the buses for a few days to assess the actual situation or poll the staff regarding their feeling of safety or how charging fares or not may affect their routes. Mr. Armijo was asked if there have been complaints or reports of trouble from the staff. He reported that there is a protocol for collecting the fare boxes that includes several different staff members to keep things secure. He reported that people do observe the money changing hands and it could be dangerous for the staff members to carry the money. The drivers do infrequently have to handle situations with the clients. The pros for the free fare from that point of view are that people can board more quickly without having to deal with paying and the staff does not have to deal with the revenue. The last time fares were free, there was about a 15% bump in ridership. Mr. Armijo felt that there were probably more people in favor of free fares than against.

Nora Barraza had to leave, and the Board bid her farewell and thanked her for her service and all her hard work and wished her good luck in the future.

Motioned by Yvonne Flores, second by Manuel Sanchez. Passed unanimously.

3. EXECUTIVE DIRECTOR'S REPORT/COMMENTS

David Armijo reported that ridership last year was 101,756 trips. Red Route had 11,848 trips; 6,074 on Purple Route; 7,330 on Turquoise Route; 59,460 on the Yellow Route which runs six days a week and has a longer service day than the others; Green Route had 6,064; Blue had 457 as the special events route; Silver Route had 8,991; Copper Route is growing at 1,532 and Mr. Armijo feels that it would do better with free service. The Federal Grant funds were received about ten days ago and another grant has been submitted for FY23. Mr. Armijo hopes to receive more money to grow the RTD's reserve fund. Senator Heinrich has been trying to help speed up the grant funding with the FTA, as there is \$5.6 million tied up which was applied for in June 2021. Mr. Armijo has worked hard to prepare and submit the grants, find contractors and consultants to prepare the projects, and now has reached the NEPA evaluation process. This has now been approved and now a lawyer must submit the offer to purchase the property. The offer will be presented before the end of this week. The grant is still with the State of New Mexico and hopefully, the funds will be available in late December or early January. Mr. Armijo discussed the NTD report from FY22. The first statistic showed a ridership of 85,000; next was annual revenue miles which grew quite a bit after taking over Yellow Route; vehicle

revenue hours represented the labor involved with drivers' hours, mechanics' hours, and so on; and operating expense per revenue hour stayed fairly steady, perhaps with a small decrease. Operating costs have increased and if capital and a few other things were removed the budget would be near \$2.1 million. Unlinked trips give an idea of how many people per hour ride the buses at roughly 3.85; the national standard for a rural transit system is 3.5 to 5 per hour. The second unlinked trip gives the number of people per mile on the bus and shows the four-year overall data. This shows that ridership has grown over the past four years. Mr. Armijo expects a 10% to 15% increase in the next year based on this report. He plans to bring a report showing more defined goals and costs to the next meeting for discussion.

4. FUTURE AGENDA ITEMS/BOARD COMMENTS

Commissioner Sanchez is excited for the near future with the new funds coming in, electric buses, increased ridership, and all the things that are coming up.

Mr. Armijo reported that tomorrow morning staff will install the bus shelter at the Anthony Transfer Station. The garage improvements have begun, the parking lot was done a year and a half ago. He plans to do a case study to see what worked and did not. Passenger amenities improvements will continue, including many in the public right-of-way. This means that there will need to be a working relationship with the County and State.

Chair Perea reminded the Board that documentation for the Legislature needs to be sent out. Mr. Armijo will get that done and will make a presentation at the first meeting of 2024. Chair Perea thanked the staff and everyone else for their hard work and the great year.

There will probably not be a meeting in December, as it is during Christmas week. The next meeting will be on January 24, 2024, at 1:30 p.m.

Board Member Powey asked what happened with the BMO. The money has been deposited and the RTD is earning interest on it.

5. **ADJOURNMENT - The meeting adjourned at 3:19 p.m.**

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 2024 – Board Chair

At the first board meeting of the new calendar year, the board schedules the meetings for the next year. The bylaws outline 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 FY2024 Financial Statements and Budget as of December 2023 – Adam Shea

The Finance Director will present the financial statements for the period July through December 2023. A mid-year adjustment will be offered to the board for review and approval.

ITEM # 11: Discussion and Approval of 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: A Resolution approving the Drug and Alcohol Policy- Sara Vasquez

This report seeks board approval of an updated template that outlines the newest version of the US Department of Transportation Drug and Alcohol Policy. The policy provides guidance and direction to staff in sending staff to and working with approved contractors to conduct drug and alcohol tests, both random and annual reviews. The documentation is maintained on file and subject to inspection by both the NM DOT and FTA staff.

ITEM # 13: A Resolution approving the Disposal of SCRTD Vehicles- Sara Vasquez

The Board approved the Disposal of SCRTD Vehicles using a recommended policy provided by the NM DOT last year. This action proposed establishes the formation of a Property Disposal Committee that will review the standards set forth that qualify vehicles' eligibility to be retired and removed from service.

ITEM # 14: Closed Session:

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).

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

ITEM #Resolutions

**South Central Regional Transit District
Resolution Number: FY24-13**

A Resolution approving the Appointment of Officers, Effective January 24, 2024

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, January 24, 2024, in the Doña 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 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 24, 2024.

ADOPTED AND APPROVED THE 24th DAY OF JANUARY 2024.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY24-14

A Resolution approving the South Central Regional District Board Meeting Calendar for 2024.

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, January 24, 2024, in the Doña 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 Doña 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 2024.

ADOPTED AND APPROVED THE 24th DAY OF January 2024.

Javier Perea, SCRTRD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY24-15

A Resolution approving the Amendment to the FY2024 Financial Statements and Budget as of December 2024

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, January 24, 2024, in the Doña Ana County Offices, 845 N. Motel Blvd., Las Cruces N.M.; and,

WHEREAS, staff provided details on amending the second quarter financial Statements and budget to better reflect the budget categories in the second 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 FY24 Financial Statements and Budget as of January 24th, 2024.

ADOPTED AND APPROVED THE 24th DAY OF JANUARY 2024.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY24-16

A Resolution approving the Second Quarter Report FY 2024 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 24, 2024, 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 2024.

ADOPTED AND APPROVED THE 24th DAY OF JANUARY 2024.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY24-17

A Resolution approving the Drug and Alcohol FY 2024 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 24, 2024, in the Doña Ana County Offices, 845 N. Motel Blvd., Las Cruces N.M.; and,

WHEREAS, the South Central Regional Transit District approves the 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 Drug and Alcohol Policy.

ADOPTED AND APPROVED THE 24th DAY OF JANUARY 2024.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY24-18

A Resolution approving the Disposal of South Central Transit District Vehicles

WHEREAS, vehicles owned by South Central Regional District (SCRTD) are no longer needed and obsolete and

WHEREAS, Section 13-6-1 and 13-6-NMSA 1978 govern the disposition of obsolete, worn-out, or unusable tangible personal property owned by local public bodies and

WHEREAS, Resolution Number FY24-18 passed by the SCRTD Board of Directors on January 24, 2024, established the Property Disposal Standing Committee and

WHEREAS, the SCRTD Property Disposal Standing Committee met on January 24, 2024, and unanimously approved the disposal of SCRTD Buses 733,734,743,02,04.

NOW, THEREFORE, BE IT RESOLVED by the South-Central Regional Transit District Board of Directors hereby approves the Disposal of Busses 733,734,743,02,04.

ADOPTED AND APPROVED THE 24th DAY OF JANUARY 2024.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director