

**SOUTH CENTRAL REGIONAL TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
February 28, 2024 -1:30 PM
DONA ANA COUNTY COMMISSION CHAMBERS
825 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.

SCRTD Meeting Hosted by BOCC

Wednesday, February 28, 2024, 1:30 PM | 3 hours | (UTC-07:00) Mountain Time (US & Canada)
Meeting number: 2634 025 9359
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William Joseph Welsh
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SOUTH CENTRAL REGIONAL TRANSIT DISTRICT
Wednesday, February 28, 2024– 1:30 PM
Doña Ana County Commission Chambers
845 North Motel Boulevard Las Cruces, New Mexico 88007

AGENDA

CONSENT AGENDA

ADOPT/APPROVE

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. APPROVE AGENDA MINUTES OF JANUARY 24, 2024**
- 5. PUBLIC INPUT**
- 6. EXECUTIVE DIRECTOR’S REPORT/COMMENTS**
- 7. A RESOLUTION APPROVING THE BMO LOAN AGREEMENT – ADAM SHEA**
- 8. WORKSHOP FOR THE FY2025 ANNUAL BUDGET – ADAM SHEA**
- 9. CAPITAL PROJECTS & GRANTS DISCUSSION – DAVID ARMIJO**
- 10. FUTURE AGENDA ITEMS/BOARD COMMENTS**
- 11. CLOSED SESSION**
- 12. ADJOURNMENT**

Next Meeting

Wednesday, March 27, 2024 @ 1:30 PM

Under Government Code section 54957.5, any materials relating to an item on this agenda distributed to the Board of Directors after the distribution of the agenda packet will be made available for public inspection at the time of distribution at the following location: South Central Regional Transit District, 830 Anthony Drive, Anthony, NM 88021.

Requests for disability-related modifications or accommodation, including auxiliary aids or services, may be made by telephoning (575) 323-1620 at the District office. Please attempt to make such requests known at least 24 hours before the scheduled meeting.

**South Central RTD
Board of Directors Meeting
Wednesday,
January 24, 2024 - 1:30 PM**

MINUTES

MEMBERS PRESENT:

Javier Perea, RTD Chair, City of Sunland Park
Russell Hernandez, RTD Vice-Chair, Town of Mesilla
Majorie Powey, Village of Williamsburg
Manuel Sanchez, Doña Ana County

MEMBERS ABSENT:

Diana Murillo, City of Anthony
Yvonne Flores, City of Las Cruces
Robert Martinez, Village of Hatch

SCRTD STAFF:

David Armijo, SCRTD Executive Director
Sara Vasquez, SCRTD
Crystal Gomez
Veronica De La O, 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 1:35.

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, seconded by Russell Hernandez. Passed unanimously.

5. PUBLIC INPUT

There was none.

6. APPROVAL OF SCRTD MEETING MINUTES OF November 29, 2023

Motioned by Manuel Sanchez, second by Russell Hernandez. Passed unanimously.

7. EXECUTIVE DIRECTOR'S REPORT

David Armijo gave the Executive Director's report for the last month. Local fiscal year is July 1 through June 30. The federal fiscal year runs from October 1 through September 30 each year. Mr. Armijo has to do reports for each fiscal year depending on the report subject. Ridership has risen sharply with over 10,000 trips in the month of October 2023. November and December were similarly busy. Summer and fall months tend to have higher numbers. Local numbers are showing roughly 10% growth.

The grants for the electric buses and the property in Sunland Park came in in August of 2022 with \$5.8 million. The grants are finally available for use now. The buses are expected to arrive in October. There is funding available for training and other programs. There is an additional \$711,000 that the District has been pursuing which has not yet been programmed and is still at least two or three months away from becoming available. Federal funds commonly run a year behind, and the federal government has not yet set amounts for their current fiscal year.

The wayfarer sign project has been on hold for funds to become available. Now it has been started up with identifying a list of where those stops will go, the funding is available for those stops, and then the District has to work with each local jurisdiction to make the decision because the signs will be in their private right-of-way. Those signs will help inform people of the available services. The draft sign photos were shown. The bus stop project is in progress. Winter has slowed progress and there are three or four routes left to go. Work will restart in spring. There are two small buses with ramps on order. The ramps and ability of the buses to lower, along with a wider door, makes use of them easier for people who have accessibility issues. The District is testing out different styles of buses to see which vehicles work best on each route. Maintenance is challenging due to this, but since the vehicles last seven to ten years it will be worth it. Discussions have been opened with the City and County Managers of Sierra County. Both seem excited about the project and wish to have input on where the stops will be. Mr. Armijo plans to be making public presentations for the next month or so. Hopefully, the public comment and approval process will be finished by the end of March. Then, the signage can be set up at the approved stops in April and service can begin in May to catch the traffic up to Elephant Butte. Mr. Armijo also mentioned that the local paper may be willing to advertise the routes. The CMAQ funds have been used to order three buses already. There will be two more buses ordered in fiscal year 2026. To date, three grants have been picked up from the El Paso MPO. These have been used to order hybrid or completely electric vehicles. The County has installed Level 3 D/C fast chargers, and they are waiting for El Paso Electric to connect them. The District is working on a possible partnership with the City of Anthony to use their facilities to charge the electric buses.

8. APPROVAL OF ANNUAL OFFICER BOARD APPOINTMENTS AND APPROVAL OF RESOLUTION

Motion to nominate Javier Perea for Chair by Russell Hernandez, seconded by Majorie Powey. Passed unanimously.

Motion to nominate Manuel Sanchez Vice-Chair by Russell Hernandez, seconded by Manuel Sanchez. Passed unanimously.

Motion to nominate Diana Murillo for Treasurer by Manuel Sanchez, seconded by Russell Hernandez. Passed unanimously.

Motion to nominate Yvonne Flores for Secretary by Manuel Sanchez, seconded by Russell Hernandez. Passed unanimously.

Resolution motioned by Manuel Sanchez, second by Russell Hernandez. Passed unanimously.

9. A RESOLUTION APPROVING THE SCRTD MEETING SCHEDULE FOR THE YEAR 2024

Motioned by Manuel Sanchez, second by Russell Hernandez. Passed unanimously.

10. DISCUSSION AND APPROVAL OF THE AMENDMENT TO THE FY2024 FINANCIAL STATEMENTS AND BUDGET AS OF DECEMBER 2023

Adam Shea discussed the budget. There was an amendment to the FY24 budget in second quarter of an increase in the personnel services, projects, and employee benefits due to the 5310 funds added to the budget the last meeting. This amendment is for \$384,000 in expenditures which brings up the FY24 budget expenditures up to \$2,846,663.10. Revenue is currently at \$3.1 million, so this will still leave a reserve available. Revenue has decreased by \$15,209.26 due to the fact that fares are no longer being charged. The New Mexico Division of Vocational Rehabilitation has added \$250 to the revenues. The new budget revenues are \$3,138,652.22.

Motioned by Manuel Sanchez, second by Russell Hernandez. Passed unanimously.

11. DISCUSSION AND APPROVAL OF THE AMENDMENT TO THE FY2024 FINANCIAL STATEMENTS AND BUDGET AS OF DECEMBER 2023

Adam Shea reported that cash reserves have increased to \$122,386.87. the District is working to increase that, as there are major purchases coming up. With today's amendment, year to date expenditures is now \$1,400,858.19. This is 49.2% of the fiscal year budget, which is almost the target of 50%. Expenditures increased since first quarter due to the purchase of buses. Three buses were received in June and one in July. Revenue is 45.2% of the budget. Revenue did not equal expenditures because a few of the grants were not programmed until yesterday. This will be reflected in the third quarter report. Budget revenue is now \$3,138,652.22 and the amount of this received is \$1,418,800.42. Future amendments to the budget will include the purchase of the Sunland Park facility, more buses, a service truck, and an administrative vehicle. Board Member Powey requested to have pdf files emailed with the presentations. Staff will continue sending pdf files by e-mail before each meeting.

Motioned by Manuel Sanchez, second by Russell Hernandez. Passed unanimously.

12. A RESOLUTION APPROVING THE DURG AND ALCOHOL POLICY

Sara Vasquez discussed that this policy follows the recommendations of the Federal Transit Administration. The new policy includes testing of urine as well as oral fluid for illegal drugs. The employer is allowed to choose which testing facility to send employees to.

Motioned by Manuel Sanchez, second by Russell Hernandez. Passed unanimously.

13. A RESOLUTION APPROVING THE DISPOSAL OF SCRTD VEHICLES

Sara Vasquez reminded the Board that the disposition policy was approved in July 2023. There are five buses that need to be disposed of, including buses 2, 4, 733, 734, and 743. Reasons for disposal and photos are included in the packet. The committee will decide what is done with the buses.

Motioned by Manuel Sanchez, seconded by Russell Hernandez. Passed unanimously.

14. CLOSED SESSION

Motioned by Manuel Sanchez, seconded by Russell Hernandez. Passed unanimously.

The Board returned from closed session. No decision was made on the items discussed. Quorum had been lost.

15. BOARD COMMENT

There was none.

16. ADJOURNMENT - Next meeting September 27, 2023

Chairperson

Agenda Items:

EXECUTIVE DIRECTOR'S REPORT/COMMENTS

The report will provide an update on district performance both ridership and a progress report on activities and projects undertaken during the month.

BMO LOAN AGREEMENT

The district continues to experience delays in receiving funding from the Federal Transit Administration, Region VI office for grant funds from Fiscal Year 2022 and 2023. The application process for the Fiscal Year 2022 funds took nine months from submittal to approval. A new request for funds was submitted in December for the balance of the grant application. However, the FTA's grant review process continues between internal review, legal review, and labor review. Further, the FTA office is non-responsive to our requests to expedite the review process. Consequently, we do not expect to receive the funds promptly. The district is leveraging its budget reserve which varies from \$100,000 to \$200,000 a month to pay capital costs for vehicles, facility rehabilitation, and other projects.

Further, the NM DOT is no longer paying the 80 percent upfront costs for capital equipment. The district is now responsible for paying the full cost and then requesting the state to reimburse the district. This is stretching the cash flow of the district. Once the FTA reimburses the district for the two grant applications, the district will have sufficient funds to handle most of these requirements until the electric buses are delivered. That will require further fiscal planning and discussion which may include pursuing the use of bonds for major capital purchases.

Request the approval of the resolution to assist the district in expediting the payment of capital projects and reimbursement from the NMDOT. Once FTA funds are received, the loan will be repaid in full.

WORKSHOP FOR FY2025 ANNUAL BUDGET

Staff will provide a baseline of the projected budget for the next fiscal year. It will include estimates of both the Dona Ana County MOA and the NMDOT grants that will not be approved until late May or June.

A separate presentation will be made on the capital program that includes multiple grants spread out over three years. Additionally, it will include projected funding from new grants that will be incorporated into the next fiscal year. This will include the delivery of electric buses scheduled for delivery during the next fiscal year.

CAPITAL PROJECTS & GRANTS

Staff will provide an overview of current and future capital projects that support the district bus operation and maintenance of the fleet that provides service for transit routes operating across the county. The district now operates with grants from the 5311 Rural, 5307 Urban, and 5310 Seniors and Persons with Disability grant programs from both New Mexico and Texas. The district is one of the few transit operators in the United States that operates across state lines and is represented in two separate Metropolitan Planning Organizations (MPO) both Mesilla Valley and El Paso. These grants require significant staff support both for the monthly review and submittal of the grant invoices as well as the ongoing tracking of these funds and independent reviews by both the State of New Mexico and the Federal Transit Administration.

RESOLUTIONS:

South Central Regional Transit District

Resolution Number: FY2024-19

A RESOLUTION APPROVING THE BMO LOAN AGREEMENT

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, February 28, 2024, in the Doña Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and

WHEREAS, the South Central Regional Transit District Board of Directors approves the BMO loan agreement for up to \$60,000,

WHEREAS, the BMO loan will be used to expedite payment of federal and state grants and will be paid back at the earliest convenience or upon reimbursement from both federal and state agencies of district grant funds,

NOW, THEREFORE, BE IT RESOLVED by the South Central Regional Transit District that: Passed, Approved, and Adopted by the governing body at this meeting on, February 28, 2024.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director