**SOUTH CENTRAL REGIONAL TRANSIT DISTRICT**

**BOARD OF DIRECTORS MEETING**

**Wednesday, April 24, 2024– 1:30 PM**

**Doña Ana County Commission Chambers**

**845 North Motel Boulevard Las Cruces, New Mexico 88007**



**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**

https://donaanacounty.webex.com/donaanacounty/j.php?MTID=m4dee2bb9da49a38b8ccdaaafd1fdf97e

Wednesday, April 24, 2024 1:30 PM | 4 hours | (UTC-06:00) Mountain Time (US & Canada)

Meeting number: 2632 641 9025

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| A blue and white logo  Description automatically generated | ***William Joseph Welsh*****Multimedia Specialist****Public Information Office**Doña Ana CountyPhone: 575-525-5844(williamw@donaanacounty.org)www.donaanacounty.org      |

**SOUTH CENTRAL REGIONAL TRANSIT DISTRICT**

**Wednesday, April 24, 2024– 1:30 PM**

**Doña Ana County Commission Chambers**

**845 North Motel Boulevard Las Cruces, New Mexico 88007**

**AGENDA**

**CONSENT AGENDA**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVE AGENDA MINUTES OF MARCH 27, 2024**
5. **PUBLIC INPUT**
6. **EXECUTIVE DIRECTOR’S REPORT/COMMENT- DAVID ARMIJO**
7. **A RESOLUTION APPROVING THE THIRD-QUARTER FINANCIALS FOR FISCAL YEAR 2023-2024- ADAM SHEA**
8. **A RESOLUTION APPROVING THE THIRD-QUARTER BUDGET AMENDMENT FOR FISCAL YEAR 2023-2024- ADAM SHEA**
9. **A RESOLUTION APPROVING SUBMISSION OF THE 2024 NO LOW GRANT**
10. **A RESOLUTION APPROVING SUBMISSION OF THE 2024 5339 BUS AND BUS FACILITIES GRANT**
11. **A RESOLUTION APPROVING THE JOINT POWERS AGREEMENT WITH THE NEW MEXICO MUNICIPAL LEAGUE – ADAM SHEA**
12. **A RESOLUTION APPROVING THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT NM FINANCE AUTHORITY LOAN AGREEMENT**
13. **FUTURE AGENDA ITEMS/BOARD COMMENTS**
14. **ADJOURNMENT**

**ADOPT/APPROVE**

**Next Meeting**

***Wednesday, May 22, 2024 @ 1:30 PM***

***Under Government Code section 54957.5, any materials relating to an item on this agenda are distributed to the Board of Directors after the distribution of the agenda. The packet will be made available for public inspection at the time of distribution at the following location: South Central Transit District 830 Anthony Dr. 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,
March 27, 2024 - 1:30 PM**

**MINUTES**

**MEMBERS PRESENT:**

 Javier Perea, RTD Chair, City of Sunland Park

 Majorie Powey, Village of Williamsburg

 Diana Murillo, City of Anthony

 Yvonne Flores, City of Las Cruces

**MEMBERS ABSENT:**

 Russell Hernandez, RTD Vice-Chair, Town of Mesilla

 Robert Martinez, Village of Hatch

 Manuel Sanchez, Doña Ana County

**SCRTD STAFF:**

David Armijo, SCRTD Executive Director

Sara Vasquez, SCRTD Human Resources

Cristina Gamboa, SCRTD Safety Coordinator

Crystal Gomez, SCRTD Accounting Assistant

Veronica De La O, SCRTD Administrative Assistant

Adam Shea, SCRTD Finance Manager

Tim McDaniels, SCRTD Special Project Planner

**OTHERS PRESENT:** Cathy Luenenborg

Becky Baum, RC Creations, LLC, Transcriptionist

1. **CALL TO ORDER**

Javier Perea called the meeting to order at approximately 1:40.

1. **PLEDGE OF ALLEGIANCE**

ALL STAND FOR THE PLEDGE OF ALLEGIANCE.

1. **ROLL CALL**

A quorum was determined to be present.

1. **APPROVAL OF THE AGENDA MINUTES - February 28, 2024**

Motioned by Diana Murillo, second by Yvonne Flores. Passed unanimously.

1. **PUBLIC INPUT**

There was none.

1. **EXECUTIVE DIRECTOR'S REPORT**

David Armijo gave the Executive Director's report. Grants are due by April. Last year's submissions will be awarded in June. Ridership for March is projected to be 11,000. The Yellow and Silver routes operate on Sundays. This is the third month of free bus service. If enough funding is available in June, Phase III of the Anthony renovation will begin. This includes finishing the parking lot and adding a restroom, replacing the gates in Anthony and Sunland Park with electric gates. After all that is done, new bus shelters can be installed. The RAISE Grant application is difficult, but with Tim McDaniel's help, Mr. Armijo has completed it. Those funds will include two more electric buses, some property in Las Cruces to layover buses and maybe install a charging station, the local match, and various other things. Mr. Armijo hopes to partner with RoadRUNNER Transit on some projects. He hopes for about $3.9 million from this grant. Mr. Armijo will use this grant application for others, as well. He hopes to get the No-Low Grant. The problem is that the Biden administration has cut funds for rural public transportation, but he hopes to be able to out-compete other organizations for these funds. He showed a map of the stops that will be in Sierra County for the new route. He and his staff have done a final route review and are planning to connect this route with the Green Route and coordinating with the cities involved. Staff will be working on the coordination aspect. The schedules are ready for approval by the cities and the target opening of the new route is Memorial Day. The new Front Runner buses are set for the new route because they are smaller and easier to maneuver and find drivers for. He hopes to get some of the school bus drivers to get this started. The days will be long, so two drivers per bus will be needed and layover spots will need to be organized for the buses. The Sierra County Route will connect in Hatch with the Green Route. Signage will be installed to help people notice the bus stops and flyers and brochures will be made to advertise. Routes will also be added to Google Maps, and information will be put in the utility bills. The numbers will be tracked over the next few years to see how effective the new route is. The buses will use both the interstate and the old highway. Drivers prefer to use the interstate because it gets dark quickly. The construction on the interstate may not be cleared up by Memorial Day.

1. **ACTION: FY2022-2023 AUDITORS REPORT - ITZA SOSA, BEASLEY, MITCHELLE & CO., LLP**
2. **FEBRUARY 27, 2024 OFFICE OF THE STATE AUDITOR CORRESPONDENCE AUTHORIZATION TO RELEASE SCRTD AUDIT REPORT**

Itza Sosa from Beasley, Mitchelle & Co. reported on the audit of the period from July 1, 2022 through June 30, 2023. The State approved and released the final audit report on February 27, 2024. The company provided an unmodified opinion to the district for FY 23. Because the district spent more than $750,000 in federal funds, a single audit was required and this single audit also received an unmodified opinion. There were four findings and recommendations. These are on page 45 of the audit report. All of them were minor paperwork errors and the accounting staff has been trained to prevent future findings. Audit fieldwork usually occurs between August and November. The reports should be prepared for review before August, then contact the auditors during August to set up a week for them to come. Adam Shea reported that he is keeping a close eye on all the information, so it will be ready for the next audit.

1. **RESOLUTION TO APPROVE FY2022-2023 AUDIT REPORT**

Resolution motioned by Yvonne Flores, second by Majorie Powey. Passed unanimously.

1. **DISCUSSION OF GOALS AND OBJECTIVES FOR FY2025 - DAVID ARMIJO**

David Armijo discussed the objectives and goals. Some of them will carry over from this year, and some are already done. The list includes work on the facilities at Sunland Park and Anthony, employee training in all the divisions, maintaining the schedule of operations, the Sierra County route, and many other projects. Mr. Armijo will bring updates as things go along.

1. **DISCUSSION OF DOÑA ANA COUNTY MOU PRESENTATION - DAVID ARMIJO**

David Armijo reported on the funding that has been received from the County over the past eight years. He will be presenting this report to the County Board as well. SCRTD received funding beginning in February 2016, and there were four routes. By 2021, there were six buses. Another was added in 2022 for a total of eight routes. Mr. Armijo suggested naming the Sierra County route the Blue Route. Ridership increases almost every year and federal grant funding has also increased. The first year, the County provided $750,000, and since it was a partial year, that money carried over to the next year. The County cut funding back to $479,000 for the next two years, and then funding increased over the next years to just under $1 million. For the next year, Mr. Armijo hopes to increase the funding by 3% to increase inflation. Chair Perea suggested adding stories about people when Mr. Armijo presents to the County. He also requested Mr. Armijo to send the presentation for him to use in the City.

1. **FUTURE AGENDA ITEMS/BOARD COMMENTS**

Board Member Powey offered a spot in Williamsburg for a bus stop if Elephant Butte does not work out. Mr. Armijo indicated that he has discussed that spot as well as the gas stations with the cities.

1. **ADJOURNMENT**

Meeting adjourned at 3:42 p.m.

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Chairperson

**Agenda Items:**

**ITEM #6 EXECUTIVE DIRECTOR’S REPORT/COMMENT-DAVID ARMIJO**

**The report will be provided in person at the meeting and will cover transit services and capital project updates.**

**ITEM #7 A RESOLUTION APPROVING THE THIRD-QUARTER FINANCIALS- ADAM SHEA**

**South Central Regional Transit District**

**Board Agenda Item No. 07**

**April 24, 2024**

**AGENDA ITEM NO. 07:**

South Central Regional District has an existing Policy on financial budget revenue and expenditure reporting;

The Finance Officer of the District hereby proposes this submission, as outlined in the attached document entitled "3rd Qtr-FY2024-Financials";

###### RECOMMENDED MOTION:

A resolution permanently attached hereto approving the proposed submission of financials for the 3rd quarter of FY2024 revenue and expenditures as presented by the Finance Officer, to become effective immediately, is attached.

###### SUPPORT INFORMATION:

* Draft Resolution
* DISCUSSION/OPTIONS:

This item is to be discussed during the April 24th Board Meeting.

**ITEM #8 A RESOLUTION APPROVING THE THIRD QUARTER BUDGET AMENDMENT- ADAM SHEA**

**South Central Regional Transit District**

**Board Agenda Item No. 8**

**April 24, 2024**

**AGENDA ITEM NO. 8:**

South Central Regional District has an existing Policy on budget adjustments and existing Procedures on budget adjustments;

South Central Regional Transit hereby proposes this adjustment, as outlined in the attached document entitled "3rd Qtr-FY2024-Amendment #3";

###### RECOMMENDED MOTION:

Resolution approving submission of amendment of the FY2024 Budget. The Board of Directors accepts the proposed amendment to the FY2024 Budget, as presented by the Finance Officer, to become effective immediately, attached permanently hereto.

###### SUPPORT INFORMATION:

* Draft Resolution
* DISCUSSION/OPTIONS:

This item is to be discussed during the April 24th Board Meeting.

**ITEM #9 A RESOLUTION APPROVING SUBMISSION OF THE 2024 NO LOW GRANT – Tim McDaniel**

**South Central Regional Transit District**

**Board Agenda Item No. 9**

**April 24, 2024**

**AGENDA ITEM NO. 9:**

Discussion and action should be taken to authorize the Board to approve a resolution approving the grant submission for the FY2024 Low or No Emission Grant Program and the Grants for Buses and Bus Facilities Competitive Program. This grant submission is similar to the FY2022 grant submission in which the District was awarded $2.5 million for two buses, charging stations, and training.

This grant will include funding for Work Force Development. More specifically, the District will work with the State of New Mexico Workforce Development program and the cities of Anthony and Sunland Park to develop, administer, and monitor an apprenticeship program for two apprentices.

This grant will support the District’s zero-emission battery-electric bus program. These buses will provide bus service within the Las Cruces and Dona Ana County service area.

###### RECOMMENDED MOTION:

Authorize the chair to sign a resolution approving the grant submission for the FY2024 Low or No Emission Grant Program and the Grants for Buses and Bus Facilities Competitive Program.

###### SUPPORT INFORMATION:

* PowerPoint Presentation
* Draft Resolution
* DISCUSSION/OPTIONS:

This item is to be discussed during the April 24th Board Meeting.

**ITEM #10 A RESOLUTION APPROVING SUBMISSION OF THE 2024 5339 BUS AND BUS FACILITIES GRANT – Tim McDaniel**

**South Central Regional Transit District**

**Board Agenda Item No. 10**

**April 24, 2024**

**AGENDA ITEM NO. 10:**

Discussion and action should be taken to authorize the Board to approve a resolution approving the grant submission for the FY2024 Buses and Bus Facilities Competitive Program. This grant submission is similar to the FY2022 grant submission in which the District was awarded $3.1 million for Hybrid-electric buses, charging stations, training, and facility acquisition.

This grant will include funding for Work Force Development. More specifically, the District will work with the State of New Mexico Workforce Development program and the cities of Anthony and Sunland Park to develop, administer, and monitor an apprenticeship program for two apprentices.

These buses will provide bus service within the Las Cruces and Dona Ana County service area.

###### RECOMMENDED MOTION:

Authorize the chair to sign a resolution approving the grant submission for the FY2024 Grants for Buses and Bus Facilities Competitive Program.

###### SUPPORT INFORMATION:

* PowerPoint Presentation
* Draft Resolution
* DISCUSSION/OPTIONS:

This item is to be discussed during the April 24th Board Meeting.

**ITEM #11 A RESOLUTION APPROVING THE JOINT POWERS AGREEMENT WITH THE NEW MEXICO MUNICIPAL LEAGUE AGREEMENT – ADAM SHEA**

**South Central Regional Transit District**

**Board Agenda Item No. 11**

**April 24, 2024**

**AGENDA ITEM NO. 11:**

South Central Regional District has an existing Policy on the approval of agreements; and

South Central Regional Transit District hereby proposes the acceptance and approval and,

###### RECOMMENDED MOTION:

Resolution approving the joint powers agreement between the New Mexico Municipal League and the South Central Regional District assigned by the Chairman of the Board.

###### SUPPORT INFORMATION:

* Joint Powers Agreement
* DISCUSSION/OPTIONS:

This item is to be discussed during the April 24th Board Meeting.

**ITEM #12 A RESOLUTION APPROVING THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT NM FINANCE AUTHORITY LOAN AGREEMENT**

 **South Central Regional Transit District**

**Board Agenda Item No. 12**

**April 24, 2024**

**AGENDA ITEM NO. 12:**

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

South Central Regional Transit District Board of Directors approves the New Mexico Finance Authority Public Project Revolving Fund Equipment Application for up to $509,907.08,

The New Mexico Finance Authority 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,

###### RECOMMENDED MOTION

###### South Central Regional Transit District that: Passed, Approved, and Adopted by the governing body at this meeting on, April 24, 2024.

###### SUPPORT INFORMATION:

* Application for
* Draft Resolution
* DISCUSSION/OPTIONS:

This item is to be discussed during the April 24th Board Meeting.

**RESOLUTIONS:**

**South Central Regional Transit District**

**Resolution Number: FY24-21**

**A RESOLUTION APPROVING THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT THIRD QUARTER FINANCIAL REPORT FOR FISCAL YEAR 2023- 2024**

**WHEREAS** The South Central Regional Transit District Board of Directors met in a meeting on, April 24TH 2024, in the Doña Ana County Offices, 845 N, Motel Blvd.: Las Cruces NM and,

 **WHEREAS** The South Central Regional Transit District approves the Third Quarter Financial Report for January 1st to March 31st, 2024.

**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 April 24, 2024.

**ADOPTED AND APPROVED ON THE 24TH DAY OF APRIL 2024.**

 Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

 **South Central Regional Transit District**

**Resolution Number: FY24-22**

**A RESOLUTION APPROVING THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT THIRD QUARTER BUDGET AMENDMENT FOR FISCAL YEAR 2023- 2024**

**WHEREAS** The South Central Regional Transit District Board of Directors met in a meeting on, April 24TH 2024, in the Doña Ana County Offices, 845 N, Motel Blvd.: Las Cruces NM and,

 **WHEREAS** The South Central Regional Transit District approves the Third Quarter Budget Amendment for fiscal year 2023-2024;

**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 April 24, 2024.

**ADOPTED AND APPROVED ON THE 24TH DAY OF APRIL 2024.**

 Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

**South Central Regional Transit District**

**Resolution Number: FY24-23**

 **A RESOLUTION APPROVING THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT SUBMISSION OF THE 2024 NO LOW GRANT**

**WHEREAS** The South Central Regional Transit District Board of Directors met in a meeting on, April 24TH 2024, in the Doña Ana County Offices, 845 N, Motel Blvd.: Las Cruces, NM and,

**WHEREAS** The South Central Regional Transit District has completed the application for the FY2024 Low or No Emission Grant Program and the Grants for Buses and Bus Facilities Competitive Program

**WHEREAS** The South Central Regional Transit District will acquire two buses, charging stations, and training for a total of $2.5 million in funds; and

**WHEREAS** The South Central Regional Transit District will support the District’s zero-emission battery-electric bus program. These buses will provide bus service within the Las Cruces and Dona Ana County service area.

 **WHEREAS** The South Central Regional Transit District, will work with the State of New Mexico Workforce Development program and the cities of Anthony and Sunland Park to develop, administer, and monitor an apprenticeship program for two apprentices.

**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 April 24, 2024.

**ADOPTED AND APPROVED ON THE 24TH DAY OF APRIL 2024.**

 Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

**South Central Regional Transit District**

**Resolution Number: FY24-24**

 **A RESOLUTION APPROVING THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT SUBMISSION OF THE 2024 5339 BUS AND BUS FACILITIES GRANT**

**WHEREAS** The South Central Regional Transit District Board of Directors met in a meeting on, April 24TH 2024, in the Doña Ana County Offices, 845 N, Motel Blvd.: Las Cruces NM and,

**WHEREAS** The South Central Regional Transit District has completed the application for the FY2024 Buses and Bus Facilities Competitive Program.

 **WHEREAS** The South Central Regional Transit District will acquire Hybrid-electric buses, charging stations, training, and facility acquisition for a total of 3.1 million.

**WHEREAS** The South Central Regional Transit District will support the District’s zero-emission battery-electric bus program. These buses will provide bus service within the Las Cruces and Dona Ana County service area.

 **WHEREAS** The South Central Regional Transit District, will work with the State of New Mexico Workforce Development program and the cities of Anthony and Sunland Park to develop, administer, and monitor an apprenticeship program for two apprentices.

**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 April 24, 2024.

**ADOPTED AND APPROVED ON THE 24TH DAY OF APRIL 2024.**

 Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

**South Central Regional Transit District**

**Resolution Number: FY24-25**

**A RESOLUTION APPROVING THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT JOINT POWERS AGREEMENT WITH THE NEW MEXICO MUNICIPAL LEAGUE**

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

**WHEREAS**, the South Central Regional District has an existing Policy on the approval of agreements

**WHEREAS**, the South Central Regional Transit District hereby proposes the acceptance and approval

**NOW, THEREFORE, BE IT RESOLVED**, Resolution approving the joint powers agreement between the New Mexico Municipal League and the South Central Regional District as signed by the Chairman of the Board.

 Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

**South Central Regional Transit District**

**Resolution Number: FY24-26**

**A RESOLUTION APPROVING THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT NM FINANCE AUTHORITY LOAN AGREEMENT**

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

**WHEREAS**, the South Central Regional District approves the NM Finance Authority loan agreement for up to 510,000.00

**WHEREAS**, the NM Finance Authority loan will expedite payment of two of our buses and our service vehicle truck.

**NOW, THEREFORE, BE IT RESOLVED**, Resolution approving the joint powers agreement between the New Mexico Municipal League and the South Central Regional District as signed by the Chairman of the Board.

 Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director