## SOUTH CENTRAL REGIONAL TRANSIT DISTRICT BOARD OF DIRECTORS MEETING

July 24, 2024 -1:30 PM

Doña Ana County Commission Chambers 845 North Motel Boulevard Las Cruces, New Mexico 88007

#### **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

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Wednesday, July 24, 2024 1:00 PM | 3 hours | (UTC-06:00) Mountain Time (US & Canada)

Meeting number: 2638 278 2023 Password: MXkTGJFQ285

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#### Thank you!



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#### SOUTH CENTRAL REGIONAL TRANSIT DISTRICT

### Wednesday, July 24, 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. Approval of agenda minutes for June 26, 2024
- 5. Public Input
- 6. Executive Directors Report / Comment David Armijo
- 7. Discussion and Resolution approving the Final Amendment to the FY2024 Budget- Adam Shea
- 8. Discussion and Resolution approving the 4<sup>th</sup> Quarter Financial for FY2024 Adam Shea
- 9. Discussion and Resolution approving the FY2025 Annual Budget- Adam Shea
- 10. Discussion and Resolution approving the Venus Grant Award of \$2,890,148 federal grant for the Venus Electric Charging Station Bus Facility Project- Tim McDaniel
- 11. Discussion and Resolution approving the \$455,261 NM Matching Grant Award for the Venus Electric Charging Station Bus Facility Project- Tim McDaniel
- 12. Discussion and Resolution approving \$278,010.50 from the NM Matching Grant for the FY2024 FTA 5307 Urban Grant Funds- Tim McDaniel
- 13. Discussion and Resolution approving \$493,393 for the Sunland Park Solar Array Electric Power project through the NMDOT Congestion Mitigation and Air Quality (CMAQ) program- Tim McDaniel
- 14. Future agenda items
- 15. Adjournment

# Next Meeting Wednesday, August 28, 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, June 26, 2024 - 1:30 PM

#### **MINUTES**

#### MEMBERS PRESENT:

Majorie Powey, Village of Williamsburg Shannon Reynolds, Doña Ana County Yvonne Flores, City of Las Cruces Russell Hernandez, RTD Vice-Chair, Town of Mesilla

#### **MEMBERS ABSENT:**

Javier Perea, RTD Chair, City of Sunland Park Robert Martinez, Village of Hatch Manuel Sanchez, Doña Ana County Diana Murillo, City of Anthony

**SCRTD STAFF:** David Armijo, SCRTD Executive Director

Sara Vasquez, SCRTD

Crystal Gomez

Veronica De La O, SCRTD Adam Shea, SCRTD

#### OTHERS PRESENT:

#### 1. CALL TO ORDER

Yvonne Flores called the meeting to order at approximately 1:39.

#### 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 MINUTES - April 24, 2024

Motioned by Majorie Powey, second by Shannon Reynolds and minutes accepted.

#### 5. PUBLIC INPUT

Elizabeth Smith, a member of the public and bus operator, presented a letter regarding the possibility of a raise for bus operators. The letter compares industry-standard income for bus operators, and SCRTD is a few years behind other similar

businesses. She thanked the Board for the COLA increases over the years.

Sara Vasquez introduced the summer interns present.

#### 6. EXECUTIVE DIRECTOR'S REPORT

David Armijo gave the Executive Director's report. There were 121,000 rides this year, which is about 16% growth over last year. Yellow Route continues to carry the most riders, with Red close behind. Green Route continues to increase with 6,100 rides. The new Copper Route did better last year but work on it continues. Two of the seven electric vehicles on order have arrived. They will only carry about 11 passengers and have a wheelchair lift in the back. They will be used as a microtransit service, on-demand, similar to Uber. SCRTD was ranked #1 in the state for the second year with the NMDOT Performance Award, even over the more extensive transit services. The Sunland Park acquisition progresses. The price and updated appraisal have been approved, and the NMDOT and FTA will hopefully sign off on that purchase soon. Foundation of Open Government town hall meetings on the upcoming state budget are happening around New Mexico. The representatives participating are Joann Ferrary, Nathan Small, and Jeff Steinborn. Mr. Armijo has slides from the meetings regarding the budget and offered to share them with board members if they wish. The staff has several meetings to see if they can get more funding.

# 7. DISCUSSION AND RESOLUTION APPROVING THE FY2026-2030 INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN (ICIP) - TIM MCDANIEL

Tim McDaniel presented the 5-year plan. After receiving public input, the project list includes bus shelters and vehicles, Venus Road Transfer Facility, expansions at the Anthony facility, vanpool expansion, and Sunland Park facility improvements. The list can be rearranged before submission to the State. The only new item on the plan is the Venus Road Transfer Facility, which would provide a connection between existing routes and possibly a route up to Organ. There was a discussion of the prices of the projects so that when Board Members go to Santa Fe to lobby, they will know how much to ask for.

Resolution motioned by Russell Hernandez, second by Shannon Reynolds. Passed unanimously.

# 8. DISCUSSION AND RESOLUTION APPROVING THE FY2025 TENTATIVE ANNUAL BUDGET - ADAM SHEA

Adam Shea presented the budget. He discussed with the personnel in the district that there would be a 5% COLA, two new maintenance technicians, and three new drivers. The total increase in personnel would be 10.65%. Employee benefits increase by 2.6%. Travel and maintenance increased by 4.76%, supplies by 9.8%, and insurance by 75.65% because they no longer discount auto insurance. Board Members asked for written reasoning for discontinuing the discount. The expenditure accounts show an increase of 8.43% for contractual services and a

decrease of 28.36% in operating costs. This makes an overall decrease of 1.9% from 2024. Operating revenue is \$2,813,442.66, which is a decrease over FY2024 by 6.3%. Confirmation of some of the expected revenues has not yet arrived. The operating budget will be updated when those revenues are confirmed sometime in the next few weeks. Funds carried over from this year will be \$20,288.94. The capital budget is expected to be \$8,331,750.75, which is a decrease of 11.7% over FY24. Most of these funds will be used for the Sunland Park facility and the conversion of the fleet to electric vehicles.

Resolution motioned by Shannon Reynolds, second by Russell Hernandez. Passed unanimously.

# 9. DISCUSSION AND RESOLUTION APPROVING THE NEW MEXICO DEPARTMENT OF TRANSPORTATION (NMDOT) REQUEST FOR SCRTD TO BECOME A DIRECT GRANT RECIPIENT - DAVID ARMIJO

David Armijo presented. The request is to change the district from a sub-grant recipient to a direct grant recipient due to the growth and maturity of the operation. This would allow the budget to be managed more efficiently. The direct recipient grant program allows for submission for the entire year, and as soon as the grant is approved, all funds are accessible when needed. The sub-recipient has to go through the direct recipient, and the district has to request funds from that entity. The transition will begin on October 1, 2024, if the motion passes today.

Yvonne Flores motioned the resolution, and the second was by Russell Hernandez. Passed unanimously.

# 10. A RESOLUTION APPROVING THE FTA FY2024 GRANT SUBMITTAL WITH THE EL PASO MPO - TIM MCDANIEL

Tim McDaniel presented the FTA 5307 grant for urbanized areas. This grant would bring \$630,149 for the New Mexico portion of the El Paso urbanized area. Other funds may be available through the Mesilla Valley MPO and will be addressed in the future if applicable. The proposed projects for these funds have been approved by the El Paso MPO and included in their planning documents for the next year. One would be for preventive maintenance of \$94,269 from the federal government with a \$23,592.25 local match. The second is the Job Access and Reverse Commute Program, which is \$65,015 from the federal government and a local match of the same amount. Another request is for operating assistance with \$95,616 with a local match of the same amount. A request to help resurface the pavement at the Sunland Park facility is for \$210,849, with a local match of \$52,712.25. A fifth project is a maintenance facility for the Sunland Park facility, which costs \$85,500 from the federal government and \$21,375 from local matches. Security fencing for the Sunland Park facility request is \$78,800, with a local match of \$19,700. Staff has also applied for a grant from the DFA, which would cover all the match amounts if successful.

Yvonne Flores motioned the resolution, and the second was by Russell Hernandez.

Passed unanimously.

# 11. DISCUSSION AND RESOLUTION APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE NMDOT WITH THE EL PASO MPO AND THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT - DAVID ARMIJO

David Armijo presented the MOU between the El Paso MPO and SCRTD. Six of the 25 El Paso MPO members, including the state engineer, are from New Mexico. SCRTD is not on the El Paso MPO Technical Committee or Policy Board. The Texas Department of Transportation noticed and instructed the El Paso MPO to rectify the situation. This resolution would approve an MOU between the New Mexico DOT, SCRTD, and El Paso MPO.

Russell Hernandez motioned the resolution, and the second was by Yvonne Flores. Passed unanimously.

#### 12. FUTURE AGENDA ITEMS

The next meeting is Wednesday, July 24, 2024, at 1:30 p.m. Sierra County update and new services presentation

#### 13. ADJOURNMENT

Motioned by	Yvonne Flores,	second by	/ Shannon Re	vnolds.	Meeting ad	diourned.
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Chairperson	 	 	

## **Agenda Items:**

# **South Central Regional Transit District**

# **Board Agenda Item No. 6**

July 24, 2024

### AGENDA ITEM NO. 6:

Executive Directors Report:

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

#### **Board Agenda Item No. 7**

July 24, 2024

#### **AGENDA ITEM NO. 7:**

Discussion and action should be taken to authorize the Board to approve a resolution for the current amendment to the FY2024 Budget.

SCRTD has an existing Policy on budget adjustments and existing Procedures on budget adjustments;

South Central Regional Transit, at this moment, proposes this adjustment, as outlined in the attached document entitled "4th Qtr-FY2024-BudgetAmendment";

As several accounts have more expenditures than approved throughout the year and some are underutilized, the request is to increase the budget balance for those over-expended from those underexpended. The ending balance is a net zero. For operating revenue, there is a net increase request of \$204,237.85 for FY2023 FTA and miscellaneous funds received in the year and \$507,414 of capital funds from the same FTA grant.

#### RECOMMENDED MOTION:

Authorize the chair to sign a resolution approving the amendment to the FY2024 Annual Budget.

#### SUPPORT INFORMATION:

- PowerPoint Presentation
- Draft Resolution
- DISCUSSION/OPTIONS:

#### Board Agenda Item No. 8

July 24, 2024

#### **AGENDA ITEM NO. 8:**

Discussion and action should be taken to authorize the Board to approve a resolution accepting the expenditures and funds received from the FY2024 budget.

SCRTD has an existing Policy on financial budget revenue and expenditures reporting;

The Financial Officer of the District at this moment proposes this submission, as outlined in the attached document entitled "4th Qtr-FY2024-Financials-Board Presentation";

This resolution includes a cash balance of \$395,556.64, \$2,532,461.88 in expenditures, \$2,549,821.21 in operating revenue, and \$1,108,406.18 in capital funding.

The cash balance of \$395,556.64 will be carried over into the next fiscal year.

#### **RECOMMENDED MOTION:**

Authorize the chair to sign a resolution approving the actual expenditures and receipt of operating and capital revenue for FY2024.

#### SUPPORT INFORMATION:

- PowerPoint Presentation
- Draft Resolution
- DISCUSSION/OPTIONS:

#### **Board Agenda Item No. 9**

July 24, 2024

#### **AGENDA ITEM NO. 9:**

Discussion and action should be taken to authorize the Board to approve a resolution for the annual district budget for FY2025.

The annual budget is funded from multiple sources, including membership fees, the Doña Ana County MOA, Sunland Park DMV fees, and grant funds for operating and capital purposes. The operating funds come from the NMDOT Section 5311 Rural grant funds and the Section 5307 Urban grant funds provided by the two MPO agencies, with funding for urban areas in Mesilla Valley, Las Cruces, and Southern New Mexico via the El Paso MPO.

The coming fiscal year is projected to include increased revenue, which will cover additional labor expenses and support special projects. Consequently, we will add two new positions to the organization: an Executive Assistant and a Procurement and Risk Management Manager. These roles will increase the district's capacity to manage administrative functions and capital projects, allowing for smoother and more efficient operations.

The capital budget includes Section 5339 capital funds from the NMDOT, Federal Transit Administration, and competitive grants. The District received over \$5.6 million in competitive grant funding in 5339 No Low grants for electric-powered buses and a bus facility property acquisition in Sunland Park. The US Department of Transportation awarded these two grants in August 2022, and the funds will be drawn from the grants in the coming fiscal year.

Additionally, the District was awarded funding for three more electric-powered buses in 2023. Those funds will be programmed and drawn in the spring of 2024. These funds are CMAQ funds and will be drawn from our NMDOT agreement. The 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 FY2025 Annual Budget.

#### SUPPORT INFORMATION:

- PowerPoint Presentation
- Draft Resolution
- DISCUSSION/OPTIONS:

#### **Board Agenda Item No. 10**

July 24, 2024

#### **AGENDA ITEM NO. 10:**

Discussion and Resolution approving the Venus Grant Award of \$2,890,148 of federal funds from a Bus and Bus Facilities grant. Local matching funds of \$455,262 will be provided via New Mexico Matching Funds, a separate grant awarded to the Transit District.

The Venus Grant award will provide a 2.5-acre property serving transit services along the East Mesa of Las Cruces, with the potential for future expansion. The facility will serve as a transfer point for two bus routes and a future bus route and/or micro-transit service. Additionally, two bus shelters will be located on Venus Street, between Battan Memorial Drive and E. Northrise Drive. Buses will be parked overnight and operated from this property. This is near-term and long-term; the property may serve as a transfer station for both RoadRunner and SCRTD to charge electric buses operating in the area.

#### RECOMMENDED MOTION:

Your decision to authorize the chair to sign a resolution approving the District's Venus Grant Award.

#### SUPPORT INFORMATION:

- PowerPoint Presentation
- Draft Resolution
- DISCUSSION/OPTIONS:

#### **Board Agenda Item No. 11**

July 24, 2024

#### **AGENDA ITEM NO. 11:**

Discussion and Resolution Approving Discussion and Resolution approving the NM Matching Grant for the Venus Grant Award. The purpose of the NM Matching Grant is to pay for the local matching funds necessary for the federal grant. More specifically, the grant will provide local matching funds of \$455,261. The Department of Finance and Administration, or DFA, will release these funds.

New Mexico Matching Funds are provided via HB177, passed by the Legislature this past winter, and programmed for release through the DFA. SCRTD was one of the first 35 organizations statewide to request project funding to match a federal grant. These funds will support a \$2.89 million grant from the US Department of Transportation that was awarded earlier this month.

The Venus Grant award will provide a 2.5-acre property serving transit services along the East Mesa of Las Cruces, with the exciting potential for future expansion. The facility will serve as a transfer point for two bus routes and a future bus route and/or micro-transit service. Additionally, two bus shelters will be located on Venus Street, between Battan Memorial Drive and E. Northrise Drive. Buses will be parked overnight and operated from this property. This is near-term and long-term; the property may serve as a transfer station for both RoadRunner and SCRTD to charge electric buses operating in the area.

#### **RECOMMENDED MOTION:**

Your decision to authorize the chair to sign a resolution approving the District's Venus Grant Award.

#### SUPPORT INFORMATION:

- PowerPoint Presentation
- Draft Resolution
- DISCUSSION/OPTIONS:

### Board Agenda Item No. 12

July 24, 2024

#### **AGENDA ITEM NO. 12:**

Discussion and Resolution Approving Discussion and Resolution approving the NM Matching Grant for the FY 2024 FTA 5307 Grant. The purpose of the NM Matching Grant is to pay for the local matching funds necessary for the federal grant. More specifically, the grant will provide local matching funds of \$278,010.50. The Department of Finance and Administration, or DFA, will release these funds.

New Mexico Matching Funds are provided via HB177, passed by the Legislature this past winter, and programmed for release through the DFA. SCRTD was one of the first 35 organizations statewide to request project funding to match a federal grant. These funds will support a \$630,149 federal portion of the grant from the FTA for operations.

This board has already approved the FY 2024 FTA 5307 Grant, which will provide funds for preventive maintenance, operations, and improvements to the new Sunland Park facility.

#### **RECOMMENDED MOTION:**

Your decision to authorize the chair to sign a resolution approving the District's FY 2024 FTA 5307 grant award.

#### SUPPORT INFORMATION:

- PowerPoint Presentation
- Draft Resolution
- DISCUSSION/OPTIONS:

#### **Board Agenda Item No. 13**

July 24, 2024

#### **AGENDA ITEM NO. 13:**

Discussion and Resolution approving the Sunland Park Solar Array project for \$421,554.98 of federal funds through the NMDOT Congestion Mitigation and Air Quality (CMAQ) program. Local matching funds of \$71,838.02 will be required to receive the grant. The total grant amount totals to \$493,393.

This award will provide a solar array to power the electric bus fleet based out of the new Sunland Park facility. Excess power is also anticipated to be available in the rest of the facility. It could be sold back to the grid to offset our electricity bills on site.

#### RECOMMENDED MOTION:

Your decision to authorize the chair to sign a resolution approving the District's Sunland Park Solar Array award.

#### SUPPORT INFORMATION:

- PowerPoint Presentation
- Draft Resolution
- DISCUSSION/OPTIONS:

**Resolution Number: FY25-01** 

#### A RESOLUTION APPROVING THE FINAL AMENDMENT TO THE FY24 BUDGET

**WHEREAS** the South Central Regional Transit District Board of Directors met in a meeting Wednesday, July 24, 2024, 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's Board of Directors, hereby approves the Final Amendment to the FY24 Budget.

	Javier Perea, SCRTD Board Chair
TEST:	

**Resolution Number: FY25-02** 

# A RESOLUTION APPROVING THE $4^{TH}$ QUARTER FINANCIAL REPORT FY24 AS APPROVED BY THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT BOARD

WHEREAS the South Central Regional Transit District Board of Directors met in a meeting Wednesday, July 24, 2024, 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 Fourth Quarter Report for April 2024 through June 2024.

	Javier Perea, SCRTD Board Chair
ATTEST:	
David Armijo, Executive Director	

**Resolution Number: FY25-03** 

#### A RESOLUTION APPROVING THE FY25 ANNUAL BUDGET

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

WHEREAS Staff provided details on the annual FY 2025 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 an annual budget for Fiscal Year 25.

	Javier Perea, SCRTD Board Chair
ATTEST:	
David Armijo Executive Director	

# A RESOLUTION APPROVING THE VENUS GRANT AWARD OF \$2,890,148 OF FEDERAL FUNDS FROM A BUS AND BUS FACILITIES GRANT

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

WHEREAS The South Central Regional Transit District has been awarded \$2,890,148 in funding from Section 5339 Bus and Bus Facility capital; and

**WHEREAS** The South Central Regional Transit District will acquire one hybrid bus for service, as well as acquire land for a new facility in Las Cruces;

**WHEREAS** The district request amends the FY 2025 budget to program the \$2,890,148 in capital project funding.

**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 July 24, 2024.

	Javier Perea, SCRTD Board Chair
TTEST:	
avid Armijo, Executive Director	

# A RESOLUTION APPROVING THE NEW MEXICO MATCHING GRANT FOR THE VENUS GRANT AWARD

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

**WHEREAS** The South Central Regional Transit District has been awarded \$455,261 to cover the local match on the FTA 5339 Bus and Bus Facilities grant awarded to SCRTD.

**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 July 24, 2024.

	Javier Perea, SCRTD Board Chair
TTEST:	
David Armijo, Executive Director	

# A RESOLUTION APPROVING THE NM MATCHING GRANT FOR THE FY2025 FTA 5307 GRANT

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

**WHEREAS** the South Central Regional Transit District approved accepting the FTA 5307 Federal funds in Resolution FY24-30.

**WHEREAS** the New Mexico Department of Finance Administration Match Fund awarded \$278,010.50 to cover SCRTD's local match on the 2024 FTA 5307 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 of July 24, 2024.

	Javier Perea, SCRTD Board Chair
ATTEST:	
David Armijo, Executive Director	

# A RESOLUTION APPROVING THE SUNLAND PARK SOLAR ARRAY PROJECT THROUGH THE NMDOT SURFACE TRANSPORTATION PROGRAM-LARGE URBAN (STP-L) PROGRAM

**WHEREAS** The South Central Regional Transit District Board of Directors met in a meeting on July 24, 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 in response to the call for projects for the New Mexico portion of the El Paso MPO region and

**WHEREAS** The South Central Regional Transit District will acquire three electric buses that will operate with electric power to include three charging stations to support operations and maintenance of the service;

WHEREAS the district requests \$493,393 in STP-L funding for fiscal year 2025 and commits to providing \$71,838.02 in local funding to match the grant's funding requirements.

**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 July 24, 2024.

	Javier Perea, SCRTD Board Chair
TTEST:	