

**SOUTH CENTRAL REGIONAL TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
August 28, 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.

Good Morning,
Here is the link for this month's meeting

SCRTD Meeting
Hosted by BOCC

<https://donaanacounty.webex.com/donaanacounty/j.php?MTID=md396e5131202c88af7c73ab4252fdffc>
Wednesday, August 28, 2024 1:30 PM | 3 hours | (UTC-06:00) Mountain Time (US & Canada)
Meeting number: 2631 106 1285
Password: MHsPnuAR233

Join by video system
Dial [26311061285@donaanacounty.webex.com](tel:26311061285)
You can also dial 173.243.2.68 and enter your meeting number.

Join by phone
+1-415-655-0003 US Toll

Access code: 263 110 61285

Thank you!



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Wednesday, August 28, 2024– 1:30 PM
Doña Ana County Commission Chambers
845 North Motel Boulevard
Las Cruces, New Mexico 88007

AGENDA

Adopt/Approve

1. Call to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of agenda minutes for July 24, 2024
5. Public Input
6. Executive Directors Report /Comment – David Armijo
7. Discussion and Resolution approving the FY24 End of Year Fixed Assets- Adam Shea
8. Discussion and Resolution approving \$421,554.98 NM STP-L Award-Tim McDaniel
9. Discussion and Resolution approving Human Resources Handbook Update for FY25-August 2024
-Sara Vasquez
10. Discussion of the Venus East Mesa Public Electric Charging Facility – David Armijo
11. Discussion and Resolution Approving an MOU between the NM DOT, NCRTD, and SCRTD for a
Compensation and Classification Study – David Armijo
12. Future agenda items
13. Adjournment

Next Meeting
Wednesday, Sept 25, 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,
July 24, 2024 - 1:30 PM**

MINUTES

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Robert Martinez, Village of Hatch
Shannon Reynolds, Doña Ana County
Yvonne Flores, City of Las Cruces

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

Javier Perea called the meeting to order at approximately 1:42.

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 - June 26, 2024

Motioned by Javier Perea, second by Russell Hernandez. Passed unanimously.

5. PUBLIC INPUT

Elizabeth Hernandez, member of the public has been a bus driver for SCRTD for the past five years. She is representing all the drivers and discussed the letter that was

sent in earlier. She discussed the new pay raise and the issues the drivers have with the senior drivers receiving the same rate as new hires. They are also confused about where to find information on new policies as they are instituted. Next month, there will be an update to the Human Resource Manual and a discussion of the Pay Classification Study. Ms. Hernandez was invited to attend meetings and speak to Sara Vasquez for updates. She was informed that she and the other drivers had information before this meeting was about five years old. She was asked to return next month to hear the answers to her questions.

6. EXECUTIVE DIRECTOR'S REPORT

David Armijo gave the Executive Director's report. Two new buses arrived on April 29, 2024. One had an issue and was parked for two months, but it is now repaired. SCRTD received federal funding from grant 5339 of \$2.4 million. The local match was \$455,262. This will pay for the buses entirely. The 5307 federal funds were \$630,149, and the local game was \$278,000 for operating and capital money. STP funds of \$490,000 will be used to install a solar array on the new Sunland Park facility. The SMART grant will help create a phone app so people can see what the District is up to.

The Sierra County route will open on August 5, 2024. It will connect from the Sierra County Line to Williamsburg. It will connect with the Green Route in Hatch. There are enough vehicles and drivers to run this route. Building up ridership on the new route is expected to take about two years. SCRTD now has eight routes, just like the RoadRUNNER service. They are advertising the new bus route in "The Sentinel" newspaper.

Forth Mobility is a company that tries to increase charging stations for people with electric vehicles. SCRTD will get paid a little bit to help out. Ridership is already greater than last year at 105,000.

A pay study was done in the fall of 2022, and SCRTD did not perform well on it. The regional pay study, which is on next month's agenda, will give more information. Private companies provide better pay rates but no benefits. Mr. Armijo will bring a financial plan to help improve things. The Human Resources Manual update will be discussed next month and voted on in September.

7. DISCUSSION AND RESOLUTION APPROVING THE FINAL AMENDMENT TO THE FY2024 BUDGET - ADAM SHEA

Adam Shea presented the budget amendments. Expenses show several accounts that are over budget by a total of \$55,919.07, and funds have been moved. The revenue adjustment request is \$204,234.85. This is specifically for the 2024 5307 grant. A smaller amount of \$350.85 is for interest earned and two minor revenue items.

There are currently no amendment requests for Capital.

Resolution motioned by Diana Murillo, second by Russell Hernandez. Passed unanimously.

8. DISCUSSION AND RESOLUTION APPROVING THE 4TH QUARTER FINANCIAL FOR FY2024 - ADAM SHEA

Adam Shea presented the financials. Cash Balances were \$395,556.64 as of June 30, 2024. These were from 2022 and 2023 funds from the 5307 FTA. It will be used to pay for capital items as they come. Expenditures were \$2,492,023 which is 94.3% of the budget.

Revenue was \$2,549,821.21, 84.7% of budget. An additional \$12,157.25 was received, and \$209,597.21 was billed out.

A capital of \$1,108,406.18, or 29.1% of the budget, was received, with an additional \$641,953.44 billed out. \$365,719 is available for immediate use for currently planned projects.

Resolution motioned by Diana Murillo, second by Manuel Sanchez. Passed unanimously.

9. DISCUSSION AND RESOLUTION APPROVING THE FY2025 ANNUAL BUDGET - ADAM SHEA

Adam Shea presented the FY2025 annual budget. Several personnel positions have been added: Manager of Procurement and Risk Management, Executive Assistant, Mechanic, and three Drivers. Expenditures are expected to be \$3,015,565.10, which is up by 14.2% from last year. Projects will increase by 50.98% for a total of \$39,000. Contractual Services will increase by 2.5% for a total of \$133,221.33. Operating Costs will decrease by 36.43% for a total of \$119,421.15. Revenue is expected to be \$3,121,248.72, giving a net over expenses of \$105,683.62. The capital request will be \$8,879,612.14, primarily for purchasing the Sunland Park facility, new buses, personnel training, and electrification projects. There is a possibility of receiving inner city funds from the state, and if so the free fare program can be continued.

Resolution motioned by Diana Murillo, second by Cathy Lueningborg. Passed unanimously.

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

Tim McDaniel presented the FTA 5339 grant update. The application was made in April 2024. The application was accepted for \$2.8 million, with \$2.4 million in federal funds requested and \$455,000 local match required. The funds will allow a new facility on Venus Drive and a new bus to expand routes through Dona Ana County and with RoadRUNNER Transit. Staff hope to finish the entire project by 2026. Staff was awarded a Match Fund Grant from NM DFA to cover the local match completely.

Resolution motioned by Javier Perea, second by Diana Murillo. Passed unanimously.

11. DISCUSSION AND RESOLUTION APPROVING THE \$455,261 NM MATCHING GRANT AWARD FOR THE VENUS ELECTRIC CHARGING STATION BUS FACILITY PROJECT - TIM MCDANIEL

Tim McDaniel presented the award from the Match Fund Grant from NM DFA for the FTA 5339 grant. This will cover the local match for the grant received from FTA.

Resolution motioned by Diana Murillo, second by Javier Perea. Passed unanimously.

12. DISCUSSION AND RESOLUTION APPROVING \$278,010.50 FROM THE NM MATCHING GRANT FOR THE FY2024 FTA 5307 URBAN GRANT FUNDS - TIM MCDANIEL

Tim McDaniel presented the award from the Match Fund Grant from NM DFA for the FTA 5307 grant. The 5307 grant is awarded yearly to Sun Metro with SCRTD as a sub-recipient. The required local match for the 5307 grant is \$278,010. Staff submitted to the DFA Match Fund Grant and was awarded in full. These funds will be invested in the new Sunland Park facility and its operations. Staff has been working with the MPO to ensure that amended plans are submitted properly to allow for grants to be awarded.

Resolution motioned by Javier Perea, second by Diana Murillo. Passed unanimously.

13. DISCUSSION AND RESOLUTION APPROVING \$493,393 FOR THE SUNLAND PARK SOLAR ARRAY ELECTRIC POWER PROJECT THROUGH THE NMDOT SURFACE TRANSPORTATION PROGRAM - LARGE URBAN - TIM MCDANIEL

Tim McDaniel presented the funding request for the solar array at the new Sunland Park facility through the Surface Transportation Program - Large Urban. SCRTD was part of an ad hoc committee convened by El Paso MPO to examine available funds that had not been awarded and was able to request these funds. The federal portion of the grant is \$421,554.98 and the local match is \$71,838.01. Staff has submitted a request to the DFA Match Grant Fund, but have not heard anything yet. The planned array will provide power for the vehicles and facility, and possibly even allow SCRTD to sell power back to the grid.

Resolution motioned by Diana Murillo, second by Javier Perea. Passed unanimously.

14. FUTURE AGENDA ITEMS

HR Manual and Pay Classification for discussion with approval the following month;

further discussion of grants and update on the process of becoming a direct grant recipient; update on the new Match Grant Fund application; update on possible state funding for the Ten-Year Plan update; possible ICIP updates.

15. ADJOURNMENT

Resolution motioned by Diana Murillo, second by Manuel Sanchez. Passed unanimously. Meeting adjourned at 2:35 p.m.

Chairperson

Agenda Items:

South Central Regional Transit District

Board Agenda Item No. 6

August 28, 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.

South Central Regional Transit District

Board Agenda Item No. 07

August 28, 2024

AGENDA ITEM NO. 07:

Discussion and Resolution Approving the FY24 End-of-Year Fixed Assets

Each fiscal year, organizations must review and approve their fixed assets at the end of the year, ensuring that all assets are accurately accounted for in the financial records. This annual process is crucial for several reasons:

1. Accurate Financial Reporting:

- Fixed assets, such as buildings, equipment, and vehicles, are significant components of an organization's balance sheet. Properly recording their value ensures that the financial statements reflect the organization's true financial position.
- Accurate asset records help in assessing the organization's net worth and making informed financial decisions.

2. Compliance with Accounting Standards:

- Organizations are required to comply with Generally Accepted Accounting Principles (GAAP) or other relevant accounting standards, which mandate the regular review and valuation of fixed assets.
- Compliance with these standards is essential for maintaining transparency and accountability in financial reporting.

3. Asset Management and Depreciation:

- Reviewing fixed assets annually helps in tracking depreciation, ensuring that assets are depreciated according to their useful life. This affects the calculation of net income and tax obligations.
- Regular updates to the fixed asset register ensure that all additions, disposals, and impairments of assets are properly recorded.

4. Budgeting and Planning:

- Understanding the current status and value of fixed assets is critical for budgeting and long-term financial planning.
- It helps in identifying assets that may need replacement, maintenance, or disposal, thereby aiding in efficient resource allocation.

5. Audit Preparation:

- Approving the fixed assets at the end of the fiscal year is an essential step in preparing for external audits.
- Auditors rely on accurate fixed asset records to verify the organization's financial statements and ensure that there are no discrepancies or misstatements.

6. Internal Controls and Risk Management:

- Conducting an annual review of fixed assets strengthens internal controls by ensuring that assets are not lost, stolen, or misused.
- It also helps in identifying any potential risks associated with asset management and taking corrective actions.

In conclusion, the annual approval of the End-of-Year Fixed Assets is a critical process that ensures financial accuracy, compliance, and effective asset management. It supports the organization's overall financial health and integrity, making it a necessary practice each fiscal year.

South Central Regional Transit District

Board Agenda Item No. 08

August 28, 2024

AGENDA ITEM NO. 08:

Discussion and Resolution Approving the NM Matching Grant for the NM STP-L 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 \$71,838.02. 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. SCRTRD was one of the first 35 organizations statewide to request project funding to match a federal grant. These funds will support a \$421,554.98 federal portion of the grant.

This board has already approved the STP-L Grant, which will provide funds for a solar array to provide clean electricity for our current and forthcoming electric bus and van fleet.

RECOMMENDED MOTION:

Your decision to authorize the chair to sign a resolution approving the District's STP-L Match Funds.

SUPPORT INFORMATION:

- PowerPoint Presentation
- Draft Resolution
- DISCUSSION/OPTIONS:

This item is to be discussed during the August 28th Board Meeting.

South Central Regional Transit District

Board Agenda Item No. 09

August 28, 2024

AGENDA ITEM NO. 09:

Discussion and Resolution Approving the HR Manual Update. The revisions to the manual are in response to the growth of the district operations with additional staff both in operations and administration. Additionally, the review and evaluation of current policies and the following best practices for comparable transit and municipal operations have been incorporated into the changes to the manual. More specifically, changes should be addressed to holiday pay, on-call pay, and weekend and after-hours differential pay.

Based on the October 2022 market evaluation and survey undertaken by the New Mexico Transit Association, District pay shows that the district remains behind most of the transit agencies in northern New Mexico. However, our internal survey comparisons place SCRTD below RoadRunner Transit for operations and administrative positions. Despite this, the increase in the base level for operations and administrative starting positions at \$17.00, up from \$15.00 an hour two fiscal years ago, is a testament to our efforts to remain competitive. A comparison of the RoadRunner starting pay remains 19.25 per hour for part-time bus drivers but does not offer benefits. Consequently, our starting wage with benefits is better, but it confuses the comparison.

The NMTA market evaluation and survey authors reported that making minor adjustments each year, e.g., adding COLA at the beginning of the fiscal year, will not bring an organization up to where other organizations are in the salary levels. A market adjustment would be required. That number needs to be discussed and evaluated in relation to our position in this market in Southern New Mexico. Consequently, the District should determine its financial condition before making any substantive change.

RECOMMENDED MOTION:

Authorize the chair to sign a resolution approving the changes to the HR Policy.

SUPPORT INFORMATION:

- PowerPoint Presentation
- Draft Resolution
- DISCUSSION/OPTIONS:

This item is to be discussed during the August 28th Board Meeting.

South Central Regional Transit District

Board Agenda Item No. 10

August 28, 2024

AGENDA ITEM NO. 10:

The Venus East Mesa Public Electric Charging Facility is a 2.7-acre property located at 2735 Northrise Drive. This facility is designed to support multiple transportation needs. It includes an on-street transfer station equipped with bus shelters and bus stops for three different bus routes.

Additionally, the facility provides overnight parking for ten (10) transit buses and support vehicles. A key feature of the facility is its public electric charging station, which is dedicated to supporting electric vehicle (EV) charging, catering to the growing demand for sustainable transportation options. Furthermore, the facility will support the District's growth with zero emissions buses operating in Las Cruces with connecting service to Hatch and Sierra County.

Staff have open discussions with the property owner, the City of Las Cruces, and Dona Ana County regarding the District's interest in the property.

RECOMMENDED MOTION:

Authorize the chair to sign a resolution approving the changes to the HR Policy.

SUPPORT INFORMATION:

- PowerPoint Presentation
- Draft Resolution
- DISCUSSION/OPTIONS:

This item is to be discussed during the August 28th Board Meeting.

South Central Regional Transit District

Board Agenda Item No. 11

August 28, 2024

AGENDA ITEM NO. 11:

The Board is requested to approve an MOU Agreement that will initiate a study on the compensation and classification of transit employees across the state.

More specifically, transit districts and up to twenty-three rural transit agencies employ hundreds of employees in various positions and roles to support transit service operations across the state. Furthermore, the Districts wish to study the compensation and classification of employees in other similarly situated entities to provide competitive compensation to attract and retain employees.

To support this effort, the New Mexico Department of Transportation, in conjunction with the North Central and South Central Regional Transit Districts, combines resources to execute the New Mexico Compensation Study, similar to a survey executed in 2020-2021. The state will pay eighty percent of the cost for this study. The district will share the grant's local match with NCRTD and ensure the survey includes the transit agencies operating in the Dona Ana County and West Texas service areas. This will ensure that the compensation study reflects the conditions in our service area.

RECOMMENDED MOTION:

Authorize the chair to sign a resolution approving the MOU Agreement for a Compensation Study.

SUPPORT INFORMATION:

- PowerPoint Presentation
- Draft Resolution
- DISCUSSION/OPTIONS:

This item is to be discussed during the August 28th Board Meeting.

Resolutions:

South Central Regional Transit District

Resolution Number: FY25-08

A RESOLUTION APPROVING THE FY24 END-OF-THE-YEAR FIXED ASSETS

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, August 28, 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 end of the year fixed assets.

ADOPTED AND APPROVED ON THE 28TH DAY OF August 2024.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

**South Central Regional Transit District
Resolution Number: FY25-09**

A RESOLUTION APPROVING THE NEW MEXICO MATCHING GRANT FOR THE NM STP-L AWARD

WHEREAS The South Central Regional Transit District Board of Directors met in a meeting on August 28, 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 \$71,838.02 to cover the local match on the NM Surface Transportation Program-Large Urban (STP-L) 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 August 28, 2024.

ADOPTED AND APPROVED THE 28th DAY OF AUGUST 2024.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

**South Central Regional Transit District
Resolution Number: FY25-10**

A RESOLUTION APPROVING THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT HUMAN RESOURCES HANDBOOK UPDATE FOR AUGUST 2024

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

WHEREAS Staff provided details on amending the Human Resources Manual to reflect better the changes needed to keep the plan up to date; and,

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 August 28, 2024.

ADOPTED AND APPROVED THE 28TH DAY OF AUGUST 2024.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

**South Central Regional Transit District
Resolution Number: FY25-11**

A RESOLUTION APPROVING A MEMORANDUM OF AGREEMENT (“MOA”) BETWEEN THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT, NORTH CENTRAL REGIONAL TRANSIT DISTRICT, AND THE NEW MEXICO DEPARTMENT OF TRANSPORTATION FOR A COMPENSATION STUDY

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

WHEREAS, the Districts employ employees in a number of different positions and roles; and

WHEREAS the Districts wish to study the compensation and classification of employees are other similarly situated entities to provide competitive compensation to attract and retain employees; and,

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 August 28, 2024.

ADOPTED AND APPROVED THE 28TH DAY OF AUGUST 2024.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director