

**SOUTH CENTRAL REGIONAL TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
October 23, 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 are considered routine and non-controversial. The Consent Items agenda will be considered and approved by one motion if no member of the Board or Audience wishes to comment or ask questions. The item will be removed from the Consent Agenda if anyone desires comment or discussion. It will be considered in the 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=m423f731e93d9f83e9e275b2adc7f71f1>

Wednesday, October 23, 2024, 1:00 PM | 3 hours | (UTC-06:00) Mountain Time (US & Canada)

Meeting number: 2630 443 1359

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Access code: 263 044 31359

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**SOUTH CENTRAL REGIONAL TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
October 23, 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
5. Approval of agenda minutes for September 25, 2024
6. Public Input
7. Executive Directors Report /Comment – David Armijo
8. Discussion and Resolution Approving the Amendment to the Fiscal Year 2025 Budget- Adam Shea
9. Discussion and Resolution for Approval of the First Quarter Financials Budget -Adam Shea
10. Discussion and Resolution Approving a \$100,000 grant for the Ten-Year Service and Financial Plan NMDOT – Tim McDaniel
11. Discussion and Resolution approving a fourth New Mexico Matching Fund for \$20,000 to support the Ten-Year Service and Financial Plan – Tim McDaniel
12. Discussion between Doña Ana County and South Central Regional Transit District Loan Agreement – David Armijo
13. Board Approval of Amending Annual Meeting Schedule for November and December Board dates during holidays – David Armijo
14. Future agenda items
15. Adjournment

**Next Meeting
Wednesday, November 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,
September 25, 2024 - 1:30 PM**

MINUTES

MEMBERS PRESENT:

Javier Perea, RTD Chair, City of Sunland Park
Majorie Powey, Village of Williamsburg
Russell Hernandez, RTD Vice-Chair, Town of Mesilla
Diana Murillo, City of Anthony
Manuel Sanchez, Doña Ana County
Yvonne Flores, City of Las Cruces

MEMBERS ABSENT:

Robert Martinez, Village of Hatch
Shannon Reynolds, Doña Ana County

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 AGENDA

Motioned by Yvonne Flores, second by Majorie Powey. Passed unanimously.

5. APPROVAL OF THE AGENDA MINUTES - August 28, 2024

Motioned by Yvonne Flores, second by Javier Perea. Passed unanimously.

6. PUBLIC INPUT

Sara Vasquez, HR Manager presented a years of service pin to Ms. Elizabeth Smith for her six years of service, to Ms. Loretta Gallegos for her eight years of service, to Mr. David Armijo for his nine years of service, and to herself for her five years of service.

David Armijo, Executive Director discussed his past experiences in transport agencies and the challenges and progress SCRTD has made since he came. He thanked everyone for their efforts and support.

7. EXECUTIVE DIRECTOR'S REPORT / COMMENT

David Armijo gave the Executive Director's report. SCRTD ran a special Saturday service to the Hatch Chile Festival and carried about 380 riders. Ridership has increased since last year by 29.96%. The Anthony facility handles 15 buses. The outside has been painted, the garage doors have been replaced, and the parking lot was resurfaced last year. Phase III next year will include improvements to the fences and gates both in Anthony and Sunland Park. Security improvements include new cameras and employee cards and scanners. Sunland Park will have the garages remodeled to add drive-through capacity and modifications for electric buses. Federal funding is uncertain and almost always late due to politics.

8. DISCUSSION AND RESOLUTION APPROVING HUMAN RESOURCES HANDBOOK UPDATE FOR FY25 - AUGUST 2024 - SARA VASQUEZ

Sara Vasquez discussed the updated handbook. The grammar was improved. On section IV, page 13 under Compensation – Overtime Pay it states that SCRTD offers weekend differential pay to non-exempt employees applying to hours worked between Saturday and Sunday. Employees will be paid a weekend shift differential of \$2 for each hour worked at that time. On page 43, section XIV – Paid Time Off the holiday PTO pay has been increased from seven holidays to nine holidays. The holidays added were President's Day and the day after Thanksgiving. Additionally, every fulltime employee will receive holiday pay at a regular time and those who work on the holiday will receive time-and-a-half.

Staff created an Operator Hourly Rate Comparison and Analysis. The charts compare salaries for public and private operators. Public operators generally work under 35 hours per week and part-time operators work fewer hours per week. Annual income depends on the number of hours worked for each individual. The salary comparison included RoadRUNNER, SCRTD, Sun Metro, and Canutillo Independent School District. Ms. Vasquez discussed the different types of operators and rates and compared benefits offered by each agency. The second chart compared the salaries for Boone Transportation, STS Las Cruces, and All Aboard America. Ms. Vasquez discussed these as well. Mr. Armijo discussed that there are also other factors to be considered when discussing wages and he will be giving a presentation at another meeting, and he promised that the Financial Plan will be ready for the Board within the next three months.

Resolution motioned by Javier Perea, second by Yvonne Flores. Passed unanimously.

9. DISCUSSION AND RESOLUTION FY2026 FINANCIAL ASSISTANCE \$330,000 FOR SECTION 5310 ENHANCES MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES GRANT PROGRAM - TIM MCDANIEL

Tim McDaniel discussed the grant program. SCRTD could receive \$330,000 to purchase vehicles and equipment to make public transport more accessible. The local match would be \$66,000.

Resolution motioned by Diana Murillo, second by Yvonne Flores. Passed unanimously.

10. DISCUSSION AND RESOLUTION FY2026 FINANCIAL ASSISTANCE OF \$2,320,339.93 FOR SECTION 5311 RURAL GRANT PROGRAM - TIM MCDANIEL

Tim McDaniel discussed the FTA 5311 Program. SCRTD is eligible to receive \$2,320,339.93 to help support the transportation services for the local rural areas. The local match is \$919,317.

Resolution motioned by Yvonne Flores, second by Diana Murillo. Passed unanimously.

11. DISCUSSION AND RESOLUTION APPROVING A MOA BETWEEN THE NMDOT, NCRTD, AND SCRTD FOR A COMPENSATION AND CLASSIFICATION STUDY - DAVID ARMIJO

David Armijo discussed the study done almost four years ago which gave the numbers for almost all the transit agencies around the region, but SCRTD did not participate in that report, as it mostly looked at the northern and central areas of New Mexico. Mr. Armijo asked to be included in the new report being done by the same people. The NMDOT will fund 80% of the new report, leaving 10% each for SCRTD and NCRTD for local match. Mr. Armijo anticipates each agency having to pay around \$10,000. NCRTD will be doing the majority of the procurement and contracting; however, SCRTD will be doing quite a bit of the surveying and making sure the smaller services are included and the majority of the southern region is included. The information in the report will help with the budget planning in February 2025.

Resolution motioned by Yvonne Flores, second by Manuel Sanchez. Passed.

12. DISCUSSION AND RESOLUTION TO APPROVE THE ESTABLISHMENT DESIGNATED GRANT RECIPIENT STATUS - DAVID ARMIJO

David Armijo discussed that currently the SCRTD is a sub-grant recipient under other agencies who are Designated Recipients when receiving federal funding. SCRTD

would like to be established as a Designated Grant Recipient to bypass the other agencies and speed up the receipt of funds that are designated for SCRTD. Mr. Armijo requested Letters of Support from each Board Member so he can take them to the Secretary of Transportation and Governor of New Mexico. He has been working on this for two years and working with the Senators and Representatives to try to get this done. Mr. Armijo has already drafted a Letter of Concurrence for the Governor to sign once he gets to present to her.

Resolution motioned by Yvonne Flores, second by Diana Murillo. Passed unanimously.

13. DISCUSSION AND RESOLUTION TO APPROVE THE DEMONSTRATION OF THE SCRTD COMMITMENT TO IMPLEMENT THE SEP AND TO PROVIDE SUFFICIENT LOCAL FUNDING TO SUPPORT THE SECTION 5307 GRANT FUNDS FOR FISCAL YEARS 2022 AND 2023 - TIM MCDANIEL

Tim McDaniel discussed that a Split Letter from Sun Metro is required to receive the funds due from those years. This demonstration of commitment is required by Sun Metro in order to receive the Split Letter.

Resolution motioned by Diana Murillo, second by Yvonne Flores. Passed unanimously.

14. DISCUSSION AND RESOLUTION EXPRESSING SUPPORT FOR THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT'S FEDERAL FY25 AND FY26 FTA5310 APPLICATION - TIM MCDANIEL

Tim McDaniel discussed the upcoming grant application for \$202,300 with a local match of \$35,700. The funds would purchase two new vans for the planned microtransit project. The match funds will probably come from local contributions; staff is also planning to apply for the New Mexico DFA Match Fund for this amount.

Resolution motioned by Diana Murillo, second by Yvonne Flores. Passed unanimously.

15. INFORMATIONAL PRESENTATION ON LONGEVITY PAY POLICIES - SARA VASQUEZ

Sara Vasquez reported that peer agencies have implemented longevity pay for longtime employees to encourage people to stay. Staff has researched and created suggestions for similar plans for SCRTD. This increase in pay would start at five years of service and increase with each subsequent year. There would also be bonuses and other perks and recognition. The monetary increases should be capped at a certain level to ensure sustainability for the agency. Currently SCRTD only has about eight people who have reached or passed the five-year mark. If the Board agrees to create such a policy in future, it would be included in the HR Handbook. A request was made to see a report showing turnover rates and projected changes such a policy would make in those rates. Staff is aware that

bonuses are illegal in certain circumstances and will work with the auditors to make sure everything is done correctly.

16. FUTURE AGENDA ITEMS

First quarter reports and amendments.

17. ADJOURNMENT

Chairperson

Agenda Items:

South Central Regional Transit District

Board Agenda Item No. 7

October 23, 2024

AGENDA ITEM NO. 07:

Executive Directors Report:

This report will be delivered in person during the meeting, focusing on the following key areas:

1. Transit Services Update

- Current ridership trends and service performance
- New service developments and adjustments
- Operational challenges and strategies to address them

2. Capital Project Updates

- Progress on ongoing capital projects
- Upcoming capital initiatives and timelines
- Funding sources and grant updates

I look forward to providing further details and answering questions during the meeting.

South Central Regional Transit District

Board Agenda Item No. 8

October 23, 2024

AGENDA ITEM NO. 08:

Action Requested:

Agenda Item: Approval of the Amendment to the Fiscal Year 2025 Budget to reflect changes in funding allocations and new financial commitments.

Background:

The Fiscal Year 2025 Budget requires an amendment to incorporate additional revenue sources, realign expenditures, and account for new funding obligations. This includes **allocating \$20,000 in New Mexico Matching Funds** for the Ten-Year Service and Financial Plan.

The amendment reflects:

1. **State and Federal Grants:** Adjustments based on updated awards and matching fund commitments.
2. **New Initiatives:** Incorporation of project funding, such as the Venus Transit Facility and Ten-Year Service and Financial Plan.
3. **Operational Adjustments:** Revised personnel, services, and fleet maintenance expenses.
4. **Contingency Reserves:** Update reserve allocations to maintain district financial health.

Fiscal Impact:

The amendment includes the following key updates:

- **\$20,000 allocation** for the fourth New Mexico Matching Fund supporting the Ten-Year Service and Financial Plan.
- Adjustments to capital projects, including facility upgrades.
- Revised federal and state grant income projections for FY2025.
- Updated operating and contingency fund allocations.

Recommendation:

It is recommended that the Board approve the **Amendment to the Fiscal Year 2025 Budget** to reflect the updated financial plan.

South Central Regional Transit District

Board Agenda Item No. 9

October 23, 2024

AGENDA ITEM NO. 09:

Action Requested:

Agenda Item: Approval of the First Quarter Financials and authorization for staff to submit the financial report to the New Mexico Department of Finance and Administration (DFA).

Background:

The First Quarter Financials for Fiscal Year 2025 have been reviewed and prepared in accordance with state reporting requirements and the district's financial policies. This report summarizes the district's financial position, including revenues, expenditures, and cash flow for the first quarter.

Submitting these financials to the NM Department of Finance ensures compliance with state guidelines and transparency in the district's financial management.

Summary of First Quarter Financials:

- **Revenue:** \$891,866.80
- **Expenditures:** \$699,616.81
- **Operating Surplus/Deficit:** \$192,249.99
- **Grants and Matching Funds:** Status of awarded and pending grants.
- **Cash Flow:** \$421,907.75

Fiscal Impact:

The First Quarter Financials reflect the district's current financial standing and ensure alignment with the approved FY2025 Budget.

Recommendation:

It is recommended that the Board:

1. **Accept the First Quarter Financials** as presented.
2. **Authorize staff** to submit the financial report to the New Mexico Department of Finance and Administration (DFA).

South Central Regional Transit District

Board Agenda Item No. 10

October 23, 2024

AGENDA ITEM NO. 10:

Agenda Item: Ten-Year Service and Financial Plan – NMDOT \$100,000 Grant Resolution Approval

1. Purpose of the Ten-Year Service and Financial Plan

- The plan will develop strategic goals for transit services over the next decade.
- The District will develop a plan to improve regional mobility, enhance service coverage, and support sustainability goals.
- Align the plan with SCRTD's long-term vision for transit development in collaboration with NMDOT.

2. NMDOT Grant Resolution – Overview and Intent

- **Resolution Purpose:**
 - Formalize SCRTD's intent to apply for NMDOT funding to implement the Ten-Year Service and Financial Plan.
 - Ensure compliance with state requirements for grant approval.
- **Alignment with NMDOT Guidelines:**
 - Confirm how the plan meets NMDOT grant requirements (5310, 5311, and other applicable programs).
- **Grant Amount and Duration:**
 - Identify the estimated grant funding requested over the ten-year horizon.
 - Specify the timeframe for the application, award, and usage phases.

3. Service Plan Highlights

- **Expansion of Service Routes:**
 - Identify new routes or geographical areas to be served.
- **Fleet Growth and Maintenance:**
 - Plan for vehicle acquisitions, replacements, and upgrades (electric or hybrid buses, etc.).
- **Service Frequency and Operational Improvements:**
 - Discuss proposed changes in service frequency to meet community needs.

4. Financial Plan Summary

- **Budget Forecast for 10 Years:**
 - Key revenue sources (NMDOT grants, fare revenue, municipal support, other funding streams).
 - Cost breakdown (operating costs, vehicle purchases, infrastructure upgrades).
- **Grant Matching Requirements:**
 - Identify matching fund commitments from SCRTD or local partners.
 - Explore opportunities for regional sales tax initiatives or other offsets.

5. Key Milestones and Implementation Timeline

- **Timeline for Plan Rollout:**
 - Year-by-year targets for route launches, fleet additions, and operational changes.
- **Grant Application and Funding Disbursement Schedule:**
 - Dates for grant submission, award announcements, and fund release.

6. Performance Metrics and Reporting

- Define key performance indicators (KPIs) for monitoring service quality and financial health.
- Establish reporting frequency to meet NMDOT's compliance requirements.

7. Next Steps and Action Items

- Assign roles and responsibilities for finalizing the resolution.
- Confirm key dates for Board approval, submission to NMDOT, and public communication (if required).
- Schedule the next meeting or follow-up review session.

8. Questions and Discussion

- Provide time for questions from participants.
- Address any concerns regarding the resolution or financial plan details.

South Central Regional Transit District

Board Agenda Item No. 11

October 23, 2024

AGENDA ITEM NO. 11:

Agenda Item: Approval of Fourth New Mexico Matching Fund – \$20,000 for Ten-Year Service and Financial Plan

Action Requested:

Approval of a fourth New Mexico Matching Fund contribution of \$20,000 to support local match requirements for developing and implementing the Ten-Year Service and Financial Plan.

Background:

The South Central Regional Transit District (SCRTD) is developing a comprehensive Ten-Year Service and Financial Plan to guide future service improvements, fleet upgrades, and financial planning. This Plan will ensure SCRTD's long-term sustainability and align operations with regional transportation goals.

A series of matching contributions from the State of New Mexico has been required to leverage federal and local funding. This fourth allocation of **\$20,000** will provide critical local funding and financial support to complete the Plan in alignment with funding expectations from the New Mexico Department of Transportation.

Fiscal Impact:

The approval of this matching fund contribution will allocate **\$20,000** toward the Ten-Year Service and Financial Plan. These funds are required to secure additional federal and state resources to finalize the project.

Recommendation:

It is recommended that the Board approve the **allocation of the fourth New Mexico Matching Fund** in the amount of **\$20,000** to support the Ten-Year Service and Financial Plan.

South Central Regional Transit District

Board Agenda Item No. 12

October 23, 2024

AGENDA ITEM NO. 12:

A Discussion for a Loan Agreement between Doña Ana County and South Central Regional Transit District (SCRTD)

1. Purpose of the Loan Agreement

- On Friday, October 11th, the Dona Ana County Finance staff and Commissioner Sanchez met with the Executive Director to outline the need for the loan and how it aligns with SCRTD's operational and service expansion goals.
- County Finance Staff believe that having a loan with the County would be better than with the New Mexico Finance Authority.
- Discussion included the shared interests between the County and SCRTD in promoting regional transit services.

2. Loan Amount and Terms

- **Loan Amount:** Up to \$400,000
- **Interest Rate:** No interest on the Loan Amount
- **Repayment Period:** Repayment plan under development
- **Payment Schedule:** Monthly, quarterly, or annual installments.

3. Use of Funds

- Primary service to supplement the District's cash flow during the acquisition of new vehicles or infrastructure expansion.
- Operating expenses or service improvements.
- Support existing or upcoming transit projects, including possible matches for grants.

4. Repayment Source and Security

- Discuss SCRTD's revenue sources (e.g., fare collections, grants, contributions) and their sufficiency to meet repayment obligations.
- Explore potential collateral, guarantees, or reserve funds the County requires.

5. Legal and Compliance Requirements

- Confirm alignment with NMDOT guidelines and federal or state grant stipulations.
- Discuss any covenants or conditions to be included in the agreement.

6. Reporting and Monitoring

- Agreement on reporting frequency (financial statements, service metrics, etc.) to ensure transparency.
- Any audit or performance monitoring requirements from the County.

7. Timeline and Next Steps

- The target date is the first Commission meeting in November, with an agreement to follow.
- Discuss timelines for fund disbursement and repayment initiation.

8. Questions and Feedback

- Address any questions or concerns from County representatives.
- Provide SCRTD's perspectives on potential challenges or risks.

Resolutions:

South Central Regional Transit District

Resolution Number: FY25-19

**A RESOLUTION APPROVING THE SOUTH-CENTRAL REGIONAL TRANSIT DISTRICT
AMENDMENT TO THE FISCAL YEAR 2025 BUDGET**

WHEREAS; The South Central Regional Transit District Board of Directors met in a meeting Wednesday, October 23, 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 Fiscal Year 2025 Budget Amendment.

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 October 23, 2024.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY25-20

**A RESOLUTION APPROVING THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT FIRST
QUARTER FINANCIALS FOR FISCAL YEAR 2024-2025**

WHEREAS; The South Central Regional Transit District Board of Directors met in a meeting Wednesday, October 23, 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 first quarter Financials for the fiscal year 2024-2025;

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 October 23, 2024.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY25-21

A RESOLUTION APPROVING THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT'S TEN-YEAR SERVICE AND FINANCIAL PLAN NMDOT A \$100,000 GRANT

WHEREAS; The South Central Regional Transit District Board of Directors met in a meeting Wednesday, October 23, 2024, in the Doña Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and

WHEREAS, the South Central Regional Transit District (SCRTD) is committed to providing safe, efficient, and sustainable public transportation to the region and

WHEREAS, the Ten-Year Service and Financial Plan is a strategic framework essential to ensuring the long-term viability and financial sustainability of SCRTD's operations and

WHEREAS, the Ten-Year Plan will serve as a comprehensive roadmap for future service improvements, fleet upgrades, and funding needs over the next decade and

WHEREAS; The South Central Regional Transit District approves the \$100,000 Ten-Year Service and Financial Plan NMDOT Grant

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 October 23, 2024.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY25-22

A RESOLUTION APPROVING A FOURTH NEW MEXICO MATCHING FUND FOR \$20,000 FOR LOCAL MATCH FUNDING TO SUPPORT THE TEN-YEAR SERVICE AND FINANCIAL PLAN

WHEREAS; The South Central Regional Transit District Board of Directors met in a meeting Wednesday, October 23, 2024, in the Doña Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and

WHEREAS, the South Central Regional Transit District (SCRTD) is committed to providing safe, efficient, and sustainable public transportation to the region and

WHEREAS, the Ten-Year Service and Financial Plan is a strategic framework essential to ensuring the long-term viability and financial sustainability of SCRTD's operations and

WHEREAS, the Ten-Year Plan will serve as a comprehensive roadmap for future service improvements, fleet upgrades, and funding needs over the next decade and

WHEREAS, this resolution seeks approval for the allocation of \$20,000 as a **fourth New Mexico Matching Fund** contribution, which is critical to meet the financial planning requirements and demonstrate SCRTD's continued commitment to responsible fiscal management.

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 October 23, 2024.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director