

**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

A handwritten signature in blue ink, appearing to be 'M. J. B.', written over a horizontal line.

Chairperson