

**SOUTH CENTRAL REGIONAL TRANSIT
DISTRICT BOARD OF DIRECTORS**

January 22, 2025-1:30 PM

**DONA ANA COUNTY COMMISSION CHAMBERS
845 N MOTEL BLVD. LAS CRUCES, NM 88004**

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**

<https://donaanacounty.webex.com/donaanacounty/j.php?MTID=m639033ba4ef0718cdf7411998c5762c0>

Wednesday, January 22, 2025 1:30 PM | 3 hours | (UTC-07:00) Mountain Time (US & Canada)

Meeting number: 2869 834 5992

Password: 3rCMpQkMC34

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You can also dial 173.243.2.68 and enter your meeting number.

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Access code: 286 983 45992

Have a Wonderful Day!



William Joseph Welsh
Multimedia Specialist
Public Information Office
Doña Ana County
Phone: 575-525-5844
williamw@donaanacounty.org
www.donaanacounty.org



SOUTH CENTRAL REGIONAL TRANSIT DISTRICT
Board Meeting
Wednesday, January 22, 2025 – 1:30 PM (MST)
Doña Ana County Government Center
845 North Motel Boulevard Las Cruces, New Mexico 88007

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approve agenda
5. Public Input
6. Approval of SCRTD Meeting Minutes of October 23, 2024
7. Executive Director's Report – David Armijo
8. Approval of Annual Officer Board Appointments and Approval of Resolution – Board Chair
9. A Resolution approving the SCRTD Meeting Schedule for the Year 2025 – Board Chair
10. A presentation by Colin Messer, Executive Director of the Clean Cities Coalition
11. Discussion and Approval of the Amendment to the FY2025 Budget as of December 31, 2024- Adam Shea
12. Discussion and Approval of the Second Quarter Report FY 2025 – Adam Shea
13. Discussion of Fixed Assets year over year- Adam Shea
14. Presentation on the Service Expansion Program (SEP) regulations established by Sun Metro regarding SCRTD Service – Tim McDaniel
15. A Resolution approving the Interlocal Agreement for Service Expansion Program between the City of El Paso and South Central Regional Transit District – Tim McDaniel
16. A Resolution approving the District's Ten-Year Service and Financial Plan – Sara Vasquez
17. Resolution approving the Bus Shelter and Passenger Amenities Agreement – Sara Vasquez
18. Board Comment
19. Adjourn - **Next Meeting February 26, 2024**

**South Central RTD
Board of Directors Meeting**

**Wednesday,
October 23, 2024 - 1:30 PM**

MINUTES

MEMBERS PRESENT:

- Javier Perea, RTD Chair, City of Sunland Park (logged in approximately 1:54)
- Nevarez proxy Russell Hernandez, RTD Vice-Chair, Town of Mesilla
- Majorie Powey, Village of Williamsburg
- Manuel Sanchez, Doña Ana County
- Yvonne Flores, City of Las Cruces
- Diana Murillo, City of Anthony (logged in after Mayor Perea)

MEMBERS ABSENT:

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

SCRTD STAFF:

- David Armijo, SCRTD Executive Director
- Tim McDaniel, SCRTD
- Crystal Gomez
- Veronica De La O, SCRTD
- Adam Shea, SCRTD

OTHERS PRESENT:

1. CALL TO ORDER

Manuel Sanchez called the meeting to order at approximately 1:45.

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 Manuel Sanchez. Passed unanimously.

5. APPROVAL OF THE AGENDA MINUTES - September 25, 2024

Motioned by Yvonne Flores, second by Manuel Sanchez. Passed unanimously.

6. PUBLIC INPUT

There was none.

7. DISCUSSION AND RESOLUTION APPROVING THE AMENDMENT TO THE FISCAL YEAR 2025 BUDGET - ADAM SHEA

Adam Shea discussed the amendment to the budget. The first page requested adjustment is a credit of \$84,326.59 in expenditures due to an overestimation of revenues. This adjustment will bring the two sections in line with each other. The total adjusted budget will then be \$2,921,582.67. The overestimated revenue of \$125,891.19 from the July estimates is shown on the second page. After receiving the final agreements from the State, the actual revenue is \$125,891.19 giving an adjusted budget for revenue of \$2,995,357.53. Reducing the expenditures to \$2,921,582.67 then gives a net balance of \$73,774.86. These are the first quarter estimates. On page 3, the capital is increased by \$3,289,752.95 due to receiving two match grants as well as the new solar array. The adjustment under the 5307 is due to the overestimated original budget. The 5339B increased over \$2,434,886.20. The requested increase in capital will give a grand total of \$12,168,160.34 for this fiscal year. The very large numbers in the capital section are due to things from 2022 finally arriving. There are four electric buses expected to be delivered during this fiscal year and grants from the State being drawn on, as well as the grants discussed at the last meeting and the CMAC money from El Paso MPO from last year. All

this money will not be spent during this year, but it does need to be shown on the budget. Staff has asked the County's Financial Department for help in streamlining the documents and making them more readable and understandable for the next meeting. In short, the first quarter numbers show SCRTD performing under budget.

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

8. DISCUSSION AND RESOLUTION FOR APPROVAL OF THE FIRST QUARTER FINANCIALS BUDGET - ADAM SHEA

Adam Shea presented the first quarter financials. Cash balance as of September 30, 2024 is \$421,907.75. The deduction for one of the buses is not shown, but is about \$190,000. Expenditures amount to \$700,076.81, leaving a remaining balance of \$2,221,965.86. Revenues show \$891,866.80 received of the total \$2,995,357.53 expected. Net is \$73,774.86 after expenditures. Capital is divided into the different types of capital and SCRTD has only received 2.4% of the expected \$12,168,160.34. This amounts to \$289,222.70 from the 5307 for the purchase of a support vehicle, a rehabilitation grant for the Anthony facility, legal fees for real estate acquisition from the purchase of the Sunland Park facility, and electrification equipment was \$217,000. The remaining capital balance is \$11,574,978.64.

Resolution motioned by Nevarez, second by Yvonne Flores. Passed unanimously.

9. DISCUSSION AND RESOLUTION APPROVING A \$100,000 GRANT FOR THE TEN-YEAR SERVICE AND FINANCIAL PLAN NMDOT - TIM MCDANIEL

Tim McDaniel discussed the grant application to NMDOT for planning funds to renew the ten-year plan. The previous plan from 2020 needs to be updated due to unexpected growth. The updated plan is expected to cost around \$100,000 and SCRTD match is \$20,000. Staff is pursuing matching grant funds from DFA for the match funds.

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

10. DISCUSSION AND RESOLUTION APPROVING A FOURTH NEW MEXICO MATCHING FUND FOR \$20,000 TO SUPPORT THE TEN-YEAR SERVICE AND FINANCIAL PLAN - TIM MCDANIEL

Tim McDaniel discussed the application for match funds from DFA. This would provide \$20,000 for the 20% match required to receive the \$100,000 NMDOT grant to update the ten-year plan.

Resolution motioned by Nevarez, second by Yvonne Flores. Passed unanimously.

11. BOARD APPROVAL OF AMENDING ANNUAL MEETING SCHEDULE FOR NOVEMBER AND DECEMBER BOARD DATES DURING HOLIDAYS - DAVID ARMIJO

David Armijo discussed amending the meeting schedule around the Thanksgiving and Christmas holidays. The meeting date for December would actually land on Christmas Day, so he suggested not meeting at all in December. For November, it would land on the day before Thanksgiving so he suggested not meeting then, either. It would be simple enough to call a special meeting if something came up. Another suggestion would be to schedule meeting times and then cancel if nothing important showed up. Historically, the holiday meetings were handled as a Zoom meeting.

12. DISCUSSION BETWEEN DOÑA ANA COUNTY AND SOUTH CENTRAL REGIONAL TRANSIT DISTRICT LOAN AGREEMENT AND EXECUTIVE DIRECTOR'S REPORT / COMMENT - DAVID ARMIJO

David Armijo discussed the regional transit district loan agreement and presented his Executive Director's report. The ten-year plan created in 2020 is already 80% completed, which is the reason for needing to get a grant to update it. When the Board meets again in January, there will be discussion of the current service and where it could go in the future. Staff will start a survey and architectural rendering of the new property. The current transformer on the property can be expanded, so it will be moved and used for the new charging station. The upgrade cost \$66,000 and was paid by EPE. These things are not yet in the budget. The property will be fenced and the gates will be upgraded and electronic cards will be issued. The ridership is just short of 133,000 people for the first quarter, with around 14,000 just last month. Yellow and Silver Routes are carrying the most people right now. Mr. Armijo expects the Copper Route to double in the coming year. The Copper Route is helping reduce overcrowding on the RoadRUNNER Transit route that coincides with it. Mr. Armijo also expects the Blue Route to increase in the summer when people want to visit Elephant Butte. The NM Matching Grant submission for the 5339, overall \$2.8 million including the local match and the federal funds is for a new facility. For the past several years, SCRTD has parked the buses in the open field next to Mesilla Valley Hospital to save on deadhead trips. Staff is now looking at moving to a new spot, purchasing 3.2 acres near the Green Route at Mars and Venus and building a transfer station there. If needed, a maintenance facility could be built later. The implementation plan has already been approved by the State and they will also provide another \$135,000 for startup. This will pay for the NEPA environmental review, the legal fees, and the engineering design. This will save the federal funds for more development

on the property. Tim McDaniel reported that he has submitted two grants to USDOT for public charging stations, one for the new Venus facility and one for the Sunland Park facility. The grants would provide both rapid and slow chargers and allow private vehicle and even RoadRUNNER Transit buses to be charged. Staff also suggested that the Venus facility could be a base for the microtransit project, allowing small vehicles to serve the Organ community and maybe up to NASA. Depending on when the money actually arrives, the project schedule is expected to be 23 months. The buses will have solar canopies in the next several months. There will be a two-acre solar array built to provide power for the buses and the stations. Staff is hoping there will be enough extra power to generate revenue. An El Paso grant of about \$636,000 is awaiting approval and a letter of agreement. The matching funds from NMDOT of \$278,000 will be funded upfront and should be added into the budget in the next few weeks. Staff is looking into the East Mesa, Sunland Park, and the Business Industrial Park for the microtransit project. The problem with getting transit service to the airport is that there is nothing in between. Staff is concerned that there will not be much ridership since there are no services or other things there. Staff will include this subject for further discussion and study. Mr. Armijo feels that it would be a great subject for the MPO to discuss. Mr. Armijo reported that the direct recipient request was denied as of yesterday morning. Senator Heinrich is now discussing that with the FTA to see if a waiver could be obtained. Mr. Armijo stated that the next step after that would be going directly to the Governor. As a subrecipient, it takes a minimum of 60 days to receive reimbursement for expenses and it is possible that the reimbursement can be denied. Becoming a direct recipient would allow SCRTD to use the ECHO system to receive funds within a few days. Mr. Armijo has been working on an agreement with Dona Ana County for up to \$400,000 in funding to be used for the reserve funding. NMDOT has already denied advancing grant payments or reimbursement acceleration for reimbursement. SCRTD also has the options of short-term loans to help alleviate cash flow problems. The final option of changing status to direct recipient is currently being considered with Senator Heinrich's help.

13. FUTURE AGENDA ITEMS

14. ADJOURNMENT

Adjournment motioned by Yvonne Flores, second by Manuel Sanchez. Meeting adjourned at 2:59.

Chairperson

Board Reports:

ITEM # 7: Executive Director Report

ITEM # 8: Approval of Annual Officer Board Appointments and Approval of Resolution – Board Chair

Each year, at the first board meeting of the calendar year, the board appoints new or reappoint officers for the coming year. Those positions include chair, vice chair, treasurer, and secretary.

ITEM #9: A Resolution approving the SCRTD Meeting Schedule for the Year 2025 – Board Chair

At the first board meeting of the new calendar year, the board schedules the meetings for the following year. The bylaws outline that the board meets every other month. However, the board generally schedules meetings on the fourth Wednesday of each month and, when needed, cancels meetings when conflicts arise or if a quorum is not present. Also, during the annual budget process, a meeting can be scheduled as an Ad Hoc or special board session, such as a special meeting to discuss the upcoming board budget in more detail.

ITEM # 10: A presentation by Colin Messer, Executive Director of the Clean Cities Coalition

ITEM # 11: Discussion and Approval of the Amendment to the FY2025 Budget as of December 31, 2024- Adam Shea

The Finance Director will present the financial statements from July through December 2024. The board will then be offered a mid-year adjustment for review and approval.

ITEM # 12: Discussion and Approval of the Second Quarter Report FY 2025 - Adam Shea

This report will focus on the financials from October through December and be submitted to the New Mexico Department of Finance and Administration (DFA).

ITEM # 13: Discussion of fixed assets year over year- Adam Shea

ITEM # 14: Presentation on the Service Expansion Program (SEP) regulations established by Sun Metro regarding SCRTD Service – Tim McDaniel

Staff will provide a report that describes the SEP regulations and how they affect district transit services in the district's service area.

ITEM # 15: A Resolution approving the Interlocal Agreement for Service Expansion between the City of El Paso and South Central Regional Transit District – Tim McDaniel

Staff will present a report on the requirements of the interlocal agreement required by the City of El Paso in connection with the issuance of a split letter to allow the District to access 5307 urban funds annually.

ITEM #16: A Resolution Approving the District's Ten-Year Service and Financial Plan – Sara Vasquez

ITEM #17: Resolution approving the Bus Shelter and Passenger Amenities Agreement – Sara Vasquez

Staff will present a report on the requirements of the interlocal agreement required by the City of El Paso in connection with the issuance of a split letter to allow the District to access 5307 urban funds annually.

Resolutions

**South Central Regional Transit District
Resolution Number: FY25-23**

A Resolution approving the Appointment of Officers, Effective January 22, 2025

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, January 22, 2025, in the Doña Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

WHEREAS the South Central Regional Transit District appoints officers representing the positions of chair, vice-chair, treasurer, and secretary to serve for one year.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Central Regional Transit District does hereby approve the Appointment of Officers effective January 22, 2025.

ADOPTED AND APPROVED THE 22th DAY OF JANUARY 2025.

Javier Perea, SCRTRD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY25-24

A Resolution approving the South Central Regional District Board Meeting Calendar for 2025.

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, January 22, 2025, in the Doña Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

WHEREAS the South Central Regional Transit District Board accepts the monthly meeting calendar whereby the Board meets on the fourth Wednesday of each month at 1:30 p.m.; and,

WHEREAS the South Central Regional Transit District Board accepts the location of these meetings to be in the Doña Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Central Regional Transit District does hereby approve the Meeting Calendar for 2025.

ADOPTED AND APPROVED THE 22nd DAY OF January 2025.

Javier Perea, SCRTRD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY25-25

A Resolution approving the Amendment to the FY2025 Budget as of December 31, 2024

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, January 22, 2025, in the Doña Ana County Offices, 845 N. Motel Blvd., Las Cruces N.M.; and,

WHEREAS, staff provided details on amending the second quarter financial Statements and budget to better reflect the budget categories in the second quarter financial report.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South-Central Regional Transit District does hereby approve the Amendment to the FY25 Financial Statements and Budget as of January 22nd, 2025.

ADOPTED AND APPROVED THE 22nd DAY OF JANUARY 2025.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY25-26

A Resolution approving the Second Quarter Report FY 2025 as approved by The South Central Regional Transit District

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, January 22, 2025, in the Doña Ana County Offices, 845 N. Motel Blvd., Las Cruces N.M.; and,

WHEREAS, the South Central Regional Transit District approves the Second Quarter Financial Report for October 1st to December 31st, 2024.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South-Central Regional Transit District does hereby approve the Second Quarter Financials for October through December 2024.

ADOPTED AND APPROVED THE 22nd DAY OF JANUARY 2025.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY25-27

A Resolution approving the Interlocal Agreement for Service Expansion between SCRTRD and Sun Metro

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, January 22, 2025, in the Doña Ana County Offices, 845 N. Motel Blvd., Las Cruces N.M.; and,

WHEREAS, the SCRTRD Board of Directors affirmed their commitment to the Service Expansion Policy (SEP) adopted by SunMetro and the El Paso MPO at the September 25th, 2024, board meeting with Resolution Number FY25-17; and,

WHEREAS, acceptance of this Interlocal Agreement is required by SunMetro for SCRTRD to be designated as a grant subrecipient for FTA funds under SunMetro as a direct recipient.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South-Central Regional Transit District does hereby approve the Interlocal Agreement for Service Expansion between SCRTRD and SunMetro and authorize the Chair of the board and Executive Director to sign the agreement on their behalf.

ADOPTED AND APPROVED THE 22nd DAY OF JANUARY 2025.

Javier Perea, SCRTRD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY25-28

A Resolution approving the contract agreement to SBLC, LLC for the Ten-Year Transit Service and Finance Plan

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, January 22, 2025, at the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

WHEREAS, the South Central Regional Transit District approves the development and production of a Ten Year Transit Service and Finance plan that meets the requirements outlined in the Request for Proposals for the Ten-Year Transit Service and Finance Plan;

WHEREAS, project funding of \$100,000 for this agreement will come from an \$80,000 (eighty percent) federal grant and a \$20,000 (twenty percent) local match provided by the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Central Regional Transit District does hereby approve the Contract Agreement to SBLC, LLC for the development and production of the Ten Year Transit Service and Finance Plan,

ADOPTED AND APPROVED THE 22nd OF JANUARY 2025.

Javier Perea, SCRTRD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: FY25-29

A Resolution approving the contract agreement with Smart Era Lighting Systems for the production of metal bus shelters

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, January 22, 2025, at the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

WHEREAS, the South Central Regional Transit District approves the production of metal bus shelters in various locations within the SCRTD service area that meet the grant requirements set forth by the New Mexico Department of Transportation,

WHEREAS, the approved contract will be funded over the next three years from multiple grants and other funding sources within the SCRTD service area.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Central Regional Transit District does hereby approve the Contract Agreement to Smart Era Lighting Systems for the production and production of metal bus shelters.

ADOPTED AND APPROVED THE 22nd OF JANUARY 2025.

Javier Perea, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director