

SOUTH CENTRAL REGIONAL TRANSIT DISTRICT BOARD OF DIRECTORS
July 23, 2025-1:30 PM
DOÑA 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=mea413eafc66708f742b1372d58e015a0>

Wednesday, July 23, 2025, 1:30 PM | 3 hours | (UTC-06:00) Mountain Time (US & Canada)

Meeting number: 2865 728 1304

Password: pgCYPuWH232

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SOUTH CENTRAL REGIONAL TRANSIT DISTRICT
Board Meeting
Wednesday, July 23, 2025 – 1:30 PM (MST)
Doña Ana County Government Center
845 N. Motel Boulevard Las Cruces, New Mexico 88007

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Input
6. Approval of South Central Regional Transit District Meeting Minutes of June 25, 2025
7. Executive Director's Report – *David Armijo*
8. A Discussion to Introduce the South Central Regional Transit District's New Employees – *David Armijo*
9. A Resolution Approving the South Central Regional Transit District Employee Handbook update- *Sara Vasquez*
10. A Resolution Approving the South Central Regional Transit District Procurement Manual update- *Diana Chairez*
11. A Resolution Approving the South Central Regional Transit District Fiscal Year 2025 Budget Amendment- *Adam Shea*
12. A Resolution Approving the South Central Regional Transit Fiscal Year 2025 4th Quarter Financial Report- *Adam Shea*
13. Adjournment - **Next Meeting August 27, 2025**

**South Central RTD
Board of Directors Meeting
Wednesday,
June 25, 2025 - 1:30 PM**

MINUTES

MEMBERS PRESENT:

Manuel Sanchez, SRTD Chair, Doña Ana County
Javier Perea, SCRTD Treasurer, City of Sunland Park
Majorie Powey, SCRTD Member, Village of Williamsburg
Russell Hernandez, SRTD Vice-Chair, Town of Mesilla
Diana Murillo, SCRTD Member, City of Anthony
Yvonne Flores, Secretary, 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 Human Resources
Crystal Gomez, SCRTD Accounting Assistant
Veronica De La O, SCRTD Administrative Assistant
Adam Shea, SCRTD Finance Manager
Rosa I. Talamantes, SCRTD Senior Accountant

1. CALL TO ORDER

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

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 Javier Perea, seconded by Russell Hernandez. Passed unanimously.

5. PUBLIC INPUT

Isabela Moraga, office intern at SCRTD introduced herself.

Destiny Soto, office intern at SCRTD introduced herself.

David Armijo introduced the new Senior Accountant at SCRTD, Rosa Talamantes.

6. APPROVAL OF SCRTD MEETING MINUTES OF MAY 28, 2025

Motioned by Javier Perea with one change, to move the Chair notation to Manuel Sanchez. Seconded by Russell Hernandez. Passed unanimously.

7. EXECUTIVE DIRECTOR'S REPORT - DAVID ARMIJO

David Armijo reported that SCRTD will be starting a vanpool program to serve veterans in Truth or Consequences. Cost to the riders is \$50 per month and SCRTD is subsidizing part of the cost. The vehicles were bought through the DFA about four years ago. There were several previous attempts to start the vanpool, but this time the clients came to the SCRTD looking for the service so maybe it will work this time. The round trip is 150 miles and takes about an hour and a half to arrive in T or C from Las Cruces. The vehicle is a 15-passenger van with five registered riders, healthcare staff going up to serve the veterans in T or C. departure time from Las Cruces is about 6:30 a.m. SCRTD is partnered with New Mexico Veterans' Home and will provide gas cards and pay for the insurance. The driver will be responsible for tracking mileage daily, tracking ridership weekly, and moving the vehicle. The State will provide revenue according to ridership. The van will leave from Mesilla Valley Hospital on Del Rey.

Manuel Sanchez, David Armijo, Adam Shea, and Russell Hernandez met with David Harris who runs mobility programs for NMDOT and others regarding the funding SCRTD is entitled to from El Paso and El Paso MPO. The meeting concerned trying to become a direct recipient of the funds and to bypass the El Paso MPO. NMDOT indicated that they will speak to the Federal partners to try to make sure the funds are provided in a timely manner. The Texas governor has to agree to change the current financial arrangement. SCRTD is currently running 10% of the total service in the urbanized area of the City of El Paso, but only the New Mexico side is funding the service. SCRTD wants to get funded from the El Paso side as well. Sun Metro in El Paso has to get that sorted out with the County of El Paso. David Armijo and staff are working on a senior bus pool to serve Sunland Park. The project should cost about \$50,000 and SCRTD can cover half of it. David Armijo suggested that Russell Hernandez should look into something similar for Mesilla's seniors. The City of El Paso has asked for \$5,000 a year for three bus stops and the State of NM has agreed to it. David Armijo instructed the Board that this will all be political because the money is just being shuffled back and forth.

8. A PRESENTATION ON THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT FISCAL YEAR 2026 CAPITAL PROJECT LIST - DAVID ARMIJO

David Armijo commented that the State funds must be encumbered before the year is out in order to keep it, but then there will be about three or four years to spend the money. He discussed that the Venus project will take two to three years and that the NEPA part is finished now. The next phase is acquisition and design of the property which means going back to the FTA. He hopes the process will go faster this time. The Sunland Park micro-transit station is in the engineering process and hopefully will be ready to begin construction and commissioning by the end of this summer. This facility will be integrated into the EV charging program. The Anthony parking lot project will be finished this year and is funded from this year's budget. There is a new grant program passed by the Legislature for solar canopies. As of July 1, 2025 there will be \$25 million coming available. David Armijo will be looking into that. Other projects include resurfacing and expansion of the Sunland Park property. There is a new grant that will be effective October 1, 2025 that gives SCRTD \$170,000 for that. David Armijo also plans to set up an electric security gate with cameras and lights, etc. to make sure the facility is secure. This should be in place by December. Staff has been building bus shelters for about \$1,000 each and the shelters are very nice. SCRTD is working with the City of Sunland Park to improve the area across from the casino. Mr. Armijo has turned over all of the bus shelter renovations to them. Staff is looking at peak hours services and adding trips due to high ridership numbers. The buses that have been in service since 2016 should be retired this year. There are some new grants awarded, so staff has paperwork to do on those. In June SCRTD was awarded a grant that looked at performance in seven categories, and SCRTD was the best in the state for the third year in a row. The New Mexico Matching Fund continues to provide money. David Armijo will discuss the Financial Plan when the public outreach phase of the Ten-Year Plan is completed. Adam Shea will be starting the annual audit soon. New accounting software will be implemented during this year as well. Staff plans to increase marketing and communications, as SCRTD is weak in that area. Staff expansion is slow, with only three new people hired recently, and David Armijo is still considering whether to get private contractors to run the Sunland Park facility. Staff is working on a CEO training program and launching the service at Sunland Park.

9. A RESOLUTION APPROVING THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT FISCAL YEAR 2026 ANNUAL BUDGET - ADAM SHEA

Adam Shea discussed the annual budget. Personnel costs total \$2,010,851.50 due to the increased number of operators, 61.9% of the total expenditure budget. Other expenditures include travel and maintenance totaling \$325,000, decreased from last year and amounting to 10% of the overall budget, supplies were \$27,000 and also a decrease, insurance increased due to the discounts being stopped, contractual services were \$108,200 and amounting to 3.3% of the overall budget, operational costs were \$125,350 and amounting to 3.86%. This gives a total of \$3,246,648.84, which is an increase over last year of 7.86%.

Capital has increased drastically this year. Revenue totals \$3,878,719.63, which is an increase over last year of 22.8% and should leave a carryover balance of about \$632,000 for next year. This is due to some of the matching funds received. There has been no change in the grants and MOUs at \$132,764.50; other grants and MOUs are \$2,914,122.13; other source revenues are \$708,833. This has also increased due to the 5307 funds in Region 6 for Fiscal Year 2024 and 2025. These should come in next year and are for operating revenue.

Capital totals \$9,228,092.33, which is a decrease over the current year of 47.2% due to the purchase and payment for several buses and facilities. Planning funds from 5303/5304 are \$90,353.48; 5310 funds total \$323,001; 5311 funds total \$744,702.21; local and match funds are \$1,707,941.88. The 5307 funds are from Fiscal Years 20, 23, 24, and 25, which will be paid out next year when those capital items arrive. The 5339 funds are \$4,781,369.70 and mostly from CMAC. The 5339B total is \$159,085.26; this is primarily where the payments for the new facilities and buses came from. The 5339C total is \$559,126.80 and this paid for some of the other buses. The total for all of this is \$9,228,092.33, which is a much better number than previous years. David Armijo has been working very hard to get funding for SCRTD.

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

10. A RESOLUTION APPROVING THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT INVENTORY REPORT - ADAM SHEA

Adam Shea discussed the inventory report. The year 2025 has been the largest influx of vehicles ever. Several of the old vehicles were disposed of. Capital totals \$11,199,918.25 and includes the facilities, land, and vehicles. This total has to be included in the next audit.

Diana Murillo got her computer to transmit sound and voted verbally.

Resolution motioned by Yvonne Flores, seconded by Russell Hernandez. Passed unanimously.

11. A RESOLUTION APPROVING AND AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION FOR FEDERAL TRANSPORTATION ASSISTANCE - DAVID ARMIJO

David Armijo discussed filing applications for urban funds. This is the same application the Board approved two years ago.

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

12. ADJOURNMENT - NEXT MEETING JULY 23, 2025

Chairperson

Board Reports:

Item # 7: Executive Director Report

The report will be provided in person at the meeting and will cover transit services and updates on capital projects.

Item # 8: A Discussion to Introduce the South Central Regional Transit District's New Employees

Liza Alonzo – Executive Assistant

Liza Alonzo joins SCRTD as Executive Assistant to the Executive Director. Liza brings over a decade of administrative and organizational experience in the public and private sectors. In her new role, she will provide high-level support to the Executive Director, coordinate executive communications, assist with scheduling and project tracking, and serve as a key contact for interagency correspondence. Liza's professionalism, attention to detail, and strong communication skills will be valuable assets to the Executive Office and the District's leadership team.

Daniela Gutierrez – Project Manager

Daniela Gutierrez has joined SCRTD as Project Manager. Daniela brings a strong background in project coordination and infrastructure planning, with experience working on transportation and public works initiatives across the region. She will lead several of the District's key capital projects, including the development of the Venus Transit Facility, the Sunland Park Microgrid and Solar Array, and the expansion of SCRTD's electric bus infrastructure. Her role will involve close coordination with contractors, state and federal partners, and internal departments to ensure projects are delivered on time and within budget.

We are excited to welcome Liza and Daniela to SCRTD and look forward to their contributions as we expand and improve regional transit services.

Item #9: A Resolution Approving the South Central Regional Transit District Employee Handbook update

RECOMMENDATION:

Approval of Resolution No. FY2026-01, adopting proposed modifications to the South Central Regional Transit District's Employee Handbook.

DISCUSSION:

In alignment with operational needs, regulatory compliance, and industry best practices, the Human Resources Department has completed a review of the SCRTD Employee Handbook. This review proposes several updates to enhance clarity, improve organizational efficiency, and address evolving workplace policies.

Key proposed modifications include:

Office Assignment Policy: Establishes criteria for office and cubicle assignments based on job functions and space availability.

Remote and Hybrid Work Guidelines: Clarifies telework arrangements' expectations, eligibility, and approval processes.

Leave Administration Revisions: Updates to clarify the use of personal leave, sick leave, and Family Medical Leave Act (FMLA) provisions.

Disciplinary Procedures: Updates to ensure due process and clarity in progressive disciplinary actions.

Safety and Security Protocols: Enhancements to reflect new procedures related to facility access, use of district vehicles, and employee safety measures.

New Employee Orientation: Refines onboarding requirements and documentation checklists for new hires.

The Executive Director and legal counsel have reviewed all proposed changes to ensure compliance with applicable federal and state labor laws.

FISCAL IMPACT:

There is no direct fiscal impact associated with the adoption of these modifications. Indirect cost savings and operational efficiencies are anticipated through improved policy implementation and employee performance management.

Item #10: A Resolution Approving the South Central Regional Transit District Procurement Manual

RECOMMENDATION:

Approve Resolution No. FY2026-02, adopting proposed modifications to the South Central Regional Transit District's Procurement Manual.

DISCUSSION:

The Procurement Manual governs the processes and procedures for all purchasing activities conducted by the South Central Regional Transit District (SCRTD). A periodic review of the manual is necessary to ensure consistency with federal and state regulations, improve transparency, and support efficient and compliant procurement operations.

The proposed modifications to the Procurement Manual include the following key updates:

Threshold Adjustments: Updated procurement thresholds for micro-purchases and small purchases to reflect current federal guidance (2 CFR §200.320).

Conflict of Interest Provisions: Strengthened language regarding ethical standards, conflicts of interest, and post-employment restrictions.

Sole Source and Emergency Procurements: Clarified criteria and documentation requirements.

Green Purchasing and Sustainability: Introduced guidelines for environmentally responsible procurement and life-cycle cost considerations.

Contract Monitoring Procedures: Enhanced procedures for contract oversight, reporting requirements, and vendor performance evaluation.

Procurement File Standards: Standardized documentation checklists to ensure audit-readiness and compliance with FTA and NMDOT grant requirements.

These revisions were developed in consultation with SCRTD’s legal counsel and Executive Director and reflect best practices recommended by the Federal Transit Administration (FTA), the New Mexico Department of Transportation (NMDOT), and the Government Finance Officers Association (GFOA).

FISCAL IMPACT:

No direct fiscal impact is associated with the adoption of these changes. The updates are expected to improve procurement efficiency, strengthen internal controls, and reduce compliance risks in future procurements.

ATTACHMENTS:

1. Resolution 2026-02, Procurement Manual Modifications
2. Summary of Changes to the Procurement Manual
3. Updated Procurement Manual

Item #11: A Resolution Approving the South Central Regional Transit District Fiscal Year 2025 Budget

Recommendation

Staff recommends approval of the resolution to close out the Fiscal Year 2025 Budget for the South Central Regional Transit District (SCRTD), covering the period from July 1, 2024, through June 30, 2025.

Background

In accordance with the New Mexico Department of Finance and Administration (DFA) Local Government Division requirements, the District must officially close out each fiscal year’s budget. The FY2025 Budget closeout ensures that all revenues and expenditures are properly accounted for, all budget adjustments are incorporated, and year-end balances are accurately reported.

During FY2025, SCRTD advanced several strategic priorities, including the continued electrification of the fleet, development of micro transit services, completion of significant capital investments, and expansion of regional service coverage.

FY2025 Budget Performance Highlights

- **Total Operating Expenditures:** \$3.48 million
 - **Capital Project Investments:** \$5.1 million across vehicle procurements, infrastructure, and facility enhancements
 - **Key Achievements:**
 - Commissioning of the Sunland Park Transit and Training Center
 - Delivery of multiple battery-electric and hybrid buses
 - Progress on the Venus Transit Facility and Solar Microgrid Project
 - Launch of preliminary micro transit operations planning and pilot preparation
-

Discussion

The closeout of the FY2025 budget finalizes the District's financial performance for the fiscal year, ensuring transparency and compliance with state and federal grant oversight. The resolution formally acknowledges completion of financial obligations and provides the foundation for DFA certification and audit preparation.

The year was marked by strong financial stewardship, effective use of grant funds, and alignment with SCRTD's long-term transit development goals.

Fiscal Impact

Closing out the FY2025 budget allows SCRTD to prepare for final audit activities and meet required reporting deadlines. It ensures the accurate reconciliation of expenditures, grants, and fund balances prior to the commencement of FY2026 operations.

Item #12: A Resolution Approving the South Central Regional Transit Fiscal Year 2025 4th Quarter Financial Report- *Adam Shea*

Recommendation

Staff recommends approval of the resolution accepting the Fiscal Year 2025 Fourth Quarter Financial Report for the South Central Regional Transit District (SCRTD), covering the period April 1, 2025, through June 30, 2025.

Background

According to New Mexico Department of Finance and Administration (DFA) reporting requirements and SCRTD financial policies, quarterly financial reports are submitted to the Board of Directors for review and approval. These reports provide a snapshot of revenue, expenditures, and fund balances for the most recent fiscal quarter.

The Fourth Quarter Report also serves as the final quarterly report for fiscal year 2025 and supports the closeout of the fiscal year budget. It incorporates actual revenues and expenditures through June 30, 2025, including any necessary budget adjustments made before the end of the year.

Summary of Fourth Quarter Performance

- **Total Revenues (Q4):** \$1.2 million
- **Total Expenditures (Q4):** \$1.45 million
- **Year-to-Date Revenues:** \$5.75 million
- **Year-to-Date Expenditures:** \$6.04 million
- **Major Expenditure Areas:**
 - Final payments for electric bus procurements
 - Construction progress payments for Sunland Park and Venus facilities
 - Operating costs related to expanded service and staffing

Discussion

The fourth quarter reflects an increase in capital spending as project timelines converged near the end of the fiscal year. Several grant-funded purchases and construction milestones were achieved, including the delivery of vehicles and the installation of solar infrastructure components. Operating expenditures remained within the approved budget, with surpluses in some line items offsetting minor overages in others.

This report provides the necessary financial documentation to support the FY2025 closeout and ensures the District remains in compliance with DFA fiscal transparency requirements.

Fiscal Impact

Approval of the fourth-quarter financial report confirms the financial standing of SCRTD through the end of fiscal year 2025. It supports the final reconciliation of accounts before audit and DFA submission. There is no direct fiscal action resulting from this approval.

Resolutions:

South Central Regional Transit District

Resolution Number: 2026-01

**A RESOLUTION APPROVING THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT
EMPLOYEE HANDBOOK UPDATE**

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting on July 23, 2025, in the Doña Ana County Offices, 845 N Motel Blvd., Las Cruces, NM, and

WHEREAS, Staff provided details on amending the Employee Handbook to better reflect 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 July 23, 2025.

ADOPTED AND APPROVED THE 23RD DAY OF JULY 2025.

Manuel A. Sanchez, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: 2026-02

**A RESOLUTION APPROVING THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT
PROCUREMENT UPDATE**

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting on July 23, 2025, in the Doña Ana County Offices, 845 N Motel Blvd., Las Cruces, NM, and

WHEREAS, Staff provided details on amending the Procurement Manual to reflect better 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 July 23, 2025.

ADOPTED AND APPROVED THE 23RD DAY OF JULY 2025.

Manuel A. Sanchez, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: 2026-03

A RESOLUTION APPROVING THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT AMENDMENT TO THE FY2025 BUDGET

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting on Wednesday, July 23, 2025, in the Doña Ana County Offices, 845 N. Motel Blvd., Las Cruces, N.M.; and,

WHEREAS, the Finance Manager presented proposed amendments to the First Quarter Financial Statements and budget, aiming to improve alignment with the budget categories outlined in the financial report.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South-Central Regional Transit District does hereby approves the Amendment to the FY25 Financial Statements and Budget as of July 23rd, 2025.

ADOPTED AND APPROVED THE 23RD DAY OF JULY 2025.

Manuel A. Sanchez, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: 2026-04

**A RESOLUTION APPROVING THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT
FY2025 4TH QUARTER FINANCIAL REPORT**

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting on Wednesday, July 23, 2025, in the Doña Ana County Offices, 845 N. Motel Blvd, Las Cruces, NM; and,

WHEREAS, the Finance Manager presented the proposed financial report for the 4th quarter of the FY2025 budget, aiming to improve alignment with the budget categories outlined in the financial report.

NOW, THEREFORE, BE IT RESOLVED BY the Board of Directors of the South Central Regional Transit District, which hereby approves the Fourth Quarter Report for April 2025 through June 2025.

ADOPTED AND APPROVED ON THE 23RD DAY OF JULY 2025.

Manuel A. Sanchez, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director