**South Central RTD**

**Board of Directors Meeting**

**Wednesday,
July 23, 2025 - 1:30 PM**

**MINUTES**

**MEMBERS PRESENT:**

 Russell Hernandez, RTD Vice-Chair, Town of Mesilla/Mayor

 Javier Perea, RTD Treasurer, City of Sunland Park/Mayor

 Majorie Powey, Village of Williamsburg/Mayor Pro-tem

 Diana Murillo, City of Anthony/Mayor

 Yvonne Flores, RTD Secretary, City of Las Cruces

**MEMBERS ABSENT:**

 Manuel Sanchez, RTD Chair, Doña Ana County/Commissioner

 Robert Martinez, Village of Hatch/Trustee

**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

 Diana Chairez, SCRTD Procurement Specialist

 Rosa Isela Talamantes, SCRTD Senior Accountant

 Loretta Gallegos, SCRTD Transit Manager

 Tim McDaniel, SCRTD

**OTHERS PRESENT:**

1. **CALL TO ORDER**

Russell Hernandez called the meeting to order at 1:30 p.m.

1. **PLEDGE OF ALLEGIANCE**

ALL STAND FOR THE PLEDGE OF ALLEGIANCE.

1. **ROLL CALL**

A quorum was determined to be present.

1. **APPROVAL OF THE AGENDA**

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

1. **PUBLIC INPUT**

There was none.

1. **APPROVAL OF SCRTD MEETING MINUTES OF JUNE 25, 2025**

Motioned by Diana Murillo, seconded by Yvonne Flores. Passed unanimously.

1. **EXECUTIVE DIRECTOR'S REPORT - DAVID ARMIJO**

David Armijo showed a nice aerial photo of the new facility. He reported that ridership has been a little lower than in recent months, which is normal for the summer. June ridership was 11,453 which is still higher than last year. Total rides for the year so far is 123,000 with three months left to go. Last year’s total rides for all 12 months was 132,000. Staff submitted for the No-Low grant for rural bus service. SCRTD is currently the only applicant for that grant, so chances are very good for being funded. Mr. Armijo spoke to Secretary Duffey and a big and beautiful project is being planned. The buses that can be bought with grants right now are hybrid diesel/electric, diesel, or CNG. The new project will be in the Ten-Year Plan and includes $4.8 million for new buses and $240,000 for workforce development. Hybrid buses can go a minimum of 635 miles before refueling while a completely electric bus is lucky to go 240 miles before refueling. Workforce development includes training for the mechanics, drivers, seminars, and certifications. Facility integration will look at storage, charging facilities, and other things at the new facility up on the East Mesa. David Armijo showed the potential route design. The most requested route has been to the El Paso Airport. The proposed route starts at the Mesilla Valley Mall, goes to the Big 8 in Anthony, and then to the Sunland Park facility for transfer of buses. The Copper, Green, and Red Routes can be connected to the new route, or SCRTD can connect with RoadRUNNER Transit to bring people to the mall. Staff has also applied for a grant under bus and bus facilities and has a good chance of being awarded. It will pay for three more mid-sized buses, three more electric vehicles, facility and equipment upgrades for EV charging, and additional backup for the new cab and AVL systems and mobile app. The budget projected is $1.7 million in Federal funds and $330,000 local for a $2.1 million project cost. Mr. Armijo hopes to get the $339,000 from NM Matching Fund. Staff will know by the end of September if the grants will be awarded. The Feds asked if the project can be done in 12 months and Mr. Armijo told them it could. He will have to work hard to get it done, but he says he can. Mr. Armijo showed photos and discussed the plans for expanding the garages and purchasing new vehicles. He hopes the AVL transit app will be ready for use in 2026. There are three approved grants from NMDOT and one in contingency. The CMAC is $832,000 from the State, from the 5333/5311 is $919,000 of capital and operating funds, and a smaller 5310 grant for the Mesilla Valley that will amount to $95,000 after match. SCRTD helped the City of Sunland Park to transport people to and from the memorial for Deputy Antonio Aleman. SCRTD’s van pool program to T or C started last month and there were four to six riders each trip. They are switching to the smaller van that carries eight passengers to make it more economical. Mr. Armijo would like to also set up a van pool to Santa Teresa but there has not been a successful one yet. As long as the van pool breaks even, it will make money for the district because it increases the ridership numbers used to apply for grants. The new plaque has been installed at the Sunland Park facility on the front of the building.

1. **A DISCUSSION TO INTRODUCE THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT'S NEW EMPLOYEES - DAVID ARMIJO**

David Armijo introduced the new employees. Daniela Gutierrez is an architect and certified drone pilot. She took the terrific photos shown at the beginning of the meeting and will continue to take photos to document the projects as they happen. Liza Alonzo is a new office administrator and she will be very busy helping Mr. Armijo with the upcoming projects.

1. **A RESOLUTION APPROVING THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT EMPLOYEE HANDBOOK UPDATE - SARA VASQUEZ**

Sara Vasquez discussed the changes. They are highlighted in red. The title will be “Employee Handbook” instead of “Human Resources Manual.” The dates and addresses have been updated. On page 31, the penalties for inappropriate use of SCRTD vehicles have been made more stringent. The attorney has looked over the changes and approved them. Mr. Armijo expects to have to update the handbook every few years. Javier Perea mentioned that some people are adding expiration dates to policies. He asked if the wording for the disciplinary actions should be changed to read “verbal warning up to termination.” The Board agreed to consider that. On page 44, a paragraph was added regarding failure to give notice if an employee cannot make it to work. Javier Perea suggested that executive authority be limited to “written warnings up to and including termination.” The Board agreed to consider that. On page 71, the baseline pay scales have been added to give employees an idea of what to expect.

Javier Perea moved to postpone approving this matter until the next meeting so that staff will have time to make the suggested changes. Seconded by Yvonne Flores. Passed unanimously.

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

1. **A RESOLUTION APPROVING THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT PROCUREMENT MANUAL UPDATE - DIANA CHAIREZ**

Diana Chairez, Procurement Specialist discussed the updates to the Procurement Manual. The advertisement threshold has been raised from $10,000 to $60,000 to bring SCRTD policy in line with the New Mexico Procurement Code. Board approval will now only be required for projects more than $100,000 excluding taxes. The definition of “small purchases” has been clarified to bring it in line with the New Mexico Procurement Code and SCRTD bylaws. There was discussion of oversight and checks and balances involved. A suggestion was made to add all these projects into the consent agenda so that the Board will know where the money is going.

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

1. **A RESOLUTION APPROVING THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT FISCAL YEAR 2025 BUDGET AMENDMENT - ADAM SHEA**

Adam Shea discussed the amendment. Expenditures shows a number of line items, including the increase in salaries by almost $15,000 but a decrease in benefits by $18,000. Fuel has also decreased by $47,000. Office equipment increased by almost $6,000 and increase in facility maintenance by about $43,000. These items are specific to the Sunland Park facility. Operating revenue increased by $63,286.78 overall. There was a decrease in the 5307 by $94,369 and increase in miscellaneous and other revenue by $40,711 specific to a refund received from the Healthcare Authority. Thus, the total amount in operating revenue is now $3,184,535.50; less expenditures after adjustments of $3,004,157.09 for a total balance of $180,378.41. Under Capital, line item local funds, net amount of $88,787.25 increase in the local match from the State of New Mexico; under 5307, net increase of $134,438.69 due to refunding expenditures for charging equipment from El Paso Electric. Under 5339A, an increase of $305,000 due to an error in the last quarter’s adjustment. Thus, an increase of $528,225.94 for Capital.

Resolution motioned by Javier Perea, seconded by Russell Hernandez. Passed unanimously.

1. **A RESOLUTION APPROVING THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT FISCAL YEAR 2025 4TH QUARTER FINANCIAL REPORT - ADAM SHEA**

Adam Shea discussed the actual financials for the fourth quarter of fiscal year 2025. Cash balances as of June 30, 2025: General Account $190,110.26; Money Market $21,440.46; making the total $211,550.72. There are several items out for payment, mostly with the New Mexico Matching Funds and NMDOT, making a grand total of over $1 million having been billed out and waiting for payment. Expenditures for the year: Grand total of $2,998,848.96 which is 99.8% of the budgeted expenditures, mainly due to the new facility. Operating Costs line item increased drastically specific to the new facility office equipment, maintenance, utilities, and supplies.

Resolution motioned by Yvonne Flores, seconded by Majorie Powey. Passed unanimously.

1. **ADJOURNMENT - NEXT MEETING AUGUST 27, 2025**

Moved by Diana Murillo, seconded by Yvonne Flores. Meeting adjourned.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson