

SOUTH CENTRAL REGIONAL TRANSIT DISTRICT BOARD OF DIRECTORS
October 22, 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=m8dc26dfa1107727271656f5b7788b3f9>

Wednesday, October 22, 2025 1:30 PM | 3 hours | (UTC-06:00) Mountain Time (US & Canada)

Meeting number: 2863 713 2748

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SOUTH CENTRAL REGIONAL TRANSIT DISTRICT
Board Meeting
October 22, 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 July 23, 2025
7. Approval of South Central Regional Transit District Meeting Minutes of September 24, 2025
8. Executive Director's Report – David Armijo
9. Approve Resolution South Central Regional Transit District Budget Development and Execution Policy – *David Armijo*
10. Approve Resolution of Amendments to Annual Budget – Adam Shea
11. Approve Resolution of the 1st Quarter Financials – Adam Shea
12. Board Comments
13. Adjournment - **Next Board Meeting – Special Meeting on November 12, 2025**

**South Central RTD
Board of Directors Meeting
Wednesday,
July 23, 2025 - 1:30 PM**

MINUTES

MEMBERS PRESENT:

Russell Hernandez, SRTD Vice-Chair, Town of Mesilla/Mayor
Javier Perea, SRTD Treasurer, City of Sunland Park/Mayor
Majorie Powey, SCRTD Member, Village of Williamsburg/Mayor Pro-tem
Diana Murillo, SCRTD Member, City of Anthony/Mayor
Yvonne Flores, SCRTD Secretary, City of Las Cruces

MEMBERS ABSENT:

Manuel Sanchez, SCRTD Chair, Doña Ana County/Commissioner
Robert Martinez, SCRTD Member, Village of Hatch/Trustee

SCRTD STAFF:

David Armijo, SCRTD Executive Director
Sara Vasquez, SCRTD Human Resources
Liza Alonzo, SCRTD Executive Assistant
Daniela Gutierrez, SCRTD Project Manager
Adam Shea, SCRTD Finance Manager
Diana Chairez, SCRTD Procurement Specialist

OTHERS PRESENT:

1. CALL TO ORDER

Russell Hernandez called the meeting to order at 1:30 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 Russell Hernandez, seconded by Javier Perea. Passed unanimously.

5. PUBLIC INPUT

There was none.

6. APPROVAL OF SCRTD MEETING MINUTES OF JUNE 25, 2025

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

7. 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.

8. 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.

9. 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.

10.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.

11.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.

12.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.

13.ADJOURNMENT - NEXT MEETING AUGUST 27, 2025

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

Chairperson

**South Central RTD
Board of Directors Meeting
Wednesday,
September 24, 2025 - 1:30 PM**

MINUTES

MEMBERS PRESENT:

Shannon Reynolds, SCRTD Member Doña Ana County/Commissioner
Russell Hernandez, SCRTD Vice-Chair, Town of Mesilla/Mayor
Javier Perea, SCRTD Treasurer, City of Sunland Park/Mayor
Majorie Powey, Village of Williamsburg/Mayor Pro-tem
Yvonne Flores, RTD Secretary, City of Las Cruces

MEMBERS ABSENT:

Diana Murillo, SCRTD Member, City of Anthony/Mayor
Manuel Sanchez, SCRTD Chair, Doña Ana County/Commissioner
Robert Martinez, SCRTD Member Village of Hatch/Trustee

SCRTD STAFF:

David Armijo, SCRTD Executive Director
Liza Alonzo, SCRTD Executive Assistant
Rosa Isela Talamantes, SCRTD Senior Accountant

OTHERS PRESENT:

1. CALL TO ORDER

Yvonne Flores called the meeting to order at 1:56 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 Russell Hernandez, second by Majorie Powey. Passed unanimously.

5. PUBLIC INPUT

There was none.

6. APPROVAL OF SCRTD MEETING MINUTES OF JULY 23, 2025

The wrong item was included in the packet, therefore the July minutes will be approved at the next meeting.

7. EXECUTIVE DIRECTOR'S REPORT - DAVID ARMIJO

David Armijo reported that ridership last year was 132,000 riders. As of the first of September, ridership for this year was 150,000. He projects that by the end of the year there will be over 163,000 rides, which is 23% growth. This is the slowest growth rate of the last three years. The consultants will report on the Ten-Year Plan in November and give the Board in-depth analysis of past and present performance as well as future plans. A bus has been added in the morning on Turquoise Route, bringing that up to hourly service all day long. This should increase ridership since people like to be able to expect the bus to be on schedule. There are standing loads on the big yellow hybrid buses, which means the buses can carry more than 45 people. Mr. Armijo is concerned that passengers may have to stand for the entire trip down to El Paso. That route is 90 minutes end-to-end, so adding another bus will bring it down to 45 minutes. The State of New Mexico provided a grant a few weeks ago which will allow a new hourly route to be added on the East Mesa including the Butterfield Community Center. Later, the route may be extended all the way up to Organ. The funding is set for the next two years. David Armijo will report on performance indicators for operational efficiency and customer service in the next two months. NMDOT recognized the district for performance as #1 in the state for three years in a row.

The solar microgrid project has passed all the state processes and the procurement will be released in the next 30 days. Groundbreaking is projected to begin in January 2026 and the entire project will be completed by March. The unit should produce enough power to run that entire facility with some left over. Staff is negotiating with El Paso Electric about what to do

with that excess power. The estimated total cost for this project is roughly a million dollars. The installation will cover approximately one acre with the possibility of expanding it later if funding can be obtained. There is plenty of room on the property, as it is 7.5 acres and the buses are only using 3 acres.

The grant funding was shown for 2025 through 2026. The total of grants from all sources was around \$12 million. Staff has been very successful in getting grants from the New Mexico Matching Fund. There are nine grants totaling around \$3.5 million with local funding of \$1.6 million. Federal funding is \$7.3 million which is 58% of the total. This funding is only certain through 2026. Mr. Armijo is unsure what 2027 will bring. This list only shows funds that are already committed, in process or in hand. Staff is using this money to add new routes, new buses to existing routes, and fix the website. By next June, there will be 12 electric vehicles and four hybrids. The new route will be called the Magenta Route. The bus will not use Highway 70. It will run from Butterfield down past DACC, use Sonoma Ranch to go past the hospital, then Mesilla Valley Mall NMSU, and the Transit Center. Magenta Route will bring the total area served up to almost 200 square miles from Elephant Butte all the way down to El Paso. RoadRUNNER Transit does 53 square miles within Las Cruces. Staff continues to collaborate with RoadRUNNER Transit to maximize usage of resources to provide better service. Suggestions for expanding service included Talavera, Las Alturas, Town of Mesilla, and the Farm and Ranch Heritage Center. Staff can use those suggestions to obtain funding for more routes. Elephant Butte, T or C, and the others being served in the north are not yet contributing money to the service.

The Mobility Hub enhancements are going forward, as well as the electronic gates. Staff has obtained \$170,000 for pavement improvements at the Sunland Park facility. The Venus facility is almost finished with the NEPA process and should be ready in about two years. Mr. Armijo is excited to add more shelters and grow the services. He hopes to increase ridership to 200,000 rides by this time next year.

8. APPROVE RESOLUTION FOR \$2,355,900 FOR FY2027 5311 RURAL AND INTERCITY NMDOT GRANT - DAVID ARMIJO

David Armijo discussed the grant application that will be submitted to obtain funds in Fiscal Year 2027. There are only four cities in New Mexico that qualify for these funds, so there is a good chance that SCRTD will win this grant.

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

9. APPROVE RESOLUTION FOR \$213,000 FOR FY2027 5310 NMDOT GRANT - DAVID ARMIJO

David Armijo discussed the \$213,000 grant to be used to buy another bus.

Resolution motioned by Javier Perea, second by Shannon Reynolds. Passed unanimously.

10. APPROVE THE RESOLUTION FOR \$630,000 FOR FY2026 LEGISLATIVE CAPITAL FUNDING REQUEST - DAVID ARMIJO

David Armijo discussed Resolution 2026-07. He has been collaborating with the lobbyist. Mesilla Valley Day will be in January at the Legislature. David Armijo has decided on three

different projects to highlight at that time: The Venus facility, a fleet expansion, and new charging infrastructure for Sunland Park, Venus, and Las Cruces facilities.

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

11. APPROVE RESOLUTION TO AWARD \$131,399.82 FOR THE ELECTRONIC ACCESS GATE REPLACEMENT PROJECT (IFB #2025-04) TO INTRAWORKS, INC.

David Armijo introduced Rosa Talamantes to present on Resolution 2026-08. Ms. Talamantes requested Board approval to award the contract for installing the new electronic gates to Intraworks.

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

12. ADJOURNMENT - NEXT MEETING OCTOBER 22, 2025

Moved by Majorie Powey, seconded by Javier Perea. Meeting adjourned at 2:40 p.m.

Chairperson

Board Reports:

Item # 8: Executive Director Report

Item # 9: A Discussion and Approval of Resolution of the South Central Regional Transit District Budget Development and Execution Policy

Action Requested

Approve the South Central Regional Transit District (SCRTD) **Budget Development & Execution Policy**, establishing a standardized annual budget calendar, roles and responsibilities, and required internal/external reporting.

Background

SCRTD's growth and expanding funding portfolio (federal, state, and local) require a formal policy to govern how annual budgets are developed, adopted, executed, monitored, and reported. This policy codifies current practice—beginning budget development each **February** with **Board adoption in June/July**—and aligns quarterly reporting to the Board and to the **New Mexico Department of Finance & Administration (DFA)** the month following each quarter.

Purpose & Scope

- Establish the official **budget calendar**, deliverables, and approvals.
- Define **roles and responsibilities** for the Executive Director, Finance Officer, and department managers.
- Standardize **quarterly performance and financial reporting** to the Board and DFA.
- Reinforce compliance with grant terms, federal and state requirements, and SCRTD internal controls.

Key Policy Provisions (Summary)

1. Annual Calendar

- **February:** Initiate development—targets, assumptions, route/service plans, capital program, staffing, and funding forecasts.
- **March–May:** Internal reviews, revisions, and draft budget book preparation.
- **June/July: Board adoption** of the Operating & Capital Budgets.
- **Post-Adoption:** Publish the final budget and distribute to managers and funding partners.

2. Execution & Controls

- Spending must align with Board-approved appropriations and grant/contract terms.
- Budget transfers within established thresholds may be authorized per administrative procedures; amendments beyond thresholds require **Board action**.
- All procurements follow SCRTD procurement policy and applicable federal/state rules.

3. Monitoring & Reporting

- **Quarterly** operating results, capital progress, and variance reports to the **SCRTD Board**.

- **Quarterly** DFA reports submitted **the month after each quarter** (Q1: Jul–Sep → due in October; Q2: Oct–Dec → January; Q3: Jan–Mar → April; Q4: Apr–Jun → July).
- Variances >[insert threshold]% require written explanations and corrective actions.
- 4. **Grants & Compliance**
 - All budget items mapped to funding sources (FTA, state, local, farebox/other).
 - Maintain required match, eligibility, and documentation; align with grant award terms and reporting schedules.
- 5. **Performance Integration**
 - Tie budget to service levels (runcuts, route plans), fleet state of good repair, and strategic initiatives.
 - Track KPIs (ridership, cost per revenue hour/mile, on-time performance, asset condition).

Roles & Responsibilities

- **Executive Director**
 - Lead the annual budget development process and present the recommended budget to the Board.
 - Ensure organizational alignment, compliance with policy, and timely Board/DFA reporting.
- **Finance Officer**
 - Develop revenue and expenditure forecasts; assemble the budget book and quarterly reports.
 - Maintain accounting records, grant allocations/match tracking, and variance analysis; recommend budget transfers/amendments consistent with policy.
- **Department Managers**
 - Submit service plans, staffing needs, capital requests, and justifications; monitor line-item performance and implement corrective actions as needed.

Fiscal Impact

Adopting the policy has **no direct fiscal impact**; it formalizes the process that governs all fiscal activity and strengthens controls, transparency, and compliance—supporting better grant stewardship and audit readiness.

Alternatives

- **Approve as presented** (recommended).
- Approve with revisions (identify sections to modify).
- Defer approval and request additional analysis.

Risks & Mitigations

- **Risk:** Schedule slippage may delay Board adoption.
Mitigation: Fixed milestones with interim check-ins and a master calendar.
- **Risk:** Variance escalation without early detection.
Mitigation: Quarterly dashboards, variance thresholds, and corrective-action templates.

Implementation Timeline

- Upon approval: Policy becomes effective immediately for the **current budget cycle**; master calendar and templates issued within **10 business days**.

Recommendation

Staff recommends the Board **approve the Budget Development & Execution Policy** as presented.

Proposed Motion

Motion: “I move that the Board approve the South Central Regional Transit District Budget Development & Execution Policy, effective immediately, directing the Executive Director to implement the annual calendar, reporting requirements, and controls outlined therein.”

Item #10: A Discussion and Approval of Resolution of the South Central Regional Transit District Amendments to Annual Budget – Adam Shea

Action Requested

Approve the proposed **amendments to the FY2025 Annual Budget**, reflecting updated revenue allocations, capital project adjustments, and reclassification of expenditures to align with current grant awards and operational priorities.

Background

Each fiscal year, the South Central Regional Transit District (SCRTD) conducts a mid-year review of its adopted budget to ensure alignment with actual revenues, grant receipts, and evolving program requirements.

For Fiscal Year 2025, several grant-funded projects and local funding contributions have been updated since adoption in **July 2025**. These adjustments require a formal **budget amendment** as outlined in the **Budget Development and Execution Policy**, which stipulates Board approval for any modification to major expenditure categories or total fund appropriations.

Summary of Amendments

1. Revenue Adjustments

- **Federal Grants:** Increase of **\$600,367.46** to incorporate recently awarded **FTA Section 5311 and CMAQ funds** for fleet expansion and facility improvements.
- **State Funding:** Increase of **\$123,617.54** reflecting additional **Transportation Project Fund** and **DFA Legislative Grant** awards received in September.
- **Local Match:** Adjustment to reflect updated cost-sharing contributions from **Doña Ana County, City of Sunland Park**, and other member entities.
- **Other Revenues:** Revised to include reimbursement and insurance proceeds related to vehicle maintenance and parts recovery.

2. Operating Expenditure Adjustments

- **Personnel Services:** Revised to reflect approved promotions, cost-of-living adjustments, and onboarding of new staff positions (Senior Dispatcher/Safety Coordinator, Project Manager, and Executive Assistant).
- **Operations & Maintenance:** Increased to cover higher fuel and supply costs associated with expanded service hours and routes.
- **Administration:** Adjusted to account for software licensing, insurance, and training expenditures aligned with organizational growth.

3. Capital Expenditure Adjustments

- **Electric Bus Procurement (5339/Low-No):** Incorporates the purchase of two additional buses funded under the **CMAQ and DFA Legislative Grant** programs.
- **Solar Array/Microgrid Project:** Revised to reflect updated installation cost estimates and IFB award total.
- **Sunland Park Facility Upgrades:** Adjustment for site development costs related to parking expansion, charging infrastructure, and landscaping.
- **Anthony Facility Improvements:** Reclassification of budget to include new gates, pavement rehabilitation, and security camera installation.

Fiscal Impact

The amended FY2025 Budget reflects **balanced revenues and expenditures**, maintaining compliance with the **New Mexico Department of Finance and Administration (DFA)** reporting requirements and FTA financial management standards.

No deficit or increase in local funding obligations is required. The amendments enhance SCRTD's ability to execute grant-funded capital and service initiatives efficiently.

Discussion

The amendments align with SCRTD's strategic objectives to expand electric fleet operations, strengthen infrastructure readiness for future growth, and maintain compliance with all federal and state reporting requirements.

These revisions ensure the District's financial plan accurately represents all committed funding sources and ongoing projects.

Recommendation

Staff recommends the Board **approve the FY2025 Budget Amendments** as presented and authorize the Executive Director and Finance Officer to file the updated budget with the **New Mexico Department of Finance and Administration (DFA)**.

Proposed Motion

Motion: "I move that the Board approve the amendments to the South Central Regional Transit District Fiscal Year 2025 Annual Budget as presented and authorize staff to submit the revised budget to the New Mexico Department of Finance and Administration."

Attachments

1. Amended FY2025 Budget Summary (Revenue and Expenditure Tables)
2. Capital Project Funding Adjustments

Item #11: A Discussion and Approval of Resolution of the South Central Regional Transit District 1st Quarter Financials – Adam Shea

Action Requested

Approve the **1st Quarter Financial Report** for Fiscal Year 2025 (covering **July 1 – September 30, 2025**), summarizing SCRTD's operating revenues, expenditures, and capital outlays consistent with the adopted FY2025 Budget.

Background

The South Central Regional Transit District (SCRTD) prepares quarterly financial statements in accordance with the **Budget Development and Execution Policy** and **New Mexico DFA** reporting requirements. The 1st Quarter Financials provide a detailed review of revenue receipts, expenditures, and budget performance for the first three months of the fiscal year.

Summary of Financial Performance

Operating Revenues (July–September 2025):

- Federal & State Grants: \$383,132.63
- Local Contributions (County, City, and Member Entities): \$574,798.84
- Farebox & Other Revenues: \$59,057.86
- **Total Revenues:** \$1,016,989.33

Operating Expenditures:

- Personnel Services (Wages and Employee Benefits): \$712,096.41
- Operations (Fuel, Maintenance, Materials, Supplies): \$96,724.36
- Administration & Overhead: \$134,390.34
- **Total Operating Expenditures:** \$943,211.11

Capital Expenditures:

- Electric Bus Procurement (No/Low 5339): \$325,431.60
- Charging Infrastructure (Solar/Microgrid Project): \$37,985.18
- Facility Upgrades (Anthony & Sunland Park): \$68,346.71
- **Total Capital Expenditures:** \$431,763.49

Net Position:

At the close of the quarter, total expenditures remained within budget. Revenues are tracking in alignment with projected grant drawdowns and local match timing.

Key Highlights

- DFA Quarterly Report submitted by **October 31, 2025**, consistent with state reporting requirements.
- Continued reimbursement draws through **BlackCat** and **Amplifund** systems for FTA Section 5311 and 5339 funding.
- Local contributions fully invoiced and received from all member entities.
- Capital projects advancing on schedule, including the Solar Array/Microgrid and East Mesa service expansion.
- No audit exceptions or budget variances exceeding established thresholds.

Fiscal Impact

This item has **no fiscal impact** beyond acceptance of the financials. Approval confirms compliance with state and federal reporting standards and authorizes continued budget execution under the adopted FY2025 framework.

Recommendation

Staff recommends the Board **approve the 1st Quarter Financial Report** as presented and authorize submission to the New Mexico Department of Finance and Administration (DFA).

Proposed Motion

Motion: “I move that the Board approve the South Central Regional Transit District Fiscal Year 2025 First Quarter Financial Report and authorize staff to submit the report to the New Mexico Department of Finance and Administration.”

Attachments

1. 1st Quarter Financial Summary (Operating & Capital)
2. Revenue and Expenditure Report – FY2025 Q1

RESOLUTIONS:

South Central Regional Transit District

Resolution Number: 2026-09

A RESOLUTION APPROVING THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT BUDGET DEVELOPMENT AND EXECUTION POLICY

WHEREAS, the South Central Regional Transit District (SCRTD) Board of Directors met in a regular meeting and reviewed the proposed Budget Development and Execution Policy; and,

WHEREAS, SCRTD's growth and expanding funding portfolio (federal, state, and local) require a formal policy to govern how annual budgets are developed, adopted, executed, monitored, and reported; and,

WHEREAS, this policy establishes a standardized annual budget calendar, defines roles and responsibilities, and sets required internal and external reporting requirements; and,

WHEREAS, the policy codifies current practices and reinforces compliance with federal, state, and local requirements as well as SCRTD internal controls;

NOW, THEREFORE, BE IT RESOLVED by the South Central Regional Transit District Board of Directors that the Budget Development and Execution Policy is hereby approved, effective immediately, and directs the Executive Director to implement the annual calendar, reporting requirements, and controls outlined therein.

ADOPTED AND APPROVED THIS 22ND DAY OF OCTOBER 2025.

Manuel A. Sanchez, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: 2026-10

A RESOLUTION APPROVING AMENDMENTS TO THE FISCAL YEAR 2025 ANNUAL BUDGET

WHEREAS, the South Central Regional Transit District (SCRTD) Board of Directors met in a regular meeting and reviewed the proposed amendments to the Fiscal Year 2025 Annual Budget; and,

WHEREAS, SCRTD conducts a mid-year review of its adopted budget to ensure alignment with actual revenues, grant receipts, and evolving program requirements; and,

WHEREAS, the FY2025 budget amendments reflect updated federal, state, and local funding allocations, capital project adjustments, and expenditure reclassifications to align with current grant awards and operational priorities; and,

WHEREAS, these amendments are consistent with the Budget Development and Execution Policy, which requires Board approval for modifications to major expenditure categories or total fund appropriations; and,

WHEREAS, the amended FY2025 Budget remains balanced and in compliance with the New Mexico Department of Finance and Administration (DFA) and Federal Transit Administration (FTA) requirements;

NOW, THEREFORE, BE IT RESOLVED by the South Central Regional Transit District Board of Directors that the Fiscal Year 2025 Budget Amendments are hereby approved as presented, and the Executive Director and Finance Officer are authorized to submit the revised budget to the New Mexico Department of Finance and Administration (DFA).

ADOPTED AND APPROVED THIS 22ND DAY OF OCTOBER 2025.

Manuel A. Sanchez, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director

South Central Regional Transit District

Resolution Number: 2026-11

A RESOLUTION APPROVING THE FISCAL YEAR 2025 FIRST QUARTER FINANCIAL REPORT

WHEREAS, the South Central Regional Transit District (SCRTD) Board of Directors met in a regular meeting and reviewed the Fiscal Year 2025 First Quarter Financial Report covering the period of July 1 through September 30, 2025; and,

WHEREAS, the 1st Quarter Financial Report summarizes SCRTD's operating revenues, expenditures, and capital outlays consistent with the adopted Fiscal Year 2025 Budget; and,

WHEREAS, SCRTD prepares quarterly financial statements in accordance with the Budget Development and Execution Policy and the New Mexico Department of Finance and Administration (DFA) reporting requirements; and,

WHEREAS, the First Quarter Financial Report reflects total revenues of \$1,016,989.33, total operating expenditures of \$943,211.11, and total capital expenditures of \$431,763.49; and,

WHEREAS, revenues and expenditures are within budget and consistent with projected grant drawdowns, local contributions, and approved capital project schedules; and,

WHEREAS, the DFA Quarterly Report for the first quarter was submitted on time and in compliance with state and federal requirements;

NOW, THEREFORE, BE IT RESOLVED by the South Central Regional Transit District Board of Directors that the Fiscal Year 2025 First Quarter Financial Report is hereby approved as presented, and staff is authorized to submit the report to the New Mexico Department of Finance and Administration (DFA).

ADOPTED AND APPROVED THIS 22ND DAY OF OCTOBER 2025.

Manuel A. Sanchez, SCRTD Board Chair

ATTEST:

David Armijo, Executive Director